



February 17, 2012

Bulletin# 12-48

Re: Systems Shutdown

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The Office of the State Comptroller (OSC) is implementing a new Statewide Financial System (SFS) for all New York State Agencies which will have a significant impact to all departmental procurement processes. As such, all departments must anticipate their needs and submit requisitions by March 5<sup>th</sup> for any deliveries due mid-March through Mid-April, 2012. All other orders will only be placed on an emergency basis.

While preparing for SFS, DMC will have limited availability to our Procurement, Accounts Payable and Receiving systems beginning March 16<sup>th</sup> but they will be completely unavailable as of March 23<sup>rd</sup>. The statewide transition will take place between April 1<sup>st</sup> and April 13<sup>th</sup>. The Procurement, Accounts Payable and Receiving systems will not be available.

Please note that:

- All previously issued FY 11/12 Contracts will continue to be available for use but no new contracts will be issued.
- All previously issued FY 11/12 Blanket and Standing Purchase Orders can be used during the transition.
- Lawson will not be affected during the conversion period, therefore all departments using the Lawson system can continue as usual.

All departments must anticipate their needs and submit requisitions no later than March 5, 2012. All other orders will only be placed on an emergency basis.

New operational changes will be noted and distributed in future Materials Management Bulletins.

If you have any questions, please contact us at 718-221-6119.