



January 27, 2016

Dear Valued India Supplier,

As you are likely aware, Dow Group is engaged in a Legal Entity Rationalization (LER) project. As part of the LER project, Rohm and Haas India Private Ltd will merge into Dow Chemical International Pvt Ltd effective 27th February 2016. This will help streamline the way we work with you and improve the way you interface with Dow.

What is changing?

Dow aspires to create a better experience for you. As legal entities merge, you can expect to receive purchase orders, maintenance requisition orders, and some shipping documents, from a different Dow legal entity than the one you are doing business with today. A few of the key changes include the following:

- 1) **Merging legal entities** – Our goal is to reduce the number of legal entities. In India, Rohm and Haas India Private Limited will merge with Dow Chemical International Private Limited effective 27th February 2016.

If you are supplying to both Dow Chemical International Private Limited and Rohm and Haas India Pvt Ltd, please note that this communication is limited to suppliers for Rohm and Haas India Pvt Ltd.

- 2) **Shipping holiday**

To minimize the impact of this activity and ensure a smooth transition, a non-shipment period will be initiated for a short window of time at all locations impacted.

- Receiving Holiday: 24th February 2016 – 3rd March 2016 (shipment receipts will not be possible during this period). However, if there is an urgent need to process a shipment receipt, we would contact you for a contingency plan.
- Shipments and receipts will be possible again beginning on 4th March 2016.

Due to this necessary outage, preparations are underway to ensure minimal impact to you as a supplier.

- 3) **Open purchase orders** - Open purchase orders delivered after 26th February 2016 will need to be invoiced to the new company i.e. "Dow Chemical International Private Limited" under the new purchase order number. Existing open purchase orders will be closed. New purchase orders will be issued for material and service orders beginning 27th February 2016. Our purchasing representative will communicate you the new purchase order reference number.
- 4) **Invoicing before, during and after shipping holiday:** Please take a note of following three scenarios and take appropriate action.





- (a) If material (or service) is received at our site on or before 24th February 2016, your invoice should be addressed to Rohm and Hass India Private Limited with Rohm and Hass India Private Ltd.'s purchase order reference number on your invoice.
- (b) If material (or service) is received at our site between 24th February 2016 to 26th February 2016 (exceptional scenario as per shipping holiday instructions) , your invoice should be addressed to Rohm and Hass India Private Limited with Rohm and Hass India Private Ltd.'s purchase order reference number on your invoice.
- (c) If material (or service) is received at our site after 26th February 2016, your invoice should be addressed to Dow Chemical International Private Limited with the new purchase order reference number. The new purchase order reference number will be provided by our purchasing representative no later than 3rd March 2016.

What is expected from you?

- 1) Change our customer profile in your systems to reflect the new legal entity information (Legal entity names, mailing addresses, tax ID #s and VAT #s, per the attached document) prior to March 1, 2016.
- 2) Follow the instructions listed in sections 1-4 above in accordance with the timeline presented.

We are sharing this 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,

XXXX – Sourcing Manager Name & Contact Number

