



NORTH AMERICA SUPPLIER INVOICE POLICY

Saint-Gobain North America has adopted invoicing standards and implemented an electronic workflow to support our initiative to streamline the invoice payment process. By moving to a paperless environment, we are meeting a goal of attaining an environmentally sustainable solution that increases energy efficiency and reduces carbon emissions. Our expectation is that your company will partner with us by eliminating paper from our procure-to-pay process and by following this Invoice Policy.

Suppliers are now required to submit all original invoices and credit memos for our North America businesses directly to NA-APInvoices@saint-gobain.com via email. They should not be sent directly to Saint-Gobain employees, offices, plants or production facilities. Copying a Saint-Gobain employee is permissible. This policy includes all invoices except for services managed by third-party partners including legal fees, utilities, telecom, waste management, freight, leases and related maintenance, and tax payments. This single entry point will make it easier for our suppliers to do business with us by sending all invoices directly to our invoice processing team.

Failure to provide a supplier invoice in accordance with the attached Saint-Gobain Supplier Invoice Requirements and Invoice Submission Requirements will delay processing of the invoice or may result in the invoice being rejected.

Any inquiries regarding invoice payment status as well as the resubmission of invoice (or duplicate) copies and supplier statements must be emailed directly to AskAP@saint-gobain.com. Include the following information with your inquiry:

1. Ship-to address or address for site where services were performed
2. Saint-Gobain legal entity/business
3. Invoice number
4. Invoice date & amount
5. PO number or contact name

Attachments:

I - North America Supplier Invoice Requirements

II - North America Supplier Invoice Submission Requirements