



Timely Payment

The City of Austin’s goal is to provide timely payments to all of our vendors within 30 days of receipt of an invoice for delivery of goods or services. The City’s financial system uses a process called three way match to automatically generate a payment when the Purchase Order, the Receiving Document and the Invoice all match.

We rely on the information we have on file for your vendor profile as part of this process. If you have not signed on to the Vendor Self Service system (VSS) we encourage you to do so in order to verify your information. The link to the website is <http://www.ci.austin.tx.us/purchase/default.htm>. If this is the first time you have accessed this site, please take a moment to review the demos on the website that will assist you in using VSS.

It is extremely important that your remit to or payment address as printed on your invoice is exactly as it appears in the vendor record in VSS. This means that if your Invoice says “Jones Plumbing, Inc.” and VSS lists you as “Jones Plumbing” (without the Inc.) your payment will be delayed until the address on record is corrected. The City’s policy is to ensure checks are not sent unless the address on record is correct. This also means that if you add a new location which will be billing the city, that new address has to be created on your vendor file before payment can be made.

For this process to work efficiently, the invoice you send should match the detail on the purchase order. The City should provide you a printed copy of the purchase order with all of the relevant information. This is a sample of what a purchase order looks like. The purchase order number must be referenced on your invoice.

PURCHASE ORDER
PO CITY SINGLE

PAGE NO: 1
REFERENCE NUMBER: CT 1500 07102600209
P.O DATE: 10/26/07
PRICE AGREEMENT #:

Ship and Bill Addresses

V SAM BROWN
E VS0000002336
N AUSTIN FURNITURE STORE
D 3903 UNITED DR
O BLDG. 6 STE 236
R AUSTIN, TX 78758-7668

S Solid Waste Services Dept
H
I 1520 Rutherford Lane
P
Austin TX 78754

COA Contacts

B Solid Waste Services Dept
I
L PO BOX 1088
L Austin TX 78767-8885
T
O

Vendor and procurement address

Cherilyn Wadley, 974-1516
R C Hernandez, 974-6434

Purchase Order Number

THE CITY'S STANDARD PURCHASE ORDER TERMS AND CONDITIONS ARE INCORPORATED INTO THIS PURCHASE ORDER (PO) BY REFERENCE, WITH THE SAME FORCE AND EFFECT AS IF THEY WERE INCORPORATED AS IF THEY WERE INCORPORATED AT (512) 974-2500. PLEASE INCLUDE THESE TERMS AND CONDITIONS WITH ALL PACKAGES, DELIVERIES AND INVOICES.

Line	Quantity	Unit	Commodity Information / Description (s)	Unit Price	Extended Amount
1	1.00	EA	Commodity: 4256015 AUSTIN BUSINESS FURNITURE-OFFICE CHAIRS-LIA WARNER (task) This equipment shall be in accordance with Austin Business Furniture Quote submitted by Jim Marshall on 10/26/07. TXMAS Contract #3-711090-1	182.240000	\$ 182.24
2	2.00	EA	Commodity: 4250662 AUSTIN BUSINESS FURNITURE-OFFICE CHAIRS-LIA WARNER(guest)	146.710000	\$ 293.42
3	1.00		Commodity: 9628697 AUSTIN BUSINESS FURNITURE-OFFICE CHAIRS-LIA WARNER(delivery)	65.000000	\$ 65.00
Order Total: \$					540.66

Breakdown of order that should match invoice

Pricing and totals

VENDOR INSTRUCTIONS:
1. SEND ORIGINAL INVOICE WITH DUPLICATE COPY TO
2. SHIPPING INSTRUCTIONS: F.O.B. DESTINATION UNLESS OTHERWISE NOTED
3. NO FEDERAL OR STATE SALES TAX SHALL BE INCLUDED

Aut By acceptance of this purchase order, you agree to comply with the terms and conditions incorporated herein by reference and made a part of this order. Date

In this next illustration of a sample invoice, you will note the items that we require to process a payment.

Vendor name & PAYMENT address

Invoice #

COA Billing address

Order #

Quantity

Description

Unit Price from Order

Remit To:
AUSTIN FURNITURE STORE
P.O. Box 1492
AUSTIN, TX 78758-7668

Invoice No. 71100236

INVOICE

Customer Name: City of Austin - Solid Waste Services
Address: P.O. Box 1088
City: Austin State TX ZIP 78767-8865

Misc Date: 11/1/2007
Order No.: CT 1500 07102600209
Rep: FOB

Qty	Description	Unit Price	TOTAL
1	Task chair	\$ 182.24	\$ 182.24
1	Guest chair	\$ 146.71	\$ 146.71
Sub Total			\$ 328.95
Shipping			
TOTAL			\$ 328.95

Payment: Select One...

Comments: Name, CC #, Expires

Office Use Only

Please reference our invoice on the payment document.

Thank you for your order

If you are using software to produce your invoices, please ensure that the remit to address, invoice number and purchase order number and the detail from the purchase order is clearly identified on the invoice. Each invoice needs to have a distinct invoice number. Our financial system tracks duplicate invoices and prevents paying the same invoice more than once.

Some software packages assume you are printing on letterhead which contains your address. If the payment address is not on the invoice, we are unable to issue payment because we do not know where to send the check.

If you should have any questions on accessing vendor information, please call (512) 974-2018. This is the vendor registration hotline and they will be happy to assist you.

If you did not receive a copy of your purchase order, please contact the department who placed the order.