To: Our Valued Suppliers
From: Rensselaer's Procurement Services Team
Re: IMPORTANT UPDATE: New Billing Address
Date: June 3, 2016

In order to process invoices in the most efficient and timely way possible, the preferred method is to send them directly via email or fax. If you are unable to email or fax invoices, they can be mailed. PLEASE NOTE: as of June 15th, 2016 the billing address is changing to the address listed below. The email address and fax numbers have not changed, and are listed below for your reference.

Preferred methods for sending invoices:  If you must mail them, the new address is:

Email: rpi@divintech.com
*when emailing invoices, please make sure only one attachment is sent per email (the one attachment may contain more than one invoice). The attachment must also be in one of the following formats: PDF, DOC / DOCX, TIF / TIFF, and JPEG / JPG. (MS Excel is not supported)
Fax: (855)-262-2710

Rensselaer Polytechnic Institute
Attn: Name of Designated Rensselaer Employee
P.O. Box 4199
Scranton, PA 18505

The “Billing Address” on our purchase orders will be changed to reflect this new address. Our “Delivery Addresses” will remain the same.

Please update your records as any invoices submitted to our previous address after June 15th, 2016 are subject to a delay 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