



February 12, 2014

Dear Valued Supplier,

Rensselaer is currently streamlining our procure-to-pay process by improving our invoicing process. The following change is forthcoming and **requires your action**:

Rensselaer will be utilizing a **Digital Mailroom** to enhance our invoice process. In our effort to accomplish this, we ask that you continue using your existing invoice delivery method of mail, fax or email, however effective **March 3, 2014** you must send invoices to the following address, fax number, or email address. **Please note that the name of a designated Rensselaer employee must be included on the invoice.**

**Rensselaer Polytechnic Institute
Attn: Name of Designated Rensselaer
Employee
PO Box 80127
Raleigh, NC 27623**

**For invoices faxed or emailed please
send to:**

**Fax: (855)-262-2710
Email: rpi@divintech.com**

This effort is for invoice related addresses only. The "Bill To" address on our purchase orders will be changed to reflect this new "Remit To" address. Our "Ship To" addresses will remain the same.

Please update your records as any invoices submitted to our previous addresses after March 3, 2014 are subject to delays in payment. To help us process your invoices more quickly, please ensure that your invoice has all of the following information presented in a legible format:

- Our PO number (when applicable)
- Invoice number
- Invoice date
- Designated Rensselaer employee
- An itemized invoice

We look forward to your cooperation and participation in this initiative. For further information related to this effort, please refer to the contact information below.

Sincerely,

**Ron Moraski
Director of Procurement Services**

**Pamela Rochminski
Director of Disbursement Operations**