



**Notice to Suppliers (Vendors) - Supplier ID & Record, Invoice Information & Supporting Documents, and Invoice Submission to BART** (Issued on January 8, 2019)

**Starting March 1, 2019, Supplier invoice (except for utilities, government licenses/permits, and membership dues) without valid Purchase Order or Agreement no. will be returned to the Supplier/Submitter and will not be processed by BART/Accounts Payable.**

To avoid unnecessary delay in processing of supplier invoice, please see below:

1. Supplier ID and record must be set up in BART system, before Purchase Order can be issued and payment can be processed.
2. Existing Supplier is required to timely notify BART contact person in case of name / address / ownership / tax ID change and provide official announcement of change plus updated W9 / W8 form.
3. If Supplier is an out-of-California supplier of goods and has California (CA) Seller's Permit, Supplier needs to provide a copy of the permit and invoice with applicable sales tax.
4. If Supplier is an out-of-California supplier of goods but does not have CA Seller's Permit, Supplier needs to invoice without CA sales tax. BART will accrue applicable sales tax, and directly transmit to the CA Department of Tax and Fee Administration ([www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)).
5. Supplier needs to request BART contact person (who placed the order) to provide BART Purchase Order / Agreement / Contract no. before shipment of goods or rendering of service, and submission of invoice.
6. Supplier must include and PRINT (DO NOT handwrite) following information on first page of invoice:
  - Supplier name (matched with name on W9 form)
  - 10-digit BART Supplier ID
  - Complete PO / Agreement / Contract no.
  - Invoice no.
  - Invoice date
  - Remit address
7. Supplier is encouraged to submit invoice to BART/Accounts Payable via email ([ap\\_supplier@bart.gov](mailto:ap_supplier@bart.gov)).

[If the invoice has already been paid via Credit Card, Supplier should send the invoice/receipt to the cardholder and DO NOT send the invoice to BART/Accounts Payable.](#)

Please see subsequent pages for more details about Supplier ID / record, invoice information / supporting document and invoice submission requirements.

Sincerely,

**BART/Accounts Payable**

## **Supplier ID & Record**

Supplier ID and record must be set up in BART system, before Purchase Order can be issued and payment can be processed.

Supplier is required to:

- Provide necessary documentation for setup of Supplier ID and record in BART system.
- Timely notify BART contact person in case of name / address / ownership / tax ID change.**

If Supplier is an out-of-California supplier of goods and has California (CA) Seller’s Permit, Supplier needs to provide a copy of the permit and invoice with applicable sales tax.

If Supplier is an out-of-California supplier of goods but does not have CA Seller’s Permit, Supplier needs to invoice without CA sales tax. BART will accrue applicable sales tax, and directly transmit to the CA Department of Tax and Fee Administration ([www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)).

	Required documentation	Description
	W9 form (Tax ID)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Required for new supplier setup, and change of existing supplier name / address / ownership / tax ID (<a href="http://www.irs.gov">www.irs.gov</a>)</li> <li><input type="checkbox"/> New Supplier needs to provide completed W9 form with name, business name, tax classification, tax ID, main address (Box 5 &amp; 6), remit address (use Box 7, if different from main address), signature, date, etc. International Supplier needs to provide completed W8 form (<a href="http://www.irs.gov">www.irs.gov</a>).</li> <li><input type="checkbox"/> Existing Supplier is required to timely notify BART contact person in case of name / address / ownership / tax ID change and provide official announcement of change plus updated W9 / W8 form.</li> </ul>
	Official announcement of change	Required for change of existing supplier name / address / ownership / tax ID.
	California Seller’s Permit	Required for out-of-California supplier that supplies goods and invoices with California sales tax ( <a href="http://www.cdtfa.ca.gov">www.cdtfa.ca.gov</a> )

## Invoice Information & Supporting Documents

Each invoice must include following information/documentation for submission to BART / Accounts Payable:

Description	Details
	<p><b>Supplier must PRINT (DO NOT handwrite) following information on first page of invoice:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Supplier name (matched with name on W9 form)</b></li> <li><input type="checkbox"/> <b>10-digit BART Supplier ID</b></li> <li><input type="checkbox"/> <b>Complete Purchase Order / Agreement / Contract no.</b></li> <li><input type="checkbox"/> <b>Invoice no. (not exceeding 30 characters including space)</b></li> <li><input type="checkbox"/> <b>Invoice date</b></li> <li><input type="checkbox"/> <b>Remit address</b></li> </ul>
BART contact person	<p>Include information of BART contact person (who placed the order)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First and last name</li> <li><input type="checkbox"/> Telephone no.</li> <li><input type="checkbox"/> BART 7-digit department no. of BART contact person</li> </ul>
Invoice addressee	<ul style="list-style-type: none"> <li><input type="checkbox"/> Invoice MUST be addressed to BART (San Francisco Bay Area Rapid Transit District).</li> <li><input type="checkbox"/> Invoice not addressed to BART will not be processed by BART/Accounts Payable.</li> </ul>
Invoice date	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Print invoice date on first page of invoice.</u></b></li> <li><input type="checkbox"/> DO NOT issue invoice with future date.</li> <li><input type="checkbox"/> DO NOT submit invoice to BART/Accounts Payable before goods is delivered or service is rendered.</li> </ul>
Invoice description	<ul style="list-style-type: none"> <li><input type="checkbox"/> Invoice description and PO description need to be consistent.</li> <li><input type="checkbox"/> For goods, provide description of goods delivered.</li> <li><input type="checkbox"/> For service, provide description of service rendered.</li> </ul>
Invoice number	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Print invoice number on first page of invoice.</u></b></li> <li><input type="checkbox"/> Issue invoice with unique invoice number. DO NOT issue with invoice number used before.</li> <li><input type="checkbox"/> Issue invoice with complete invoice number (e.g. 6M1234-A.01-002) and DO NOT exceed 30 characters (including space).</li> </ul>
Purchase order (PO) / Agreement / Contract no. (Example: PO no. 0000012345 Agreement no. 6M1234 Contract no. 19AA-120)	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Starting March 1, 2019, Supplier invoice without valid Purchase Order / Agreement / Contract No. will be returned to the Supplier/Submitter and will not be processed by BART/Accounts Payable.</u></b></li> <li><input type="checkbox"/> Request BART contact person (who placed the order) to provide BART PO/Agreement/Contract no. before shipment of goods or rendering of service, and issuance of invoice.</li> <li><input type="checkbox"/> <b><u>Print complete PO / Agreement / Contract no. on first page of invoice.</u></b></li> </ul>

	Description	Details
	Purchase order (PO) / Agreement / Contract no. (Cont'd)	<input type="checkbox"/> If an invoice has multiple PO numbers, provide breakdown of charges by PO no. <input type="checkbox"/> Charges of freight, unit price, quantity, etc. exceeding PO amounts will not be paid.
	PO line no.	If a PO has multiple PO lines, indicate PO line no. and provide breakdown of charges by PO line no.
	Proof of delivery (POD)	For goods, attach proof of delivery with PO no. / PO line no.
	Proof of service	For service, attach proof of service (such as timesheet) and description of service rendered.
	Remit address	<input type="checkbox"/> <b><u>Print remit address on first page of invoice.</u></b> <input type="checkbox"/> If remit address is different from main address on W9 form (Box 5 & 6), provide W9 form with remit address entered in Box 7.
	Sales tax (based on ship-to location)	<input type="checkbox"/> If supplier is an out-of-California supplier of goods and has CA Seller's Permit, provide a copy of the permit and invoice with applicable sales tax. <input type="checkbox"/> If supplier is an out-of-California supplier of goods but does not have CA Seller's Permit, invoice without CA sales tax. BART will accrue applicable sales tax, and directly transmit to the CA Department of Tax and Fee Administration ( <a href="http://www.cdtfa.ca.gov">www.cdtfa.ca.gov</a> ).
	Service date from / to	For service, provide dates of service rendered.
	Ship-to location	For goods, Ship-to location on PO, Ship-to location on invoice and actual Ship-to location must be consistent.
	Software support / maintenance - Electronic delivery	If software support/maintenance is provided electronically (online, over the phone, etc.) to BART, indicate "Electronic delivery" on invoice.
	Supplier ID (10 digits -e.g. 0000091234)	<input type="checkbox"/> <b><u>Print the 10-digit BART Supplier ID on first page of invoice.</u></b> <input type="checkbox"/> Provide current W9 form to BART contact person (or who placed the order) for setup/update of supplier record. International Supplier needs to provide completed W8 form ( <a href="http://www.irs.gov">www.irs.gov</a> ).
	Supplier name	<input type="checkbox"/> <b><u>Print complete Supplier name on first page of invoice.</u></b> <input type="checkbox"/> Supplier name on invoice and business name on W9 form need to be consistent.
	Supporting documents (others)	Attach receipts (including proof of payment) for direct costs, if any.

## Invoice Submission

Supplier is encouraged to submit invoices to BART/Accounts Payable via email. Please:

- E-mail supplier invoice (One invoice/supporting document in one PDF file) to **ap\_supplier@bart.gov**
- Save the invoice file name as: *Supplier company name-Invoice No.* (Example: ABC Company-Invoice#123456)
- Supplier may submit multiple invoices in one email.