



Automation of UC Berkeley Invoices

Dear UC Berkeley Supplier:

Over the past 2 years we have worked with many of our suppliers to convert manual, paper or e-mail based invoicing to electronic transactions that provide our organizations with the mutual benefits of improved service and cost efficiencies. At this time, we are requesting that our remaining suppliers enroll with Transcepta, a third-party electronic invoice service provider. This service guarantees secure delivery of all your UC Berkeley invoices, immediate confirmation of invoice delivery, and helps speed up the payables process.

To enroll, please take the following steps:

- Connect with Transcepta – Enrolling is free and simple. Please follow the instructions on their website: <http://connect.transcepta.com/berkeley>.
- Determine invoice submission method – Work with Transcepta to send sample invoices and determine the preferred invoice submission method.
- Send invoices to Transcepta – Once the preferred submission method is determined, send invoices directly to Transcepta.

Moving forward, any invoices received outside of the Transcepta system will result in expanded payment terms from our current net 30 to net 60 at a minimum, potentially even net 90 depending on your method of payment.

Please contact us at disburse@berkeley.edu with any additional questions.

Thank you for helping UC Berkeley streamline and automate our P2P process.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Parnas", with a stylized flourish at the end.

Dan Parnas
Accounts Payable Manager
University of California, Berkeley
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CA 94720-1101