December 19, 2011

Dear Valued Vendor,

We would like to take this opportunity to provide guidance regarding select NYU Langone Medical Center purchasing and accounts payable policies and processes that you need to be aware of as a vendor who provides goods or services to our organization.

Please read the information below and take necessary measures to ensure your compliance with these policies and processes immediately.

• It is the policy of NYU Langone Medical Center that all purchases of goods and services require a Purchase Order to be completed prior to purchase. Valid purchase order numbers for the Medical Center begin with the letter “H” followed by 9 numeric digits and for the NYU School of Medicine begin with the letter “M” followed by 9 numeric digits. Select multi-year capital projects that began prior to September 1, 2010 may continue to use purchase order numbers that begin with the letters “N” or “J” followed by 6 numeric digits.

• You should not take orders from this institution without having a valid purchase order or purchase order number provided to you. You should not allow orders for additional items or services that are not listed on the PO provided to you. Failure to adhere to this requirement will cause delays in payment.

• All paper invoices – with the exception of those for construction and real estate activities - should be sent directly to the appropriate Accounts Payable mailbox. This enables timely processing and payment. Unsolicited submission of invoices by fax, e-mail to the Finance Service Center or various e-mail addresses used for vendor statements, new vendor requests or invoice corrections will not be accepted and any invoices received through these mediums will be discarded. Paper invoices MUST be sent to:

  NYU Langone Medical Center
  P.O. Box 1901
  Murray Hill Station
  New York, NY 10016

  NYU School of Medicine
  P.O. Box 1808
  Murray Hill Station
  New York, NY 10016

• Invoices for construction and/or real estate activities should continue to be sent directly to the Real Estate Development and Facilities (RED+F) offices at 339 East 28th Street – New York, New York 10016

• Effective January 1, 2012 any invoices received by NYU Langone Medical Center or the NYU School of Medicine that do not have a valid purchase order number on them will be returned to you. Accounts Payable will not retain a copy of the invoice once it has been returned.

We look forward to our continued relationship with your organization and appreciate your adherence to these policies and processes as they will enable us to process your invoices and remit payments in a timely fashion. If you have any questions, please contact our Finance Service Center at (212) 404-4200 or FinanceServiceCenter@nyumc.org.

Sincerely,

Gerald DeSilva
Vice President, Supply Chain Management

Thomas Feuerstein
Vice President, Finance