



UCLA Campus Purchasing & Payables
10920 Wilshire Blvd., Suite 500
Los Angeles, CA. 90095-1433

October 20, 2016

Automation of UCLA Invoices

Dear UCLA Supplier:

UCLA has adopted an electronic approach to the Procure-to-Pay (P2P) process by moving to an automated invoicing solution. We request that all our suppliers enroll with **Transcepta**, a third-party electronic invoice service provider. This new process allows you to submit your invoices to us electronically and check your invoice status.

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/ucla>.
- **Determine preferred delivery** – Work with Transcepta to send sample invoices and determine the preferred invoice delivery method.
- **Send invoices to Transcepta** – Once the preferred delivery method is determined, send invoices directly to Transcepta.

In addition, all suppliers are encouraged to sign-up for electronic payments to expedite the receipt of payments:

- ACH – complete the UCLA ACH form: <https://ucla.app.box.com/ap-pdf-vendor-eft-auth>
- Credit Card (Using Payment Plus) – contact vip@finance.ucla.edu for more details.

Our standard payment terms for sending paper invoices and receiving paper checks are NET-60. However, by utilizing Transcepta to submit invoices and signing up for electronic payments, our standard terms are NET-45. Payments can be permanently accelerated by offering standard discounts such as 2% 10 NET 45 or by accepting credit cards. However, suppliers can also accelerate payments of individual transactions by utilizing our dynamic discount portal: <https://www.purchasing.ucla.edu/accounts-payable/dynamic-discount-portal>

Please contact us at vip@finance.ucla.edu with any additional questions. Thank you for helping UCLA streamline and automate our P2P process.

Sincerely,

Bill Propst
Director, UCLA Campus Purchasing & Payables
Chief Procurement Officer