

June 26, 2025

Re: Supplier Invoice Requirements

Dear Valued Partner,

This letter is intended to inform you of Federal-Mogul Motorparts LLC location invoice requirements for Motorparts (see applicable locations below). The invoice requirements set forth below must be adhered 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 as per these instructions: a) do not send duplicate hardcopies of the invoices to the Tenneco postal mailing address; b) include the purchase order number and ship to location in the subject line of the email. 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 deleted and you will be required to resend the email with the proper information in the subject line; c) ensure to send only one invoice per pdf and no more than five (5) invoices per email; d) the invoice must be at least 300 dpi and in black and white. Readable pdf format preferred; e) 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. You need to 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 following instructions are applicable to these locations:

Location	Address	Location	Address
Boaz, AL	300 Wagner Drive Boaz, AL 35957	Atlanta	6690 Jones Mills Court Suite E Norcross, GA 30092
Maryville, MO	2002 E. First Street Maryville, MO 64468	Baltimore	717 Hammonds Ferry Road Suite F Linthicum Heights, MD 21090
Skokie, IL	7450 N McCormick Blvd Building # 20 Skokie, IL	Dallas	10390 Shady Trail, Suite 100 Dallas TX, 75220
Smyrna, TN	2100 Midway Lane Smyrna, TN 37167	Ft. Lauderdale	3499 SW 42nd Street Ft. Lauderdale, FL 33312
Van Nuys	15039 Raymer Street Van Nuys, CA 91405	Southfield	24461 W 10 Mile Road Southfield, MI 48033
Rancho Dominguez	2121 Paulhan Street, Lot # 2 Rancho Dominguez, CA 90220	St. Louis	6565 Wells Avenue St. Louis, MO 63133
Forest View	4929 S Mason Avenue Forest View, IL 60638	Glasgow, KY	20 Aberdeen Drive Glasgow KY 42141
Bronx	1460 Sheridan Expressway Bronx, NY 10464	Smithville, TN	1 Grizzley Lane Smithville, TN 37166

Email

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

Please note the following requirements:

- *The invoice and all supporting documentation should be scanned in one attachment.*
- *Only one invoice per attachment will be accepted.*
- *Attachments must be submitted in .pdf format.*

** Please note: usemailinvoice@driv.com is for emailed invoices only and all other inquiries should be directed to usmpinquiry@driv.com

**Monthly statements can be emailed to mpstatements@driv.com

Please contact Help Desk for all invoice questions or concerns. Representatives are available from 7:00am - 5:00pm CST Monday – Friday via email usmpinquiry@driv.com

2. Please note it can take from two to five days for your invoice to be processed. In case of discrepancies, our team will get in touch with the department responsible for resolving the dispute
3. Payments will be made in accordance with our payment terms cycle.
4. Invoice submission checklist:

✓ One Invoice = One Purchase Order = One Delivery Number	✓ Bill to Location
✓ Delivery Number that is used on inbound delivery document must be used on invoice	✓ Ship to Location
✓ Tenneco 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 ✓ Vendor Phone, fax, email if available	✓ Quantity with Unit of Measure on each line item
✓ Vendor Remit to Address	✓ Price on each line item
✓ Total Invoice Amount	✓ Extended Amount for each line item
✓ Currency	

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

All invoices that do not adhere to the requirements set forth herein will be deleted 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 Federal-Mogul Motorparts LLC will not be held responsible or liable.