OBJECTIVES

• Gain a better understanding of electronic invoicing (e-invoicing) and payment methods (e-payables)
• E-Invoice methods
• Benefits of e-invoicing & e-payables
• How you get involved
Electronic invoicing (e-Invoicing) is the exchange of the invoice data between a supplier and marketplace in an integrated electronic format.
E-INVOICING METHODS

- TRANSCEPTA
- cXML
- Supplier Portal
- MARKETPLACE
Transcepta Global Supplier Network:

• Registration is free to the supplier

• Supplier registers directly with Transcepta

• Multiple invoicing options
  • Virtual Printer
  • Email
  • Portal
  • xml

• Invoice data transmitted directly to Marketplace

• Notification of errors or rejected invoices
E-INVOICING AT UC SAN DIEGO
Marketplace (SciQuest)

Marketplace:
• Electronic:
  • Limited licenses
  • Contracted high-volume suppliers
  • Data transmitted into Marketplace
  • Notification of errors or rejected invoices
• Supplier Portal:
  • No Fees
  • Data transmitted directly to Marketplace
  • Notification of errors or rejected invoices
E-INVOICING BENEFITS

Suppliers

Benefits to Suppliers

✓ Shorter payment terms
✓ Timely invoice processing
✓ Accurate payments
✓ Cost savings (postage, paper, etc.)
**E-INVOICE MARKETPLACE WORKFLOW**

**Invoice submission to payment**

- **Supplier submits e-invoice data to marketplace**
- **Marketplace receives data and populate invoice document**
- **Invoice routes electronically through approval workflows**
- **Approved invoice uploads payment information overnight**
E-Payments are electronic payments that replace check payments thereby reducing costs and inefficiencies associated with manual paper payments, improving working capital management and reducing the risk of fraud.
# Payment Methods

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Description</th>
<th>Payment # starts with</th>
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</thead>
<tbody>
<tr>
<td>Payment Plus</td>
<td>A virtual credit card payment</td>
<td>“X” or “S”000000</td>
</tr>
<tr>
<td>ACH - Direct Deposit</td>
<td>Electronic transfer to a bank account</td>
<td>“A”000000</td>
</tr>
<tr>
<td>Wires</td>
<td>Electronic fund transfer to foreign banks</td>
<td>“W”000000</td>
</tr>
<tr>
<td>Express Card</td>
<td>Credit card payment for non PO related goods and services</td>
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</table>
• What is Payment Plus?
  A virtual credit card payment that is sent via a secure method to suppliers.

• Payment Plus Methods:
  • PAL & PSUA
  • Various processing methods: Straight Thru Processing and manual payments using suppliers portal

• How do suppliers enroll
  • Contact the Payment Services team
  • US Bank representative contacts supplier

• Benefits of using Payment Plus
  ✓ Expedited payments
  ✓ Payments are delivered in a safe and secure file
  ✓ Multiple invoices can be included in one payment
  ✓ Provide remittance advice to suppliers via a secure channel

• Payment Plus Campaign
PROCESS FLOWS FOR E-PAYMENTS

1. **Approved invoice uploads payment information overnight**

   - **Payment Plus**
     - Supplier receives a secure email with the payment instructions
     - Supplier accepts payment and funds are immediately deposited into their merchant account

   - **ACH – Direct Deposit**
     - Payment instructions are sent to the supplier's bank
     - Payment takes 2-3 business days to post to the supplier's bank account

   - **Wires**
     - Wire instruction form must be completed by department and sent to Payment Services
     - Wire is processed and approvals are obtained
     - Payment is posted within 2 weeks
E-INVOICE & E-PAYMENT EFFICIENCIES

Expeditied

Moderate

30+ days

Payment Plus

Electronic Invoicing

Paper Invoices

ACH/Wires

Checks
HOW YOU GET INVOLVED

✓ Become aware of the various e-Invoice and e-Payment options
✓ Refer suppliers to the AP and Payment Services team for more information

**Transcepta Registration**
Send Supplier contact information to einvoice@ucsd.edu

**Subject**: Electronic Invoicing Registration
Include: Supplier Name, A/R Contact Name, Email and Phone Number.

**Payment Plus Registration**
Suppliers email: disbursements@ucsd.edu
Campus Customers: bfsupport.ucsd.edu

**Subject**: Payment Plus Registration
Include: Supplier Name, A/R Contact Name, Email and Phone Number
Don’t forget to stop by and visit us in the Price Center East Ballroom.