



**Office of
General Services**

**Business
Services Center**

Information Announcement

Change in Procedure for Agency Specific Contract Purchase Order Change Notices

June 23, 2016

Effective July 1, 2016 the Business Services Center (BSC) will no longer process change notices against purchase orders for agency specific contracts. This change was requested by a number of BSC customer agencies to streamline the SFS process implemented with the EE1 upgrade.

Agency specific contracts typically have prefixes such as C and T. This change does not include stand alone purchase orders or those that are linked to PA or OGS administered lease contracts. The BSC will continue to process those change notices.

Currently, the agency is responsible for establishing agency specific contract records in SFS. Once the contract is approved, the agency creates a contract release which generates a purchase order and authorizes the vendor to begin the work. If a change is required to the purchase order, the agency must first confirm that there is funding available on the contract lines to support the change. After making any necessary updates to the contract lines, the current process is for the agency to send a change notice request via email to the BSC. The BSC will then make the change to the purchase order notifying the agency when the change is complete. Under the new process, when an agency identifies a need for a change notice, it will still confirm that funding is available and make any necessary updates to contract lines but instead of submitting a request to the BSC, the agency can process the change notice at the same time the contract updates are made.

Having the transaction processed in one location from start to finish will eliminate steps and create efficiencies that are not achievable with the current bifurcated process. In addition, if the change is required to facilitate the payment of an invoice, the BSC Accounts Payable group will be able to work directly with the agency instead of working through the BSC purchasing team.

Please note agencies will need to have the SFS PO Processor and SFS PO approver roles to complete agency specific contract purchase order change notices. These roles can be requested through your SFS Agency Security Administrator. While this processing change is effective July 1, 2016, agencies may begin transitioning as soon as they are ready.

If you have any questions or concerns, please contact the BSC Purchasing team at contractpos@ogs.ny.gov or call (518) 457-4272. We also encourage you to visit the BSC's website at <http://bsc.ogs.ny.gov> for important information and updates.