



7071 Wolverine Tower, 3003 South State Street
Ann Arbor, Michigan 48109-1287

734-764-8212 Prompt 2
procurement.services@umich.edu
<http://procurement.umich.edu>

Dear Valued Supplier,

The University of Michigan is always looking for ways to streamline our processes to provide better and more cost-effective service to our customers and suppliers. On that note, we're pleased to announce a new initiative that will streamline our supplier payment process.

We're now partnering with American Express to implement a Buyer Initiated Payment (BIP) program. This technology will allow us to electronically make payments to you through American Express upon receipt of your invoices for goods/services. There are several key advantages for you to use BIP as your new form of payment:

- Faster payment with net 15 terms on receipt by the university of non-discrepant invoices
- Automated, secure payment processing with email notification of payment and remittance detail
- Reduction in billing and collection costs by moving to electronic payment
- Elimination of paper check processing/posting and lost checks
- Secure payment method with your banking information is maintained by you only with American Express, with payments made directly to the bank account of your choosing.

Enrollment in BIP is simple, you can contact American Express Merchant Services directly at 800-825-3272 at any time. The enrollment process is easy and can be completed in less than 15 minutes. For more information visit the American Express web pages at https://www209.americanexpress.com/merchant/en_US/buyerinitiatedpayments.

Should you choose not to make use of this service your current payment method and terms with the university will remain unchanged. To view the university standard payment terms and methods please visit our web pages at <http://procurement.umich.edu/supplier-resources/supplier-basics>.

On behalf of everyone in Procurement Services at the University of Michigan, thank you for supporting this initiative. If you have any questions, please contact us at 734-764-8212, prompt 2 or procurement.services@umich.edu.