



Setting Your Agency Up for Success – Purchase Order (PO) Best Practices

Wednesday, October 27, 9:00 a.m. – 11:00 a.m.

Agenda

- Purchase Order (PO) Basics
- Best Practices for Purchase Order Setup
- Applying Best Practices – PO Examples
- Available Resources
- Questions and Answers



Purchase Order (PO) Basics

Use of Purchase Orders (POs)

- A PO's primary use is to communicate all necessary order information to a vendor, and confirm the purchase and delivery of a requested good/service has been authorized.
 - Information contained on the PO is also valuable with regard to understanding what the State is purchasing, and in providing important information to support the State's procurement activities.
- A PO's life cycle varies depending on what is requested from the vendor, and remains active until the final payment is processed.
- While active, a PO serves as a means to communicate to the vendor about changes to both the PO amount and the original PO terms.
- A PO change notice (POCN) is used to increase, decrease, or change a PO. PO change notices should be dispatched to the vendor so the vendor PO record agrees with the State's record.
 - Changes strictly limited to distribution (accounting/funding) and do not change the PO amount do not need to be communicated to the vendor.
- Proper setup and use of POs in SFS enables more efficient downstream processing, including:
 - Order fulfillment
 - Receiving
 - Invoicing
 - Vouchering
 - Matching

Creation of a Purchase Order (PO)

- Most frequently, POs are created in SFS systematically through a staged requisition or a contract release.
- **Creating POs through a staged requisition:**
 - A requisition is a transaction in SFS used to represent the initial request for goods and services.
 - Information entered on a requisition is used by the Buyer as the starting point to perform sourcing activities to address the initial request.
 - Buyers use the Requisition Selection Page in SFS to assign an awarded vendor, update quantities and amounts, assign a contract, and prepare a requisition to be staged (i.e., auto-sourced) into a PO.
 - The Buyer has the opportunity to do a final review of the PO before submission into workflow.
- **Creating POs through a contract release:**
 - Staged Releases or schedules can be created in the Procurement Contract module from the Create Contract Releases page.
 - A staged release allows agencies to systematically release against a contract based on predefined parameters, and can be established for the creation of one PO or for multiple POs over a period of time.
 - On each staged release, agencies define the required information such as: contract lines, amounts, quantities, etc., and specify the frequency to create POs (daily, weekly, monthly, etc.).

PO Structure in SFS

- **POs consist of a:**
 - PO Header
 - PO Line(s)
 - PO Footer
 - Comments and attachments

- **Each PO line is setup as quantity-based or amount-based.**
 - Quantity-based PO lines document the exact quantity of goods or quantifiable services being ordered by the agency.
 - Amount-based PO lines document the exact amount of non-quantifiable services being ordered by the agency.

Dispatching POs to Vendors

- **POs are electronically dispatched to vendors.**
 - Occurs after the PO is approved and successfully budget checked.
- **Email is the State's primary method of dispatch to the vendor.**
 - Best practice POs are email dispatched.
- **Vendors receive:**
 - The Purchase Order number (PO ID).
 - The name of the buyer at the agency or OGS BSC who can be contacted with questions about the order.
 - A copy of the purchase order (PDF attachment).
 - Any attachments with documentation relevant to the order.



Sample Dispatched PO

PO Line(s)

This section includes the PO Line(s) and Schedule(s), Quantity and Unit of Measure or Amount, Unit Price, Extended Amount, Delivery Due Date, Line Comments, and Contract ID (if applicable).

Comments

This section includes comments that were entered in the PO Header.

Purchase Order				Dispatch via E-Mail	
Off of Parks, Rec & Hstrc Pres		Purchase Order	Date	Revision	Page
NYS OPRHP 625 Broadway, 2nd floor Business office Albany NY 12207 United States		PRK01-0000014856	08/25/2021		1
Supplier: 1100101095 KIMBALL APPRAISAL GROUP DBA INTEGRA REALTY RESOURCES-SYRACUSE 120 E WASHINGTON ST SUITE 525 SYRACUSE NY 13202 NYS Location Name: MAINCHECK NYS Location Description: Remit To		Payment Terms	Freight Terms	Ship Via	
		Net 30	POB Destination	Common Carrier	
		Buyer	Phone/Email	Currency	
		ERIN	Erin @ogs.ny.gov	USD	
		Ship To:	Alb - Business Office NYS OPRHP 625 Broadway, 2nd floor Business office Albany NY 12207 United States		
		Phone:	518/402-		
		Extension:	Not Specified		
		Attention:	Not Specified		
		Bill To:	AccountsPayable@ogs.ny.gov or Building 5, 5th Floor 1220 Washington Ave Albany NY 12228-1900 United States		
Tax Exempt? Y	Tax Exempt ID: NYS Exempt	Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt Due Date
1-1	1 hard copy appraisal report and 1 pdf copy of said report for the valuation of the Woods End LLC property. Appraisal must meet the 2016 Uniform Appraisal Standards for Federal Land Acquisitions.		1.00 EA	7,100.00000	7,100.00000 08/29/2021
PER QUOTE DATED 7/30/21					
<< Appraisal to be completed and a draft pdf sent to this office on or before September 17, 2021. Hand copy to be submitted upon approval on draft pdf					
Taconic Region - Clarence Fahnestock Memorial State Park - 07-1005 >>					
				Item Total	<u>7,100.00000</u>
All vendors who are enrolled in eInvoicing can submit electronic invoices to State agencies through the New York State Vendor Self Service Portal: https://www.osc.state.ny.us/vendors/vendorselfservicesystem.htm					
Vendors who do not eInvoice can email invoices to AccountsPayable@ogs.ny.gov or mail invoices to 1220 Washington Ave, Building 5, 5th floor, Albany, NY 12226. To ensure efficient processing, invoices should be submitted with one invoice/PDF per email submission, and include the information required per OSC guidelines which can be found at the following link: https://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XII/4/F.htm					
Please be advised that incomplete invoices may be returned to the vendor for updating. For answers on the status of payments, POs, and invoices, including how to eInvoice, please log into the SFS Vendor Self-Service Portal: https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=logIn&languageCd=ENG&					
For additional information on the Business Services Center, please visit our website: https://bsc.ogs.ny.gov/nys-vendors					
				Total PO Amount	<u>7,100.00000</u>

PO Header

This section includes Agency Name and Address, Vendor Information, Payment and Freight Terms, PO ID and Date, Ship To Location, Bill To Information, Buyer Name and Contact Information.

PO Footer

This section includes the total PO Amount.



Best Practices for Purchase Order Setup

PO Best Practices

- **Best Practice POs have:**
 - Detailed PO line descriptions or Catalog Item
 - Receiving setup as Required
 - The exact quantity (and unit of measure) or dollar amount being ordered
 - Actual Ship To Locations
 - Proper Bill To information
 - Accurate Category Codes selected
 - Comments and agency contact information used to communicate to vendors
 - OGS centralized or Agency-specific contract IDs added (where applicable)
 - A dispatch method set to email

PO Line Descriptions

- Each PO line description should be clear, and describe the goods or services being ordered.
- Include as much detail as possible, including information such as:
 - A description of the product or service
 - Size
 - Color
 - Vendor item IDs or product codes (if known)
 - Titles of an individual (for staffing scenarios)
 - Specific facility information and period of coverage
 - Scope of work and deliverable
- **Do not** include confidential or sensitive information (e.g., social security numbers, credit card numbers, sensitive recipient information, medical information, etc.) in the PO line description.
- Detailed PO line descriptions support downstream receiving, invoicing, and voucher processes, and provide clarity about what was purchased for reporting purposes.

Examples of Good PO Line Descriptions

Example 1: PO line description for administrative services



Registered Nurse
08/20/21-03/31/22
Agency RFQ RRN-Pilgrim-071421
Lot 8, Region 5

Example 2: PO line description for maintenance services



Annual On-Site HVAC Equipment maintenance per section 2.1 –
Region 1 – Central NY Facility - 3650004

Example 3: PO line description for a commodity



E5391-0000-012 Black metal standard desk stapler, equivalent to the
Swingline Model 747, capable of stapling up to 30 pages using
standard staples

Setting POs Up as Receiving Required in SFS

- After a vendor fulfills a purchase order (PO) and an agency receives the items, an online receipt is created in SFS by the receiver of the goods and services.
- Receiving is performed by quantity or amount, as defined on the PO Line when the PO is setup.
- Entering a receipt in SFS eliminates the need to maintain records of receipt outside of the system.
- Receiving serves as a validation for agencies to confirm that what was ordered was actually provided by the vendor.
- Receiving supports internal controls, enabling agencies to properly account for goods and services provided.
- It is best practice for POs to be setup as receiving required – regardless of whether the PO is quantity or amount-based.

Quantity-Based POs vs. Amount-Based POs

Quantity-Based

- Goods and quantifiable services must be ordered and received by quantity.
- Enter the exact quantity of goods or quantifiable services being ordered.
- Enter a Purchase Order Change Notice (POCN) if additional quantities are needed, after the initial PO is dispatched.

Amount-Based

- Non-quantifiable services can be ordered and received by amount.
- If the exact amount is unknown, enter an estimate.
 - Inquire on previous POs setup by your agency with that vendor to see past examples (if available).
- Enter a Purchase Order Change Notice (POCN) if there is a need to increase the PO amount, after the initial PO is dispatched.
- Amount-based PO lines **always** have a quantity of 1 and unit of measure of Each (EA).

Ship To Locations

- Ship To Locations identify where goods or services should be provided, and to whom/where a vendor should report.
 - Ship To Locations can also include delivery instructions.
- Each PO line in SFS can have one or more Ship To Locations identified.
- Each Ship To Location in SFS is identified by an alpha-numeric ID.
- Having accurate Ship To Locations in SFS and using the correct Ship To Location(s) on POs assists with timely receiving in SFS.
- Agencies can request new Ship To Locations and updates to existing Ship To Locations using the **Location & Ship To Code Request Form** template available on SFS*Secure*.

Example of Ship To Location information, as it appears on a PO to a vendor

Ship To:	OMH0102015 MIDDLETOWN CAMPUS - STOREHOUSE 45 ASHLEY AVENUE - REAR Hours 8:00 am - 3:30 pm - LIFT GATE REQUIRED MIDDLETOWN, NY 10940-1912 - USA
Attention:	Jane D.

Bill To Information

- The Bill To information should reflect the agency's official designated payment office, where vendors should submit their invoices.
- The Bill To information displays on the PO that is sent to the vendor.
- For Business Services Center (BSC) customers, this will default to the BSC Accounts Payable Office.
- For agencies who are not customers of the BSC, this will default to an Accounts Payable Office at your agency.
- Agencies can control the address that populates using PO defaults for specific contracts.

Example of Bill To information for a BSC customer, as it appears on a PO to a vendor

Bill To:	AccountsPayable@ogs.ny.gov OR Building 5, 5th Floor 1220 Washington Ave. Albany, NY 12226 - USA
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Category Codes

- Category Code is used to classify products and services, and used for reporting on procurement data in SFS.
- A category is automatically included on the requisition when you select an item from a Catalog in SFS or use the NYS eMarketPlace to create a requisition.
- When entering a Special Request requisition in SFS, you must manually select a Category Code.
- Agencies should select the most detailed Category Code appropriate for the purchase being made.
- Not sure which Category Code to use? Use the **Category Code Selection Tool** available on SFS*Secure*.
 - This tool is intended to assist SFS users with selecting appropriate Category Codes for use on contract lines, requisitions, and purchase orders in SFS.

Category Code Selection Tool

- The **Category Code Selection Tool** includes the following tabs:
 - Introduction
 - Category Codes
 - Condensed List
- The **Category Codes** tab includes the complete list of codes that are available for use in the Category field in SFS.
- The **Condensed List** tab includes the shortened list of Category Codes that are available for selection on the Category Code prompt in SFS.
 - Represents the list of Category Codes most commonly used by agencies in SFS, based on data analysis.

Segment	Segment Title	Family	Family Title	Class	Class Title	Commodity	Commodity Title
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101501	Cats
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101502	Dogs
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101504	Mink
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101505	Rats
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101506	Horses
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101507	Sheep
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101508	Goats
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101509	Asses
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101510	Mice
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101511	Swine
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101512	Rabbits
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101513	Guinea pigs
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101514	Primates
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101515	Armadillos
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101516	Cattle
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101500	Livestock	10101517	Camels
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101600	Birds and fowl	10101601	Live chickens
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101600	Birds and fowl	10101602	Live ducks
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101600	Birds and fowl	10101603	Live turkeys
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101600	Birds and fowl	10101604	Live geese
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101600	Birds and fowl	10101605	Live pheasants
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101700	Live fish	10101701	Live salmon
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101700	Live fish	10101702	Live trout
10000000	Live Plant and Animal Material and Accessories and Supplies	10100000	Live animals	10101700	Live fish	10101703	Live tilapia

Available on **SFS Secure**: SFS Secure > References & Resources > Procurement Information Center > References and Resources tab

PO Comments

- Comments included on a PO can provide the vendor with additional details pertinent to the order.

- Comments can be added to the PO header, PO line, and/or PO footer.
 - PO header comments should include information pertinent to the entire PO.
 - PO line comments should include information pertinent to the specific PO line.
 - PO footer comments are standard for all POs and pertinent to the entire PO.

- Standard comments are also available for all agencies to use in SFS. The available Standard Comments are:
 - SFS PO/AC 130 Terms
 - Appendix A
 - Blanket Order
 - Confirming Order
 - Payment Request and Processing
 - PCard

- **Do not** include confidential or sensitive information (e.g., social security numbers, credit card numbers, sensitive recipient information, medical information, etc.) in the PO comments.

Contract IDs

- If the purchase is associated with an OGS Centralized Contract or agency funded or non-funded contract:
 - The contract ID should be entered on the PO.
 - The category code used on the PO should be the same as the category code on the contract.
 - Uncertain which category code is used on the contract? Inquire on the contract in SFS.

PO Dispatch

- Best practice POs are email dispatched.
- Vendors can enter and maintain their email address for electronic PO dispatch through self-service, using the SFS Vendor Portal.
- Remind your vendors to regularly log into the SFS Vendor Portal to view their POs and keep their contact information current.
- The PO Dispatch process runs automatically in SFS every 2 hours, starting at 8:00 a.m. and ending at 4:00 p.m. (Monday through Friday).

PO Information – General Reminders

- Include as much detail and information as possible.
- Accuracy and clarity of PO data is important.
 - The information entered on a PO is used for data analysis, inquiry, and reporting purposes.
- Time spent upfront to properly setup a PO, saves time later.



Applying Best Practices – PO Examples

Applying PO Best Practices

PO Examples in SFS

Example 1:
Quantity-based PO

Example 2:
Amount-based PO

Quantity-based PO Example

- ✓ Specific Ship To Location
- ✓ Proper Bill To information
- ✓ Detailed PO line descriptions
- ✓ The exact quantity, unit of measure, and dollar amount ordered
- ✓ Comments and agency contact information included
- ✓ OGS centralized contract ID added
- ✓ Dispatched via email

Purchase Order

Off of Parks, Rec & Hstrc Pres
 NYS OPRHP
 625 Broadway, 2nd floor
 Business office
 Albany NY 12207
 United States

Supplier: 100008297
 AMERICAN ROCK SALT CO LLC
 PO BOX 536188
 PITTSBURGH PA 15253

NYS Location Name: MAINEPAY
NYS Location Description: MAINEPAY
NYS Contract ID: PC69205

Dispatch via E-Mail
 Purchase Order Date Revision Page
 PRK01-0000014887 09/08/2021 1

Payment Terms Net 30	Freight Terms FOB Destination	Ship Via Common Carrier
Buyer JEANNINE E	Phone/Email Jeannine. @ogs.ny.gov	Currency USD

Ship To: ALL- Admin Bldg
 NYS OPRHP - Admin Bldg
 2373 ASP RTE 1
 Salamanca NY 14779-9756
 United States

Phone: 716/354-
Extension:
Attention: Not Specified

Bill To: AccountsPayable@ogs.ny.gov or
 Building 5, 5th Floor
 1220 Washington Ave
 Albany NY 12226-1900
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	1290001 - ROAD SALT FOR WINTER ROAD MAINTENANCE - FY 2021-22		400.00	STN	64.00000	25,600.00000	10/08/2021
Item Total						25,600.00000	
2- 1	ESTIMATED FUEL SURCHARGE		1.00	EA	40.00000	40.00000	10/08/2021
Item Total						40.00000	

Contract ID: 0000000000000000000078855 Version 1 Contract Line: 0 Category Line: 0 Release: 4
 CATTARAUGUS COUNTY

Contract ID: 0000000000000000000078855 Version 1 Contract Line: 1 Category Line: 0 Release: 5

AGENCY CONTACT: Purchasing@parks.ny.gov
 DELIVERY IS TO THE RED HOUSE MAINTENANCE SALT BARN IN RED HOUSE STATE PARK.....PLEASE CALL BRIAN
 AT 716-354- FOR DELIVERY INSTRUCTIONS !!

All vendors who are enrolled in eInvoicing can submit electronic invoices to State agencies through the New York State Vendor Self Service Portal:
<https://www.osc.state.ny.us/vendors/vendorselfservicesystem.htm>

Vendors who do not eInvoice can email invoices to AccountsPayable@ogs.ny.gov or mail invoices to 1220 Washington Ave, Building 5, 5th floor, Albany, NY 12226. To ensure efficient processing, invoices should be submitted with one invoice/PDF per email submission, and include the information required per OSC guidelines which can be found at the following link:
<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XII/4/F.htm>

Please be advised that incomplete invoices may be returned to the vendor for updating. For answers on the status of payments, POs, and invoices, including how to eInvoice, please log into the SFS Vendor Self-Service Portal:
<https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login&languageCd=ENG&>

For additional information on the Business Services Center, please visit our website:
<https://bsc.ogs.ny.gov/nys-vendors>

Total PO Amount 25,640.00000



Amount-based PO Example

- ✓ Specific one-time Ship To Locations on each line
- ✓ Proper Bill To information
- ✓ Detailed PO line descriptions
- ✓ The exact dollar amount ordered
- ✓ Instructions, comments, and agency contact information included
- ✓ Agency contract ID added
- ✓ Dispatched via email

Off of Parks, Rec & Hstrc Pres
 NYS OPRHP
 625 Broadway, 2nd floor
 Business office
 Albany NY 12207
 United States

Supplier: 1000012237
 D F STONE CONTRACTING LTD
 1230 STATION RD
 MEDFORD NY 11763

NYS Location Name: LOC02
NYS Location Description: Initial Setup
NYS Contract ID: PA20003

Purchase Order

Purchase Order	Date	Revision	Page
PRK01-0000013699	01/06/2021		1

Payment Terms	Freight Terms	Ship Via
Net 30	POB Destination	Common Carrier

Buyer	Phone/Email	Currency
Generic Buyer PRK01	518/ [REDACTED] deborah [REDACTED]	USD

Ship To: See Detail Below

Phone: See Detail Below
Extension: See Detail Below
Attention: Not Specified

Bill To: AccountsPayable@ogs.ny.gov or
 Building 5, 5th Floor
 1220 Washington Ave
 Albany NY 12226-1900
 United States

Tax Exempt? Y **Tax Exempt ID:** NYS Exempt **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	1000012237 Unit Agency ID#1290005 Deliver 10,000 cubic yards of Clean Beach Sand to Heckscher State Park, For Parking Fields 6 & 8 - price per cubic yard \$27.48		1.00	EA	274,800.00000	274,800.00000	02/05/2021
<p>Ship To: LI - Heckscher SP Heckscher SP 1 Heckscher Pkwy East Islip NY 11730 United States</p> <p>Phone: 631/58 [REDACTED] Extension:</p>							
<p>Contract ID: 000000000000000000082380 Park will call vendor when deliveries are required.</p>		Version 1	Contract Line: 1	Category Line: 0	Release: 1		
Item Total						274,800.00000	
2- 1	1000012237 Unit Agency ID#1290005 Deliver 16,400 cubic yards Clean Beach Sand to Captree State Park East Parking Field - price per cubic yard \$27.48		1.00	EA	450,672.00000	450,672.00000	02/05/2021
<p>Ship To: LI - Captree SP Captree SP 3500 Ocean Parkway Bay Shore NY 11706 United States</p> <p>Phone: 631/66 [REDACTED] Extension:</p>							
<p>Contract ID: 000000000000000000082380 Park will call vendor when deliveries are required.</p>		Version 1	Contract Line: 2	Category Line: 0	Release: 2		
Item Total						450,672.00000	



Available Resources

Available Resources

Resource	Location
Purchase Order Best Practices Guidance	SFS <i>Secure</i> > References & Resources > Procurement Information Center > References and Resources tab
Category Code Selection Tool	SFS <i>Secure</i> > References & Resources > Procurement Information Center > References and Resources tab
Location & Ship To Code Request Form	SFS <i>Secure</i> > References & Resources > Guides, Manuals, and Processing Resources
Purchase Orders Self-Paced Training	Agency Portal or Agency Business Process (ABP) Test Portal > My Homepage > SFS Coach tile <ul style="list-style-type: none"> • Enter Purchase Orders 220 in the SFS Coach Training Material field and click the Search button. • Select the Purchase Orders 220 self-paced training hyperlink in the search results, and a new window will open with the Purchase Orders 220 training course.

SFS Coach – All Purchase Order Training

- To check out **all types** of PO training (job aids, videos, self-paced training), enter **PO** in the SFS Coach **Process Area** search field.

SFS Coach - User Learning Center

Search Trainings - Access SFS user training and materials

Process Area i Q

Training Material i Q

Training Type i Q

Keyword(s) i

i Search


Search Results

1-15 of 69 ◀ ▶ View All

	Process Area	Training Material	Description	Training Type
1	PO	Purchase Orders 220	Enter and maintain a purchase order. 📄	SELF-PACED TRAINING
2	PO	JAA-PO220-001	Create a Standalone Purchase Order 📄	JOB AID
3	PO	JAA-PO220-002	Create a PO by Copying a General Purchase Requisition 📄	JOB AID
4	PO	JAA-PO220-003	Create a PO by Copying an Existing PO 📄	JOB AID
5	PO	JAA-PO220-004	Create a PO by Copying a Centralized or Agency Contract 📄	JOB AID
6	PO	JAA-PO220-005	Review a PO from your worklist and how to approve a PO that has been submitted 📄	JOB AID

Purchase Order Best Practices Guidance

- Includes a series of examples detailing New York State PO best practices.
 - Medical Staffing
 - Temp Staffing
 - HVAC Maintenance
 - Deliverables
 - Quantifiable Services
 - Commodities
- The document shows and explains the steps necessary to create a proper PO.
- Best practice guidance documents are also available for:
 - Receiving
 - Invoicing



NEW YORK STATE PROCURE-TO-PAY (P2P) BEST PRACTICES

To assist agencies, the Statewide Financial System (SFS) has created a series of guidance documents to provide advice and examples of real-life procurement transactions.

For State agency staff to take full advantage of SFS should follow this best practice guidance. Each document is structured so downstream processes are completed includes how to properly:

- Structure purchases orders (POs)
- Receive goods and services
- Set up Ship To locations

PO HEADER

- Agency Name and Main Address:** Provide the agency name of the business unit issuing the PO. Suppliers use this information to identify the agency ordering services and being billed on their invoices.
- Supplier Information:** The supplier's ID and location populate from their record.
- PO ID and Date:** PO date populates when a PO is created. When dispatched, Agency Business Unit ID will prefix the PO ID. Dispatched change orders will include revision automatically.
- Payment and Freight Terms:** Populates from the contract or the supplier's record.
- Buyer Name and Phone Number:** Populates on a PO from the buyer's employee profile.
- Ship To Location:** Where services will be provided, and to whom/where a supplier should report. This assists agencies with receiving and suppliers with billing.
- Bill To Information:** The agency's official designated payment office. For agencies hosted by the NYS Business Services Center (BSC), this will default to the BSC Accounts Payable Office. Agencies can control the address that populates using PO defaults for specific contracts.

Purchase Order

1	Office of Mental Health 44 Holland Avenue Albany, NY 12229 United States	3	Date: 3/31/2019	Dispatch via Email
2	Supplier: 1000047919 INTEGRATED HVAC SYSTEMS & SERVICES INC 52 COLUMBIA ST ISLIP, NY 11751	4	Payment Terms: Net 30	Page: 1
5	NYS Location Name: MAINCHECK NYS Location Description: MAINCHECK NYS Contract ID: 1000156	6	Ship Via: FOB Destination	
7		7	Phone: 212-966-7654	Comments:
		8	Country: USD	Current:
		9	Ship To: OMH0100450 545 Cedar Street Syracuse, NY 13210-USA Maintenance Supervisor	
		10	Bill To: Accounts Payable@nys.gov OR Building 5, 5th Floor 1220 Washington Ave, Albany, NY 12226 - USA	

PO FOOTER

- Comments entered pertinent to entire PO
- Provide delivery information on the PO's Ship To location
- Total PO Amount

Line	Description	UOM	Unit Price	Extended Amount	Schedule
1-1	Annual On-Site HVAC Equipment maintenance per section 2.1 - Region 1 - Central NY Facility - 3650004	1.00EA	20,000.00000	20,000.00000	3/31/2019
Schedule Total					20,000.00000
Item Total					20,000.00000
2-1	Time and Material Repairs for HVAC Equipment per section 2.2 - Region 1 - Central NY Facility - 3650004	1.00EA	10,000.00000	10,000.00000	3/31/2019
Schedule Total					10,000.00000
Item Total					10,000.00000

PO LINES WITHIN ONE FISCAL YEAR

- Line and Schedule:** Assigned automatically. This example demonstrates one delivery schedule, which is typical for services. If necessary, lines can include multiple delivery schedules.
- Line Description:** Defines goods or services being ordered and supports receiving, invoicing, and vouchering processes with suppliers downstream. This example demonstrates documenting the specific facility information and period of coverage.
- Quantity & Unit of Measure (UOM):** Indicates number of items being ordered and the unit of measure desired. When ordering a quantifiable good or service a quantity-based line should be used. This example demonstrates an amount only line as the monthly costs may vary.
- Unit Price:** The cost for each UOM. This example is an amount only line so the unit price is equal to the extended amount.
- Extended Amount:** Quantity times the price of the schedule/line.
- Delivery Due Date:** Defaults based on selected line category and can be overwritten on PO prior to dispatch. This is the date goods or services ordered are expected to be received. For ongoing services, like this example, adjust the date to the last expected service date for the order.
- Contract Detail Information:** Appears for each line and informs the supplier what contract this PO line relates to.
- Line Comments:** Provides the supplier with additional details pertinent to the PO line.

Questions and Answers