



March 24, 2016

Dear Valued Supplier,

Per the communication you received in early March, The Dow Chemical Company (“Dow”) and our affiliated companies are reassessing our legal entity structure via the Legal Entity Rationalization (LER) project.

What Action is Required of You as a Dow Supplier?

You will need to make changes to your systems and records to be prepared for impacts that will occur at go-live on **May 3, 2016**. A company code reference spreadsheet is available on the website www.LearnAboutDowLER.com for your convenience.

- **Shipping holiday: April 28 at 20:00 CET through – May 3 at Noon CET**
Preparations are underway to ensure minimal impact to you as a supplier. As a result, to ensure a smooth transition, a non-shipment period will be initiated for a short window of time at all impacted locations:
 - Receiving Holiday: **April 28 at 20:00 CET through – May 3 at Noon CET** (shipment receipts will not be possible during this period)
 - Shipments and receipts will resume beginning on **May 3, 2016 at Noon CET**
- **Open purchase orders** - Open purchase orders delivered after May 1, 2016 will need to be invoiced to the new company. A cross reference spreadsheet will be available on the LER supplier webpage (www.LearnAboutDowLER.com) at go-live.
- **Open payables** – Invoices for purchase order line items received prior to May 1, 2016 need to be issued against the original purchase order. Invoices for purchase order line items that have been recreated in another legal entity, need to be issued against a new purchase order.

What is expected from you?

- 1) Change our customer profile to reflect the new legal entity
- 2) Obtain the new purchase order number from our website if there are outstanding purchase orders for your company
- 3) Share this information with others in your organization as appropriate
- 4) Sign up to receive further communications by submitting your email address on the website www.LearnAboutDowLER.com

We are sharing this information with you now so you can prepare for the upcoming changes. We appreciate your effort to work with us ahead of time to ensure orders and payments are not





missed or delayed. Please share the information about this upcoming change appropriately within your organization.

If you have any questions or concerns, please don't hesitate to reach out to your purchasing contact.

Regards,

Jaap de Bruyn

Jacob De Bruyn
Source To Pay Project Leader
The Dow Chemical Company

