

2022

# Invoice Smart Form

## Vendor Manual

Engineering Financial Services (EFS)  
ENGINEERING DEPARTMENT, OPERATIONS DIVISION

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## **BACKGROUND**

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

## **BENEFITS**

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

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

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

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

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

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

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

## HOW TO

The Invoice Smart Form requirements and instructions are displayed below:

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

! SECURITY WARNING: Macros have been disabled. **Enable Content**

	A	B	E	H	L	N
1	Vendor Name:			Vendor Address:		
2	Vendor Contact Name:					
3	Vendor Contact Phone:			Vendor Contact Email:		
4	Vendor Number:					
5	Taxpayer Number:					
6						
7	The Port Authority of NY & NJ				For PA use only	
8	<b>ATTN: Manager of Financial Performance, ECIP</b>					
9	2 Montgomery Street, 4th Floor				SE Number	
10	Jersey City, New Jersey 07302					
11	<b>Email invoices to: <a href="mailto:ENG-Invoices@panynj.gov">ENG-Invoices@panynj.gov</a></b>					
12	Port Authority APM Contact: (as stated in Award Letter)					

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

## Tab 1 – Invoice Field Definitions

List definition of the fields in Invoice form.

**Tab 2 – Pg1 Invoice**

Vendor Name:		Vendor Address:	
Vendor Contact Name:		Vendor Contact Email:	
Vendor Contact Phone:			
Vendor Number:			
Taxpayer Number:			

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

**For PA use only**  
SE Number

SUBJECT: (as stated in Award Letter)

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

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

Purchase Order Number: Invoice Number: ☐ Final Invoice  
Agreement Number: Invoice Date:  
ECI Number: Invoice Period Start:  
Invoice Period End:

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

Percentage Complete: \_\_\_\_\_  
Actual Total Paid to Date: \_\_\_\_\_  
Outstanding Amount: \$0.00

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

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

**Account Code(s) - See tab Pg2 for Account Code Breakdown Sheet**  
**Below for 1st Signatory/Task Lead/DAR use**

Earned Value Analysis: ☐ Pay in Full Pay Partial: How Much? \_\_\_\_\_  
Pay Partial: Reason(s) \_\_\_\_\_

1st Signatory Stamp	DAR Stamp (incl. Name, Title and Employee No.)	FSA Signature
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- Select lead Discipline/Group from **dropdown list**. EIMS reads and directs invoice to appropriate PANYNJ EIMS end-user to begin workflow
- Check **Final Invoice** if it is the final invoice of the PO
- Populate Sub-Vendor cells by adding Sub-Vendor name(s) **HERE**, not Pg5 Sub-Vendors Expense tab. The Sub-Vendor with invoice amount requires B2G Vendor #. See next page for where to find B2G Vendor #.
- Add additional rows by clicking the **"Add Sub-Vendor"** button
- **Current Invoice Amount** data is auto-populated reflecting data in other tabs

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

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

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

**THE PORT AUTHORITY OF NY & NJ** Search: Contracts

Users Vendors **Contracts** Concessions Proposals Outreach

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

Search Clear Form

**Search Parameters**

CONTRACT/REFERENCE NUMBER

CONTRACT TITLE

CONTAINING TEXT

**2. Access the Contract/PO from search result.**

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

**THE PORT AUTHORITY OF NY & NJ** Contract Management: Subcontractor List

Main View Settings **Subs** Docs Change Orders & Task Orders Alerts Comments Messages Closeout

Compliance Audit List Compliance Audit Summary Compliance Audit FY Site Visits Reports

3000002060: [REDACTED]  
Prime: [REDACTED]  
1/24/2019 - 12/31/2022

Status: Open  
Current Award: [REDACTED]  
Goal: 29.80% Total Paid: [REDACTED]  
% Credit: 13.22% For Credit: [REDACTED]

Add Subcontractor

**Prime Contractor**

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

**Subcontractors**

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

3000002060: 415-79-045-015 PATTEN GROVE CT 9 CAR PLATED  
Prime: PATTEN, JONATHAN D.D.F.C.  
1/24/2019 - 12/31/2022

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

[Back to List](#)

## Vendor Information

BUSINESS NAME	████████████████████
SYSTEM VENDOR NUMBER	20078684
VENDOR COMPLIANCE CONTACT PERSON	██████████
PHONE	██████████████
FAX	
EMAIL	██████████@████████.com
ADDRESS	4 Penn Plaza New York, NY 10119 <a href="#">[map]</a>

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

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

Select a category: All Categories sub Search New Only

THE PORT AUTHORITY  
OF NY & NJ

Home

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Create »

Tools »

Settings »

Change Password

Account Security

Your Settings »

Org Settings »

User List

Add New User

Help & Support »

Contact Support

Account Summary

User Manual

Other Help Guides

Training Classes

Diversity Library

Reference Library

Wish List

Submit Feedback

Report a Problem

Trust Center

System Status Board

Email Test

About B2Gnow

Logout

Show All

Hide All

Contract Compliance

Diversity Management System Overview for CMD

An overview of how to use the Diversity Management System, including accessing contracts, viewing and tracking monthly payments.

Diversity Management System Overview for JFK-Redevelopment

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

Core Training - Staff

Certification Management

Familiarization overview of the certifications management in the Certification Management module.

Certification Management - Letter Template Familiarization

Familiarization overview of the Certification Management Letter Templates.

Contract Compliance

Managing contract record and tracking contract progress.

Contract-Specific Goal Setting Module

How to use the Goal Setting module to set certified "For Credit" participation contract goals.

Diversity Management System Advanced Compliance Staff Training

An advanced review of how to use the Diversity Management System. The session covers basic system functionality, such as confidentiality functions like understanding the Compliance Audit List and Summaries.

Help Desk / Customer Support

View and respond to Vendor Support queries in the B2Gnow system.

Introduction to the System

System Navigation and Record Management.

Outreach & Event Management

How to use the Outreach & Event Management module to outreach campaigns and event management.

PANYNJ Diversity Management Program Intro and Contract Compliance Reporting (New)

Overview session covering intro to the system, contract compliance, including subcontractor payment reporting and audit process.

Power BI Basics

An introduction to Power BI.

The Vendor View - What the Vendor Sees

"Vendor View" presents in detail what the vendors see when working in the system. Includes major modules and processes.

Utilization Plan Management

Learn how and when to assign a Utilization Plan to a prime. Includes review and acceptance of submitted Subcontractor information.

Core Training - Vendor

Contract Compliance Reporting

Complete step-by-step instructions for responding to Contract Audits and Discrepancy notices.

Introduction to the System

System Navigation and Vendor Profile.

Online Certification Application

How to use the system to submit a paperless online certification application.

Utilization Plans - Vendor

Complete step-by-step instructions for completing and submitting utilization plans.

[illegible]

- 12/01/2022



### Tab 4 – Pg3 Labor Expense Breakdown

[illegible]

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

### Out-of-Pocket Expense Breakdown

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

**Tab 6 – Pg5 Sub-Vendors Expense**

[illegible]

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

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

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

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

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

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

**Tab 9 – Support Doc Instruction**

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

### SPECIAL CASE INVOICING PRACTICE

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

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

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

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

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

SUBJECT: JFK Roofing			
REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 2017.			
Discipline/Group: 410 - JFK (John F. Kennedy International Airport)			
Purchase Order Number	4999999955	Invoice Number	998-5-JohnMain-JFK
Agreement Number	410-17-000	Invoice Date	7/15/2018

  

SUBJECT: LT Lighting Replacement			
REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 2017.			
Discipline/Group: 410 - LT (Lincoln Tunnel)			
Purchase Order Number	4999999955	Invoice Number	998-5-JohnMain-LT
Agreement Number	410-17-000	Invoice Date	7/15/2018

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

SUBJECT: LGA Runway Lighting			
REFERENCE: EXPERT PROFESSIONAL SERVICES FOR ON A "CALL-IN" BASIS DURING 20__.			
Discipline/Group: 410 - Other			
Purchase Order Number	4999999900	Invoice Number	154
Agreement Number	410-17-000	Invoice Date	7/15/2018

Labor Expense Breakdown							
Invoice Number 123 Invoice Date 7/15/2018 Invoice Period 6/1/2018 - 6/30/2018							
APPROVED STAFF NAME (last name, first name in alphabetical order)	ONSITE / OFFSITE	PA CONSULTANT ID (Apply to On-site Consultant)	APPROVED HOURLY RATE	REG. HOURS WORKED	OTHER HOURS WORKED	TOTAL LABOR EXPENSE	For PA use only COMMENTS
Smith, Jane (EWR)	On-site		\$ 50.00	100.0	10.0	5,500.00	
Smith, John (HT)	On-site		\$ 50.00	100.0	10.0	5,500.00	
						0.00	
						0.00	
						0.00	
Add Staff							
Total Labor Expense				200.00	20.00	\$11,000.00	
				Times Multiplier Stated in Agreement		2.12345	
				Sub-Total with Multiplier		\$23,357.95	
Premium Payment for Overtime, Night Work or Hazardous Duty							
Smith, Jane (EWR)	On-site		\$ 25.00		10.0	250.00	
Smith, John (HT)	On-site		\$ 25.00		10.0	250.00	
						0.00	

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

## GENERAL VENDOR INVOICING REQUIREMENTS

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

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

- For Engineering and Architectural Design Division (Unit 415), Principal Customer Service Manager, Amy DeNardo at [ADeNardo@panynj.gov](mailto:ADeNardo@panynj.gov) or 201-395-3627
- For all OTHER Engineering Department divisions (including Sandy Projects), Principal Customer Service Manager, Stacey Gibson Williams at [StGibson@panynj.gov](mailto:StGibson@panynj.gov) or 201-395-3651
- Elia Zedeño, Program Director of Financial Performance at [EZedeno@panynj.gov](mailto:EZedeno@panynj.gov) or 201-395-3674