

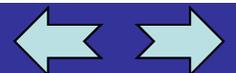


# **Vendor Web Conference**

## ***Invoice Submission Requirements***

**March 25, 2009**

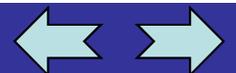
***Commonwealth of Pennsylvania  
Office of the Budget***





# Agenda

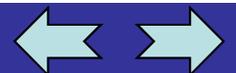
- **Welcome and Introductions**
- **Project Overview**
- **Invoice Submission Process & Requirements**
- **Vendor Communications**





# Housekeeping

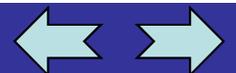
- During the presentation, all phone lines will be placed on mute.
- When it becomes time for questions, the facilitator will unmute all lines.
  - If you wish to ask a question, please do so when prompted.
  - If you do not wish to ask a question, please self mute your phone.





# Welcome and Introductions

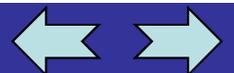
- **Introductions**
- **Session Purpose**
  - Provide a brief overview of the Finance Transformation Project, with an emphasis on vendor impacts
  - Outline communications efforts with vendors
  - Highlight key changes to the Purchase Order-based invoice submission process resulting from the Finance Transformation Project
  - Solicit feedback on submission requirements and identify possible issues or challenges





## Project Overview

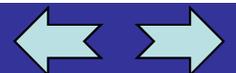
- Business transformation project to better serve Commonwealth
  - ✓ Vendors
  - ✓ Citizens
  - ✓ Agencies
- Built on best practices to improve the efficiency and effectiveness of financial operations and service delivery
- Primary goals are to:
  - Improve the timeliness and accuracy of Commonwealth processes
  - Reduce costs associated with financial operations
- Project has a particular focus on the Procure-to-Pay process
- Many process changes and improvements impact vendors





## Process Changes and Improvements that Impact Commonwealth Vendors

- Increase use of electronic addenda
- Process purchase orders more quickly by reducing review required for smaller dollar value purchase orders
- Provide a single point of contact for vendors and agencies for registration and invoice questions – *Opens May 11, 2009*
- Organize the Comptroller's Office so that:
  - 'Good' invoices move quickly through the process
  - 'Problem' invoices are managed by a special unit of experienced staff who can help resolve issues quickly and prevent them from happening again
  - Staff specialize in processing PO-based invoices OR Non-PO based invoices





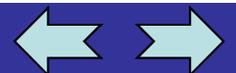
# Vendor Communications

## ▪ November 2008

- Email distributed by DGS containing a link to a vendor letter that outlined new mandatory information to be included on all PO invoices

## ▪ March 2009

- Email distributed by DGS containing a link to a vendor letter that reiterated new mandatory information to be included on all PO invoices and the new mailing address for PO invoices





# Changes Impacting Vendors

## Today

Invoice Processing is currently a paper-based process & invoices are received at various locations

Vendor invoice requirements were often not enforced and not required by the system

Vendors must submit PO-based invoices for different agencies to different addresses

Multiple points of contact for vendors, DGS, CVMU, Agencies, Comptrollers

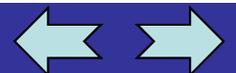
## Tomorrow

Invoice Processing will move to central receipt & scanning for all Commonwealth vendors and be routed electronically for approval

Vendor invoices must contain 4 key pieces of data or the invoice cannot be scanned into the Commonwealth's payment system

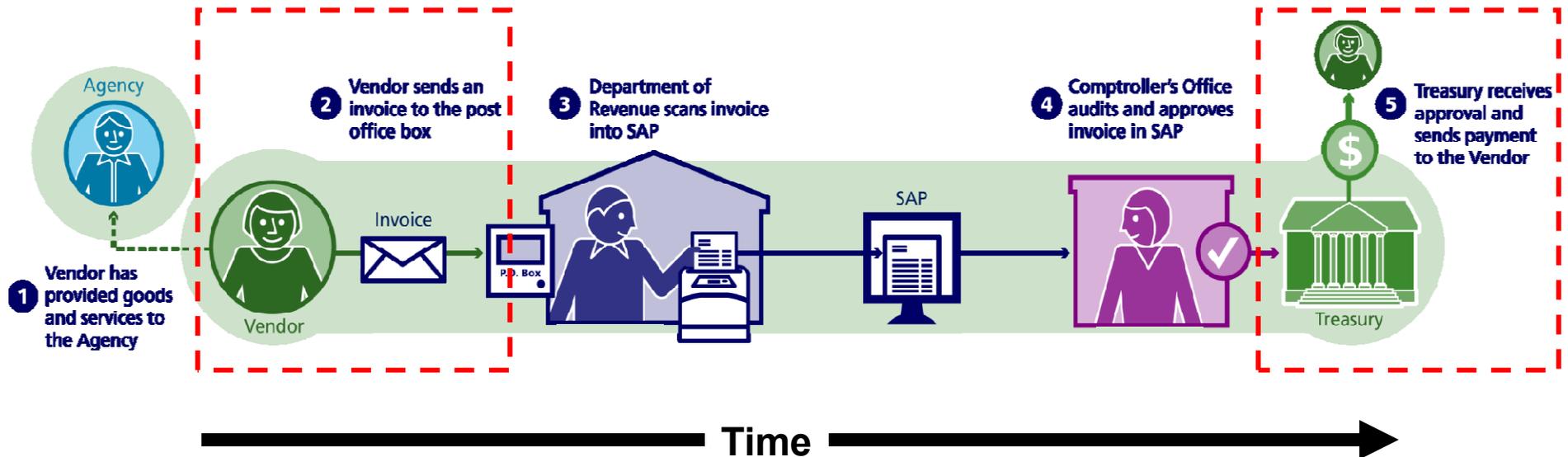
Vendors will submit PO-based invoices to the same address regardless of the agency involved

Single point of contact for vendors and agencies for registration and invoice questions

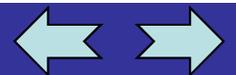




# New Invoice Submission Process



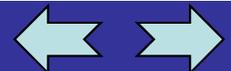
Effective and efficient processing of PO invoices starts with the submission of PO invoices with the right information to the right location



# PO-based Invoice Submission Requirements



- **New Mailing Address** (effective May 1, 2009)
  - Commonwealth of Pennsylvania – PO Invoice*
  - PO Box 69180*
  - Harrisburg, PA 17106*
- **Mandatory PO Invoice Information** (effective May 1, 2009)
  - PO Number
  - Invoice Date
  - Invoice Number
  - Gross/Total Amount
- **Invoice Rejection and Return back to the Vendor**
  - Invoices missing any of the 4 elements above can not be entered into the Commonwealth's system and will be **returned** to the vendor for correction and resubmission
  - Invoices that have these 4 elements will be entered into the Commonwealth's system, but could be **rejected** back to the vendor if there are other problems with the invoice

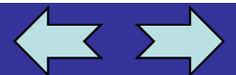




# PO-based Invoice Submission Requirements

## ▪ Other Important Information

- Register in SRM
- Exceptions to New Mailing Address (Liquor Control Board)
- Confidential information (none on invoice; continue to send to agency)
- Purchasing card (P-card) use will continue
- PO Invoice Plans





## Additional Resources

- **Project Website** ([www.financetransformation.state.pa.us](http://www.financetransformation.state.pa.us))
  - Project Information
  - Frequently Asked Questions (FAQs) area
  - Feedback mechanism for questions or issues
    - [RA-FTVendorRelations@state.pa.us](mailto:RA-FTVendorRelations@state.pa.us)
    - **Beginning May 11th:** Vendor Call Center – “one-stop shop” for all inquiries related to conducting business with the Commonwealth via the following phone numbers:
      - *Local Phone Number:* 717-346-2676
      - *Toll-Free Number:* 877-HELP-363 or 877-435-7363

