



Attention: Accounts Receivable,

The University of New Mexico is implementing a comprehensive accounts payable solution to pay our suppliers electronically through Paymode-X® to ensure an efficient and timely delivery of your payments.

Electronic payments through Paymode-X offer the following real benefits to you:

- Improved Payment Delivery – No paper checks to process manually and deposit.
- Improved Security – Bank information for incoming payments is entered and maintained directly by you through a secure, on-line portal.

**Next Steps:**

To take advantage of all Paymode-X® electronic payment benefits click on the link below to enroll <https://go.paymode.com/UNM/G-TVUEG85LE>

Enrollment Code: **{{Opportunity.Enrollment\_Code\_\_c}}**

To ensure invoices and payments are processed timely, all invoices should be emailed as PDF attachments (one invoice per attachment) to [acctspay@unm.edu](mailto:acctspay@unm.edu). Invoices must include a Project Number or Purchase Order to accurately route for approval.

**Questions?**

For any questions concerning this initiative, please reach out to [vendors@unm.edu](mailto:vendors@unm.edu).

*Please direct questions related to the enrollment process to [enrollment@paymode-x.com](mailto:enrollment@paymode-x.com)*

*or call 1-800-331-0974 Monday through Friday, 8:00 AM - 5:00 PM EST.*

Thank you,

Peggy Sedillo

Accounts Payable Manager