



Peraton  
Accounts Payable  
PO BOX 1089  
Herndon, VA 20172  
www.peraton.com

November 13, 2017

## IMMEDIATE ACTION REQUIRED

### Attn: Accounts Receivable

Effective immediately, Accounts Payable (AP) invoice processing for **Peraton** will transition to our new payment processing center in Herndon, VA. Please respond to this information request to ensure our AP database contains accurate, complete information for your business, to include an up-to-date IRS W-9 Form . Instructions for electronic invoice submittal follow below.

Please scan and submit your completed, signed W-9 Form along with current contact information via email to: [APQuestions@peraton.com](mailto:APQuestions@peraton.com).

### **Submitting Your Invoices Electronically (preferred method):**

- Invoices must be submitted as an attachment -- only one invoice per email
- Invoice attachments can be accepted in the formats of: PDF or TIFF
- No email or attachment over 10MB will be accepted
- Attachments cannot be password protected or encrypted
- If under a Subcontract or PO agreement, the designated PO # must be included on each invoice submitted
  - Invoices without a PO # will not be processed for payment

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|------------------------------------|--|
| <b>Email for AP Support:</b>       | <a href="mailto:APQuestions@peraton.com">APQuestions@peraton.com</a>         |
| <b>Subcontractor Invoices:</b>     | <a href="mailto:SubKinvoices@peraton.com">SubKinvoices@peraton.com</a>       |
| <b>Email for General Invoices:</b> | <a href="mailto:AccountsPayable@peraton.com">AccountsPayable@peraton.com</a> |
| <b>USPS for Invoices:</b>          | Peraton<br>Accounts Payable<br>PO BOX 1089<br>Herndon, VA 20172              |

Sincerely,  
Dominique D'Antignac  
Senior Manager of Shared Services