

Dear Valued Customer:

Thank you for your interest in U.S. Pharmacopeia.

Enclosed you will find the USP Credit Application, which should be returned to jvt@usp.org, the address listed below or +1-301-998-6806 (fax) once completed and signed. In addition, please provide us with your California or Maryland sales tax exemption form, if applicable, to avoid being charged state sales tax for products that will be shipped to either of these states.

If you are interested in receiving your invoices and/or statements via email or fax, please complete the attached form and return it to the Accounts Receivable Department.

Please be reminded of the following:

1. Our credit terms are Net 30 days from the date of invoice.
2. Overdue accounts may bear a charge at the rate of one and one half percent per month.
3. Failure to comply with the terms and conditions may result in review of your account.
4. **Please send payments to the following remit to address.**

**U.S. Pharmacopeia
Attn: Accounts Receivable
12601 Twinbrook Parkway
Rockville, MD 20852-1790**

Please include your customer number and invoice or quote numbers with all payments. Customers remitting payment via wire transfer are responsible for all bank fees (including additional charges that may be assessed by interim transfer banks for international wires).

USP Headquarters

12601 Twinbrook Parkway
Rockville, MD 20852-1790 USA
+1-301-881-0666

Europe/Middle East/Africa

Münchensteinerstrasse 41
CH-4052 Basel, Switzerland
+41 (0)61 316 30 10

USP-India Private Limited

IKP Knowledge Park
Turkapally Village, Genome Valley
Shameerpet, Ranga Reddy District
Hyderabad 500 078, A.P., India
+91-40-4448-8888

USP-China

Building 11
Lane 67 Libing Road
Zhangjiang Hi-Tech Park
201203, Shanghai, China
+86-21-51370600

USP-Brazil

Avenida Ceci, 1600-Tamboré
Barueri-SP
06460-120, Brazil
+55-11-3245-6400

Should you need any additional information, please contact the Credit Department at +1-301-881-0666 ext. 8171.

Thank you in advance for your business; we look forward to working with you.

Dear Accounts Payable:

Our USP Accounts Receivable team is pleased to provide a more efficient way for you to receive your invoices and statements from us. In addition to sending invoices via mail, we are able to offer you the option of automatically receiving invoices and statements by e-mail or e-fax. These features are designed to reduce the amount of time it takes for our invoice(s) to reach you and better guarantee that invoices and statements are going to the correct place within your company.

Please complete the appropriate option below and return the form to us at: US Pharmacopeia, ATTN: Accounts Receivable, 12601 Twinbrook Parkway, Rockville MD, 20852, USA, or via FAX at +1-301-998-6806. If you do not wish to transition at this time you may also choose to do nothing and continue to receive paper invoices as usual. Please keep in mind that the contact information provided must be that of the A/P Department.

Please check one below

We would like to receive our invoices and statements by E-mail to this address:
Email address: _____

We would like to receive our invoices and statements by fax to this fax number:
AP Fax Number: _____

CUSTOMER NUMBER (if known): _____

Contact Name: _____ Title: _____

Signature: _____ Date: _____

Once this form has been received and your options updated, you will enjoy the benefits of no longer waiting for our invoices and statements through the mail.

With regards,

The USP Accounts Receivable Team

If you have questions, please contact the following:

For alphabet letters A-F call +1-301-816-8353 e-mail bzh@usp.org

For alphabet letters G-P call +1-301-816-8250 e-mail nxm@usp.org

For alphabet letters Q-Z and Distributors call +1-301-816-8232 e-mail slp@usp.org

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