



# **Electronic Invoicing – EDI – Statewide Financial System**

## **EDI 810 Invoice**

Using X12 Version 4010

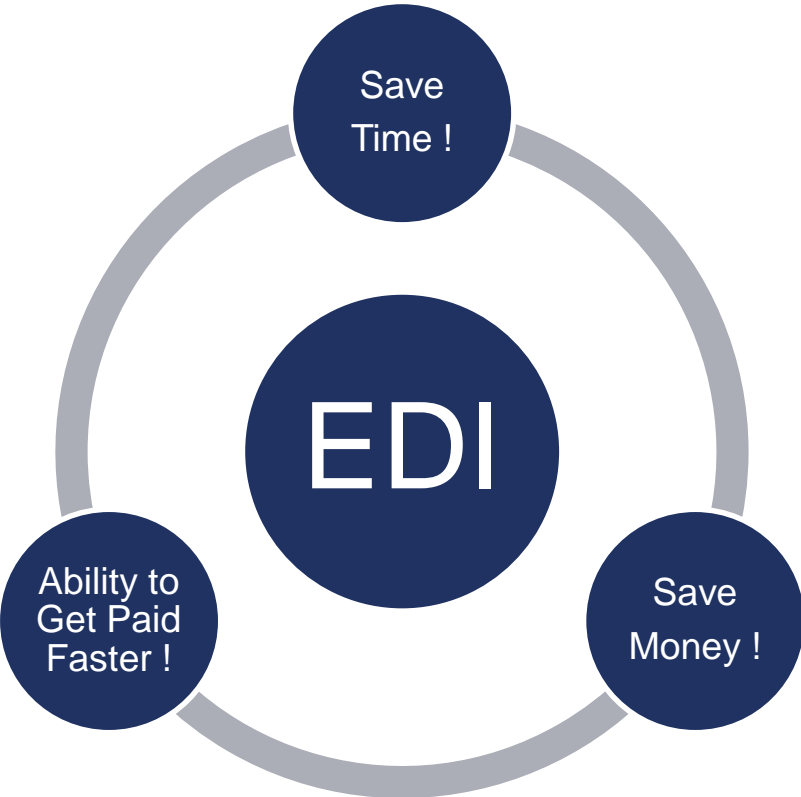
# Electronic Invoicing – EDI – Statewide Financial System

Office of the State Comptroller (OSC) Government to Business  
(G2B) Transformation Team.

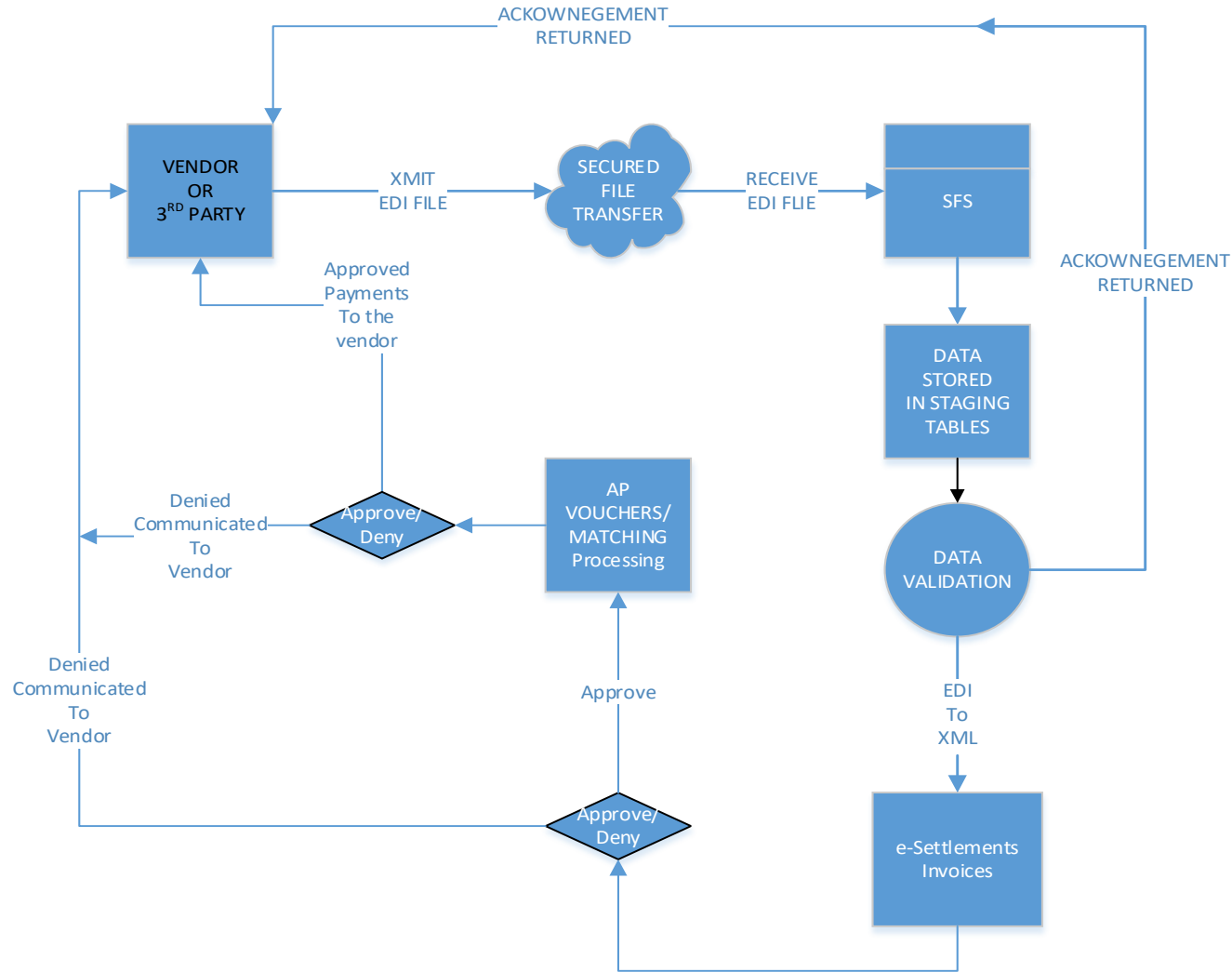
- ✓ Vision: To transact electronically with all vendors.
- ✓ Mission: To identify and promote cost effective efficiencies through system, policy and business process improvements.

Drivers of eCommerce for all New York State agencies.

# Electronic Invoicing – EDI – Statewide Financial System



# Electronic Invoicing – EDI – Statewide Financial System Process Flow



# Electronic Invoicing – EDI – Statewide Financial System Process Description

Step 1 – Vendor transmits an Invoice file in the SFS Standard X12 810 EDI Format.

Step 2 – SFS receives the file, loads it and performs preliminary validations.

Step 3 – SFS sends an immediate acknowledgement of receipt with results of the preliminary validation. At this point:

- a) If any Invoice has failed validation, the vendor will get a list of errors related to these Invoices in error and will need to re-transmit these Invoices.
- b) If any Invoice has cleared the validation, the invoice will be created in SFS eSettlements, the vendor will be able to review them in our E-Supplier portal.

Step 4 – The invoice then goes through an approval and secondary validation (vouchering) process. At this point,

- a) If any Invoice has failed approval or validation, the vendor will receive notification from the customer and will work with the customer to arrive at a resolution.
- b) Invoices that have cleared validation and have been approved, will have payments processed in accordance with the payment terms. Payment information will be available via the E-Supplier Portal.

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## Where to start?

- EDI vendor will contact the SFS Help Desk
- SFS will create a unique set of credentials for the EDI vendor.
- SFS shares their EDI standards with the EDI vendor along with their unique credentials.
- The EDI vendor uses these standards to prepare a test invoice file for SFS to process.
- SFS and the EDI vendor will validate their ability to transmit and execute transactions in a SFS non-production environment.
- After successfully validation, the EDI vendor will indicate readiness to transact in SFS Production. SFS will then migrate the nodes and related security into Production.
- EDI vendor will transmit Invoices using SFS EDI Invoice process.

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## Who do we Contact

- Points of Contact:
  - ✓ SFS Help Desk [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov)
  - ✓ SFS - Richard Thomas [Richard.Thomas@sfs.ny.gov](mailto:Richard.Thomas@sfs.ny.gov)
  - ✓ OSC Lead – Anne Hall [ahall@osc.ny.gov](mailto:ahall@osc.ny.gov)
  - ✓ eCommerce Questions: [eCommerce@osc.ny.gov](mailto:eCommerce@osc.ny.gov)