May 7, 2021

Re: Supplier Invoice Requirements

Dear Valued Partner,

This letter is intended to inform you of Tenneco USA location invoice requirements for Motorparts, NVH, Ride Control, and Braking Business Units (see applicable locations below). The invoice requirements set forth below must be adhered to in order to ensure accurate and on-time payments. These invoice requirements apply to all raw material, finished goods, capital equipment and services suppliers and vendors.

1. All invoices must be submitted electronically and sent to the email address found on the purchase order issued by Tenneco. Please do not send duplicate hardcopies of the invoices to the Tenneco postal mailing address. It is imperative that you include the *purchase order number* and *ship to location* in the subject line of the email. For the avoidance of doubt, if you fail to include the purchase order number and ship to location in the subject line of the email, such email, and the invoices attached to such email, will be rejected and you will be required to resend the email with the proper information in the subject line. Please ensure to send only one invoice per pdf and no more than five (5) invoices per email. Lastly, the invoice must be at least 300 dpi and in black and white. Readable pdf format preferred. Please do not submit invoices on colored paper as they will be rejected.

For your convenience, we have provided a list of invoice ship to locations as well as the applicable email addresses associated with such ship to locations. However, as stated above, the proper email address will be included in the purchase order. Please notify your Tenneco representative if for some reason your organization is unable to submit invoices electronically. In such event, hardcopy invoices may be mailed to the addresses set forth below based on the ship to locations.

The below instructions pertain to these locations:

Invoice Ship to Location		
Boaz, Alabama	Juarez, Mexico (Ship to Don Haskins, El Paso, TX only)	Smyrna, Tennessee
Glasgow, Kentucky	Plymouth, Michigan (friction location only)	Southfield, Michigan
Maryland Heights, Missouri	Skokie, IL (for FP Diesel product)	All TSC locations
Maryville, Missouri	Smithville, Tennessee	

Email
• Emails with attached invoices should be emailed to usemailinvoice@driv.com.

    Please note the following requirements:
    o The invoice and all supporting documentation should be scanned in one attachment.
    o Only one invoice per attachment will be accepted.
    o Attachments must be submitted in one of the following file formats:

    o .txt, .html, .htm, .pdf, .doc, .docx, .xls, .xlsx, .tif, .tiff
    ** Please note: usemailinvoice@driv.com is for emailed invoices only and all
        other inquiries should be directed to usmpinquiry@driv.com.

Traditional Mail
• Mail to: DRIV Automotive Inc.
            P.O. BOX 981469
            El Paso, TX 79998

Overnight Courier (UPS, FedEx, etc.)
• Send to: DRiV Automotive Inc.
            1000 Hawkins Blvd. Suite A
            El Paso, TX 79915

Please contact DRiV's Help Desk for all invoice questions or concerns. Representatives are available from 8:00am - 5:00pm EST Monday – Friday via phone: 1-877-610-8819 or via email: USMPInquiry@driv.com.

The below instructions pertain to these locations:

Invoice Ship to Location		
Angola, Indiana	Lake Forest, Illinois	Napoleon, Ohio
Harrisonburg, Virginia	Milan, Ohio	Paragould, Arkansas
Kettering, Ohio	Monroe, Michigan	

Vendor Registration/Invoice Upload
• This will provide you the ability to inquire on your invoices, as well as upload invoices directly into our processing system. To register for vendor self-service, please go to https://DRIV.catalyst.cognizant.com and select Registration. After reviewing and verifying your vendor registration information, we will send your login information so you can access this feature.

Email
• Emails with attached invoices should be emailed to DRIVInvoices@cognizant.com.
        Please note the following requirements:
        o The invoice and all supporting documentation should be scanned in one attachment.
        o Only one invoice per attachment will be accepted.
        o Attachments must be submitted in one of the following file formats:
        o .txt, .html, .htm, .pdf, .doc, .docx, .xls, .xlsx, .tif, .tiff
        ** Please note: DRIVInvoices@cognizant.com is for emailed invoices only and all
            other inquiries should be directed to DRIV@cognizant.com.

Traditional Mail
• Mail to: DRIV Accounts Payable
            PO Box 40013

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College Station, TX 77842

Overnight Courier (UPS, FedEx, etc.)
• Send to: DRIV Accounts Payable
                211 Quality Circle
                College Station, TX 77845

Please contact Help Desk for all invoice questions or concerns. Representatives are available from 7:00am - 5:00pm CST Monday – Friday via phone: 1-323-942-8277 or via email DRIV@cognizant.com.

2. Please note it can take from two to five days for your invoice to be processed.

3. Payments will be made in accordance with our payment terms cycle.

4.   Invoice submission checklist:

✓   One Invoice = One Purchase Order = One Delivery Number

✓   Sold to Location

✓   Delivery Number that is used on inbound delivery document must be used on invoice

✓   Ship to Location

✓   Part Number or Service/Material Description matching the purchase order can only be listed once on the invoice

✓   Invoice Number

✓   Vendor Number

✓   Invoice Date

✓   Vendor Name

✓   Quantity with Unit of Measure on each line item

✓   Vendor Phone, fax, email if available

✓   Vendor Remit to Address

✓   Price on each line item

✓   Bill to Location

✓   Extended Amount for each line item

✓   Total Invoice Amount

✓   Currency

5. All information contained in the invoices must match the content of the related purchase orders (or release).

6. All invoices that do not adhere to the requirements set forth herein will be rejected and you will be required to correct and resubmit the invoice for processing. Failure to adhere to the requirements set forth herein may delay payment for which Tenneco will not be held responsible or liable.

Sincerely,

Amie Norton
Director – Global Accounts Payable
Finance Shared Services