



Urgent Notice to Suppliers

February 3, 2010

To: All Suppliers of Goods and Services to TSRI

From: TSRI Procurement Department

Re: **Important Information Regarding La Jolla's Ship-to and Bill-to Address Changes, Effective March 1, 2010**

Dear Valued Supplier,

Effective March 1, 2010, the La Jolla delivery location and invoice address of 10550 North Torrey Pines Road, La Jolla, CA 92037 will change to:

Ship-to Address:

The Scripps Research Institute
4122 Sorrento Valley Blvd. STE 107
San Diego, CA 92121

Bill-to Address:

The Scripps Research Institute
Attn: Accounts Payable TPC-12
P.O. Box 2850
La Jolla, CA 92038-2850

There are no changes to the Scripps Florida delivery location or invoice address.

To expedite prompt payment within terms, please ensure the following: all packages are clearly labeled with TSRI's Purchase Order #, requester name and room number. All invoices must reflect the Purchase Order number as well, and be mailed to the proper invoice address indicated on the Purchase Order. Please use the new La Jolla Bill-to address for all invoices, effective March 1, 2010. Invoices mailed directly to department rather than the P.O. Box, could result in a delay in processing.

If you have any questions regarding the La Jolla Dock relocation or invoicing process, please contact June Lombardi or Sandy Dierdorff at 858-784-8710.

Thank you,

June Lombardi, C.P.M.
Director, Procurement
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