

HOW TO TRACK INVOICE STATUS

Solenis has established a supplier inquiry website (“Vendor Portal”) at <https://vendor.solenis.com>. Solenis **expects every supplier to register at and use the Vendor Portal**, as this is the most efficient way for a supplier to check the status of one or multiple invoice(s).

Please allow 7-10 business days from submission date for your company’s invoice(s) to be visible in the VendorPortal. If you do not see the invoice(s) after this time, please email the invoice(s) immediately to Solenis in accordance with the Standards set out above. Additional inquiries about specific invoice(s) should be sent to:

- For goods / services supplied to Solenis NA: apvendorinquiry@solenis.com
- For goods / services supplied to Solenis EMEA: emearq@solenis.com

Appendix 1 – Vendor Portal

Solenis established its self-service Web Portal to provide suppliers with a convenient way to inquire about the status of their paid or unpaid invoice(s), and to assist them with their cash application and management. This website is available 24 hours a day, 365 days a year.

Register for Solenis Vendor Accounts Payable Portal

- Web Site: <https://vendor.solenis.com>
- Click on register and follow the process to register as a new user
 - Enter 7-digit Solenis Vendor Number from bottom of a Solenis Purchase Order
 - Enter Invoice Number paid by Solenis within the last 180 days
 - Enter invoice number without any spaces, dashes or special characters
 - Example: #ABC2016-12345 Enter as: abc201612345
 - Enter Invoice Amount from Invoice Number above
- Login to the application. Enter User ID and System-generated Password provided by email into the application (Figure 1 below):

Figure 1



Figure 2

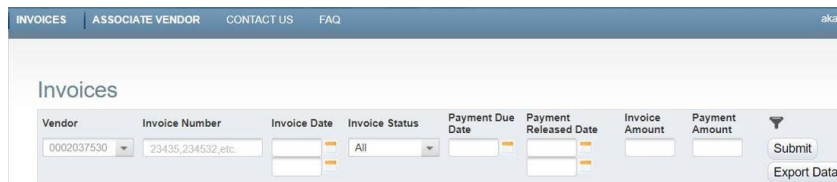
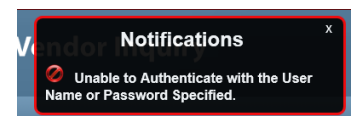


Figure 3



- If credentials are entered correctly or incorrectly, Figure 2 or 3 above will appear respectively.
- Account will be locked after five incorrect login attempts
- Registration issues can be resolved as follows:
 - Send Email to: SolenisNonSAPWebTeam@techmahindra.com
 - Use password: Solenis@2015
 - Include your User Name & Email Address

Resetting User ID or Password

- If you forgot your User ID or Password, click on “Forgot User ID/Password”, fig.4
- Provide requested information and click “Request Password”
- An email will be automatically sent to the email address provided

Figure 4



Solenis Accounts Payable Vendor Portal Search Screen

The screenshot shows the Solenis Vendor Inquiry search screen. The header includes the Solenis logo, navigation links (INVOICES, ASSOCIATE VENDOR, CONTACT US, FAQ), and user information (akaczmarek). The main search area is titled "Invoices" and contains several input fields and buttons. Red callout boxes provide the following instructions:

- Your Vendor #**: Points to the Vendor dropdown menu.
- When searching for payment status, it's better to leave these blocks blank**: Points to the Invoice Date and Invoice Status fields.
- Click on the Submit button on the screen to get the results of search**: Points to the Submit button.
- Clear here to clear**: Points to the clear icon on the Invoice Date field.
- Leaving the invoice status at "All" will yield the maximum results**: Points to the Invoice Status dropdown menu.
- When requesting remittance details, please enter the payment amount**: Points to the Payment Amount input field.
- Clear here to display results in MS Excel spreadsheet**: Points to the Export Data button.

Vendor	Invoice Number	Invoice Date	Invoice Status	Payment Due Date	Payment Released Date	Invoice Amount	Payment Amount
0002037530	23435,234532,etc.		All				

- An invoice might not appear on this screen for several reasons:
 - Invoice not received via your method of delivery;
 - Invoice sent to an address other than Accounts Payable, thereby delaying posting;
 - Invoice returned for not containing complete/correct information for processing;
 - Invoice returned for not meeting Solenis' Invoice and Billing Standards; and/or
 - Invoice is not due for payment in the next 10 business days