



ALAMEDA CONTRA COSTA TRANSIT DISTRICT
1600 Franklin Street
Oakland, CA 94612

NOTICE TO VENDORS REGARDING INVOICE SUBMISSION

AC Transit is committed to timely payments to our vendors.

To ensure efficient processing and timely payment of invoices, AC Transit request that all Vendors submit invoices directly to AC Transit's Accounts Payable Department. Please submit invoices directly to the Accounts Payable Department using **one of** the following methods:

1. **Preferred method:** Email a .PDF version of your invoice to: accountspayable@actransit.org
2. Mail your invoice to: ALAMEDA CONTRA COSTA TRANSIT DISTRICT
Accounts Payable Department
Re: Invoice Submission
PO Box 28507
Oakland, CA 94604

To avoid delays in processing of supplier invoice, please refer to these requirements:

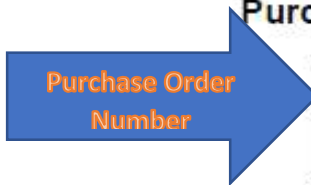
- Register online in our Supplier Portal to obtain a 5-digit Vendor Number. Registration link can be found at: [AC Transit | About Us | Doing Business with AC Transit | Procurement Opportunities | Supplier Portal | User Registration](#). The Vendor Number must be contained in all invoices submitted to AC Transit.
- Notify AC Transit in case of name | address | ownership | tax ID change with an updated W9 form at: vendorsupport@actransit.org
- If you are an existing supplier and do not know your Vendor Number, please send an email to: vendorsupport@actransit.org to obtain your Vendor Number.
- Vendors are required to have a Purchase Order number *before* shipment of goods and services, and submission of invoice.
- Vendors must include the following information on first page of invoice:
 - Vendor Number & Name (must match with W-9 form) (sample on Page 2)
 - Purchase Order Number (sample on Page 2)
 - Purchase Order Line Number billed in this invoice (sample on Page 2)
 - Contract Number or Agreement Number, if any
 - Invoice Number
 - Invoice Date
 - Remit Address
 - Proof of Delivery
 - *Do not include bank information in your invoices*
- Invoices with incomplete information will be returned.
- Vendors are encouraged to submit electronically to: accountspayable@actransit.org. Save your invoice file name as: *Vendor Name-Invoice Number (example: ACTransit_Invoice12345)*.
- Contact accountspayable@actransit.org or at (510) 891-4860 for any questions.

ALAMEDA CONTRA COSTA TRANSIT DISTRICT
 1600 Franklin Street
 Oakland, CA 94612



AC Transit
 10626 International Blvd
 Oakland CA 94603
 United States

Purchase Order



Dispatch via Print

Purchase Order ENT01-0000012345	Date 05/03/2021	Revision 1	Page 1
Payment Terms Net 30	Freight Terms FOB Dest; Freight Prepaid		Ship Via Common Carrier
Buyer Ryan Banes	Phone 510/577-8866	Currency USD	

Ship To: CFWA
 10626 International Blvd
 Oakland CA 94603
 United States

Attention: XXXXXXX

Bill To: AC Transit - Accounts Payable
 PO Box 28507
 Oakland CA 94604-8507
 United States

Supplier Number

Supplier: 01234
Supplier Name: XXXXXXXXXX
 DENVER CO 80202

PO Line Item Number

Line-Sch	Item/Description	Mfg ID Mfg Item Id	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	XXXXXXXXXX XXXXXXXXXX		1.00	LOT	35,461.59	35,461.59	06/02/2021
2- 1	XXXXXXXXXX XXXXXXXXXX		1.00	LOT	0.00	0.00	06/02/2021
3- 1	XXXXXXXXXX XXXXXXXXXXXXXX		1.00	LOT	2,275.00	2,275.00	06/02/2021
4- 1	XXXXXXXXXXXXXX XXXXXXXXXXXXXX		1.00	LOT	0.00	0.00	06/02/2021
5- 1	XXXXXXXXXXXXXX XXXXXXXXXXXXXX		1.00	LOT	0.00	0.00	06/02/2021

Total Tax 0.00

Total PO Amount 37,736.59

FEDERAL TAX EXEMPTION CERTIFICATE

The undersigned hereby certifies that he/she is the Purchasing Agent or authorized representative of the Purchasing Agent of the Alameda-Contra Costa Transit District, a special public transit district organized under the laws of the State of California, that he/she is authorized to execute this certificate, and that the article or articles specified in the accompanying order or on the reverse side hereof are for the exclusive use of the Alameda-Contra Costa Transit District.

It is understood that the exemption from tax in the case of sales of articles is limited to the sale of articles purchased for the District's exclusive use and it is agreed that if articles purchased tax free under this exemption certificate are used otherwise or are sold to employees or others, such

Authorized Signature