Agenda

- What is Transcepta?

- Overview of Transcepta e-invoicing

- Resources

- How to get help

- Q & A
  - Please type your questions into the Zoom Q&A as we go

Note: This webinar will be recorded and posted on the Supply Chain Management website

SUPPLY CHAIN MANAGEMENT

What is Transcepta?

- Transcepta is UCSF's e-invoicing solution

- Suppliers submit invoices and credits to Transcepta

- Transcepta sends invoices electronically to BearBuy

- There is no cost for suppliers to use Transcepta

Transcepta Benefits

- Faster processing of invoices

- Reduced costs for suppliers sending invoices

- Supports University green initiatives by eliminating paper invoices

  o UCSF saved 1,200+ trees with Transcepta electronic invoicing to date

Transcepta Requirements

- Suppliers that receive BearBuy purchase orders (POs) are required to submit invoices through Transcepta

- This information is shared with suppliers at the bottom of BearBuy POs sent to suppliers

PO Terms and Invoicing Instructions	
Invoicing Instructions	Invoices for UCSF campus purchase orders must be submitted directly to our e-Invoicing partner, Transcepta. There is no cost to use Transcepta. Visit http://connect.transcepta.com/ucsf to register and submit invoices. For payment questions, submit your question to https://ucsf.service-now.com/ess/scm-supplier for assistance.

Transcepta Exclusions

Purchase Order Invoices

- Facility Rental invoices/supplemental forms

- Invoices from other universities

- Suppliers billing in foreign currency

- Foreign suppliers who do not understand how to submit invoices through Transcepta

- Suppliers that have accessibility needs and cannot submit invoices through Transcepta

- Catalog/punch-out suppliers sending invoices directly into BearBuy
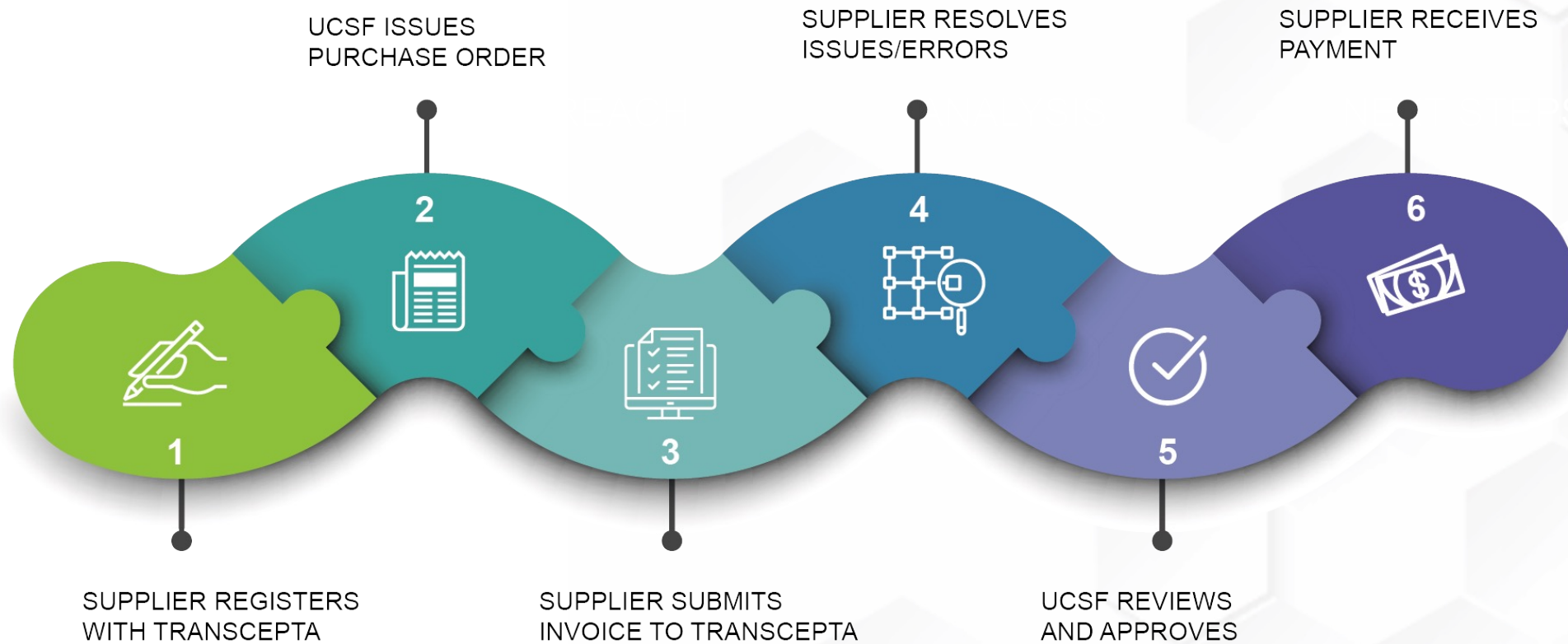
- Cell phone bills

Transcepta Exclusions

Non-Purchase Order Invoices

- Check request forms (ex. research subjects)

- Relocation travel expense vouchers

- Subcontract invoices

- BearBuy Payment Request Forms including:
  - Utilities (Ex: landline phone bills)
  - Postage/small-package courier
  - Journal publications

- BearBuy After the Fact Forms

- BearBuy Meeting & Entertainment Payment Request Forms

Transcepta & UCSF Invoicing Process

SUPPLIER REGISTERS WITH TRANSCEPTA

UCSF ISSUES PURCHASE ORDER

SUPPLIER SUBMITS INVOICE TO TRANSCEPTA

SUPPLIER RESOLVES ISSUES/ERRORS

UCSF REVIEWS AND APPROVES

SUPPLIER RECEIVES PAYMENT

Transcepta Supplier Registration

- Suppliers need an account to submit invoices

- Suppliers register for an account at: http://connect.transcepta.com/ucsf

- If suppliers have previously registered with Transcepta with another client, they need to request Transcepta connects them to UCSF

- Some suppliers have been automatically registered with Transcepta

- 11,000+ UCSF suppliers registered to date

Invoice Submission

Suppliers can submit invoices through different methods

- ## Web Portal
  - Default submission method
  - Suppliers enter invoices into Transcepta website

- ## Email
  - Email invoices directly to Transcepta
  - Requires setup with Transcepta

- ## Virtual Printer
  - Uses standard document printing methods to send invoices

- ## Electronic Data Interchange (EDI)
  - Electronic communication method for exchanging data
  - Requires Transcepta and supplier IT coordination to setup submission channels

UCSF employees cannot submit invoices on behalf of suppliers

Post-Invoice Submission

- Invoices are validated to ensure there are no issues

- Invoices that pass validation are sent to BearBuy on average in one to two business days

- Suppliers can log into the Transcepta Supplier Portal to see invoices that were previously submitted

Common Transcepta Issues

- Issues with the invoice:
  - The supplier will be notified by Transcepta to correct issue
  - The invoice will not be sent to BearBuy

- Common issues include:
  - No/incorrect PO number
  - Mathematical errors

- Suppliers need to review and correct errors in Transcepta

- Suppliers can contact Transcepta for help

Common BearBuy Issues

- If an invoice is sent to Transcepta, but the invoiced amount exceeds the PO amount, the invoice will need extra review and approval

  - Ensure PO always has funds for future invoices

- If a BearBuy PO is closed, the Transcepta invoice will not be sent to BearBuy

  - Do not close POs if you expect additional invoices
  - Ensure that POs have sufficient funds

Supporting Use of Transcepta

- Inform suppliers that Transcepta is the electronic invoicing standard at UCSF for suppliers that receive BearBuy POs

- Ask suppliers to submit your invoices through Transcepta

- Do not email invoices to Supply Chain Management Accounts Payable on behalf of the supplier

- Purchase from suppliers that submit invoices through Transcepta

Suppliers Refusing to Use Transcepta

- Ask them to use Transcepta, the method UCSF invoices must be submitted

- Contact the Supply Chain Management Response Team for assistance

- If the supplier refuses, consider alternatives:

  - Use BearBuy catalog suppliers
  - Select another supplier and place orders using BearBuy forms
  - Obtain and use Procurement Card for low-risk/low-cost purchases
  - **Do not use** personal funds to make purchases

Support for Suppliers Using Transcepta

- If suppliers have issues submitting invoices, ask them to contact Transcepta support

- If they have questions for UCSF, they can contact the Supply Chain Management Response Team

- Campus departments are not responsible for supporting suppliers using Transcepta

How To Get Help

UCSF employees and suppliers can connect with the SCM Response Team using the buttons on the **Need Help?** section of SCM's website: supplychain.ucsf.edu

How To Get Help - For Suppliers

- Suppliers can contact Transcepta Support

  - Email: support@transcepta.com
  - Phone number: (949) 382-2842
  - Transcepta support pages:
    https://help.transcepta.com/hc/en-us

- UCSF Employees

  - Encourage suppliers to contact Transcepta
  - Should not contact Transcepta support directly

Questions & Answers

Please type your questions in the Zoom Q&A

Note: If we cannot answer all questions during
this webinar, we will email answers to all participants