To: Fiscal Officers  
Subject: New Process for PO Invoice Payments  
Date: April 15, 2013  

Dear Colleagues,  

As part of our on-going effort to improve customer service and efficiency, as well as continuing to support the University's green initiatives, Accounts Payable (AP) has piloted a new Procure to Pay system (through JP Morgan Chase, JPMC) for Purchase Order (PO) related invoices.

The JPMC Procure to Pay system will allow vendors with valid University purchase orders to electronically submit invoices to AP and discontinue the practice of mailing invoices. The system has been designed to ensure that an invoice meets all PO requirements prior to allowing the vendor to submit the transaction for payment.

While PO invoices will continue to be paid via the “negative confirmation” process, we are enhancing the communication. As vendors submit invoices for payment, e-Req Initiators will be sent an email notification containing all PO-related transactions processed through either the JPMC Procure to Pay system or entered in to FAME manually by AP for the prior business day. The notification aggregates all transactions for PO’s generated and will include detailed information such as the invoice number, invoice date, invoice amount and scheduled date of payment. Click here to view a sample of the email.

This system will have no impact to the current negative confirmation process or any of the existing AP reports that have been published in Brio and OBIEE.

The seven vendors listed below have been successfully enrolled as part of the pilot program and efforts are underway to enroll 86 additional i-Buy vendors on to the new JPMC Procure to Pay system.

1. Anixter Inc  
2. Affymetrix Inc  
3. Airgas East  
4. Empire Office Furniture Inc.  
5. Patterson Dental  
6. Royal Cable Corp  
7. Shi International Corp

A separate announcement will follow, in the immediate future, to all e-Req/i-Buy users.

If you have any questions or concerns regarding the new PO invoice payment process, please contact Accounts Payable Customer Service at (212) 998-2990 or email cdv.apcs@nyu.edu

Thank you,

Fabrizio Carucci  
Assistant Controller, Payment Services

John Jagard  
Assistant VP, Purchasing & Supply Services

CC: Marty Dorph  
   Anthony Bonano  
   Renaud Fornier  
   Stephanie Pianka  
   Charles Schott  
   Kerri Tricarico