

ACTION REQUIRED: Enroll in Electronic Invoicing and Payment

Dear UCLA Supplier,

Over the past 4 years we have worked with many of our suppliers to convert paper based invoicing to electronic transactions that provide our organizations with the mutual benefits of improved service and cost efficiencies. At this time, UCLA is requesting all suppliers enroll with Transcepta, a third-party electronic invoice service provider. Transcepta allows UCLA suppliers to submit invoices electronically to UCLA Accounts Payable. Registration for the service takes only a few minutes and is available at no cost to you. Submitting invoices through Transcepta helps secure delivery of your UCLA invoices, immediate confirmation of invoice delivery, and helps us pay you faster. Follow these steps to register:

- **Connect with Transcepta** – Enrollment is entirely free and simple. Please follow the instructions on their website: <http://connect.transcepta.com/ucla>.
 - **Note:** Our Purchase Orders formats are as follows, where # represents numeric characters and A represents alpha characters:
 - **####AAA###** (Example: 3510NYA456)
 - **####AA####** (Example: 3510NY3456)
- **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, submit invoices directly through Transcepta.

In addition, all UCLA suppliers are required to sign-up for electronic payments to expedite receipt of payments. Please choose one of the following options:

- **Payment Plus (virtual card)** – Payment Plus is UCLA's preferred method for issuing payments to suppliers. Payment Plus uses a Visa card program to provide fast, secure payments while improving efficiency and reducing the cost of processing paper checks. Contact paymentplus@finance.ucla.edu to sign up. Learn more on our [Payment Plus](#) page.
- **Paymode-X** - This EFT/ACH payment method utilizes Bottomline Technologies' payment platform to issue secure vendor payments. Paymode-X is UCLA's preferred payment method of payment for EFT/ACH payments. You can sign up here: <http://www.paymode.com/UCLA>. If you have any questions you can contact paymodex@finance.ucla.edu.

Please use the **Contact UCLA** link located in the [Transcepta enrollment website](#) if you have any additional questions. We appreciate your cooperation, especially in these unprecedented times. UCLA would not be the institution it is without our suppliers and we look forward to further strengthening our partnership with you in the future.

Sincerely,

O.T. Wells II
Chief Procurement Officer
UCLA Campus Purchasing & Payables