

The City of New Haven's Priority Payment Program

THIS FORM MUST BE COMPLETED & RETURNED WITH YOUR SOLICITATION RESPONSE

The City of New Haven has launched a new initiative called the Priority Payment Program (PPP). The PPP provides its vendors the option to submit invoices electronically and quickly receive payments via direct deposit...in as little as 10-15 days.

Vendors who enroll in the PPP will receive prompt payment of their invoices in exchange for a small discount offered on the goods and/or services they provide to The City of New Haven. Enrolled vendors are given the flexibility of setting the percentage rate they wish to offer The City, based around initiating the payment 10 days after a valid invoice has been submitted.

If payment is released before or after the 10th day of submission, the PPP then utilizes dynamic discounting to determine the appropriate discount. Dynamic discounting is a rebate calculation method that's based on the number of days it takes for an invoice to get paid. This period begins on the date a valid invoice is submitted to The City and ends on the date payment is initiated by the Controller. The quicker The City of New Haven pays an invoice - the higher the discount paid by the vendor. The longer it takes to pay – the lower the discount.

For example, a vendor offering payment terms of 2% / 10 / Net 30 stipulates that if payment of the invoice is initiated on the 10th day after it was received, The City deducts 2% from the total amount of the invoice in exchange for prompt payment. If payment is initiated before day 10, the discount taken will be slightly higher than 2%. If payment is released after the 10th day, the discount amount will be less than 2% and incrementally decrease as each day passes. If The City pays the invoice 30 days after it was received, no discount is taken and the full amount is paid to the vendor.

This table illustrates how dynamic discounts vary based on the time taken before payment is initiated by the City Controller.

Invoice Amount	Net Terms	Targeted Pay Date	Chosen Rate
\$5,000.00	30	10	2.00%

Date Invoice Received	05/01/18	Paid on Day	Discount Calculation	Discount Amount	Net Payment to Vendor
If Paid on:	05/02/18	1	2.90% paid 29 days early	\$145.00	\$4,855.00
If Paid on:	05/03/18	2	2.80% paid 28 days early	\$140.00	\$4,860.00
If Paid on:	05/04/18	3	2.70% paid 27 days early	\$135.00	\$4,865.00
If Paid on:	05/05/18	4	2.60% paid 26 days early	\$130.00	\$4,870.00
If Paid on:	05/06/18	5	2.50% paid 25 days early	\$125.00	\$4,875.00
If Paid on:	05/07/18	6	2.40% paid 24 days early	\$120.00	\$4,880.00
If Paid on:	05/08/18	7	2.30% paid 23 days early	\$115.00	\$4,885.00
If Paid on:	05/09/18	8	2.20% paid 22 days early	\$110.00	\$4,890.00
If Paid on:	05/10/18	9	2.10% paid 21 days early	\$105.00	\$4,895.00
If Paid on:	05/11/18	10	2.00% paid 20 days early	\$100.00	\$4,900.00
If Paid on:	05/12/18	11	1.90% paid 19 days early	\$95.00	\$4,905.00
If Paid on:	05/13/18	12	1.80% paid 18 days early	\$90.00	\$4,910.00
If Paid on:	05/14/18	13	1.70% paid 17 days early	\$85.00	\$4,915.00
If Paid on:	05/15/18	14	1.60% paid 16 days early	\$80.00	\$4,920.00
If Paid on:	05/16/18	15	1.50% paid 15 days early	\$75.00	\$4,925.00
If Paid on:	05/17/18	15	1.50% paid 15 days early	\$75.00	\$4,925.00
If Paid on:	05/18/18	16	1.40% paid 14 days early	\$70.00	\$4,930.00
If Paid on:	05/19/18	17	1.30% paid 13 days early	\$65.00	\$4,935.00
If Paid on:	05/20/18	18	1.20% paid 12 days early	\$60.00	\$4,940.00
If Paid on:	05/21/18	19	1.10% paid 11 days early	\$55.00	\$4,945.00
If Paid on:	05/22/18	20	1.00% paid 10 days early	\$50.00	\$4,950.00
If Paid on:	05/23/18	21	0.90% paid 9 days early	\$45.00	\$4,955.00
If Paid on:	05/24/18	22	0.80% paid 8 days early	\$40.00	\$4,960.00
If Paid on:	05/25/18	23	0.70% paid 7 days early	\$35.00	\$4,965.00
If Paid on:	05/26/18	24	0.60% paid 6 days early	\$30.00	\$4,970.00
If Paid on:	05/27/18	25	0.50% paid 5 days early	\$25.00	\$4,975.00
If Paid on:	05/28/18	26	0.40% paid 4 days early	\$20.00	\$4,980.00
If Paid on:	05/29/18	27	0.30% paid 3 days early	\$15.00	\$4,985.00
If Paid on:	05/30/18	28	0.20% paid 2 days early	\$10.00	\$4,990.00
If Paid on:	05/31/18	29	0.10% paid 1 days early	\$5.00	\$4,995.00
If Paid on:	06/01/18	30	0.00% paid 0 days early	\$0.00	\$5,000.00

Visit <https://www.newhavenct.gov/gov/depts/finance/default.htm> and click on "Priority Payment Program" to read our FAQs and get more details Questions? Email onboarding@oxygen-finance.com or call us (866) 515-3860

Priority Payment Program Enrollment Agreement

City of New Haven

The City of New Haven is offering all bidders and active vendors the opportunity to enroll in their Priority Payment Program (PPP). Benefits include:

- Vendors decide what discount percentage they wish to offer off their goods/services in exchange for rapid payment processing
- Priority vendor status and enhanced customer service with The City of New Haven
- Electronic invoicing sent to one email address for quicker processing
- Invoices are typically processed and payment is initiated within 10 business days* via direct deposit to your bank account rather than waiting 30+ days for a check in the mail
- Email notifications will be sent for any invoices that are rejected, along with instructions on how to revise & resubmit for payment
- Remittance statements delivered via email to help simplify the A/R reconciliation process

THIS FORM MUST BE COMPLETED & RETURNED WITH YOUR SOLICITATION RESPONSE

Company: _____	Tax ID/EIN: _____
Contact Name: _____	Title: _____
Address: _____	
Email: _____	Phone: _____
Billing Contact Name: _____	Title: _____
Address: _____	
Email: _____	Phone: _____

PLEASE NOTE: While enrolled in the Priority Payment Program, the rebate terms you choose will apply to all invoices submitted after the date this agreement is signed for all active and future contracts with The City of New Haven. Vendors can opt out of the program at any time by contacting Oxygen Finance via phone or email, but must wait a period of 12 months before enrollment eligibility is reinstated.

Please select only one option below:

- Yes, I would like to enroll in the PPP with the following terms for all future invoices: _____ % / 10 Days / Net 30 **
- I confirm that I am an authorized representative of this company and that if The City of New Haven pays any Invoiced Debt owed to the aforementioned company under or in connection with any Contract prior to the date by which such payment would otherwise be required to be made under the terms of that Contract, The City of New Haven shall be entitled to deduct and retain from that Invoiced Debt, for its own benefit, an Priority Payment Discount which it will deduct and retain from that Invoiced Debt. These terms will apply to all invoices unpaid as of the date of signature as printed on this form. The discounts are dynamically calculated, with a target payment date of 10 days from the date of invoice acceptance. The final discount taken is proportionate to the number of days the payment is accelerated. A discount is taken ONLY if payment is made before 30 days from the date of invoice acceptance.
 - I understand and agree that once enrolled in New Haven's Priority Payment Program, payments will no longer be sent in the form of a paper check and mailed via the United States Postal Service, but rather will be paid electronically via direct deposit to our company's bank account.
 - I confirm that I am an authorized representative of this company and agree to these payment terms
- I'm interested in the PPP, but have questions and would like someone to call me at this number _____
- I'm already enrolled in the PPP
- No, I'm not interested in participating at this time

Printed Name

Signature

Date

* *Please note: Payments made via direct deposit typically take 1-3 business days until funds are posted and available in your bank account
 ** The City of New Haven reserves the right to approve or reject any proposed PPP percentage rates
 Questions? Email us at onboarding@oxygen-finance.com or call us (866) 515-3860