



Dear Valued Supplier,

Effective December 7, 2020, we are transitioning the San Jose CA area waste customers onto the Univar Solutions Enterprise Resource Planning (ERP) system, SAP.

We have deployed experienced resources locally as well as remotely to ensure a successful implementation with minimal-to-no business interruption, while maintaining necessary COVID-19 precautions.

To date, we have completed system migrations for all of our chemicals and ingredient ship-to locations west of the Mississippi River. Beginning December 7 and continuing in 2021, we will migrate all waste and services transactions into SAP. We will communicate with suppliers and subcontractors as we add additional locations.

For suppliers that have done business with legacy Univar USA Inc.'s locations in the San Jose area there are several key steps to ensure we can continue to transact in an efficient manner. All other geographic locations outside of the aforementioned districts/states will continue doing business as Univar USA Inc. and remain unchanged.

Attached is a data packet that contains:

1. Readiness AP Guide (Accounts Payable remittance and invoicing details)
2. Go Live Readiness Credit Info Sheet (The Univar Solutions USA Inc. credit information and link to financial information)
3. W-9 Form (New Univar Solutions USA Inc. W-9)
4. If applicable, we have provided a tax exemption certificate.

**Please take the following actions to ensure setup is complete by Monday, December 7, 2020:**

- ☐ Please create an account in your system to process transactions with Univar Solutions USA Inc. (if not already setup) on or before December 7.
- ☐ Ensure the attached ship-to locations are setup under the Univar Solutions USA Inc account (if not already setup).
- ☐ Update your records with the new W-9 issued as Univar Solutions USA Inc.
- ☐ Update Accounts Payable information based on directions provided in the attached readiness guide for San Jose locations.
- ☐ Update your records with new sales tax exemption certificates issued for Univar Solutions USA Inc.

Please do not hesitate to reach out to our centralized mailbox

[VendorIntegrationQuestions@UnivarSolutions.com](mailto:VendorIntegrationQuestions@UnivarSolutions.com) and feel free to visit our website at [www.univarsolutions.com/integration](http://www.univarsolutions.com/integration) for information and updates.

## ACCOUNTS PAYABLE BILLING GUIDELINES

In order to ensure correct receipt and on-time payment during the integration of Univar USA, Inc. and Univar Solutions USA, Inc., the following is important information for our vendors and suppliers:

- If you are already sending invoices via EDI or in other electronic forms, please continue to do so
- Invoices should not be billed or directed to a branch location, account manager or customer service, please send directly to Accounts Payable
- Email invoices using PDF, TIF, Microsoft Office formats (mailing is not recommended)
- For each Invoice please submit in a single file including copies of applicable:
  - Manifest
  - Univar Solutions PO
  - Certificate of Disposal (If required)
- PO#'s must be indicated on the invoice
- Invoice delivery email boxes are not monitored-you are not emailing a person

You should have two separate bill-to customers set up in your system based on our integration schedule. **Pre-integration and post-integration invoices and statements must not be combined.** The table below should help you determine where to email your invoices for prompt processing. Please be sure your billing address specifies the proper entity (Univar Solutions USA Inc. or Univar USA Inc.).

| <b>Purchases from Univar USA, Inc. ChemCare (pre-integration):</b> <i>Purchase orders will indicate <b>Univar USA Inc.</b> instead of Univar Solutions USA, Inc.</i><br><br><i>PO's and reference #'s are formatted XX 123456</i>   | <b>Purchases from Univar Solutions USA, Inc. (post-integration):</b> <i>Purchase orders will indicate <b>Univar Solutions, USA Inc.</b> instead of Univar USA, Inc</i><br><br><i>PO's for disposal and services are 10 digits and start with "4"</i><br><i>PO's for transportation are 10 digits and start with "6"</i>   |
|---|---|
| <b>Email Invoices to:</b><br><br><b>Waste Disposal / Services:</b><br><a href="mailto:APChem@UnivarSolutions.com">APChem@UnivarSolutions.com</a><br><br><b>Transportation:</b><br><a href="mailto:APChem@UnivarSolutions.com">APChem@UnivarSolutions.com</a><br><br><b>Send inquiries to:</b><br><a href="mailto:APCustomerService@univarsolutions.com">APCustomerService@univarsolutions.com</a> | <b>Email Invoices to:</b><br><br><b>Waste Disposal / Services:</b><br><a href="mailto:CCInvoice@UnivarSolutions.com">CCInvoice@UnivarSolutions.com</a> AND<br><a href="mailto:CCManifest@UnivarSolutions.com">CCManifest@UnivarSolutions.com</a><br><br><b>Transportation:</b><br><a href="mailto:CCFreight@UnivarSolutions.com">CCFreight@UnivarSolutions.com</a><br>Please include the Freight Order # on the invoice<br><br><b>On-Site Services Division:</b><br><a href="mailto:QSSVendorInvoice@UnivarSolutions.com">QSSVendorInvoice@UnivarSolutions.com</a><br>Copy your local OSS site contact<br><br><b>Send inquiries to:</b> <a href="mailto:APVendorInquiry@UnivarSolutions.com">APVendorInquiry@UnivarSolutions.com</a><br><br>After requesting a user name from the AP vendor inquiry box, the online portal may be accessed to review invoice status via the Vendor Portal Website:<br><a href="https://vendor.univarsolutions.com">https://vendor.univarsolutions.com</a> |
| <b>Bill-to Address on Invoice:</b><br><i>(mailing invoices is not recommended; please use email):</i><br>Univar USA, Inc.<br>Accounts Payable<br>PO Box 34325<br>Seattle, WA 98124-1325   | <b>Bill-to Address on Invoice:</b><br><i>(mailing invoices is not recommended; please use email):</i><br>Univar Solutions USA Inc.<br>Accounts Payable<br>6000 Parkwood Place<br>Dublin OH 43016  |

Thank you for your attention to these requirements so that we may better support payments to your organization.

Univar Solutions  
3075 Highland Parkway, Suite 200  
Downers Grove, IL 60515-5560  
Telephone: (331) 777-6000

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## CREDIT INFORMATION(USA)

Updated July 15, 2019  
Effective September 1, 2019

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|--------------------|---|
| LEGAL ENTITY NAME: | Univar Solutions USA Inc.   |
| COMMERICAL NAME:   | Univar Solutions  |
| INTERNET ADDRESS:  | <a href="http://www.univarsolutions.com">http://www.univarsolutions.com</a>   |
| PHONE:             | 855-876-3936  |
| FAX:               | 800-791-8498  |
| DUNS NUMBER:       | 10-297-1785   |
| TAX ID:            | 91-1347935  |
| SALES TAX EXEMPT:  | Yes, sales tax certificates available   |
| CREDIT REFERENCES: | <b>The Dow Chemical Company</b><br>Attn: Customer Financial Services<br>1320 Waldo Avenue<br>Midland, MI 48642<br>Dow Credit Reference website:<br><a href="http://Creditreference.dow.com">http://Creditreference.dow.com</a><br>Customer Code: 00069978   |
| BANK REFERENCE:    | Bank of America<br>Account Number: 4427142686<br>Bank Address: 231 S. LaSalle St. – 9 <sup>th</sup> Floor, Chicago, IL 60604<br>Fax Requests: 877-878-8912 OR<br>Website: <a href="http://www.bankvot.com">www.bankvot.com</a>  |
| CREDIT RATINGS:    | Moody's – Ba3 as of February 2019<br>S&P – BB as of February 2019<br>Fitch – BB as of February 2019   |
| FINANCIALS:        | Certain financial and business information can be accessed via the Investors link on the corporate website as noted below<br><a href="https://investors.univarsolutions.com/investors">https://investors.univarsolutions.com/investors</a> . Information can also be found in filings submitted to the SEC using the SEC EDGAR database at<br><a href="http://www.sec.gov/edgar.shtml">http://www.sec.gov/edgar.shtml</a> . |
| STATEMENT:         | The information contained herein is complete and accurate to the best of Univar Solutions' knowledge. Univar Solutions authorizes you to contact the references listed above to obtain credit information.  |

**Univar Solutions**  
3075 Highland Parkway, Suite 200  
Downers Grove, IL 60515-5560  
T: 331-777-6000  
www.univarsolutions.com



## **INFORMATION REGARDING W-9 FORM FOR UNIVAR SOLUTIONS**

**\*\*PLEASE NOTE\*\***

The address listed on the attached W-9 **is not a remittance address.**

Please mail any payments made by check to the correct remit-to address printed on your Univar Solutions invoice.

If you are currently remitting payment electronically, there has been no change in procedure.

Thank you,

Univar Solutions

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Univar Solutions USA Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 2):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any)

5 Address (number, street, and apt. or suite no.) See instructions.  
**3075 Highlands Pkways Ste 200**

6 City, state, and ZIP code  
**Downers Grove, IL 60515-5560**

7 List account number(s) here (optional)

8 Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

9 1 - 1 3 4 7 9 3 5

or

Employer identification number

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *David R. Linder* Date **9/1/19**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1099 (home mortgage interest), 1099-E (student loan interest), 1099-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.