

## CITY OF PHILADELPHIA

### IMPORTANT MESSAGE REGARDING COVID-19 AND VENDOR PAYMENT

Dear Vendor Community,

During this challenging time globally and regionally, the health and safety of our Philadelphia community is top priority.

In response to the Coronavirus disease (COVID-19) global pandemic and its impact on our region, the City of Philadelphia is exploring ways to improve and continue to pay our vendors, despite city offices being closed to reduce the risk of transmission of the disease to our workforce and city residents.

Our city offices are closed; however, employees have the technological capacity and we are working to process invoices electronically. To help us, we are asking vendors to submit invoices and other required documentation, where possible, via email to your appropriate City contact. Your City contact person, will reach out to you directly, informing you of the email address in which to submit your invoices and other required documentation. Included with this message is a copy of your Vendor Checklist to ensure you are completing everything that is required for prompt payment.

The City of Philadelphia encourages all vendors to enroll in its direct deposit electronic payment program. Payments will be made electronically via Automated Clearing House (ACH) and deposited directly into an account designated by you at your financial institution. Enrolling in direct deposit will support the city in its efforts to reduce exposure and transmission of COVID-19 to the public. Instructions on how to sign up for ACH can be found [HERE](#).

Respectfully,