

1000 Victors Way
Ann Arbor, Michigan 48109

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 on a payment solution called Buyer Initiated Payments ("BIP"). BIP is an electronic payment platform that gives buyers an option to issue payments to suppliers on a streamlined and automated basis. American Express charges a per-transaction processing fee to suppliers for use of the BIP 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.

Upon enrolling in the BIP platform and agreeing to American Express' Terms and Conditions for BIP acceptance, we will begin to initiate sending payments to you through the BIP platform for invoices that you submit to us. The BIP platform provides full remittance details with respect to paid invoices and includes the ability to receive Corporate Trade Exchange (CTX) digital remittances. BIP payments are not credit card transactions, and payments will be made to you via ACH. You do not need to accept American Express® Cards as a payment method to participate in BIP.

For suppliers that choose to stay with their current payment method, we expect to move to standard payment terms of Net 45 in the near future for all other (non-virtual card) forms of payment, where contractually applicable.

Questions

Please review the Payment Terms and Methods section of the [Procurement Services website](#). In addition, you may contact the U-M Shared Services Center Finance Customer Care Team at (734) 615-2000, press 3, then press 1, or email sharedservices@umich.edu.

Thank you for being a valued supplier at U-M and your support of this important initiative.

Sincerely,



Tally Thrasher
Assistant Vice President and Chief Procurement Officer
University of Michigan