

TIPS FOR HASSLE FREE INVOICING & PAYMENT (Please read the entire document.)

NEW PO'S FOR FY16 SERVICES

IMPORTANT: NJ TRANSIT'S current Fiscal Year ends June 30, 2015.

1. Before performing any work after June 30, please ensure you have a new PO issued to your company. Invoices **must** have the new PO number printed on them BEFORE submitting to our accounts payable department for payment. If you do not already have a Purchase Order for Fiscal Year 16, please contact your user for the new purchase order number.

Valid purchase order formats are as follows:

Bus Operations – H followed by 5 digits for services

Rail Operations – L followed by 5 digits for services

B – followed by 8 digits for drawn down orders for both Bus or Rail Operations

PLEASE NOTE THAT **NONE** OF OUR PURCHASE ORDERS BEGINS WITH THE LETTERS **ER**.

DOES YOUR COMPANY ACCEPT VISA/MASTERCARD?

2. If yes then we invite you to sign up for our Credit Card Payment Program by emailing us at epayables@njtransit.com with the subject line "Register our Company for E-Payables." In the body of the email, please provide your Accounts Receivable Contact's email address and phone number. A Card number will be provided to you within 5 days. e-Payables is not only our preferred payment method, it is the fastest and most convenient way to obtain payment from NJ Transit.

SEND INVOICES VIA E-MAIL SAVE ON STAMPS/AVOID POST OFFICE DELAYS

3. Send your documents to us electronically via invoices@njtransit.com **with the purchase order noted on each invoice.** Please include all invoices related to the same Purchase Order in one e-mail and indicate the Purchase Order number and the Invoice number(s) in the subject line of the e-mail. If you choose to use email for sending us your invoices, please **do not mail the originals to us as well.** Please note if you have sent your invoice and it is not on the portal after 20 days, check with the consignee and request proof that the invoice was approved (receipted for), and request that they copy APCC@NJTransit.com on the response. Upon receiving the proof of approval, your invoice will be processed.

PO NUMBER ON INVOICES

4. Ensure that all your invoices are referenced with the NJT Purchase Order Number and that each line on your invoice has the corresponding Purchase order line number and is in sequential Purchase order line order.

STATEMENTS

5. Please send your statements to vendorstatements@njtransit.com with the subject line "(Your Company Name – MM/DD/YY (last day of the month))". Please do not suppress the credits when creating your statement.

CREDIT MEMOS

6. When submitting credit memos, please be sure to reference the invoice, purchase order number, a return to vendor form (RTV form), or packing slip associated with the credit.

NO DATA FOUND

7. If you should receive the message, "No Data Found", this may result from no purchase order number being printed on the invoice or you may be using an invalid purchase order number. Please contact the buyer. Should you receive the message "No Data Found" (and the invoice is more than 20 days old), please understand that the invoice may be with us but not in the system. If the invoice has been approved for payment/receipted for, then you should send us a copy to our email address AP-InvDropBox@NJTransit.com with the subject line "Purchase Order Number – Invoice Number – Need by Date".

PACKING SLIPS

8. Packing slip numbers (or other shipping documents) are to be referenced on invoices.

UNIT OF MEASURE

9. Ensure that there is no unit of measure discrepancy. (e.g. – if the Purchase Order is in "doz.", the Invoice should NOT be "each")

PRICE

10. Invoice only the PO Price, or less but never more, or have the PO corrected before invoicing NJT. We cannot pay a price above that which is on the purchase order. If you invoice a higher amount, this will only delay your payment.

CURRENCY

11. Be sure that there is no currency discrepancy. That is, if the Purchase order is in USD, then the Invoice should be in USD as well and not in some other currency.

MULTIPLE PURCHASE ORDERS

12. If you have multiple Purchase orders – please submit multiple invoices. Do not reference more than one Purchase order number on the same invoice

EXPIRATION DATE OF PURCHASE ORDER/OVERBILLING

13. If your purchase order is for services provided between July 1, Year 1 to June 30, Year 2 – Do not invoice NJT for services provided in July, Year 2 until you have received a new purchase order! Be careful with “overbilling”. Be sure that there is not an incorrect price on the invoice vs. the PO, the Contract or a Catalog. Keep track of your cumulative invoices for purchase orders (e.g. If the original order was for \$10,000.00 do not invoice \$15,000.00; if 5 items were ordered do not invoice NJT for 6.

FREIGHT

14. Read the Purchase order carefully for shipping terms. If the terms require proof of the freight paid then you must submit proof of the freight being charged to NJT. Proof of payment for all freight amounts of \$100.00 or more is mandatory. If you have a Freight issue, contact the AP Customer Care Team at APCC@NJTransit.com with the subject “Freight Issue”

GENERAL TIP

15. Be certain that there will be no discrepancies on any line of the invoice when compared to the Purchase order. If one line is not correct, then the entire invoice will not be paid.

QUARTERLY ACCOUNT RECONCILIATION WITH NJ TRANSIT

16. Reconcile your account with NJ Transit as of March 31st, June 30th, September 30th, and December 31st. Request a list of your outstanding invoices with us in the months of February (December 31st), May (March 31st), August (June 30th), and November (September 30th) by e-mailing our customer care team at APCC@NJTransit.com with the subject “Vendor Confirmation Report as of (March/June/September/December) for vendor number”. The report will be e-mailed to you in Excel at the completion of your reconciliation. Please e-mail us a copy to APCC@NJTransit.com with the subject “Account Reconciliation (vendor number) as of (March/June/September/December).

