

2022

# Invoice Smart Form

## Vendor Manual

Engineering Financial Services (EFS)  
ENGINEERING DEPARTMENT, OPERATIONS DIVISION

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## **BACKGROUND**

The Engineering Financial Services (EFS) Unit is utilizing a structure that tracks Vendor invoices from the time invoices are received to a system-specific email inbox to the time invoices are paid. The Engineering Invoice Management System (EIMS), provides streamlining of processes and transparency, as each invoice is reviewed and signed electronically and advanced under one homogenous workflow. As part of our commitment for continued improvement, we are pleased to announce an upgrade to the EIMS.

## **BENEFITS**

The new version is designed to improve quality, accuracy and increase invoice turnaround period with the following new features:

1. One email account ([ENG-Invoices@panynj.gov](mailto:ENG-Invoices@panynj.gov)) for all invoice submission
2. Multiple invoices per email submission by Vendor
3. Invoice template for EIMS Phase II is a readable Smart Form
4. No conversion of readable Smart Form to PDF required
5. Auto-generated notifications to Vendors
6. Validation checks for required cells
7. Auto font-size reduction for free-form cells to insert extended text
8. Integration with Agency diversity and Sub-Vendor management platform B2Gnow (a.k.a. B2G)

Auto-generated email notifications to Vendors include detailed explanations for the following reasons:

1. Confirmation of receipt
2. Declined by EIMS due to failed validation
3. On-hold for issue resolution and Resumed (previously placed on hold) invoice
4. Voided by PANYNJ EIMS reviewer
5. Partial payment
6. Paid invoice (full payment or partial payment)

In addition, EIMS auto-declines invoices for the following reasons:

1. Not in Smart Form format
2. Not latest standard template
3. Missing Tax Payer Number
4. Missing Vendor Name, Vendor Address or Contact
5. Missing Discipline/Group
6. Missing PO Number
7. Missing Agreement Number
8. Missing Invoice Period Start and/or End date
9. Missing Invoice Number
10. Missing Accrual Period and/or Accrual Estimate Value (excludes retro and balance due invoices)

11. Missing B2G Vendor # for Sub-Vendor who has invoice amount
12. Sub-Vendor # and Name does not match with B2G record
13. Sub-Vendor invoice amount in Pg1 does not match with Pg2 charge code breakdown
14. Multiple support documents or support documentation is not in PDF format
15. Duplicate Invoice Number.  
An invoice with the same invoice number under the same PO is already in process in EIMS. You may want to contact the reviewer to void the pervious incorrect invoice in this case.
16. Vendor Name does not match with SAP record.

## HOW TO

The Invoice Smart Form requirements and instructions are displayed below:

- Enable **macros** to ensure Smart Form functions properly

- Formulas and tabs are locked
- No row, column or tab modifications
- Insert PDF supporting documentation to Smart Form (**ONLY ONE PDF allowed per Smart Form**; i.e., timesheets, receipts, Sub-Vendor invoices)

### Tab 1 – Invoice Field Definitions

List definition of the fields in Invoice form.

**Tab 2 – Pg1 Invoice**

Vendor Name: _____ Vendor Contact Name: _____ Vendor Contact Phone: _____ Vendor Number: _____ Taxpayer Number: _____	Vendor Address: _____ Vendor Contact Email: _____
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The Port Authority of NY & NJ  
**ATTN: Program Director, EFS**  
 2 Montgomery Street, 4th Floor  
 Jersey City, New Jersey 07302  
**Email invoices to: [ENG-Invoices@panynj.gov](mailto:ENG-Invoices@panynj.gov)**  
 Port Authority APM Contact: (as stated in Award Letter)

**For PA use only**

<b>SE Number</b>	
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SUBJECT: (as stated in Award Letter)

REFERENCE: **EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 20\_\_.**

Discipline/Group: <---select---

Purchase Order Number: \_\_\_\_\_  
 Agreement Number: \_\_\_\_\_  
 ECI Number: \_\_\_\_\_

Invoice Number: \_\_\_\_\_  
 Invoice Date: \_\_\_\_\_  
 Invoice Period Start: \_\_\_\_\_  
 Invoice Period End: \_\_\_\_\_

☐ **Final Invoice**

	TOTAL WORK ORDER BUDGET	PREVIOUSLY BILLED	CURRENT INVOICE AMOUNT	REMAINING BUDGET	For PA use only COMMENTS
<b>Prime Vendor</b>					
Prime Labor Cost			0.00	0.00	
Prime Out-of-Pocket Expenses			0.00	0.00	
Prime Lump Sum			0.00	0.00	
<b>Prime Totals</b>	0.00	0.00	0.00	0.00	
<b>Sub-Vendors (list below)</b>					
B2G Vendor #					
Vendor Name					
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
<b>Sub Totals</b>	0.00	0.00	0.00	0.00	
<b>TOTALS</b>	0.00	0.00	0.00	0.00	

Percentage Complete: \_\_\_\_\_

Actual Total Paid to Date: \_\_\_\_\_

Outstanding Amount: \$0.00

Vendor's Accrual Estimate	Accrual Period	Accrual Period End	Number of Days	Number of
Accrual period			0	0.0
Accrual estimated value				

*Contract Reminder: On or about the fifteenth (15th) day of each month, you shall render a bill for services performed and reimbursable out-of-pocket expenses incurred in the prior month, accompanied by such records and receipts as required, to the Project Manager.*

Account Code(s) - See tab Pg2 for Account Code Breakdown Sheet

Below for 1st Signatory/Task Lead/DAR use

Earned Value Analysis: ☐ Pay in Full

Pay Partial: Reason(s): \_\_\_\_\_

Pay Partial: How Much? \_\_\_\_\_

1st Signatory Stamp

DAR Stamp (incl. Name, Title and Employee No.)

FSA Signature

- Select lead Discipline/Group from **dropdown list**. EIMS reads and directs invoice to appropriate PANYNJ EIMS end-user to begin workflow
- Check **Final Invoice** if it is the final invoice of the PO
- Populate Sub-Vendor cells by adding Sub-Vendor name(s) **HERE**, not Pg5 Sub-Vendors Expense tab. The Sub-Vendor with invoice amount requires B2G Vendor #. See next page for where to find B2G Vendor #.
- Add additional rows by clicking the **"Add Sub-Vendor"** button
- **Current Invoice Amount** data is auto-populated reflecting data in other tabs

- Remaining Budget is auto populated when the Total Work Order Budget, Previously Billed (if any) and Current Invoice Amount cells are filled
- Update **Accrual Period** and **Accrual Estimate Values**. Accrual Start should be the day after current invoice period end date; Accrual End should be last day of month in which invoice is submitted by Vendor; Accrual Estimate should be the estimate billing amount for stated Accrual Period.


NOTE: B2G Vendor # is unique to each vendor record in B2G. One Vendor could have multiple records in B2G for different locations/branches/facilities. Make sure you use the B2G Vendor # within the designated PO (a.k.a. Contract in B2G). Please follow below steps to find this # in B2G.


1. Search PO Number in Search Contracts functions in PA B2G instance.

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Search: Contracts

UsersVendorsContractsConcessionsProposalsOutreach

Search your organization's contract database. Enter information into any of the boxes below and click **Search**. Some parameters may be required.

SearchClear Form

Search Parameters

CONTRACT/REFERENCE NUMBER

3000002060

CONTRACT TITLE

CONTAINING TEXT

Contract description, summary, notes, comments

2. Access the Contract/PO from search result.

3. Access **Subs** tab in Contract Management view. The *System Vendor Number* (8-digit number) can be found in the **View** link of each sub-vendor.

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Contract Management: Subcontractor List

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3000002060: [REDACTED]

Prime: [REDACTED]  
 1/24/2019 - 12/31/2022

Status: Open  
 Goal: 29.80%  
 % Credit: 13.22%

Current Award: [REDACTED]  
 Total Paid: [REDACTED]  
 For Credit: [REDACTED]

[Add Subcontractor](#)

Prime Contractor

Vendor Name	Certified	Inc. in Goal	Compliance Audit	Final Print	Actions
<a href="#">P</a> [REDACTED] ARCHITECTS D.P.C.	<a href="#">No</a>	No		No	<a href="#">View Edit More...</a>

Subcontractors

	Subcontractor Name	Work Scope	LBE	Work Category	Certified	Original/Current	Type	Inc. in Goal	Compliance Audit	Final Print	Actions
1	[REDACTED] SERVICES, INC.					\$[REDACTED] \$[REDACTED]	Sub 100%	 WBE		No	<a href="#">View Edit More...</a>
1	DOMINGO GONZALEZ ASSOCIATES, INC.					\$[REDACTED] \$[REDACTED]	Sub 100%	 MBE		No	<a href="#">View Edit More...</a>

3000002060: 415 10 045 015 PATTEN GROVE CT 2 CAR PLATEO  
Prime: PATTEN ARCHITECTS D.P.C.  
1/24/2019 - 12/31/2022

Goal: <b>29.80%</b>	Current Award: \$
% Credit: <b>13.22%</b>	Total Paid: \$
	For Credit:

[Back to List](#)

### Vendor Information

BUSINESS NAME	██████████
SYSTEM VENDOR NUMBER	20078684
VENDOR COMPLIANCE CONTACT PERSON	██████████
PHONE	██████████
FAX	
EMAIL	██████████@██████████.com
ADDRESS	4 Penn Plaza New York, NY 10119 [map]

If a new sub-vendor needs to be added in B2G, please refer to **PANYNJ Diversity Management Program Intro and Contract Compliance Reporting** training and other training material in B2G for PA compliance and Sub-Vendor management. You can find this training video in [B2Gnow](#) under *Help & Support -> Video Library -> Core Training – Staff*

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panynj.diversitysoftware.com/FrontPage/DiversityMain.asp?XID=6455

Select a category: [All Categories](#)   ☐ New Only

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## Contract Compliance

[Diversity Management System Overview for CMD](#)  
An overview of how to use the Diversity Management System, including accessing contracts, viewing and tracking monthly payment reports.

[Diversity Management System Overview for JFK-Redevelopment](#)  
An overview of how to use the Diversity Management System for JFK-Redevelopment consultants. The session covers basic system viewing and tracking monthly payment reports, and assessing compliance with goals.

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## Core Training - Staff

<a href="#">Certification Management</a>	Familiarization overview of the certifications management in the Certification Management module.
<a href="#">Certification Management – Letter Template Familiarization</a>	Familiarization overview of the Certification Management Letter Templates.
<a href="#">Contract Compliance</a>	Managing contract record and tracking contract progress.
<a href="#">Contract-Specific Goal Setting Module</a>	How to use the Goal Setting module to set certified "For Credit" participation contract goals.
<a href="#">Diversity Management System Advanced Compliance Staff Training</a>	An advanced review of how to use the Diversity Management System. The session covers basic system functionality, such as contract compliance, as well as advanced functions like understanding the Compliance Audit List and Summaries.
<a href="#">Help Desk / Customer Support</a>	View and respond to Vendor Support queries in the B2Gnow system.
<a href="#">Introduction to the System</a>	System Navigation and Record Management.
<a href="#">Outreach &amp; Event Management</a>	How to use the Outreach & Event Management module to outreach campaigns and event management.
<a href="#">PANYNJ Diversity Management Program Intro and Contract Compliance Reporting (New)</a>	Overview session covering intro to the system, contract compliance, including subcontractor payment reporting and audit process.
<a href="#">Power BI Basics</a>	An introduction to Power BI.
<a href="#">The Vendor View - What the Vendor Sees</a>	"Vendor View" presents in detail what the vendors see when working in the system. Includes major modules and processes.
<a href="#">Utilization Plan Management</a>	Learn how and when to assign a Utilization Plan to a prime. Includes review and acceptance of submitted Subcontractor information.

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## Core Training - Vendor

<a href="#">Contract Compliance Reporting</a>	Complete step-by-step instructions for responding to Contract Audits and Discrepancy notices.
<a href="#">Introduction to the System</a>	System Navigation and Vendor Profile.
<a href="#">Online Certification Application</a>	How to use the system to submit a paperless online certification application.
<a href="#">Utilization Plans - Vendor</a>	Complete step-by-step instructions for completing and submitting utilization plans.

**Tab 3 – P2 Acct (Account) Code Breakdown**

Account Code Breakdown						
Invoice Number 99855-JohnMain-LT		Invoice Date 10/9/2018				
PO Number 4900000001		Agreement No. 410-18-001				
<b>PRIME Labor Breakdown</b>		Operating Program (incl. CG3)		Capital		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	DESCRIPTION	For ECIP use only
44,000.00	591028			C410A03900000		
100.00	591148	410A03	A03901901			
<b>\$ 44,100.00</b>	<b>Total Account Code for PRIME Labor</b>			Add Code		
Above Total Account Code(s) must equal Labor Cost in Pg1 Invoice. The Total above will be highlighted in red if it does NOT match.						
<b>PRIME Expenses</b>		Operating Program (incl. CG3)		Capital		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	DESCRIPTION	For ECIP use only
15,000.00	591148	410A03	A03901901			
<b>\$ 15,000.00</b>	<b>Total Account Code for PRIME Expenses</b>			Add Code		
Above Total Account Code(s) must equal Out-of-Pocket Expenses in Pg1 Invoice. The Total will be highlighted in red if it does NOT match.						
<b>SUB-VENDORS</b>		Operating Program (incl. CG3)		Capital		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	SUB VENDOR NAME	For ECIP use only
5,000.00	591148	410A03			abc	
<b>\$ 5,000.00</b>	<b>Total Account Code for SUB_VENDORS</b>			Add Code		
Above Total Account Code(s) must equal Sub-Vendor Totals in Pg1 Invoice. The Total will be highlighted in red if it does NOT match.						
<b>\$ 64,100.00</b>	<b>Total Account Code Breakdown*</b>					
* Total Account Code Breakdown must equal Current Invoice Total. The Total will be highlighted in red if it does NOT match.						

- Total and each Sub-total Account Code MUST equal to corresponded amounts in Pg1 Invoice tab (highlighted in **RED** when the total does not match):
  - 1) Account Code total for Prime Labor MUST equal “Prime Labor Cost” amount
  - 2) Account Code total for Prime Expenses MUST equal “Prime Out-of-Pocket Expenses” amount
  - 3) Account Code total for Prime Lump Sum MUST equal “Prime Lump Sum” amount
  - 4) Account Code for each Sub-vendors MUST equal “Sub-Vendors” amount
  - 5) Total Account Code Breakdown MUST equal “Current Invoice Amount” total
- In Sub-Vendors section, select Sub-Vendor Name from **dropdown** list (list is auto populated from data entered in Pg1 Invoice tab)
- Add additional rows by clicking the **“Add Code”** button

### Tab 4 – Pg3 Labor Expense Breakdown

[illegible]

- Labor Expense total is auto populated
- Staff eligible for multiplier **MUST** be listed at the top along with the multiplier stated in the agreement, regular hours and other hours; i.e., overtime hours
- Premium portion (not subject to multiplier) **MUST** be listed in the center with premium hourly rate; i.e., ½ hourly rate along with overtime hours
- Partners and Principals (not subject to multiplier) **MUST** be listed at the bottom with customary billing rate along with number of hours
- Add additional rows by clicking the **“Add Staff”** button under each category

### Out-of-Pocket Expense Breakdown

- Out-of-Pocket Expense Breakdown total is auto populated in Pg1 Invoice tab
- Add additional rows by clicking the **"Add O-O-P Expense"** button

[illegible]

- Sub-Vendor Expense Breakdown total is auto populated in Pg1 Invoice tab
- Select Sub-Vendor Name from **dropdown list** (list is auto populated from data entered in Pg1 Invoice tab)
- List each Sub-Vendor invoice separately
- Add rows by clicking the **“Add Sub-Vendor Expense”** button

**Tab 7: Pg6 ChangeOrders-Stages (optnl)**

(insert project name)						
Service Breakdown by Authorization or Stage (Optional)						
SUBJECT: (as stated in Award Letter)						
REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 20__.						
WORK ORDER No. x (original authorization) or STAGE No. x						
	LETTER BUDGET	PREVIOUSLY BILLED	CURRENT INVOICE AMOUNT	INVOICED TO DATE	AWARD LETTER BUDGET	For PA use only COMMENTS
Prime Vendor				0.00	0.00	
Sub-Vendors (list below)				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
CHANGE ORDER No. xx or STAGE No. xx						
	LETTER BUDGET	PREVIOUSLY BILLED	CURRENT INVOICE AMOUNT	INVOICED TO DATE	AWARD LETTER BUDGET	For PA use only COMMENTS
Prime Vendor				0.00	0.00	
Sub-Vendors (list below)				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
CHANGE ORDER No. xx or STAGE No. xx						
	LETTER BUDGET	PREVIOUSLY BILLED	CURRENT INVOICE AMOUNT	INVOICED TO DATE	AWARD LETTER BUDGET	For PA use only COMMENTS
Prime Vendor				0.00	0.00	
Sub-Vendors (list below)				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

- The Change Orders or Stages tracking tab is OPTIONAL, as required and imparted by the Agreement Project Manager
- The Sub-Vendors in this list is auto-populated from Pg1 Sub-Vendor.

**Tab 8: Support Document – Please read carefully...**

- The Smart Form must be submitted in its original format (EXCEL) ONLY
- As a result, insert ONE (1) support document in PDF format ONLY into the Smart Form’s “Support Document” tab; i.e., timesheets, Sub-Vendor invoices, expense receipts, etc.
- Instructions for support document insertion are located in the Smart Form’s last tab labeled “Support Doc Instruction”

**Tab 9 – Support Doc Instruction**

Instruction of inserting the PDF support document (one file only) into Excel invoice smart form

### SPECIAL CASE INVOICING PRACTICE

- When Vendor has **multiple staff located at various PANYNJ locations (facilities) AND staff is approved under a single Purchase Order**, Vendor MUST submit multiple monthly invoices per PANYNJ location (facility). Each monthly invoice is tracked, reviewed and paid individually. The following requirements apply:
  - Each **invoice number** MUST incorporate the consultant staff name for whom Vendor is invoicing and the PANYNJ location (facility acronym); i.e., for Invoice No. 333, staff name John Smith and facility LaGuardia Airport (LGA), use Invoice No. “333-JohnSmith-LGA” – (no spaces)
  - PANYNJ facility acronym MUST be selected from the **drop-down list** located in Pg1 Invoice tab

SUBJECT: LGA Runway Lighting			
REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 2017.			
Discipline/Group		410 - LGA (LaGuardia Airport)	
Purchase Order Number	4999999955	Invoice Number	333-JohnSmith-LGA
Agreement Number	410-17-000	Invoice Date	7/15/2018

2. When Vendor has a **single staff located at various PANYNJ locations (facilities) AND staff is approved under a single Purchase Order**, Vendor may CHOOSE ONE of the following two options:

- a) Submit multiple monthly invoices, one per PANYNJ **location** (facility)

NOTE: This method offers quicker invoice turnaround, as each invoice is reviewed by fewer PANYNJ EIMS end-users

**Form 1: JFK Roofing**

SUBJECT: JFK Roofing

REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 2017.

Discipline/Group: 410 - JFK (John F. Kennedy International Airport)

Purchase Order Number: 4999999955 Invoice Number: 998-5-JohnMain-JFK

Agreement Number: 410-17-000 Invoice Date: 7/15/2018

**Form 2: LT Lighting Replacement**

SUBJECT: LT Lighting Replacement

REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 2017.

Discipline/Group: 410 - LT (Lincoln Tunnel)

Purchase Order Number: 4999999955 Invoice Number: 998-5-JohnMain-LT

Agreement Number: 410-17-000 Invoice Date: 7/15/2018

- b) Select **"Other"** from the dropdown list in Pg1 Invoice tab AND use Pg3 Labor Expense tab to list the individual **staff name and facility**.

**Form 3: LGA Runway Lighting**

SUBJECT: LGA Runway Lighting

REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 20\_\_.

Discipline/Group: 410 - Other

Purchase Order Number: 4999999900 Invoice Number: 154

Agreement Number: 410-18-000 Invoice Date: 7/15/2018

Labor Expense Breakdown

Invoice Number123

Invoice Date7/15/2018

Invoice Period6/1/2018 - 6/30/2018

APPROVED STAFF NAME (last name, first name in alphabetical order)	ONSITE / OFFSITE	PA CONSULTANT ID (Apply to On-site Consultant)	APPROVED HOURLY RATE	REG. HOURS WORKED	OTHER HOURS WORKED	TOTAL LABOR EXPENSE	For PA use only COMMENTS
Smith, Jane (EWR)	On-site		\$ 50.00	100.0	10.0	5,500.00	
Smith, John (HT)	On-site		\$ 50.00	100.0	10.0	5,500.00	
						0.00	
						0.00	
						0.00	
Add Staff	Total Labor Expense			200.00	20.00	\$11,000.00	
				Times Multiplier Stated in Agreement		2.12345	
				Sub-Total with Multiplier		\$23,357.95	
Premium Payment for Overtime, Night Work or Hazardous Duty							
Smith, Jane (EWR)	On-site		\$ 25.00		10.0	250.00	
Smith, John (HT)	On-site		\$ 25.00		10.0	250.00	
						0.00	

3. For the **balance due on a previously disallowed invoice**, Vendor MUST submit an invoice using the **same (original) invoice number with the suffix “BALANCE”** and a number reflecting if the invoice balance is being submitted for the first or second time. For example, for original Invoice No. 2088, use Invoice No. “2088BALANCE1”. *The “Vendor’s estimate for next month’s invoice” should be “zero.”*
4. For a **retroactive amount due**, Vendor MUST submit an invoice using a **new (original) invoice number with the suffix “RETRO”**. For example, for Invoice No. 22556, use Invoice No. “22556RETRO”. *The “Vendor’s estimate for next month’s invoice” should be “zero.”*
5. For bills in accordance with a **PANYNJ Audit Department report**, Vendor MUST submit an invoice using a **new (original) invoice number with the suffix “AUDIT”**. For example, for Invoice No. 68997, use Invoice No. “68997AUDIT”. *The “Vendor’s estimate for next month’s invoice” should be “zero.”*
6. For a **final invoice in a Purchase Order**, Vendor MUST submit an invoice using a **new (original) invoice number** and **flag the “Final Invoice” indicator** located to the right of the “Invoice Number” field. *The “Vendor’s estimate for next month’s invoice” should be “zero.”*

#### **GENERAL VENDOR INVOICING REQUIREMENTS**

- Vendor must bill on or about the 15th of each month for services performed and reimbursable out-of-pocket expenses incurred in the prior month
- Invoice must display Vendor's taxpayer and purchase order number (the PANYNJ issued Vendor number is also required by the Comptroller’s Department)
- Vendor and Sub-Vendor must keep daily records of time spent, salaries and amounts actually paid for the performance of services
- Vendor and Sub-Vendor must keep records and receipts of reimbursable expenditures incurred for the performance of services

For questions or concerns regarding Vendor invoices, please contact following EFS staff:

- Principal Customer Service Manager, Stacey Gibson Williams at [StGibson@panynj.gov](mailto:StGibson@panynj.gov) or 201-395-3651