Invoicing Methods

Option	Method	What is it?	How?	Who uses?
1	Structured data	Structured data uploads into a relational database in fixed fields and can be searched; refers to several formats such as: • cXML (commerce eXtensible Markup Language) • EDI (Electronic Data Exchange) • CSV (Comma Separated Value) Structured data can be transmitted directly by the supplier to a campus via various methods.	Web portals (e.g., JAGGAER) and campus' protocol (typically to import direct to ERP)	eProcurement Portals • AggieBuy (Davis) • BearBuy (Berkeley/ UCSF) • CruzBuy (UCSC) • eCatalog (UCR) • Gateway (UCSB) • Marketplace (UCSD) • Perfect Commerce (UCLA/ UCM/ UCOP)
			Third party partner (Transcepta) **What is it?** Eliminates paper from the process of paying suppliers, increases efficiency, improves accuracy, and makes connecting with suppliers as easy as possible by using the suppliers' existing invoice methods. If a supplier prefers to send PDFs via email, Trancepta can process emailed PDF invoices delivering cXML invoicing. Whether suppliers submit PDFs, XML or any other format to Transcepta, UC receives actual e-invoicing. **Why use it?** Streamlines invoice presentation and benefits our clients by allowing them various ways of submitting their invoices. Registration with Transcepta is cost-free for suppliers and they can choose to submit their invoices through EDI, XML, PDF email, virtual printer or web portal. ROIs reflect net savings to campuses transitioning from paper to Transcepta.	Transcepta • Berkeley • Davis • Los Angeles/ Merced/UCOP • Riverside (WIP) • San Diego • San Francisco

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1	PDF to Imaging Application (system)	• PDF (Portable Document Format) is a file format used to present and exchange documents reliably, independent of software, hardware, or operating system via email. • Cost effective and obtainable from suppliers • Effective bridge from paper to structured data as specific fields have a degree of optical character recognition reducing data input	Supplier submits a file with one or more invoices directly to a campus' dedicated application via a designated email address	• Berkeley • Irvine • Santa Barbara • Santa Cruz

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Option	Method	What is it?	How to use?	Who uses?
2	PDF to Email Address	PDF (Portable Document Format) is a file format used to present and exchange documents reliably, independent of software, hardware, or operating system via email.	Used to present and exchange documents to an email address as opposed to a dedicated AP imaging application	All
3	Paper	Paper invoice submitted by a supplier via USPS, hand delivered, or expressed mailed	• Traditional paper can also be transmitted via a FAX transmission or attached to an email as a document • Invoice mailed (USPS, FedEx, et al) by the supplier; includes an invoice that is received by mail, OCR, PDF, FAX, excel (or other) flat file including attachments to email messages not directed to a specific invoice imaging application.	All