



December 17, 2015

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.

The University of Florida's updated Accounts Payable software has now been in place since March 1, 2014. To ensure timely submission of payment to you, it is **imperative** that invoices submitted for payment are done so via one of the proper methods noted below.

UF departments have been instructed to return invoices to vendors that do not follow the below guidelines for invoice submission. This will cause a delay in your receiving payments.

eInvoicing (Paperless electronic submission) **Best for high-volume vendors**

For assistance, please contact Marianne Preisler at mpreisl@ufl.edu

eMail One invoice per file in .pdf or .tif format to UFL@invoices.corcentric.com
Files should not be larger than 8MB

Mail to: UF - Accounts Payable **Best for vendors with non-digital invoices**
PO Box 115350
971 Elmore Drive
Gainesville, FL 32611-5350

All invoices must contain a University of Florida Purchase Order number or the 8-Digit Department ID of the department purchasing the good or service in the following format:

Department ID: XXXXXXXX
Purchase Order: XXXXXXXXXXXX

Want to check the status of an invoice in our system? Please email disbursements@ufl.edu with your vendor name, remit name and tax number requesting access to our vendor portal. It takes 24-48 hours (not including weekends) for invoices to reach our system.

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.