



The United States Pharmacopeia offers the option to receive invoices and remit payments in the following currencies: U.S. Dollars (USD), Euros (EUR), British Pounds (GBP), and Canadian Dollars (CAD). All pricing in the USP catalog will be posted in USD and converted to authorized currencies based on the conversion rate in place when a quote or order is created. Current pricing in these currencies can be viewed at <https://store.usp.org>. In order to be invoiced in a new currency, USP must receive and approve this form after it has been signed by an authorized representative of your company.

It is important to understand that authorizing a currency change confirms that your company agrees to remit payment, receive invoices, and submit purchase orders in the requested currency for all post-conversion orders. Companies with multiple locations billing within a single USP Customer Number may make only one currency selection per year per company.

Once completed, please forward this form to the address, email, or fax number listed below. Upon receipt, USP will begin the transition of your account to the selected currency and contact you with confirmation details.

Please note that remittances for different currencies must be sent to separate bank accounts, so post-conversion payments will require a change in remit-to information. Applicable banking information will be sent to you as part of your confirmation details. Payments in Euros, British Pounds, and Canadian Dollars can be made via wire transfer, electronic funds transfer (i.e., SEPA, BACS, ACH), or credit card. U.S. Dollar payments will continue to be accepted via these three methods as well as checks.

## Currency Change Terms:

1. A company may submit only one currency conversion request per 12-month period (based upon the date of their prior election).
2. Pricing on USP quotes expires in 30 days.
3. Existing quotes, that have not expired, will be honored only in the currency noted on the quotation.
4. Customers agree to accept pricing published by USP at the time the order is placed.
5. All transactions created prior to the currency conversion date (including but not limited to invoices, credit memos, payment remittances) will remain in the original transaction currency and must be settled in that currency.
6. If a product return is authorized by USP, credit and/or refunds will be issued in the original transaction currency.
7. USP does not accept changes or cancellations to orders.



# CURRENCY CHANGE REQUEST FORM

## CUSTOMER CONTACT INFORMATION

Company Name: \_\_\_\_\_

USP Customer Number (if known): \_\_\_\_\_

Tax ID/VAT #: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_ DUNS #: \_\_\_\_\_

### Requested Currency (please select one):

Canadian Dollar (CAD)    Euro (EUR)    British Pound (GBP)    U.S. Dollar (USD)

The completed form can be sent via mail, email, or fax, using the following contact information.

Email: [jvt@usp.org](mailto:jvt@usp.org)  
Fax: +1-301-998-6806

United States Pharmacopeia  
Attn: Credit Department  
12601 Twinbrook Parkway  
Rockville, MD 20852  
USA

If you have any questions related to this agreement, please contact JoAnn Tuinier at +1-301-816-8171.

I hereby confirm that I am authorized to request this change on behalf of the company listed above.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Commencement of performance and/or delivery by USP shall not be deemed or construed as acceptance of terms and conditions that differ from USP's "Terms & Conditions of Sale."