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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. **After January 18, 2016** we will be enforcing our new standard payment terms of Net 90 for suppliers that cannot or do not want to automate both invoicing and payment (*see Standard Payment Terms below*).

- **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>.
- **Electronic Payments:** We are offering 2 options:
 - ACH - complete the [UCSF ACH Enrollment Form](#)
 - Payment Plus – contact vendors@ucsf.edu to sign up
- **Standard Payment Terms:**
 - a. Net 45 if both e-invoicing (e.g. Transcepta) and e-payment (via ACH) are enabled
 - b. Net 90 if both e-invoicing and e-payment are not enabled
 - c. Options for quicker payments, less than 10 days
 - i. 2%/10 net 30 for vendors with both e-invoicing and ACH
 - ii. Payment Plus (Virtual Card payment) as a payment method

Note: Current payment terms will continue for suppliers who have signed a contract with different payment terms than outlined above.

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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