

March 23, 2018

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 W-9 Form can be obtained at: <https://controller.ucsf.edu/forms/campus-signed-irs-form-w-9>

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.

### Supplier References

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, complete and submit the appropriate [UCSF Supplier form](#).

### Invoicing and Payment

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

#### Electronic Invoicing Options:

- **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](#)

Submitting invoices electronically offers the following benefits:

- No fees to utilize any of the electronic methods
- 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

#### Electronic Payment Options:

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

#### Payment Terms:

- **Net 0** (i.e., immediate payment) for suppliers with Payment Plus (Virtual Credit Card) enabled
- **Net 30 or 2%10, Net 30** for suppliers with both e-invoicing (e.g., Transcepta or Supplier Portal) **and** ACH enabled
- **Net 45 or 1%20, Net 45** for suppliers with either e-invoicing (e.g., Transcepta or Supplier Portal) **or** ACH enabled
- **Net 60 or 1%20, Net 60** for suppliers with neither e-invoicing nor electronic payment

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