

**Advisory 10**  
**公告 10**

**Invoicing and Payment Terms for API Invoices**  
API 发票的开具及支付条款

This Advisory notifies all licensees, registrants and applicants of changes to API's payment terms for annual fees and audit invoices.

本公告旨在通知所有被许可方、认证方和申请方 API 年费和审核费发票支付条款的变更。

API is committed to providing value to the oil and gas industry through our portfolio of licensing and certification programs. On time payments ensure that API is able to successfully maintain programs and strengthen the quality of service. To achieve these goals, it is necessary that organizations pay invoices in a timely manner, by the due date shown on the invoice and include the Invoice Numbers and/or Facility IDs on whatever payment type made (check, ACH or WIRE). **Please note that payment is not recognized until it clears our bank AND is posted in our accounts receivable system against the invoice that was issued.**

API 致力于通过我们的许可及认证项目向石油和天然气行业提供价值。按时付款可以确保 API 能够更好地维护项目并提高服务质量。为了实现这些目标，企业有必要按照发票所显示的付款截止日期及时付款，无论您以何种方式付款（支票、自动柜员机或电汇），应注明发票号码或企业识别号。**请注意，所支付的款项只有在银行完成结算，并在 API 的应收账款系统中与所开具的发票对应后才能够被视为成功支付。**

Effective immediately, API will issue invoices according to the following *Schedule of Invoicing and Payment Periods* table (Schedule). All payments are due by the date identified in the Schedule. Reminder notices are based on the Invoice Payment Due Date and will be sent according to the Schedule if necessary. If payment is not received (posted in bank AND posted against invoice in API's accounts receivable system) by the Payment Due Date, the process for cancellation of license(s)/certificate(s)/registered perforator design(s) will be initiated.

本公告立即生效，API 将根据以下 **发票开具及付款时间表**（时间表）开具发票。所有款项应在时间表规定日期前完成支付。提醒通知基于发票付款截止日期发出，如有必要，将根据时间表安排发出。如果 API 在规定的付款截止日期之前没有收到款项（银行完成结算，并在 API 的应收账款系统中与所开具的发票对应），认证/证书/射孔器设计认证将被取消。

**TABLE—SCHEDULE OF INVOICING AND PAYMENT PERIODS**  
**附表—发票开具及付款时间**

<b>Program Invoiced</b> 发票类型	<b>Date Invoices Issued</b> 发票开具日期	<b>Invoice Payment Due Date</b> 付款截止日期	<b>Reminder Notification Issue Date (if applicable)</b> 提醒通知发出日期 (如适用)	<b>Cancellation Date</b> 取消日期
Monogram Annual Fees 会标认证年费	January 6 1月6日	February 20 2月20日	February 6 2月6日	March 7 3月7日
APIQR Annual Fees API质量管理体系认证年费	March 2 3月2日	April 16 4月16日	April 2 4月2日	May 2 5月2日
Audit & Perforator Witness Invoices 审核费及射孔器见证项目发票	Within 60 days after Close of Audit 审核结束后 60 天内	Within 45 days of Date Invoice Issued 发票开具之日起 45 日内	NA 无	60 days after Initial Invoice Date 初始发票日期后 60 天
Perforator Annual Invoices 射孔器认证年费	February 3 2月3日	March 19 3月19日	March 3 3月3日	April 4 4月4日

**Facilities subject to U.S. Russia Sanctions**  
**受美国制裁的俄罗斯企业**

<b>Program Invoiced</b> 发票项目	<b>Date Invoices Issued</b> 发票开具日期	<b>Invoice Payment Due Date</b> 付款截止日期	<b>Reminder Notification Issue Date (if applicable)</b> 提醒通知发出日期 (如适用)	<b>Cancellation Date</b> 取消日期
Monogram Annual Fees 会标认证年费	January 6 1月6日	February 20 2月20日	February 6 2月6日	February 21 2月21日
APIQR Annual Fees API质量管理体系认证年费	March 2 3月2日	April 16 4月16日	April 2 4月2日	April 17 4月17日
Audit & Perforator Witness Invoices 审核费及射孔器见证项目发票	Within 60 days after Close of Audit 审核结束后 60 天内	Within 45 days of Date Invoice Issued 发票开具之日起 45 日内	NA 无	60 days after Initial Invoice Date 初始发票日期后 60 天
Perforator Annual Invoices 射孔器认证年费	February 3 2月3日	March 19 3月19日	March 3 3月3日	March 20 3月20日

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Formal notification of the cancellation will be sent to all affected licensees/registrants/applicants according to the Schedule and will result in the immediate change to the license(s)/certification(s)/perforator design(s).

正式的取消通知将根据时间表发送至所有受影响的被许可方/注册方/申请方，并将导致证书/认证/射孔器设计认证的状态立即变更。

Except for those facilities subject to U.S. Russia Sanctions, if payment is not received (posted in bank and posted against invoice in API's accounts receivable system) within 60 days of the initial invoice date, the license(s)/certificate(s)/perforator design(s) will be cancelled.

除受美国制裁的俄罗斯企业外，如在初始发票日期 60 天内未收到款项（银行完成结算，并在 API 的应收账款系统中与所开具的发票对应），认证/证书/射孔器设计认证将被取消。

Those facilities subject to the U.S. Russia Sanctions will be cancelled immediately if payment is not received within 45 days. Once cancelled, in order to obtain license(s)/certificate(s)/perforator design(s), the organization must reapply and pay all outstanding audit invoices. Furthermore, submission of a new application and fees is required.

对于受美国制裁的俄罗斯企业，如在初始发票日期 45 天内未收到款项，认证/证书/射孔器设计认证将立即被取消。一旦被取消，企业必须重新申请并支付所有仍未支付的审核费用。此外，企业需提交新的申请并缴纳申请费。

Organizations are reminded that to ensure timely receipt of invoices, accurate contact/billing information must be maintained by the organization in myCerts. Inaccurate or out-of-date contact/billing information will not be accepted as reason for nonpayment of the stated due dates.

We value you as a client and appreciate your effort each day to maintain the highest possible standards of safety and production in the oil and natural gas industry.

作为提醒，为确保及时收到发票，企业应在 myCerts 系统中预留有效的联系方式/账单信息。不正确的或失效的联系方式/账单信息不能够作为未在账单到期日支付款项的理由。

我们珍视客户的价值，并感谢您为维护石油和天然气行业领先的安全和生产标准所做出的努力。

This Advisory supersedes any previous guidance. It is considered part of API's Program Requirements and compliance is required for certification.  
本公告取代任何之前的版本。本公告被视为 API 项目要求的一部分并具有强制性。