

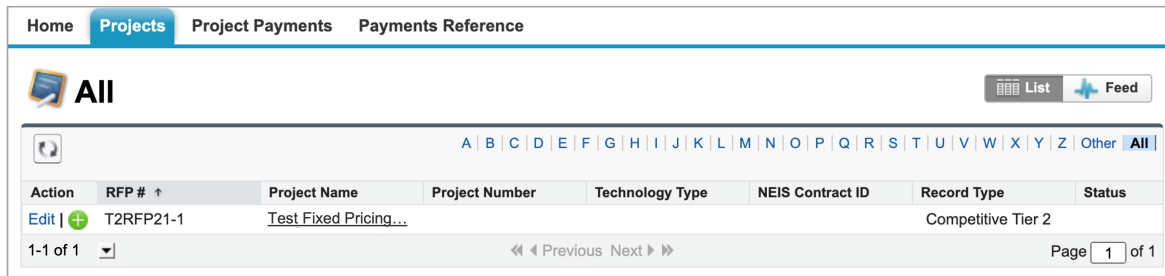
Introduction

This page outlines reminders and information needed for payments and provides instructions on how to review and approve/dispute Payments through Salesforce.

Reminders

1

Log into Salesforce, then locate and access the correct **Project Record**.

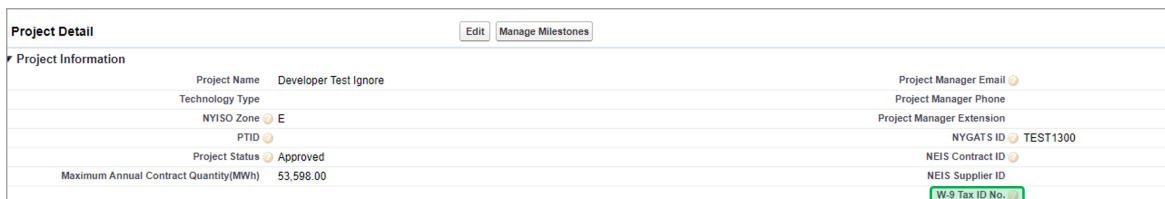


The screenshot shows the Salesforce interface with the 'Projects' tab selected. Below the navigation bar, there's a search bar with 'All' entered. A table lists project records with columns: Action, RFP #, Project Name, Project Number, Technology Type, NEIS Contract ID, Record Type, and Status. The first record is 'T2RFP21-1' with Project Name 'Test Fixed Pricing...' and Record Type 'Competitive Tier 2'. Navigation links like 'Previous' and 'Next' are visible at the bottom of the table.

2

Once in the **Project Record**, click the **Details** tab and review the **Payee W-9 Tax ID No.** in the **Project Information** section. Verify that the **Payee W-9 Tax ID No.** is correct. If not, please contact your Project Manager (listed in the Portal) via email.

If a **Payment Assignment** or **Modification** is required, additional time will be required to process. The Project Manager will work with the NYSERDA Settlements Manager to ensure that any **Payment Assignment** or **Modification** is processed and approved prior to commencement of payments.



The screenshot shows the 'Project Detail' page with the 'Details' tab selected. Under the 'Project Information' section, various fields are displayed in a grid: Project Name (Developer Test Ignore), Technology Type, NYISO Zone (E), PTID, Project Status (Approved), Maximum Annual Contract Quantity (MWh) (53,598.00), Project Manager Email, Project Manager Phone, Project Manager Extension, NYGATS ID (TEST1300), NEIS Contract ID, NEIS Supplier ID, and W-9 Tax ID No. (highlighted with a green box).

3

Email the Project Manager listed in the portal with designated Billing Contact names and contact information. All Billing Contacts will receive automated messages for Invoice Payments. At least one Billing Contact must have Portal access to review and approve invoices.

A **Contact** can be provided with **Read Only Access** to the Portal, which will allow that individual to only view the project record and related documents, including invoice payments. They will not be able to edit any fields or upload any documents. Email your project manager to request.

4

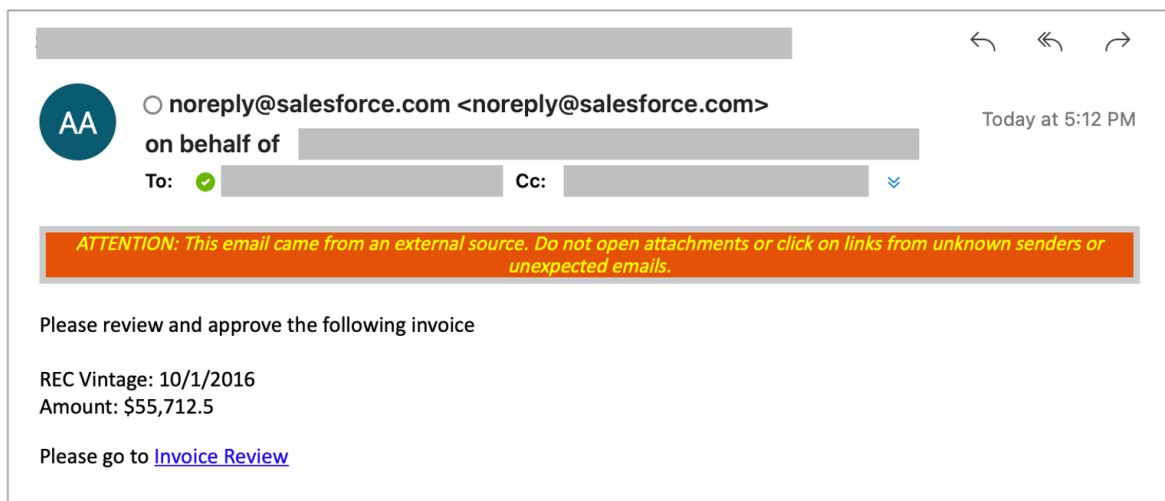
E-mail the Project Manager listed in the portal with the designated Insurance Contact name and contact information. This individual will receive notification of Expired Insurance.

To avoid processing errors and a delay in payment, it is highly recommended that you enroll to receive payments via ACH. For information on how to set up, please visit [Adding/Updating Banking Information – EFT Form](#)

Review, Approve or Dispute Payments

1

When an Invoice Payment has been submitted through Salesforce, the **Billing Contacts** associated with the Project Record will receive an automated email requesting review and approval.

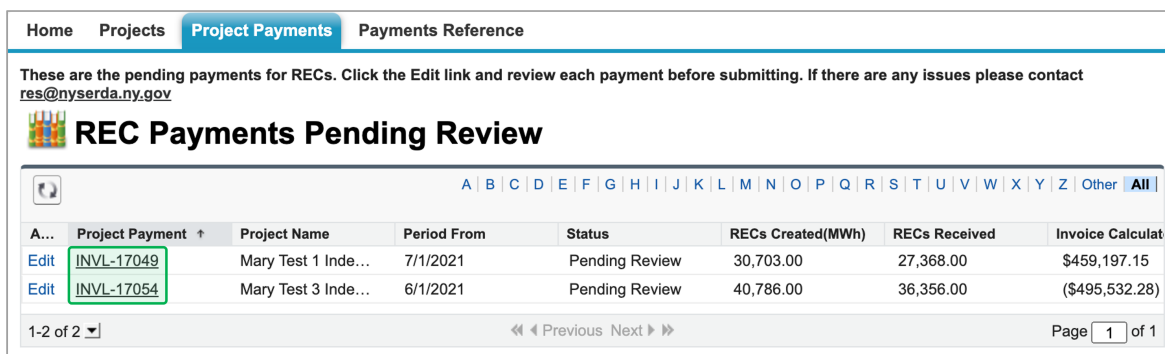


2

Click the link within the email. You'll be directed to log into the Salesforce Portal. Only **Billing Contacts** with Portal access will be able to login to approve the invoice.

3

Once logged in, you'll be presented with the **Project Payments** tab, where you can see any invoices pending review. Click the invoice number in the **Project Payment** column to open and review a specific invoice.



4

On the invoice, review the payment information, using the **Notes** section on the bottom to document any notes you may have. Check the **Acknowledgement** box acknowledging NYSERDA's right to retroactively adjust the payment if an error is identified. This is mandatory and you will not be able to submit the invoice without acknowledging. Once acknowledged, please click the **Submit Payment Request** button.

Home Projects Project Payments Payments Reference

Payment Request: Review the invoice details below, add any Notes and Submit.

Project Name:
 NYGATS ID:

SELLER INFORMATION	INVOICE SUMMARY / PAYMENT INFORMATION
<input type="text"/>	NYSERDA Reference # <input type="text"/>
10 Main St	Solicitation <input type="text"/>
Albany	NYSERDA Purchase <input type="text"/>
NY, 12080	Order <input type="text"/>
	NYSERDA Agreement <input type="text"/>
	Payment Type Fixed Pricing
	Billing Period Starting 01/01/2021

NYSERDA Contract Data:	
Installed Capacity (MW)	149.00
Bid Quantity Percentage	93.83
Incremental Upgrade Percentage	95.00
Project Data for Month:	
Metered Production (from NYGATS)	5,000
Calculations:	
Eligible Certificates	4,457
Monthly Rec Price	12.50
Payment Due	\$55,712.50

Notes:

☐ * By checking, I acknowledge that NYSERDA reserves the right to adjust the payment retroactively in either direction if an error is identified.

SUBMIT PAYMENT REQUEST **PRINT**

5

Once you submit, you will see a message stating **Loading**. The page will refresh and display a message along the top of the page **This payment has been submitted.**

This payment has been submitted.

6

If you wish to dispute an invoice, select **Dispute**.

SUBMIT PAYMENT REQUEST

DISPUTE

PRINT

7

You will be required to enter a reason. You must include a contact number or e-mail and list what the issue is.

Seller Comments

NYSERDA Comments:

Error! Please make sure to enter seller comments before clicking Dispute Payment Request.

8

If there is no dispute, the invoice will proceed to the NYSERDA Finance team for processing. You can track invoice approvals on the **Payments Reference** tab. When NYSERDA receives your payment submission, the Status will show **Sent to Finance**. Once NYSERDA has approved payment, the status will show as **Approved**.

If there is a dispute, NYSERDA PM will be notified and will review your notes.

For NYISO True-ups: If dispute is due to a NYISO True-up, please contact the NYSERDA PM listed in the portal to review the NYSERDA True-up Process. If, for any reason, an adjustment must be made to a payment that was already billed, then a new payment will be created for the same period, instead of adjusting on the existing payment. The new payment record will be created exactly like the original old payment, but the amount due should be the adjustment amount deducted from the original amount paid. / .e: if we pay for 1000 RECs in October but 4 months later we owe an additional 50 new RECs, then the Monthly REC Price and Monthly Payment Minus Already Paid = True up Payment amount.

Once the dispute is resolved, the invoice will be sent back to the Billing contact to re-review and the process begins again.



The 30-day prompt payment policy begins when the invoice is sent to Finance. As an example, if an invoice is sent on 4 /15, 4/15 would be considered the "basis date" and the due date would be 5/15 or 30 calendar days. If the email is sent after 5PM or on a weekend, then the next business day is considered the basis date.

Home
Projects
Project Payments
Payments Reference

These are the list of submitted invoices. If there are any issues please contact res@nyserdera.ny.gov

Payments Reference

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z
Other
All

A...	Project Payment ↑	Status	Project Payment
Edit	INVL-17788	Approved	INVL-17788
Edit	INVL-17789	Sent To Finance	INVL-17789

1-8 of 8

Previous
Next

Page 1 of 1

9

Once NYSERDA approves an invoice for payment, the message will appear at the top of the invoice page **This payment has been approved**.

This payment has been approved.