

**This week's Topics June 13, 2008**

[Buyer Email on PO](#)

Due to the request of many vendors, UCSF will now send the buyer's email on all purchase orders. Please see below for location.

[Purchase Order Acknowledgements](#)

UCSF expects that each vendor will send the buyer an email purchase order confirmation. Please reference the UCSF PO number and state the estimated delivery date for each line item.

**University of California SF**  
1855 Folsom Street, Suite 304  
San Francisco CA 94103  
United States

**Purchase Order-0000184712**

**Dispatch via Print**

Purchase Order	Date	Revision	Page
UCSF-0000184712	05/30/2008		1
Payment Terms	Freight Terms	Ship Via	
N30 days	DESTINATION - BUYER PAYS	GROUND	
Buyer Name	Jordin Sparks	Phone	414/555-1212
Buyer Email	jordan.sparks@ucsf.edu		



**Ship To:** 500 Parnassus Ave  
Parnassus RM W410  
San Francisco CA 94143  
United States  
Attn: Ruben Studdard

**Bill To:** University of California SF  
(415) 476-2126  
Accounting Office, UCSF Box 0812  
San Francisco CA 94143-0812  
United States

Thank you!

**Sarah Sullivan**

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[http://cpbc.ucsf.edu/do\\_business\\_with\\_ucsf/p2p\\_news\\_for\\_vendors](http://cpbc.ucsf.edu/do_business_with_ucsf/p2p_news_for_vendors)