



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***. 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).

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	December 8	January 23	January 9	February 7
Monogram and APIQR Initial Audit Invoices for First-Time Applicants*	Within 30 days of application approval	Within 45 days of date invoice issued	NA	61 days after date invoice issued
Audit and Perforator Witness Invoices	Within 60 days after close of audit	Within 45 days of date invoice issued	NA	61 days after date invoiced issued
Perforator Annual Fees	February 7	March 24	March 9	April 10

*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).

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.

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.