



Dear vendor,

Please send your invoice to our new email address [us.invoices@emdgroup.com](mailto:us.invoices@emdgroup.com), in the "To" field and not in the "CC" field of the email address. In order for us to process your invoices in a timely manner and avoid delays, the files must meet the following criteria:

- Invoice must be sent as a PDF or TIFF file format
- One invoice per file and all backup should be included in the same file
- Multiple invoices per email as separate attachments are allowed
- No Zip files are allowed
- All special invoice instructions should be included in the invoice and not as part of the email. This includes PO numbers
- All inquiries should be sent to [ap.emdserono@emdsharedservices.com](mailto:ap.emdserono@emdsharedservices.com).

If you are not able to follow the criteria above, please send your invoice to the following address:

EMD Serono Research and Development Institute  
Post Office Box 1416  
4602 21ST ST  
LONG ISLAND CITY, NY 11101-9998