SUBMITTING INVOICES TO PAY AGAINST A UCSF CONTRACT ISSUED FOR CONSTRUCTION, FACILITIES & RELATED SERVICES

NOTE: Vendors who are issued UCSF Purchase Orders and who have been on-boarded to electronic invoicing with e-invoicing partner Transcepta MUST submit invoices directly through the Transcepta portal per your on-boarding instructions. Contract invoices should not go through Transcepta. For questions or issues related to e-invoicing or Transcepta please contact the UCSF Controller’s Office through COsolutionCenter@ucsf.edu

Contract Invoices: Professional services, consulting, design professionals and maintenance/service contractors—Should submit invoices to pay against valid Fully Executed UCSF contracts by e-mail or regular US Mail using either address indicated below:

Submit by e-mail:
FSCpayables@ucsf.edu

*Submit by regular mail:
UCSF Finance
Attn.: SCM Accounts Payable
UCSF Box 0894
San Francisco, CA 94143

Construction Contract Applications for Payment: Document Packages can be submitted to the address noted above, but should be made to the attention of FSC Capital Accounting; Additional documentation requirements apply—please refer to your agreement package for complete details, instructions, and document templates for your Pay App submission.

- If using a delivery service such as FedEx or UPS use the street address / Zip below in place of the above UCSF Box # / Zip:
  654 Minnesota Street, 2nd Floor
  San Francisco, CA 94107

Purchase Order Invoices: Invoices billing against a UCSF Campus PO (format B00############) will be accepted through the addresses above or they can be submitted directly to the UCSF Controller’s Office as instructed on the issued PO:

UCSF Box 0812
1855 Folsom Street, Suite 425 or COAPmail@ucsf.edu
San Francisco, CA 94143

INVOICE and BILLING REQUIREMENTS

- All invoices must reference the UCSF Contract/authorization or PO number of the agreement you are billing against
- Invoices must be ‘Billed to’ UCSF, dated, numbered, and be itemized to detail all charges which should match to contract or PO Line items
- Reimbursable expenses must be itemized and subtotaled separately from fees; applicable supporting documentation should be included/attached
- Billing must be within the current dollar limit of the PO or each contract line allocation; (fees for Services and Reimbursables are often separate allocations within one authorization and the total billing cannot exceed the issued contract amount of any individual allocation)
- Applied payment terms vary and will be applied automatically based on the terms/conditions specified in your contract or PO; refer to your authorization document for details

Contact SCM Construction AP with questions regarding contract billing or payments at FSCpayables@ucsf.edu or 415-502-2455

Visit Contract Invoicing | Supply Chain Management for more information and additional resources regarding contract billing and payments