

From: [REDACTED] <accountsreceivable@mednet.ucla.edu>
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: UCLA-1559NIA94100-CERCLE ALLOCATION SERVICES INC
Date: Tuesday, September 12, 2023 2:36:56 PM
Attachments: [image005.png](#)
[image001.png](#)
[image003.png](#)
[PO_1559NIA94100.pdf](#)
[PO_1559NIA94100.pdf](#)
[PO_1559NIA94100.pdf](#)

Hello [REDACTED]

Good afternoon. Attached are new PO's requested. Please let mw know if you have any questions.

Thank you.

Best,

[REDACTED]

[REDACTED]
UCLA
[REDACTED]
[REDACTED]
Los Angeles, CA 90095
Office: [REDACTED]
Fax: [REDACTED]

From: [REDACTED] <AccountsManager@cercleservices.org>
Sent: Monday, September 11, 2023 10:20 PM
To: accountsreceivable <accountsreceivable@cercleservices.org>; [REDACTED] [REDACTED] @mednet.ucla.edu>
Cc: [REDACTED] [REDACTED] @mednet.ucla.edu>; [REDACTED] [REDACTED] @mednet.ucla.edu>
Subject: RE: UCLA-1559NIA94100-CERCLE ALLOCATION SERVICES INC

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And already a correction! See yellow highlighted total below (\$4,590 should be \$3,825).

So sorry!

[REDACTED]
Accounts Manager
Cercle Allocation Services, Inc.
[REDACTED]



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From: accountsreceivable
Sent: Monday, September 11, 2023 5:58 PM
To: [REDACTED] [REDACTED] @mednet.ucla.edu>; accountsreceivable <accountsreceivable@cercleservices.org>
Cc: [REDACTED] [REDACTED] @mednet.ucla.edu>; [REDACTED] [REDACTED] @mednet.ucla.edu>
Subject: RE: UCLA-1559NIA94100-CERCLE ALLOCATION SERVICES INC

Hello [REDACTED]

I'm sorry I've been mostly unavailable to monitor the interchange of P.O.s for procurements/Invoices. I've reviewed the procurements and the P.O.s supplied to us to this point. I see that July Invoice #1014 for procurements on 07, 15 & 19JUL2023 on P.O. #1559-N-IA806-00 totaling \$5,355 have been processed and paid. Procurements since then are unpaid due to unmatching/inappropriate Purchase Orders.

The overriding issue is the use of terminology that we must not use due to their improper implication that we are selling taxable items, which we are not. Due to the nature of our business we must be very careful and clear that we invoice fees for our procurement services (untaxable). Even if the tax amounts authorized on P.O.s are left undeposited, notations of "Total Tax" and "Total Price Includes Sales Tax" would imply that we are selling the items received (which are illegal to sell). Therefore, it is quite important that Purchase Orders are created to authorize payment for our Services, which can be tied to the sample dates and numbers, i.e. Quantity 1, Description #3539 08/25/23, Unit Price \$765, Line Total \$765..and so on.

Here are my recommendations. I hope that they will be easy to accomplish.

P.O. #1559-N-IA941-00 for five procurements (#13009, #13010, #13013, #13014 & #3535) on 08/18/23 would have been acceptable, except for the inclusion of "Total Tax \$363.40". The total of those procurements is \$3,825. Can we void P.O. #1559-N-IA941 and create a new P.O. that follows the format of #1559-N-IA941-00 (quantities/sample numbers/dates/values w/o tax) for a **total of \$3,825**?

I'm afraid that P.O. #1559-N-IA940-01 went a bit sideways with corrections. Again, the original P.O. #1559-N-IA940-00 for four procurements (#3539, #3540, #3543 & #3544) on 08/25/23 would have been acceptable, except for the inclusion of "Total Tax \$290.72". The total of those procurements is \$3,060. Can we void P.O. #1559-N-IA940 and create a new P.O. that follows the format of #1559-N-IA940-00 (quantities/sample numbers/dates/values w/o tax) for a **total of \$3,060**?

Lastly, what remains is we still need a P.O. for the following procurements **totaling \$3,825**:

Quantity 3	Samples #6530, #6531 & #6538	07/29/23	Unit Price \$765	Total \$2,295
Quantity 1	Sample #3534	08/04/23	Unit Price \$765	Total \$765
Quantity 1	Sample #9800	08/12/23	Unit Price \$765	Total \$765

I think having an understanding of the importance of the necessary terminology will help us both reach our goals here. Please reach out to us if you have any questions.

Thank you very much for your continued assistance in this matter!

[REDACTED]
Accounts Manager
Cercle Allocation Services, Inc.
[REDACTED]



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From: [REDACTED] [REDACTED] @mednet.ucla.edu>
Sent: Monday, September 11, 2023 8:21 AM
To: accountsreceivable <accountsreceivable@cercleservices.org>
Cc: [REDACTED] [REDACTED] @mednet.ucla.edu>; [REDACTED] [REDACTED] @mednet.ucla.edu>
Subject: RE: UCLA-1559NIA94100-CERCLE ALLOCATION SERVICES INC

Hello [REDACTED]

Good morning. The PO is updated. Attached is the updated PO. Please let me know if you have any questions.

Thank you.

Best,

UCLA

Los Angeles, CA 90095

Office:

Fax:

From: accountsreceivable <accountsreceivable@cercleservices.org>

Sent: Thursday, September 7, 2023 11:57 AM

To: <@mednet.ucla.edu>; accountsreceivable <accountsreceivable@cercleservices.org>

Cc: <@mednet.ucla.edu>; <@mednet.ucla.edu>

Subject: RE: UCLA-1559NIA94100-CERCLE ALLOCATION SERVICES INC

CAUTION - EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender.

Hi

Appreciate the PO! However, we were waiting for a PO that matches the details below. If we could get a PO that matches the services provided that would be great. The services are outlined below. Additionally, there should not be any tax added as this is for services rendered.

Please reach out if you have any questions.

Thank you,

Customer ^①

Customer email ^①

Ce/Bcc

Online payments ^{Edit}

UCLA

ucla.ed

Send later ^①

ON

Cards

ON

Bank transfer

OFF

Tips

Billing address

Terms ^①

Invoice date

Due date

UCLA

Due on receipt

08/24/2023

08/24/2023

ACCOUNTS PAYABLE

10920 Wilshire Blvd

Los Angeles, CA 90024 USA

Create recurring invoice

PO Number

Customer Number

Request Number

20

Not printed on form

Tags ^①

Manage tags

Start typing to add a tag

BALANCE DUE

\$4,590.00

Receive payment

Invoice no.

1028

Location

	#	SERVICE DATE	PRODUCT/SERVICE ^①	DESCRIPTION	QTY	RATE	AMOUNT	CLASS	
III	1	07/29/2023	PROCESSING FEES-Advanced Service Fee		3	765	2,295.00		
III	2	08/04/2023	PROCESSING FEES-Advanced Service Fee		1	765	765.00		
III	3	08/12/2023	PROCESSING FEES-Advanced Service Fee		1	765	765.00		
III	4	08/18/2023	PROCESSING FEES-Advanced Service Fee		1	765	765.00		

From: <@mednet.ucla.edu>

Sent: Wednesday, September 6, 2023 2:19 PM

To: accountsreceivable <accountsreceivable@cercleservices.org>

Cc: <@mednet.ucla.edu>; <@mednet.ucla.edu>

Subject: FW: UCLA-1559NIA94100-CERCLE ALLOCATION SERVICES INC

Hello,

Please process attached PO# 1559NIA94100 and kindly reply with the confirmation/order number. Thank you.

Best,

UCLA

Los Angeles, CA 90095

Office:

Fax:

From: Jes2mail <donotreply_nacbb@it.ucla.edu>

Sent: Wednesday, September 6, 2023 12:15 PM

To: <@mednet.ucla.edu>

Subject: UCLA-1559NIA94100-CERCLE ALLOCATION SERVICES INC

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