



Dear Valued Supplier,

Effective December 14, 2023, UCLA is transitioning to a new invoice submission process. Consequently, new Transcepta registrations are no longer being accepted.

If you are not already enrolled with Transcepta and need to submit an invoice prior to December 14, please coordinate with your department contact to submit your invoices. You can use your purchase order (PO) to identify your department contact through the vendor self-service site (first-time users will need to register for an account).

Sincerely,

O.T. Wells II

Chief Procurement Officer

UCLA Campus Purchasing & Payables