

Dear University of Chicago Vendor:

Effective December 3, 2018, the [billing email and mailing address](#) for all University of Chicago Purchase Order (POs) has changed. To standardize the invoice process for vendors there is a new single bill-to address or email to process invoices. **Please note this change does not impact University of Chicago Medical Center billing.**

We ask that you please update your records to note the new mailing address and email:

US Postal address:

The University of Chicago
P.O. Box 1017
South Bend, IN 46624

Email address:

invoices@uchicago.edu

Please note, the PO number must be included on the invoice. For assistance, please contact the University of Chicago Shared Services Office at 773.702.5800 or email at vendorsupport@uchicago.edu.

Sincerely,

The Shared Services Office
University of Chicago