



Office of the Vice President
and Chief Financial Officer
Finance and Accounting Division
University Disbursement Services
<http://fa.ufl.edu>

114 Elmore Hall
PO Box 115350
Gainesville, FL 32611-5350
352-392-1241
352-392-0081 Fax

Dear Vendor:

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 has updated 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 invoices submitted for payment are done so adhering to the requirements below.

All invoices for payment should be submitted to the University of Florida via:

eMail: eMail a .pdf or .tif file to ufl@invoices.corcentric.com
The file must be attached to the email and not embedded within the email.
There can be multiple files per email but each file should only contain one invoice.

or

Mail to: UF - Accounts Payable
PO Box 115350
971 Elmore Drive
Gainesville, FL 32611-5350

All invoices will need to contain either a **UF purchase order number** or the **8-digit department ID number** of the department with which you are doing business.

DO NOT SEND Monthly Statements, PCard Receipts or Order Confirmations into the Accounts Payable system. Those should continue to be mailed to the departmental address. Also, **DO NOT SEND** multiple copies of invoices into the system as this will delay payment.

There are many departments at the University. The departmental ship to address should be used to mail all correspondence other than invoices for payment.

Non-compliance to the above invoicing instructions will result in a delay of invoice processing and payment.

A Vendor Portal to track the status of invoices and payments is available for all vendors. If you would like access, please send an email to disbursements@ufl.edu requesting access. We will need company name and an email address.

Should you need further clarification, please email disbursements@ufl.edu or call 352-392-1241.