

NYU Supplier Guide



PAYMENT PROCESSING

All invoices should be sent nyuinvoices@nyu.edu. The full PO number should be listed on the invoice to ensure expeditious processing.

Payment terms are calculated based on the date of the invoice. It is important that invoices be sent to nyuinvoices@nyu.edu in order to avoid payment delays.

The University strongly encourages the use of electronic payments, rather than paper checks, by offering more favorable payment terms on electronic payments.

PAYMENT TERMS

NYU pays invoices based on the terms established contractually. If no contract for payment terms exist, terms are calculated as outlined below.*

Wire Transfer: Payment will be issued **5 days** from invoice date.

Credit Card: Payment will be issued **15 days** from invoice date.

ACH: Payment will be issued **30 days** from invoice date.

Check: Payment will be issued **60 days** from invoice date.

For suppliers operating as an individual (Tax ID is SSN), payment will be issued 5 days from invoice date.

**Payment is dependent on the timely completion of all NYU departmental approvals.*

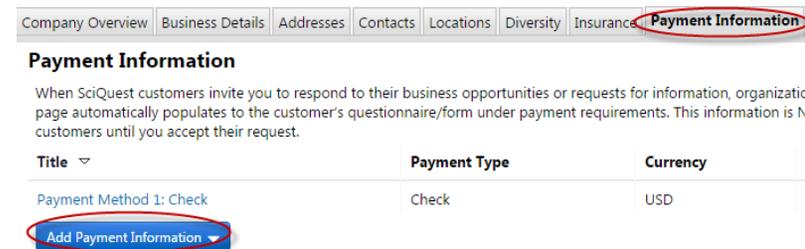
SWITCHING PAYMENT METHOD

Interested in obtaining more favorable payment terms? Follow the steps below to change your preferred payment method:

1. Login to the Supplier Portal. Click on the **Supplier Management** Icon on the left-hand menu. Then click **Manage Company Network Profile**.



2. Click on the **Payment Information** tab. Then, click on the Add Payment Information button and choose from the available options:



NYU Supplier Guide



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3. Follow the payment information prompts and remember to enter all required information. When you reach the “Active” step, ensure the **Yes** option is selected. This will ensure the payment method you are creating will be setup as your default option. Then click **Save Changes**.

Add Payment Information

Payment Title *

Payment Type * Direct Deposit (ACH)

Direct Deposit Format

Remittance Address *No Remittance Addresses Entered*
"Remittance Addresses" lets you associate different Accounts Payable details to each of your business's remittance locations. Close this window and go to the Addresses page to enter Remittance Addresses.

Electronic Remittance Email

Currency *

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

City/Town *

* Required to Complete Company Network Profile **Save Changes** Close

4. Within the Payment Information screen, navigate to your original payment method and click the **Edit** button.

Payment Information

[Registration Guide](#)

Title ▾	Payment Type	Currency	Active	
Payment Method 1: Check	Check	USD	Yes	Edit
Payment Method 2: ACH	Direct Deposit (ACH)	USD	Yes	Edit

5. In the Payment Information screen, navigate to the “Active” step and click the **No** option, then click **Save Changes**. This will ensure that the correct payment method is defaulted. Please allow 5-10 days for the new method to take effect.

Edit Payment Information

Payment Title *

Payment Type * Check

Remittance Address *No Remittance Addresses Entered*
"Remittance Addresses" lets you associate different Accounts Payable details to each of your business's remittance locations. Close this window and go to the Addresses page to enter Remittance Addresses.

Electronic Remittance Email

Currency *

Active Yes No

* Required to Complete Company Network Profile **Save Changes** Close