



ADVISORY 10

Invoices and Payment Terms for Monogram/APIQR Invoices

This Advisory notifies all Monogram/APIQR licensees, registrants, and applicants of API’s payment terms for Monogram/APIQR Program annual, application, and audit fees.

Monogram/APIQR is committed to recognizing organizations that operate according to their quality management systems and demonstrate compliance with API standards, and on-time payments help to ensure that the program is well-positioned to continue providing this recognition. To meet this commitment, Monogram/APIQR asks participating organizations to pay their fees by the due dates shown on the invoices and include the invoice numbers and/or facility IDs on or with the payment type (check, ACH, or WIRE). **Please note that API does not recognize a payment until it has cleared our bank AND is posted in API’s accounts receivable system against the invoice issued.**

Effective immediately, API will issue invoices according to the following *Schedule of Invoicing and Payment Periods* tables. Table 1 applies to all organizations except for those subject to U.S. Russia sanctions. Those subject to U.S. Russia sanctions must pay their invoices as shown in Table 2. 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, Monogram/APIQR will initiate the process for cancellation of license(s)/certificate(s)/application (s)/registered perforator design(s).

TABLE 1—SCHEDULE OF INVOICING AND PAYMENT PERIODS

| Program Invoiced | Date Invoices Issued | Invoice Payment Due Date | Reminder Notification Issue Date (if applicable) | Cancellation Date |
|--|-------------------------------------|---------------------------------------|---|--------------------------------|
| Monogram and APIQR Annual Fees | January 6 | February 21 | February 7 | March 7 |
| Monogram and APIQR Initial Audit Invoices for First-Time Applicants* | Within 7 days of audit acceptance | Within 45 days of date invoice issued | 15 days before invoice due date | 61 days after invoice due date |
| Audit and Perforator Witness Invoices | Within 30 days after close of audit | Within 45 days of date invoice issued | NA | 61 days after invoice due date |
| Perforator Annual Fees | February 1 | March 18 | March 3 | April 5 |

TABLE 2— SCHEDULE OF INVOICING AND PAYMENT PERIODS FOR FACILITIES SUBJECT TO U.S. RUSSIA SANCTIONS

| Program Invoiced | Date Invoices Issued | Invoice Payment Due Date | Reminder Notification Issue Date (if applicable) | Cancellation Date |
|--|-------------------------------------|---------------------------------------|---|--------------------------------|
| Monogram and APIQR Annual Fees | January 6 | February 21 | February 7 | February 22 |
| Monogram and APIQR Initial Audit Invoices for First-Time Applicants* | Within 7 days of audit acceptance | Within 45 days of date invoice issued | 15 days before invoice due date | 46 days after invoice due date |
| Audit and Perforator Witness Invoices | Within 30 days after close of audit | Within 45 days of date invoice issued | NA | 46 days after invoice due date |
| Perforator Annual Fees | February 1 | March 18 | March 3 | March 21 |

*Facilities that are not currently licensed or registered by the Monogram/APIQR Program.

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).

Except for those organizations 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.

Those organizations subject to the U.S. Russia sanctions will be cancelled immediately if payment is not received within 45 days. If an organization subject to U.S. Russia sanctions is cancelled, the organization must submit a new application and pay all application fees plus all outstanding audit fees to obtain a license(s)/certificate(s)/perforator design(s).

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 by the stated due dates.

Monogram/APIQR values its participating organizations and appreciates their efforts to operate according to their quality management systems and demonstrate compliance with API standards.

This Advisory 10 supersedes any previous version. It is considered part of API's Program Requirements and is compulsory.