



The Internet Corporation for Assigned Names and Numbers

## Paperless Invoicing

Starting on 31 of July 2018, the ICANN organization will be supporting paperless invoicing as part of its process improvements strategy. This automation will reduce potential errors as invoices will be delivered from our billing ERP system directly to the billing contact emails listed in the [Naming Services portal](#) for Registry Operators and [RADAR](#) for Registrars.

To ensure successful delivery of your invoices, please complete the following steps:

### For Registrars:

- Log in to [RADAR](#) and verify your billing contact name, email, and billing address are accurate. Please see [Registrar Contact Updates](#) for more instructions on making changes to your contact information.
- If you would like to continue receiving invoices by postal mail, please email [globalsupport@icann.org](mailto:globalsupport@icann.org) with a subject line of "Invoice Postal Delivery Requested" by 20 July 2018. Please specify whether your request is for postal delivery only or both postal and email delivery.

### For Registries:

- Log in to the [Naming Services portal](#) and verify you have stored the correct billing contact(s) - name, billing email and billing address information. If the contact information needs updating, please submit a general inquiry case and provide updated billing contact information.
- If you would like to continue receiving invoices by mail, please submit a general inquiry case via the Naming Services portal with the subject line "Invoice Postal Delivery Requested" by 20 July 2018 Please specify whether your request is for postal delivery only or both postal and email delivery.

To ensure delivery of this important email, the whitelisting instructions for receiving paperless invoices from [accounting@erp.icann.org](mailto:accounting@erp.icann.org) are as follows:

- i. The IP [Hostname] whitelist is as follows:  
**160.34.15.18 [chclrv3990.us2.oraclecloud.com]**  
**160.34.15.19 [chclrv3991.us2.oraclecloud.com]**
- ii. Capacity to receive PDF files measuring up to 20 megabytes