



# INSTRUCTIONS: SHIP-TO CUSTOMER PROFILE

A. General Business Information	
<b>SOLD TO INFORMATION:</b> Customer Name: Corporate Address: City, State, Zip:	<b>SHIP TO INFORMATION:</b> Customer Name: Ship to Address: City, State, Zip:
Country: <input type="checkbox"/> VAT number:	Country: <input type="checkbox"/> EORI number:

B. Product Information (Select product(s), list the end uses and estimated annual volume)			
Select desired product(s) below	End Use	Annual Volume	
Other			

C. Documentation Requirements			
Order Acknowledgement Recipient	Recipient Name Title	Phone # Fax # or Email Address	
SDS Recipient	Recipient Name Title	Phone # Fax # or Email Address	
Bill of Lading <input type="checkbox"/> With shipment only	Recipient Name Title	Phone # Fax # or Email Address	
COA prior to shipment <input type="checkbox"/> With shipment only	Recipient Name Title	Phone # Fax # or Email Address	
Do you have any internal codes to cross reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide your code and Chevron Phillips Chemical Company product name	Code Code Code Code	Other	

**Delivery requirements MUST be listed here or on your purchase order. If no requirements are provided, CPChem will not be responsible for delays in loading or unloading.**

- Delivery Hours
- Pallets
- Shrink-wrap
- Banding
- Railcars/Strapping Chart
- Bulk Requirements (please list on separate page)
- Other

Purchase Orders can be submitted via email to: [CCNAO@CPCHEM.COM](mailto:CCNAO@CPCHEM.COM) or fax to: 832-813-6112.