

## Ecolab 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 → <b>one purchase order per invoice</b>	Zip files, one large PDF containing multiple invoices, statements, multiple orders per invoice
PDF attachments are visible when the email is opened	Invoices are embedded via hyperlinks or other emails
The <b>bill-to address</b> needs to be for the <b>correct country</b> and Ecolab <b>entity</b> (Ecolab US, Ecolab CA, Nalco)	The bill-to on the invoice references Ecolab but the PO it's referencing is for Nalco
Invoices sent to one of the intake email addresses below	Invoices being sent to multiple intake email addresses

### 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
<p>Invoices must clearly reference an <b>Ecolab-approved PO number starting with 550</b></p> <p>Invoices must <b>include the billed quantity, Ecolab part number and the same unit of measurement as presented on the PO</b></p> <p>Invoice Date: <input type="text"/></p> <p>Customer No.: <input type="text"/></p> <p>Reference No.: <b>5500000000</b></p>	<p>The Ecolab employee's full <b>6 or 8-digit Employee Identification Number (EIN)</b>, with <b>"EIN"</b> preceding the number</p> <p>Invoice Date: <input type="text"/></p> <p>Customer No.: <input type="text"/></p> <p>Reference No.: <b>EIN 12345678</b></p>

### Where to Send Invoice Copies

Invoices tied to an Ecolab 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 Ecolab or 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
<b>Freight</b>	PO Box 2994 Chesterton, IN 46304	Finance-Willinv@Ecolab.com	US
	PO Box 2866 Chesterton, IN 46304	CA15Invoices@Ecolab.com	Canada
<b>PO and Non-PO</b>	PO Box 2143 Chesterton, IN 46304	InvoicesUS50@Ecolab.com	US
	PO Box 2866 Chesterton, IN 46304	CA10Invoices@Ecolab.com	Canada

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

**NOTE:** there is an underscore after AP in our email- thanks!

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