



Want to receive your invoices faster and save paper? Enjoy the convenience of e-billing!

We are pleased to announce you can now switch to e-billing and your invoices will be emailed directly to your inbox instead of receiving them by post. Once an invoice is generated, the email address you designate will receive the invoice as a PDF attachment.

Sign up for e-billing

Initiate a request by completing the required fields below and sending the form to auto_invoices@merck.com. Your request will be processed and confirmed within 5 business days.

Customer Account Name	
Customer Account #	
Requestor Name	
Requestor Email	
Requestor Phone #	
Accounts Payable Email*	

*Associated email address to receive Invoice PDFs

By completing and submitting this form, you consent that you are authorized to act on behalf of the account named above and to receive e-billing from Merck. Emailed invoices will be sent to the Accounts Payable email address provided above.

Information provided will not be shared outside of Merck and will be used solely for the purpose of invoice delivery via email. Please read our [Privacy Policy](#) to learn more about how Merck protects personal information about you.

Have questions prior to enrolling? Contact us at auto_invoices@merck.com.

Merck Accounts Receivable Team
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