

# Important Information for Suppliers

**June 2019**

## **Corteva Agriscience Accounts Payable Process**

On June 1, 2019 Corteva Agriscience officially separated from DowDuPont to become a stand-alone, pure-play agriculture company. As a result of this separation, Corteva Agriscience Procurement would like to outline our new accounts payable process. Specifically, this communication will address where to send your invoices, how to contact our accounts payable department and will provide answers to commonly asked questions. We ask that you please review this information to ensure a seamless accounts payable process. Should you have questions, please contact the accounts payable department using the contact details in the attached “Accounts Payable Contact Details for Corteva Agriscience” document.

### **Where will I send my invoices after June 1?**

Corteva Agriscience will continue to use the heritage DuPont / Pioneer and heritage Dow AgroSciences (DAS) operating systems. Therefore, the functional mailbox where each invoice should be sent will depend on the system, region, and category in which the purchase was made. We are in the process of updating this information on all purchase orders. In the meantime, please reference the attached “Invoice Submission Instructions” document to verify the correct location. It is critical that invoices are sent to the proper location to facilitate on-time payments.

### **What company should I address my invoice to?**

The specific legal entity conducting business for Corteva Agriscience will vary in each country. Corteva’s subsidiary legal entities in each country will maintain their existing legal entity names (e.g., Pioneer, DuPont, Dow AgroSciences). It is critical that you use the correct legal entity name in the “Invoice To” section of your invoice. Please reference the attached “Invoice Submission Instructions” document if you need to verify a legal entity name.

- Please note that legal entity names for our subsidiaries globally do not include “Corteva” or “Corteva Agriscience”. However, as we update the signage at our sites to reflect the change to doing business under Corteva Agriscience, there has been confusion when deliveries are addressed to only the legal entity which, as noted does not include the Corteva name. We ask that you also please include the name “Corteva” in delivery instructions (either in house or to a carrier) to alleviate any confusion.

### **How can I reach the Corteva Agriscience Accounts Payable department?**

Please reference the attached “Accounts Payable Contact Details for Corteva Agriscience” document to find the accounts payable department’s contact information for your country.

### **What information do I need to include on the invoice?**

To ensure timely payments, please ensure the invoice includes the following:

- Correct Key Data (Purchase Order Number, Shipment Number, Service Order)

- Valid purchase order
- Quantity and price match the purchase order
- Clear description of product or service
- "Bill To" matches purchase order
- Email address of responsible contact to answer questions / issues
- Scans clearly or was emailed as a PDF
- Taxes calculated correctly
- (Invoices for Brazil only) Rename the PDF (materials) with the 44 key digits

**I recently submitted an invoice to the wrong location, should I resubmit my invoice?**

- Invoices received on, or before May 31 will be forwarded to the correct location automatically.
- Email invoices that were submitted after May 31, or invoices that were physically mailed after May 24 should be resubmitted to the correct location.

**Have Questions?**

If you have questions, please contact us using the information found on the attached "Accounts Payable Contact Details for Corteva Agriscience" document.

For your awareness, we are continuing efforts to optimize our processes and will provide details on any relevant changes as needed. As always, thank you for providing valuable services to us. We look forward to working with you in the future.

**Grace Zacharek**

Procurement Shared Services Leader

**Bhavani Asthana**

Accounts Payable Leader



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