

ABC Vendor

100 Main Street
 San Francisco, CA 94103

Phone 415-555-5555
 Fax 415-555-5556

Date	Invoice #
7/15/2013	38493973

Bill to:

UCSF / Neurology – ALS Research Ctr
 Accounts Payable Box 0812
 San Francisco, CA 94143-0812

Ship to:

Attn: Dr. Ravi Sharma (415) 353-2108
 UCSF / Neurology – ALS Research Center
 350 Parnassus Ave, Ste 500
 San Francisco, CA 94117

Reference	PO	Terms	Due Date
Ordered by M Smith (415)353-2108	B000123456	2%10 Net30	8/15/2013
Description	Quantity	Price	Amount Due
Metal Desk, item No. 3837	1	\$ 325.00	\$325.00
Swivel Chair, item No. 3335	2	\$ 200.00	\$400.00
Office Chairs, item No. 6544	4	\$ 120.00	\$480.00
Freight		\$ 100.00	\$100.00
CA Sales tax at 8.75%		\$ 105.44	\$105.44
Total Amount Due			\$1,410.44

Thank you for your business!



Dear Vendor:

To better serve you by making payments faster and more efficiently, we ask that you read and comply with the following information. We have compiled a list of *REQUIRED INFORMATION* and a list of *BEST PRACTICES* in invoicing. Please give us a call if you have any questions.

UCSF Controller's Office – Accounts Payable Unit
CO Solution Center : 415-476-2126 or COSolutionCenter@ucsf.edu

REQUIRED INVOICE INFORMATION

- ✓ **Purchase Order** numbers - start with a 'B' (e.g. B000123456) and 10 characters long.
- ✓ **Valid Invoice number** and **invoice date**.
- ✓ **Please ensure your invoice matches the purchase order** - this will improve the process of UCSF matching your invoice to the PO, and increase the likelihood of you being paid on time, within terms.
- ✓ **UCSF Ordering and Ship-to Contact Information** is required for UCSF to pay an invoice. We need the name and telephone number of the person who placed the order, and the complete ship-to address.
- ✓ **Include vendor contact information and remittance information.**
- ✓ **Bill to information should always be:** University of California, San Francisco
Attn: Accounts Payable
Box 0812
San Francisco, CA 94143-0812
- ✓ **Sales Tax.** Contrary to popular belief, UCSF is not exempt from paying sales tax on taxable goods, whether or not the seller has charged such tax on the invoice. If the purchase was shipped to us from an out-of-state vendor and does not reflect sales tax, then use tax will automatically be accrued.
- ✓ **Credits** – clearly identify as a "CREDIT" and provide reason for credit. Reference original invoice number if a return.

BEST PRACTICES (nice to have, not required)

1. Use 8 ½ X 11 size, white paper with black ink. No colored paper.
2. No dot matrix printing.
3. Portrait orientation (not landscape).
4. No spaces, characters, or letters in the invoice number (all numeric).
5. Never handwritten.
6. If taxable and non-taxable items included on same invoice, separate the total taxable and total non-taxable.
7. Include vendor EIN or TIN.