



## EE1: New Procure-to-Pay Automation Highlights

SFS online users can take advantage of new procurement and payment efficiencies as a result of Enterprise Enhancement, Phase 1 Project (EE1) implementation. These include increased automation and integration on the front-end with eMarketplace and on the back-end with electronic purchase orders and eInvoicing.

### Increased Requisition Automation

The SFS EE1 Project brings integration of SFS with the New York State Web-based catalog, eMarketplace, and simplifies the online purchasing process for SFS users.

- Online SFS eProcurement module users will be automatically transferred to the eMarketplace software whenever a Web-based (eMarketplace Catalog) item is selected while creating the SFS Web-based purchase requisition.
- Similar to agency contract releases, requisitions that have been created using items from a NYS eMarketplace catalog will be automatically linked (auto-sourced) to a new purchase order in an approved status.

*Note: Certain agencies not hosted by the OGS Business Services Center have opted out of this auto-sourcing functionality.*

### Increased Purchase Order Automation

EE1 provides electronic distribution of purchase orders to suppliers.

- Suppliers participating in the NYS eMarketplace will receive their purchase orders from SFS via Electronic Data Exchange (EDX) dispatch. These orders will be delivered to the suppliers electronically without any user action.
- Suppliers identified to receive purchase orders via email will receive those orders automatically upon dispatch of the purchase order, without any user action.

### Increased Invoice/Voucher Automation

EE1 provides electronic receipt of invoices and automated processing of those invoices to vouchers ready for AP Processor submission.

- All suppliers participating in the NYS eMarketplace will submit their invoices electronically using the eMarketplace interface.
- Identified suppliers will be submitting invoices directly into SFS either via eSupplier self-service or by a direct interface with SFS.

### Information and Training

Note that the requisition, purchasing and accounts payable (AP) self-paced trainings have been updated in support of this messaging and are available on SLMS. Job aids are also available on SFS*Secure*.