



Dear Vendor,

Thank you for registering to do business with Corpus Christi Regional Transportation Authority. To avoid payment delays we encourage our vendors to enroll in our ACH payment program. There are specific vendor invoicing requirements that must be followed in order to properly account and facilitate invoices and related payments.

Invoicing Criteria

- Invoices must be delivered electronically to the dedicated email address AccountsPayable@ccrta.org **after every shipment**. Sending invoices to emails other than the dedicated email address may cause payment delays.
- 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. **Do not invoice for items on back order.**
- Packing slips or bill of lading are required with every shipment
- Multiple purchase orders may not be combined on a single invoice
- Purchases procured with more than one contract may not be combined in a single invoice
- Invoices should be in PDF format. ZIP files are not allowed.
- A remittance address is required on all invoices.
- Invoice must include:
 - Unique Invoice Number, Invoice Date and 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 /and or maintenance plans include support plan numbers related serial numbers, and the start and end period of coverage.
- Vendor statements are required to be submitted by the 10th of each month listing Outstanding invoices as of the end of the previous month.

Our payment terms are net 30. Payment methods include payment by traditional check or preferably by ACH credit.

Address all invoices to:

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

Attention: Maxine Serrata, Accounts Payable Department

If you have any questions, please send your inquiries to Maxine Serrata at AccountsPayable@ccrta.org, Telephone Number: (361) 903-3581.