



Information Announcement

Purchase Order Change Notice FileNet Training

March 24, 2017

Effective April 3, 2017, the BSC will begin using the new FileNet workflow application for requesting and processing purchase order change notices (POCNs). FileNet will take the place of the current e-mail request process. Agencies will direct enter POCN requests into FileNet and all correspondence regarding POCNs will happen directly in FileNet.

The BSC has been working with agency liaisons to identify and grant FileNet access to agency personnel who are responsible for requesting POCNs. These staff members will receive a personal invitation to training, but anyone who has a role in the POCN process is encouraged to register and attend training. Training is scheduled for the following dates:

Date	Time	SLMS Class Code:
March 31, 2017	10am – 11am	OGS-BSC PurchOrdChanFile033117
April 5, 2017	2:30pm – 3:30pm	OGS-BSC PurchOrdChanFile040517
April 11, 2017	1pm – 2pm	OGS-BSC PurchOrdChanFile041117

Agencies can search and register for a WebEx through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov>. The links to the WebEx for each of the trainings will be emailed to participants prior to each training session.

WebEx sessions have minimum class participation requirements; if minimums are not reached, the class will be cancelled and participants will be instructed to register for a future WebEx.

If you have any questions, please contact the BSC Purchasing Service Line at OGSPurchasingUnit@ogs.ny.gov or call (518) 457-4272.