

October, 2014

Dear Covance Supplier:

Over the next several months, Covance will be in the process of validating that all of our purchases for goods or services will be made using a purchase order. If your Covance contact does not supply you with a Purchase Order prior to the exchange of goods or services, please understand that your invoice may be rejected or the payment delayed.

Please work directly with your Covance customer contact to either validate you have a PO or to ensure a Purchase Order will be created for all goods and services and that the PO number is included on your invoice. Any invoice presented without a Covance Purchase Order number will be subject to delay or non-payment.

If you should have any issues or questions, please contact P2PAnswerCenter@Covance.com

Thank you. We appreciate your assistance with this initiative.