



DOING BUSINESS WITH ROHM AND HAAS IN ASIA

Introduction

Rohm and Haas Company (**NYSE:ROH**) is a global pioneer in the creation and development of innovative technologies and solutions for the specialty materials industry.

We have a global network of more than 100 manufacturing, technical research and customer service facilities in more than 27 countries worldwide.

For more information on Rohm and Haas, please visit us at www.rohmhaas.com

Rohm and Haas Corporate Safety Vision

The Safety of our employees, customers, and the people who share our communities is core to the values of Rohm and Haas. We embrace five fundamental beliefs:

- The Health and Safety of people is valued above all else
- All occupational injuries and illnesses can be prevented
- Excellence in safety is compatible with excellence in other safety parameters such as quality, productivity and profitability. They are mutually supportive
- Safety is an integral part of everything that we do
- Good safety is mainly the result of attitudes and beliefs of people.

Procurement Mission and Vision

Our **Mission** is to source the right good or service, safely, at the right time and at the right price.

Our **Vision** is to provide a cost effective, stable platform for the acquisition of goods and services, respond to our customer needs and to support the company's overall growth objectives.



Our Code of Ethics

We believe that relationships between Rohm and Haas and its suppliers should be based on mutual respect and integrity. These relationships should be maintained at the highest standards of business ethics.

- Supplier prices, quotations and agreed contractual terms are considered confidential and will not be discussed or shared with other suppliers
- Under no circumstances should any employee misinterpret a competitive situation to a supplier
- We do not require, expect or solicit any form of entertainment or promotional gifts from suppliers as a condition for doing or winning business.
- All Procurement decisions are made based upon the total cost of acquisition, quality, service and the timely delivery of material or service.
- Procurement employees should not leverage supplier relationships, contracts or pricing for personal use.

Expectations of Suppliers and Supplier Code of Conduct

It is our intention to establish lasting, mutually beneficial, and open relationships with our suppliers. Rohm and Haas awards business based on quality, service, total cost, and delivery. Nothing need be done to retain our goodwill other than to care satisfactorily for the business placed with you.

It is our policy to encourage every supplier to strive for continuous improvement in the total life cycle cost, quality, and the level of service provided to Rohm and Haas Company. We use an appropriate strategy to maximize the savings possibilities with each commodity class and supplier.

We are committed to maintaining the highest standards of business ethics in our dealings with our suppliers. We expect our suppliers to adhere to the same high standards. For more information on this, please refer to our Supplier Code of Conduct ([Please click here to access our Supplier Code of Conduct](#)) or access from www.rohmhaas.com

>Supplier Information > Policies > Supplier Code of Conduct.pdf

Our Product Rejection Policy

In the event that we have to reject receipt of material (it is out of specification, is not what we ordered) it will be returned at the supplier's expense.



Our Procurement Process

- Procurement (and those delegated to by Procurement) is the only group within Rohm and Haas authorised to commit the company to transactions which involve the procurement of materials or services.
- We use three tools to purchase: SAP, Ariba and PCards.
- We will use different methods and tools for sourcing materials and services depending on the value and scale of the purchase. This could include formal RFP (Request for proposal – similar to formal tendering), direct negotiation, simple phone/fax or email inquiries.
- Depending on the value and scale of the purchase we may formalize and document terms and conditions of the agreement via a contract document or Purchase Order.
 - Our internal processes do not require Purchase orders to be stamped/signed before being issued to vendors.
- Invoices should be submitted to us as directed below and will only be processed for payment once we have received delivery of material or completion of service, if we are satisfied to the quality of the goods/service received and the price is as agreed.

Payment Process

• Ariba Purchase Order

- **How to get your invoice to us** – invoices should be sent to the designated email address provided by Rohm and Haas Ariba coordinator.
- **How to get paid on time** –
 - Send the invoice to the correct email address and in the correct format (Comma Separated Values .CSV)
 - Ariba Purchase Order Number must be indicated on each line of your invoice file to ensure timely payment. Our Ariba Order Numbers are prefixed letter **D and O** and is a **9** digit alpha numeric number
 - **Do not** send paper invoices
 - We encourage all vendors to be prompt and accurate in submitting invoices to trigger the start of the Rohm and Haas payment term due date calculation.

• SAP Purchase Order

- **How to get your invoice to us** - Invoices must be sent to the correct Rohm and Haas Accounts Payable Processing Site. The Accounts Payable processing site is provided on our Rohm and Haas Purchase order in the "Bill to section".
- **How to get paid on time** -
 - Send the invoice to the correct Rohm and Haas Accounts Payable Processing Site.

- Purchase order (PO) Numbers must be indicated on your invoice to ensure timely payment. Our PO number begins 4***** and is a 10 digit numeric number.
 - Please do not commit to providing material or services to Rohm and Haas until you have received a valid PO (invoices received without a PO will be returned to you).
 - We encourage all vendors to be prompt and accurate in submitting invoices to trigger the start of the Rohm and Haas payment term due date calculation.
- **How do we calculate the payment date / terms** - Effective Jan 1 2009
Terms date are calculated from Invoice Receipt Date