eBilling Suppliers

University of Michigan Electronic Invoice Processing for November and December 2012

In observance of Thanksgiving, University of Michigan Procurement Services offices will be closed Thursday and Friday, November 22 and 23, 2012. Please note the following important information regarding invoice submission and processing during this time period:

- Transactions that have been successfully submitted by **November 16** with scheduled due dates before **November 26** will be paid on **November 21**.
- Invoices submitted after **November 16** will be paid on **November 26**, or later, based on scheduled due date.

December-January Transaction Processing

Please note that our offices will also be closed from December 25, 2012 through January 1, 2013. We’ll send you a reminder message in early December, but wanted to provide you advance notice to allow you some time to prepare. The invoice submission and processing schedule for the December-January time period is:

- Transactions that have been successfully submitted by **December 14** with scheduled due dates before **January 2** will be paid on **December 19**.
- Invoices submitted after **December 14** will be paid on **January 2**, or later, based on scheduled due date.

If you have questions, please contact your University of Michigan contract administrator, or email strategicca@umich.edu. Thank you.