

Supplier Registration & Administration

The logo is a rectangular frame with a blue border. At the top, there is a white horizontal bar. Below this bar is a dark blue horizontal band containing the text "NYCHA iSupplier Portal" in white, sans-serif font. Below the blue band is a thin red horizontal line. Underneath the red line is a white area containing the text "Supplier Registration and Administration" in a blue, sans-serif font. At the bottom left of the white area is the NYCHA logo, which consists of a red house icon followed by the text "NEW YORK CITY HOUSING AUTHORITY" in red, all-caps, sans-serif font. At the bottom right of the white area is the text "NYCHA Human Resources Department Professional Development & Training © NYCHA 2012. All rights reserved." in a small, black, sans-serif font.

NYCHA iSupplier Portal

Supplier Registration
and Administration

 NEW YORK CITY HOUSING AUTHORITY

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Professional Development & Training
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New York City Housing Authority iSupplier Portal - Supplier Registration and Administration.

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Outcomes

Outcomes 2

This eLearning module will enable you to:

- ▶ Register for New York City Housing Authority's iSupplier Portal and use iSupplier to:
 - ▶ Manage your company's information.
 - ▶ View your company's orders, shipments and account status.

This e-Learning module will enable you to:

Register for New York City Housing Authority's iSupplier Portal and use iSupplier to:

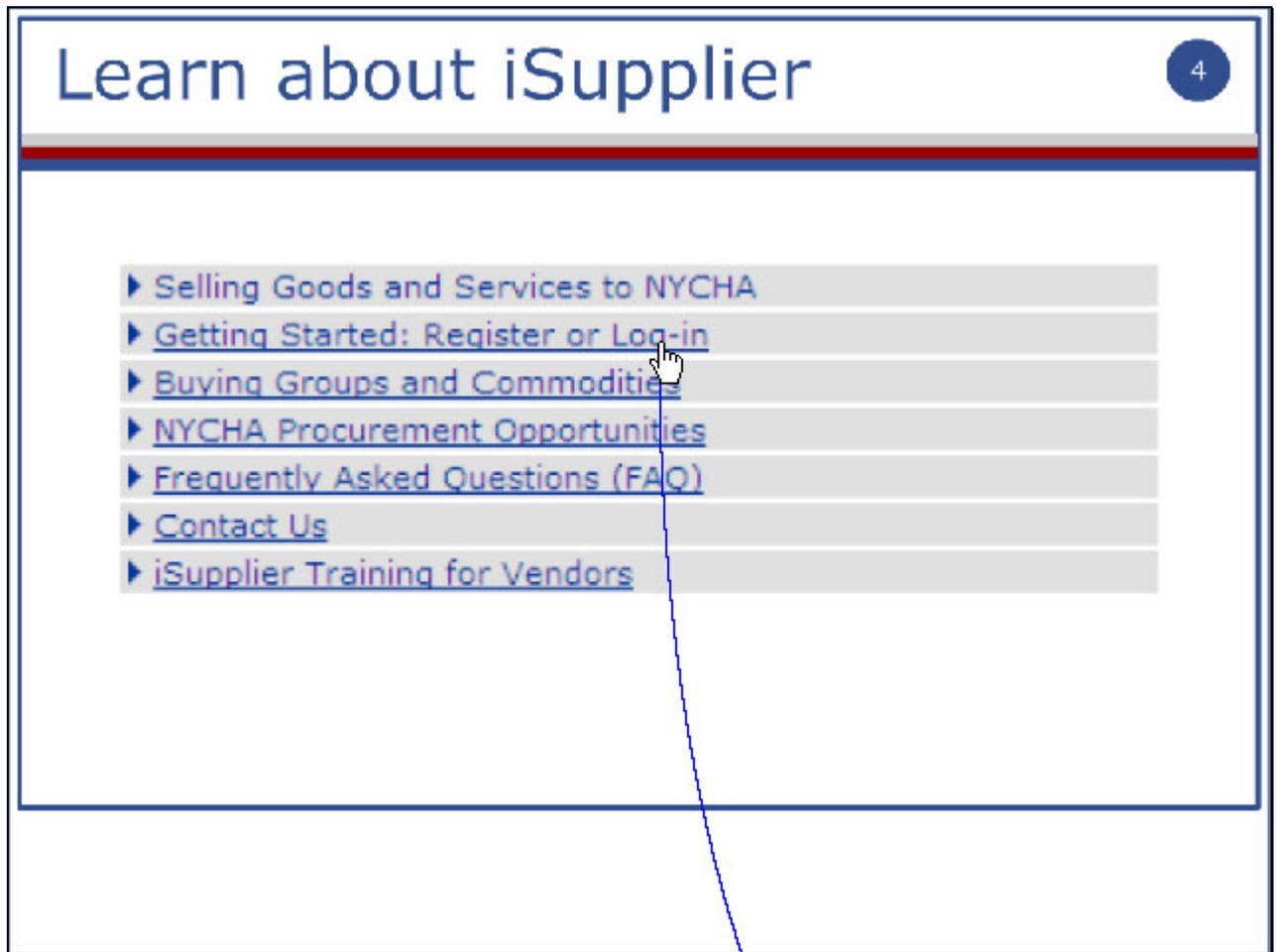
- Manage your company's information.
- View your company's orders, shipments, and account status.

Welcome



Welcome to iSupplier, New York City Housing Authority's free vendor communication portal. The iSupplier Portal is a web-based tool that structures all communication between the New York City Housing Authority and suppliers through a secure internet portal with online purchase order collaboration and paperless fulfillment. iSupplier allows contractors and consultants to view the Authority's procurement opportunities, submit bid responses, and keep current on invoice status. To get started doing business with the New York City Housing Authority using the iSupplier Portal, you must first register and become a user. Go to the Selling Goods and Services page on the Doing Business tab of our website.

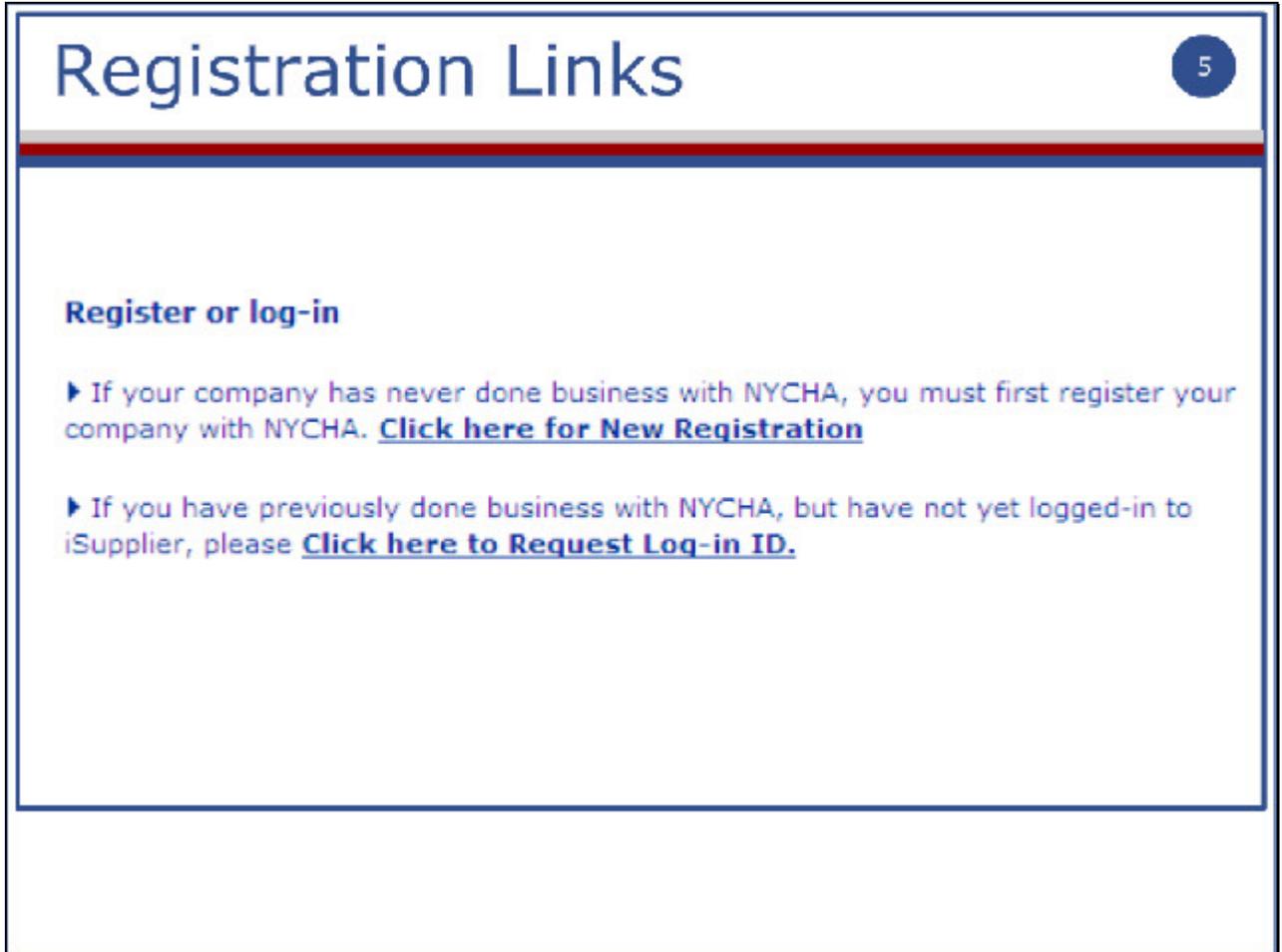
Learn about iSupplier



Before beginning the iSupplier registration process, learn more about iSupplier and how the New York City Housing Authority procures goods and services, using the helpful links on the Selling Goods and Services to NYCHA page on the Doing Business tab of our website.

iSupplier Registration

Registration Links



Registration Links are located on the Getting Started: Register or Log-in page of the New York City Housing Authority website. If your company has never done business with the New York City Housing Authority, you must first register your company, using the New Registration link. If you have previously done business with the New York City Housing Authority but have not yet logged into iSupplier, request a log-in ID, using the Request Log-In ID link.

For New Suppliers

For New Suppliers 6

Supplier Registration
Please enter the details for your company and then press **Register** to submit your request. At least one tax id is required to complete the registration.

DO NOT HIT BACK BUTTON OF THE BROWSER ANYTIME DURING THE REGISTRATION PROCESS

x Indicates required field

Company Details
Enter the details for your company and provide an address that is suitable for receiving RFQ documents.

* Company Name
Enter Name UPPER Case Please

* FEIN / SSN 9 Digits (no dashes)

DUNS Number

* Address Name
Provide a suitable nickname for the address

Country

* Address

* City/Town/Locality

County

* State/Region

Province

* Postal Code

When suppliers new to the New York City Housing Authority fill out and submit the Supplier Registration form, and the form is approved, their company will be assigned a New York City Housing Authority Supplier Number and the individual applicant will receive their User access for the iSupplier portal.

Once your company receives a supplier number, employees requiring iSupplier access for your company should request a Log-in ID and follow the procedure for current suppliers.

Registration Steps

Registration Steps

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Registration steps for suppliers new to NYCHA:

1. Complete the New Supplier Registration Form and press 'Register' to submit.
2. Receive an online acknowledgement of request.
3. Receive email confirmation for submitting the company registration form.
4. Following approval, receive email with iSupplier Username and temporary password.

Here are the registration steps for suppliers new to the New York City Housing Authority.

1. Complete the New Supplier Registration Form and press 'Register' to submit.
2. Receive an online acknowledgement of request.
3. Receive email confirmation for submitting the company registration form.
4. Following approval, receive email with iSupplier Username and temporary password.

For Current Suppliers

For Current Suppliers

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Request Log-In Identification

Register here to obtain a log in ID that will enable you to access iSupplier, NYCHA's bid hosting system. After your registration is processed you will receive an email containing your log-in ID from NYCHA.

If you have any questions, please e-mail us at procurement@nycha.nyc.gov

* = These Fields are required.

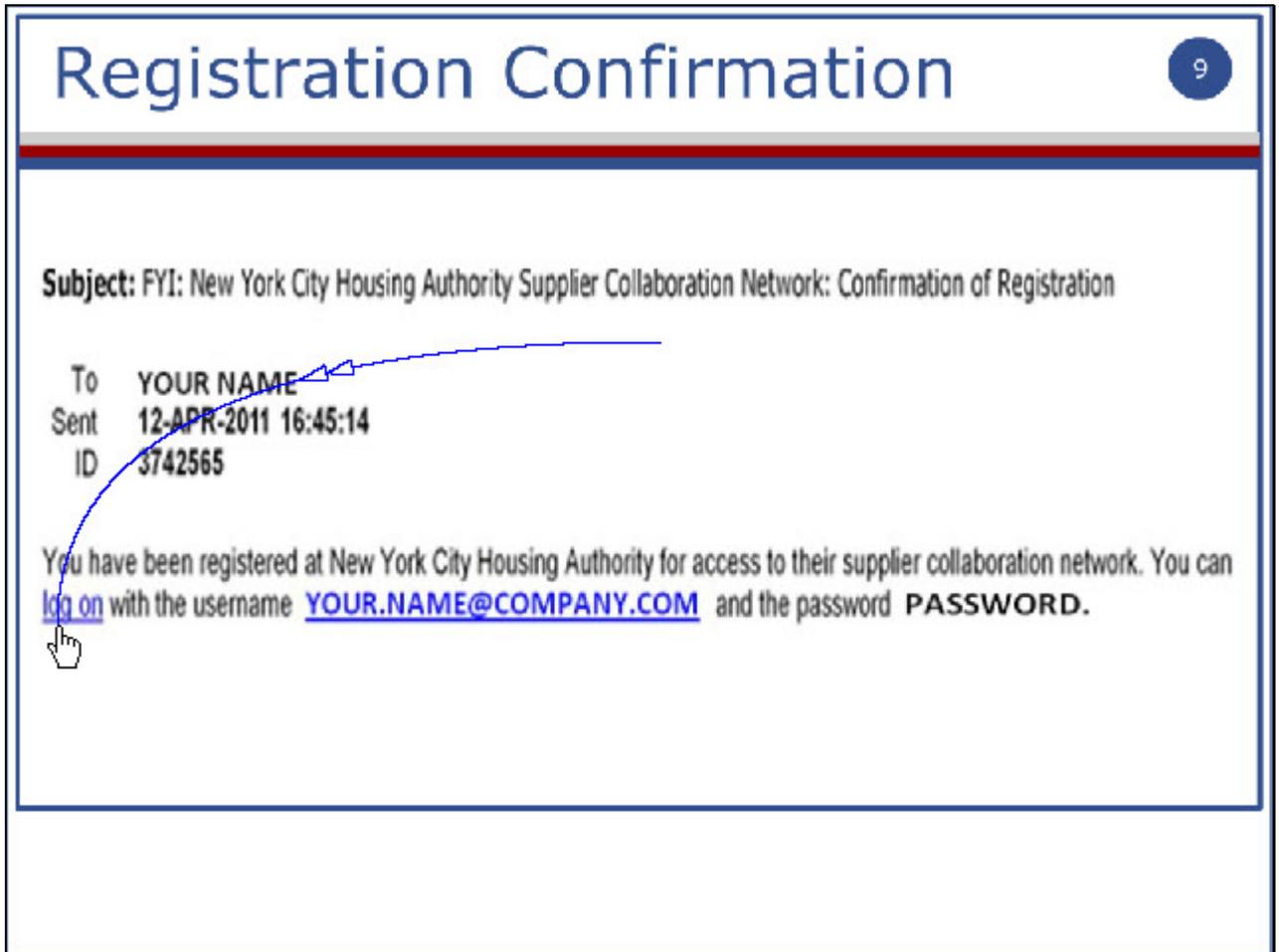
Business Name*:

TIN/SSN*:

For Current New York City Housing Authority suppliers and vendors with a New York City Housing Authority Supplier Number, here are the steps to get your iSupplier Log-In ID:

1. Complete and submit the 'Request Log-In Identification' form.
2. Receive online acknowledgement of request.
3. Receive email confirmation of request. Please allow 2 business days for processing.
4. Receive email with iSupplier Username and temporary password.

Registration Confirmation



Receiving the New York City Housing Authority Registration Confirmation email confirms your access to the New York City Housing Authority iSupplier portal. The message instructs you how to log on to iSupplier, and how to best use the system.

To make best use of the New York City Housing Authority iSupplier portal, update your administrative information when you first log on. Completing the Products/Services and Business Classification sections are especially important, since the Authority identifies relevant suppliers for Sourcing Events based on these specifications.

Logging in to iSupplier

Log-in Link

Log-in Link 10

Register or log-in

- ▶ If your company has never done business with NYCHA, you must first register your company with NYCHA. [Click here for New Registration](#)
- ▶ If you have previously done business with NYCHA, but have not yet logged-in to iSupplier, please [Click here to Request Log-in ID.](#)
- ▶ [Returning iSupplier users Log-in Here](#)

NOTE: The iSupplier link has changed. Please update your bookmark.

To log on to the NYCHA iSupplier Portal, select the log on link in your Registration Approval e-mail.

Or

On the Doing Business tab of our website, go to the 'Getting Started' page and select the 'Returning iSupplier users Log-in Here' link.

Login Screen



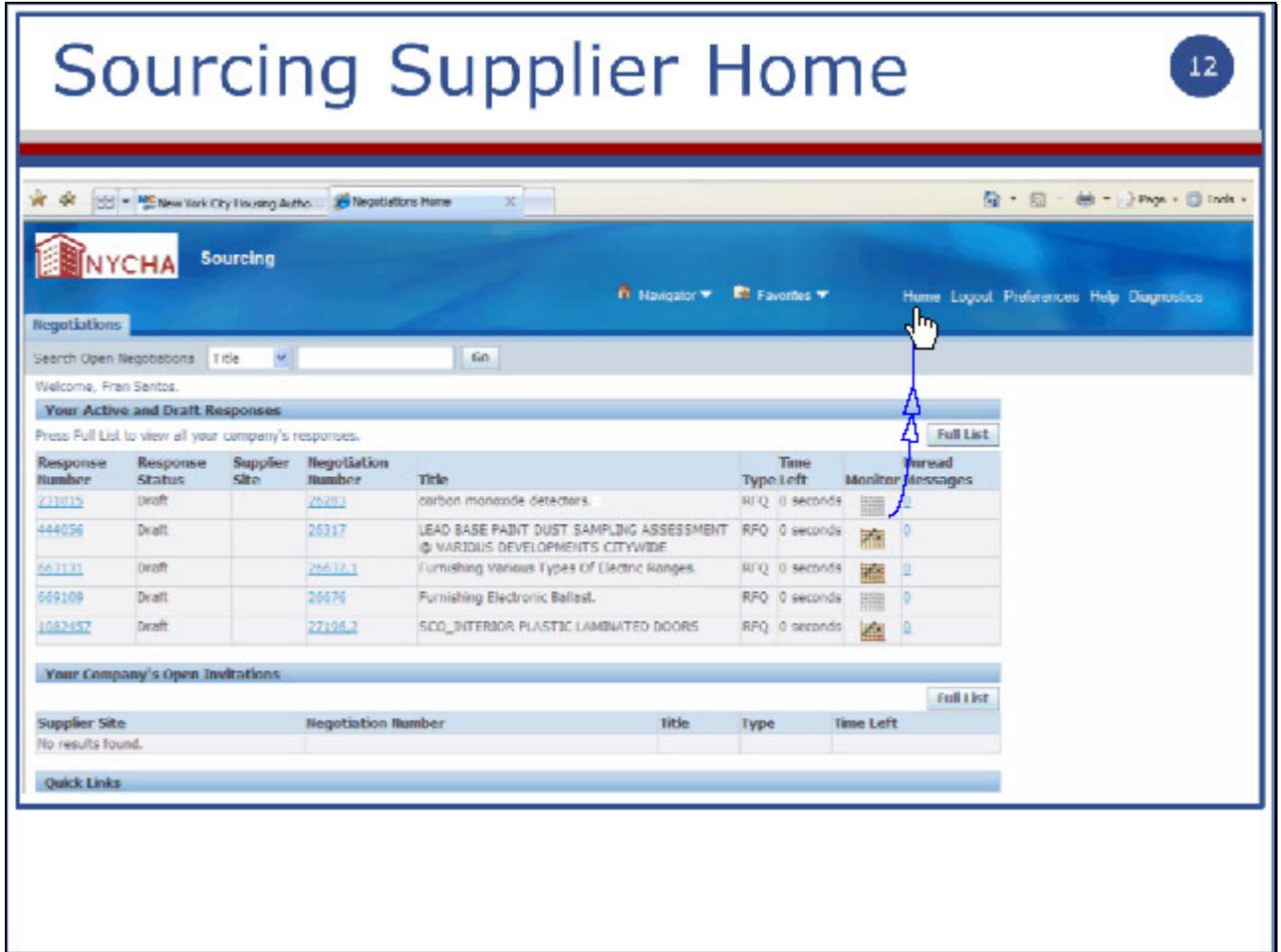
Use the iSupplier Login Screen to log in to the New York City Housing Authority iSupplier portal.

Here are the steps for logging on to iSupplier:

1. Enter your username. Your username is the email address that you previously provided.
2. Enter your password. Use the temporary password provided in your confirmation email, or if you changed the temporary password, your own password that replaced the temporary password.
3. Click the 'Login' button.

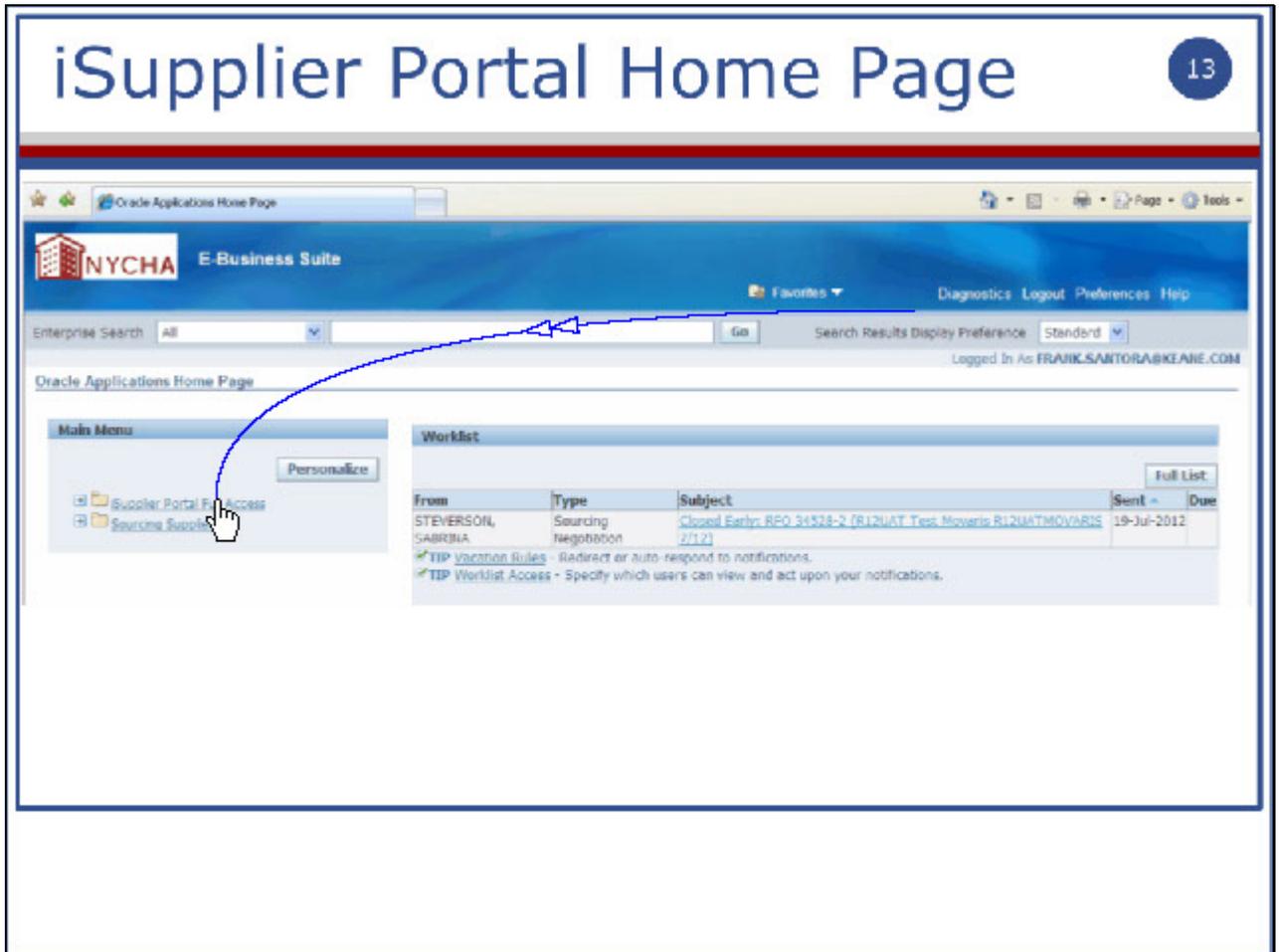
iSupplier Home Pages

Sourcing Supplier Home



The Sourcing Supplier Home Page is the first screen you will see in the iSupplier portal. It contains Your Active and Draft Responses area, for working with your bid responses, and Your Company's Open Invitations area, for responding to invited bid requests.

iSupplier Portal Home

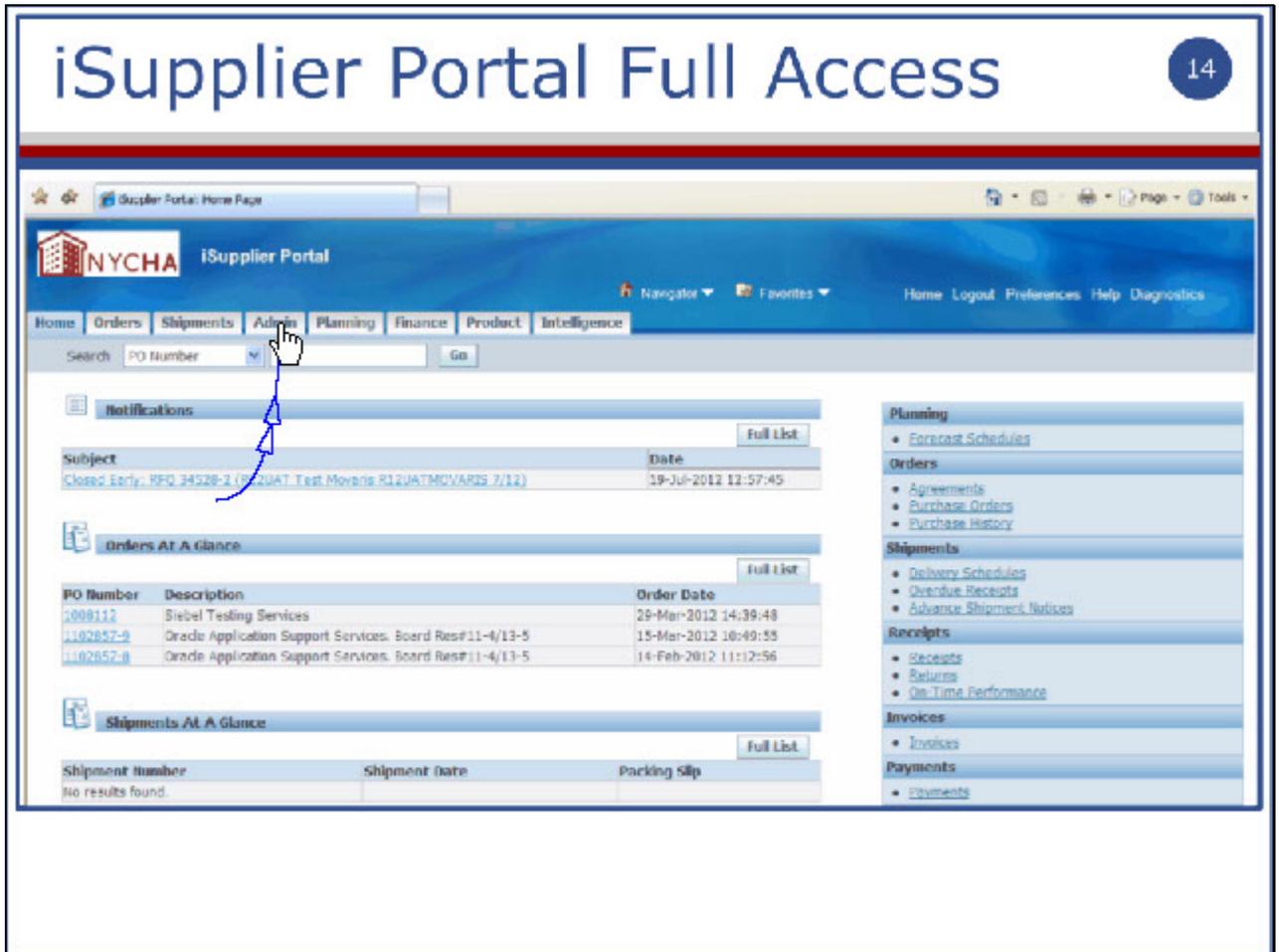


Clicking the Home link takes you to this Home page containing: Worklist and Main Menu.

Worklist contains a summary of all the alerts you receive as a New York City Housing Authority vendor. Drill down into purchase orders, sourcing events or documents using direct links.

The Main Menu includes links to iSupplier Portal Full Access and Sourcing Supplier.

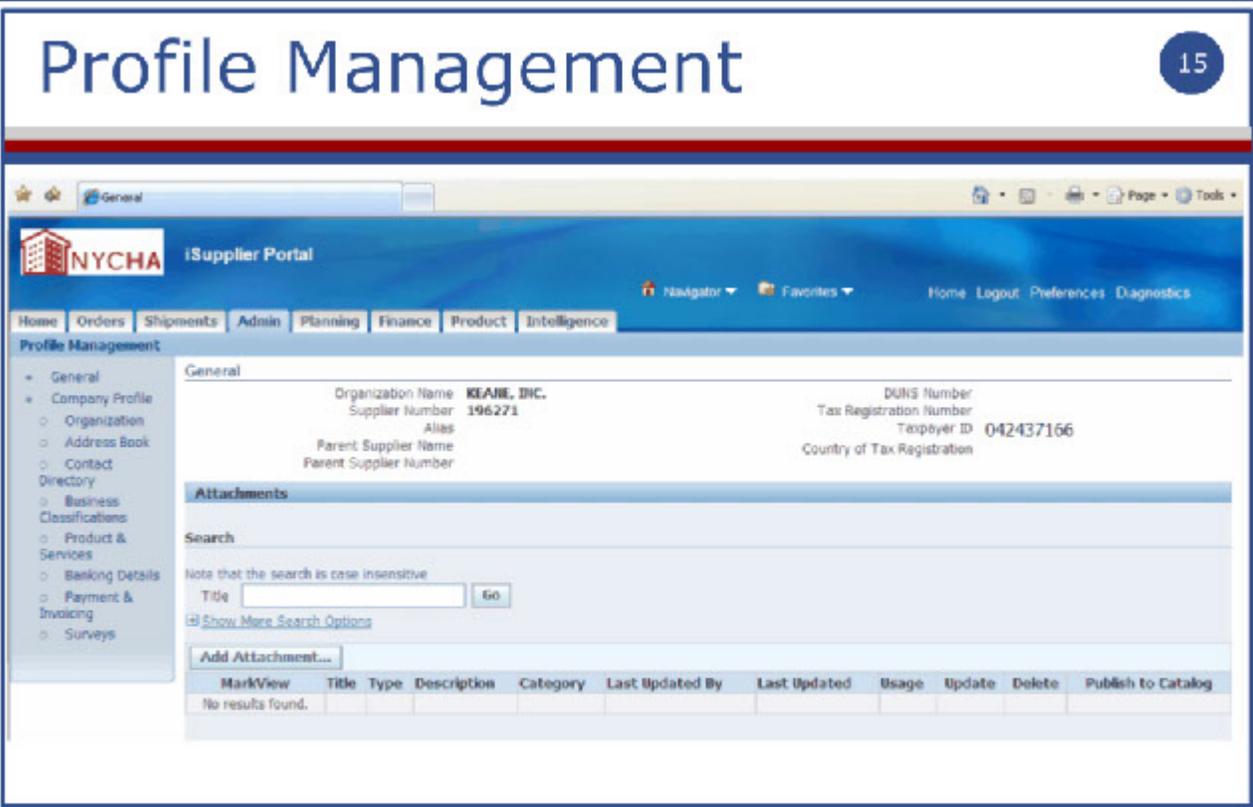
iSupplier Portal Full Access



Use the iSupplier Portal Full Access page to update your company information and access purchase order, invoice or payment information.

To update your administrative information in the iSupplier Portal, click the Admin tab.

Profile Management



Profile Management 15

NYCHA iSupplier Portal

Home Logout Preferences Diagnostics

Home Orders Shipments Admin Planning Finance Product Intelligence

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **KEANE, INC.** DUNS Number
 Supplier Number **196271** Tax Registration Number
 Alias Taxpayer ID **042437166**
 Parent Supplier Name
 Parent Supplier Number Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

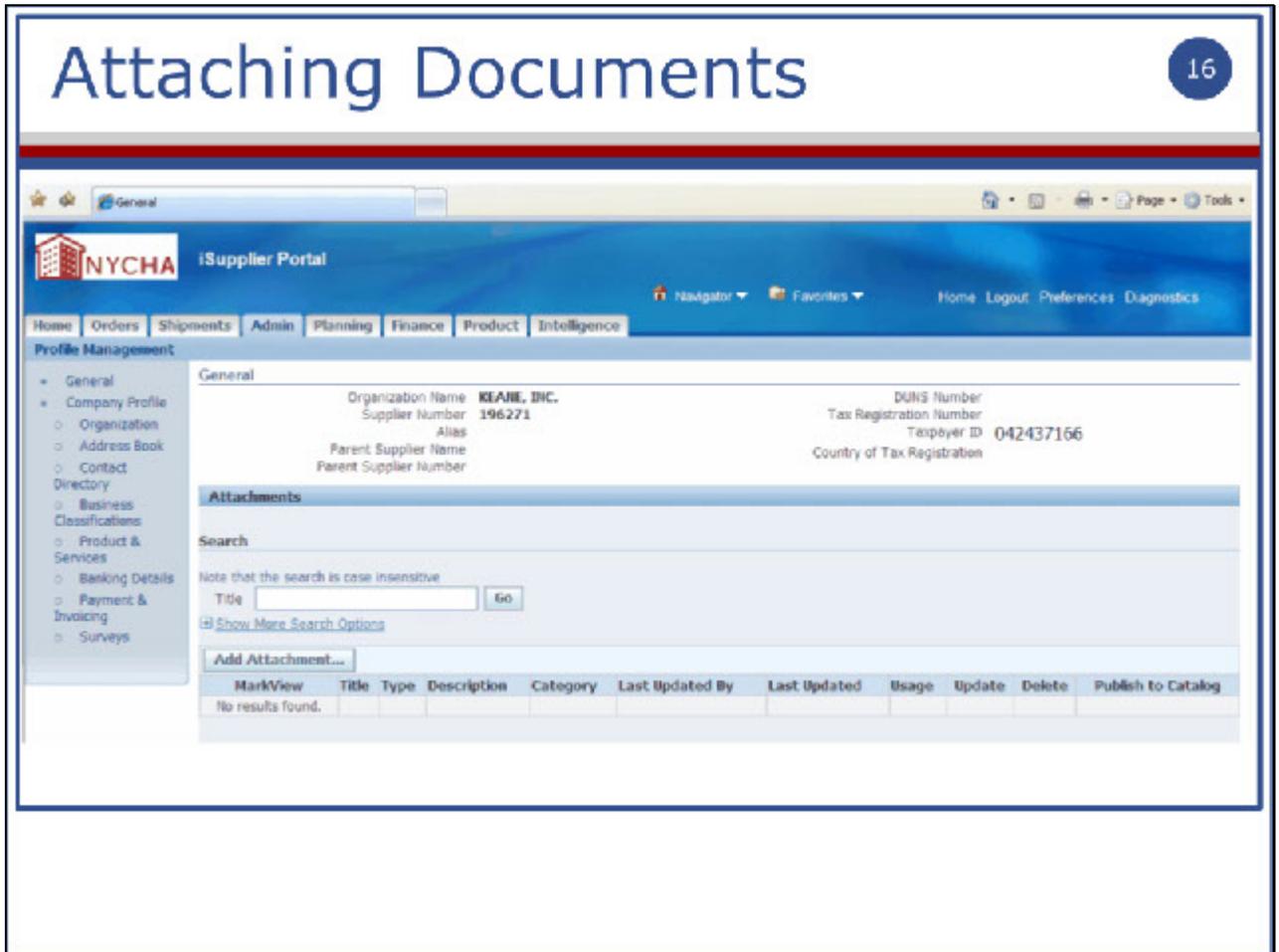
MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

The Profile Management area is the navigation panel on the left side of the screen. It contains links to your iSupplier information. Review and update each section by clicking the respective link.

To make best use of the iSupplier portal, update your administrative information when you first log on.

Completing the Products/Services and Business Classification sections are especially important, since the Authority identifies relevant suppliers for Sourcing Events based on these specifications.

Attaching Documents



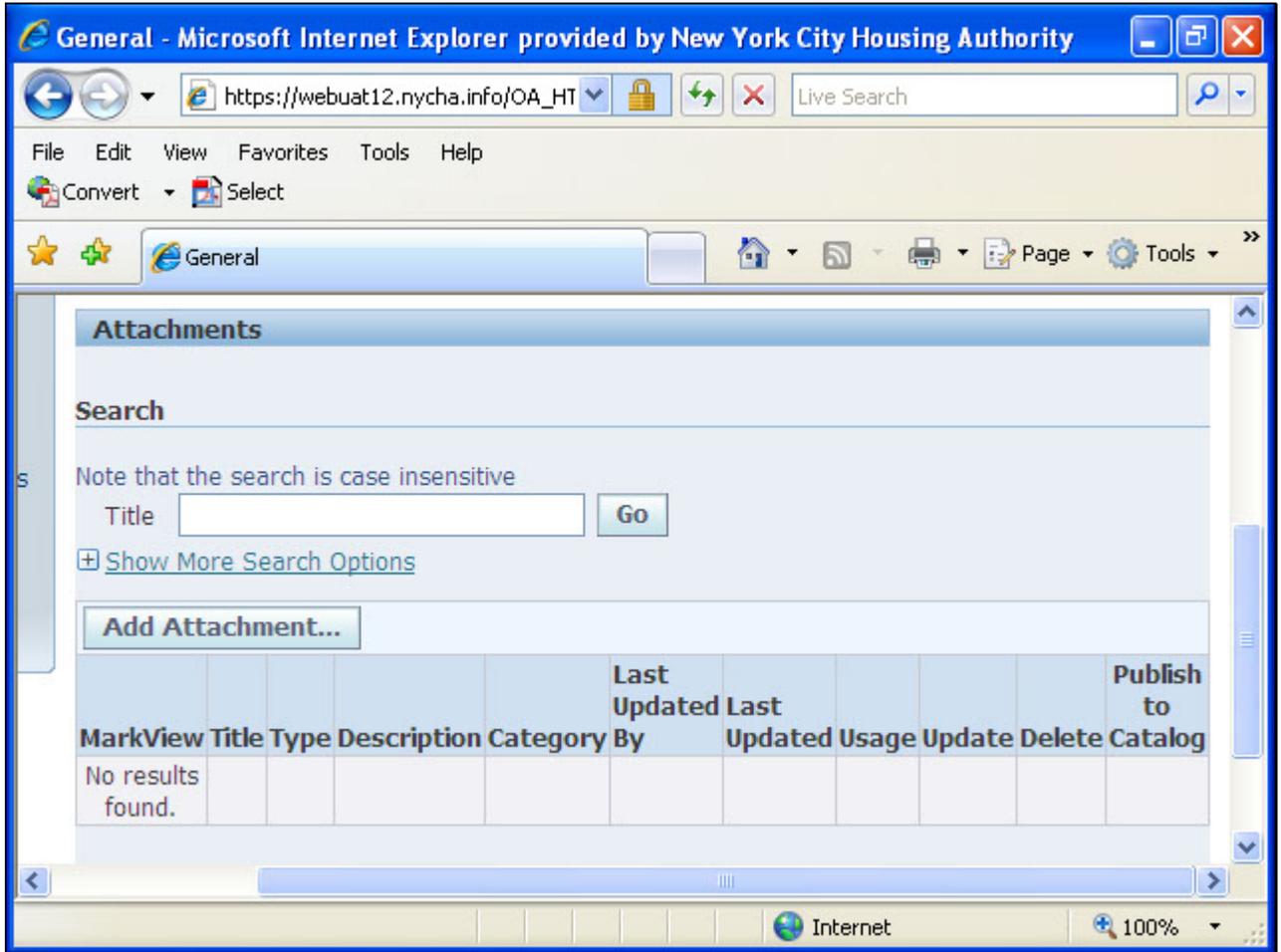
In order to do business with the New York City Housing Authority, Suppliers must attach form W-9 and any other documents that will help the Authority do business with your company.

Use the Add Attachment button to upload your company documents to the iSupplier Portal.

Following is step-by-step instructions for attaching a document.

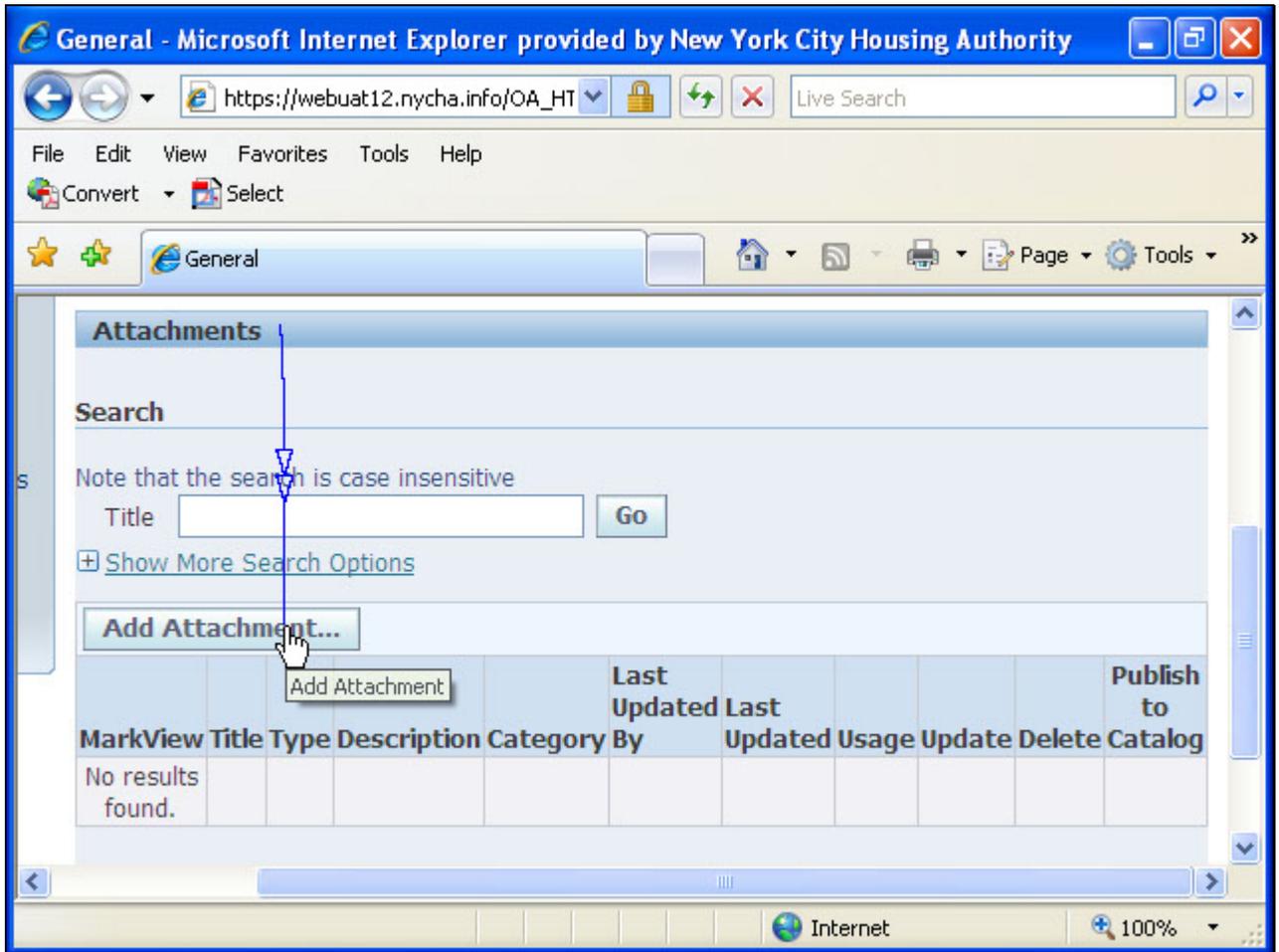
When viewing the eLearning module, click the 'Show Me' button to view a quick demo showing how to attach a document.

Adding an Attachment



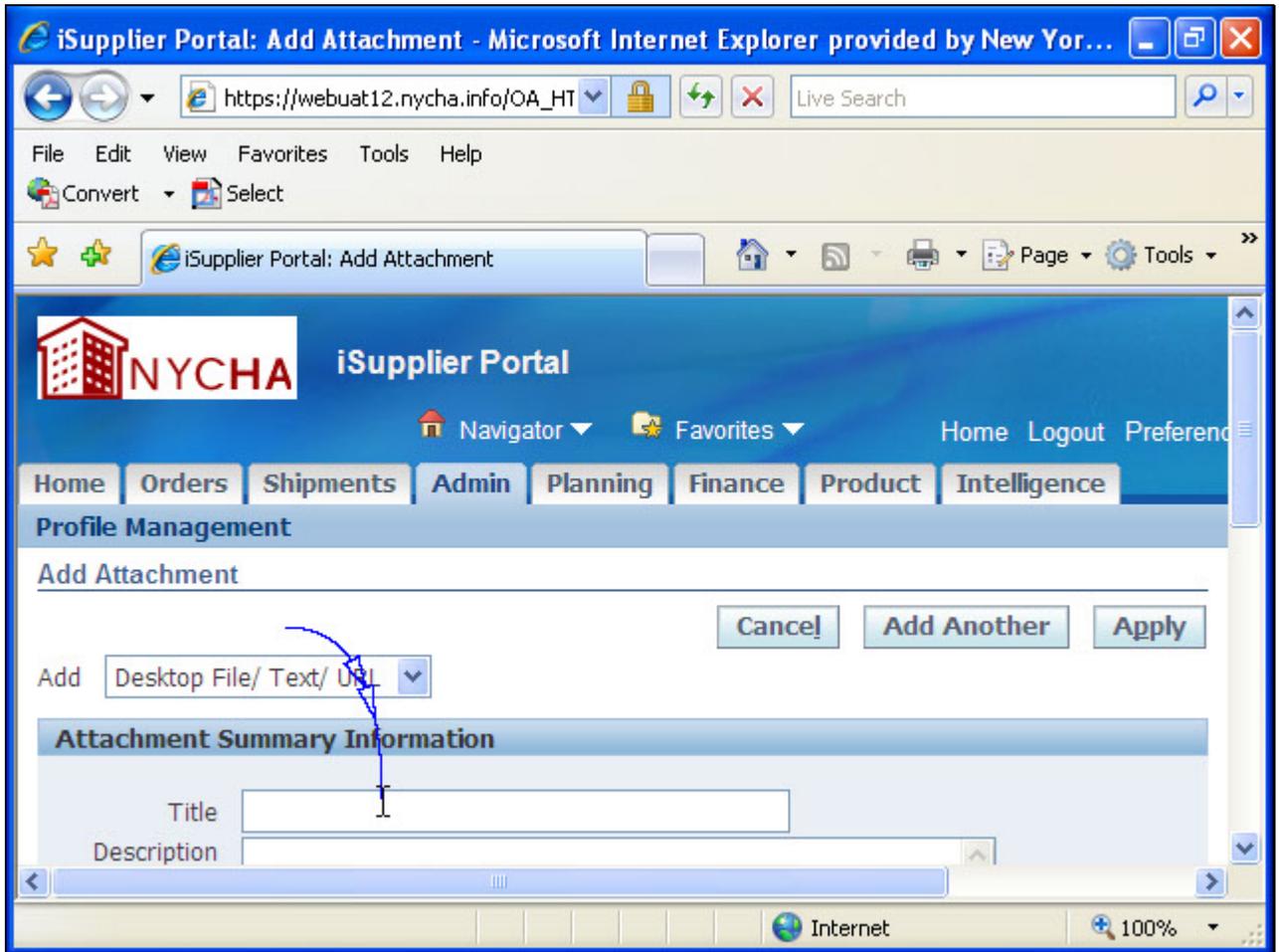
Here are the steps to add an attachment in iSupplier.

1. Select Add Attachment



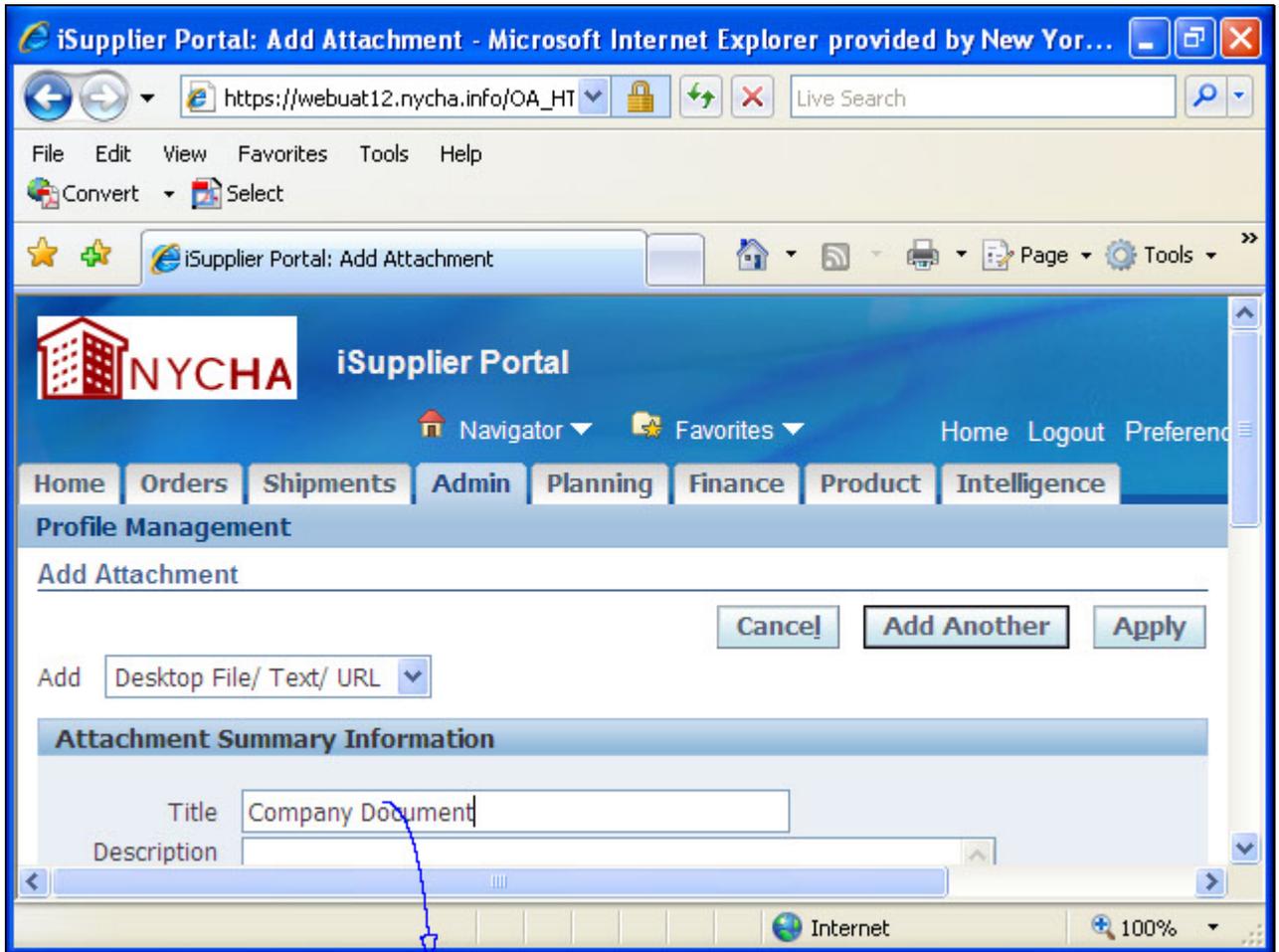
1. Select the Add Attachment button.

2. Enter document summary information

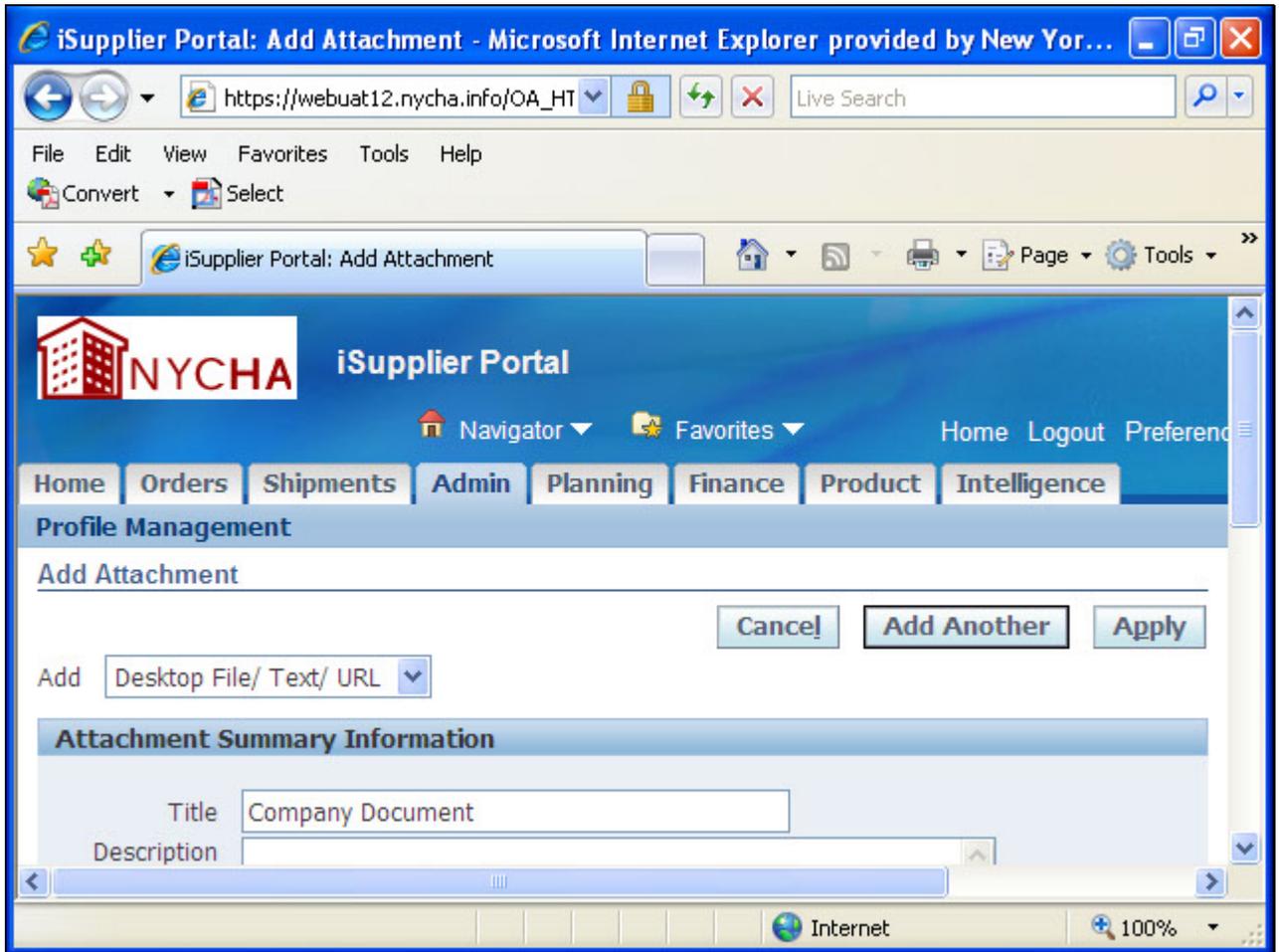


2. In the Add Attachment screen under Attachment Summary Information, enter information about the document to be attached.

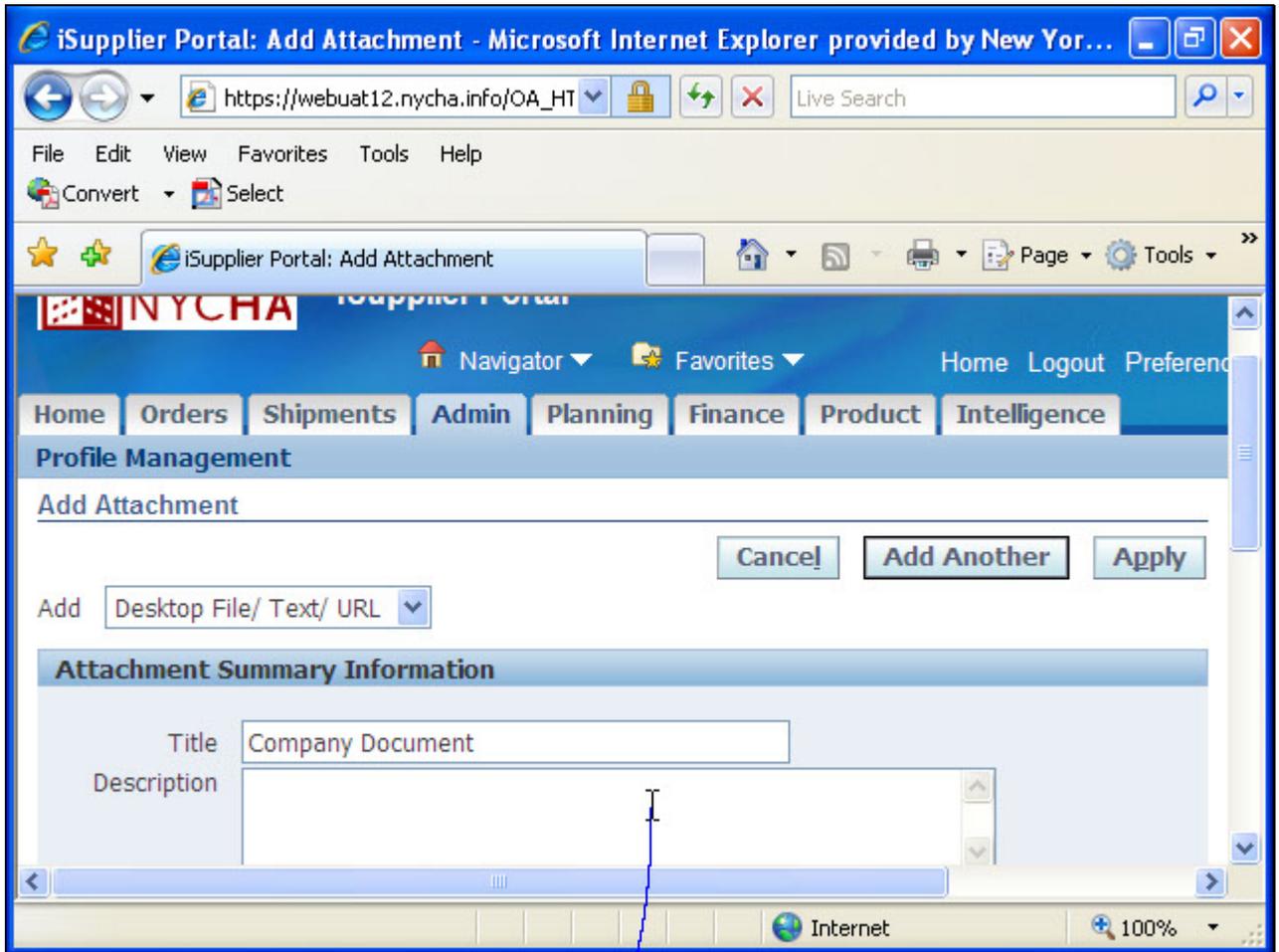
2. Enter document summary information, continued



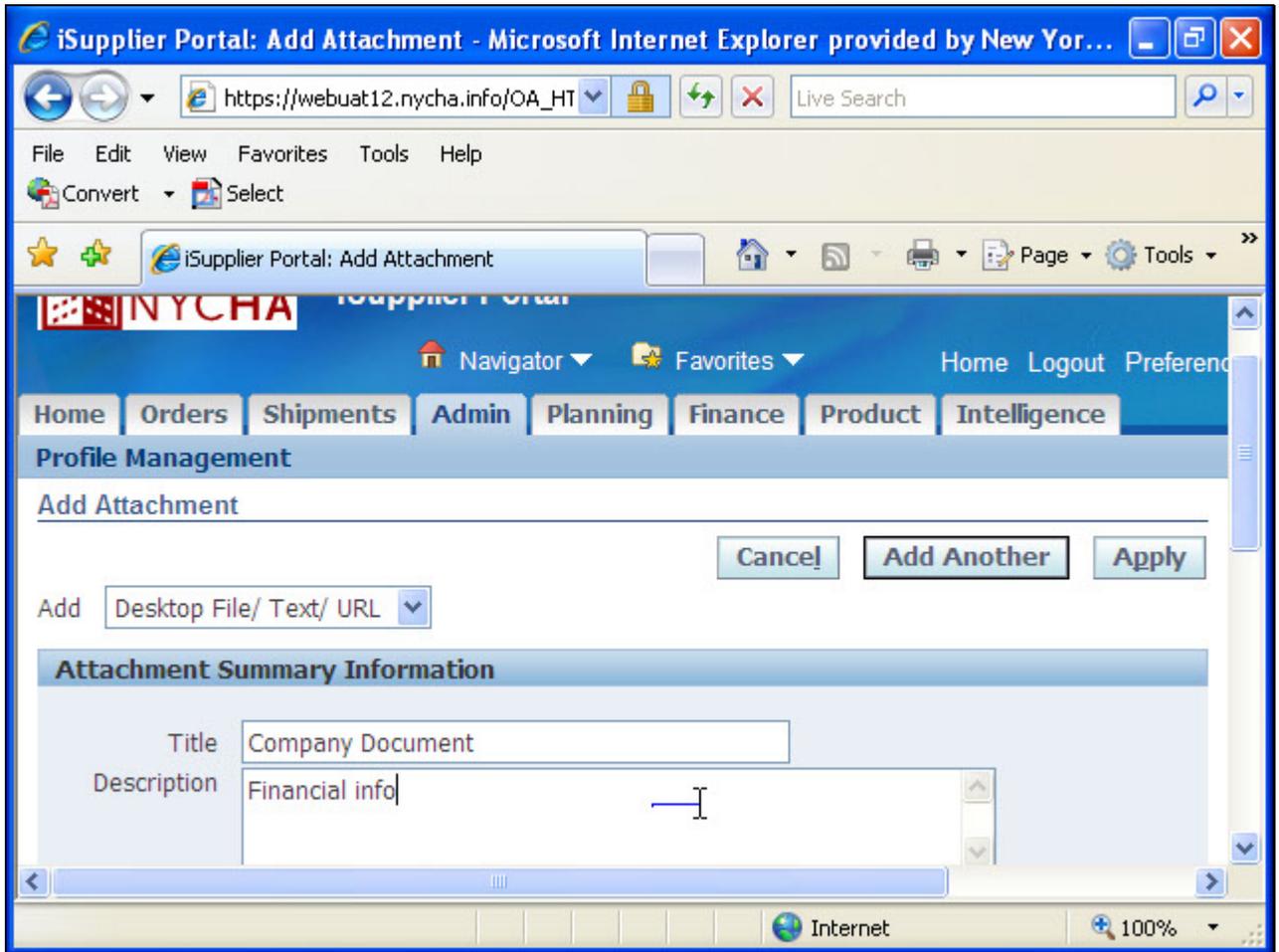
2. Enter document summary information, continued



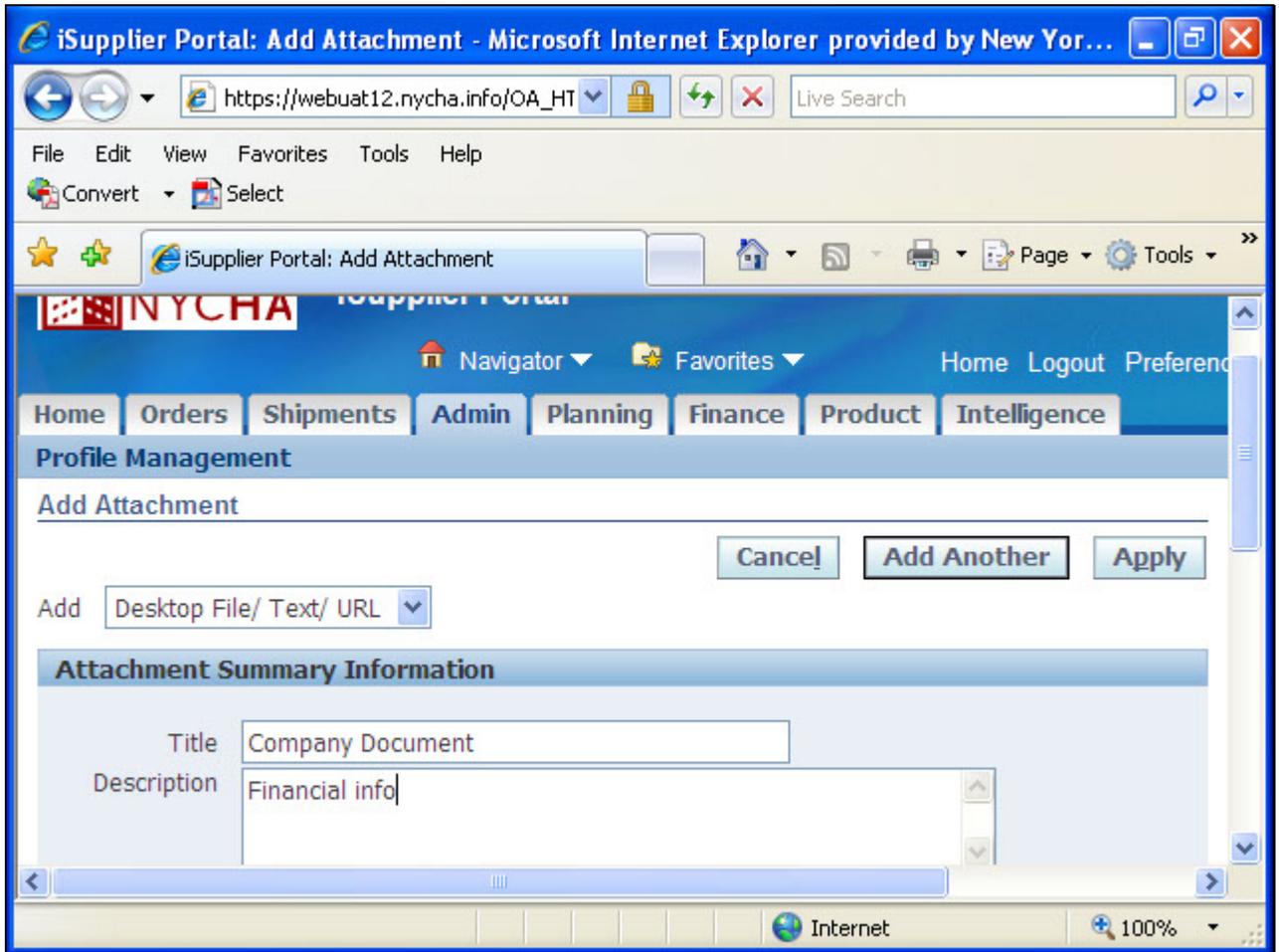
2. Enter document summary information, continued



2. Enter document summary information, continued



2. Enter document summary information, continued



2. Enter document summary information, continued

The screenshot shows a web browser window titled "iSupplier Portal: Add Attachment - Microsoft Internet Explorer provided by New Yor...". The address bar shows the URL "https://webuat12.nycha.info/OA_HT". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features a navigation menu with tabs for "Home", "Orders", "Shipments", "Admin", "Planning", "Finance", "Product", and "Intelligence". Below the navigation menu is a "Profile Management" section with a sub-section for "Add Attachment".

The "Add Attachment" section includes a "Cancel!" button, an "Add Another" button, and an "Apply" button. Below these buttons is a dropdown menu labeled "Add" with the option "Desktop File/ Text/ URL" selected. The "Attachment Summary Information" section contains the following fields:

Title	Company Document
Description	Financial info
Category	From Supplier

The browser's status bar at the bottom indicates "Internet" and a zoom level of "100%".

2. Enter document summary information, continued

The screenshot shows a web browser window titled "iSupplier Portal: Add Attachment - Microsoft Internet Explorer provided by New Yor...". The address bar shows the URL "https://webuat12.nycha.info/OA_HT". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains "Convert" and "Select" buttons. The main content area is titled "Profile Management" and "Add Attachment". It features three buttons: "Cancel", "Add Another", and "Apply". Below these is a dropdown menu labeled "Add" with the selected option "Desktop File/ Text/ URL". The "Attachment Summary Information" section contains the following fields:

Title	<input type="text" value="Company Document"/>
Description	<input type="text" value="Financial info"/>
Category	<input type="text" value="From Supplier"/>

At the bottom of the form is a section titled "Define Attachment". The browser's status bar at the bottom shows "Internet" and "100%".

2. Enter document summary information, continued

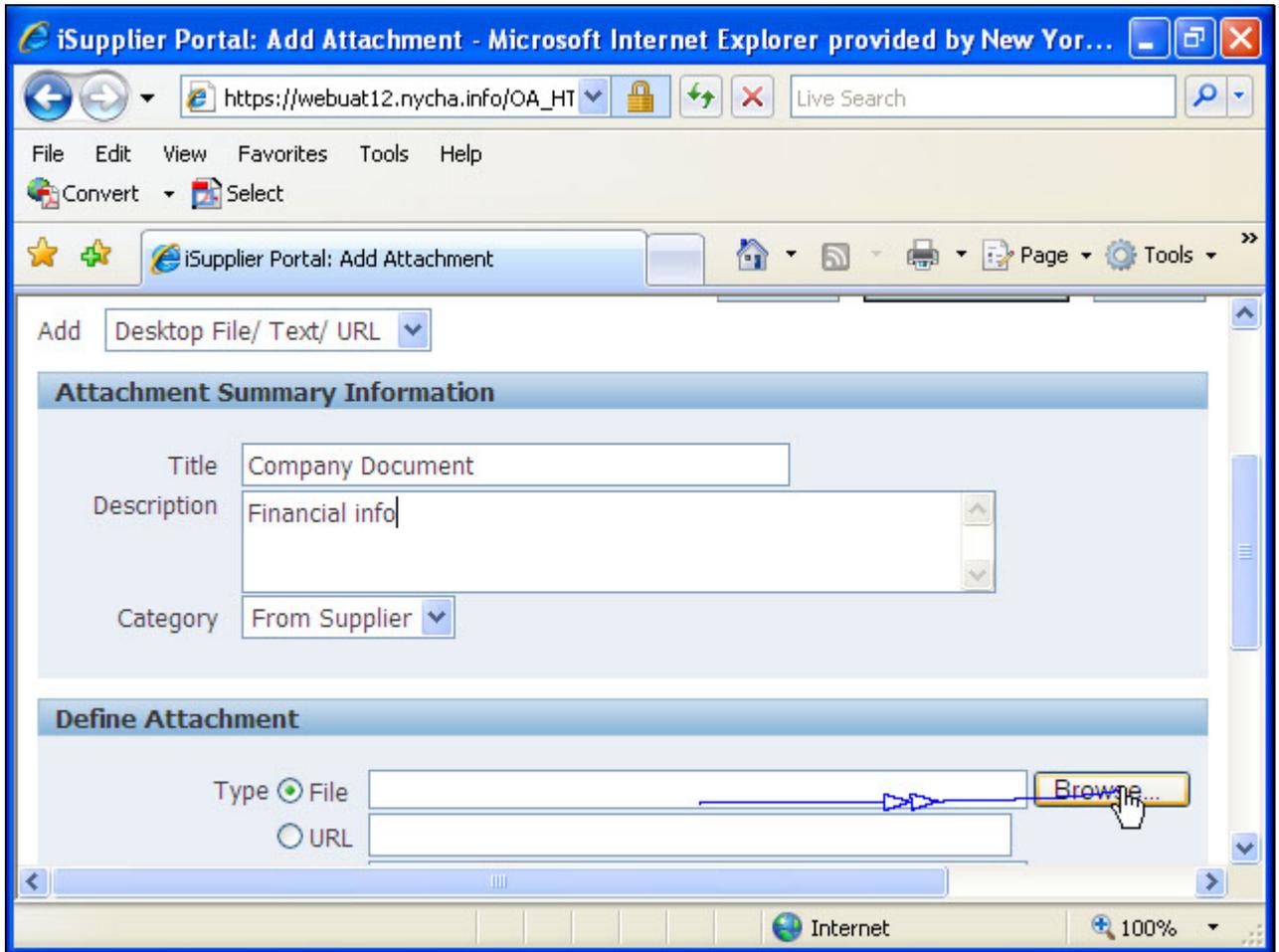
The screenshot shows a web browser window titled "iSupplier Portal: Add Attachment - Microsoft Internet Explorer provided by New Yor...". The address bar shows the URL "https://webuat12.nycha.info/OA_HT". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains "Convert" and "Select" options. The page title is "iSupplier Portal: Add Attachment".

The main content area is titled "Add Attachment" and contains the following elements:

- Buttons: "Cancel", "Add Another", and "Apply".
- Form: "Add Desktop File/ Text/ URL" (dropdown).
- Section: "Attachment Summary Information" with the following fields:
 - Title: "Company Document" (text input)
 - Description: "Financial info" (text area)
 - Category: "From Supplier" (dropdown)
- Section: "Define Attachment" with the following fields:
 - Type: "File" (dropdown)
 - Browse: (button)

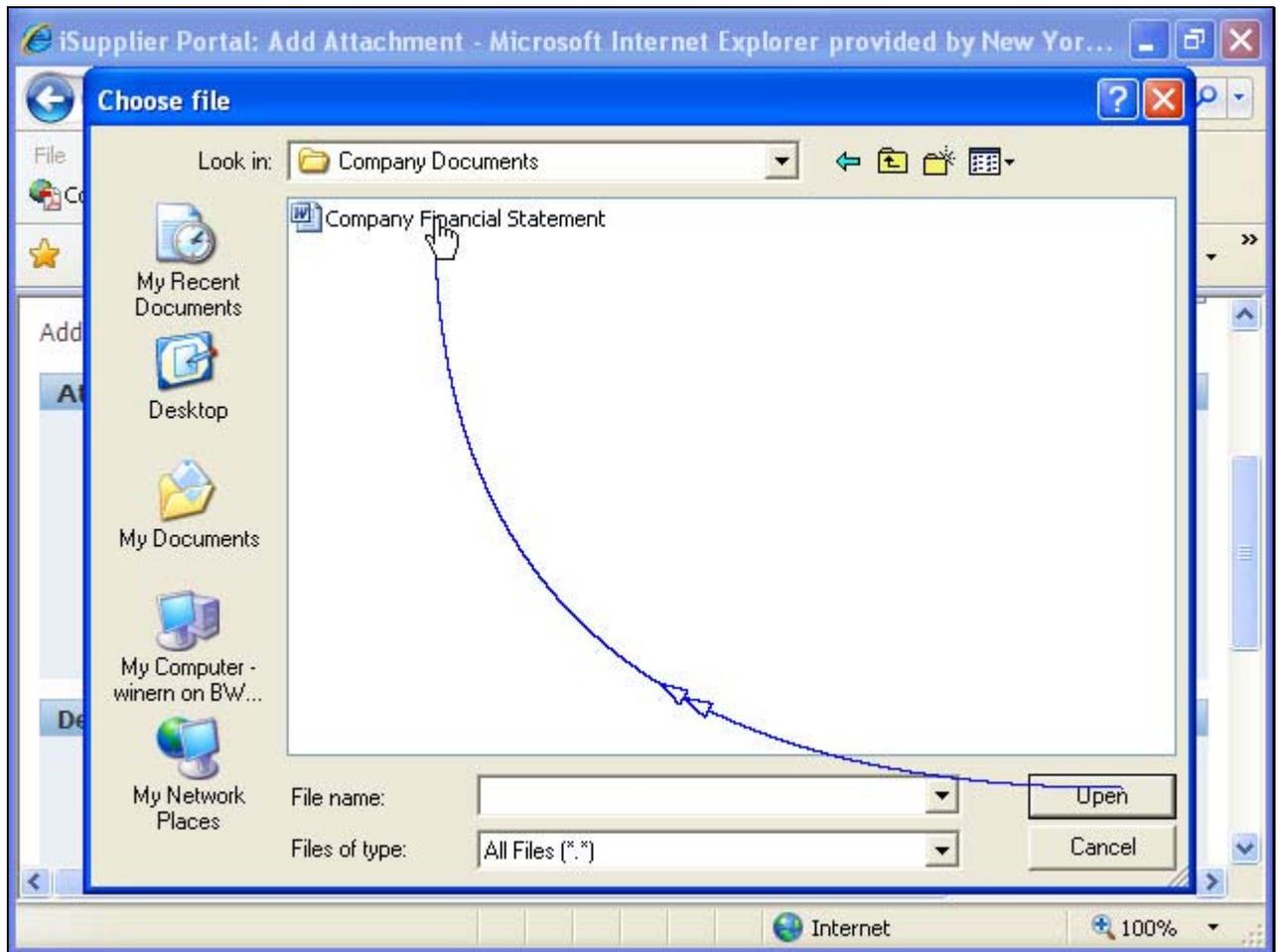
The browser's status bar at the bottom shows "Internet" and "100%".

3. Select Browse



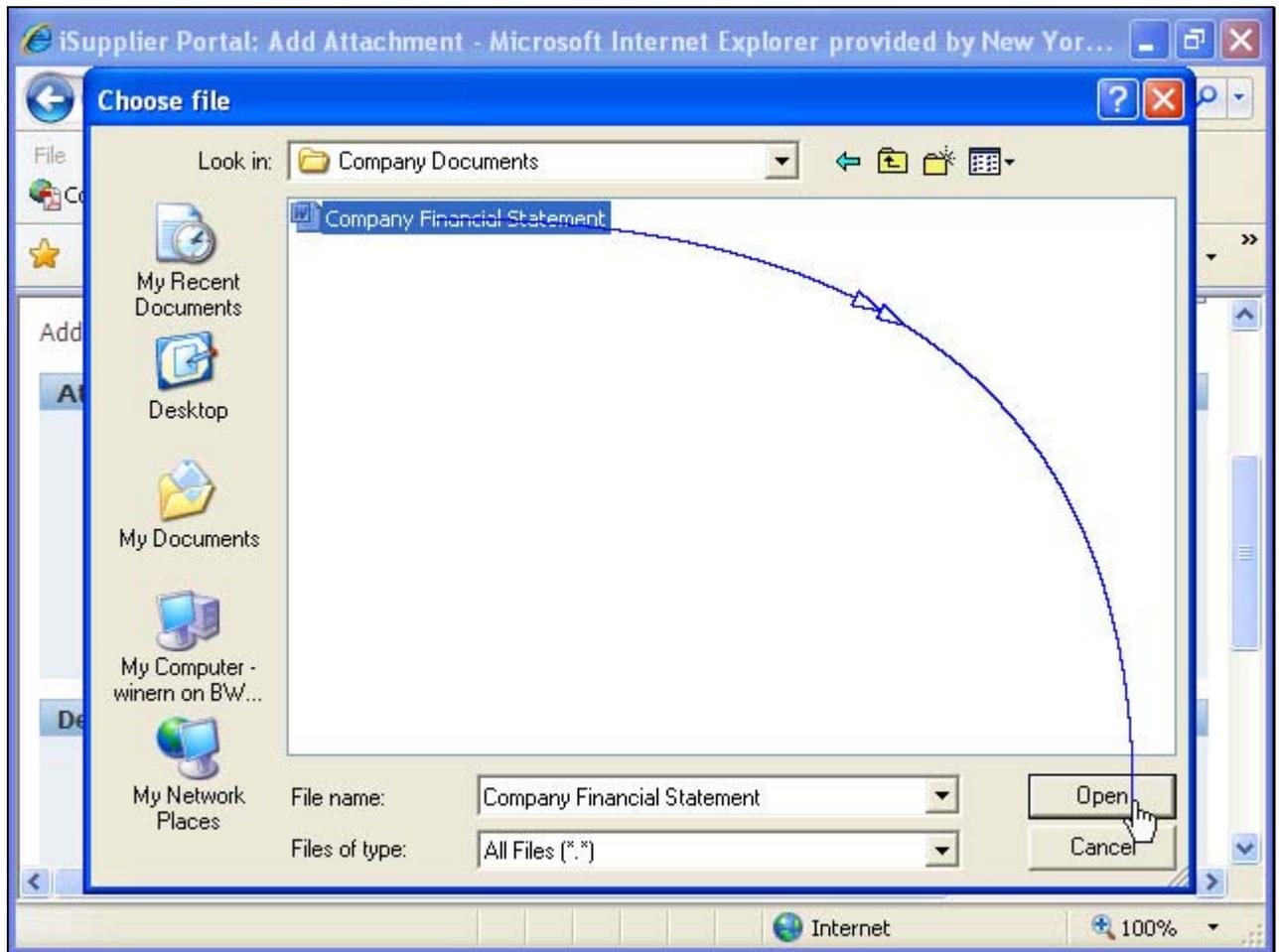
3. Select the Browse button to find the file to attach.

4. Select Document



4. Select the document to attach.

5. Select Open



5. Click the Open button.

5. Select Open, continued

The screenshot shows a web browser window titled "iSupplier Portal: Add Attachment - Microsoft Internet Explorer provided by New Yor...". The address bar shows the URL "https://webuat12.nycha.info/OA_HT". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains "Convert" and "Select" buttons. The page content is divided into two main sections:

Add Desktop File/ Text/ URL

Attachment Summary Information

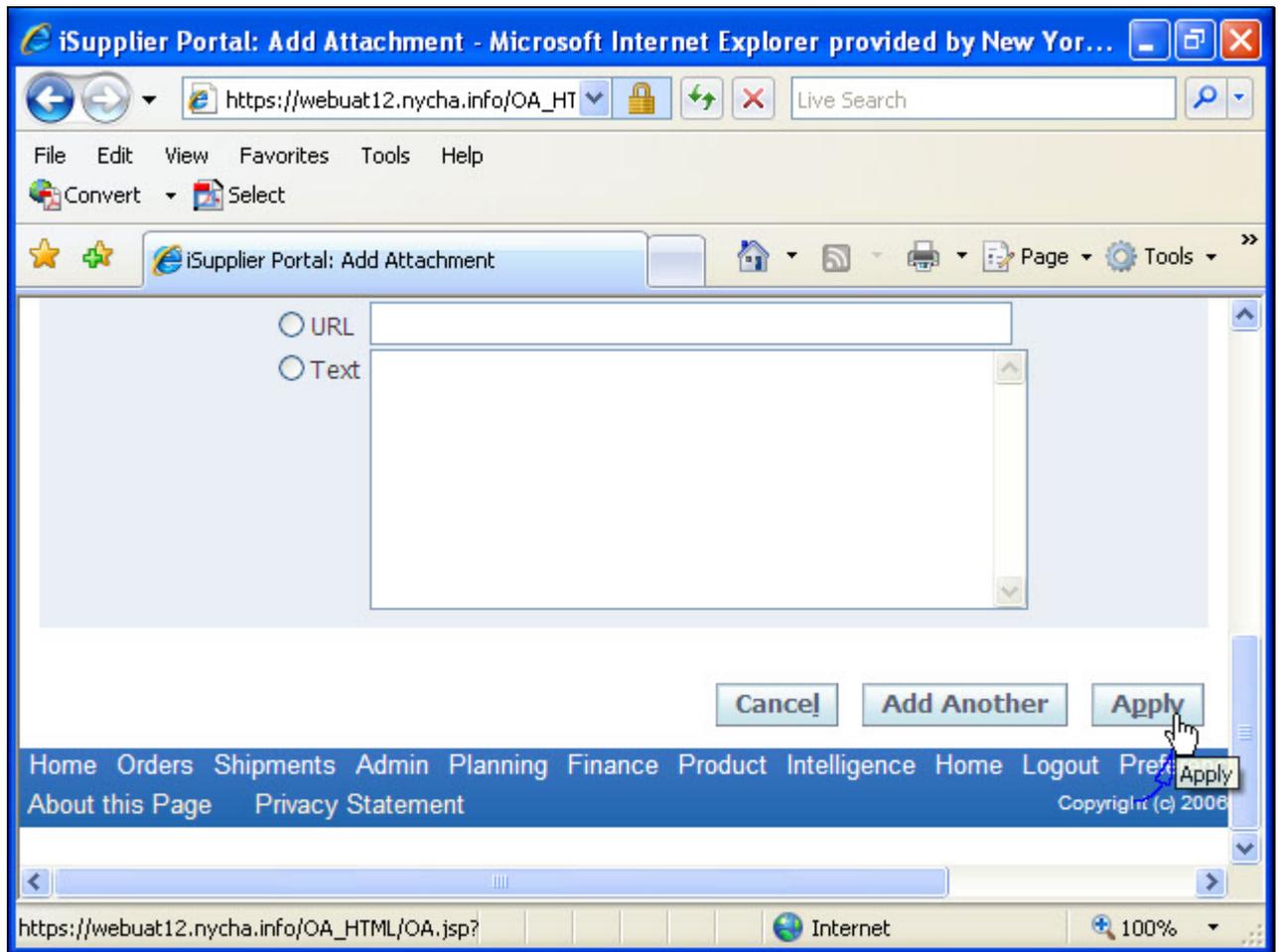
Title: Company Document
Description: Financial info
Category: From Supplier

Define Attachment

Type: File URL
File path: C:\Documents and Settings\winern\Desktop\Company Dc
Browse... button

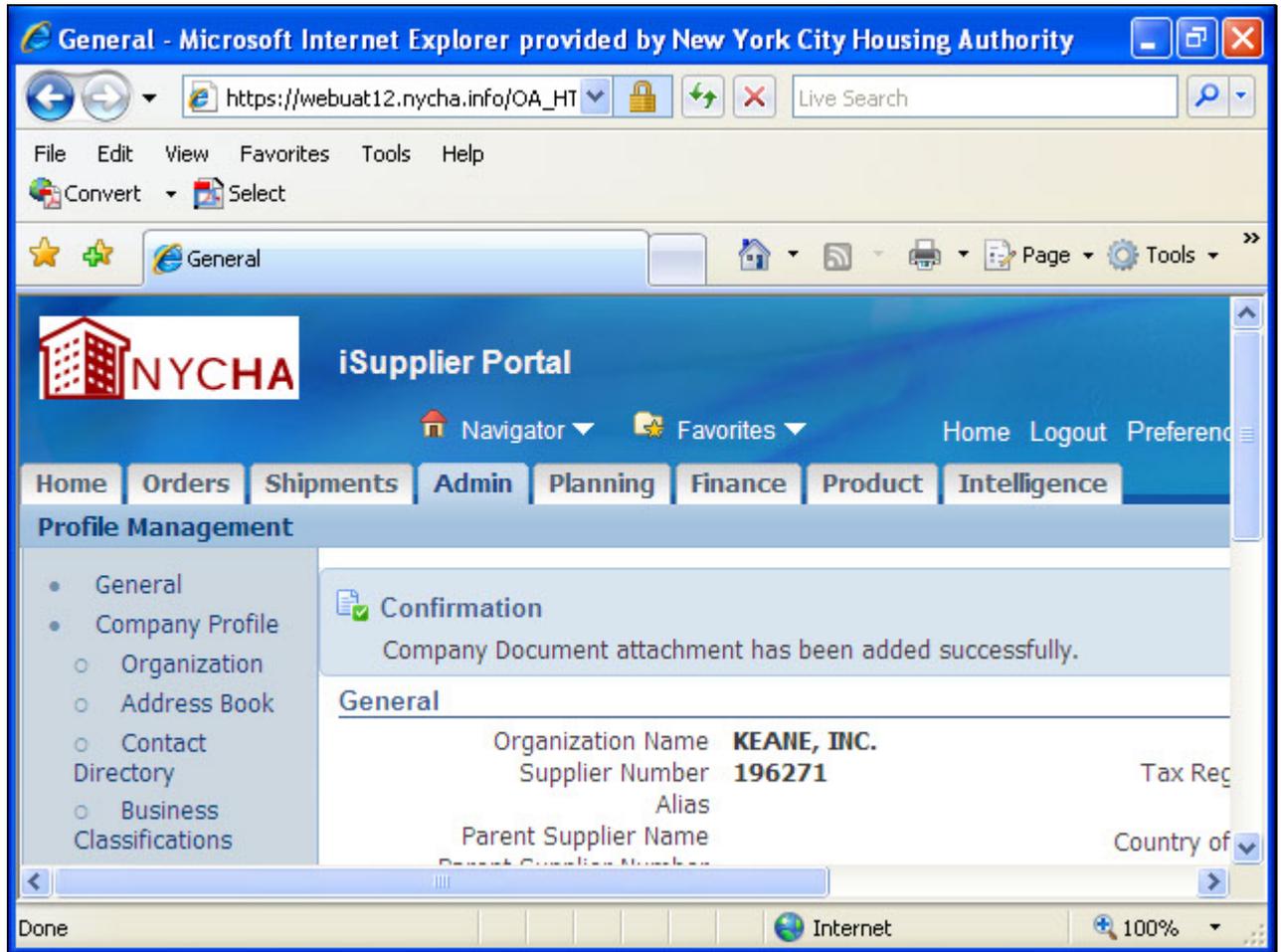
The browser status bar at the bottom shows "Internet" and "100%" zoom level.

6. Select Apply



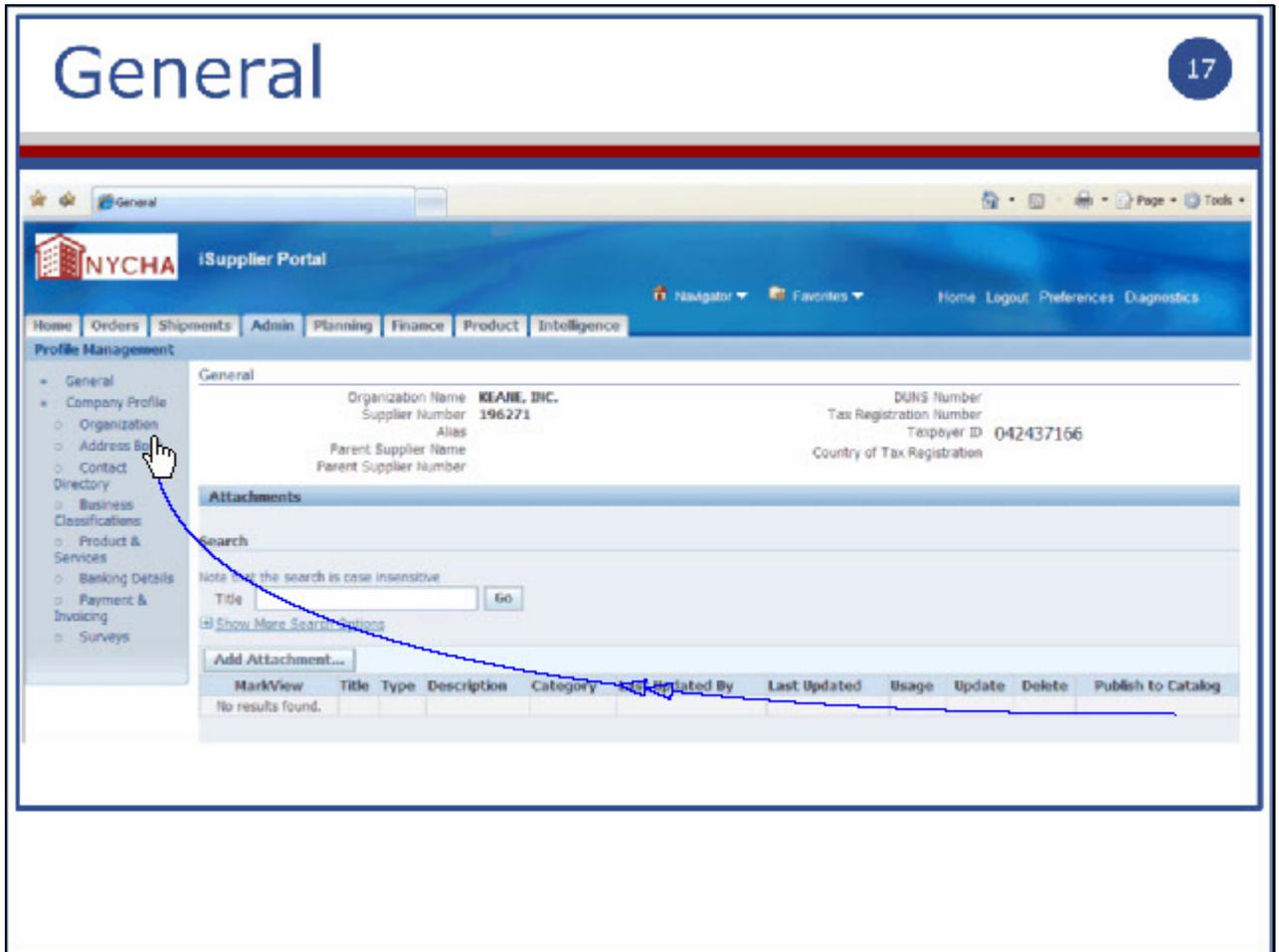
6. Select the Apply button.

Attachment Confirmation



The Confirmation message appears confirming that your document was added successfully.

General



The General page displays your general company information and attachments.

Organization

Organization

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Organization

NYCHA iSupplier Portal

Navigator Favorites Home Logout Preferences Diagnostics

Home Orders Shipments Admin Planning Finance Product Intelligence

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

Organization

D-U-N-S Number

Legal Structure

Principal Name

Year Established

Incorporation Year

Control Year

Mission Statement

Chief Executive Name

Chief Executive Title

Principal Title

Cancel Save

Total Employees

Organization Total

Corporate Total

Organization Total Type

Corporate Total Type

The Organization screen displays your company's organizational information. If you make any additions or modifications to this screen, click the Save button to preserve your changes.

Address Book

The screenshot displays the 'Address Book' page in the iSupplier Portal. The page features a navigation menu with options like Home, Orders, Shipments, Admins, Planning, Finance, Product, and Intelligence. A sidebar under 'Profile Management' lists various settings, with 'Address Book' highlighted. The main content area shows a table of addresses with columns for Address Name, Address Details, Country, Update, and Remove. A 'Create' button is located at the top left of the table.

Address Name	Address Details	Country	Update	Remove
Main Office	100 CITY SQUARE BOSTON, MA 02129	United States		
RFQs - Only	PO BOX 4201 BOSTON, MA 02211	United States		
Warehouse	200 Broadway N.Y., N.Y. 10007	United States		

Please list the addresses that the Housing Authority should use to contact your company in the Address Book.

Examples include Main Office, showroom, warehouse, store, etc.

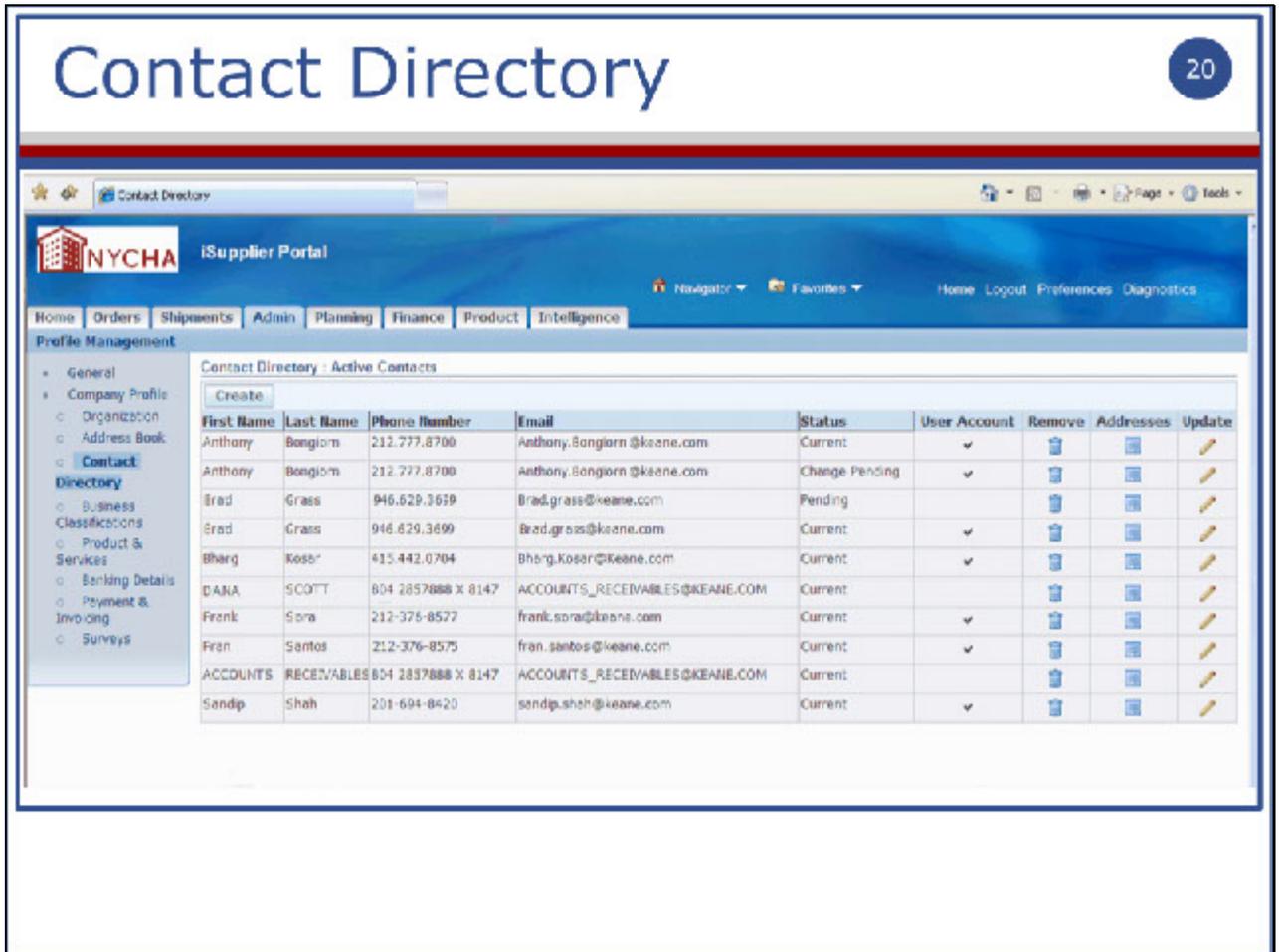
The default address is the address used to register with the New York City Housing Authority.

To modify an address, click the Update icon.

To remove an address, click the Remove icon.

To create a new address listing, select the Create button.

Contact Directory



The Contact Directory lists who NYCHA should contact at your company. Company contacts are not necessarily NYCHA iSupplier Portal end-users.

If a company contact requires access to the NYCHA iSupplier Portal, they must submit a Request Log-in ID form online for current NYCHA suppliers in order to set up their own NYCHA iSupplier log-in ID and password.

Business Classifications

Business Classifications 21

Business Classifications

NYCHA iSupplier Portal

Home | Orders | Shipments | Admin | Planning | Finance | Product | Intelligence

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications Cancel Save

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified _____ By _____

if TTP Date format example: 26-Jul-2012

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>
NA	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>
Resident Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>
Section 3	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>

Cancel Save

Check appropriate checkbox or boxes in the Applicable column for the relevant Classification. If no classifications apply, please check 'NA'.

If your company is Minority Owned, Select the Minority Type.

Please enter Certificate Number, Certifying Agency, and Expiration Date, if available.

Always press the Save button after making your changes. You will receive a confirmation screen stating that the information was saved.

MWSBE

MWSBE

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NYCHA maintains a directory of Minority-owned, Women-owned, and Small Business Enterprises (MWSBE).

Members receive:

- ▶ Invitations to NYCHA procurement events
- ▶ E-mail notifications of bid notices
- ▶ Notification of MWSBE procurement events

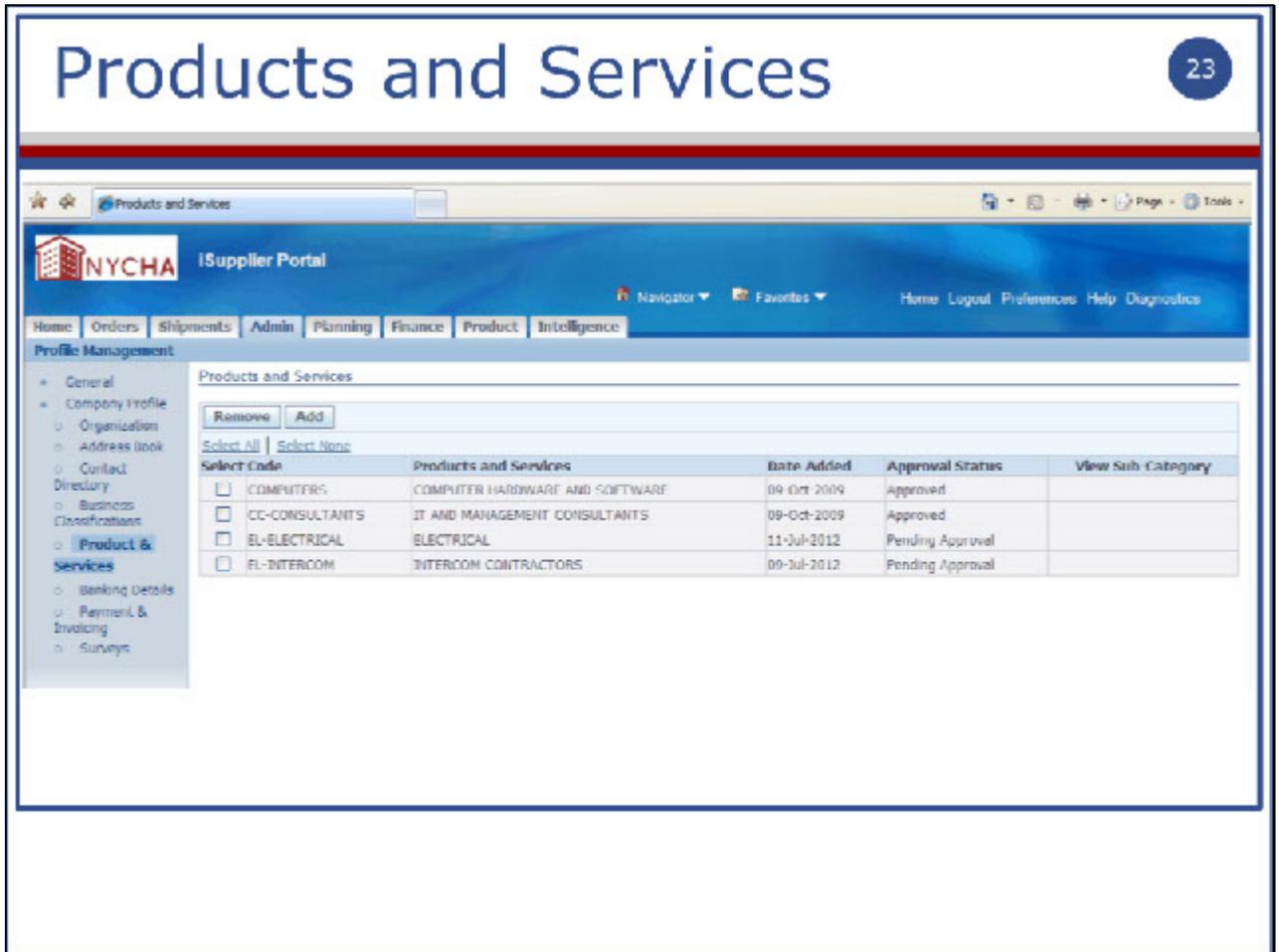
For further information go to:
<http://www.nyc.gov/html/nycha/html/business/mwsbe.shtml>

The New York City Housing Authority maintains a directory of Minority-owned, Women-owned & Small Business Enterprises (MWSBE). Members of the NYCHA MWSBE directory are provided the following benefits: E-mail notifications of bid notices, invitations to NYCHA procurement events, and notification of other MWSBE procurement events

See the Minority-owned, Women-owned and Small Business Enterprises (MWSBE) area of the NYCHA website:

<http://www.nyc.gov/html/nycha/html/business/mwsbe.shtml>

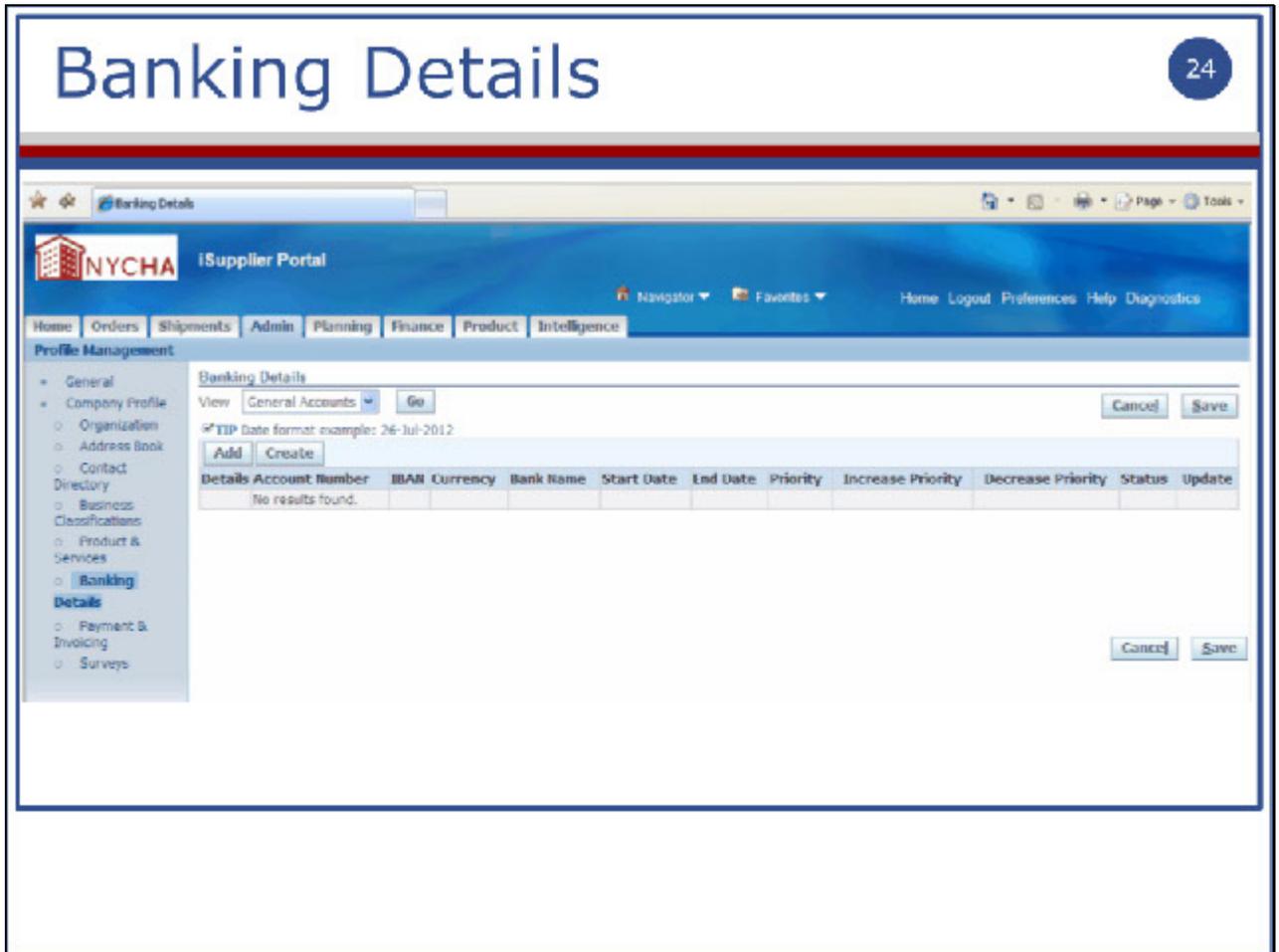
Products and Services



When a supplier selects their products and services, it indicates to the New York City Housing Authority the type of Sourcing Events a company wants to be considered for. If the categories are not selected, a supplier risks not receiving invitations to relevant Sourcing Events.

Suppliers not invited to Sourcing Events can locate and review relevant opportunities themselves by using the iSupplier search function and checking for Housing Authority opportunities in The City Record.

Banking Details



In the Banking Details Screen, Suppliers can enter, modify or delete financial institutions where the Housing Authority can remit payment to your company.

Designating Other Users



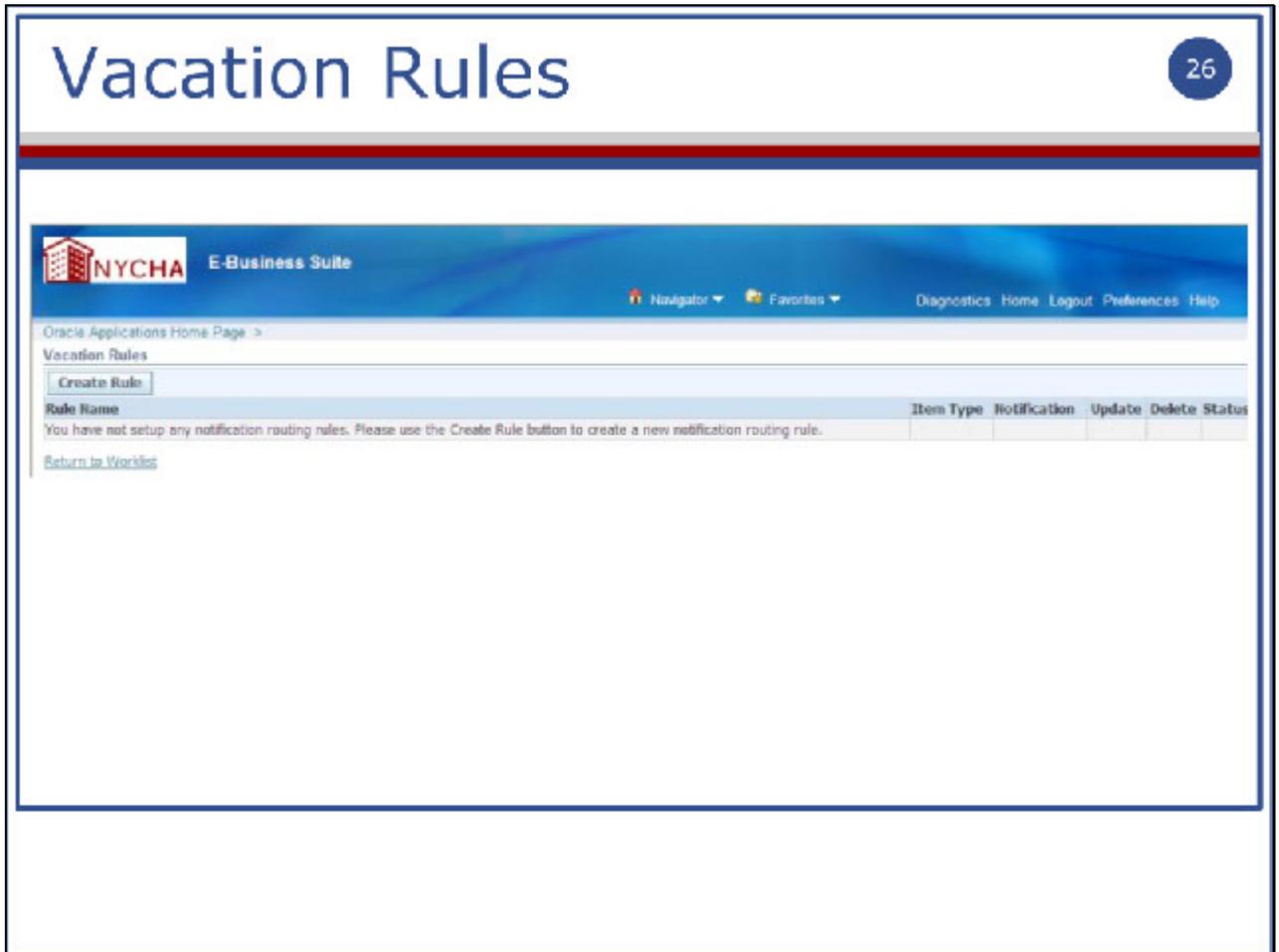
There are two different tools for designating other users to handle your iSupplier work.

1. Vacation Rules and 2. Worklist Access.

Vacation Rules redirects or auto-responds to notifications.

Worklist Access specifies which users can view and act upon your notifications.

Vacation Rules

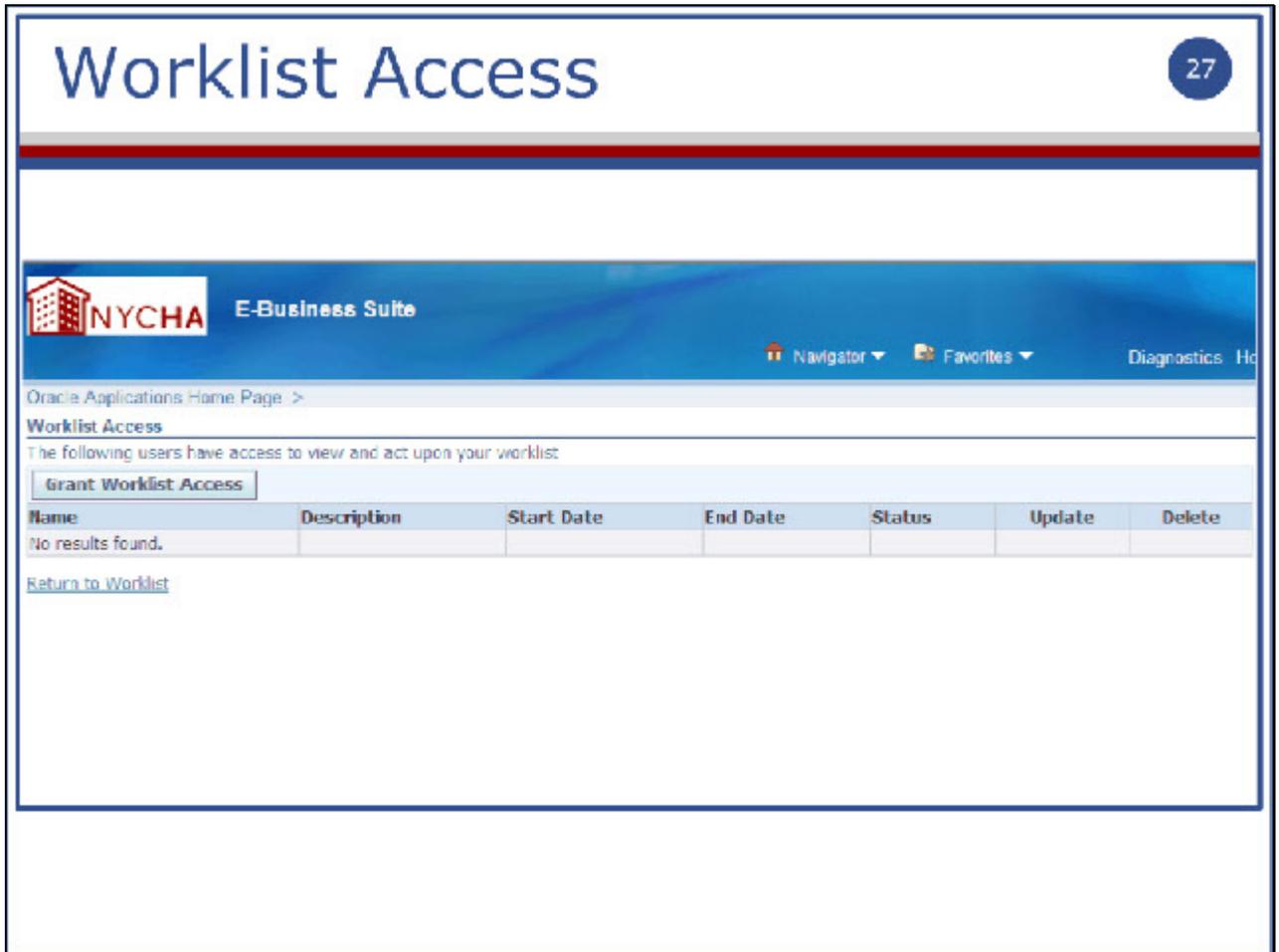


Use the Vacation Rule Response screen to redirect or auto-respond to notifications.

To create a vacation rule for your iSupplier notifications:

1. Select the Vacation Rule link under Worklist.
2. Complete the Vacation Rule Response form.
3. Select the Apply button.

Worklist Access



Worklist Access specifies which users can view and act upon your notifications.

To grant access to other iSupplier users from your company (for viewing and/or acting upon your iSupplier notifications):

1. Select the Worklist Access link under Worklist.
2. Complete the Grant Worklist Access form.
3. Select the Apply button.

Orders

Reviewing Orders 28

Home Orders Shipments Admin Planning Finance Product Intelligence

Search PO Number

Notifications

Subject	Date
No results found.	

Orders At A Glance

PO Number	Description	Order Date
1008112	Siebel Testing Services	29-Mar-2012 14:39:48
1102857-9	Oracle Application Support Services, Board Res#11-4/13-5	15-Mar-2012 10:49:55
1102857-8	Oracle Application Support Services, Board Res#11-4/13-5	14-Feb-2012 11:12:56
1102857-7	Oracle Application Support Services, Board Res#11-4/13-5	01-Feb-2012 12:06:48

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Reviewing Orders

Select the iSupplier Full Access Home Page to review information related to orders, shipments, receipts, invoices, and payments.

Navigation Tip: Select the top tabs, the links in the right side tree, or specific links under Notifications, Orders At A Glance, or Shipments At A Glance to search for relevant details.

Invoices

Viewing Invoices

The screenshot shows the 'Viewing Invoices' page in the iSupplier Portal. The page has a blue header with the NYCHA logo and navigation tabs. The 'Finance' tab is selected. Below the navigation is a search section with 'Simple Search' and 'Advanced Search' options. The 'Simple Search' form includes fields for Invoice Number (009461), PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. Below the search form is a table with one row of invoice data.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
009461	16-Sep-2011	Standard	USD	16,512.00	0.00 Approved		Paid	30-OCT-2011	88485	1117755		

To view your company's invoice information select the Finance Tab.

Searching for an Invoice

The screenshot displays the 'View Invoices' page in the iSupplier Portal. The page title is 'Searching for an Invoice' with a page number '30' in the top right corner. The browser address bar shows 'Supplier Portal: View Invoices'. The NYCHA logo and 'iSupplier Portal' are visible in the header. A navigation menu includes 'Home', 'Orders', 'Shipments', 'Admin', 'Planning', 'Finance', 'Product', and 'Intelligence'. Below the menu, there are tabs for 'View Invoices' and 'View Payments'. The main content area features a 'Simple Search' form with the following fields: Invoice Number (containing '00940'), PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. There are 'Go' and 'Clear' buttons at the bottom of the form. An 'Advanced Search' button is located to the right of the form. Below the search form is a table with columns: Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold, Payment Status, Due Date, Payment, PO Number, Receipt, and Attachments. The table currently shows 'No search conducted.' and an 'Export' button is located at the bottom right of the table area.

Use the View Invoices - Simple Search form to search for specific invoices:
Enter data in the provided fields and then select the 'Go' button.

For a general invoice search:
Leave the fields blank and then select the 'Go' button.

Search Tip:

You may enter a partial name, word, or number flanked by % (wildcards).
For example, enter %jon% for Jones, and enter %dig% for digits.

Selecting an Invoice

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iSupplier Portal: View Invoices

NYCHA iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Admin Planning Finance Product Intelligence

View Invoices View Payments

View Invoices

Export

Simple Search

Advanced Search

Invoice Number: 009461
PO Number:
Release Number:
Payment Number:
Invoice Status:
Go Clear

Payment Status:
Invoice Amount From: To:
Amount Due From: To:
Invoice Date From: To:
Due Date From: To:
(example: 30-Jul-2011)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
009461	16-Sep-2011	Standard	USD	16,512.00	0.00/Approved		Paid	20-OCT-2011	88435	11117295		

Export

To drill-down into details for a specific invoice, in the 'Invoice Number' column, select the desired invoice number.

Viewing a Specific Invoice

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Viewing Invoice Details

Home
Orders
Shipments
Admin
Planning
Finance
Product
Intelligence

View Invoices
View Payments

Finance: View Invoices >
 Standard Invoice: 009461 (Total USD 16,512.00)
 Currency: USD Export

General

Invoice Date: **16-Sep-2011**
 Status: **Approved**
 On Hold:
 Batch:
 Attachments: **None**
 Supplier: **HTT DATA, INC.**
 Supplier Site: **EFT**
 Address: **PO BOX 4201
 BOSTON, MA 02211**

Amount Summary

Item: **16,512.00**
 Freight: **0.00**
 Miscellaneous: **0.00**
 Tax: **0.00** ⓘ
 Prepayment: **0.00**
 Retainage: **0.00**
 Withholding Tax: **0.00**
 Total: **16,512.00**

Payment Information

Paid: **16,512.00**
 Discount Taken: **0.00**
 Due: **0.00**
 Status: **Paid**
 Payment Date: **25-OCT-2011**
 Payment: [00-125](#) ⓘ
 Term: **30**

Invoice Lines | [Scheduled Payments](#) | [Hold Reasons](#)

Line #	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Siebel Support Specialist	9102.24	DOLLAR	1.00		9,102.24	0.00	Approved	1103216-3	1	1	ESTRADA, NILDA	
2	Item	Siebel Support Specialist	5345.76	DOLLAR	1.00		5,345.76	0.00	Approved	1103216-3	1	2	ESTRADA, NILDA	
3	Item	Consultant Services Invoice	763.68	DOLLAR	1.00		763.68	0.00	Approved	1117255	1	1	WU, JEGI	
4	Item	Consultant Services Invoice	1300.32	DOLLAR	1.00		1,300.32	0.00	Approved	1117255	1	2	WU, JEGI	

[Return to Finance: View Invoices](#) Export

From within an invoice record, suppliers can view a specific payment by clicking the underlined link.

Click View Payments to search your company's payments.

Payments

Viewing Payments

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Viewing Payments

Home | Orders | Shipments | Admin | Planning | Finance | Product | Intelligence

View Invoices
View Payments

Finance: View Invoices >

Standard Invoice: 005461 (Total USD 16,512.00)

Currency=USD Export

General

Invoice Date: **16-Sep-2011**

Status: **Approved**

On Hold: **None**

Batch: **None**

Attachments: **None**

Supplier: **HTT DATA, INC.**

Supplier Site: **EFT**

Address: **PO BOX 4201
BOSTON, MA 02211**

Amount Summary

Item: **16,512.00**

Freight: **0.00**

Intercompany: **0.00**

Tax: **0.00**

Prepayment: **0.00**

Retainage: **0.00**

Withholding Tax: **0.00**

Total: 16,512.00

Payment Information

Paid: **16,512.00**

Discount Taken: **0.00**

Due: **0.00**

Status: **Paid**

Payment Date: **25-OCT-2011**

Payment: **00461**

Term: **30 Net**

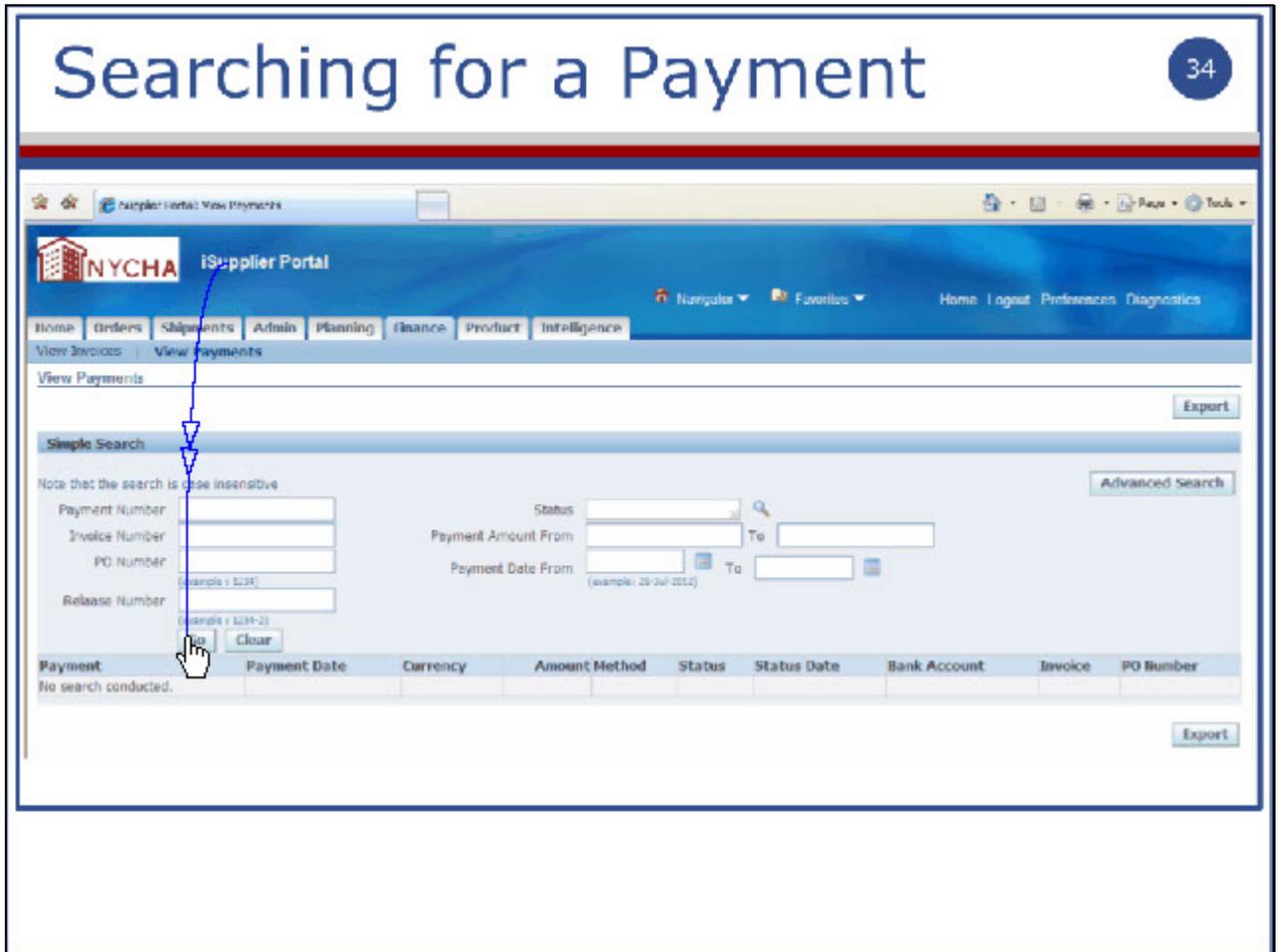
Invoice Lines
Scheduled Payments
Hold Reasons

Line #	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Siebel Support Specialist	9102.24	DOLLAR	1.00		9,102.24	0.00	Approved	1103216-5	1	1	ESTRADA, NLRD	
2	Item	Siebel Support Specialist	5345.76	DOLLAR	1.00		5,345.76	0.00	Approved	1103216-5	1	2	ESTRADA, NLRD	
3	Item	Consultant Services Invoice	763.68	DOLLAR	1.00		763.68	0.00	Approved	1112755	1	1	WU, JEGJ	
4	Item	Consultant Services Invoice	1300.32	DOLLAR	1.00		1,300.32	0.00	Approved	1112755	1	2	WU, JEGJ	

Return to Finance: View Invoices Export

From within an invoice record, suppliers can select 'View Payments' to view their company's payments.

Searching for a Payment



Use the View Payments - Simple Search form to search for specific payments:

Enter data in the provided fields and then select the 'Go' button.

For a general payments search:

Leave the fields blank and then select the 'Go' button.

Search Tip:

You may enter a partial name, word, or number flanked by % (wildcards)

For example, enter %jon% for Jones, and enter %dig% for digits.

Selecting a Payment

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Supplier Portal: View Payments

NYCHA iSupplier Portal

Home Orders Shipments Admin Planning Finance Product Intelligence

View Invoices View Payments

View Payments

Export

Simple Search

Note that the search is case insensitive

Advanced Search

Payment Number

Invoice Number 009461

PO Number

Release Number

Status

Payment Amount From To

Payment Date From To

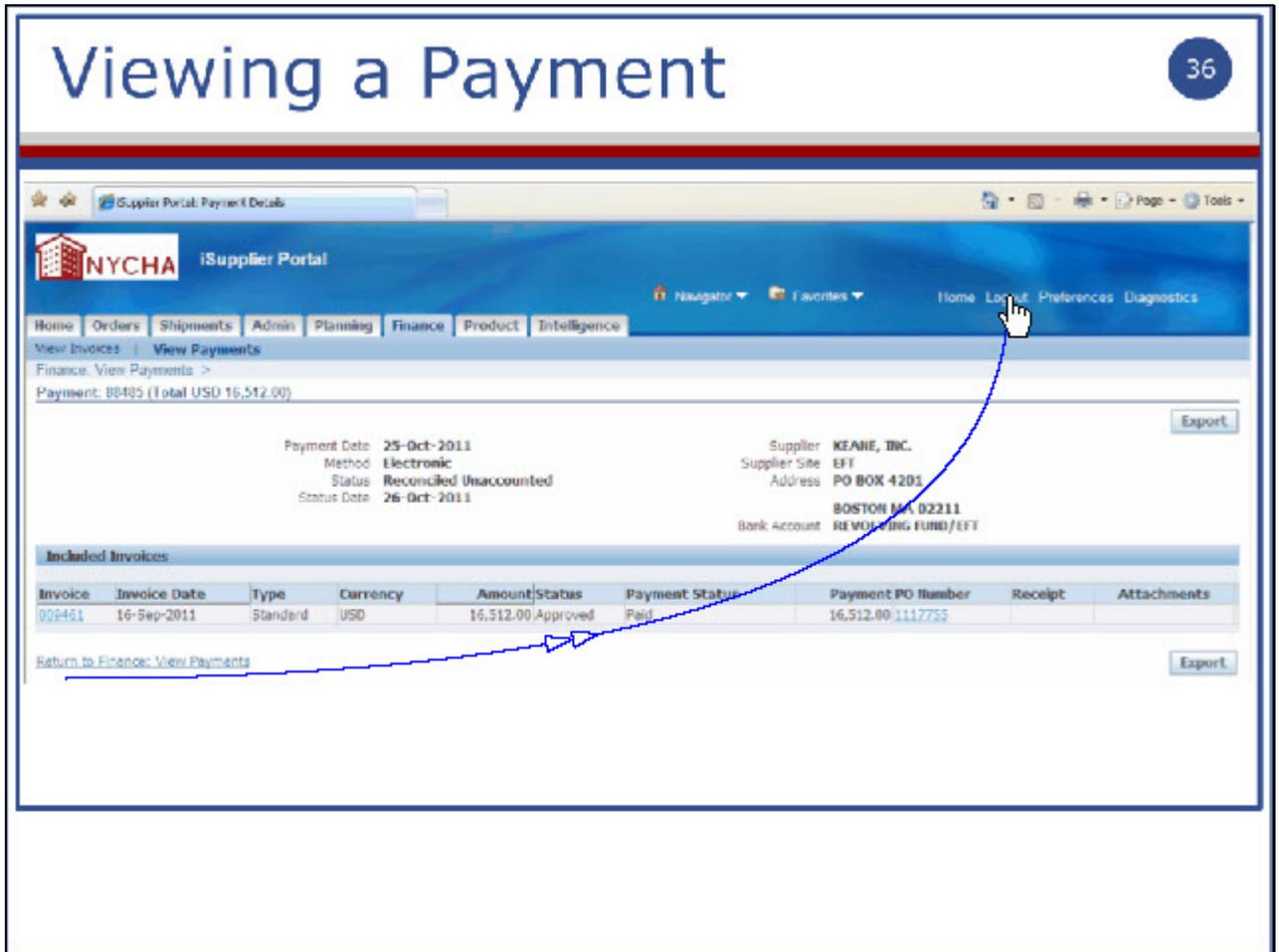
Go Clear

Payment	Payment Date	Currency	Amount/Method	Status	Status Date	Bank Account	Invoice	PO Number
25	25-Oct-2011	USD	16,512.80 Electronic	Reconciled Unaccounted	26-Oct-2011	REVOLVING FUND/EFT	009461	1112255

Export

Click the payment link to view payment details.

Viewing a Payment



Viewing a Payment from inside a payment record.

Remember to click Logout to end your iSupplier session.

Contacting NYCHA

Contacting NYCHA

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E-mail Us

To contact one of the buying groups, please e-mail your inquiry to Procurement@nycha.nyc.gov. Please allow 48 hours for a response.



Call Us

Please note: The Advanced Procurement hotline –212.306.8700 –is no longer in service. Please call the appropriate [buying group](#) for assistance with your questions; or, if you know the name of the buyer or buying group with which you wish to speak, please call NYCHA’s general phone number: 212.306.3000.

Contacting the New York City Housing Authority

E-mail Us: To contact one of the buying groups, please email your inquiry to: Procurement @ nycha.nyc.gov . Please allow 48 hours for a response.

Please call the appropriate buying group for assistance with your questions; or, if you know the name of the buyer or buying group with which you wish to speak, please call the Housing Authority's general phone number: 212.306.3000.

