Greetings!

Please be advised that the University System of New Hampshire’s central business office will be relocating in July 2025. Our new address will be:

Farnum Hall

28 College Drive

Concord, NH 03301

This move is from our current location at:

5 Chenell Drive, Suite 301

Concord, NH 03301

Please leverage electronic communications to the greatest extent possible and avoid sending paper mail unless absolutely necessary.

* Invoices should continue to be sent to [usnh.invoices@usnh.edu](mailto:usnh.invoices@usnh.edu) and should conform to the invoice requirements listed on the USNH Procurement Website.
* Inquiries to central procurement should be emailed to [usnh.procurement@usnh.edu](mailto:usnh.procurement@usnh.edu)
* Certificates of Insurance should be uploaded to your PaymentWorks profile.
* For day-to-day business, please continue to work with your campus business contacts. USNH email addresses and phone numbers will remain the same.

If you currently have an active, signed contract with the University System of New Hampshire, you will soon receive a separate email followed by a link to sign an amendment updating the official notice address as listed above.

Thank you for your partnership and collaboration.

**Why did I receive this email?**

You received this email because you are a registered supplier or payee with the University System of New Hampshire.

**What if I don’t want to receive these emails anymore?**

If you are a one-time payee or your business relationship with the University System has been concluded, your payee profile will be reviewed on a regular schedule and deactivated as appropriate. Once this occurs, you will no longer receive standard communications.

**What if I am no longer a vendor or payee and do not have any planned work with the University System in the future?**

You may send an email with your key company/payee information to [usnh.procurement@usnh.edu](mailto:usnh.procurement@usnh.edu) and upon validation, your profile will be deactivated.