



Dear Vendor,

Thank you for successfully completing the vendor registration that allows the transacting of business with Corpus Christi Regional Transportation Authority (CCRTA). We value our partnerships with our vendors and look for opportunities to expedite payments. The vendor invoice submission procedures have been revised in order to process your payments on a timely basis and minimize delays and/or payment disruptions from work related changes that have occurred as a result of the pandemic.

Invoicing Criteria

- Please send your invoice on a **monthly** basis to the dedicated email address listed below. Submitting your invoices in this manner will enable the invoice to be pushed through the AP process electronically.
- Invoices should be in PDF format
- Multiple invoices per email as separate attachments are allowed
- No zip files are allowed
- Invoices need to be sent **after** the product has been shipped or the service has been performed unless the terms in the agreement specify otherwise.
- The invoice must include:
 - Invoice Number (Unique Number)
 - Invoice Date
 - Service Period
 - Contract/Agreement Number
 - Purchase Order Number or SP Number (Small Purchase Number)
 - Project Number (if applicable)
 - Itemized descriptions as it appears on the PO (if applicable) including, PO line item, part number (if applicable) Unit of measure, unit price, item quantity and total invoice value
 - For Support plans include, **support plan #, related serial #, and subscription period covered**
 - For Licensing agreements, include description and subscription period covered
 - Remittance address, if different from mailing address, phone number, and email address

The preferred method of payment to Vendors is by ACH. You will be asked to enroll in our ACH payment program. Other acceptable payment is by traditional check, however, CCRTA highly encourages payments by ACH. Our terms are net 30. **Payment by a purchase card to Vendors to pay for charges invoiced is not available at this time as invoices need to go through the AP process.**

Address all invoices to:

Corpus Christi Regional Transportation Authority
602 N Staples St.
Corpus Christi, Texas 78401

Attention: Accounts Payable Department

Accountspayable@ccrta.org

If you are unable able to follow the above criteria, you may contact Terri Putney to discuss options. Mailing the invoice will require manual processes that may cause delays due the current remote work program that is in place. If you have any questions, please contact Terri Putney, Accounts Payable Specialist at 361.903.3581 or 361.903.3470.

February 2, 2021