Dear supplier

## **Accounts Payable – invoices sent to the University of Cambridge**

The University of Cambridge is implementing Business Continuity plans in response to the coronavirus situation. We are keen to ensure we continue to pay our suppliers invoices within existing contractual terms wherever possible.

With nearly all staff home working we are delivering most of our business services remotely, and will need to change any paper-based processes to be fully electronic.

**If we already receive invoices from your organisation through electronic means (an emailed PDF or an EDI method) no further action is needed.**

With departments’ offices closed and increasingly inaccessible, paper invoices sent to us in recent weeks may not be available to us, and any sent in the coming weeks would not be either.

## If you currently send us paper invoices

For those suppliers that send invoices to us in paper form through the postal service **please submit all future invoices via electronic means** in order to ensure there are no delays in payment. If you are concerned we may not have received invoices already posted, please issue a statement of account and we will advise you of any copy invoices required.

Invoices should be submitted as a **single PDF document per invoice** to the email address as advised below. You can attach multiple invoices to a single email, but each invoice must itself be a separate PDF.

## Email address to use

The University comprises many separate departments, most of whom receive their own paper invoices directly. Similarly, for receiving PDF invoices most departments have their own email addresses.

* If you already send PDF invoices by email, continue with your current process, don't change the email address you use;
* If a department has contacted you recently and given you an email address to use, please send PDF invoices to that address;
* If you have the email address of your contact in the relevant department, please email them to check that is the correct email address to which to send PDF invoices;
* If you don’t have an email address for the department, look for the relevant department on this web site for the email address of the department: <https://www.finance.admin.cam.ac.uk/files/department_ap_email_addresses.pdf>
* Please note if you invoice more than one department you may need to send the PDF invoices to different email addresses.
* If you can’t find the relevant email address to which to send an invoice, please contact our AP Helpdesk at ufs.ap@admin.cam.ac.uk and they will find the best email address for you. Please attach an example invoice which includes the billing address to which you would have posted the invoice.
* Please do not send the same PDF invoices to multiple email addresses (unless you’ve been specifically asked to).

Please be advised that we are sending this to the contact email address(es) we hold centrally for your organisation to ensure this message is communicated adequately. Please disseminate as required.

We appreciate your cooperation during this period. If you have any queries related to this request, please email our AP Helpdesk at ufs.ap@admin.cam.ac.uk

Yours faithfully