

NON-PURCHASE ORDER INVOICES ONLY

Segra employs a centralized invoice processing system all invoices should be sent via email to segraap@ipayables.com. In order for all payments to be processed in a timely manner and avoid delays, please ensure that all invoices meet the following criteria:

- Invoices must be sent as a .pdf
- Only one invoice per file and all accompanying documents must be included in the same file
- Multiple invoices per email are acceptable
- No zip files please
- All special instructions must be included on the invoice and not as part of the email
- Invoice should include a corporate contact to ensure proper routing and approval

If you are unable to meet all of the above requirements, please send your invoice to the below address:

Segra Accounts Payable
c/o iPayables
PO Box 3051
Orem, UT 84059

PURCHASE ORDER (PO) INVOICES ONLY

If your invoice is on a Purchase Order, the email address is accountspayable@segra.com and the mailing address is PO Box 1068, Waynesboro VA 22980. Please do NOT send invoices on PO to segraap@ipayables.com or your invoice will be delayed in processing.

QUESTIONS

All other correspondence may still be sent to accountspayable@segra.com.