NY GovBuy

The Procure to Pay (P2P) Process

May 4 & 5, 2022
Agenda
Agenda

Purchasing
• P2P Workflow Changes
• Purchasing Resources
• Buy Desk Services

Accounts Payable
• Proper Invoice
• Automation of Accounts Payable Emails/Vendor Invoices
• eInvoicing
• Match Exceptions
Purchasing

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Purchasing Services for BSC Customer Agencies

• Provide guidance on purchasing policies and procedures
• Conduct training on purchasing procedures and using the New York Statewide Financial System (SFS)
• Issue purchase orders in accordance with NYS Finance Law
• Process change notices to previously issued purchase orders
• Provide Buy Desk assistance with procurements
P2P Changes to the Procurement Process

Introduced General Requisitions

- Automated the paper requisition request process by bringing it into SFS

Aligned the purchase order initiation process with the actual buyers

- Moved the creation of purchase orders and some levels of approval to the agencies, with the option to allow the BSC to perform the function on their behalf
Requisitions

General Purchase Requisition

• Used to initiate a request for goods or services in SFS
  ➢ Preferred Source
  ➢ Centralized contract
  ➢ Agency purchase authorization contract
  ➢ Open market request
The BSC no longer has an active role in the requisition (req) process, but we are available to assist our customers

- There are two methods that can be used to create a general requisition in SFS:
  1) **Special request** - Purchasing specifics are manually entered by the requestor
     - Special requests can have minimal information or have a complete procurement record attached
Requisitions

2) eMarketplace - The NYS eMarketplace is an online shopping website accessed via SFS and used to order items associated with NYS Preferred Source and NYS statewide contracts

- Using eMarketplace allows for minimal data entry as purchase specifics are populated based on the data supplied in eMarketplace
P2P Req to PO Workflow

Agency Requestor:
- Employee submits basic requisition in SFS or submits to Proxy
- Req is Approved or Denied (between 1 to 8 approvers)

SFS Automated Process:
- Req is budget checked and made available in the Req select page (1)
- PO created in Approved status
- PO is budget checked and dispatched (9)

Agency Buyer:
- Agency uses req select page to assign to buyer or to BSC (2)
- Internal Buyer updates information on req select page
- Buyer Stages to PO (3)
- Meets criteria for auto approval (4)
- Yes: Buyer Works PO and submits for approval (5)
- No: PO is approved or denied (between 1-3 approvers) (6)

BSC:
- BSC assigns to a BSC Buyer (7)
- BSC Buyer updates information on req select page
- BSC Buyer stages to PO (3)
- BSC Buyer submits to agency for approval (5)
- PO is approved or denied by BSC (between 1-2 approvers) (7) (6)
Requisition Selection Page

• Fully approved and successfully budget checked requisitions await assignment and sourcing to purchase orders on the Requisition Selection page

• The assigned buyer ID will dictate the workflow direction of the purchase order

When an Agency Internal Buyer ID is assigned:

• The agency buyer conducts the procurement, enters all applicable fields in SFS, and sources the requisition into a purchase order

• After agency approvals are received, the purchase order is submitted to the BSC for review and dispatch
Requisition Selection Page

When a BSC Buyer ID is assigned:

• The BSC will work with the requestor to conduct the procurement or create/format purchase orders on behalf of the agency

• All BSC created purchase orders will be submitted to the agency in SFS for approval before dispatching

• Requestors can be defaulted with the BSC_BUYER ID
Purchase Order Approval Process

Exception

- Most purchase orders require internal agency approval and BSC review
- Exception: Purchase orders (POs) that qualify for “Auto Approval”
  - Auto Approval bypasses ALL purchase order approvals including the agency and the BSC
  - PO is automatically budget checked and dispatched
  - Criteria for Auto Approval:
    - Requisition is tied to a procurement card (P-card) and/or catalog (eMarketplace) and the requisition is below dollar threshold established by the agency
PO Approval Process Exception – Source to BSC

• Agencies can elect to have fully procured requisitions source to POs directly for BSC review, bypassing the agency approval step

• POs will need to be assigned in the Requisition Selection page to an agency internal buyer and the requisition sourced without edits
PO Approval Process Exception – Source to BSC

• In this scenario, the agency only approves the requisition - unless there are edits to the purchase order
  – If there are edits to the purchase order, it will need to be approved again

• Changes will need to be made to workflow in SFS
  – Contact the BSC for assistance
BSC Purchase Order Approval Process

BSC Reviewer is to ensure:

- A complete procurement record exists
- The purchase order is formatted to streamline the payment processes
- Procurement follows NYS Laws, Rules & Regulations
- Purchase order has the correct vendor information and pay terms
- When utilizing a contract, the pricing and contract information is correct, and the agency followed all required processes
Planning Your Purchase

- All purchases must be in accordance with Article 11 of the New York State Finance Law, Procurement Council Guidelines (Guidelines) and agency specific rules and regulations
  - It is the buyer’s responsibility that purchases are in accordance with these rules, laws, and regulations
- Agencies can use the BSC guides to assist in navigating when to use a preferred source, centralized contract, or open market solicitation and the requirements for each dollar threshold
  - These can be located on our website: www.bsc.ogs.ny.gov
NYS Purchasing Requirements for BSC Customer Agencies

Preferred Sources

1. New York State Purchasing Requirements for BSC Customer Agencies

<table>
<thead>
<tr>
<th>Purchasing</th>
<th>Commodity &amp; Technology from a Preferred Source</th>
<th>Services from a Preferred Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Your Amount of Purchase is $0 - $85,000</td>
<td>Procurement Card where possible or Purchase Requisition</td>
<td>Procurement Card where possible or Purchase Requisition</td>
</tr>
<tr>
<td>If Your Amount of Purchase is $85,001 &amp; over</td>
<td>Agency: use published price lists</td>
<td>Agency: Written Quotation (Price Quotation)</td>
</tr>
<tr>
<td>Who solicits quotes or issues bid document?</td>
<td>Agency: Written Quotation (Price Quotation)</td>
<td>Agency: Written Quotation (Price Quotation - RFP)</td>
</tr>
<tr>
<td>If Technology-related, is RFP approved required?</td>
<td>YES - If $50,000 or more</td>
<td>YES - If $50,000 or more</td>
</tr>
<tr>
<td>Do I have to advertise in the Contract Report?</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Do I need OGC approval?</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Do I need Vendor Responsibility/PPA Checklist?</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Do I need Vendor Responsibility/PPA Checklist?</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Is NYS Procurement Lifting Loiter Law Warranted?</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Are there any WMEC and/or SVSO exclusions?</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Do I need DOM &amp; DOE approval?</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

NYS Centralized Contract

2. New York State Purchasing Requirements for BSC Customer Agencies

<table>
<thead>
<tr>
<th>Purchasing</th>
<th>Commodities, Technology &amp; Services from a Centralized Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR ALL DOLLAR AMOUNTS</td>
<td>FOR ALL DOLLAR AMOUNTS</td>
</tr>
<tr>
<td>Who solicits quotes or issues bid document?</td>
<td>Agency issues contract list or defined in the contract</td>
</tr>
<tr>
<td>If Technology-related, is RFP approved required?</td>
<td>YES - If $50,000 or more</td>
</tr>
<tr>
<td>Do I have to advertise in the Contract Report?</td>
<td>NO</td>
</tr>
<tr>
<td>Do I need OGC approval?</td>
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<td>NO</td>
</tr>
<tr>
<td>Are there any WMEC and/or SVSO exclusions?</td>
<td>NO</td>
</tr>
<tr>
<td>Do I need DOM &amp; DOE approval?</td>
<td>NO</td>
</tr>
</tbody>
</table>

State agencies must use New York State centralized contracts after consideration of Preferred Sources. Centralized contracts are administered by OGS Procurement Services and can be found on the OGS public website: [https://ops.ny.gov/procurement](https://ops.ny.gov/procurement). Customer support is available at 518.474.6717.
**NYS Purchasing Requirements for BSC Customer Agencies**

**Open Market**
- Agencies may purchase commodities, technology, and services in the open market when the procurement/purchasing work cannot be met by a Preferred Source or NYS Centralized Contract.

**Purchasing Requirements**

<table>
<thead>
<tr>
<th>If Your Dollar Amount of Purchase is</th>
<th>$0 - $2,500</th>
<th>$2,501 - $10,000</th>
<th>$10,001 - $85,000</th>
<th>$85,001 &amp; over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Cost allowed, if present</td>
<td>Yes, 1 written quote</td>
<td>Yes, 1 written quote</td>
<td>Yes, 1 written quote</td>
<td>Yes, 1 written quote</td>
</tr>
<tr>
<td>If Technology-based, is FTF approval required?</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Need to advertise in the Contract Register?</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Need a Vendor Registration Form/ Checklist?</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>In NYS Procurement Bulletin last year?</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

**Division of the Budget B-1184 Approval thresholds**

<table>
<thead>
<tr>
<th>Purchase Type</th>
<th>NPS Type</th>
<th>B-1184</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts - New</td>
<td>$15,000 or greater</td>
<td>$20,000 or greater</td>
</tr>
<tr>
<td>Contracts - Amendment</td>
<td>$10,000 or greater</td>
<td>$15,000 or greater</td>
</tr>
<tr>
<td>Contributions - RFP/RFQ Precontract</td>
<td>$10,000 or greater</td>
<td>$20,000 or greater</td>
</tr>
<tr>
<td>Loss Assistance Grants</td>
<td>$10,000 or greater</td>
<td>$20,000 or greater</td>
</tr>
<tr>
<td>Capital - Change Orders</td>
<td>$10,000 or greater</td>
<td>$20,000 or greater</td>
</tr>
<tr>
<td>Capital - Construction</td>
<td>$50,000 or greater</td>
<td>$100,000 or greater</td>
</tr>
<tr>
<td>Capital - Design</td>
<td>$50,000 or greater</td>
<td>$100,000 or greater</td>
</tr>
</tbody>
</table>

**Certification of thresholds from DOB bulletins should be addressed through the agency’s budget unit.** Agency should document its decision in writing and include in the procurement record.

**Websites**
- Preferred Source Guidelines: [https://ogc.ny.gov/purchasing/preferredsource](https://ogc.ny.gov/purchasing/preferredsource)
- DOB Public Website - Procurement Services: [https://www12.nyc.gov/ogc/](https://www12.nyc.gov/ogc/)
- Certified MWBE List & Search (2023): [https://ogc.ny.gov/sourcing/mwbe](https://ogc.ny.gov/sourcing/mwbe)
# Purchase Order Checklist

## Section I: Preferred Source

<table>
<thead>
<tr>
<th>Requirement/Threshold</th>
<th>Documentation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBCA or OBOA Approved</td>
<td>OBCA or OBOA Approval</td>
<td>3-134 Rs</td>
</tr>
<tr>
<td>Authorized Purchase</td>
<td>Authorized Purchase Approval</td>
<td>3-134 Rs</td>
</tr>
<tr>
<td>PO Approval</td>
<td>PO Approval</td>
<td>3-134 Rs</td>
</tr>
</tbody>
</table>

## Section II: NYS Centralized Contract

<table>
<thead>
<tr>
<th>Requirement/Threshold</th>
<th>Documentation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreed Upon Amount</td>
<td>Agreement</td>
<td>3-134 Rs</td>
</tr>
<tr>
<td>Agreement</td>
<td>Agreement</td>
<td>3-134 Rs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section III: Open Market

<table>
<thead>
<tr>
<th>Requirement/Threshold</th>
<th>Documentation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Notes:**
- All prequalified vendors in the contract form do not need to fill these forms, but those who are interested are required to contact the NYS Office of Contract Management.
Use the Buy Desk

- The Buy Desk can help navigate and guide you through the state's purchasing requirements
  - Shopping among preferred sources, centralized statewide contract and the open market
  - Performing RFQs when required by centralized contracts
  - Coordinating with OGS Procurement Services on any issues that require subject matter expertise
  - Conducting IFBs on your behalf
  - Open market research and quote solicitation
- Reviewing the guidance on using the Buy Desk on our website can help you get started
Buy Desk Guidance

Process Overview

1. Request for Services: The agency informs us of the need to procure services by sending an email to the Buy Desk with a mini-bid template attached and/or general request of need.

2. BSC Review: We review for completeness and accuracy and work with the agency for clarification or additional information on the Mini-Bid Template and it will be completed.

3. Mini-Bid Notification: BSC will issue the mini-bid to all vendors in the appropriate region with applicable lot.

4. Question and Answer (Q&A):
   - Vendor questions are allowed from the time the mini-bid is released until the Q&A period has ended.
   - Deadline for vendors to ask questions regarding the mini-bid. Any questions will be forwarded to the agency for answers.
   - Agency responses to Q&A questions. BSC forwards Q&A to vendors.

5. Mini-Bid Response:
   - Vendors with qualified responses will be invited to participate.
   - BSC reviews the responses and selects the winning vendor and notifies the agency.

6. Mini-Bid Opening: The BSC will hold a bid opening on the authorized user’s behalf.

7. Vendor Selection: BSC evaluates the bids and selects the winning vendor and notifies the agency.

8. Mini-Bid Contract Number: BSC submits the winning bid to Procurement Services to assign contract number; BSC provides the agency with the contract number and procurement package to the agency for processing.

9. Mini-Bid Contract Processing:
   - To establish the contract in SFS, agency enters a contract requisition in SFS using audit type TNT with a TR900007 contract profile.
   - Once contract is approved, agency schedules a PO release off the mini-bid contract.

Tips for Success

- Allow a 10-business day time frame for vendor responses to mini-bids unless otherwise requested by the agency.
- Identify the lots that include types of services and frequency.
- Determine which region your facilities are in (Note: Separate mini-bids must be done if facilities are located in more than one region).
- Review the “Award Summary” document to determine if the services are available in your region and to identify the contractors who are eligible to participate in the mini-bid.
- Create a project definition that identifies your service requirements.
- For state agencies, enter the mini-bid contract number to SFS (the audit type will be TNT)
- Issue purchase orders against the mini-bid contract.

Process Details

1. Request for Services: The agency completes the applicable RFQ template and submits it to the Buy Desk.

2. Download:
   - RFQ Template - Lot 1-5, 7, 9, 11, 13, 15 (Attachment 12)
   - RFQ Template - Lot 2, 3, 4, 6 (Attachment 13)

3. BSC Review: The BSC will review for completeness and accuracy and provide any questions to the agency with requested modifications to the RFQ.

4. RFQ Notification: The BSC will issue the RFQ to the approved vendor(s) for their lot, region, and titles.

5. RFQ Response: Vendors must submit bids by the deadline listed in the RFQ.

6. RFQ Bid Package Sent to the Agency:
   - The BSC will review the bids and select a bidder and notify the agency.
   - The BSC will send a complete procurement package to the agency.

7. Vendor Selection: The agency reviews the bid package, contacts vendors with questions, contacts interviews as needed, and decides on the winning vendor(s).

8. PO Processing: The agency will enter a purchase requisition (PR) in SFS or will use a P-Card. The PR must reference the RFQ number and have the full procurement package attached.

9. Updates:
   - Agencies must upload Preferred Sources offerings and reach out if the job titles are not fully covered by NYSID or NYSIPS prior to submitting on RFQ Preferred Sources Website.
   - If the agency has an incumbent, they should notify the current vendor prior to the release of the RFQ and the position is for re-award via RFQ and if they wish to continue providing services after a specific date, they must respond to the RFQ.
   - For procurements, which are anticipated to total $50,000 or more, agencies must provide an approved B-114 from DOB.
   - For Lots 11 “Light Industrial Occupations” a IRC # is required. Department of Labor - Unemployment Wage Rate Application
   - When completing the RFQ template, include as much information as possible including service details, job descriptions, hours/staff, and any other pertinent information regarding the vacancies you have. Please also include the “Best Value Justification” (the criteria you will use to determine awards).
   - If the agency is using estimated services dates of less than two years, a phrase such as “RFQ is for service dates indicated with an option to renew up to a total of 24 months” should be included on the RFQ template to allow for change notices to extend services.

- Our average processing time for an RFQ is 1-2 weeks; however, the ISC can adjust that timeline to adapt to any agency’s needs. Providing a reasonable amount of time for vendors to review the information and respond to an RFQ is key to increasing both the quality and quantity of bids.
- It is advisable to award multiple vendors, if possible. This allows the agency flexibility if a vendor cannot fulfill the agency’s service needs for any reason.
- Unless otherwise indicated on the RFQ template, bids received are good for 60 days. An award must be made by the agency during this 60-day period to secure the quoted bid rates for the full 2-year term allowed by the solicitation.
- When a purchase requisition is entered in SFS, the RFQ # must be referenced in the header comments and the full procurement package should be uploaded on line 1. If the agency encounters trouble uploading documents, they may email the documents to the Buy Desk and reference the purchase requisition number.
Accounts Payable

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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.

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 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.

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.

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

- OSC has provided guidance in the GFO related to a proper invoice [GFO Section XII.4.F](#)
  - If a vendor does not supply the required information on the invoice checklist:
    - The vendor invoice(s) may be returned
    - May cause payment delays
Automation of Vendor Invoices

Background:
• Automation of emailed invoices was implemented in November 2021
• If vendor’s email meets specific conditions, the email is automatically ingested for data entry

Benefits:
• Vendor invoices enter workflow automatically allowing vendors to get paid timely
• By using the SFS Vendor Portal, vendors have 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
Automation Best Practices

Vendors should:

• Send only one invoice per email to AccountsPayable@ogs.ny.gov and make sure the subject field includes: agency name, invoice number, and Routing ID (if any) being billed
• Invoices must be in a non editable format (preferably a PDF)
• Excel and Word files should be converted to PDF to ensure data presentation/integrity
• Automation cannot process zip files, encrypted, or password protected emails
• Invoices should not include confidential information, such as social security numbers, patient names, and medical diagnosis
• Preferably emails are under 20 mb and less than 100 pages
• Provide a proper invoice which will allow efficient payment
What is eInvoicing?

- eInvoicing allows vendors to directly enter invoices into the NYS SFS for processing
  - Vendors invoice directly through the Vendor Self-Service Portal instead of sending through postal mail or email
  - Direct Entry – Vendors are required to enter their own invoice information into SFS
eInvoicing

Background:
• Registered vendors are automatically enrolled in electronic invoicing
• Vendors can submit eInvoices through the SFS vendor portal
• SFS will match invoices with associated POs and receipts (if applicable and entered by the agency timely), then routes the invoice for approval and payment

Benefits:
• Decreased processing time
• Increased transparency into invoice status for vendors
• Reduction in manual labor associated with opening, sorting, and scanning mailed invoices
Small business vendors must meet the following criteria to self certify through the SFS Vendor Portal to get paid within 15 days:

- Independently owned and operated
- Primary place of business in NYS
- Has a significant business presence within the state
- Employs no more than 200 employees

Vendors must create an invoice within the SFS Vendor Portal which begins the payment process.
Vendor Portal

Submit invoices, look-up payments and update your contact information.

http://www.sfs.ny.gov/
Match Exceptions

• A Match Exception is a voucher that has a PO related issue that must be resolved before payment can be processed

• Most common issues are:
  – PO has insufficient funds to support the payment
  – The receipt has not been created or the receipt does not match the invoice
  – The PO unit price does not match the invoice unit price
Match Exceptions

• Agencies should run the match exception reports daily or as often as needed to address Match Exceptions.

• Most often, creating a receipt or adding funds will resolve the Match Exception.

• If an agency has a solution that cannot be handled systematically or needs assistance solving a Match Exception, email us at: ogs.sm.bscapmatchrecycled@ogs.ny.gov.
Additional Information

For additional information, resources, and training materials visit our website!

http://www.bsc ogs.ny.gov/
Questions?

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