



AR 170: VARIOUS SPONSOR CUSTOMER BILLING INFORMATION

ESTABLISHING A VARIOUS CUSTOMER SPONSOR

- Establish customer once agreement to provide services is finalized
- **Various Sponsor Customer Upload** form is located at: www.ssc.umich.edu/forms
- Check if customer already exists by running M_AR_10_VARIOUS_CUST_LIST query in M-Pathways
 - Short name of customer should equal your project grant number
- If a new customer is needed email form to variousbilling@umich.edu
- Please include the words *Various Sponsor Billing* and include the *project grant number* associated with the activity in the subject line
- Follow the *instructions tab* on the form
- All customers will begin with **N99**

COMPLETING THE VARIOUS SPONSOR BILLING UPLOAD

- **Various Sponsor Billing Upload** form is located at: www.ssc.umich.edu/forms
- Email form to variousbilling@umich.edu
- Please include the words *Various Sponsor Billing* and include the *project grant number* associated with the activity in the subject line
- Only send *1 invoice per file* if support is required
- Support must be in pdf format
- Follow the *instructions tab* on the form
- The invoice will be available in *Webnow* imaging immediately upon receipt of email with invoice number

SSC ACCOUNTS RECEIVABLE INFORMATION

- Revenue on SOA does not indicate payment has been received
- Invoices \$10k or under are eligible for credit card payment
- Credit card fees assessed to p/g
- To inquire about collection activities, email spres.coll@umich.edu and provide p/g and customer number (N99)
- Email electronicpmts@umich.edu if notified of electronic funds transfer to U-M bank account
- For more info on Aging Reports view the course [AR 160](#)