

Dear UCSD Health Supplier,

To help ensure timely payment of your invoices, UCSD Health is now **requiring** all suppliers use our chosen invoice submission method: electronic invoicing. UCSD Health has contracted with Transcepta to serve as a processing point for electronic invoices at no cost to you. Learn more at <http://connect.transcepta.com/ucsdhealth> and follow these steps:

- Complete the online form and choose your preferred invoicing method.
- Look for a confirmation of your account with UCSD Health from Transcepta.

Please register now to avoid any payment delays or invoice rejections. After this date suppliers that do not use Transcepta to submit their invoices will be subject to extended payment terms.

Additional benefits you will receive in this process include:

- **No cost to you.** UCSD Health incurs all costs associated with Transcepta.
- Immediate invoice submission and guaranteed secure delivery to the UCSD Health accounts payable system.
- Automatic invoice validation and notification if additional information is needed to process your invoice.
- Accuracy in processing and visibility of submitted invoices.

To connect, visit <http://connect.transcepta.com/ucsdhealth> and complete the online form to choose your preferred invoicing method. Transcepta will then notify you of next steps.

If you are already connected and sending invoices via Transcepta for other customers, please email your company information to Transcepta at registration@transcepta.com to confirm your connection with UCSD Health.

If you have any questions about submitting invoices to UCSD Health and the business group that you serve, contact **Jack Li** at h1li@health.ucsd.edu.

Thank you,



David Melendez
Director of Procurement Services