



University of California
San Francisco

ACTION REQUIRED: Enroll in Electronic Invoicing and Payment

The ongoing COVID-19 pandemic has disrupted many business processes, including Supply Chain Management's ability to access mail at our offices. This has created a severe backlog of invoices for our Accounts Payable and an opportunity to improve invoice processing and faster payment.

Effective **June 15, 2020** if you are a supplier who receives a UCSF purchase order you will be required to submit invoices through our electronic invoice solution Transcepta **and** receive electronic payment. Our Purchase Orders starts with 'B00'. An example of a UCSF PO format is B001234567.

You will need to take immediate action to avoid major delay in processing invoices and receiving payment.

- **Electronic Invoicing through Transcepta:** Registration is simple and takes just a few minutes. As a University of California supplier, you pay **NO FEES** to participate. The [UCSF Transcepta](#) site has video instructions and a link to a simple registration form.
- **Electronic Payments –** Please choose **one** of the following options:
 - **Payment Plus** (virtual card) – Payment Plus is UCSF's preferred method for issuing payments to suppliers. Payment Plus uses a Visa card program to provide fast, secure payment while improving efficiency and reducing the cost of processing paper checks. Contact vendors@ucsf.edu to sign up. Learn more on our [Payment Plus](#) page.
 - **Automated Clearing House (ACH)** – To qualify for ACH payments, the supplier must have a business account within the US banking system. Submit a completed [ACH Enrollment Form](#), along with a voided check, to vendors@ucsf.edu. Learn more at [ACH FAQs](#).

We are sending this letter to our supplier contacts on file. If you are not the appropriate contact, please forward this message to the appropriate group/person in your company.

We appreciate your cooperation in these uncertain times. We know that UCSF would not be the institution it is without our suppliers and we look forward to partnering with you in the future.

Sincerely,

University of California San Francisco
Supply Chain Management
1855 Folsom St., Suite 300
San Francisco, CA 94143