

Nalco Invoice Requirements

This document provides general information regarding invoice submission requirements.

Failure to follow any of these requirements may delay payment of your invoices.

General Invoice Submission Requirements

Acceptable	Not Acceptable
Invoices sent as individual PDF attachments.	Zip files, one large PDF containing multiple invoices, statements
PDF attachments are visible when the email is opened	Invoices are embedded via hyperlinks or other emails
The bill-to address needs to be for the correct country and Nalco entity (Nalco US, Nalco CA)	The bill-to on the invoice references Nalco but the PO it's referencing is for Ecolab
Invoices sent to one of the intake email addresses below	Invoices being sent to multiple intake email addresses not listed below

Invoice Reference Compliance

Invoices should clearly reference a Purchase Order or EIN # as shown below. If you are not clear on the purchase order or EIN-number, please reach out to your Ecolab representative.

Invoices Tied to a Purchase Order	Invoices Not Tied to a Purchase Order
Invoices must clearly reference a Nalco-approved PO number starting with 45 Invoices must include the billed quantity, Nalco part number and the same unit of measurement as presented on the PO	The Ecolab employee's full 6 or 8-digit Employee Identification Number (EIN), with "EIN" preceding the number
	

Where to Send Invoice Copies

Invoices tied to a Nalco purchase order (PO) should be sent to the address listed on the PO as show in this example to the right:

For **Freight invoices**, Suppliers need to communicate the Nalco 10-digit PO number to the Carrier to ensure timely payment.

If you are unsure where to send invoices to, please utilize one of the intake email addresses provided in the table below.

Type of Invoice	Mail Invoices	Electronic Invoices	Country
Freight	PO Box 2994 Chesterton, IN 46304	1111@invoices.nalco.com	US
	PO Box 2866 Chesterton, IN 46304	1111@invoices.nalco.com	Canada
PO and Non-PO	PO Box 2143 Chesterton, IN 46304	1001@invoices.nalco.com	US
	PO Box 2866 Chesterton, IN 46304	2001@invoices.nalco.com	Canada

Thank you in advance for complying with these requirements. **If you have any further questions, please contact the AP help desk at apinquiries@nalco.com.**

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