



Supplier Invoicing and Payment Policy **July 2023, V2**

Products and services provided to Livent by outside Suppliers (or providers) are an integral component of our operations. Company-wide, these products and services represent a large percentage of our net sales revenue. Our ability to work in an integrated and streamlined fashion with our Suppliers is fundamental to the company's overall success. Therefore, we believe it is important to reiterate Livent's policy regarding all Livent's 3rd party transactions.

1. Purchase commitments require a valid purchase order unless:
 - ≤ \$5k USD in the US, UK, China, or Singapore
 - < \$1k USD in Argentina
 2. Total of all shipments to Livent cannot exceed the actual quantity ordered on the purchase order within set tolerance limits.
 3. All goods are to be shipped to the "Ship-To" address identified on the purchase order.
 4. Invoices are to be submitted for goods and/or services only after completion of delivery of a quality product or service.
 5. The recipient of the goods or services must acknowledge receipt by performing a goods or service receipt in our system.
 6. Goods and services purchases, including but not limited to, parts, materials, equipment, tools and/or supplies also require proper shipping documents to complete receipt processing. **All product shipments to Livent Facilities require Packing Slips/Bill of Lading (BOL) or attached Shipping Documents.**
- These shipping documents require the following data elements:
- Unique shipping and/or packing slip/BOL document number
 - Purchase order number
 - Purchase order line-item number, line-item details (i.e., part number, quantity, price, etc.)
7. Payment will be based on the information captured on the purchase order. If the purchase order you receive does not reflect what was agreed upon (i.e., price, total value, etc.), it is the Supplier's responsibility to reject the order and request a corrected purchase order, prior to fulfilling the order.
 8. All payments to Suppliers require a packing slip/BOL at time of delivery and a proper invoice submitted to accounts payable with the following data elements:

- Unique invoice number, invoice date, and date goods were shipped
- Supplier name
- Remit-to address, contact, and telephone number
- Banking information for electronic payment
- Purchase order number
- Purchase order line-item number, line-item description, and Livent material number if applicable
- Shipping and/or packing slip/BOL reference number for goods

All information must match the corresponding purchase order you received from Livent. **Invoices or shipments received without the required information or packing slips/BOL may be returned at the Supplier's expense.**

9. In addition to the purchase order and packing slip/BOL information above, invoices must be sent via the email workflow process and method as detailed below.

- Each invoice must be saved individually in pdf format
- Multiple invoices can be submitted via the same workflow email, if the total email size does not exceed 5MB
- Invoices are to be submitted once
- The email workflow system is only used to submit invoices and is not monitored. Any correspondence pertaining to the invoice status or special instructions are to be sent via the inquiry information below.

Location	Company Name	Invoice Method	Bill to Address	Inquires
United States	Livent USA Corp.	Email Only	usap@livent.com	us.apinquiry@livent.com
United Kingdom	Livent Lithium UK Limited	Email Only	engap@livent.com	uk.apinquiry@livent.com
Singapore	Livent Singapore Pte., Ltd. or Livent Lithium LLC*	Email Only	sgap@livent.com	sg.apinquiry@livent.com
Argentina	Minera del Altiplano SA.	Email Only	Mineradelaltiplano.pagos@livent.com	Mineradelaltiplano.pagos@livent.com
China	Livent Lithium (Zhangjiagang) Co., Ltd.	Paper Copy sent <u>Express Mail</u> to plant address	Livent Lithium (Zhangjiagang) Co., Ltd. 32 Beijing Road, Yangtse River Chemical Park, 215635 Zhangjiagang Free Trade Zone, Jiangsu, China	Livent Lithium (Zhangjiagang) Co., Ltd. 32 Beijing Road, Yangtse River Chemical Park, 215635 Zhangjiagang Free Trade Zone, Jiangsu, China

Invoices mailed to other addresses, i.e., recipients are not consistent with our policy and could be discarded or misrouted.

10. Livent issues payments via electronic bank transfer, with preferred type being ACH when available.