

Delrin
Building 308, Experimental Station
200 Powder Mill Rd
Wilmington, Delaware 19803



December 5, 2024

Subject: **Important Changes are coming at Delrin! - Action required/Notification of Change**

Dear Valued Business Partner,

First, thank you for your support. We're making some changes at Delrin, we believe, that will enhance your experience with us.

What's Changing

Delrin is implementing a new ERP system with an entirely new procurement process and organization. Delrin will then operate in an independent systems environment with no further reliance on DuPont. **There are no changes to our legal business entities**, only to our business processes and interactions with you.

Freight Suppliers

If you are a freight supplier, please ignore this communication. You will receive a separate communication with pertinent instructions to you.

Invoices (Non-Freight Suppliers Only)

You should continue submitting invoices to the current email inbox until December 15, 2024. **Starting December 16, 2024**, any new invoices not submitted for payment need to be sent to invoices@delrin.com.

Important: Do not re-submit invoices previously submitted to the current DuPont email inbox.



Communication Channels

As Delrin will operate with newly established internal Procurement Operations and Accounts Payable teams, **starting January 1, 2025**, your communications channels with all Delrin legal entities will be changed as follows:

- All queries related to Delrin invoices should be addressed to:
 - Delrin EMEA Accounts Payable, emea.ap@delrin.com
 - Delrin APAC Accounts Payable, apac.ap@delrin.com
 - Delrin NA Accounts Payable, na.ap@delrin.com
- Purchase order related communications need to be addressed to:
 - Delrin EMEA Procurement Operations, emea.procurement@delrin.com
 - Delrin APAC Procurement Operations, apac.procurement@delrin.com
 - Delrin NA Procurement Operations, na.procurement@delrin.com
- All former DuPont email addresses will become obsolete for communication with Delrin. We will not have access to invoices sent to DuPont email boxes, and those will be rejected by DuPont.
- Existing purchase orders, already in process, will retain the original purchase order number.

Over the next few weeks, Delrin will update the Delrin Supplier Center at www.delrin.com/supplier-center/. Detailed legal entity names and addresses can also be found there.

Please reach out to the email boxes listed above if you have any questions and look for additional communications from Delrin.

Thank you and we look forward to our continued relationship.

Regards,

Delrin Procurement and Payables Operations