



## 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](mailto: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](mailto: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](mailto: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](mailto:FSCpayables@ucsf.edu) or 415-502-2455

Visit [Contract Invoicing](#) | [Supply Chain Management](#) for more information and additional resources regarding contract billing and payments