

Guide to Update Contact Email on Default Ordering Address in PIP

To receive solicitations to bid from the City of New York, a valid Ordering address type with a valid Contact and Email address is necessary. This must be the **Default** Ordering address for your PIP account.

To view your Ordering address and add an Email address if needed, **login to PIP** at <https://a127-pip.nyc.gov>.

Welcome to the Payee Information Portal of the City of New York

The Payee Information Portal is a service that allows you, as a payee/vendor for the City of New York, to manage your own account information, view your financial transactions with the City of New York and much more. Click on the Activate button to begin filling out an electronic application to become a payee/vendor for the City of New York.

Announcements
[View All Announcements](#)
11/13/2015
If you are registering solely to do business with the Department of Education (DOE), do not register via PIP. Registration will be completed for you upon award of a DOE contract or upon a school/office request. If you are seeking DOE opportunities, register on the DOE's Bidders List at: <https://vendorportal.nycenet.edu/vendorportal/public/register.aspx>. If you are

New York City Department Contact Listing
Where can I find contact information for a New York City department? Click on the "Department Contacts" link below.
[Department Contacts](#)

Forms

1. Click the **Addresses & Contacts** tab.

2. Find the **Ordering** Address. Confirm it has a valid **Contact** associated and that it has no **Active To** date.

Existing Address & Contact Assignments

Address ID	Address Type	Address	Principal Contact	EFT Status	Prevent New Processing	Active From	Active To	Pending Changes	
003	Billing	350 W 34th St, New York, NY, 10001-2401	Jane Watson		No	02/04/2016		<input type="checkbox"/>	View/Update
003	Payment	350 W 34th St, New York, NY, 10001-2401	Jane Watson		No	02/04/2016		<input type="checkbox"/>	View/Update
003	Ordering	350 W 34th St, New York, NY, 10001-2401	Jane Watson		No	02/04/2016		<input type="checkbox"/>	View/Update
003	Account Administrator	350 W 34th St, New York, NY, 10001-2401	Jane Watson		No	02/04/2016		<input type="checkbox"/>	View/Update

3. Click the **View/Update** link for this address to confirm if it is the Default and to see the **Contact ID** associated with it.

Save **Delete** **Cancel**

▼ **General Information**

Address Type: PR

*Active From: 02/04/2016

Active To:

Default Record:

Division/Department:

► **Address**

► **Principal Contact**

The default address will have a checkmark next to **Default Record**.

4. Click **Principal Contact** to view the **Principal Contact ID**, **Principal Contact Name** and **Email** address associated with this default Ordering Address.

▼ **Principal Contact**

Principal Contact ID : 003

Principal Contact : Jane Watson

Email : jwatson@train.com

Phone : 212-555-7177

Phone Extension :

5. If the **Email** is incorrect, note the **Principal Contact ID** and **Principal Contact** name.

*Note: If the **Email** is correct, you do not need to make any changes.*

6. Click the **Cancel** button to return to the **Existing Address & Contact Assignments** page.

7. Scroll down to see the **Update Contacts** section of the page:

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes	
003	Jane Watson	350 W 34th St, New York, NY, 10001-2401	<input type="checkbox"/>	View/Update View Pending Changes

8. Click **View/Update** link to change the Contact Name and/or Email address for the contact associated with the default ordering address.

View/Update Available Contact

Modify your contact here. Click the 'Save' button once all updates have been made.

▼ **Contact Information**

Contact ID : 005

*Contact Name : Sam Spade

*Email : sspade@train.com

*Phone : 212-555-1770

XXX-XXX-XXXX

Phone Extension :

9. Change the **Contact Name** and/or the **Email** as needed.

10. Click the **Save** button.

11. PIP returns to the **Existing Address** page, where you will see a checkmark under **Pending Changes**.

Update Contacts

Contact ID	Contact Name	Contact Address	Pending Changes	
003	Jane Watson	350 W 34th St, New York, NY, 10001-2401	<input checked="" type="checkbox"/>	View/Update View Pending Changes

These changes will update your PIP account on the next business day. You can click **View/Update** during the same business day if further updates are needed. Click **View Pending Changes** on the same business day to view the changes.

Note: If the valid Ordering Address is not checked as the Default Record, you need to delete the checkmark on the current Ordering Address Default Record. Then wait until the next business day for PIP to be updated, at which point you can View/Update the valid Ordering Address and click the Default Record.

Refer to [PIP Activation eLearning #3 - Account Maintenance](#) on the PIP homepage for additional instructions.