

Electronic Documents Submission System (EDSS)

Fall Conference 2022



NYS COMPTROLLER

THOMAS P. DiNAPOLI

Electronic Documents Submission System (EDSS)

AGENDA

- Live Demo
- Commonly Asked Questions
- OSC Online Services *Government Account Authorizer*



Electronic Documents Submission System (EDSS)



New York State Comptroller
THOMAS P. DiNAPOLI

Online Services

Online Services

Login

User ID *

Password *

[Login](#)

Help Topics

- [Need an account ? Enroll Now](#)
- [I forgot my User ID](#)
- [I forgot my Password](#)
- [Learn more about our Online Services.](#)



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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?



Electronic Documents Submission System (EDSS) Commonly Asked Questions

- How do I find a transaction in EDSS?
 - Robust searches in EDSS



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



Electronic Documents Submission System (EDSS)

Request More Information Functionality

Hello Andrew,

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

Request Type:	Revenue Contract
Agency:	Department of Health
Vendor Name:	Sample Vendor
NYS Audit ID:	DOH01-CZ03162022C-3450000
Sequence Number:	0
PS Contract ID:	DOH0000000000000000001023
Agency Reference Number:	CZ03162022C
Amount:	\$100.00

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 can/can not meet the necessary experience requirements for the NYS Fairgrounds ABC and XYZ services.
2. Provide clarification if 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



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Electronic Documents Submission System (EDSS)

Request More Information Functionality

Transactions In Progress

All Submissions

Submission Type	SFS Record ID	Seq #	Agency Ref #	Record Name	Status ▲	Start Date
Procurement Contract	DOH01 - CZ08312022B - 3450000	000	CZ08312022B	Sample Supplier, LLC	Additional Information Requested	08/31/2022
Exemption Request	DOH01 - 0001691 - 3450000	000	CZ09012022B	Testing	Additional Information Requested	09/01/2022
Procurement Record	DOH01 - 0000689 - 3450000	000	CZ08312022G	EDSS TEST	Pending (OSC)	08/31/2022
Procurement Record	DOH01 - 0000683 - 3450000	001	CZ08312022H	Testing Grant Procurements	Pending (OSC)	08/31/2022



Electronic Documents Submission System (EDSS)

Request More Information Functionality

[Home](#) / [Comments](#) /

Additional Information

[Need Help?](#)

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:

|



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Request More Information Functionality

Electronic Documents Submission System

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Comments



Attach

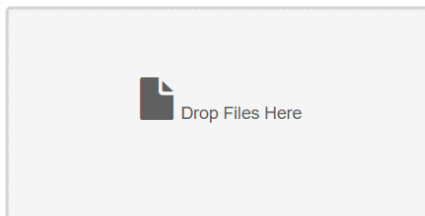


Review



Resubmit

Choose Files



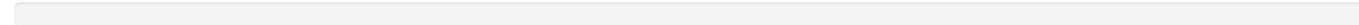
[Browse for Multiple Files...](#)

Upload queue

Queue length: 0

Name	Size	Progress	Status	Actions
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Queue progress:



[Upload all](#) [Remove all](#)

Newly Attached Documents

Document Type	Description	File Name	Content Type	Size	Actions
Contract	test	test.docx	Microsoft Word	11.02 KB	Edit Delete

Previously Submitted Documents



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Electronic Documents Submission System (EDSS)

Procurement Records Versus Grant Procurement Records

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The Electronic Documents Submission System (EDSS) allows users to easily and securely submit data and documents to the NYS Office of the State Comptroller (OSC) Bureau of Contracts (BOC).

Users are able to view results real-time, keep information and documents centrally organized, and benefit from using electronic documents (rather than hard copy).

Grant Procurement Record

- Submit New Procurement Record
- Submit Procurement Record Amendment
- Submit Limited Funding Request

Exemption Request

- Submit Contract Reporter Exemption Request (CRER)

Recent News

[New Updates to EDSS](#)
September 01, 2022

Contract Documents

- Submit Procurement Contract / Amendment
- Submit Revenue Contract / Amendment

Transactions In Draft

All Submissions 



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

