

Dear Valued Suppliers,

The MUELLER's Invoicing Guidelines outlines key points for a streamlined procure-to-pay process which is fundamental for allowing payments to be performed accurately and timely.

Your agreement and full compliance to the guidelines herein supports a sustainable business relationship with Mueller Water Products, Inc. ("MUELLER"¹) and contributes to MUELLER's operational excellence strategic pillar.

Thank you for your assistance and cooperation to our business.

MUELLER'S INVOICING GUIDELINES

1. MUELLER pays Suppliers for purchases in accordance with the applicable terms and conditions and based on an accurate, complete and undisputed invoice that complies to MUELLER's Invoicing Guidelines.
2. MUELLER may reject or hold for resolution invoices that do not meet MUELLER's Invoicing Guidelines and/or other legal requirements.
3. Invoices shall be submitted to MUELLER by email: muellerap@muellercompany.com
4. Invoices shall be submitted in pdf format with legible content. Each pdf document shall contain a single invoice.
5. Unless otherwise authorized in writing by MUELLER, shipments and invoices must only be tendered pursuant to a valid purchase order. The Supplier shall contact MUELLER's designated buyer if a purchase order was not submitted by MUELLER or is otherwise not available. MUELLER may reject or hold for resolution invoices with incorrect or absent PO number.
6. Each invoice shall refer to a single purchase order.
7. Invoices shall not be submitted before shipment of goods or before acceptance of services.
8. Unless directed otherwise by Mueller's designated buyer, all line items or itemized invoices must be exactly the same as provided in the corresponding purchase order to avoid any mismatch while posting the invoice.
9. Do not submit invoices with manual alterations. Invoices with manual alterations will not be accepted.
10. If adding the word "PO" next to the purchase order number, leave a blank space in between (e.g. PO 123 instead of PO123).
11. The required information should not be overlapped by a stamp, watermark or any other text.
12. If submitting a credit note, ensure you reference the corresponding invoice number and PO number on the credit note being issued.
13. If an invoice requires revision or replacement, a new invoice document shall be submitted to MUELLER containing a new invoice number. The new submission shall refer to the invoice number being revised or replaced.
14. All applicable import tariffs & duties shall be clearly detailed in quotations and price lists. If the supplier is the importer of record, and unless otherwise instructed by the Buyer or detailed in the purchase order, invoices shall have import tariffs & duties embedded in the base price.
15. Any terms & conditions that may contain in the invoice or other supplier's document are rejected unless such terms & conditions are specifically agreed by MUELLER in a writing signed agreement. The terms &

¹ "MUELLER" refers to one or more of Mueller Water Products, Inc., a Delaware corporation ("MWP"), or its subsidiaries, as applicable. MWP and each of its subsidiaries are legally separate and independent entities. MWP and each of its subsidiaries are liable only for their own acts and omissions and not those of each other.

conditions part of Mueller's purchase order prevails unless a separate writing signed agreement defines otherwise.

16. In the case the Supplier identifies inconsistencies in the purchase order, Supplier shall contact MUELLER's designated buyer immediately.
17. Required information for each invoice:
 - a. Purchase order (PO) Number.
 - b. Correct legal entity name and complete address of the Supplier as per the purchase order.
 - c. Supplier's Remit-to address
 - d. Supplier's contact information.
 - e. Invoice number and date.
 - f. MUELLER's billing and shipping address.
 - g. Shipping date or service provided date.
 - h. MUELLER item or part number and description as indicated on MUELLER's purchase order.
 - i. Payment Terms
 - *Payment terms shall be as agreed to between MUELLER and Supplier and as stated in the purchase order.*
 - *Payment terms will be calculated based on the Invoice Date of a valid invoice. If an invoice is rejected by Mueller and requires amendment, the amended invoice shall have the invoice date changed to the date of submission of the amended invoice.*
 - j. Taxes
 - *Taxes shall be indicated as a separate line item or in the appropriate invoice field and shall be less than or equal to the taxes listed in the purchase order.*
 - k. Unit Cost of Goods or Services
 - *The base price/cost, unit of measure and currency shall strictly comply to the purchase order.*
 - *Packing, freight, surcharges and/or any other authorized variable additional cost component may be part of the commercial arrangement. Variable additional costs shall be properly formalized by written communication and agreed by Mueller's designated Buyer. If variable additional cost is detailed in the purchase order, the invoice shall be fully consistent to the PO. If variable additional cost is not detailed in the purchase order, the invoice shall properly itemize the cost components which are subject of review and validation by MUELLER prior payment.*
 - *MUELLER may reject or hold invoices with price discrepancy or unauthorized charges until conflict is resolved.*
 - *Any price including a decimal shall not extend more than (4) places past the decimal*
 - a. *Ex: \$0.2345 instead of \$0.234512*
 - l. Line-Item Extended Price; and
 - m. Quantity Delivered by Item and Unit of Measure
 - *Quantity and unit of measure shall strictly comply with the information in the correspondent purchase order.*
 - *If the quantity of goods in the purchase order must be delivered in multiple shipments, the Supplier shall maintain control of the open and valid quantity balance. A PO without enough quantity balance*



will be closed and no longer valid, and therefore any shipment pursuant to such a PO is not authorized. In such case, a new PO shall be submitted to the Supplier before any new shipments will be permitted or accepted by MUELLER.

PLEASE NOTE THAT MUELLER WATER PRODUCTS HAS AN UPDATED BILLING ADDRESS AND IS EFFECTIVE IMMEDIATELY. PLEASE MAKE CHANGES TO YOUR RECORDS AND USE THE FOLLOWING ADDRESS GOING FORWARD.

MUELLER WATER PRODUCTS

1100 ABERNATHY RD NE STE 375

ATLANTA, GA 30328