

All UT Southwestern Vendors:

UT Southwestern is moving to all payments and invoices being made in an electronic form. This change impacts you and the benefit of this change to your organization is faster receipt of payment, reduced check processing related tasks, and no more checks lost in the mail. Please make note of the appropriate email address to submit invoices. At this time we are asking all suppliers to choose which electronic payment method that works best for their organization. Be sure to submit the appropriate SUA or ACH enrollment form and an updated W-9 with your request to the email address indicated below. All forms can be requested via email to [UTSWAccounting@UTSouthwestern.edu](mailto:UTSWAccounting@UTSouthwestern.edu).

|   | <b>Single Use Account<br/>SUA</b>  | <b>Automatic Clearing House<br/>ACH</b>  |
|---|--|--|
| <b>Timing of payment</b>                              | Next pay cycle after invoice processed and/or merchandise received. Payments processed 2 times per week.                       | 30 days after invoice processed and/or merchandise received.   |
| <b>Availability of payment after UTSW sends funds</b> | Next business day  | 2-3 business days  |
| <b>Customer Service</b>                               | Dedicated Customer Support representative at UTSW. Priority access to customer support staff and special handling of invoices. | Pool of Customer Support Staff at UTSW.  |
| <b>Submission of Invoices</b>                         | <a href="mailto:Priority-Vendors@UTSouthwestern.edu">Priority-Vendors@UTSouthwestern.edu</a>                                   | POs starting with 20000 - <a href="mailto:AccountsPayable@UTSouthwestern.edu">AccountsPayable@UTSouthwestern.edu</a><br><br>POs starting with 30000 - <a href="mailto:HSAPInvoices@UTSouthwestern.edu">HSAPInvoices@UTSouthwestern.edu</a> |
| <b>Customer Service Contact Information</b>           | <a href="mailto:SUA-Vendors@UTSouthwestern.edu">SUA-Vendors@UTSouthwestern.edu</a><br><br>214-648-0800                         | <a href="mailto:UTSWAccounting@UTSouthwestern.edu">UTSWAccounting@UTSouthwestern.edu</a><br><br>214-648-0800   |
| <b>Remit Information – UTSW</b>                       | <a href="#">UTSW Supplier Portal</a> Access –UTSW <a href="#">SUA Connection</a> – J.P. Morgan                                 | <a href="#">UTSW Supplier Portal</a> Access  |
| <b>Method of Payment</b>                              | Credit Card  | Electronic transfer to bank  |
| <b>Enrollment Form</b>                                | Request SUA or ACH form via email to <a href="mailto:UTSWAccounting@UTSouthwestern.edu">UTSWAccounting@UTSouthwestern.edu</a>  |  |

Thank you for your assistance,

Sharon Leary  
Assistant Vice President, Accounting & Fiscal Services