



Attention: Accounts Receivable,

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

Card 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.
- Improved Cash-Flow – Advanced email notifications of payments with remittance details (invoice #, PO, project #, and location), scheduled cash reconciliation reports in the format of your choice, and CTX in your bank statements, automating more payments and improving your cash application.

Next Steps:

To take advantage of all Paymode-X® card payment benefits click 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. 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.

Please direct questions related to the enrollment process to 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