



NEW YORK CITY HOUSING AUTHORITY
90 CHURCH STREET • NEW YORK, NY 10007

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SHOLA OLATOYE
CHAIR & CHIEF EXECUTIVE OFFICER

*****IMPORTANT CHANGES TO VENDOR PAYMENT PROCESS*****

February 5, 2016

Dear NYCHA Vendor:

Effective February 15, 2016, the New York City Housing Authority (“NYCHA”) has revised its process for inspecting and processing payables for certain types of contract work. The types of contracts affected by this revision are service type contracts such as; apartment painting, apartment tiling and all borough or development based repair services. Capital (CPD) contracts are not affected by the revision. This letter notifies you of revisions to the payment process and provides some reminders about parts of the process that will remain the same.

A. Changes to Inspection of Work

Each development enters receipts of services based on verified work performed. To facilitate NYCHA’s verification of your work, NYCHA requests you complete and submit to the development a form (the “**Statement of Services**”) that will provide information needed for development staff to inspect and verify your work. Please find attached to this letter a template of the Statement of Services form. NYCHA requests you complete this form and leave it with a development supervisor immediately upon completing work. This will allow the development staff to inspect the work you performed and enter a receipt of service based on the work the development staff verifies.

B. Changes to Processing Payment

You will no longer need to provide separate invoices to both the Accounts Payable Division and the Administering Department for work performed. Under the revised process, you should send your complete payment package directly to Accounts Payable at one of the following addresses:

**By Hand Delivery,
UPS, Fedex, etc:**

New York City Housing Authority
90 Church Street – 6th Floor
New York, NY 10007
Attention: Accounts Payable

By Mail:

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

A complete payment package must contain:

1. Two original invoices, that includes:
 - the requisition date;
 - a unique requisition number (do not reuse an old requisition number);
 - a detailed description of the billed goods or services including item numbers as listed in the Form of Proposal (which must match the goods or services listed on your Statement of Services);
 - a correct NYCHA contract number;
 - a correct Release number;
 - the net amount due and gross amount (when applicable); and
 - the correct quantities and prices for the billed goods or services (which must not exceed the quantities authorized by NYCHA on your Release or the prices in your contract);
2. Your Contractor Daily Sign-in Sheets; **and**
3. Your certified payrolls.

Ensuring that your payment package is complete and meets the above requirements will enable NYCHA to process your payment requisition quickly. Payment packages that do not meet the requirements outlined above will be returned to you with a written notice stating the return reason(s). As the vendor, it is your responsibility to re-submit your payment package in a timely manner and in the proper format with correct information.

As a reminder, payment requisitions must be submitted at least monthly for the work performed in the preceding fiscal month. You may submit requisitions more often than monthly, but you cannot submit invoices for payment prior to service rendered or materials delivered.

C. Reminder: Authorization for Work

As a reminder, you are to perform work in such order and at such times as NYCHA directs. This process has not changed. NYCHA issues written authorizations (the “**Release**”), which direct where and when to perform work. Do not perform any work without a Release. If you require an adjustment to a Release, you must contact the development supervisor or Administering Department prior to performing any additional work. Do not perform any additional work until you receive a revised Release specifically authorizing that additional work.

D. Using iSupplier

iSupplier is a convenient vendor self-service option that allows vendors to track payments and check on the status of submitted invoice(s) online. For faster payment, we encourage you to sign-up for direct deposit in iSupplier.

iSupplier also enables you to receive bidding opportunity notices via e-mail, receive free bid package downloads, have the ability to submit bids in a secure paperless manner. We encourage you to visit our website at <http://www1.nyc.gov/site/nycha/business/isupplier-vendor-registration.page> to complete the online registration process.

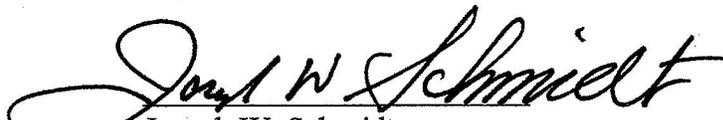
E. New Item Numbers for Contract Line Items

Item numbers have been created for all contract line items. These items numbers will begin to appear on releases that you receive. You will also be receiving a new document for each active contract. It will list the new item numbers next to the contract line item description. This is for reference purposes.

We appreciate your business, and we are here to help. These are important changes that we believe will improve your vendor experience with NYCHA. Thank you for your assistance in helping us to improve our process. Should you have any questions, please do not hesitate to contact us. For questions about payments, please contact our Accounts Payable Vendor Assistance Unit at (212) 306-6500 on weekdays between 9 a.m. and 5 p.m. For questions about the changes and processes described in this letter, please contact Joseph Schmidt by e-mail at joseph.schmidt@nycha.nyc.gov or by telephone at (212) 306-3590.

Very truly yours,


Jeffrey A. Pagelson
Controller


Joseph W. Schmidt
Director of Procurement

Enclosure: Statement of Services form

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 # _____

