

## Nalco Credit Requirements

We want to work with you and provide a summary of **Credit and Rebate requirements** to ensure timely processing. Thank you in advance for your continued support:

### General Credit Submission Requirements

| What we need you to do:                                                                                                    | What is not acceptable?                                                           |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Credit sent as individual PDF attachments                                                                                  | Credits send in Zip files, one large PDF containing multiple credits, statements. |
| PDF <b>attachments are visible</b> when the email is opened                                                                | Credits are embedded via hyperlinks or other emails                               |
| Credits must <b>clearly reference a Nalco-approved Return PO# or Original PO#</b> , provided to you by your Ecolab Contact | No reference to Return PO# or original PO# on your credit submission              |
| The <b>bill-to address</b> for the correct <b>country</b> and Nalco <b>entity</b> (Nalco US, Nalco CA)                     | The bill-to on the credit references Nalco but the PO references Ecolab           |
| Credits sent to one of the intake email addresses below                                                                    | Credits being sent to multiple intake email addresses not listed below            |
| Unapplied credits should be reconciled with the AP Help Desk                                                               | Unapplied credits cleared by the supplier via an outstanding invoice              |
| Rebate tied to specific PO's or invoices → otherwise obtain from your Procurement Contact                                  | Rebates tied to volume agreement with no specific PO or Invoice included          |
| All <b>applicable credits on one document</b> , other additional fees are on a separate invoice                            | Any other fees included on the credit (restocking fees for example)               |

### Credit Intake Emails

Credits should be sent to the same Bill-To address where you send invoices for payment

| Type of Invoice | Mail Invoices                       | Electronic Invoices                                                  | Country |
|-----------------|-------------------------------------|----------------------------------------------------------------------|---------|
| Freight         | PO Box 2994<br>Chesterton, IN 46304 | <a href="mailto:1111@invoices.nalco.com">1111@invoices.nalco.com</a> | US      |
|                 | PO Box 2866<br>Chesterton, IN 46304 | <a href="mailto:1111@invoices.nalco.com">1111@invoices.nalco.com</a> | Canada  |
| PO and Non-PO   | PO Box 2143<br>Chesterton, IN 46304 | <a href="mailto:1001@invoices.nalco.com">1001@invoices.nalco.com</a> | US      |
|                 | PO Box 2866<br>Chesterton, IN 46304 | <a href="mailto:2001@invoices.nalco.com">2001@invoices.nalco.com</a> | Canada  |

### General Rebate Submission

A Rebate submission should reference specific Purchase Orders or invoices. If the rebate is not specific to any PO's or invoices, obtain the correct EIN # from your Ecolab Contact to reference as shown in the example below.

| Credits or Rebates not tied to a Order or Invoice                                                             |                              |
|---------------------------------------------------------------------------------------------------------------|------------------------------|
| The Ecolab employee's full 6 or 8-digit Employee Identification Number (EIN), with "EIN" preceding the number |                              |
| Invoice Date                                                                                                  |                              |
| Customer No.                                                                                                  |                              |
| Reference No.                                                                                                 | <a href="#">EIN 12345678</a> |

We want to continue to strengthen our partnership, if you have questions or feedback on this process, please contact the **AP help desk at apinquiries@nalco.com**.

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