



**Office of
General Services**

**Business
Services Center**

Information Announcement

Receiving for Goods and Services in SFS & Submittal of Complete Invoices by Vendors

March 4, 2016

Effective April 1, 2016, the BSC will be implementing two changes to improve and streamline the processing of accounts payable transactions as follows:

- 1) Expand the use of directly recording receipts in SFS for goods and services ordered through stand-alone purchase orders.
- 2) Working with vendors to ensure invoices submitted to the BSC are complete and contain all necessary information to enable invoices to be processed as efficiently as possible.

Receiving in SFS

The BSC has already implemented a policy to require receiving in SFS on purchase orders for commodity purchases. This process has been working extremely well and is consistent with SFS objectives. We are now expanding the process to include receiving on stand-alone purchase orders for services and technology purchases. When purchase orders are issued, the BSC will indicate on the purchase order that receiving is required in SFS. Agency-specific contracts (except PA contracts) will be exempt from this requirement. For example, receiving will not be required in SFS on purchase orders for service contracts or leases, confirming purchase orders, direct pays, utilities, interagency bills, and straight pays.

This new process will require an agency to record the receipt of commodities and services in SFS. The SFS receipt will be used as the agency approval to process payment of the invoice. The receiving process will streamline the payment process and also provide internal controls by linking the receipt to the related purchase order. In addition, this will reduce the number of invoices that are directed to agency review queues in FileNet. Overall, this should decrease the amount of processing time for both the BSC and your agency and allow for faster payments to vendors.

Returning Incomplete Invoices to Vendors

Also beginning April 1, 2016, the BSC will begin returning incomplete invoices for goods or services ordered via an SFS purchase order to vendors when the required information is not provided on the invoice. This change holds vendors accountable to submit proper invoices as required by the Prompt Payment Law and allows for more efficient processing of payments. An invoice is considered complete when it contains the following information:

- Name of the NYS Agency indicated on the purchase order
- Invoice number and/or Account number
- Invoice date
- SFS Vendor Number
- The Agency Unit ID of the unit that received the goods or services if applicable (this can be found on the purchase order)
- A valid Purchase Order (PO) Number
- Line item details that match the corresponding PO line item, which include accurate prices, quantities and descriptions of goods and services delivered and dates of service if applicable

As this process is implemented, BSC staff will be reaching out to vendors submitting incomplete invoices to ensure they understand the requirements. Once the vendor has been notified of the issues, when future invoices are returned, the vendor will be notified of the required corrections. Once the corrections are made, the vendor can resubmit the invoice to the BSC for processing. Information regarding invoice requirements will be forthcoming on the BSC website at <https://bsc.ogs.ny.gov/content/vendor-information>.

Training and Support

To prepare for the new receiving requirements, agencies should review their SFS role mapping to ensure the appropriate staff are role mapped to enter a receipt in SFS. Ideally, agencies should provide this role to staff that are responsible to physically receive goods or approve payment for services. In addition, SFS users may require additional training to complete requisitions and receipts in conformance with these process updates. The BSC has a number of Purchase Requisition and Receiving training sessions available beginning in March. You can check training dates at <https://bsc.ogs.ny.gov/training-events>. Please refer to SLMS at <https://nyslearn.ny.gov/> to register for these classes.

If you have any questions or concerns regarding these changes, please contact the BSC at ogspurchasingunit@ogs.ny.gov or call (518) 457-4272.