SFS Handbook: Grantee Processing in SFS (Grantee User Manual)

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For questions regarding the information included in this Guide, contact the SFS Help Desk:
Phone: 518-457-7717 or 855-233-8363 (toll free) | Email: HelpDesk@sfs.ny.gov |
Using the SFS Support tile in the SFS Vendor Portal

Grantee Processing in SFS

Handbook Description:

This Handbook provides the knowledge and skills to support grants management activities using the Statewide Financial System (SFS) Public Portal and the SFS Vendor Portal. The end-to-end grants management business process includes prequalification, searching for grant opportunities, bid submission, bid award, contract collaboration and execution, progress reporting, claims submission and payment processing.

The Statewide Financial System (SFS) is New York State (NYS) government's accounting and financial management system used to manage contracts and payments.

Using SFS, Agencies post grant opportunities in the form of bid events. From the SFS Public Portal, prospective grantees and the general public can search for grant opportunities (also known as bid events) and sign up to receive grant notifications.

Prospective grantees interested in responding to a grant opportunity must have credentials to access* the SFS Vendor Portal and be prequalified. Prequalification is a process applicable to Non-profits (or other organizations as defined by State policy) that requires the completion and acceptance of an online application to compete for state funding. Non-profits complete prequalification applications and submit them for agency review. Agencies are responsible for reviewing submitted prequalification applications and taking action on the application (e.g., approving it or returning it back for additional information).

Prequalified grantees log in to the SFS Vendor Portal to submit their bid response to the agency for review. The agency scores and reviews bid responses in order to award a grant to a grantee. The Grantee is the legal entity to which a grant is awarded and who is accountable for the use of the funds. Grantees collaborate with agencies on grant contract development and approval.

Once a grant contract has been approved, grantees can initiate and submit progress reports in the SFS Vendor Portal for agency review and approval. Grantees are encouraged to discuss the process for submitting claims with the agency they are doing business with, to confirm how payments will be processed based on the terms of the contract agreement.

***Note**: The SFS Delegated Administrator (Admin) within each organization is responsible for managing SFS Vendor Portal account changes, designating roles for User IDs within their organization, and managing address and contact information. Roles control what an individual has access to do and the tasks they can perform in the SFS Vendor Portal. Additional information regarding roles can be found in the SFS Vendor Role Guide and the Vendor Portal Access Reference Guide.

Handbook Concepts:

This Grantee Handbook explores the following concepts:

- Searching and Viewing Bid Events (Grant Opportunities)
- Subscribing to Email Notifications
- Maintaining Grantee Information
- Managing Prequalification
- Responding to Bid Events
- Reviewing and Approving Grant Contracts
- Entering and Maintaining Grant Claims
- Running Grantee Reports

SFS Handbook: Grantee Processing in SFS

Using SFS Handbooks:

This Handbook includes multiple lessons and training topics. Each training topic includes a series of steps which walkthrough how to perform a specific task. There are different types of steps within a training topic: steps that are action oriented, and steps that are intended to provide additional information and context to assist you with performing a task.

- Handbook steps that include text in **bold blue font** indicate that action is required (e.g., Click the **Add** button).
- Handbook steps that include text in **bold red font** are used for illustrative data entry purposes (e.g., Enter the applicable value into the **Schedule ID** field. For example, Enter "**5243**".)
- Handbook steps that include text in **bold black font** provide additional information and clarification about an SFS page, field, process, report, navigational elements, and processing tips (e.g., The **Process Scheduler Request** page displays. This page is used to verify and/or select the process that you want to run.)

Searching and Viewing Bid Events (Grant Opportunities)

Lesson Description:

This lesson provides the knowledge and skills to search and view Bid Events. Bid Events are posted by Agencies to allow bidders to submit responses in order to apply for a funding award. Bid Events are created by Agencies to capture details about a grant opportunity. It is comprised of customizable questions, fields, and attachments specific for the need of each award.

Lesson Objectives:

In this lesson, you will learn how to:

- Search and view bid events

Search for a Bid Event (Grant Opportunity) on the SFS Public Portal

Topic Description:

This topic provides the knowledge and skills to search for and view bid events.

Topic Objectives:

In this topic, you will learn:

- How to search for and view bid events

SFS role required to perform this task:

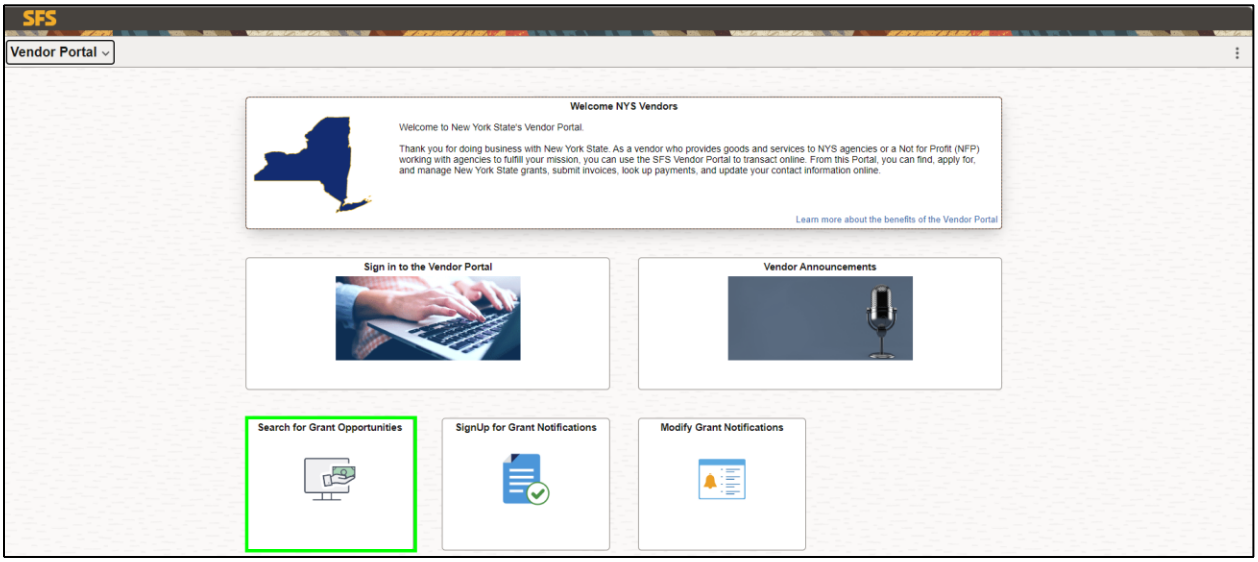
- No role required. Users do not need to log in to SFS to search for grant opportunities on the SFS Public Portal.

Procedure

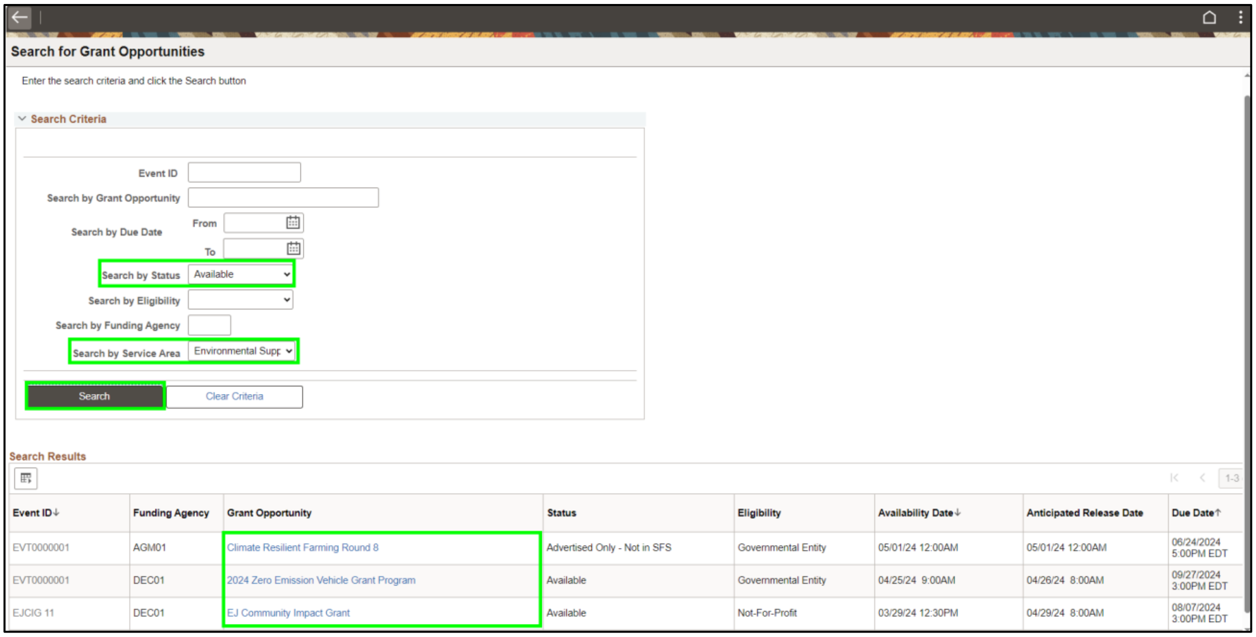
Scenario: As a member of the public, you can search and view public bid events (grant opportunities) without signing in to the SFS Vendor Portal by visiting the SFS Public Portal Homepage and selecting the **Search for Grant Opportunities** tile.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

Step	Action
1.	Navigate to the [SFS Public Portal Homepage](). **Note**: Users **<u>DO NOT</u>** need to log in to SFS, as this is a public page.
2.	**Note**: If you experience issues within the Vendor Portal, you may need to clear your browser cache. You can press Ctrl+Shift+Del to expedite the clearing process. Also, verify the Passwords checkbox is unselected. This will allow you to keep all saved passwords and usernames after clearing your cache.



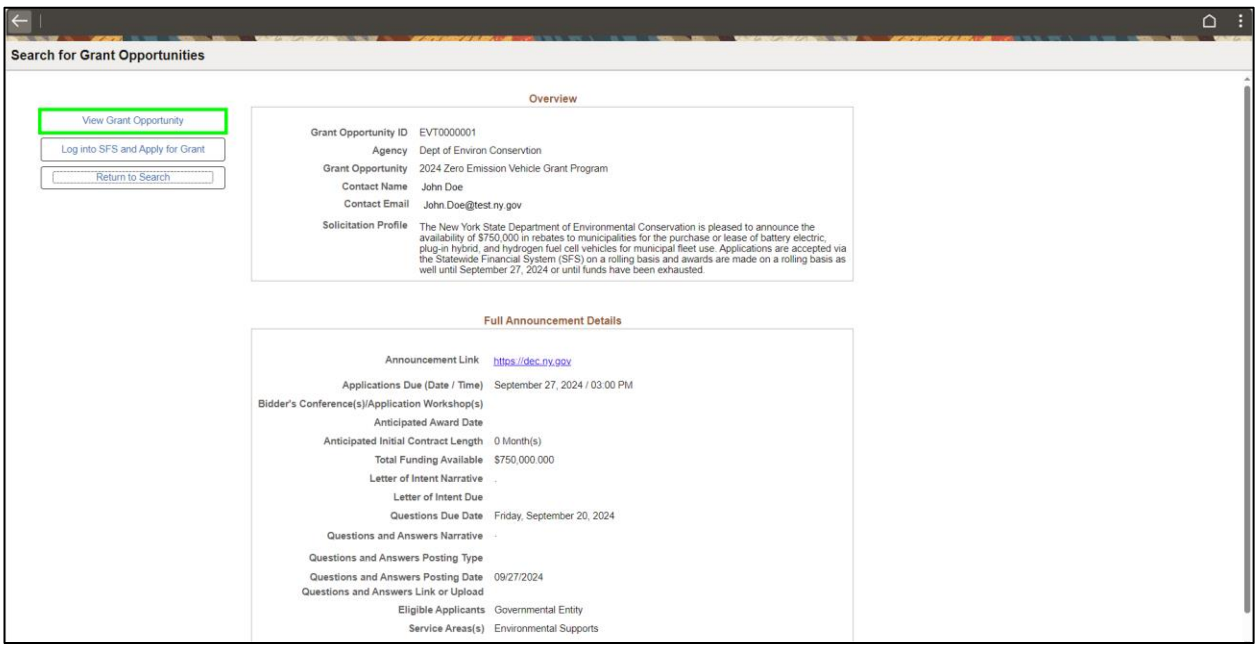
Step	Action
3.	From the SFS Public Portal Homepage, click the **Search for Grant Opportunities** tile.



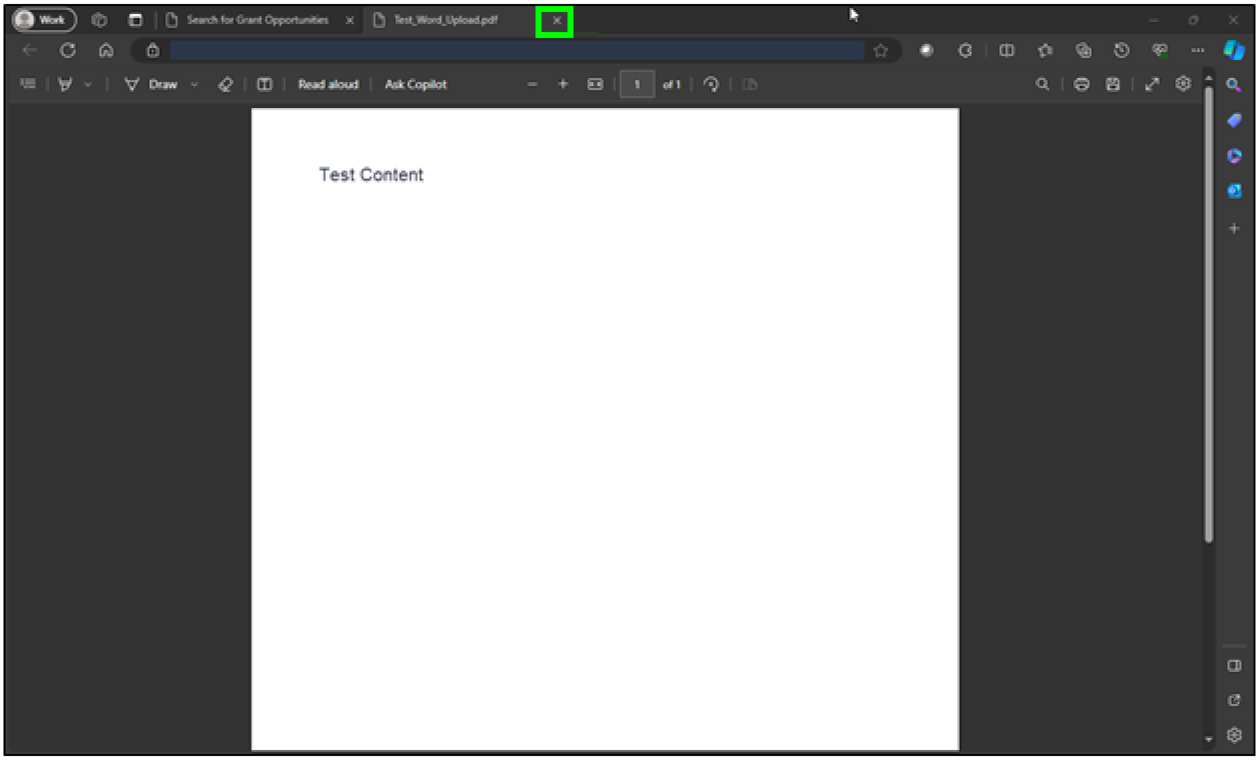
Step	Action
4.	The **Search for Grant Opportunities** page is used to search for opportunities posted by agencies. Enter the applicable search criteria in the **Search Criteria** fields. In this example, we will search for grant opportunities by **Status** and by **Service Area**, which are the most common search methods.

5.	The **Search by Status** options are:
	• **Anticipated**: Represents summary information about an upcoming Bid Event (grant opportunity) which is provided for review only. Bid Responses (applications) cannot be started until the Bid Event becomes Available (published).
	  ○ Includes only bid events in “Anticipated” status in the search results.
	• **Available**: Represents a Bid Event (grant opportunity) that is available for review and open for potential grantees to start a Bid Response (application). Bid Responses can be submitted beginning on the Event Start Date.
	  ○ Includes bid events in “Available” and “Advertised Only-Not if SFS” statuses in the search results.
	  ○ **Note**: “Advertised Only – Not in SFS” status represents summary information about a grant opportunity managed outside of SFS and is provided for review only. Directions on where to find additional information about the grant opportunity, including where to apply, are provided.
	• **Anticipated and Available**: Includes bid events in “Anticipated”, “Available”, and “Advertised Only-Not if SFS” statuses in the search results.
	• **Closed**: Includes only bid events where the end date has passed, and grantees can no longer bid on the grant opportunity.

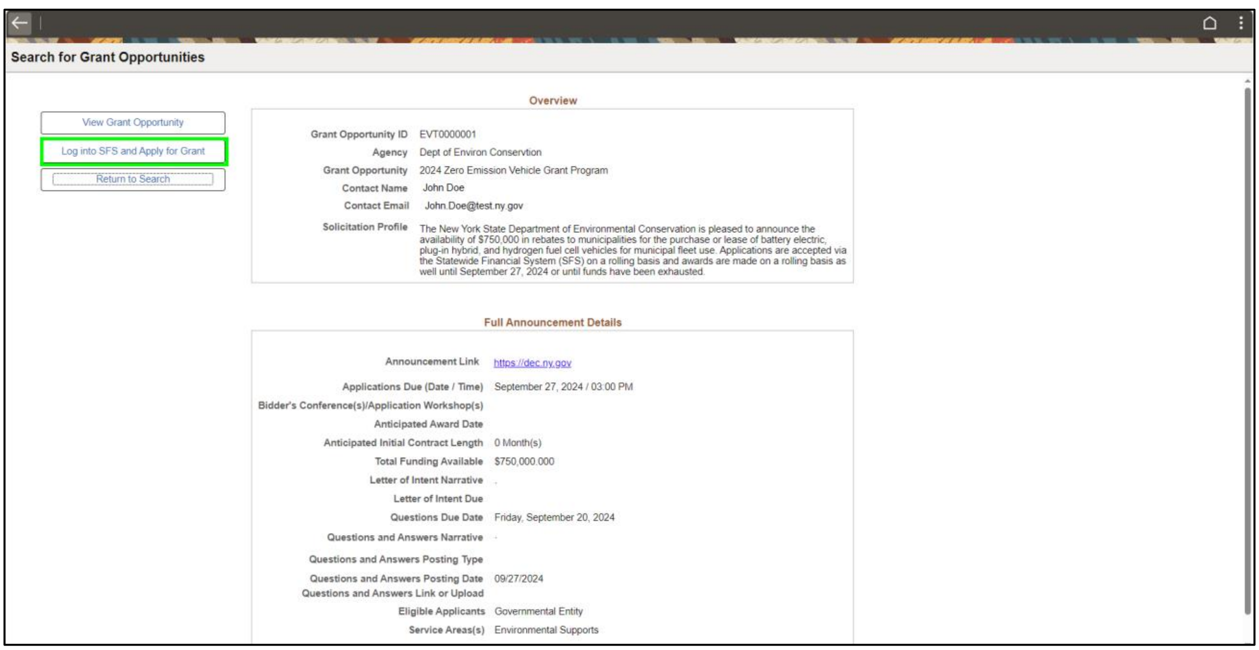
Step	Action
6.	In this example, we will click the **Search by Status** field drop-down list and select the **Available** list item.
7.	When you search by **Service Area**, only the bid events represented by the selected service area will display in the search results.
8.	In this example, we will click the **Search by Service Area** field drop-down list and select the **Environmental Supports** list item.
9.	Click the **Search** button.
10.	**Note**: A list of Event IDs will populate in the Search Results based on the current search criteria. Click the applicable link in the **Grant Opportunity** column to view the abstract details. **Grant Opportunity**



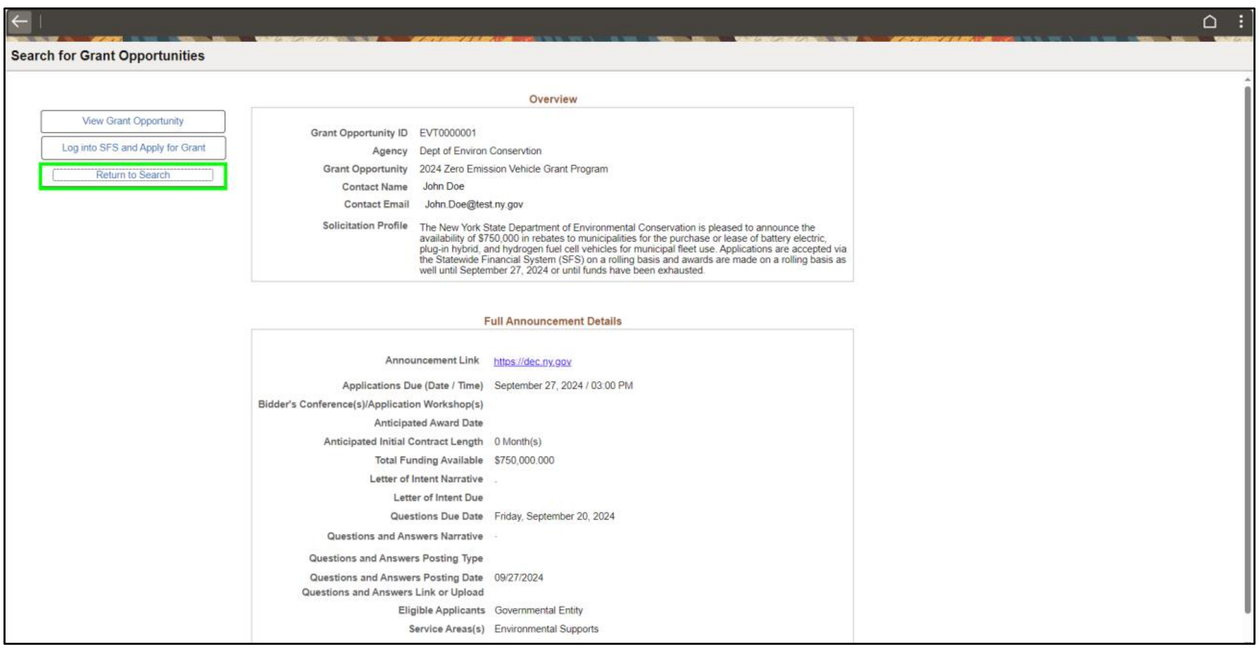
Step	Action
11.	Click the **View Grant Opportunity** button to view the Request for Proposal (RFP) pdf associated to the grant opportunity.



Step	Action
12.	Click the **Close (X)** browser tab when you are finished viewing the Request for Proposal (RFP) pdf associated to the grant opportunity.



Step	Action
13.	**Note**: If you have access to login to the SFS Vendor Portal and are interested in applying for this grant, click the **Log into SFS and Apply for Grant** button to access the SFS Vendor portal. In this training example, we will not click the **Log into SFS and Apply for Grant** button.
14.	**Note**: If you do not have access to the SFS Vendor Portal and if your organization is already established within the SFS Vendor portal, an SFS Delegated Administrator has been authorized within your organization to provision user login credentials, unlock accounts, or reset passwords. Please reach out to your SFS Delegated Administrator directly. Also, if you do not have a login and if you are new to the SFS Vendor portal, and would like to establish an account for the purposes of doing business with the State of New York, access the Grants Management website for instructions on how to register your organization. (https://grantsmanagement.ny.gov/register-your-organization-sfs).



Step	Action
15.	Click the **Return to Search** button to return to the **Search for Grant Opportunities** page.
16.	You have successfully completed the **Search For a Bid Event (Grant Opportunity) On the SFS Public Portal** topic.

Subscribing to Email Notifications

Lesson Description:
This lesson provides the knowledge and skills for Grantees to subscribe to email notifications to receive information about grant opportunities for one or more service areas.

Lesson Objectives:
In this lesson, you will learn how to:
- Subscribe to email notifications.

Subscribe to Email Notifications

Topic Description:
This topic provides the knowledge and skills to subscribe to email notifications to receive information about grant opportunities for one or more service areas.

Topic Objectives:
In this topic, you will learn:
- How to subscribe to email notifications

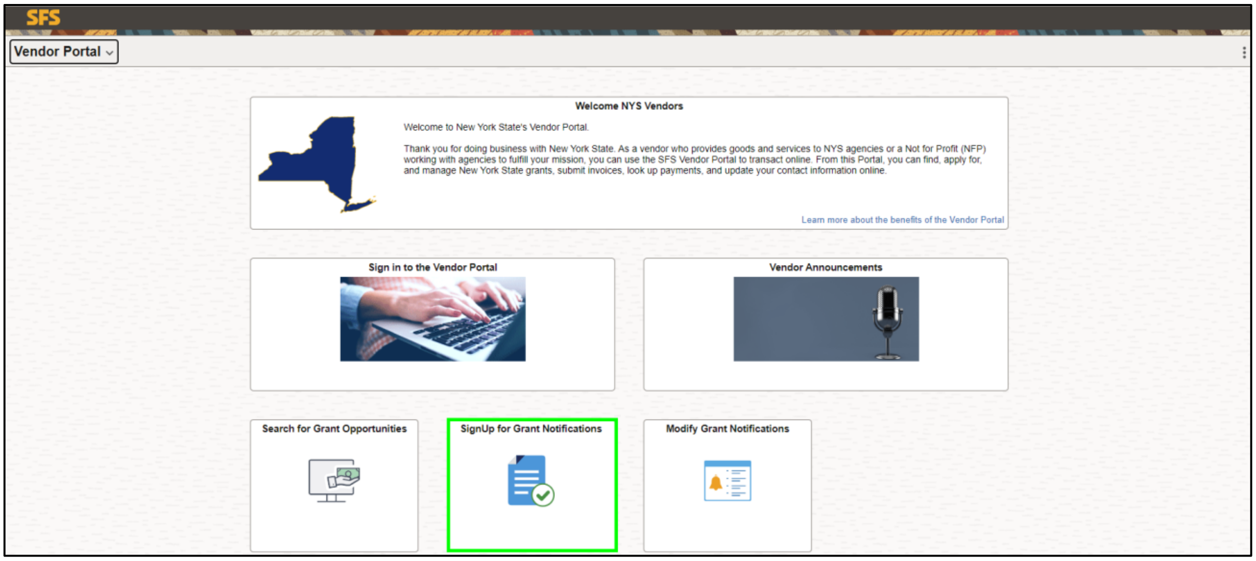
SFS role required to perform this task:
- No role required. Users do not need to log in to SFS to subscribe to email notifications on the SFS Public Portal.

Procedure

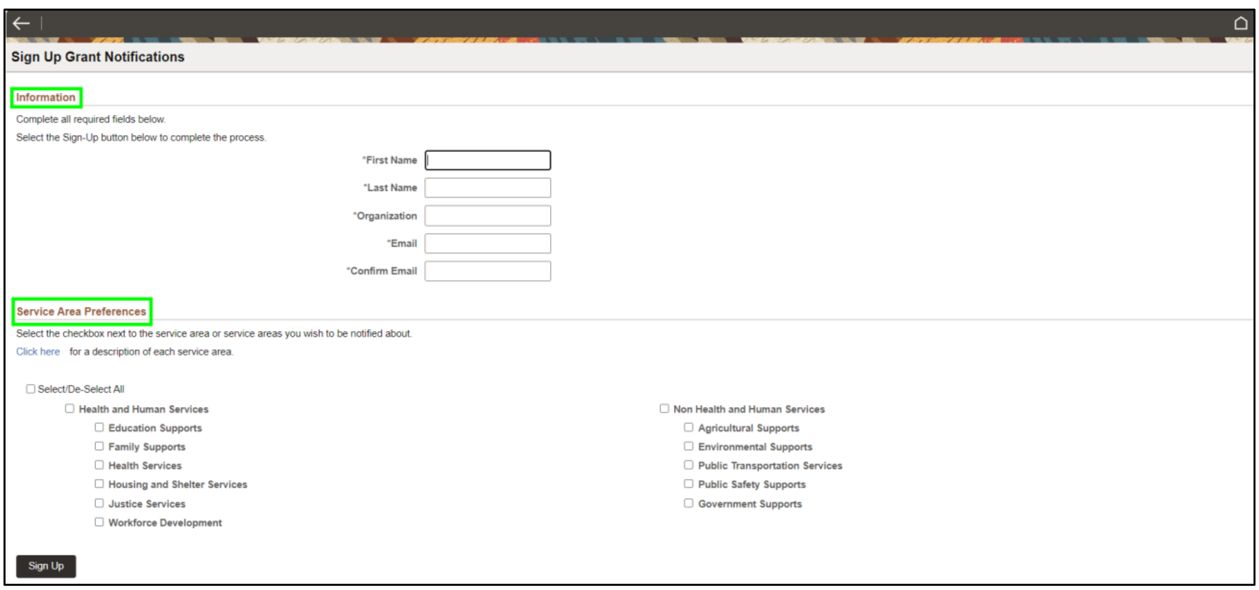
Scenario: As a member of the public, you will subscribe to email notifications to receive information about grant opportunities without signing in to the SFS Vendor Portal.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

Step	Action
1.	Navigate to SFS Public Portal Homepage. **Note**: Users **DO NOT** need to log in to SFS, as this is a public page.
2.	**Note**: If you experience issues within the Vendor Portal, you may need to clear your browser cache. You can press Ctrl+Shift+Del to expedite the clearing process. Also, verify the Passwords checkbox is unselected. This will allow you to keep all saved passwords and usernames after clearing your cache.



Step	Action
3.	Click the **SignUp for Grant Notifications** tile.



Step	Action
4.	**Note**: Use the **Information** section to enter name, organization, and email address for the contact who should receive the email notifications.
5.	Enter the applicable value into the **First Name** field.
6.	Enter the applicable value into the **Last Name** field.
7.	Enter the applicable value into the **Organization** field.
8.	Enter the applicable value into the **Email** field.
9.	Enter the applicable value into the **Confirm Email** field.

Step	Action
10.	**Note:** In the **Service Area Preferences** section, there are two main notification lists. These main lists are: **Health and Human Services**, and **Non Health and Human Services**. Click the checkbox next to the main list item to receive all notifications for that main list item.
11.	**Note:** To view description details for each Service Area, click the **Click here** link.
12.	Click the applicable **Service Area** checkboxes.
13.	Click the **Sign Up** button to sign up for email notifications for the selected service areas. **Note**: When the Bid Event is published, an email notification advertising it will be sent to people who signed up for notifications about the service area(s) chosen.
14.	You have successfully completed the **Subscribing to Email Notifications** topic.

Modifying Email Notifications

Lesson Description:
This lesson provides the knowledge and skills for Grantees to modify contact information and/or service area preferences previously selected for email notifications.

Lesson Objectives:
In this lesson, you will learn how to:

- Modify contact information and/or service area preferences previously selected for email notifications.

Modify Email Notifications

Topic Description:
This topic provides the knowledge and skills to modify contact information and/or service area preferences previously selected for email notifications.

Topic Objectives:
In this topic, you will learn:

- How to modify contact information and/or service area preferences previously selected for email notifications.

SFS role required to perform this task:

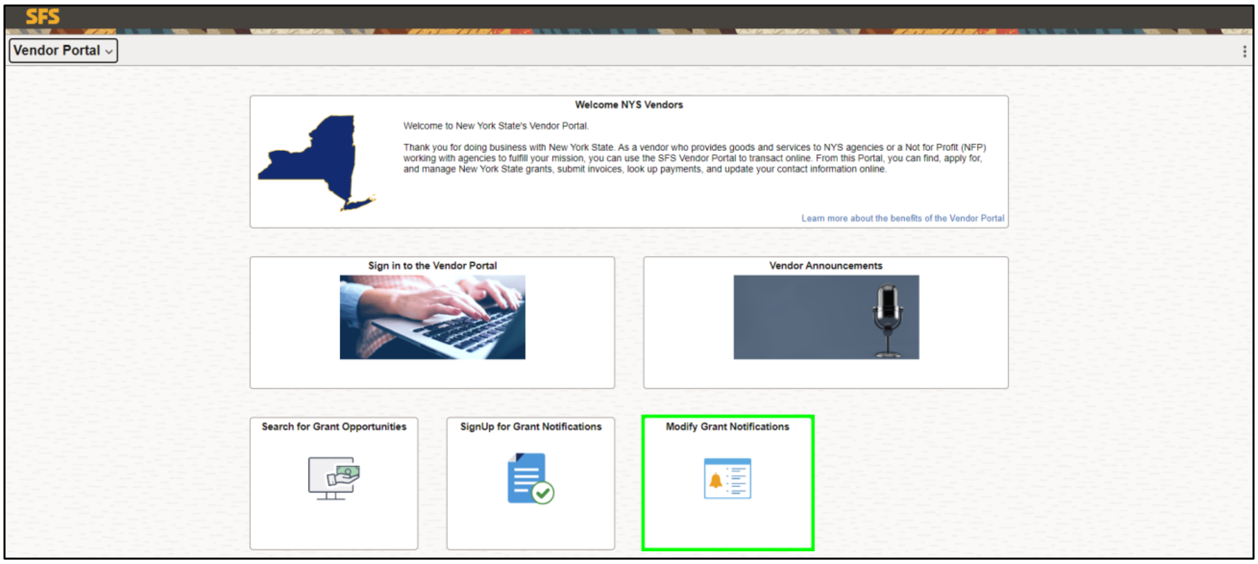
- No role required. Users do not need to log in to SFS to modify contact information and/or service area preferences previously selected for email notifications.

Procedure

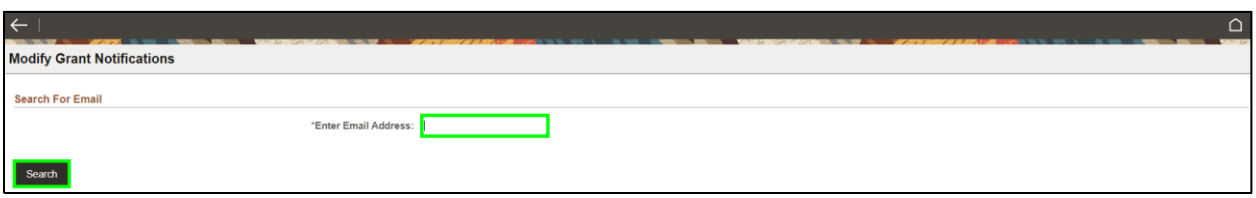
Scenario: As a member of the public, you will modify contact information and/or service area preferences previously selected for email notifications without signing in to the SFS Vendor Portal.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

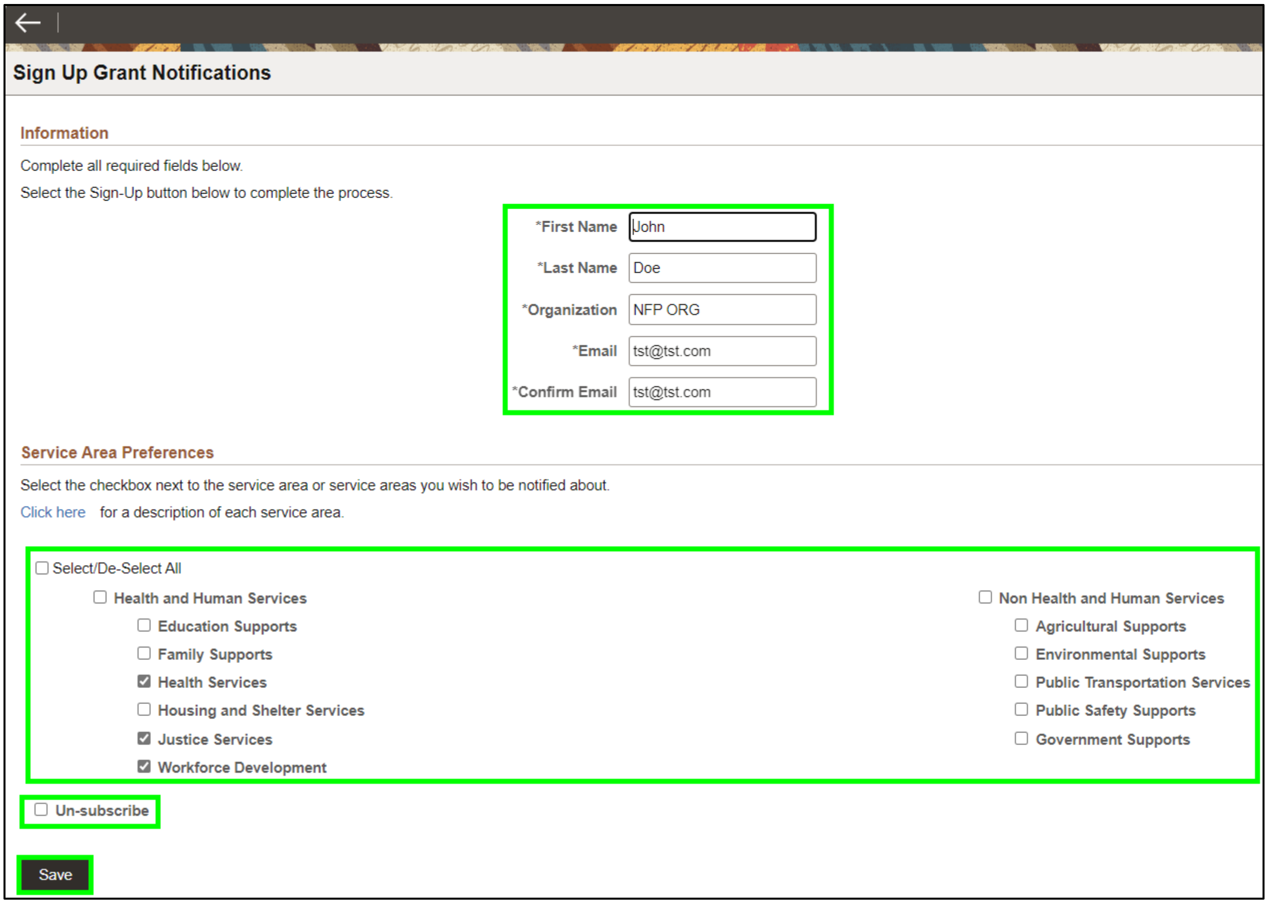
Step	Action
1.	Navigate to SFS Public Portal Homepage. **Note**: Users **DO NOT** need to log in to SFS, as this is a public page.
2.	**Note**: If you experience issues within the Vendor Portal, you may need to clear your browser cache. You can press Ctrl+Shift+Del to expedite the clearing process. Also, verify the Passwords checkbox is unselected. This will allow you to keep all saved passwords and usernames after clearing your cache.



Step	Action
3.	Click the **Modify Grant Notifications** tile to modify contact information and/or service area preferences previously selected for email notifications.



Step	Action
4.	Enter the email address that was used to sign up for notifications, into the **Enter Email Address** field.
5.	Click the **Search** button.



Step	Action
6.	Your previous information and selections will populate. Update your information and/or service area preferences.
7.	To un-subscribe from all prior selected service areas, click the **Un-subscribe** checkbox.
8.	Click the **Save** button to save your changes.
9.	You have successfully completed the **Modifying Email Notifications** topic.

Maintaining Grantee Information

Lesson Description:
This lesson provides the knowledge and skills to maintain Grantee Information.

Lesson Objectives:
In this lesson, you will learn how to:
- View and Update Grantee Information
- Adding a Grantee Contract Approver's Name to their Profile in SFS

View and Update Grantee Information

Topic Description:
This topic shows how to update a grantee's grant organizational profile information in the SFS Vendor Portal. Grantees doing business with New York State agencies access SFS by clicking the **Vendor Portal Login** from the SFS website. There is a specific page in SFS where Grantees can view and make updates to their grant information.

Note: An SFS Vendor Portal account is required to access SFS.

Topic Objectives:
In this topic, you will learn:

- How to update a grantee's grant organizational profile information in SFS

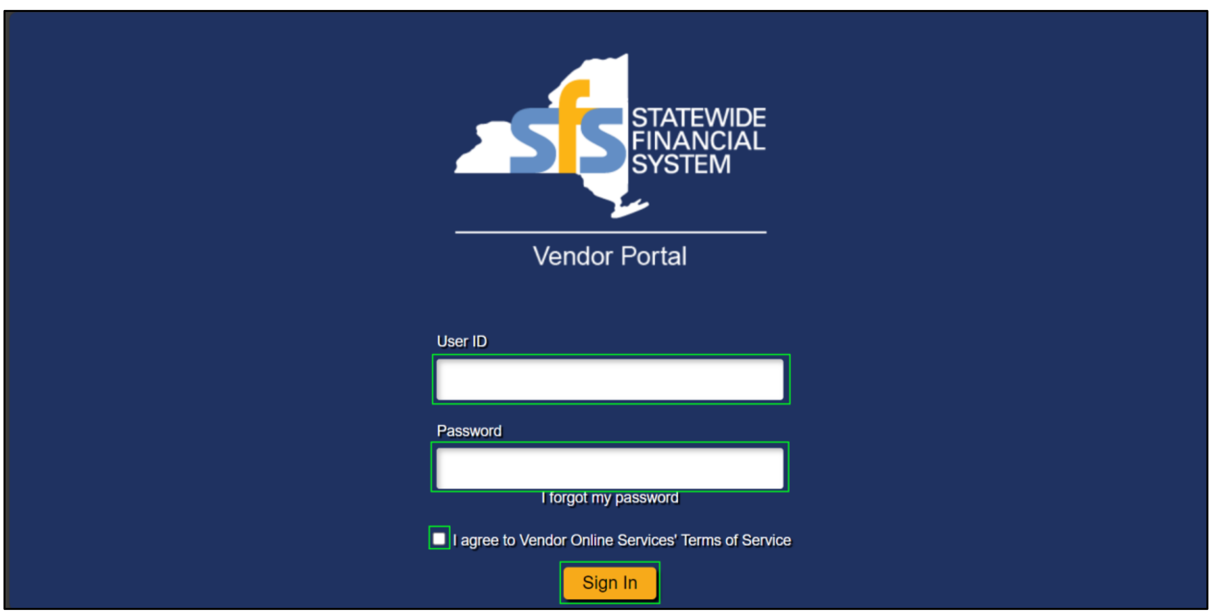
SFS role required to perform this task:

- Delegated Admin (NY_ES_SUPPLIER_ADMIN)

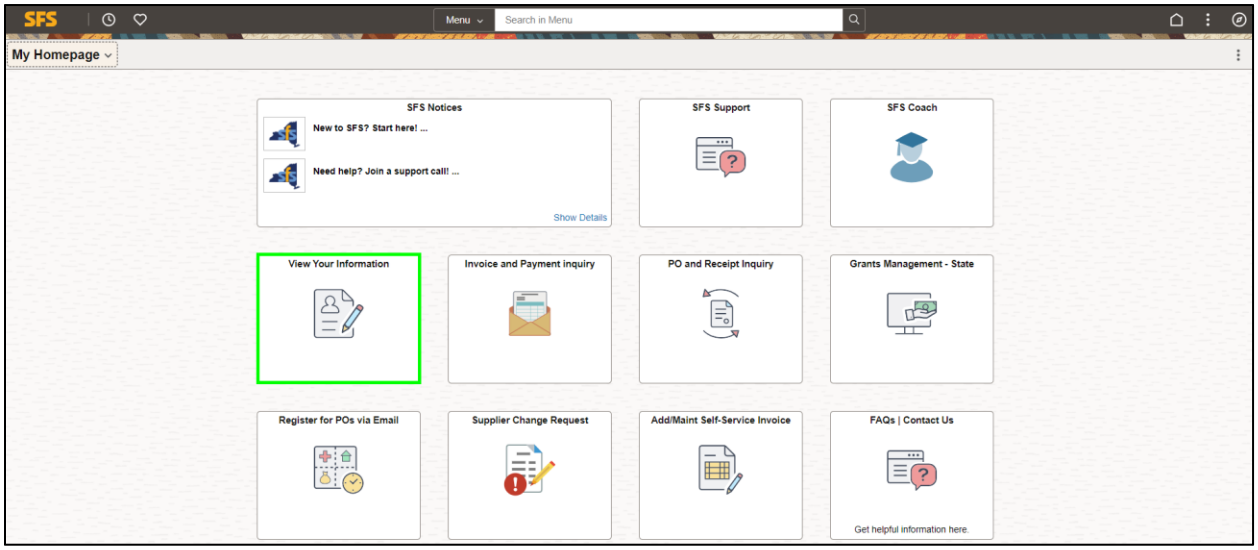
Procedure

Scenario: You look up your organization's grant information in the SFS Vendor Portal and notice that some information needs to be updated. You will log in to the SFS Vendor Portal and make the applicable grant information updates before submitting for review and approval.

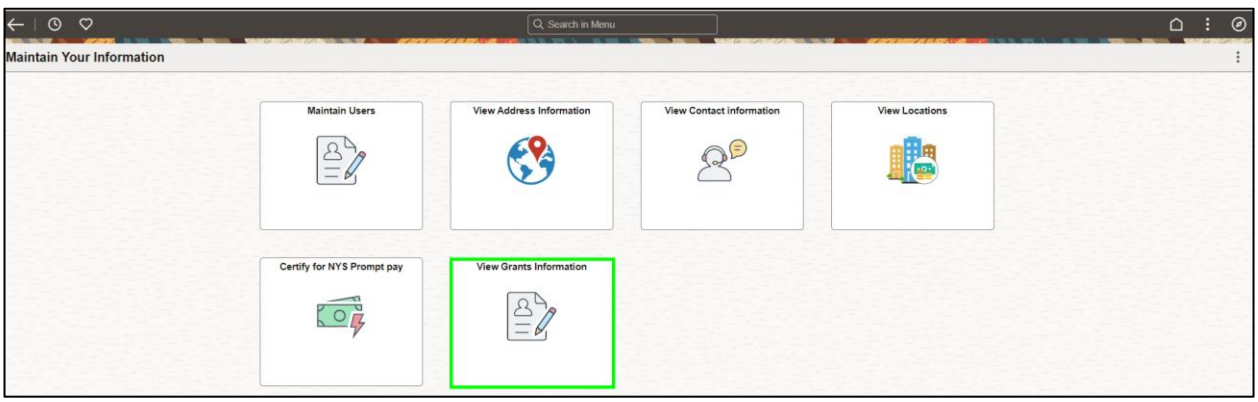
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



Step	Action
1.	Begin by navigating to the SFS Vendor Portal.
2.	Enter your **User ID** and **Password** and select the **I agree to Vendor Online Services' Terms of Service** checkbox.
3.	Click the **Sign In** button.

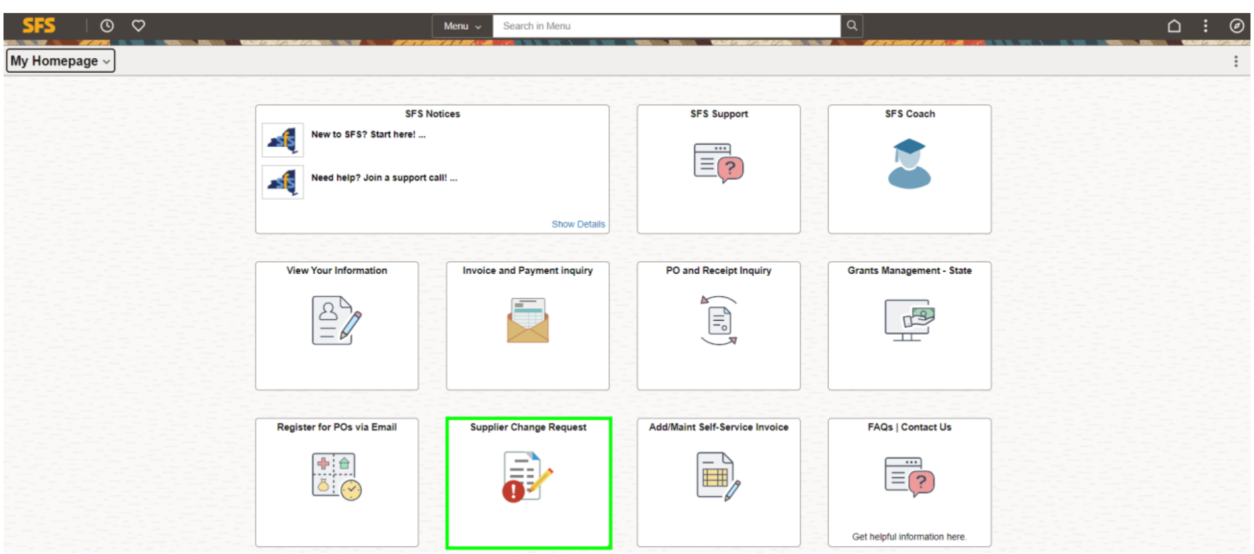


Step	Action
4.	From the **Homepage** click the **View Your Information** tile.

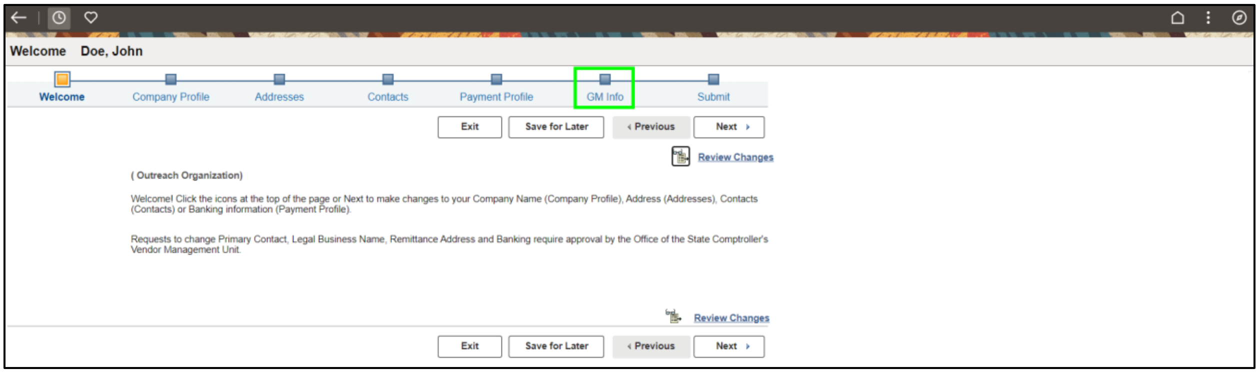


Step	Action
5.	Click the **View Grants Information** tile.

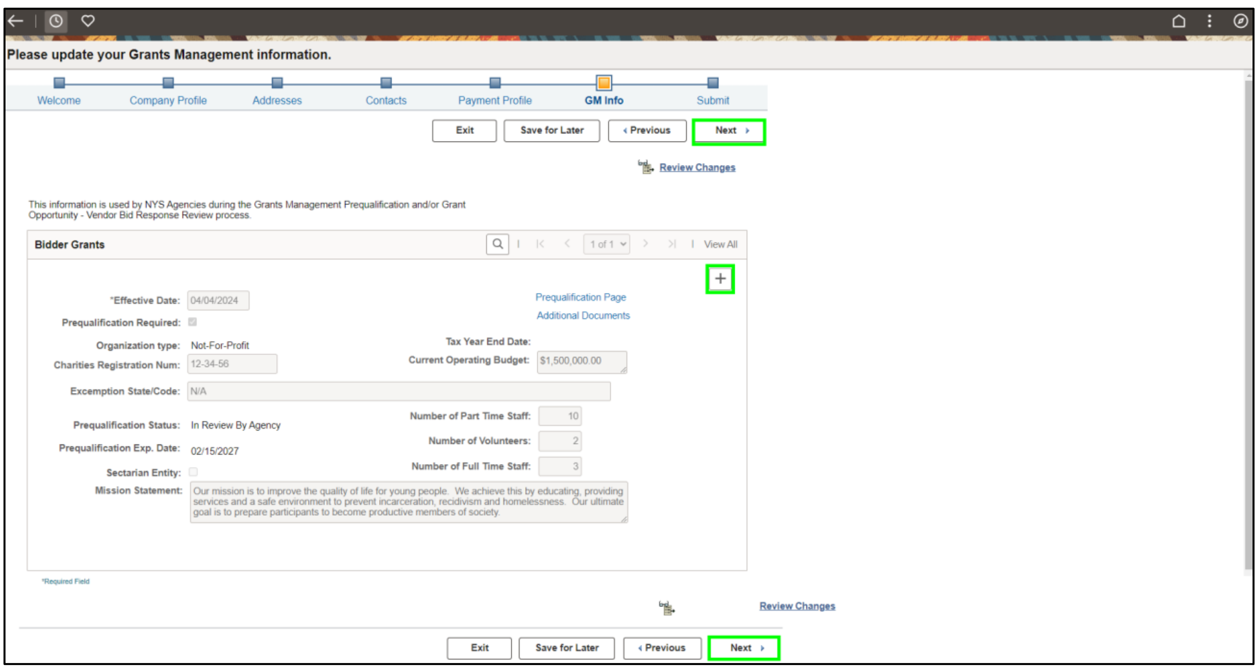
Step	Action
6.	Review the information. If changes are needed, initiate a Supplier Change Request.
7.	**Note**: • The **Supplier Change Request** feature in SFS allows grantees to make changes to their organization profile, addresses, contacts, banking information, and grant information. • Requests to change Primary Contact, Legal Business Name, Remittance Address and Banking require approval by the Office of the State Comptroller's Vendor Management Unit.
8.	Click the **Home** icon to go back to the Homepage to initiate the Supplier Change Request. 



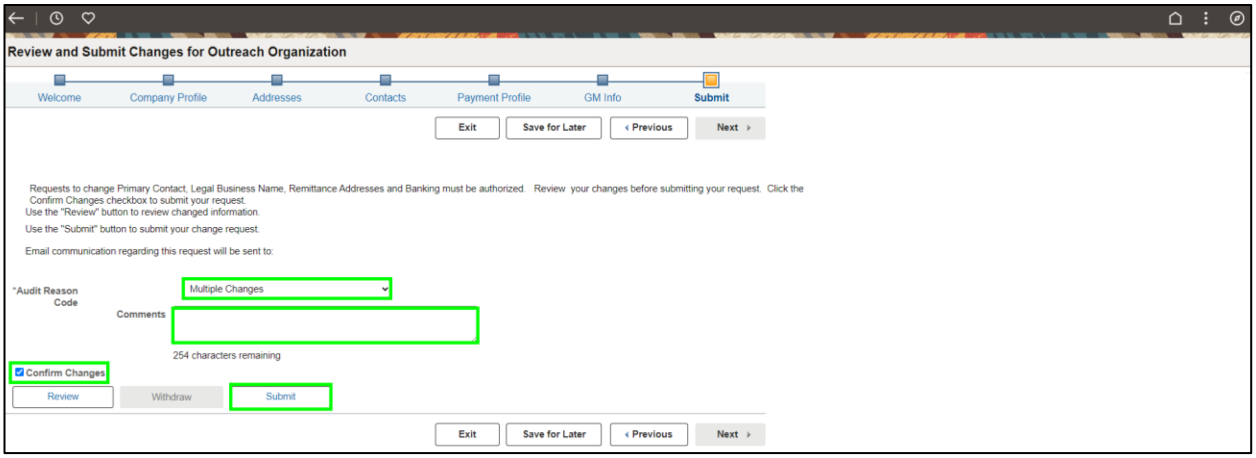
Step	Action
9.	Click the **Supplier Change Request** tile.



Step	Action
10.	Click the **GM Info** train stop.



Step	Action
11.	To update the information currently displayed, click the **Add a New Row (+)** icon.
12.	Make any needed updates to your Grants Management information.
13.	Select **Next** button.



Step	Action
14.	Select the applicable **Audit Reason Code**. **Note**: **Audit Reason Code** classifies the type of change that was made. Some examples are: Address Change, Name Change, Corrections, etc.
15.	Enter any additional information in the **Comments** field to clarify what was changed. **Note**: Comments are optional.
16.	Select **Confirm Changes** checkbox.
17.	Select **Submit** button to make the changes. **Note**: Upon submitting the Supplier Change Request, the information entered on the GM Info train stop will systematically update the corresponding fields on the View Grants Information Tab. Any changes made to information on the Grants Information tab will result in a new Effective Dated row.
18.	You have successfully completed the **View and Update Grantee Information** topic.

Adding a Grant Contract Approver's Name to their Profile in SFS

Topic Description:
This topic shows how to add a grant contract approver's name to their profile in SFS. This is needed so when the contract approver signs the grant contract in SFS, their name will display on the contract agreement.

Topic Objectives:
In this topic, you will learn:

- How to add a grant contract approver's name to their profile in SFS

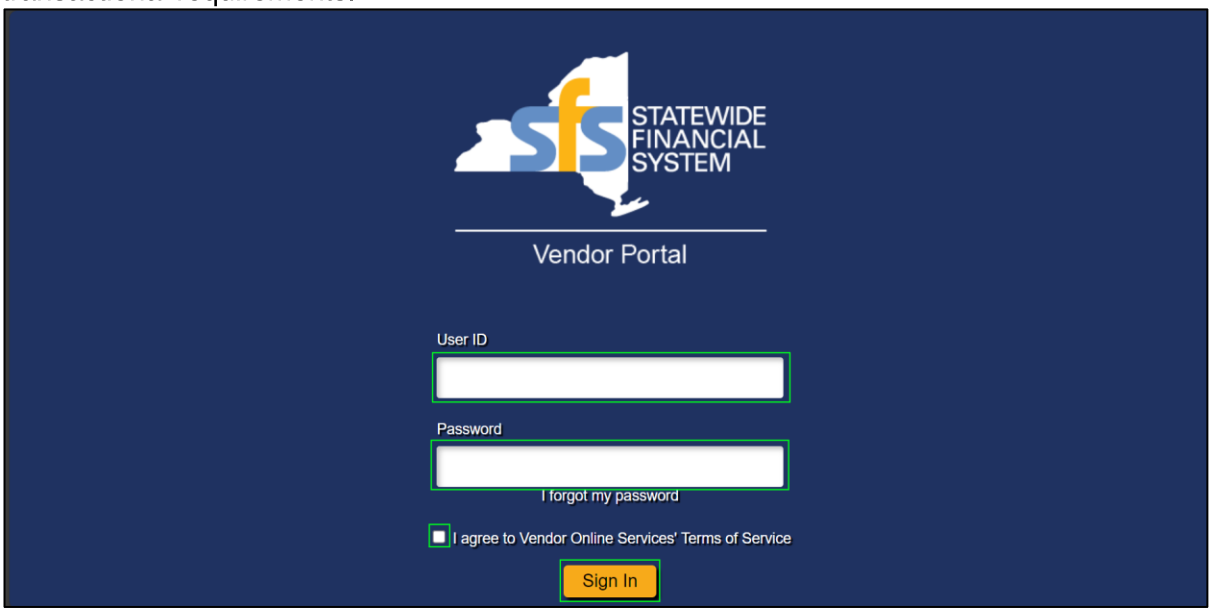
SFS role required to perform this task:

- Delegated Admin (NY_ES_SUPPLIER_ADMIN)

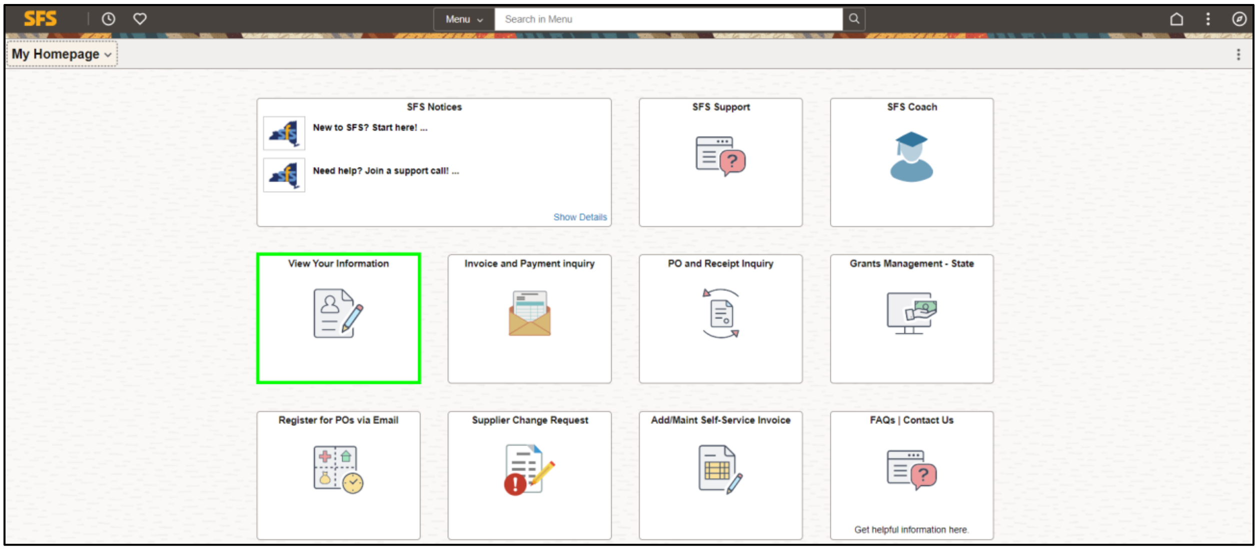
Procedure

Scenario: As a Delegated Administrator for your organization, you need to add the name of one of your organization's contract approvers to their profile in SFS. This is needed so when the contract approver signs the grant contract in SFS, their name will display on the contract agreement.

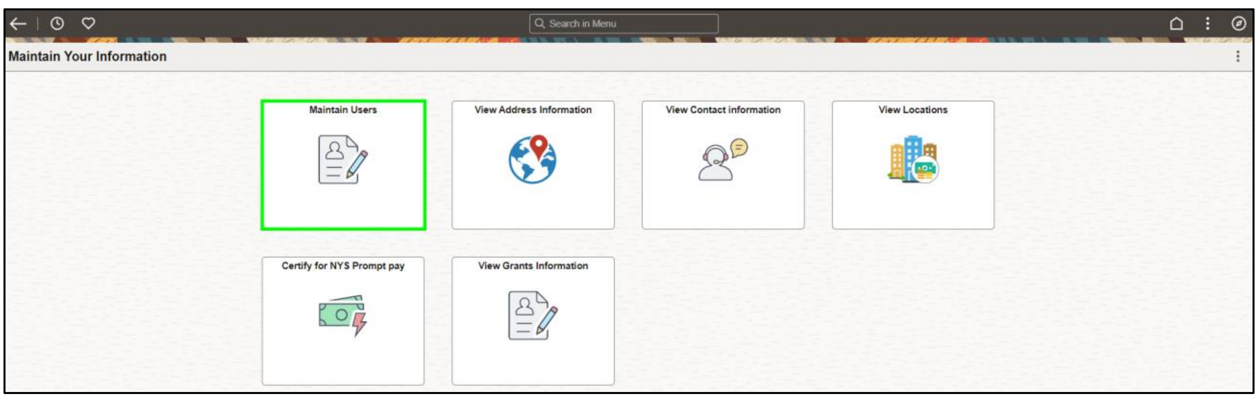
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



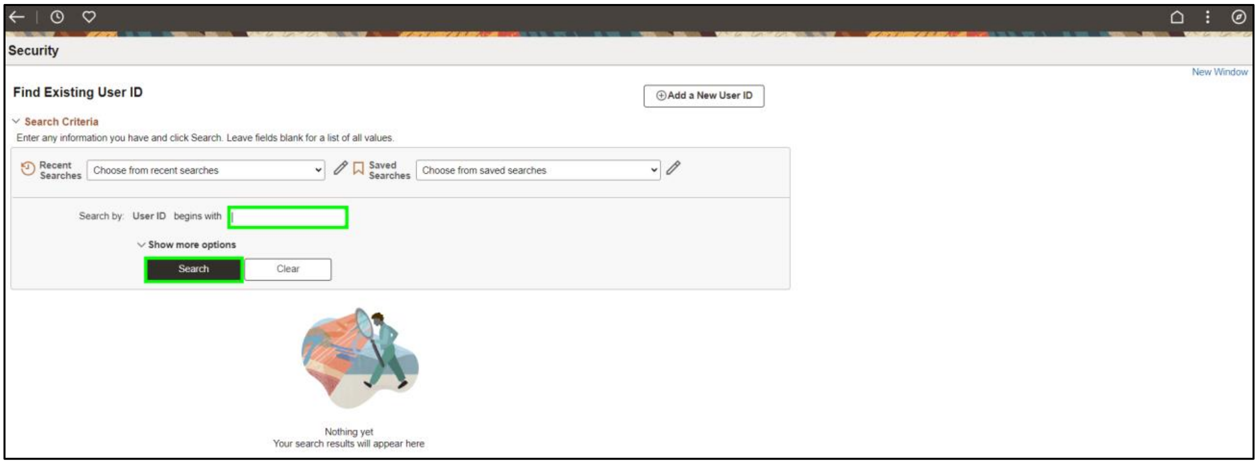
Step	Action
1.	Begin by navigating to the [SFS Vendor Portal]().
2.	Enter your **User ID** and **Password** and select the **I agree to Vendor Online Services' Terms of Service** checkbox.
3.	Click the **Sign In** button.



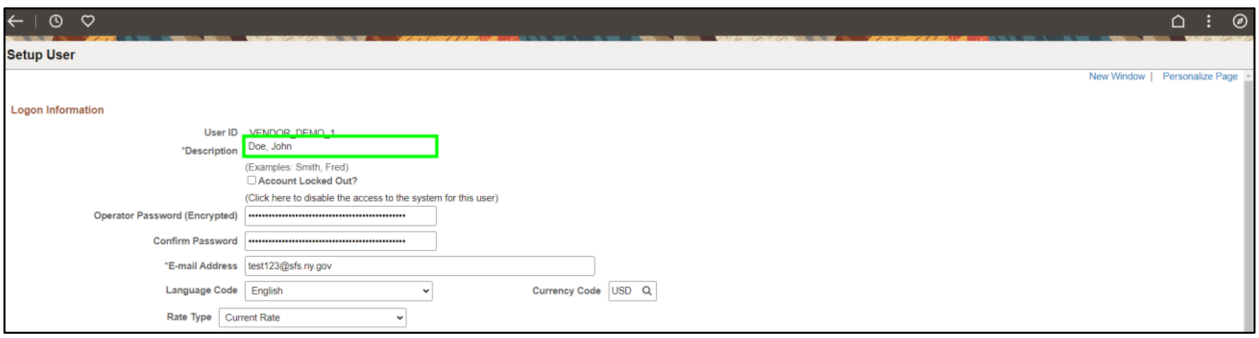
Step	Action
4.	**Preferred Navigation:** Click the **View Your Information** tile. **Alternative Navigation:** From the **NavBar** navigate to: Menu > Maintain Supplier Information > Manage User Profiles.



Step	Action
5.	Click the **Maintain Users** tile.



Step	Action
6.	Enter the contract approver's User ID in the **User ID begins with** field.
7.	Click the **Search** button.



Step	Action
8.	Enter the contract approver's name (Last Name, First Name) in the **Description** field. **Note**: This is needed so when the contract approver signs the grant contract in SFS, their name will display on the contract agreement.
9.	Click the **Save** button at the bottom of the page to save your changes.
10.	You have successfully completed the **Adding a Grant Contract Approver's Name to their Profile in SFS** topic.

Managing Prequalification Applications

Lesson Description:

This lesson provides the knowledge and skills to manage Prequalification information. Prequalification is a process applicable to not for profits or other organizations as defined by State policy, which requires the completion and acceptance of an online application in order to compete for state funding. The NYS Division of the Budget (DOB) is the policy-making body that drives the prequalification process.

Prequalification requires not for profits to complete an online application and receive an approved prequalification status prior to submitting a grant bid response.

Lesson Objectives:

In this lesson, you will learn how to:

- Enter and Submit Prequalification Information

Enter and Submit a Prequalification Application

Topic Description:

This topic provides the knowledge and skills to enter and submit a prequalification application. Organizations must complete an online Prequalification application in SFS which includes answering a series of questions regarding the organization and uploading key organizational documents.

Upon submission of the prequalification application, SFS routes the prequalification application to the state agency with which the organization expects to do the most business with. The agency indicator is based on criteria that exists on the grantee's profile in SFS.

Prequalification Specialists within the agency review the prequalification application. Agencies are responsible for approving the application or returning it back to the organization if it cannot be approved.

Grantees that have successfully prequalified will be assigned a prequalification expiration date based on policy.

Topic Objectives:

In this topic, you will learn:

- How to enter and submit a Prequalification Application

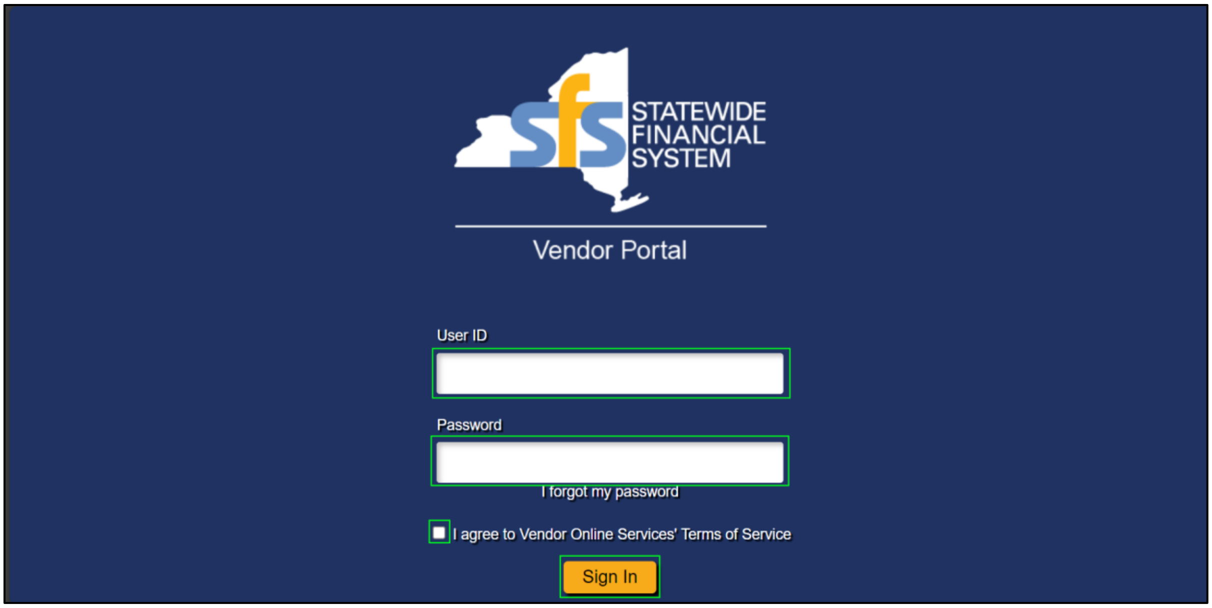
SFS role required to perform this task:

- Prequalification Processor (NY_GM_VENDOR_PREQUAL)

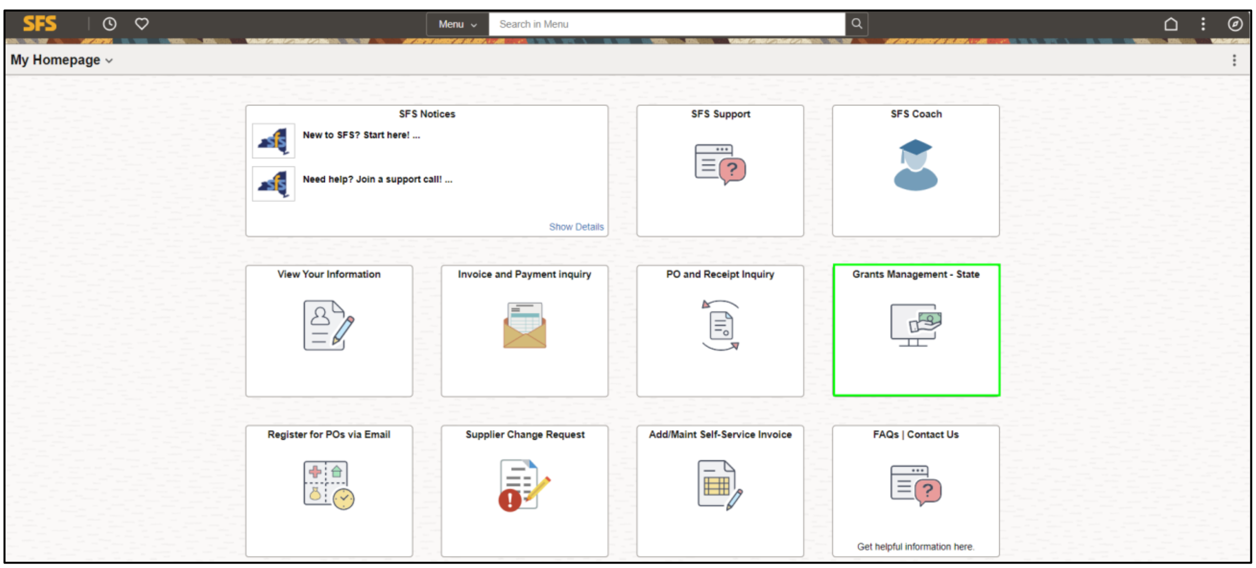
Procedure

Scenario: As a Grantee User, you wish to apply for a grant, but first you must enter a Prequalification application with the Agency you are seeking the grant from. You will enter and submit a Prequalification application.

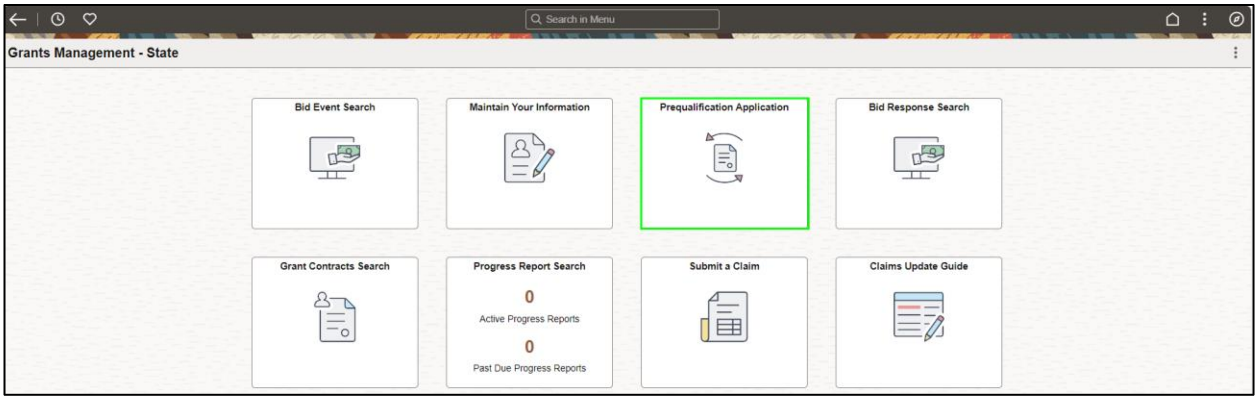
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in SFS will be driven by the real-life transactional requirements.



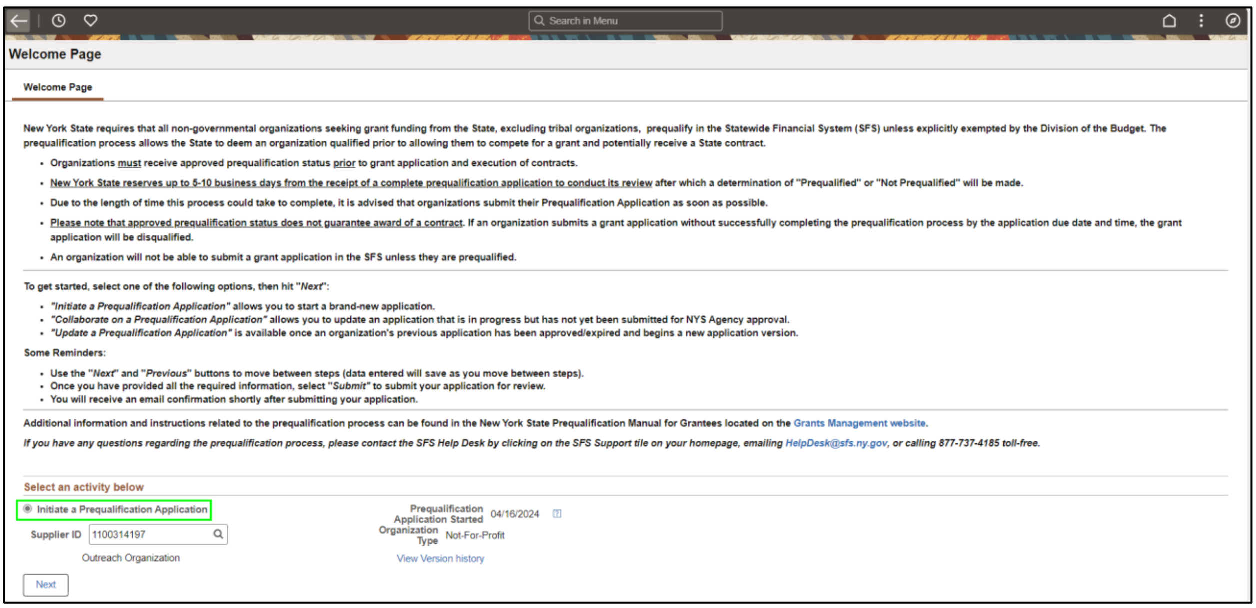
Step	Action
1.	Begin by navigating to the [SFS Vendor Portal]().
2.	Enter your **User ID** and **Password** and select the **I agree to Vendor Online Services' Terms of Service** checkbox.
3.	Click the **Sign In** button.



Step	Action
4.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Events and Place Bids > Prequalification.



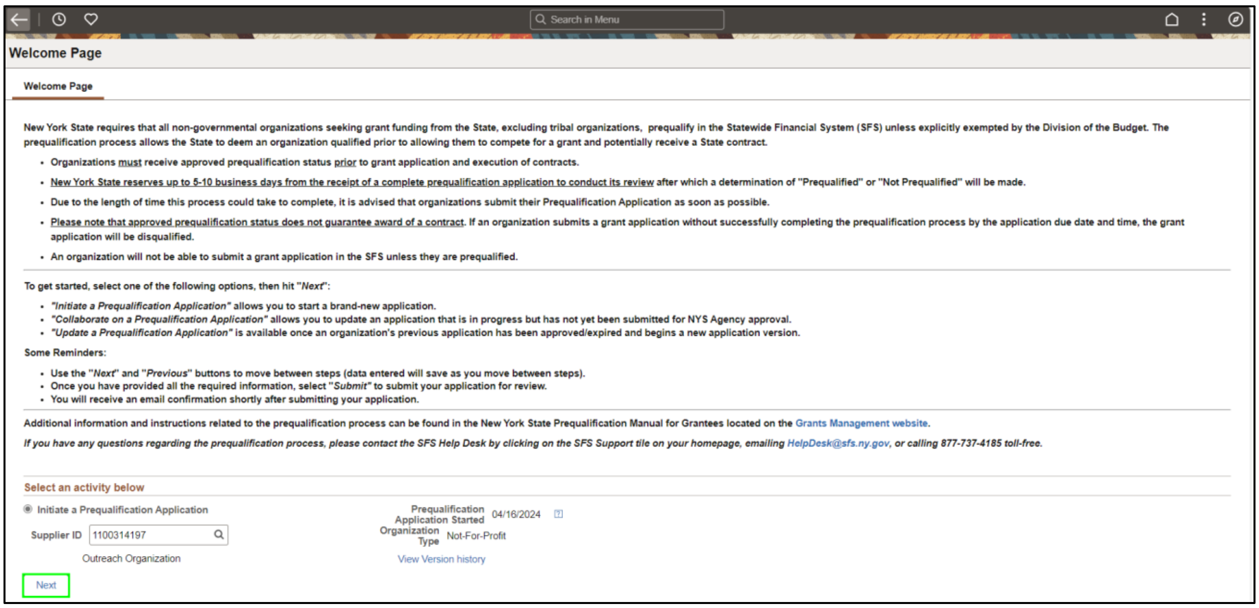
Step	Action
5.	Click the **Prequalification Application** tile.

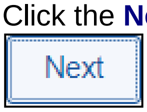


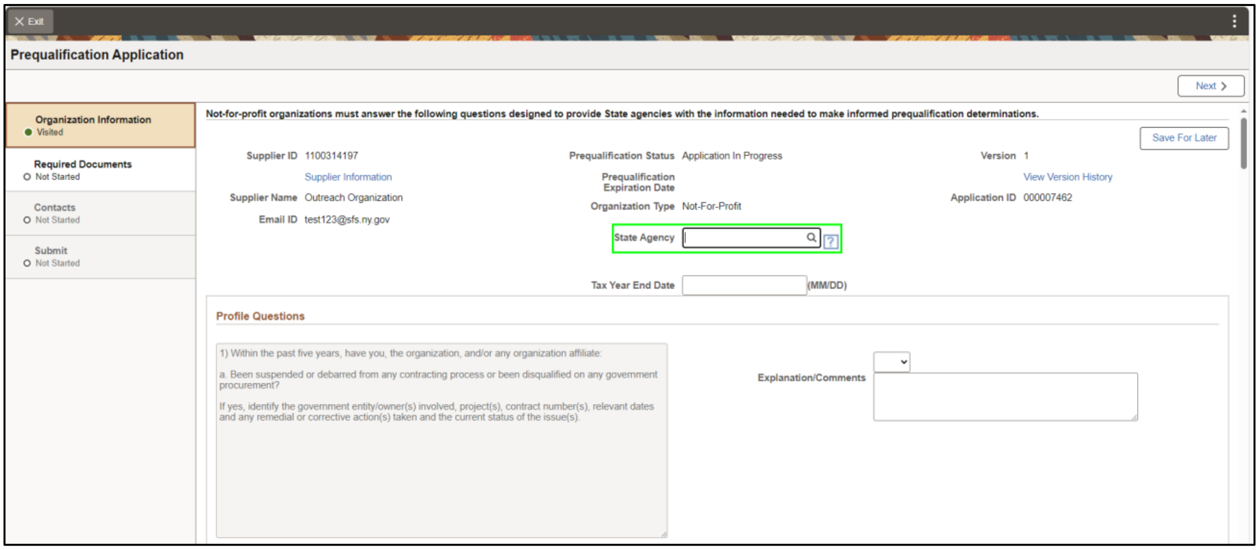
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>On the Welcome Page, your Supplier ID is defaulted based on your user credentials, as well as your Organization Type. You are presented with one of the following options:

Initiate a Prequalification Application: allows you to start a brand-new application. This option only displays for application version 1.
Note: Application version 1 represents the grantee's initial prequalification application with no prior versions in SFS.
Collaborate on a Prequalification Application: allows you to update an application that is in progress but has not yet been submitted for NYS Agency approval.
Update a Prequalification Application: is available once an organization's previous application has been approved/expired and begins a new application version.

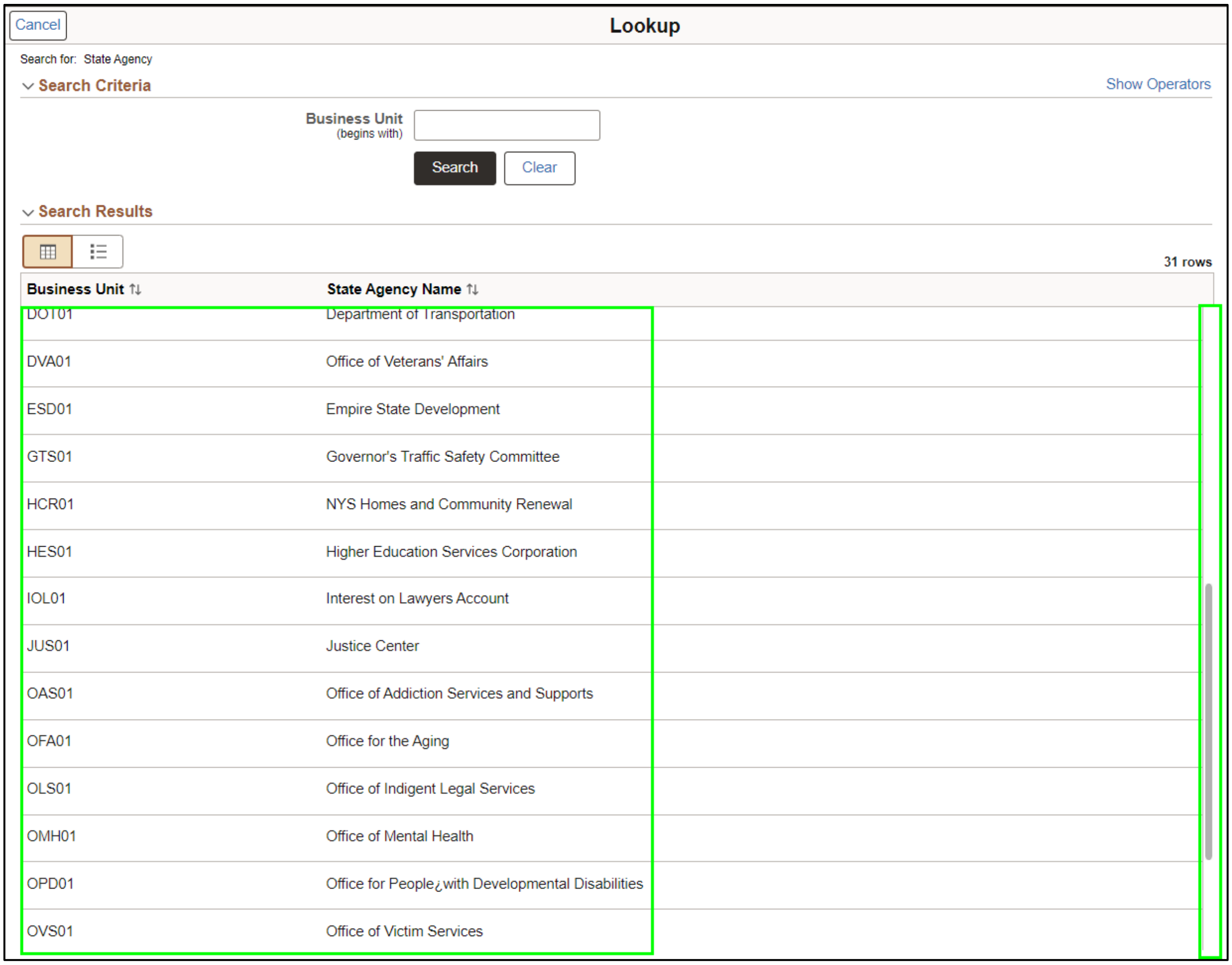
Select the applicable option under the Select an Activity Below text.</td></tr>
</table>



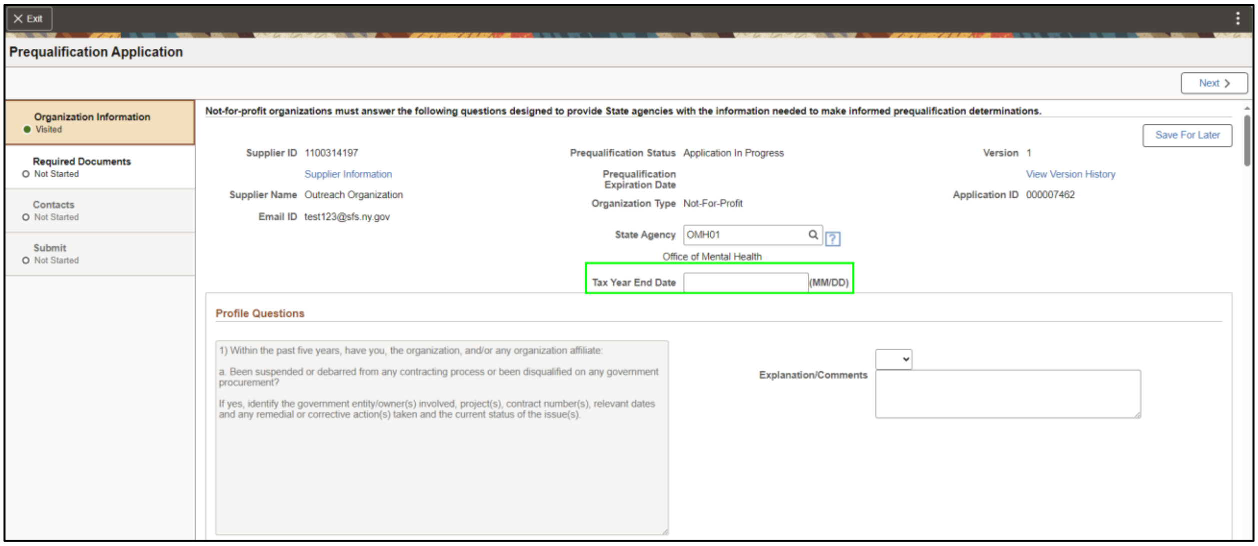
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Click the Next button.

</td></tr>
</table>



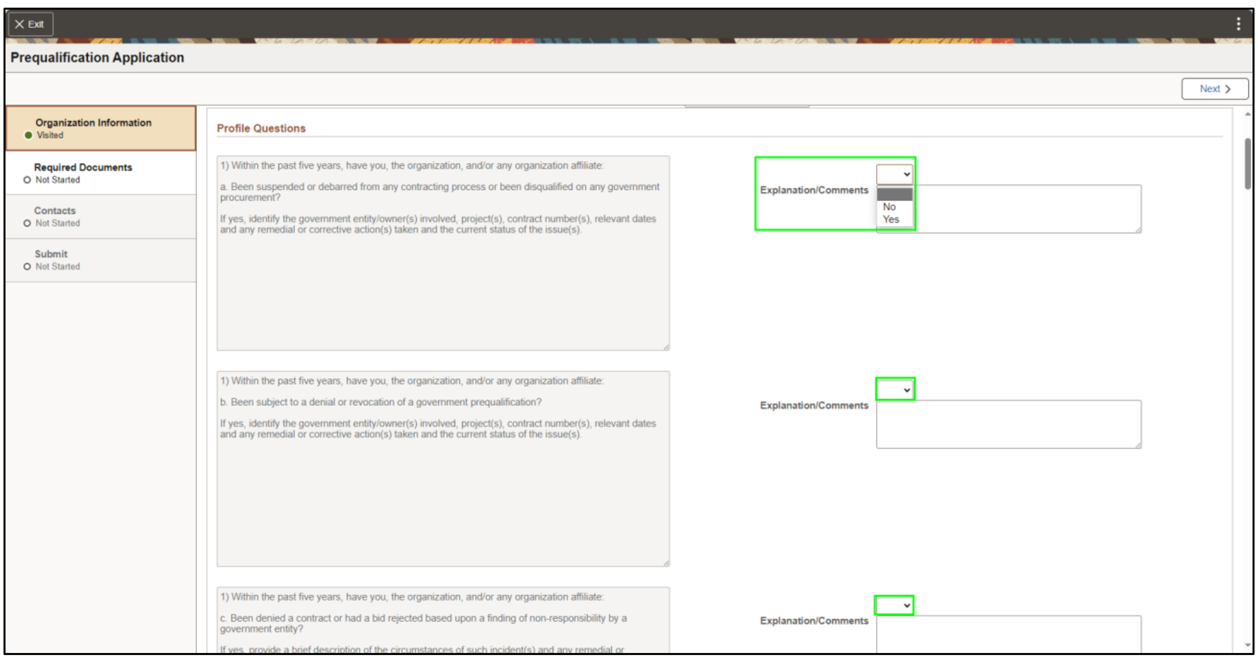
Step	Action
8.	Enter the agency business unit that you expect to do business with into the **State Agency** field or click the magnifying glass icon to look up the information. If you are unsure of the business unit for the State Agency you expect to do business with, click the **magnifying glass** to view a list of business units and state agencies. 



Step	Action
9.	Click the scrollbar to scroll through the list of agencies and select the business unit associated to the state agency that you expect to do business with.

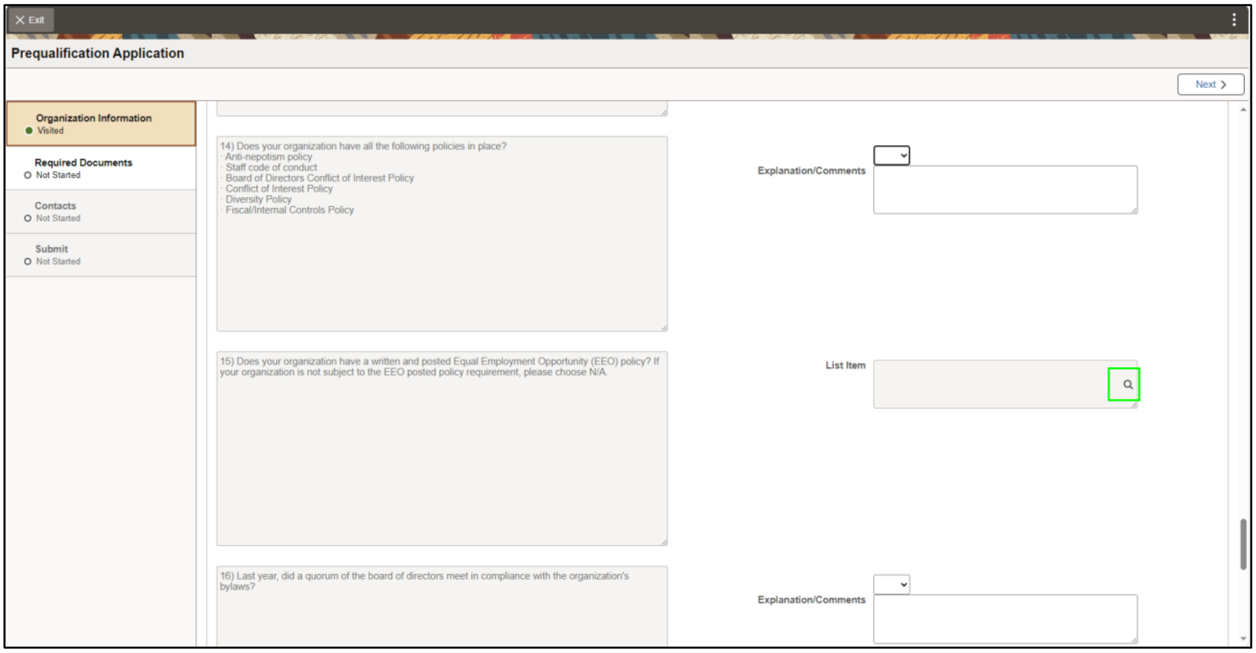


Step	Action
10.	Enter the applicable tax year end date (format MM/DD) into the **Tax Year End Date** field.

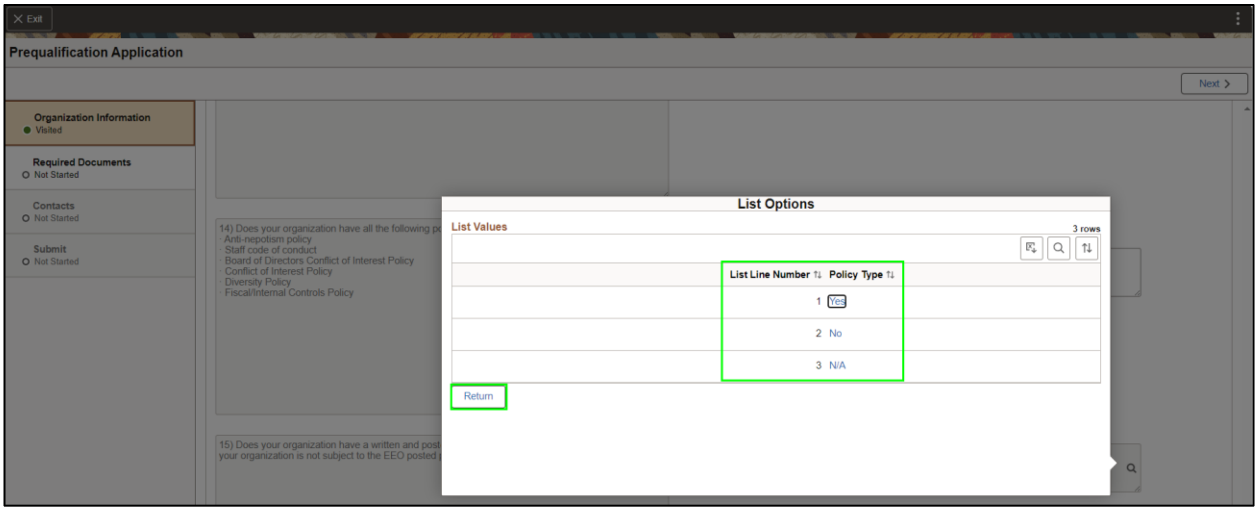


Step	Action
11.	Organizations must complete an online Prequalification application in SFS which includes answering Profile Questions regarding the organization and uploading key organizational documents. **Note:** Questions may vary based on your **Organization Type**.

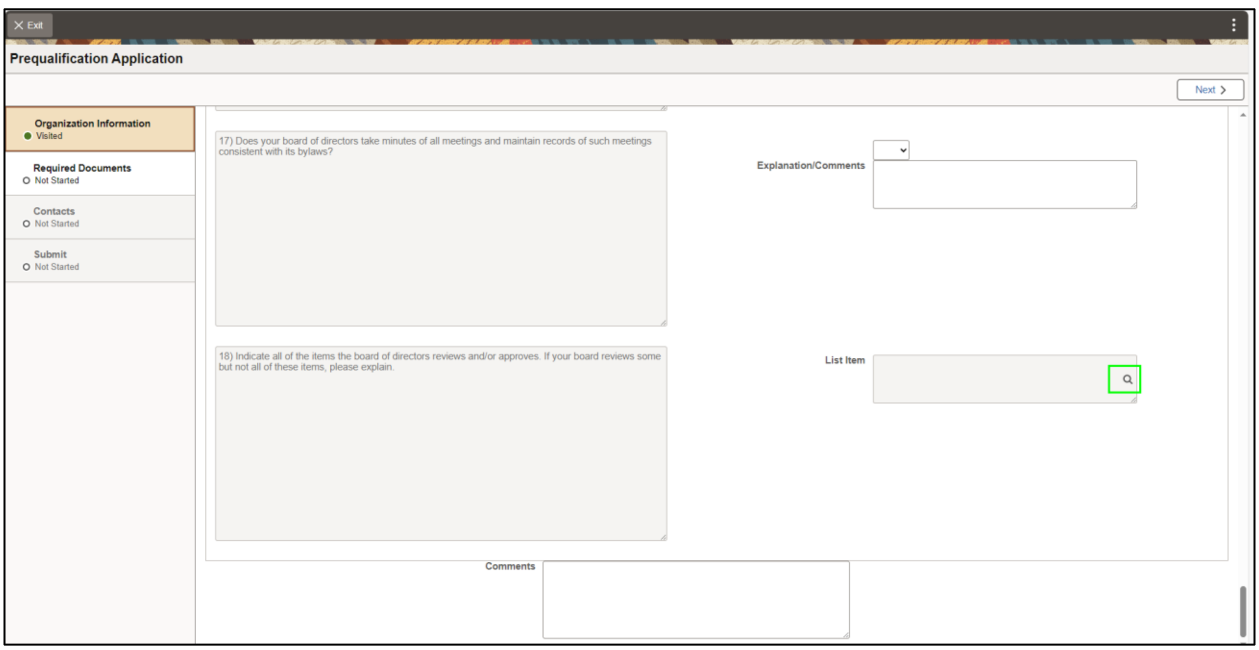
Step	Action
12.	Complete the **Questions** by clicking the applicable drop-down list and selecting either **Yes** or **No**. **Note**: Some questions may ask for additional explanation depending on your answer. If so, add your explanation in the **Explanation/Comments** field as appropriate.



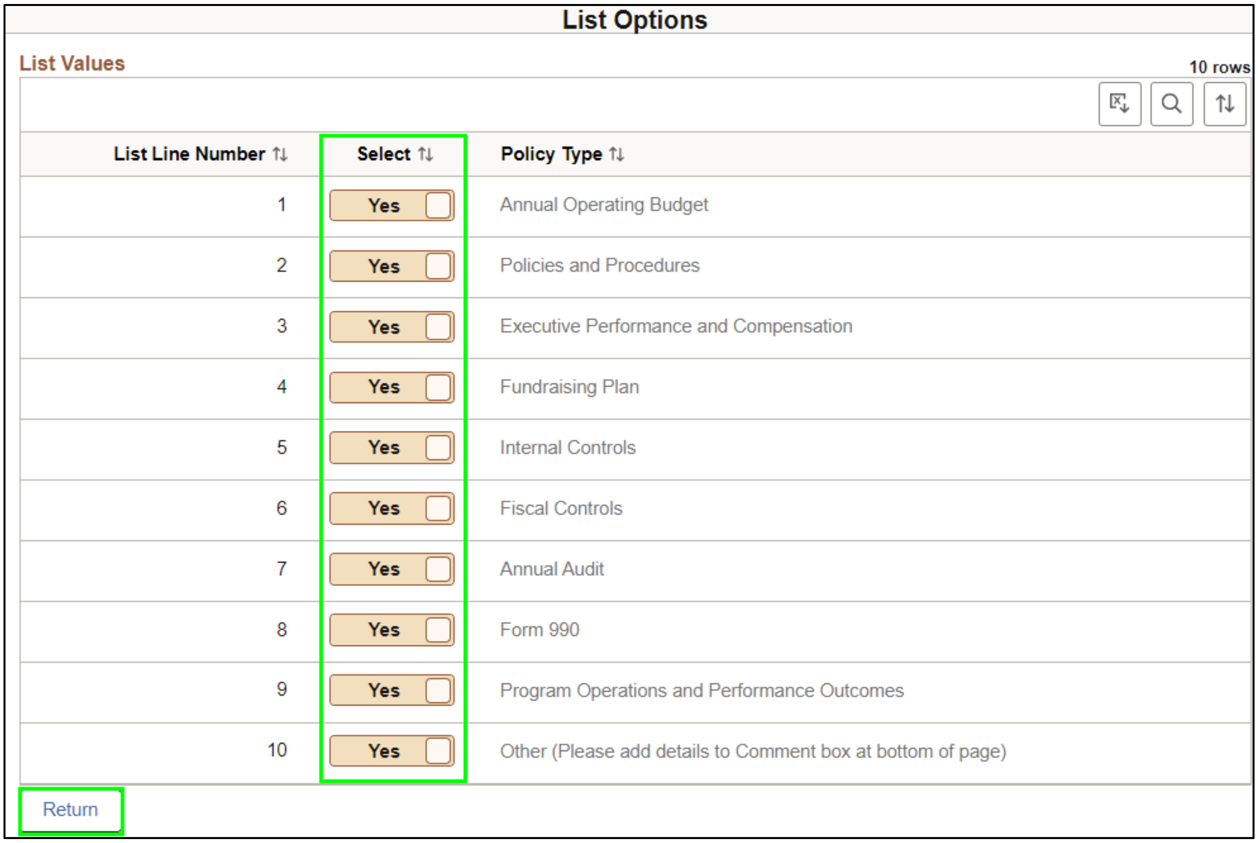
Step	Action
13.	Complete questions shown as **List Item** by selecting the magnifying glass which is question 15 in this example. **Note**: There are two list item questions (questions 15 and 18).



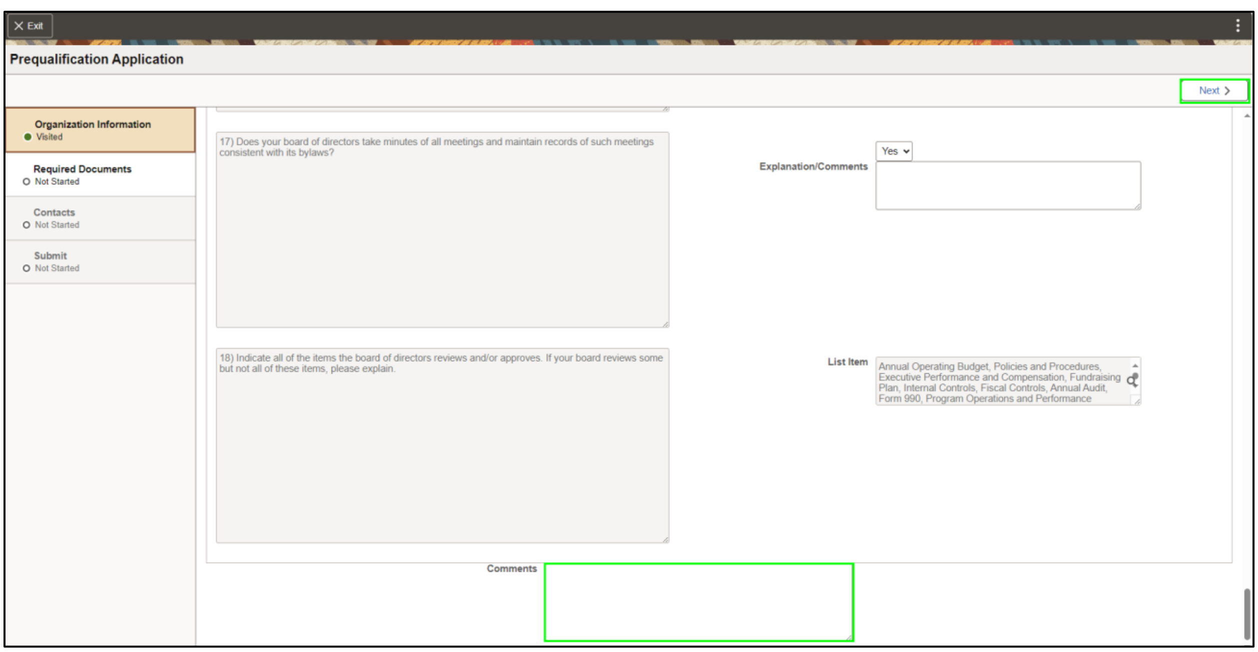
Step	Action
14.	Select one of the **options** from **List Options**.
15.	Click **Return**.

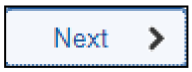


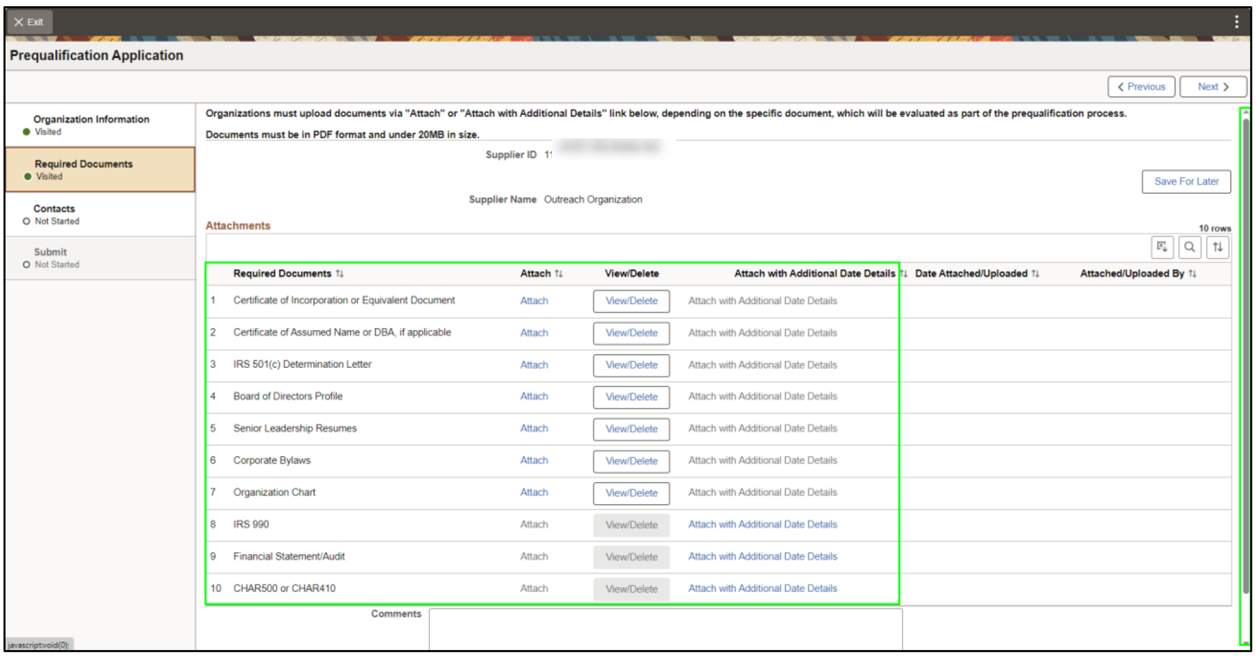
Step	Action
16.	Complete questions shown as **List Item** by selecting the magnifying glass which is question 18 in this example.



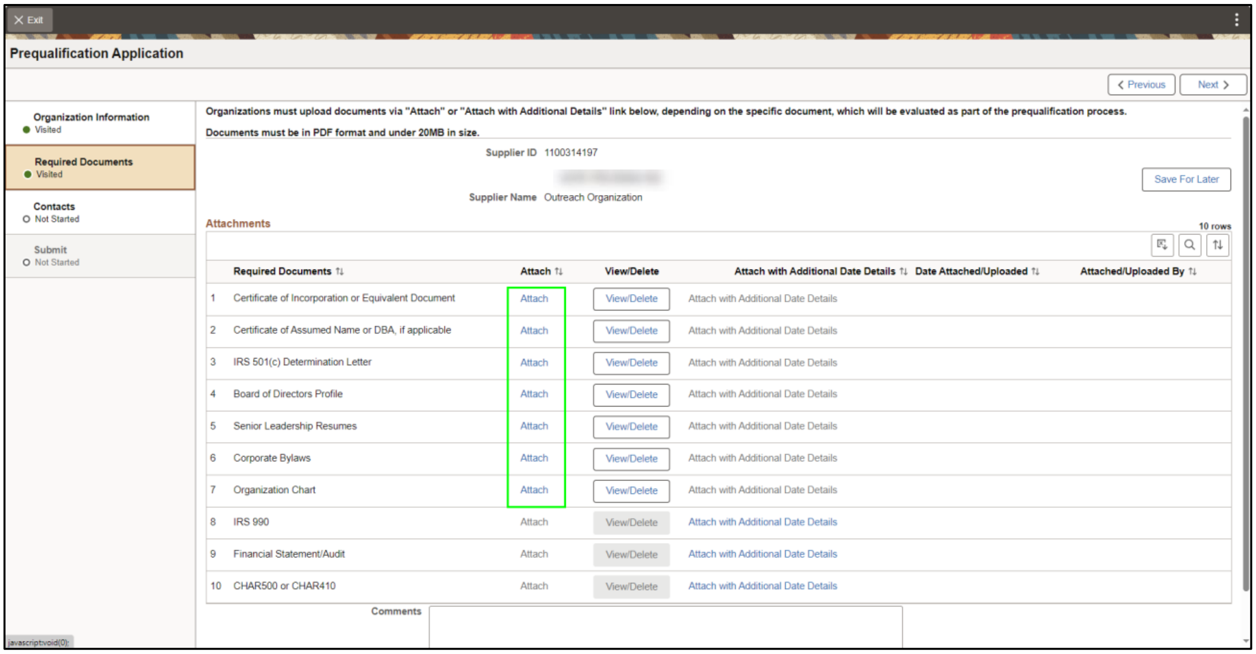
Step	Action
17.	Select **Yes** for all the items your board reviews and/or approves.
18.	Click **Return**.



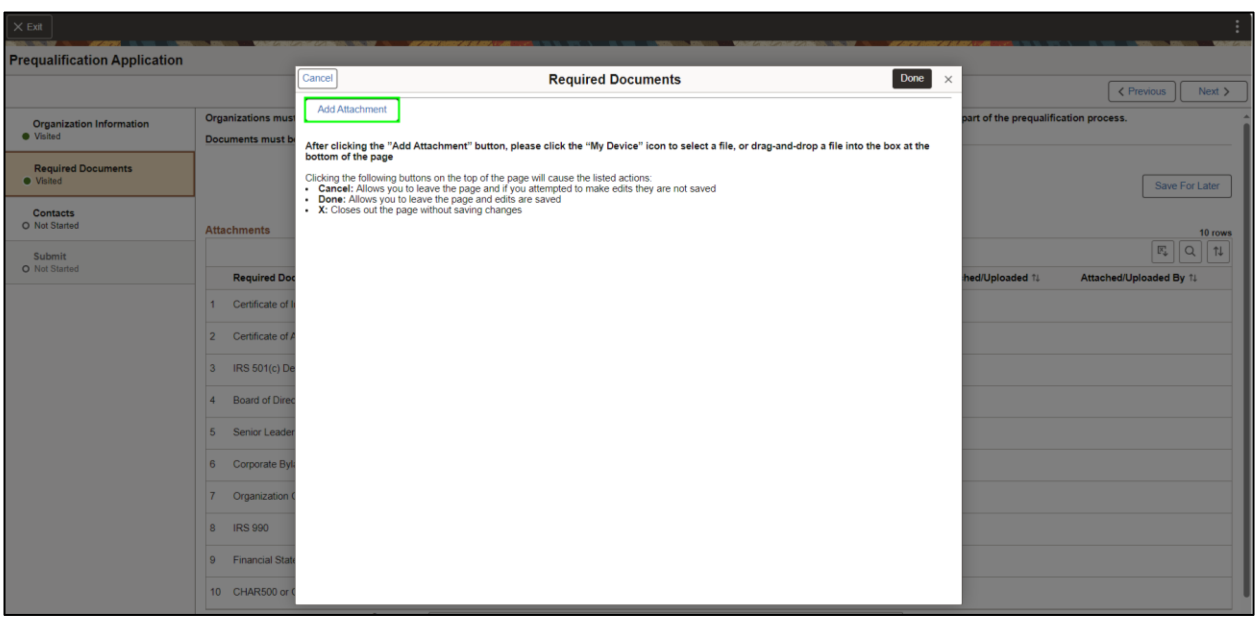
Step	Action
19.	Enter any additional comments that you want the agency to see, in the **Comments** field located at the bottom of the page. **Note**: The **Comments** field could also be used to explain why your organization reviews some, but not all of the items listed in question 18.
20.	Click the **Next** button. 



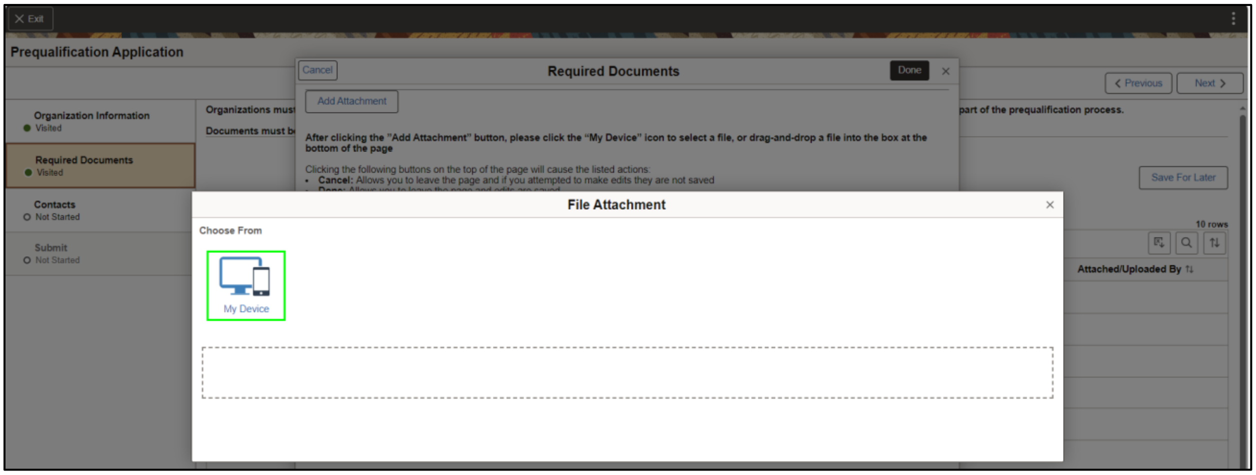
Step	Action
21.	The **Required Documents** page is where you will upload the required documents for the agency to review.
22.	On the **Required Documents** page: • All attachments must be in PDF format. Uploading any other document types will result in automatic deletion by the system. • All rows must have an attachment uploaded for the Submit button to appear on the Prequalification application. • You may need to scroll to see all the documents.



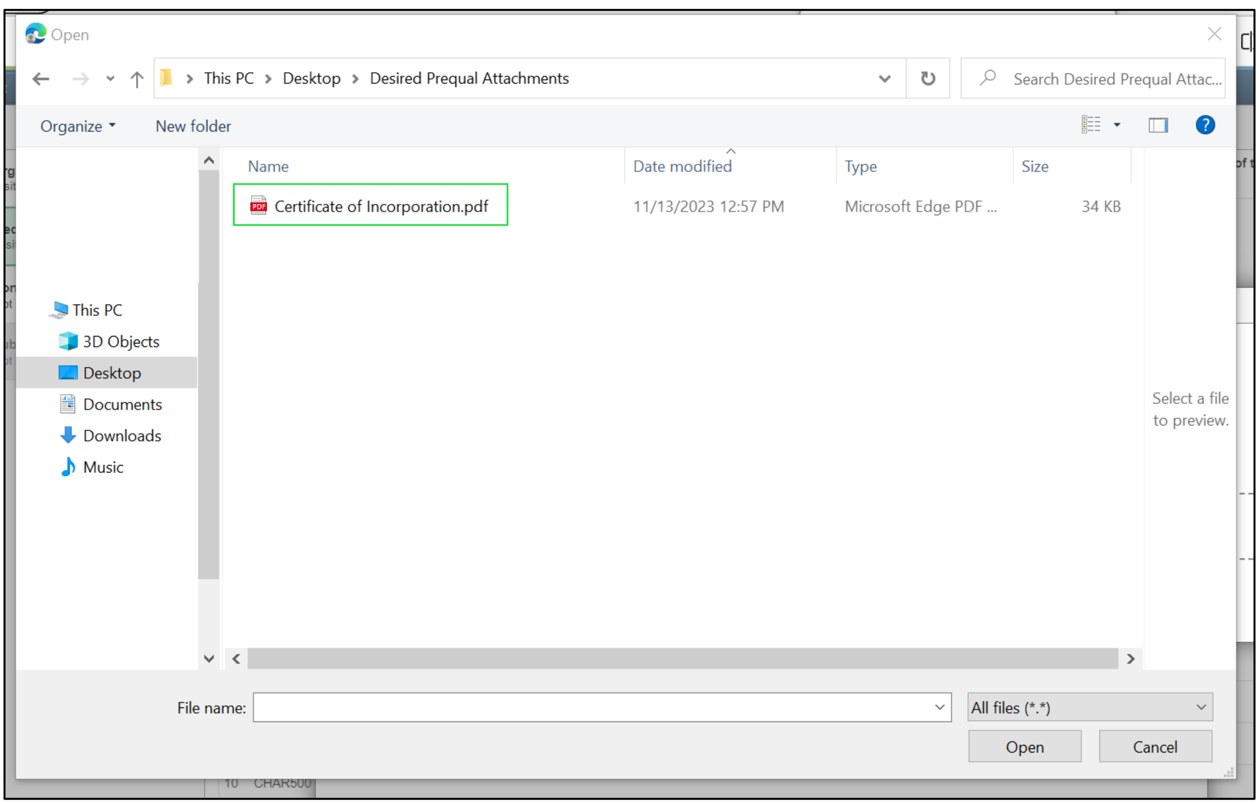
Step	Action
23.	To add an attachment, click the **Attach** link. **Note:** If you have previously prequalified in SFS and are renewing your prequalification, all Required Documents which have an active **Attach** link (documents 1-7) will carry over from your previous prequalification. After selecting the **Attach** link, click on the file name to review each document from the previous version. If no changes are needed, you can skip to Step 31 in this procedure. If changes are needed to any documents, you can click the delete (**-**) button to remove the document and upload an updated version by following Step 24 onward.



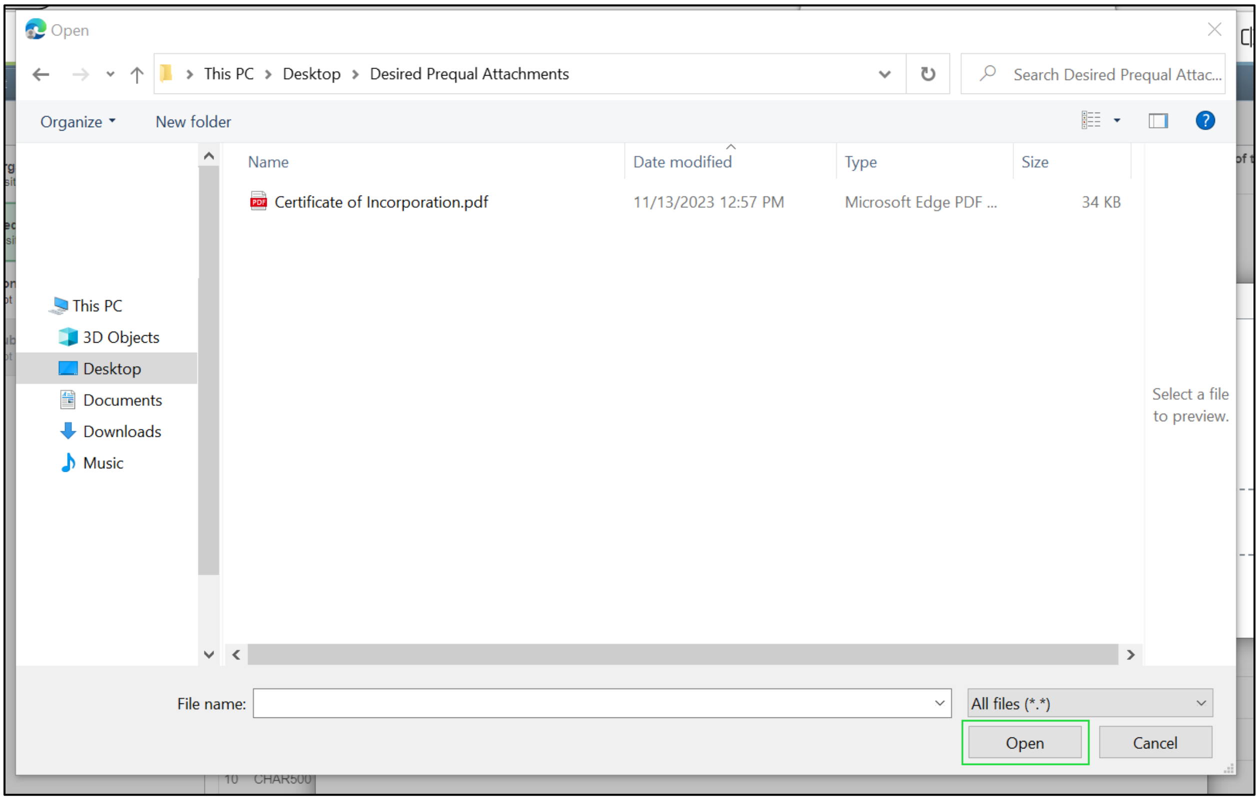
Step	Action
24.	Click the **Add Attachment** button. 

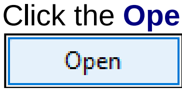


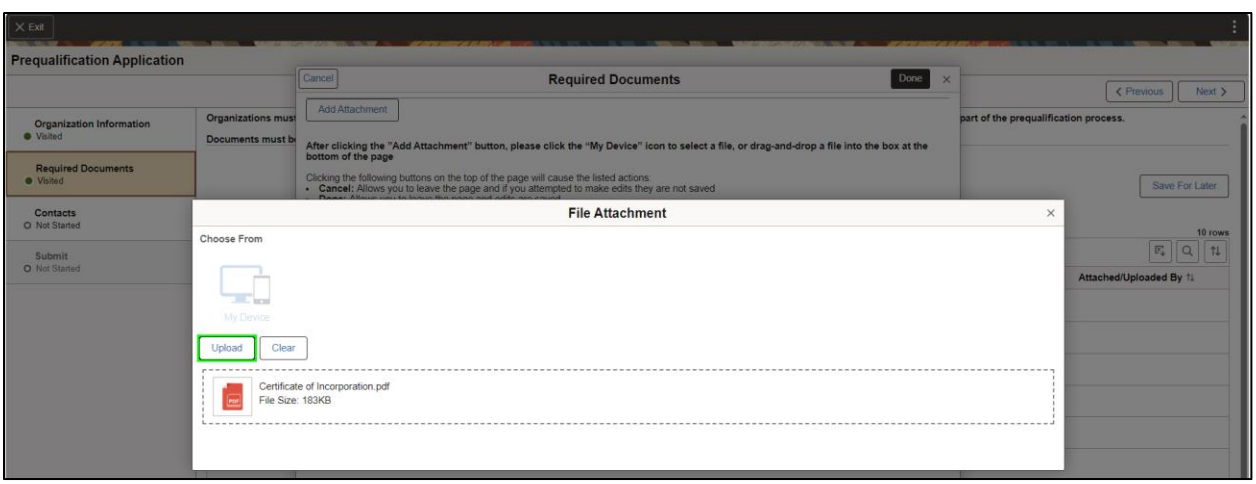
Step	Action
25.	Click the **My Device** button.

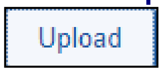


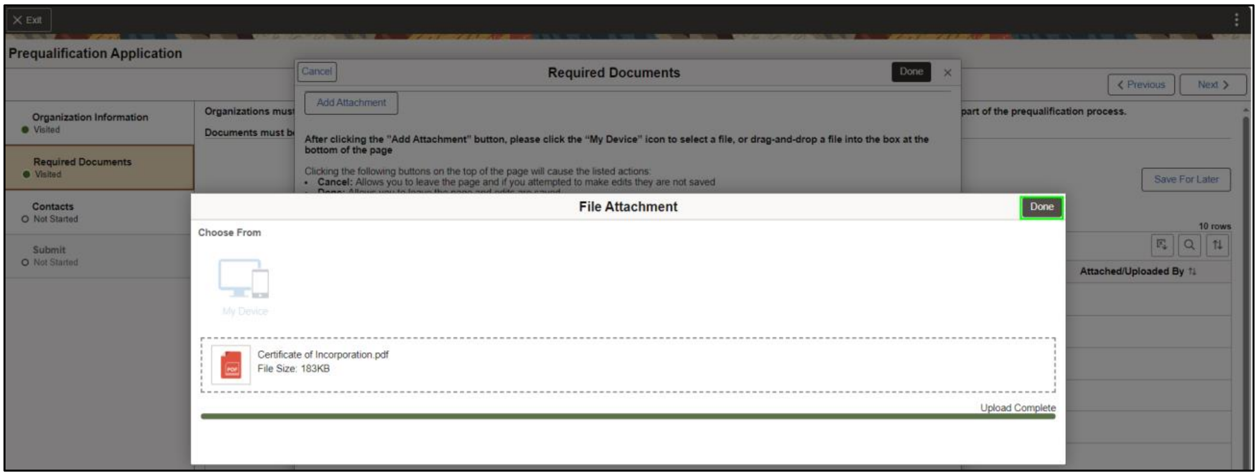
Step	Action
26.	Navigate to the directory location and **select** the applicable document for attachment.

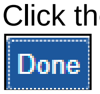


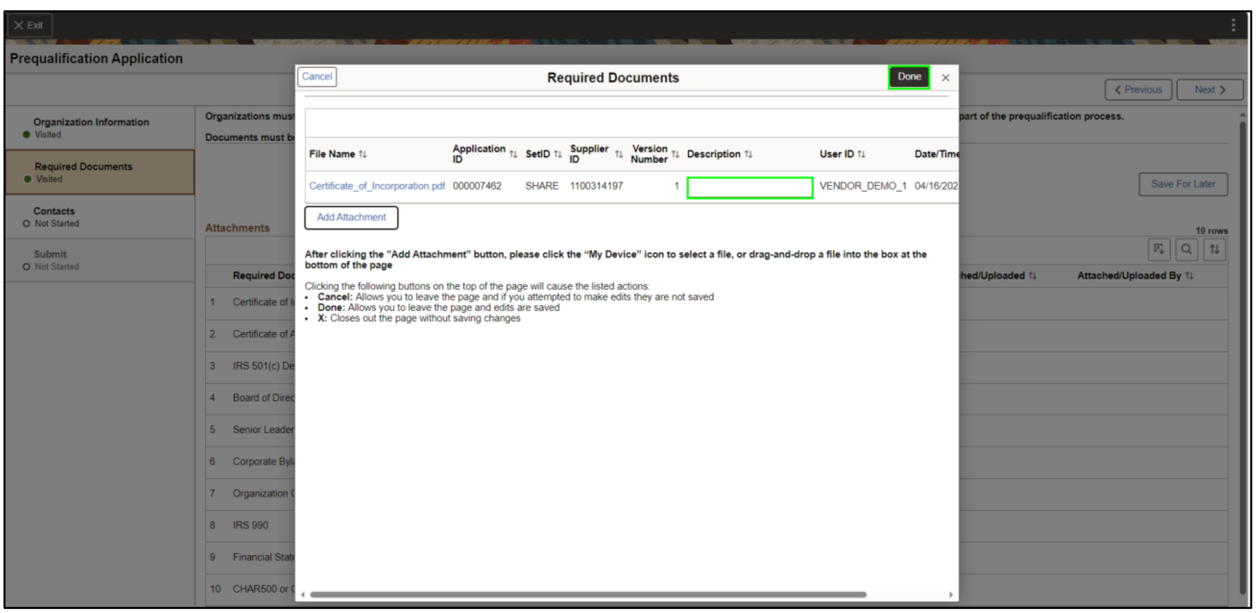
Step	Action
27.	Click the **Open** button. 



Step	Action
28.	Click the **Upload** button. 

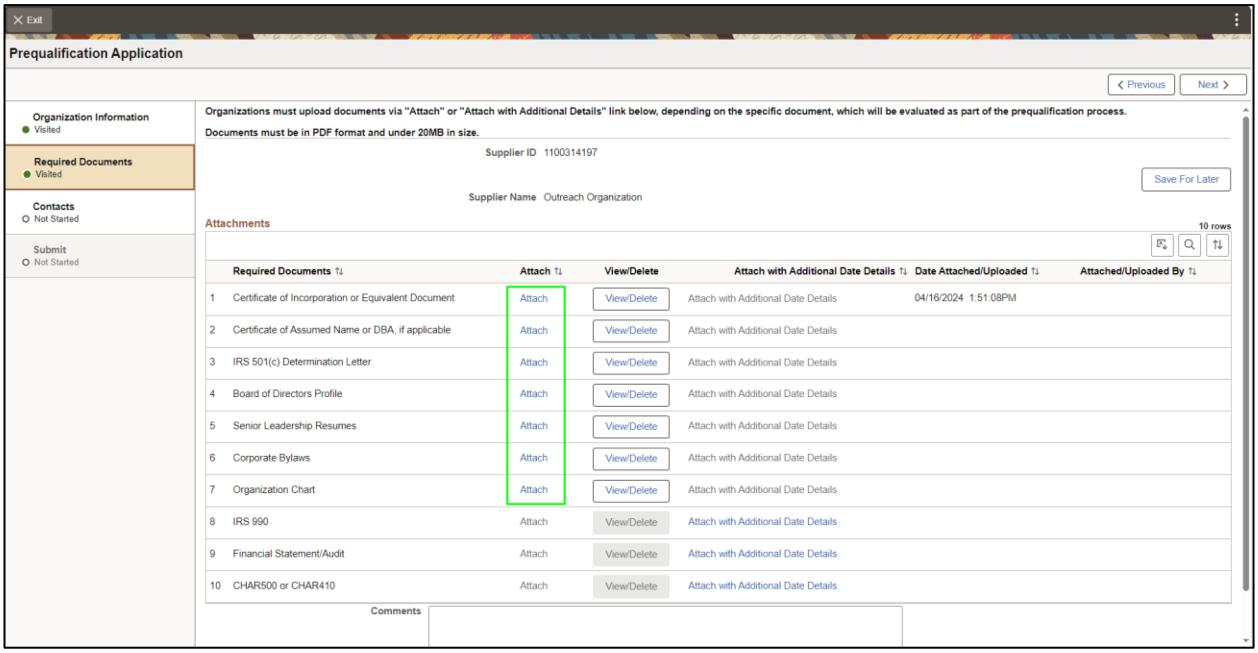


Step	Action
29.	Click the **Done** button. 

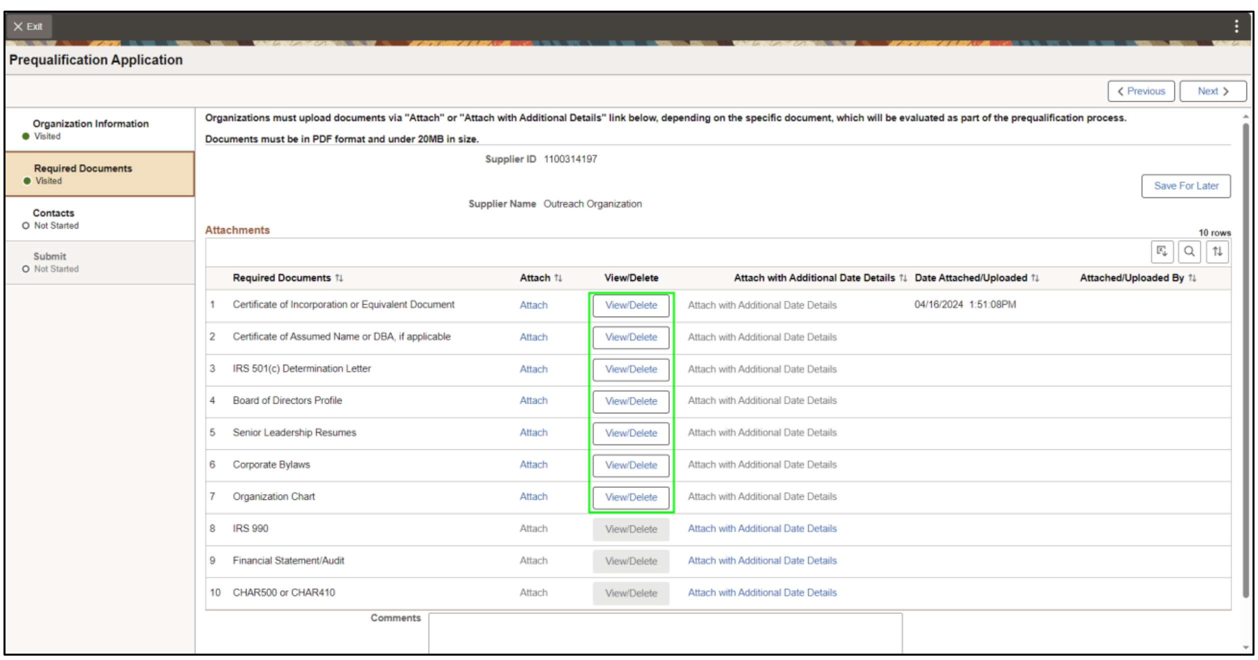


Step	Action
30.	Enter the applicable value in the **Description** field which should describe the document that was just attached. **Note**: This description will be visible to both agency and grantee.

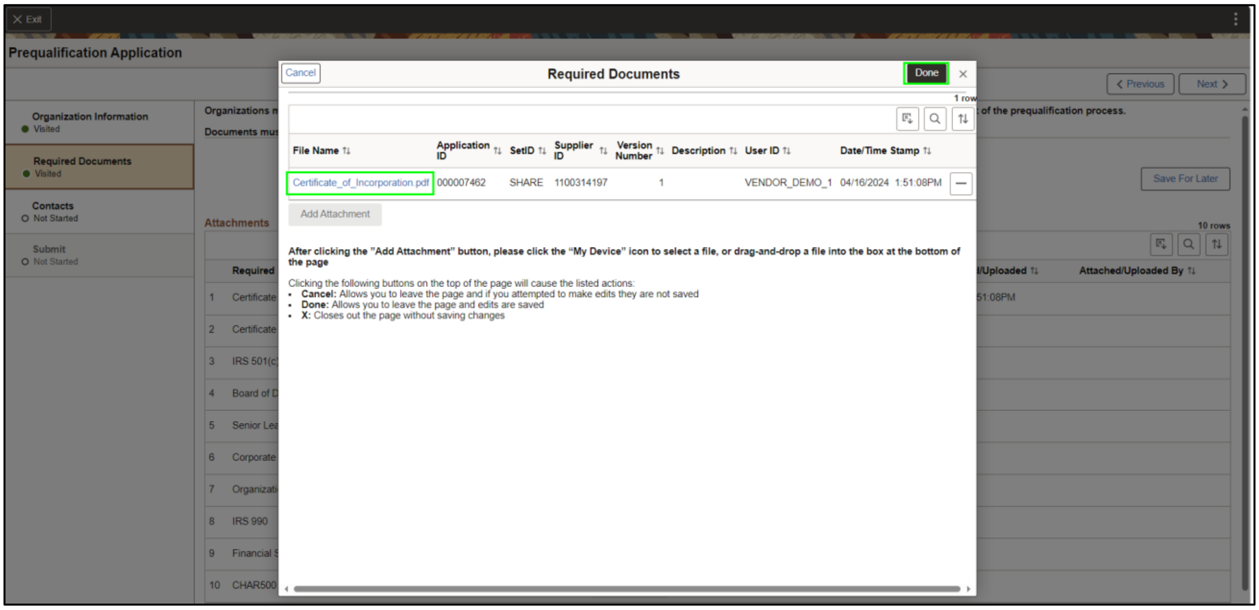
Step	Action
31.	Click the **Done** button. 



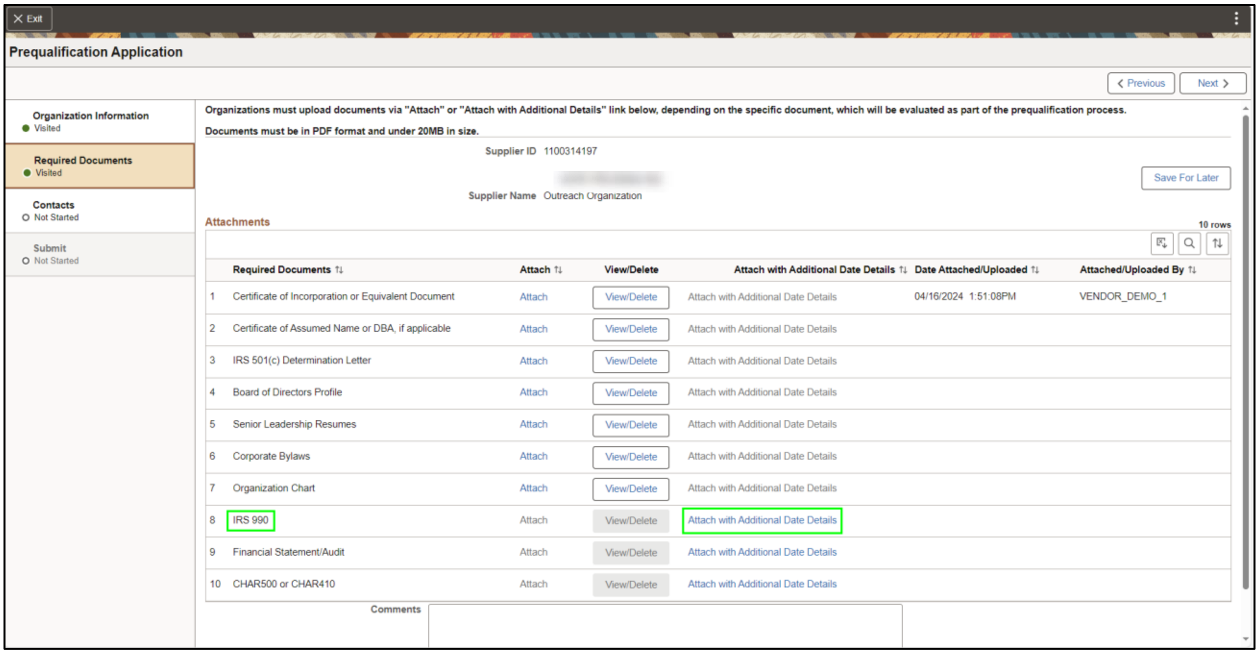
Step	Action
32.	Follow the same process to add attachments for any additional rows, using the **Attach** link.



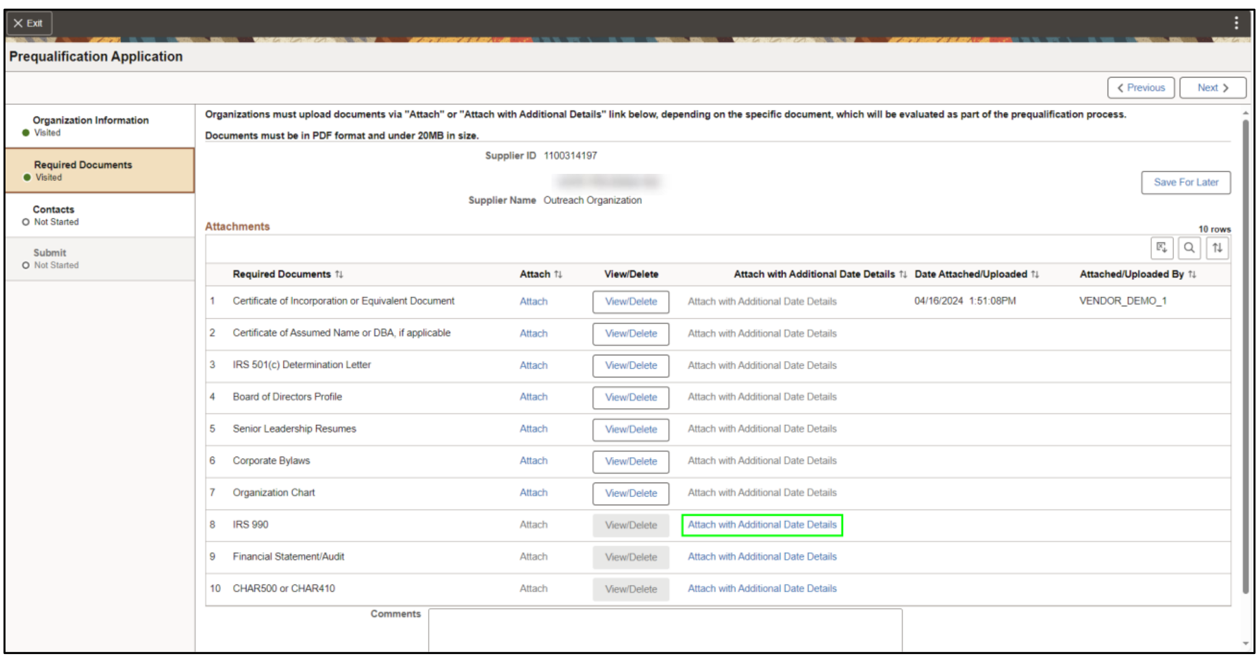
Step	Action
33.	To view an existing attachment, click the **View/Delete** button. **Note**: If the **View/Delete** button is not active, then a document hasn't been attached.



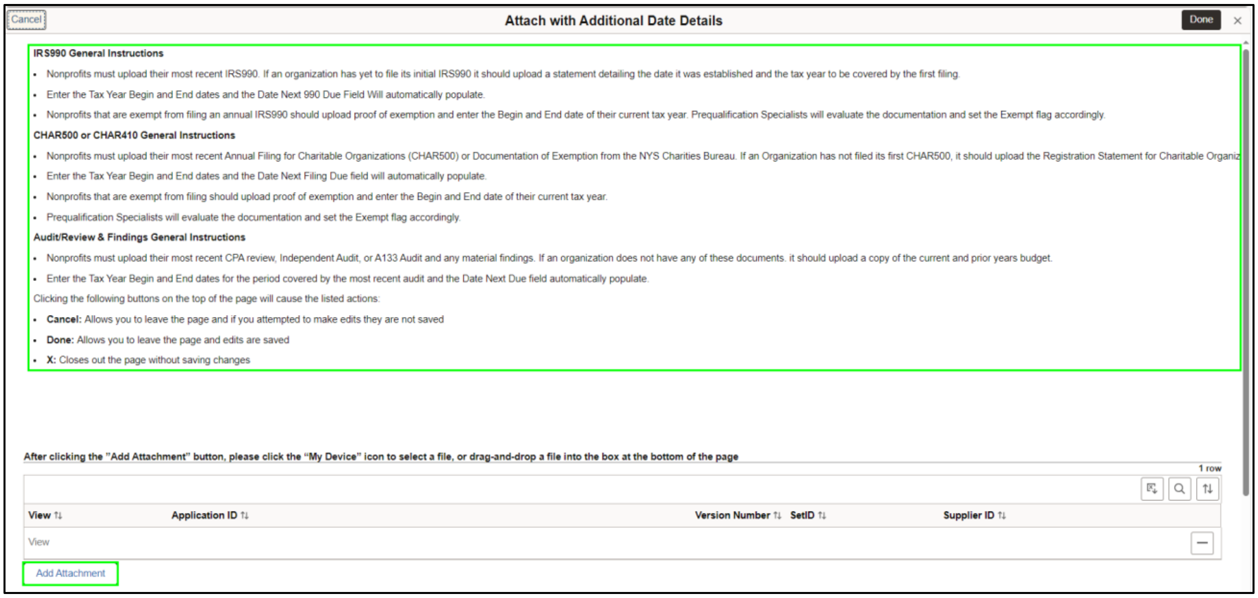
Step	Action
34.	To open the attachment, click the **File Name link**. In this example, we will not open the linked attachment.
35.	When you are finished viewing attachments, click the **Done** button. 



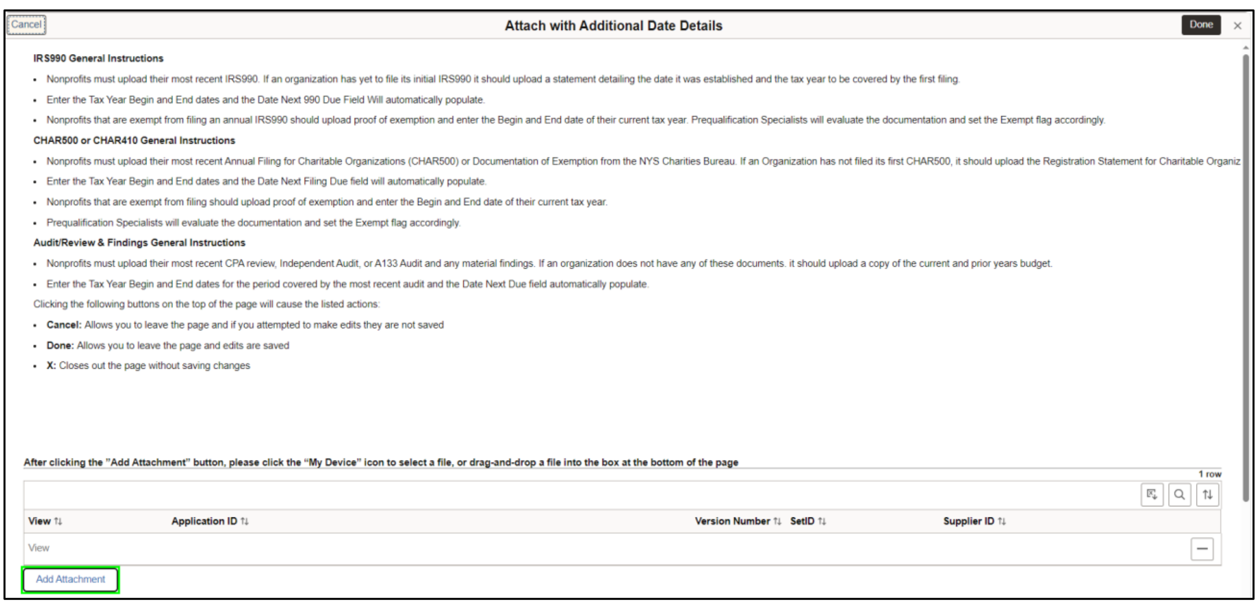
Step	Action
36.	**Note:** Not for Profit Organizations must upload **IRS 990** information. To do this, use the **Attach with Additional Date Details** link.



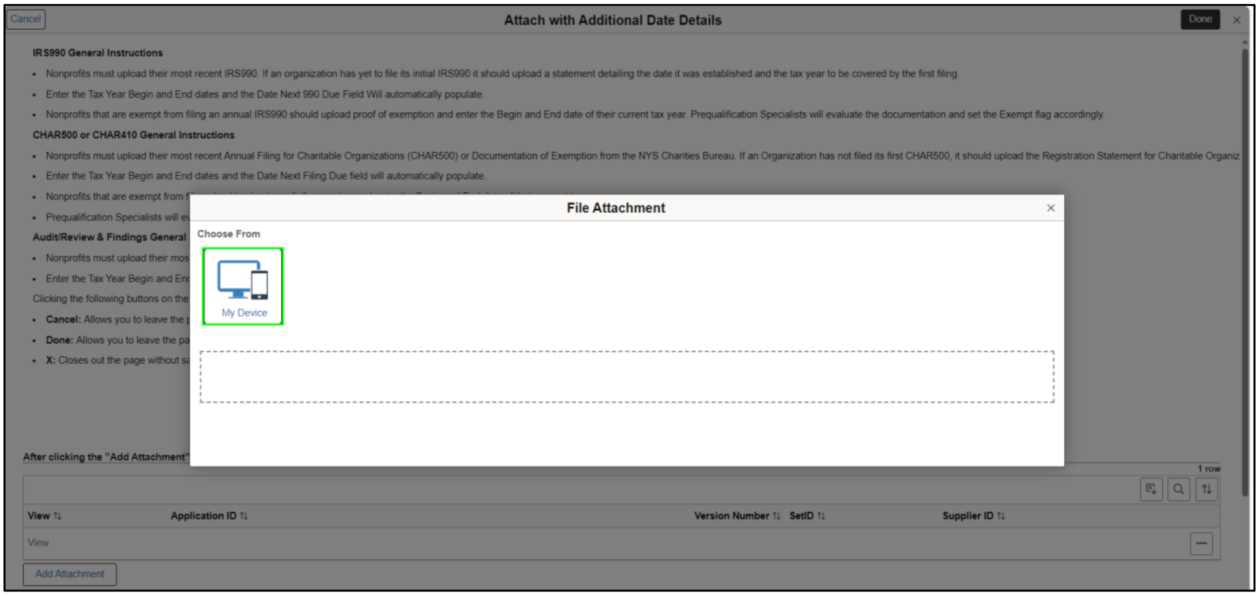
Step	Action
37.	Click the **Attach with Additional Date Details** link.



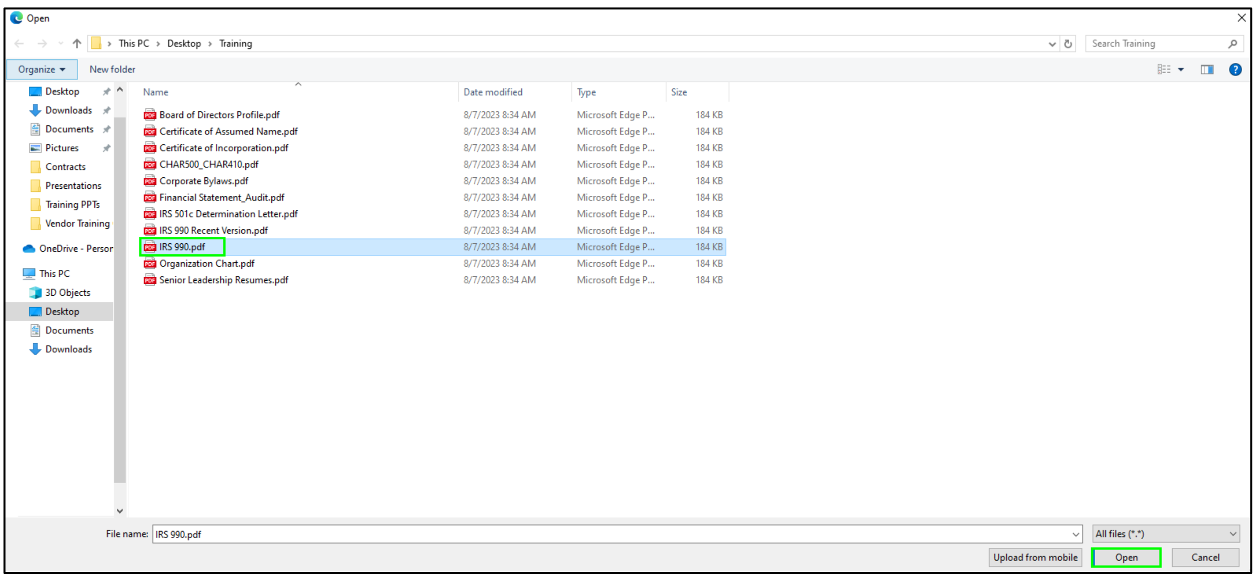
Step	Action
38.	Review the instructions for Upload as they apply to your **Organization Type** and then use the **Add Attachment** button to add the relevant documentation. **Note**: All attachments must be in PDF format. Uploading any other document types will result in automatic deletion by the system.

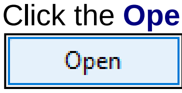


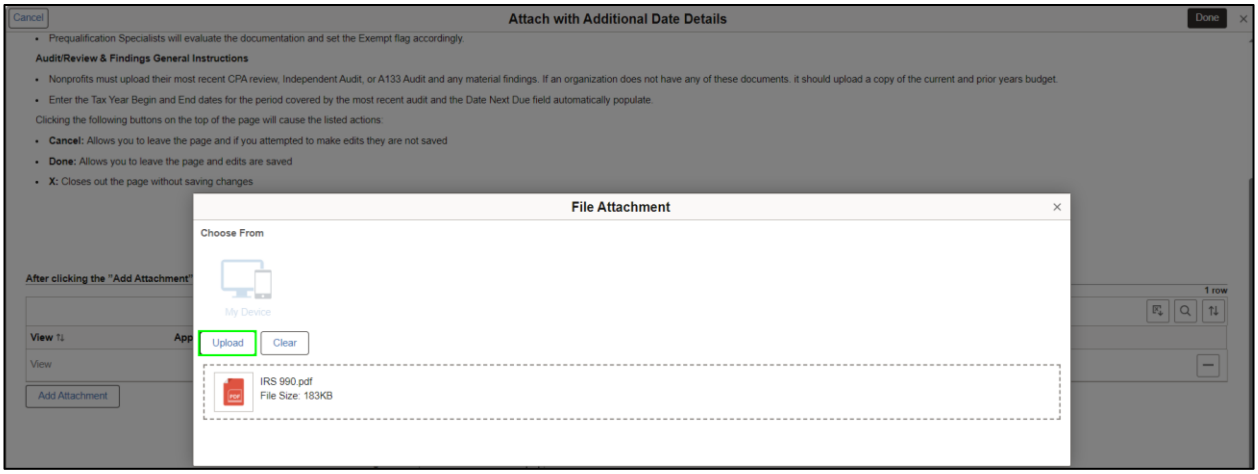
Step	Action
39.	Click the **Add Attachment** button.

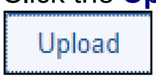


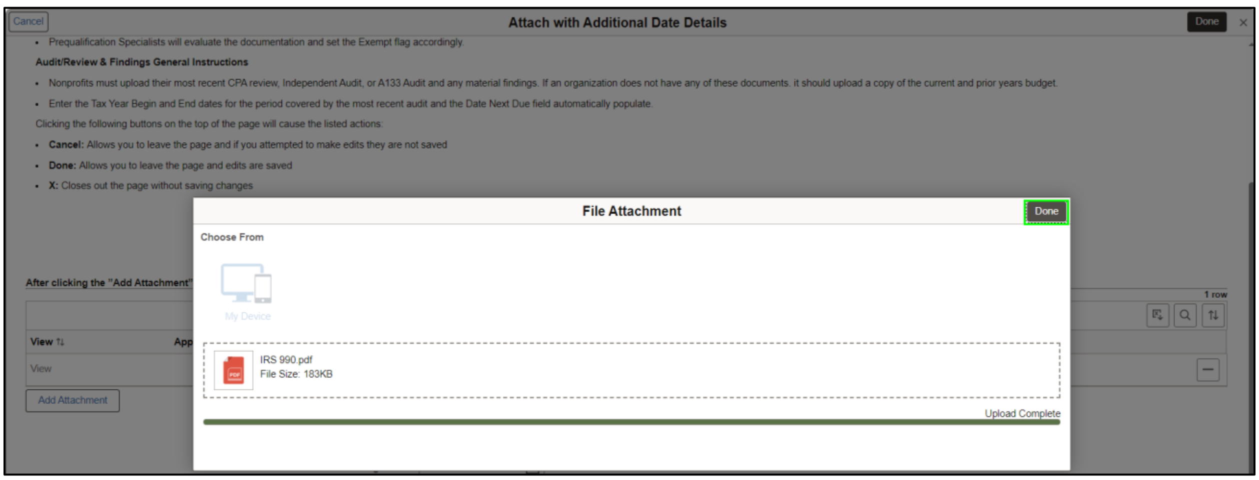
Step	Action
40.	Click the **My Device** button.

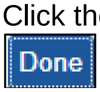


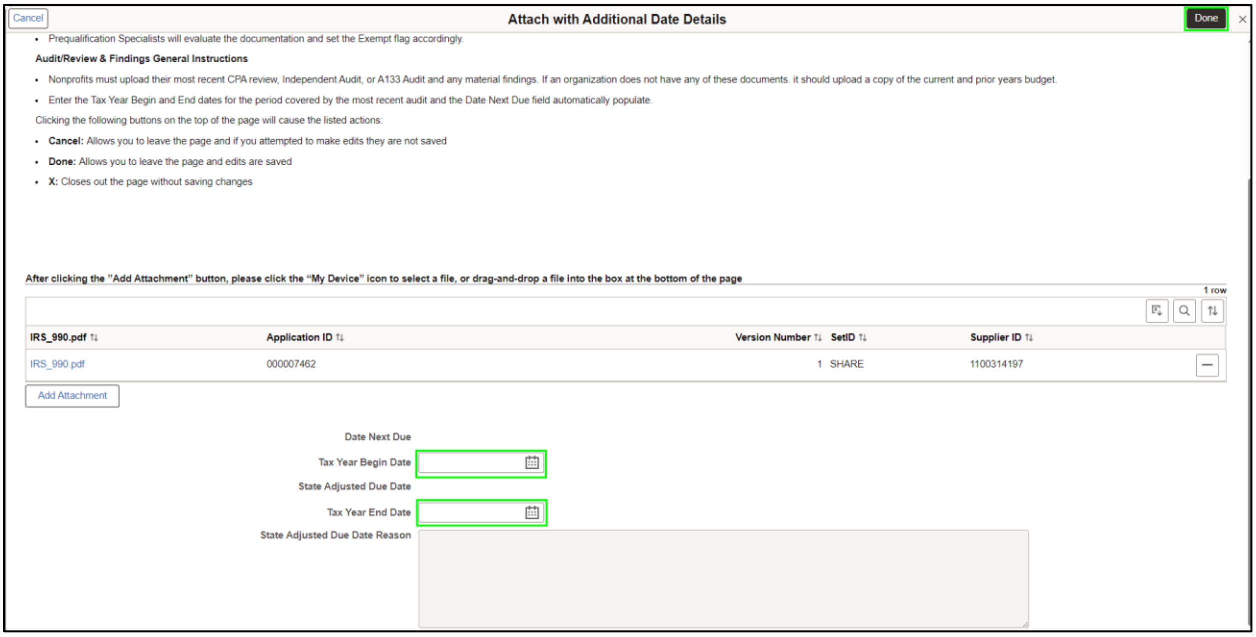
Step	Action
41.	Navigate to the directory location and select the applicable document for attachment.
42.	Click the **Open** button. 



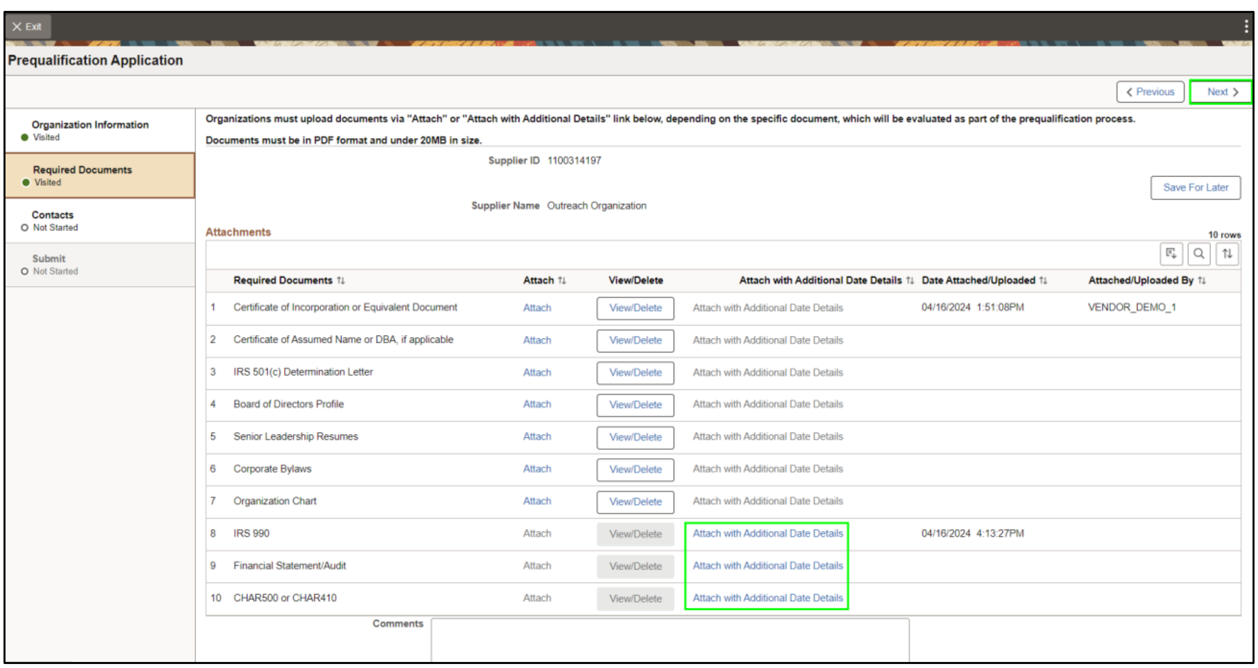
Step	Action
43.	Click the **Upload** button. 



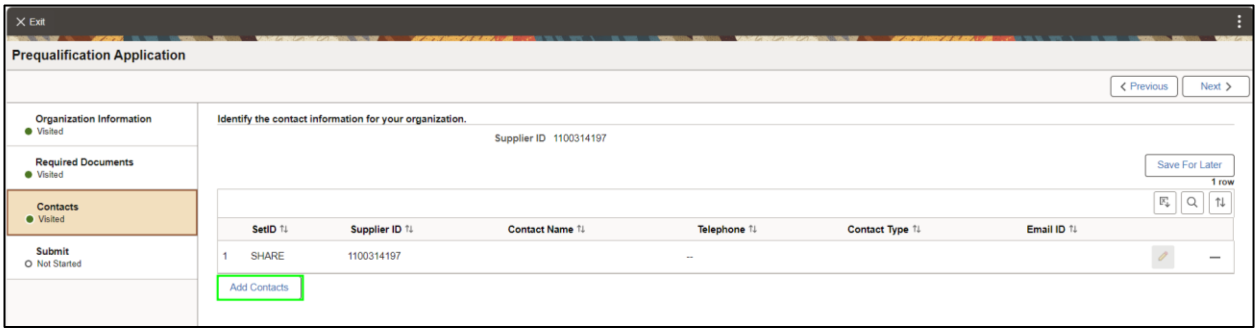
Step	Action
44.	Click the **Done** button. 



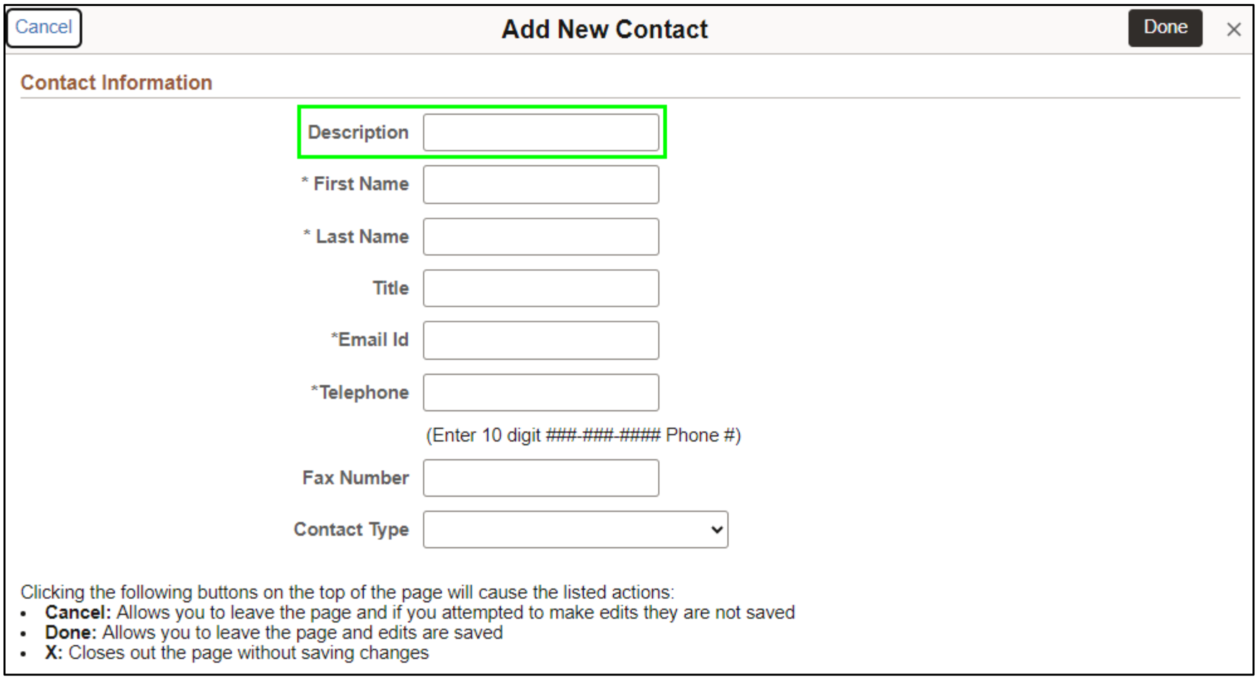
Step	Action
45.	Enter the applicable date (format MM/DD/YYYY) in the **Tax Year Begin Date** field or click the **Calendar** icon to select the date.
46.	Enter the applicable date (format MM/DD/YYYY) in the **Tax Year End Date** field or click the **Calendar** icon to select the date.
47.	Click the **Done** button. 



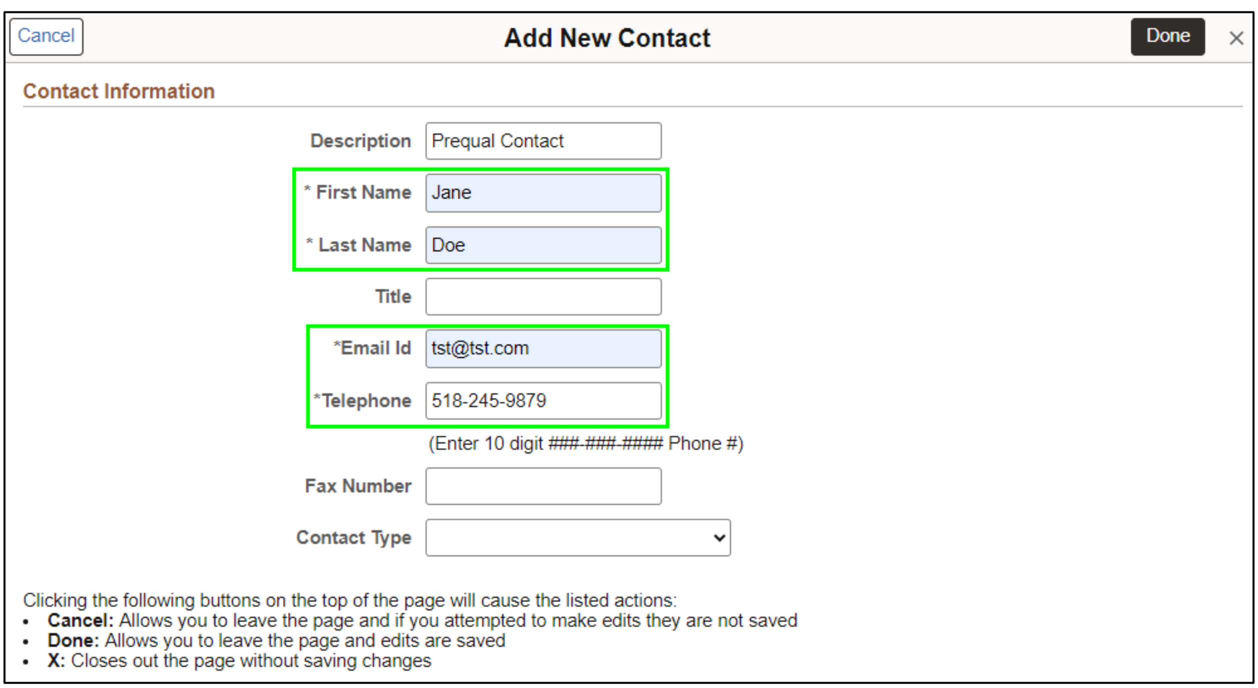
Step	Action
48.	Follow the same process to add attachments for any additional rows with the **Attach with Additional Date Details** link.
49.	Click the **Next** button. 



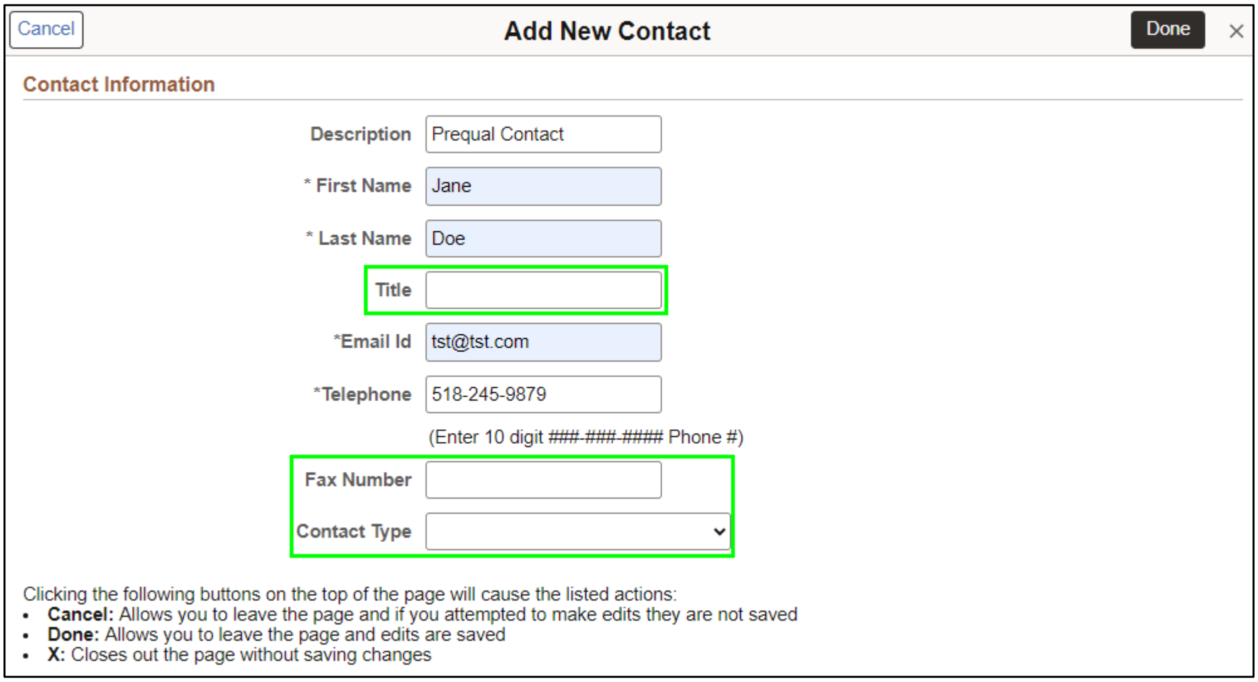
Step	Action
50.	Click the **Add Contacts** button to add a contact person from your organization who should receive email notifications regarding the prequalification application and who the agency can contact if they have questions about the prequalification application.  **Note**: There will be system email notifications to the grantee contact(s) when their prequalification application is Submitted, Approved, Requested for More Information, Expired, or Due to Expire.



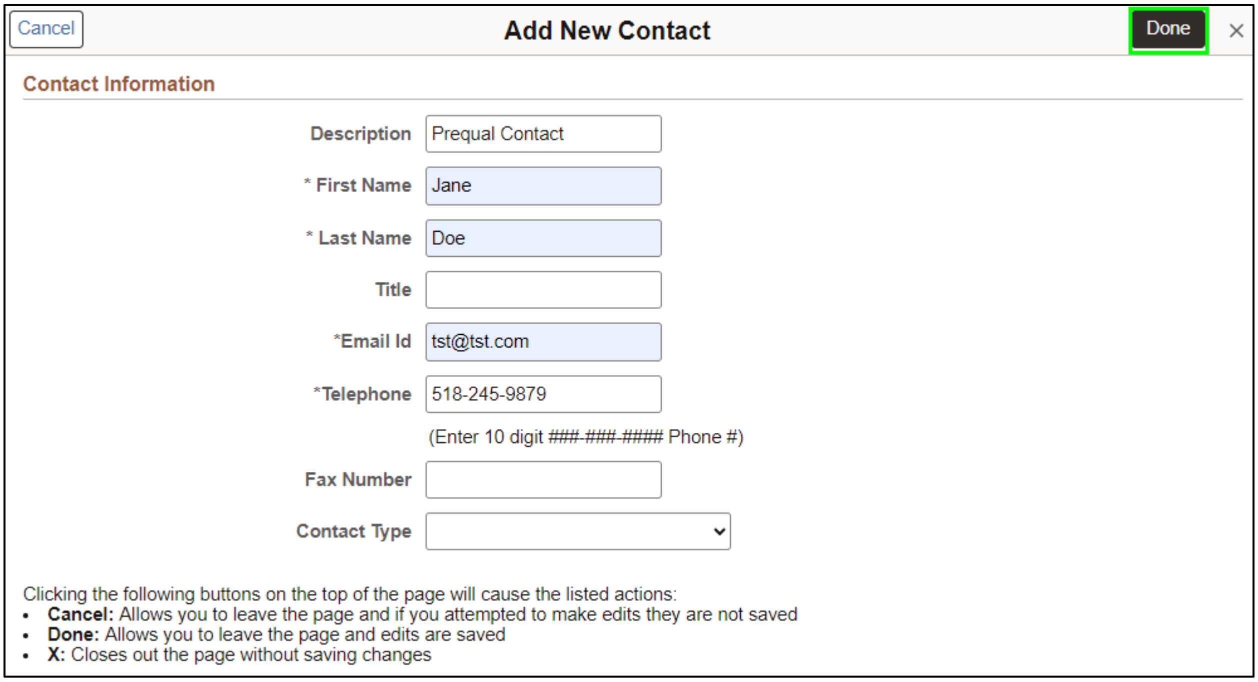
Step	Action
51.	Enter the applicable value in the **Description** field. This can be a description of the contact, such as **Prequal Contact**. If your organization will have multiple contacts, you want to consider **Primary Prequal Contact** or **Secondary Prequal Contact**.



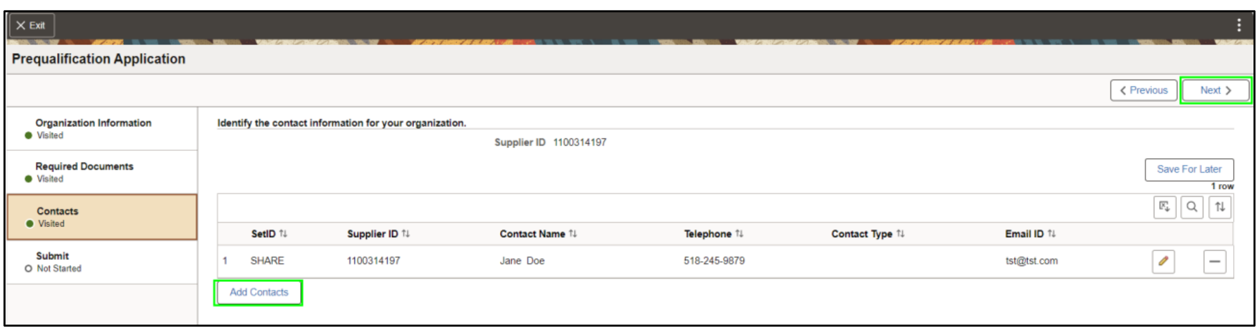
Step	Action
52.	Enter the applicable value in the **First Name** field.
53.	Enter the applicable value in the **Last Name** field.
54.	Enter the applicable value in the **Email Id** field.
55.	Enter the applicable value in the **Telephone** field.

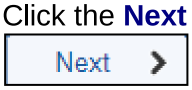


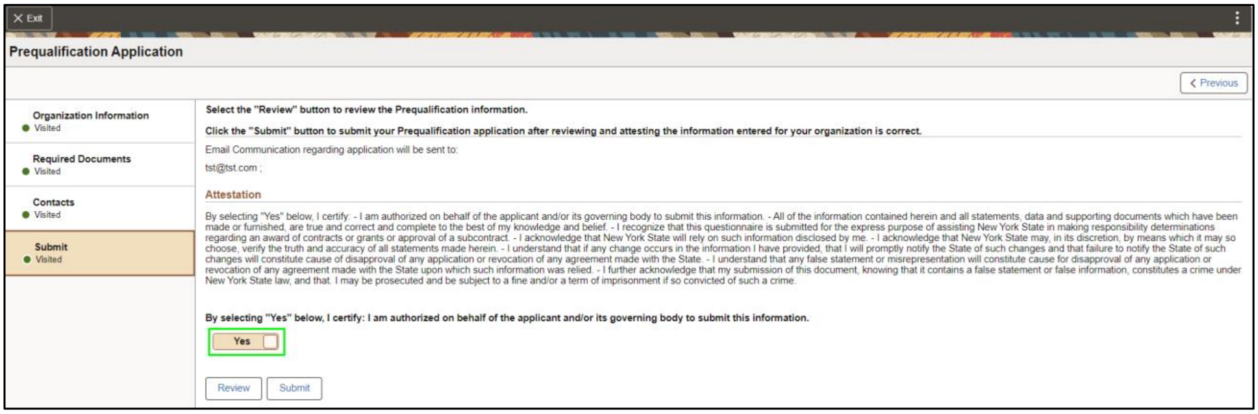
Step	Action
56.	The **Title, Fax Number,** and **Contact Type** fields are optional, and can be populated or left blank.

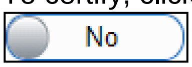


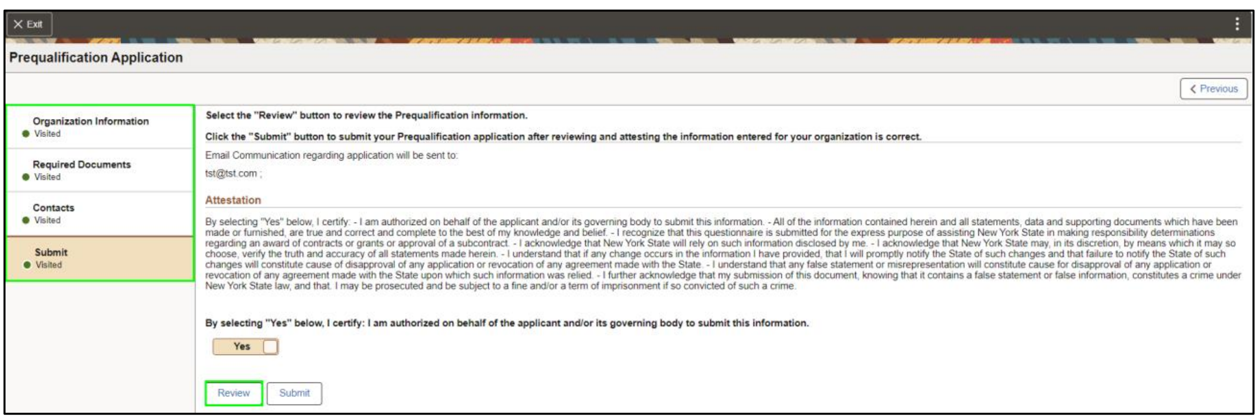
Step	Action
57.	Click the **Done** button. 



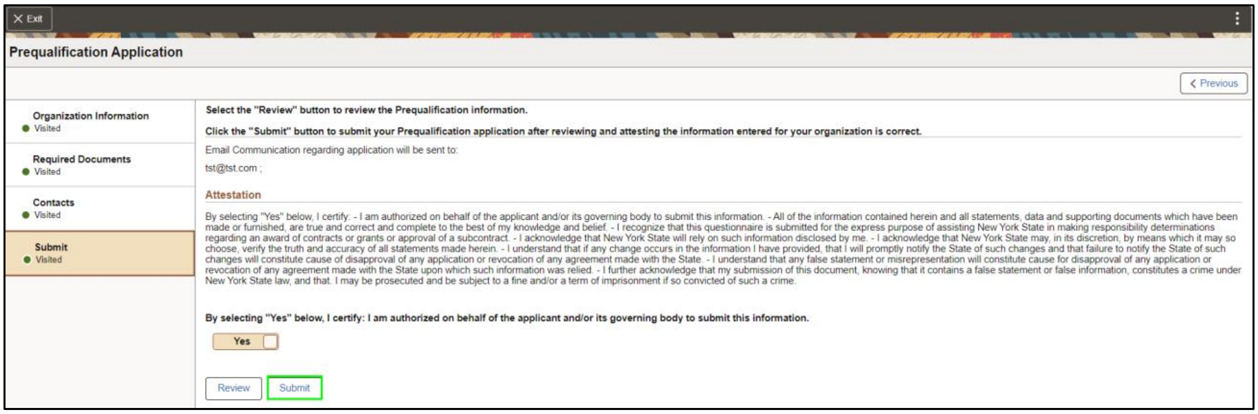
Step	Action
58.	Multiple contacts can be added. If needed, click the **Add Contacts** button and follow steps 51-57 to add additional prequalification contacts from your organization.
59.	Click the **Next** button. 



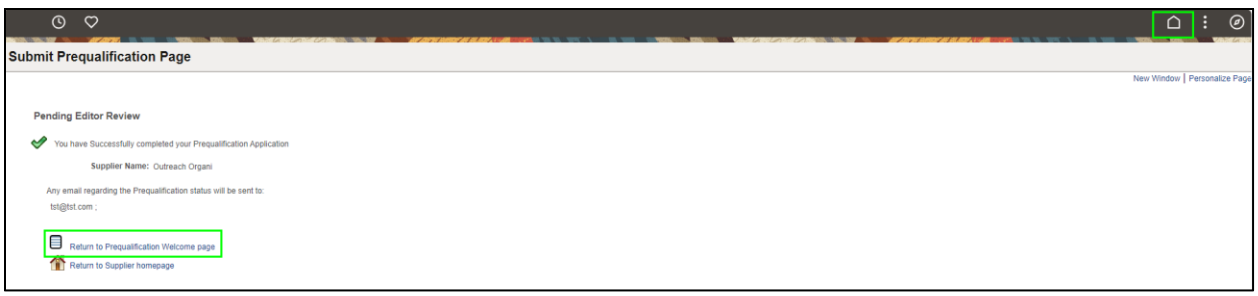
Step	Action
60.	On the **Submit** page, you certify that you are authorized to submit the information on the prequalification application and submit the prequalification application for agency review. You also have the option to review the information that you entered on the application, prior to submitting. To certify, click the **Attestation** toggle option to **Yes**.  **Note**: If you made additional changes to the application after clicking **Yes**, then you will need to reset the application before submitting by toggling back to **No** and then back to **Yes**.



Step	Action
61.	If you are interested in reviewing all the information that you entered on the application, before you submit, click the **Review** button. In this example, we will not click the review button. **Note**: This is an optional step.
62.	**Note**: If you need to update information entered on the previous sections, select the applicable section from the list on the left side of the page and make the update(s).



Step	Action
63.	To submit the application for agency review, click the **Submit** button. 



Step	Action
64.	The application is routed for review to the agency you selected in the State Agency field, on the **Organization Information** section. **Note**: There will be system email notifications to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved by the agency, or returned by the agency for more information.
65.	To return to the **Prequalification Welcome** page, click the **Return to Prequalification Welcome page** link or click the **Home** icon in the upper right corner of the page to return to the SFS Vendor Portal homepage.
66.	You have successfully completed the **Enter and Submit a Prequalification Application** topic.

Responding to Bid Events (Grant Opportunities)

Lesson Description:

This lesson provides the knowledge and skills to respond to Bid Events. Bid Events are grant opportunities that allow bidders to submit a bid response in order to apply for a funding award.

As part of a bid response, bidders provide responses to questions, attach documents, and provide other required, relevant information.

Lesson Objectives:

In this lesson, you will learn how to:

- Respond to Bid Event Expenditure Budget Types
- Respond to Bid Event Performance Budget Types
- Respond to Bid Event Capital Budget Types
- Using the Match Worksheet for a Bid Response

Respond to Bid Event Expenditure Budget Types

Topic Description:

This topic provides the knowledge and skills to respond to Bid Event Expenditure Budget Types. Budget types dictate the grant opportunity attributes available for each section of a period budget. Expenditure budget types allow grantees to record projected costs on a bid event and on a grant contract.

Topic Objectives:

In this topic, you will learn:

- How to respond to Bid Event Expenditure Budget Types

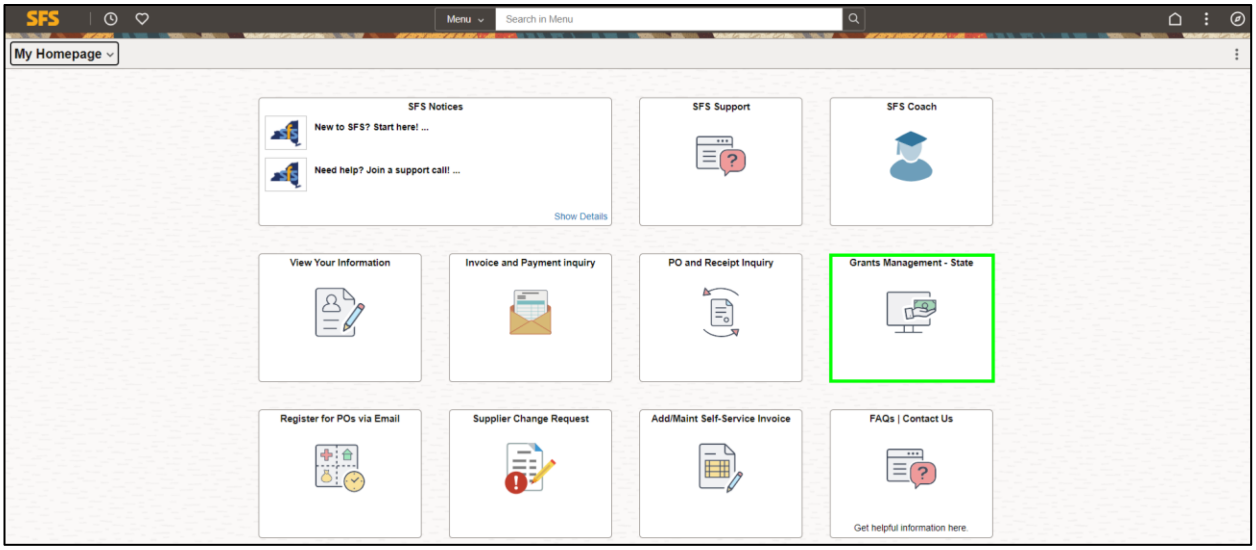
SFS role(s) required to perform this task:

- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE)
  - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
  - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.

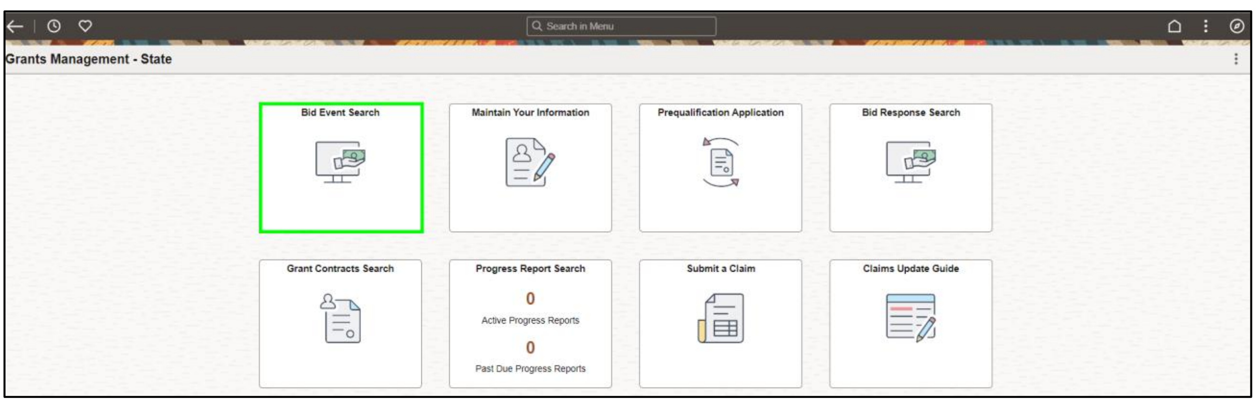
Procedure

Scenario: You will log in to the SFS Vendor Portal, search for an available bid event (grant opportunity) and respond to the agency questions. You will also enter your budget, work plan information, and your bid price before submitting to the agency for review.

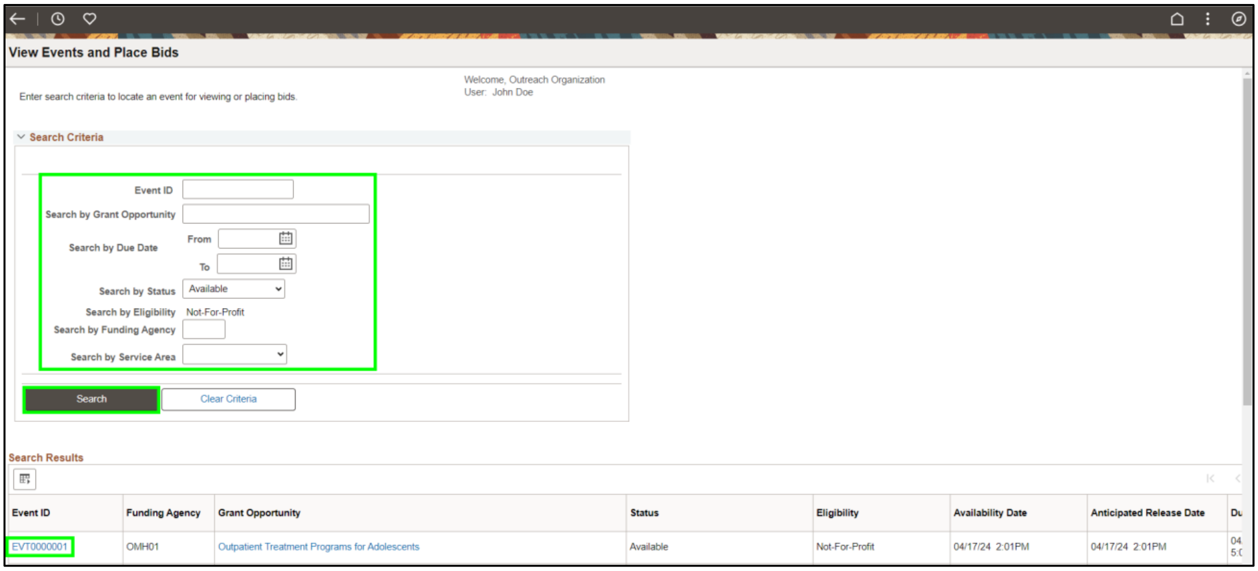
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



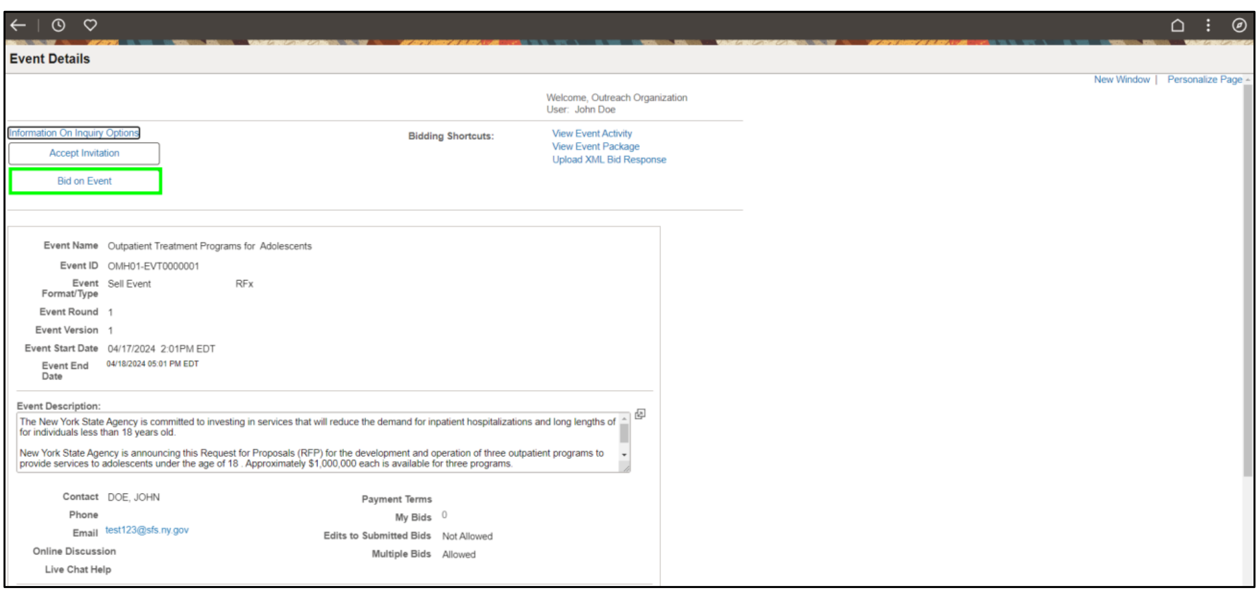
Step	Action
1.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids  **Note:** You must log in to the SFS Vendor Portal to respond to a bid event.



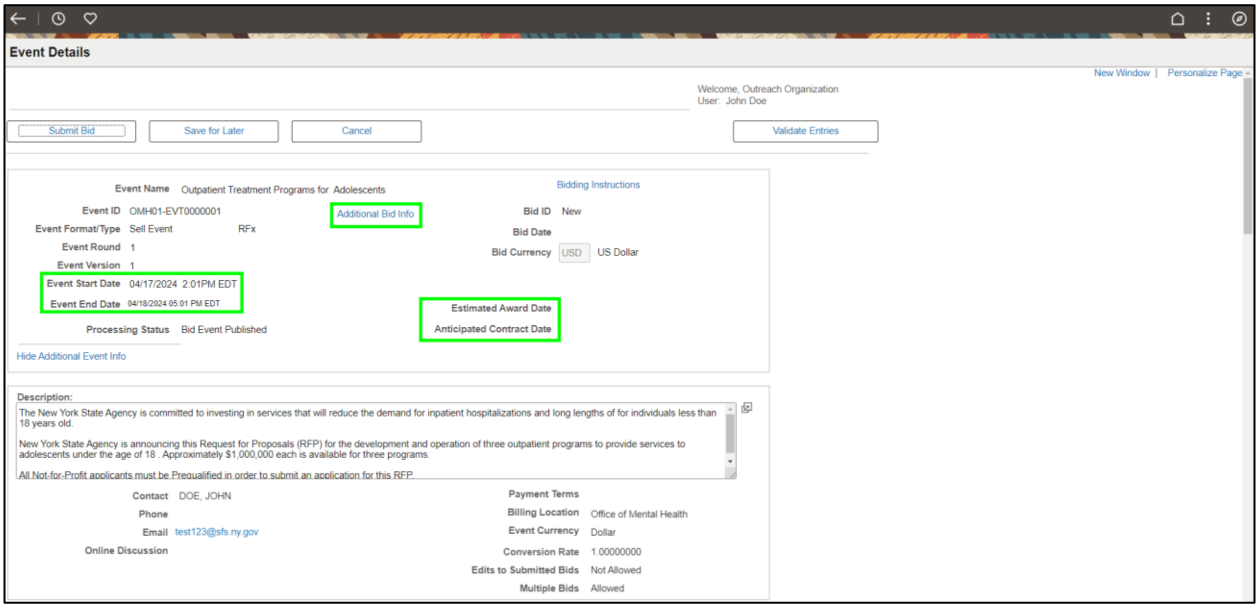
Step	Action
2.	Click the **Bid Event Search** tile.



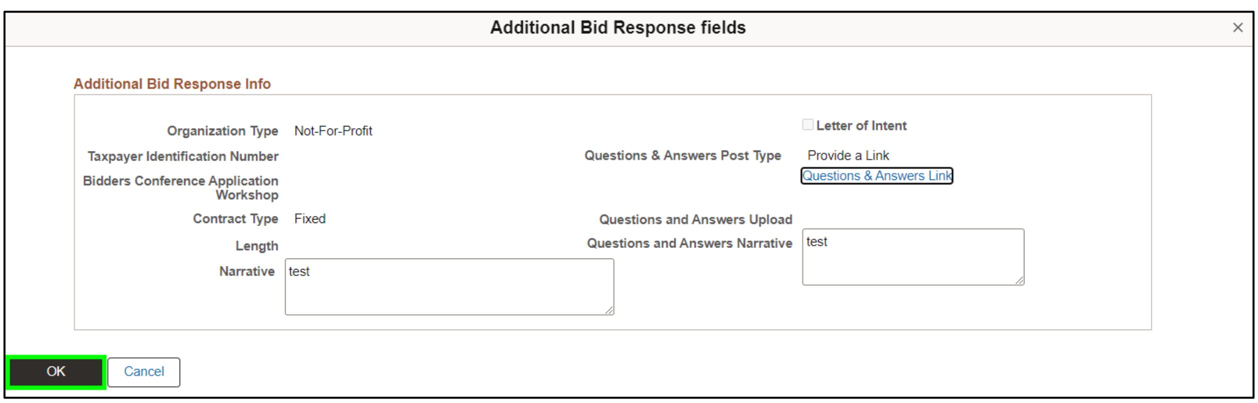
Step	Action
3.	Enter the applicable search criteria in the **Search Criteria** fields. In this example, we will select the **Search by Status** field drop-down list and click **Available** from the list.
4.	Click the **Search** button.
5.	**Note**: A list of Event IDs will populate based on the search criteria entered. Click an **Event ID** link to initiate a bid response.



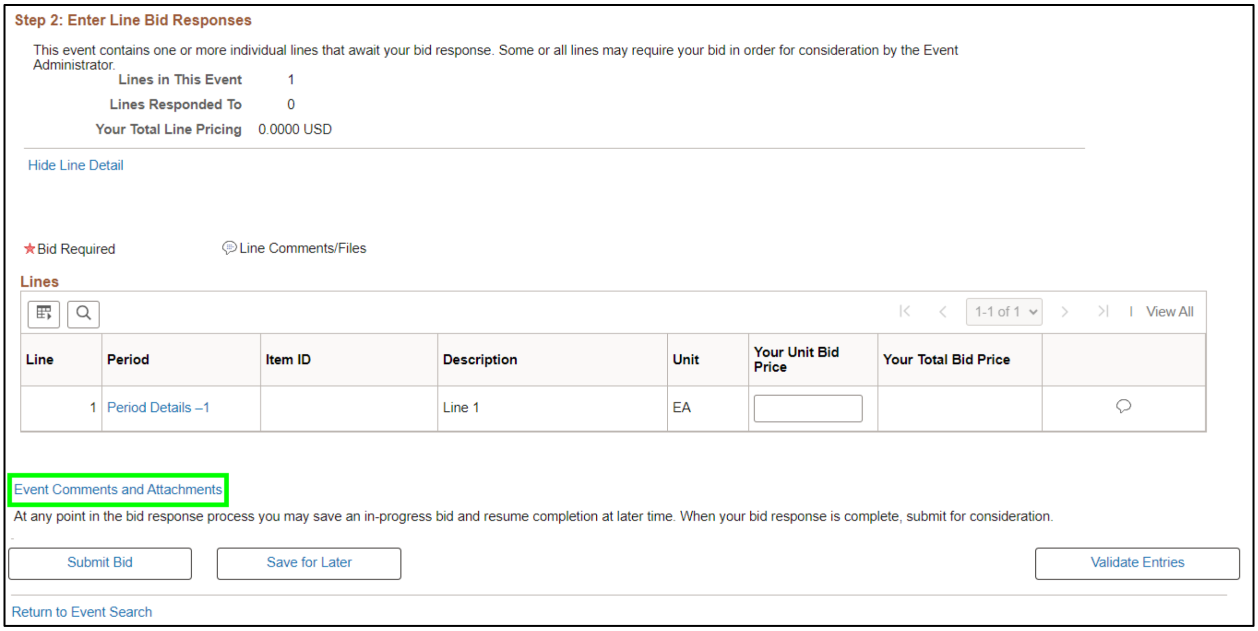
Step	Action
6.	Click the **Bid on Event** button. Bid on Event



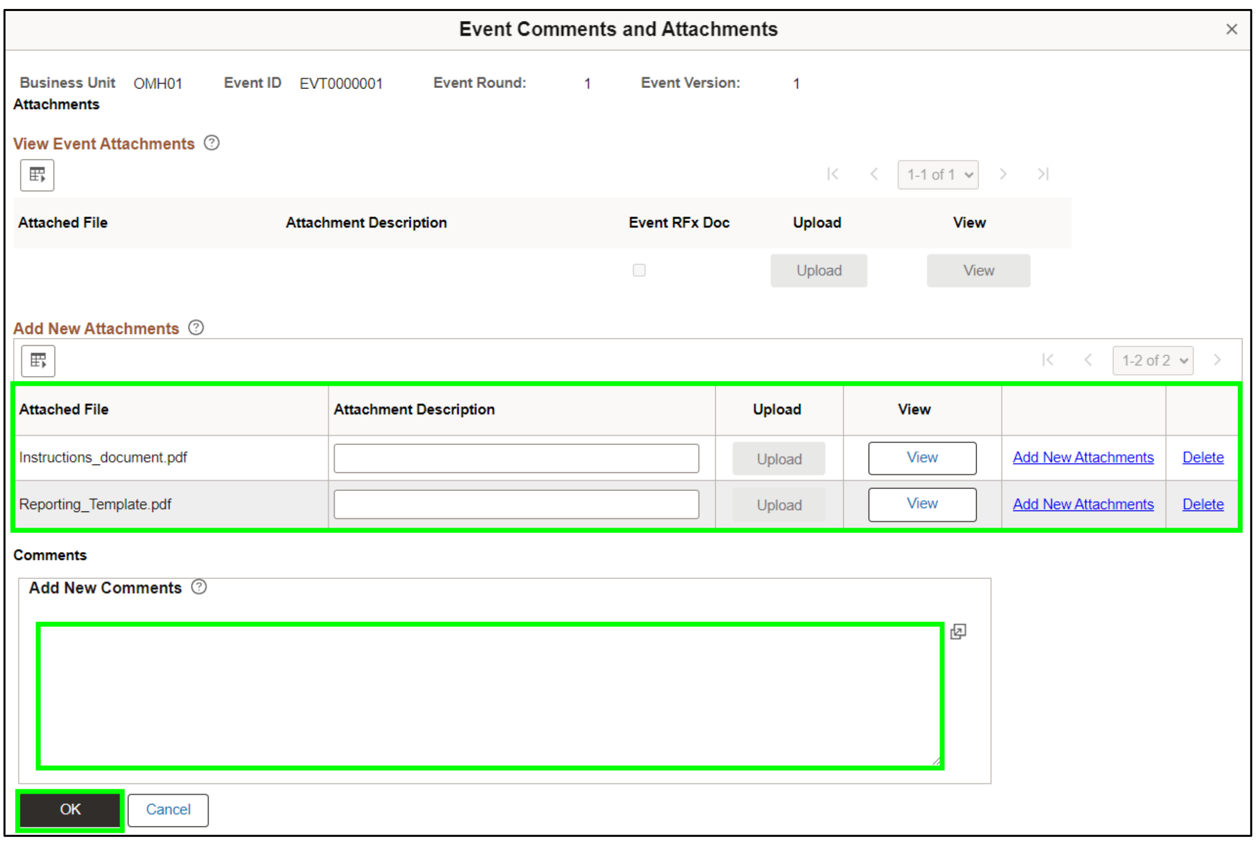
Step	Action
7.	Review the **Event Start**, **Event End Date**, **Estimated Award Date**, **Anticipated Contract Date** fields.
8.	Click the **Additional Bid Info** link.



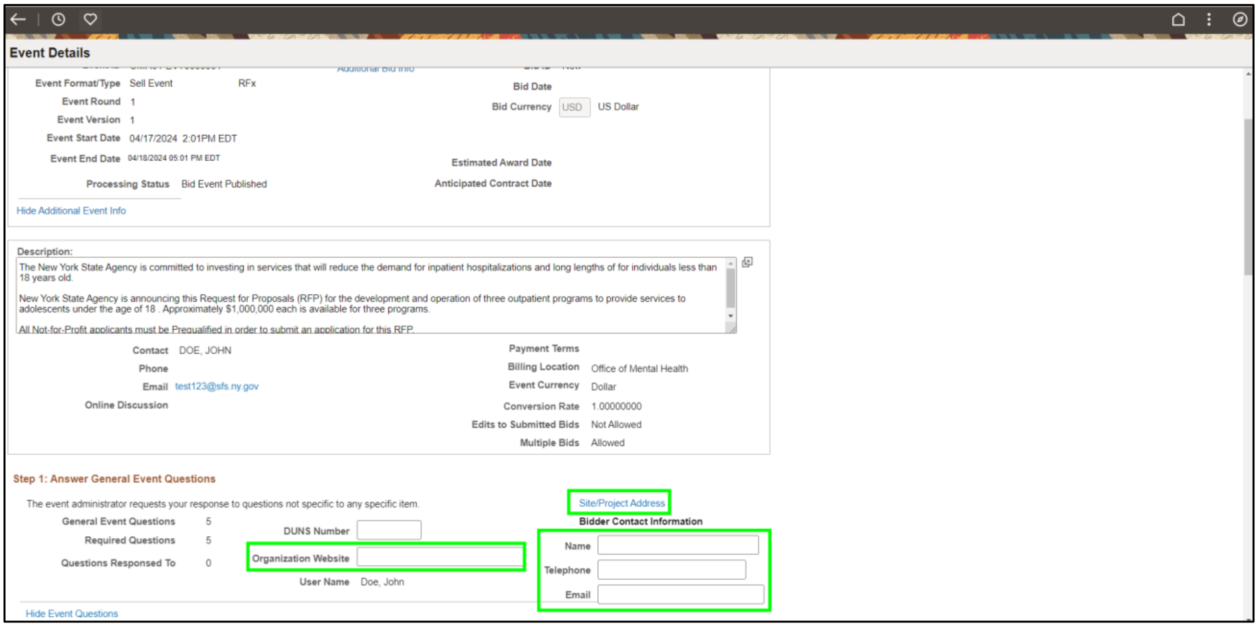
Step	Action
9.	Review the **Additional Bid Info**. Click the **OK** button to return to the **Event Details** page.



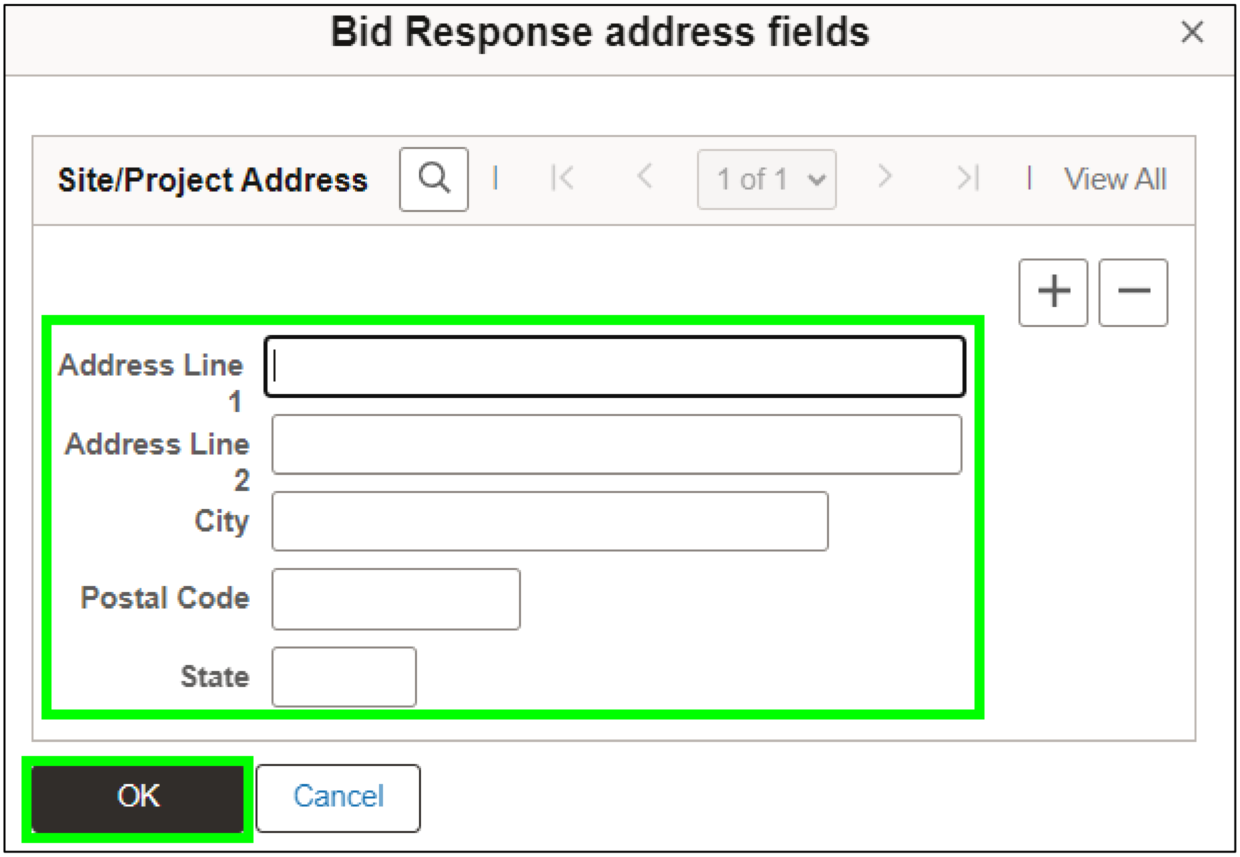
Step	Action
10.	Select the **Events Comments and Attachments** link, located at the bottom of the page, to view any instructions, attachments and/or comments. You may need to scroll to see this link.



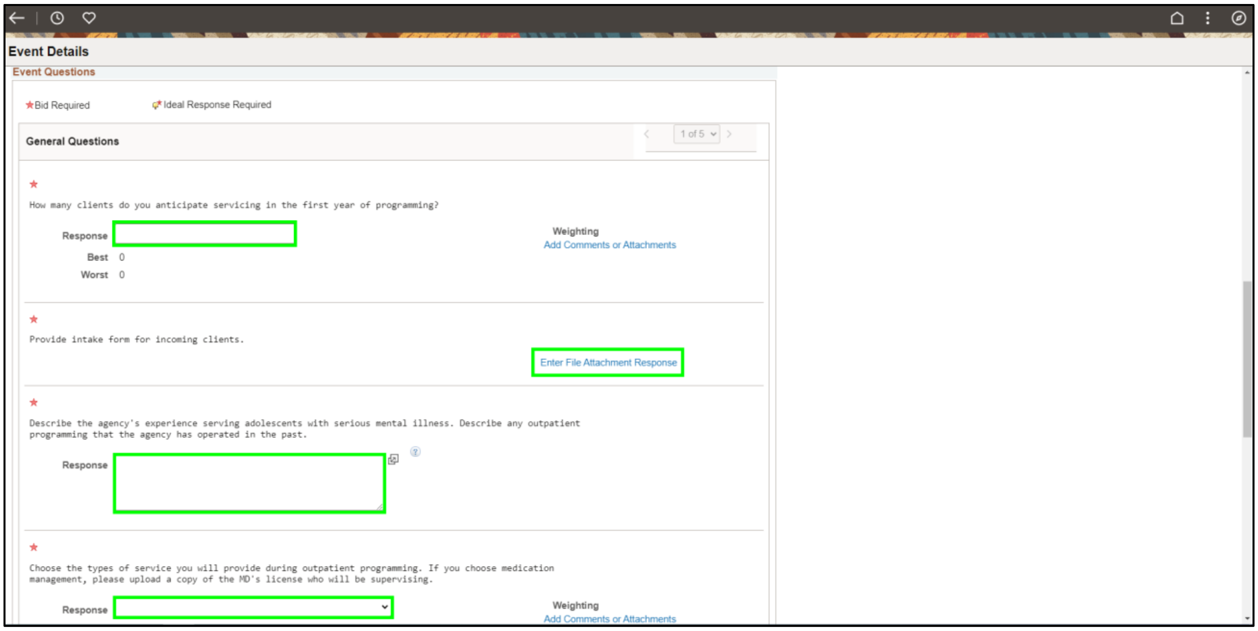
Step	Action
11.	Click the **OK** button after viewing the instructions, attachments, and comments.



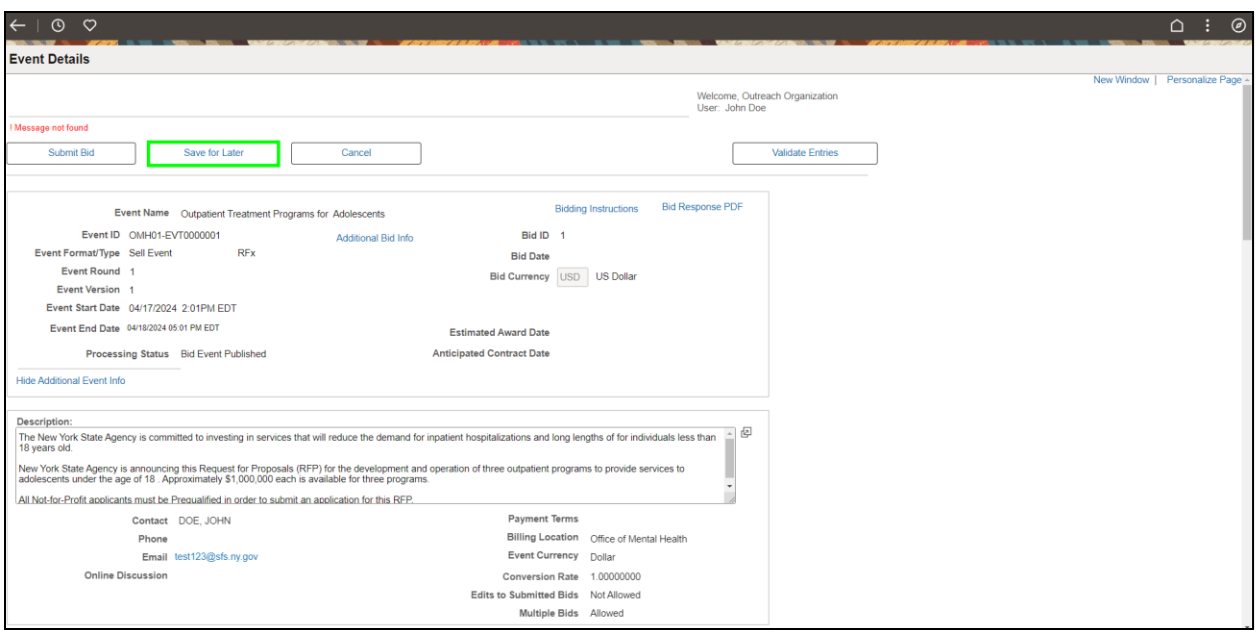
Step	Action
12.	Use the **scrollbar** to navigate to the **Step 1: Answer General Event Questions** section.
13.	If applicable, enter your **Organization Website** in the **Organization Website** field. This field is optional and not required.
14.	Under the **Bidder Contact Information**, enter the following information: • **Name** • **Telephone** • **Email** **Note**: The contact listed should be the person/people within the organization who can be contacted with questions about the bid response.
15.	Click the **Site/Project Address** link.



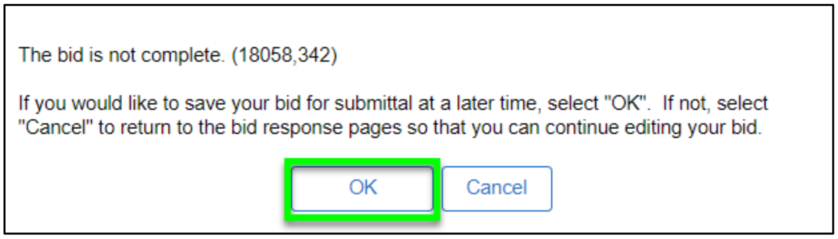
Step	Action
16.	Enter **Address Details**, including the following information: • **Address Line 1** • **Address Line 2** (if applicable) • **City** • **Postal Code** • **State** **Note:** The **Site/Project Address** is where the grant will be used, or funds will be spent.
17.	When you have finished entering address details, click the **OK** button.



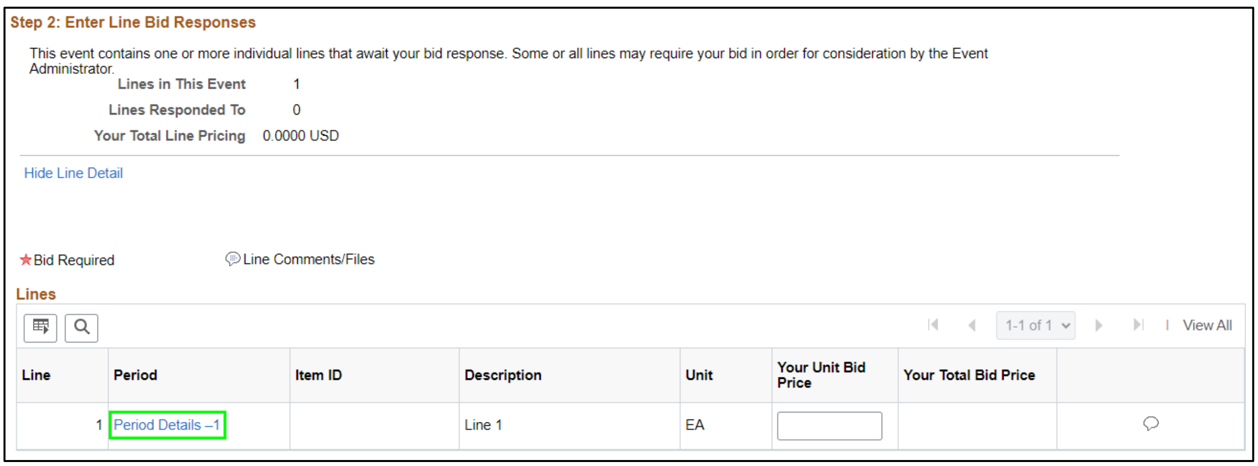
Step	Action
18.	Review and respond to **Event Questions**. Those that are flagged as Required (*) must be responded to in order to submit a bid response. **Note:** • Text responses are limited to 2,000 characters. Comments/Attachments can be utilized to add additional text if the 2,000-character limit is met. • The ability to add a Comment/Attachment will vary based on the question.



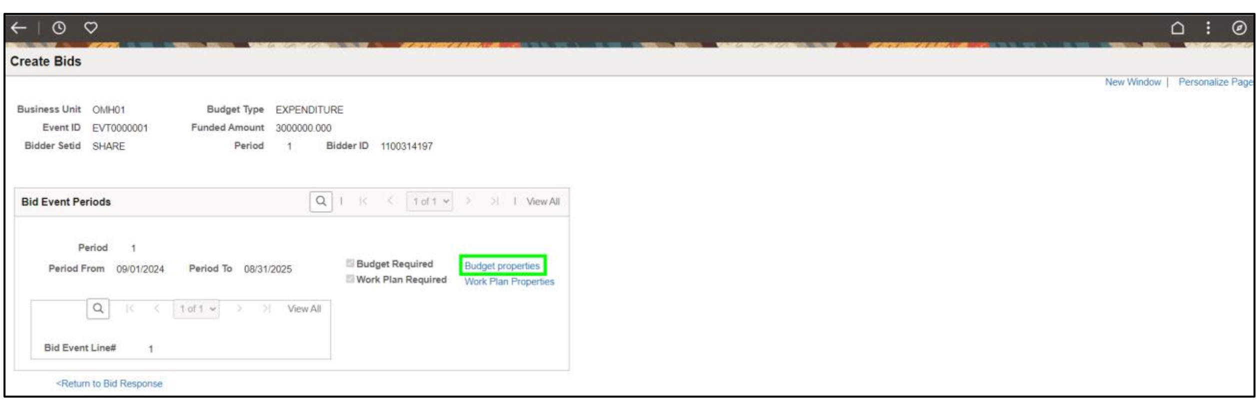
Step	Action
19.	Click the **Save for Later** button.



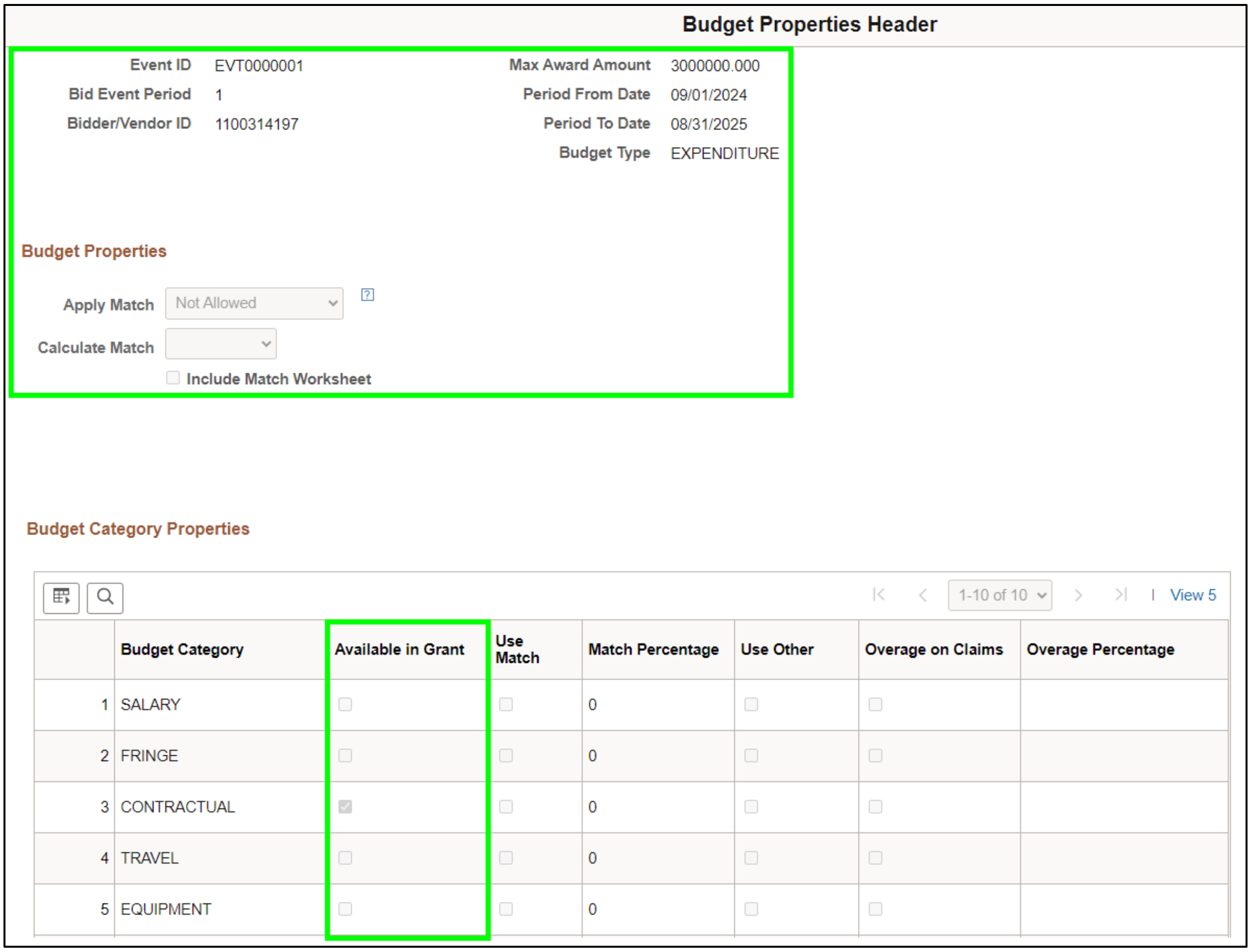
Step	Action
20.	In the resulting popup, click the **OK** button to save your progress.



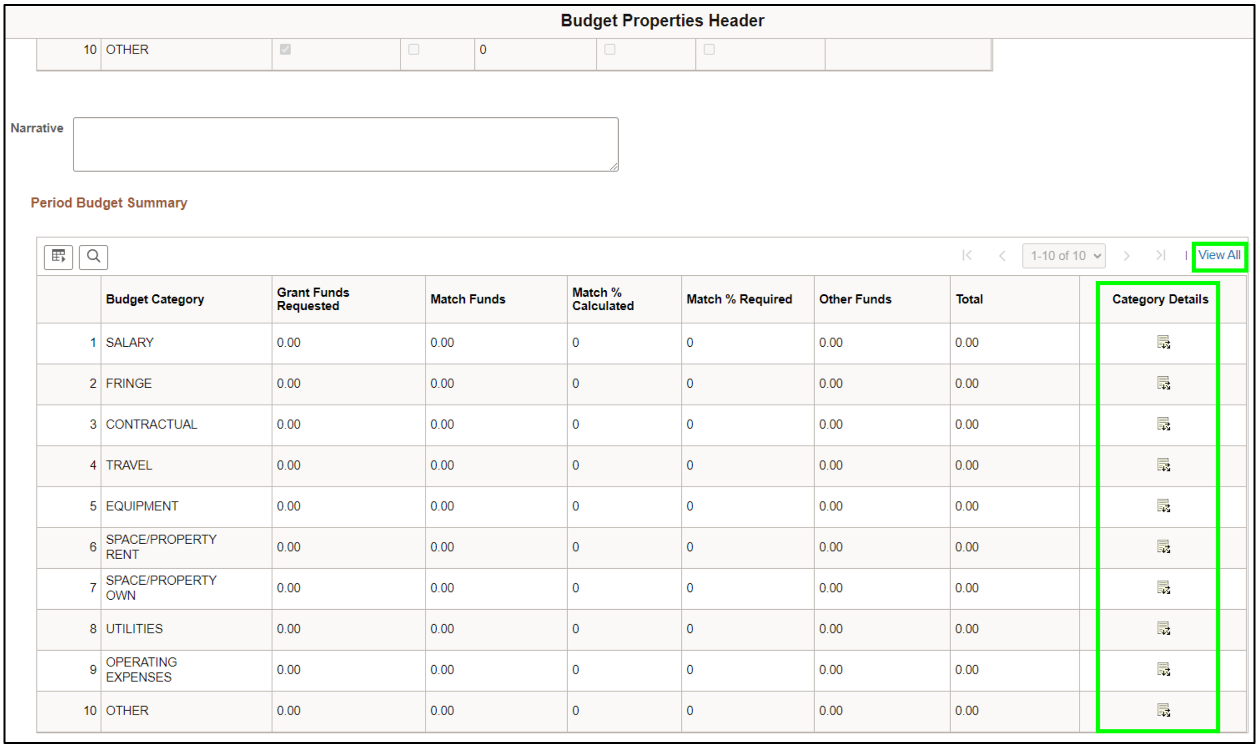
Step	Action
21.	**Scroll** to the bottom of the page. Under the **Lines** section, click the **Period Details - 1** link under the **Period** column to access budget and work plan information.



Step	Action
22.	Click the **Budget properties** link.



Step	Action
23.	Review the **Budget Header Information**.
24.	Review **Budget Category Property** section (including Narrative), noting which rows have **Available in Grant** checked. **Note:** This section was completed by the agency to help the grantee understand which Budget Category(s) require a response. Grantees will need to scroll down to view the sections they are responsible for updating.


Budget Properties Header

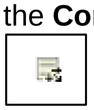
10	OTHER			0		

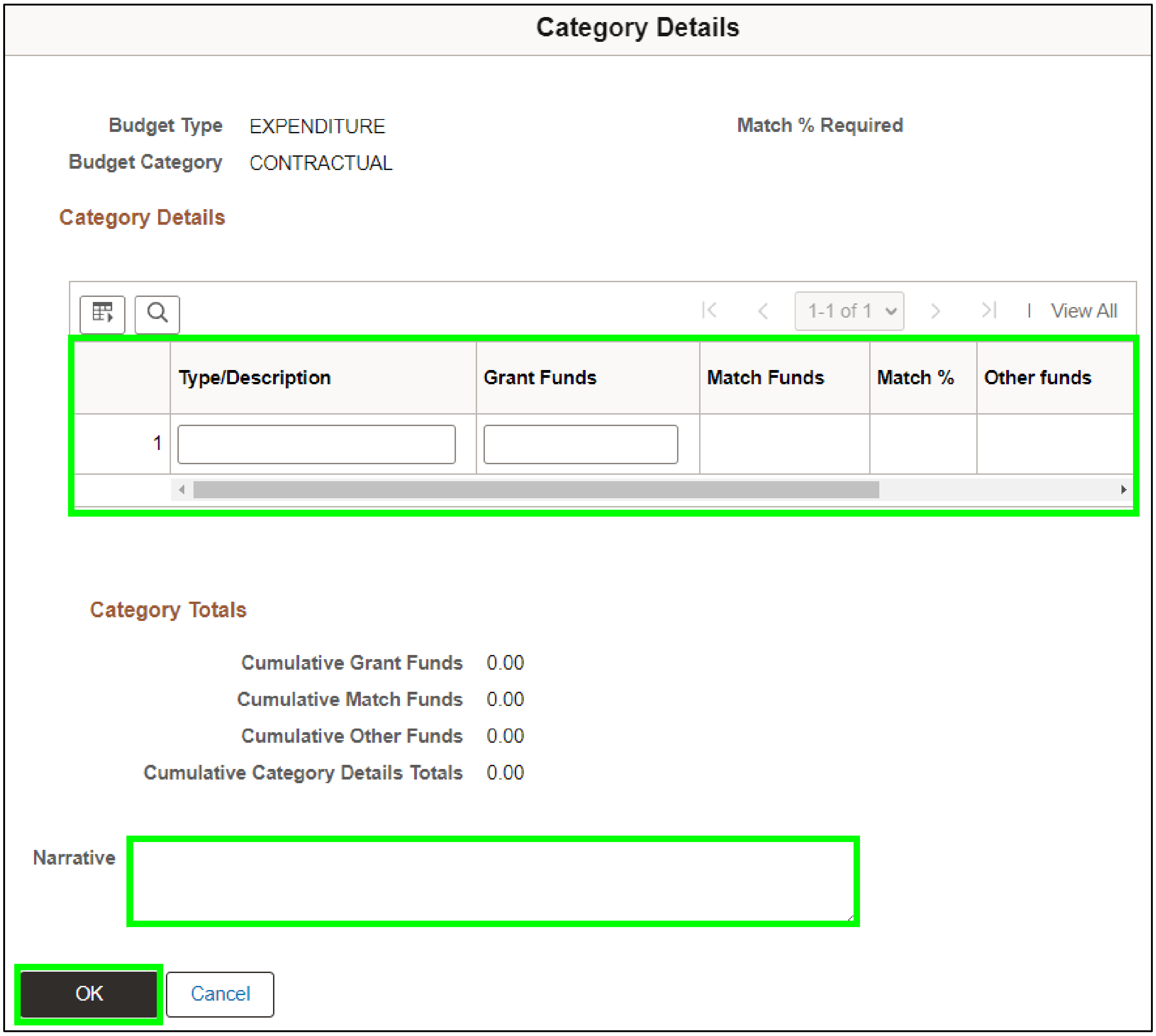
Narrative

Period Budget Summary

1-10 of 10 View All

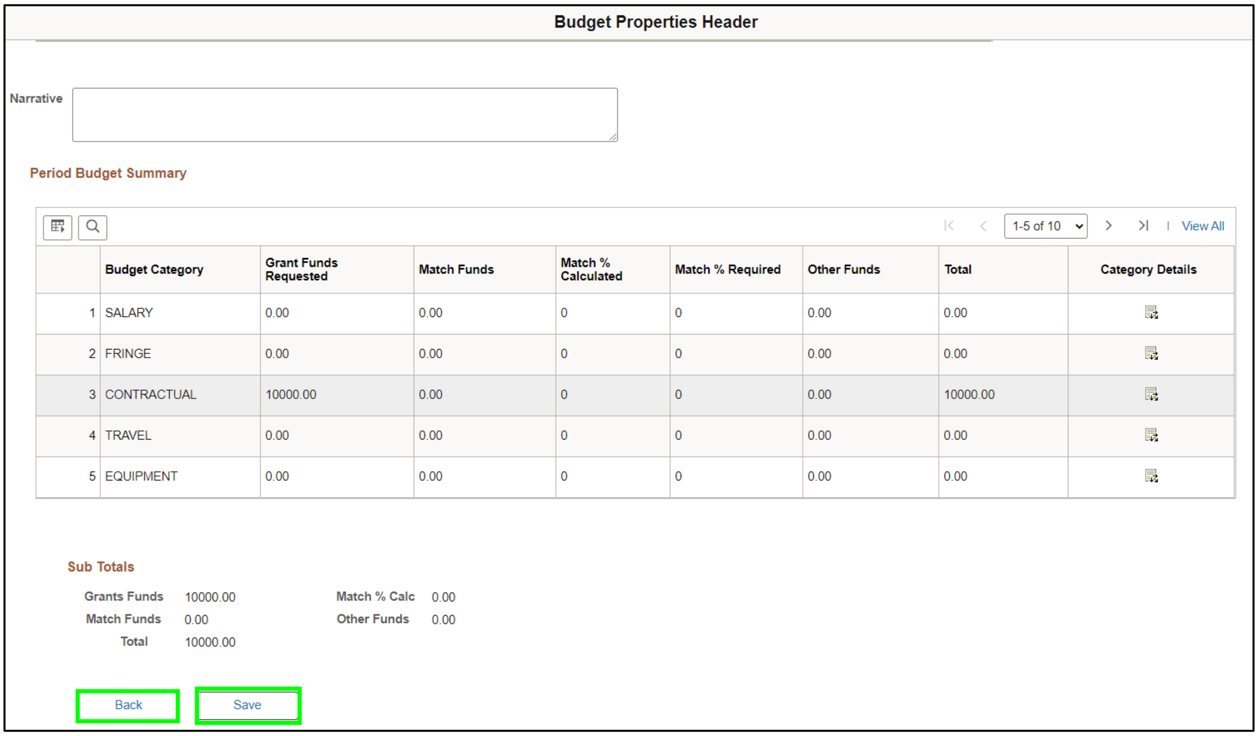
	Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1	SALARY	0.00	0.00	0	0	0.00	0.00	
2	FRINGE	0.00	0.00	0	0	0.00	0.00	
3	CONTRACTUAL	0.00	0.00	0	0	0.00	0.00	
4	TRAVEL	0.00	0.00	0	0	0.00	0.00	
5	EQUIPMENT	0.00	0.00	0	0	0.00	0.00	
6	SPACE/PROPERTY RENT	0.00	0.00	0	0	0.00	0.00	
7	SPACE/PROPERTY OWN	0.00	0.00	0	0	0.00	0.00	
8	UTILITIES	0.00	0.00	0	0	0.00	0.00	
9	OPERATING EXPENSES	0.00	0.00	0	0	0.00	0.00	
10	OTHER	0.00	0.00	0	0	0.00	0.00	

Step	Action
25.	Under the **Period Budget Summary** section, click on **View All** icon to show all budget categories. You may need to click the **scrollbar** to view this section of the page. In this example, we will enter budget information for the **Contractual** budget category.
26.	Under the **Period Budget Summary** section, click on **Category Details** icon for the **Contractual** budget category.  **Note:** Where the icon cannot be clicked, the agency has not checked the **Available in Grant** checkbox above.

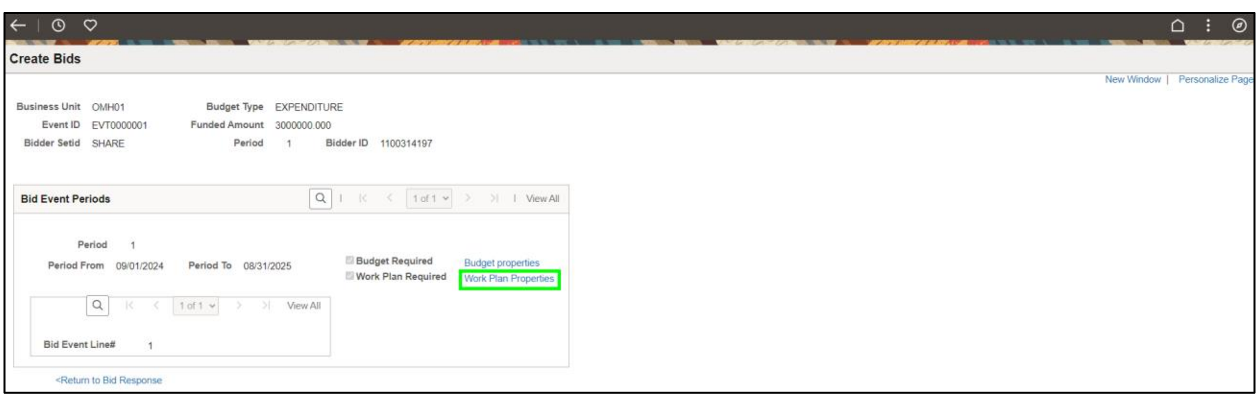


Step	Action
27.	Enter the applicable value into the **Grant Funds** field. In this example, we will enter **10,000** into the **Grant Funds** field.
28.	Enter the applicable value into the **Match Funds** field. In this example, we will leave this field blank.
29.	Enter the applicable value into the **Other Funds** field. **Note:** This field may be greyed out if it was not selected on the bid event; if greyed out, move onto the next step.
30.	Enter the applicable value into the **Type/Description** field. In this example, we will leave this field blank.

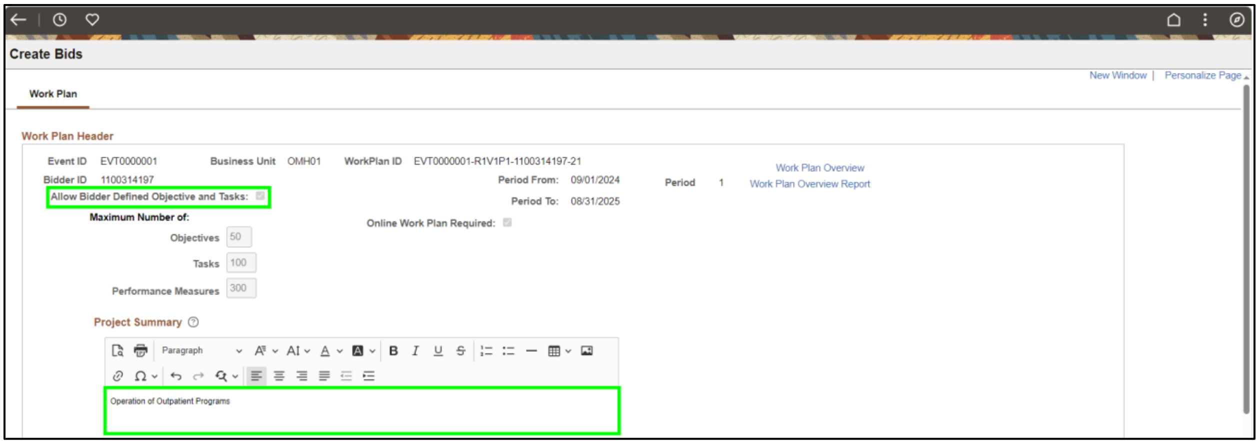
Step	Action
31.	Enter the applicable value into the **Narrative** field. **Note**: The narrative could be additional information for the agency or could be used to summarize the changes you made. In this example, we will not enter a narrative for the contractual budget category.
32.	Click the **OK** button.



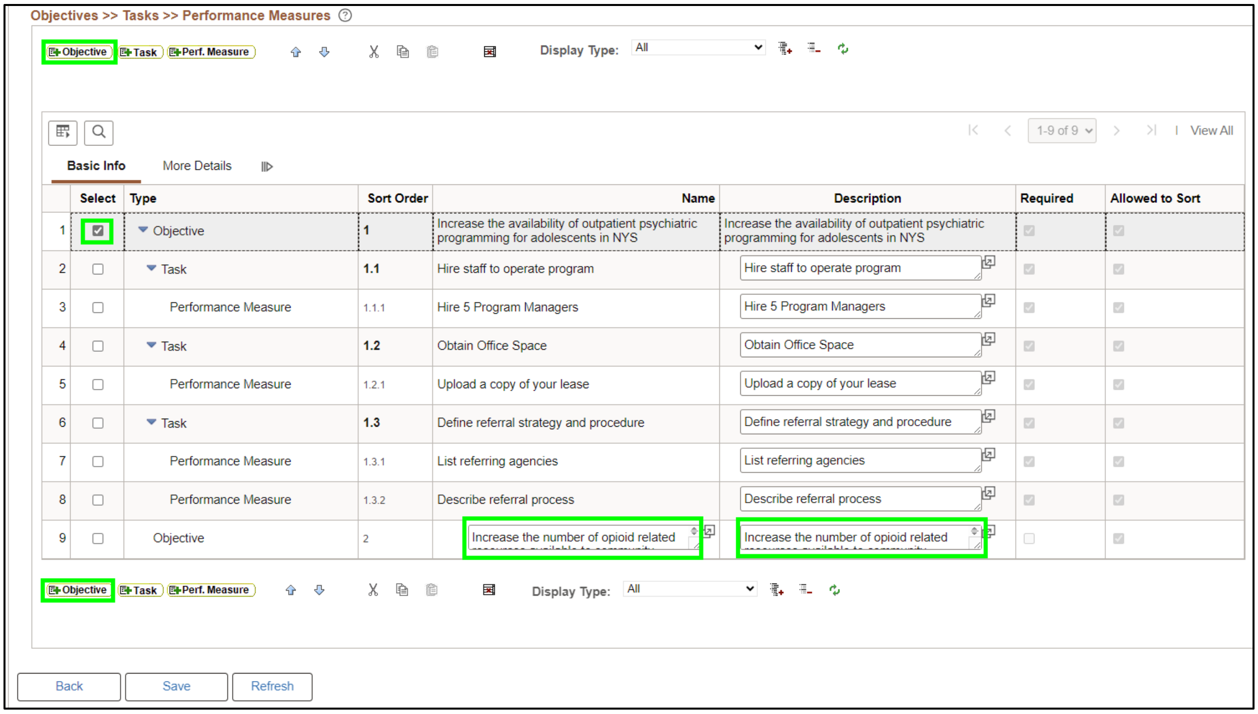
Step	Action
33.	Click the **Save** button.
34.	Click the **Back** button.



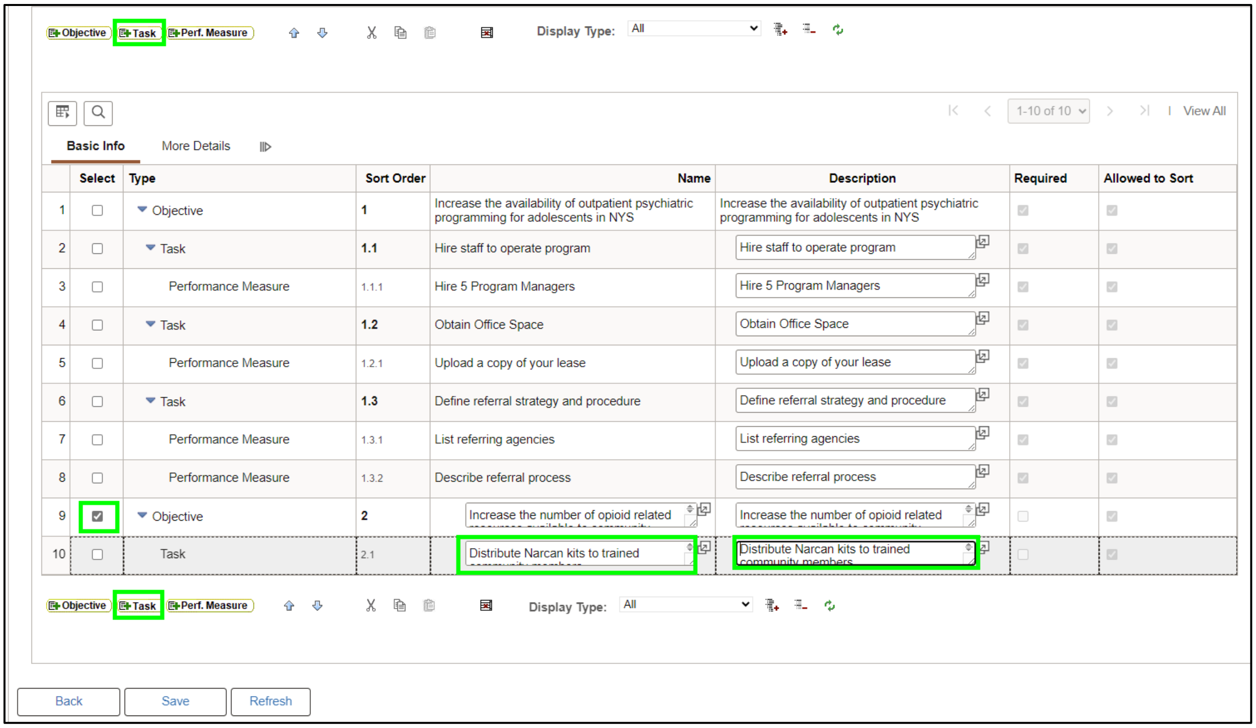
Step	Action
35.	Click the **Work Plan Properties** link.



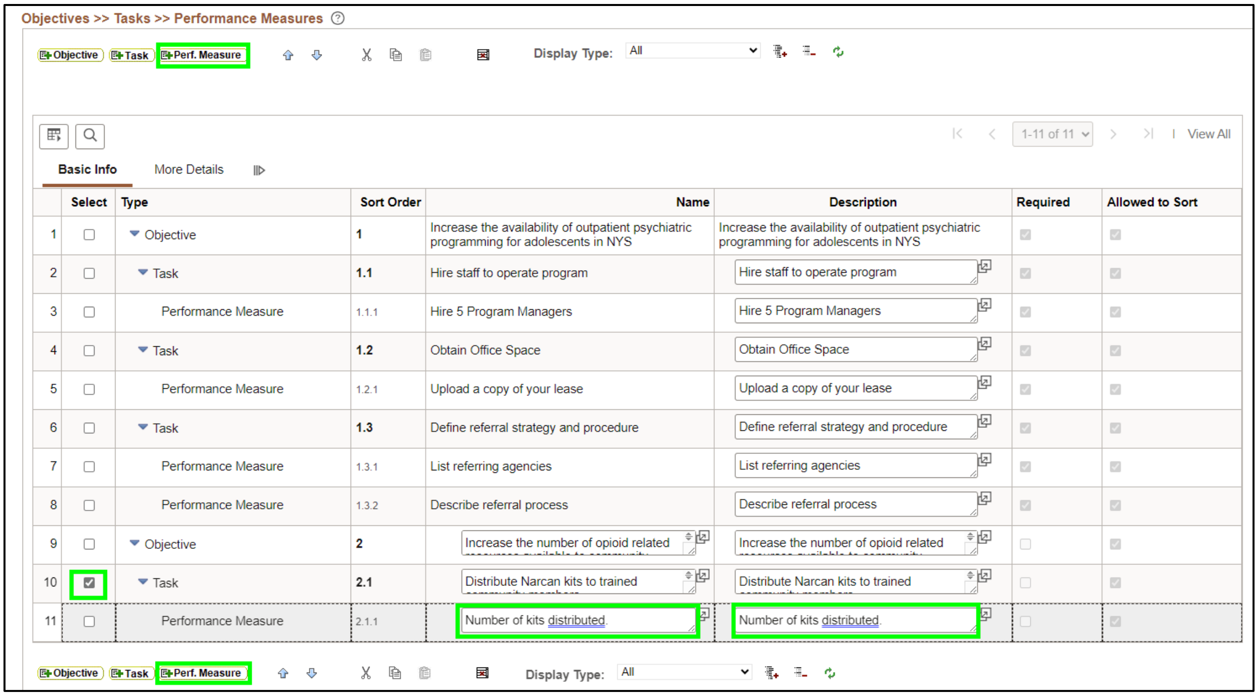
Step	Action
36.	Review the **Work Plan Header** information and verify the **Allow Bidder Defined Objectives and Tasks** is selected.
37.	**Note**: If the **Allow Bidder Defined Objectives & Tasks** box is checked and the Maximum Number of Objectives, Tasks, and Performance Measures have not already been entered, then you can add new objective, tasks, and performance measures if needed.
38.	Enter the applicable value into the **Project Summary** field if not already entered by the agency. In this example, we will enter **Operation of Outpatient Programs** in the **Project Summary** field.



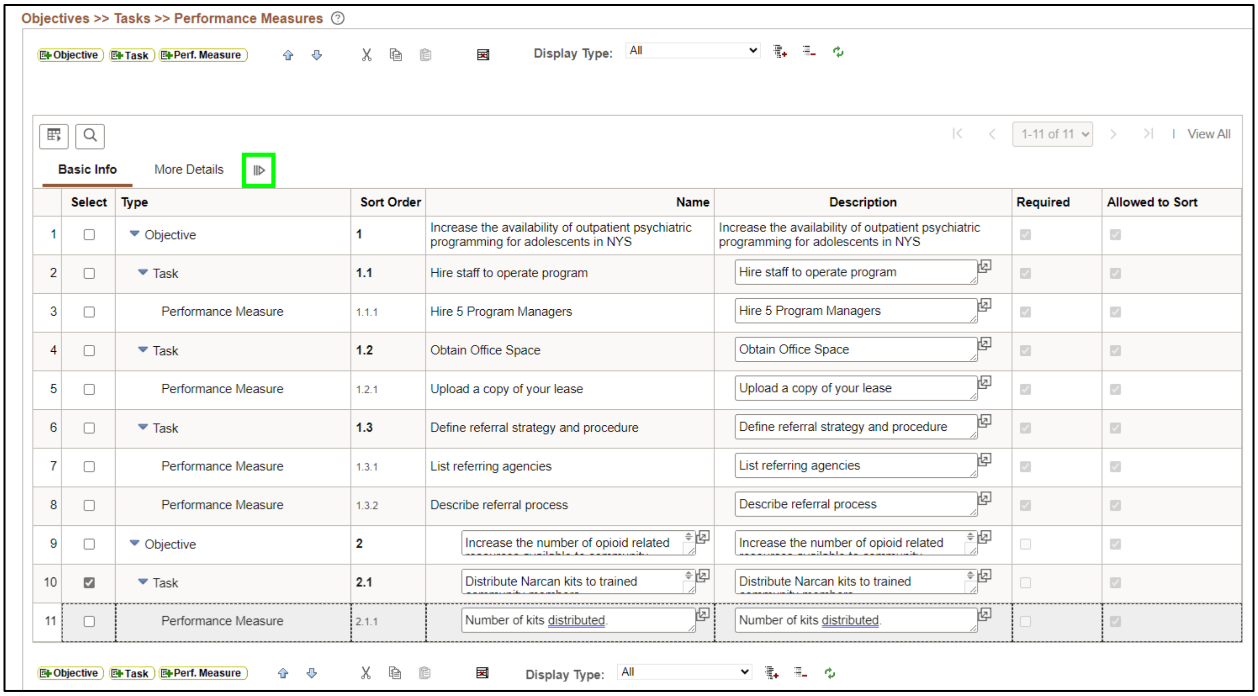
Step	Action
39.	In this example, we will add additional rows in the **Objectives >> Tasks >> Performance Measures** section. **Note**: The First Objective with the underlying Task and Performance Measure in the list was entered by the agency. Click on the **Objective** row to add additional objectives.
40.	Click the **+ Objective** button.
41.	Enter the applicable information on the **Objective** row, in the **Name** field. On the **Objective** row, in this example we will enter **Increase the number of opioid related resources available to community members** in the **Name** field.
42.	Enter the applicable information on the **Objective** row, in the **Description** field. On the **Objective** row, in this example we will enter **Increase the number of opioid related resources available to community members** in the **Description** field.



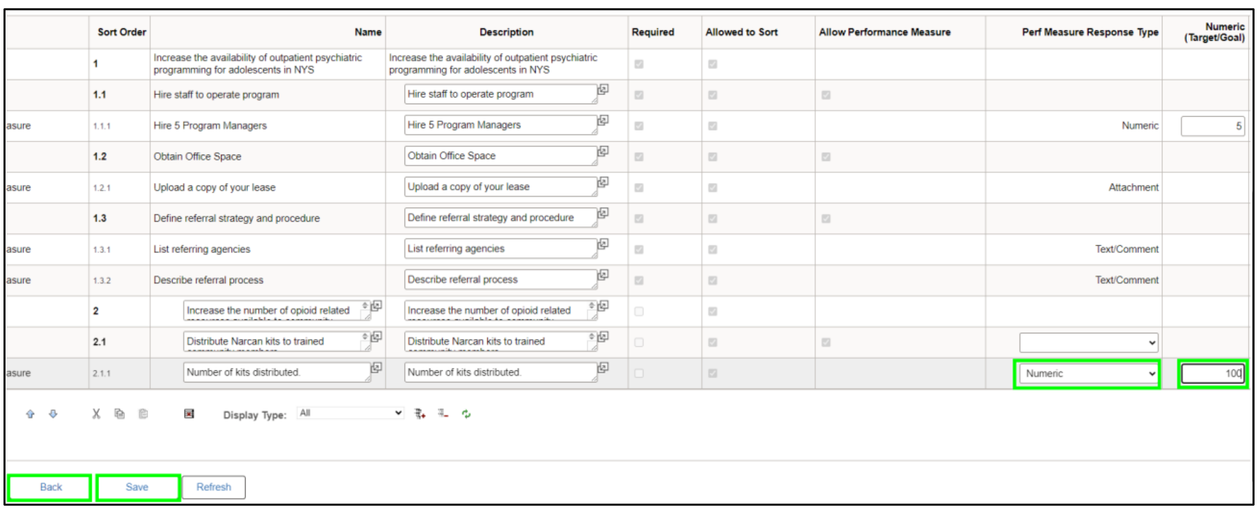
Step	Action
43.	Select the **Objective** row where the task will be added.
44.	Click **+ Task** button.
45.	Enter the applicable information on the **Task** row, in the **Name** field. On the **Task** row, in this example we will enter **Distribute Narcan kits to trained community members** in the **Name** field.
46.	Enter the applicable information on the **Task** row, in the **Description** field. On the **Task** row, in this example we will enter **Distribute Narcan kits to trained community members** in the **Description** field.



Step	Action
47.	Select the **Task** row where the performance measure will be added.
48.	Click **+ Performance Measure** button.
49.	Enter the applicable information on the **Performance Measure** row, in the **Name** field. On **Performance Measure** row, in this example we will enter **Number of kits distributed** in the **Name** field.
50.	Enter the applicable information on the **Performance Measure** row, in the **Description** field. On **Performance Measure** row, in this example we will enter **Number of kits distributed** in the **Description** field.

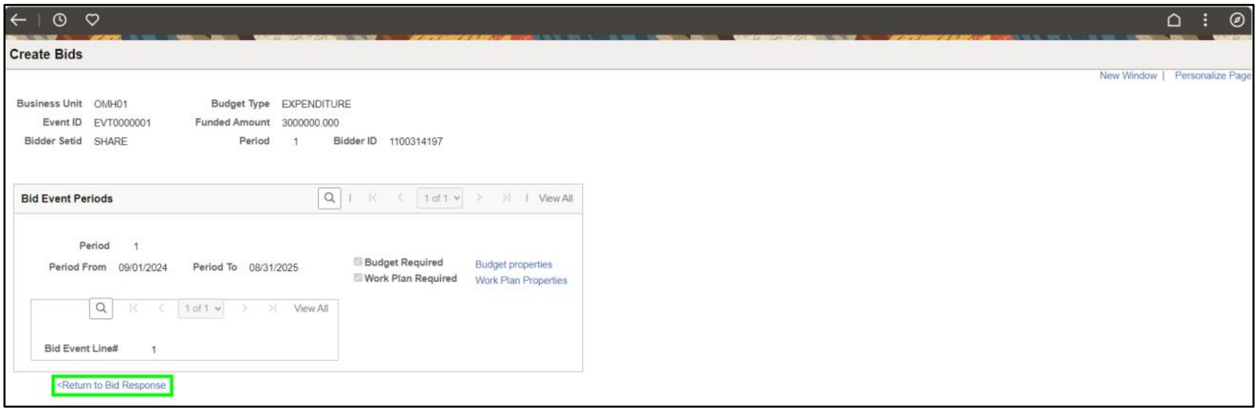


Step	Action
51.	Click the **arrow** to the right of the **More Details** tab to expand the view and see all fields.

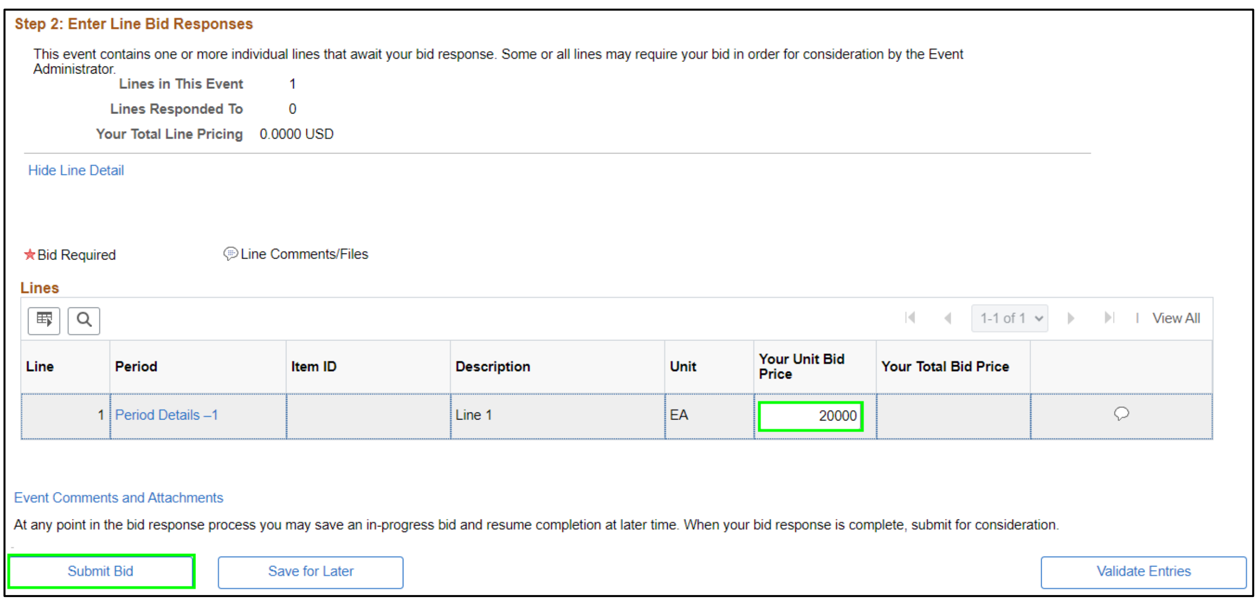


Step	Action
52.	**Note**: Available Performance Measure options are: • Attachment • Date • Numeric • Text/Comment • Yes/No

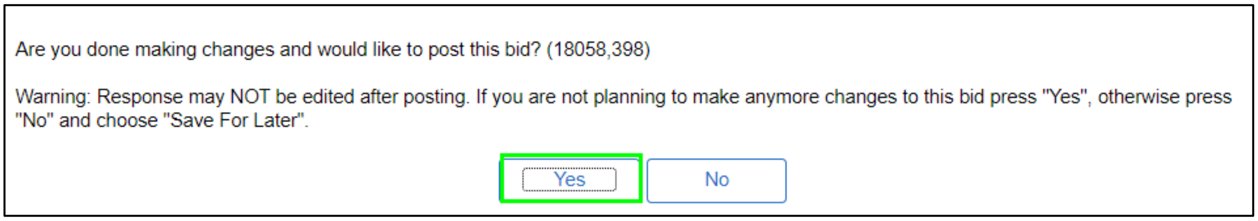
Step	Action
	In this example, on the **Performance Measure** row, we will select the **Performance Measure Response Type** drop-down list and select the **Numeric** option.
53.	Enter the applicable value into the **Numeric (Target/Goal)** field. In this example, we will enter **100** in the **Numeric (Target/Goal)** field.
54.	Click the **Save** button.
55.	Click the **Back** button.



Step	Action
56.	Click the **Return to Bid Response** link.



Step	Action
57.	**Note:** The amount entered in the **Your Unit Bid Price** field must equal the total Grant Funds Requested amount for the period, in order to submit the bid response. In this example, we will enter **10,000** in the **Your Unit Bid Price** field.
58.	When you are ready to submit your bid response, click the **Submit Bid** button.



Step	Action
59.	In the resulting popup, click the **Yes** button to confirm you would like to submit the bid.
60.	You have successfully completed the **Respond to Bid Event Expenditure Budget Types** topic.

Respond to Bid Event Performance Budget Types

Topic Description:
This topic provides the knowledge and skills to respond to a Bid Event Performance Budget Type. Budget types dictate the grant opportunity attributes available for each section of a period budget. Performance budget types allow grantees to add costs and deliverables/outcomes on the bid event and grant contract.

Topic Objectives:
In this topic, you will learn:

- How to respond to a Bid Event Performance Budget Types

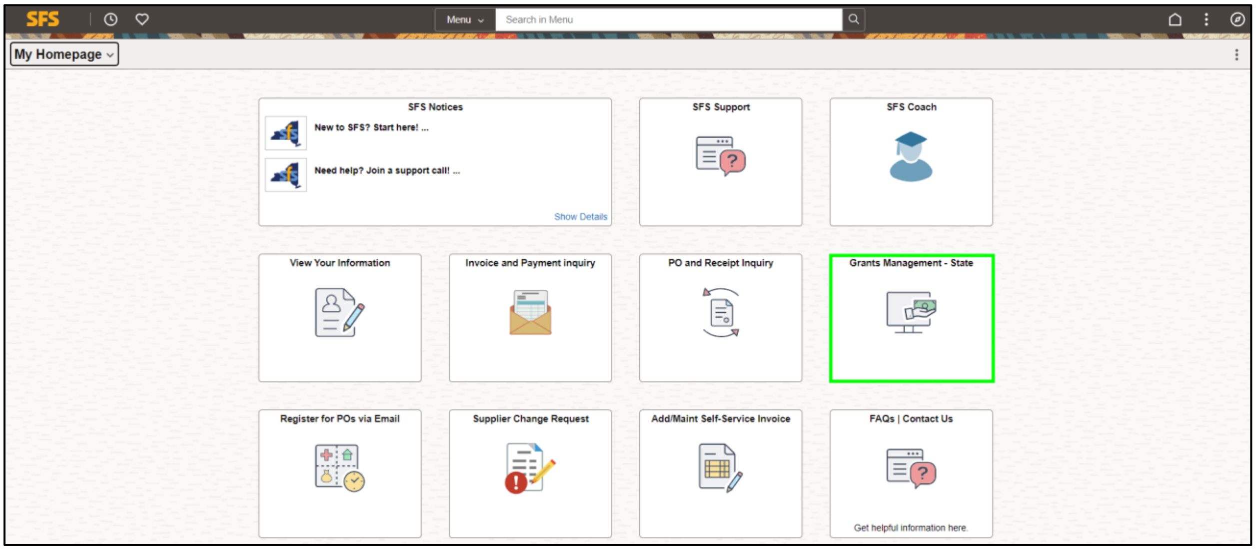
SFS role(s) required to perform this task:

- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE)
    - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
    - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.

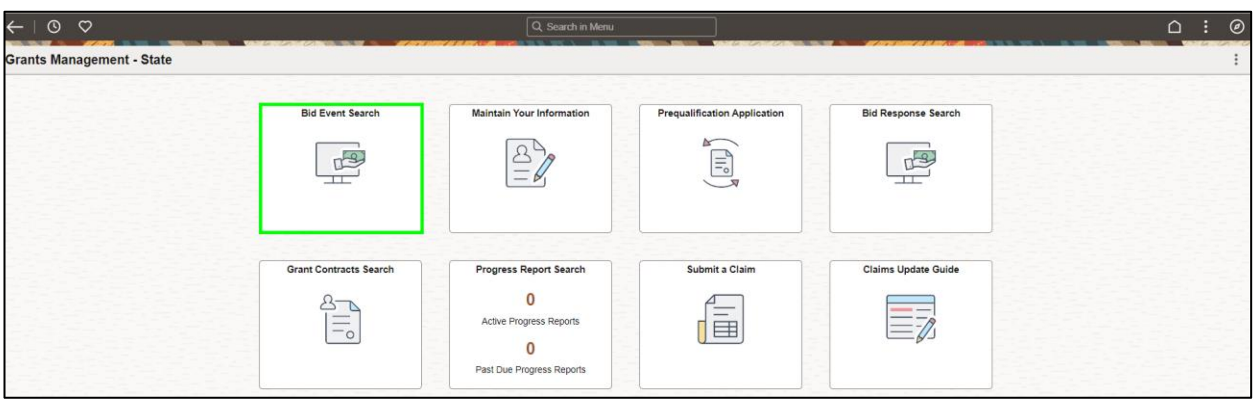
Procedure

Scenario: You will log in to the SFS Vendor Portal, search for an available bid event (grant opportunity) and respond to the agency questions. You will also enter your budget, work plan information, and your bid price before submitting to the agency for review.

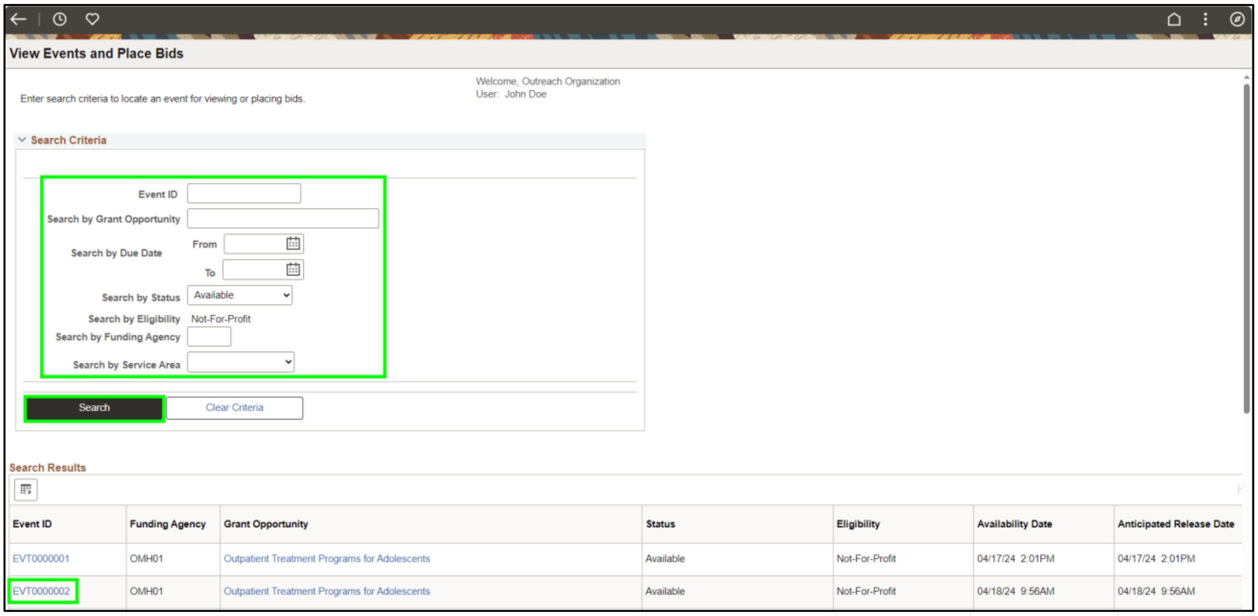
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

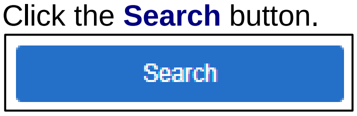


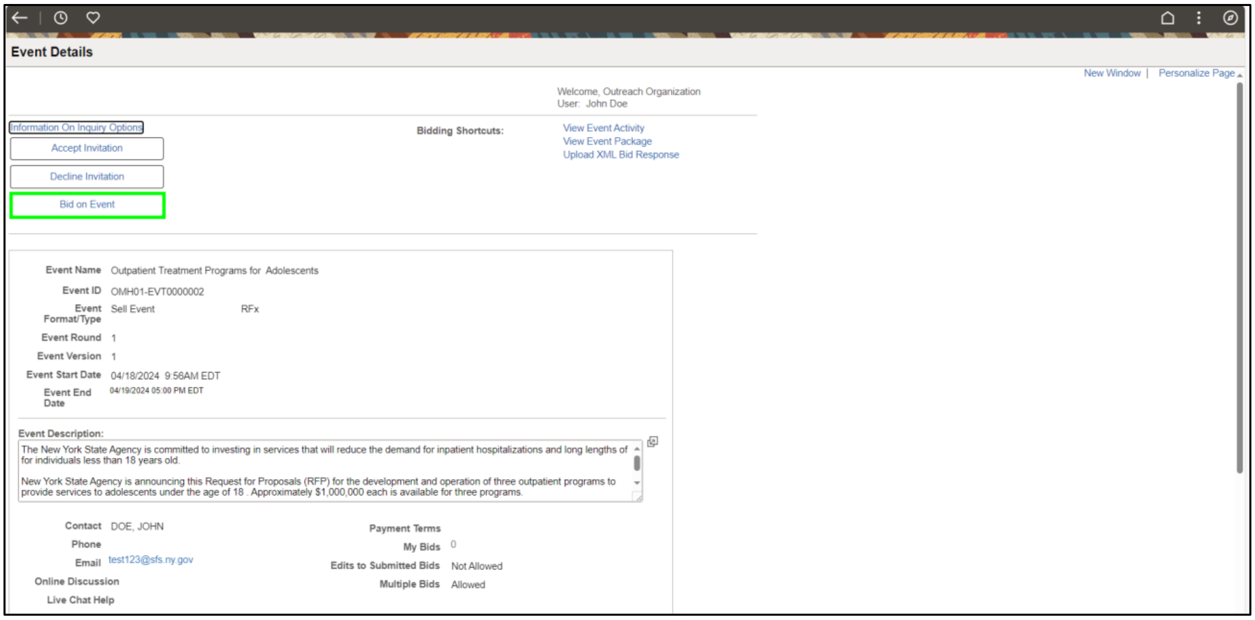
Step	Action
1.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids  **Note:** You must log in to the SFS Vendor Portal to respond to a bid event.



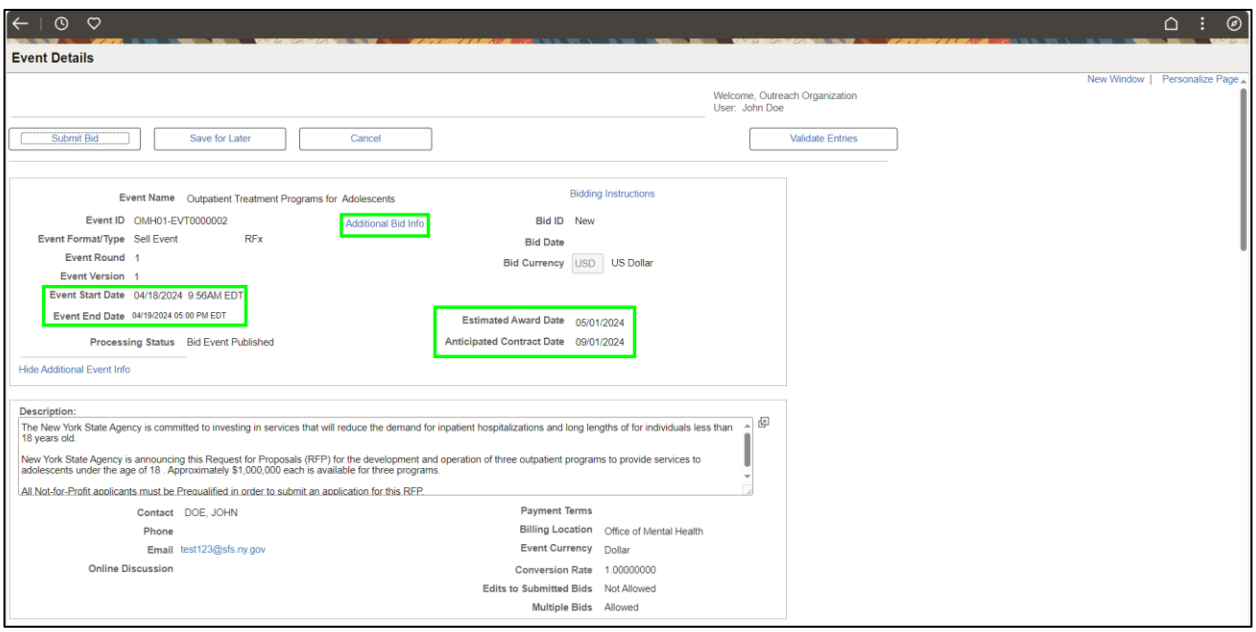
Step	Action
2.	Click the **Bid Event Search** tile.



Step	Action
3.	Enter the applicable search criteria in the **Search Criteria** fields. In this example, select the **Search by Status** field drop-down list and click **Available** from the list.
4.	Click the **Search** button. 
5.	**Note**: A list of Event IDs will populate based on the search criteria entered. Click an **Event ID** link to initiate a bid response. In this example, we will click the Bid Event **EVT0000002** link to initiate a bid response.

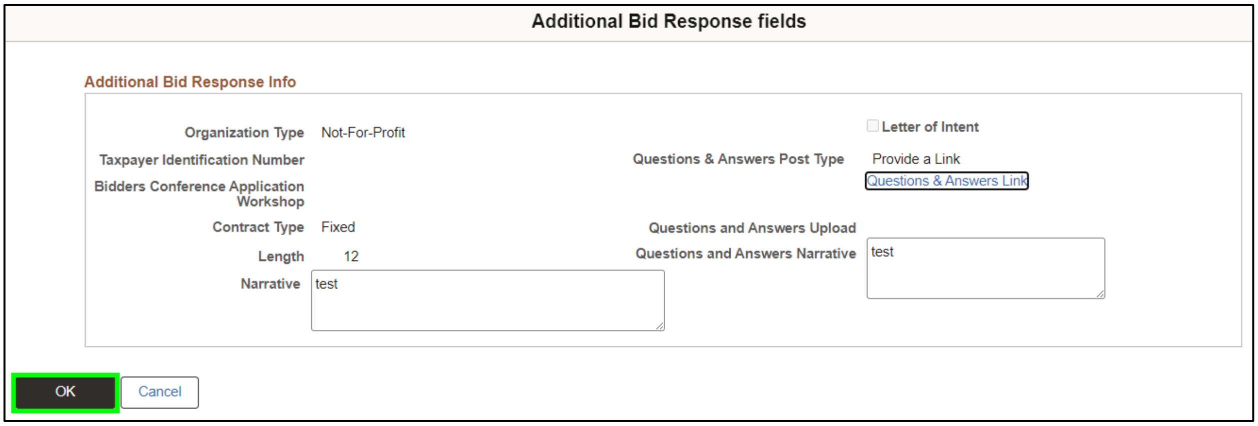


Step	Action
6.	Click the **Bid on Event** button. Bid on Event

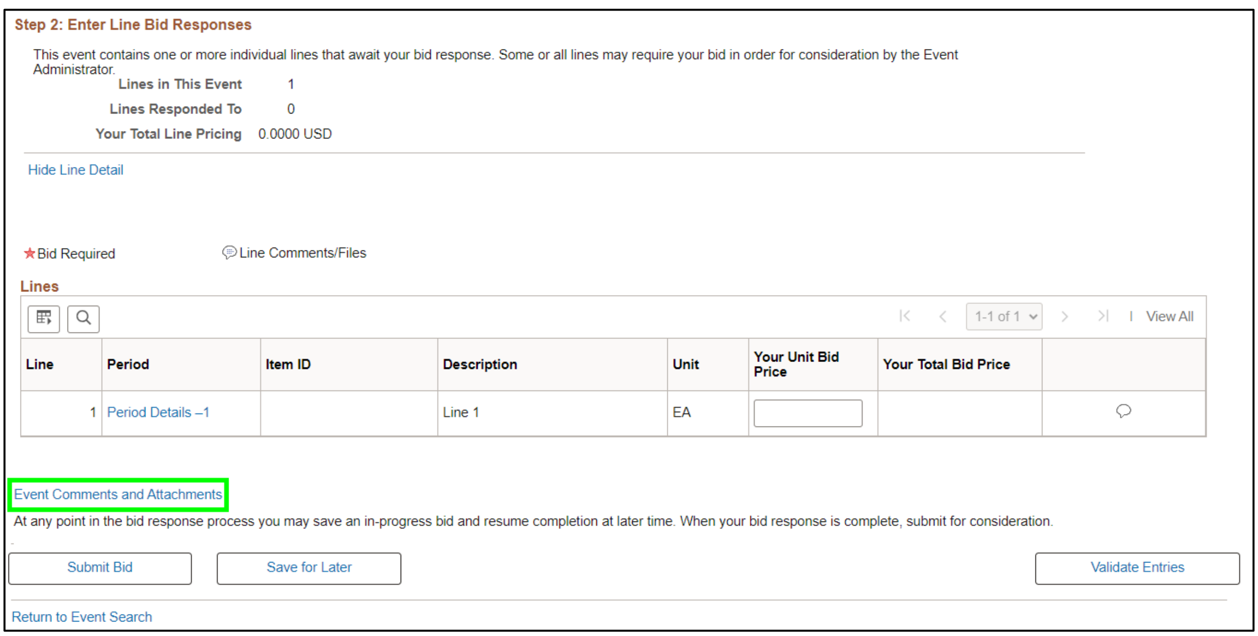


Step	Action
7.	Review the **Event Start**, **Event End Date**, **Estimated Award Date**, **Anticipated Contract Date** fields.

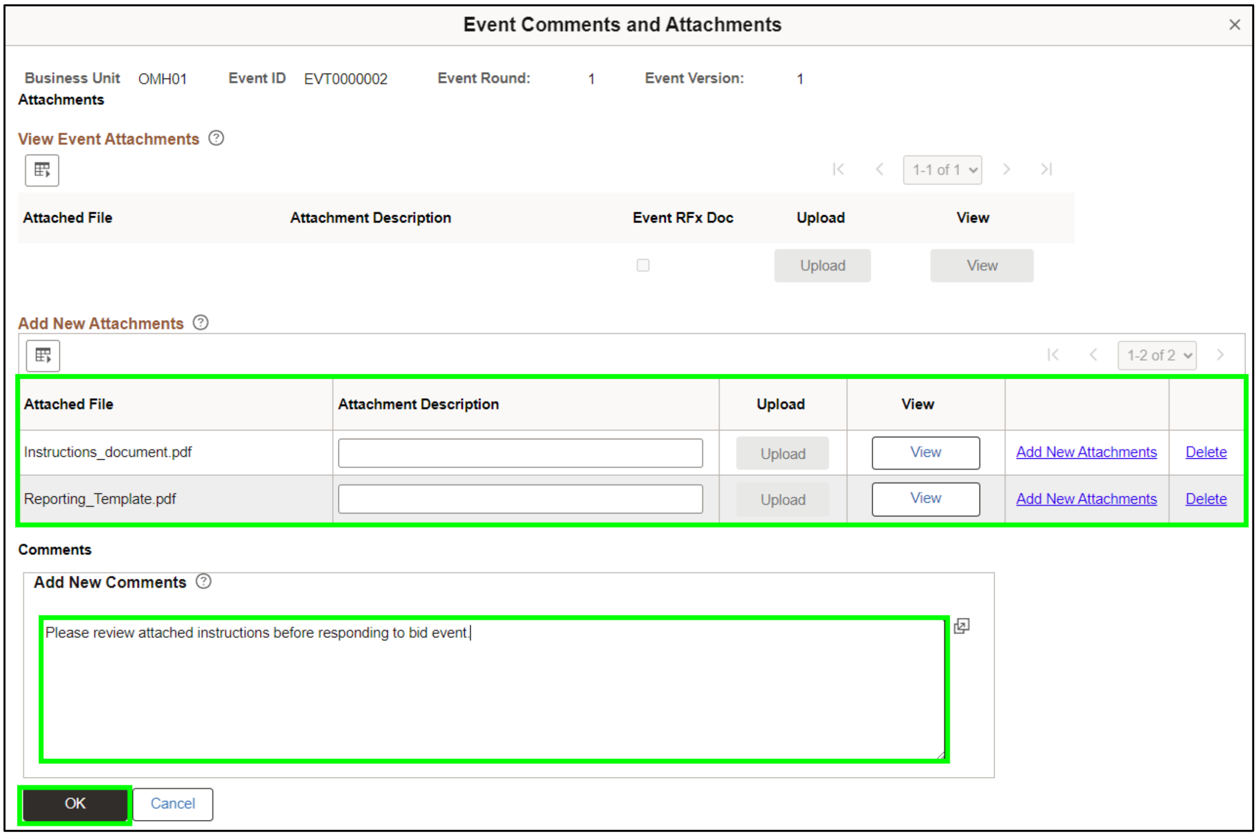
Step	Action
8.	Click the **Additional Bid Info** link.



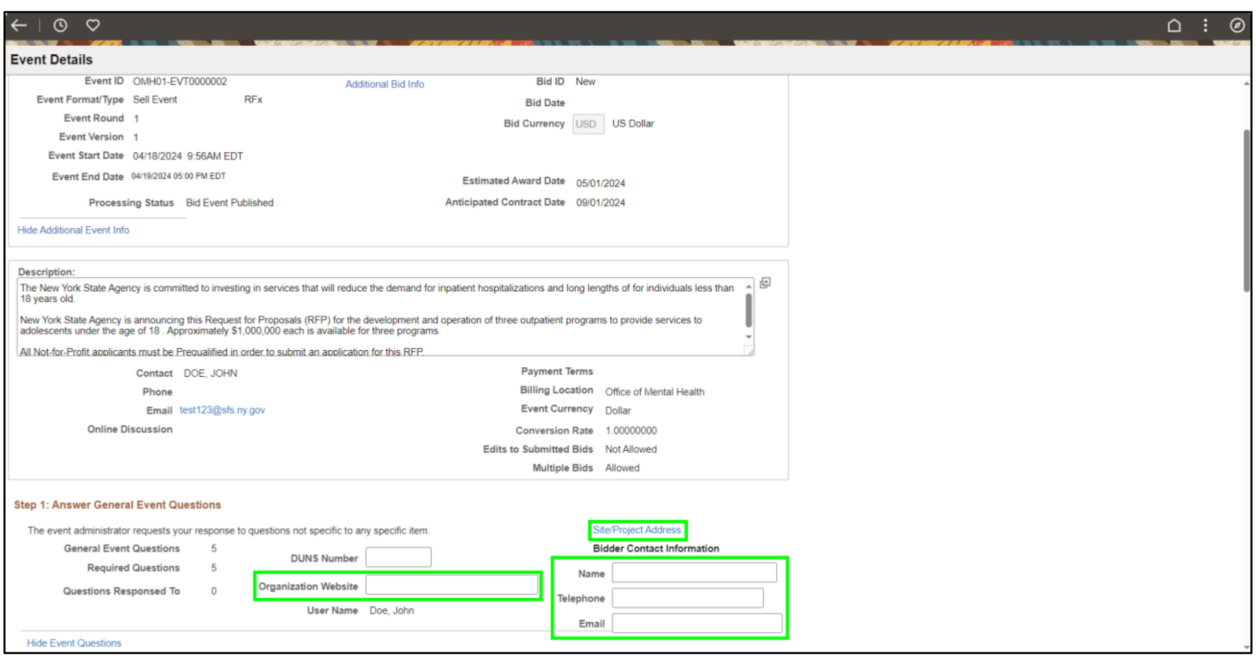
Step	Action
9.	Review the **Additional Bid Info**. Click the **OK** button to return to the **Event Details** page.



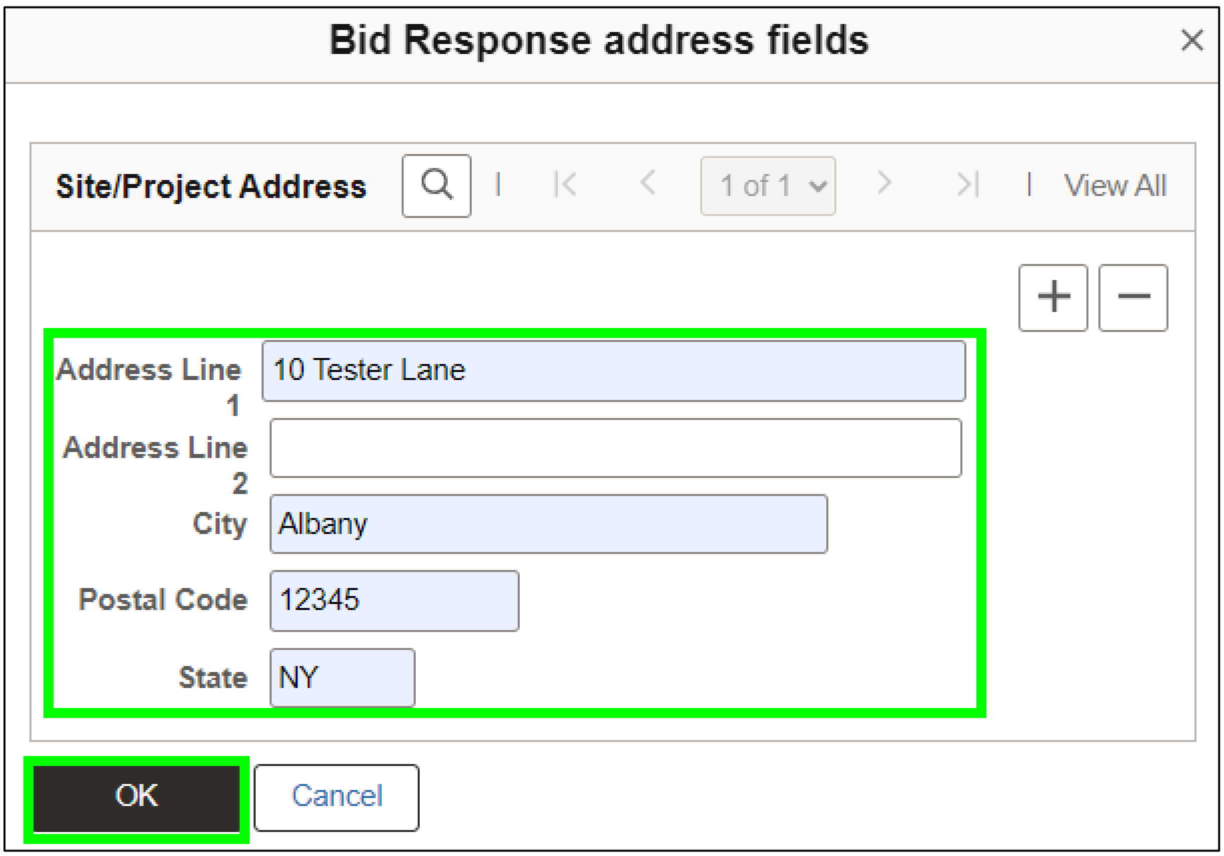
Step	Action
10.	Select the **Events Comments and Attachments** link, located at the bottom of the page, to view any instructions, attachments and/or comments. You may need to scroll to see this link.



Step	Action
11.	Click the **OK** button after viewing the instructions, attachments and comments.

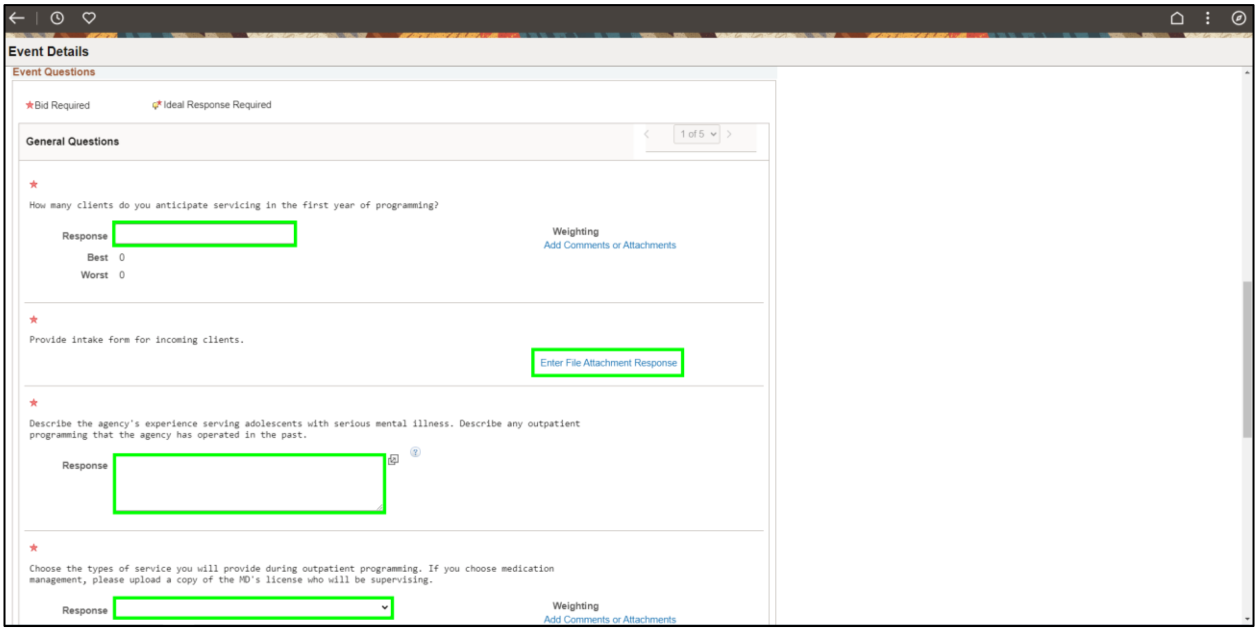


Step	Action
12.	Use the **scrollbar** to navigate to the **Step 1: Answer General Event Questions** section.
13.	If applicable, enter your **Organization Website** in the **Organization Website** field. This field is optional and not required.
14.	Under the **Bidder Contact Information**, enter the following information: • **Name** • **Telephone** • **Email** **Note**: The contact listed should be the person/people within the NFP who can be contacted with questions about the bid response
15.	Click the **Site/Project Address** link.

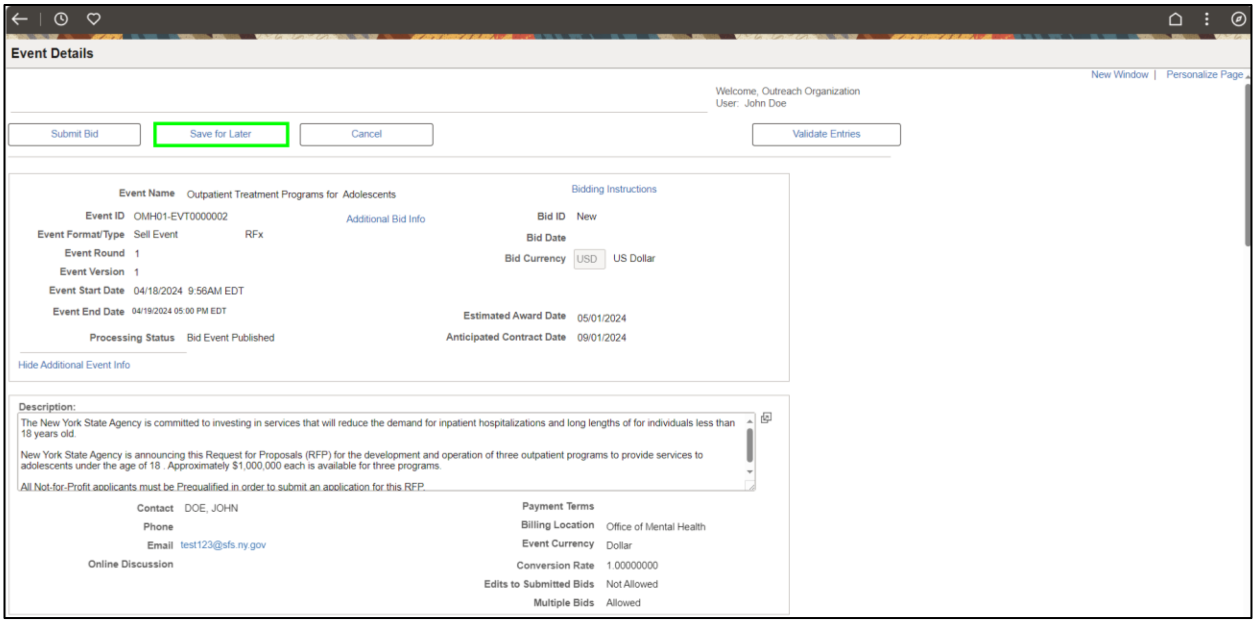


Step	Action
16.	Enter **Address Details**, including the following information: • **Address Line 1** • **Address Line 2** (if applicable) • **City**

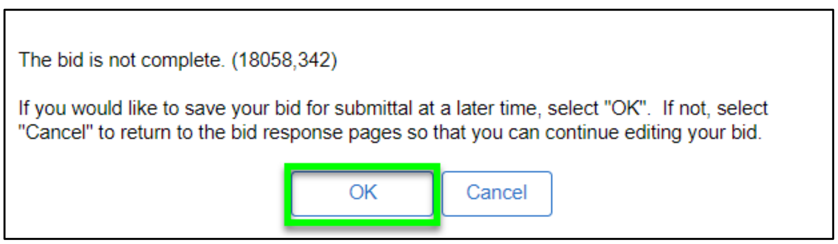
Step	Action
	• **Postal Code** • **State** **Note:** The **Site/Project Address** is where the grant will be used, or funds will be spent.
17.	When you have finished entering address details, click the **OK** button.



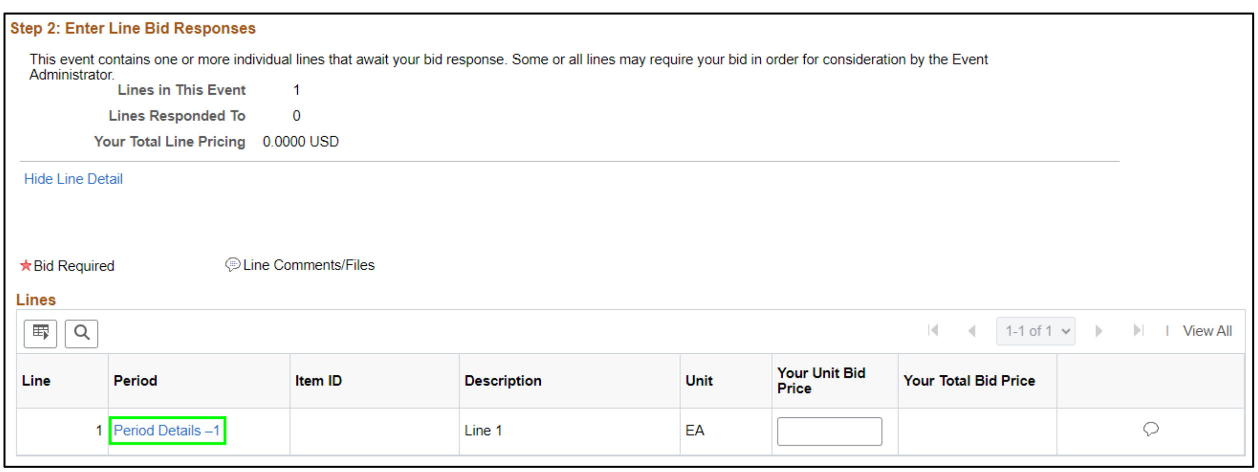
Step	Action
18.	Review and respond to **Event Questions**. Those that are flagged as Required (*) must be responded to in order to submit a bid response. **Note:** • Text responses are limited to 2,000 characters. Comments/Attachments can be utilized to add additional text if the 2,000-character limit is met. • The ability to add a Comment/Attachment will vary based on the question.



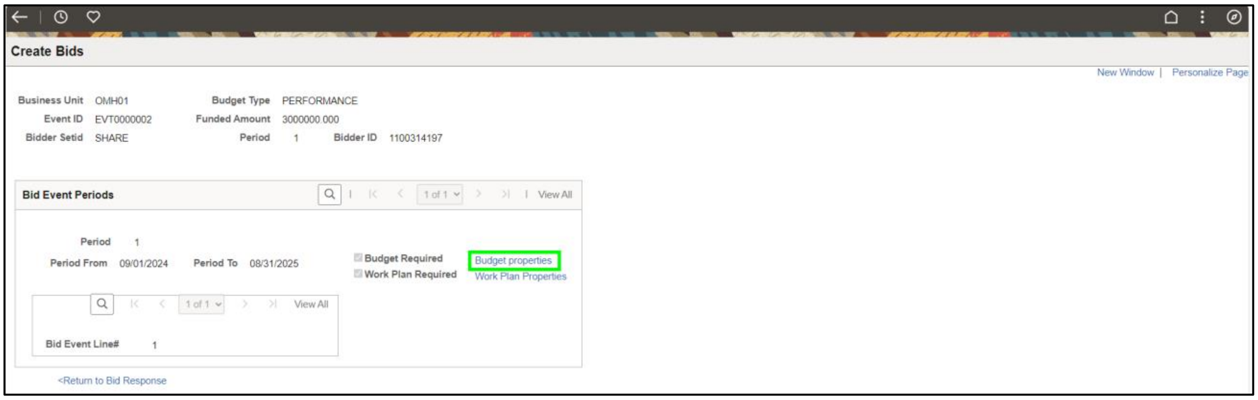
Step	Action
19.	Click the **Save for Later** button.



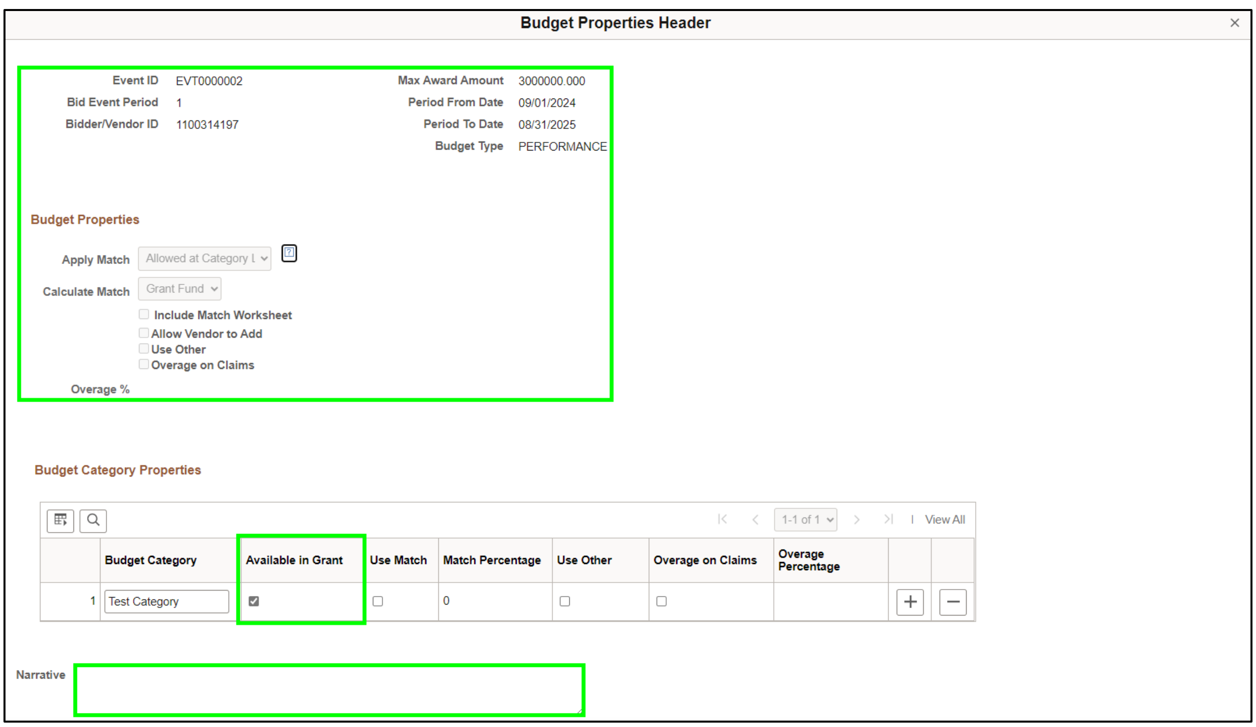
Step	Action
20.	In the resulting popup, click the **OK** button to save your progress.



Step	Action
21.	**Scroll** to the bottom of the page. Under the **Lines** section, click the **Period Details - 1** link under the **Period** column to access budget and work plan information.

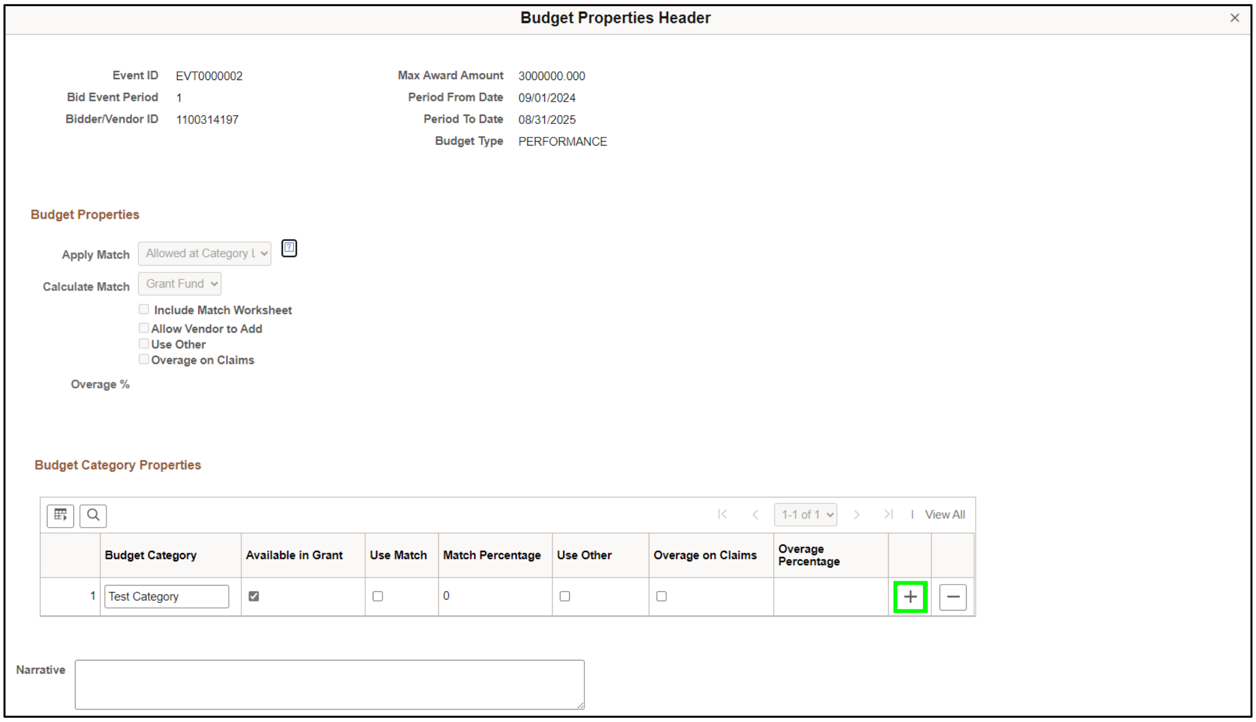


Step	Action
22.	Click the **Budget properties** link.

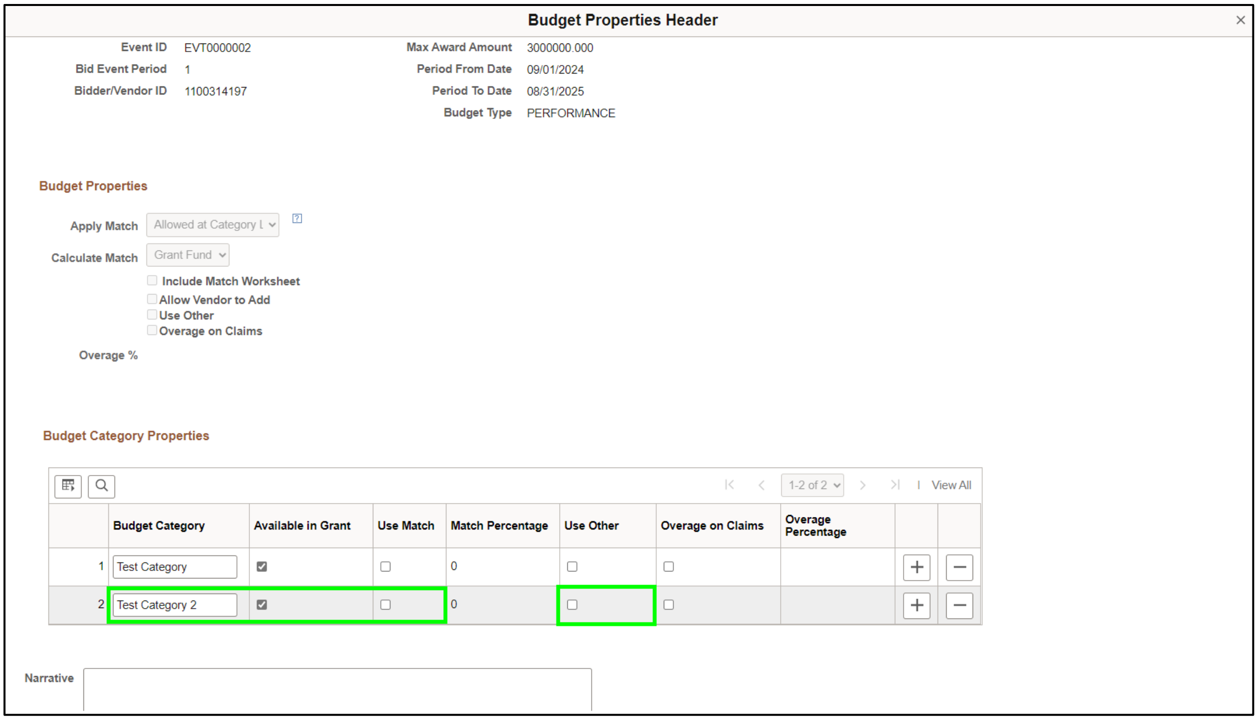


Step	Action
23.	Review the **Budget Header Information**. This section was completed by the agency.

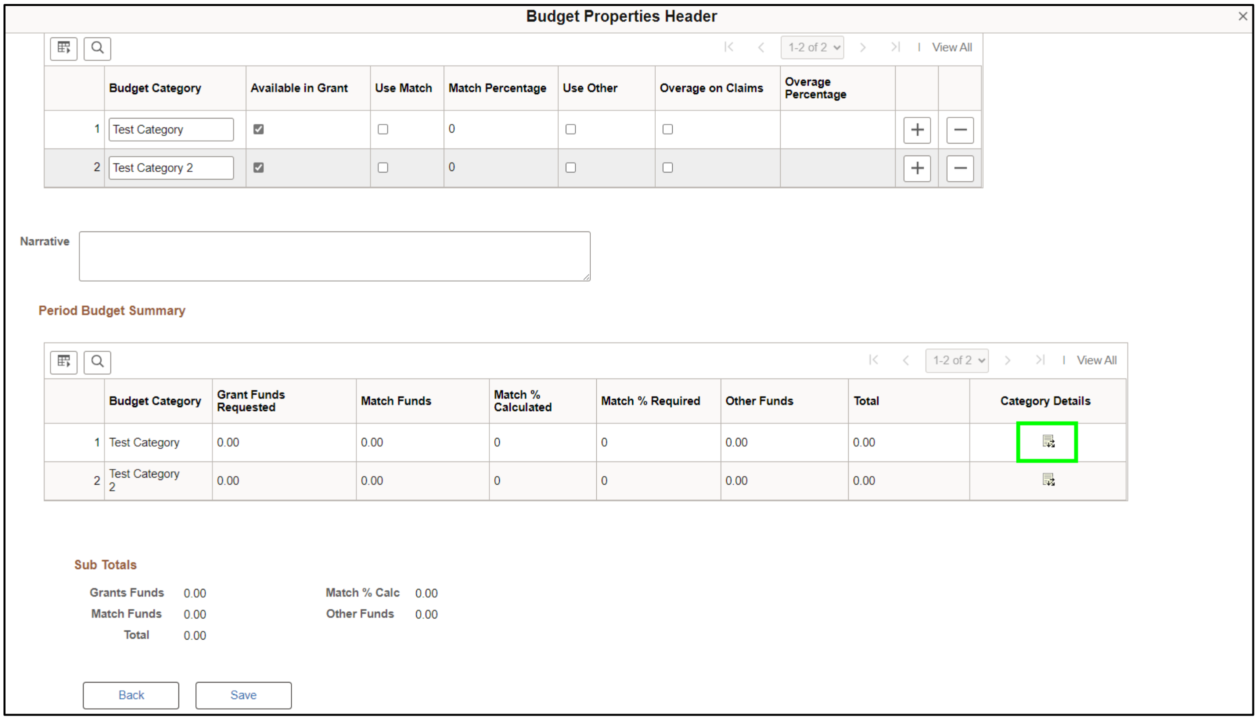
Step	Action
24.	Review **Budget Category Property** section (including Narrative), noting which rows have **Available in Grant** checked. **Note:** This section was completed by the agency to help the grantee understand which Budget Category(s) require a response.



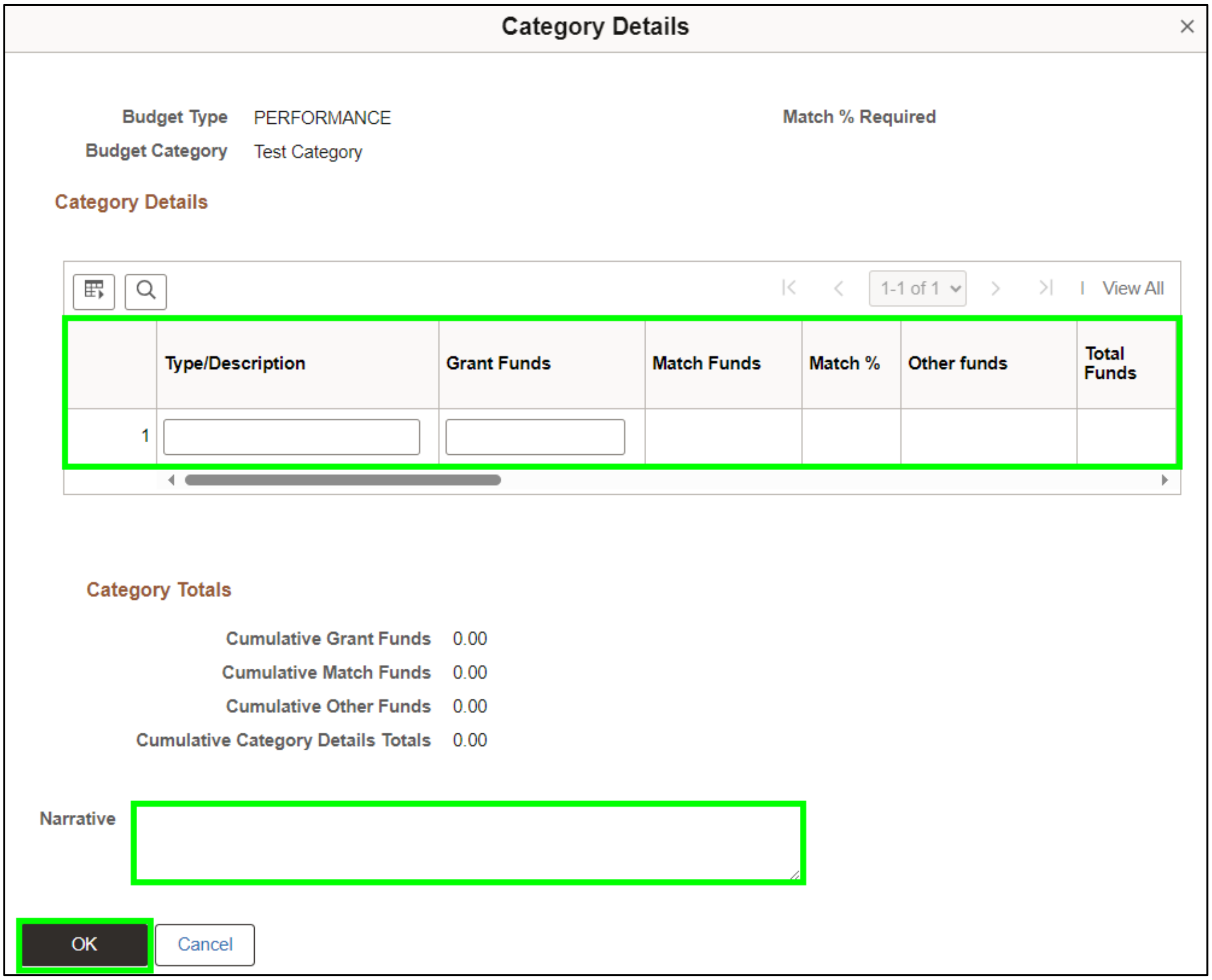
Step	Action
25.	Under **Budget Category Property** section, click **Plus Sign (+)** to add a new row.



Step	Action
26.	Enter the applicable deliverable or outcome into the **Budget Category** field.
27.	Click the **Available in Grant** checkbox so the budget category details can be entered for the category.
28.	**Note**: • When the **Use Match** checkbox is selected, the **Match Funds** field is available for entry on the **Category Details** page for the budget category. • When the **Use Other** checkbox is selected, the **Other Funds** fields is available for entry on the **Category Details** page for the budget category. In this example, we will not select these two options.

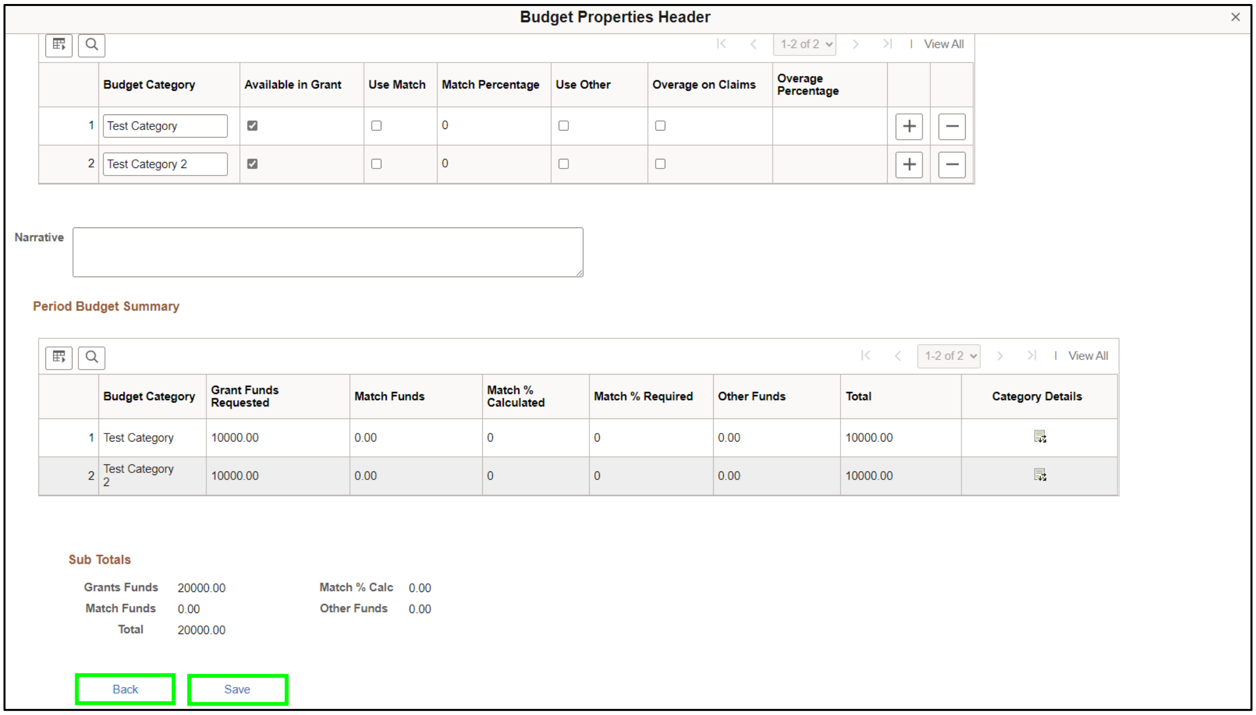


Step	Action
29.	Scroll down to the **Period Budget Summary** section and click on the **Category Details** icon for the first budget category.

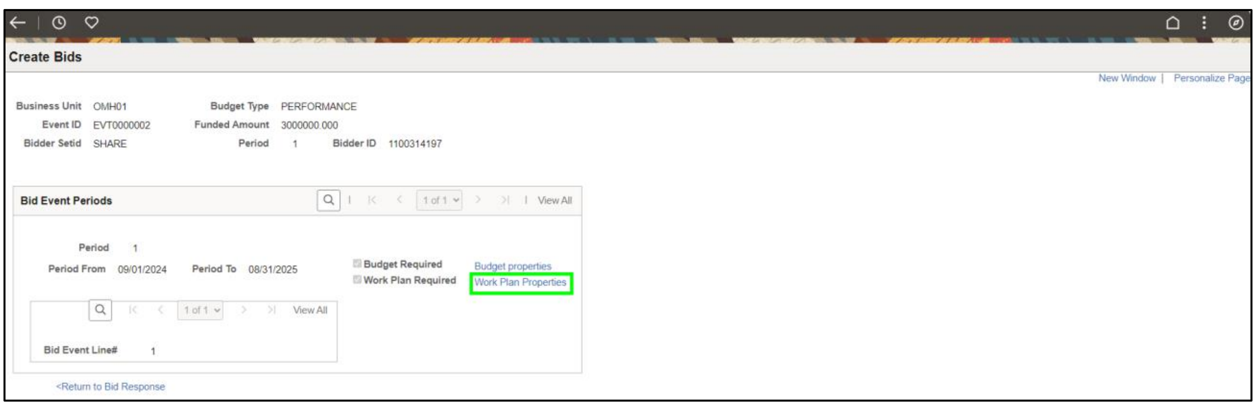


Step	Action
30.	Leave the **Type/Description** field blank.
31.	Enter the applicable value into the **Grant Funds** field. In this example, we will enter **10,000** in the **Grant Funds** field.
32.	Enter the applicable value into the **Match Funds** field. **Note:** This field may be greyed out if it was not selected on the bid event; if greyed out, move onto next step.
33.	Enter the applicable value into the **Other Funds** field. **Note:** This field may be greyed out if it was not selected on the bid event; if greyed out, move on to the next step.
34.	Enter the applicable value into the **Narrative** field. **Note**: The narrative could be additional information for the agency or could be used to summarize the changes you made.

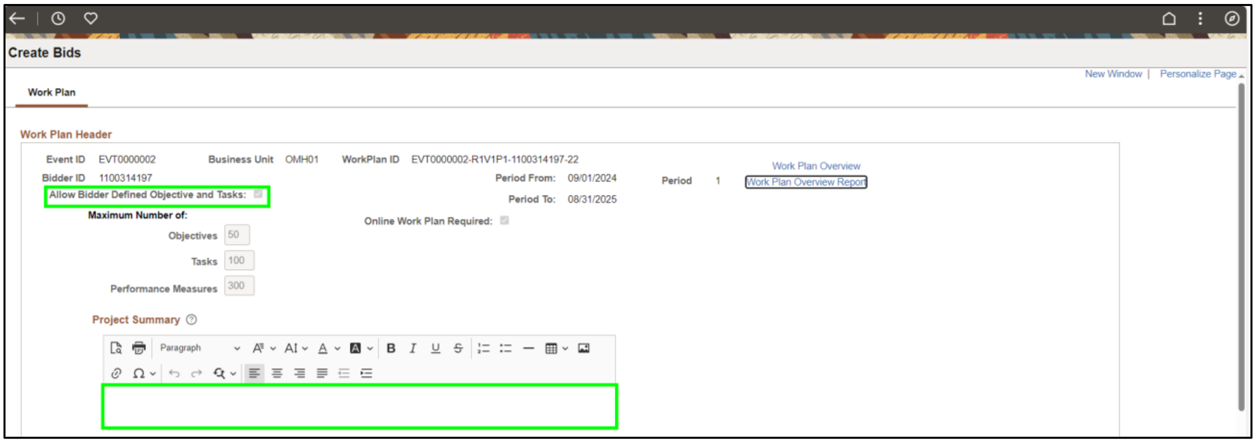
Step	Action
	In this example, we will leave this field blank.
35.	Click the **OK** button.
36.	Under the Period Budget Summary section, click on **Category Details** icon for the second budget category.
37.	Leave the **Type/Description** field blank.
38.	Enter the applicable value into the **Grant Funds** field. In this example, enter **10,000** in the **Grant Funds** field.
39.	Enter the applicable value into the **Match Funds** field. **Note:** This field may be greyed out if it was not selected on the bid event; if greyed out, move onto next step.
40.	Enter the applicable value into the **Other Funds** field. **Note:** This field may be greyed out if it was not selected on the bid event; if greyed out, move onto next step.
41.	Enter the applicable value into the **Narrative** field. **Note**: The narrative could be additional information for the agency or could be used to summarize the changes you made. In this example, we will leave this field blank.
42.	Click the **OK** button.



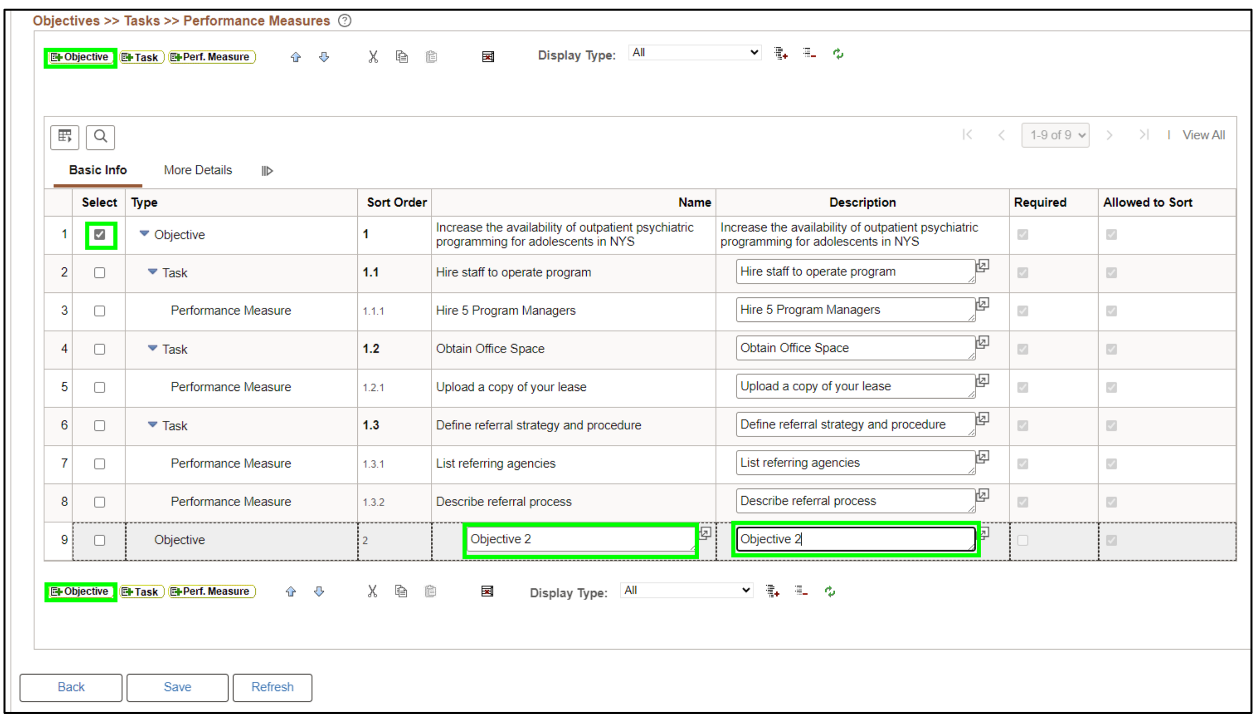
Step	Action
43.	Click the **Save** button.
44.	Click the **Back** button.



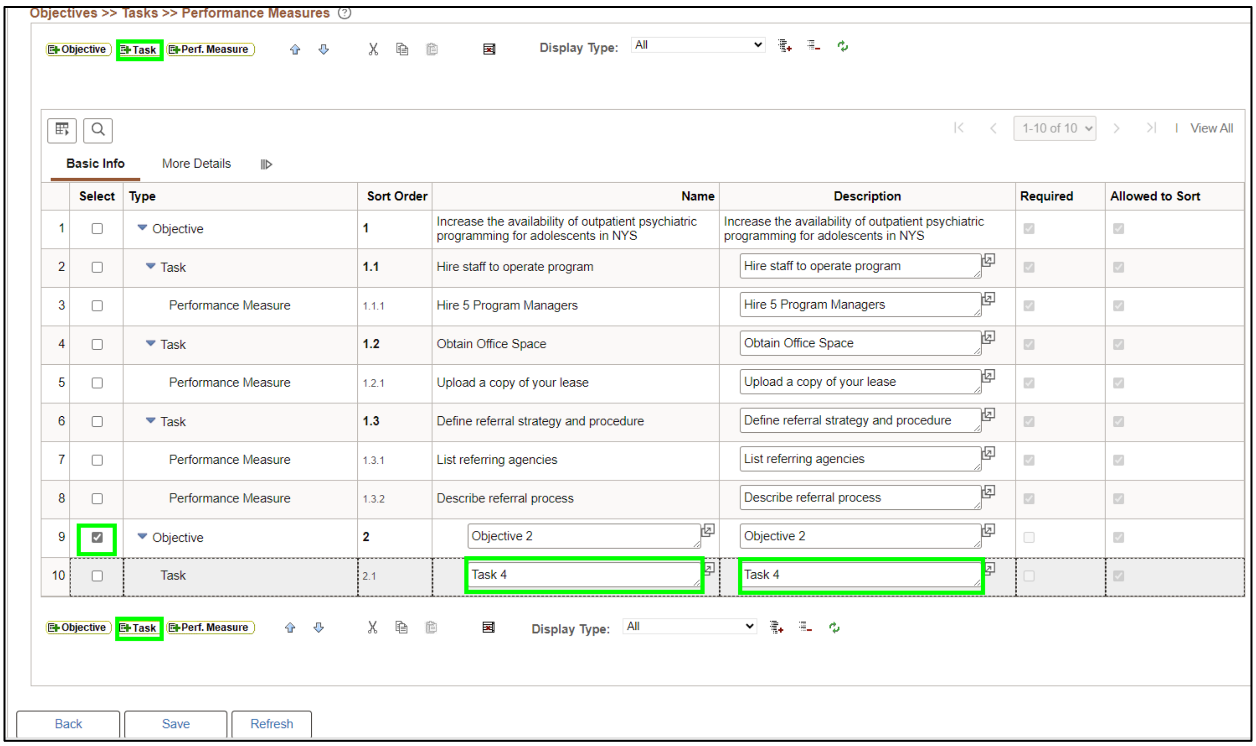
Step	Action
45.	Click the **Work Plan Properties** link.



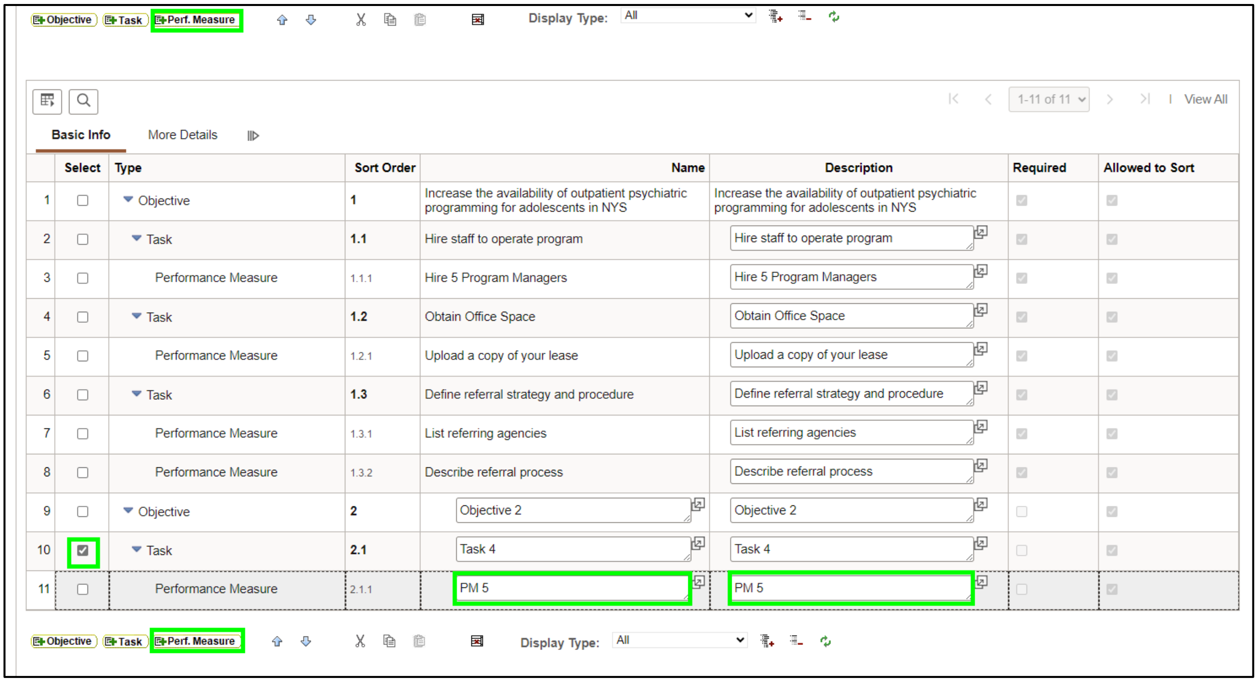
Step	Action
46.	Review the **Work Plan Header** information and verify the **Allow Bidder Defined Objectives and Tasks** is selected.
47.	**Note**: If the **Allow Bidder Defined Objectives & Tasks** box is checked and the Maximum Number of Objectives, Tasks, and Performance Measures have not already been entered, then you can add new objective, tasks, and performance measures if needed.
48.	Enter the applicable value into the **Project Summary** field.



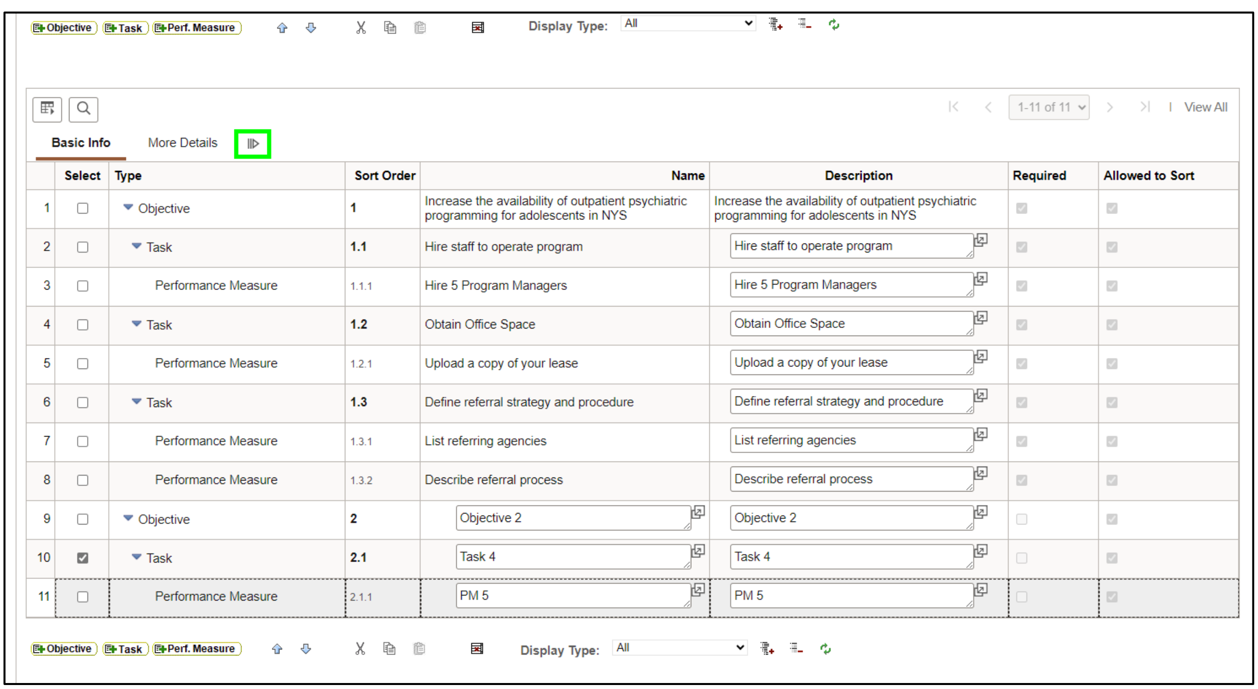
Step	Action
49.	In this example, we will add additional rows in the **Objectives >> Tasks >> Performance Measures** section. **Note**: The First Objective with the underlying Task and Performance Measure in the list was entered by the agency. Click on the **Objective** row to add additional objectives.
50.	Click the **+ Objective** button.
51.	On the **Objective** row, enter the applicable value in the **Name** field.
52.	On the **Objective** row, enter the applicable value in the **Description** field.



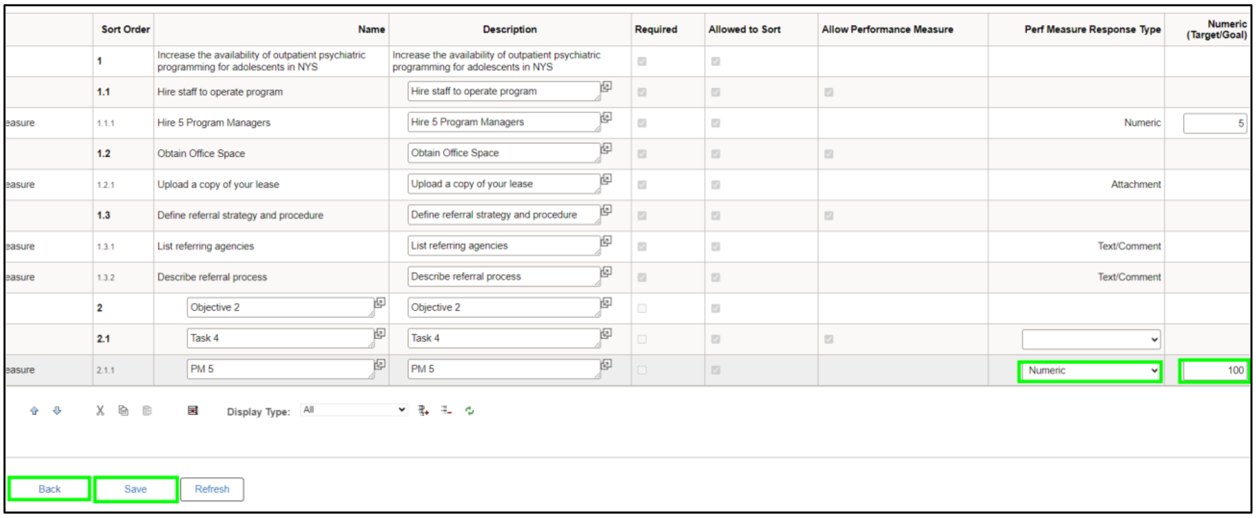
Step	Action
53.	Select the **Objective** row where the task will be added.
54.	Click **+ Task** button.
55.	On the **Task** row, enter the applicable value in the **Name** field.
56.	On the **Task** row, enter the applicable value in the **Description** field.



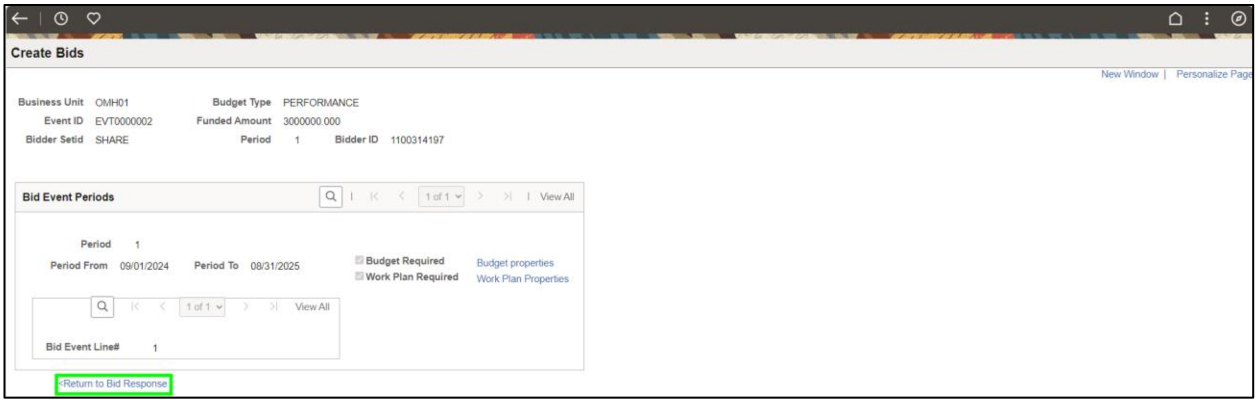
Step	Action
57.	Select the **Task** row where the performance measure will be added.
58.	Click **+ Performance Measure** button.
59.	On **Performance Measure** row, enter the applicable value in the **Name** field.
60.	On **Performance Measure** row, enter the applicable value in the **Description** field.



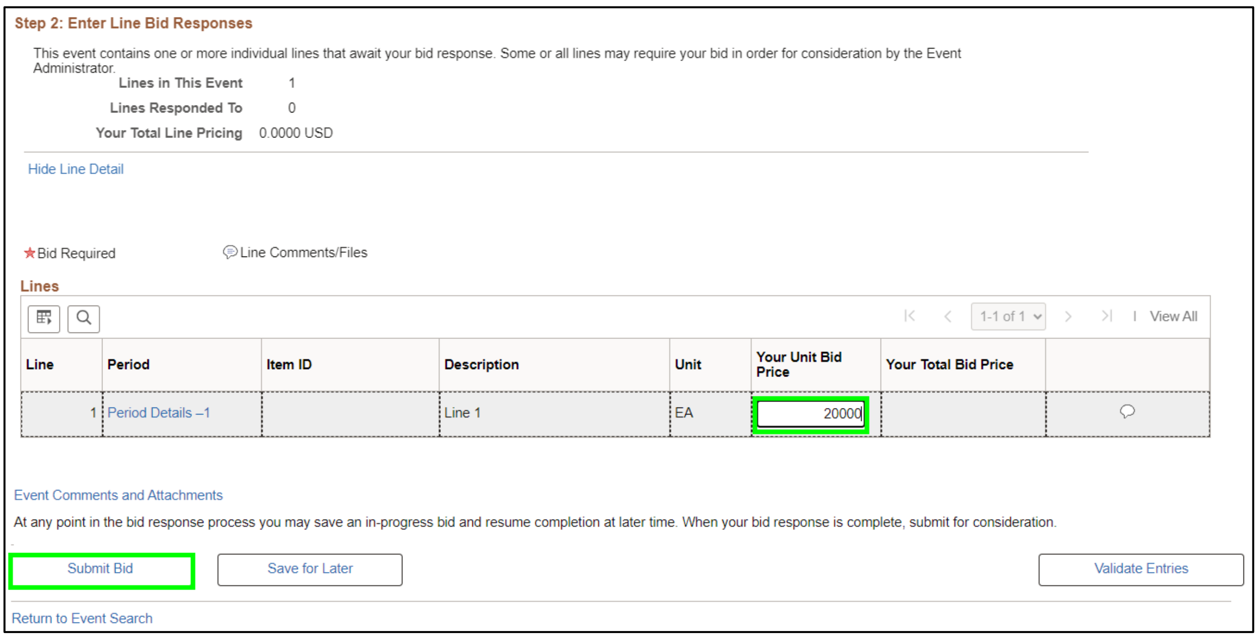
Step	Action
61.	Click the **arrow** to the right of the **More Details** tab to expand the view and see all fields.



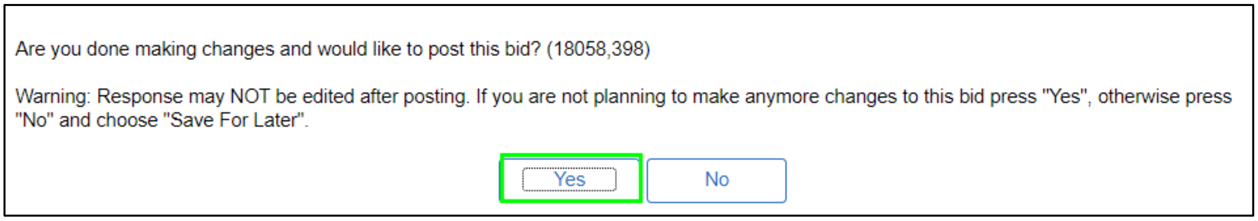
Step	Action
62.	**Note**: Available Performance Measure options are: • Attachment • Date • Numeric • Text/Comment • Yes/No In this example, on the **Performance Measure** row, we will select the **Performance Measure Response Type** drop-down list and select the **Numeric** option.
63.	Enter the applicable value into the **Numeric (Target/Goal)** field. In this example, we will enter **100** in the **Numeric (Target/Goal)** field.
64.	Click the **Save** button.
65.	Click the **Back** button.



Step	Action
66.	Click the **Return to Bid Response** link.



Step	Action
67.	**Note:** The amount entered in the **Your Unit Bid Price** field must equal the total Grant Funds Requested amount for the period, in order to submit the bid response. In this example, we will enter **20,000** in the **Your Unit Bid Price** field.
68.	When you are ready to submit your bid response, click the **Submit Bid** button.



Step	Action
69.	In the resulting popup, click the **Yes** button to confirm you would like to submit the bid.
70.	You have successfully completed the **Respond to Bid Event Performance Budget Types** topic.

Respond to Bid Event Capital Budget Types

Topic Description:
This topic provides the knowledge and skills to respond to Bid Event Capital Budget Types. Budget types dictate the grant opportunity attributes available for each section of a period budget. Capital budget types allow grantees to record costs related to capital spending on the bid event and grant contract.

Topic Objectives:
In this topic, you will learn:

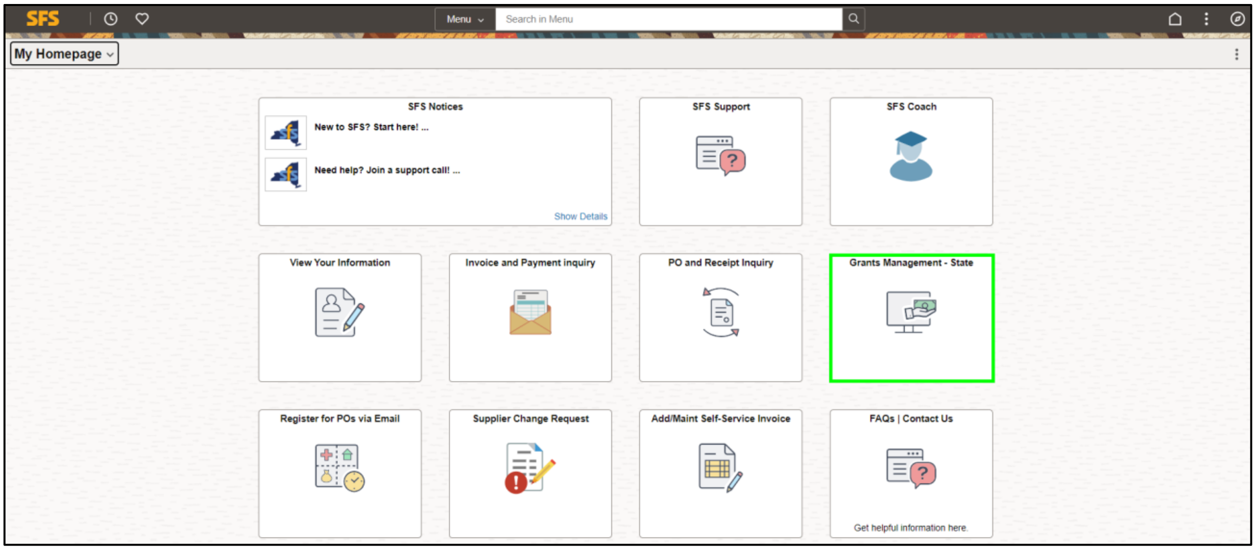
- How to respond to Bid Event Capital Budget Types

SFS role(s) required to perform this task:
- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE)
    - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
    - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.

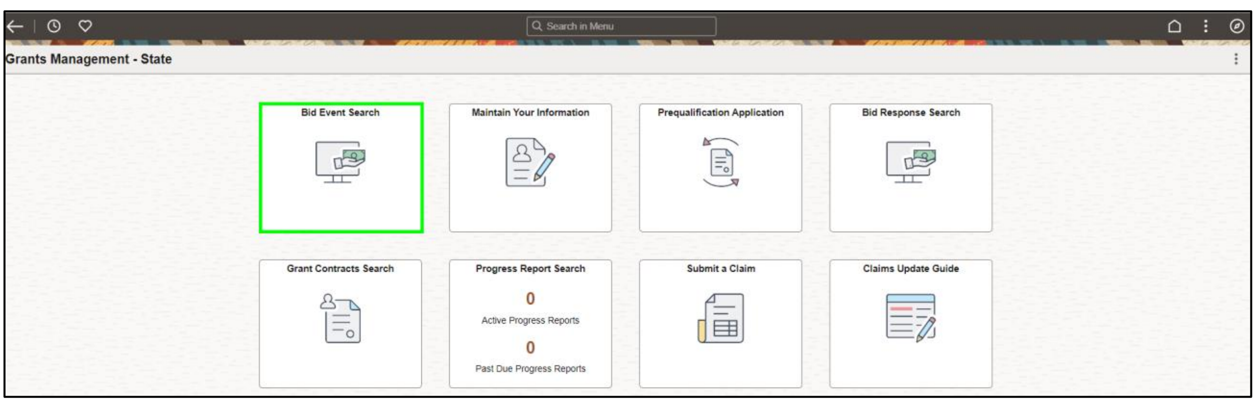
Procedure

Scenario: You will log in to the SFS Vendor Portal, search for an available bid event (grant opportunity) and respond to the agency questions. You will also enter your budget, work plan information, and your bid price before submitting to the agency for review.

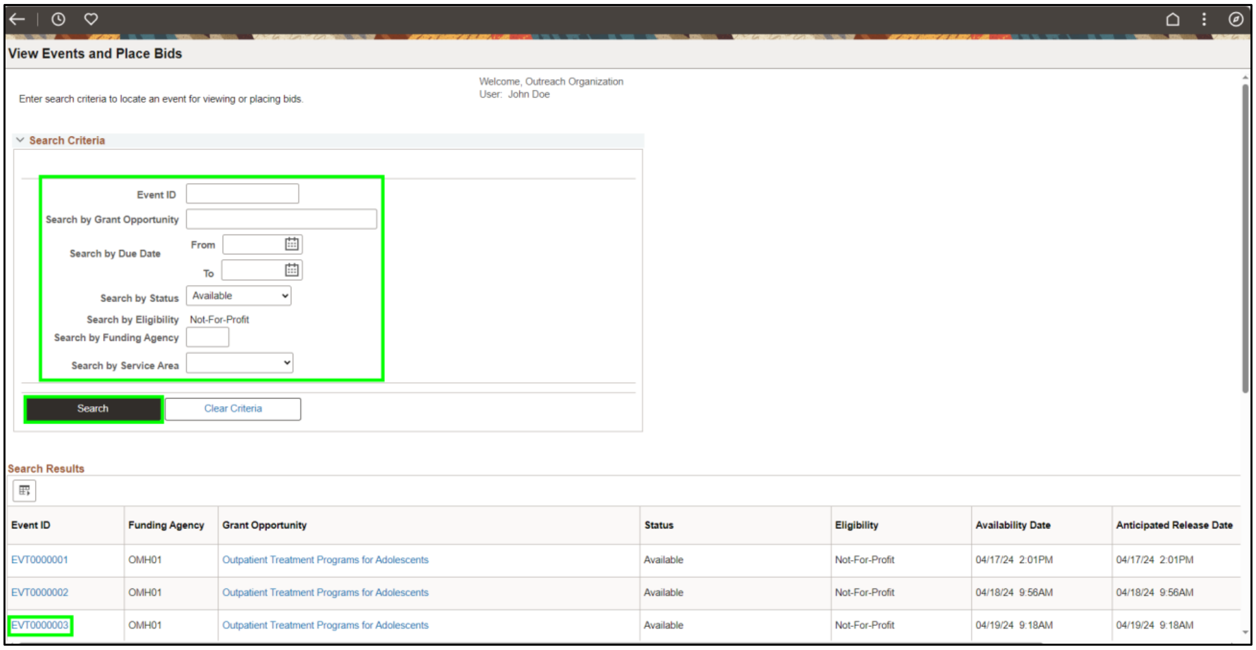
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



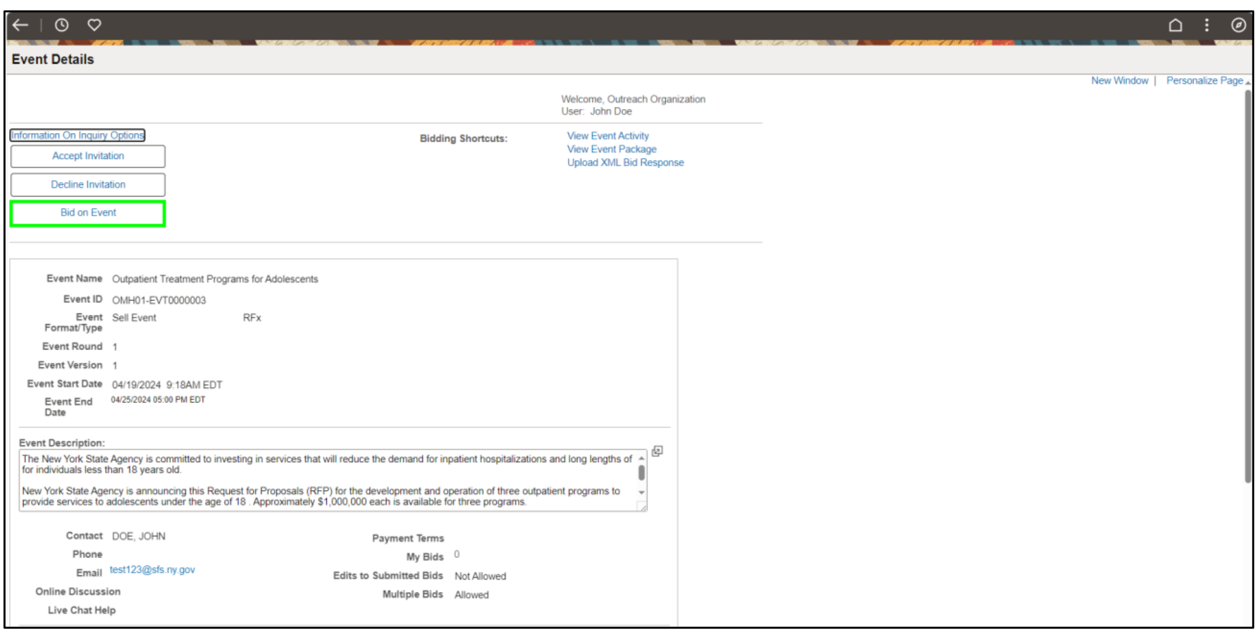
Step	Action
1.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids  **Note:** You must log in to the SFS Vendor Portal to respond to a bid event.



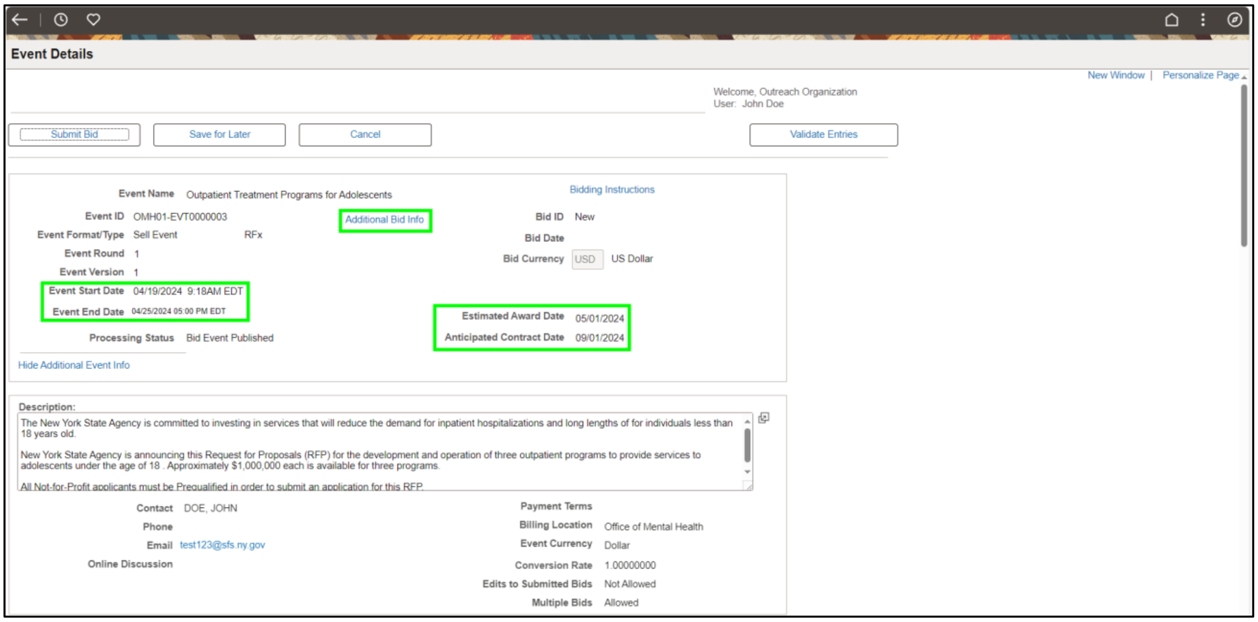
Step	Action
2.	Click the **Bid Event Search** tile.



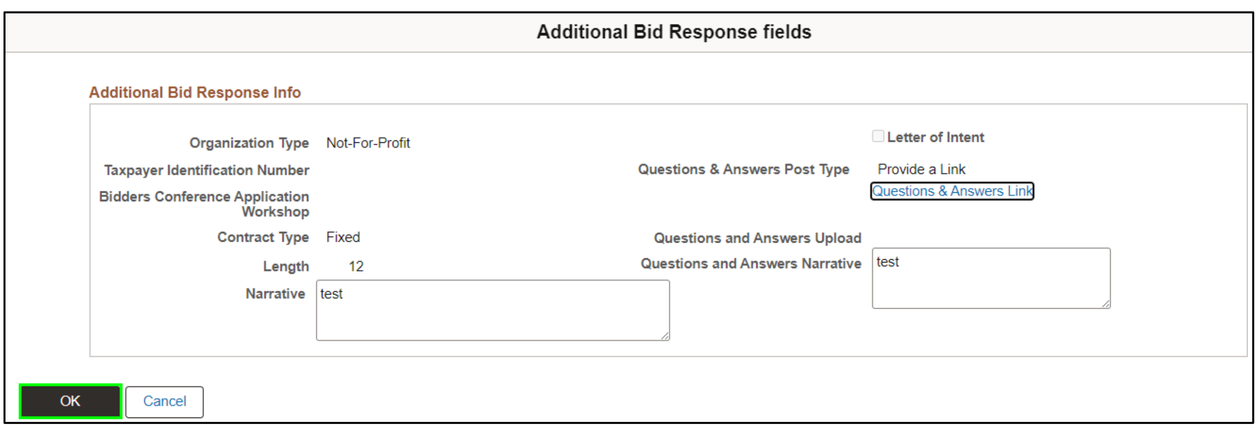
Step	Action
3.	Enter the applicable search criteria in the **Search Criteria** fields. In this example, we will select the **Search by Status** field drop-down list and click **Available** from the list.
4.	Click the **Search** button. 
5.	Click an **Event ID** link to initiate a bid response.



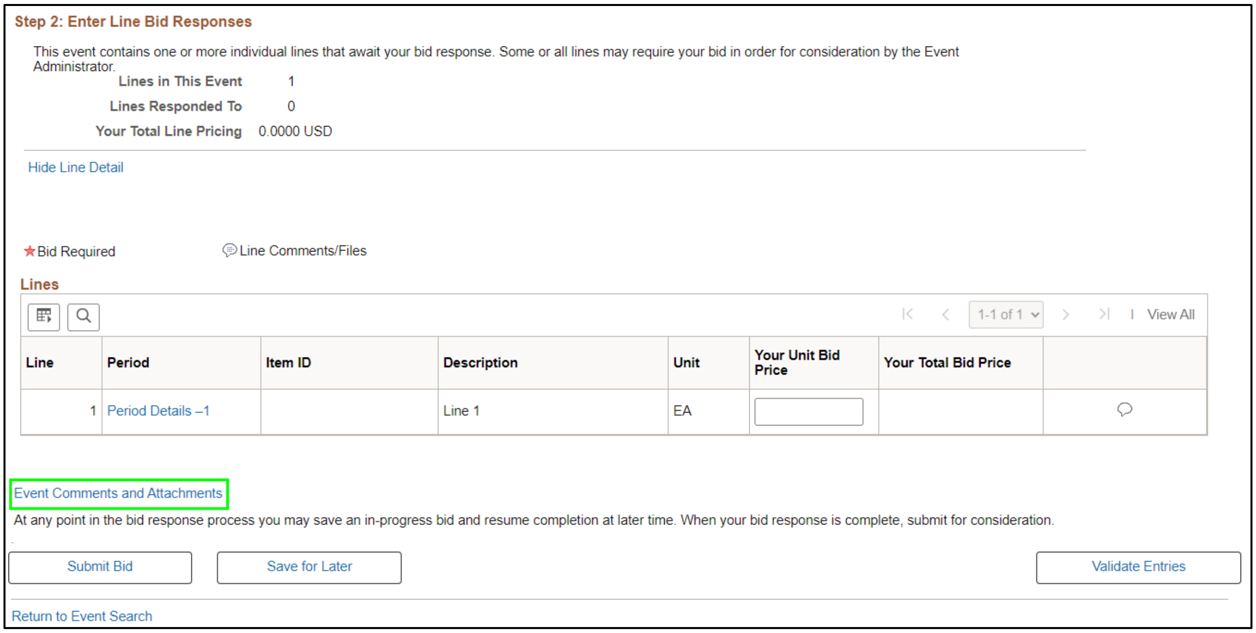
Step	Action
6.	Click the **Bid on Event** button. Bid on Event



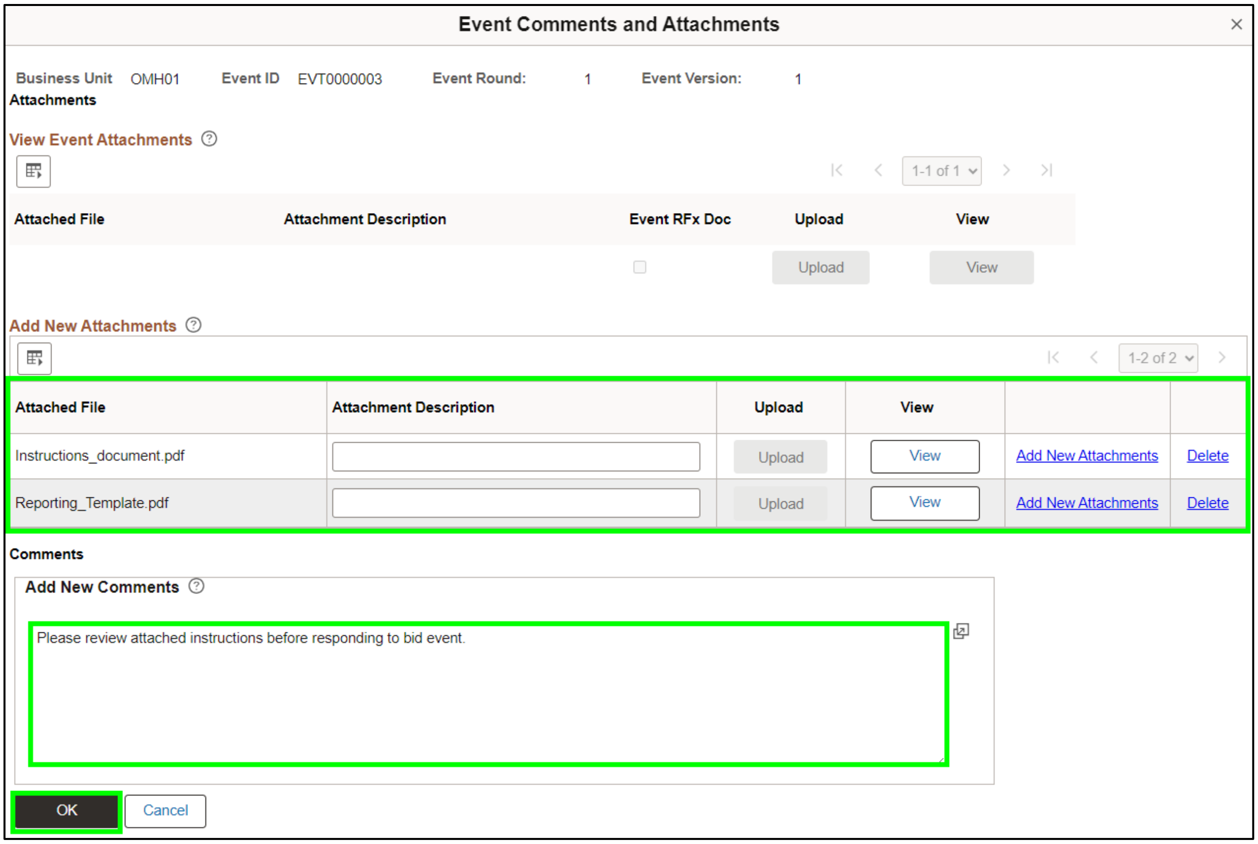
Step	Action
7.	Review the **Event Start**, **Event End Date**, **Estimated Award Date**, **Anticipated Contract Date** fields.
8.	Click the **Additional Bid Info** link.



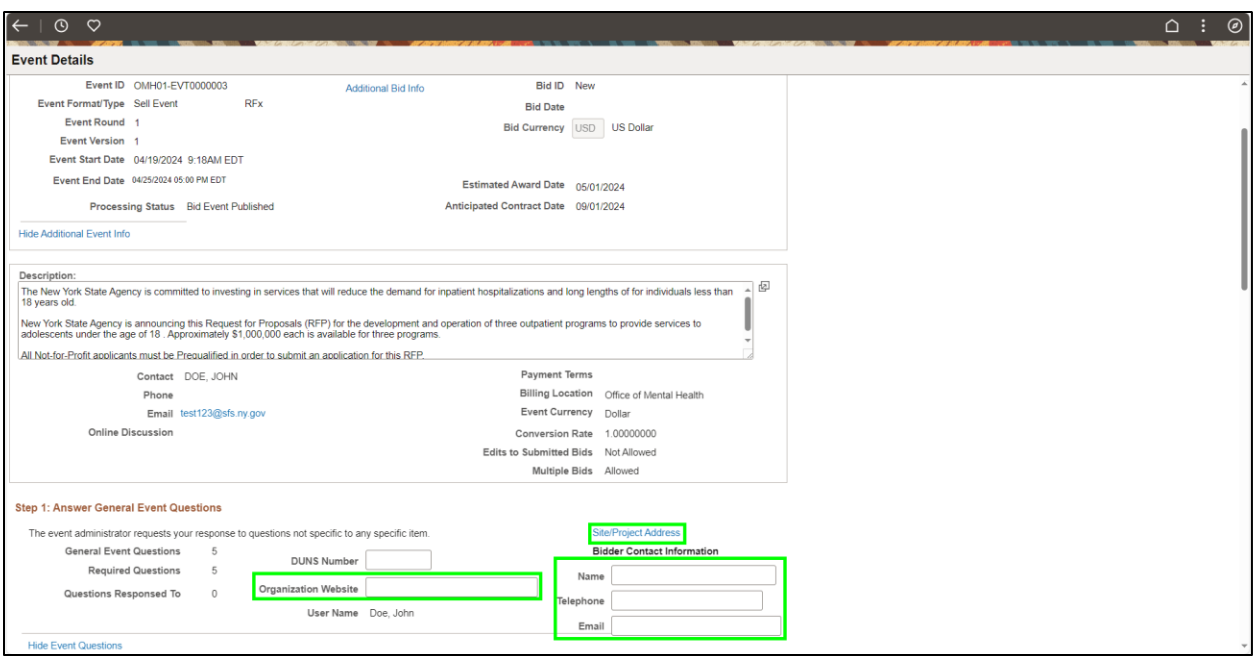
Step	Action
9.	Review the **Additional Bid Info**. Click the **OK** button to return to the **Event Details** page.



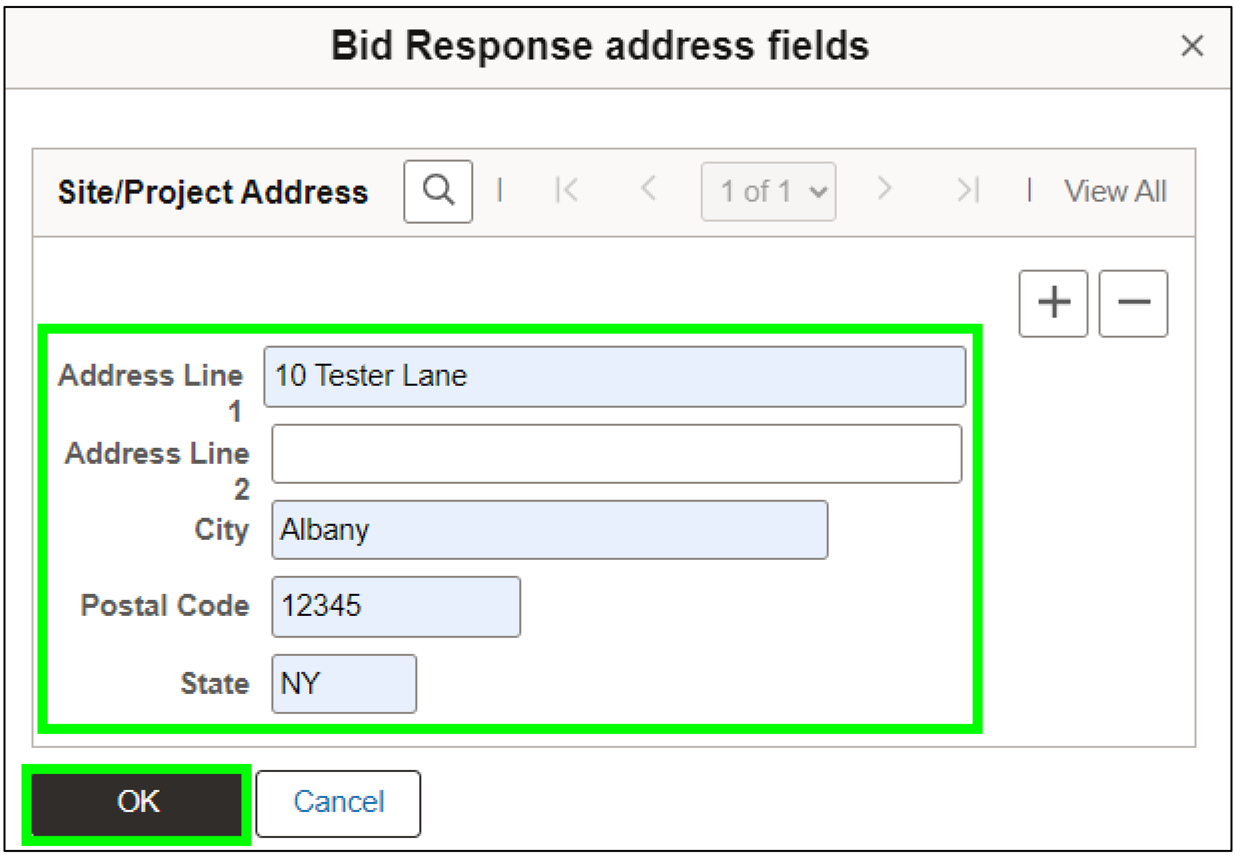
Step	Action
10.	Select the **Events Comments and Attachments** link, located at the bottom of the page, to view any instructions, attachments and/or comments. You may need to scroll to see this link.



Step	Action
11.	Click the **OK** button after viewing the instructions, attachments, and comments.

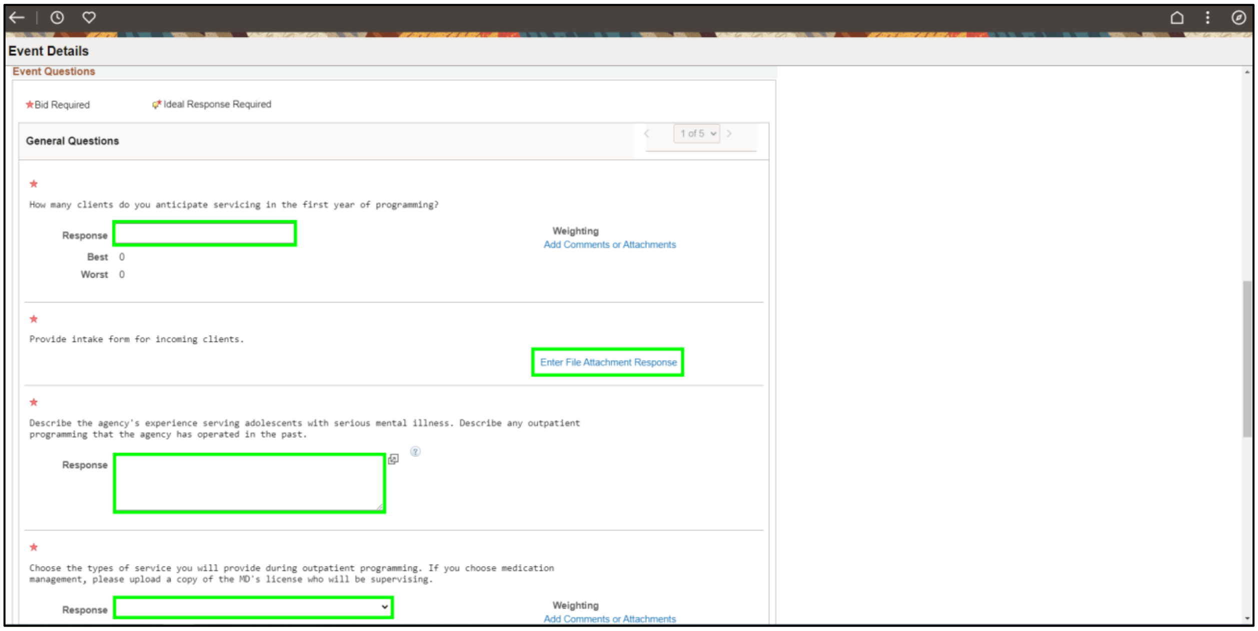


Step	Action
12.	Use the **scrollbar** to navigate to the **Step 1: Answer General Event Questions** section.
13.	If applicable, enter your **Organization Website** in the **Organization Website** field. This field is optional and not required.
14.	Under the **Bidder Contact Information**, enter the following information: • **Name** • **Telephone** • **Email** **Note**: The contact listed should be the person/people within the NFP who can be contacted with questions about the bid response
15.	Click the **Site/Project Address** link.

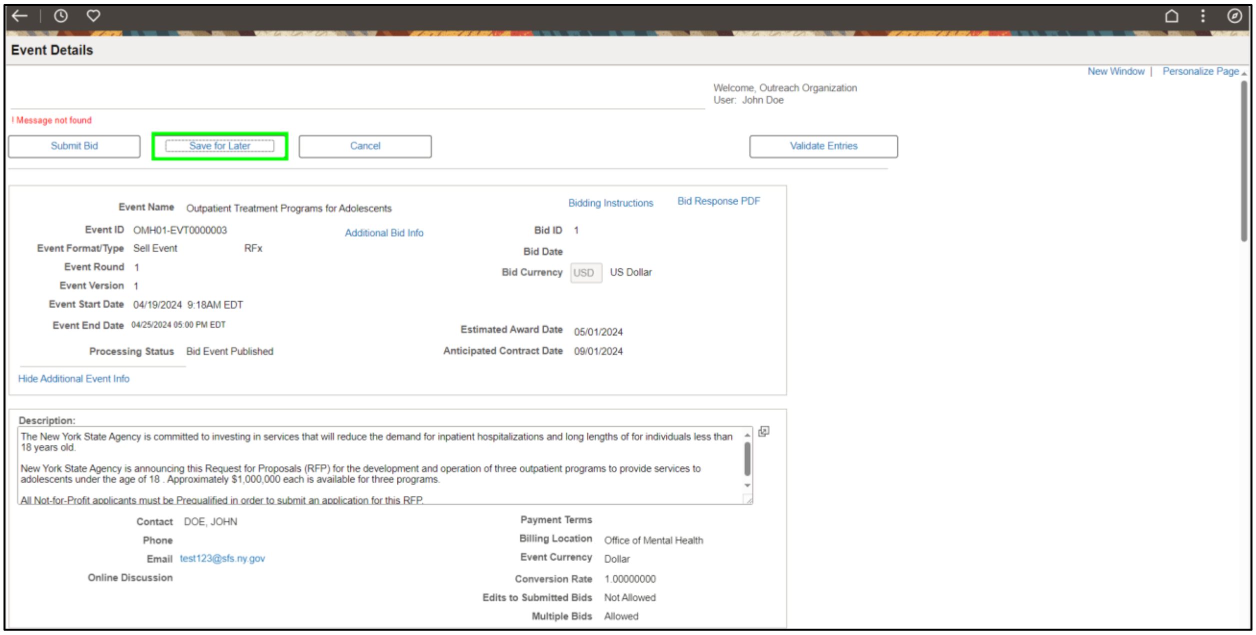


Step	Action
16.	Enter **Address Details**, including the following information: • **Address Line 1** • **Address Line 2** (if applicable) • **City** • **Postal Code**

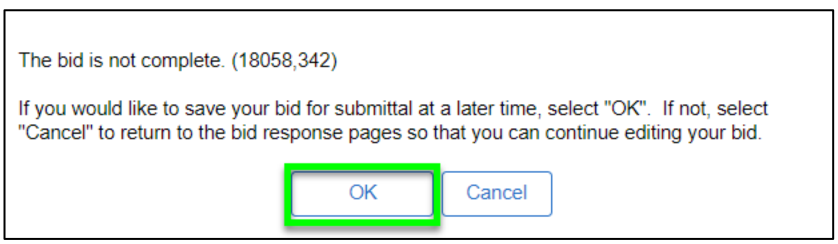
Step	Action
	• **State** **Note:** The **Site/Project Address** is where the grant will be used, or funds will be spent.
17.	When you have finished entering address details, click the **OK** button.



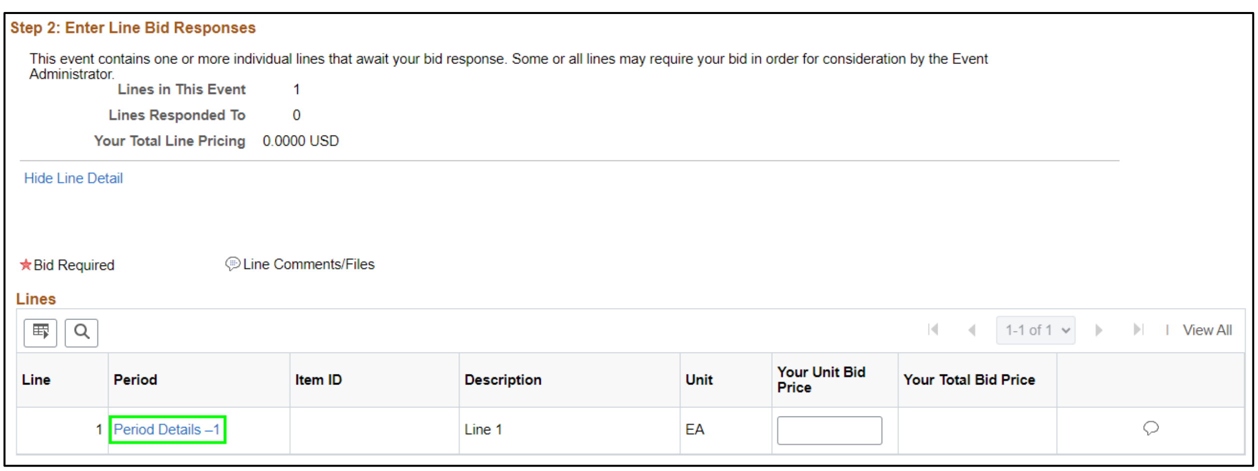
Step	Action
18.	Review and respond to **Event Questions**. Those that are flagged as Required (*) must be responded to in order to submit a bid response. **Note:** • Text responses are limited to 2,000 characters. Comments/Attachments can be utilized to add additional text if the 2,000-character limit is met. • The ability to add a Comment/Attachment will vary based on the question.



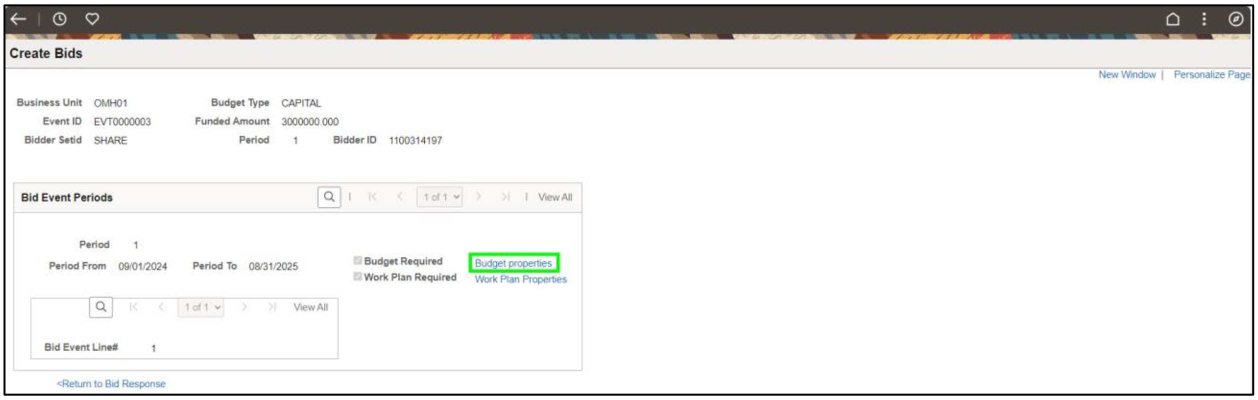
Step	Action
19.	Click the **Save for Later** button.



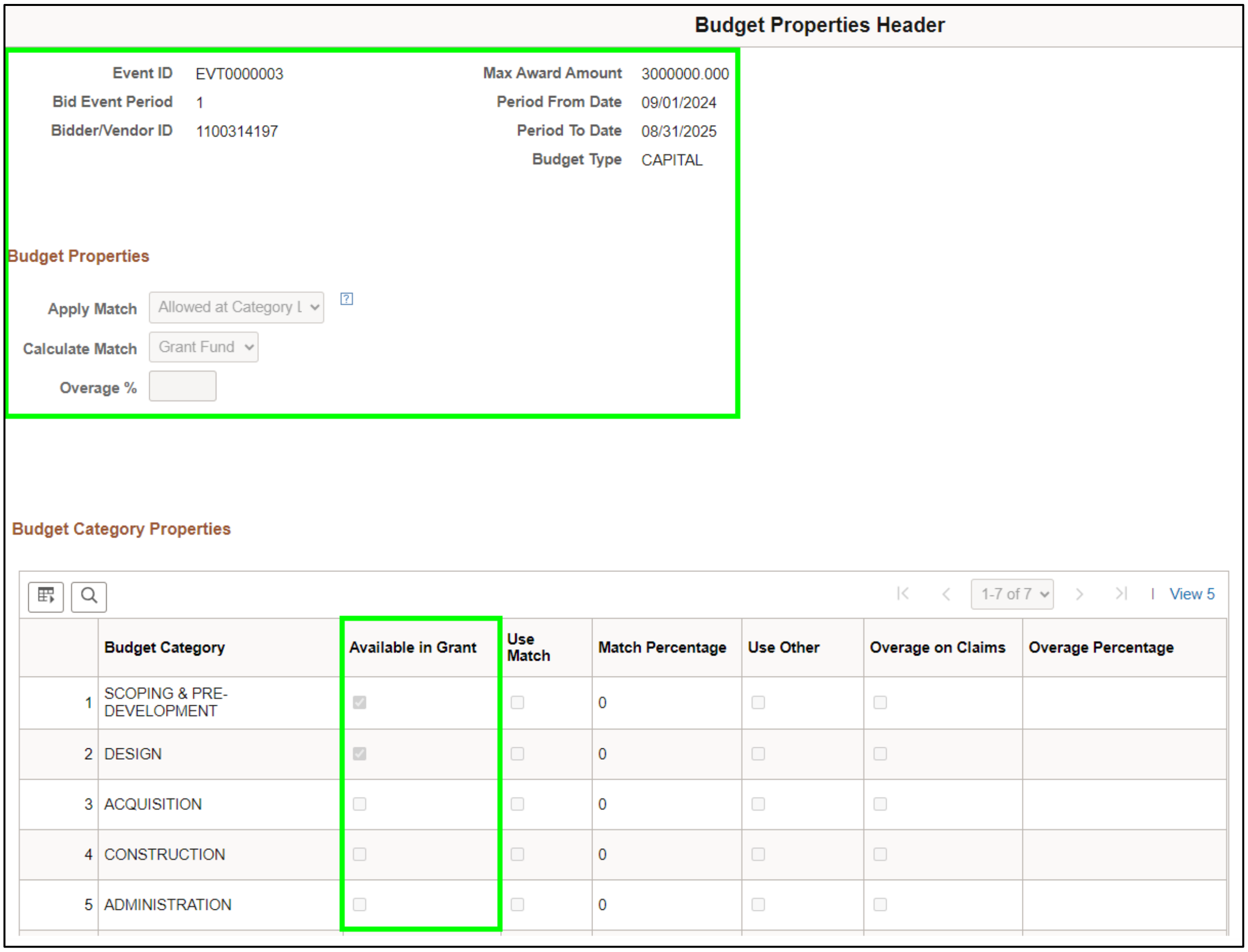
Step	Action
20.	In the resulting popup, click the **OK** button to save your progress.



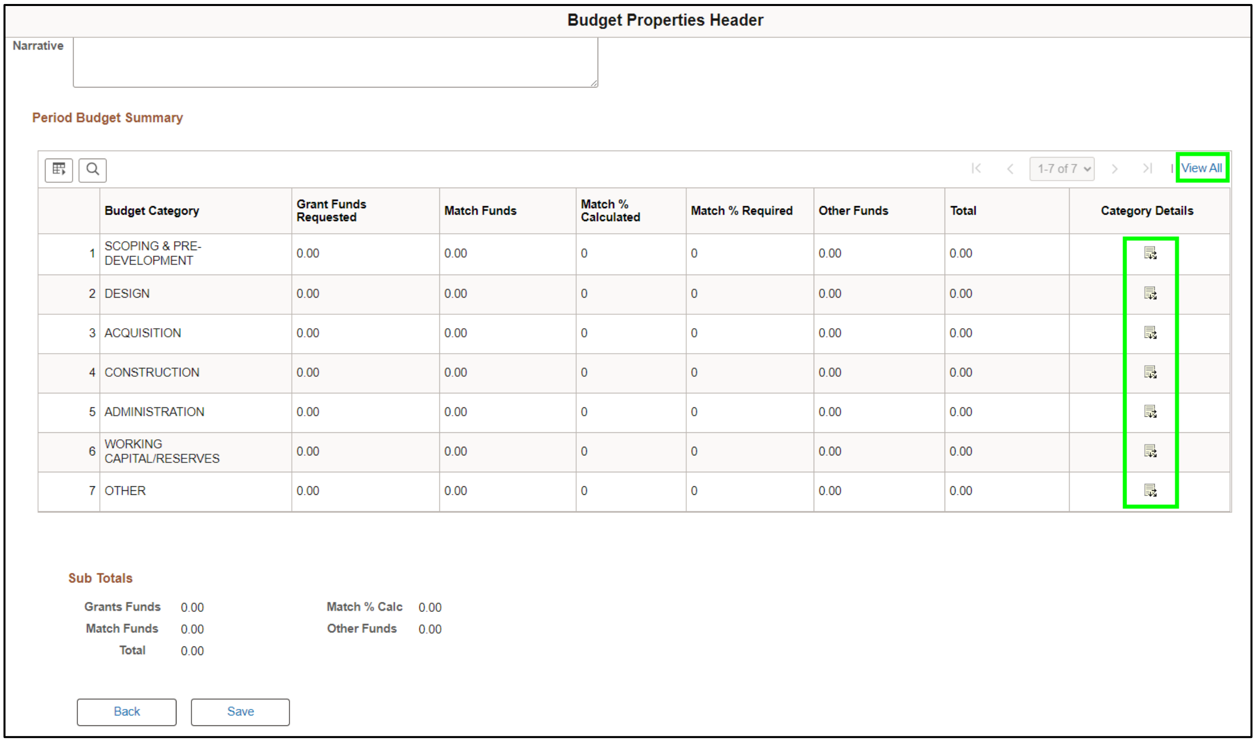
Step	Action
21.	**Scroll** to the bottom of the page. Under the **Lines** section, click the **Period Details - 1** link under the **Period** column to access budget and work plan information.



Step	Action
22.	Click the **Budget properties** link.



Step	Action
23.	Review the **Budget Header Information**. This section was completed by the agency.
24.	Review **Budget Category Property** section (including Narrative), noting which rows have **Available in Grant** checked. **Note:** This section was completed by the agency to help the grantee understand which Budget Category(s) require a response. Grantees will need to scroll down to view the sections they are responsible for updating.



Budget Properties Header

Narrative

Period Budget Summary

1-7 of 7 View All

	Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1	SCOPING & PRE-DEVELOPMENT	0.00	0.00	0	0	0.00	0.00	
2	DESIGN	0.00	0.00	0	0	0.00	0.00	
3	ACQUISITION	0.00	0.00	0	0	0.00	0.00	
4	CONSTRUCTION	0.00	0.00	0	0	0.00	0.00	
5	ADMINISTRATION	0.00	0.00	0	0	0.00	0.00	
6	WORKING CAPITAL/RESERVES	0.00	0.00	0	0	0.00	0.00	
7	OTHER	0.00	0.00	0	0	0.00	0.00	

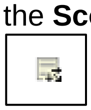
Sub Totals

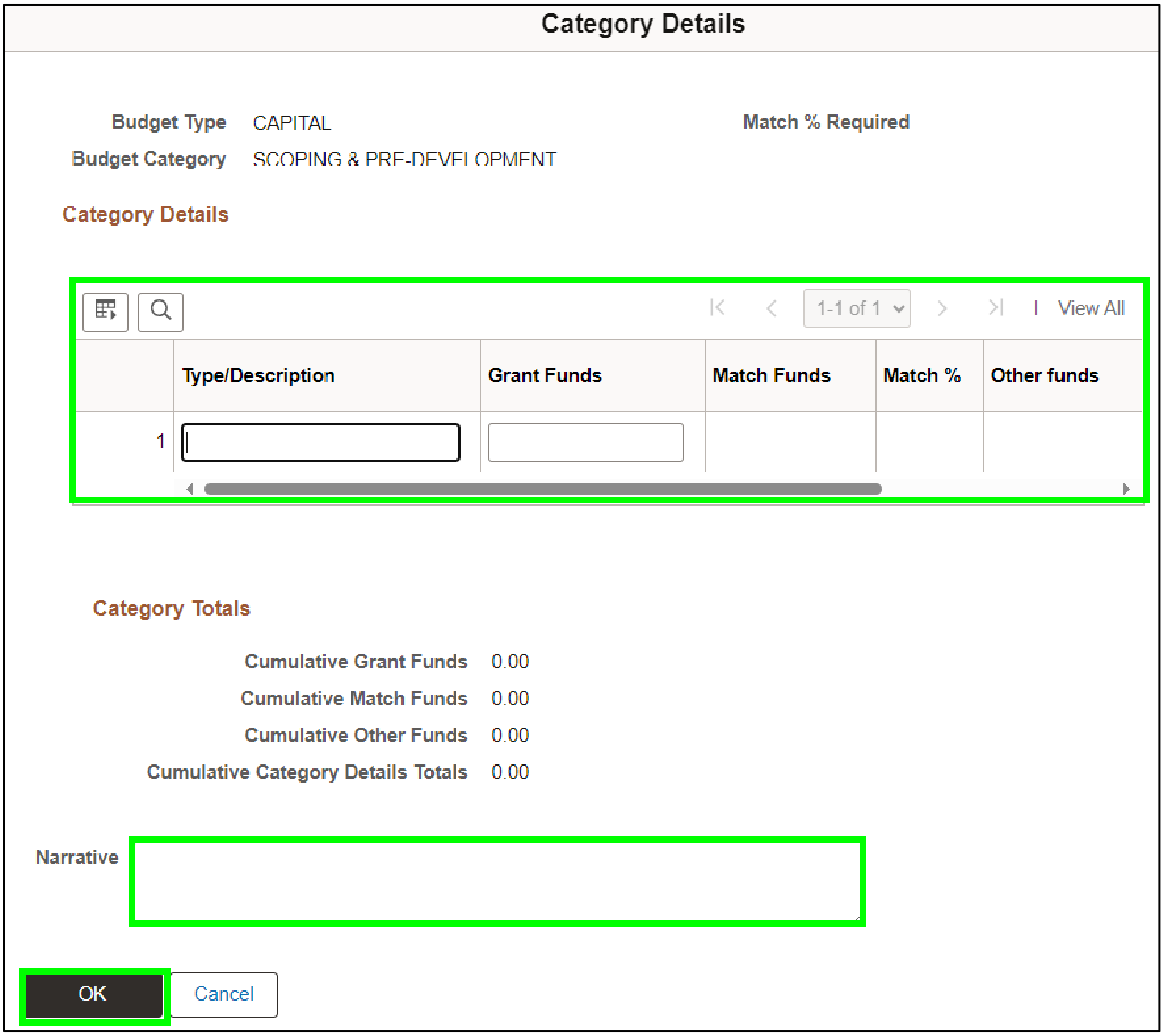
Grants Funds 0.00 Match % Calc 0.00

Match Funds 0.00 Other Funds 0.00

Total 0.00

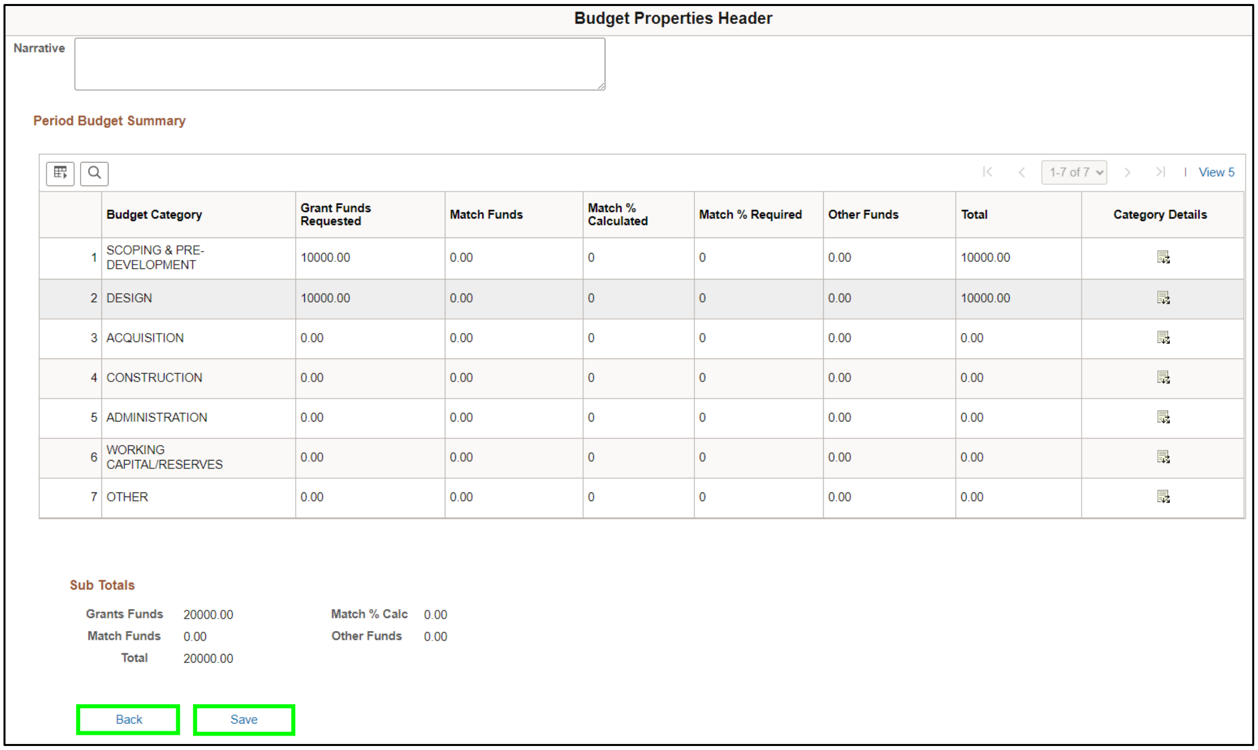
Back Save

Step	Action
25.	Under the **Period Budget Summary** section, click on **View All** icon to show all budget categories. In this example, we will enter budget information for the **Scoping & Pre-development** and **Design** budget categories.
26.	Under the **Period Budget Summary** section, click on **Category Details** icon for the **Scoping & Pre-development** budget category.  **Note:** Where the icon cannot be clicked, the agency has not checked the **Available in Grant** checkbox above.

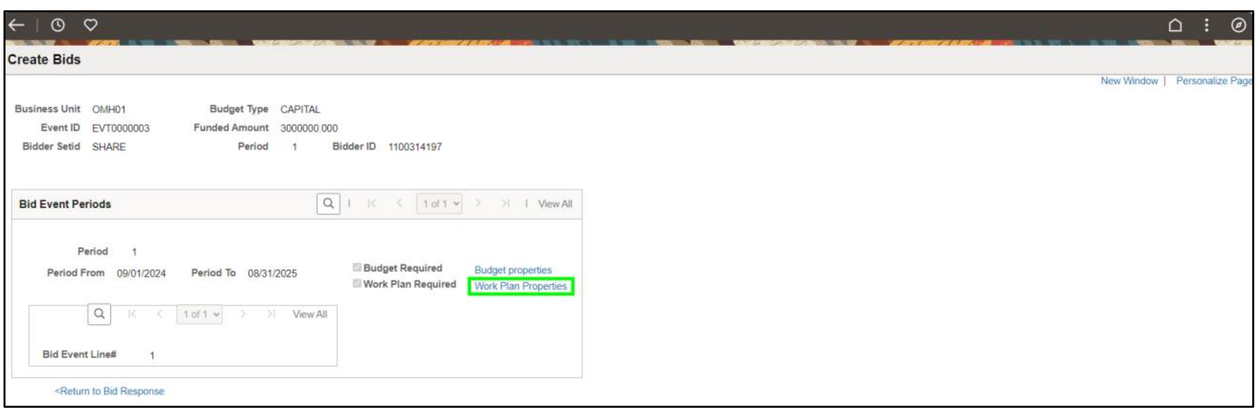


Step	Action
27.	Leave the **Type/Description** field blank.
28.	Enter the applicable value into the **Grant Funds** field. In this example, we will enter **10,000** in the **Grant Funds** field.
29.	Enter the applicable value into the **Match Funds** field. In this example, we will leave this field blank.
30.	Enter the applicable value into the **Other Funds** field. **Note:** This field may be greyed out if it was not selected on the bid event; if greyed out, move on to the next step.

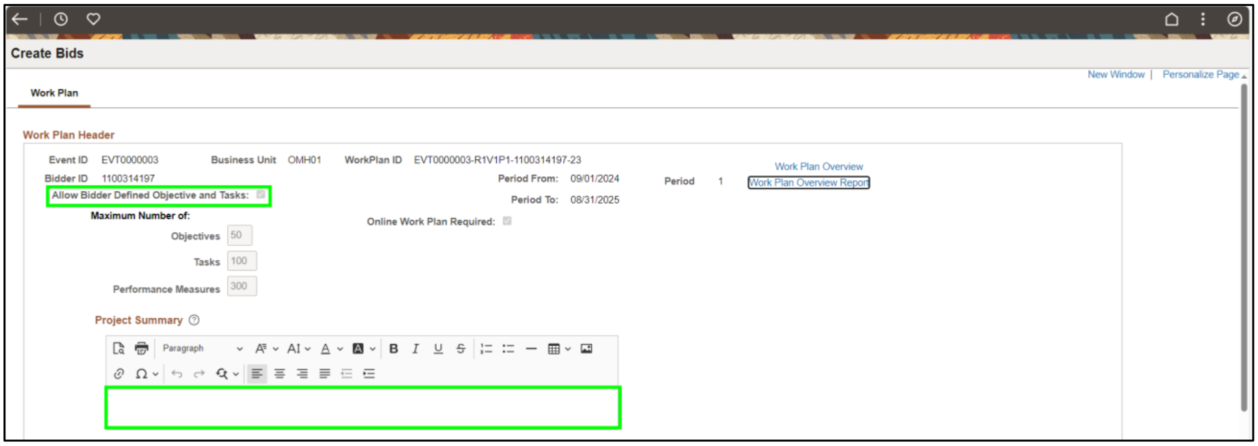
Step	Action
31.	Enter the applicable value into the **Narrative** field. **Note**: The narrative could be additional information for the agency or could be used to summarize the changes you made. In this example, we will leave this field blank.
32.	Click the **OK** button.
33.	Under the Period Budget Summary section, click on **Category Details** icon for the **Design** budget category.
34.	Leave the **Type/Description** field blank.
35.	Enter the applicable value into the **Grant Funds** field. In this example, we will enter **10,000** in the **Grant Funds** field.
36.	Enter the applicable value into the **Match Funds** field. In this example, we will leave this field blank.
37.	Enter the applicable value into the **Other Funds** field. **Note:** This field may be greyed out if it was not selected on the bid event; if greyed out, move onto next step.
38.	Enter the applicable value into the **Narrative** field. **Note**: The narrative could be additional information for the agency or could be used to summarize the changes you made. In this example, we will leave this field blank.
39.	Click the **OK** button.



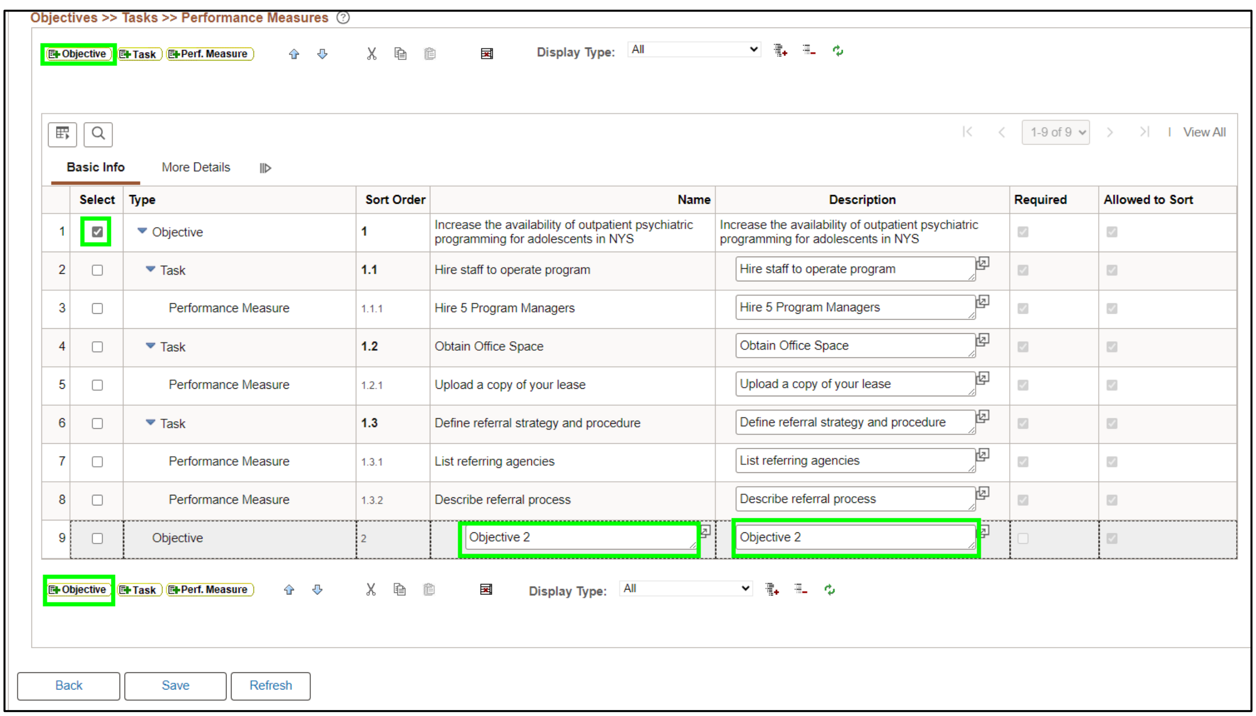
Step	Action
40.	Click the **Save** button.
41.	Click the **Back** button.



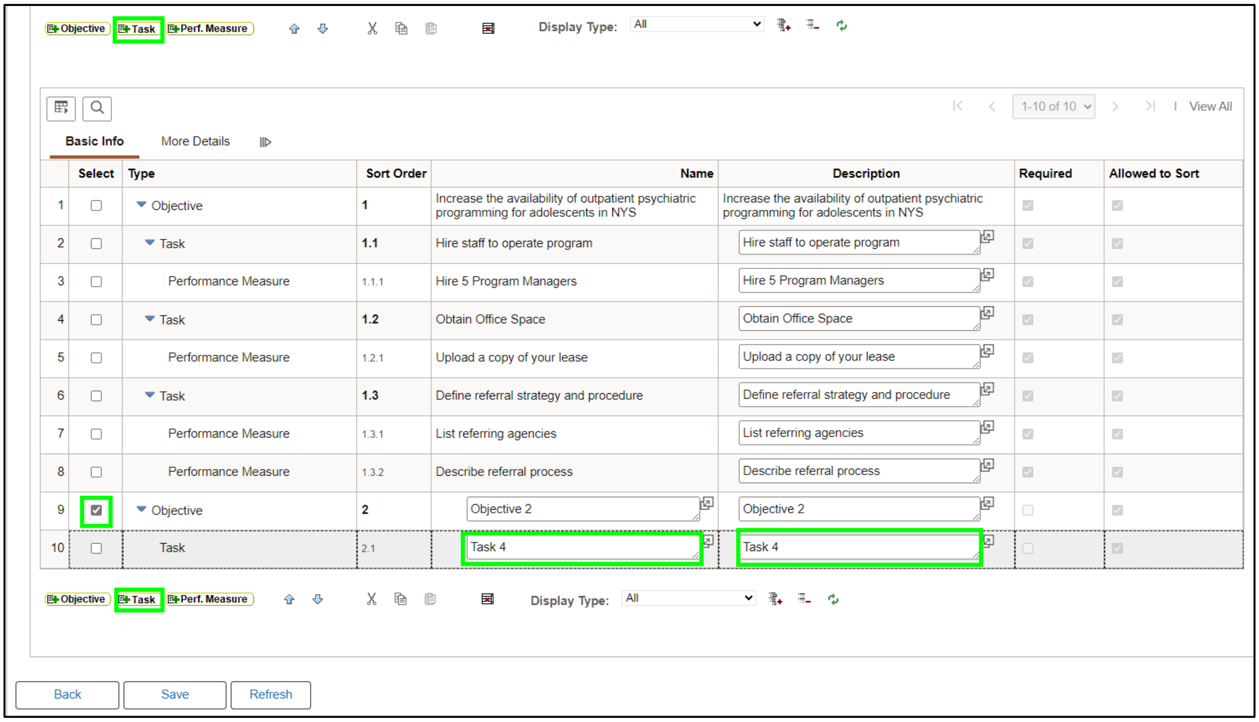
Step	Action
42.	Click the **Work Plan Properties** link.



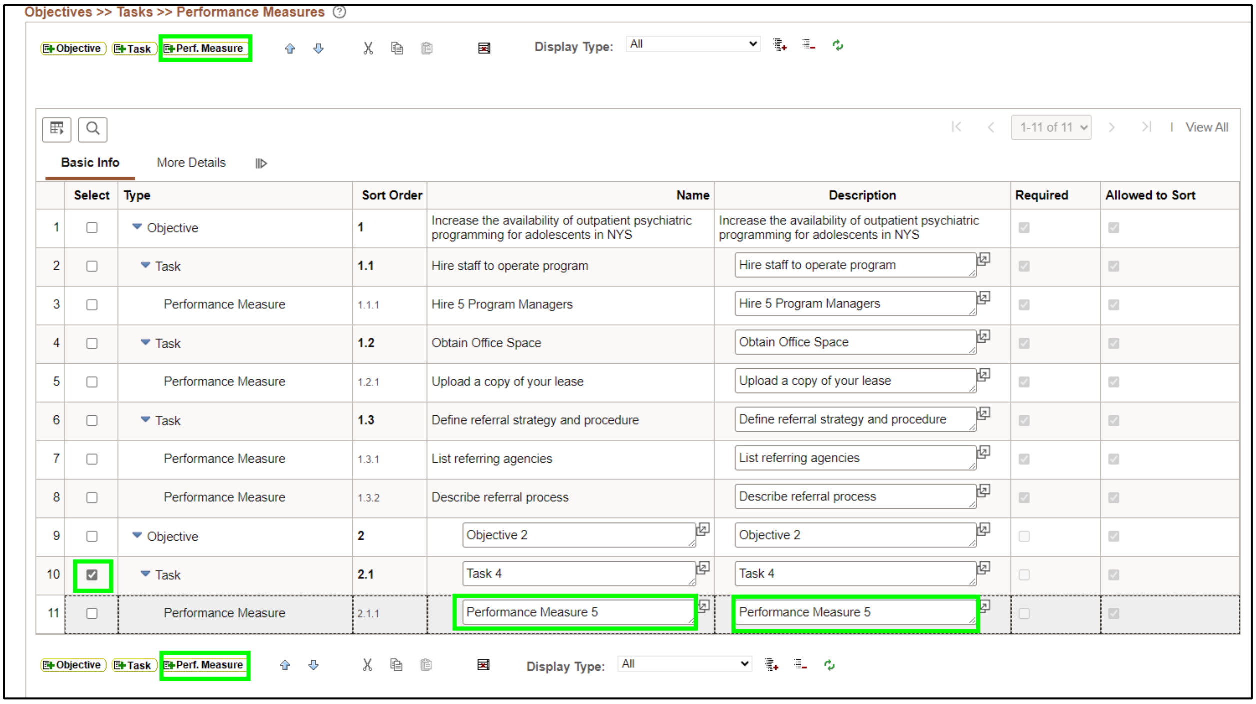
Step	Action
43.	Review the **Work Plan Header** information and verify the **Allow Bidder Defined Objectives and Tasks** is selected.
44.	**Note**: If the **Allow Bidder Defined Objectives & Tasks** box is checked and the Maximum Number of Objectives, Tasks, and Performance Measures have not already been entered, then you can add new objective, tasks, and performance measures if needed.
45.	Enter the applicable value into the **Project Summary** field.



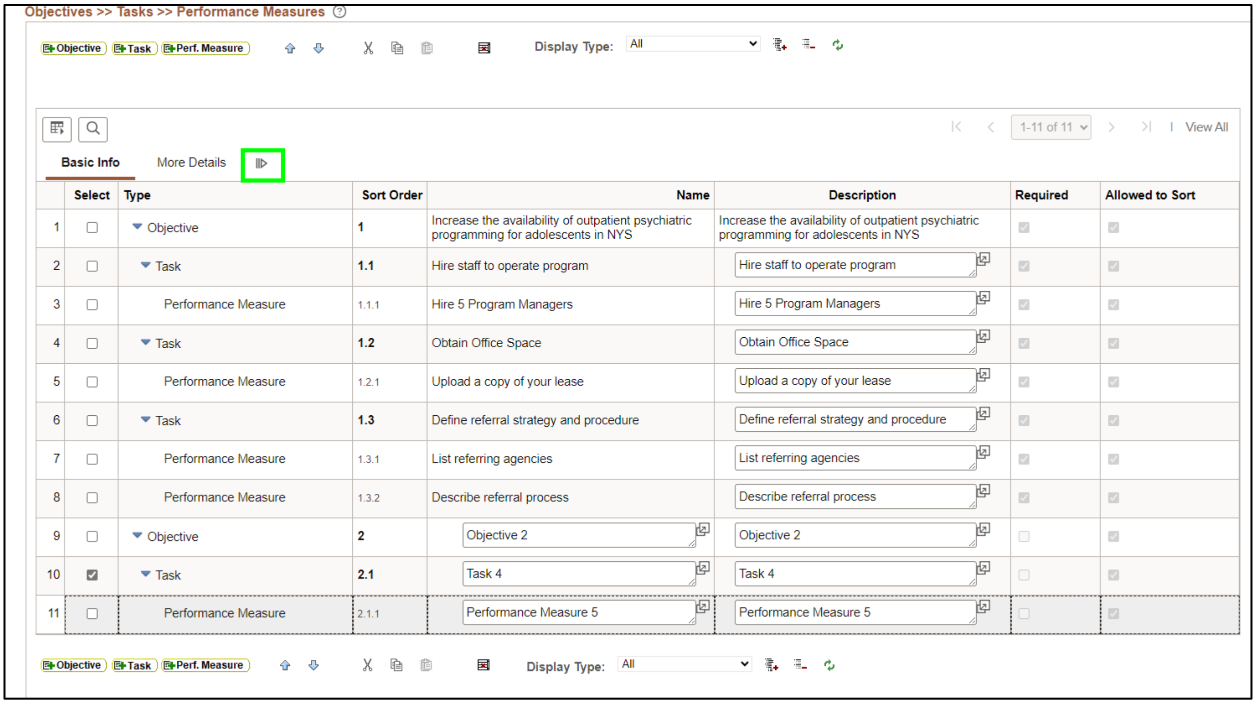
Step	Action
46.	In this example, we will add additional rows in the **Objectives >> Tasks >> Performance Measures** section. **Note**: The First Objective with the underlying Task and Performance Measure in the list was entered by the agency. Click on the **Objective** row to add additional objectives.
47.	Click the **+ Objective** button.
48.	On the **Objective** row, enter the applicable value in the **Name** field.
49.	On the **Objective** row, enter the applicable value in the **Description** field.



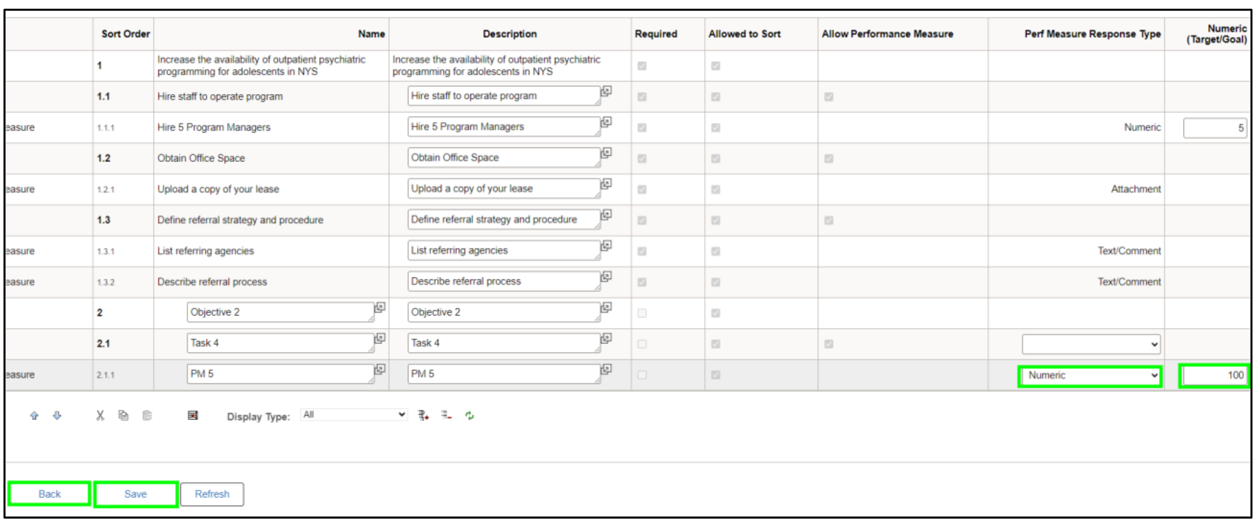
Step	Action
50.	Select the **Objective** row where the task will be added.
51.	Click **+ Task** button.
52.	On the **Task** row, enter the applicable value in the **Name** field.
53.	On the **Task** row, enter the applicable value in the **Description** field.



Step	Action
54.	Select the **Task** row where the performance measure will be added.
55.	Click **+ Performance Measure** button.
56.	On **Performance Measure** row, enter the applicable value in the **Name** field.
57.	On **Performance Measure** row, enter the applicable value in the **Description** field.

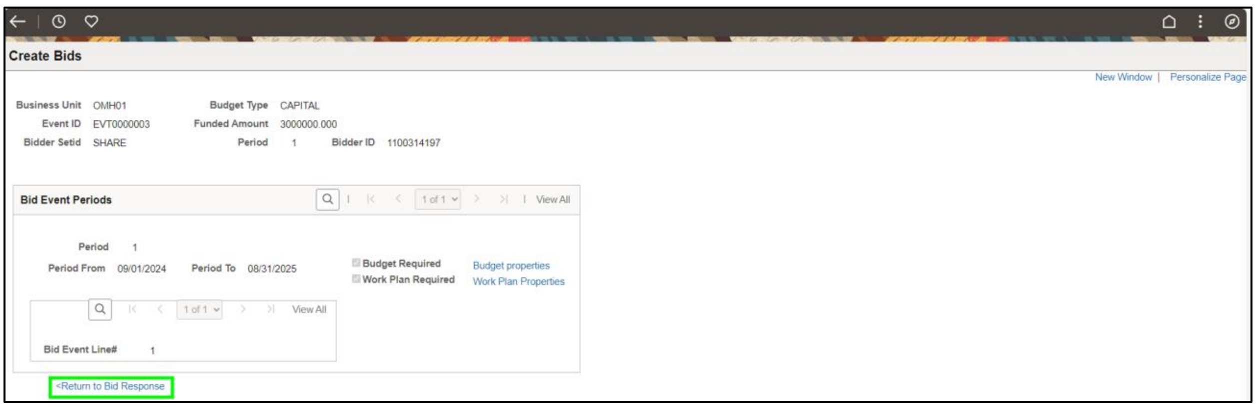


Step	Action
58.	Click the **arrow** to the right of the **More Details** tab to expand the view and see all fields.

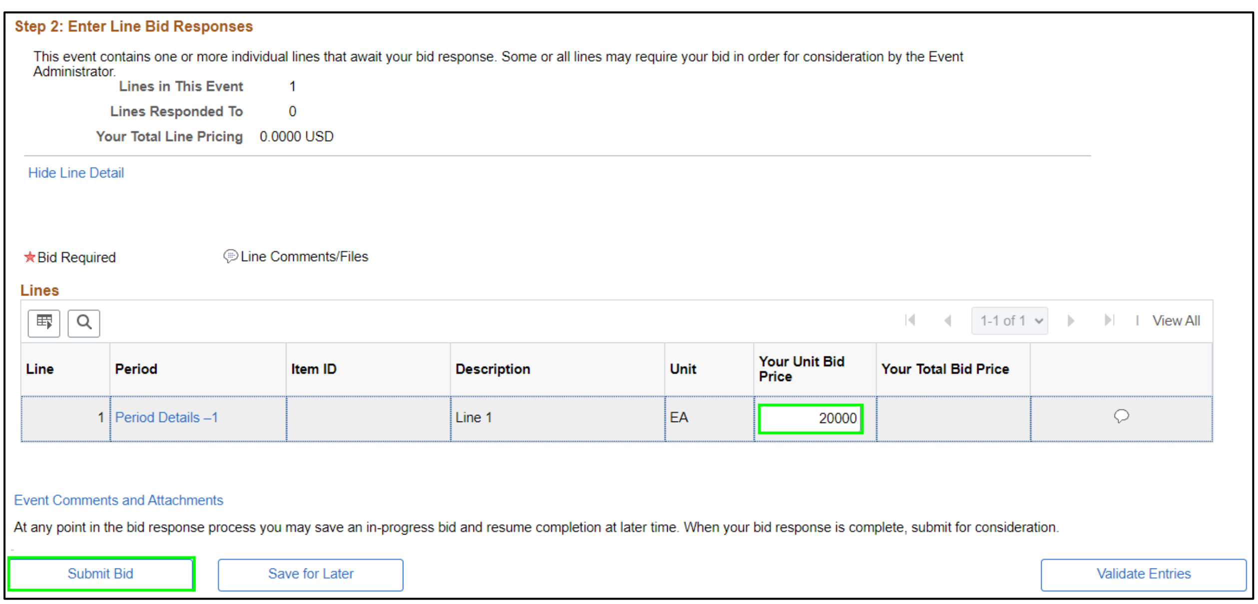


Step	Action
59.	**Note**: Available Performance Measure options are: • Attachment • Date • Numeric • Text/Comment

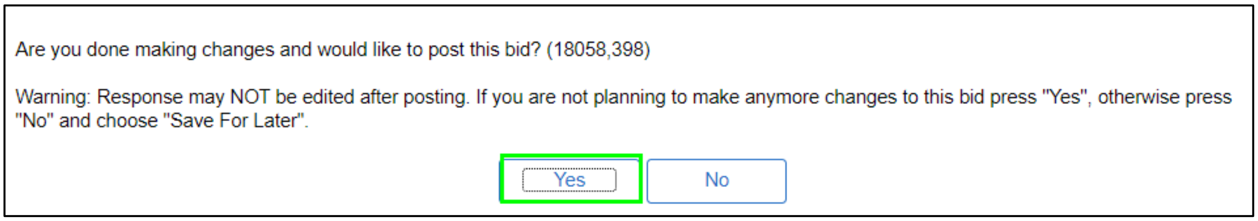
Step	Action
	• Yes/No In this example, on the **Performance Measure** row, we will select the **Performance Measure Response Type** drop-down list and select the **Numeric** option.
60.	Enter the applicable value into the **Numeric (Target/Goal)** field. In this example, we will enter **100** in the **Numeric (Target/Goal)** field.
61.	Click the **Save** button.
62.	Click the **Back** button.



Step	Action
63.	Click the **Return to Bid Response** link.



Step	Action
64.	**Note:** The amount entered in the **Your Unit Bid Price** field must equal the total Grant Funds Requested amount for the period, in order to submit the bid response. In this example, we will enter **20,000** in the **Your Unit Bid Price** field.
65.	When you are ready to submit your bid response, click the **Submit Bid** button.



Step	Action
66.	In the resulting popup, click the **Yes** button to confirm you would like to submit the bid.
67.	You have successfully completed the **Respond to Bid Event Capital Budget Types** topic.

Using the Match Worksheet for a Bid Response

Topic Description:

This topic provides the knowledge and skills to use the Match Worksheet for a Bid Response. The Match Worksheet allows grantees to provide details on budget amounts that have been entered. The ability to use the Match Worksheet will vary based on the agency.

Topic Objectives:

In this topic, you will learn:

- How to use the Match Worksheet for a Bid Response

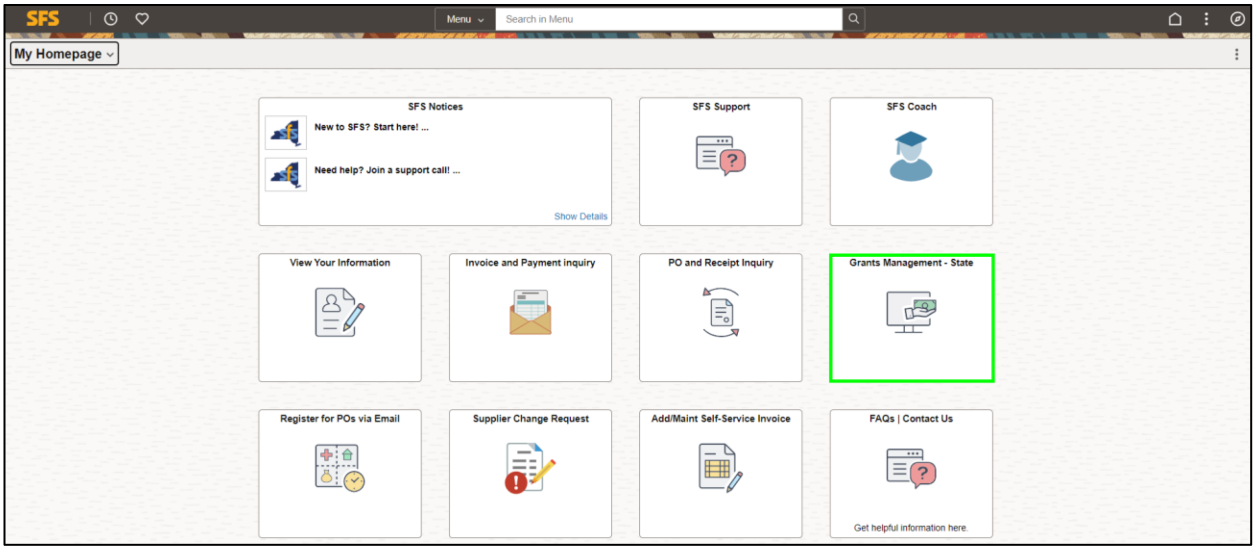
SFS role(s) required to perform this task:

- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE)
    - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
    - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.

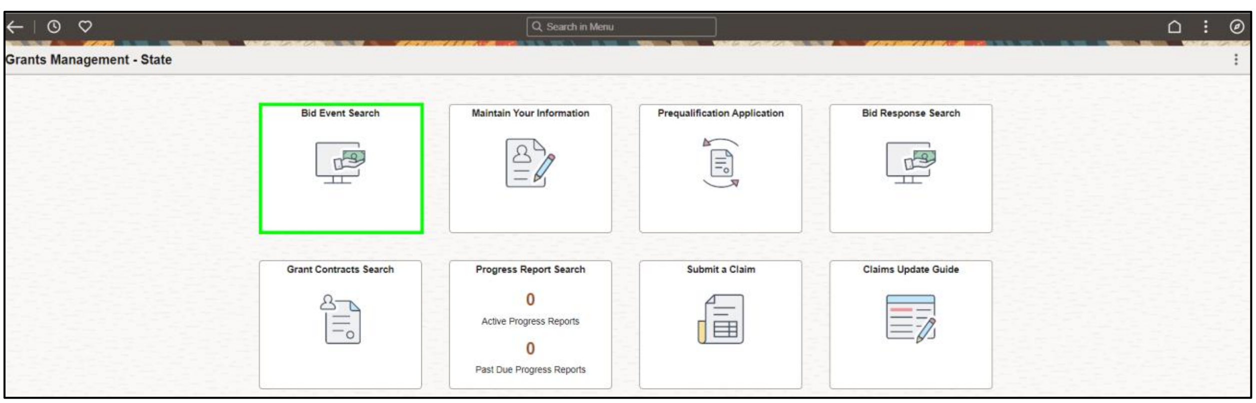
Procedure

Scenario: You have a bid response already saved and in process. You will use the match worksheet to provide details on the budget amounts that have already been entered.

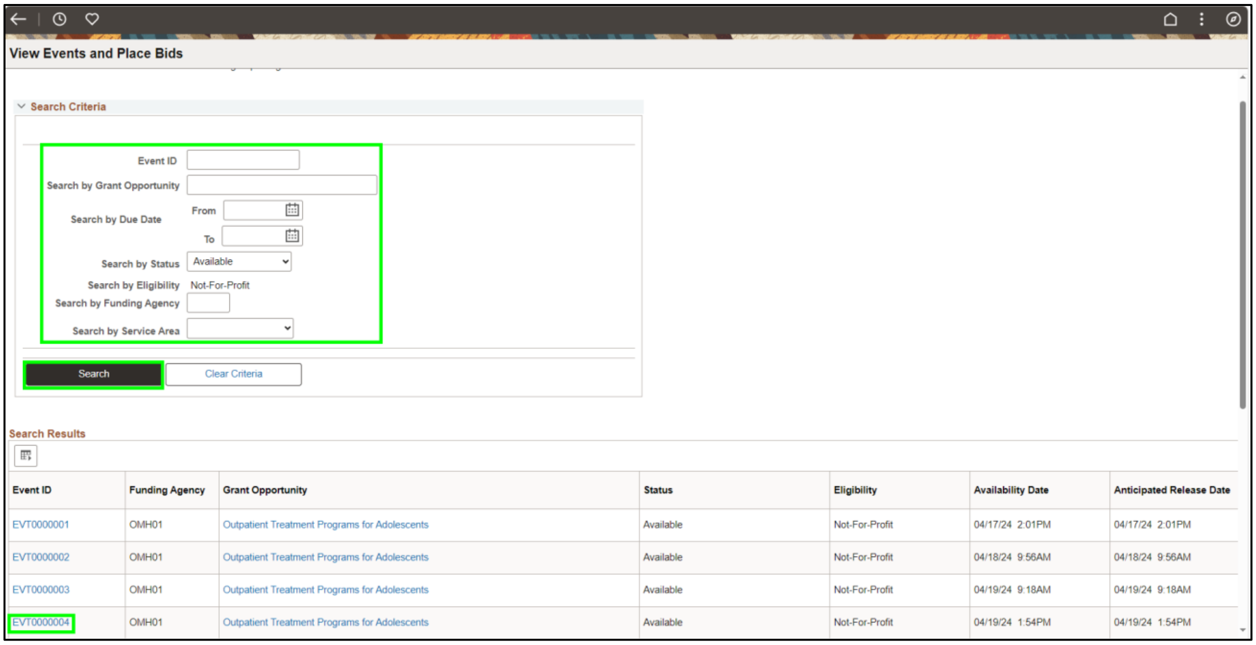
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

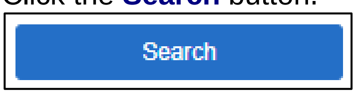


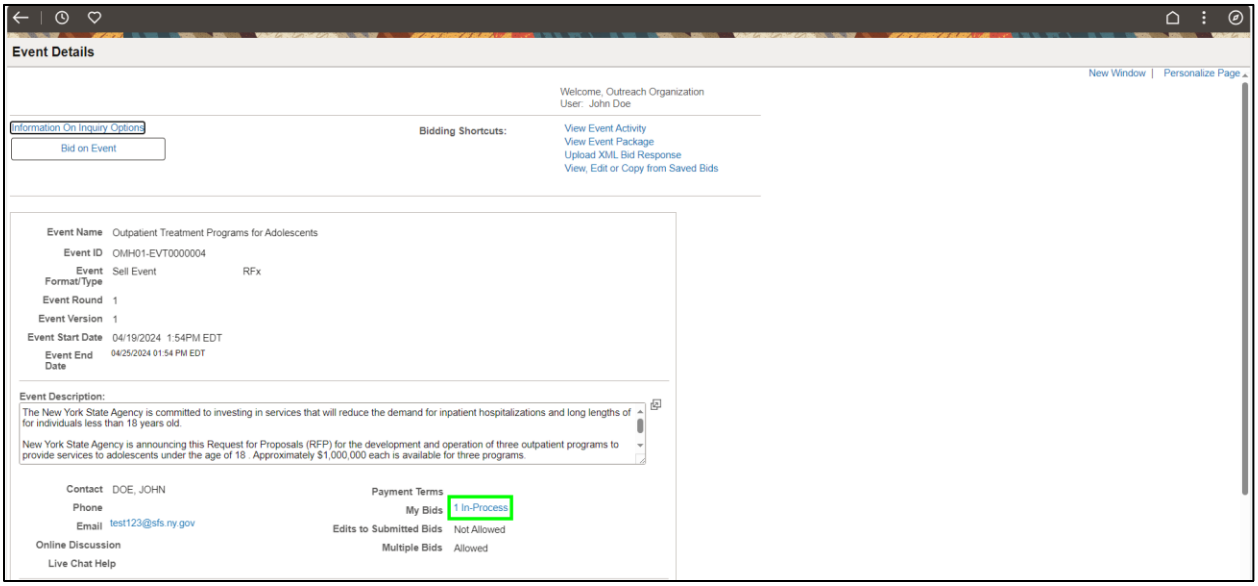
Step	Action
1.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Events and Place Bids > View Events and Place Bids  **Note:** You must log in to the SFS Vendor Portal to respond to a bid event.



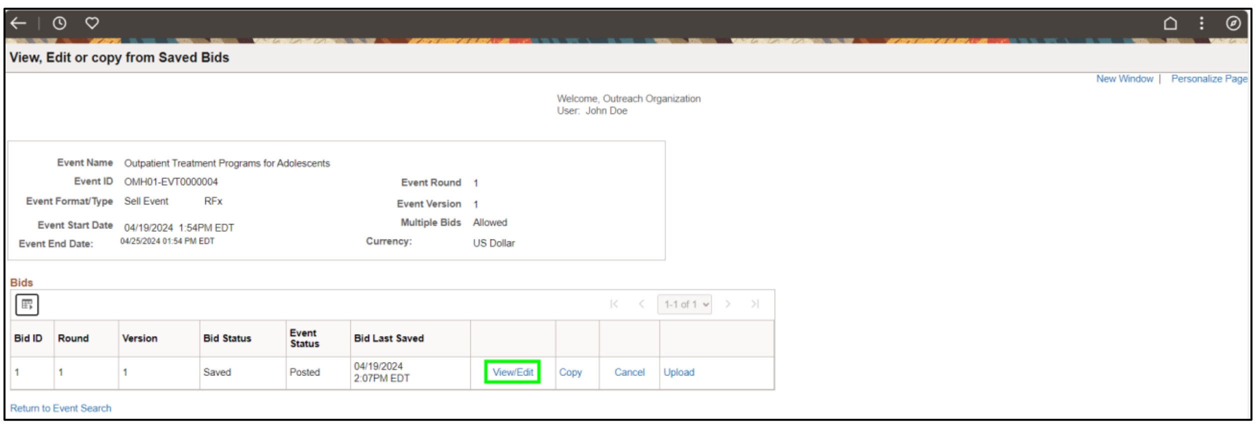
Step	Action
2.	Click the **Bid Event Search** tile.



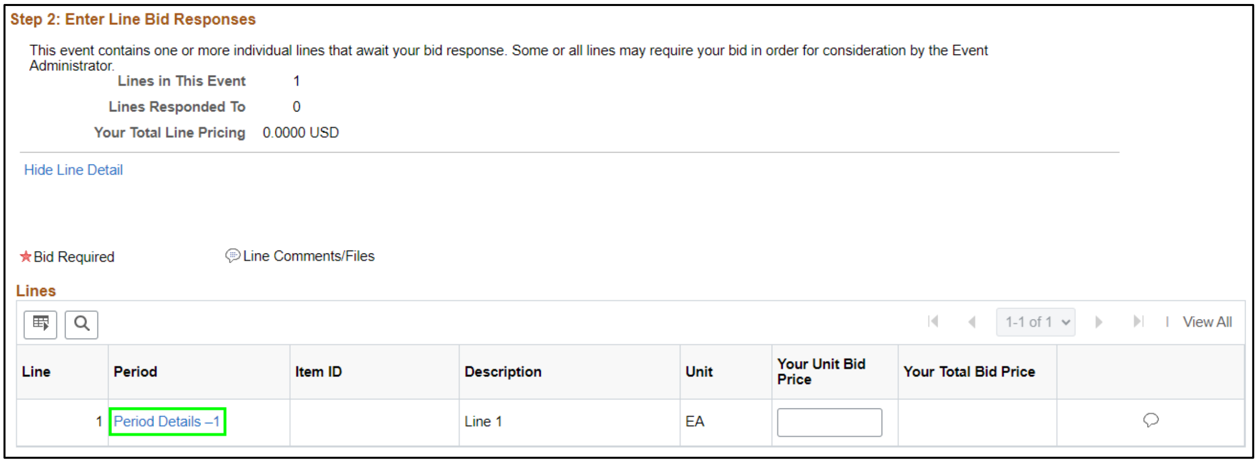
Step	Action
3.	Enter the applicable search criteria in the **Search Criteria** fields. In this example, select the **Search by Status** field drop-down list and click **Available** from the list.
4.	Click the **Search** button. 
5.	Click an **Event ID** link to update an in-process bid response. In this example, we will click the Bid Event **EVT0000004** link to update a bid response.



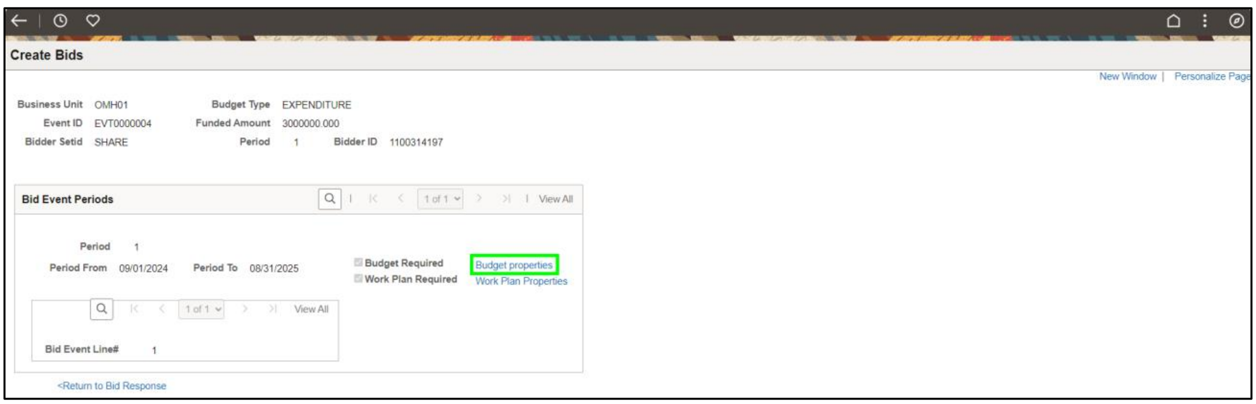
Step	Action
6.	Click on **My Bids In Process** link to view your in-process response to this bid event.



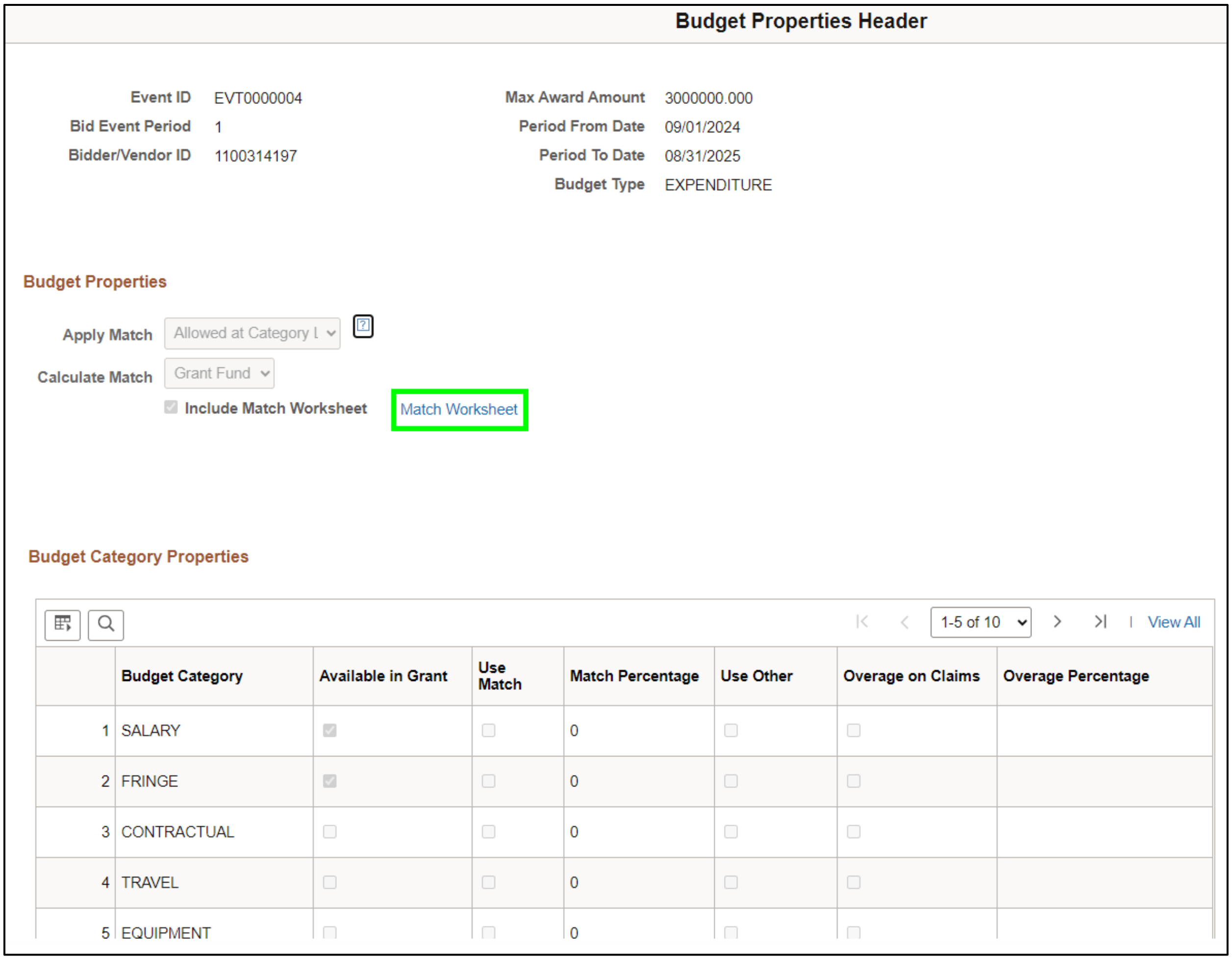
Step	Action
7.	Click the **View/Edit** link for the applicable bid response you want to view and update.



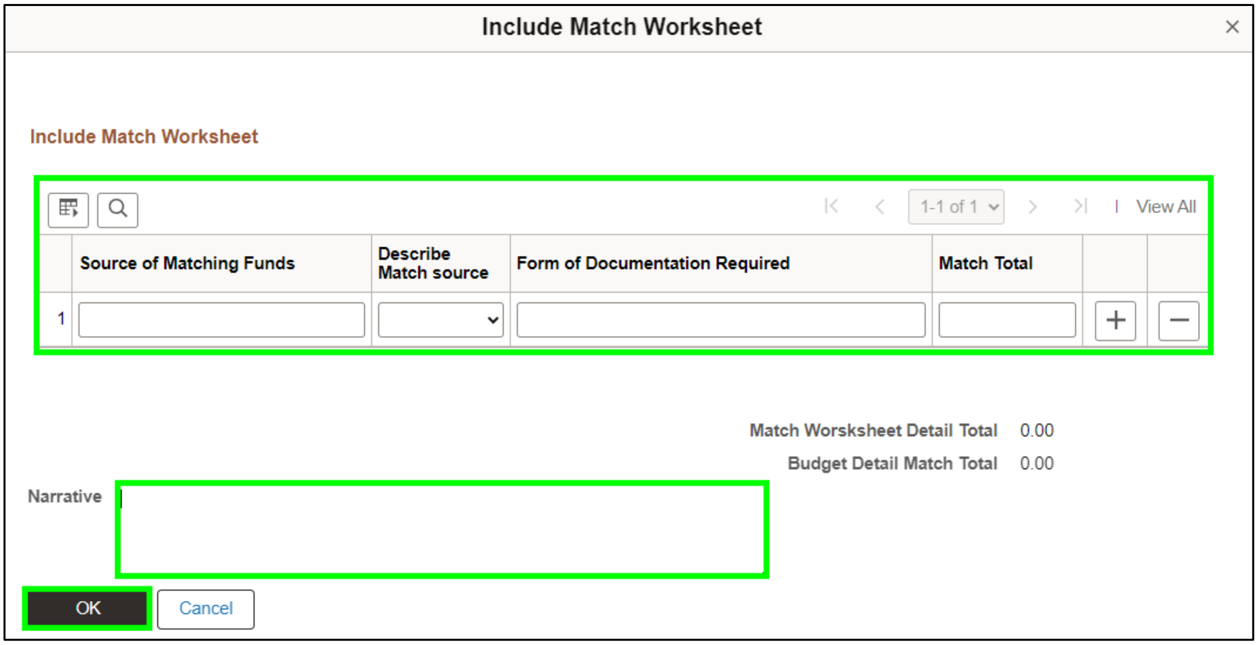
Step	Action
8.	**Scroll** to the bottom of the page of the existing bid response. Under the **Lines** section, click the **Period Details -1** link under the **Period** column to access budget and work plan information for this bid response.



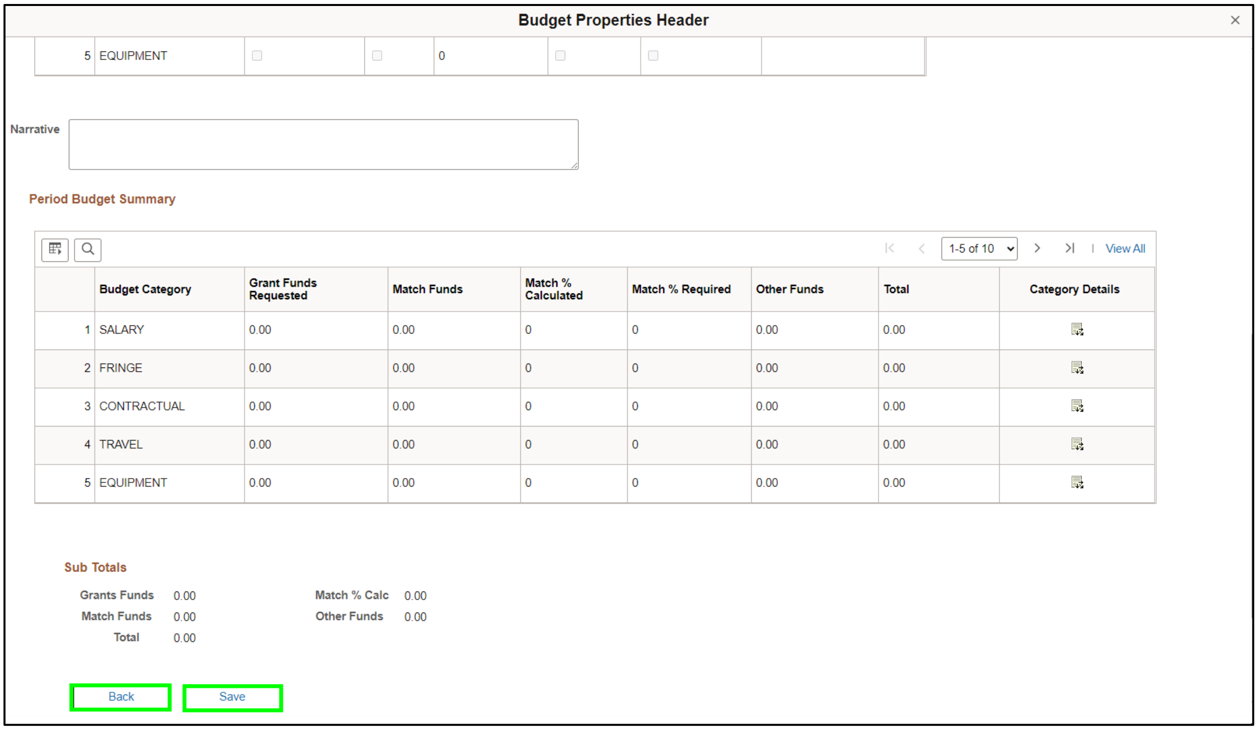
Step	Action
9.	Click the **Budget Properties** link.



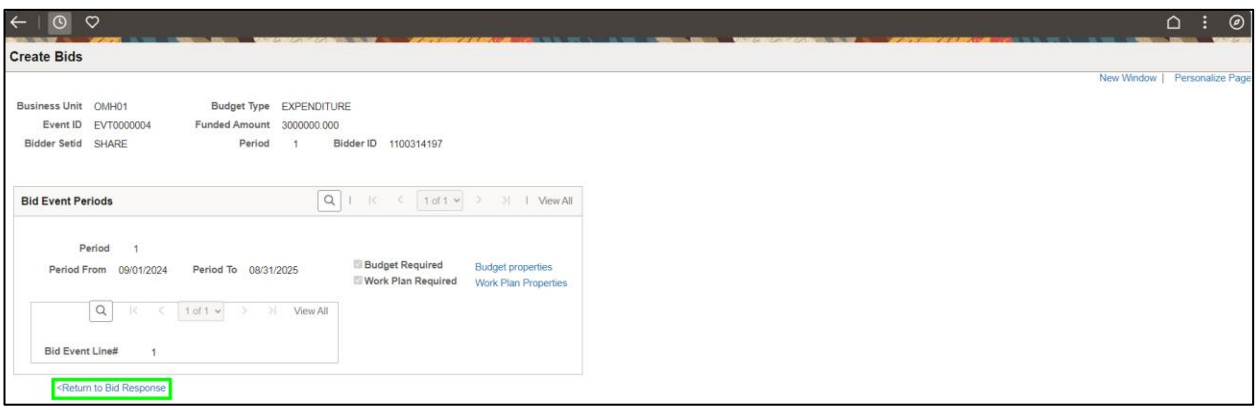
Step	Action
10.	Click the **Match Worksheet** link.



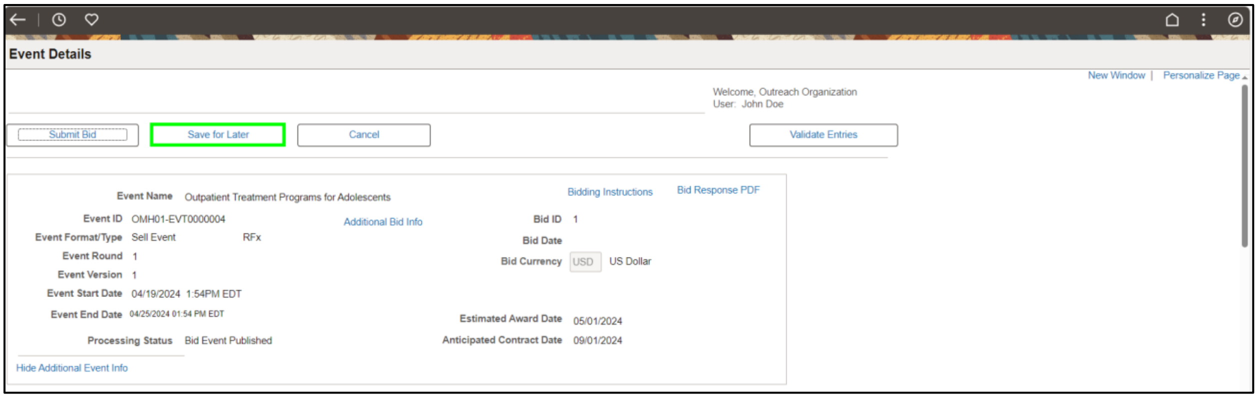
Step	Action
11.	Enter applicable value in the **Source of Match Funds** field.
12.	Click the **Describe Match Source** drop-down field and select the applicable value from the list. The options are: **Federal**, **Local**, **Private**, or **State**.
13.	Enter the applicable value into the **Form of Documentation Required** field.
14.	Enter the applicable match amounts in the **Match Total** field. **Note**: The sum of the **Match Total** amounts will equal the **Match Worksheet Detail Total** amount.
15.	Enter any applicable comments in the **Narrative** field. **Note**: The narrative could be additional information for the agency or could be used to summarize the changes you made.
16.	Click the **OK** button.



Step	Action
17.	Click the **Save** button and then click the **Back** button.



Step	Action
18.	Click the **Return to Bid Response** link.



Step	Action
19.	Click the **Save for Later** button.
20.	You have successfully completed the **Using the Match Worksheet for a Bid Response** topic.

View Submitted Bid Responses

Topic Description:
This topic provides the knowledge and skills to view bid responses that have been submitted by your organization in the SFS Vendor Portal.

Topic Objectives:
In this topic, you will learn:

- How to view submitted bid responses.

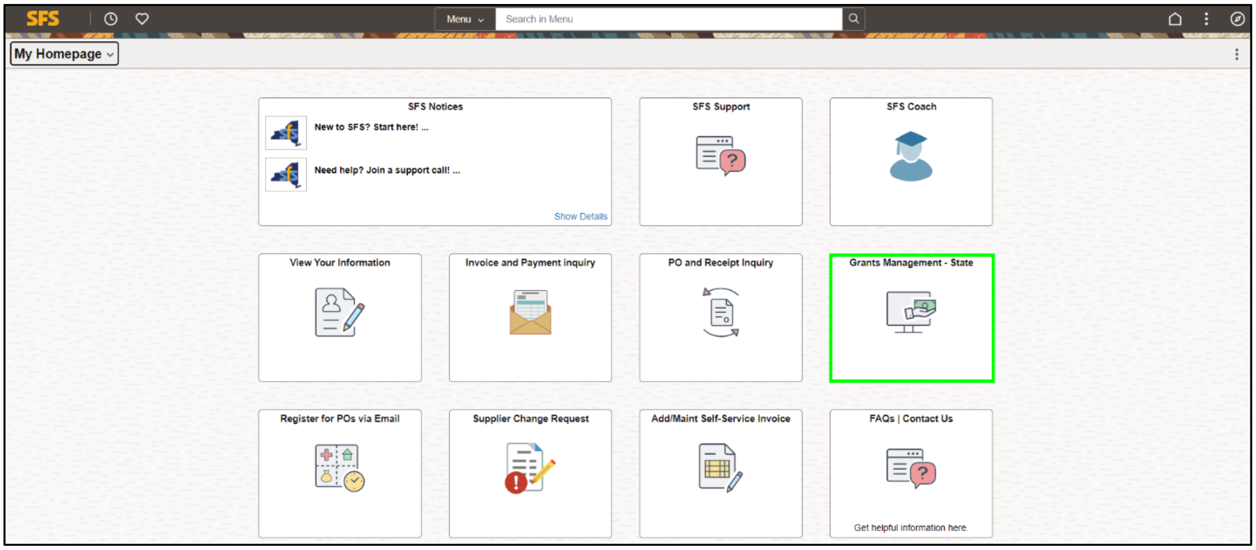
SFS role(s) required to perform this task:

- Bid Response Initiator (NY_GM_VENDOR_EVENT_INITIATE) **or**
  - **Note:** This role allows you to initiate a bid response to a bid event but not submit the bid response to the agency.
- Bid Response Submitter (NY_GM_VENDOR_EVENT_SUBMIT)
  - **Note:** This role allows you to both initiate a bid response and submit a bid response to the agency.

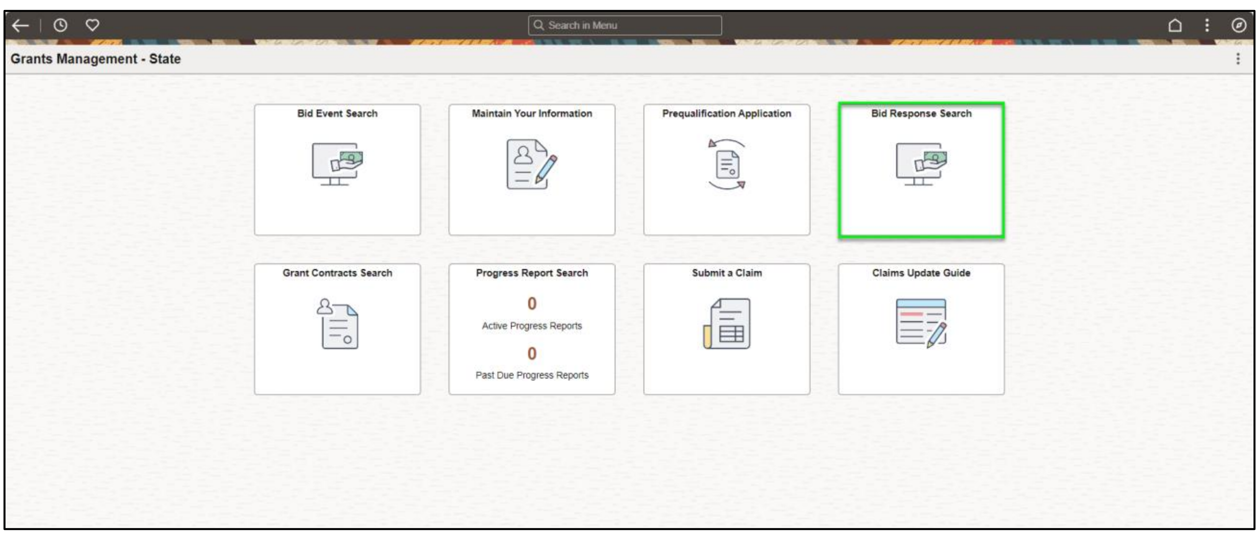
Procedure

Scenario: You have recently completed and submitted a bid response in the SFS Vendor Portal, and you are interested in viewing the bid response to confirm that it was successfully submitted to the agency.

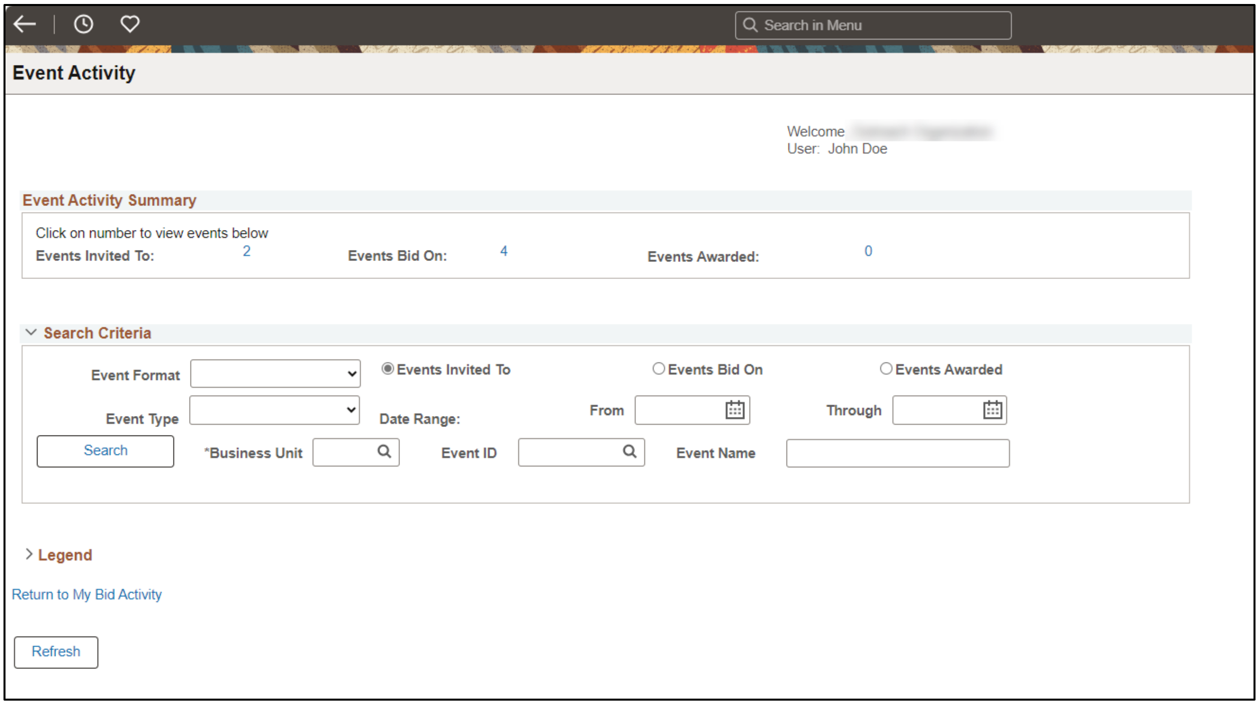
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



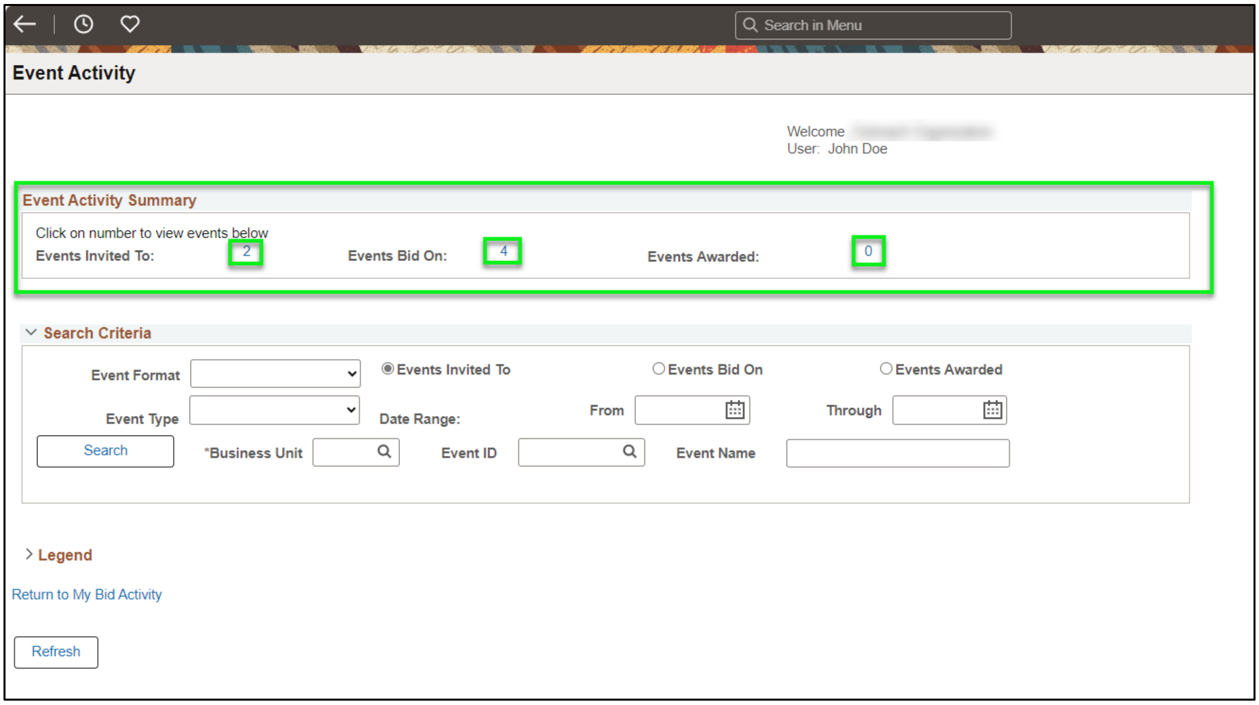
Step	Action
1.	Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Events and Place Bids > My Event Activity.  **Note:** You must log in to the SFS Vendor Portal to view a response to a bid event.



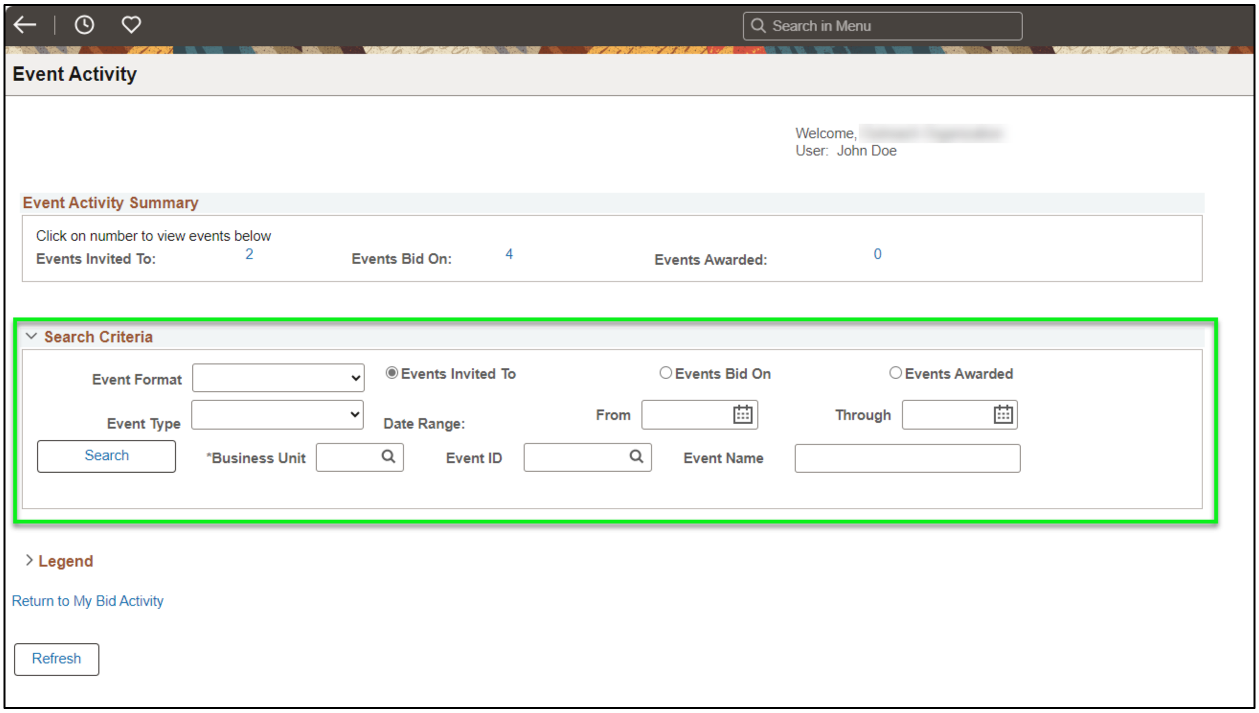
Step	Action
2.	Click the **Bid Response Search** tile.



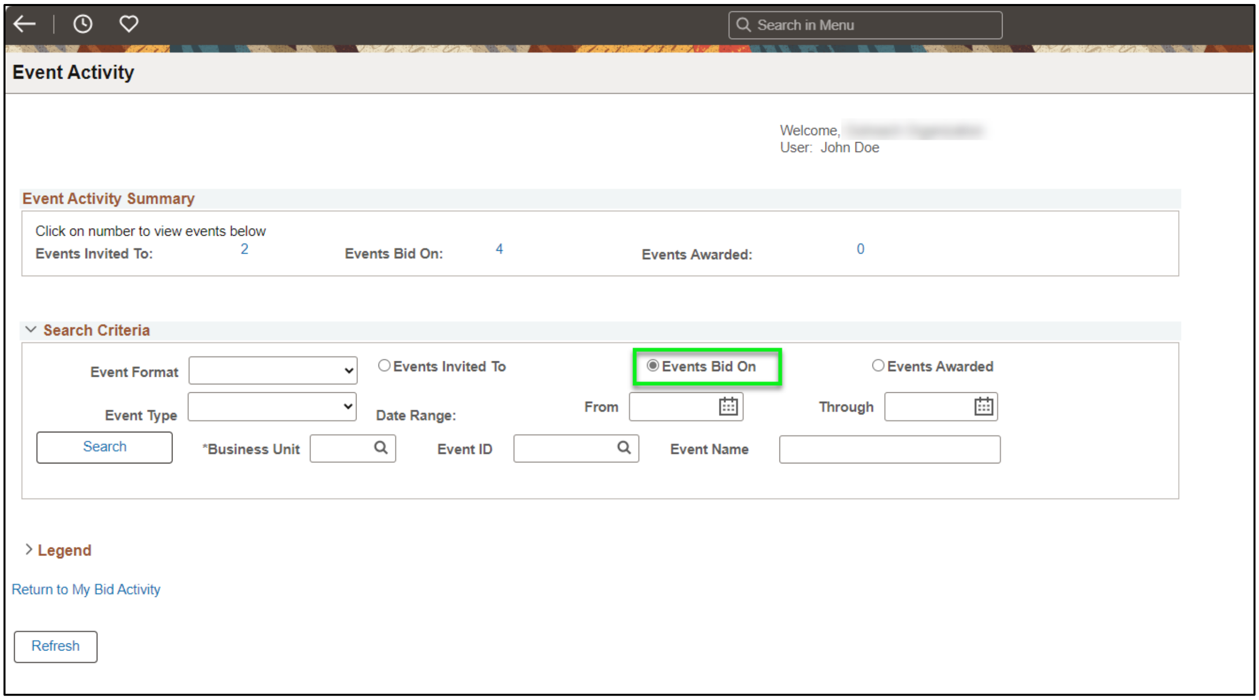
Step	Action
3.	The **Event Activity** page can be used to search for and view: • Events you have been invited to bid on. • Events you have bid on (i.e., submitted a bid response for). • Events you have been awarded funding. In this example, we will search for bid responses that we have submitted over a certain period of time.



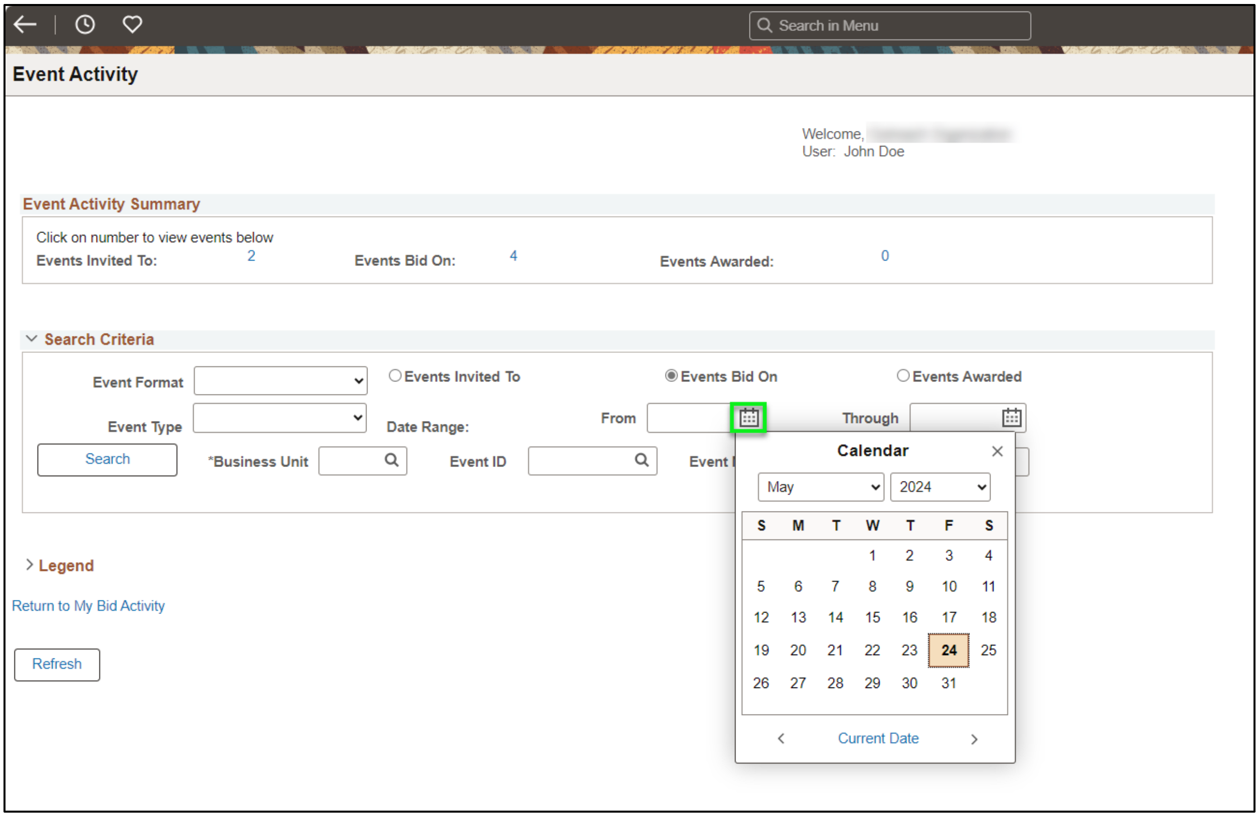
Step	Action
4.	**Notes:** • To quickly view the events you have been invited to bid on, select the hyperlinked number next to the **Events Invited To** field. • To quickly view the events you have bid on, select the hyperlinked number next to the **Events Bid On** field. • To quickly view the events you have been awarded funding, select the hyperlinked number next to the **Events Awarded** field.



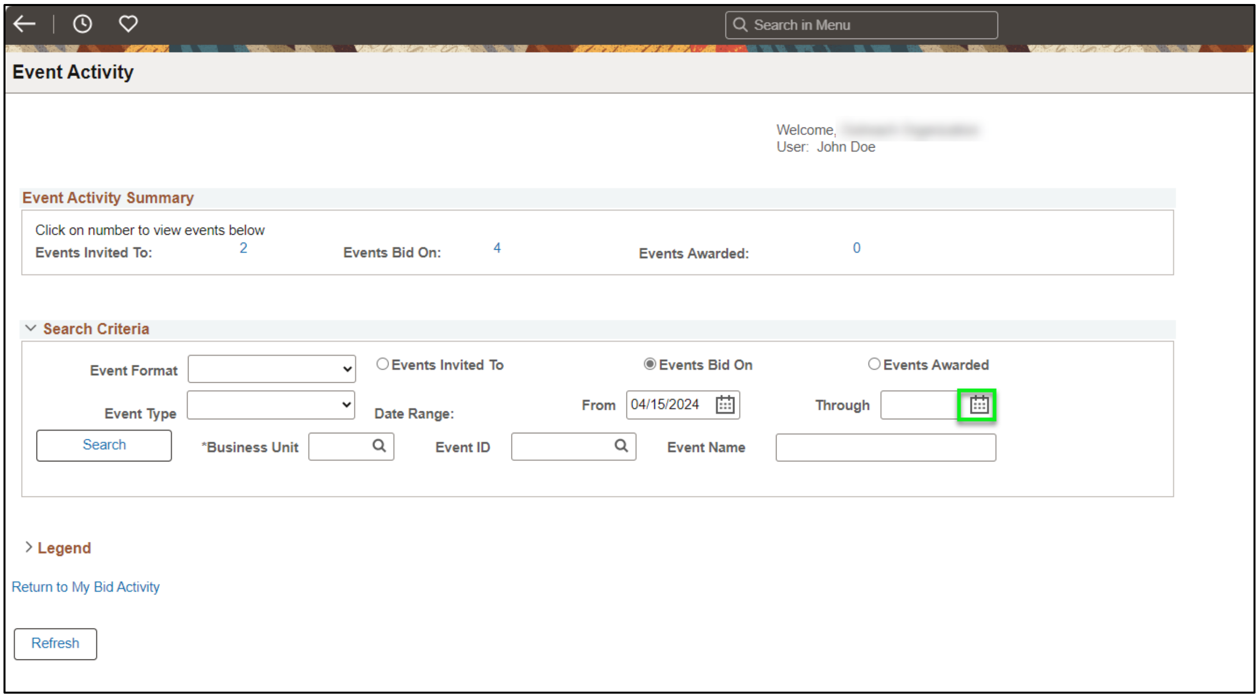
Step	Action
5.	The **Search Criteria** section, below the **Event Activity Summary** section includes helpful criteria that can be used to further narrow down the list of events your organization has been invited to, bid on, and awarded. In this example, we will use the **Search Criteria** section to search for bid responses that we have submitted over a certain period of time.



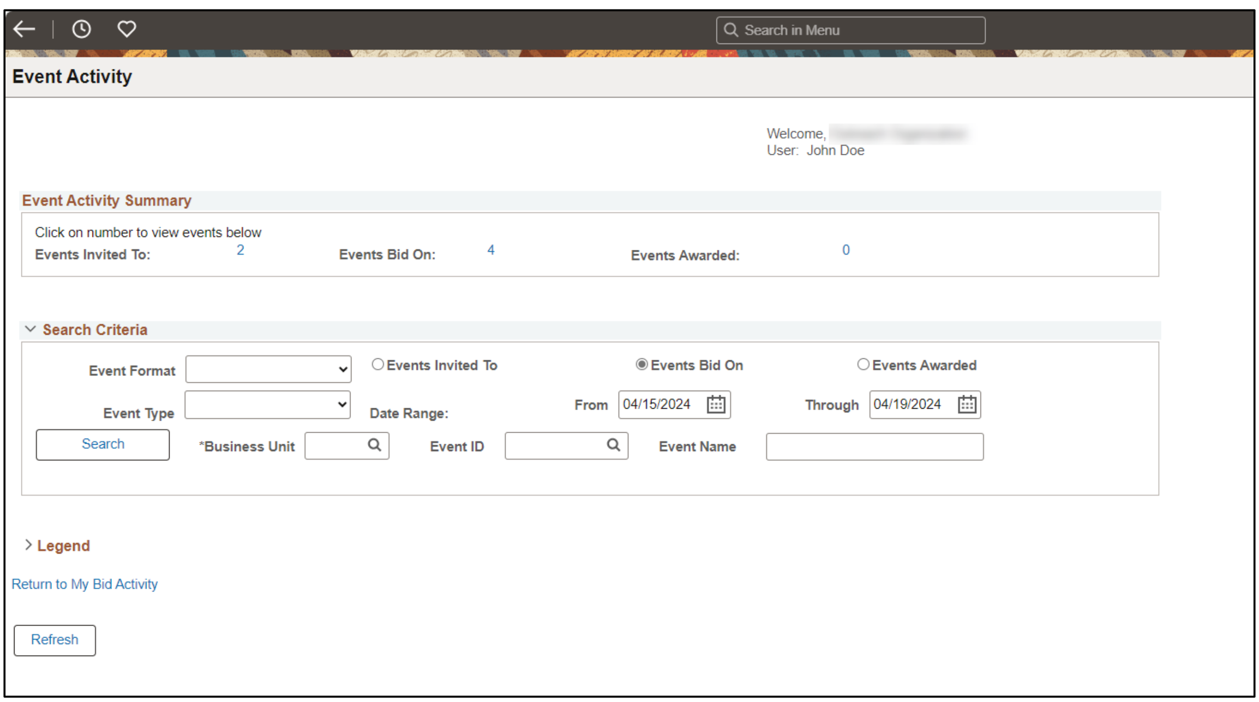
Step	Action
6.	To search for a list of bid events we have submitted a bid response for, select the **Events Bid On** radio button.



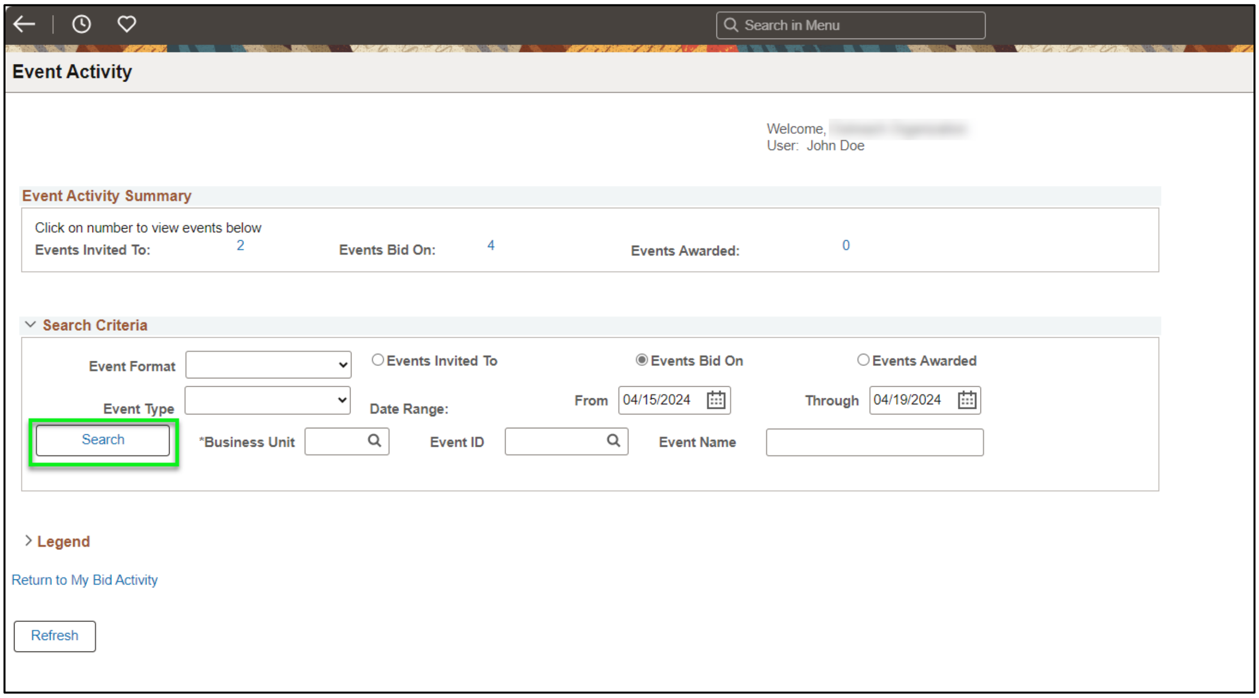
Step	Action
7.	To further narrow down our search based on a specific date range, we will use the **From** and **Through** fields. Enter the applicable date (format MM/DD/YYYY) in the **From** field or click the **Calendar** icon to select the date.



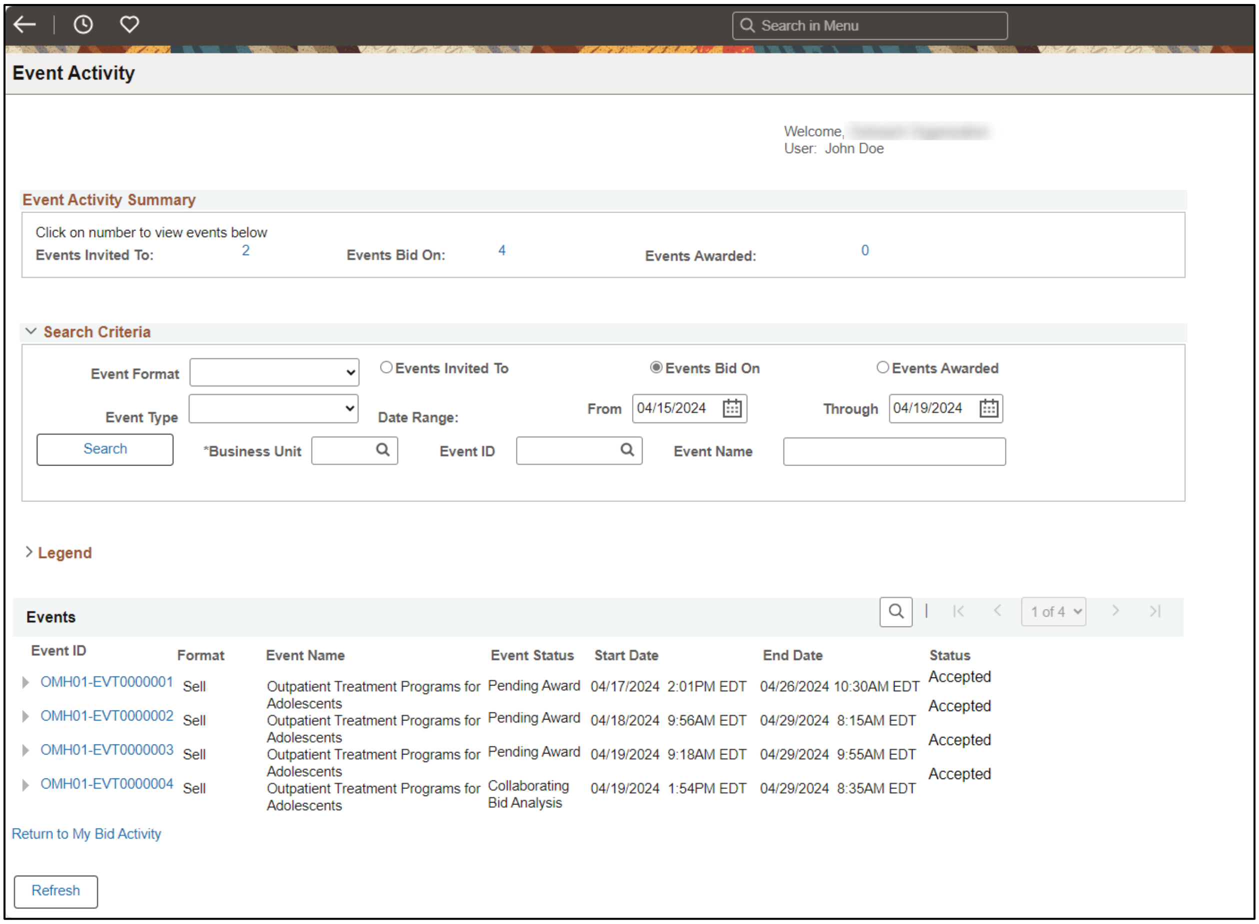
Step	Action
8.	Enter the applicable date (format MM/DD/YYYY) in the **Through** field or click the **Calendar** icon to select the date.



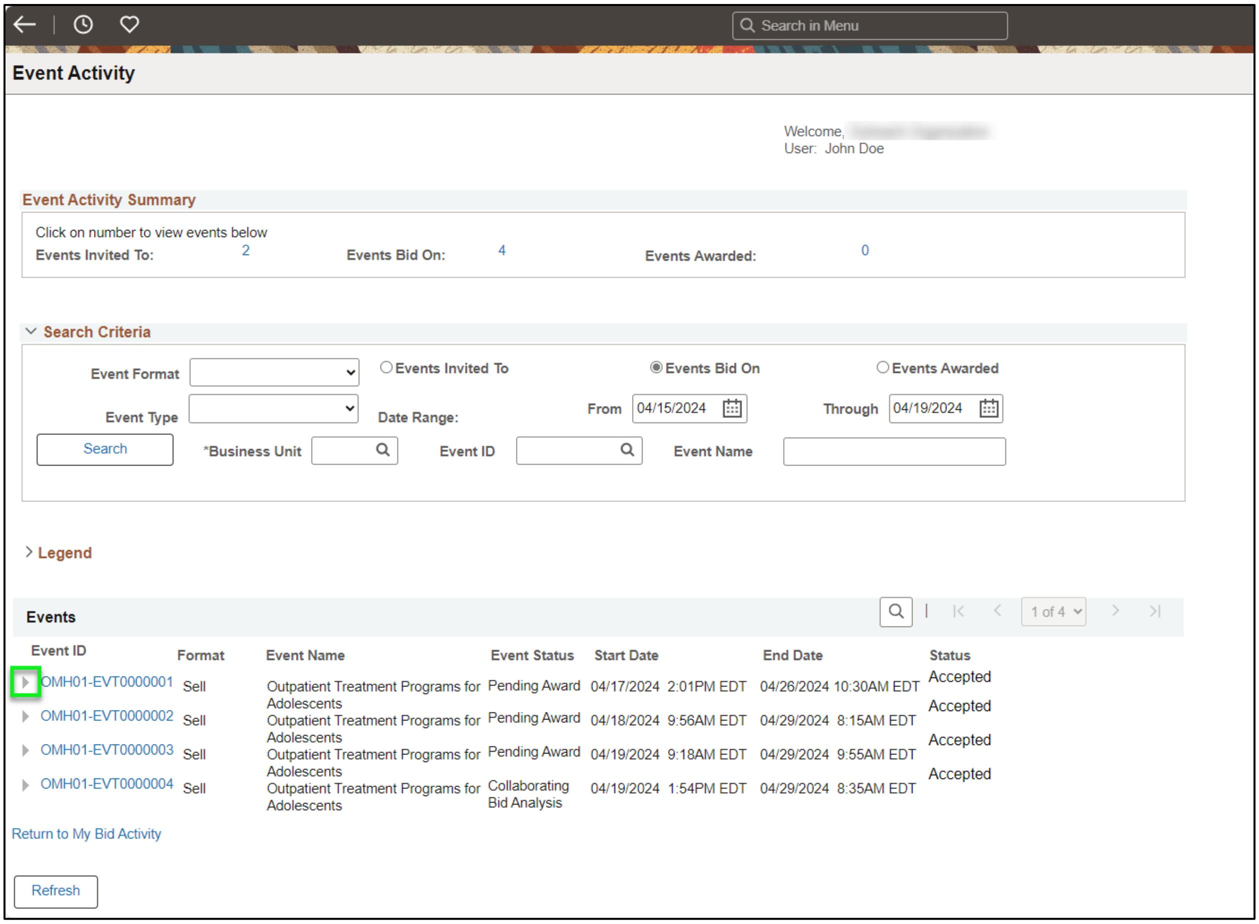
Step	Action
9.	Additional search criteria can be entered to further narrow down your search results. In this example, we are not going to enter additional search criteria.



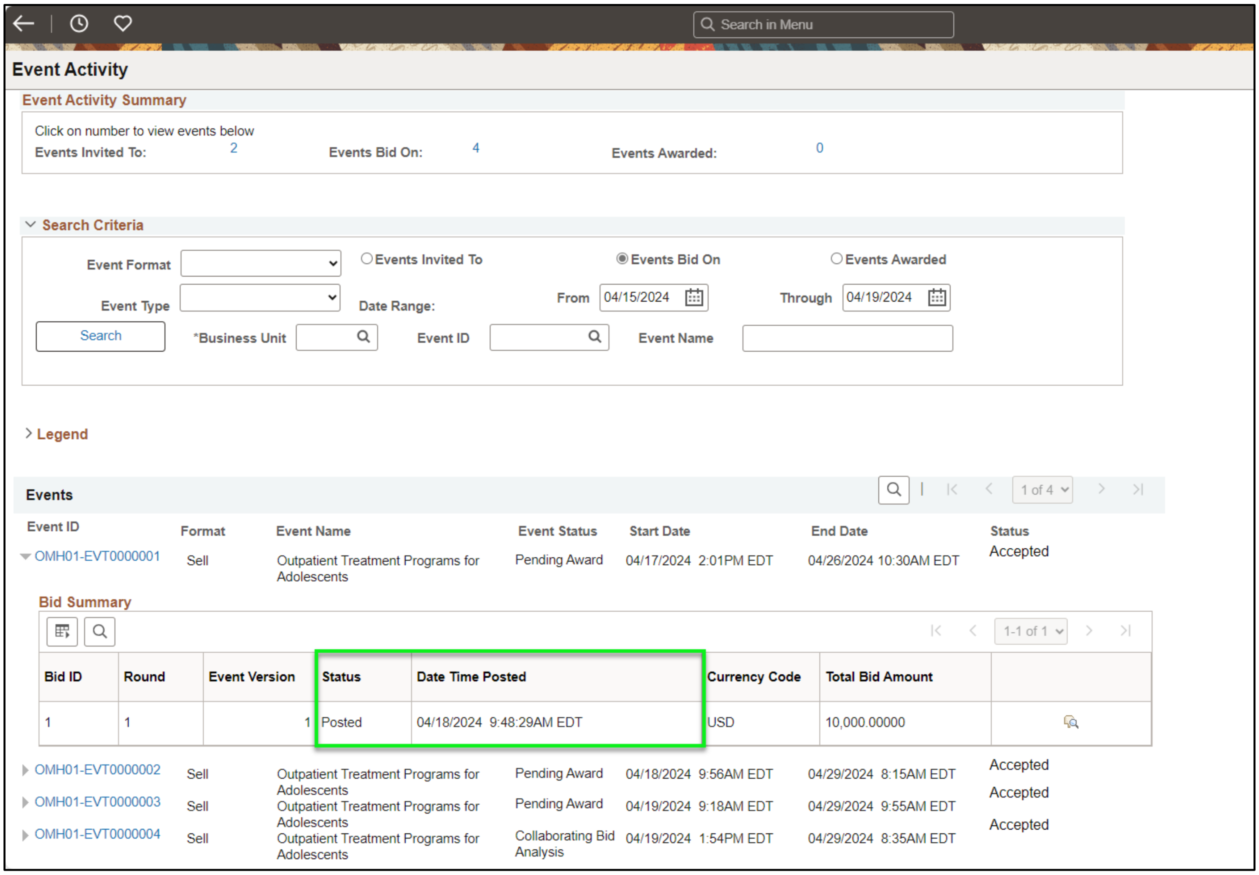
Step	Action
10.	Click the **Search** button.



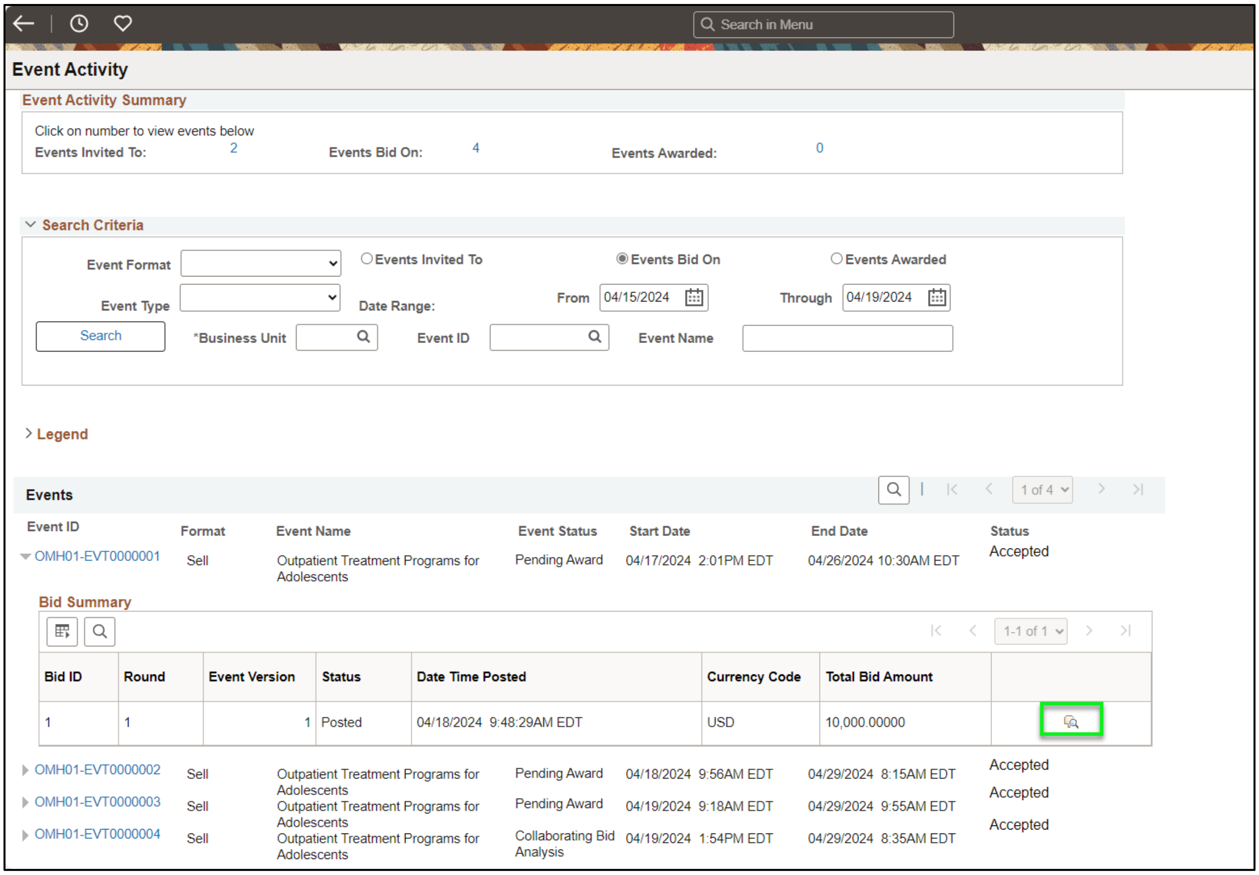
Step	Action
11.	The list of bid events that we have submitted a response for, within our identified date range, is displayed in the search results.



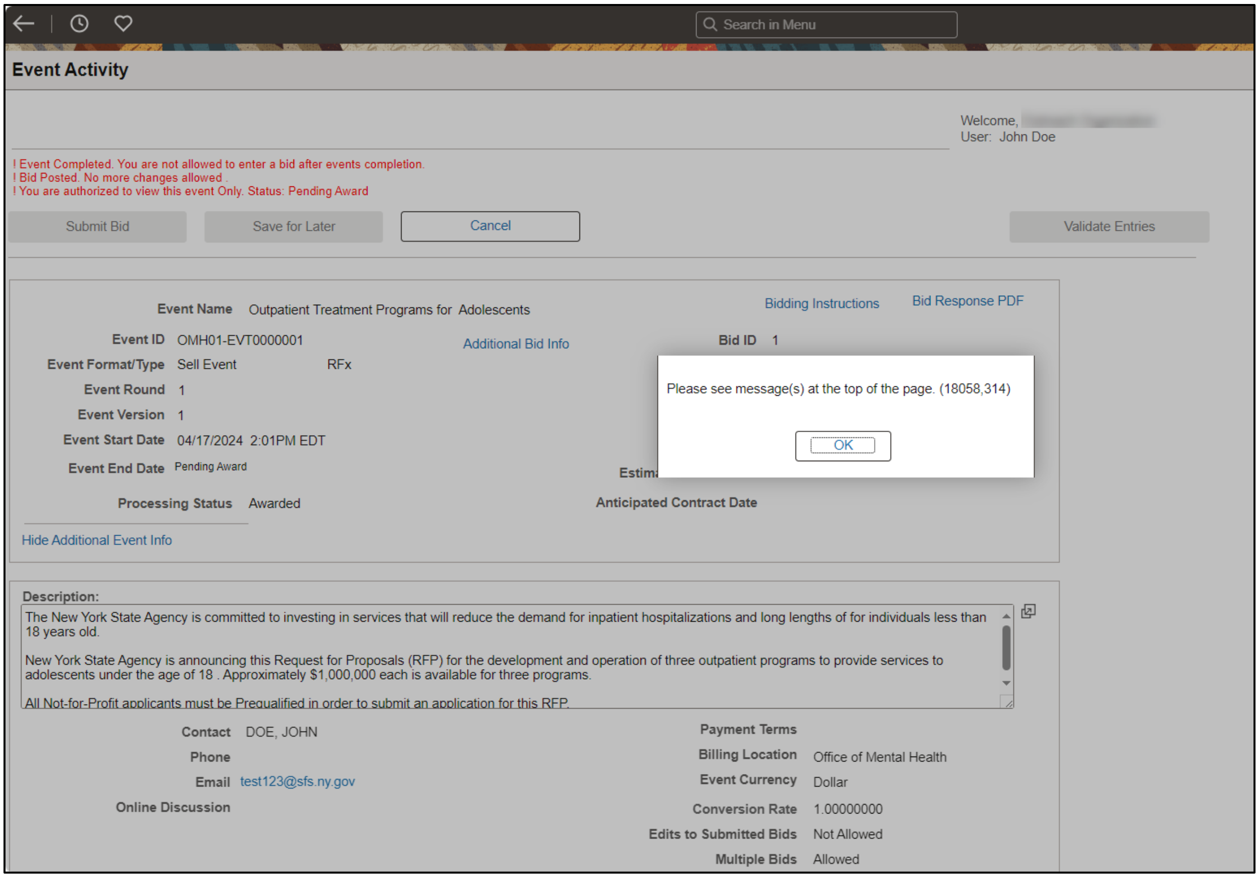
Step	Action
12.	Click the **Arrow** icon next to one of the **Event IDs** to view additional information regarding the bid response for the specific event.



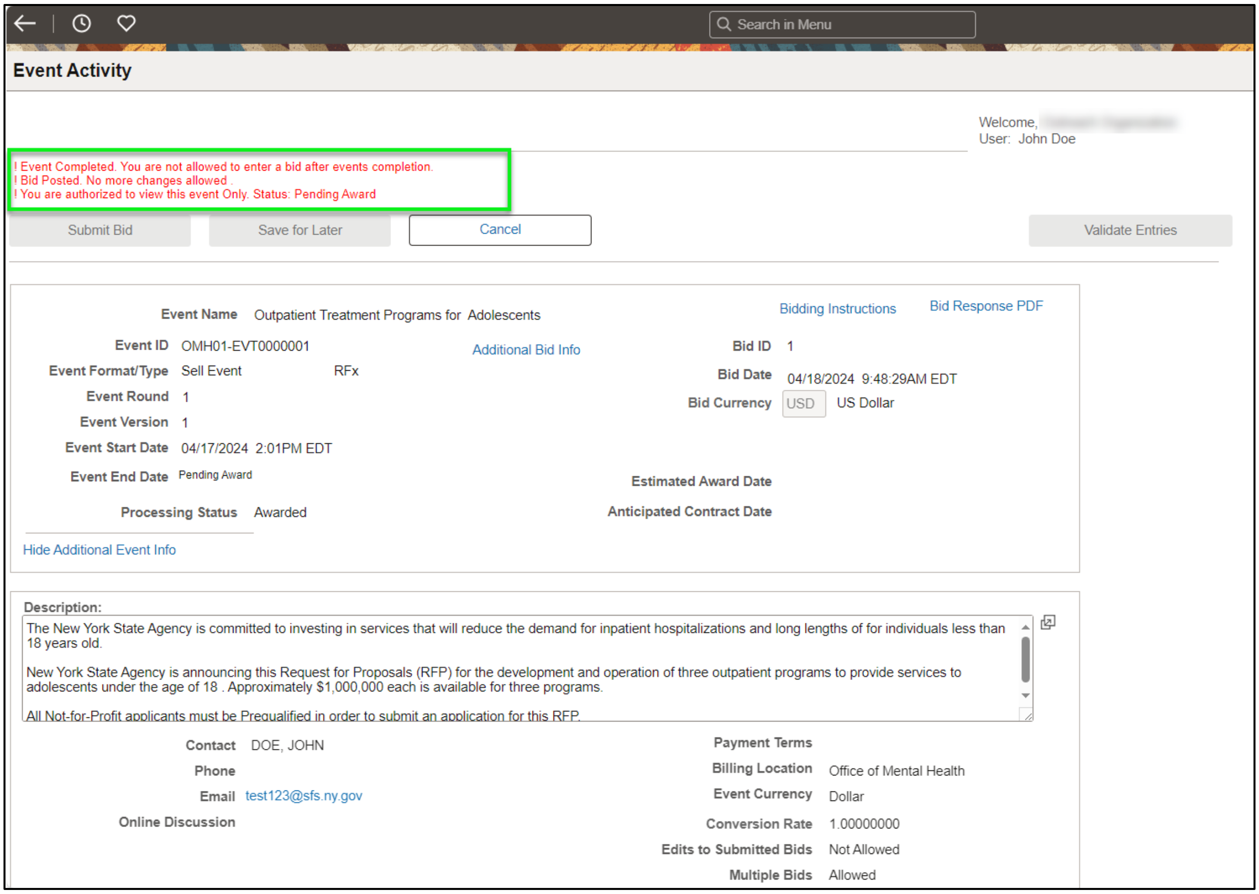
Step	Action
13.	**Notes:** • In the **Bid Summary** section, a **Status** of **Posted** means that the bid response was submitted. • The date and time the bid response was submitted can be found in the **Date Time Posted** field.



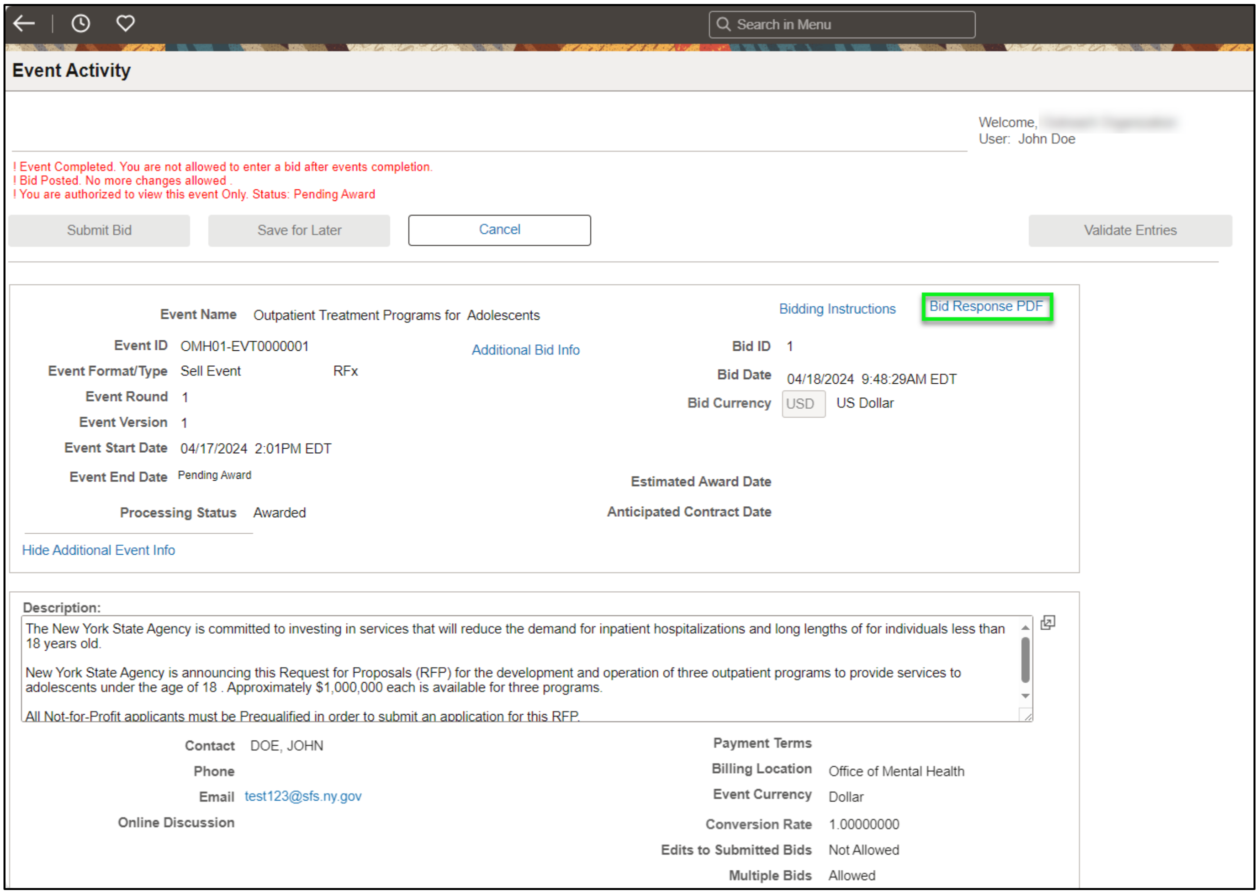
Step	Action
14.	To view the response that was provided to the bid, click the **View Details** icon.



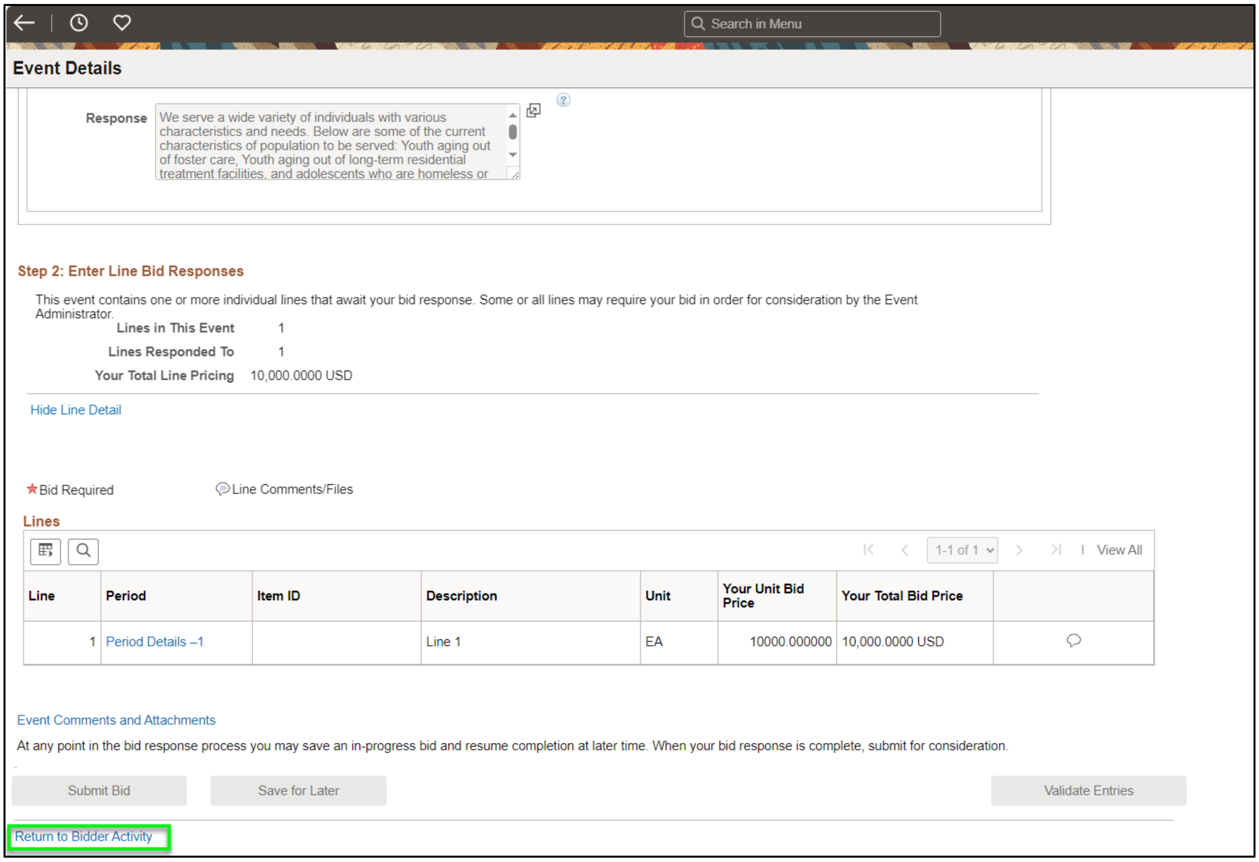
Step	Action
15.	Upon clicking the **View Details** icon, you may receive a message advising you to review the message(s) at the top of the page. Click the **OK** button.



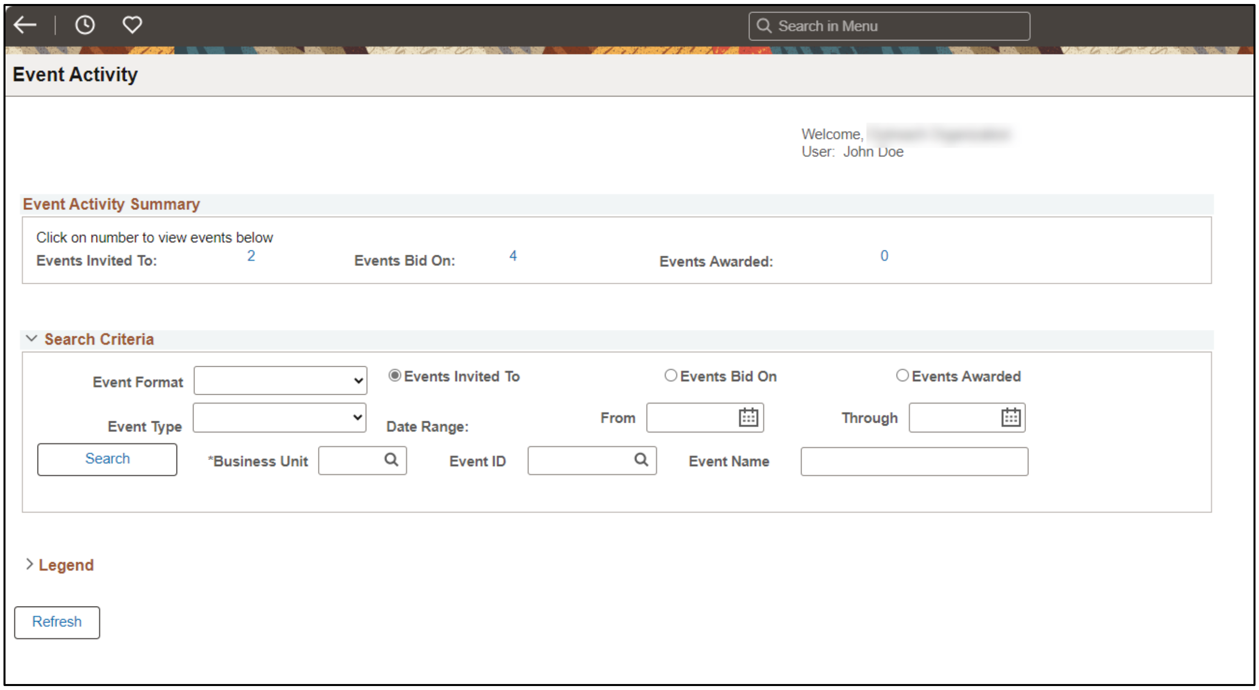
Step	Action
16.	In this example, the messages at the top of the page indicate that: • **Event Completed**: This means that the Event End Date has passed, and applications can no longer be submitted. • **Bid Posted**: This means that your bid response has been submitted to the agency for review. • **You are authorized to view this event only**: This means that changes can no longer be made to your bid response.



Step	Action
17.	You can select the **Bid Response PDF** link to view the responses to the bid in a PDF format or use the **scrollbar** to scroll down and view the responses that were entered for this bid.



Step	Action
18.	To return to the **Event Activity** page, click the **Return to Bidder Activity** link at the bottom of the page.



Step	Action
19.	You have successfully completed the **View Submitted Bid Responses** topic.

Reviewing and Approving Grant Contracts

Lesson Description:

This lesson provides the knowledge and skills to review and approve grant contracts. This lesson also provides information on how to complete and submit progress reports for approval.

Progress reporting is a tool that measures the progress of the grant contract over its lifetime in SFS.

Lesson Objectives:

In this lesson, you will learn how to:

- Preview a Contract Agreement
- Review and Update Budget and Work Plan Information on a Contract
- Approve Contract Collaboration
- Apply Electronic Signature on a Contract Agreement
- Complete Performance Measures for a Progress Report and Submit a Progress Report for Agency Review
- Update and Re-submit a Returned Progress Report

Preview a Contract Agreement

Topic Description:

This topic provides the knowledge and skills to review a Contract Agreement.

SFS Handbook: Grantee Processing in SFS

Topic Objectives:
In this topic, you will learn:

- How to review a Contract Agreement

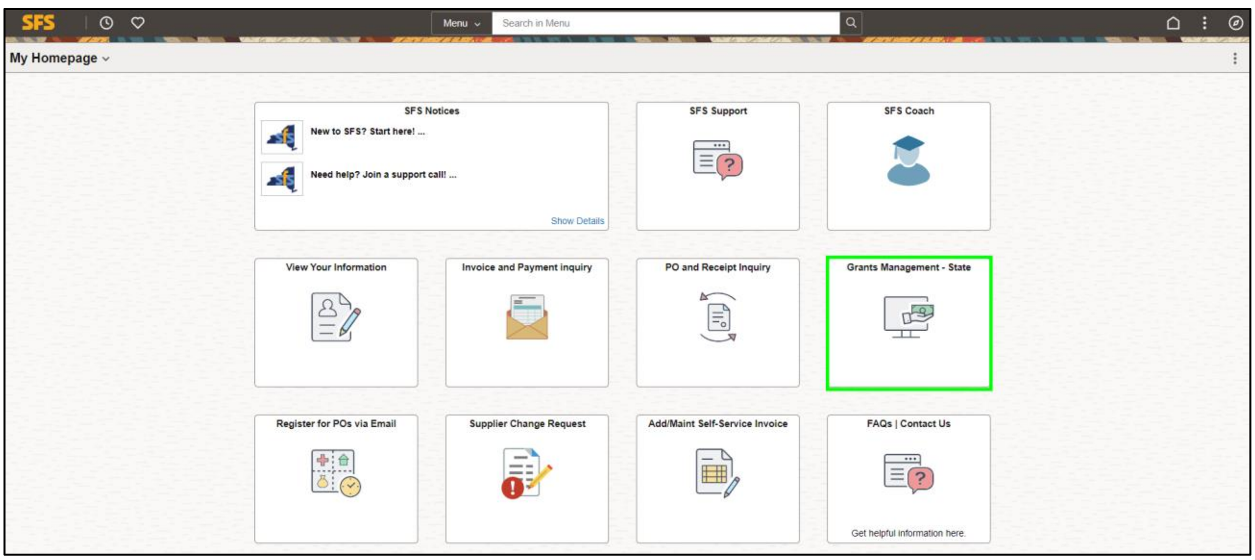
SFS role required to perform this task:

- Grants Contract Collaborator (NY_ES_SUPPLIER_CONTRACT_COLLAB)

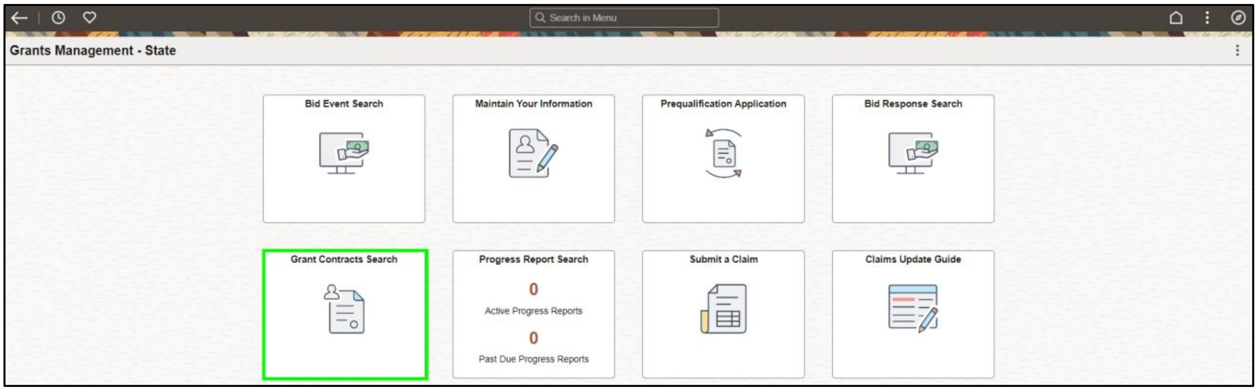
Procedure

Scenario: You have been awarded a grant contract and would like to preview the grant contract before you take action on it. You will navigate to the Maintain Contract Documents page and click the View Document button.

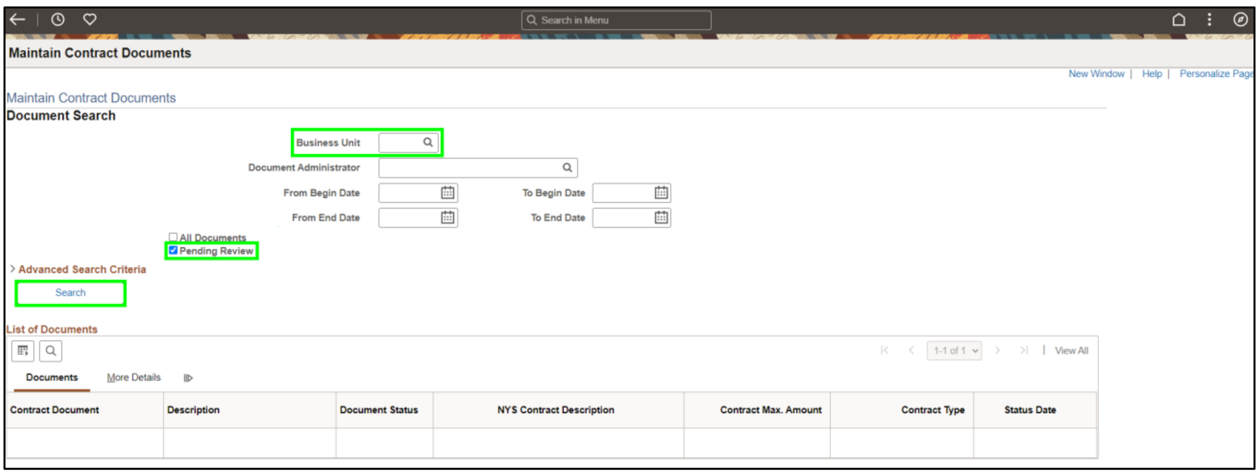
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

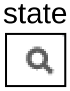


Step	Action
1.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Contracts > Maintain Contract Documents **Note:** You must log in to the SFS Vendor Portal to view a grant contract.

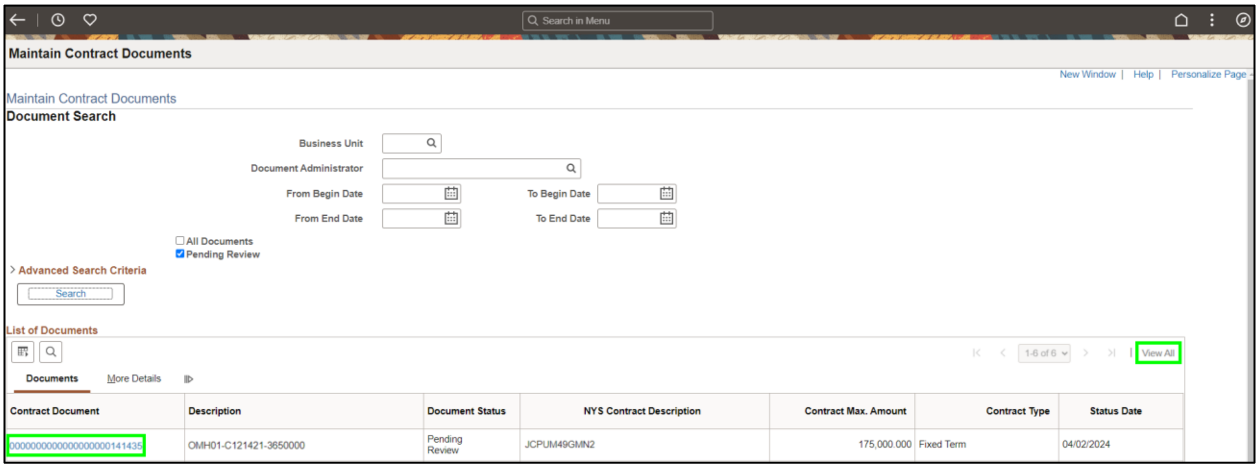


Step	Action
2.	Click the **Grant Contracts Search** tile.

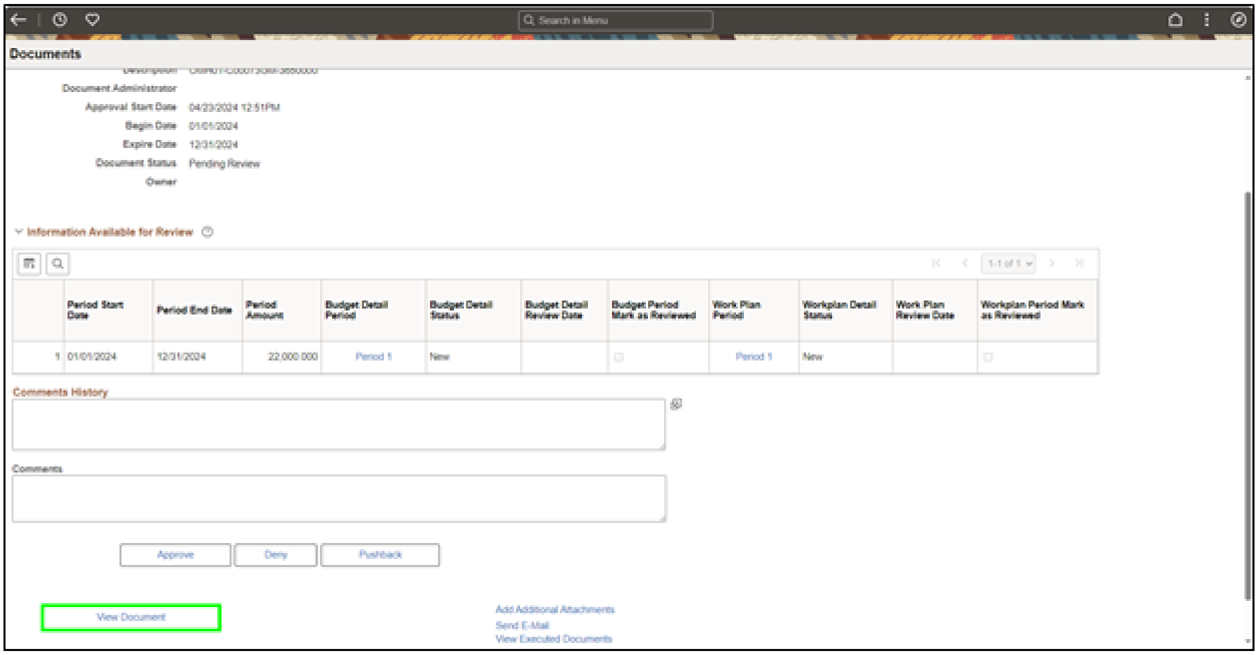


Step	Action
3.	Enter the agency's business unit into the **Business Unit** field or click the magnifying glass to search for the information. If you are unsure of the business unit for the State Agency you are doing business with, click the **magnifying glass** to view a list of business units and state agencies.  **Note:** If you do not know any criteria, you can leave the search criteria in the **Document Search** section blank.

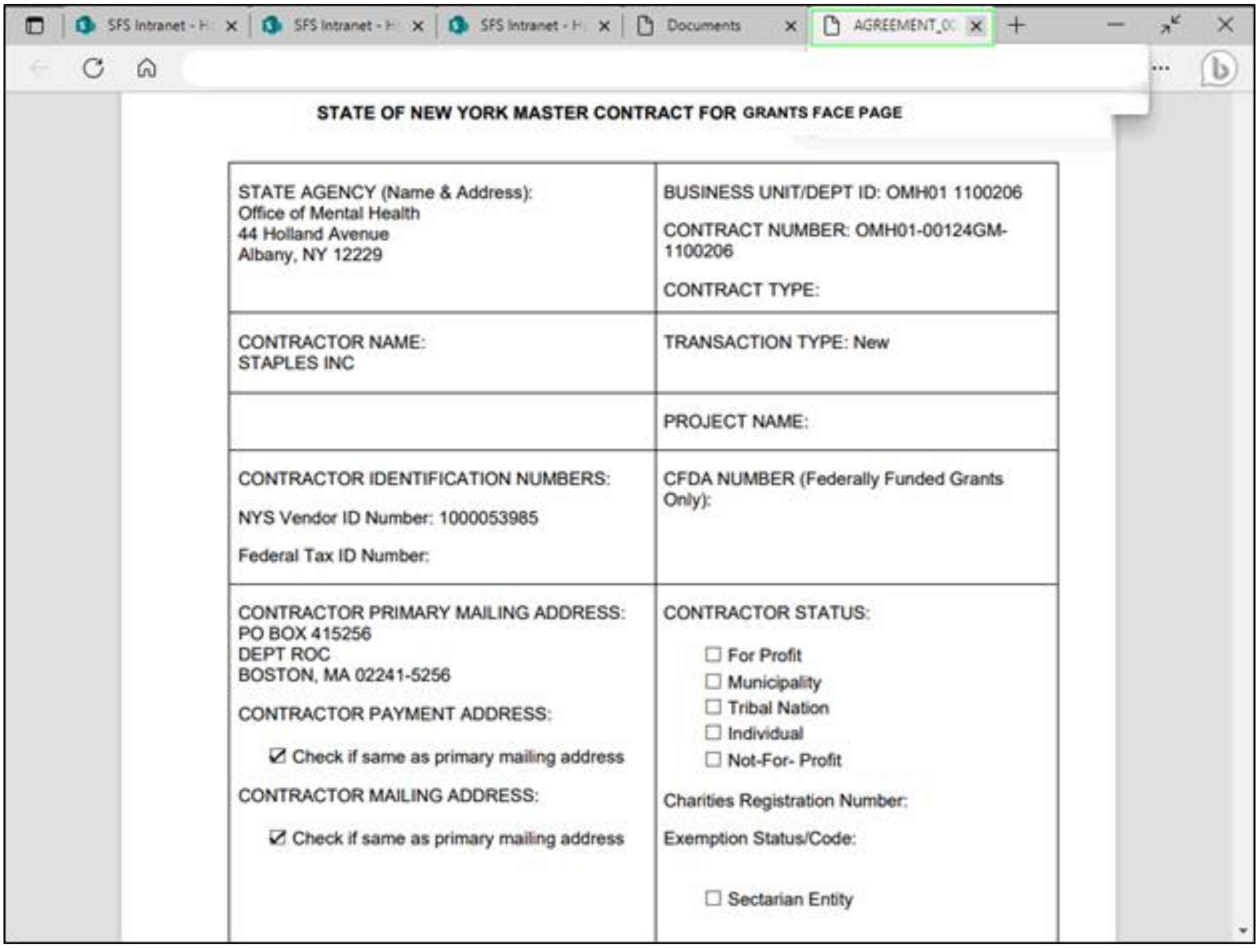
Step	Action
4.	Verify the **Pending Review** checkbox is selected. **Note:** To view grant contracts that are pending review **and** grant contracts that have previously been approved, verify the **All Documents** checkbox is selected.
5.	Click the **Search** button.



Step	Action
6.	Click the applicable **Contract ID** from the search results. If your organization has more than ten contract results, use the **View All** button to show all results on one page.



Step	Action
7.	Click the **View Document** button to review the Contract Agreement document.
Step	**Action**
8.	**Note:** If you do not see this popup, it may be blocked by your browser. Please click the blocked popup icon in the address bar, select the option to "Always allow pop-ups and redirects from https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login" and click the **Done** button. Following this, click the **View Document** button again to view the new browser window. 



Step	Action
9.	When you are finished reviewing the Contract Agreement document, click the **Close (X)** button.
10.	You have successfully completed the **Preview Contract Agreement** topic.

Update Contract Period Budget and Work Plan Information and Complete Review of a Contract during Collaboration

Topic Description:

This topic provides the knowledge and skills to review and update budget and work plan information on a contract. This topic also shows how to complete the review of a contract during the collaboration phase. After grantee collaboration is complete, the contract will route back to the agency to complete the collaboration stage. Once the collaboration stage is complete, the contract will route to the grantee for signature.

Topic Objectives:

In this topic, you will learn:

- How to review and update the budget and work plan information on a contract
- How to complete review of a contract during collaboration

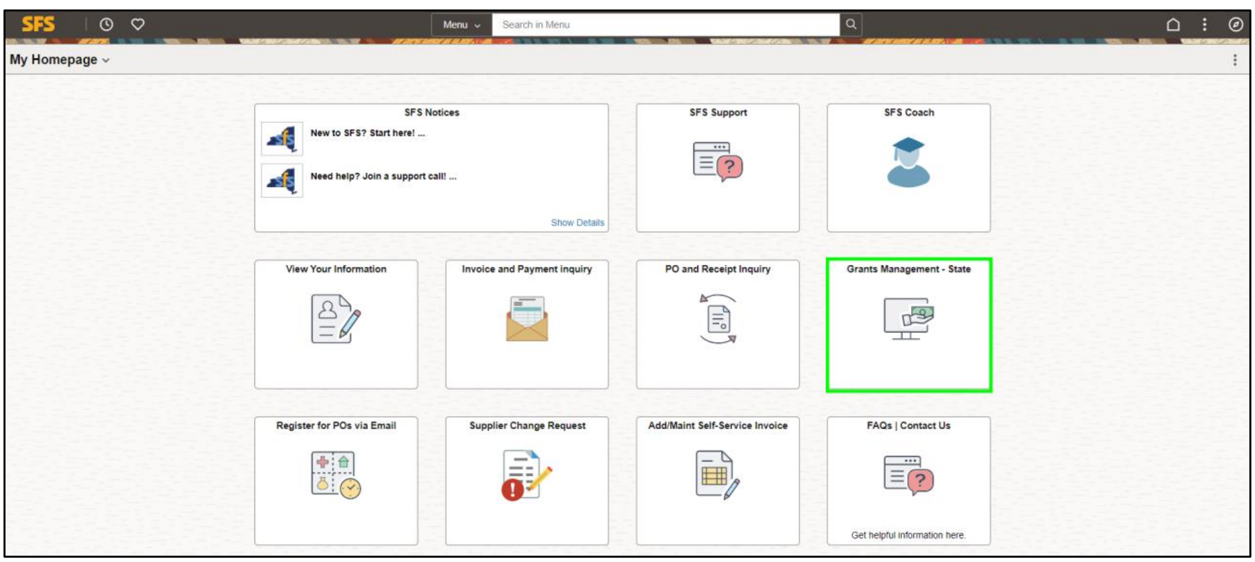
SFS role(s) required to perform this task:

- Grants Contracts Editor (NY_ES_VNDR_CNTRCT_CHANGE)
  - **Note:** This role allows you to make changes to a grant contract budget and work plan.
- Grants Contract Collaborator (NY_ES_SUPPLIER_CONTRACT_COLLAB)
  - **Note:** This role allows you to review and collaborate on a grant contract with the agency.

Procedure

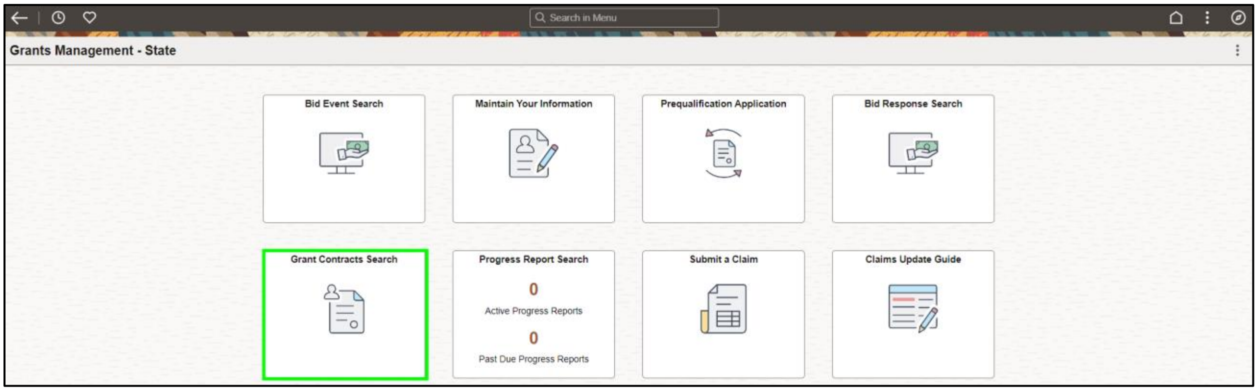
Scenario: You have reviewed a Contract Agreement and determined that the budget and work plan information need to be updated. After updating the budget and work plan information, you will indicate your review is complete for the contract.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

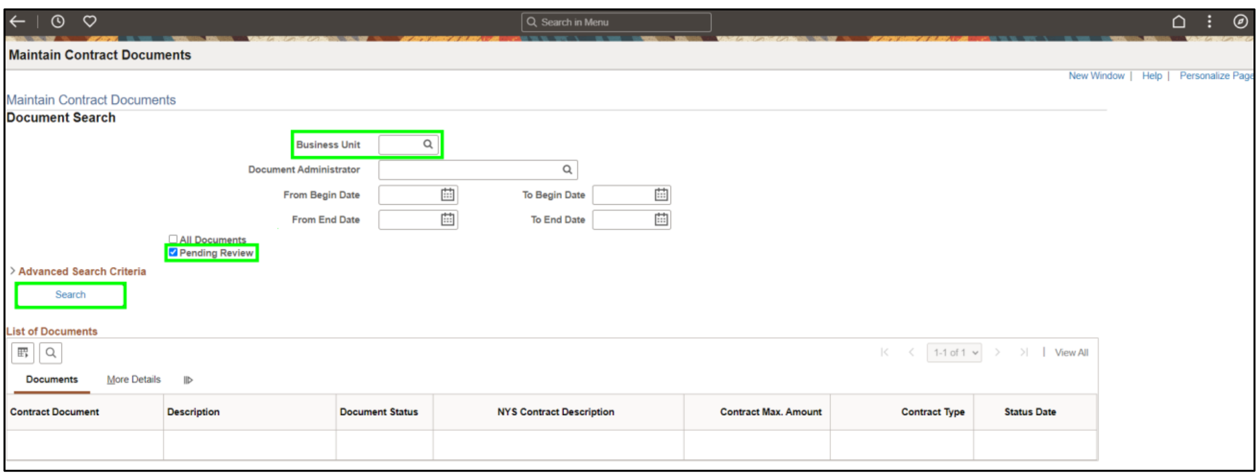


Step	Action
1.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Contracts > Maintain Contract Documents

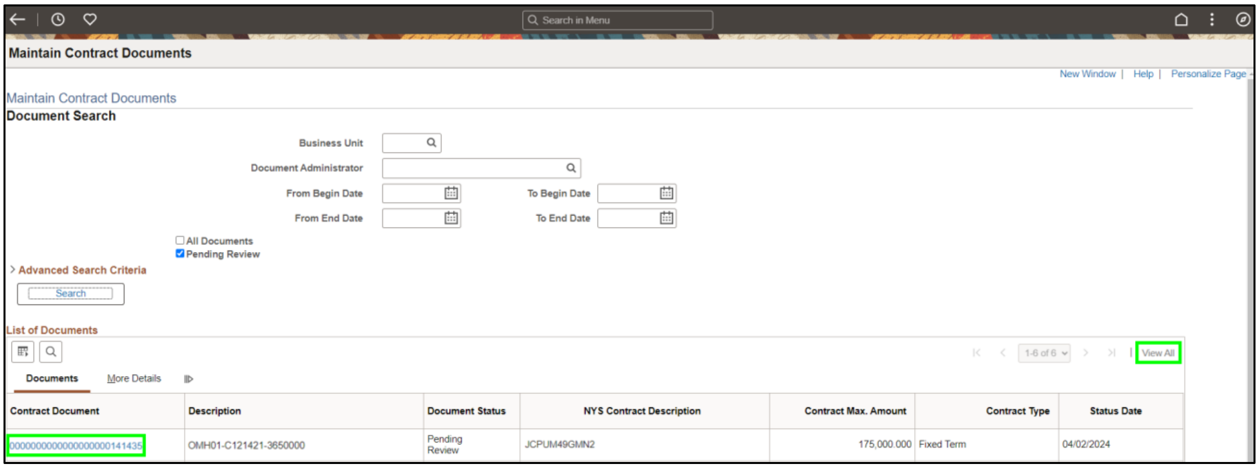
Step	Action
	Note: You must log in to the SFS Vendor Portal to update grant contract information.



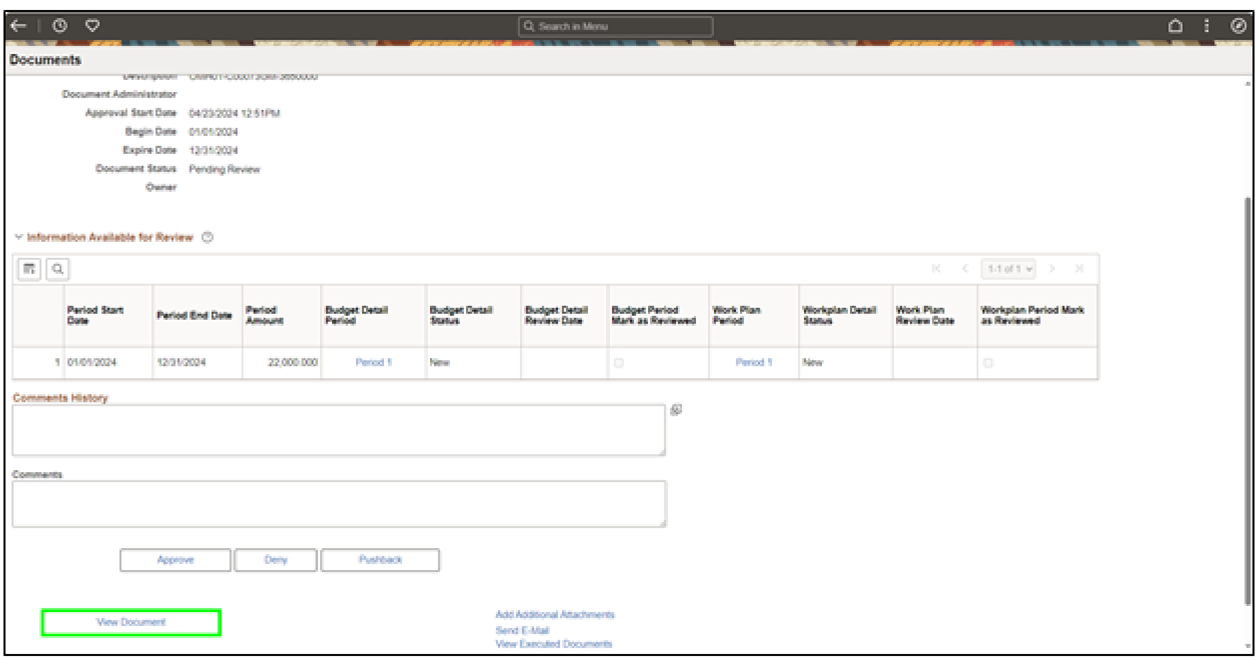
Step	Action
2.	Click the **Grant Contracts Search** tile.

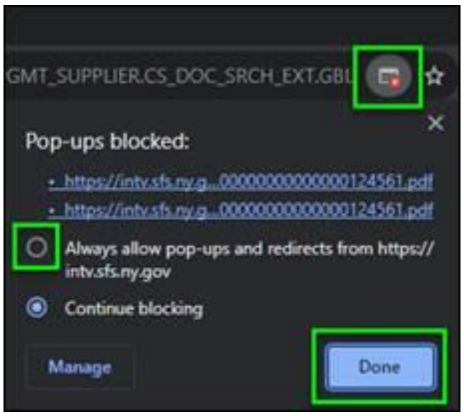


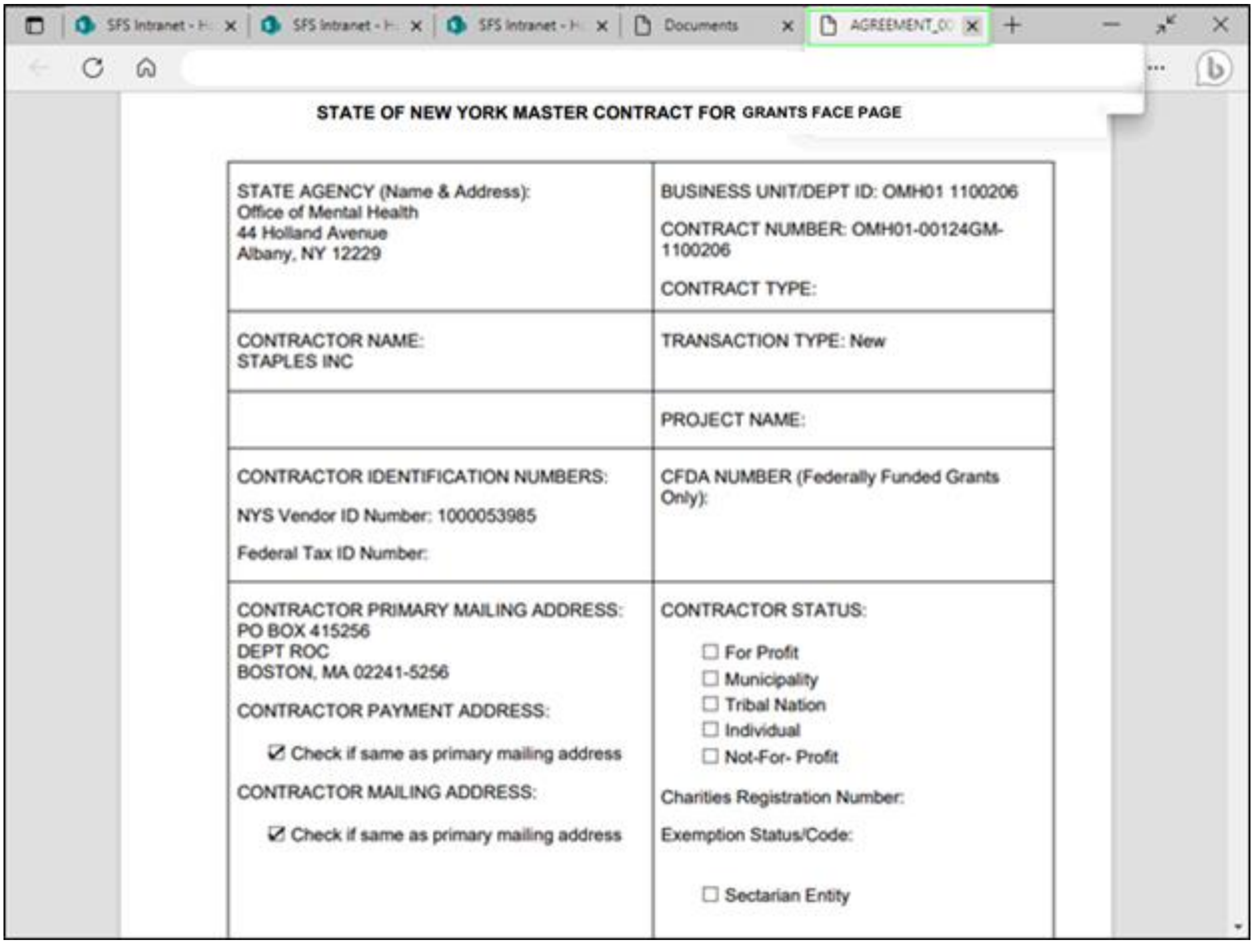
Step	Action
3.	Enter the agency’s business unit into the **Business Unit** field or click the magnifying glass to search for the information. If you are unsure of the business unit for the State Agency you are doing business with, click the **magnifying glass** to view a list of business units and state agencies.
4.	Verify the **Pending Review** checkbox is selected.
5.	Click the **Search** button.



Step	Action
6.	Click the applicable **Contract ID** link from the search results under the **Contract Document** column. If your organization has more than ten contract results, use the **View All** button to show all results on one page. **Note:** If your organization has multiple people assigned to the **Grants Contract Collaborator** role, please work within your organization to determine who is responsible for collaborating on each grant contract, as only one person can approve a specific grant contract during collaboration in SFS.



Step	Action
7.	Click the **View Document** button to review the Contract Agreement document if you want to view this information. You may need to scroll to see this button. **Note**: This is an optional step.
8.	**Note:** If you do not see this popup, it may be blocked by your browser. Please click the blocked popup icon in the address bar, select the option to “Always allow pop-ups and redirects from https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login” and click the **Done** button. Following this, click the **View Document** button again to view the new browser window. 


STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address):
Office of Mental Health
44 Holland Avenue
Albany, NY 12229

BUSINESS UNIT/DEPT ID: OMH01 1100206

CONTRACT NUMBER: OMH01-00124GM-1100206

CONTRACT TYPE:

CONTRACTOR NAME:
STAPLES INC

TRANSACTION TYPE: New

PROJECT NAME:

CONTRACTOR IDENTIFICATION NUMBERS:

NYS Vendor ID Number: 1000053985

Federal Tax ID Number:

CFDA NUMBER (Federally Funded Grants Only):

CONTRACTOR PRIMARY MAILING ADDRESS:
PO BOX 415256
DEPT ROC
BOSTON, MA 02241-5256

CONTRACTOR PAYMENT ADDRESS:

☑ Check if same as primary mailing address

CONTRACTOR MAILING ADDRESS:

☑ Check if same as primary mailing address

CONTRACTOR STATUS:

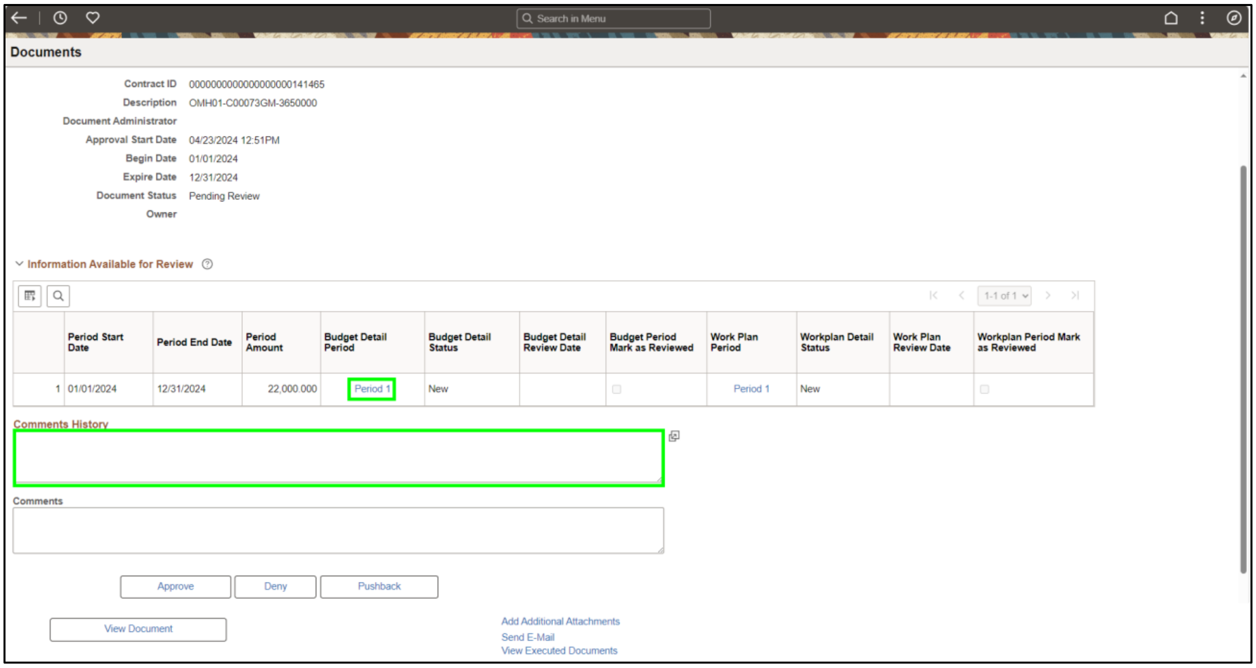
☐ For Profit
☐ Municipality
☐ Tribal Nation
☐ Individual
☐ Not-For- Profit

Charities Registration Number:

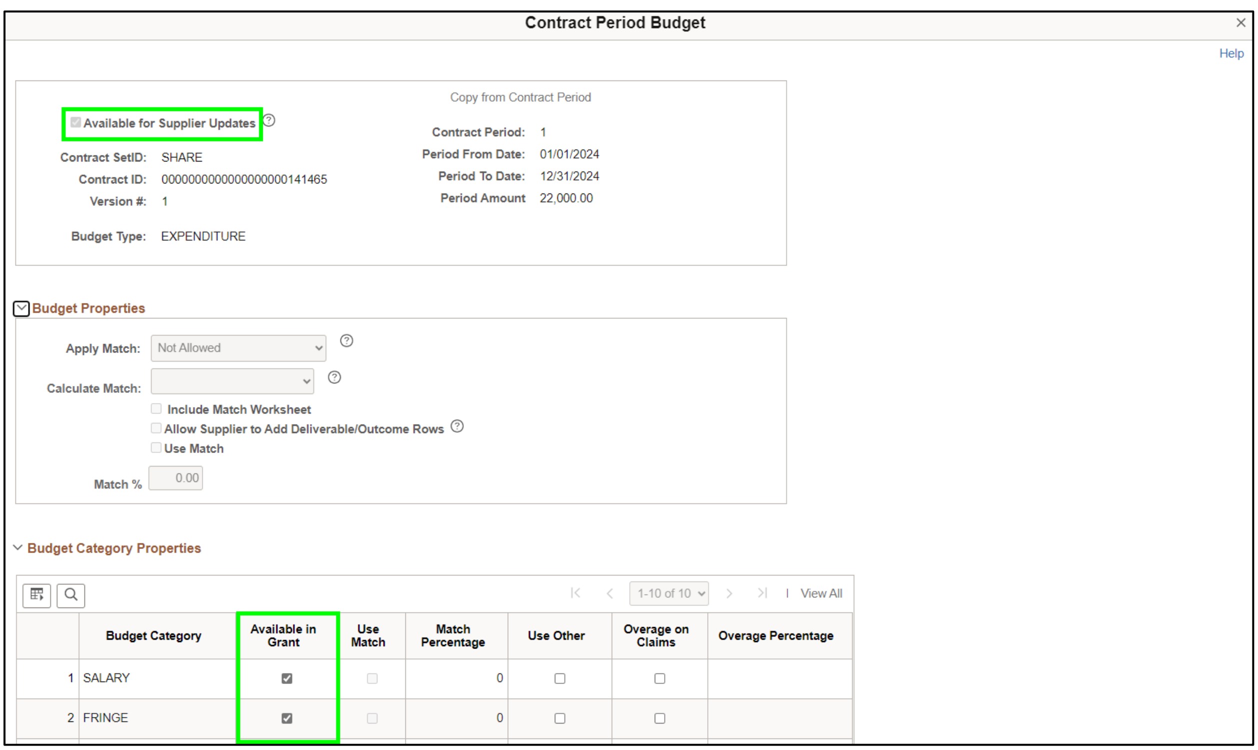
Exemption Status/Code:

☐ Sectarian Entity

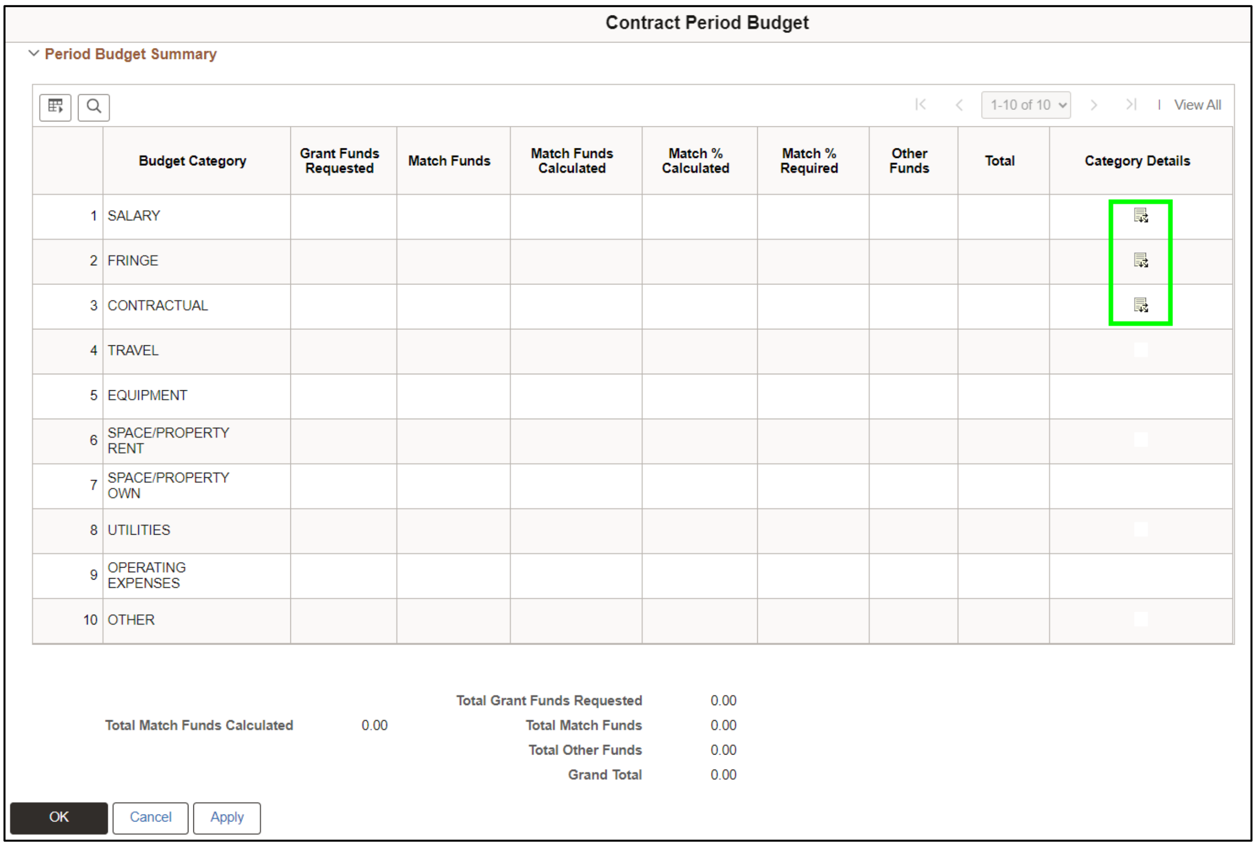
Step	Action
9.	When you are finished reviewing the Contract Agreement document, click the **Close (X)** button.



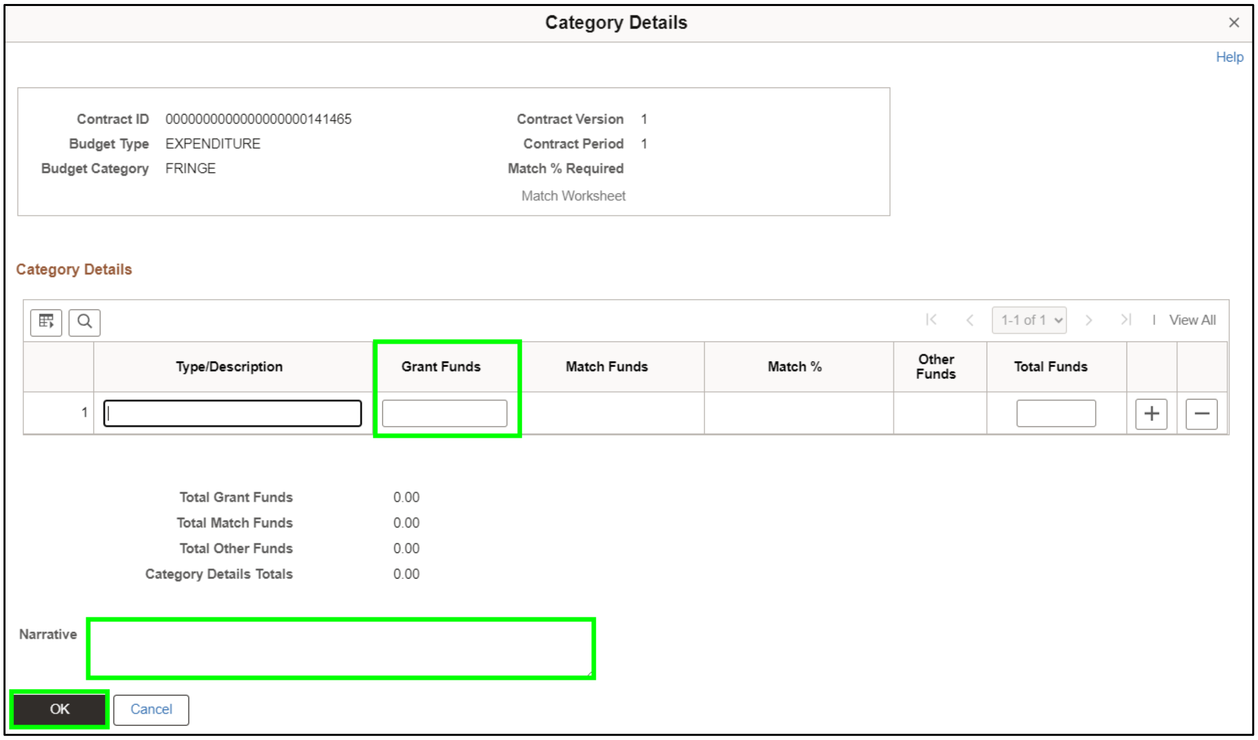
Step	Action
10.	Review comments in the **Comments History** field for any specific instructions from the agency prior to navigating to the budget/work plan pages.
11.	Click the applicable **Period** link under the **Budget Detail Period** heading to review and edit the budget period detail information.



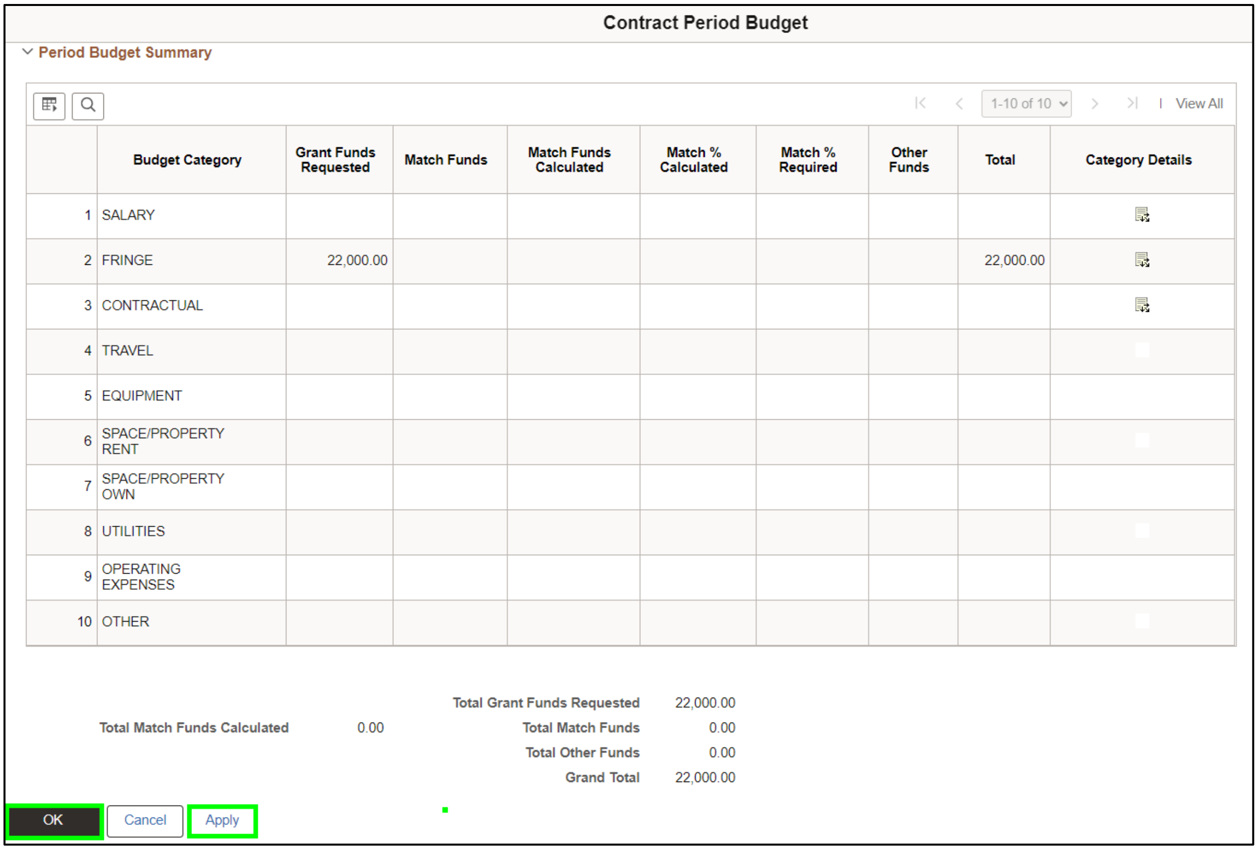
Step	Action
12.	**Note**: When the **Available for Supplier Updates** option is selected, the grantee can update the budget information. When de-selected, the grantee can only view the budget information.
13.	Review **Budget Category Property** section (including Narrative), noting which rows have **Available in Grant** checked. **Note:** Grantees will only be able to update the budget categories that have **Available in Grant** selected. Grantees will need to scroll down to the **Period Budget Summary** section to make updates to the available budget categories.



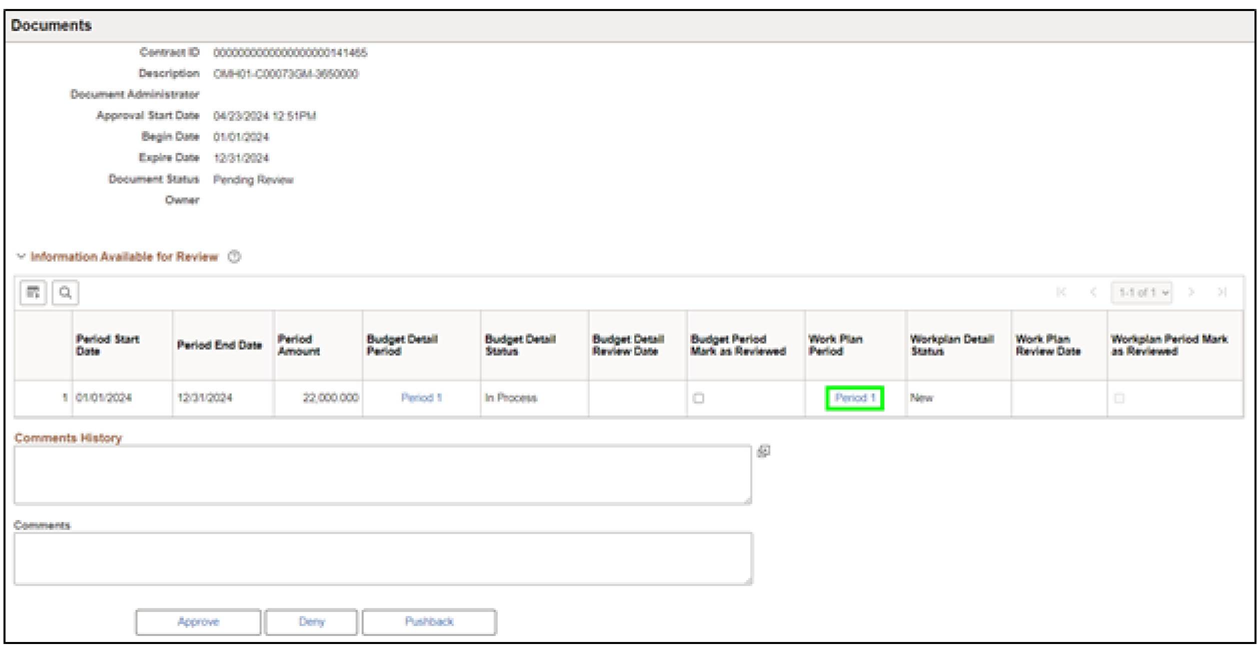
Step	Action
14.	Click the **Category Details** icon, located at the bottom of the page, associated to the budget category to update the budget category detail information. You may need to scroll to see these icons. **Note**: The **Category Detail** fields will vary based on the Budget Category.



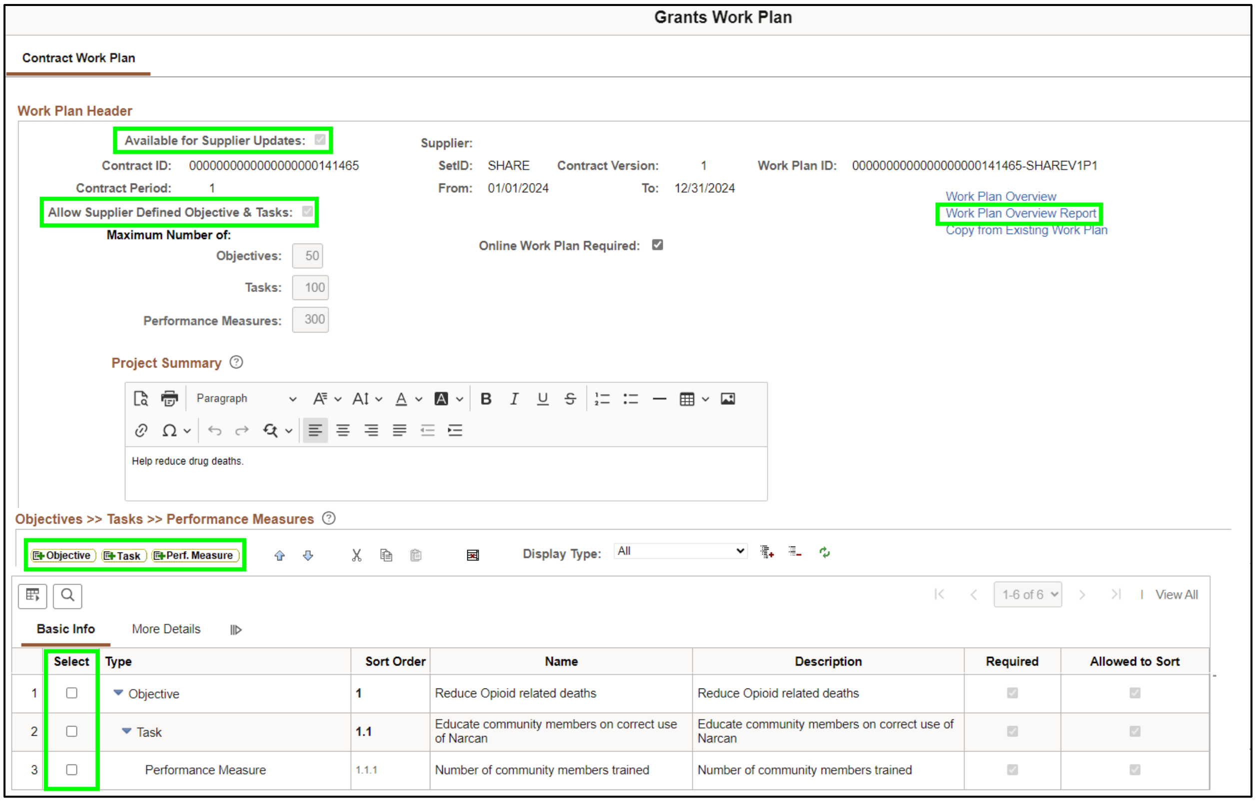
Step	Action
15.	In this example, we are updating budget category detail information for the **Fringe** budget category and **Expenditure** budget type.
16.	Make the applicable updates to the budget category detail information. In this example, we are increasing the **Grant Funds** amount for the **Fringe** budget category, so the total grant funds requested for all the budget categories equals the period amount.
17.	The **Narrative** field should be used to provide additional details about the information entered for a specific budget category. In this example, we will enter **Increased the grant funds amount so total grant funds requested equals the period amount** in the **Narrative** field.
18.	**Note**: • The above fields are only available when the Agency who collaborated on the contract has indicated that they are applicable for the contract. If this is not the case, these fields will be greyed out. • The **Total Funds** will automatically calculate based on the sum of the **Grant Funds**, **Match Funds**, and **Other Funds**.
19.	When you are finished entering the **Budget Category Detail** information, click the **OK** button.



Step	Action
20.	Click the **Apply** button to save your changes.
21.	Click the **OK** button to return to the **Document Management** page.

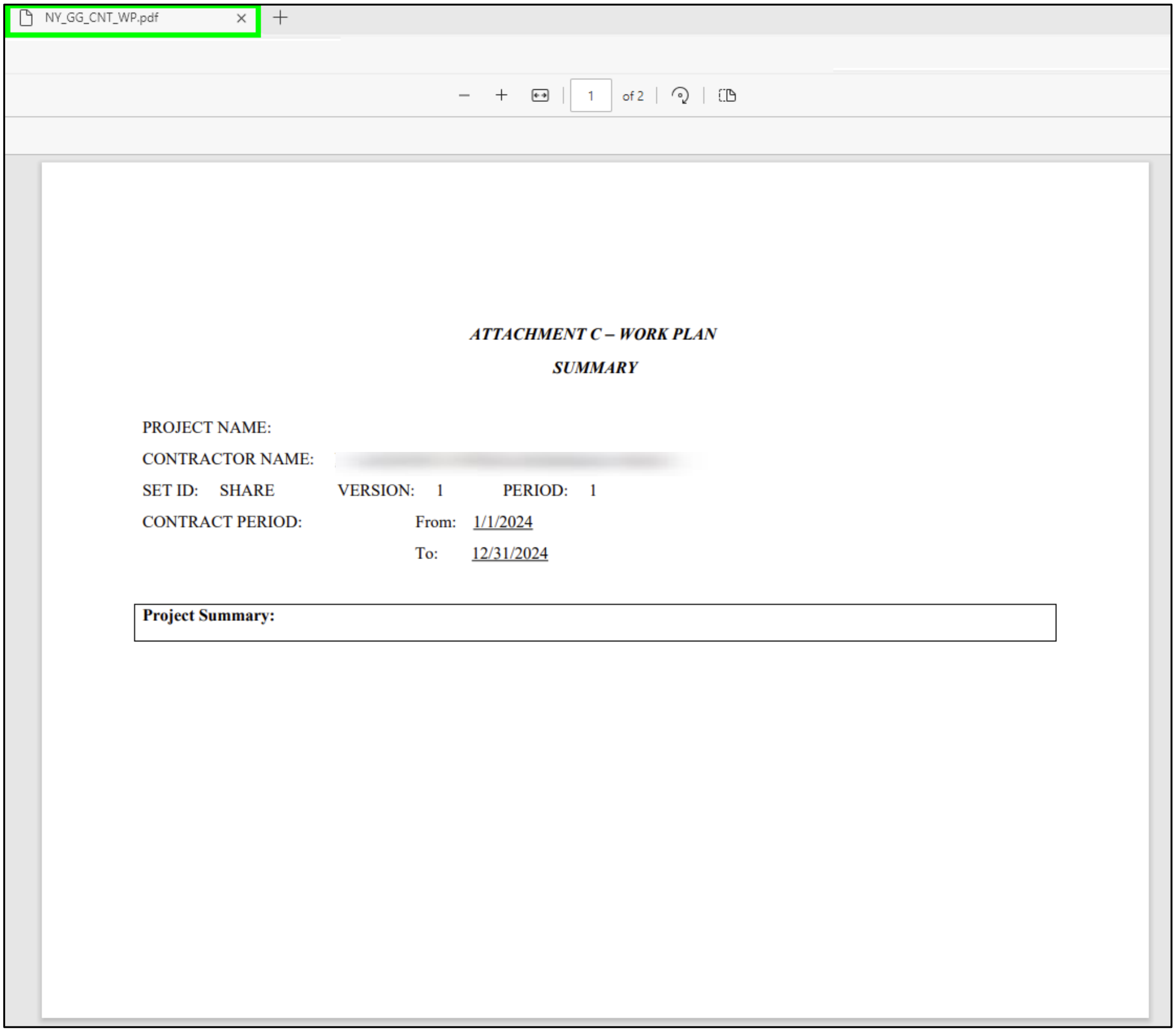


Step	Action
22.	Click the applicable **Period** link under the **Work Plan Period** heading to review and edit the work plan information.

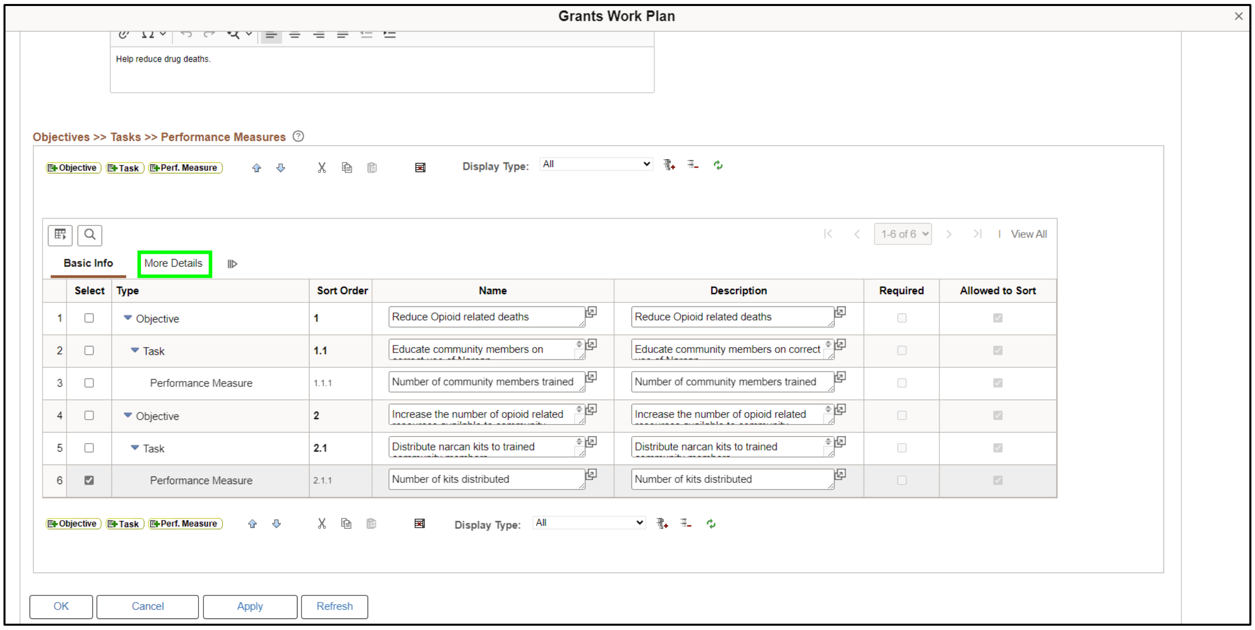


Step	Action
23.	**Note**: When the **Available for Supplier Updates** option is selected, the vendor can update the work plan information. When de-selected, the vendor can only view the work plan information.
24.	If the **Allow Supplier Defined Objectives & Tasks** box located at the top of the page is checked and the Maximum Number of Objectives, Tasks, and Performance Measures have not already been entered, then you can add new objective, tasks, and performance measures if needed. Select the checkbox for the **Objective**, **Task**, and/or **Performance Measure** where the new objective, task, and/or performance measure will be inserted and then select the **+ Objective** button to add a new objective. Select the **+ Task** button to add a new task and select the **+ Perf Measure** button to add a new performance measure. An objective must be inserted before a task can be inserted and a task must be inserted before a performance measure can be inserted.

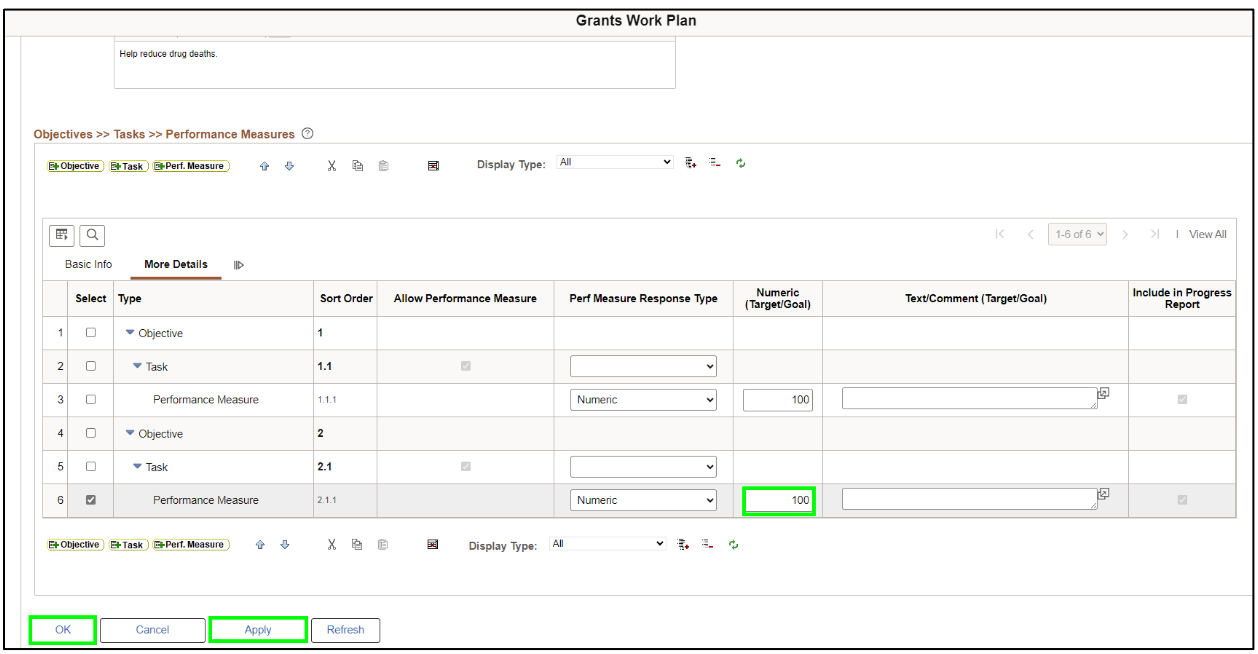
Step	Action
25.	Click the **Work Plan Overview Report** link to view the work plan information in a PDF format, if you are interested in viewing this information. **Note**: This is an optional step.



Step	Action
26.	When you are finished reviewing the **Work Plan Overview Report** document, click the **Close (X)** button.

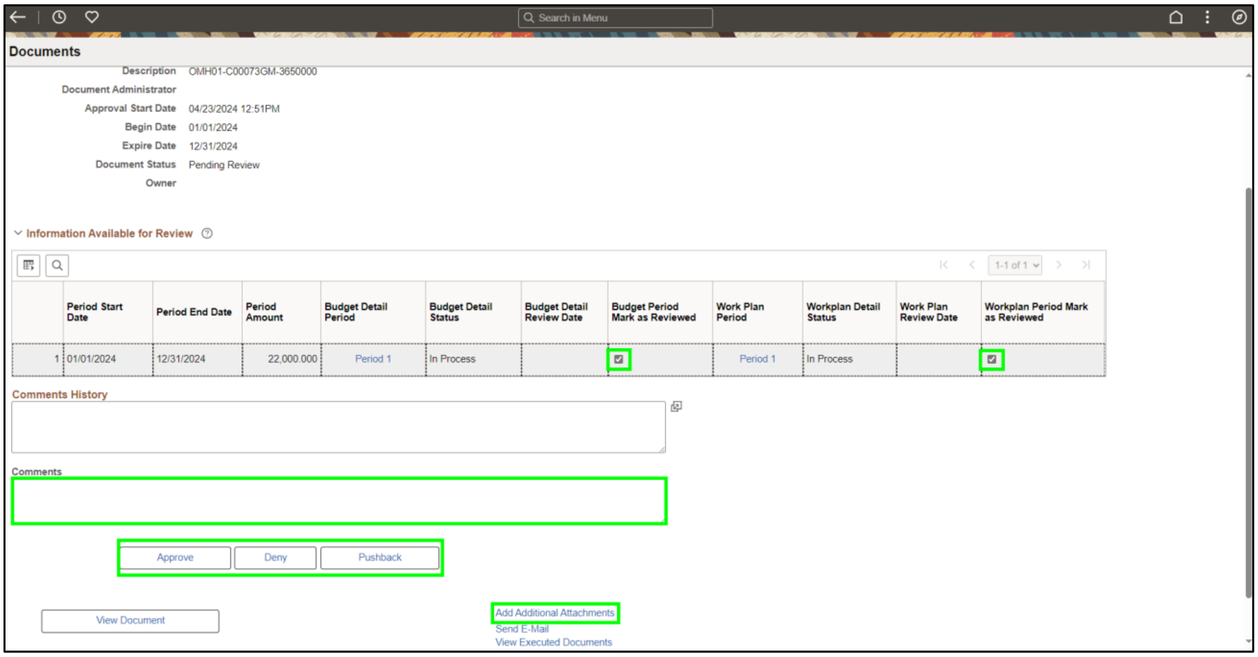


Step	Action
27.	Click the **More Details** tab.

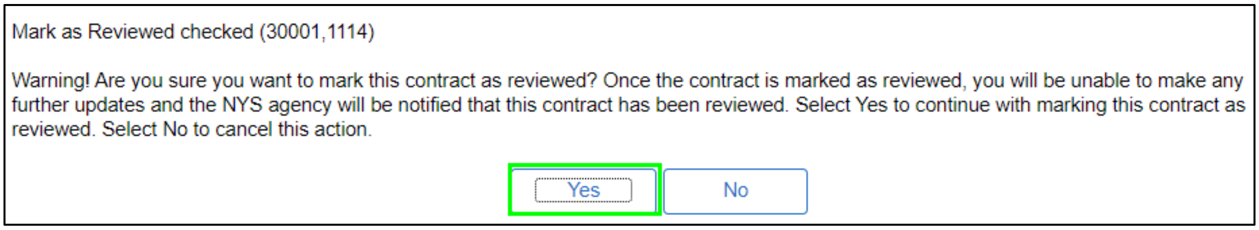


Step	Action
28.	In this example, we are updating the target value for the second performance measure. We will change the **Numeric (Target/Goal)** field to **50**.

Step	Action
29.	Click the **Apply** button to save any changes.
30.	Click the **OK** button to return to the **Document Management** page.



Step	Action
31.	When you have finished reviewing the Budget Period information, select the **Budget Period Mark as Reviewed** checkbox to update the **Budget Detail Status** to Reviewed.
32.	When you have finished reviewing the Work Plan Period information, select the **Work Plan Period Mark as Reviewed** checkbox to update the **Work Plan Detail Status** to Reviewed.
33.	Enter any comments for the agency in the **Comments** field. **Note**: The **Comments** field could be used to summarize the changes you made.
34.	**Note**: • To upload and attach documents to a contract, click the **Add Additional Attachments** link. • Vendors can only add attachments to their contracts during collaboration.
35.	Click the **Approve** button to indicate your review is complete and to return the contract to the agency.



Step	Action
36.	Click the **Yes** button to continue marking this contract as reviewed. **Note**: Click the **No** button to cancel this action.
37.	**Note**: • If you want to return the contract back to the agency contract manager for updates, click the **Deny** button. • If you want to return the contract to the previous step in the workflow, click the **Pushback** button.
38.	You have successfully completed the **Update Contract Period Budget and Work Plan Information and Complete Review of a Contract during Collaboration** topic.

Apply an Electronic Signature to a Contract Agreement

Topic Description:
This topic provides the knowledge and skills to approve a contract and apply an electronic signature to a contract agreement.

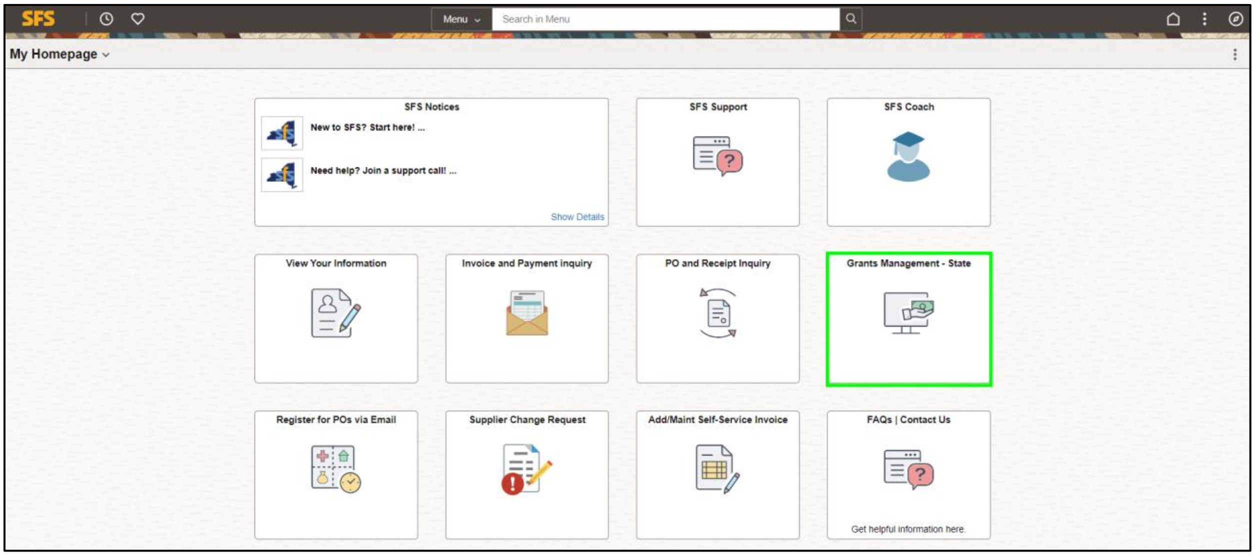
Topic Objectives:
In this topic, you will learn how to:
- Approve a Contract
- Apply an Electronic Signature to a Contract Agreement

SFS role required to perform this task:
- Grants Contract Approver (NY_ES_SUPPLIER_CONTRACT_APPRVR)

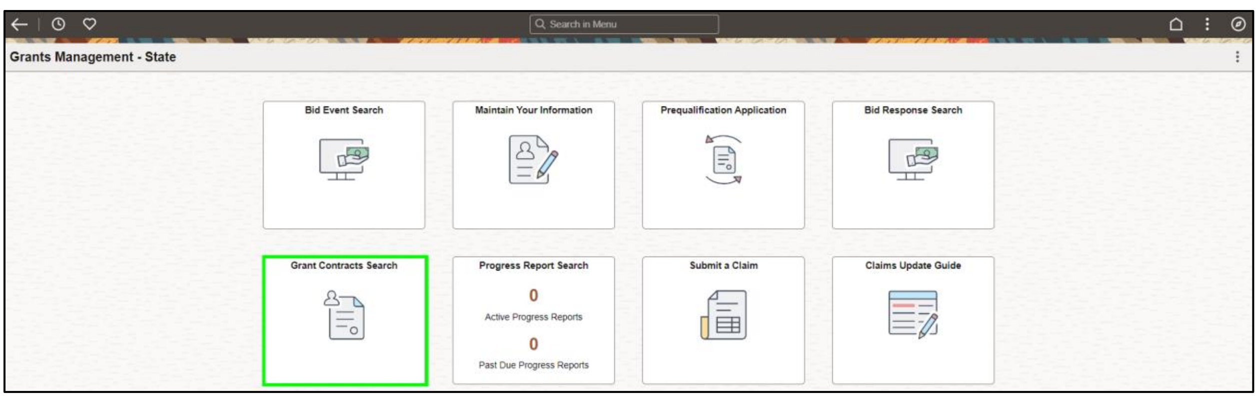
Procedure

Scenario: You have been awarded a grant contract. You will view the contract agreement that is pending approval and then approve and sign the contract, so it routes to the agency for approval.

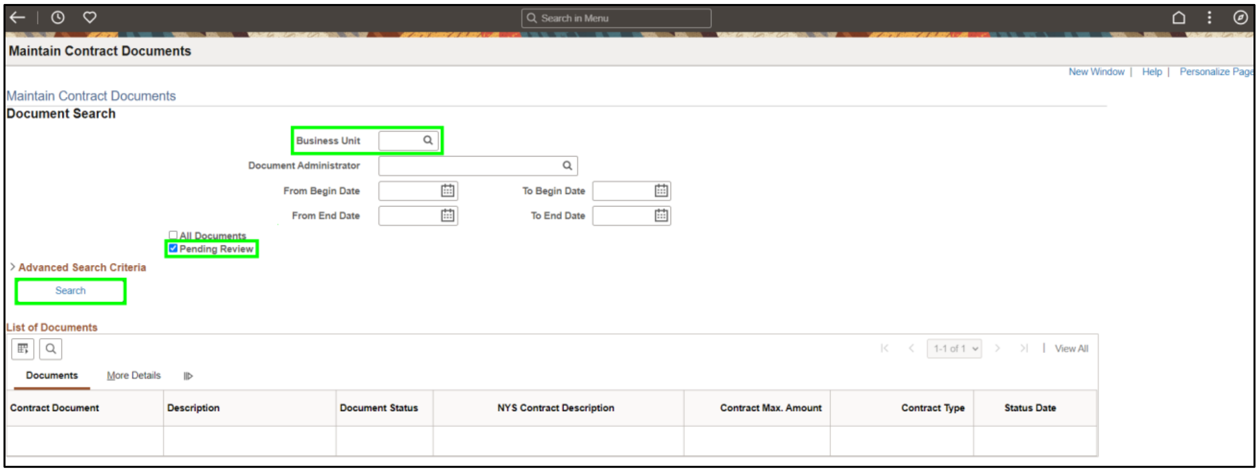
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

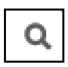
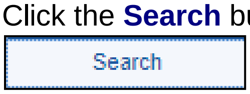


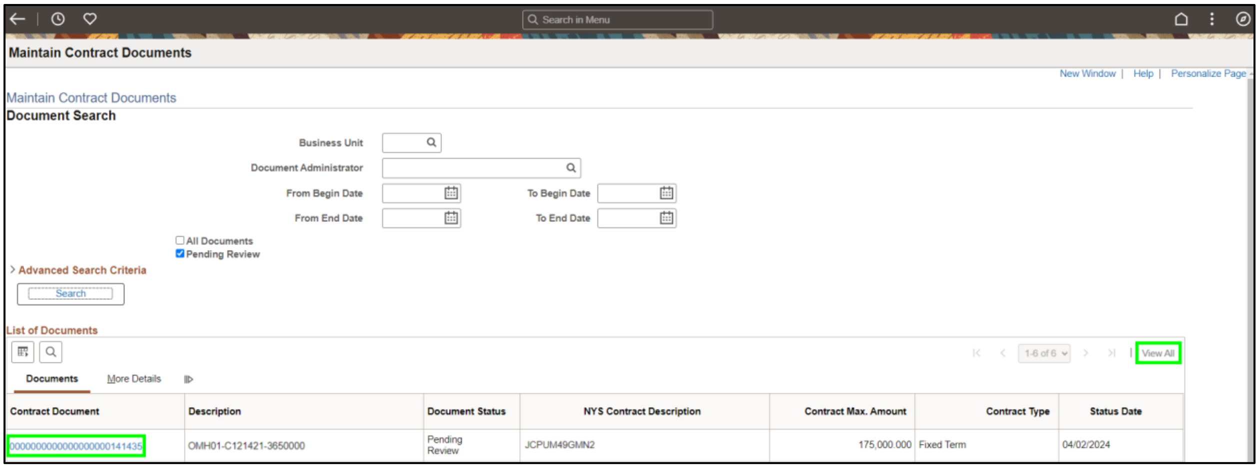
Step	Action
1.	**Preferred Navigation**: Click the **Grant Management – State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Contracts > Maintain Contract Documents **Note:** You must log in to the SFS Vendor Portal to approve a grant contract.



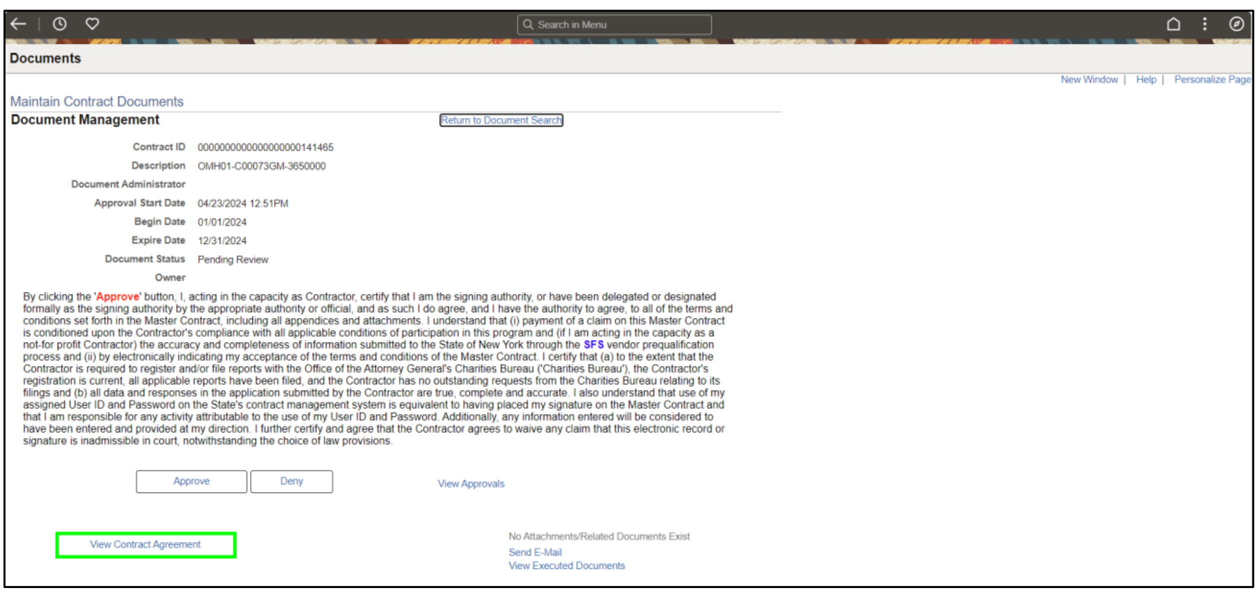
Step	Action
2.	Click the **Grant Contracts Search** tile.



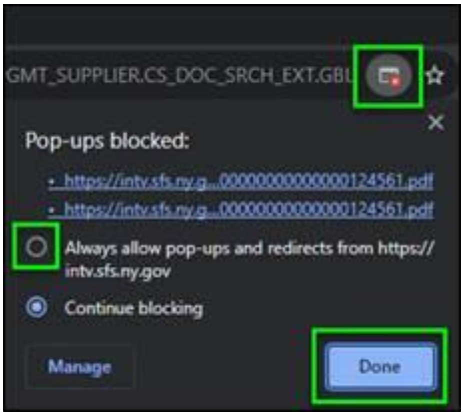
Step	Action
3.	Enter the agency's business unit into the **Business Unit** field or click the magnifying glass to search for the information. If you are unsure of the business unit for the State Agency you are doing business with, click the **magnifying glass** to view a list of business units and state agencies.  **Note:** If you do not know any criteria, you can leave the search criteria in the **Document Search** section blank.
4.	To view grant contracts that are pending review and approval, verify the **Pending Review** checkbox is selected. **Note:** To view grant contracts that are pending review **and** grant contracts that have previously been approved, verify the **All Documents** checkbox is selected.
5.	Click the **Search** button. 

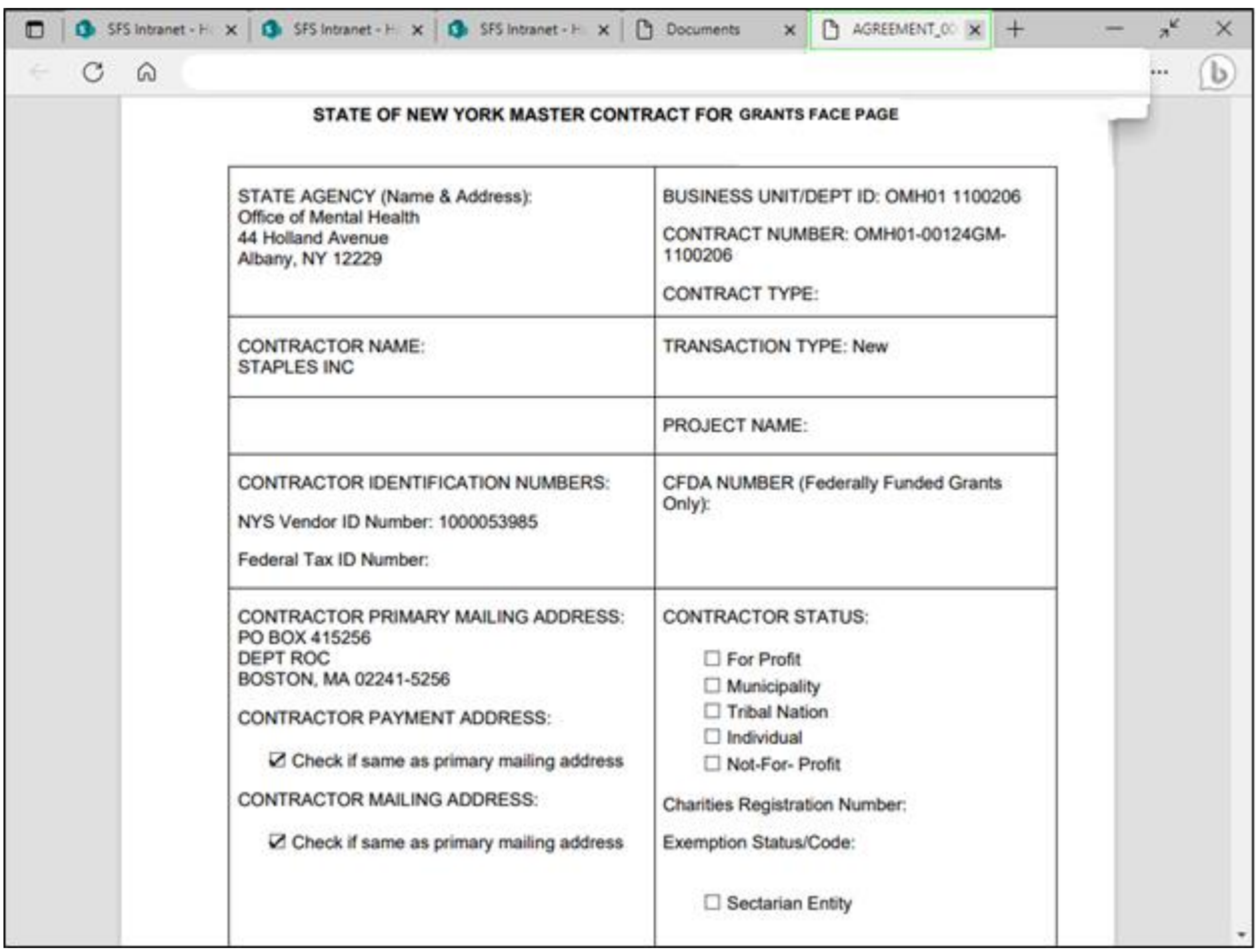


Step	Action
6.	Click the applicable **Contract ID** from the search results. If your organization has more than ten contract results, use the **View All** button to show all results on one page. **Note:** If your organization has multiple people assigned to the **Grants Contract Approver** role, please work within your organization to determine who is responsible for approving each grant contract, as only one person can approve a specific grant contract in SFS.



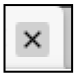
Step	Action
7.	Click the **View Contract Agreement** button to view the Contract Agreement in a new browser window.

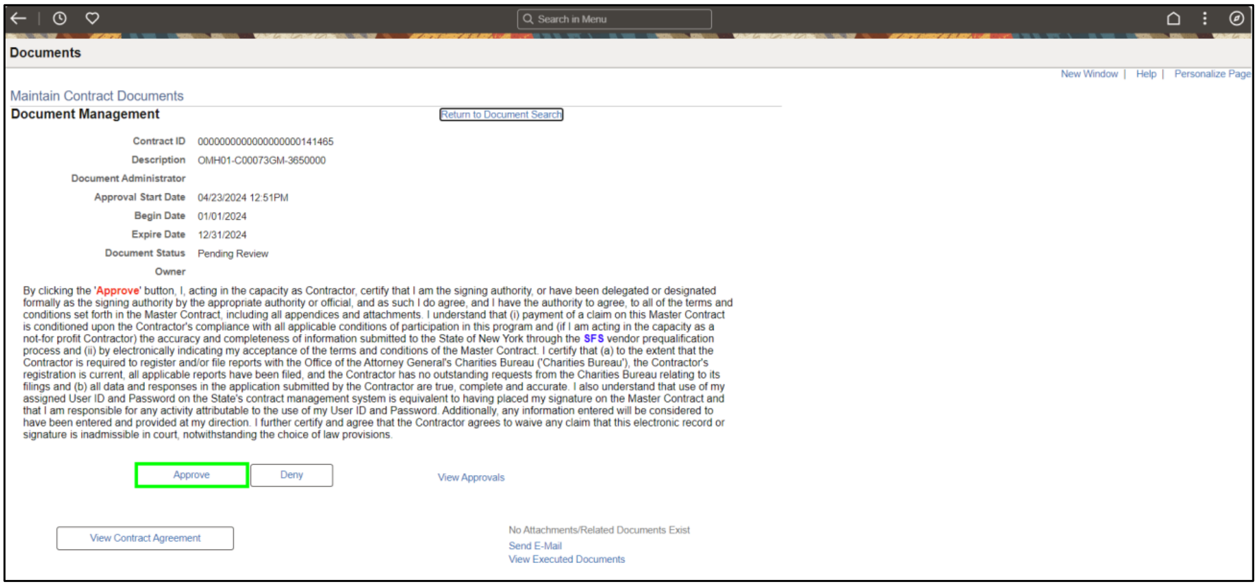
Step	Action
8.	**Note:** If you do not see this popup, it may be blocked by your browser. Please click the blocked popup icon in the address bar, select the option to "Always allow pop-ups and redirects from https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login" and click the **Done** button. Following this, click the **View Contract Agreement** button again to view the new browser window. 



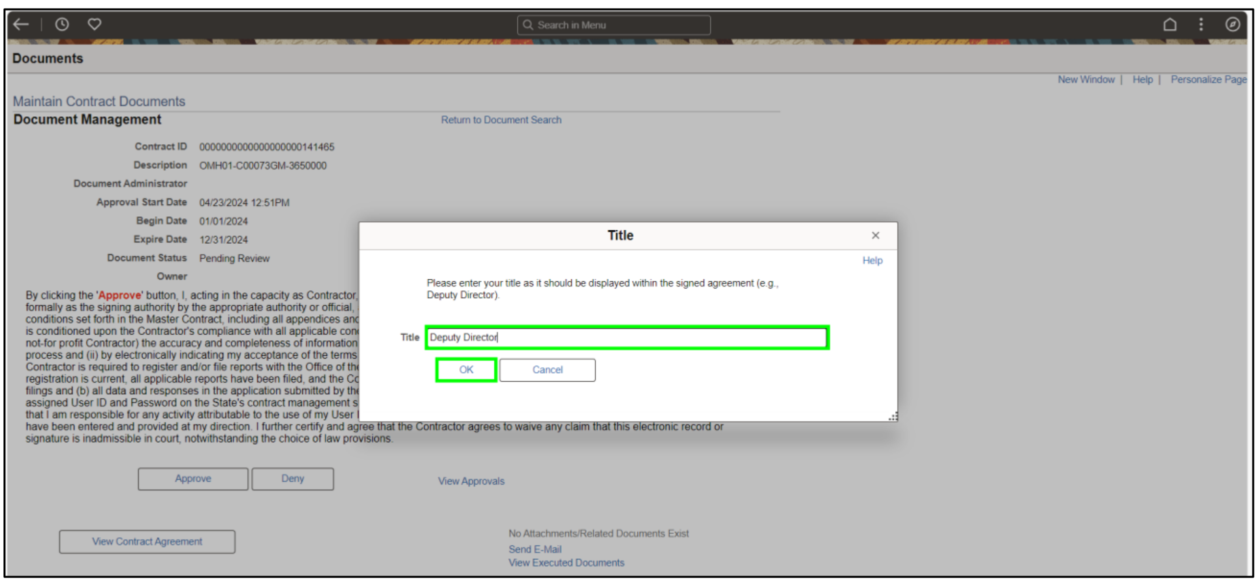
STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address): Office of Mental Health 44 Holland Avenue Albany, NY 12229	BUSINESS UNIT/DEPT ID: OMH01 1100206 CONTRACT NUMBER: OMH01-00124GM-1100206 CONTRACT TYPE:
CONTRACTOR NAME: STAPLES INC	TRANSACTION TYPE: New
	PROJECT NAME:
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000053985 Federal Tax ID Number:	CFDA NUMBER (Federally Funded Grants Only):
CONTRACTOR PRIMARY MAILING ADDRESS: PO BOX 415256 DEPT ROC BOSTON, MA 02241-5256 CONTRACTOR PAYMENT ADDRESS: ☑ Check if same as primary mailing address CONTRACTOR MAILING ADDRESS: ☑ Check if same as primary mailing address	CONTRACTOR STATUS: ☐ For Profit ☐ Municipality ☐ Tribal Nation ☐ Individual ☐ Not-For- Profit Charities Registration Number: Exemption Status/Code: ☐ Sectarian Entity

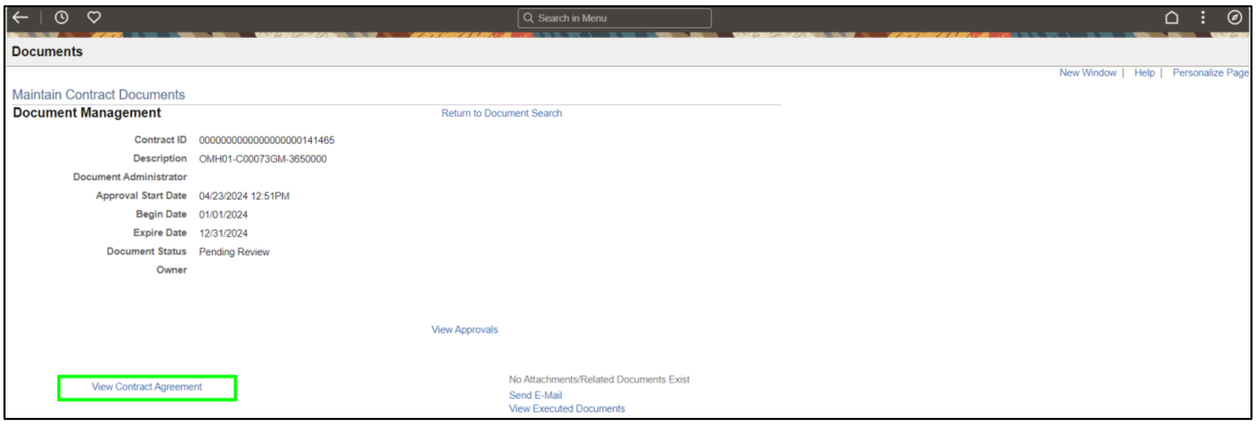
Step	Action
9.	When you are finished reviewing the Contract Agreement document, click the **Close (X)** button. 



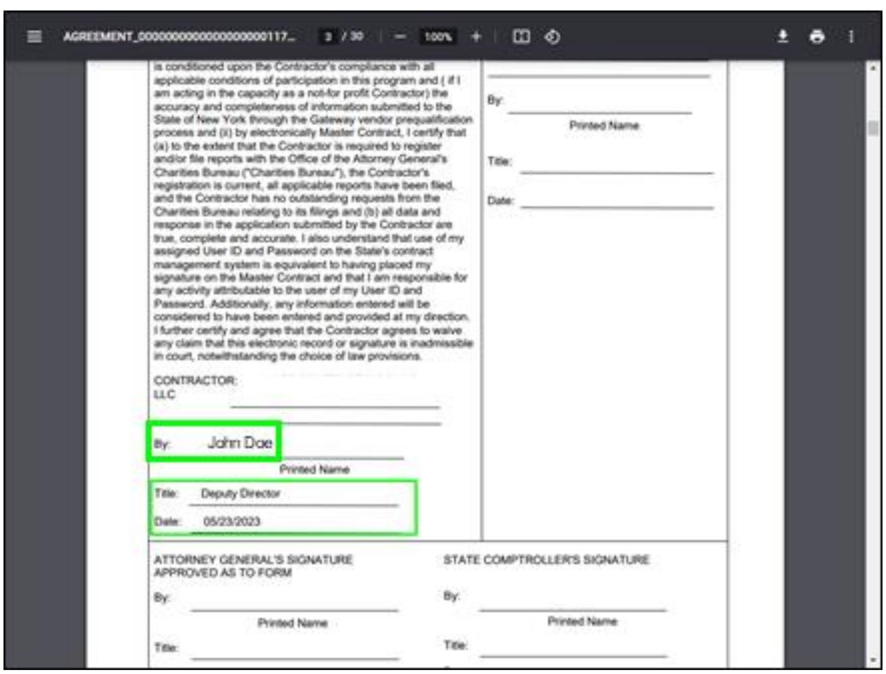
Step	Action
10.	Click the **Approve** button.



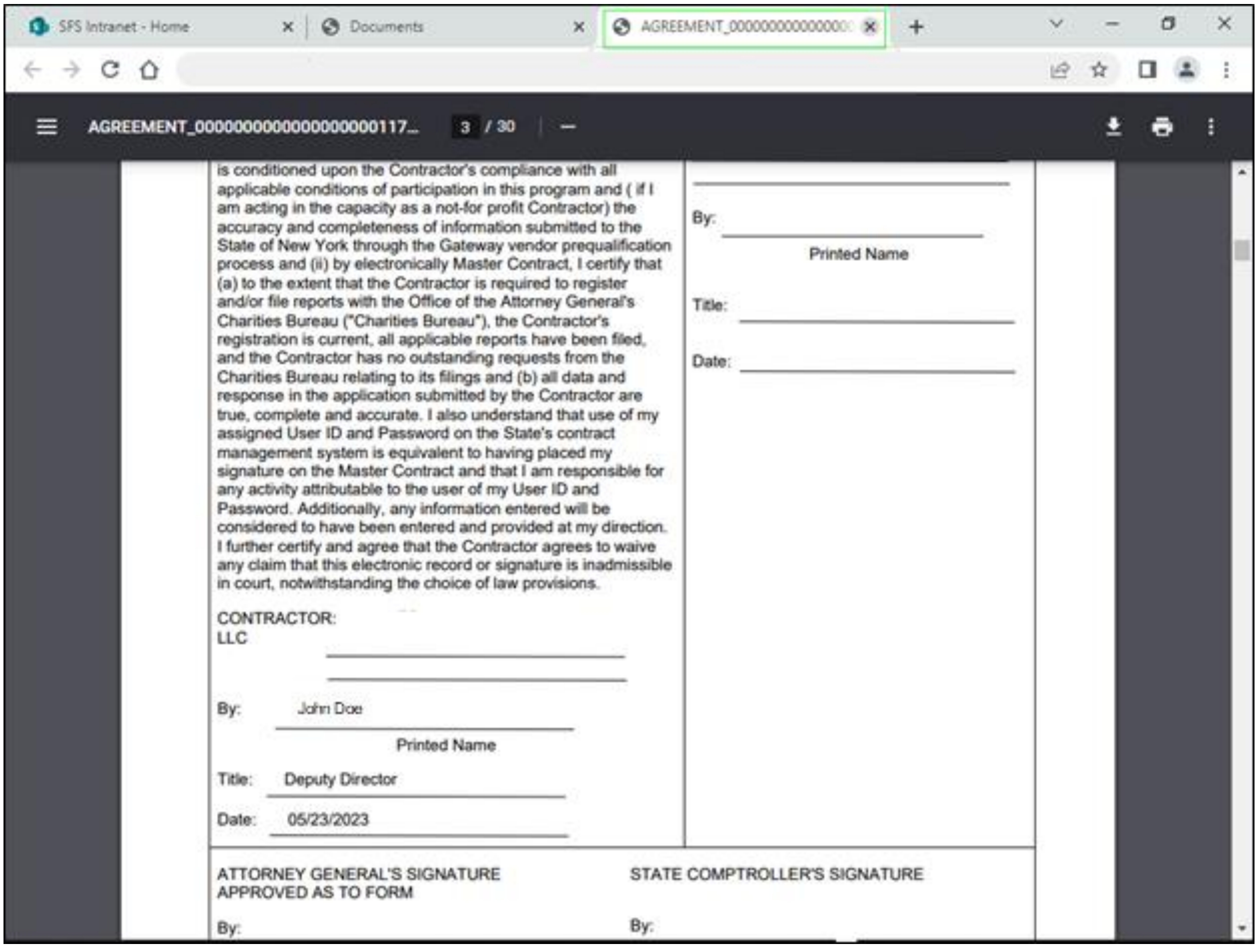
Step	Action
11.	The **Title** page appears. Enter the Title you wish to display in the signature block within the agreement. This should be your official title at your organization (e.g., President). **Note**: Once you enter a title the first time, the title you entered the previous time will be displayed by default the next time you sign an agreement in SFS. If your title has changed, then update the value.
12.	Click the **OK** button.



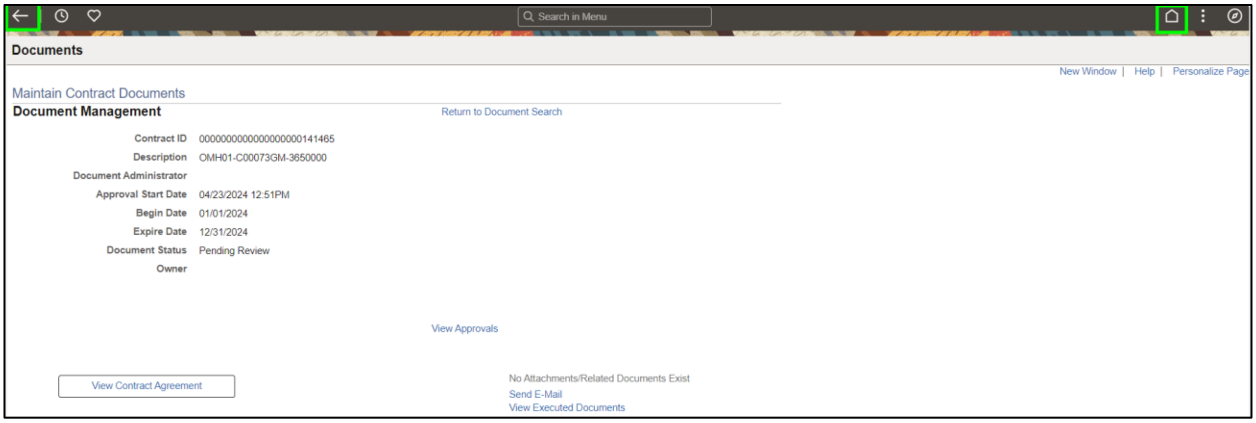
Step	Action
13.	Click the **View Contract Agreement** button.



Step	Action
14.	The **Title**, **Date**, and **Signature of the Approval** display on the Contract Agreement.



Step	Action
15.	Click the **Close (X)** button. 



Step	Action
16.	Click the **Document (<)** button or the **Home** Button, to navigate away from the **Maintain Contract Documents** page.
17.	You have successfully completed the **Apply an Electronic Signature to a Contract Agreement** topic.

Complete Performance Measures for a Progress Report and Submit a Progress Report for Agency Review

Topic Description:

This topic provides the knowledge and skills to complete performance measures for a progress report and then submit a progress report for agency review and approval.

Progress reporting is a tool that measures the progress of the grant contract over its lifetime in SFS.

Topic Objectives:

In this topic, you will learn:

- How to update and complete Performance Measures for a Progress Report
- Submit a Progress Report for Agency Review and Approval

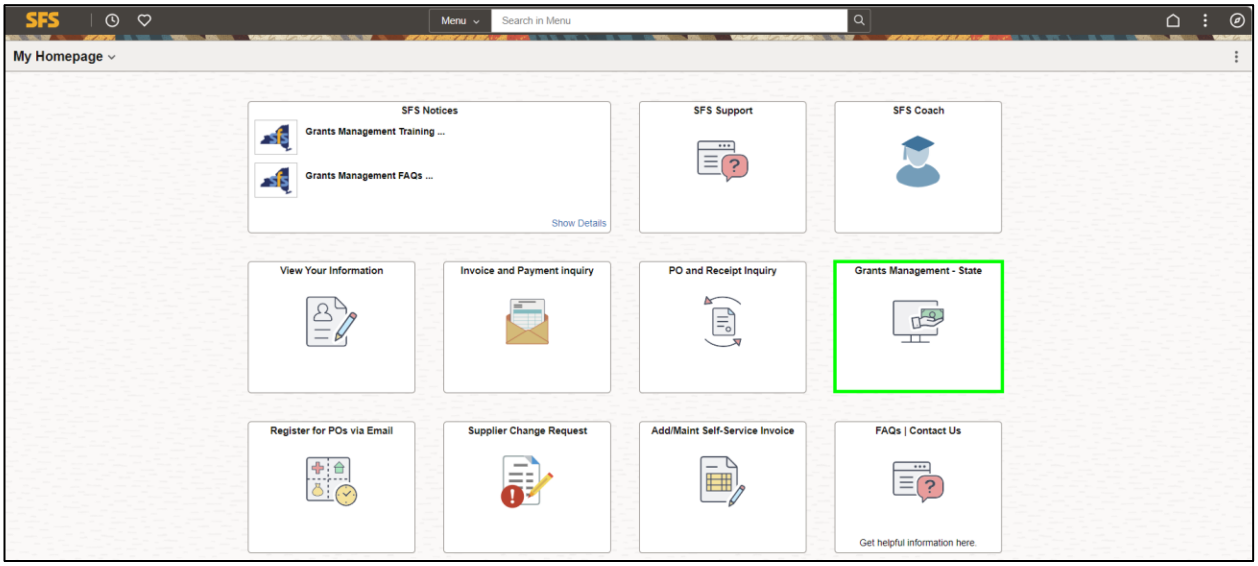
SFS role required to perform this task:

- Progress Report Processor (NY_ES_SUPPLIER_PRGRPT_USER)

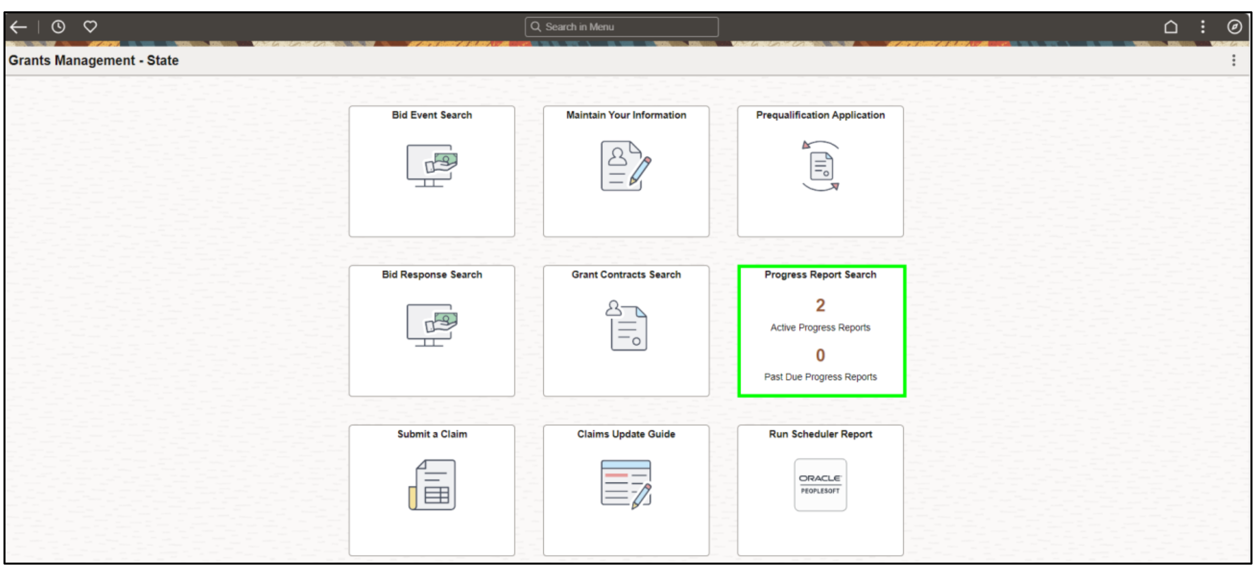
Procedure

Scenario: Your grant contract has been approved and you are performing the work that is outlined in the contract agreement. As a Grantee User, it is time for you to complete performance measures on a progress report and then submit the progress report for agency review and approval.

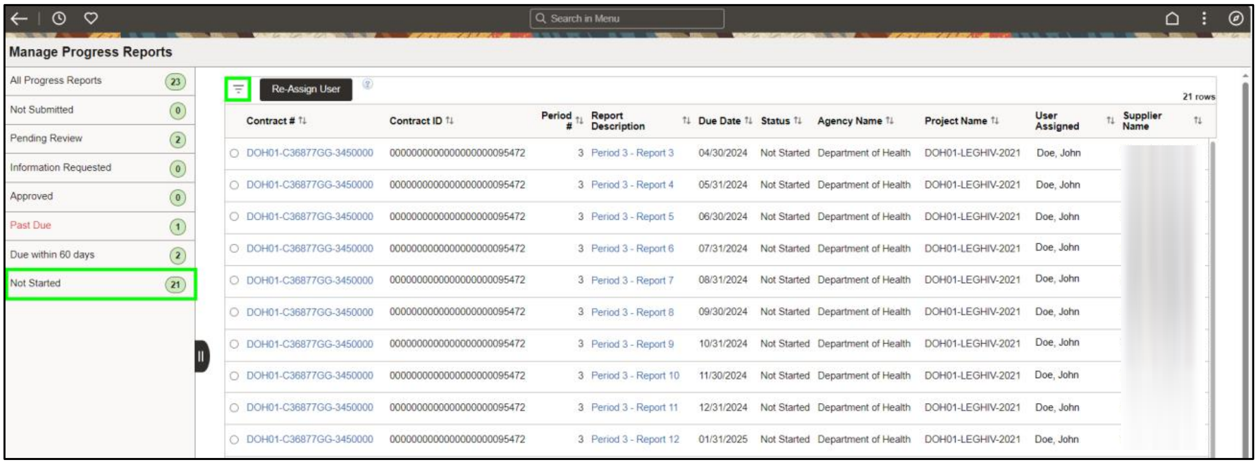
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



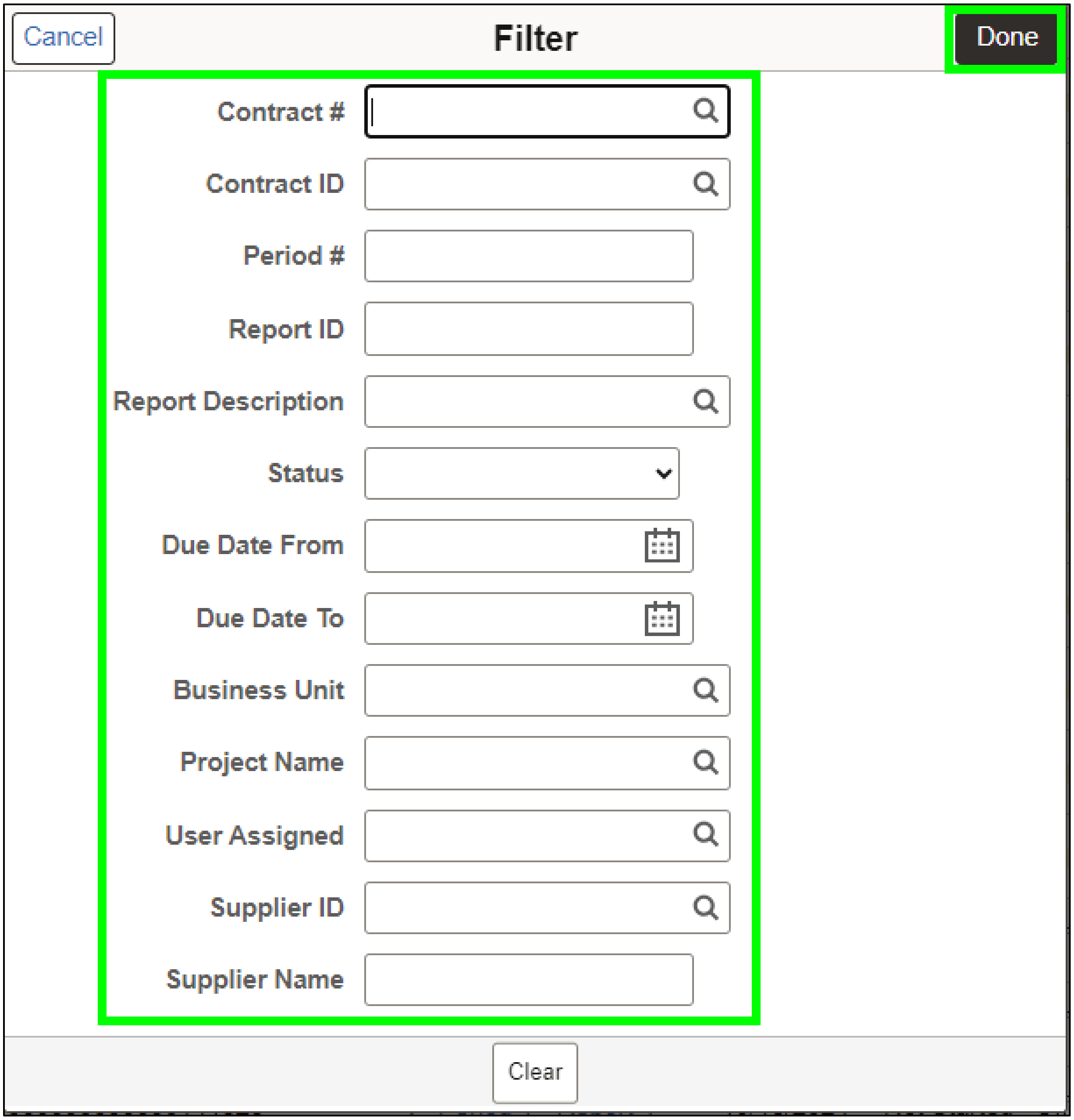
Step	Action
1.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Contracts > Manage Progress Reports **Note:** You must log in to the SFS Vendor Portal to submit a progress report.



Step	Action
2.	Click the **Progress Report Search** tile.

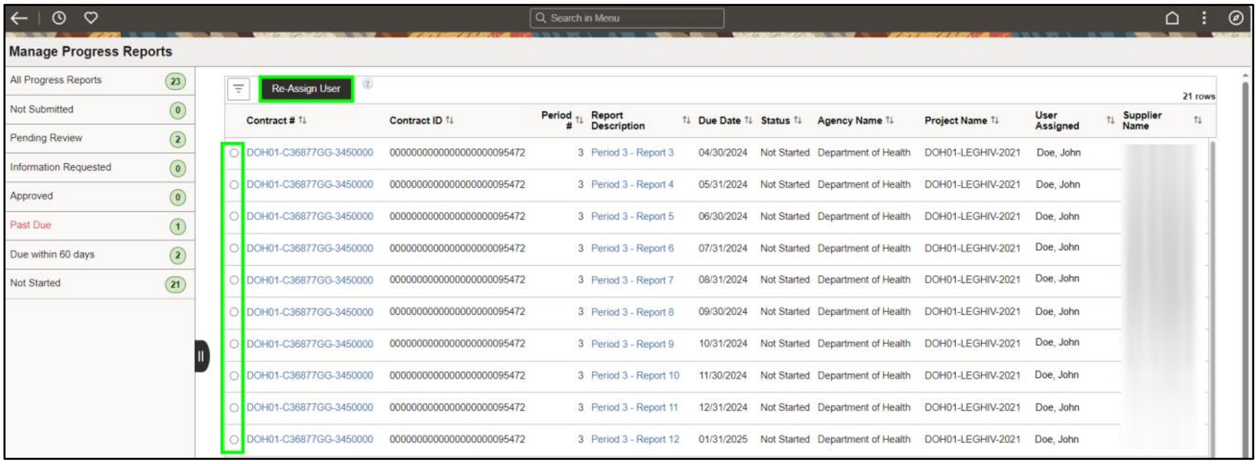


Step	Action
3.	The **Manage Progress Reports** search page is displayed with a default list of All Progress Reports available.
4.	Select the **status tab** on the left to display progress reports for an applicable view. Click the **Not Started** tab.
5.	Click the **Filter** icon to narrow down the number of progress reports that display.

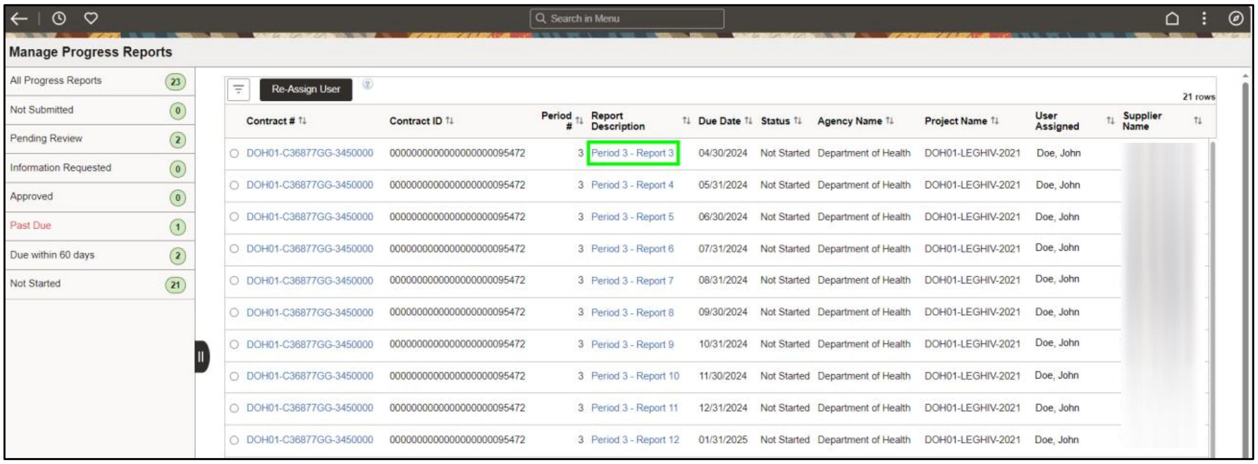


Step	Action
6.	Enter the applicable values in the **Search Criteria** fields or click the **magnifying glass** icon to search for the information. **Note**: • In order to search by **Report Description**, a **Contract ID** must be entered or selected first. • In order to search by **Project Name**, a **Business Unit** must be entered or selected first.

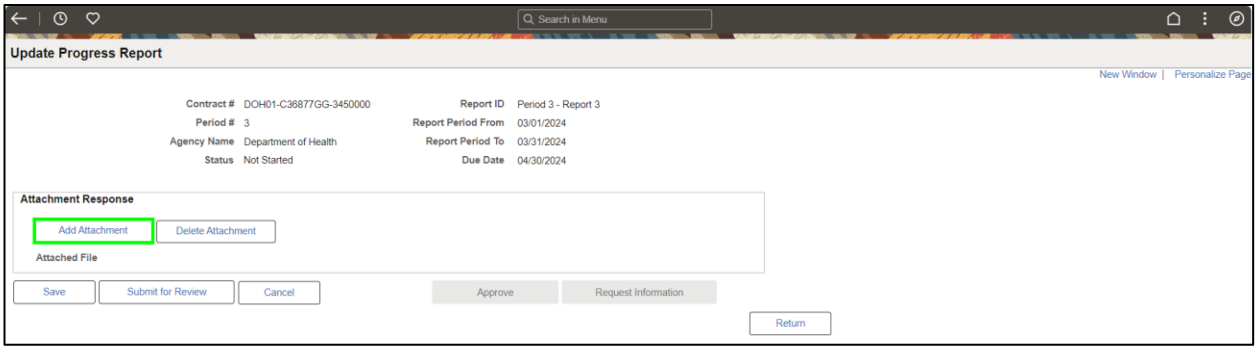
Step	Action
7.	Click the **Done** button. In this example, we will not filter the progress reports.



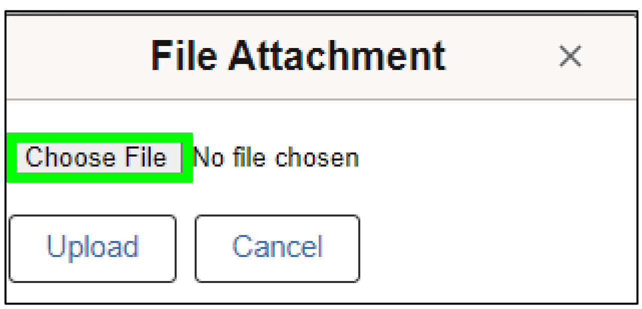
Step	Action
8.	To re-assign a different grantee user to save and submit the progress report follow these steps: • Select the applicable progress report. • Click the **Re-Assign User** button at the top of the page. • Select the User ID to re-assign. • Click the **Assign Supplier User** button. **Note**: This is an optional step.



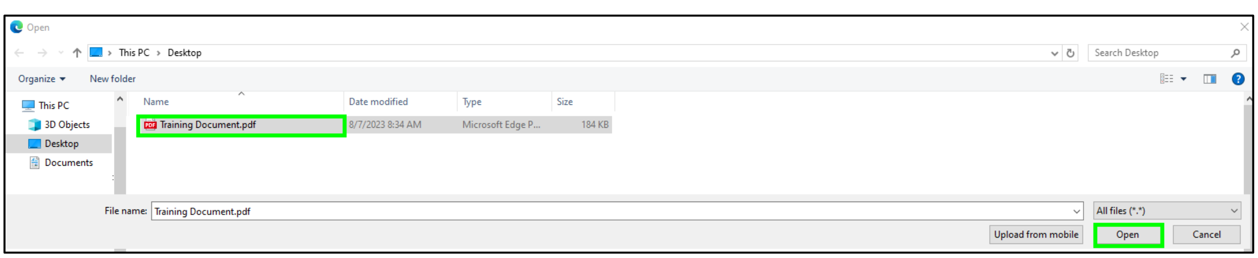
Step	Action
9.	Select the applicable **Report Description link** to update and submit the progress report.



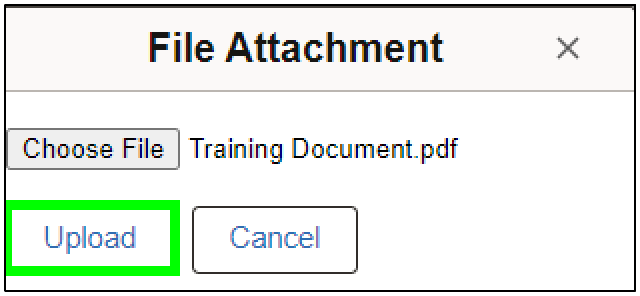
Step	Action
10.	**Note**: There are five Performance Measure Response Types that could be included on a progress report. They are as follows: • Attachment • Text/Comment • Numeric • Date • Yes/No **Note**: The **View Text/Comment** button will only display for the Text/Comment response type.
11.	In this example, the Attachment type is used on the progress report. Click the **Add Attachment** button to add your attachment to the progress report.



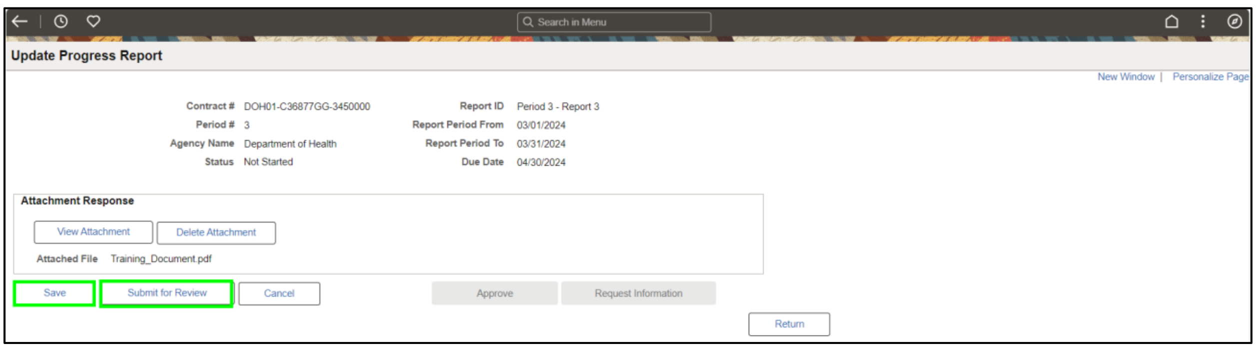
Step	Action
12.	Click the **Choose File** button.



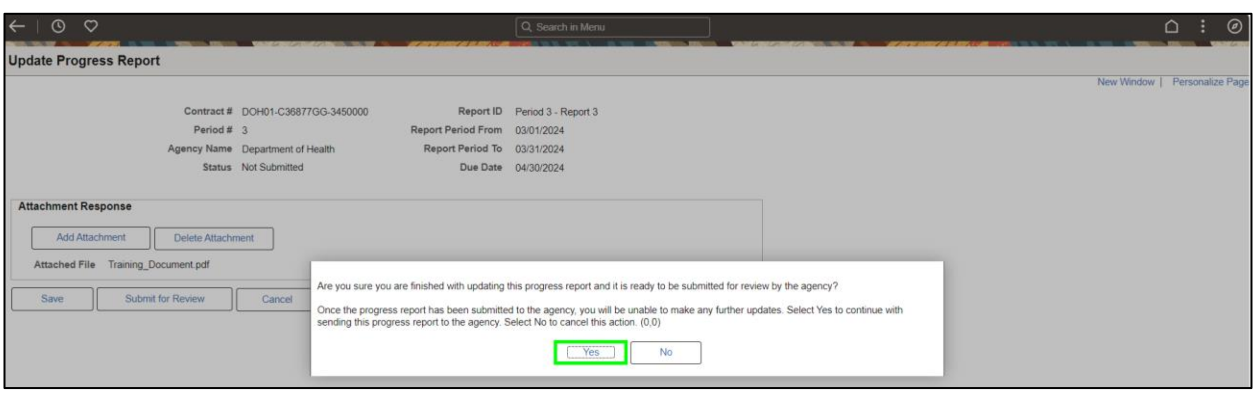
Step	Action
13.	Select the **File** that you want to upload and click the **Open** button.



Step	Action
14.	Click the **Upload** button.



Step	Action
15.	Click the **Save** button.
16.	Click the **Submit for Review** button.



Step	Action
17.	Click the **Yes** button to continue sending the progress report to the agency for review and approval. **Note**: Click the **No** button to cancel this action which allows you to return to the progress report to make additional edits prior to submitting to the agency.
18.	You have successfully completed the **Complete Performance Measures for a Progress Report and Submit a Progress Report for Agency Review** topic.

Update and Re-submit a Returned Progress Report

Topic Description:
This topic provides the knowledge and skills to update and re-submit a progress report that was returned by the agency requesting additional information.

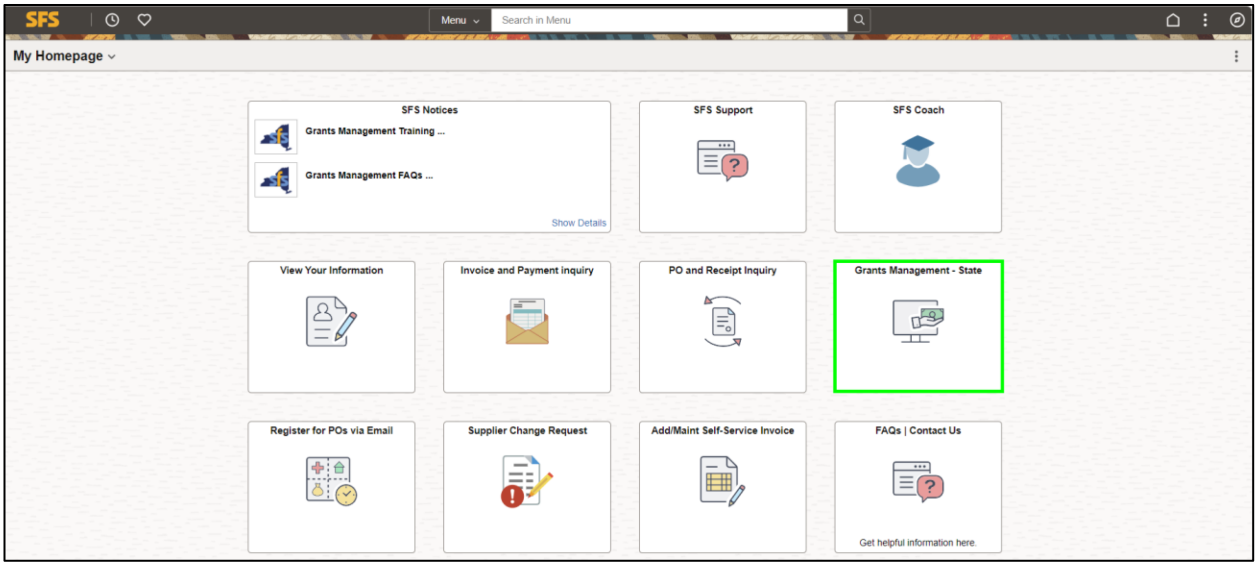
Topic Objectives:
In this topic, you will learn:
- How to update and re-submit a returned progress report.

SFS role required to perform this task:
- Progress Report Processor (NY_ES_SUPPLIER_PRGRPT_USER)

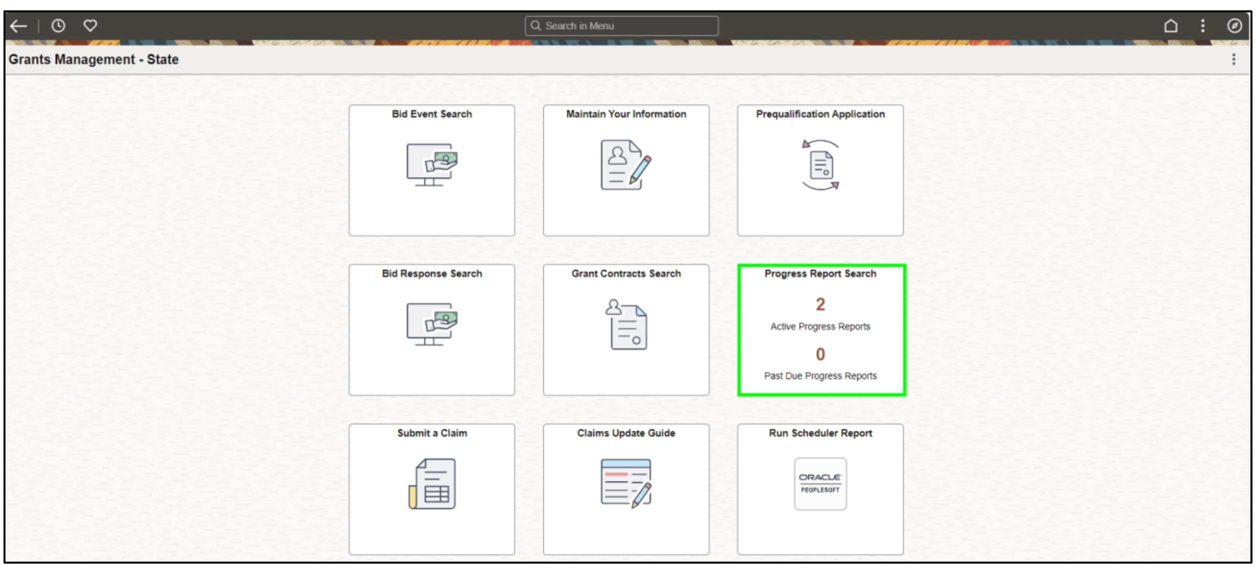
Procedure

Scenario: You previously submitted a progress report to the agency for review and the agency has returned the progress report to you requesting additional information. You will update and re-submit a progress report that was returned by the agency requesting additional information.

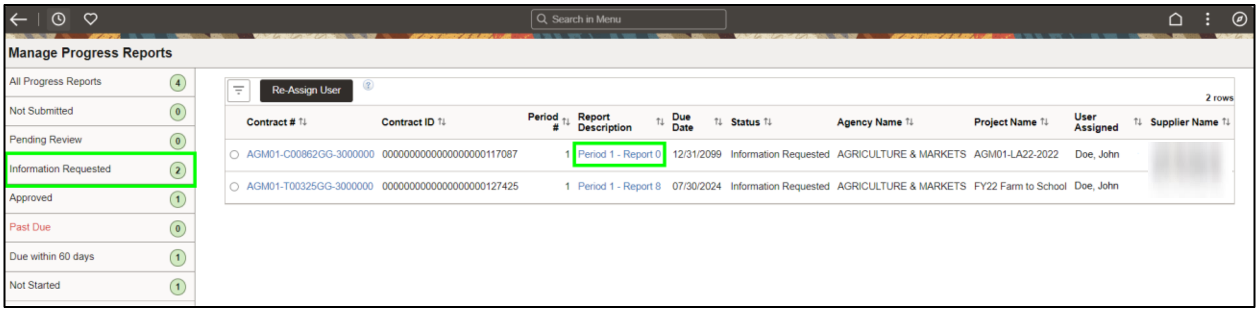
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



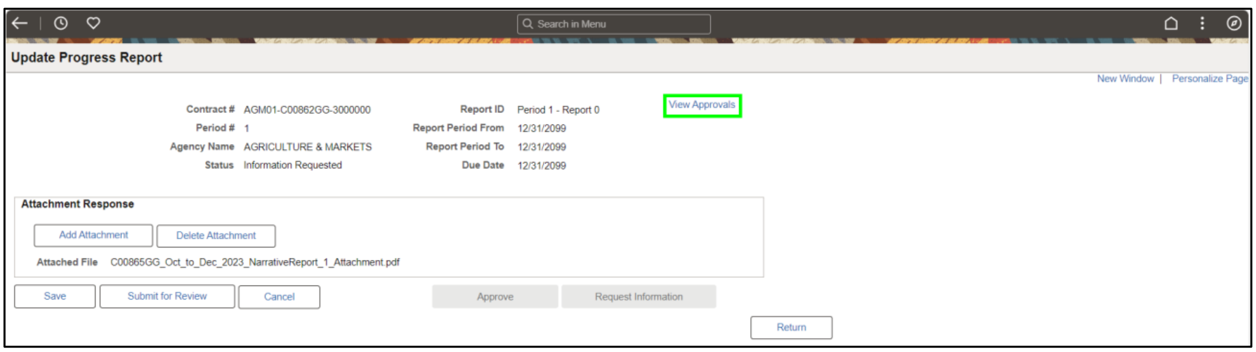
Step	Action
1.	**Preferred Navigation**: Click the **Grant Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > Manage Contracts > Manage Progress Reports. **Note:** You must log in to the SFS Vendor Portal to update and re-submit a progress report.



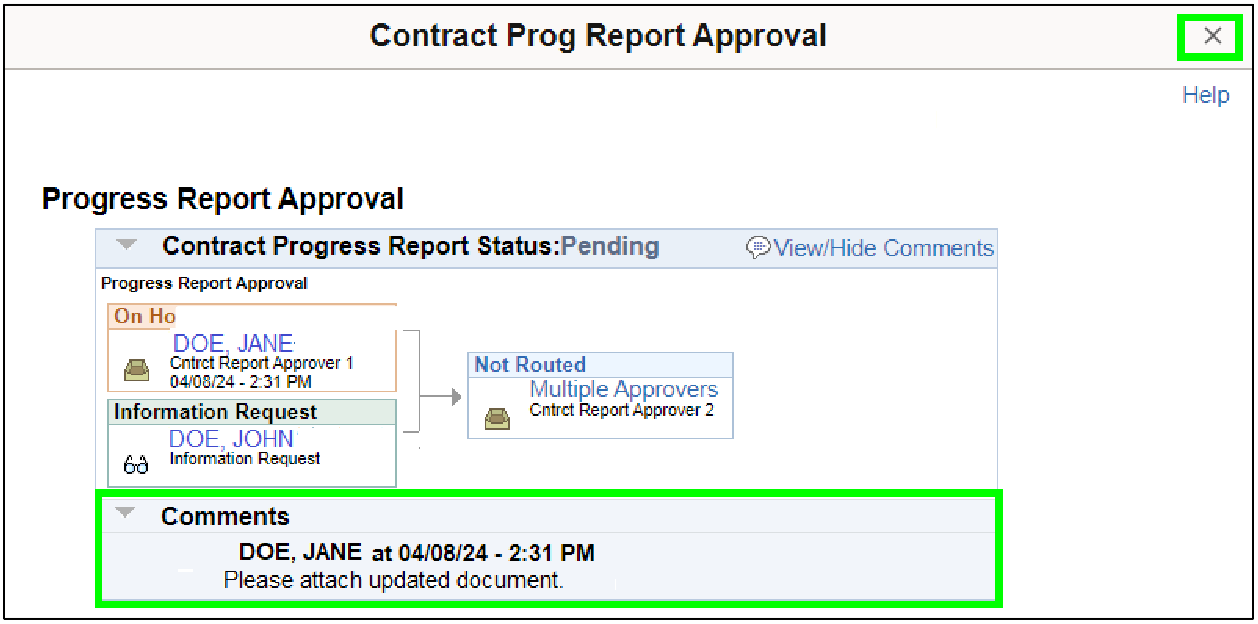
Step	Action
2.	Click the **Progress Report Search** tile.



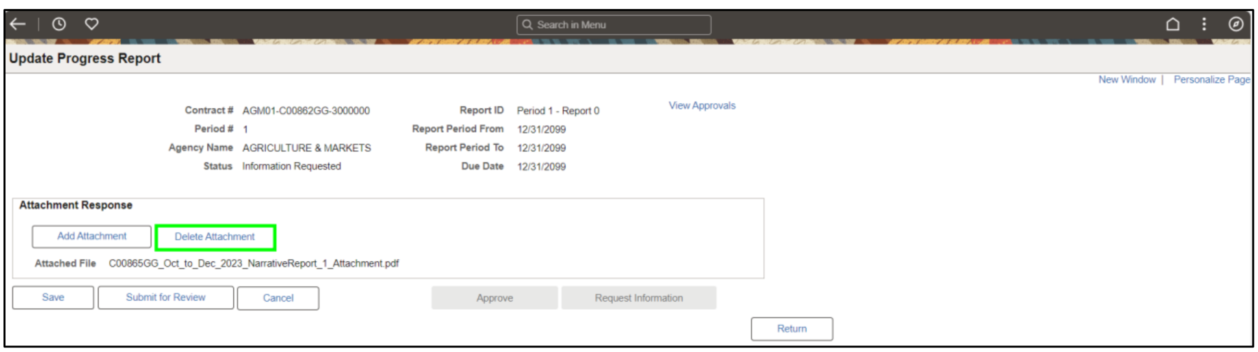
Step	Action
3.	The **Manage Progress Reports** search page is displayed with a default list of All Progress Reports available.
4.	Select the **status tab** on the left to display progress reports for an applicable view. Click the **Information Requested** tab.
5.	Select the applicable **Report Description link** to update and submit the progress report.



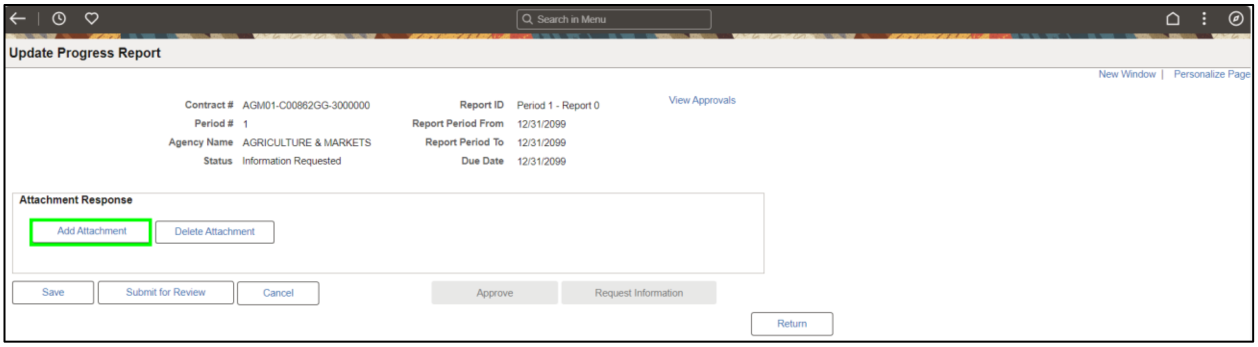
Step	Action
6.	Click the **View Approvals** link to view the agencies comment(s) on what they want updated on the progress report.



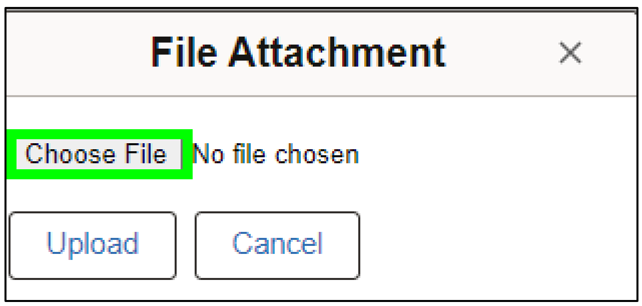
Step	Action
7.	Expand the **Comments** section to view the comments from the agency.
8.	Click the **Close (X)** icon in the upper right corner of the page to close the **Contract Progress Report Approval** page.



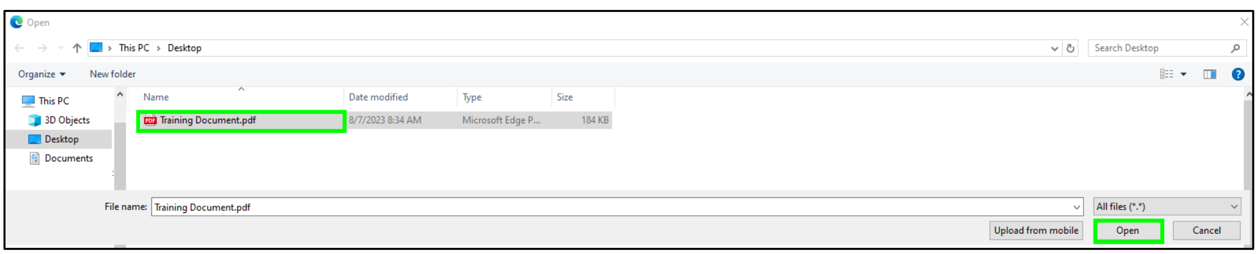
Step	Action
9.	Update the progress report as needed. In this example, click the **Delete Attachment** button to delete the current attachment.



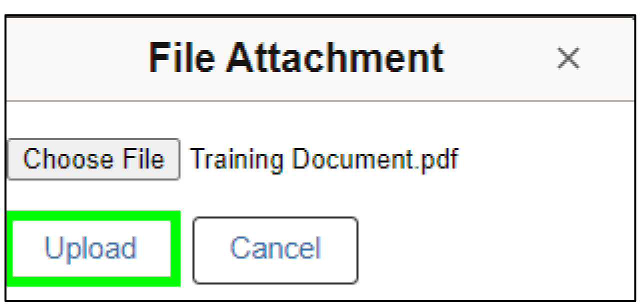
Step	Action
10.	Click the **Add Attachment** button to upload the new attachment.



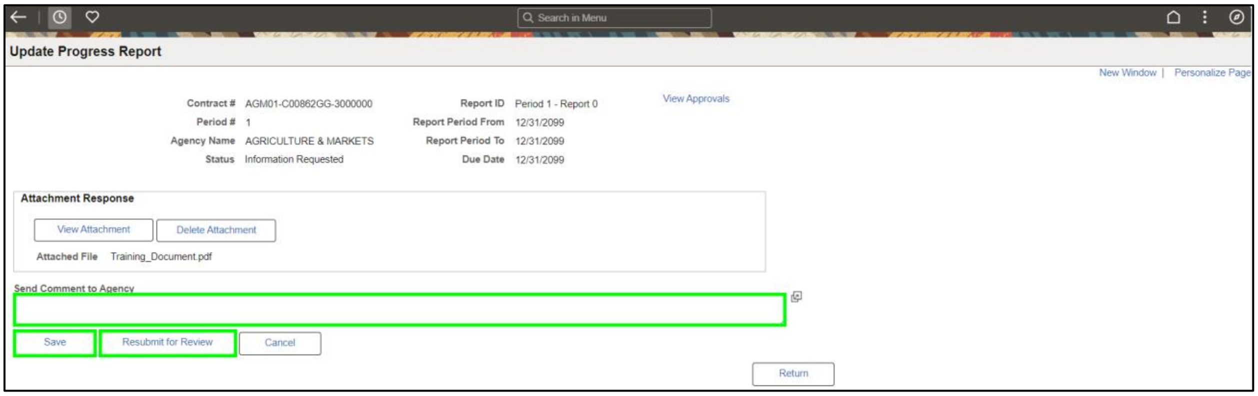
Step	Action
11.	Click the **Choose File** button.



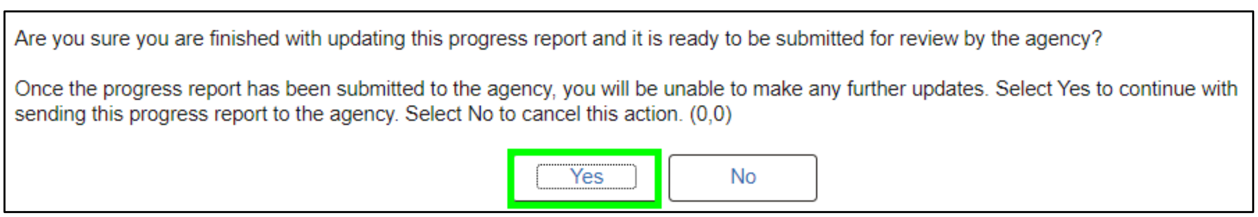
Step	Action
12.	Select the **File** that you want to upload and click the **Open** button.



Step	Action
13.	Click the **Upload** button.



Step	Action
14.	Click the **Save** button to save your changes.
15.	Enter the applicable comment in the **Send Comments to Agency** field.
16.	Click the **Resubmit for Review** button to resubmit the progress report to the agency for review.



Step	Action
17.	Click the **Yes** button to continue sending the progress report back to the agency for review and approval. **Note**: Click the **No** button to cancel this action which allows you to return to the progress report to make additional edits prior to submitting to the agency.
18.	You have successfully completed the **Update and Re-submit a Returned Progress Report** topic.

Entering and Maintaining Grant Claims

Lesson Description:
This lesson provides the knowledge and skills to enter and maintain grant claims. Grantees will continue to submit claims against their approved contract budget. Grantees should enter claims into SFS on their own behalf, however, SFS supports the option for agencies to have grantees

submit claims offline and designate agency staff to perform proxy entry, certification, and submission of claims on behalf of the grantee.

Claims in SFS can include multiple claim lines – so a claim could include both an advance for one period and a reimbursement for another period.

Claims are submitted by selecting a single contract and one or many open contract periods to include in the claim.

In SFS, there are two different formats available to collect claim information against the contract period – Advance/Initial Payment and Reimbursements.

- Advance/Initial Payment enables grantees to enter a request for an advance amount up to the remaining available advanced amount for the contract line.
- Reimbursement enables grantees to enter the requested reimbursement amounts by contract period and budget category.

Grantees are expected to provide supporting information to the claim including Budget Category breakdown/details (Salary detail, etc.).

- Additional details, including receipts and payroll documentation, would be provided via an attachment.

Lesson Objectives:

In this lesson, you will learn how to:

- Enter a New Claim for an Advance/Initial Amount
- Enter a New Claim for Reimbursement Amount
- Update an Existing Claim
- Certify and Submit a Claim
- Review In-Process Claims

Enter a New Claim – Advance/Initial Amount

Topic Description:

This topic provides the knowledge and skills to create and submit an advance/initial payment.

Topic Objective:

In this topic, you will learn:

- How to submit a claim for an advance/initial payment

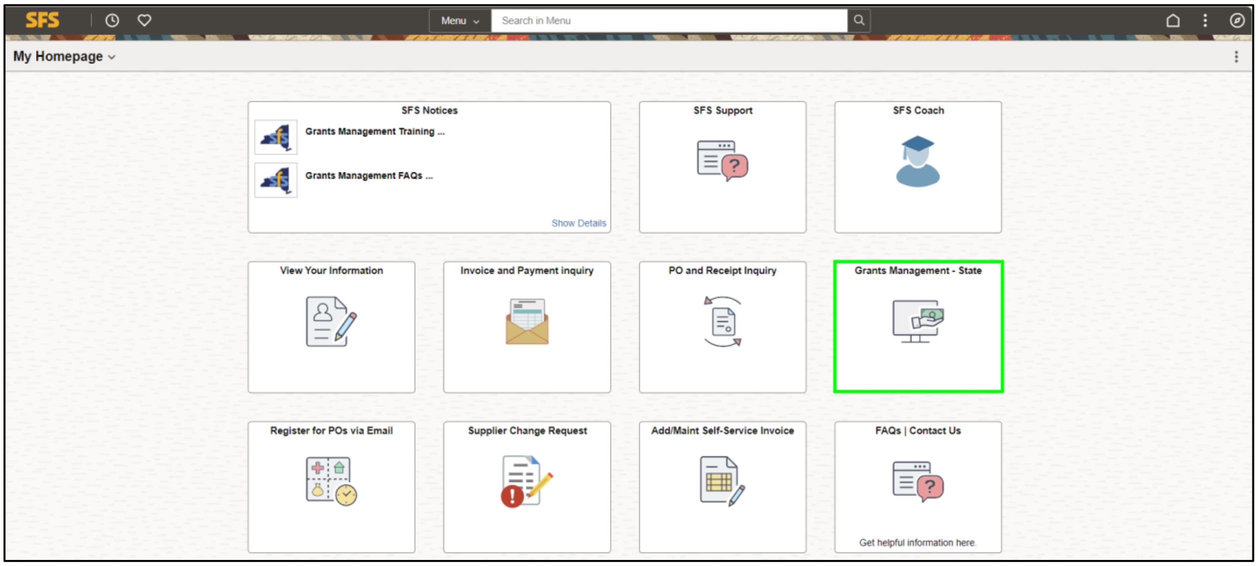
SFS role(s) required to perform this task:

- Claim Initiator (NY_EM_SUPPLIER_CLAIM_ENTRY)
    - **Note:** This role allows you to enter a request for an advance (if allowed on the contract) or reimbursement claim. This role does not have the ability to certify or submit the claim.
- Claim Certifier and Submitter (NY_EM_SUPPLIER_CLAIM_CERT_SUB)
    - **Note:** This role allows you to certify and submit a request for an advance (if allowed on the contract) or reimbursement claim.

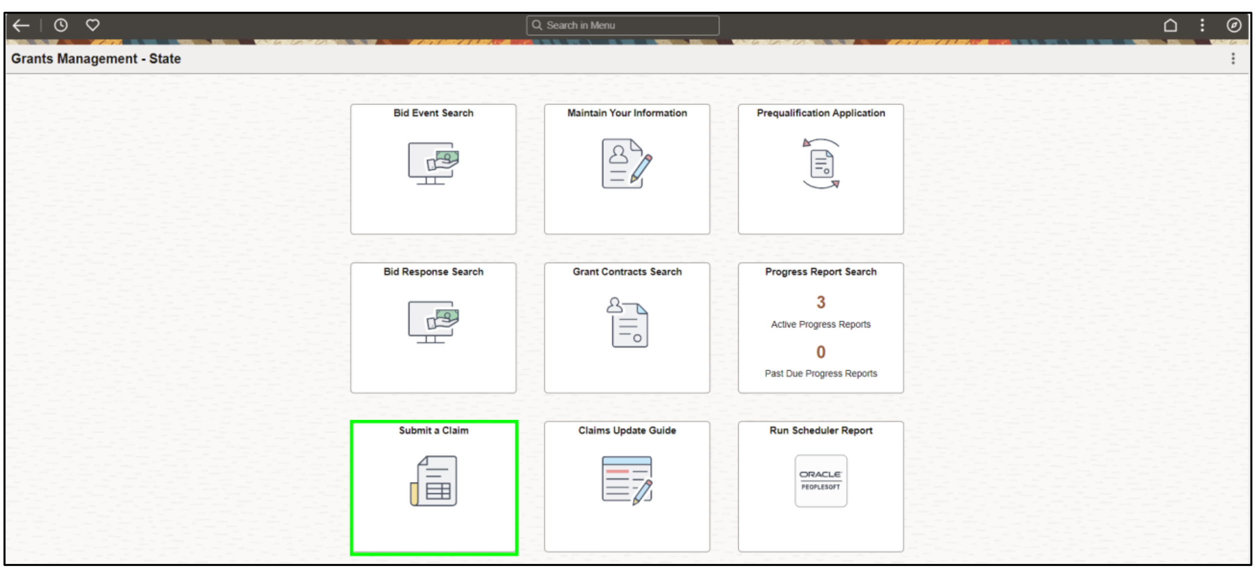
Procedure:

Scenario: You want to submit an advance/initial payment claim on an approved grant contract with remaining funds available.

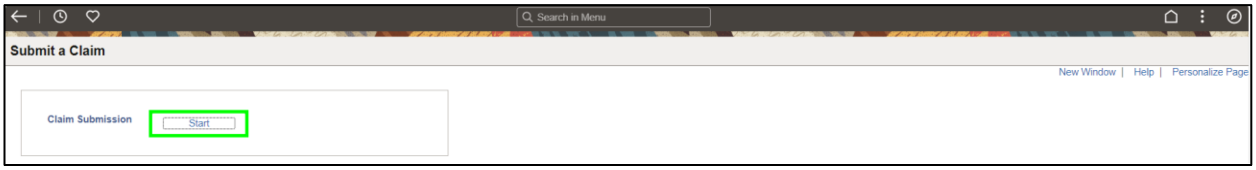
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



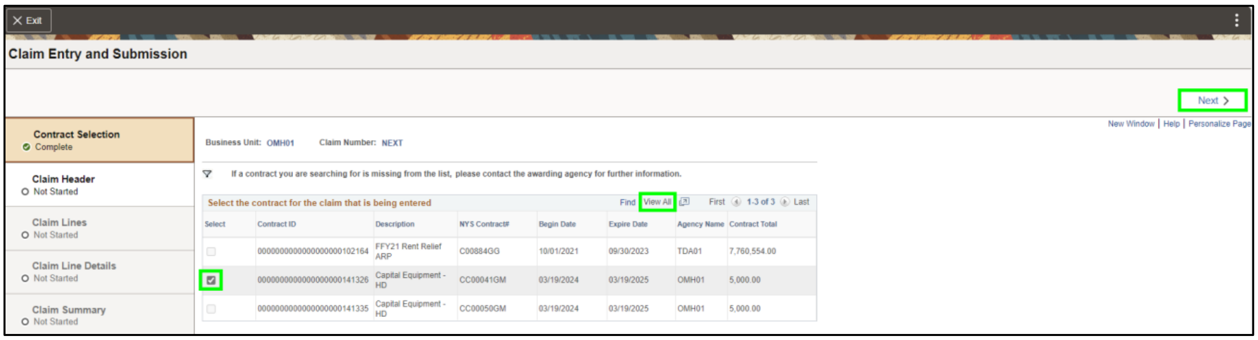
Step	Action
1.	**Navigation**: Click the **Grants Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > eSettlements > Submit a Claim. **Note:** You must log in to the SFS Vendor Portal to enter a claim.



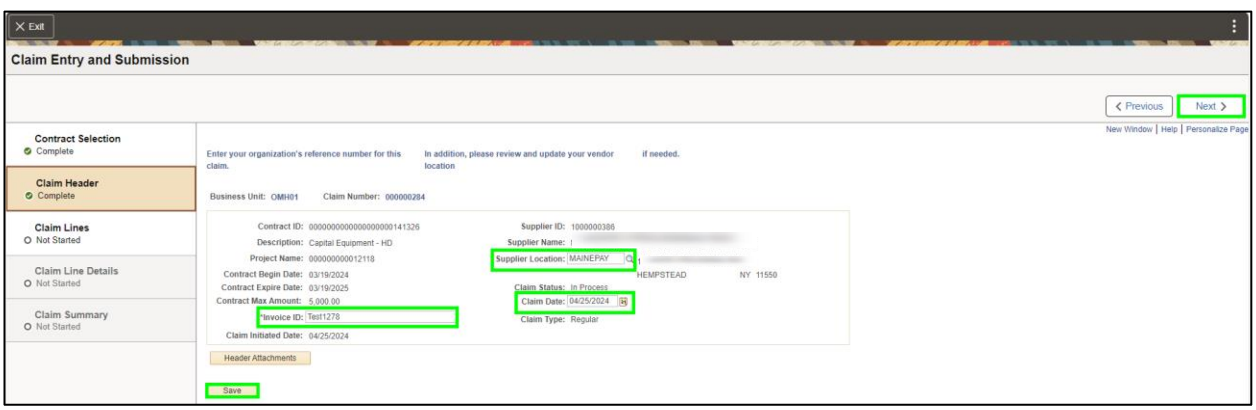
Step	Action
2.	Click the **Submit a Claim** tile.



Step	Action
3.	Click on the Claim Submission **Start** button.

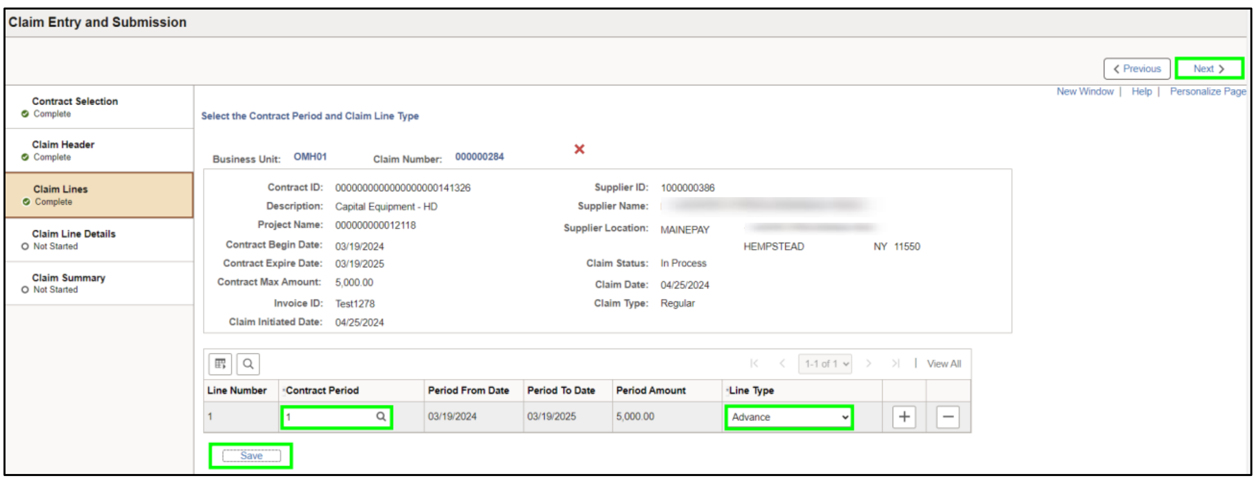


Step	Action
4.	A listing of the first five available contracts display. To view more than five contracts, click the **View All** link, if applicable.
5.	Click the **check box** to select the applicable contract.
6.	Click the **Next** button on the top right-hand corner of the page.



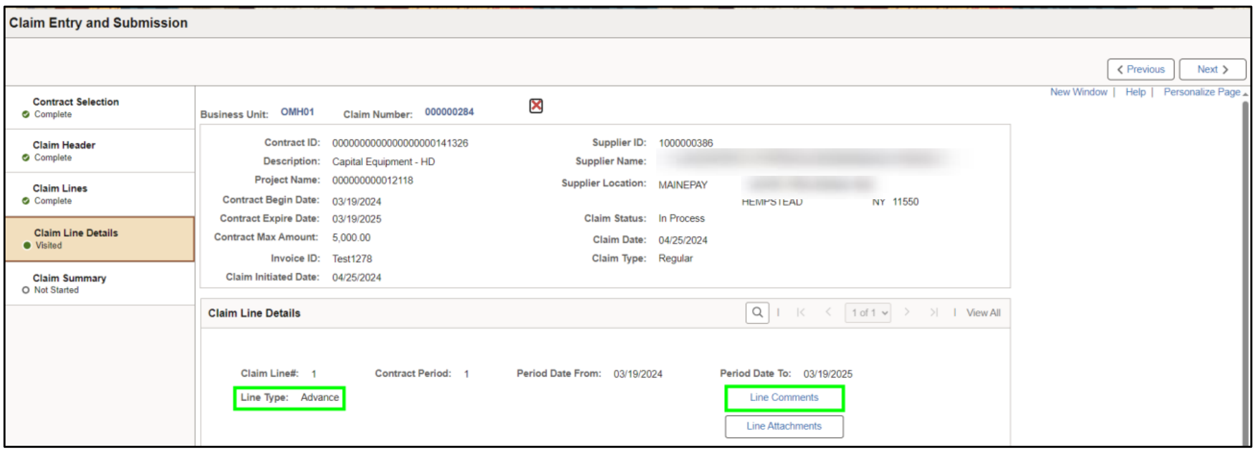
Step	Action
7.	Verify contract details on the **Claim Header** page.

Step	Action
8.	**Vendor Location** values can be selected using the **Supplier Location** magnifying glass icon if needed. **Note**: Vendor Location is a default set of rules, or attributes, that define how an agency conducts business with a particular grantee. A vendor location comprises information such as payment terms, payment options, pay to bank accounts, etc. Although a vendor location is not an address, it does reference addresses.
9.	**Note:** Change the **Claim Date** using the calendar icon if needed. Claim date defaults to the current date.
10.	Enter a unique **Invoice ID** up to 30 characters in the **Invoice ID** field.
11.	Click the **Save** button. 
12.	Click the **Next** button on the top right corner of the page. 

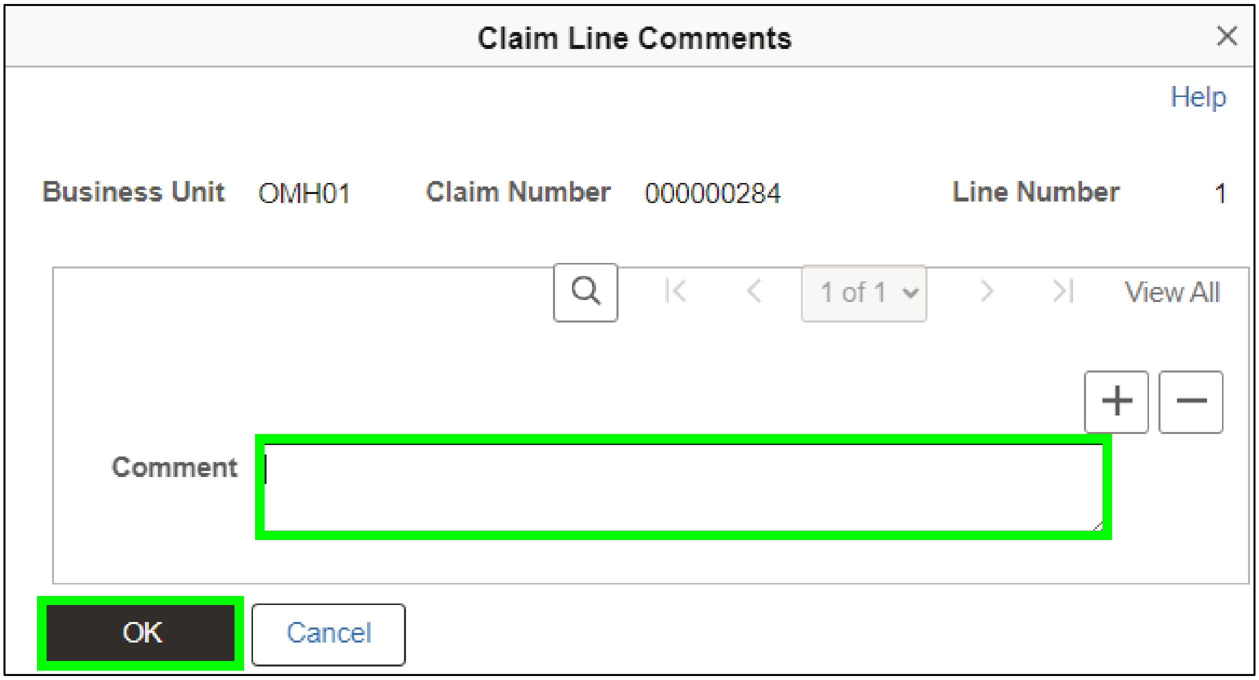


Step	Action
13.	Choose a **Contract Period** by clicking on the magnifying glass next to the field. **Note**: You would select the available contract period based on the payment schedule and due date listed on the contract.
14.	**Note**: **Contract Period** is a date range defined by the agency where the period from and to dates fall within the contract begin and expire dates. Each period is assigned a sequential number beginning at 1.

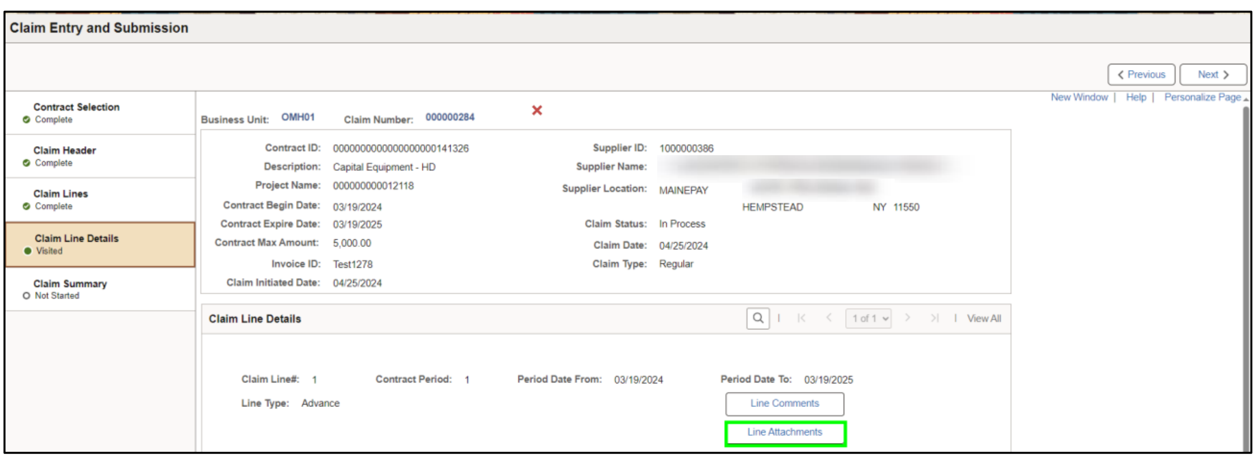
Step	Action
15.	**Note**: The **Line Type** displays values for Advance or Initial Payment, if selected on the approved contract's payment schedule, and Reimbursement. The Reimbursement line type is discussed in the next topic in this lesson. In this example, click the **Line Type** dropdown menu and select the **Advance** line type.
16.	Click the **Save** button.
17.	Click the **Next** button.



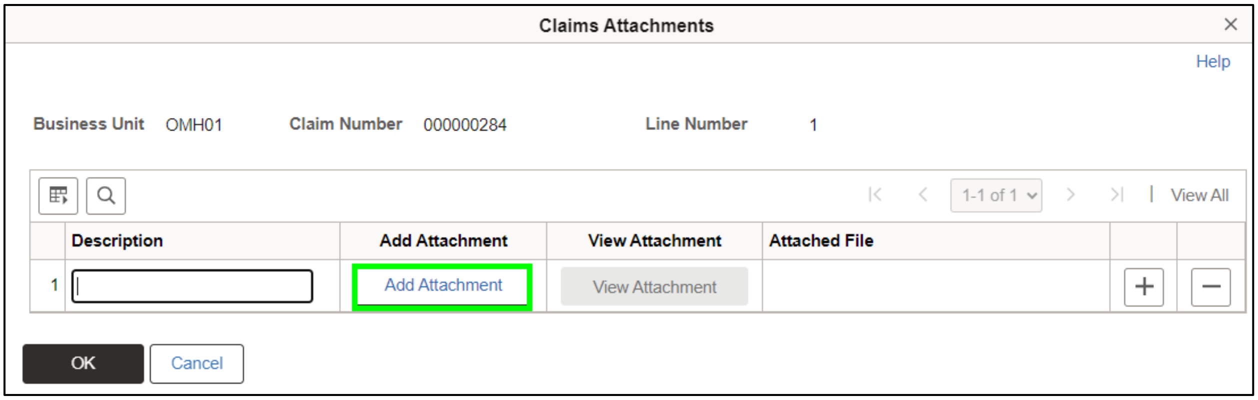
Step	Action
18.	Validate the **Claim Line Details** information and verify the Line type is **Advance**.
19.	Click the **Line Comments** button to add a line comment, if needed.



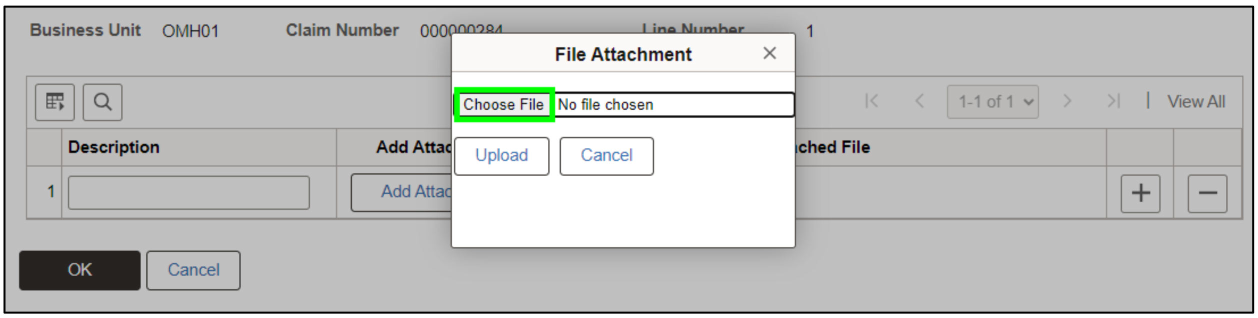
Step	Action
20.	Enter the applicable value in the **Comment** field. **Note**: Line comments are used to add any additional information pertaining to the line for the agency reviewers to view.
21.	Click the **OK** button.



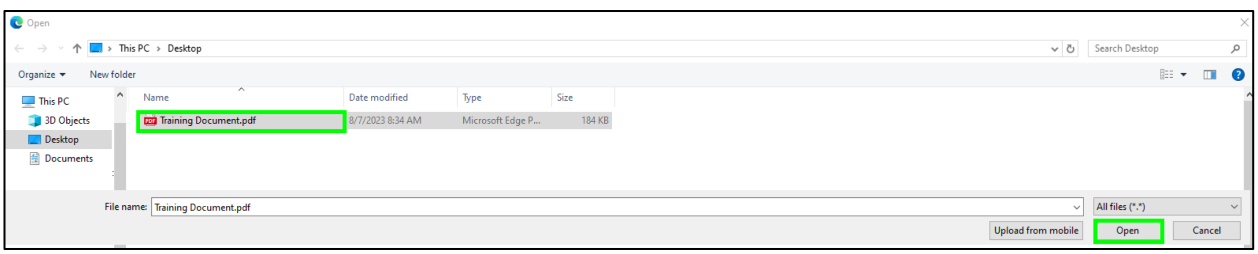
Step	Action
22.	Click the **Line Attachments** button to add an attachment for the line, if needed.



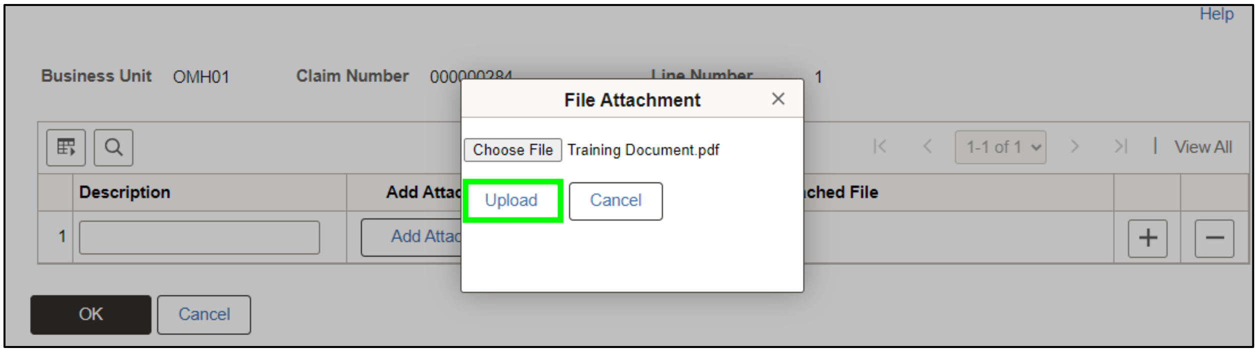
Step	Action
23.	Click the **Add Attachment** button.



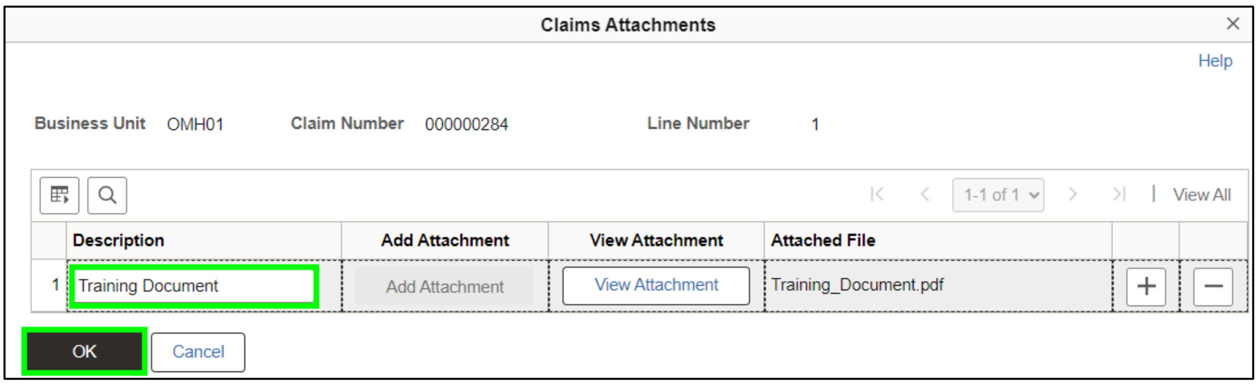
Step	Action
24.	Click the **Choose File** button.



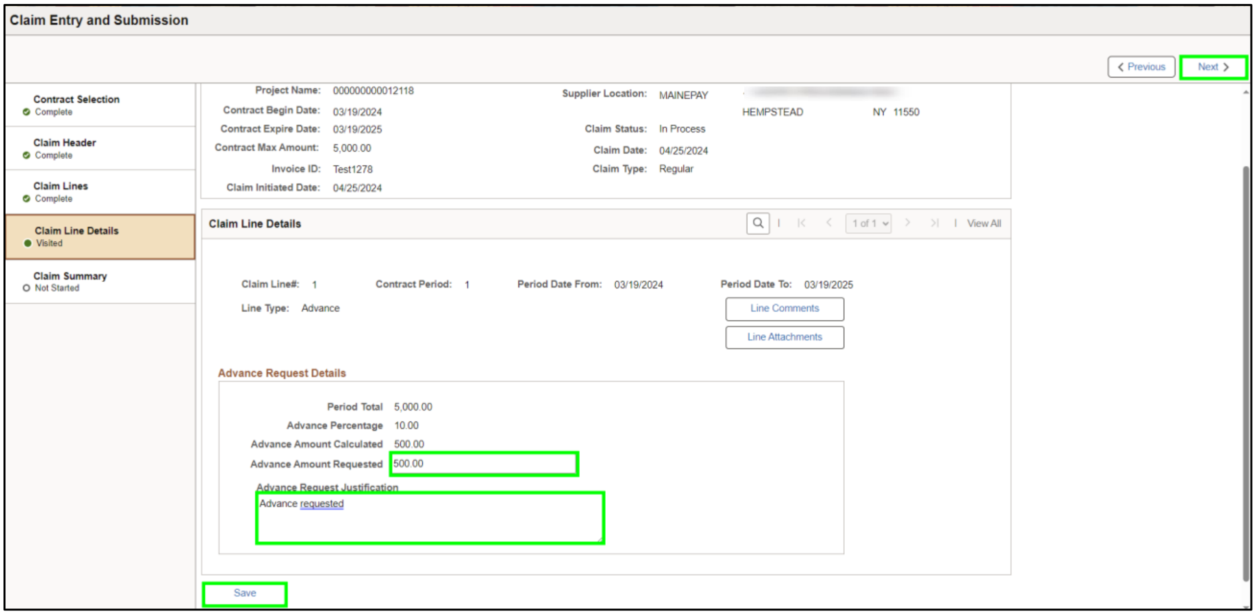
Step	Action
25.	Select the **File** that you want to upload and click the **Open** button.

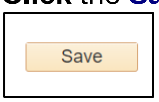


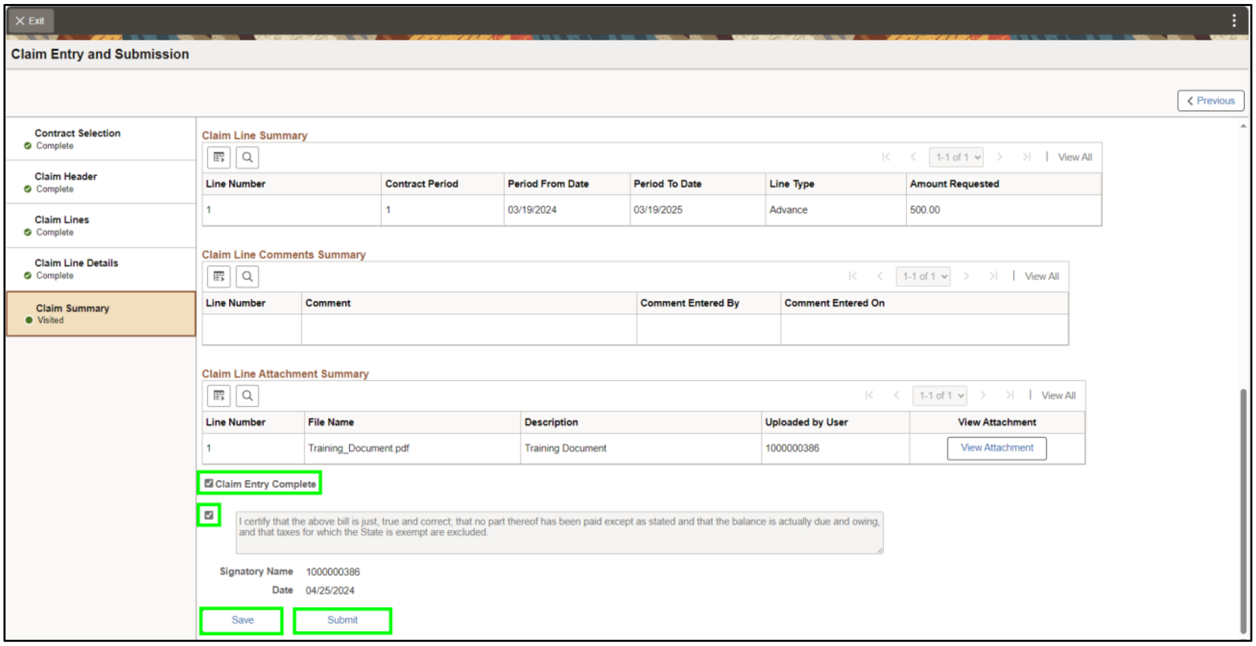
Step	Action
26.	Click the **Upload** button.



Step	Action
27.	Enter a description of the document into the **Description** field.
28.	Click the **OK** button.



Step	Action
29.	Enter the applicable value into the **Advance Amount Requested** field. In this example, we will enter **500** into the **Advance Amount Requested** field.
30.	Enter the applicable justification into the **Advance Request Justification** field.
31.	**Click** the **Save** button. 
32.	**Click** the **Next** button. 



Step	Action
33.	Click the **Claim Entry Complete** checkbox.
34.	Click the **Certification** checkbox
35.	Click the **Save** button and then click the **Submit** button.
36.	Click the **OK** button. The Claim is now submitted into agency workflow and the claim Status changes to **Agency Review**.
37.	You have successfully completed the **Enter a New Claim – Advance/Initial Amount** topic.

Enter a New Claim - Reimbursement Amount

Topic Description:
This topic provides the knowledge and skills to create and submit a reimbursement payment.

Topic Objective:
In this topic, you will learn:

- How to submit a claim for a reimbursement payment

SFS role(s) required to perform this task:

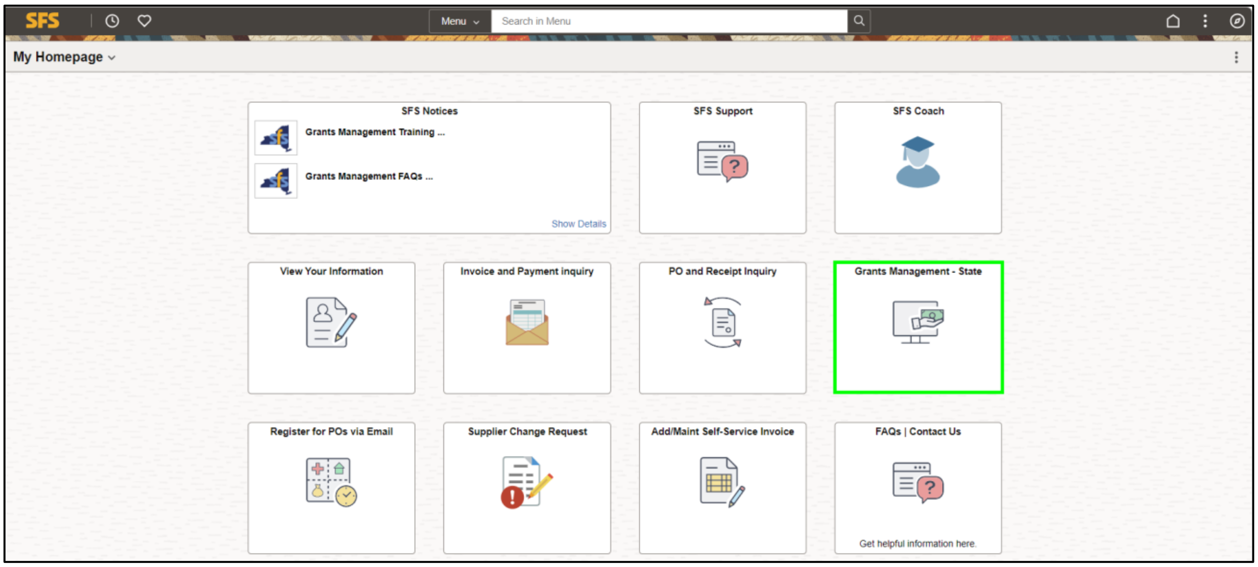
- Claim Initiator (NY_EM_SUPPLIER_CLAIM_ENTRY)
  - **Note:** This role allows you to enter a request for an advance (if allowed on the contract) or reimbursement claim. This role does not have the ability to certify or submit the claim.
- Claim Certifier and Submitter (NY_EM_SUPPLIER_CLAIM_CERT_SUB)

- **Note:** This role allows you to certify and submit a request for an advance (if allowed on the contract) or reimbursement claim.

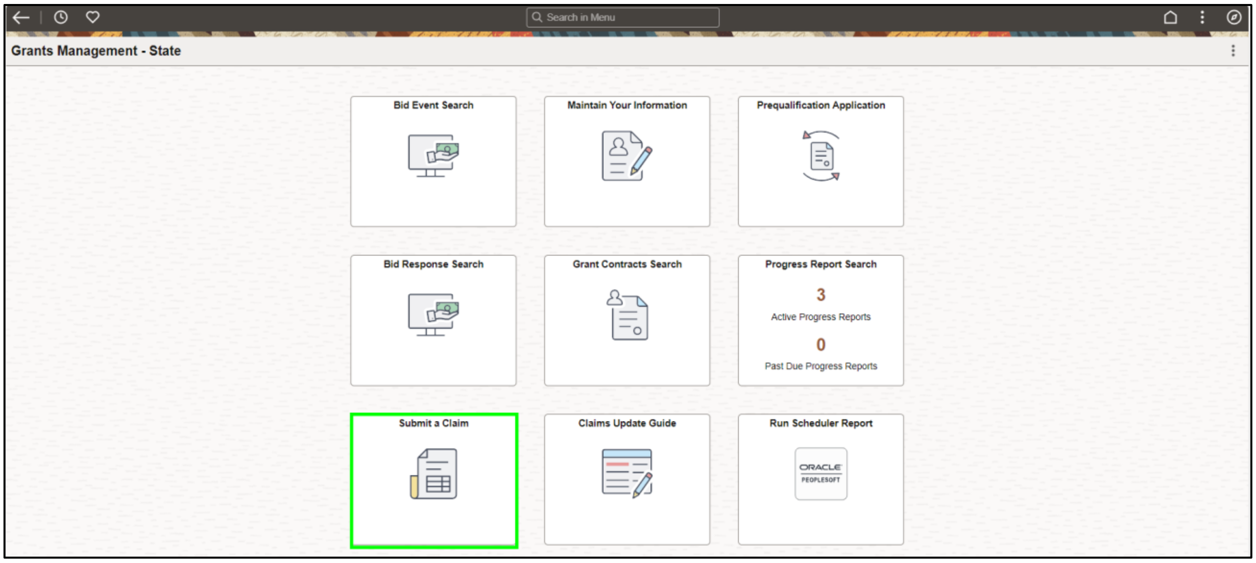
Procedure:

Scenario: You want to submit a reimbursement payment claim on an approved grant contract with remaining funds available.

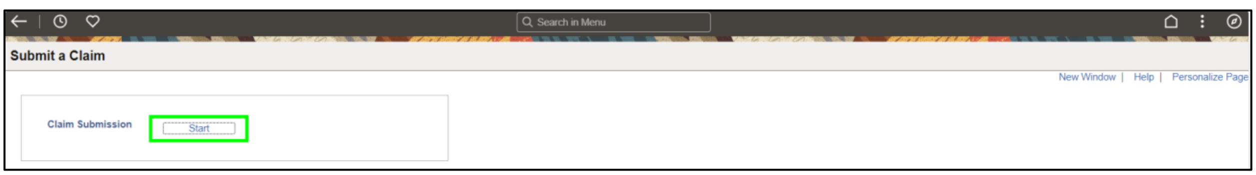
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



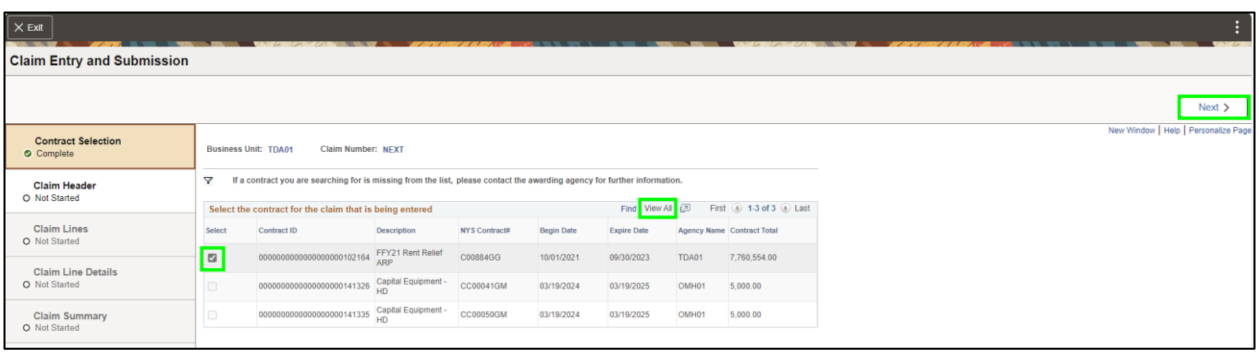
Step	Action
1.	**Navigation**: Click the **Grants Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > eSettlements > Submit a Claim. **Note:** You must log in to the SFS Vendor Portal to enter a claim.



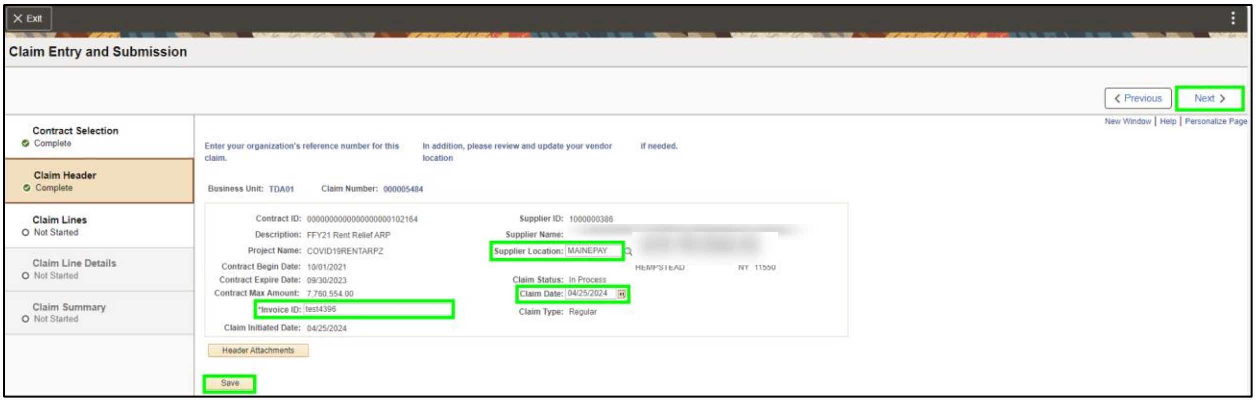
Step	Action
2.	Click the **Submit a Claim** tile.

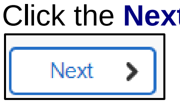


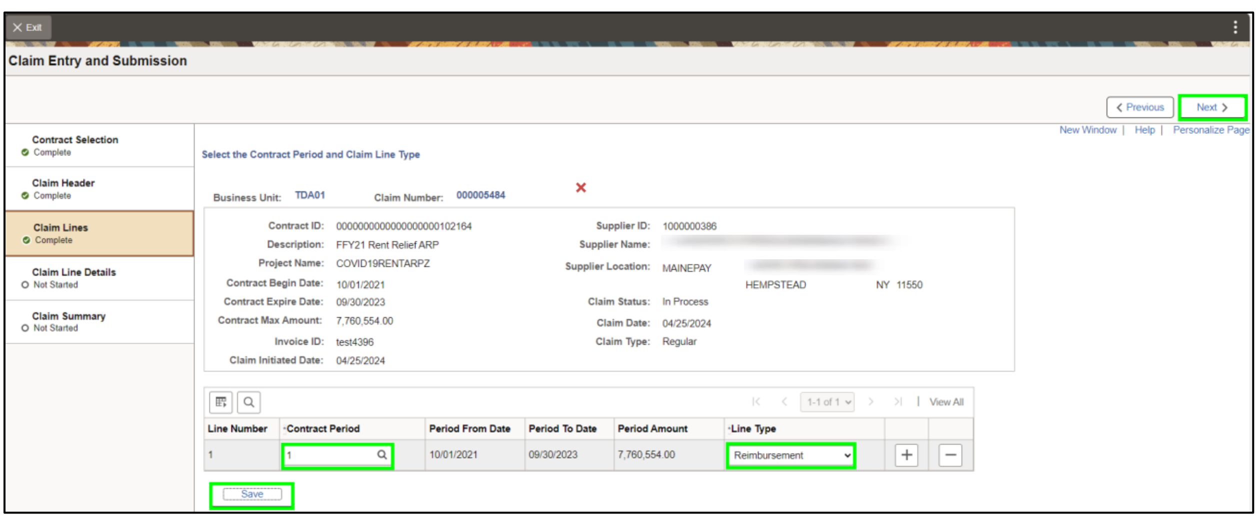
Step	Action
3.	Click the **Start** button.



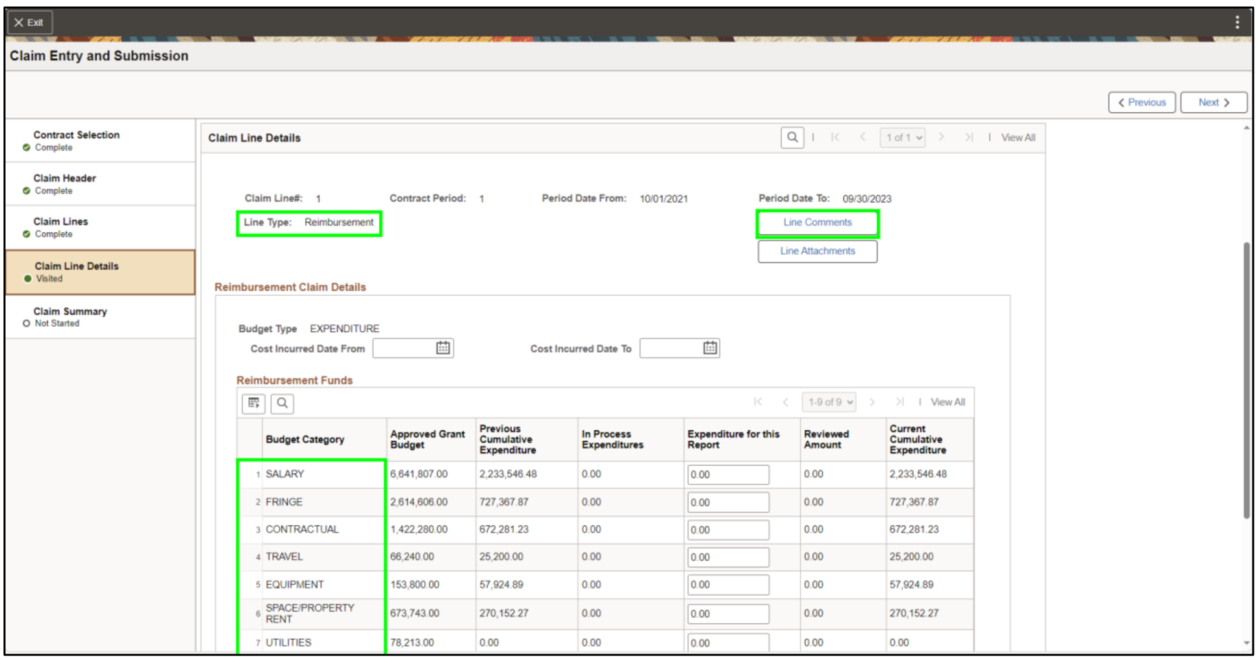
Step	Action
4.	A listing of the first five available contracts display. To view more than five contracts, click the **View All** link, if applicable.
5.	Click the **checkbox** to select the appropriate contract.
6.	Click the **Next** button.



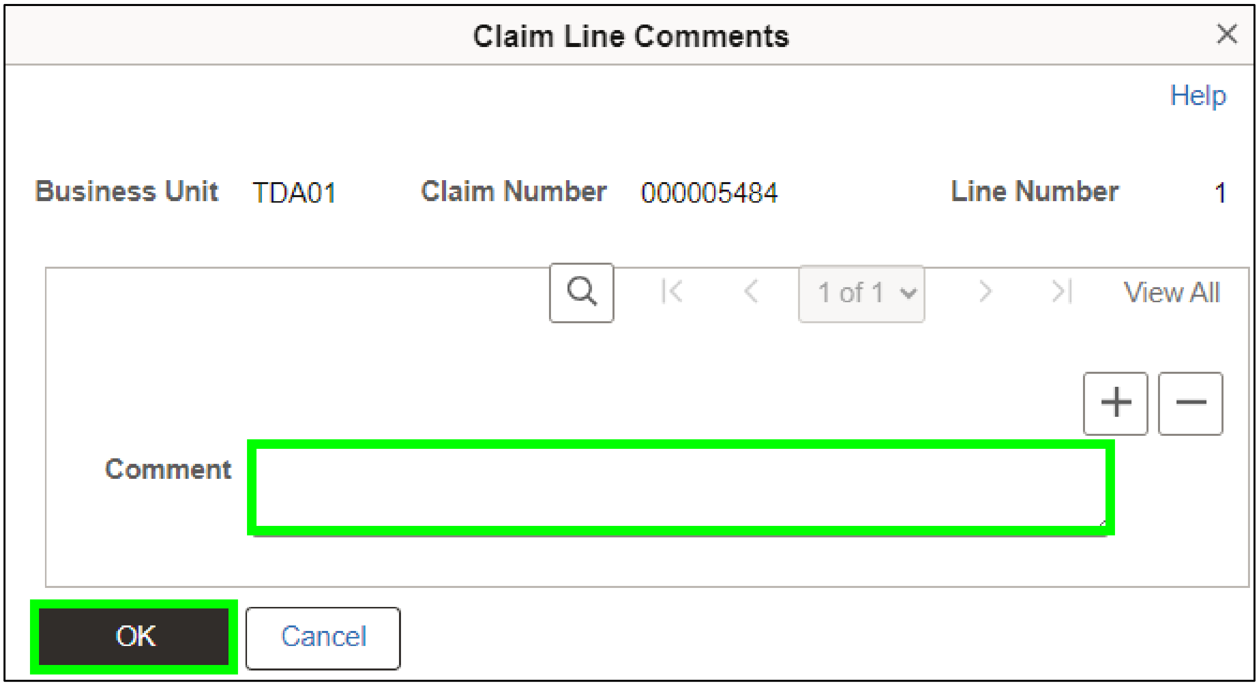
Step	Action
7.	Verify contract details on the **Claim Header** page.
8.	**Vendor Location** values can be selected using the **Supplier Location** magnifying glass icon, if needed. **Note**: Vendor Location is a default set of rules, or attributes, that define how an agency conducts business with a particular grantee. A vendor location comprises information such as payment terms, payment options, pay to bank accounts, etc. Although a vendor location is not an address, it does reference addresses.
9.	**Note:** Change the **Claim Date** using the calendar icon if needed. Claim date defaults to the current date and should be the date the claim is entered.
10.	Enter a unique **Invoice ID** up to 30 characters in the **Invoice ID** field.
11.	Click the **Save** button.
12.	Click the **Next** button. 



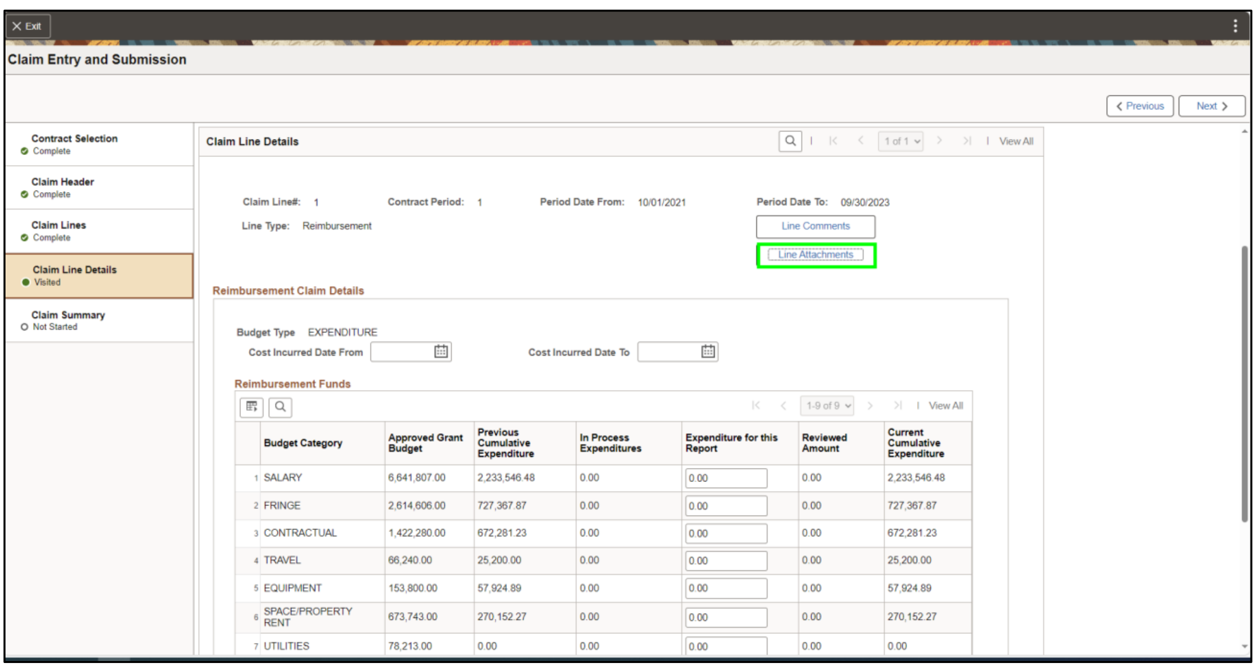
Step	Action
13.	Select a **Contract Period** by clicking on the magnifying glass next to the field. **Note**: You would select the available contract period based on the payment schedule and due date listed on the contract.
14.	Click the **Line Type** dropdown menu and select the **Reimbursement** line type.
15.	Click the **Save** button. 
16.	Click the **Next** button. 



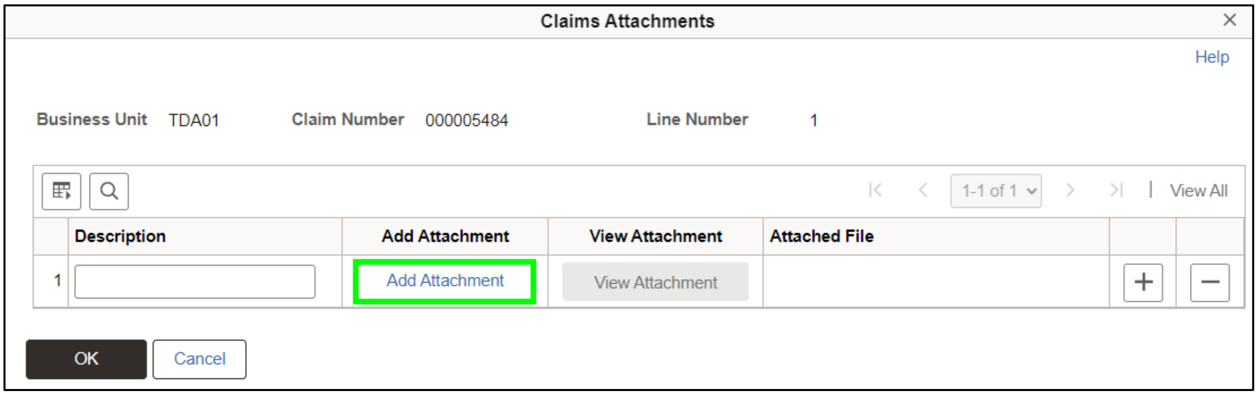
Step	Action
17.	Validate Claim Line Details information. Line type is **Reimbursement**. **Note**: Budget categories and Approved Grant Budget amounts will transfer from the approved grant contract.
18.	Click the **Line Comments** button to add a line comment, if needed.



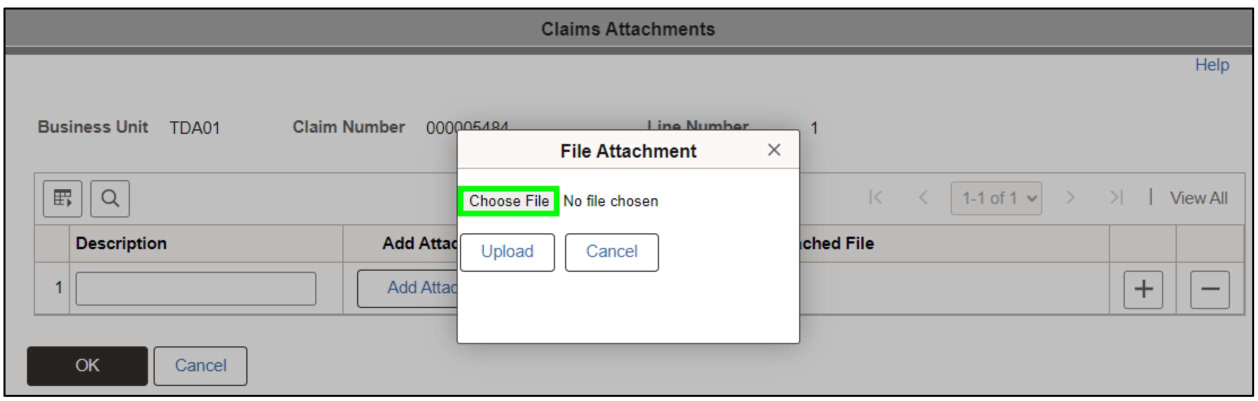
Step	Action
19.	Enter the applicable value into the **Comments** field. **Note**: Line comments are used to add any additional information pertaining to the line for the agency reviewers to view.
20.	Click the **OK** button.



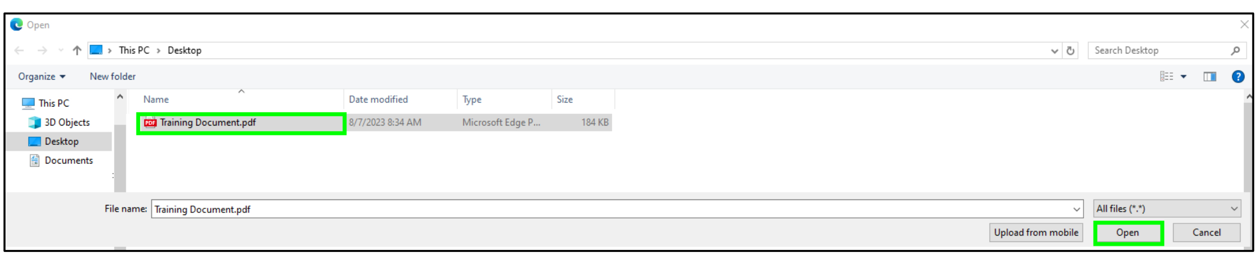
Step	Action
21.	Click the **Line Attachments** button to add an attachment for a line, if needed.



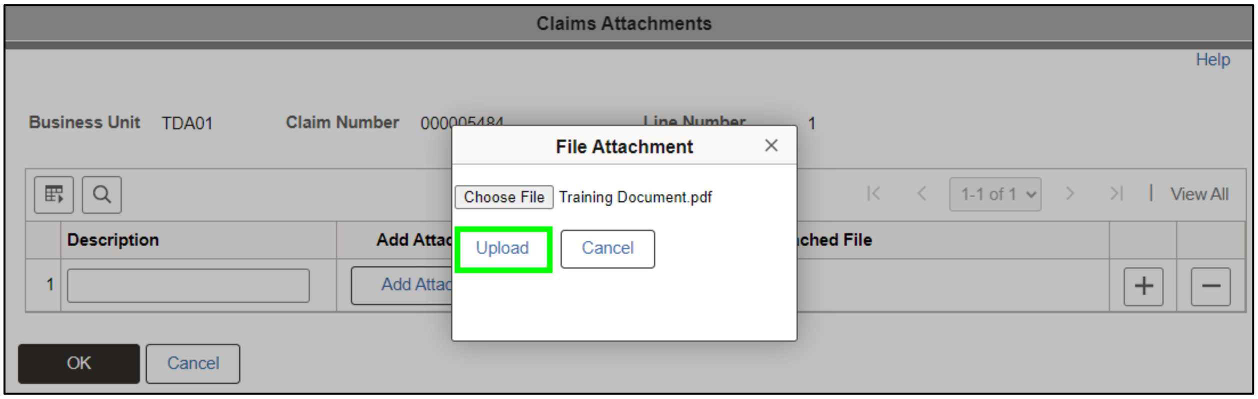
Step	Action
22.	Click the **Add Attachment** button.



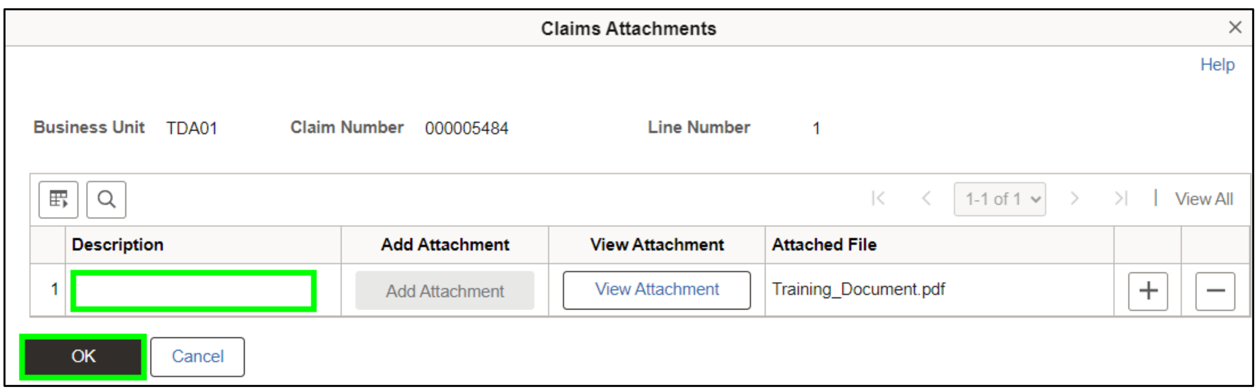
Step	Action
23.	Click the **Choose File** button.



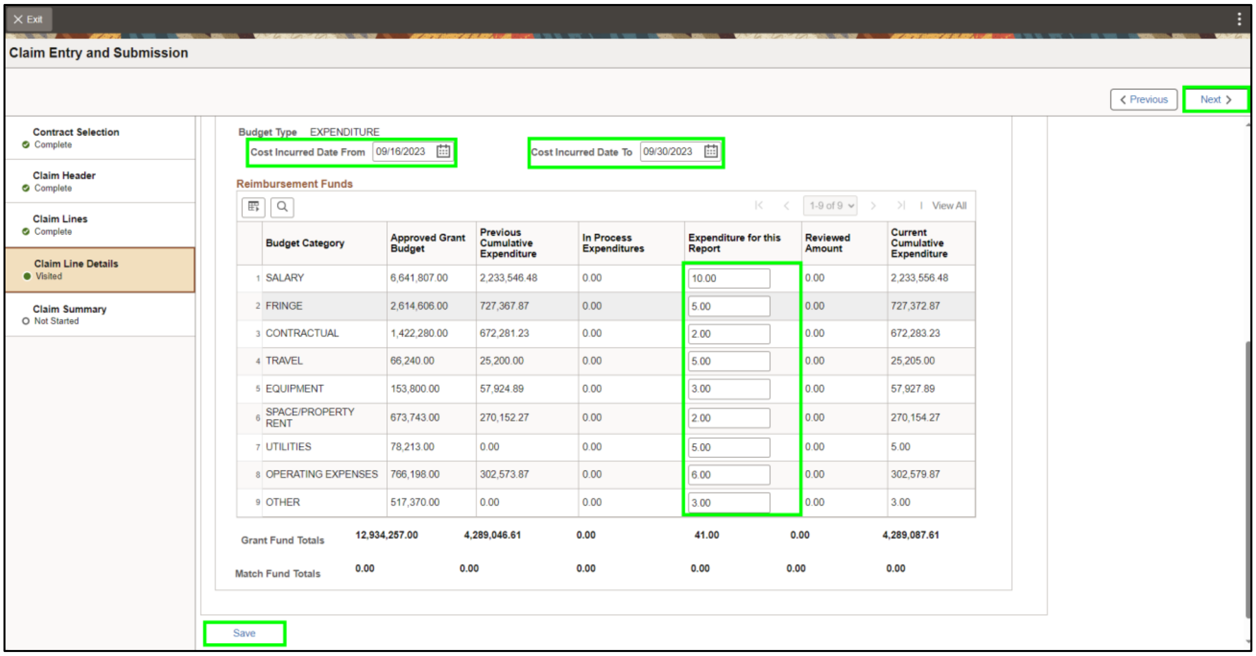
Step	Action
24.	Select your **pdf** file and click the **Open** button. **Note:** Only .pdf files can be uploaded.



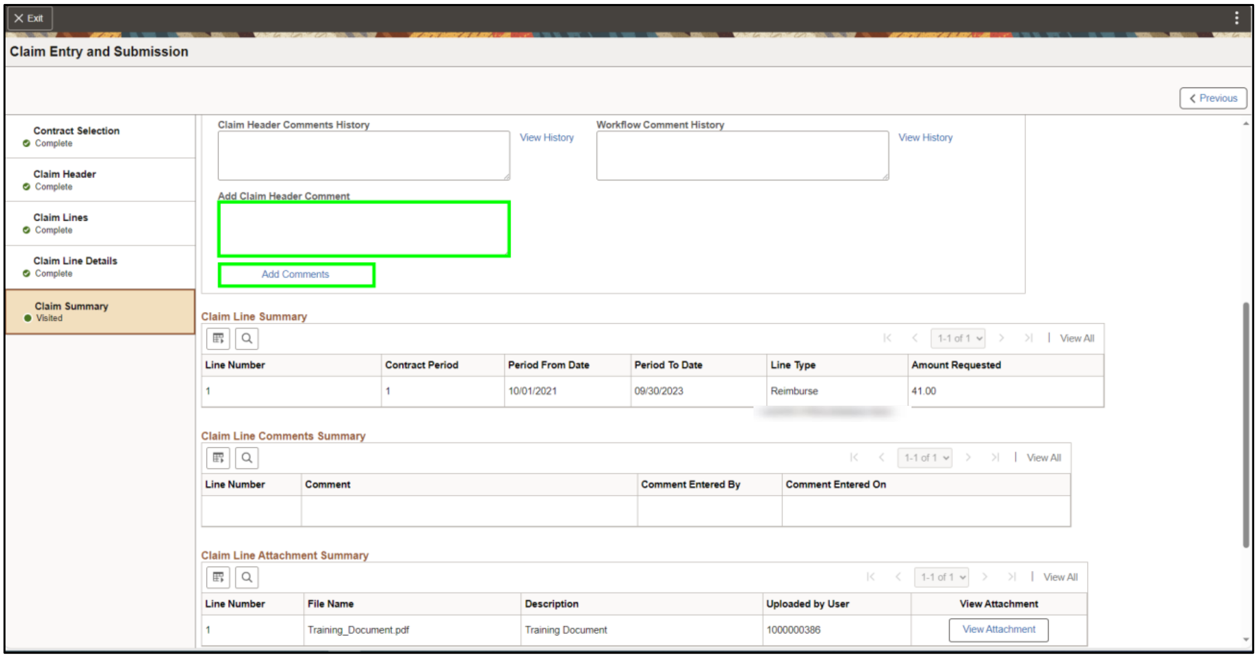
Step	Action
25.	Click the **Upload** button.



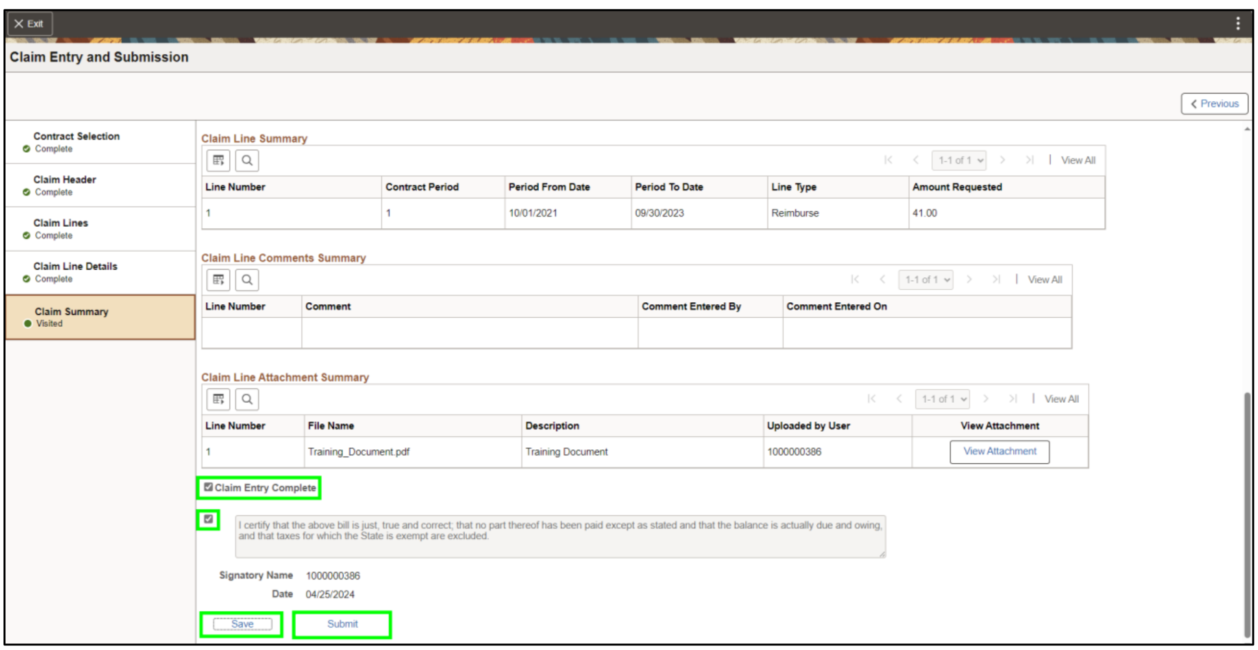
Step	Action
26.	Enter a description of the document into the **Description** field.
27.	Click the **OK** button.



Step	Action
28.	Enter the applicable dates into the **Cost Incurred Date From** field and the **Cost Incurred Date To** field. You can also use the calendar icons to select the dates. **Note**: **Cost Incurred Date From** and **Cost Incurred Date To** must be within the period date range.
29.	Enter the expenditure amounts for each budget category into the **Expenditures for this Report** field. **Note**: This is the amount you are requesting reimbursement for, for each budget category.
30.	Click the **Save** button
31.	Click the **Next** button.



Step	Action
32.	Enter the applicable text into the **Add Claim Header Comment** field. **Note**: Header comments are optional and used to enter additional information about the entire claim.
33.	Click the **Add Comments** button to add a claim header comment.



Step	Action
34.	Click the **Claim Entry Complete** checkbox.
35.	Click the **Certification** checkbox.
36.	Click the **Save** button
37.	Click the **Submit** button.
38.	Click the **OK** button. The claim is submitted into agency workflow and the claim Status changes to **Agency Review**.
39.	You have successfully completed the **Enter a New Claim – Reimbursement Amount** topic.

Update an Existing Claim

Topic Description:
This topic provides the knowledge and skills to update an in process claim.

Topic Objective:
In this topic, you will learn:

- How to update and submit a saved claim

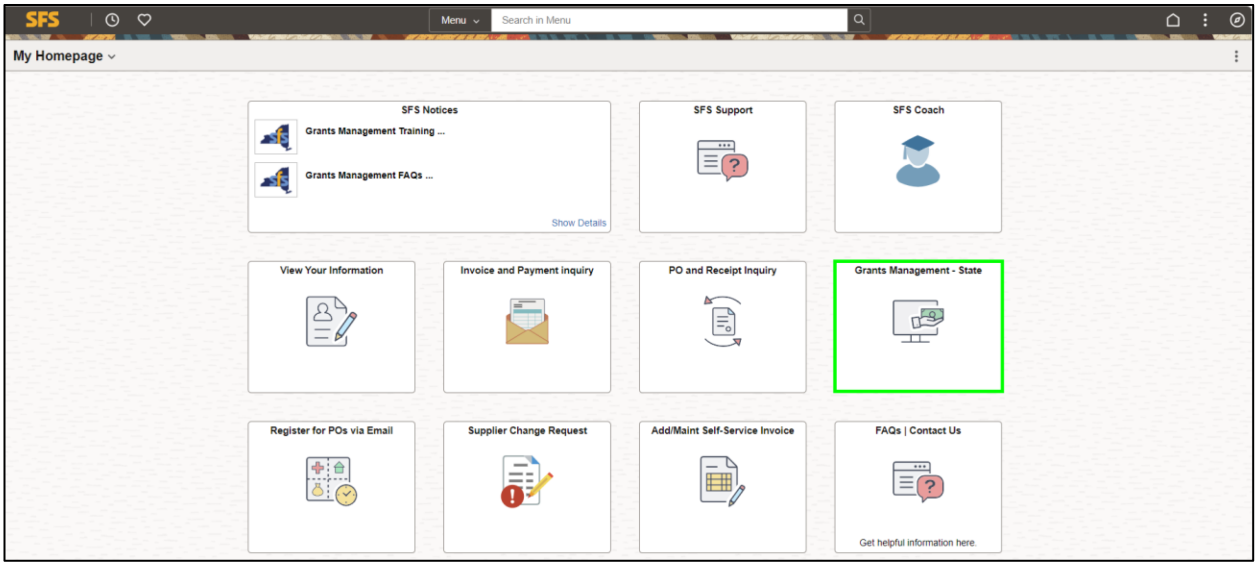
SFS role(s) required to perform this task:

- Claim Initiator (NY_EM_SUPPLIER_CLAIM_ENTRY)
    - **Note:** This role allows you to enter a request for an advance (if allowed on the contract) or reimbursement claim. This role does not have the ability to certify or submit the claim.
- Claim Certifier and Submitter (NY_EM_SUPPLIER_CLAIM_CERT_SUB)
    - **Note:** This role allows you to certify and submit a request for an advance (if allowed on the contract) or reimbursement claim.

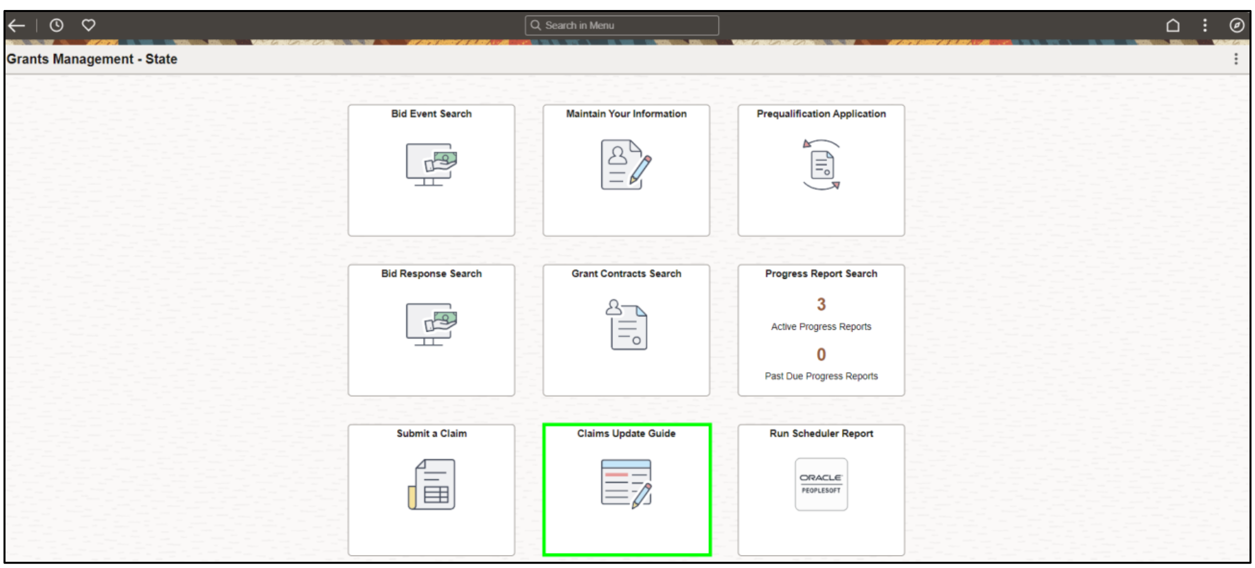
Procedure:

Scenario: You started entering a claim, but did not finish entering it, and saved the claim to work on later. You now need to complete the remaining claim information and submit the claim for agency approval.

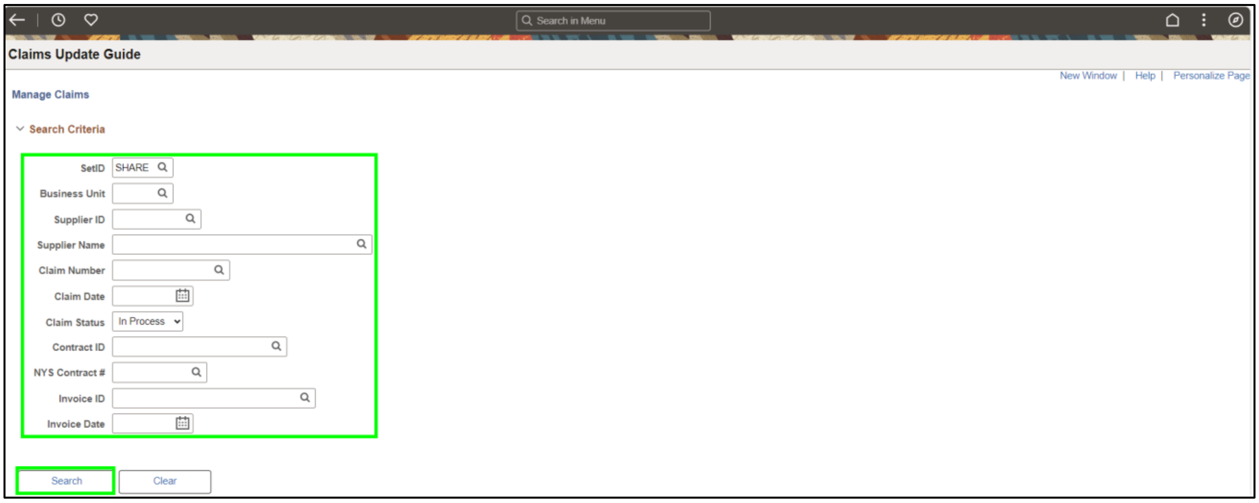
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



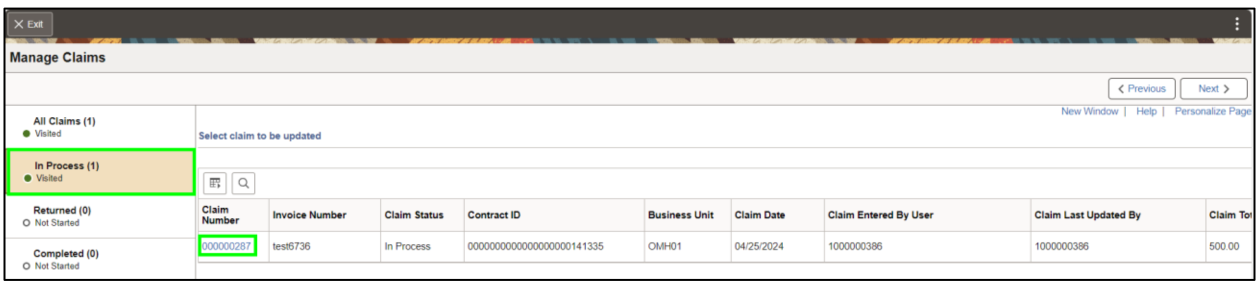
Step	Action
1.	**Navigation**: Click the **Grants Management - State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > eSettlements > Claims Update Guide. **Note:** You must log in to the SFS Vendor Portal to update an existing claim.



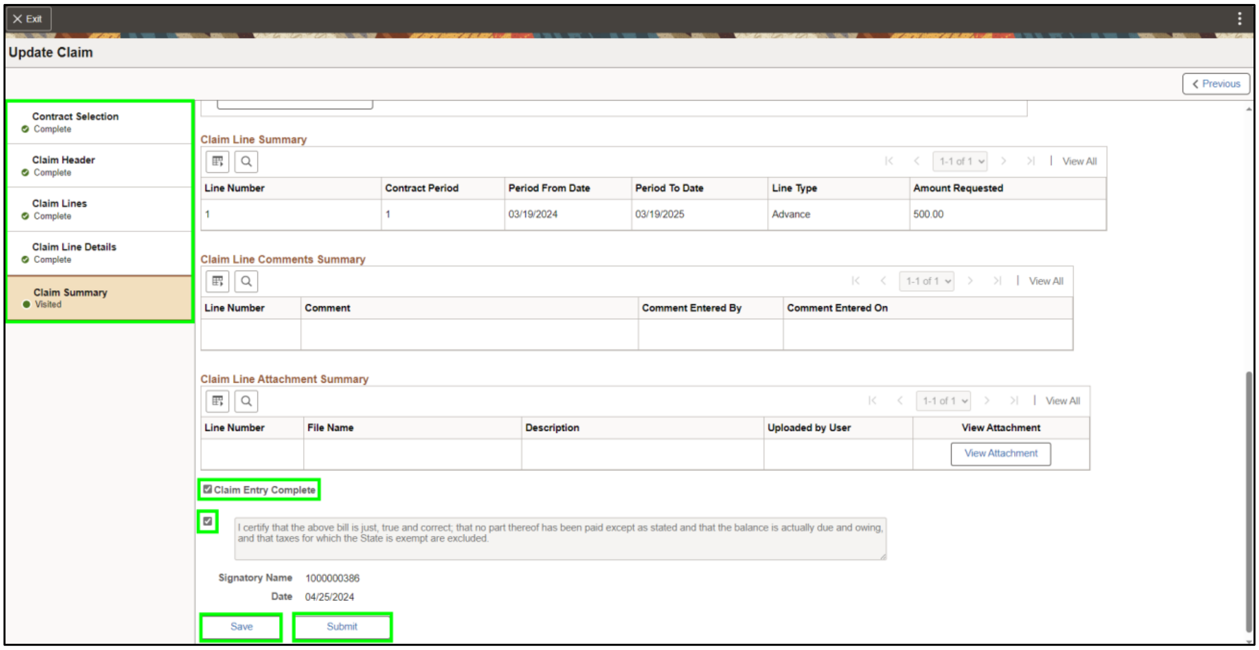
Step	Action
2.	Click the **Claims Update Guide** tile.



Step	Action
3.	Enter the applicable search criteria in the **Search Criteria** fields or click the magnifying glass icon to look up the information.
4.	Click the **Search** button to display the search results.



Step	Action
5.	Select the **In Process** menu on the left side of the page to view all in process claims.
6.	Click the **Claim Number** link associated to the claim you want to update.



Step	Action
7.	Select the applicable section(s) on the left of the page that you need to complete.
8.	After completing the remaining claims information, click the **Claim Summary** section to submit the claim for approval.
9.	Click the **Claim Entry Complete** checkbox.
10.	Click the **Certification** checkbox.
11.	Click the **Save** button
12.	Click the **Submit** button.
13.	Click the **OK** button. Claim is submitted into agency workflow and the claim Status changes to **Agency Review**.
14.	You have successfully completed the **Update an Existing Claim** topic.

Update a Returned Claim

Topic Description:
This topic provides the knowledge and skills to update a claim returned by the agency.

Topic Objective:
In this topic, you will learn:

- How to update and resubmit a returned claim

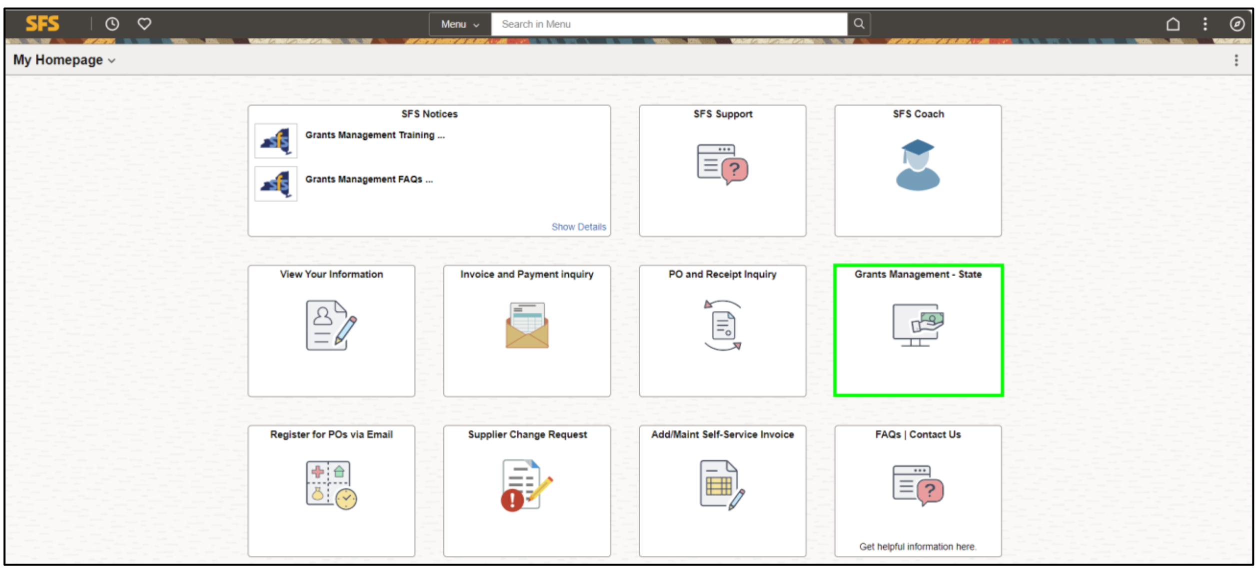
SFS role(s) required to perform this task:

- Claim Initiator (NY_EM_SUPPLIER_CLAIM_ENTRY)
  - **Note:** This role allows you to enter a request for an advance (if allowed on the contract) or reimbursement claim. This role does not have the ability to certify or submit the claim.
- Claim Certifier and Submitter (NY_EM_SUPPLIER_CLAIM_CERT_SUB)
  - **Note:** This role allows you to certify and submit a request for an advance (if allowed on the contract) or reimbursement claim.

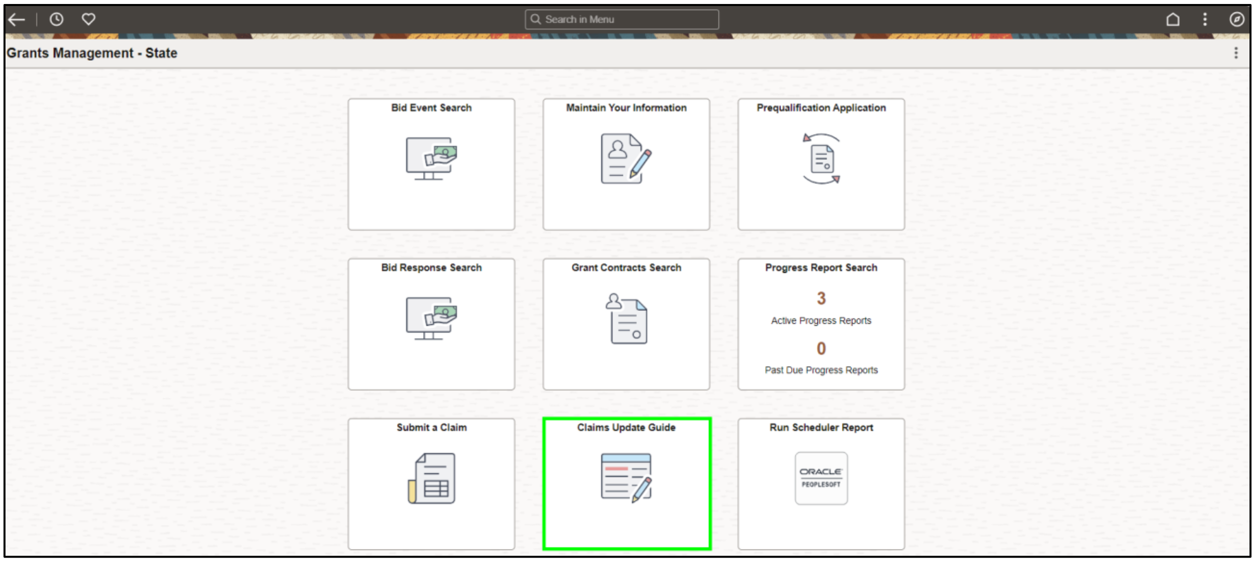
Procedure:

Scenario: You previously submitted a claim for agency review. The agency has returned your claim and requests that you attach additional supporting documentation. You need to update your claim with additional supporting documents and resubmit your claim to the agency for approval.

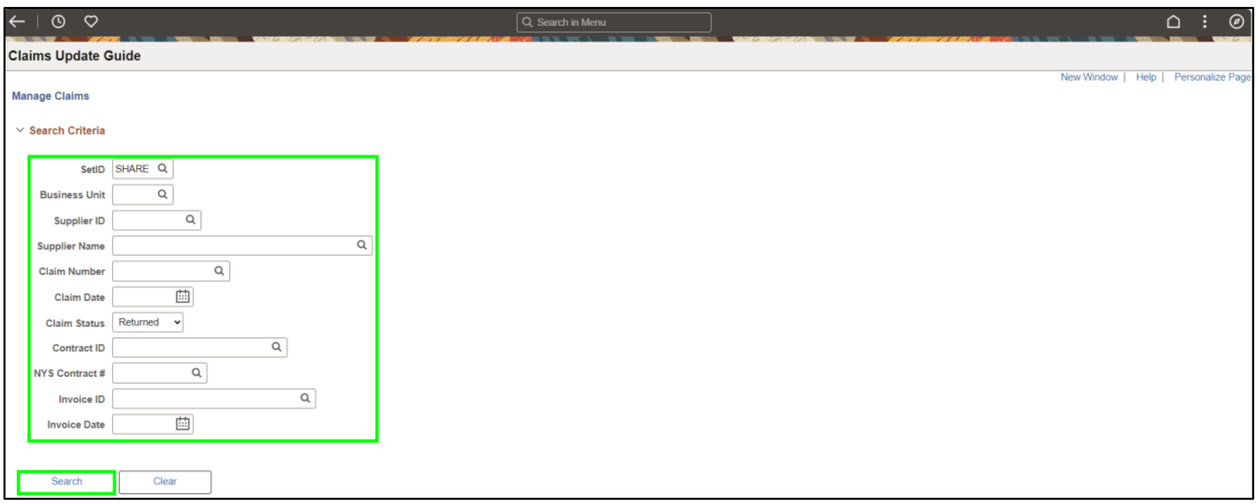
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



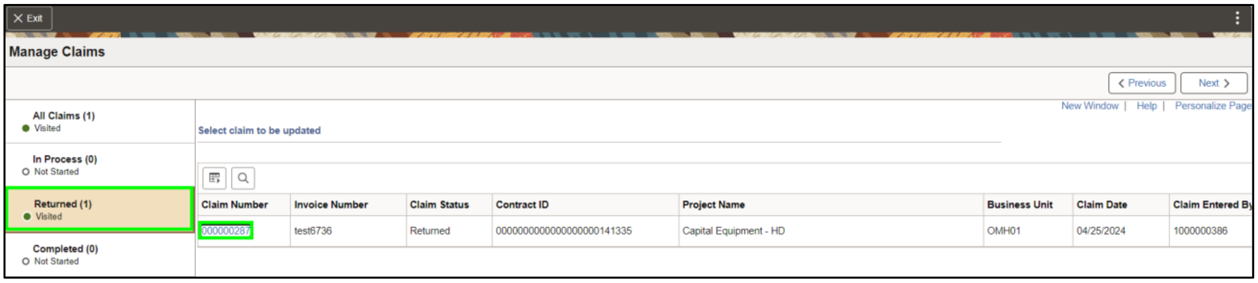
Step	Action
1.	**Navigation**: Click the **Grants Management** - **State** tile. **Alternative Navigation**: From the **NavBar** navigate to: Menu > eSettlements > Claims Update Guide.



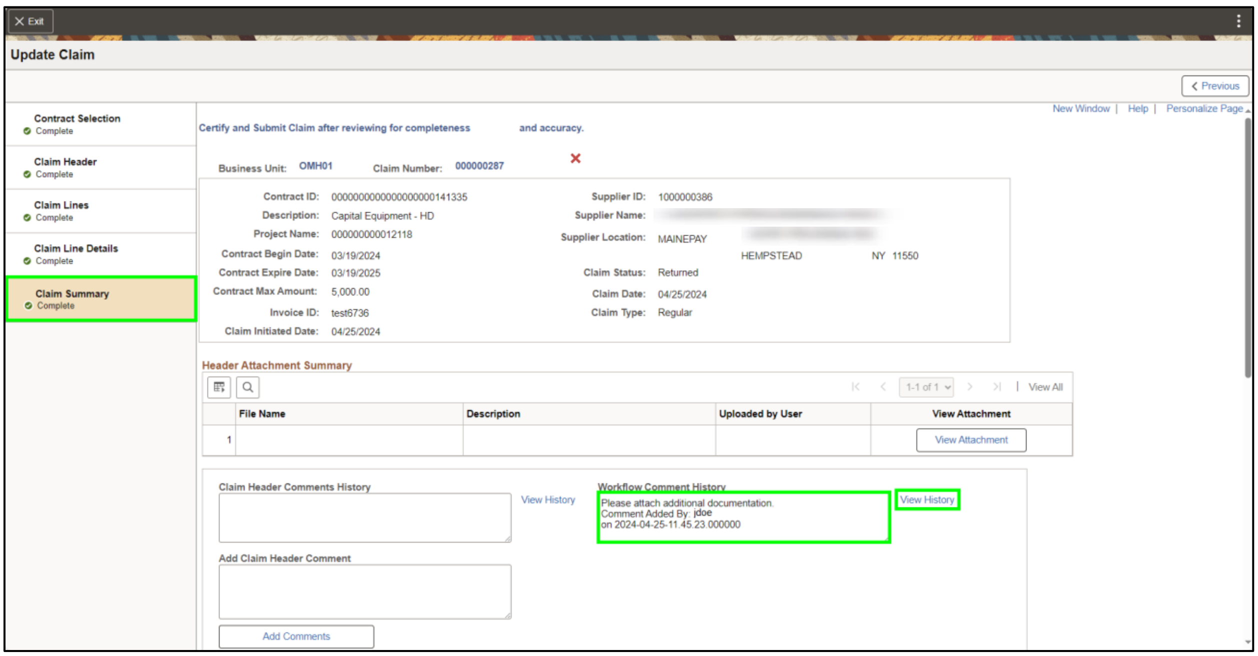
Step	Action
2.	Click the **Claims Update Guide** tile.



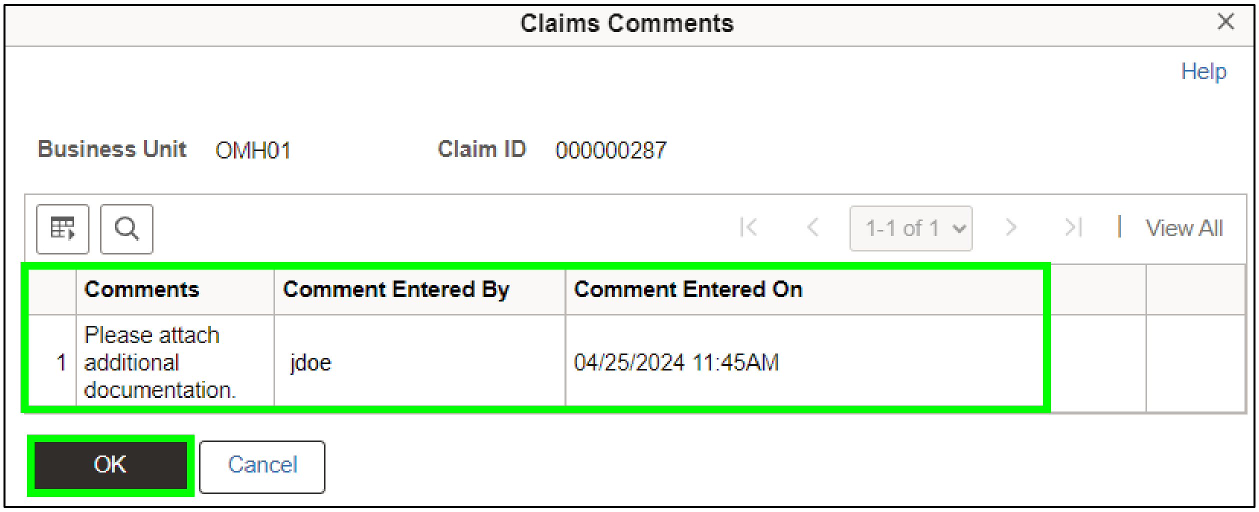
Step	Action
3.	Enter the applicable search criteria in the **Search Criteria** fields or click the magnifying glass icon to look up the information.
4.	Click the **Claim Status** drop-down field and select the **Returned** list item.
5.	Click the **Search** button to display the search results.



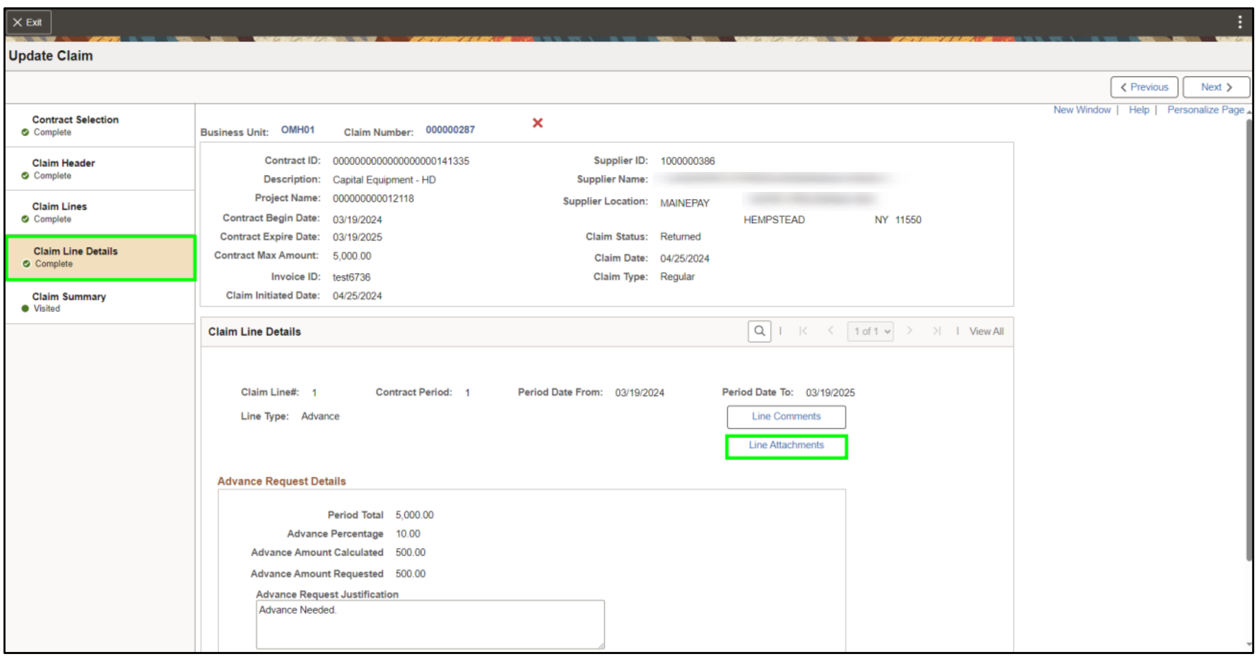
Step	Action
6.	Select the **Returned** menu on the left side of the page to view all returned claims.
7.	Click the **Claim Number** link associated to the claim you want to update.



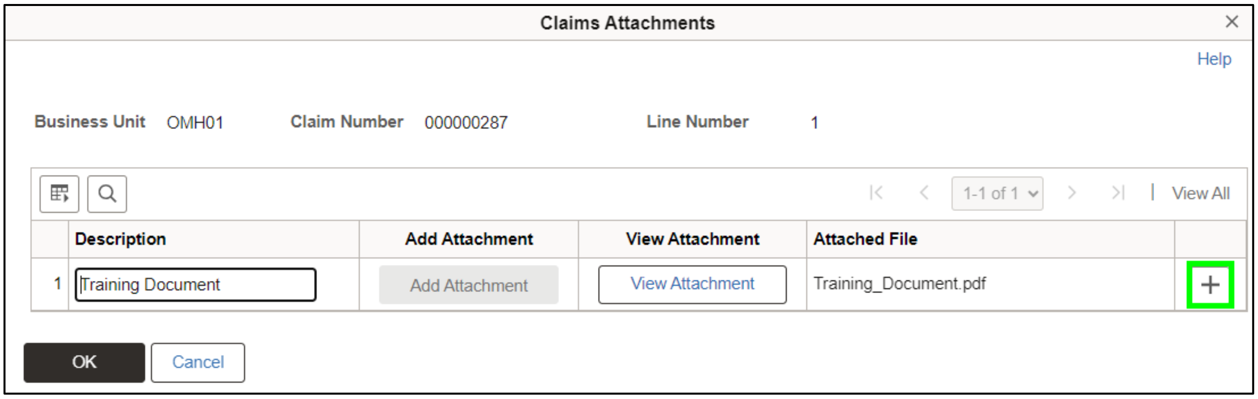
Step	Action
8.	Click the **Claim Summary** menu on the left side of the page.
9.	View the workflow comments associated to the returned claim in the **Workflow Comments History** field. Click the **View History** link to view all the workflow comments associated with the claim.



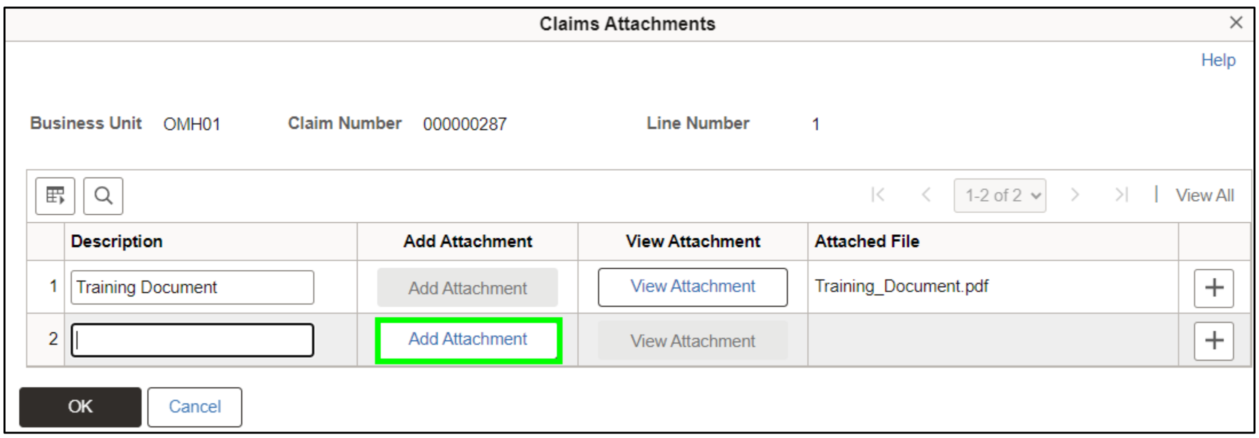
Step	Action
10.	After reviewing the workflow comment(s) information, click the **OK** button to return to the **Claim Summary** page.



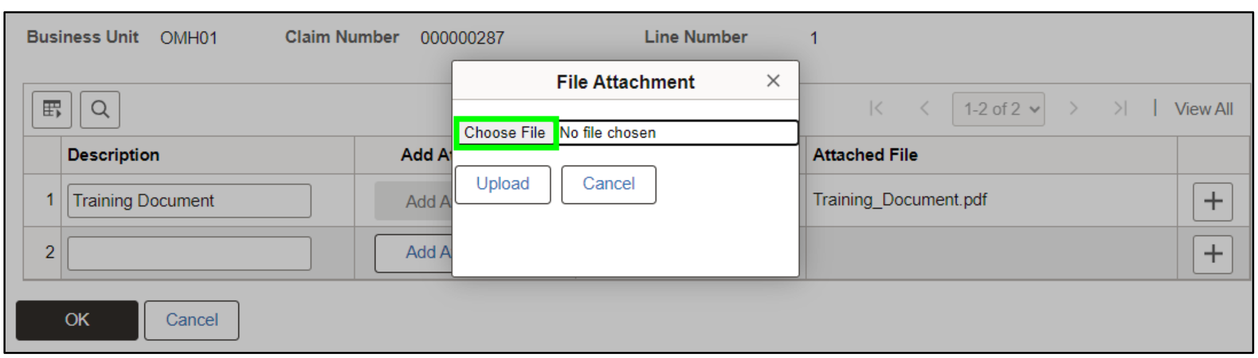
Step	Action
11.	Make the update(s) requested by the agency. In this example, we will attach additional documentation, so we will click the **Claim Line Details** menu on the left of the page.
12.	Click the **Line Attachments** button to upload additional documentation.



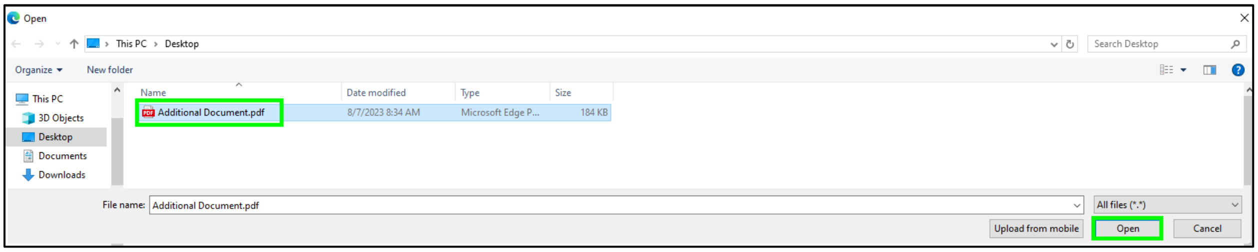
Step	Action
13.	Click the **Add a New Row (+)** icon to add a new row.



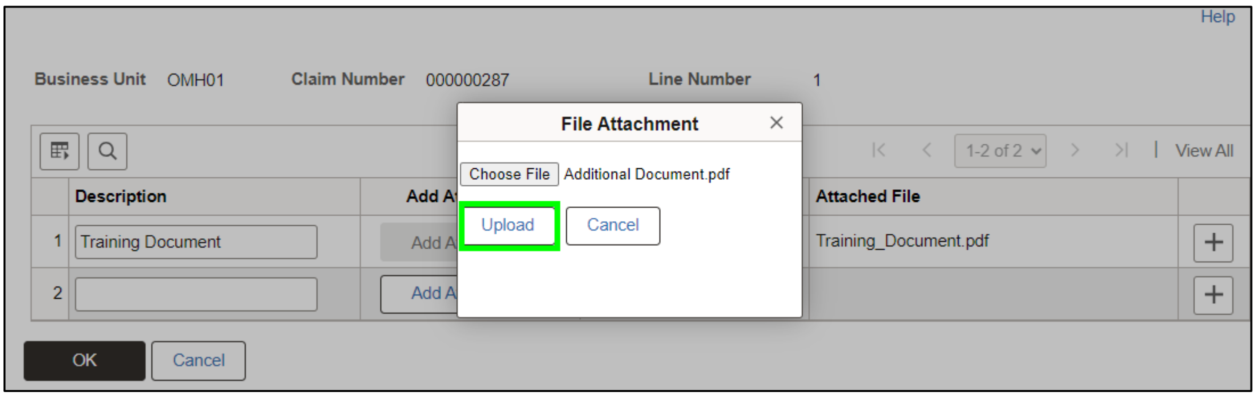
Step	Action
14.	Click the **Add Attachment** button to upload additional documentation.



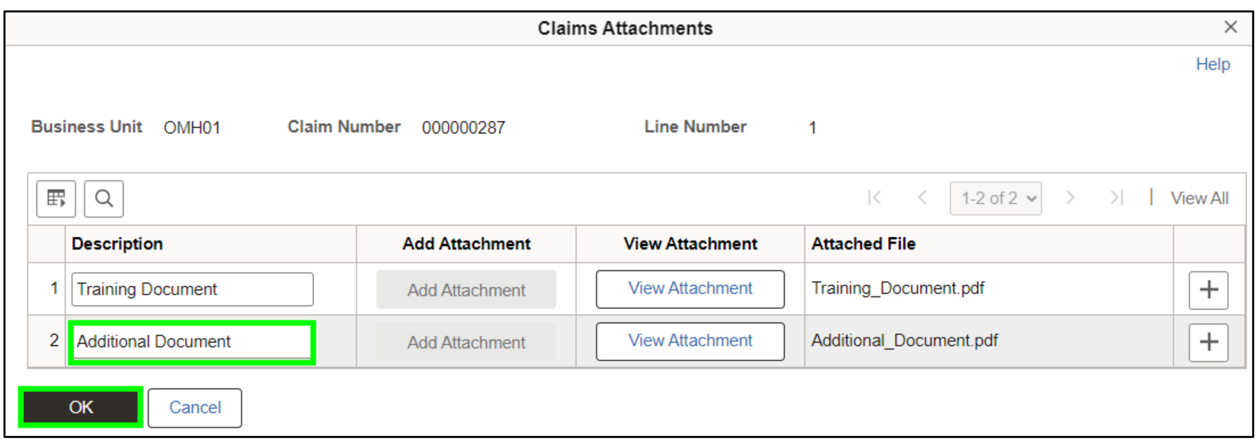
Step	Action
15.	Click the **Choose File** button.



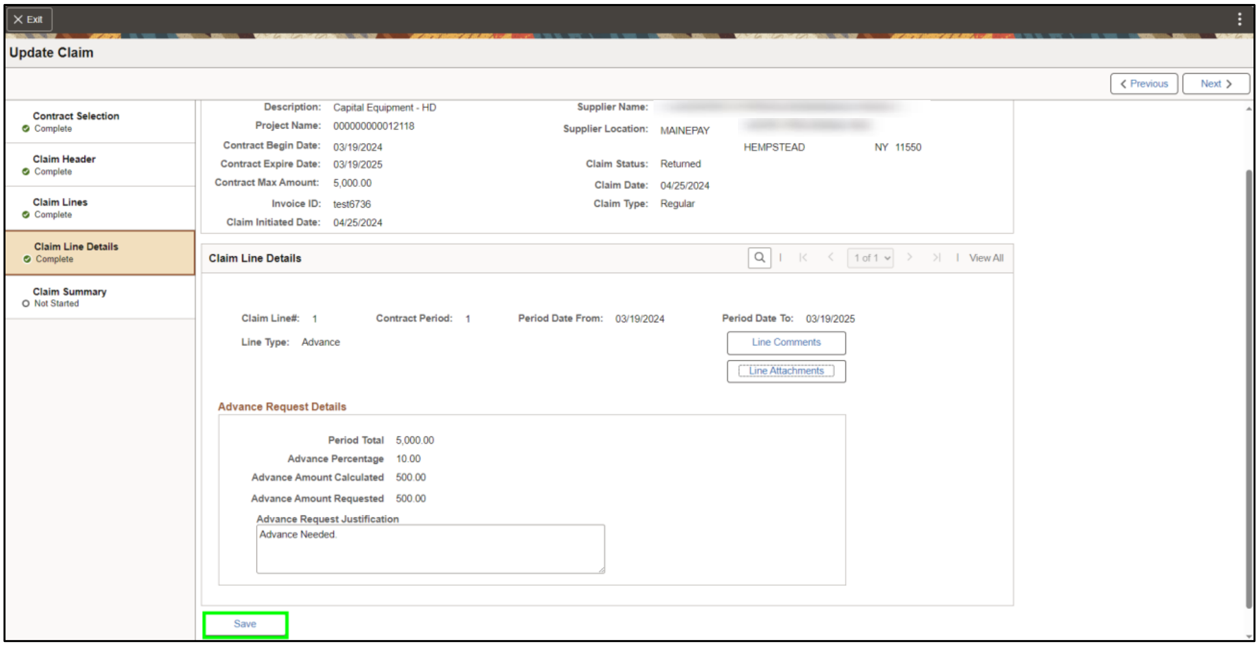
Step	Action
16.	Select your **pdf** file and click the **Open** button. **Note:** Only .pdf files can be uploaded.



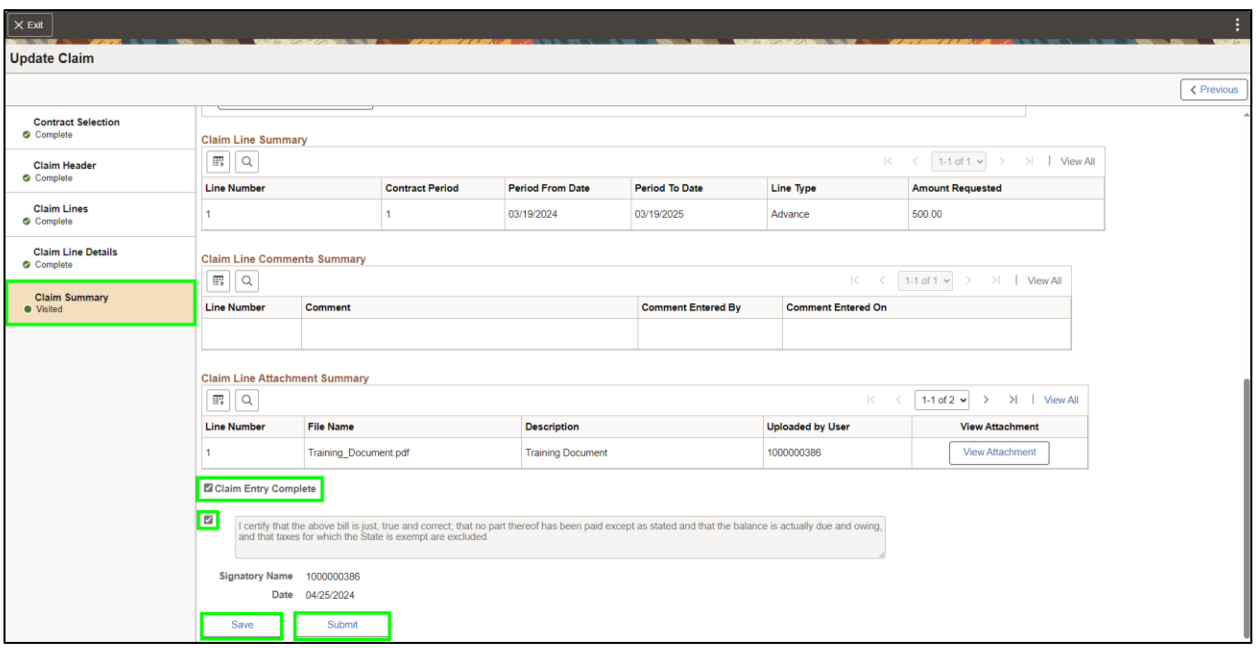
Step	Action
17.	Click the **Upload** button.



Step	Action
18.	Enter the document description in the **Description** field.
19.	Click the **OK** button.



Step	Action
20.	Click the **Save** button. Save



Step	Action
21.	Click the **Claim Summary** menu on the left side of the page.

Step	Action
22.	Click the **Claim Entry Complete** check box.
23.	Click the **Certification** checkbox.
24.	Click the **Save** button.
25.	Click the **Submit** button.
26.	Click the **OK** button. The claim is submitted into agency workflow and the claim Status changes to **Agency Review**.
27.	You have successfully completed the **Update a Returned Claim** topic.

Claim Inquiry

Topic Description:
This topic provides the knowledge and skills for the user to inquire on grants claims in various statuses. **Note:** Data is view only on the claim inquiry pages.

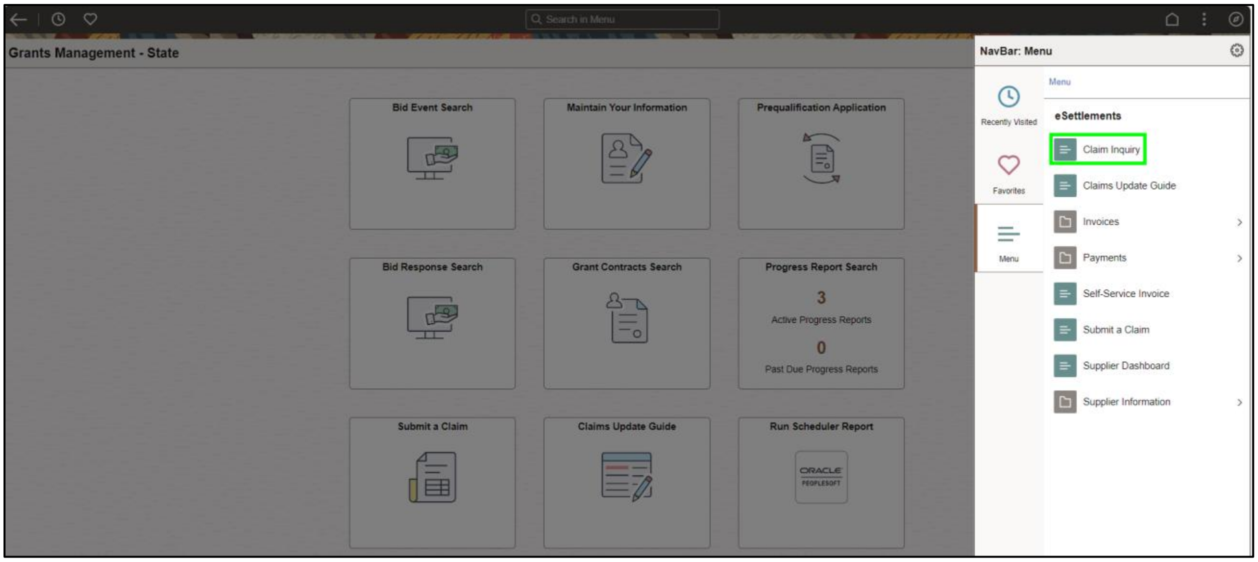
Topic Objective:
In this topic, you will learn:
- How to inquire on a claim

SFS role required to perform this task:
- Claim Inquiry (NY_EM_SUPPLIER_CLAIM_INQUIRY)

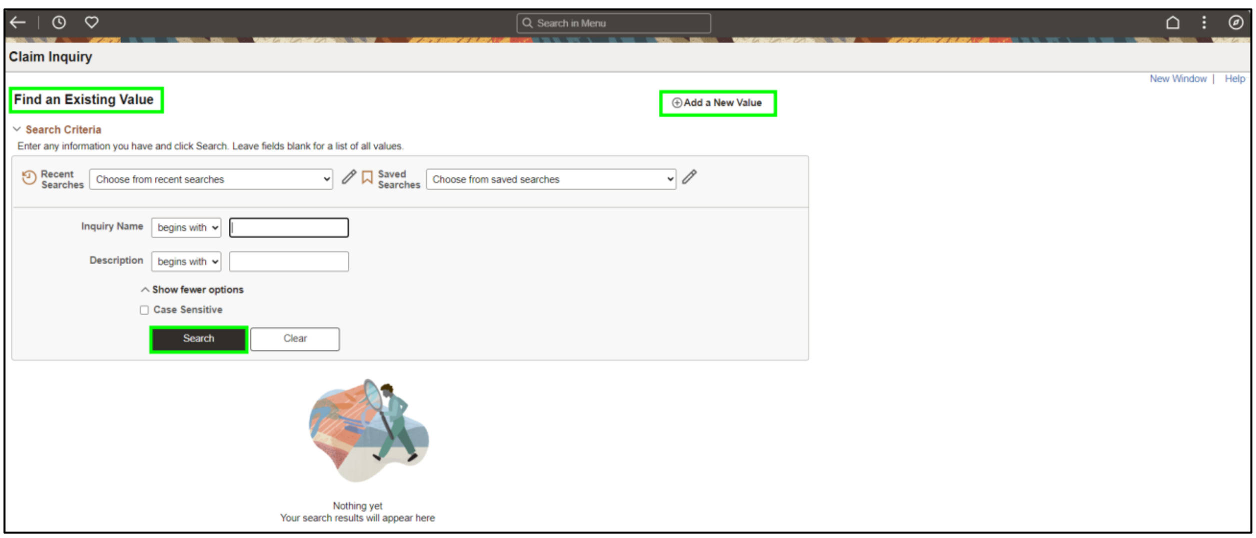
Procedure:

Scenario: You want to look up a claim and see where it is in the approval process.

Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.

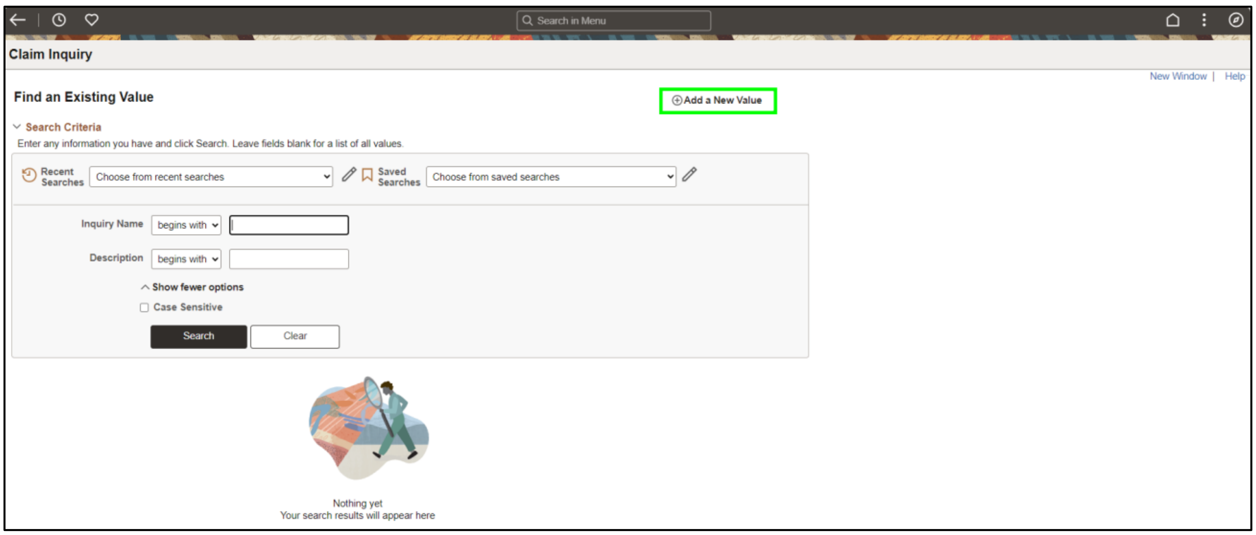


Step	Action
1.	From the **NavBar** navigate to: Menu > eSettlements > Claim Inquiry. **Note:** You must log in to the SFS Vendor Portal to view a claim.

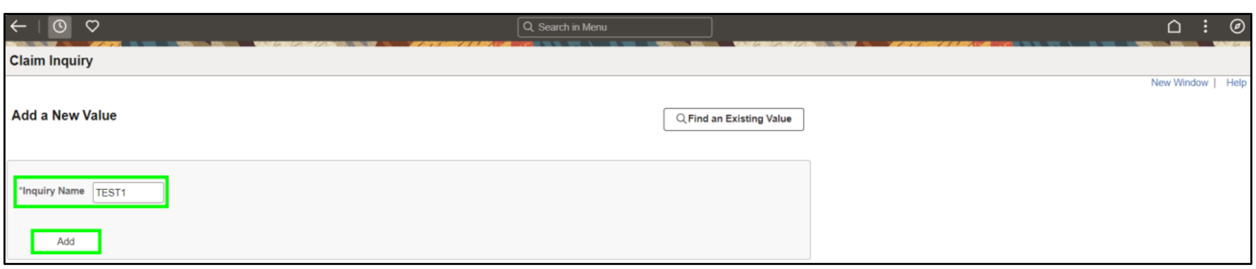


Step	Action
2.	**Note**: The **Claim Inquiry** feature allows you to search for and view existing claims. The search criteria you use to search for existing claims can be saved under an **Inquiry Name** so you can access and reuse it each time you search for claim(s).

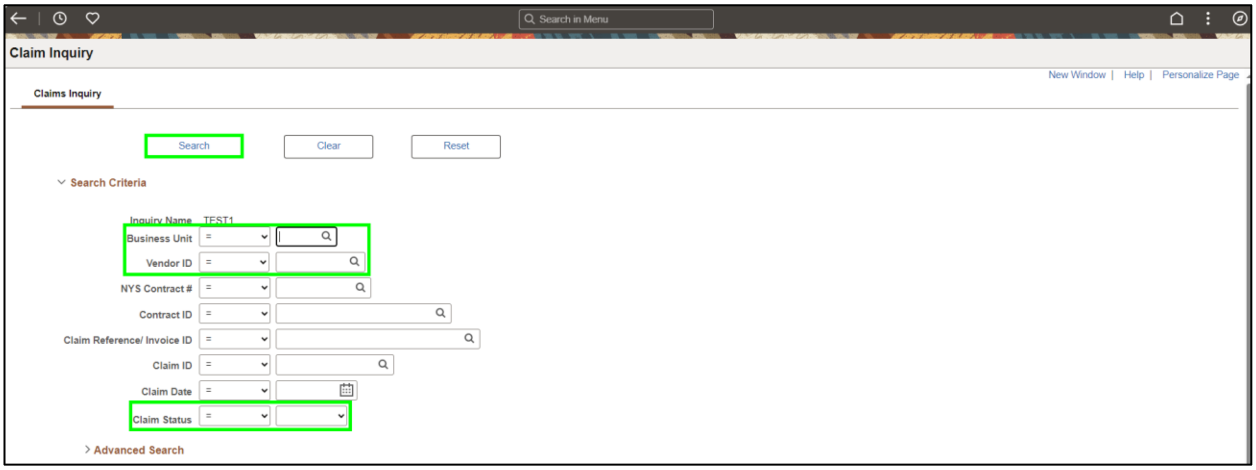
Step	Action
3.	If you already created and saved **Claim Inquiry Name(s)**, you can use the **Find an Existing Value** page. You would enter the applicable search criteria and click the **Search** button to display the existing Inquiry Names that can be selected. **or** If the **Claim Inquiry Name** is not already established and you want to create a new Inquiry Name, click the **Add a New Value** button, enter the desired Claim **Inquiry Name**, and click the **Add** button.



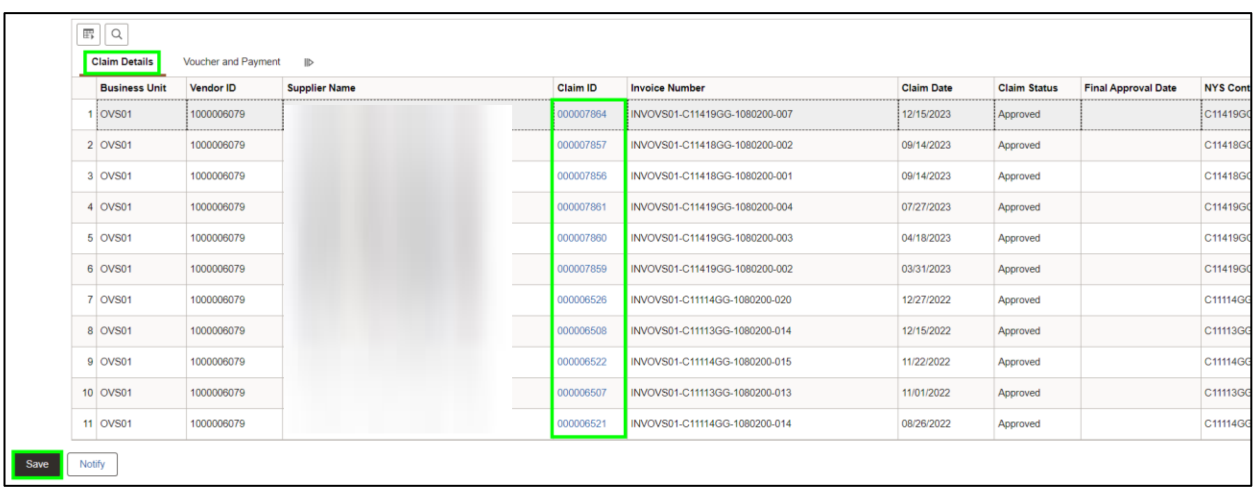
Step	Action
4.	In this example, we will create new **Inquiry Name** Click the **Add a New Value** button.



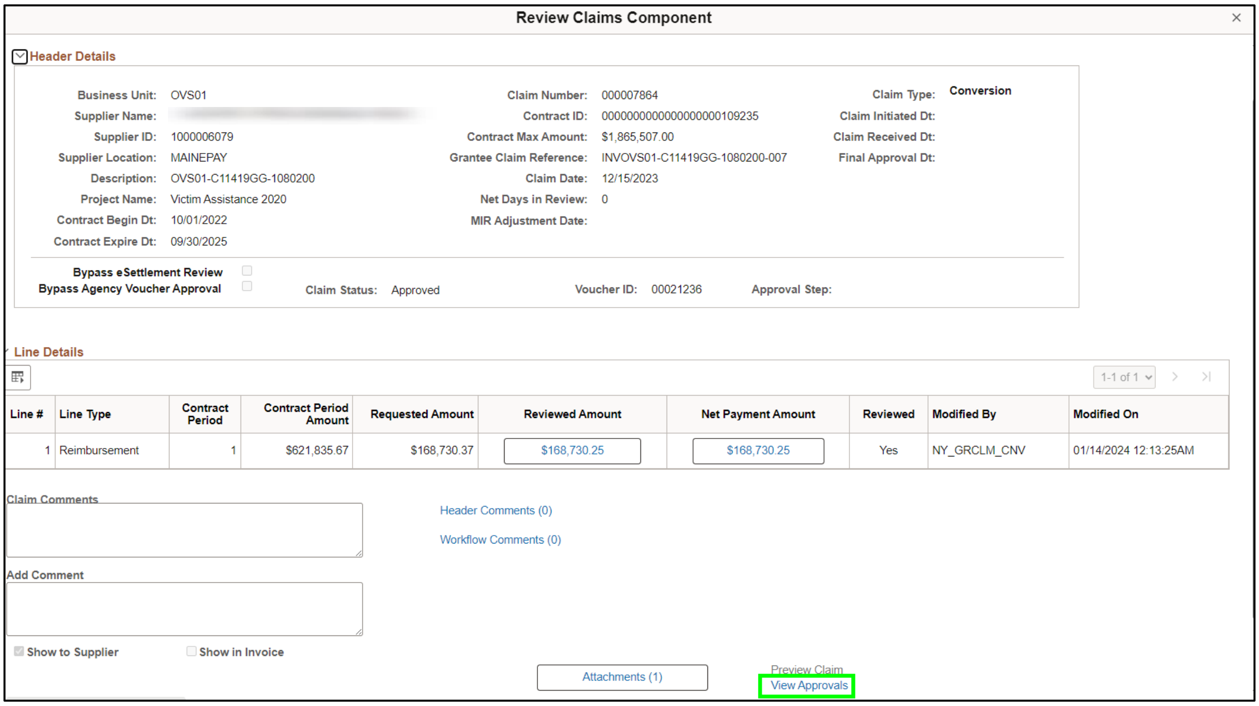
Step	Action
5.	Enter the applicable name in the **Inquiry Name** field and click the **Add** button.



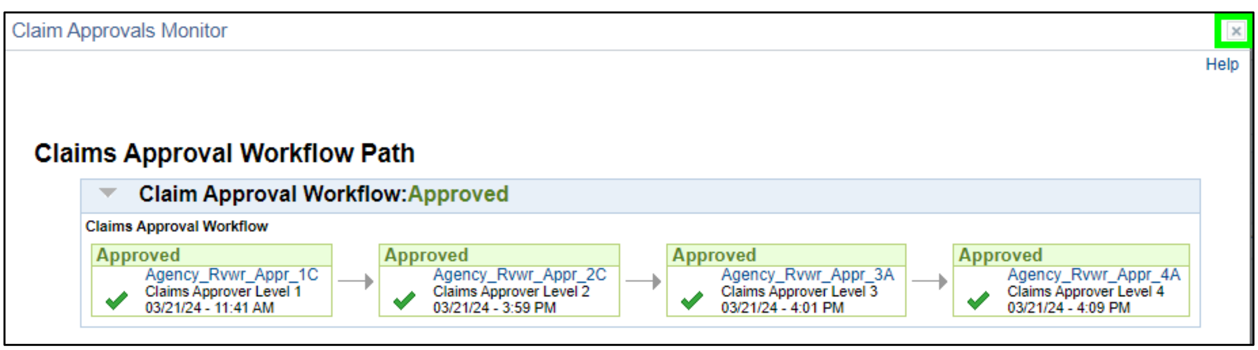
Step	Action
6.	Enter the desired **Business Unit, Vendor ID,** and any other available search criteria if known. **Note**: **Vendor ID** is a required search field.
7.	**Note**: The **Claim Status** options are: • New • In Process • Returned • Complete • Under Agency Review • Approved • Cancelled In this example, we will not search by claim status.
8.	Click the **Search** button.



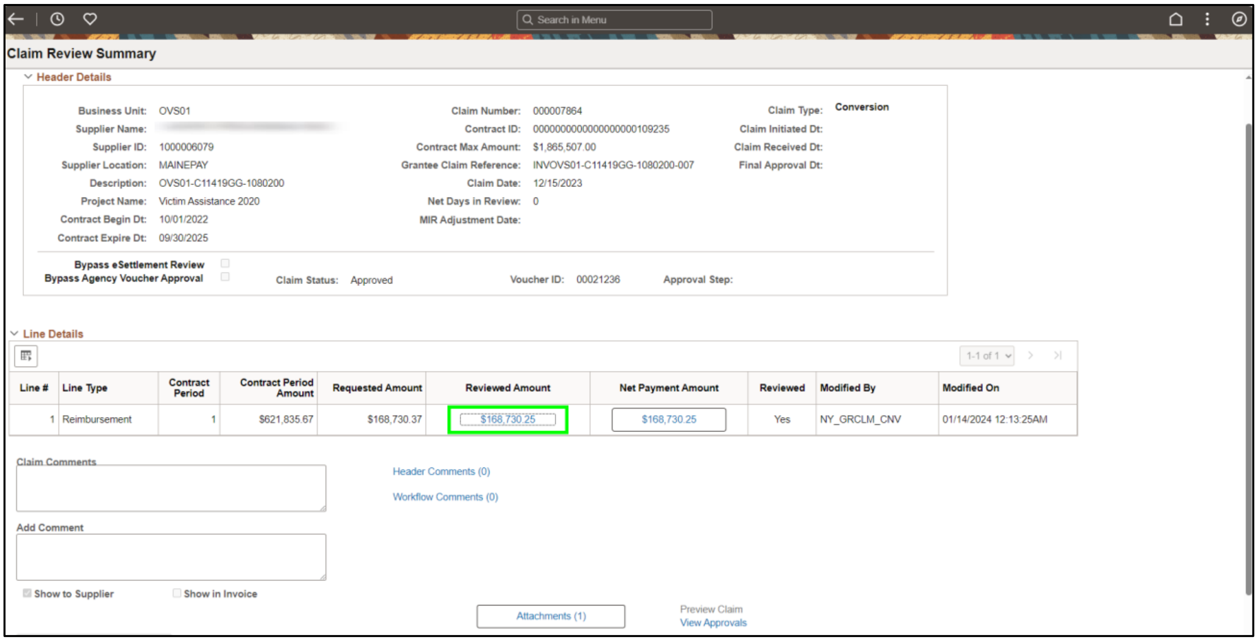
Step	Action
9.	Verify Claim Details and Voucher and Payment results for the desired claim.
10.	**Note**: Click the **Save** button to save the Inquiry Name for future use.
11.	On the **Claim Details** tab, click on the **Claim ID** link for the desired claim.



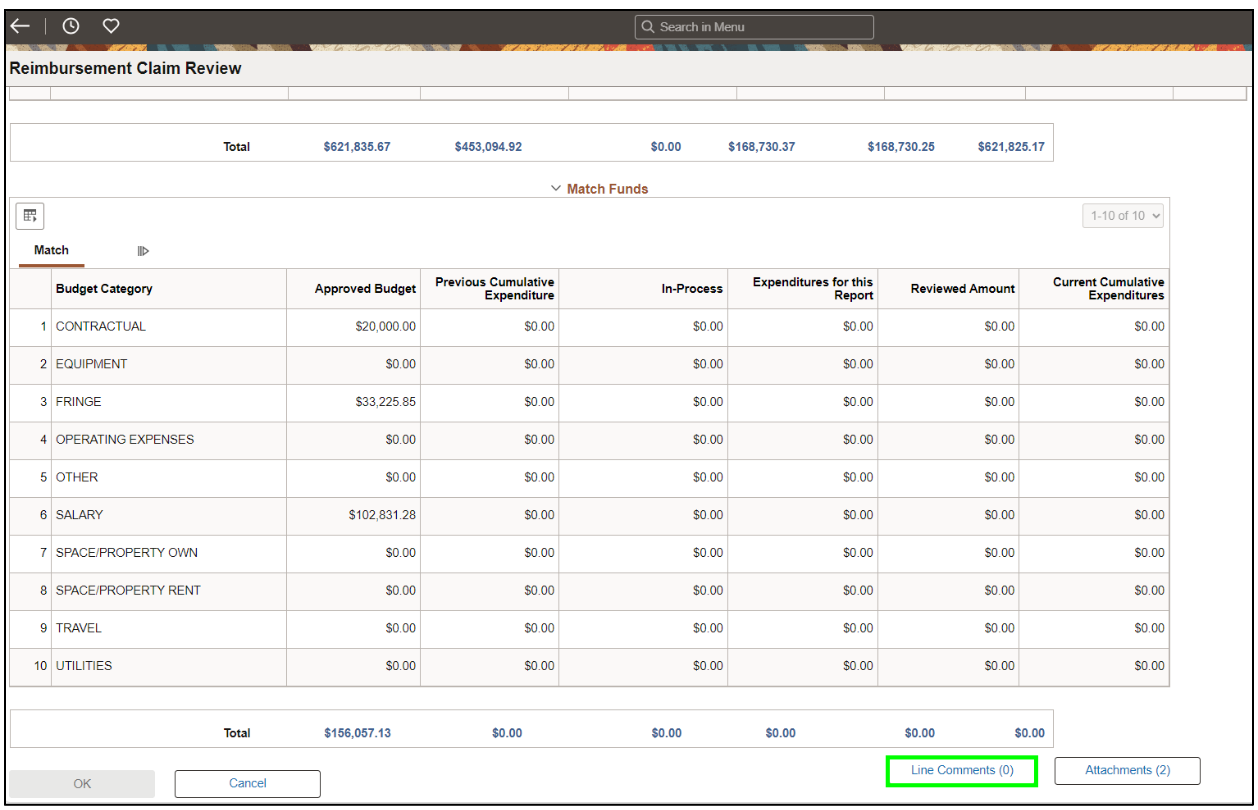
Step	Action
12.	Click the **View Approvals** link.



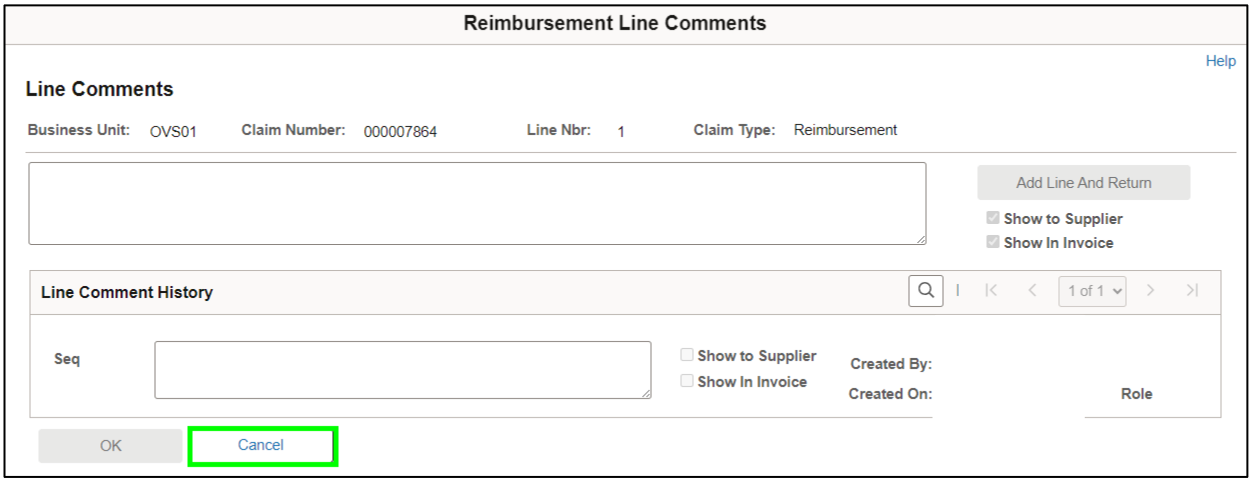
Step	Action
13.	After reviewing the approval workflow, click the **Close (X)** icon.



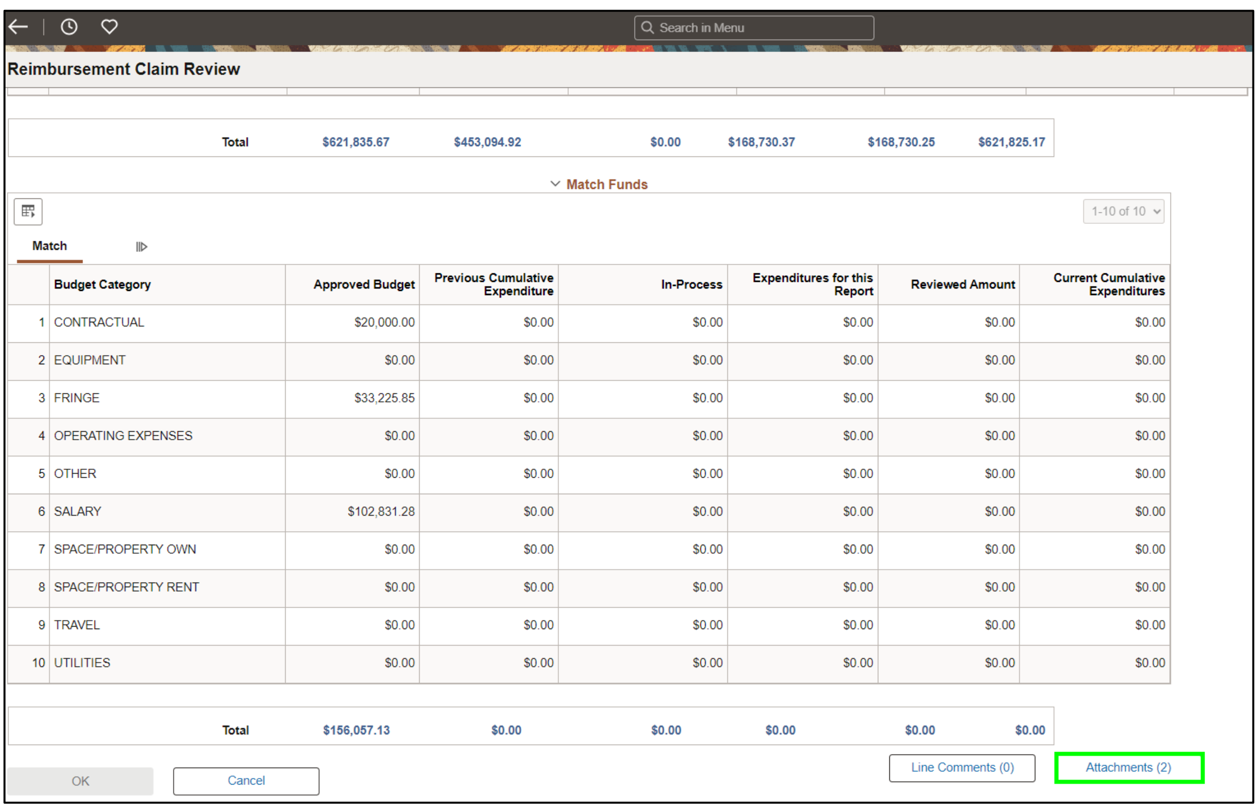
Step	Action
14.	Click the **Reviewed Amount** button.



Step	Action
15.	Click the **Line Comments** button (the number in parenthesis indicates the number of comments).

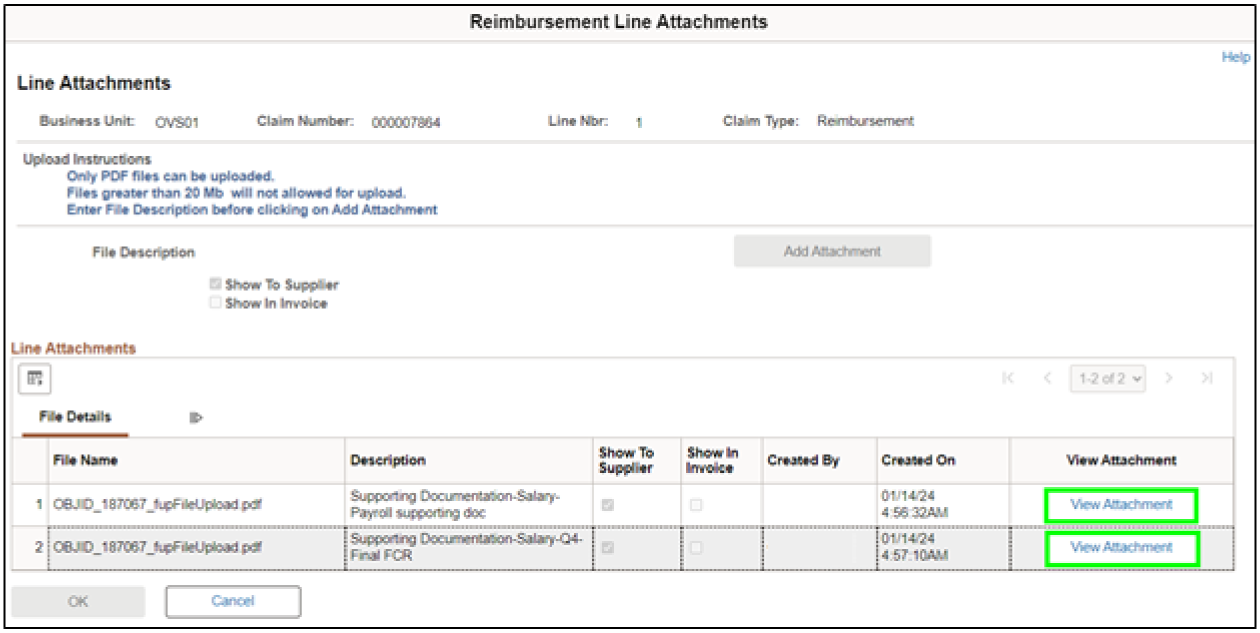


Step	Action
16.	Click the **Cancel** button when your review of the line comments is complete. **Note**: The **OK** button isn't active because this claim is already approved.

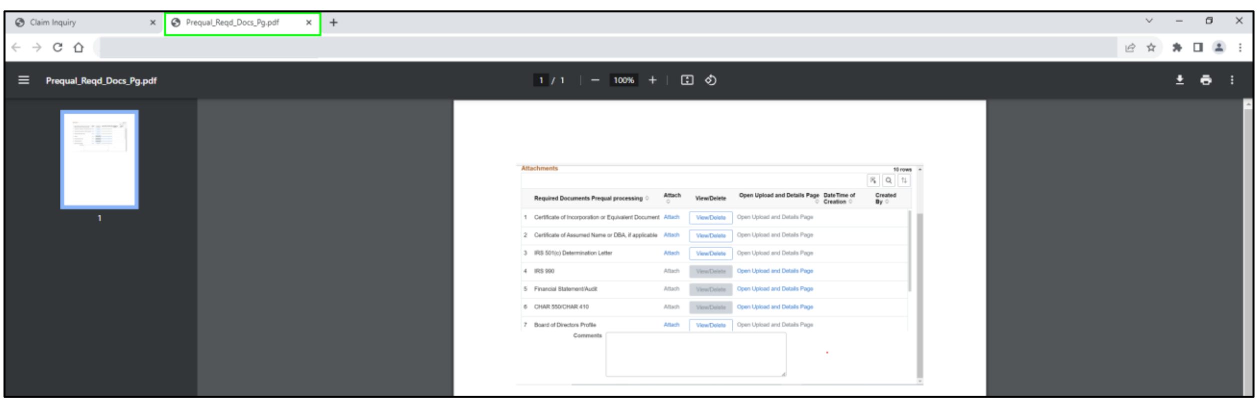


	Budget Category	Approved Budget	Previous Cumulative Expenditure	In-Process	Expenditures for this Report	Reviewed Amount	Current Cumulative Expenditures
1	CONTRACTUAL	$20,000.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3	FRINGE	$33,225.85	$0.00	$0.00	$0.00	$0.00	$0.00
4	OPERATING EXPENSES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5	OTHER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6	SALARY	$102,831.28	$0.00	$0.00	$0.00	$0.00	$0.00
7	SPACE/PROPERTY OWN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8	SPACE/PROPERTY RENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9	TRAVEL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10	UTILITIES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

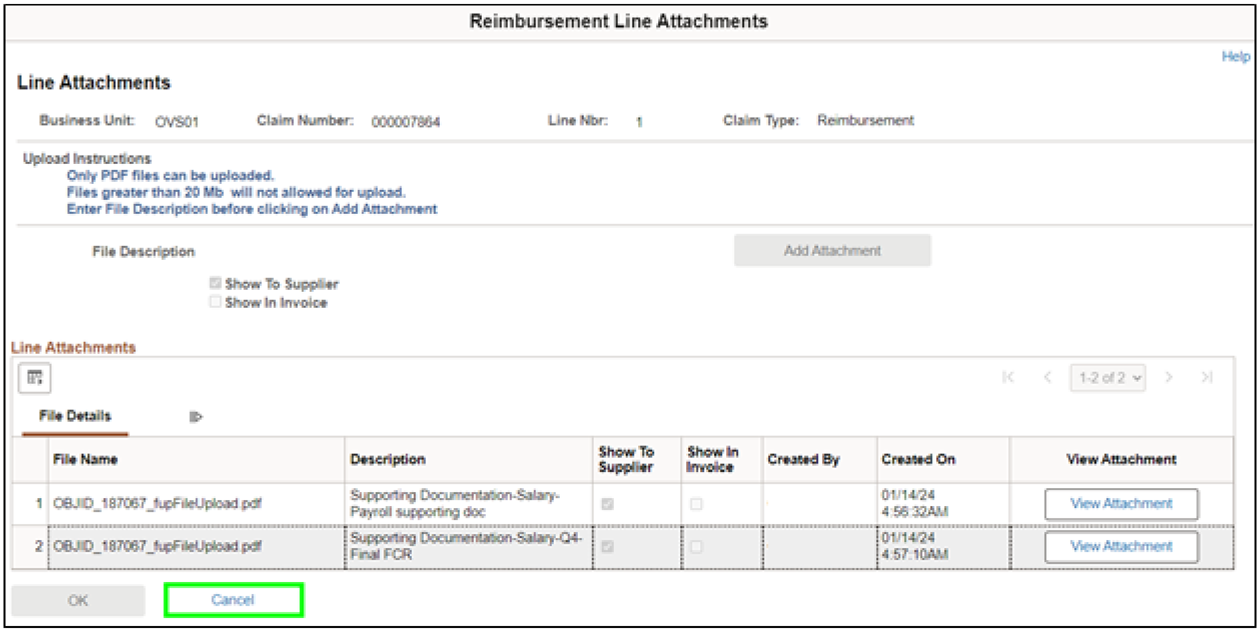
Step	Action
17.	Click the **Attachments** button (the number in parenthesis indicates the number of attachments).



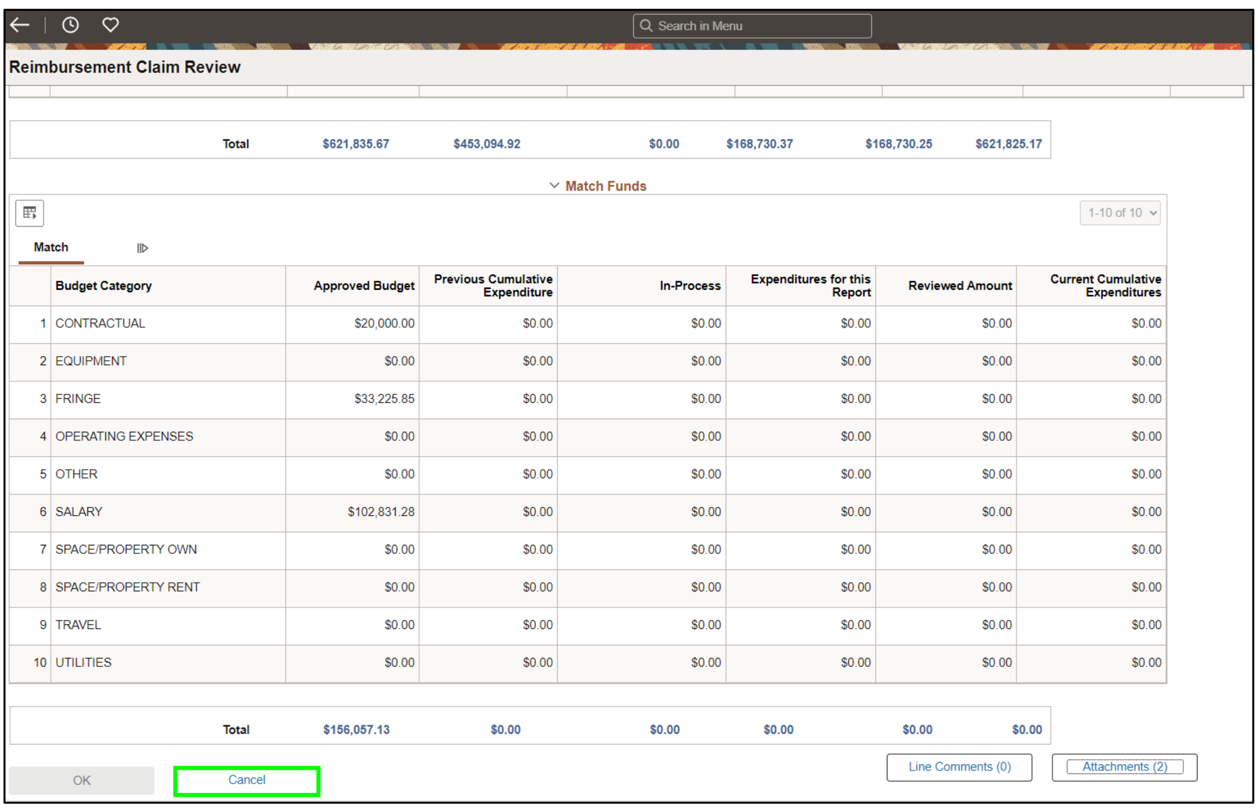
Step	Action
18.	Click the **View Attachment** button for the document you would like to review.



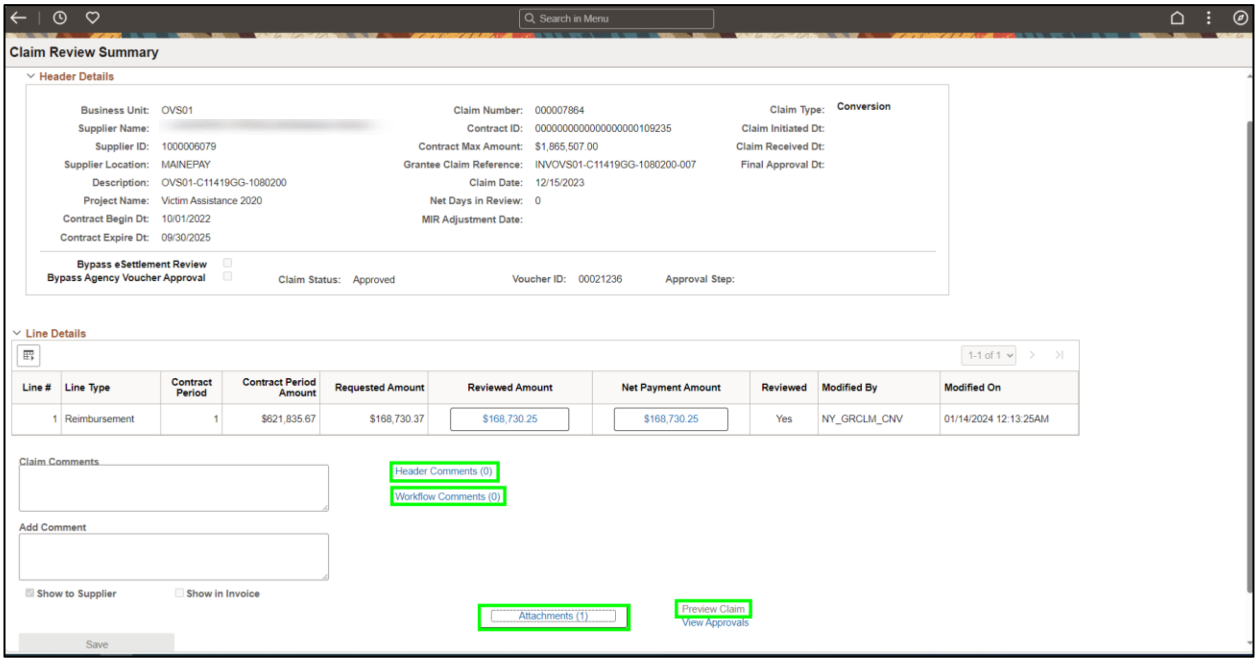
Step	Action
19.	When you are finished reviewing the attachment, click the **Close (X)** button.



Step	Action
20.	Click the **Cancel** button to return to the previous page. **Note**: The **OK** button isn't active because this claim is already approved.



Step	Action
21.	Click the **Cancel** button to return to the previous page. **Note**: The **OK** button isn't active because this claim is already approved.



Step	Action
22.	Click the **Header Comments** link to view any header comments for the claim.
23.	Click the **Workflow Comments** link to view workflow comments for the claim.
24.	Click the **Attachments** button to view any header attachments for the claim.
25.	Click the **Preview Claim** link to view the pdf version of the claim. **Note**: Once the claim is approved, the preview claim link will be grayed out and the claim pdf is only accessible as an attachment via the **Attachments** button.
26.	You have successfully completed the **Claim Inquiry** topic.

Grantee Reports and Queries

Lesson Description:

This lesson provides the knowledge and skills to process grantee reports and queries.

Lesson Objectives:

In this lesson, you will learn how to:

- Run the Vendor Contract Summary Report

Run the Vendor Contract Summary Report

Topic Description:

This topic provides the knowledge and skills to run the Vendor Contract Summary report. This report provides grant related contract and bid event data at a summary level.

Topic Objectives:

In this topic, you will learn:

- How to run the Vendor Contract Summary report.

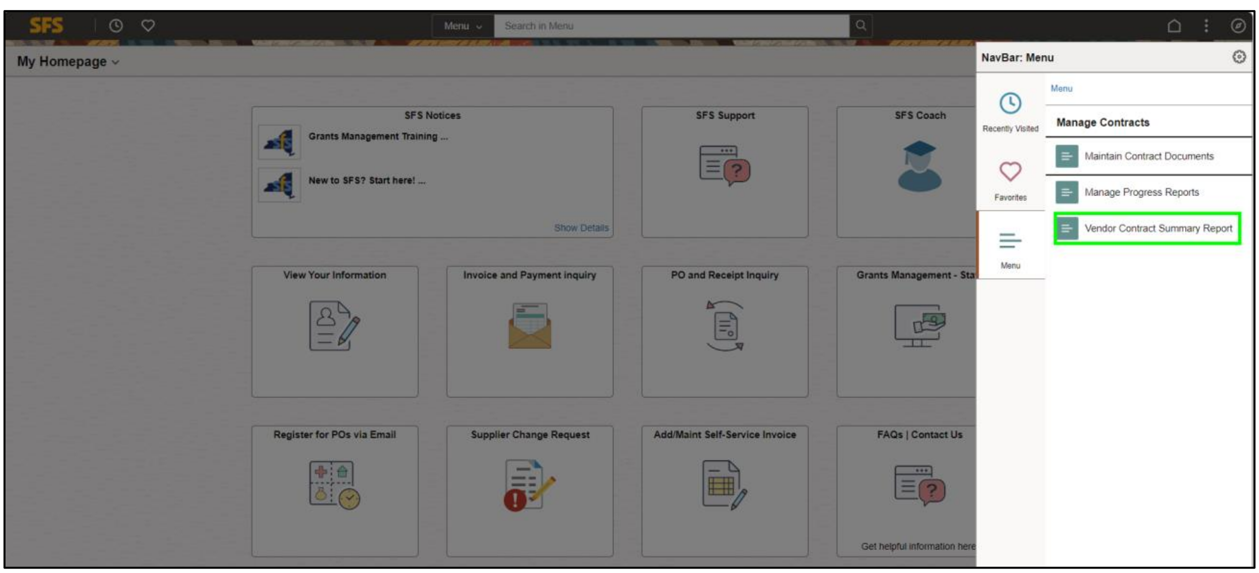
SFS role required to perform this task:

- Grants Contract Editor (NY_ES_VNDR_CNTRCT_CHANGE)

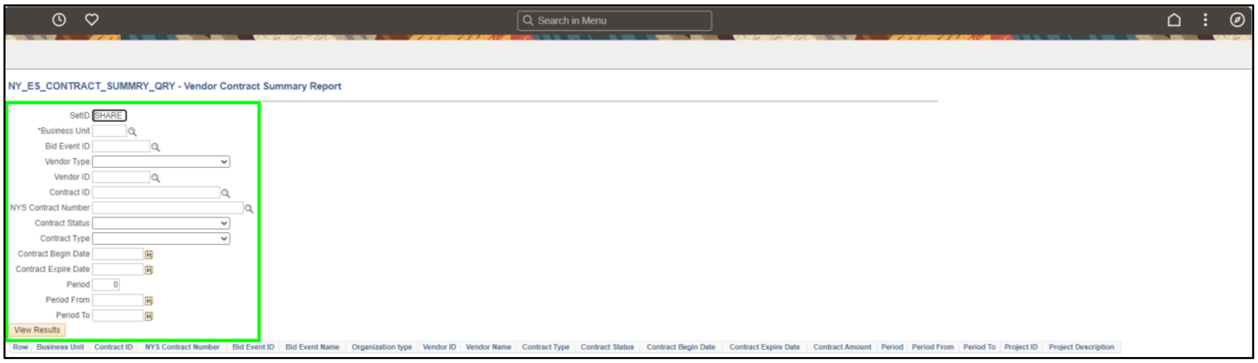
Procedure

Scenario: You would like to review grant related contract and bid event data at a summary level so you will run the Vendor Contract Summary report.

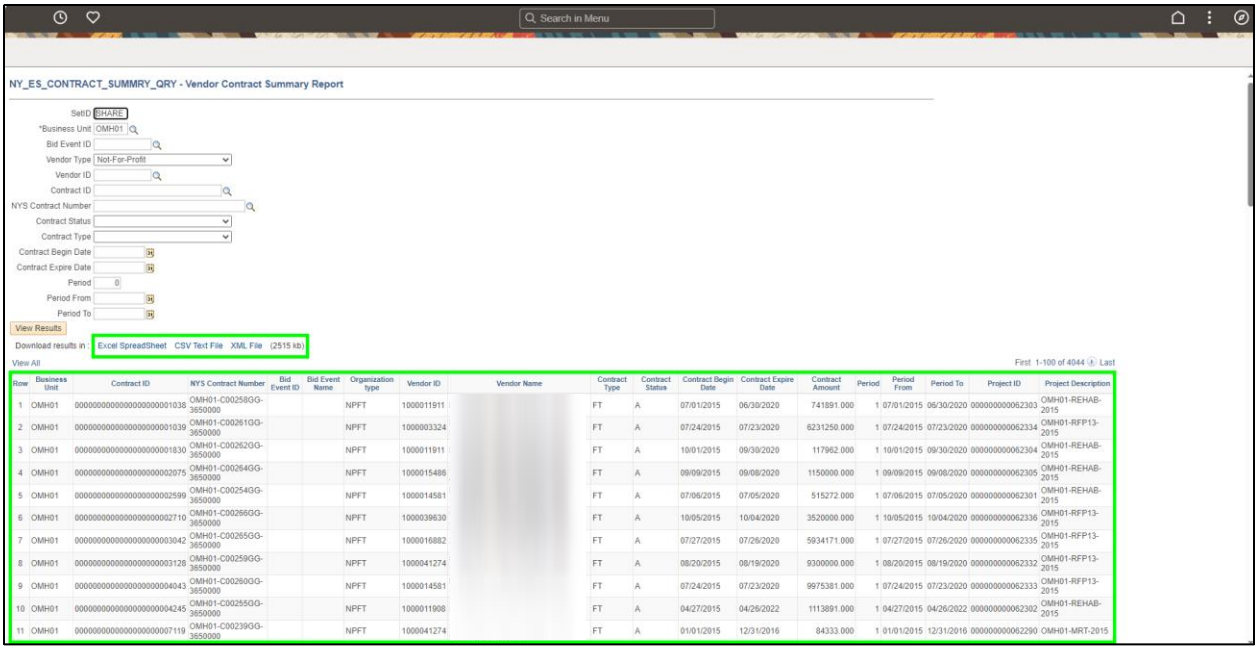
Disclaimer: The data used in this scenario provides a realistic example and was selected for instructional purposes only. The actual data used in the SFS will be driven by the real-life transactional requirements.



Step	Action
1.	From the **NavBar** navigate to: Menu > Manage Contracts > Vendor Contract Summary Report



Step	Action
2.	Enter the applicable values in the search criteria fields which consist of the following fields: SetID, Business Unit, Bid Event ID, Vendor Type, Vendor ID, Contract ID, NYS Contract Number, Contract Status, Contract Type, Contract Begin Date, Contract Expire Date, Period, Period From Date, and Period To Date. **Note**: • SetID defaults to SHARE and doesn't need to be changed. • SetID and Business Unit are required fields. Business Unit is the SFS ID for the NYS Agency.
3.	Click the **View Results** button to display the search results based on the entered search criteria.



Step	Action
4.	Review the search results which consists of the following data elements: Business Unit, Contract ID, NYS Contract Number, Bid Event ID, Bid Event Name, Organization Type, Vendor ID, Vendor Name, Contract Type, Contract Status, Contract Begin Date, Contract Expire Date, Contract Amount, Period, Period From Date, Period To Date, Project ID, and Project Description.
5.	**Note**: The results can be downloaded into an **Excel Spreadsheet**, a **CSV Text File**, or an **XML File** by clicking on the appropriate link.
6.	You have successfully completed the **Run the Vendor Contract Summary Report** topic.