

Dear Valued Customer:

At USP, everything we do is in service of our mission to help protect and improve the health of people around the world. As part of this effort, we are implementing electronic invoice and statement capabilities to ensure accurate payment processing and timely order delivery.

Effective 4/1/2020 we are asking all our customers to convert to E-Invoicing. All US Mail and Fax delivery will be phased. Please fill and sign the form below. Email the completed form to [receivables@usp.org](mailto:receivables@usp.org) with the subject: E-Invoice Request.

Please note the contact information provided must be that of the A/P Department.

We agree to receive our invoices and statements by E-mail to this address:

Company Name:

Customer Number:

Accounts Payable Contact:

Email Address:

Signature:

Date:

You will receive an email confirmation once our system has been updated. For any questions, please contact [receivables@usp.org](mailto:receivables@usp.org).

Making a World of Difference.  
The USP Accounts Receivable Team