2022

Invoice Smart Form

Vendor Manual

Engineering Financial Services (EFS)
ENGINEERING DEPARTMENT, OPERATIONS DIVISION

Contents

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) 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:

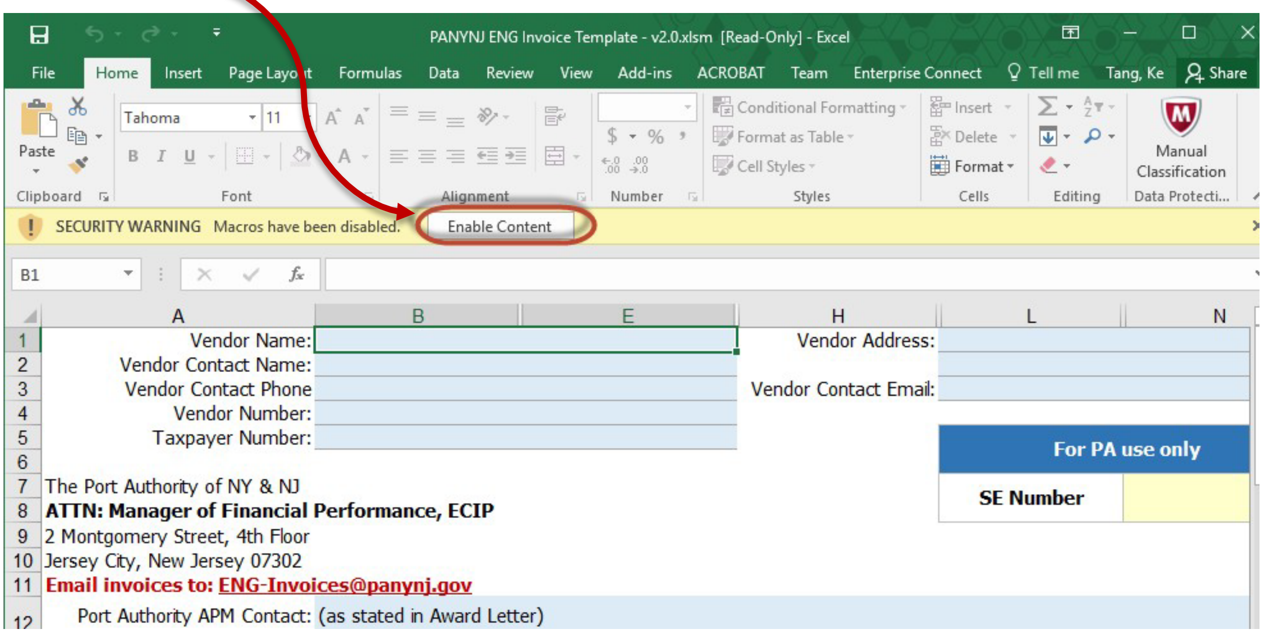
1. Not in Smart Form format
2. Not latest standard template
3. Missing Tax Payer Number
4. Missing Vendor Name, Vendor Address or Contact
5. Missing Discipline/Group
6. Missing PO Number
7. Missing Agreement Number
8. Missing Invoice Period Start and/or End date
9. Missing Invoice Number
10. Missing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

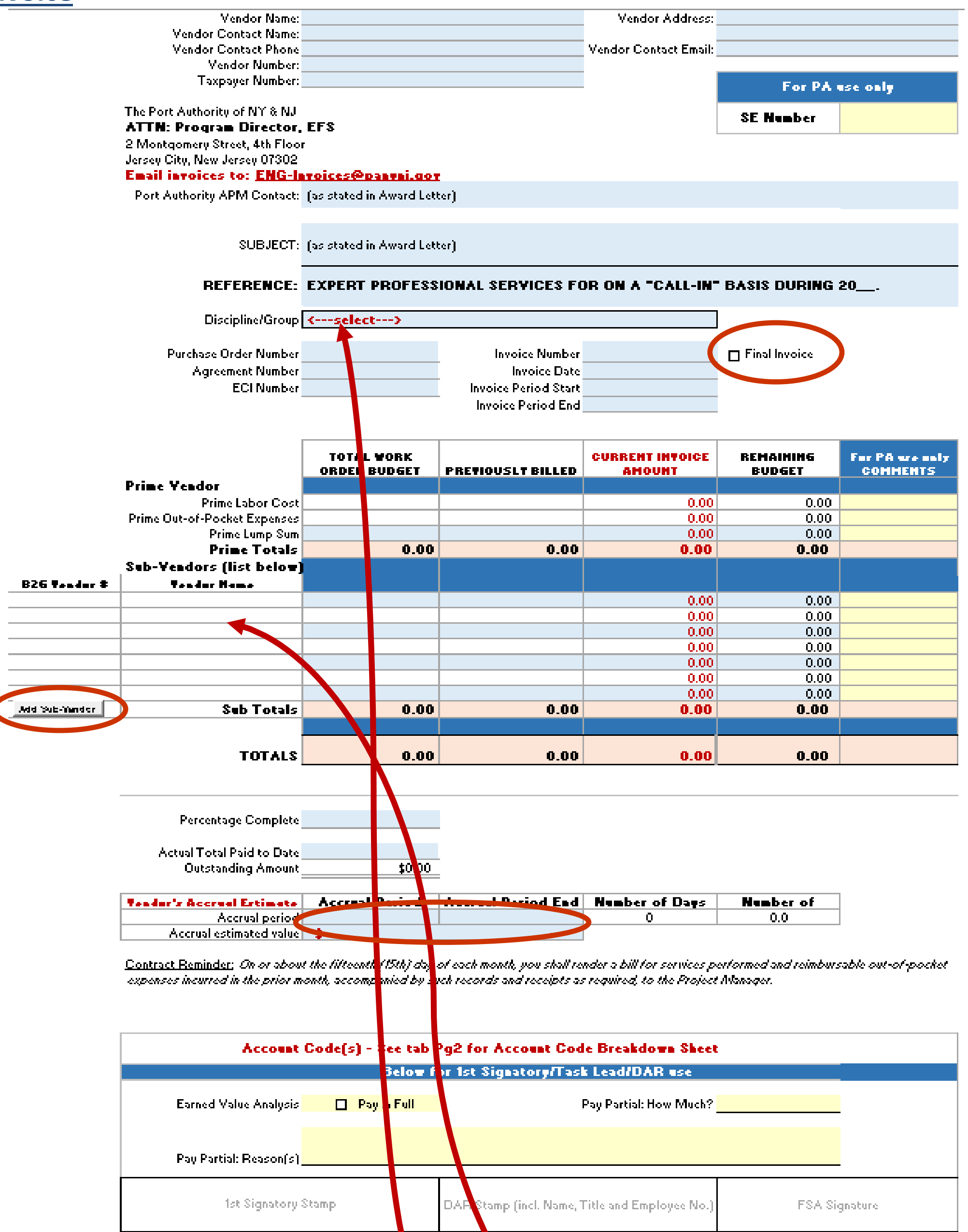


- Formulas and tabs are locked
- No row, column or tab modifications
- Insert PDF supporting documentation to Smart Form (**ONLY ONE PDF allowed per Smart Form**; i.e., timesheets, receipts, Sub-Vendor invoices

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:

For PA use only	
SE Number	

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

Port Authority APM Contact: (as stated in Award Letter)

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

B2G Vendor #		TOTAL WORK ORDER BUDGET	PREVIOUSLY BILLED	CURRENT INVOICE AMOUNT	REMAINING BUDGET	For PA use only COMMENTS
	Prime Vendor					
	Prime Labor Cost			0.00	0.00	
	Prime Out-of-Pocket Expenses			0.00	0.00	
	Prime Lump Sum			0.00	0.00	
	Prime Totals	0.00	0.00	0.00	0.00	
	Sub-Vendors (list below)					
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	
Add Sub-Vendor	**Sub Totals**	0.00	0.00	0.00	0.00	
	TOTALS	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 Start	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: How Much?
Pay Partial: Reason(s)

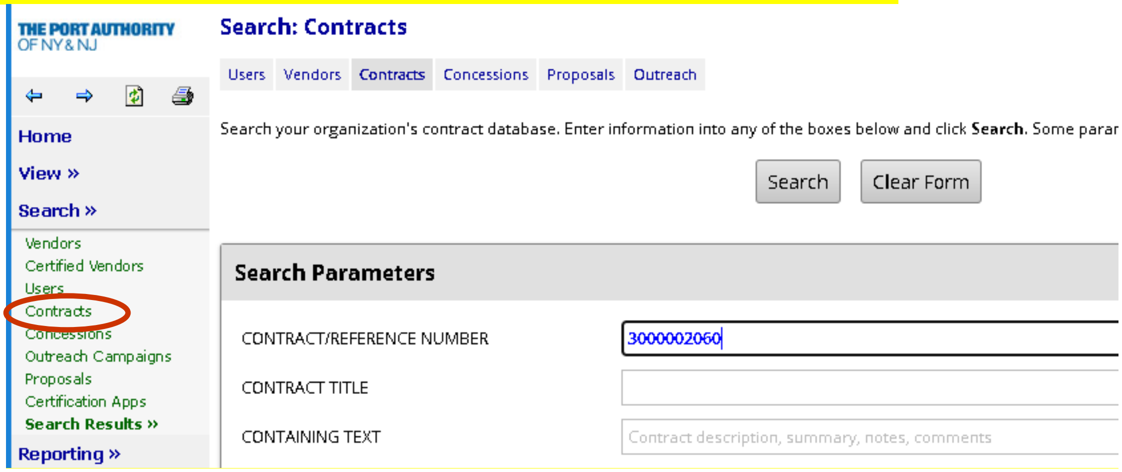
1st Signatory Stamp	DAR Stamp (incl. Name, Title and Employee No.)	FSA Signature

- 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

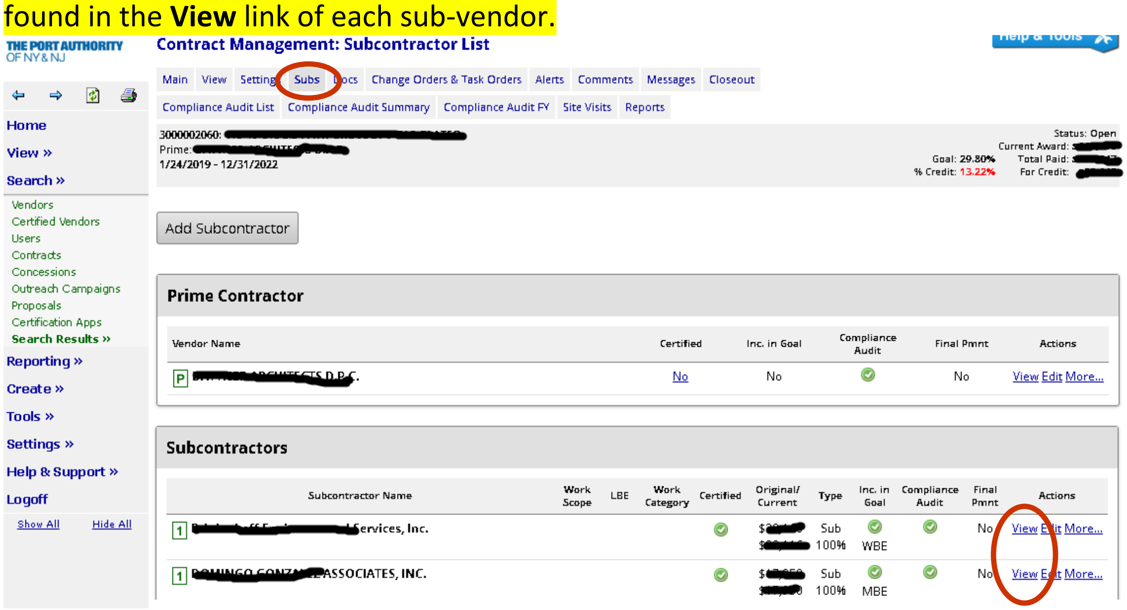
- Remaining Budget is auto populated when the Total Work Order Budget, Previously Billed (if any) and Current Invoice Amount cells are filled
- Update **Accrual Period** and **Accrual Estimate Values**. Accrual Start should be the day after current invoice period end date; Accrual End should be last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

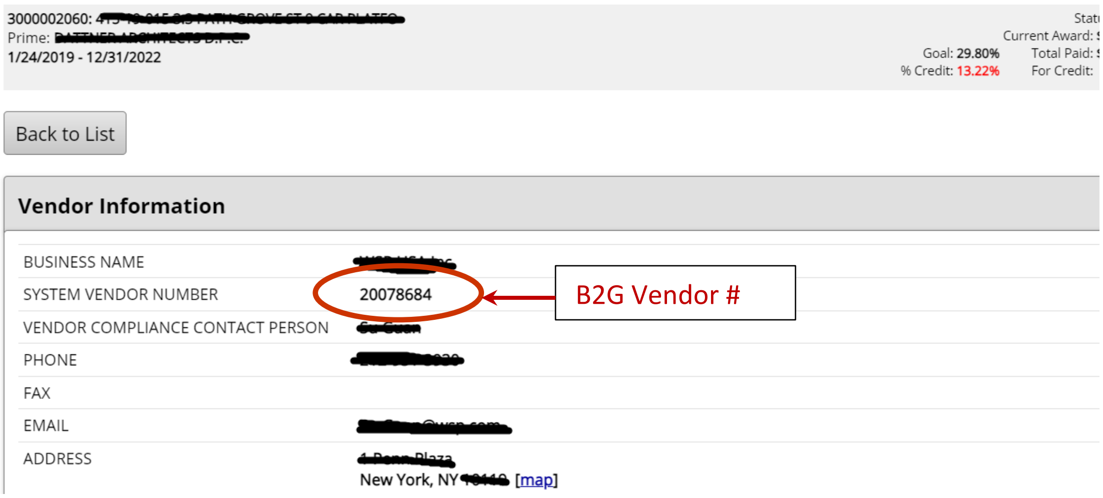
NOTE: B2G Vendor # is unique to each vendor record in B2G. One Vendor could have multiple records in B2G for different locations/branches/facilities. Make sure you use the B2G Vendor # within the designated PO (a.k.a. Contract in B2G). Please follow below steps to find this # in B2G.

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

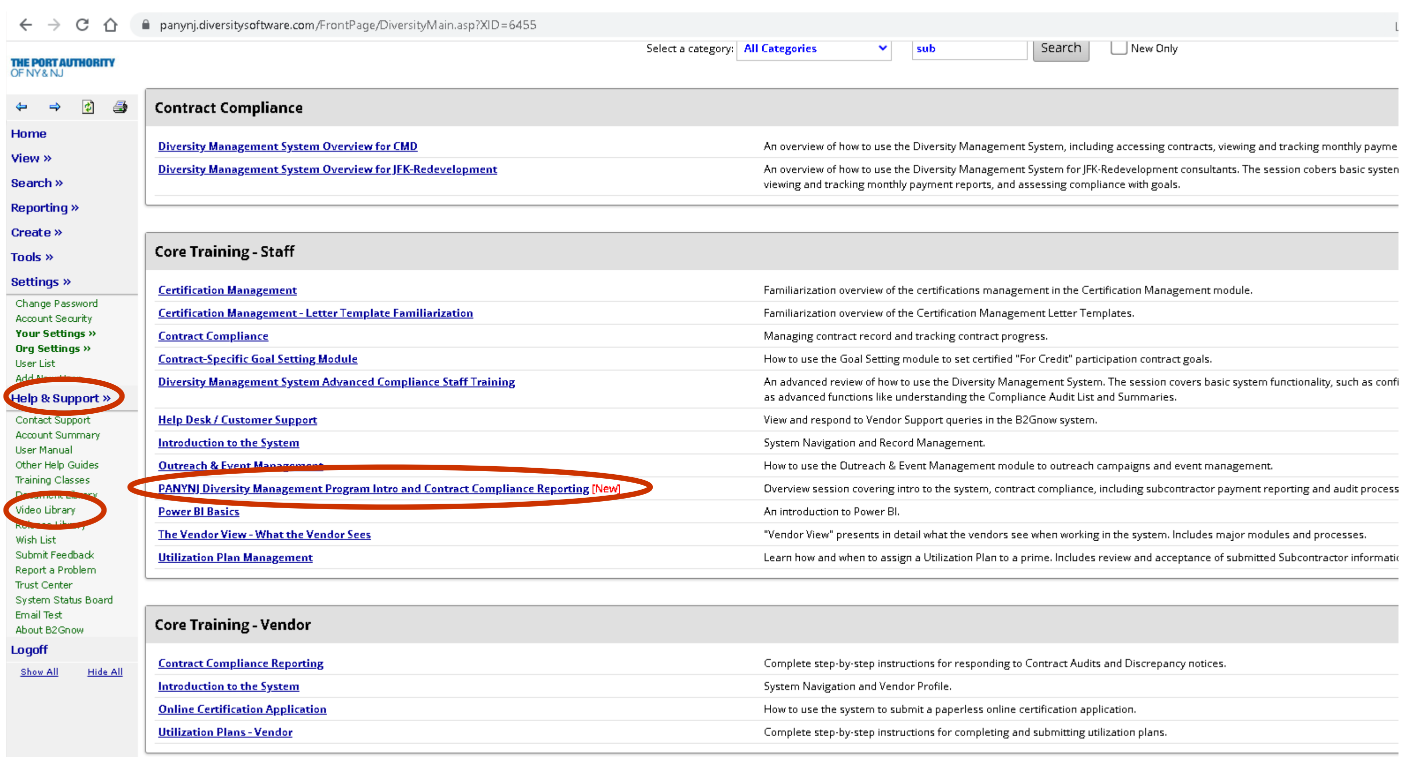


2. Access the Contract/PO from search result.
3. Access **Subs** tab in Contract Management view. The *System Vendor Number* (8-digit number) can be found in the **View** link of each sub-vendor.





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*



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

PRIME Labor Breakdown

		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			
$ 44,100.00	Total Account Code for PRIME Labor			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.

PRIME Expenses

		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			
$ 15,000.00	Total Account Code for PRIME Expenses			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.

SUB-VENDORS

		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	
$ 5,000.00	Total Account Code for SUB_VENDORS			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.

$ 64,100.00 Total Account Code Breakdown*

* 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

Labor Expense Breakdown

Invoice Number 99855-JohnMain-LT
Invoice Date 10/9/2018
Invoice Period 9/1/2018 - 9/30/2018

APPROVED STAFF NAME *(last name, first name in alphabetical order)*	ONSITE / OFFSITE	Multiplier Stated in Agreement	STAFF PA ID (Apply to On-site Consultant)	APPROVED HOURLY RATE	REG. HOURS WORKED	OTHER HOURS WORKED	TOTAL LOADED LABOR	For PA use only COMMENTS	For ECIP use only NOT APPROVED
Smith, John	Off-site	2.12		$ 55.00	60.0	20.0	9,328.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
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							0.00		
							0.00		
							0.00		
							0.00		
Add Staff	Total Labor Expense				60.00	20.00	$9,328.00		
Premium Payment for Overtime, Night Work or Hazardous Duty									
Smith, John				$ 25.00		20.0	500.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
							0.00		
Add Staff	Total Labor Expense					20.00	$500.00		
Billing Rates for Partners/Principals									
Mark, Jan				$ 200.00	1.0		200.00		
							0.00		
							0.00		
							0.00		
							0.00		
Add Staff	Total Labor Expense				1.00		$200.00		

Total Labor Expense $ 10,028.00

- 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

Tab 5 – Pg4 OOP (Out-of-Pocket) Expense

Out-of-Pocket Expense Breakdown

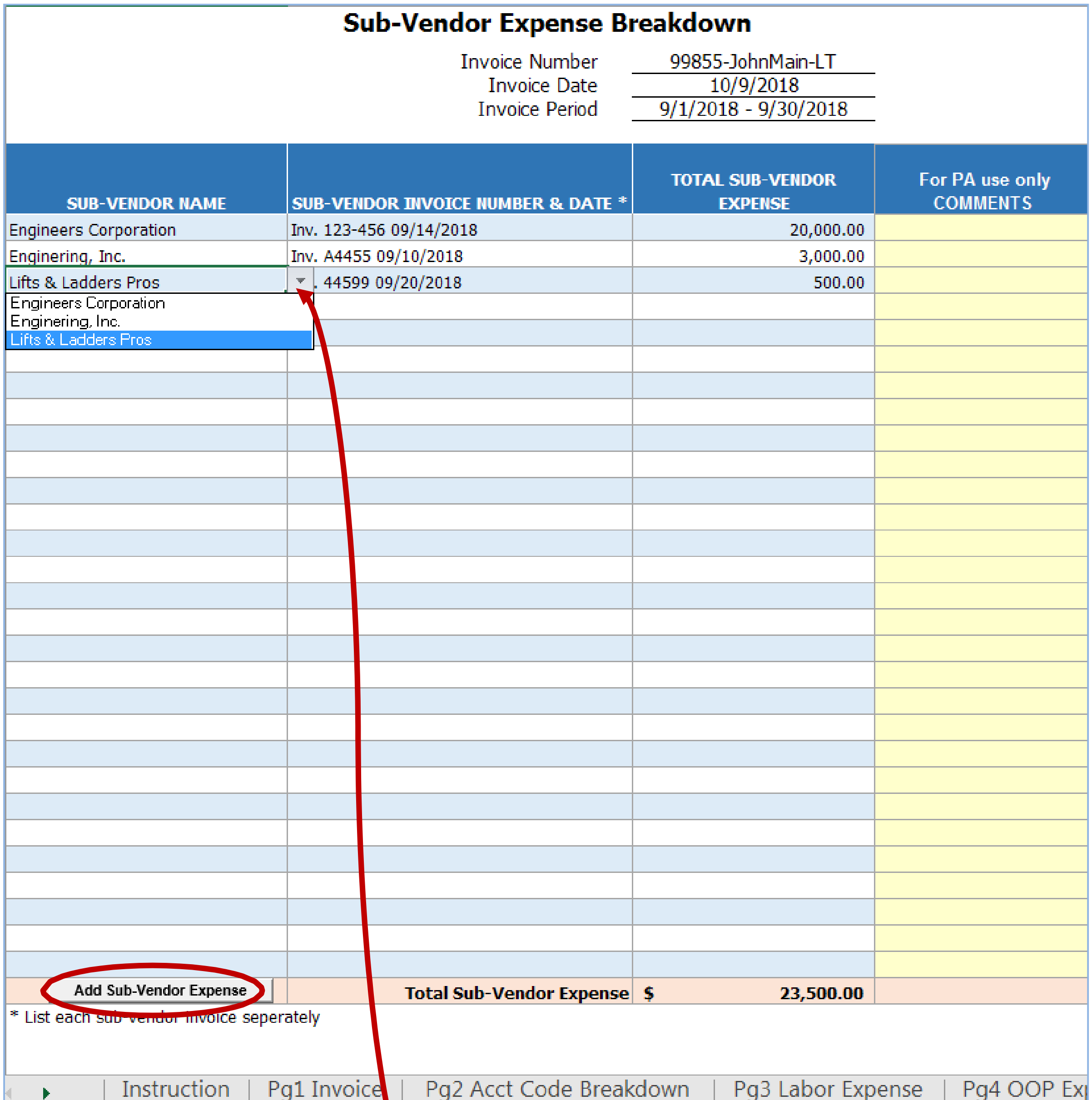
Invoice Number: 99855-JohnMain-LT
Invoice Date: 10/9/2018
Invoice Period: 9/1/2018 - 9/30/2018

STAFF NAME	DESCRIPTION OF OUT-OF-POCKET EXPENSE	TOTAL OUT-OF-POCKET EXPENSE	For PA use only COMMENTS
Smith, Jane	Mileage Office to JFK 35 miles 9/20/2018	11.20	
	XXX Reproduction, Inc.	1,500.00	
Add O-O-P Expense	**Total Out-of-Pocket Expense**	**$ 1,511.20**	

Instruction | Pg1 Invoice | Pg2 Acct Code Breakdown | Pg3 Labor Expense | Pg4 OOP Ex

- 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

Tab 6 – Pg5 Sub-Vendors Expense



Sub-Vendor Expense Breakdown

Invoice Number	99855-JohnMain-LT
Invoice Date	10/9/2018
Invoice Period	9/1/2018 - 9/30/2018

SUB-VENDOR NAME	SUB-VENDOR INVOICE NUMBER & DATE *	TOTAL SUB-VENDOR EXPENSE	For PA use only COMMENTS
Engineers Corporation	Inv. 123-456 09/14/2018	20,000.00	
Enginering, Inc.	Inv. A4455 09/10/2018	3,000.00	
Lifts & Ladders Pros	. 44599 09/20/2018	500.00	
Add Sub-Vendor Expense	Total Sub-Vendor Expense	$ 23,500.00	

Engineers Corporation
Enginering, Inc.
Lifts & Ladders Pros

* List each sub-vendor invoice seperately

Instruction | Pg1 Invoice | Pg2 Acct Code Breakdown | Pg3 Labor Expense | Pg4 OOP Ex

- 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	
TOTALS	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	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	
TOTALS	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	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	
TOTALS	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	

- 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"

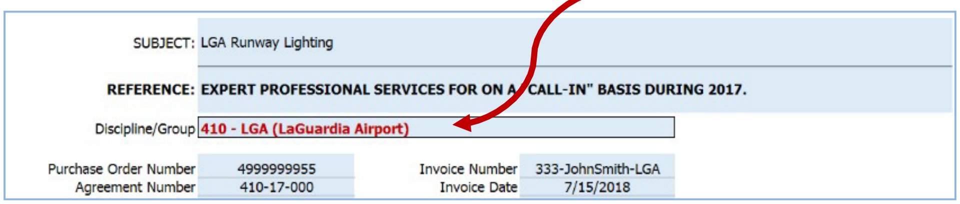
Tab 9 – Support Doc Instruction

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

SPECIAL CASE INVOICING PRACTICE

1. 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



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

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

SUBJECT: LT Lighing 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**.

SUBJECT: LGA Runway Lighting

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

Discipline/Group **410 - Other**

Purchase Order Number	4999[illegible]9900	Invoice Number	154
Agreement Number	410-1[illegible]-000	Invoice Date	7/15/2018

Labor Expense Breakdown

Invoice Number 123
Invoice Date 7/15/2018
Invoice Period 6/1/2018 - 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 or 201-395-3651