



Cascades Canada ULC
412 Boul. Marie-Victorin
Kingsey Falls (Quebec) Canada J0A 1B0
Local : 819 809-2519
Toll free : 1 844 690-2519
From Monday to Friday, 8am to 5pm, Eastern time
https://cascades.service-now.com/sp?id=external_login

Kingsey Falls, March 18th, 2021

Dear Supplier,

The present aims at explaining the required measures in order to do business with Cascades and its Shared Services Center (SSC).

Purchase Order

We ask our suppliers to reference a Purchase Order (PO) when invoicing Cascades for goods and services. Please work with your Cascades contact in order to initiate a PO. If you submit an invoice without a PO, this will result in causing a delay in the payment of your invoices.

Payment Process

If you wish to obtain information or documentation relating to the reception of a payment or an invoice, you can do so by using our supplier portal https://cascades.service-now.com/sp?id=external_login or by calling 1 844 690-2519.

Please note that, unless a date of payment was negotiated in an official contract, your dates of payment will be from NET 45 or NET 60 days according to the type of good or service. No advance payment will be authorized at Cascades. The term of an invoice will be calculated according to the date of the invoice.

Sending invoices

We ask you to send all invoices to the Shared Services Centre either by email: documents_suppliers@cascades.com, or by mail to the address found on the following page for the Cascades units listed in the appendix. Please note that only the invoices and supporting documents must be sent to the Shared Services Centre.

Below you will find the instructions on how to send your invoices. Please ensure to follow them even though the instructions stipulated in the PO differ. Furthermore, please verify that the shipping address is included in addition to the new Shared Services Center's billing address.

Send invoice to:	Ship to:	Bill to:
Number of the entity, name of the entity¹²	Name	Number of the entity¹, name of the entity¹
CP 1012 BP Boucherville	Shipping address	Legal entity's address ²
1315, Rue Gay-Lussac Boucherville QC Canada J4B 7K1	City, Province/State, County	City, Province/State, County ²

Instructions for sending invoices	
BY EMAIL	BY MAIL
<ul style="list-style-type: none"> Only PDF documents will be accepted Only one invoice per email, followed by supporting documentation in PDF One PO per invoice 	<ul style="list-style-type: none"> The invoice followed by the supporting documents attached together The number of invoices per mailing is unlimited <i>Purolator, FEDEX</i> or any other company of the same type will not be accepted

Please do not send any invoices if you are a supplier that is paid by « reverse billing ».

We thank you in advance for your constant collaboration. Dear suppliers, please receive our best regards.

Chantale Rouleau
Corporate Director, Cascades Procurement Centre of Expertise

¹ The names, entity numbers and legal entity addresses are found in the annex.

² Some of our units do not currently use the services provided by the Shared Services Centre. You will find these in the annexed list. The email and postal addresses of these units differ from those of the Shared Services Center. Please ensure the invoices are sent to the appropriate location.

ENTITY #	LEGAL ENTITY	ADDRESS	INVOICE EMAIL ADDRESS
1001	Cascades Tissue Group, a division of Cascades Canada ULC	77, boul. Marie-Victorin, Candiac, Québec J5R 1C3 Canada	documents_suppliers@cascades.com
1101	Cascades Tissue Group - Kingsey Falls , a division of Cascades Canada ULC	467, boul. Marie-Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
1111	Cascades Tissue Group - Candiac, a division of Cascades Canada ULC	75, boul. Marie-Victorin, Candiac, Québec J5R 1C2 Canada	documents_suppliers@cascades.com
1121	Cascades Tissue Group - Lachute, a division of Cascades Canada ULC	115, rue Princesse, Lachute, Québec J8H 4M3 Canada	documents_suppliers@cascades.com
1135	Cascades Tissue Group - Toronto DC, a division of Cascades Canada ULC	45 Milliken Blvd, Agincourt, Ontario, M1V 1V4 Canada	documents_suppliers@cascades.com
1145	Cascades Tissue Group - Laval, a division of Cascades Canada ULC	2345, autoroute des Laurentides, Laval, Québec H7S 1Z7 Canada	documents_suppliers@cascades.com
1155	Cascades Tissue Group - Granby, a division of Cascades Canada ULC	901, boul. Industriel, Granby, Québec J2J 1A6 Canada	documents_suppliers@cascades.com
1501	Cascades Tissue Group - Head Office US	148 Hudson River Road, Waterford, New York 12188 USA	documents_suppliers@cascades.com
1611	Cascades Tissue Group - Rockingham, a division of Cascades Holding US Inc.	805 Midway Road, Rockingham, North Carolina 28379 USA	documents_suppliers@cascades.com
1621	Cascades Tissue Group - Wisconsin, a division of Cascades Holding US Inc.	1200 Forest Street, Eau Claire, Wisconsin 54703 USA	documents_suppliers@cascades.com
1641	Cascades Tissue Group - Oregon, a division of Cascades Holding US Inc.	1300 Kaster Road, St. Helens, Oregon 97051 USA	documents_suppliers@cascades.com
1651	Cascades Tissue Group - Mechanicville, a division of Cascades Holding US Inc.	510 South Main Street, Mechanicville, New York 12118 USA	documents_suppliers@cascades.com
1661	Cascades Tissue Group - Tennessee, a division of Cascades Holding US Inc.	1535 Thomas Street, Memphis, Tennessee 38107-1002 USA	documents_suppliers@cascades.com
1675	Cascades Tissue Group - IFC Disposables, a division of Cascades Holding US Inc.	P.O. Box 469, 250 Kleer-Vu Drive, Brownsville, Tennessee 38012 USA	documents_suppliers@cascades.com
1705	Cascades Tissue Group - Wagram, a division of Cascades Holding US Inc.	19320 Airbase Road, Wagram, North Carolina 28396 USA	documents_suppliers@cascades.com
1715	Cascades Tissue Group - Oregon Converting, a division of Cascades Holding US Inc.	52960 West Lane Road, Scappoose, Oregon 97056 USA	documents_suppliers@cascades.com
1721	Cascades Tissue Group - Oklahoma, a division of Cascades Holding US Inc.	4826 Hunt St, Pryor, Oklahoma, 74361-4512 USA	documents_suppliers@cascades.com
1731	Cascades Tissue Group – South Carolina, a division of Cascades Holding US Inc.	285 Midfield Rd, Barnwell, South Carolina, 29812-7355, USA	documents_suppliers@cascades.com
1741	Cascades Tissue Group - Oklahoma, a division of Cascades Holding US Inc.	4915 Hunt St, Pryor, Oklahoma, 74361-4477 USA	documents_suppliers@cascades.com
2001	Cascades Containerboard Packaging, a division of Cascades Canada ULC	1061, rue Parent, Saint-Bruno, Québec J3V 6R7 Canada	documents_suppliers@cascades.com
2011	Cascades Containerboard Packaging - Trenton, a division of Cascades Canada ULC	300 Marmora Street, P.O. Box 807, Trenton, Ontario K8V 5R8 Canada	documents_suppliers@cascades.com
2021	Cascades Containerboard Packaging - Mississauga, a division of Cascades Canada ULC	7447, Bramalea Road, Mississauga, Ontario L5S 1C4 Canada	documents_suppliers@cascades.com
2031	Cascades Containerboard Packaging - Cabano, a division of Cascades Canada ULC	520, rue Commerciale Nord, P.O. Box 119, Témiscouta-sur-le-Lac, Québec G0L 1E0 Canada	documents_suppliers@cascades.com
2041	Cascades Containerboard Packaging - Kingsey Falls, a division of Cascades Canada ULC	398, boul. Marie-Victorin, P.O. Box 119, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
2091	Cascades Containerboard Packaging - Resale CAD, a division of Cascades Canada ULC	1061, rue Parent, Saint-Bruno, Québec J3V 6R7 Canada	documents_suppliers@cascades.com
2201	Cascades Containerboard Packaging - Drummondville, a division of Cascades Canada ULC	600 rue Janelle, Drummondville, Québec J2C 5Z3 Canada	documents_suppliers@cascades.com
2221	Cascades Containerboard Packaging - Victoriaville, a division of Cascades Canada ULC	400, boul. Bonaventure, P.O. Box 920, Victoriaville, Québec G6T 1V8 Canada	documents_suppliers@cascades.com

2231	Cascades Containerboard Packaging - Viau, a division of Cascades Canada ULC	2755, rue Viau, Montréal, Québec H1V 3J4 Canada	documents_suppliers@cascades.com
2381	Cascades Containerboard Packaging - Montreal, a division of Cascades Canada ULC	2755, rue Viau, Montréal, Québec H1V 3J4 Canada	documents_suppliers@cascades.com
2241	Cascades Containerboard Packaging - Vaudreuil, a division of Cascades Canada ULC	400, rue Forbes, Vaudreuil, Québec J7V 6N8 Canada	documents_suppliers@cascades.com
2251	Cascades Containerboard Packaging - Belleville, a division of Cascades Canada ULC	340 University Avenue, Belleville, Ontario K8N 5T6 Canada	documents_suppliers@cascades.com
2261	Cascades Containerboard Packaging - Etobicoke, a division of Cascades Canada ULC	450 Evans Avenue, Etobicoke, Ontario M8W 2T5 Canada	documents_suppliers@cascades.com
2262	Cascades Containerboard Packaging - Art & Die, a division of Cascades Canada ULC	450 Evans Avenue, Etobicoke, Ontario M8W 2T5 Canada	documents_suppliers@cascades.com
2281	Cascades Containerboard Packaging - St. Marys, a division of Cascades Canada ULC	304 James Street South, P.O. Box 1090, St. Mary's , Ontario N4X 1B7 Canada	documents_suppliers@cascades.com
2291	Cascades Containerboard Packaging - Vaughan, a division of Cascades Canada ULC	655 Creditstone Road, Vaughan, Ontario L4K 5P9 Canada	documents_suppliers@cascades.com
2301	Cascades Containerboard Packaging - Jellco, a division of Cascades Canada ULC	35 Fraser Court, Barrie, Ontario L4N 5J5 Canada	abhaykumar_patel@cascades.com
2311	Cascades Containerboard Packaging - Lithotech, a division of Cascades Canada ULC	5910 Finch Avenue East, Scarborough, Ontario M1B 5P8 Canada	documents_suppliers@cascades.com
2341	Cascades Containerboard Packaging - Calgary, a division of Cascades Canada ULC	416 58th Avenue SE, Calgary, Alberta T2H 0P4 Canada	documents_suppliers@cascades.com
2351	Cascades Containerboard Packaging - Richmond, a division of Cascades Canada ULC	3300 Viking Way, Richmond , British Columbia V6V 1N6 Canada	documents_suppliers@cascades.com
2361	Cascades Containerboard Packaging - Winnipeg, a division of Cascades Canada ULC	680 Wall Street, Winnipeg, Manitoba R3G 2T8 Canada	documents_suppliers@cascades.com
2371	Cascades Containerboard Packaging - Guelph, a division of Cascades Canada ULC	670 Southgate Drive, Guelph, Ontario N1H 6K9 Canada	abhaykumar_patel@cascades.com
2391	Cascades Containerboard Packaging - Scarborough, a division of Cascades Canada ULC	5600 Finch Ave. E, Scarborough, Ontario M1B 1T1	lily_lu@cascades.com
2461	Cascades Containerboard Packaging - Rexdale, a division of Cascades Canada ULC	274 Humberline Drive, Toronto, Ontario, M9W 5S2	cneill@mcleish.com
2501	Cascades Containerboard Packaging, a division of Cascades Holding US Inc.	1061, rue Parent, Saint-Bruno, Québec J3V 6R7 Canada	documents_suppliers@cascades.com
2511	Cascades Containerboard Packaging - NIAGARA, a division of Cascades Holding US Inc.	4001 Packard Road, Niagara Falls, New York 14303-2202 USA	documents_suppliers@cascades.com
2521	819 Virginia LLC	10026 Old Ridge Rd, Ashland, Virginia 23005	documents_suppliers@cascades.com
2591	Cascades Containerboard Packaging - Resale USD, a division of Cascades Holding US Inc.	4001 Packard Road, Niagara Falls, New York 14303-2202 USA	documents_suppliers@cascades.com
2711	Cascades Containerboard Packaging - Lancaster, a division of Cascades Holding US Inc.	One Aim Place, 4444 Walden Avenue, Lancaster, New York 14086-9711 USA	paula_clarone@cascades.com
2721	Cascades Containerboard Packaging - Schenectady, a division of Cascades Holding US Inc.	801 Corporation Park, Schenectady, New York 12302 USA	documents_suppliers@cascades.com
2741	Cascades Containerboard Packaging - Newtown, a division of Cascades Holding US Inc.	1 Edmund Road, Newtown, Connecticut 06470	lynn_botsford@cascades.com
2771	Cascades Containerboard Packaging - Piscataway, a division of Cascades Holding US Inc.	1 Turner Place, Piscataway Township, New Jersey 08854 USA	documents_suppliers@cascades.com
2801	Greenpac Mill, LLC	4400, Royal Avenue, Niagara Falls, New York 14303	documents_suppliers@cascades.com
3001	Cascades Specialized Products Group, a division of Cascades Canada ULC	404, boul. Marie Victorin , Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
3101	Cascades Papiers Kinsey Falls, a division of Cascades Canada ULC	408, boul. Marie-Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
3111	Cascades Multi-Pro, a division of Cascades Canada ULC	495, rue Haggerty, Drummondville, Québec J2C 3G5 Canada	documents_suppliers@cascades.com
3121	Cascades Enviropac - St-Césaire, a division of Cascades Canada ULC	1850, avenue Union, St-Césaire, Québec J0L 1T0 Canada	documents_suppliers@cascades.com

3131	Cascades Enviropac - Berthier, a division of Cascades Canada ULC	541, rue Melchers, Berthierville, Québec J0K 1A0 Canada	documents_suppliers@cascades.com
3201	Cascades Inopak, a division of Cascades Canada ULC	500, rue Lauzon, Drummondville, Québec J2B 2Z3 Canada	documents_suppliers@cascades.com
3211	Plastiques Cascades, a division of Cascades Canada ULC	455, boul. Marie-Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
3231	Cascades Forma-Pak, a division of Cascades Canada ULC	406, boul. Marie-Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
3241	Cascades Flexible Packaging, a division of Cascades Canada ULC	7280 West Credit Avenue, Mississauga, Ontario L5N 5N1 Canada	documents_suppliers@cascades.com
3331	7251637 Canada inc.	404, boul. Marie Victorin , Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
3341	Cascades Lupel, a division of Cascades Canada ULC	700, rue Notre-Dame, Trois-Rivières, Québec G8T 7W2 Canada	documents_suppliers@cascades.com
3401	Cascades Sonoco inc. - Kingsey Falls	457, boul. Marie-Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
3411	Cascades Sonoco inc. - Berthierville	601, rue Melchers, P.O. Box 1559, Berthierville, Québec J0K 1A0 Canada	documents_suppliers@cascades.com
3601	Cascades Enviropac Grand Rapids, a division of Cascades Holding US Inc.	236 Stevens Road S.W., Grand Rapids, Michigan 49507 USA	documents_suppliers@cascades.com
3611	Cascades Enviropac Aurora, a division of Cascades Holding US Inc.	2300 Raddant Road #B, Aurora, Illinois 60502-9108 USA	documents_suppliers@cascades.com
3701	Cascades Moulded Pulp - Rockingham, a division of Cascades Holding US Inc.	112 Cascades Way, Rockingham, North Carolina 28380 USA	documents_suppliers@cascades.com
3711	Cascades Plastics, a division of Cascades Holding US Inc.	7501 South Spoeede Lane, Warrenton, Missouri 63383 USA	documents_suppliers@cascades.com
3721	Cascades Moulded Pulp - Indiana, a division of Cascades Holding US Inc.	3216 E 500 S, Brook, IN 47922 USA	documents_suppliers@cascades.com
3731	Cascades Moulded Pulp - Iowa, a division of Cascades Holding US Inc.	1350 5th Ave SE, Clarion, IA 50525 USA	documents_suppliers@cascades.com
3901	Cascades Sonoco US inc. - Tacoma	4320 95th Street S.W. Suite C, Lakewood, Washington 98499-5955 USA	documents_suppliers@cascades.com
3911	Cascades Sonoco US inc. - Birmingham	170, Cleage Drive, Suite 100, Birmingham, Alabama 35217 USA	documents_suppliers@cascades.com
4001	Cascades Recovery + - Montréal, a division of Cascades Canada ULC	63 boul. Saint-Joseph, Lachine, Québec, H8S 2K9 Canada	ap_recuperationlachine@Cascades.com
4051	Cascades Recovery + - MRM, a division of Cascades Canada ULC	66 Shornccliffe Road, Etobicoke, Ontario, M8Z 5K1 Canada	documents_suppliers@cascades.com
4311	Cascades Recovery + - Ottawa Plant 1, a division of Cascades Canada ULC	2811 Sheffield Road, Ottawa, Ontario, K1B 3V8 Canada	documents_suppliers@cascades.com
4312	Cascades Recovery + - Ottawa Plant 2, a division of Cascades Canada ULC	2475 Sheffield Road, Ottawa, Ontario, K1B 3V8 Canada	documents_suppliers@cascades.com
4321	Cascades Recovery + - Calgary, a division of Cascades Canada ULC	10351 46 ST SE, Calgary, Alberta, T2C 2X9, Canada	calgary_inventory_purchasing@cascades.com
4331	Cascades Recovery + - Edmonton, a division of Cascades Canada ULC	2015 Avenue NW, Edmonton, Alberta, T6P 1L5 Canada	ap_RecoveryEdmonton@cascades.com
4341	Cascades Recovery + - Kelowna, a division of Cascades Canada ULC	144 Cambro Road, Kelowna, BC, V1X 7T3 Canada	documents_suppliers@cascades.com
4351	Cascades Recovery + - a division of Cascades Canada ULC	8325 Main ST, Vancouver, BC, V5X 3M3, Canada	documents_suppliers@cascades.com
4352	Cascades Recovery + - a division of Cascades Canada ULC	12345 104th Avenue, Surrey, BC, V3V 3H2, Canada	documents_suppliers@cascades.com
4361	Cascades Recovery + - a division of Cascades Canada ULC	2800 Bridge Street, Victoria, BC, V8T 4T3, Canada	documents_suppliers@cascades.com
4371	Cascades Recovery + - Winnipeg, a division of Cascades Canada ULC	100 Omands Creek Blvd., Winnipeg, Manitoba, R2R 1V7, Canada	ap_RecoveryWinnipeg@cascades.com
4381	Cascades Recovery + - Prince George, a division of Cascades Canada ULC	8545 Willow Cale Road, Prince George, BC, V2N 6Z9, Canada	documents_suppliers@cascades.com

4391	Cascades Recovery + - Etobicoke, a division of Cascades Canada ULC	66 Shorncliffe Road, Etobicoke, Ontario, M8Z 5K1 Canada	soap@cascades.com
4421	Cascades Recovery + - Nanaimo, a division of Cascades Canada ULC	800 Maughan RD, Nanaimo, BC, V9X 1J2, Canada	documents_suppliers@cascades.com
4431	Cascades Recovery + - Brantford, a division of Cascades Canada ULC	434 Henry ST, Brantford, Ontario, N3S 7W1, Canada	soap@cascades.com
4441	Cascades Recovery + - Scarborough, a division of Cascades Canada ULC	45 Thornmount DR, Scarborough, Ontario, M1B 5P5, Canada	soap@cascades.com
4461	Cascades Recovery + - Putman, a division of Cascades Canada ULC	4212 Breen RD, Putman, Ontario, N0L 2B0, Canada	soap@cascades.com
4211	Cascades Recovery + - Buffalo, a division of Cascades Holding US Inc.	3241 Walden Avenue, Depew, NY 14043-2848 USA	sheri_pickering@cascades.com
4221	Cascades Recovery + - Rochester, a division of Cascades Holding US Inc.	1845 Emerson Street, Rochester, NY 14606-3123 USA	sheri_pickering@cascades.com
9001	Cascades Canada ULC	404, boul. Marie Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
9021	Cascades inc.	404, boul. Marie Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
9031	Air Cascades inc.	404, boul. Marie Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
9051	Cascades Transport inc.	2, rue Parenteau, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
9101	Cascades Services et Achats, a division of Cascades Canada ULC	461, boul. Marie-Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
9251	Cascades CS+ inc.	471, boul. Marie-Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
9201	Cascades Centre des Technologies, a division of Cascades Canada ULC	412, boul. Marie-Victorin, Kingsey Falls, Québec J0A 1B0 Canada	documents_suppliers@cascades.com
9501	Cascades USA inc.	1200 Forest Street, Eau Claire, Wisconsin 54703 USA	documents_suppliers@cascades.com
9511	Cascades CS+ USA inc.	1209 N Orange Street, Wilmington, Delaware 19801 USA	documents_suppliers@cascades.com
9551	Cascades Holding US Inc.	4001 Packard Road, Niagara Falls, New York 14303-2202 USA	documents_suppliers@cascades.com
9552	Cascades New York Inc.	4001 Packard Road, Niagara Falls, New York 14303-2202 USA	documents_suppliers@cascades.com
9561	Cascades Energy Action, a division of Cascades Holdings US Inc.	148 Hudson River Road, Waterford, New York 12188 USA	documents_suppliers@cascades.com