



## Supply Chain Management

Supply Chain Management  
MISSION CENTER BUILDING  
1855 Folsom Street, Suite 304  
San Francisco, CA 94143-0910

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University of California, San Francisco Business and Tax Information

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The following information is in response to your request to the University for credit and account information.

The University welcomes the opportunity to do business with you. The University of California system is an integral part of the State of California's commitment to higher education and receives financial support from the State. In addition, we receive strong financial backing from industry and federal sources.

In most cases, our purchases are not for exempt use or resale. The University purchase order will identify any exempt or resale use and include our resale certificate number. The purchase order document should be sufficient for any tax audit. You will need to make your tax determination based upon each purchase transaction. If you are an out-of-state vendor that is not licensed to collect sales or use tax in the State of California, the University may accrue the tax and pay the State directly.

Note that the University considers the terms and conditions stated on our purchase order as taking precedence over any other terms and conditions unless specifically agreed to in writing by authorized representatives of the University.

We do not fill out credit applications, but we can provide the following information to assist you in establishing the University as a preferred account.

### **Business Credit References**

Federal Employer Identification Number: 94-6036493

Dun & Bradstreet Number: 094878337

A copy of the UCSF form can be obtained at:

[controller.ucsf.edu/fin\\_statements/files/UCSF\\_W9\\_2016.pdf](http://controller.ucsf.edu/fin_statements/files/UCSF_W9_2016.pdf)

Bank of America will provide the following information (on deposit accounts): open date, type of account and average "collected" balance. Limited loan information can also be provided if specifically requested.

### **Credit Inquiry Requests**

Submit the request to the three-day (non-priority) option provided by [www.bankvod.com](http://www.bankvod.com)

- Requests are processed within three business days of receipt of the applicable charge; then faxed to the requester.
- Mail requests are not accepted.
- The fee for this service is \$10.

### **Rush Credit Inquiry Requests**

Submit the request using [www.bankvod.com](http://www.bankvod.com). Requests must be received prior to 3 p.m. ET for same-day service. The fee for this service is \$25.

<b>Vendor References</b>	
Federal Express	6625 Lenox Park Blvd. 3 <sup>rd</sup> Floor
	Memphis, TN, 38115
	Elaine Heath (858) 450-9869
The Fairmont Hotel	950 Mason St.
	San Francisco, CA 94108
	Michelle Davis (415) 772-5200
VWR International, LLC	Radnor Corporate Center
	Building One, Suite 200
	PO Box 6660
	1000 Matsonford Road
	Radnor, PA 19087
	Vince Mallee (610) 386-1589

**Note:** Suppliers listed above may only provide “business relationship” information with UCSF, not credit references. The UCSF Dun & Bradstreet number (094878337) may be used as a source for questions relating to credit standings.

To do business with UCSF, submit the UCSF [Substitute W-9 & Supplier Information Form](#).

### **Invoicing and Payment**

The University of California, San Francisco, uses an electronic approach for the Procure-to-Pay (P2P) process.

### **Electronic Invoicing**

Registering and submitting invoices electronically offers the following benefits:

- No fees to utilize any of the electronic methods above
- No changes needed to your invoicing system
- Takes only a few minutes to register
- Eliminates paper printing, handling and postage fees
- No IT-intensive efforts to use Transcepta or the BearBuy Supplier Portal
- Allows real-time invoice payment status lookup and viewing of your purchase order details when using the BearBuy Supplier Portal
- Fewer handoffs, lost invoices and delays

There are several ways to submit your invoices electronically via the following methods:

- **cXML** (preferred method) – contact [BuyBuy@ucsf.edu](mailto:BuyBuy@ucsf.edu) for more information
- **Transcepta** (recommended for suppliers who submit 25 or greater invoices per year) – Register at [Transcepta P2P Network](#)
- **Supplier Portal** (recommended for suppliers who submit less than 25 invoices per year) – register at UCSF [BearBuy Supplier Portal](#).

### **Electronic Payments**

There are two options:

- ACH - complete the UCSF [ACH Enrollment Form](#)
- Payment Plus (payment via credit card) – contact [vendors@ucsf.edu](mailto:vendors@ucsf.edu) to sign up

**Standard Payment Terms:**

- Net 45 if both e-invoicing (e.g. Supplier Portal) and e-payment (via ACH) are enabled
- Net 90 if both e-invoicing and e-payment are not enabled
- Options for payment in 10 days or less:
  - 2 percent/10 net 30 for vendors with both e-invoicing and ACH
  - Payment Plus (Virtual Credit Card payment) as a payment method

Let us know with whom we can work with at your organization to enable e-invoicing and ACH or Payment Plus. Please contact Supply Chain Management at (415) 502-3041 or [vendors@ucsf.edu](mailto:vendors@ucsf.edu).

Thank you for becoming a supplier to UCSF. Your continued interest in participating in the UCSF research and education mission is appreciated. In the future should you have questions related to a purchase order, the buyer listed on our purchase order is your primary contact.

Jim Hine  
Chief Procurement Officer and Associate Vice Chancellor  
Supply Chain Management