


EXHIBIT A

To All Vendors:

All new vendors will be emailed an invoice template in Excel format to submit your invoices for processing.

Please follow the guidelines below to submit your invoice. An Example of the Invoice Template is below.

	A	B	C	D	E	F
1	 Columbia University Facilities and Operations					
2	Vendor Invoice Template					
3	Please provide the Invoice No, date and total amount					
4						
5	Vendor Name	Test Vendor				
6	Vendor ID	123456789				
7	Invoice No					
8	Invoice Amount					
9	Invoice Date					
10	Project Title					
11	Service Location					
12						
13						

Complete the following fields on the template:

- Enter Invoice number as it is shown on your invoice, including all zeros, dashes, etc.
- Enter Invoice Amount.
- Enter Invoice Date – Date format must be MM/DD/YYYY.
- Enter Project Title.
- Enter Service Location.
- Attach invoice template, copy of invoice, and all other relevant attachments such as task order breakdown forms, timesheets, MWL documents, receipts, etc.
 - Each Invoice requires one email. You cannot send multiple invoices and attachments in one email.
 - Submit invoice template and attachments via email to cufap@columbia.edu

**Please note- Do not send invoice *inquiries* to cufap@columbia.edu
Invoices *inquiries* please email cufaphelp@columbia.edu**

Issued by:

CU Morningside Facilities and Operations Accounts Payable

EXHIBIT A - Continued



To: Columbia University Facilities and Operations Vendors

From: Cedric Gaddy, Associate VP, Capital Finance and Administrative Support

Re: Columbia University Facilities and Operations Invoice Submission Procedures

Date: November 8th, 2018

All CUFO invoices should be submitted using our new central invoice submission procedures. Centrally submitted invoices will ensure that they are routed correctly and tracked throughout the approval process.

The procedures described below will help ensure the prompt payment of invoices. Invoices for Columbia University Medical Center Facilities Management and all other Columbia University departments should continue to be submitted per their instructions.

Invoice Submission

1. All vendors with access to Unifier (Capital Project Management System) or Maximo (Work order System) are required to enter all invoices directly into the appropriate system.
2. If you are a vendor without access to Unifier or Maximo, the new procedure for submitting invoices is as follows:
 - You will be provided an Invoice Template in Excel format
 - Complete the Invoice Template by entering the following information:
 - a. Enter your invoice number, including all zeros, dashes, etc.
 - b. Enter invoice date
 - c. Enter invoice amount
 - Open Outlook, Yahoo Mail, Gmail, etc.
 - Attach Excel Invoice Template, copy of invoice, and all other relevant attachments such as task order breakdown forms, timesheets, MWL documents, receipts, etc. as separate attachments.
 - Submit Invoice Template and attachments via email to cufap@columbia.edu

Please note- Each Invoice requires one email. You cannot send multiple invoices and attachments in one email. **Do not send invoice inquiries to cufap@columbia.edu**

For Invoices inquiries please send to cufaphelp@columbia.edu

Please Note: *The exception to the above would be for Construction Management firms (CM) invoices only, which should be entered by the vendor directly in to Unifier. In addition, CM firms are required to deliver a hard copy of their invoices to the CUF representative assigned to their project. The hard copy invoices should be sent to their attention at the following address:*

Columbia University Facilities and Operations
Attention: Accounts Payable
Department
410 West 118th Street
B-230 East Campus, Mail Code 3499
New York, NY 10027

Invoice Requirements

CUFO Accounts Payable processes approximately 60,000 invoices per year. It is critical that invoices meet the following requirements to make sure that they are processed quickly and accurately. Invoices without this required information will be rejected or delayed.

Invoices should be billed to:

Columbia University Facilities and Operations
Attention: Accounts Payable Department
410 West 118th Street
B-230 East Campus, Mail Code 3499
New York, NY 10027

Invoices must include the following:

- A. **Date of Invoice**
- B. **Remit To Address**
- C. **Name of Requestor** – List the first and last name of the CUF manager who requested the product or service you provided.
- D. **Location:**
 - i. For work performed on site, please give the building address and the specific room/floor/apartment number.
 - ii. For all supplies, please specify the delivery address.
- E. **Invoice Number** – Each invoice must include a unique invoice number. In no case should an invoice number be duplicated. *The University systems will not allow us to pay the invoice if an invoice number is used twice.*
- F. **Date(s) Work Performed**
- G. **Clear detailed description of scope of work performed**
- H. **Item Detail** – Materials, labor charges, and fees must be itemized

I. **Account Information** - The following template should be included on your invoice(s) and completed:

Project Name or Address	
Purchase Order (PO) # <i>(if applicable)</i>	
*Work Order # <i>(if applicable)</i>	
Department #	
Project #/Activity	
Site #	

**Work Order number is required before any work is commenced by the Task Order contractor*

If you have made reasonable attempts to obtain Work Order number, Purchase Order number or any account information in the above chart, please contact an Accounts Payable staff member for assistance.

Key Contacts

Accounts Payable staff is available to address any questions or concerns regarding invoice submission. For your convenience, contact information for key Accounts Payable staff members are listed below.

Robert Solis - *Associate Director*, CUF Accounts Payable
rs233@columbia.edu / 212-854-9437

Krystal Sewell – *Accounts Payable Manager*, CUF Accounts Payable
kf2427@columbia.edu / 212-854-9439

Maria Lipkansky – *Accounts Payable Manager*, CUF Accounts Payable
ml3887@columbia.edu / 212-854-9445

Thank you.