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COUNCIL MEMBERS

SCOTT OCHOA  
CITY MANAGER

### Message to Vendor/Supplier,

Thank you for being a valued Vendor/Supplier for the City of Ontario. The purpose of this letter is to update you on some of the changes coming this July.

The City is implementing a new Financials system with a go-live date of July 1, 2022, to streamline our internal processes, improve efficiency and – ultimately – better serve our citizens and business partners. City staff has been working diligently to ensure that any new changes are transparent to our Vendors/Suppliers. The new Financials system implementation will mainly affect internal staff members and will not affect our Vendors/Suppliers in the process of receiving/delivering goods and/or services, submitting invoices and receiving payment.

The City normally processes weekly payments to its Vendors/Suppliers, however, as we go-live with the new Financials system on July 1, 2022, we ask for your patience and understanding. Please note that our first check run in the new system will start on the second week of July with the 7/14 check date as the City will not have a check run during the first week of July (check date 7/7) in preparation for system cutover.

Please feel free to reach out to the following divisions with any questions or concerns:

Accounts Payable - [Acctspay@ontarioca.gov](mailto:Acctspay@ontarioca.gov) or call (909) 395-2027

Accounts Receivable - [Acctsrec@ontarioca.gov](mailto:Acctsrec@ontarioca.gov) or call (909) 395-2342

Purchasing - [Purchasing@ontarioca.gov](mailto:Purchasing@ontarioca.gov) or call (909) 395-2012

Thanks again for your cooperation during this transitional period. We look forward to your continued support and partnership.

Sincerely,

Armen Harkalyan,  
Executive Director of Finance