

ISAW Faculty/Scholars,

Contractors/Consultants – Onboard/Contract/Invoice

I'd like to outline the four steps that you must always take in order to initiate work and payments of ALL vendors/contractors/workers etc. Please also keep in mind, once the steps are complete NYU can take anywhere from 5 to 60 days to pay an invoice. This is done based on the type of vendor as well as the payment choice. When NYU makes payment to a vendor is beyond our control. However, we do ask for payments to be expedited wherever needed.

Requestor (Faculty/Scholar) Steps to Follow: 1. Email 2. Vendor info 3. Contract/Quote 4. Invoice

Step 1. Email ISAW Finance Team (shavone.lamarr@nyu.edu and copy tiffany.wall@nyu.edu) with requests and explain how we can assist.

Step 2. For New Vendors to iBuy/NYU - Provide the name, email & phone number of the vendors/contractors/workers that you wish to work with so we can request they be sent an email to onboard into iBuy. Onboarding isn't complete until the vendors/contractors/workers completely finishes all related questions in iBuy. They will be sent confirmation of completion from NYU.

For existing Vendors simply provide their name.

Step 3. Provide an executed contract for work to be performed. (NYU has a blanket contract that Shavone will send you to use ongoing). There are two forms; One for vendors performing work in the US & another for vendors performing work outside the US. Please use the correct form.

Step 4. Provide an invoice for payment by emailing it to shavone.lamarr@nyu.edu

Please let me know if you have any questions or concerns.

Tiffany Wall
tiffany.wall@nyu.edu