



Ocean State Procures™ - RIFANS User Update and Request

Amid the challenges of COVID-19 we have all been working through over the past few months, the Division of Purchases' Ocean State Procures™ (OSP) effort continues to move forward and gain momentum. To that end, we wanted to share an update and engage with the RIFANS user community as your support and collaboration are integral to the success of OSP.

Please take a few minutes to read the topics profiled below:

OSP Vendor Action Request – Critical for Purchase Order Vendors

We need your support by simply encouraging your Purchase Order Vendors to get registered and approved in OSP promptly. A Determination Guide is available [HERE](#) and FAQs are available [HERE](#).

Vendors can access and start the registration process via <https://www.ridop.ri.gov/osp/osp-vendor-registration.php>

OSP Update – Accounts and Control Paperless Invoicing

The State of Rhode Island Office of Accounts and Control is actively pursuing an enterprise-wide effort to better utilize technology, improve efficiency, and increase transparency across its operations and processes. One of the key components of this effort is to launch a paperless vendor invoice submission process.

To keep RIFANS users better informed about changes to the State's invoice submission process, please take a few minutes to read and review the communication that you received via email recently and is posted on the Accounts and Control website at [HERE](#). Please familiarize yourself with the steps vendors will need to take to submit paperless invoices starting on September 1st, 2020.

Thank you for time and attention to our request and update.

Nancy McIntyre and the OSP Team



Office of Accounts and Control

One Capitol Hill | Providence, RI 02908 | (401) 222-2271

Agency Update - Existing Purchase Order (PO) Supplier Invoice Submission Is Going Paperless Effective 9/1/2020

The State of Rhode Island Office of Accounts and Control is actively pursuing an enterprise-wide effort to better utilize technology, improve efficiency and increase transparency across its operations and processes. One of the key components of this effort is to launch a paperless supplier invoice submission process.

To keep our Agency partners informed about changes to the State's invoice submission process, please take a few minutes to review the information below on the steps your vendors/suppliers will need to take to submit paperless invoices for payment starting September 1, 2020.

What if a vendor currently uses an online billing system (i.e. the RIFANS Supplier Portal or iSupplier) to submit their invoices?

If a vendor currently submits their invoice via an online billing system (i.e. the RIFANS Supplier Portal or iSupplier), they can continue to do so as this is the most efficient way to process their invoice.

Who IS impacted by the new paperless vendor invoicing requirement?

Any State of Rhode Island supplier with an existing Purchase Order (PO) with a BILL TO address of One Capitol Hill, Providence RI **is** impacted.

Who is NOT impacted by the transition to paperless vendor invoicing?

Any State of Rhode Island supplier with an existing PO with a different BILL TO address is **not** required to submit paperless invoices. These invoices should continue to be forwarded to the BILL TO address listed on the Purchase Order.

Suppliers who are invoicing the following State of Rhode Island entities are **not** impacted:

- Department of Transportation
- Judiciary
- Legislature
- General Officers
- University of Rhode Island
- Rhode Island College
- Community College of Rhode Island
- Quasi-public agencies

What action is required of impacted suppliers?

All impacted suppliers with an existing Purchase Order listing a BILL TO address of One Capitol Hill, Providence RI, will be required to email invoices for payment in a PDF format beginning September 1, 2020 and going forward to DOA.INVOICES@DOA.RI.GOV.

Suppliers with invoicing systems that do not support or cannot generate PDF formatted invoices will need to convert their invoicing system's output file into a PDF formatted file for email submission.

What invoice file format and naming convention will be accepted by the State of Rhode Island?

Due to security protocols, the State of Rhode Island will only accept invoices submitted as a PDF file with the following file name convention: VendorName_InvoiceNumber.PDF

What is the maximum size of the PDF invoice that can be sent?

The maximum size of a PDF invoice that can be submitted is 15 MB.

When will vendors need to comply with this new paperless invoice requirement?

Beginning on September 1, 2020, State of Rhode Island impacted suppliers will be

required to submit their PDF formatted invoices to the following email address:
DOA.INVOICES@DOA.RI.GOV

What information is required in the submitted PDF invoice to the State of Rhode Island?

The following elements are **required** in **all** PDF submitted invoices:

- Supplier Name
- Purchase Order Number
- Invoice Number
- Invoice Date
- Line Item Detail (Product or Service including Description, Quantity, Price)
- Contact Email & Phone, etc.
- Remittance Address

What if a supplier has questions about the State of Rhode Island's paperless invoice process?

For any questions or inquiries regarding this communication or the new paperless supplier invoicing process, suppliers can send an email to

DOA.ACCTCONTROL@DOA.RI.GOV

RI Office of Accounts and Control <http://controller.admin.ri.gov/index.php>