

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:

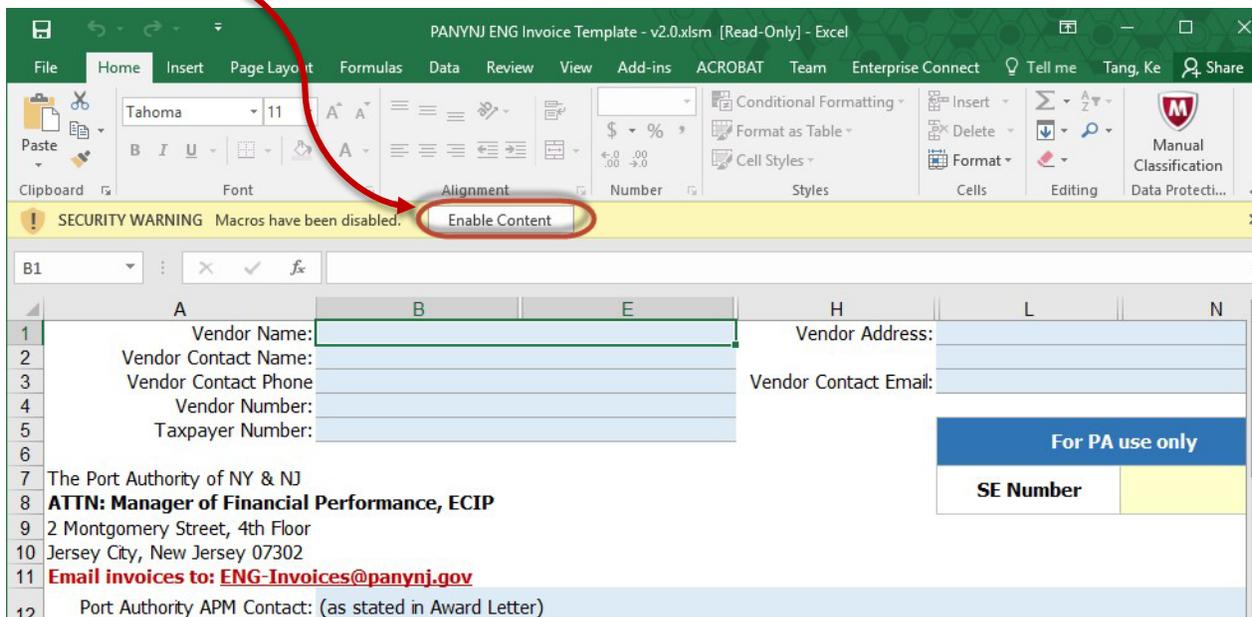
1. Not in Smart Form format
2. Not latest standard template
3. Missing Tax Payer Number
4. Missing Vendor Name, Vendor Address or Contact
5. Missing Discipline/Group
6. Missing PO Number
7. Missing Agreement Number
8. Missing Invoice Period Start and/or End date
9. Missing Invoice Number
10. Missing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



- 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: \_\_\_\_\_

**For PA use only**

**SE Number** \_\_\_\_\_

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

SUBJECT: (as stated in Award Letter)

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

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

Purchase Order Number \_\_\_\_\_ 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>					
<b>B2G Vendor #</b>					
<b>Vendor Name</b>					
			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>	

**Add Sub-Vendor**

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 Breakdowns Sheet**  
 Below for 1st Signatory/Task Lead/DAR use

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

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

- Select lead Discipline/Group from **dropdown list**. EIMS reads and directs invoice to appropriate PANYNJ EIMS end-user to begin workflow
- Check **Final Invoice** if it is the final invoice of the PO
- Populate Sub-Vendor cells by adding Sub-Vendor name(s) **HERE**, not Pg5 Sub-Vendors Expense tab. The Sub-Vendor with invoice amount requires B2G Vendor #. See next page for where to find B2G Vendor #.
- Add additional rows by clicking the **"Add Sub-Vendor"** button
- **Current Invoice Amount** data is auto-populated reflecting data in other tabs

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

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

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

**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 para

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.**

**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] Status: Open  
 Prime: [REDACTED] Current Award: [REDACTED]  
 1/24/2019 - 12/31/2022 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 Pmnt	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 Pmnt	Actions
[REDACTED] Services, Inc.				✓	\$[REDACTED] / \$[REDACTED]	Sub 100%	✓	✓	No	<a href="#">View Edit More...</a>
DOMINGO CONTRACT ASSOCIATES, INC.				✓	\$[REDACTED] / \$[REDACTED]	Sub 100%	✓	✓	No	<a href="#">View Edit More...</a>

3000002060: 417 N. 045 ST. FORTY SEVENTH ST. GARDEN PLAZA  
 Prime: [REDACTED]  
 1/24/2019 - 12/31/2022

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

Back to List

**Vendor Information**

BUSINESS NAME	[REDACTED]
SYSTEM VENDOR NUMBER	20078684
VENDOR COMPLIANCE CONTACT PERSON	[REDACTED]
PHONE	[REDACTED]
FAX	[REDACTED]
EMAIL	[REDACTED]
ADDRESS	4 Penn Plaza New York, NY 10119 [map]

**B2G Vendor #** (points to 20078684)

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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- Change Password
- Account Security
- Your Settings >>
- Org Settings >>
- User List
- Admin
- Help & Support >>**
- Contact Support
- Account Summary
- User Manual
- Other Help Guides
- Training Classes
- Document Library
- Video Library**
- Review & Rate
- 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](#)
- [Diversity Management System Overview for JFK-Redevelopment](#)

**Core Training - Staff**

- [Certification Management](#)
- [Certification Management - Letter Template Familiarization](#)
- [Contract Compliance](#)
- [Contract-Specific Goal Setting Module](#)
- [Diversity Management System Advanced Compliance Staff Training](#)
- [Help Desk / Customer Support](#)
- [Introduction to the System](#)
- [Outreach & Event Management](#)
- [PANYNJ Diversity Management Program Intro and Contract Compliance Reporting \(New\)](#)**
- [Power BI Basics](#)
- [The Vendor View - What the Vendor Sees](#)
- [Utilization Plan Management](#)

**Core Training - Vendor**

- [Contract Compliance Reporting](#)
- [Introduction to the System](#)
- [Online Certification Application](#)
- [Utilization Plans - Vendor](#)

**Tab 3 – P2 Acct (Account) Code Breakdown**

Account Code Breakdown						
Invoice Number 99855-JohnMain-LT			Invoice Date 10/9/2018			
PO Number 490000001			Agreement No. 410-18-001			
<b>PRIME Labor Breakdown</b>		Operating Program (incl. CG3)		Capital		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	DESCRIPTION	For ECIP use only
44,000.00	591028			C410A03900000		
100.00	591148	410A03	A03901901			
<b>\$ 44,100.00 Total Account Code for PRIME Labor</b>				Add Code		
Above Total Account Code(s) must equal Labor Cost in Pg1 Invoice. The Total above will be highlighted in red if it does NOT match.						
<b>PRIME Expenses</b>		Operating Program (incl. CG3)		Capital		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	DESCRIPTION	For ECIP use only
15,000.00	591148	410A03	A03901901			
<b>\$ 15,000.00 Total Account Code for PRIME Expenses</b>				Add Code		
Above Total Account Code(s) must equal Out-of-Pocket Expenses in Pg1 Invoice. The Total will be highlighted in red if it does NOT match.						
<b>SUB-VENDORS</b>		Operating Program (incl. CG3)		Capital		
AMOUNT (\$) BREAKDOWN *	GL ACCOUNT	COST CENTER	INTERNAL ORDER	WBS ELEMENT	SUB VENDOR NAME	For ECIP use only
5,000.00	591148	410A03			abc	
<b>\$ 5,000.00 Total Account Code for SUB_VENDORS</b>				Add Code		
Above Total Account Code(s) must equal Sub-Vendor Totals in Pg1 Invoice. The Total will be highlighted in red if it does NOT match.						
<b>\$ 64,100.00 Total Account Code Breakdown*</b>						
* Total Account Code Breakdown must equal Current Invoice Total. The Total will be highlighted in red if it does NOT match.						

- Total and each Sub-total Account Code MUST equal to corresponded amounts in Pg1 Invoice tab (highlighted in **RED** when the total does not match):
  - 1) Account Code total for Prime Labor MUST equal “Prime Labor Cost” amount
  - 2) Account Code total for Prime Expenses MUST equal “Prime Out-of-Pocket Expenses” amount
  - 3) Account Code total for Prime Lump Sum MUST equal “Prime Lump Sum” amount
  - 4) Account Code for each Sub-vendors MUST equal “Sub-Vendors” amount
  - 5) Total Account Code Breakdown MUST equal “Current Invoice Amount” total
- In Sub-Vendors section, select Sub-Vendor Name from **dropdown** list (list is auto populated from data entered in Pg1 Invoice tab)
- Add additional rows by clicking the **“Add Code”** button







**Tab 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	
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

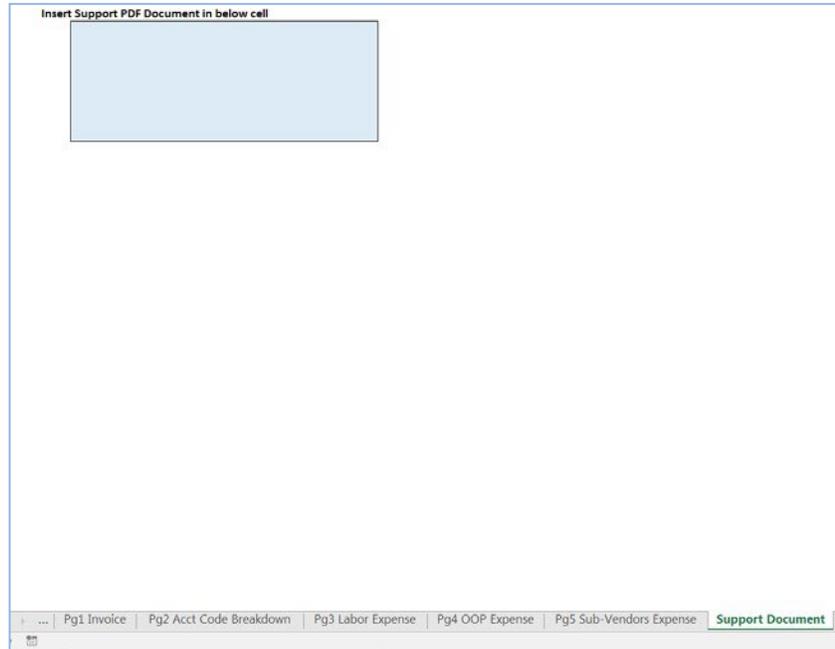
CHANGE ORDER No. xx or STAGE No. xx						
	LETTER BUDGET	PREVIOUSLY BILLED	CURRENT INVOICE AMOUNT	INVOICED TO DATE	AWARD LETTER BUDGET	For PA use only COMMENTS
Prime Vendor				0.00	0.00	
Sub-Vendors (list below)				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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	
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

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



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

**Tab 9 – Support Doc Instruction**

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

**SPECIAL CASE INVOICING PRACTICE**

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

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
Agreement Number	410-17-000
Invoice Number	333-JohnSmith-LGA
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

**Form 1:**  
 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

**Form 2:**  
 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**.

**Form 3:**  
 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 <i>(last name, first name in alphabetical order)</i>	ONSITE / OFFSITE	PA CONSULTANT ID <i>(Apply to On-site Consultant)</i>	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	
<b>Total Labor Expense</b>				<b>200.00</b>	<b>20.00</b>	<b>\$11,000.00</b>	
				<i>Times Multiplier Stated in Agreement</i>		<b>2.12345</b>	
				<b>Sub-Total with Multiplier</b>		<b>\$23,357.95</b>	
<b>Premium Payment for Overtime, Night Work or Hazardous Duty</b>							
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