



November 16, 2020

VENDOR INVOICE INSTRUCTIONS

Effective November 1, 2019, US Ecology, Inc. entered into a definitive merger agreement with NRC Group Holdings Corp. As US Ecology, Inc. and NRC Group Holdings, and their respective subsidiaries work to integrate business processes, please continue to email your invoices directly to the NRCG entity you currently use until further notice. Please see below for those invoice submission processes.

Invoice Delivery Address:

All vendor invoices for goods sold or services rendered to the below US Ecology subsidiaries *must* be submitted electronically to one of the email addresses listed below. Please use the address aligned with the "Bill To" name on the invoice.

- **Specialized Response Solutions (SRS):** srs@specializedresponse.com
- **NRC Gulf Environmental Services, Inc. (f.k.a. Progressive dba SWS):** nrcgulfap@usecology.com
- **Below US Ecology/NRC subsidiaries:** nrcap@usecology.com
 - ENPRO Services of Vermont, Inc. (EVI)
 - National Response Corporation (NRC)
 - NRC Alaska, LLC
 - NRC East Environmental Services, Inc.
 - NRC Environmental of Maine, Inc. (EMI)
 - NRC Environmental Services, Inc. (NRCES)
 - NRC NY Environmental Services, Inc.

If for some reason you cannot send your invoice electronically, please send via mail to the corresponding address below:

Specialized Response Solutions	NRC Gulf Environmental Services	Other US Ecology/NRC subsidiaries
ATTN: AP DEPARTMENT 411 Bolliger Blvd Fort Worth, TX 76108	9204 US HWY 287 NW Fort Worth, TX 76131-3029	NRC US Ecology ATTN: AP DEPARTMENT 3500 Sunrise Highway Building 200, Suite 200 Great River, NY 11739

In order to be accepted for payment, invoice must be sent via the proper methods listed above, within sixty (60) days of the provision of goods and/or services.

For new suppliers - Before goods and/or services are rendered, US Ecology personnel must obtain a New Supplier Qualification Form, W9, and Certificate of Insurance (if applicable) from the supplier and submit to vendorupdates@usecology.com for approval.

Invoice Requirements:

To ensure timely processing of your invoice please ensure each invoice includes the

- **US Ecology contact person** who requested the good or services,
- **Project #, PO#, or GL/Location code** to be provided by the individual who requested good or services. **Any invoice submitted without an accurate PO# and/or Project#, and purchaser's name will be rejected for processing and payment will NOT be made.**
 - **SRS** project number format – **AB-1324-56**
 - **NRC Gulf** project number format – **AB1-123-4567**
 - **NRC Gulf** PO number format – **AB-0001234**
 - **Other US Ecology/NRC** project number format – **123456** (six-digit number)

Inquiries:

Please direct all inquiries to

- nrcap@usecology.com or 631-224-9141, option 1 for our AP Coordinator
- nrcgulfap@usecology.com or 682-286-2713, for Tara Swofford

All payment inquiries should be made to the Accounts Payable Department. Every effort will be made to reply to your inquiry within **48 hours**. **If this is an urgent matter, feel free to contact the AP Specialist directly.** Specialist is assigned based on the first letter of your company's name.

NRC Gulf Environmental Services

VENDOR NAME	SPECIALIST	PHONE	EMAIL
#s, A-Z	Tara Swofford	682-286-2713	Tara.Swofford@usecology.com

SRS & Other US Ecology/NRC subsidiaries

VENDOR NAME	SPECIALIST	PHONE	EMAIL
#s, A-Ch	JoAnne McCoy	631-892-3417	JoAnne.McCoy@usecology.com
Ci-E	Debbie Alonso	631-328-2520	Deborah.Alonso@usecology.com
F-L	Pamela Flowers	631-328-2607	Pamela.Flowers@usecology.com
M-P	Sue King	631-881-4168	Sue.King@usecology.com
Q-S	Virna Membreno	631-446-8591	Virna.Membreno@usecology.com
T-Z	Wendy Hannaford	631-892-3416	Wendy.Hannaford@usecology.com

If this is an escalated matter, feel free to contact the below individuals:

- 1st level escalation - Shannon Mangal – Accounts Payable Manager
631-892-3395 Shannon.Mangal@usecology.com
- 2nd level escalation - Kathryn Maloney – Director of Treasury and Accounts Payable
631-533-9109 Kathryn.Maloney@usecology.com

Payment:

If your company offers an early payment discount (i.e. 2% 10 days, net 30), US Ecology/NRC/SRS will make every effort to pay within the discount terms in order to take advantage of the discount offered. If no discount is offered, US Ecology/NRC/SRS's intent is to pay all invoices within **45 days of receipt**.

US Ecology/NRC/SRS prefers to pay vendor invoices electronically via ACH. This is the fastest and most cost-effective way to be paid. Our system is configured to send an electronic remittance advice via email after each ACH payment outlining the details for each invoice included in the electronic ACH payment. If you currently are not set-up for electronic payment with US Ecology/NRC/SRS, please contact anyone of the above individuals who will provide you with the necessary form that you must complete to ensure proper set-up as an ACH vendor in our system.

Thanks for your anticipated adherence to the above process and we look forward to continuing our relationship with you, our trusted vendor.