Procurement Division
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KCDC's Invoicing Standards

To assure prompt payment of invoices, KCDC asks its vendors to comply with the following expectations.

✓ Email invoices to apadmin@kcdc.org. Do not deliver invoices through USPS or other means.
- For work performed at a KCDC site, copy the site's general email address rather than the employee's individual address. These are:

Autumn Landing	autumnlandinginfo@kcdc.org
Cagle Terrace	cagleterraceinfo@kcdc.org
First Creek	firstcreekinfo@kcdc.org
Five Points (Five Points 1, 2, 3, 4, Senior Duplexes, Multiplexes, and Residents at Eastport 1 &2)	fivepointsinfo@kcdc.org
Isabella Towers	isabellatowersinfo@kcdc.org
Liberty Place	libertyplaceinfo@kcdc.org
Lonsdale Homes	lonsdalehomesinfo@kcdc.org
Love Towers	lovetowersinfo@kcdc.org
Montgomery Village	montgomeryvillageinfo@kcdc.org
North Ridge Crossing	northridgecrossinginfo@kcdc.org
Northgate Terrace	northgateterraceinfo@kcdc.org
Small Property Collective (Mechanicsville, Cottages at Clifton, Verandas, Valley Oaks, Passport Residences, Passport Homes)	spcinfo@kcdc.org
The Vista	thevistainfo@kcdc.org
Western Heights	westernheightsinfo@kcdc.org

- For supportive maintenance work and work assigned through the main office, copy the requesting employee's email address directly.

✓ Invoices must indicate:
- The vendor's name and address
- The invoice date
- A unique invoice number
- KCDC's purchase order number relevant to the purchase (i.e., not a previous purchase)
- The KCDC site/office receiving the goods or services
- The service date (if applicable)
- The KCDC contract/bid number (if applicable)
- Description(s) of the purchase (goods or service)
- Quantity, unit of measure, and unit pricing (matching the bid price if this is "on bid")
- No sales tax, except on invoices for KCDC properties that are not tax-exempt (see list).

- Total invoice amount

General Invoicing Information

- ✓ Until a purchase order is placed, work is not to be performed nor are goods to be delivered. A purchase order is not in place until KCDC's software (Yardi) has emailed it to your company. Purchase order numbers shared verbally or via employee emails are not permission to begin work.

- ✓ KCDC is not legally obligated to pay for work performed prior to the issuance of a purchase order.

- ✓ Invoices must be submitted within 90 days of the delivery of goods or services. KCDC may deny invoices submitted after the 90-day threshold.

- ✓ KCDC prefers invoices arrive within 10 days following the end of the month when goods or services were supplied.

- ✓ Most KCDC purchases of goods are exempt from Tennessee sales and use tax pursuant to Tennessee Code Annotated 67-6-329(a)(4) and KCDC is exempt from the Federal Excise tax.

- ✓ Vendors are subject to Tennessee sales and use tax on all materials and supplies used in the performance of a contract, whether such materials and supplies are purchased by the supplier, produced by the supplier, or provided to the supplier by KCDC (Tennessee Code Annotated 67-6-209).

- ✓ Certain KCDC properties are not exempt from taxation, and their invoices should include applicable taxes. These are: Eastport LP; First Creek (Bell Street) LP; First Creek (Bell Street) 2 LP; First Creek (Bell Street) 3 LP; Five Points 1, LP; Five Points 2, LP; Five Points 3, LP; Five Points 4, LP; Liberty Place, LP; Lonsdale Homes, LP; North Ridge Crossing, LP; The Vista at Summit Hill, LP; and Western Heights 1, LP.

- ✓ Upon the placement of a purchase order or the award of a contract, KCDC will provide a State of Tennessee Sales Tax Exemption form to the supplier. Tennessee does not assign a sales tax exemption number to local governments (which KCDC is considered).

- ✓ KCDC pays by electronic transfer (ACH) only. Supplier's accounts receivable staff must use KCDC's portal to find payments made and to which invoices they apply. Suppliers may set up KCDC's portal to receive an email with each payment detailing the amount and invoice paid.

- ✓ Due to limited staffing, KCDC's Accounts Payable team is not able to routinely research payment status for vendors. Vendors receive a remittance email for payments (if an accurate email address was provided with registration). Vendors who have completed this registration in KCDC's "Vendor Café" can see their payment history there.

- ✓ Unless approved in advance, KCDC does not pay fuel surcharges, environmental fees, and similar charges.