





Department of State-Florida  
Fictitious Name - Div of Corps  
PO Box 1300  
Tallahassee, FL 32302-1300  
December 18, 2009

**Re: Changes to Novamin Technology (NTI) Accounts Payable Department**

Dear Vendor, # F05000002169

GlaxoSmithKline NA Global Finance Services acquired Novamin Technology, Inc. (NTI) December 18, 2009. This letter is to notify you of a new mailing address, supplier inquiry telephone number and process change in Accounts Payable. Genpact, a leading provider of business services and technology solutions is the administrator of the NA GFS Accounts Payable operation for GSK.

GSK's standard payment terms in the US are 60 days from receipt of invoice, unless there is

- a) An existing and formally negotiated long-form contract with your organization (under which alternative payment arrangements, whether longer or shorter, have been agreed).
- b) An existing NTI Purchase Order that will remain subject to the payment and other terms and conditions in place at the time the relevant Purchase Order was issued to your organization.

GSK requires **purchase orders** for all goods or services from suppliers.

Effective **January 1, 2010** all paper invoices, statements of accounts and other vendor correspondence must be mailed to:

**Regular Mail:**

**GSK US Processing / Genpact AP**  
**P.O. Box 981499**  
**El Paso, TX 79998-1499**

**Overnight Mail:**

**GSK / Genpact Americas US SFS**  
**1000 Hawkins Blvd., Suite A**  
**El Paso, TX 79915-1205**  
**Phone #915-225-2500**

**Please note:** There is **NO CHANGE** to the addresses for the **DELIVERY of GOODS** to any area supported by NTI. These changes are specific to invoices sent in for payment.

Invoices sent by email will no longer be accepted. Please send the invoice to the address noted above.

This change applies to all invoices and related AP correspondence now sent to NTI at:

**13859 Progress Blvd #600, Alachua, FL 32615**