



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

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352-392-1241
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September 18, 2019

Dear Supplier,

We are always striving to improve our Accounts Payable (AP) processing procedures. In our effort to accomplish this task, we are converting our current AP partner to Jaggaer. You will now have multiple methods of delivering your invoices to the University of Florida. You can send invoices via mail, fax or the new email address. You should begin using one of the methods listed below effective **October 28, 2019**. Any invoices submitted via prior methods after this date are subject to delays in payment.

By Mail:
University of Florida
Attn: Accounts Payable
PO Box 3357
Scranton, PA 18505

Or by Fax:
1-570-496-5411

Or by the new email:
UFL.invoices@edmgrouple.com

Please update your records and we thank you for your attention to this matter.

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. Please include your Tax Identification number on your invoice.

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