



**NY Power
Authority**

SEND YOUR INVOICE TO:

NEW YORK POWER AUTHORITY
Attn: ACCOUNTS PAYABLE
PO BOX 437
WHITE PLAINS, NY 10602
(914) 681-6200
APInvoices@nypa.gov

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PURCHASE ORDER

PO number : [REDACTED] Date : [REDACTED]
Contact Person : ASHISH PATEL
Telephone : 914-681-6391 Fax : 914-681-6783
E-Mail Address : Ashish.Patel@nypa.gov

Your Reference : [REDACTED]

Delivery Point:

NEW YORK POWER AUTHORITY - WPO
123 MAIN STREET
WHITE PLAINS NY 10601

Valid From	11/09/2020
Valid To	11/08/2021
Delivery date	11/13/2020

Deliv. terms: DDP DEST. FRGHT INCL IN PRICE

Payt. terms: NET DUE WITHIN 30 DAYS

Currency: USD

THIS PO HAS BEEN CREATED TO ASSIGN A PO NUMBER TO THE [REDACTED] FOR THE PURCHASE OF EXISTING STREET LIGHTINNG ASSETS FROM THE UTILITY, AS SET FOR IN LINE ITEM 0001 BELOW.

[REDACTED] CONTACT:

[REDACTED]@[REDACTED].COM

NYPA PROJECT MANAGER:
CHARLES HERMANN
CHARLES.HARMENN@NYPA.GOV
914-390-8208

THE TOTAL NOT TO EXCEED AMOUNT OF THIS PO IS \$ [REDACTED].00

[REDACTED] MUST E-SIGN THIS POR WITHIN FIVE (5) BUSINESS DAYS. FAILURE TO SIGN WITHIN FIVE (5) BUSINESS DAY MAY RESULT IN DELAYED INVOICE PAYMENTS.



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PO number/date
[REDACTED] / 11/09/2020

NEW YORK POWER AUTHORITY
123 MAIN STREET
WHITE PLAINS, NY 10601
ASHISH PATEL / STRATEGIC BUYER - I
ASHISH.PATEL@NYPA.GOV

Item	Order Qty.	Unit	Unit Price	Extended Price
00001	[REDACTED]	EACH	1	[REDACTED]

Funding for the purchase of existing street lighting assests from the utility.

Total Purchase Order Value USD [REDACTED].00

PO # MUST APPEAR ON ALL DOCUMENTS, PACKING SLIPS, INVOICES AND CORRESPONDENCE

INVOICING INSTRUCTIONS:

- A. Invoices for compensation shall be submitted in accordance with the payment terms stated in the Purchase Order or Purchase Order Release.
- B. Invoices shall be payable by the Authority in accordance with the provisions of its Prompt Payment Policy. Invoices shall be subject to post-audit by the Authority and adjustment, if necessary. Such adjustment shall be applied against the invoices next received after the amount of the adjustment has been determined. Where time charges are a basis for compensation, no payment will be made by the Authority for time charges which cannot be supported by applicable time card information and/or other records relating to the actual time Contractor's personnel were engaged in providing the Services (Work). Invoices for reimbursable costs, if any are required to be paid hereunder, shall be supported by relevant documentation.
- C. Electronic submission of invoices are preferred. However, paper invoices are accepted as a secondary method.



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D. In order to be paid electronically with Automated Clearing House (ACH) The Authority requires 2 Documents;

1. The Contractor is requested to provide on company letterhead, signed by a financial official within ten (10) days of execution of this Contract with the following required information:

- . Bank Name
- . Bank Account Name
- . Bank ABA No.
- . Bank Account No.
- . Remittance Address
- . Accounts Receivable Department email, phone and fax

2. In addition, The Authority requires a letter from the supplier's bank showing the following:

- . Bank Name
- . Bank Account Name
- . Bank ABA No.
- . Bank Account No.
- . Bank Representative's name and contact information

Send your Request Directly to the attention of SRM@nypa.gov while cc'ing the current NYPA employee you received the document from.

Note: It is very important to provide ACH Bank Instructions not Wire Transfer Bank Instructions.

E. A proper invoice shall adhere to the following requirements:

- . The Purchase Order (PO) number. PO numbers usually start with "4500" or "4300" and are followed by six additional digits (i.e., 4500123456 or 4300123456)
- . Each invoice line item that corresponds to the specific PO line item number in the Contract Document
- . Written in English, clear, legible and in U.S. currency
- . Invoice must be billed to New York Power Authority
- . Subject Line must include Vendor name, Purchase Order Number
- . Purchase Order must be valid or invoice will be rejected; do not indicate outdated PO #



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- . All submissions must be in PDF format only
- . Each invoice including all related back-up must be submitted as a Single PDF document
- . Multiple Invoices may be sent as individual PDF attachments to one email
- . PDF Invoice: only black / white; do not submit any in color
- . Freight over \$100 must include a copy of the freight bill along with the invoice
- . Do not send statements or inquiries to the automated inbox; only PDF invoices

Signature: 
Donna Keough (Nov 12, 2020 10:22 EST)

Email: donna.keough@nypa.gov

Title: Manager Procurement

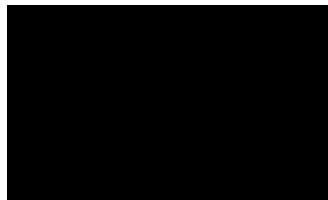
Company: New York Power Authority

Signature:

Email:

Title:

Company:



NYPA Authorized Signature and Date

Vendor Acknowledgement Signature and Date

Acceptance of this order shall constitute
acceptance of terms and conditions which
follow and any attachments hereto.