

Advisory 10

Invoicing and Payment Terms for API Invoices

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

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. As a result, it is necessary that organizations pay invoice(s) in a timely manner, by the due date shown on the invoice.

Effective immediately, API will issue invoices to the myCerts Billing Contact according to the following *Schedule of Invoicing and Payment Periods* table. To ensure timely receipt of invoices, accurate contact/billing information must be maintained in myCerts. Inaccurate or out-of-date contact/billing information will not be accepted as reason for nonpayment by the stated due dates. All payments are due by the date identified in the *Schedule of Invoicing and Payment Periods*. Please login to myCerts to ensure all contact information is correct.

If payment is not received by the Payment Due Date, the process for suspension of licenses/certificates will be initiated. This process includes notification to all contacts in myCerts of reason for the suspension and actions required for reinstating the license/certificates.

TABLE—SCHEDULE OF INVOICING AND PAYMENT PERIODS

Program Invoiced	Date Invoices Issued	Invoice Payment Due Date	Reminder Notification Issue Date (if applicable)	Suspension for Nonpayment Notification Date	Cancellation Date
Monogram Annual Fees	1 st Week of January	February 25	March 2	March 26	April 26
APIQR Annual Fees	2 nd Week of March	April 15	April 17	May 16	June 16
Audit Invoices	Within 60 Days After Completion of the Audit	Within 45 Days of Date Invoice Issued	15 Days Before the Due Date and On the Due Date	On 76 th Day After Date of Issue	30 days after Suspension Notification Date

Formal notification of the suspension will be sent to all affected licensees/registrants/applicants according to this schedule and will result in the immediate status change to the license(s)/certification(s). If payment is not received within 30 days of the suspension, the license(s)/certificate(s) of registration will be cancelled and/or applications withdrawn.

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Once cancelled or withdrawn, in order to obtain a license(s), certificate(s) of registration, the organization must reapply and pay all outstanding audit invoices. Furthermore, submission of a new application and fees is required.

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.

This advisory supersedes any previous guidance. It is considered part of API's Program Requirements and compliance is required for certification.