1.0 Invoicing

Overview

In order to streamline the processing of invoices and facilitate timely and accurate payment, the following invoicing instructions must be followed. Failure to follow these instructions will lead to the delay or non-payment of invoices.

Invoice Submission Requirements

UF will accept submission of invoices in one of the following methods; eInvoicing (our preferred method), email or by regular mail. Any mailed invoices must be sent to the address listed below. Invoices sent directly to a UF location or address other than that listed below may cause a delay in processing. Contact information for the EDI or eInvoicing options is provided below.

eInvoicing Service Provider

We are utilizing an industry leading eInvoicing provider to handle the electronic submission of invoices. Invoice can be sent in EDI, XML, or Flat File formats. Information on how to get setup to transmit invoices electronically is available by using the following information.

Service Provider: Corcentric
Email: integrations@corcentric.com

Email

UF@invoices.corcentric.com
Please send one invoice per email as a PDF or TIFF attachment.

Regular Mail

Bill to: University of Florida – Accounts Payable
P.O. Box 115350
971 Elmore Hall Drive
Gainesville, FL 32611-5350
Invoice Requirements

Each invoice should contain the following information. Failure to comply may result in processing delays or the return of the invoice.

- **Supplier name** clearly written and visible; must not only be part of a logo.
- A unique invoice number for each shipment or service. Do not include punctuation or special characters or reuse any invoice number within 36 months.
- **Invoice date** in month/day/year format.
- **Payment terms** – Standard Net 30.
- **Freight terms** – FOB Dest.
- **“Ship To” address**.
  
  If the shipment is intended for a particular location but is to be shipped to an address other than the location, a line must be added to the invoice identifying a “Shipped For” location.
- **Description of each item** being invoiced.
  
  Each invoice must itemize products, materials, supplies, parts, equipment, labor (i.e. - installation or services) and list the related cost per item. Technical descriptions and/or model or part numbers (alone) are not sufficient descriptions.
- **Quantity** by item.
- **Unit item cost**.
- **Extended cost** by item.
- **Total freight/handling costs** only when previously approved by UF.
- Appropriate sales tax only in cases where required.
- All discounts/allowances must be listed as a separate line of the invoice.
- **Total invoice amount**.
- **“Remit To” address**/information must be clearly written and visible on each invoice.
- **Purchase Order number**.

  Only one purchase order per invoice. Do not bill multiple purchase orders on the same invoice.

  For invoices not applied against a purchase order, the UF department’s 8-digit department number must be inserted in place of the purchase order number.

  Please do not include any shading on the invoice.

All supporting documentation for an invoice must be sent with the invoice at the time of invoicing. All service providers / contractors are required to include supporting documentation for the services and labor performed (i.e. – time sheets). There will be a delay in payment or non-payment if an invoice is received without proper supporting documentation when required.

Non-Compliance of Invoicing Instructions

Non-compliance to the above invoicing instructions may result in a delay of invoice processing and payment. Incorrectly submitted invoices may, at the discretion of UF be returned unpaid for correction and resubmission. In cases where non-compliance causes a delay in processing and the loss of accelerated payment discount, UF will process the invoice and be entitled to the cash discount.
2.0 Supplier Information Updates

Overview

In order to accurately and timely handle any changes to Supplier information, the following instructions must be followed. Failure to follow these instructions will lead to the delay in updating our records.

Supplier Information Updates

- UF must be notified immediately of any changes to Supplier information. This includes, but is not limited to:
  - Change in “remit to” address/information
  - Change in company name
  - Change in company ownership
  - Change in account contact
  - Change in contact information (i.e.- fax #)

Changes with supporting documentation must be received via mail, email or fax. Changes requested via the telephone will not be honored.

Mail to: UF – Vendor Maintenance
P.O. Box 115350
971 Elmore Hall Drive
Gainesville, FL 32611-5350

Email: addvendor@ufl.edu
(you must include attachments of any supporting documentation)

Fax: 352-392-0081

In addition to sending updates according to the above instructions, notification should also be forwarded to your departmental representative.