Accounts Payable Invoicing Service (APIS)
New Partner Guide

NEXT STEPS AND POINTS OF CONTACT

1. **Update your Organization’s billing address in Kuali to:** *See below for instructions*
   
   **UC Davis Invoicing Service**
   260 Cousteau Place, Suite 150
   invoicing@ucdavis.edu
   Davis, CA 95618

2. **Submit Department Start Date:** Send an email to sschelp@ucdavis.edu
   - Start Date ________. Our team will follow-up with you.
   - Specific Profile Details (problem invoices, vendor issues, etc.)

3. **Send PO invoices that you receive directly to:** invoicing@ucdavis.edu
   - Verify a valid PO is on the invoice before sending
   - Attach one invoice per email. Send invoices as PDF attachments (An RT ticket number will be created)
   - Write specific notes *directly on invoice* (i.e. split funding, general notes to processor, etc.)

4. **APIS Project Contacts:** For additional training
   - Robert Jahn, Invoicing Supervisor - rjahn@ucdavis.edu
   - Nancy Van Tassel, Accounts Payable Supervisor - nevantassel@ucdavis.edu
   - Mike Kuhner, AP and Banking Card Services Manager – mjkuhner@ucdavis.edu

**Questions**

Submit *Questions To: (Include the RT ticket # and contact)*
   - Accounts Payable Help Desk at aphelp@ucdavis.edu
   - (530) 757-8570

*Questions sent to invoicing@ucdavis.edu will not receive a response*


*Updating Billing Address*
   - In the Kuali Main Menu, left side under “Chart of Accounts”, “Financial Accounting”, select “Organization”.
   - In the Organization Lookup, fill in the Chart Code and Organization Code for your department and select “search”.
   - On the left side of the results under Actions, select “edit”.
   - Scroll down to the Edit Purchasing / Accounts Payable Info tab. On the right side under New, change the Billing information to match the above address.
   - When finished, select “Submit”.

*Note: This may need to be completed for multiple organization codes depending on the levels your organization has set-up.*