

Process For Purchase Order Acknowledgement

1 You will receive an email from Syensqo with a link to confirm your Purchase Order (PO)

Make sure you check all relevant information & conditions

After reviewing all information, click on the link in the email

2 You will have an option to fully confirm the purchase order or partially confirm the purchase order

If all data is correct, click on the link in the email and then click on the "Fully Accepted" button

3 If you want to change the delivery date, the quantity or the unit price, then click on the link in the email. After, click the "Partially Accepted" button

4 Double check all the proposed changes, making sure everything is correct.



[CLICK HERE TO ACCESS ONLINE PURCHASE ORDER CONFIRMATION](#)

Dear supplier,

Please find enclosed our Purchase Order number 4504961863 and associated attachments.

If you find a link at the top of this email, Full or Partial Confirmation of this purchase order is required through that secure web link. Confirmation is required within 10 days, after this period, if no confirmation is received the purchase order will be considered as accepted.

You can find the step-by-step guide of how to confirm this purchase order in the following links:
<https://www.syensqo.com/en/suppliers/tricks-and-tips-suppliers-videos>

More information including invoicing instructions are available on the following links:
<https://solvay.keepeek.com/publicMedia?t=pmA8IVba1b>

If you need additional support, have doubts or want to submit other types of inquiries, please inform us via our contact form below (you can write in your local language). Please ensure you mention the subject of this email and any additional information you find relevant.

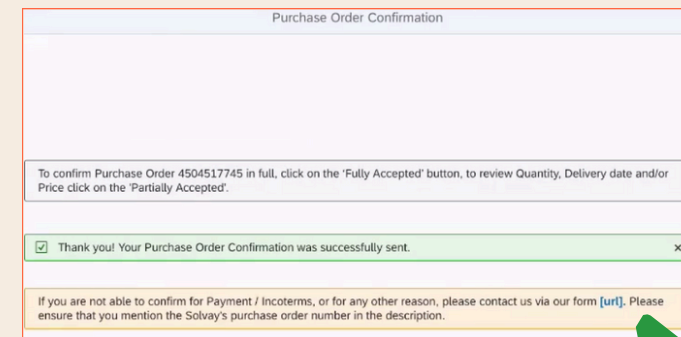
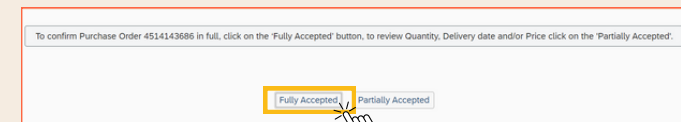
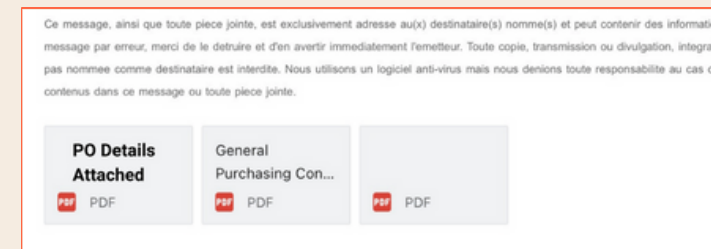
Link for the contact form:
<http://www.syensqo.com/supplier-inquiry>

Syensqo has delegated procure-to-pay services to Solvay Global Business Services, fully mandated to act on their behalf.

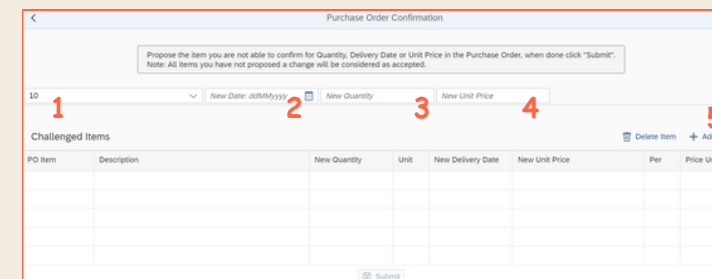
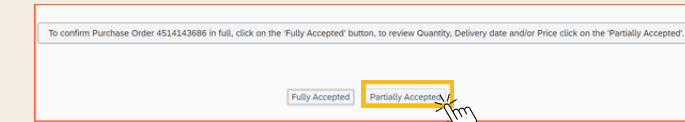
Best regards,

Syensqo Company name
Our PO information:
Purchase Order number
Syensqo Company Name and number
Site name and number
Supplier information

! ****Important.** You have 10 days to perform the confirmation

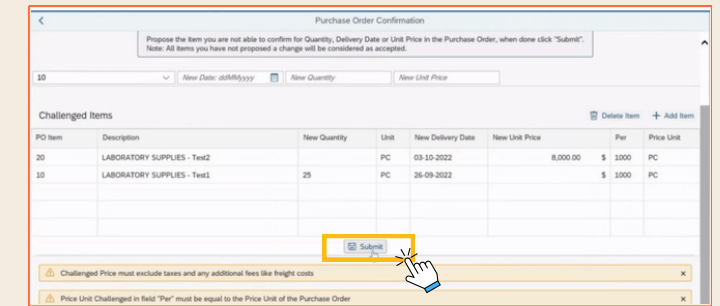


Your purchase order has been confirmed

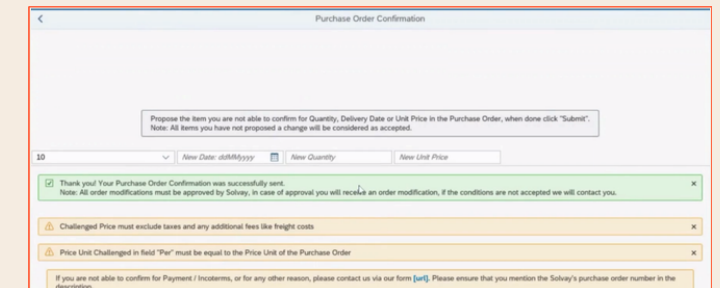


You can edit: delivery date, quantity and unit price

- Select the corresponding line(s) in the drop down menu where you want to apply changes.
- And then edit the required fields.
- Select new delivery date from the calendar, type in new unit price, or quantity.
- And then click on "+add item".
- Pay attention to the field "Per", make sure it remains the same as in the original PO.
- Select another line from the drop-down menu, in case you want to dispute more items in the PO.



Then click "Submit" button at the bottom



Syensqo will now review your changes and keep you updated by an email.

Note that this method will not work for suppliers enrolled in ARIBA. You may find more instructions on ARIBA by [clicking here](#).