

## Microtek 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 <b>attachments are visible</b> 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

### 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
<ul style="list-style-type: none"> <li>Invoices must clearly reference an <b>Ecolab-approved PO number starting with 550</b></li> <li>Invoices must <b>include the billed quantity, Ecolab part number and the same unit of measurement as presented on the PO</b></li> </ul> <p>Invoice Date: [redacted] Customer No.: [redacted] Reference No.: <b>550000000</b></p>	<p>The Ecolab employee's full <b>6 or 8-digit Employee Identification Number (EIN)</b>, with "EIN" preceding the number</p> <p>Invoice Date: [redacted] Customer No.: [redacted] Reference No.: <b>EIN 12345678</b></p>

### Where to Send Invoice Copies & Payment Information

Entity	Type of Invoice	Electronic Invoices (Preferred)	Mail Invoices
Microtek Medical Inc 1 Ecolab Place St. Paul, MN 55102	Materials and Services in US	<a href="mailto:INVOICESUS17@Ecolab.com">INVOICESUS17@Ecolab.com</a>	P.O Box 682, Chesterton IN, 46304
Microtek Medical Inc 1 Ecolab Place St. Paul, MN 55102	Inbound Freight in US: <u>please provide 10-digit PO number to the Carrier</u>	<a href="mailto:INVOICESUS15@Ecolab.com">INVOICESUS15@Ecolab.com</a>	P.O Box 875, Chesterton IN, 46304
Microtek Dominicana SA Zona Franca 02 Villa Verde, La Romana Dominican Republic	Materials and Services in DR	<a href="mailto:INVOICESDO10@Ecolab.com">INVOICESDO10@Ecolab.com</a>	P.O Box 1062, Chesterton IN, 46304
Microtek Dominicana SA Zona Franca 02 Villa Verde, La Romana Dominican Republic	Inbound Freight in US: <u>please provide 10-digit PO number to the Carrier</u>	<a href="mailto:INVOICESDO15@Ecolab.com">INVOICESDO15@Ecolab.com</a>	P.O Box 1062, Chesterton IN, 46304

Thank you in advance for complying with these requirements. If you have any further questions, please contact [Microtek\\_AP\\_Inquiry.US@ecolab.com](mailto:Microtek_AP_Inquiry.US@ecolab.com) for US inquiries and [AP-Inquiry.DR@ecolab.com](mailto:AP-Inquiry.DR@ecolab.com) for Dominican Republic inquiries.

Ecolab Accounts Payable Team

Last updated 3.3.2023

