iSupplier Accounts Payable - FAQs

1. I have submitted an invoice a while ago, I am still waiting for my payment?

   Ensure that you have mailed your invoice to AP PO Box 3636, Church Street Station, NY NY 10008. If you have an Oracle i-supplier Account, we strongly suggest that you login into i-supplier and view your invoice status. You can also have your company liaison login to i-supplier and check the invoice status.

2. How do I know if my invoice is received by NYCHA ?

   Login to i-supplier → Finance Tab → View Invoices. You can query and view invoices by various criteria. If you see your invoice, it means that NYCHA has received your invoice and will be paid once a receipt is entered.

3. Did you send me a payment ?

   Login to i-supplier → Finance Tab → View Payments. You can query and view payments by various criteria.

4. I don't have an i-supplier account. How do I register?

   Go to www.nyc.gov/nycha → Click on Business Tab →Vendors → Click on *iSupplier Vendor Registration* OR *New Suppliers register in iSupplier*

   It takes only minutes.

5. Can more than one person register on i-Supplier?

   Yes. Your organization can have more than one contact registered.

6. Can I sign up for direct deposit via iSupplier?
   Yes, this is now mandatory for all vendors. Please make sure you fill out the Bank Name, Bank Routing#(Branch#) and Bank Account# and other required fields

7. What is the NYCHA Early Discount Program?
   NYCHA's early payment discount program for materials are negotiated on orders generated from our Supply Management Department (SMD). Discounts are of great value to vendors. A cash discount that is specified on the PO, usually 2/10 net 30, is available for qualified purchases.