

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 are pleased to announce an initiative that will streamline our supplier 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
- 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 and can be completed in less than 15 minutes. For more information, visit the American Express YouTube channel at <https://www.youtube.com/watch?v=9PrPuOmZjx4>.

Should you choose not to make use of this service your current payment method and terms with the university will remain unchanged.

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,



Colin Anderson  
Procurement Manager