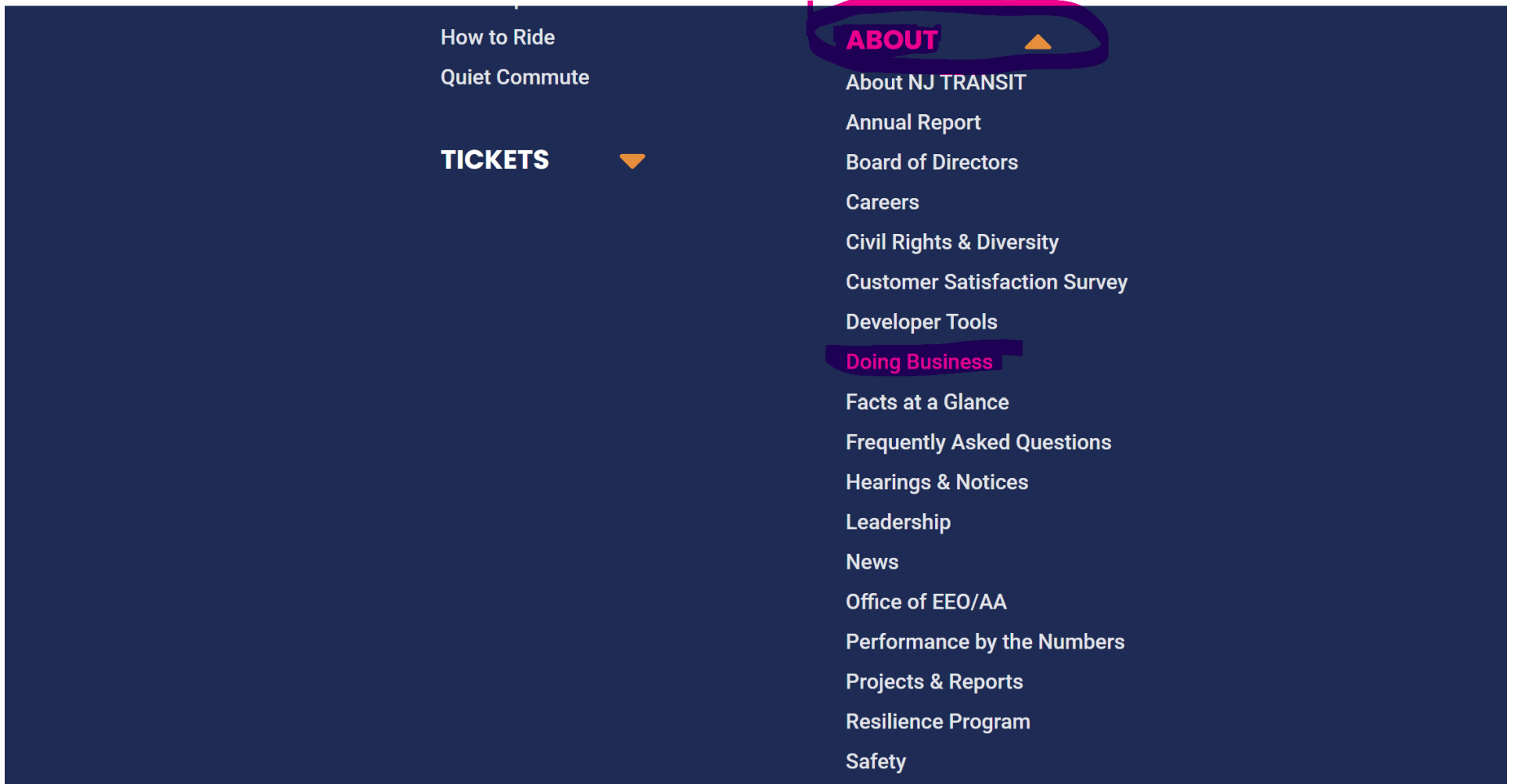


## Searching AP for past mileage paid

Follow the below steps to search for all mileage paid, you can search back to 2015, this is mileage that has been processed by verification and paid by accounts payable. If you see a check/payment processed in the search that you did not get contact AP so they can identify the missing check and get a replacement if applicable. If it not listed on this sheet submit duplicates to verification via the integrify system <http://railclaims.njtransit.com/>

Go to <https://www.njtransit.com/> at the bottom of the page “About” then in drop down “doing business”



## The next page click “Accounts Payable”

[SERVICES](#) [STATUS](#) [TICKETS](#) [DESTINATIONS](#) [MAPS](#) [POLICE](#) [ACCESSIBILITY](#) [ABOUT US](#) [CAREERS](#) [CONTACT](#)



## Doing Business with NJ TRANSIT

[Procurement](#)

[Office of Business Development](#)

[Business Contacts](#)

[Photography, Video, Film and Special Events](#)

[Real Estate](#)

[Marketing](#)

[Advertise on NJ TRANSIT](#)

[Employer Programs](#)

[Accounts Payable](#)

NJ TRANSIT invites you to do business with us by viewing the appropriate links above. Vendors requiring information to participate in bidding opportunities and

## On the next page click the IPS link see below

- YOUR NJ TRANSIT vendor number (**Preferred**)
  - Please use the vendor number that is printed on the last check you received

Should you receive the message "No Data Found" (and your invoice is more than 20 days old) please understand that the invoice may be with us but not in the system. Please contact the requisitioner to find out if the invoice was approved (receipted for). If yes, then you should call the Accounts Payable Customer Care Team at 973-491-7394, so that we may process the invoice.

We would appreciate your feedback by emailing your comments to the Accounts Payable Customer Care team at [APCC@NJTransit.com](mailto:APCC@NJTransit.com)

To begin inquiry on your invoice(s), please click the IPS logo below.



**On the next page you will need two points of information from a previous mileage submission, either a check or the email confirmation of payment (see second picture below). Your “Oracle Vendor Number” is the supplier number use the amount paid for one date in the “Payment Amount”. You will then be able to see the days paid for that amount and supplier number will be solid/unchangeable, clear that \$ amount number and enter a date range you will then see all mileage payments made by AP.**



## WELCOME TO NEW JERSEY TRANSIT'S PAYMENT PORTAL

Supplier EFT Enrollment/Change Form

### Tax Forms

Tax Exempt Letter

Tax Exempt Certificate ST-4

NY State Tax Exempt Certification

W9 Form

(A Service of the Accounts Payable Customer Care Team)

The data available reflects the activity since April 2010. The Data is updated on a daily basis.

Please enter PO Number, Vendor Number or Invoice Number and a value for at least ONE of the other following fields below:

PO Number:

Oracle Vendor Number:

Invoice Number:

Invoice Date: DAY  MONTH  YEAR

Invoice Amount:

Payment Number:

Payment Amount:

Sort Report by  Ascending

Search

Reset

**Please make sure your invoices have been submitted to the Accounts Payable Department.**

Below are the invoice categories and their email addresses. Please submit invoices to only one email address. Sending invoices to multiple email addresses will delay the processing and payment of your invoices.

---



## WELCOME TO NEW JERSEY TRANSIT'S PAYMENT PORTAL

**Supplier EFT Enrollment/Change Form**

### Tax Forms

Tax Exempt Letter

Tax Exempt Certificate ST-4

NY State Tax Exempt Certification

W9 Form

(A Service of the Accounts Payable Customer Care Team)

The data available reflects the activity since April 2010. The Data is updated on a daily basis.

Please enter **PO Number, Vendor Number or Invoice Number** and a value for **at least ONE** of the other following fields below:

You have successfully received at least one valid response during this session and may use date ranges if desired.

PO Number:

Oracle Vendor Number:

Invoice Number:

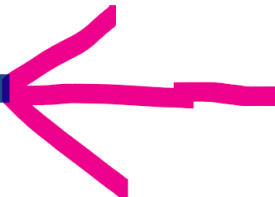
Invoice Date: 01  January  2021  **TO** 06  February  2025  [Date Range Search](#)

Invoice Amount:

Payment Number:

Payment Amount:

Sort Report by  Ascending



FYI: NJT Payment Remittance Advice

---

**From:** New Jersey Transit Corporation

**Sent:** 1/30/2025 12:13:34 PM

**Supplier Name:** [REDACTED]

**Supplier Number:** [REDACTED]



The following payment has been remitted.

**Payment Number** [REDACTED]

**Payment Date** [REDACTED]

**Payment Amount** [REDACTED]

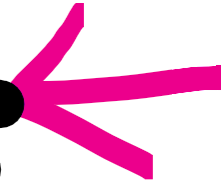
**Document** [REDACTED]

**Number** [REDACTED]



<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Invoice Description</u>	<u>Gross Amount</u>	<u>Discount/Retainage</u>	<u>Amount Paid</u>
-----------------------	---------------------	----------------------------	---------------------	---------------------------	--------------------

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



New Jersey Transit has initiated an electronic payment for invoices processed through Accounts Payable. This is the only notification you will receive, please keep this for your records.

Inquiries regarding your payment, please email New Jersey Transit Customer Relations at [APCC@NJTransit.com](mailto:APCC@NJTransit.com).