

## Invoices

*Our world today:* You send invoices to the person who placed the order. Instead of a purchase order you reference a 5-10 digit alphanumeric character. As orders are placed over the phone, over the internet, via fax and email, you don't always have a standard ship-to or bill-to to include on the invoice.

*Our world tomorrow:* You will still receive orders as you do today, but in addition . . . you will receive purchase orders with standard 10 digit PO numbers. When invoicing, send **all** invoices to UCSF's central AP department (see below). For catalog orders, payment is triggered by a matching process. Our system matches the PO, invoice and receipt based on PO number, line number, quantity and price. It is essential you invoice correctly in order to avoid delayed payment. If we receive an incorrect invoice, the buyer of record will call your company and ask you to resend a corrected invoice to our AP department.

EDI Vendors – Credit and zero line items should not be included on the EDI invoices, those must all be sent via paper. When issuing a corrected invoice, always call Accounts Payable first so they can delete the old invoice and expect the new one.

- \* If you send a corrected invoice with the original invoice number, send it via paper.
- \* If you cancel the original invoice and issue a new invoice number, you may send that via EDI.

Non-EDI Vendors - If you would like to invoice UCSF via EDI, contact me and I will add you to our testing queue. Our next available testing time is April, 2008.

### *New information you can expect to receive -*

- \* UCSF purchase order numbers (10 digits)
- \* Ship to information and recipient name
- \* Bill-to information:
  - University of California SF
  - Accounting Office, UCSF Box 0812
  - San Francisco, CA 94143-0812
- \* Line numbers

### *New expectations UCSF has of you\*\* -*

- \* For **catalog** order invoices you **MUST** include
  - PO number **(10 digits only, do not include the 'UCSF-')**

- Line description
  - Line number
  - Ship-to name and address
  - Qty and price to match the PO
- \* For **non-catalog** order invoices, business as usual
  - \* Send **all** invoices to  
University of California SF  
Accounting Office, UCSF Box 0812  
San Francisco, CA 94143-0812
  - \* If you receive a PO and the price is incorrect, contact the buyer to discuss changes upfront.

For past due payment inquiries, please contact the AP service desk at [apservicedesk@ucsf.edu](mailto:apservicedesk@ucsf.edu).

\*\*Make any changes to your processes to accommodate this before our go-live date of Feb 25<sup>th</sup>.