



SAN DIEGO  
HOUSING  
COMMISSION

## Vendor Notice Invoice Requirements

The San Diego Housing Commission implemented an automated Procure-to-Pay system this past July for the purposes of streamlining our procurement and payment processes. As with any new system implementation, there was a transition period during which staff was trained, system adjustments were made and procedure manuals finalized. The transition period is complete and we are moving forward with administering our procedures.

Effective *Monday, January 6, 2014*, the Housing Commission will be returning invoices that do not adhere to the attached Invoice Requirements document. It has been designed to ensure process consistency and minimize invoice processing delays. Over the past several months, it has been included in our contract documents. To further assist you with understanding our new system, processes and procedures, we will be releasing a Vendor Reference Guide in January.

Thank you for your cooperation and for doing business with the Housing Commission. Should you have any questions regarding this notice, please contact Procurement at 619-578-7537.

Sincerely,

A handwritten signature in cursive script that reads "Debra Fischle-Faulk".

Debra Fischle-Faulk  
Vice President of Administrative Services

cc: Procurement  
Financial Services

December 12, 2013



## Invoice Requirements

Please ensure that all invoices submitted to the San Diego Housing Commission adhere to the requirements listed below. All invoices must be submitted to Accounts Payable.

### Maximum Compensation

The total invoiced compensation for all services performed or equipment, products and/or supplies provided shall not exceed the sum total or not to exceed amount of the Agreement, or any issued purchase order, work order, task order or notice to proceed (NTP). Contractor acknowledges that the San Diego Housing Commission (SDHC) and the SDHC Limited Liability Companies are under no obligation to compensate Contractor for services rendered or expenses accrued under an Agreement or issued Purchase Order, work order, task order or notice to proceed (NTP) in excess of the maximum compensation specified therein. It shall be the responsibility of the Contractor to monitor its contractual activities to ensure that the scope of services/work may be completed and no charges accrued in excess of the maximum compensation during the term of the Agreement. In the event that the work procured by the Commission cannot be completed within the specified time of performance, or it appears that the maximum compensation of the Agreement may be exceeded before the term of the Agreement expires, Contractor shall promptly notify SDHC.

### Elements of a Proper Invoice

Each invoice presented by a Contractor for payment must be clear and accurate and free from mathematical and quantity errors. At a **minimum**, each invoice must contain the following elements to facilitate efficient and effective payment processing:

- Contractor/Company name
- Contractor/Company "Remit to" address
- Contractor/Company unique invoice number
- Invoice Date (Date of work completed)
- SDHC **"Approved"** Purchase Order number
- SDHC Contract name and number
- Work Order Number (If Applicable)
- Payment due date
- Payment terms and discounts
- Description of goods/services delivered (per the purchase order/task order/work order/NTP)
- Quantity delivered by line item (per the purchase order/task order/work order/NTP)
- Invoiced amount per item and extended item invoiced amounts ( must agree with the item and extended pricing of the purchase order)
- Freight charges (as authorized on the purchase order)
- Total amount due (must agree with the purchase order amount)
- Sales tax (as authorized on the purchase order). No sales tax for tax exempt goods/services
- Special terms or any additional information needed for accurate payment processing
- Total maximum contract amount
- Total amount of last Invoice (including invoice number)
- Total amount billed to date
- Remaining contract balance

### Invoice Submittal Methods

The San Diego Housing Commission will only accept invoices via the following methods (listed in order of preference):

Submittal Method	Submittal Address
1) Email (one invoice per email in PDF form)	<a href="mailto:AP@sdhc.org">AP@sdhc.org</a>
2) Facsimile	(619) 578-7367

3) United States Postal Services or express courier service.	San Diego Housing Commission <b>Attn: Accounts Payable</b> 1122 Broadway, Suite 300 San Diego, CA 92101
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**CONTRACTOR IS ADVISED TO SELECT AND MAINTAIN ONE METHOD OF INVOICE SUBMITTAL**

**Electronic Invoice:** An electronic invoice shall be provided in a .pdf or Word (.doc) format and e-mailed directly to [AP@sdhc.org](mailto:AP@sdhc.org) with the contractor name and unique invoice number in the e-mail Subject line. SDHC will accept only one invoice per e-mail. Do not send directly to or copy the SDHC Accounts Payable representative.

**Note:** Invoices should NOT be sent to the SDHC department for which services have been rendered. Doing so may delay payment.

**Effective Invoice Period:** Contractor will submit invoices within thirty (30) calendar days after delivery of the goods or complete performance of the services invoiced. SDHC will not be obligated to pay invoices that are not received within thirty (30) days after delivery of the goods or complete performance of the services, unless acceptable delays are identified and approved in writing by SDHC prior to the delay.

**When a Defective Invoice is Received**

- Invoices not delivered in accordance with agency instructions (included on the purchase order and on this document) are not considered to have been submitted in a timely manner and may result in payment delays.
- Invoices missing any required element(s) will be deemed *defective* and will not be processed.
- When a corrected invoice is received, a new due date will be calculated.

**Supplier Inquiry Options**

- **Payment Inquiry:** Contractor may research invoice status by contacting the San Diego Housing Commission Accounts Payable Department through the following methods (a SDHC Purchase Order Number and/ or Contractor Invoice Number is required):
  - E-Mail (questions only): [AP@sdhc.org](mailto:AP@sdhc.org) (**Preferred method**)
  - SDHC Vendor Portal: [Address@TBD.org](mailto:Address@TBD.org)
  - Telephone: 619-578-7724 or 619-578-7725
- **Reconciliation of Payment:** SDHC notifies Contractor that invoices have been paid by payment stub for standard check payments and e-mail for ACH payments. Additional payment and account information can be accessed via SDHC's Vendor Portal
- **Credit Hold:** Contractor shall not suspend shipments of goods or performance of services unless Contractor complies with all contract terms and invoicing requirements. Credit hold for non-compliance by Contractor may be considered breach of contract.

I have read and hereby agree to the terms and conditions of this document:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company