

UC San Diego Payment Guide

UC San Diego suppliers have the option to select the payment option and associated terms that best meets their business needs. Payment net terms will vary depending on the payment option selected. Your payment options are classified as *Preferred*, *Standard*, and *Third-Party*. These options are detailed as follows:

Preferred Payment and Terms Options



Virtual Credit Card

- Terms Net 0
- Advanced email notification of payments
- Available to suppliers that accept VISA
- Standard Credit Card processing fees apply

Standard Based Payment and Terms Options



Checks 1%, Net 20

- Terms 1%, Net 20
- Risky payment option
- Slowest payment receipt



Checks Net 30

- Default Payment Option, Net 30
- Risky payment option
- Slowest payment receipt

Third-Party Payment and Terms Options*



Paymode X Premium





- Terms Net 30
- Payment issued via ACH/Direct Deposit
- Supplier pays standard transaction fee of 1.5% per transaction

*After initial onboarding process via Payment Compass, our third-party method may be available.

Small Business suppliers will be given the same payment options, however terms may differ based on special circumstances. Contact the Small Business Development Office for assistance: ipps.ucsd.edu/sbdo

Invoicing Options

UC San Diego offers various forms of electronic invoice solutions supporting sustainability best practices and our institutional goals. Depending on your organization's annual invoice submission volume, you may be contacted by a member of our Accounts Payable team to discuss the best option.

 <ul style="list-style-type: none">• Ideal for large suppliers with robust financial systems and tech support who are able to send and receive data via cXML• 15 or more invoices annually	 <ul style="list-style-type: none">• Ideal option for suppliers who invoice at least 15 times annually• Registration is FREE and enrollment is easy• Transcepta is UC San Diego's third party, electronic invoicing partner that accepts invoices through their portal in cXML, EDI, Virtual Printer, PDF or manual entry methods	 <p>NEW! Marketplace invoice upload feature is available to all payees who have set up their Payment Compass profile and are not already using Jaggaer or Transcepta</p> <ul style="list-style-type: none">• Ideal for Marketplace suppliers who submit less than 15 invoices per year• Need access to Payment Compass? Ask your department contact to send you an invitation to register	<p>UC San Diego is committed to achieving zero waste by 2020</p>  <p>Support Paperless Invoicing</p>
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Details about invoicing, including contact information and training videos, can be found under the Resources for Suppliers tab on UC San Diego's Integrated Procure-to-Pay website: ipps.ucsd.edu