


Collaborating with Your Vendors

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Road Map

- SFS Vendor Portal
- SFS Coach – “Training for Vendors”
- eCommerce Initiatives
- Proper Invoicing
- Questions?




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Learning Objectives


- Understand What is Available through the Vendor Portal.
- Identify Training Resources for Agencies and Vendors.
- Promote eCommerce Initiatives to Help Streamline the Vendor’s Business Process.



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The Vendor Portal



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The Vendor Self-Service Portal


- Provides vendors who do business with New York State the ability to manage their billing and payment information in SFS.



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How do Vendors Access the Vendor Portal?


- The vendor's Primary Contact receives the "Welcome email" with the credentials to create the initial Vendor Portal account.
- The vendor can contact the SFS Helpdesk for help accessing and using the Vendor Portal.



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What's Available in the Vendor Portal?

- Vendors can view:
 - Purchase orders.
 - Receipt information.
 - Status of invoices.
 - Payment information (invoice number, invoice date, payment amount, payment status, payment reference and payment message).



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What's Available in the Vendor Portal?

- Vendors can participate in eCommerce Services.
- Vendors can maintain key vendor information including Vendor Locations.




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Vendor "Locations"

- Vendors create and update their location through the Vendor Portal.
- The location defines the vendor's business rules – how the vendor wants to do business with New York State:
 - The email address to receive purchase orders.
 - The bank account to receive payment.
 - Payment terms.

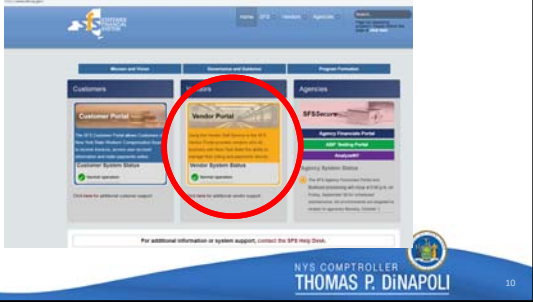
GFO: XII.5.D - Selecting the Appropriate Location, X.4.D - Location



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How to Access the Vendor Portal

- Link to the Vendor Portal is available on the SFS homepage and OSC vendor webpage.



SFS Coach- "Training for Vendors"

Vendor Portal Demonstration



Future Vendor Portal Enhancements

- Vendors will be able to initiate electronic requests to add or update banking, addresses and contacts, and make name changes in the vendor portal.




eCommerce Initiative



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eCommerce Initiative

- Electronic end-to-end processing.
 - Email PO Dispatch.
 - Electronic Invoicing (eInvoicing).
 - Electronic Payments (ePayments).



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OSC eCommerce Transformation

- Our goals are to:
 - Decrease transaction processing time.
 - Decrease downstream processes (returned checks, escheatment, etc.).
 - Save money.
 - Create a positive vendor experience.



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Email PO Dispatch

- Vendors can enroll and manage their email addresses in the Vendor Portal.
- Vendors who receive their PO through the “One Time Only Email Dispatch” functionality on the PO are automatically enrolled in email PO Dispatch.

GFO: XI-A.7 Electronic Purchase Order Authorization and Purchase Order Dispatch



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Electronic Invoicing

- Vendors submit invoices directly to SFS.
 - Self-service invoice (SSI) via the Vendor Portal.
 - Low volume (less than 100 invoices per year).
 - XML or EDI data exchange – (vendor system to SFS).
 - High volume (more than 100 invoices per year).

GFO: XII.4.E - Electronic Invoicing



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What is an Electronic Invoice?

- An invoice submitted to the State through SFS:
 - Vendor Self-Service Portal (SSI).
 - XML or EDI Electronic Transfer.
- An electronic invoice is **NOT**:
 - an invoice emailed to the Agency.
 - an invoice entered by a State Agency into the eSettlements module.



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What is an Electronic Invoice?

- Placeholder for eInvoicing document (currently under development)

New York State Invoice Guide

WHAT TO INCLUDE ON YOUR INVOICE TO NEW YORK STATE

Please ensure your invoices include the following information. If information is missing, your invoice may be returned unopened or payment may be delayed.

1. Vendor Identification - Your invoice should include the address, NYS Vendor ID#, and contact information in case there are questions.

2. Invoice Date - The date the invoice was created. The invoice date must be later than the date the goods or services were delivered or received.

3. Unique Invoice Number - Your invoice must have a unique number. Please include the address and/or name of your company's contact to help us if there are questions.

4. Bill To - The name of the NYS agency that ordered the goods or services. Please also include the address and/or name of your company's contact to help us if there are questions.

5. Purchaser Order (PO) Number - If you received a PO, include the PO number.

6. Payment Terms - The payment terms are the conditions under which you will be paid. If you are not providing NYS with all invoice information, please include the terms to be used by the department. Payment terms are not applicable to the PO or agreement. NYS will make every effort to pay invoices as quickly as possible. If provided invoices are not paid in the time and have amount added to the invoice as required by law.

7. Quantity - of goods, property or services, indicated for each invoice line item.

8. Description - of the work being billed including the date, time, a quantity of major items or services if applicable and location.

9. Unit of Measure - If you received a PO the unit of measure for each item being invoiced must be consistent with the PO and PO line number.

10. Rate - The unit price as specified in the PO or agreement.

11. Total - The payment amount being requested for the invoice.

The invoice must be delivered to the designated payment office specified in your agreement or to the PO you received. NYS will not accept invoices for items or quantities not defined.

Thank you for your help. NYS is committed to paying your invoices timely upon receipt of an invoice containing the information above.

Electronic Payments

Savings for Vendors and NYS

- In 2018, the Post Office returned 2,247 stale dated checks totaling \$6.23 million to OSC.
 - Returned due to bad addresses.
 - Cost to re-issue checks.
- Funds are deposited in 2 business days vs. 7-10.
- Savings ACH vs check \$0.92/payment.

Electronic Payments

- Vendors can enroll and manage their banking information in the Vendor Portal.
- All centralized contracts dated June 2014 or later contain [Appendix B](#) – agency should enforce electronic payment to vendors.
- Agency-specific contracts, property leases and contracts originating in the Grants Gateway may also require electronic payments.

AP Advisory: #44 – Contracts
Requiring Electronic Payments



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Summary

- Agencies should encourage vendors to:
 - Receive electronic payments when possible.
 - Use locations to define their business rules - PO email address, payment bank account.
- Sign up and use the Vendor Portal to:
 - Maintain their contact information.
 - Enroll in ACH.
 - Set-up locations.
 - Review PO, payment and receiving information.



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VMU References

GFO:

- X.4.D - Location
- XII.5.D - Selecting the Appropriate Location
- XI-A.7 - Electronic Purchase Order Authorization and Purchase Order Dispatch
- XII.4.E - Electronic Invoicing
- XII.4.F - Proper Invoice

Accounts Payable Advisory:

- #44 – Contracts Requiring Electronic Payments

SFS Coach:

- SFS Training for Vendors



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