



SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
300 Lakeside Drive, P.O. Box 12688
Oakland, CA 94604-2688

NOTICE TO VENDORS REGARDING INVOICES SUBMITTED TO BART

The San Francisco Bay Area Rapid Transit District (BART) is in the process of implementing new financial accounting software. In order to ensure efficient processing and timely payment of invoices, BART requests that all Vendors submit invoices directly to BART's Accounts Payable (AP) Department.

Effective February 28, 2011 please submit all Invoices to BART's Accounts Payable Department using one of the following three methods:

1. (Preferred) **E-mail** a .PDF version of your Invoice to: **ap_supplier@bart.gov**
Please save the file name as: Company Name – Invoice No.
Example: ABC Company – Invoice #123456

2. **Fax** your Invoice to: (510) 380-7635

3. **Mail** your invoice to:

San Francisco Bay Area Rapid Transit District
Accounts Payable Department – LKS22
Subject: Invoice Submission
300 Lakeside Drive, 22nd Floor
Oakland, CA 94612

Invoices must include:

- Your Invoice Number
- Contract / Agreement Number (Existing Contracts / Agreements will retain the same number that was issued by BART)
- BART's Purchase Order Number
- Billed Line Items on your Invoice should match the Line Items on BART's Purchase Order

Please direct questions regarding invoice submission to your BART Contract / Agreement representative.

Electronic Payments: As part of the new financial accounting software, BART will have the ability to make electronic vendor payments. BART will make this payment option available to all vendors beginning July 1, 2011. Vendors interested in enrolling in the electronic payment program should request an Electronic Payment Form from: **Supplierinfo@bart.gov**