



July 18, 2018

Dear Valued Supplier:

At NYCHA we are committed to providing a service that pays our suppliers on time. To further enhance the processing and payment of your invoices, we are implementing an electronic invoicing process. Doing so will reduce processing cycle time in support of on time payment.

NYCHA is partnering with Transcepta to enable electronic invoice processing with our suppliers. In the next 7-10 days you will be contacted by Transcepta via automated emails. The emails you receive will include specifics on how to get connected for the electronic invoice submission process.

Why am I receiving this notification?

- Your company has been identified as a current supplier of NYCHA and we require you to register with Transcepta to enable electronic invoice submission. The registration is FREE and doing so will help process your invoices on a timely basis.

What do I need to do now?

- **For now no action is required.** Simply wait to receive the emails from Transcepta with instructions on how to get connected.

Additional benefits you will receive in this process include:

- **No cost to you.** NYCHA incurs all costs associated with the electronic invoicing process being enabled by Transcepta.
- Immediate invoice submission and guaranteed secure delivery to the NYCHA accounts payable system.
- Automatic invoice validation and notification if additional information is needed to process your invoice.
- Faster processing of submitted invoices and timely payment.

If you have any questions about submitting invoices to NYCHA and the business group that you serve, contact **ap.support@nycha.nyc.gov**

We look forward to you joining our electronic invoice processing community from which both our companies will benefit.

Thank you,

Cindi Steinmetz

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