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@nych.nyc.gov](mailto:iSupplier@nych.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@nych.nyc.gov](mailto:procurement@nych.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**

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**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

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Property Manager/
Property Maintenance Supervisor

_________________________ ___________________________
Date Receipt #
SUPPLIER NAME

TAXPAYER I.D. (REQUIRED)

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 __________________________

□ RFP OR □ PURCHASE ORDER LOCATION __________________________

ADDITIONAL COMMENTS OR REQUIREMENTS:

ADDITIONAL VENDOR INFORMATION

ALTERNATE NAME __________________________ CUSTOMER NUMBER __________________________

BUSINESS TYPE __________________________ SIC CODE __________________________ PARENT SUPPLIER NAME __________________________

□ MINORITY OWNED □ WOMEN OWNED □ SMALL BUSINESS □ NYCHA RESIDENT OWNED □ NONE OF THE ABOVE

IF MINORITY OWNED, CHECK BELOW __________________________

□ ASIAN/PACIFIC □ WOMEN □ BLACK □ HASIDIC JEW □ HISPANIC □ 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: □ YES □ NO MATCH APPROVAL LEVEL:

REQUESTED BY __________________________

(APRINT NAME & SIGN) __________________________ DATE (APRINT NAME & SIGN) __________________________ DATE

TITLE: __________________________

DEPARTMENT: __________________________

TEL.: __________________________

APPROVED BY __________________________

(APRINT NAME & SIGN) __________________________ DATE (APRINT NAME & SIGN) __________________________ DATE

TITLE: __________________________

DEPARTMENT: __________________________

TEL.: __________________________

ACCOUNTS PAYABLE USE ONLY: (VENDOR MAINTENANCE UNIT)