

Dear Valued Supplier,

University of California, Merced is moving to digital processing of your invoices through our chosen partner, Transcepta. Starting **November 4, 2024**, you must send all invoices through Transcepta to avoid payment delays. University of California, Merced and Transcepta will begin communicating with you on or around **December 9, 2024**, to facilitate supplier registration.

Please visit connect.transcepta.com/ucmerced to complete the quick online registration and setup process.

After you complete the online form and choose your preferred connectivity option, Transcepta will send confirmation or provide you with the next steps to complete the connection.

We partnered with Transcepta because it is:

- **Free** – Transcepta does not charge you for the service.
- **Flexible** – Transcepta is easy to use and provides multiple ways to submit documents.
 - Email PDF – Ideal Option for most high-volume suppliers.
 - EDI, CSV, XML – Flat-file transfer of invoices via FTP.
 - Virtual Printer – Print to Transcepta using a print driver.
 - Supplier Portal – Web entry invoice creation.
- **Easy** – Transcepta does not require you to invest in any additional IT resources.

The benefits to you include:

- **Instant Invoice Receipt Confirmation:** You will be notified when your invoice has been received.
- **No Invoice Processing Delay:** If there is a problem with your invoice, you will be notified immediately and will have the opportunity to correct the issue and easily resubmit so there is no delay in payment processing.

If you are already connected and sending documents via Transcepta for other customers, please email your company information to Transcepta at registered@transcepta.com to confirm your connection with University of California, Merced.

If you have any questions, please contact University of California, Merced at accountspayable@ucmerced.edu. You can also contact Transcepta's Supplier Success team at registration@transcepta.com or (949) 382-2841.

Thank you,
Christie Harvey

Director
Accounts Payable, Tax & Payment Services
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