



NEW SERVICE PROVIDER

PURCHASE ORDER E-MAIL DELIVERY SYSTEM

Effective February 1, 2013, all Purchase Orders will be sent electronically to service providers via email. Paper Purchase Orders will no longer be printed and mailed.

The Purchase Orders will be sent via encrypted email to ensure secure and immediate transmittal to service providers. Purchase Orders are currently scheduled to be emailed once a week on Friday. Please refer to the Accounting & Billing section of the HRC website for any updates to this schedule.

Prior to February 1, you will receive an email notification prompting you to visit our secured Barracuda Message Center. On the initial visit to this site, you will be required to create a Username and Password in order to access the secured email messages. The Username must be your email address, and the password must be a minimum of 8 characters and one special character (not case sensitive). Once completed, you can use the password to access subsequent encrypted messages from the Barracuda Message Center.

When the encrypted email is sent to you, you will receive a notification email first with the subject: "You have a new encrypted message", which will provide you with a secure link to the email itself. The secured email messages and attached Purchase Orders will only be available for 30 days from the date of receipt. You will have the option to download copies of the Purchase Orders and save them to your computer.

Service providers will continue to access the e-Billing website to obtain billing and payment information.

Questions regarding this change can be emailed to hrcaccounting@harborrc.org, or call your assigned staff person in the Accounting Department (see the Accounting Assignments section of the HRC website).