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UCSF's Automation of Invoice and Payments

Dear UCSF Supplier,

Per our previous correspondence, The University of California, San Francisco has adopted an electronic approach to the Procure-to-Pay (P2P) process by moving to fully automated invoicing and payment with suppliers. This new process allows you to submit your invoices to us electronically and receive payment electronically. If you have already signed up for electronic invoicing and electronic payment, there is no further action required of you and we thank you for your support of our electronic efforts. If you have not registered for both electronic invoicing and electronic payment, we recommend you do so immediately. ***Electronic Invoicing:*** We require that all our suppliers register and submit their invoices with our partner, Transcepta, if you have not done so already. Registration with Transcepta is simple and takes just a few minutes. Please follow the instructions on our website: <http://connect.transcepta.com/ucsf>. The following UCSF Supplier Webinar explains the whole process in detail <https://vimeo.com/124448508>. For additional information regarding Transcepta's e-invoicing process, see <http://www.transcepta.com/e-invoicing/>.

- ***Electronic Payments:*** We are offering 2 options:
 - ACH - complete the [UCSF ACH Enrollment Form](#)
 - Payment Plus – contact vendors@ucsf.edu to sign up

Let us know with whom we can work with at your organization to enable e-Invoicing and ACH or Payment Plus. Please contact Supply Chain Management at vendors@ucsf.edu.

Thanks for helping UCSF streamline and automate our P2P process to save both organizations time and money.

Sincerely,

Jim Hine
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