



Micro Focus Confidential

Take Action: Paper and Email Invoice Submission Changes

Please be advised that Micro Focus is transitioning from the @onlinecapturecenter.com email addresses to a **new email address ending in @microfocus.com** and a new US mailbox. We are committed to business continuity for our company – and for you, our valued supplier. Please review the sections below to best prepare for this transition.

- **After September 30, 2018**, Micro Focus will no longer accept invoices sent to any @onlinecapturecenter.com email address, as it will be retired.
- **Effective immediately**, begin using the following email addresses to submit invoices according to your region.
 - **AMS:** swpmb.bgl.apinv_amsprocessing@microfocus.com
 - **APJ:** swpmb.bgl.apinv_apjprocessing@microfocus.com
 - **EMEA:** swpmb.sw.ap@microfocus.com
- **After September 30, 2018**, paper invoices mailed to the following US address will no longer be accepted.

Micro Focus
PO Box 5859
Portland, OR 97228-5859
- **Effective immediately**, for invoices mailed in the US, begin using the following postal address:

Micro Focus
PO Box 691567
Houston, TX 77070

For questions about this message please contact Accounts Payable via the [Service Central](#) ticketing tool.

Thank you for your attention to this matter.
Sincerely,

Global Procurement and Finance



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