12/1/2023

Your company is a key Supplier/Vendor for the University of California, Berkeley, and we are pleased to announce we will be transitioning to an electronic invoice processing system. Transcepta, our third-party business partner, has an intelligent platform that will enable us to achieve 100 percent straight-through processing of your invoices.

This new technology will improve the quality of the data we receive from your invoicing documents, which will reduce the administrative time to process your invoices and ensure prompt payment.

Benefits to Suppliers/Vendors:

- Immediate document submission and guaranteed secure delivery to the UC Berkeley ERP system.
- Document validation and notifications for additional information (as needed).
- Faster processing for prompt and timely payments.
- A free Supplier Portal that empowers your collections team to monitor payment status.
- Elimination of any paper exchanged between our companies which supports waste reduction efforts.
- Multiple submission options provide flexibility.

When will this migration occur?

To ensure timely payment, all Suppliers/Vendors will be required to register with Transcepta to enable electronic document submission by **January 15th, 2024.**

Transcepta will be facilitating this migration on behalf of the University of California, Berkeley. Over the next few weeks, you will be contacted by Transcepta via automated email. The email will include specifics on how to register in the new electronic document submission process.

What do you need to do to ensure timely payment?

- Watch for the email from Transcepta.
- Act promptly on the enrollment email by following their instructions on how to register.

If you have not started the registration process with Transcepta by January 15th, 2024, a member from our UC Berkeley team will contact you to discuss the status of your registration and answer any questions you may have.

Key contacts

- For any questions related to this migration, please contact UC Berkeley's Accounts Payable at disburse@berkeley.edu. Please include 'Transcepta' in the subject line.
- For additional support on Transcepta registration, please reach out to the Transcepta Support team at registration@transcepta.com or call toll free (888) 221-2026 or (949) 382-2841
    - If you are already connected and sending invoices via Transcepta for other customers, please email your company information to Transcepta at registered@transcepta.com to confirm your connection with the UC Berkeley.

Thank you in advance for your partnership! We look forward to you joining the electronic document processing community from which both our companies will benefit.

Best Regards,

Jeffrey Kent
Accounts Payable Manager
University of California, Berkeley