



NEW YORK CITY HOUSING AUTHORITY
250 BROADWAY • NEW YORK, NY 10007

TEL: (212) 306-3000 • <http://nyc.gov/nycha>

GREG RUSS
CHAIR & CHIEF EXECUTIVE OFFICER

January 30, 2020

Dear Billing Manager:

The New York City Housing Authority (NYCHA) is committed to paying your invoices as quickly as possible and consistent with the terms and conditions of the Purchase Order (PO). Your cooperation is paramount in order to honor our commitment to you.

What is new?

Electronic Invoicing

NYCHA is now utilizing an electronic Procure- to-Pay invoicing network that electronically transmits invoices directly to the Accounts Payable team. Registration is free and does not require any changes to your invoice format or technical enhancements to your Accounts Receivable system. Invoices are sent directly from your existing billing system for guaranteed, secure delivery. This provides for faster processing of submitted invoices and more timely payment.

NYCHA has partnered with Transcepta to enable electronic processing of your invoices. Transcepta will be the firm that will contact you to provide specifics on how to get connected for the electronic invoice submission (which is free). Or you can contact Accounts Payable to schedule registration.

Address Change for legal notices only

In the event your purchase order (PO), agreement, or contract with NYCHA requires NYCHA's Law Department to be copied on certain communications (see "Notices" section therein), please note that their address has changed as of December 16, 2019, to:

New York City Housing Authority
Law Department
90 Church Street, 11th floor
Attn: Assistant General Counsel for Corporate Affairs

Please update your records accordingly.

As a reminder: Below are invoicing guidelines to assist you in working with our Accounts Payable team.

Where to send your invoice?

Submit original invoice to the address below, also referenced on the PO:

New York City Housing Authority
P. O. Box 3636
Church Street Station
New York, NY 10008
Attn: Accounts Payable Division

What should your invoice include for prompt payment processing?

Ensure your invoice is in accordance with the issued PO and contains the following:

- Invoice date and unique invoice number must appear on your ORIGINAL invoice (do not reuse invoice number)
- Description detail of the billed goods or services and service location(s)
- Correct NYCHA Purchase Order and or Contract Number
- Correct release number (when applicable)
- Indicate amount due and gross amount (when applicable)
- Invoice quantities/prices should not exceed that on the purchase order

Insuring that your invoice meets the above requirements will enable NYCHA to pay you faster. Invoices which do not meet the outlined invoice requirements will be returned to the vendor with a written notice stating the return reason(s). It is the vendor's responsibility to re-submit the invoice with proper information in a timely manner. Vendors are reminded not to submit invoices for payment prior to services rendered or materials delivered.

Process for Standard Purchase Orders

Standard Purchase Orders requested for services at the various developments will include a blank Statement of Services document (*see attached*). It will be sent in the email with the Standard Purchase Order - but as a separate attachment. To access this form please click on the ***Attachments.zip*** that is attached with the purchase order. Once you have completed the work that was authorized, you will be required to fill out and sign the Statement of Services and provide it to the NYCHA personnel that is responsible for inspecting your work. NYCHA personnel will use this Statement of Services to inspect and accept the work you have performed. All invoices for Standard Purchase Orders or Blanket Releases (Requirement Contracts) for services at the various developments **must include the Work Order Number** given to you by NYCHA personnel. A Work Order is required for all work you perform at the development. **Are you using iSupplier?**

iSupplier is a web portal that allows all vendors to track payments and check on the status of submitted invoice(s) online. To take advantage of this convenient vendor self-service option, NYCHA encourages you to visit our website at <http://www.nyc.gov/nychabusiness> and click on

the "[Learn about, and register with iSupplier, NYCHA's online procurement registration system](#)" tab to complete the online registration process. Using iSupplier is of great value vendors can receive bidding opportunity notices via e-mail, receive free bid package downloads, have the ability to submit bids in a secure paperless manner and receive direct deposit. Don't delay register today!

Electronic Payments

NYCHA requires all vendors/contractors/suppliers to receive payment via direct deposit. If you have not done so, please fill out the **attached form** with your direct deposit information and return to iSupplier@nycha.nyc.gov or mail the completed form to the accounts payable address shown above.

We appreciate your business and we are here to help. If you have a question about payments, please contact our **Accounts Payable Vendor Assistance Unit** at (212) 306-6500 9am-5pm.

All other questions regarding your PO can be emailed to: procurement@nycha.nyc.gov.

Thank you for your cooperation.

Very truly yours,

Cindi Steinmetz

Cindi Steinmetz
Director
Accounts Payable

NYCHA STATEMENT OF SERVICES

Vendor Name:	
Address:	
Telephone: Fax:	
Email:	
Supplier #:	

DATE

P.O. NUMBER	RELEASE NUMBER

QUANTITY	LINE ITEM DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
	VENDOR SIGNATURE		

For NYCHA Internal Use Only:

I hereby certify that the above described work, labor, material, and equipment and services in accordance with the above referenced P.O. has been satisfactorily completed and inspected.

Inspected by _____ Title Print/ Sign Date

Property Manager/
Property Maintenance Supervisor

_____ Date

Receipt # _____



MODIFY THE FOLLOWING SUPPLIER

REMOVE HOLD

ACTIVATE

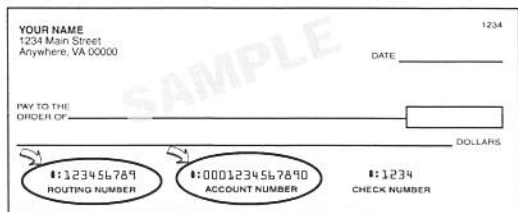
SUPPLIER NAME		SUPPLIER NUMBER	
TAXPAYER I.D. (REQUIRED)		FEDERAL REPORTABLE <input type="checkbox"/> YES <input type="checkbox"/> NO	
ADDRESS (IF PO BOX, INCLUDE STREET ADDRESS) _____			
CITY _____ STATE _____ ZIP CODE _____ COUNTRY _____			
MAIN TELEPHONE NUMBER ()	CONTACT NAME		CONTACT TELEPHONE NUMBER ()
FAX NUMBER ()	E-MAIL ADDRESS		
REMIT TO LOCATION _____ _____ _____		<input type="checkbox"/> RFP OR <input type="checkbox"/> PURCHASE ORDER LOCATION _____ _____ _____	
ADDITIONAL COMMENTS OR REQUIREMENTS: _____ _____			

ADDITIONAL VENDOR INFORMATION

ALTERNATE NAME		CUSTOMER NUMBER	
BUSINESS TYPE	SIC CODE	PARENT SUPPLIER NAME	
<input type="checkbox"/> MINORITY OWNED	<input type="checkbox"/> WOMEN OWNED	<input type="checkbox"/> SMALL BUSINESS	<input type="checkbox"/> NYCHA RESIDENT OWNED
<input type="checkbox"/> NONE OF THE ABOVE			
IF MINORITY OWNED, CHECK BELOW			
<input type="checkbox"/> ASIAN/PACIFIC	<input type="checkbox"/> WOMEN	<input type="checkbox"/> BLACK	<input type="checkbox"/> HASIDIC JEW
<input type="checkbox"/> HISPANIC	<input type="checkbox"/> NATIVE AMERICAN		
TERMS:			

PAYMENT WILL ONLY BE MADE IF ACH BANKING INFORMATION IS PROVIDED

SUPPLY BANK INFORMATION



Bank Name _____
 Address _____
 Routing Number _____
 Account Number _____

I hereby authorize New York City Housing Authority ("NYCHA") to initiate credit entries to my checking/savings account at the financial institution listed below, and if necessary, initiate adjustments for any transactions credited in error. This authorization will remain in effect until NYCHA is notified by me in writing to cancel it in such time as to afford NYCHA and the financial institution a reasonable opportunity to act on the cancellation request.

TAX REPORTING SITE	W-9 ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	MATCH APPROVAL LEVEL:
REQUESTED BY _____ (Print name & Sign) _____ Date _____	APPROVED BY _____ (Print name & Sign) _____ Date _____	
TITLE: _____	TITLE: _____	
DEPARTMENT: _____	TEL.: _____	DEPARTMENT: _____ TEL.: _____

ACCOUNTS PAYABLE USE ONLY: (VENDOR MAINTENANCE UNIT)

APPROVED BY: