

Supplier Invoicing Guide

These procedures only relate to invoices not Purchasing Card transactions



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*Our new invoice submission process will begin **MARCH 1st 2014***

January 15, 2014

Dear Valued Supplier:

The University of Florida is dedicated to developing and maintaining strong relationships with our suppliers to assure timely and efficient delivery of products and services to our various campus locations.

In our continuing efforts to improve our procure-to-pay stream of work, the University of Florida is updating its Accounts Payable software and related processes. These changes will provide a more streamlined and efficient process while facilitating timely and accurate payments. It is imperative that future invoices submitted for payment are done so adhering to the Supplier Invoicing Guide.

This invoicing guide includes:

- ✓ Accepted methods for submitting invoices
- ✓ Required information needed on invoices
- ✓ Instructions to follow when changing supplier information
- ✓ Instructions on how to dispute an invoice deduction

Invoices sent directly to UF departments will not be processed for payment. Invoices will be accepted in the following manner:

- ✓ eMail One invoice per email in .pdf or .tif format to UFL@invoices.corcentric.com
- ✓ Mail to: UF - Accounts Payable
 PO Box 115350
 971 Elmore Drive
 Gainesville, FL 32611-5350

Also included with this guide is a contact list for our Accounts Payable department. Please contact the appropriate department employee when inquiring about payment status or invoice related items.

Thank you in advance for your cooperation and compliance to our invoicing instructions. The University of Florida looks forward to a continued successful business relationship and the mutual benefits received from our procure-to-pay improvements.