



# INFORMATION ANNOUNCEMENT

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Governor

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## SFS EE1 Update - Changes to the Procure to Pay Module

The Statewide Financial Systems' (SFS) Enterprise Enhancements Phase 1 (EE1) upgrade will result in a number of changes to the way the Procure to Pay module is used by the BSC and its customer agencies. A few highlights of the changes are outlined below.

### **Contracts:**

#### **Task: Establishing Agency Procurement Contracts and Associated Purchase Orders (PO)**

**Current Process:** In a 2-step process, an agency bids out its contract requirements and enters the contract in SFS (step 1), and sends a recommendation for award to the Office of the State Comptroller (OSC). Then, the agency submits a requisition to the BSC and the BSC issues a PO and submits to OSC upon request (step 2).

**Process after EE1 Implementation:** Contracts continue to be bid by the agency but will be established by the agency in the SFS Contract Creation module. This process entails initiating a requisition which upon approval by the agency will be systematically converted into contract lines. Contract lines include the details of the contract such as items, rates, project IDs and activity IDs. OSC will review the contract in SFS and determine whether it will be approved. Once approved, contract lines can be released to generate purchase orders to vendors. The BSC will no longer have a role in this process. Agencies will be responsible for the contract process from establishing the contract to PO issuance. All purchase orders requiring OSC approval will be processed in this module including those currently processed as standalone POs\*.

\*Currently, at an agency's request, the BSC will conduct an Invitation for Bids (IFB) for single purchases that result in a standalone purchase order. The BSC will continue to offer this service to its customer agencies. However, since the transaction will now be processed in the SFS contracts module, the agency will be responsible for establishing the resulting contract and related PO in SFS based on information provided by the BSC.

#### **Task: Processing Change Notices for Agency Contract Purchase Orders:**

The change notice process will remain the same after EE1 implementation. That is, the BSC will process contract related change notices at the request of its customer agencies.

### **Stand Alone Purchase Orders:**

#### **Task: Establishing Stand Alone Purchase Orders (PO)**

#### **Current Process:**

The BSC is responsible for generating standalone purchase orders for purchases from preferred sources, centralized contracts and discretionary purchases including those that require OSC approval. These transactions are processed based on a requisition submitted by the agency. Utility purchases do not require a purchase order and are paid via template voucher.

### Process after EE1 Implementation

The process for generating standalone POs will remain the same. However, any purchase order that requires OSC approval will not be processed as a standalone purchase order. Instead, it will be processed as an agency procurement contract as detailed above.

\*Note Customer agencies will have responsibility for the requisition approval process from end to end. The BSC will generate standalone purchase orders based on the agency approved requisition.

### Task: Processing Change Notices for Stand Alone Purchase Orders:

This process will remain the same. There are no changes.

Please contact the BSC Purchasing unit with any questions or concerns regarding this announcement at [OGSPurchasingUnit@ogs.ny.gov](mailto:OGSPurchasingUnit@ogs.ny.gov) or (518) 457-4272, Option 1.

**Release Date: November 5, 2014**

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

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