



INFORMATION ANNOUNCEMENT

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Purchasing Updates for Fiscal Year 2014-15

This announcement provides important information about the Business Services Center (BSC) requirements to initiate Purchase Orders and receive commodities in SFS. This information will impact agency SFS users who process and approve requisitions and receipts.

Purchase Order Initiation Process Update

Beginning April 1, 2014, the BSC will require that all new Purchase Order (PO) requests be initiated by completing a requisition in SFS. This is for requests for both standalone POs and agency-specific contracts such as "C" contracts, leases and PA contracts. The Contract Purchase Order Request form will no longer be accepted for contract POs, nor will emails or other communications.

The BSC is initiating this change in order to eliminate the potential for BSC data entry errors and duplicate requests, and to ensure appropriate approvals are received and documented in SFS. Additionally, this allows both agencies and the BSC to confirm coding is valid before a PO is initiated, streamlining the PO process. Increases (or other changes) to an existing PO are handled through the *Purchase Order Change Notice* process and do not require a requisition.

Exceptions for Multi-Year Agency-Specific Contract Purchase Orders

At the beginning of fiscal year 2014-15, the BSC will generate agency-specific contract POs without a requisition if there is a contract currently in place and the PO is necessary to encumber funds for the new fiscal year. These transactions can be initiated by requisition if the agency chooses to do so, or the agency may elect to complete a spreadsheet supplied by the BSC to make these requests. This spreadsheet and instructions for its completion will be provided in an upcoming communication.

When preparing budget requests for the new fiscal year, agencies should be requesting the full annual amount for fixed cost contracts (including leases) to ensure those funds are encumbered up front and to eliminate the need for numerous purchase order change notices during the year.

Receiving Update

Beginning April 1, 2014, receiving in SFS will be required on all POs for commodity orders. For this purpose, a commodity is defined as materials, goods, supplies or products, including technology-related products. It does not include services or POs that include both services and commodities. Additionally, it does not include commodities where the price varies from time of order to time of receipt. To clarify this requirement for agencies, the BSC will include the statement "Receiving Required in SFS" on each PO that is included in this category.

This process update allows an agency to record the receipt of commodities in SFS, which will then be used as the approval necessary to initiate the payment of invoices received by the BSC Accounts Payable unit. The BSC believes this streamlines the payment process while also providing internal controls in linking the receipt of commodities to the related PO.

Training and Support for Purchasing Process Updates

Agency SFS users may require additional training to complete requisitions and receipts in conformance with these process updates. The BSC has a number of Purchasing Training classes available for registration in the Statewide Learning

Management System (SLMS), which are provided via webinar. Please refer to SLMS at <https://www.nyslearn.ny.gov/> for ongoing training opportunities and to register for these classes.

If you have any questions or concerns regarding these updates, please contact the BSC Purchasing Unit at OGS.sm.Contractpos@ogs.ny.gov or by calling (518) 457-4272, Option 1, and requesting Purchasing.

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For more information visit the BSC website or contact the BSC today!

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

Website: <http://bsc.ogs.ny.gov>