

Valued Supplier,

The University of Michigan (U-M) is continually working to improve processes to better support you, our suppliers, and the university units who do business with you. We are pleased to inform you that the process for submitting invoices for payment has been simplified and should result in greater efficiencies in payment processing.

Beginning January 31, 2017, two options for invoice submission are available to you. Please use one of these options when submitting invoices for payment:

Email Option (preferred method):

- Email invoices to accounts.payable@umich.edu

***Important:** If you are submitting invoices that contain Protected Health Information (PHI), please do not use the email option, as this has not been deemed a confidential and secure method. Invoices containing PHI must be mailed to the address below.*

Mail Option (all U-M purchase orders will reflect this bill to address)

- U-M SSC Accounts Payable
3003 S. State Street
Ann Arbor, MI 48109-1282

To help ensure payment is not delayed or prevented, all invoices must include one of the following pieces of information:

- A valid University of Michigan purchase order number, *or*
- The valid University of Michigan email address of the U-M employee who placed the order with your company.

If you have questions, please contact the Shared Services Center at (734) 615-2000, option 3 (Monday - Friday, 8:00 am to 5:00 pm).

Thank you for your support of the university's invoice and payment processes.



Pam Gabel, Executive Director
University of Michigan Shared Services Center