

Dear Valued Supplier,

The University of Michigan is partnering with American Express to streamline our Accounts Payable payment process. As one of the University's valued suppliers we are pleased to invite you to participate in this initiative that will streamline our payment process.

We are collaborating with American Express to implement a Buyer Initiated Payment (BIP) program. This technology will allow us to make electronic 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:

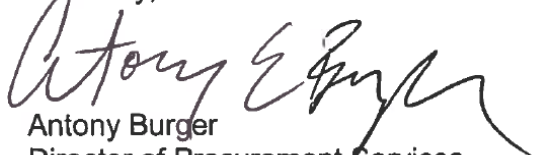
- Faster payment with net 15 terms on receipt by the university of non-discrepant invoices
- Automated, secure payment processing with email notification of payment and remittance detail
- Reduction in billing and collection costs by moving to electronic payment
- Elimination of paper check processing/posting and lost checks
- No credit card transactions to key or process
- Secure payment method with your banking information maintained by you with American Express, and 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 as it can be completed in less than 15 minutes and does not require prior acceptance of credit cards, American Express will assist in establishing the merchant account. If you are an existing American Express Merchant, please be ready to provide your merchant account number. For more information regarding BIP, visit the American Express YouTube channel at <https://www.youtube.com/watch?v=9PrPuOmZjx4>.

Should you choose not to make use of this service the most current University default payment terms and method shall apply to payments.

On behalf of everyone in Procurement Services at the University of Michigan, I want to thank you for supporting this initiative. If you have any questions for us, please refer to our Procurement Services webpage for Supplier Basics and review the Payment Terms and Methods tab at <http://procurement.umich.edu/supplier-resources/supplier-basics> or you may contact us by phone or e-mail at 734-764-8212, prompt 2 or [procurement.services@umich.edu](mailto:procurement.services@umich.edu).

Sincerely,



Antony Burger  
Director of Procurement Services