Welcome to Electronic Documents Submission System (EDSS)

Our presentation will begin at the top of the hour

Housekeeping Notes

• Attendees are automatically muted for audio quality.
• Please direct technical questions to outreach@osc.ny.gov.
• This class is being recorded for future on-demand viewing.
• Please complete the post-conference survey you receive to help us improve your OOO Fall Conference experience.
Electronic Documents Submission System (EDSS)

AGENDA

• Live Demo
• Commonly Asked Questions
• OSC Online Services Government Account Authorizer
Electronic Documents Submission System (EDSS)

Online Services

Login

- User ID *
- Password *

Help Topics
- Need an account? Enroll Now
- I forgot my User ID
- I forgot my Password
- Learn more about our Online Services.

Login
Electronic Documents Submission System (EDSS)

Commonly Asked Questions

• Help, I can’t find my transaction in EDSS!
  – Entered into SFS?
  – Electronic Audit Type?
  – Status in SFS?
  – Correct Business Unit and Department ID?
How do I find a transaction in EDSS?

– Robust searches in EDSS
Electronic Documents Submission System (EDSS)
Robust Searching
Electronic Documents Submission System (EDSS)

Commonly Asked Questions

• **What is Host Functionality?**
  – How does this feature work?
  – What can I see and when?
Electronic Documents Submission System (EDSS)

Commonly Asked Questions

• Help, I forgot something!
• Difference between a Grant Procurement Record and a Procurement Record
Hello Andrew,

The status of the transaction below has been changed by the Office of the State Comptroller to Additional Information Requested.

<table>
<thead>
<tr>
<th>Request Type:</th>
<th>Revenue Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>Department of Health</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>Sample Vendor</td>
</tr>
<tr>
<td>NYS Audit ID:</td>
<td>DOH01-CZ03162022C-3450000</td>
</tr>
<tr>
<td>Sequence Number:</td>
<td>0</td>
</tr>
<tr>
<td>PS Contract ID:</td>
<td>DOH0000000000000000001023</td>
</tr>
<tr>
<td>Agency Reference Number:</td>
<td>CZ03162022C</td>
</tr>
<tr>
<td>Amount:</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Additional Information Requested:

Per a phone conversation earlier today please provide further details to the two items below by noon, 11/6/19 or earlier

1. Provide further details to clarify if we/can/can not meet the necessary experience requirements for the NYS Fairgrounds ABC and XYZ services.
2. Provide clarification if we/can/can not meet the equipment requirements.

What's Next?
Please attach the additional information requested by OSC in EDSS and return (Resubmit) the transaction to OSC.

Thank you,

-The Bureau of Contracts at OSC
### Transactions In Progress

<table>
<thead>
<tr>
<th>Submission Type</th>
<th>SFS Record ID</th>
<th>Seq #</th>
<th>Agency Ref #</th>
<th>Record Name</th>
<th>Status</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Contract</td>
<td>DOH01 - CZ08312022B - 3450000</td>
<td>000</td>
<td>CZ08312022B</td>
<td>Sample Supplier, LLC</td>
<td>Additional Information Requested</td>
<td>08/31/2022</td>
</tr>
<tr>
<td>Exemption Request</td>
<td>DOH01 - 0001691 - 3450000</td>
<td>000</td>
<td>CZ09012022B</td>
<td>Testing</td>
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<td>09/01/2022</td>
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<td>Procurement Record</td>
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<td>000</td>
<td>CZ08312022G</td>
<td>EDSS TEST</td>
<td>Pending (OSC)</td>
<td>08/31/2022</td>
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<tr>
<td>Procurement Record</td>
<td>DOH01 - 0000683 - 3450000</td>
<td>001</td>
<td>CZ08312022H</td>
<td>Testing Grant Procurements</td>
<td>Pending (OSC)</td>
<td>08/31/2022</td>
</tr>
</tbody>
</table>
Electronic Documents Submission System (EDSS)

Request More Information Functionality

Additional Information
Please take a moment to review this request before submitting.

1. Comments
2. Justify
3. Attach
4. Review
5. Submit

Comments

OSC Auditor Comments:
Need additional information

Agency Response:
Electronic Documents Submission System (EDSS)

Request More Information Functionality

Choose Files

Upload queue

Newly Attached Documents

Previously Submitted Documents
Electronic Documents Submission System (EDSS)

Procurement Records Versus Grant Procurement Records
OSC Online Services
Government Account Authorizer

Allows authorized users the ability to manage their own department user accounts:

• Create/modify user accounts
• Activate/Inactivate user accounts
• Reset user account password
• Add/remove application roles
Have Questions?
Need Assistance?
Contact Us!
We’re here to help!

KMAS@osc.ny.gov