



Office of
General Services

Business
Services Center

Information Announcement

BSC Accounts Payable Lease Invoice Submission

February 17, 2017

To facilitate timely processing, the Business Services Center (BSC) has updated the address for submission of invoices associated with a lease contract. Effective immediately, please submit all lease related invoices as follows:

Email Invoice Submission:

BSCLeaseInvoices@ogs.ny.gov

U.S. Mail Submission:

<NYS Agency Name>
<Unit ID>
c/o BSC Lease Unit
1220 Washington Avenue
Building 5, Floor 6
Albany, NY 12226-1900

This email address should only be used for submitting invoices. General inquiries should continue to be sent to BSCAPLeases@ogs.ny.gov.

Please be advised that with the exception of this address change, lease related invoice processing remains the same. That is, invoices should be submitted for all variable expenses provided for in the lease. Invoices should **not** be submitted for any regularly reoccurring lease payments (base rent, monthly parking, etc). These payments will continue to be made via the BSC automated voucher process.

We would also like to remind you about online processes that have been put in place to enable more efficient invoice submission, tracking, and processing. These include:

Vendor Self-Service: Any vendor registered in the Statewide Financial System (SFS) can use the Vendor Self-Service Portal to access information about purchase orders, invoices and payments. For more information, go to the Office of the State Comptroller (OSC) website at http://osc.state.ny.us/vendor_management/index.htm.

Automate Purchase Orders by Email: The SFS now offers vendors the opportunity to enroll to receive all purchase orders via email by updating their information using the Vendor Self-Service Portal. Selecting this option ensures all purchase orders go to the vendor email address indicated and will provide for more timely delivery of those orders. More information is available at <http://osc.state.ny.us/vendors/email.htm>.

Electronic Invoicing: Vendors can expedite invoice submission and save postage and handling costs by submitting invoices electronically to New York State. Information on this program can be found at <http://osc.state.ny.us/vendors/invoices.htm>.

Prompt Payment Law Update for Small Businesses: Effective April 1, 2017, an update to the Prompt Payment Law will require payment to qualified small businesses within 15 days of an agency's receipt of an invoice/goods/services; payment made beyond the 15 days may be subject to interest accrual. Interest of more than \$10 will be payable to the vendor. To be eligible, vendors must meet the requirements, certify through the Vendor Self-Service Portal and submit invoices electronically. Information on this change is available at <http://osc.state.ny.us/vendors/prompt-payments.htm>.

While the BSC encourages vendors to take advantage of the efficiencies offered by the above options, we recognize that some vendors do not yet have the technology in place to use all of these features and will continue to submit invoices to the BSC via email or postal service. If you continue to do so, please use the mailing information provided above.

If you have any questions or concerns regarding this announcement, please contact the BSC Lease team at BSCAPLeases@ogs.ny.gov or call (518) 457-4272.