



INVOICING VIA EMAIL OR FAX REQUEST

CUSTOMER NUMBER: _____

Dear Accounts Payable,

Our USP Accounts Receivable team is very excited about a new and more efficient way for you to receive your invoices and statements from us. We have worked with our IT Department to be able to offer you a choice of automatically receiving invoices and statements by email or fax. These new 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:

ATTN: Accounts Receivable, U.S. Pharmacopeia, 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 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 email to this address:

Email address: _____

- We would like to receive our invoices and statements by fax to this fax number:

A/P Fax number: _____

Contact Name: _____ Title: _____

Signature: _____

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

Questions?

For letters **A-F**, call +1-301-816-8353, or email bzh@usp.org

For letters **G-O**, call +1-301-816-8250, or email nxm@usp.org

For letters **P-Z** and Distributors, call +1-301-816-8232, or email slp@usp.org