

July, 2017

Dear UC Davis Supplier,

To help ensure timely and accurate payment of your invoices, UC Davis is now requesting all suppliers use our preferred invoice submission method: electronic invoicing. UC Davis has contracted with Transcepta to serve as a processing point for electronic invoices. Registration should take just a few minutes and the service is available at no cost to you. Using this service helps guarantee secure delivery of your UC Davis invoices, immediate confirmation of invoice delivery, and helps us pay you faster! Follow these steps to enroll:

- **Connect with Transcepta** – Enrollment is entirely free and simple. Please follow the instructions on their website at <http://connect.transcepta.com/ucdavis>.
- **Determine invoice submission method** – Work with Transcepta to send sample invoices and determine the preferred submission method.
- **Send invoices to Transcepta** – Once the preferred method is determined, begin sending invoices directly to Transcepta. You should no longer send invoices to UC Davis campus departments.
- **Enroll in UC Davis Preferred Payment Terms** – As a valuable partner, we are offering preferred payment terms, including NET terms for Virtual Card payment and various ACH options. See page 2 for more details and instructions on how to enroll

Please register by **['Required By' Date]** to avoid any payment delays or invoice rejections.

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 setup connection with UC Davis.

If you have any questions about this letter please contact UC Davis directly at aphelp@ucdavis.edu.

Thank you for helping UC Davis streamline and automate our Procure to Pay processes!

Sincerely,



Mike Kuhner
Division Manager
Accounts Payable, Travel Accounting, and Banking Card Services
University of California, Davis

UC Davis Preferred Payment Terms

Thank you for choosing to do business with the University of California at Davis! We are happy to offer the following options for how the UC will settle your invoice requests.

Do you want to be paid by Credit Card? (FASTEST)

The UC is pleased to offer settlement by credit card, the fastest and most secure form of disbursement. We have partnered with US Bank to enable PaymentPlus, a one-time credit card settlement option for our suppliers. When payment is ready, suppliers will receive an email containing the one-time credit card information. This effectively replaces a paper check and is faster and more secure. You can then process the credit card payment just as you would if someone provided a plastic card. There is even an option to have US Bank process the payment for you and transfer the funds directly into your account – making it even more efficient!

Most importantly, we offer NET terms when you select payment by credit card. Which means you will receive payment the same day that the invoice is fully approved!

Do you want to be paid by Automated Clearing House (ACH)? (NEXT FASTEST)

ACH payment is similar to Direct Deposit. The money will be transferred directly into your bank account, eliminating the need for a paper check. UC Davis offers ACH payments both with and without the option of an early payment discount. However, you get paid faster if you offer an early payment discount!

ACH is offered with the following terms:

2% 10, NET 30 If we can pay you in 10 days from when we receive the invoice, you will discount the order by 2%. Otherwise, we will pay you the full amount in 30 days.

1% 20, NET 45 If we can pay you in 20 days from when we receive the invoice, you will discount the order by 1%. Otherwise, we will pay you the full amount in 45 days.

NET 60 We will pay you the full amount in 60 days.

Do you still want a paper check? (SLOWEST)

Hopefully not, but if you still require a paper check, we can still provide that. The UC offers paper checks with the same terms as ACH.

Once you have selected the best option for your business, please contact our **AP Help Desk** to enroll in the appropriate programs.

Contact UC Davis Accounts Payable to enroll in new terms: aphelp@ucdavis.edu