

NCCA Credit Reporting Guidelines

According to the Constitution of the National Chemical Credit Association (NCCA), the NCCA exists to provide a forum for its members to exchange and discuss accurate and up-to-date historical credit information in a legal, ethical, and confidential manner, all for the purpose of assisting its members in making their individual credit decisions. The lifeblood of the NCCA is accurate, consistent, and timely reporting of credit information by its members. These Credit Reporting Guidelines have been developed to ensure that its members submit data with these goals in mind. Every NCCA Submitting Member agrees to abide by these Credit Reporting Guidelines.

Factual and Historical. All members should submit historical and factual credit information, in as up-to-date fashion as possible.

Credit Information Only. All members of the NCCA must be vigilant in complying with the NCCA's Antitrust Guidelines. Information exchange must be limited to accurate, factual, and historical credit information. There must be no reporting or discussion of prices or credit terms and no reporting or discussion of future credit terms or anticipated future actions of any kind. Each member must read, understand, and agree to abide by the NCCA's Antitrust Guidelines, which are posted on the NCCA's website.

Monthly Data Submission. Submitting Members of the NCCA must provide an electronic summary of their relevant credit experience in a format acceptable to the NCCA by the 15th of each month via the NCCA's Electronic exchange input. Data should be submitted in a columnar format with each column (data element) labeled and separate from other data elements. The data submission should be in a consistent format every month. Each member must submit all relevant credit experience and financial data, provided that such data has not been submitted in confidence. Members who do not timely submit such data will not have access to the NCCA's Electronic Credit Exchange Database. Technical and other questions regarding data submission should be directed to ABC-Amega's Data Submission Director, currently Mike Meyers of ABC-Amega (Michael.Meyers@ABC-Amega.com) and ABC-Amega general support (AGCISupport@ABC-Amega.com). Any problems in submitting data should be brought to the Data Submission Director's attention immediately. Members who do not timely submit such data will not have access to the NCCA's Electronic Credit Exchange Database.

Accuracy. Members should take great care to submit accurate information. Anytime a Member discovers that it has submitted inaccurate information, it must work with the Data Submission Director to fix the problem as soon as possible. Members who do not cooperate to correct inaccurate information will be subject to expulsion or other discipline by the NCCA Executive Board. Similarly, any member noticing any problem with the overall reporting of AR or other data should bring these problems to the Data Submission Director's attention as soon as possible.

AR Guidelines. Aging information should be based on the due date of the invoice. Any member whose aging is based on any other date, should advise the Data Submission Director.

Aging information should extend to at least 90 days past the due date. Any Member whose Aging information does not extend to at least 90 days, should notify the Data Submission Director.

Information Exchange at Meetings. When attending NCCA meetings every member should be prepared to discuss any accounts that have been submitted for discussion by the membership. For more detail on the nature of those discussion see the “Guidelines for Discussion at NCCA Meetings, posted on the NCCA’s website.

Confidentiality. As set forth in the NCCA’s Constitution, All reports received by the Association and any discussion of those reports shall be kept in confidence and are for the exclusive use of the credit departments of the NCCA’s members.