

From: University of California Merced Supply Chain Management
To: All Registered UC Merced Suppliers
Subject: Purchase Order and Invoice Instructions for Accurate Payment Processing
Date: July 21, 2021

Dear Supplier,

The University is continuing to streamline processes with our new Procure-to-Pay modules on the Oracle Financials Platform to streamline how we conduct business with you as a valued strategic partner. To ensure we can efficiently and effectively conduct business and ensure you are receiving timely and accurate purchase orders and payments, please review and apply the following guidance when conducting business with the University.

- **Require Purchase Orders (PO):** A PO is required prior to the purchase of any goods or delivery of any services by a supplier to the University unless a University Procurement Card is being used to pay for the purchase in advance. Please be sure to obtain a valid PO prior to providing any goods or services. This will ensure that the transaction is appropriately authorized, you are guaranteed payment under established terms, and payment can be handled within established timelines. There is the potential for delayed payment or situations in which payment cannot be made if a PO has not been approved and issued in advance. Please work with us to ensure this does not occur and we will work with you to ensure payment can be handled within established timelines.
- **Include PO Number on Invoices:** All invoices need to include the Purchase Order Number printed clearly on the invoice for it to be matched to a purchase order and scheduled for payment. Invoices that do not include a PO number will either be delayed for payment as they require additional processing or be rejected and requested to be resubmitted by your team if a PO number cannot be found for them. Please be sure to always include a PO number on your invoices so that they can go directly through our AP process without being placed on hold.
- **Invoices Must Match Associated POs:** It is of the utmost importance that all invoices can be matched to a single purchase order and that the line items, quantities and prices can be accurately matched on the invoice to the appropriate lines, quantities and prices on the purchase order. Whether submitting a partial or full invoice please verify these details are accurate and confirm your invoice does not apply to non-existent lines, exceed purchase order quantities or exceed purchase order amounts. This will ensure that your invoice can go directly through payment processing without requiring additional holds or action that could delay payment.
- **Submit Invoice:** Please submit all invoices directly to invoices@ucmerced.edu to ensure they can be immediately registered and tracked in the Accounts Payable system. Please attach one invoice per file attachment, do not group multiple invoices in the same file, and only use the following file extensions: *.tif, *.tiff, *.png, *.jpg, *.doc, *.docx, and *.pdf. Multiple invoices may be attached to the same email but must each be in their own unique attachment containing only one invoice per attachment. It is essential that invoices submitted here adhere to the guidance provided above to ensure prompt processing. Please do not send invoices to individual departments or other email addresses as those are not immediately tracked in our system.
- **Questions about Purchase Orders, Invoices or Payments?** Contact CBS2@ucmerced.edu to request an update.
- **Include Location of Service on Invoices:** Please state on all invoices whether any portion of services performed or completed were outside of the State of California or the United States of America. The location of services performed determines whether income tax withholding will be required on the invoice. Providing the location

will ensure that your invoice can go through payment processing without requiring additional tax holds or action.

- **Note Ship-From and Ship-To on Invoices:** Noting the ship-from and ship-to locations for purchases of goods ensures the appropriate sales tax is calculated and that your invoice will not require additional tax holds or action.
- **Note on Invoice the Taxability of Goods:** Noting the taxable or non-taxable goods lines on invoices ensures the correct sales tax is calculated, and invoices will not require additional holds or action.

The University and Supply Chain Team appreciate your partnership and the key role you play in supporting the research, teaching and public service mission of our campus.

Thank you

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