



March 4 2016

Important Notice of New Invoice Process for Suppliers Doing Business with City of Albuquerque

Dear City of Albuquerque Supplier,

The City of Albuquerque (City) has adopted an electronic approach to the Procure-to-Pay (P2P) process by moving to an automated Purchase Order and invoicing solution. The City has contracted services with Transcepta, a third party electronic invoice service provider, and we encourage all City suppliers to enroll. This new process will also allow City of Albuquerque to send Purchase Orders electronically, directly to your company. It will also allow you to submit invoices quickly and track invoice status. Transcepta representatives may contact you directly to assist with the transition.

To enroll, please take the following steps:

- **Connect with Transcepta** – The service is *free* and *simple* for you, the Supplier. Please follow the enrollment instructions on their website: <http://connect.transcepta.com/abq/>
- **Determine PO preferred delivery** – Select the delivery method and file format needed to receive your Purchase Orders.
- **Determine Invoice preferred delivery** – Work with Transcepta to send sample invoices and determine the preferred invoice delivery method.
- **Send your invoices directly to Transcepta in any of the following formats:** CSV, EDI, PDF, TXT, RTF, XLS/XLSX or XM. Once you determine your preferred delivery method, send invoices directly to Transcepta.

Along with this new technology, the City is making business process improvements that could potentially affect your own business processes, which may require adjustments on your end.

1. **Accounts Payable (AP) will not process an invoice for payment without a current and valid Purchase Order (PO) number being referenced.** Note: **The City will no longer issue Contract Release Orders formerly known as CROs.**
2. **A PO number is issued solely by the City's Purchasing Division and the PO document should always be obtained prior to conducting business with the City. A valid PO will be signed by the Chief Procurement Officer.** Failure to obtain a valid PO document prior to order fulfillment could result in non-payment. [See sample of a City of Albuquerque Purchase Order here.](#)

3. **City employees should always present a Purchasing Division PO document when initiating an order.** This PO number **MUST** be referenced on your invoice. *If a City employee does not provide a PO number do not supply or deliver the goods requested and contact the COA Purchasing Division.*
4. All payment inquiries must be directed to City of Albuquerque as **Transcepta does not handle payments.**

Thank you for all the goods and services that you provide to the City of Albuquerque. Our project goal is to improve the Purchase Order and Invoicing experience for both the City and the Supplier.

If you have any questions or require additional information please contact the following:

- Purchasing Division – Alfredo Verdeja @ 505-768-3242
- Accounting Division – Jesse Muniz @ 505-768-3426
- Accounts Payable Section – Frances Gonzales @ 505-768-3229

Sincerely,

Robert J. Perry
Chief Administrative Officer