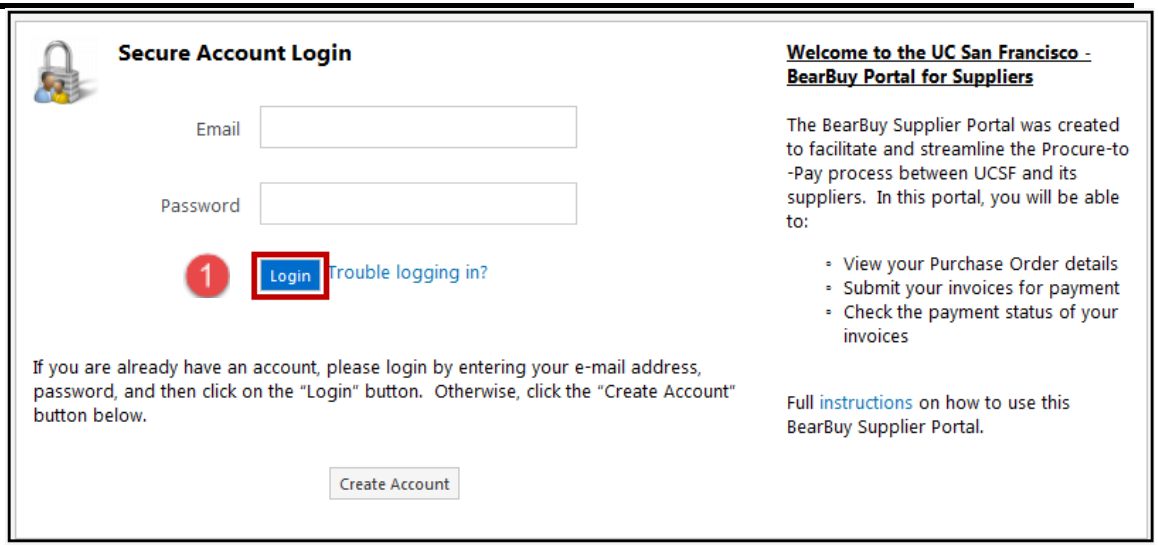
SciQuest Portal Invoice Submission Instructions

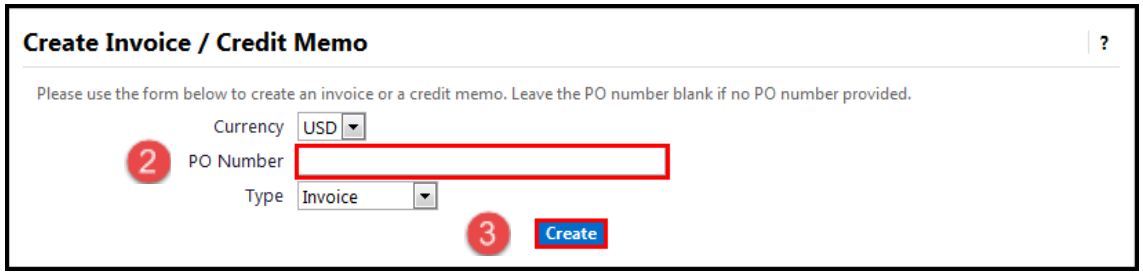
UCSF Controller's Office

To begin submitting invoices to UCSF, log into the invoice submission portal at UCSF BearBuy Supplier Portal

Invoice Submission

1. Log in using the username and password created during registration process
2. In the Create Invoice / Credit Memo section enter the PO Number of the invoice you are submitting for payment in the **PO Number** field
3. Click **Create** to begin creating the invoice





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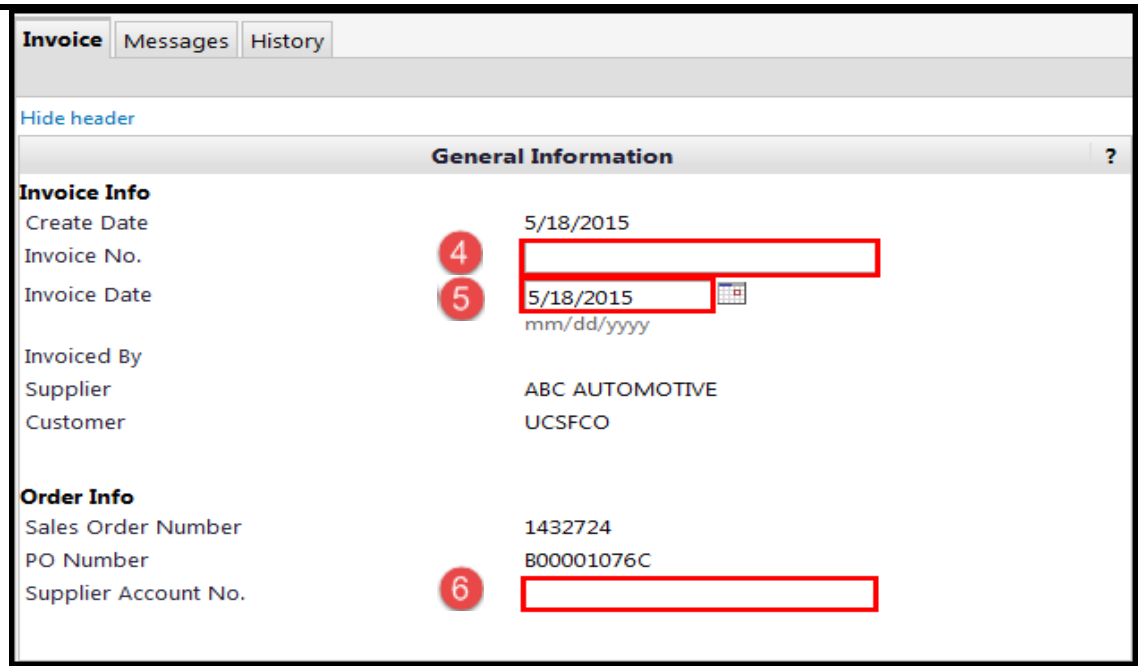
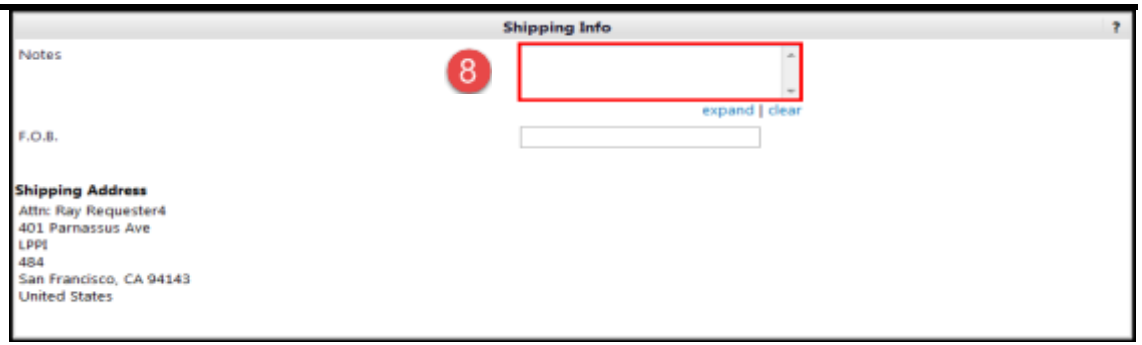
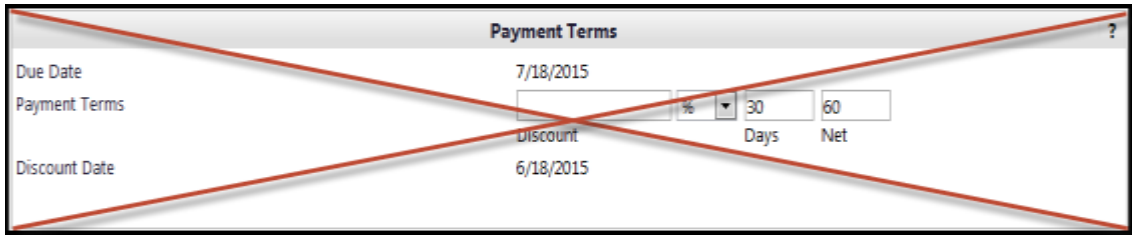
4. In the General Information section, enter your invoice number in the field **Invoice No.**
5. Enter the date of invoice if different from today's date in field **Invoice Date**
6. If applicable, enter the account number associated with UCSF or it's departments in the field **Supplier Account No.**
7. In the Billing Information area ensure the correct Remit To Address is selected. If this is not correct, please contact vendors@ucsf.edu



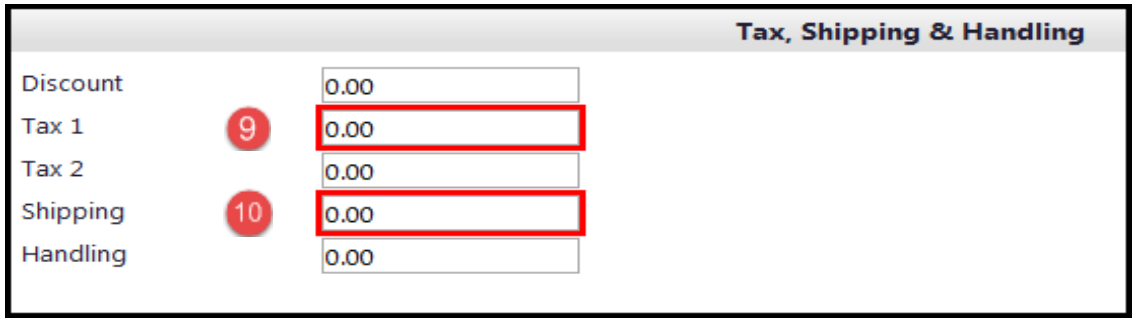
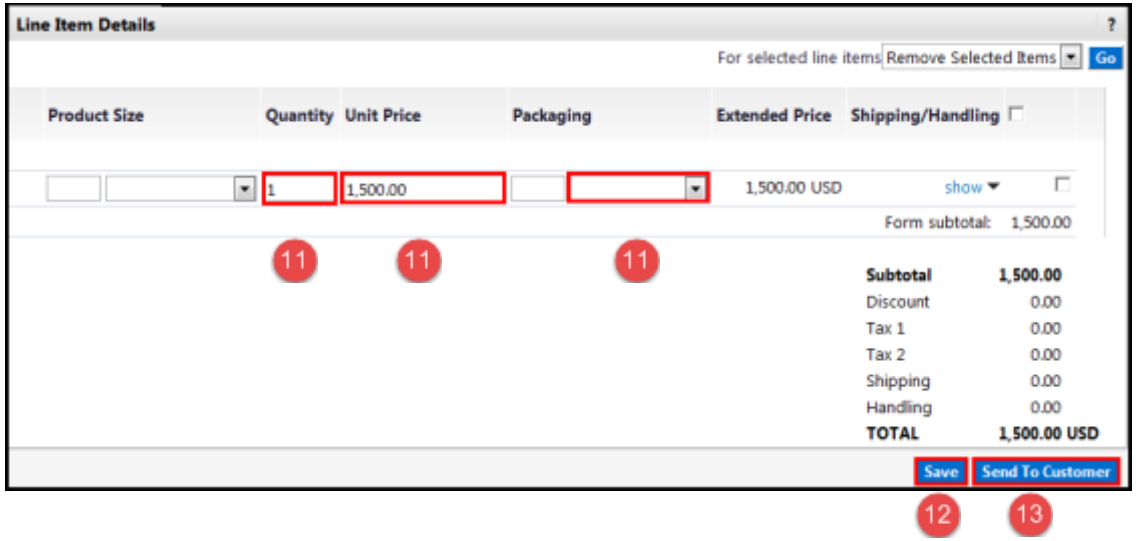
8. If applicable, enter any shipping notes in the Shipping Info section in the **Notes** field

Please Note: The Payment Terms section is **not used**. Payment Terms are based on system default values. Modifying this section will not impact the payment terms of your invoice.





9. If applicable, under the Tax, Shipping & Handling section Enter the tax amount in field **Tax 1** - Note: Field **Tax 2** is not used
10. If applicable, enter the shipping amount in field **Shipping**
11. In the Line Item Details Section adjust the Quantity, Unit Price, or Packaging unit of measure as needed

    Note: Product Size is not used.
12. Click **Save** to save invoice information. By clicking **Save**, you can also save this invoice to work on it at a later time
13. Click **Send to Customer** to submit the invoice to UCSF

For any questions, please contact Gilbert Ortega at eInvoiceInquiries@ucsf.edu .