



NY GovBuy

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What's New at the Business Services Center (BSC)

April 30 & May 1, 2019

#2019NYGovBuy  @NYSPRO  @nysprocurement

Purchasing Updates

Presented by
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What's New at the BSC

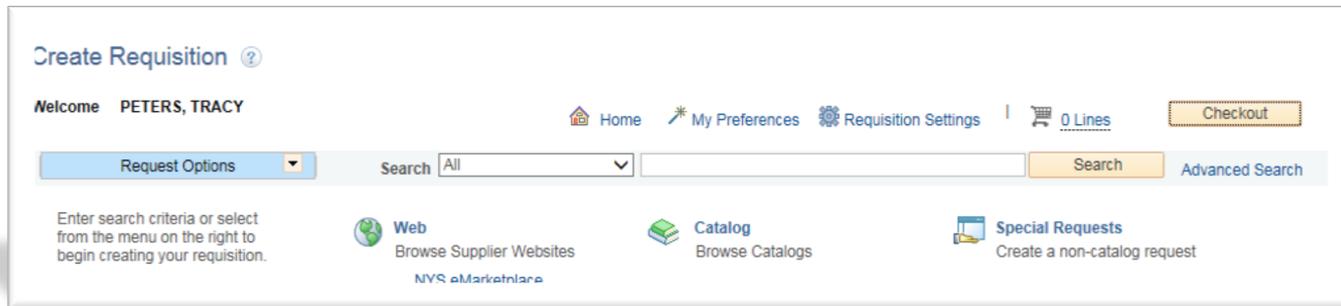
Purchasing Updates:

- Improved functionality for entering requisition line items
- Requisition Defaults
- Routing IDs
- RFQs and Mini Bids

Improved functionality for entering requisition line items

Catalogs and eMarketplace

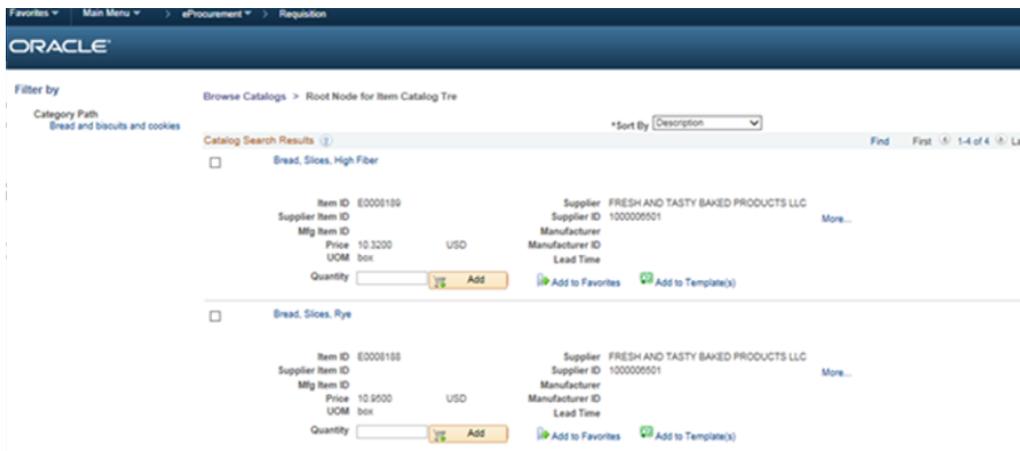
- Catalogs are a collection of pre-approved agency items that are frequently purchased and hosted by the BSC.
- eMarketplace is a collection of Preferred Source offerings and centralized contracts for commodities hosted by Procurement Services.



Improved functionality for entering requisition line items

Catalogs

- Catalogs use items that contain vendor information, pricing, and unit of measure
- Requestor only needs to input the quantity
- Can be assigned by business unit



The screenshot displays the Oracle eProcurement Requisition interface. The breadcrumb trail shows 'Browse Catalogs > Root Node for Item Catalog Tree'. The 'Filter by' section indicates the category path is 'Bread and biscuits and cookies'. The search results are sorted by 'Description'. Two items are listed:

Item ID	Supplier
E000100	FRESH AND TASTY BAKED PRODUCTS LLC
Supplier Item ID	Supplier ID 1000000501
Mfg Item ID	Manufacturer
Price 10.3200 USD	Manufacturer ID
UCM box	Lead Time
Quantity <input type="text"/> Add	Add to Favorites Add to Template(s)

Item ID	Supplier
E000100	FRESH AND TASTY BAKED PRODUCTS LLC
Supplier Item ID	Supplier ID 1000000501
Mfg Item ID	Manufacturer
Price 10.9000 USD	Manufacturer ID
UCM box	Lead Time
Quantity <input type="text"/> Add	Add to Favorites Add to Template(s)

Improved functionality for entering requisition line items

eMarketplace

- The eMarketplace allows for requestors to shop across Preferred Sources and OGS centralized contracts for commodities. Also allows users to choose from MWBE and SDVOB resellers.
- The eMarketplace houses about ten million items. New additions to the marketplace include medical supplies and Staples Office supplies.

The screenshot shows a search results page for 'paper' on the NY GovBuy eMarketplace. The search bar at the top contains the word 'paper' and a search button. To the right of the search bar, it indicates '163 products in 78 ms found'. Below the search bar, there are filters for 'Supplier' and 'Manufacturer'. The 'Supplier' filter is expanded, showing options like 'NYS Preferred Source f...', 'NYSID (54)', 'Paper Mart Inc (8)', and 'more...'. The 'Manufacturer' filter is also expanded, showing 'American Eagle (8)', 'Atlas Paper (7)', 'AVRE (4)', and 'Certo (2)'. The main content area displays a list of products. The first product is 'C-Fold Paper Towels, Unbleached' with a preview image, a green 'PS' badge, and a red 'PS' badge. The product details include 'NYSID', 'Product ID: D4005-0000-000', 'Manufacturer Name: Sullivan Industries', and 'Manufacturer PH: D4005'. The product is priced at 19.93 USD per case, with an order quantity of 1.00 case. There is an 'Add to cart' button next to the price. The page also shows pagination controls and a 'Sort by: Relevance' dropdown.

Improved functionality for entering requisition line items

Catalogs and eMarketplace

Benefits

- Eliminate manual entry on a requisition
- Guide users to make the proper procurement decisions
- Automate purchase order creation and approval
- Uniform descriptions and pricing
- Promotion of on-demand ordering within SFS



Requisition Defaults

- SFS enhancement on Ship To location
 - Now reads location description instead of Ship To code on the purchase order
 - Includes Attention To and phone number, which can also be defaulted by Ship To code

Ship To: OGS0102301
P-1 Level Dock G
Empire State Plaza
Albany NY 12242
United States

Attention: Not Specified

Ship To: NYS OGS Central Stores
P-1 Level Dock G
Empire State Plaza
Albany NY 12242
United States

Phone: 555/555-1558

Extension:

Attention: DOE, JOHN





Requisition Defaults

- Requestor defaults now allow for multiple distribution lines
- Speed Charts can now be used on the requisition settings page
- Default Bill To address to OGS01
 - Currently a manual process to update the billing location on purchase orders
 - Defaulting to OGS will prevent the need to update and ensure bills get to the proper location





Routing ID

- Routing IDs associate transactions with a particular program or unit within an agency.
- Currently agencies are entering Unit IDs on the first line of a purchase order to accomplish this objective. Routing IDs will replace the need for Unit IDs.
- Primary purpose for Routing ID is to route an invoice that has been received to the appropriate pool of reviewers when agency review is necessary.
- Populates on the PO from the requisition based on requestor defaults.
- Routing ID can be used for workflow routing on requisition, PO, Invoice and Voucher.



Routing ID – Workflow

- Routing IDs can be used to manage the following workflows:
 - Requisitions
 - Purchase Orders
 - Invoices
 - Vouchers
- Routing ID values should be consistently used across each document type (Req, PO, Invoice & Vouchers)

New Routing ID field replaces Unit ID

Requisition Settings

Business Unit	<input type="text"/>	Requisition Name	<input type="text"/>
*Requester	<input type="text"/>	Priority	Medium <input type="button" value="v"/>
Routing ID	<input type="text"/>	SetID	PSP Method <input type="text"/>
*Currency	USD	Requisition Type	<input type="text"/>
Card Number	<input type="text"/>	<input type="checkbox"/> Autobuild RFQ Contract Process	Preview PSP Allocation
Expiration Date	<input type="text"/>		
<input type="checkbox"/> Use Procurement Card			

RFQ and Mini Bids for OGS Centralized Contracts

- As a service, we offer to conduct RFQ solicitations on behalf of our customer agencies for the following OGS Centralized Contracts:
 - Security Guard Services
 - Administrative Services
 - IT Umbrella – Distributor and Manufacturer (basic template only)
 - Rubbish Removal
- Requests can be sent to ogs.sm.ogsbuydesk@ogs.ny.gov

Accounts Payable

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Agenda

- P2P update
- Proper Invoice
- New York State eCommerce Advancements
 - Purchase Orders
 - Invoices
 - Payments
- Vendor Portal

P2P Update

Background:

- P2P was implemented in July 2018 with OMH as the pilot agency
- Since, PDV, COC, SFS & LGP have come onto eSettlements
- Goal is to streamline the Procure to Pay process by:
 - Leveraging SFS to support agency business processes
 - Collaborating with vendors with a more consistent process
 - Increasing efficiency with invoices and vouchers in one system
 - Better managing transactions with tools, visibility and reporting

Benefits:

- Greater visibility into the status of invoices received at the BSC.
- Essential for the State to take advantage of best practices, process efficiencies and cost savings opportunities.



P2P Update

Best Practices:

- Agencies should:
 - Practice blind receiving.
 - Monitor the ***Agency Review Ready Status*** in SFS
 - Review the match exception report in SFS and make necessary changes
 - Ensure staff have the appropriate eSettlement roles in SFS
 - Receipts should be recorded within one business day of receiving the goods or services.





Proper Invoice

- **Background:**

- OSC has updated the GFO with additional guidance related to a proper invoice.
 - Review GFO section [XII.4.F Proper Invoice](#) for more information.

- **Next Steps:**

- BSC will be working with vendors who are not providing the required information.
 - Vendors may receive a communication outlining those fields that are missing on their invoice(s).
 - Eventually the BSC will not process a payment when the invoice is missing required information.



Proper Invoice Checklist

WHAT TO INCLUDE ON YOUR INVOICE TO NEW YORK STATE

Please ensure your invoices include the following information. If information is missing, your invoice may be returned unpaid or payment may be delayed.

1 Vendor Identification – your legal business name, remit-to address, NYS Vendor ID#, and contact information in case there are questions.

2 Invoice Date – the date the invoice was created. The invoice date must be later than the date the goods or services were delivered or rendered.

3 Unique Invoice Number – you create your own invoice number. Use this number to obtain information about the status of your invoice in the SFS Vendor Self Service Portal.

4 Bill to – the name of the NYS agency that ordered the goods or services. Please also provide the delivery address and/or name of your agency's contact to help us if there are questions.

5 Purchase Order (PO) Number – if you received a PO, include the PO number.

NYS Vendor

Your Legal Address
Suite 206
Albany, NY 12205
Phone (518) 4xx - 7xxx
NYSvendor@vendor.com
Fed ID # 26-1234567
Vendor ID 010000000

Invoice

Date	Invoice #
9/17/2018	1718543

Bill to

Office of the State Comptroller
110 State Street
Albany, NY 12236
ATTN: Finance Office

PO No.	Terms
18P0254	2/10, net 30

Quantity	Description	U/M	Rate	Amount
50	A full description of what was provided. Including dates of service and PO line # if applicable.	Hours	30.00	1,500.00
Total				\$1,500.00

*Received
Sept 19 2018
Finance Office*



The invoice must be delivered to the designated payment office specified in your agreement or on the PO you received. NYS will not accept invoices for items or quantities not delivered.

6 Payment Term – the payment discount you are offering. If no other term is provided, NYS pays all invoices NET 30 days from the date the invoice is received by the designated payment office as indicated on the PO or agreement. NYS will make every effort to pay invoices within a vendor's designated discount period, if provided. Invoices not paid in 30 days will have interest added to the invoice as required by law.

7 Quantity – of goods, property, or services delivered for each invoice line item.

8 Description – of the item being billed including PO line #, item #, contract #, and/or dates of service if applicable and available.

9 Unit of Measure – if you received a PO, the unit of measure for each item being invoiced must be consistent with the PO and PO line number.

10 Rate – the unit price as authorized in the PO or agreement.

11 Total – the payment amount being requested for the invoice.

Thank you for your help. NYS is committed to paying your invoices timely upon receipt of an invoice containing the information above.



Office of the State Comptroller

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Shannon Soja

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Streamline receipt of purchase orders!

Vendors conducting business with New York State should expect to receive a purchase order.

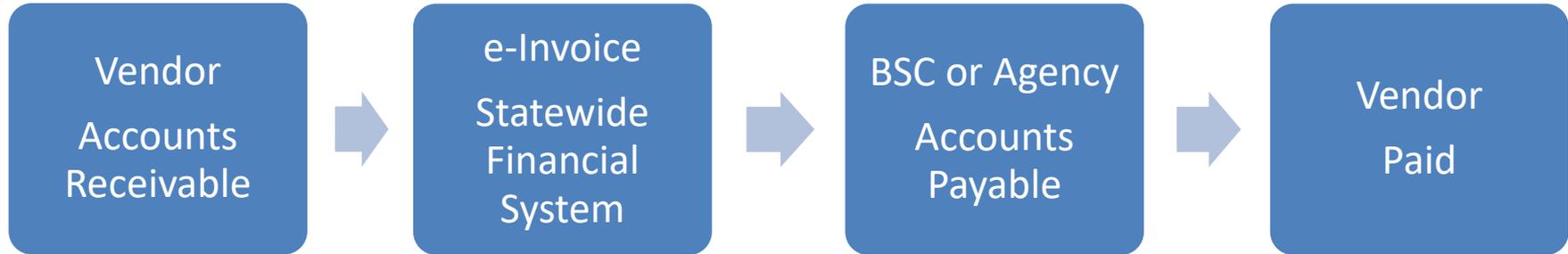
- Review GFO section [XI-A.3 Purchase Orders](#) for guidance on purchase order requirements.
- SFS developed the *Procure to Pay (P2P) Best Practices* for setting up purchase orders.

Purchase orders can be electronically dispatched to vendors through email or the NYS Marketplace.

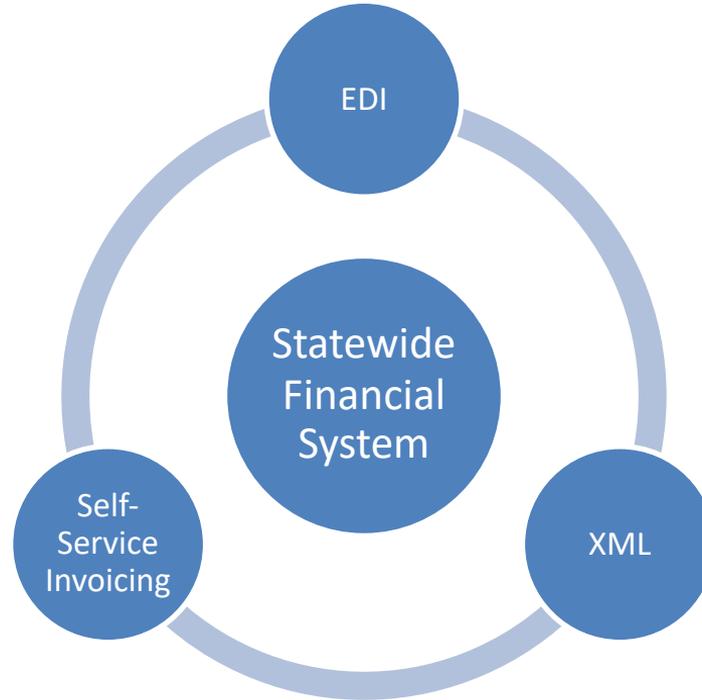
- Review GFO section [XI-A.7 Electronic Purchase Order Authorization and Purchase Order Dispatch](#) for additional guidance on dispatching purchase orders.



Faster, smarter, leaner invoicing options!



Faster, smarter, leaner invoicing options!



Attachments...
coming soon



Faster, smarter, leaner invoicing options!

Self Service Invoice (SSI) - Invoices are entered by vendor via the Vendor Self Service Portal.

- Low volume (less than 100 invoices per year).

XML and EDI - Data exchanged between vendor's system and the Statewide Financial System.

- High volume (more than 100 invoices per year).

XML via the eMarketplace – Invoice data exchange options are defined by the vendor and eMarketplace. eMarketplace transmits invoice data via XML to the SFS.

- High volume, catalog purchases.





Get paid via direct deposit – ePayments!

Vendor's can enroll in direct deposit via the Vendor Self Service Portal.

- All centralized contracts dated June 2014 or later contain Appendix B, which requires agencies to pay vendors electronically.
- Agency-specific contracts, property leases and contracts originating in the Grants Gateway may also require electronic payments.



NYS Vendor Self-Service Portal

Vendors registered with a NYS Vendor ID can check the status of:

- Purchase orders.
- Invoices.
- Payments.

Vendors can also update and add bank account information.

- If you are unable to log in contact the SFS helpdesk at helpdesk@sfs.ny.gov or 877-737-4185.

Portal
enhancements
coming soon...

Questions and Answers Session