

Information Needed on a Vendor Invoice

1	Vendor's Name	-Include the vendor's <u>legal name</u> . -If payment should be made out to a different legal name because the vendor is doing business using a different name (using a DBA), specify the name the check should be made out to on the invoice. -A W9 form will be required to verify the DBA information. Please fax the W9 to the secure fax server at (310) 405-6122 -W9 form can be located at http://www.accounting.ucla.edu/ap/forms/ucla_w9.pdf
2	Address	If payment should be remitted to an address other than the vendor's physical address, a remittance address should be specified.
3	Vendor's Contact Info	Phone number, fax number, etc.
4	Tax ID Number	The vendor's tax ID number other than social security number (XX-XXXXXX)
5	Bill-To Address	Invoices should be mailed to: UCLA Accounts Payable 10920 Wilshire Blvd, Suite 500 Los Angeles, CA 90024-6541
6	Ship-To Address	-If goods were shipped, indicate where the goods were shipped to. -Vendors can verify shipping information by requesting a system-generated fax copy of the purchase order. Obtaining a copy of the purchase order also ensures the validity of the order and confirms that it has been posted.
7	Shipped Via	If goods were shipped, indicate the shipping method used.
8	Purchase Order Number	-Each invoice must reference a valid purchase order number. -A valid purchase order number has the format of four numbers followed by three letters followed by three numbers (e.g. 1234ABC567). -Only one purchase order number should be referenced per invoice.
9	Requisitioner's Information	Full name and contact information of the person who placed the order.
10	Invoice Number	-Invoice numbers should be unique and not repeated (e.g. ABC Inc. should not use invoice number 1 more than one time). -Credit memos can have the same number as the original debit invoice with a "CR" as the prefix or suffix (e.g. if the invoice is number is 1, then the corresponding credit memo can be CR1 or 1CR).
11	Invoice Date	The date of the invoice.
12	Description	Provide a detailed description of what was ordered. This includes product name, quantity, unit price, catalog/part number, description of services rendered, etc.
13	Comments or Special Instructions	-Provide additional details that may help to determine whether tax should be paid/accrued on the goods or services rendered. -On credit memos reference the original invoice and purchase order numbers.
14	Terms	-Standard payment terms is net 30 days. -If an early pay discount is offered, please include this in the terms section.
15	Shipping & Handling	-If allowed under the contract between UC and vendor, shipping, handling and all other related delivery charges should be itemized and the appropriate tax should be billed. -Please avoid using lump sums like "shipping and handling" so that tax can be assessed correctly.
16	California Seller's Permit Number	-Provide vendor's California Seller's permit number and bill for the appropriate sales tax amount. -The vendor should state if they do not have a California Seller's permit and, accordingly, not bill for sales tax.
17	Sales Tax	The University of California is required to pay sales tax for taxable purchases within the state of California or use tax for purchases made outside of California. Please be sure to include the sales tax rate the vendor is collecting at since we service many districts.
18	Amount Due	If tax, shipping or other handling fees apply, these charges should be clearly itemized.

Additional Notes:

- Omission or inadequate documentation of the above may delay payment.
- Vendors can find information about payment and outstanding invoices by utilizing UCLA AP Vendor Self-Service website: <http://vendor.accounting.ucla.edu/VIS/Web/Home/Login.aspx>
- To speed up the payment process, vendors are encouraged to sign up for Electronic Funds Transfer (EFT) payments as opposed to paper checks. Interest vendors should fill out and submit an EFT Authorization form: <http://www.accounting.ucla.edu/ap/forms/vendeft.pdf>