

Instructions for Submitting Invoices for SEIT

Certified Monthly Invoice (CMI)

(Updated 7/27/16)

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Sign into the Vendor Portal

<https://vendorportal.nycenet.edu/vendorportal/login.aspx>

NYCDOE - Vendor Portal

https://vendorportal.nycenet.edu/vendorportal/Login.aspx?logoff=1

Apps | Links | NYC DOE: Careers i... | Y FB | FAMIS | COGNOS | AllClear ID -Sign In t... | Imported From IE (1)

VPortal

7/27/2015 5:26:39 PM
Mayor's Office | Contracts & Purchasing | Financial Operations | News and Features

Help | Forgot your password? | Register

User ID Save UserID

Password

Version 1.0

Login Help

- What's New
- Contact Vendor Hotline
- Send Feedback

New to Vendor Portal?

- FAQ's
- How to Register?

Guide

- RS Invoicing User Guide
- CMR User Guide

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5:26 PM 7/27/2015

Adding a student to the CMR

The 1st step is to make sure the student appears on your roster. If the student does not appear you must add the student by selecting the CMR link.

VPortal

Mayor's Office | Division of Financial Operations | Division of Contracts & Purchasing

Home | Contact Us | Sign Out

7/30/2015 9:22:56 PM

Welcome, ADMINISTRATOR ([redacted])

OTHER APP

- RS/SETSS/IS Invoice
- RS/SETSS/IS Reports
- RS/SETSS/IS Upload
- RS/SETSS/IS File Stat.
- CMR**


The Vendor Portal (vPortal) is the Department of Education's online management tool for our vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with the Department of Education in an effective and efficient way. You can now add your organization to our bid lists to receive notifications when we have a Request for Bids (RFB) or Request for Proposals (RFP) and other solicitations. In addition, once registered, you will be able to download solicitations of interest to you. You may also update your vendor information, setup an e-mail address to receive your orders via e-mail, view your orders, and check on delivery instructions, invoices and payment status. See the Portal News section below for continuing information about new vPortal functions and improvements.

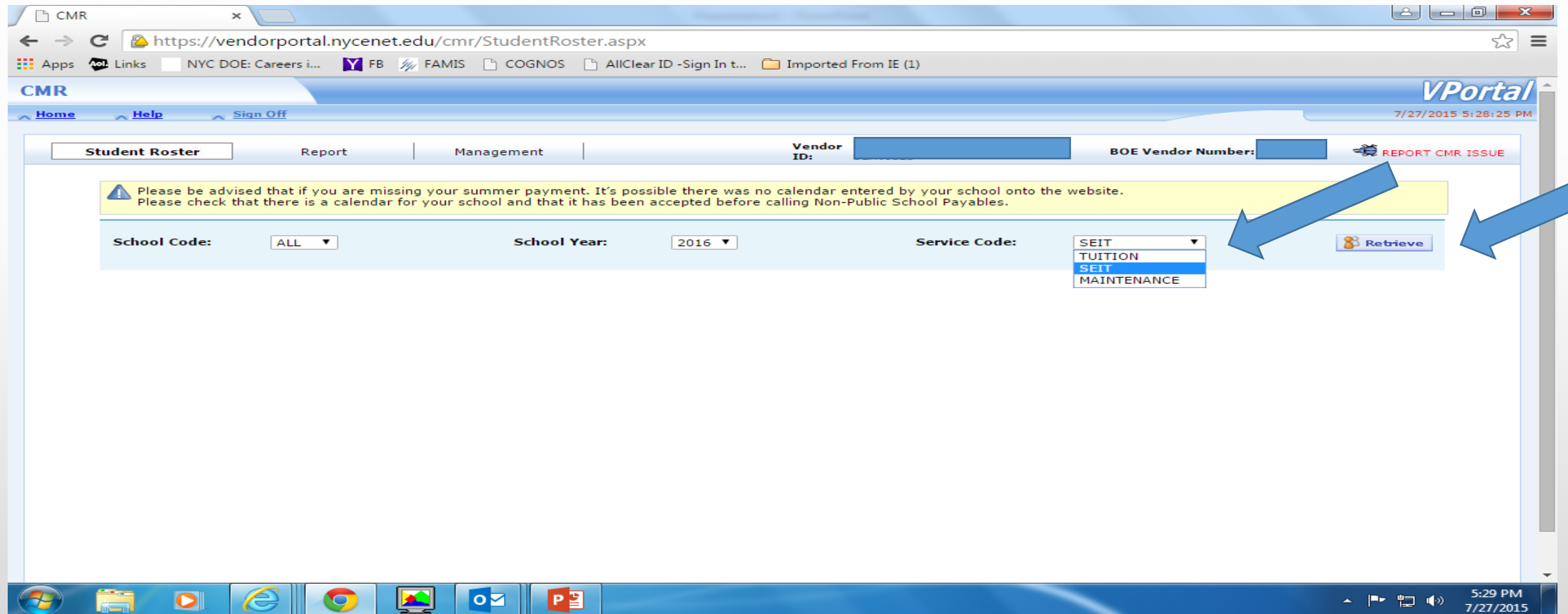
PORTAL NEWS

Starting on January 1, 2011 the City of New York will begin charging a \$3.50 fee per paper check and periodically deducting the fees owed by the paper check recipient from future payments. The fee applies to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system. This fee, authorized under the Rules of the city of New York – Title 19, Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system and to encourage greater use of electronic Funds Transfer (EFT) by those receiving payments from the City of New York. Payees are encouraged to sign up for EFT at the Department of Finance, Vendor Payment Direct Deposit Program enrollment page at http://www.nyc.gov/html/dof/html/services/services_vendors_eft.shtml to avoid getting paper checks in the future that will be assessed the fee.

Reduce your paperwork! In the summer of 2006 the Department of Education implemented the transmission of purchase orders via email for orders. Electronic receipt of purchase orders will greatly reduce the time taken to receive purchase orders, and, in turn, will expedite invoicing and payments. Sign-up now by emailing VendorSetup@schools.nyc.gov. Please include your tax ID number and/or DoE Vendor number. Thank you.

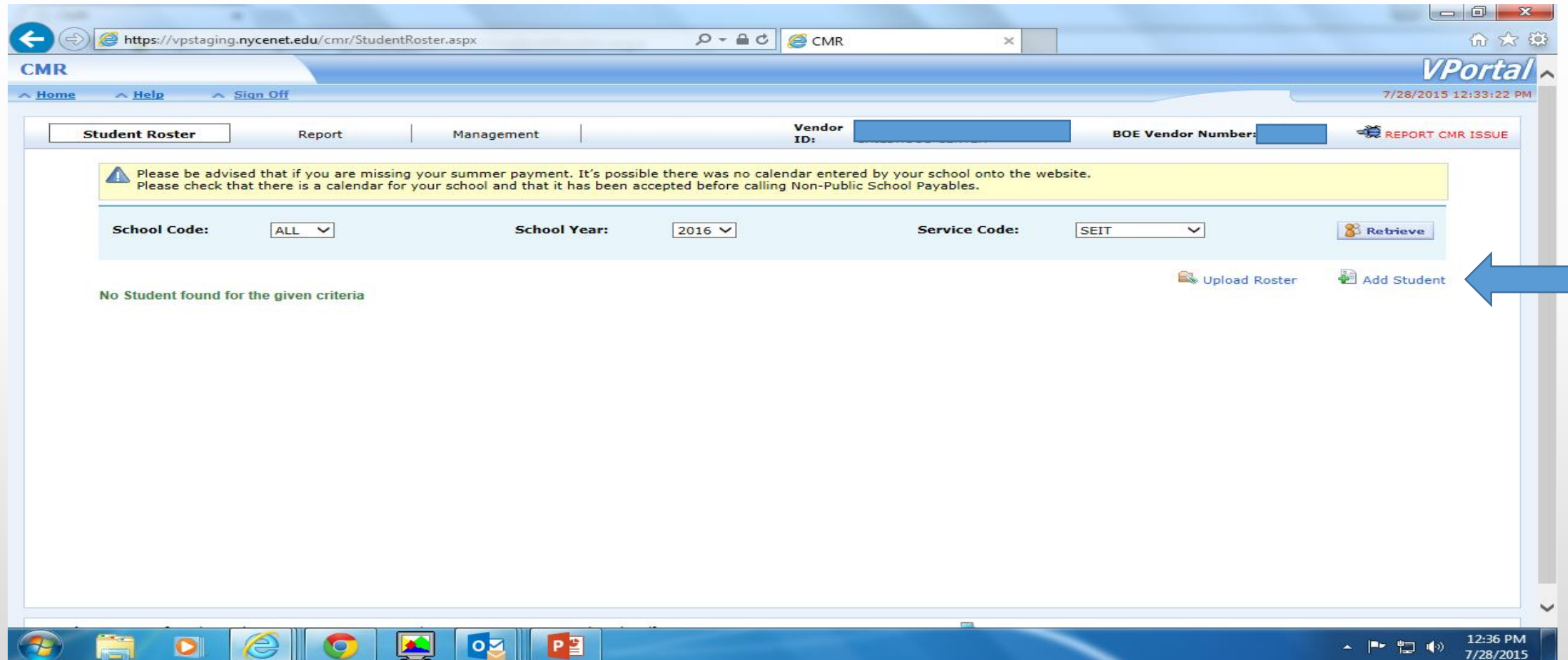
Adding a student to the CMR (cont'd)

Select SEIT from the service code menu and click the  button



Adding a student to the CMR (cont'd)

Select the  Add Student link



Student Roster | Report | Management | Vendor ID: [REDACTED] | BOE Vendor Number: [REDACTED] | REPORT CMR ISSUE

Please be advised that if you are missing your summer payment. It's possible there was no calendar entered by your school onto the website. Please check that there is a calendar for your school and that it has been accepted before calling Non-Public School Payables.

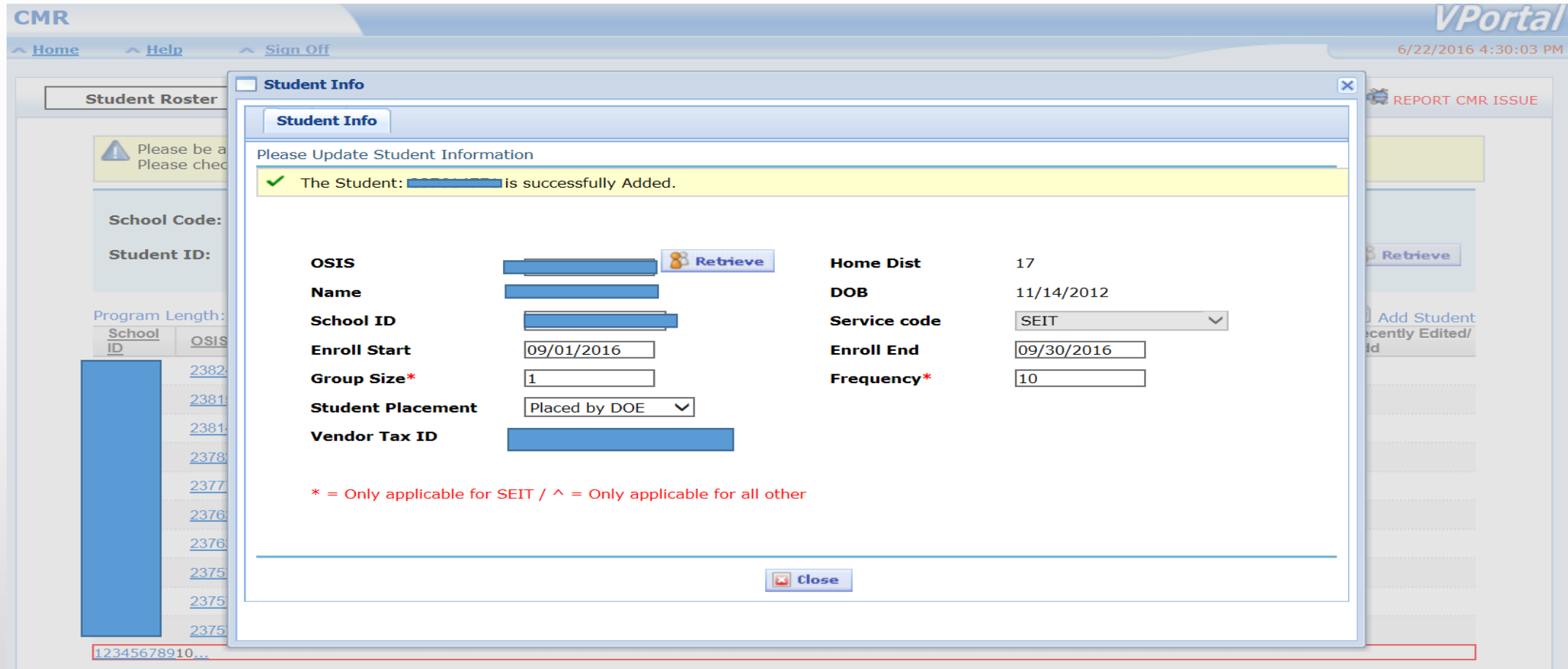
School Code: ALL | School Year: 2016 | Service Code: SEIT | Retrieve

No Student found for the given criteria

Upload Roster | Add Student

Adding a student to the CMR (cont'd)

Enter the students OSIS ID (click the  button), school ID, enroll start date, group size, frequency and student placement. Click the  then  buttons.



CMR **VPortal**

Home Help Sign Off 6/22/2016 4:30:03 PM

Student Roster

Please be a
Please check

School Code:
Student ID:

Program Length:
School ID OSIS


School ID	OSIS
[redacted]	2382
[redacted]	2381
[redacted]	2381
[redacted]	2378
[redacted]	2377
[redacted]	2376
[redacted]	2376
[redacted]	2375
[redacted]	2375
[redacted]	2375

12345678910...


Student Info

Please Update Student Information

✓ The Student: [redacted] is successfully Added.

OSIS	[redacted] 	Home Dist	17
Name	[redacted]	DOB	11/14/2012
School ID	[redacted]	Service code	SEIT
Enroll Start	09/01/2016	Enroll End	09/30/2016
Group Size*	1	Frequency*	10
Student Placement	Placed by DOE		
Vendor Tax ID	[redacted]		

* = Only applicable for SEIT / ^ = Only applicable for all other



Adding a student to the CMR (cont'd)

You should now see the student that you added on your roster. If you need to edit the record just select the OSIS ID and edit the appropriate field(s).

CMR VPortal

[Home](#) | [Help](#) | [Sign Off](#) 6/22/2016 4:39:16 PM

Student Roster
Report
Management
Vendor ID
BOE Vendor Number
REPORT CMR ISSUE

Please be advised that if you are missing your summer payment. It's possible there was no calendar entered by your school onto the website. Please check that there is a calendar for your school and that it has been accepted before calling Non-Public School Payables.

School Code:
School Year:
Service Code:

Student ID:
Student Last Name:
 Retrieve

Program Length: Download Add Student

School ID	OSIS	Name	Fund Code	Prog Code	Enroll Start	Enroll End	Group Size	Sessions Per Week	Duration Exception	Not In Agency	Recently Edited/ Add
			4410		09/01/2016	09/30/2016	1	10			

You have now successfully added the student to your SEIT roster. The 2nd step is to submit the invoice. There are 2 methods available for submitting an invoice:

- 1) direct method via the calendar
- 2) upload method

Invoicing via the direct method

Click the **RS/SETSS/IS Invoice** link

VPortal

Mayor's Office | Division of Financial Operations | Division of Contracts & Purchasing

Home | Contact Us | Sign Out

7/30/2015 9:22:56 PM

Welcome, ADMINISTRATOR

The Vendor Portal (vPortal) is the Department of Education's online management tool for our vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with the Department of Education in an effective and efficient way. You can now add your organization to our bid lists to receive notifications when we have a Request for Bids (RFB) or Request for Proposals (RFP) and other solicitations. In addition, once registered, you will be able to download solicitations of interest to you. You may also update your vendor information, setup an e-mail address to receive your orders via e-mail, view your orders, and check on delivery instructions, invoices and payment status. See the Portal News section below for continuing information about new vPortal functions and improvements.

PORTAL NEWS

Starting on January 1, 2011 the City of New York will begin charging a \$3.50 fee per paper check and periodically deducting the fees owed by the paper check recipient from future payments. The fee applies to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system. This fee, authorized under the Rules of the city of New York – Title 19, Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system and to encourage greater use of electronic Funds Transfer (EFT) by those receiving payments from the City of New York. Payees are encouraged to sign up for EFT at the Department of Finance, Vendor Payment Direct Deposit Program enrollment page at http://www.nyc.gov/html/dof/html/services/services_vendors_eft.shtml to avoid getting paper checks in the future that will be assessed the fee.

Reduce your paperwork! In the summer of 2006 the Department of Education implemented the transmission of purchase orders via email for orders. Electronic receipt of purchase orders will greatly reduce the time taken to receive purchase orders, and, in turn, will expedite invoicing and payments. Sign-up now by emailing VendorSetup@schools.nyc.gov. Please include your tax ID number and/or DoE Vendor number. Thank you.

OTHER APP

- RS/SETSS/IS Invoice
- RS/SETSS/IS Reports
- RS/SETSS/IS Upload
- RS/SETSS/IS File Stat.
- CMR

Invoicing via the direct method (cont'd)

Click the Preschool-SEIT tab

RS/SETSS Invoice VPortal

Home Help Logoff 7/28/2015 5:48:27 PM

Invoice Status Payments NPI First Attend Date Para Professional Vendor ID: [REDACTED] DR FOR ALEX

***Please be advised if you are looking for 2015 - 2016 invoices. Please select the Search Link to locate the fiscal year 2016 and then enter Retrieve.**

School Age - Independent Preschool -RS Preschool -SEIT NEW INVOICE RATE SCHEDULE REFRESH DOWNLOAD SEARCH

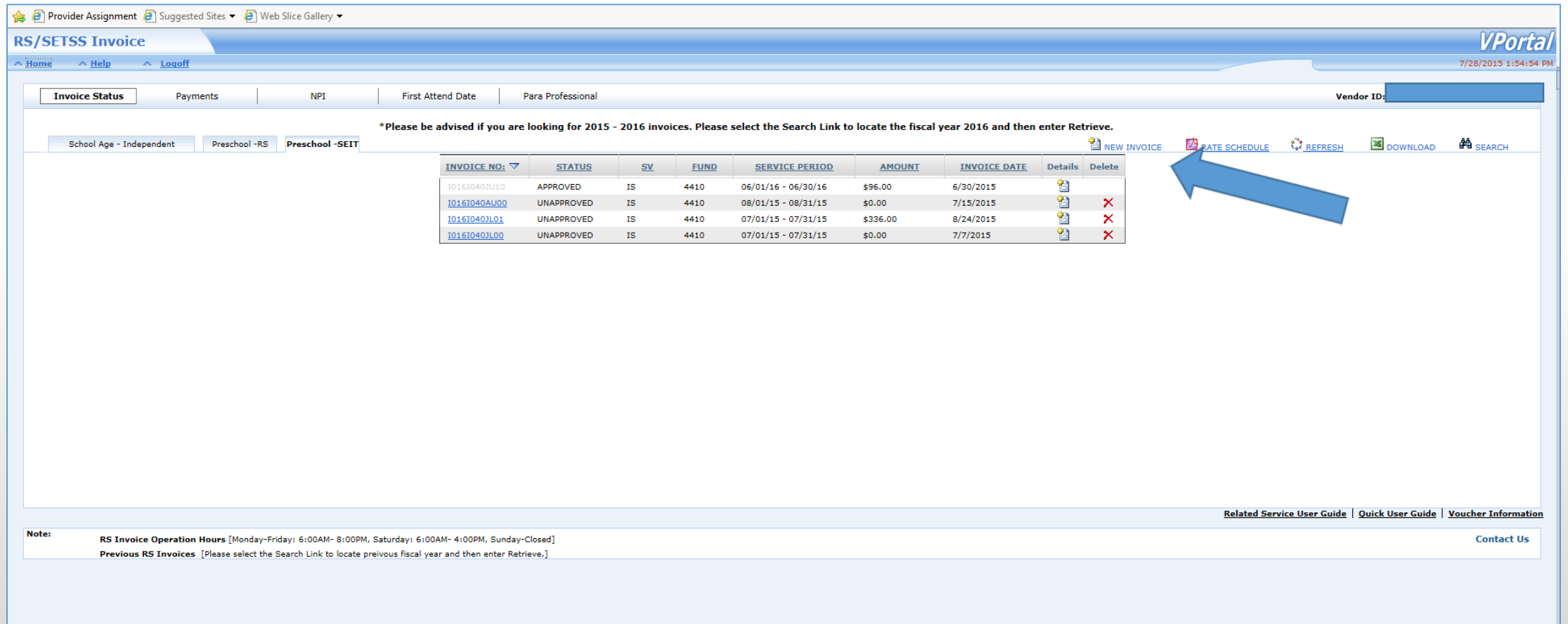
You currently do not have any students in your caseload, please contact the issuing CSE, CFN or D75 representative.
[Close](#)

[Related Service User Guide](#) | [Quick User Guide](#) | [Voucher Information](#)

Note: RS Invoice Operation Hours [Monday-Friday: 6:00AM- 8:00PM, Saturday: 6:00AM- 4:00PM, Sunday-Closed]
Previous RS Invoices [Please select the Search Link to locate previous fiscal year and then enter Retrieve.] [Contact Us](#)

Invoicing via the direct method (cont'd)

Click the  [NEW INVOICE](#) link



Provider Assignment Suggested Sites Web Slice Gallery

RS/SETSS Invoice VPortal

Home Help Logoff 7/28/2015 1:54:54 PM

Invoice Status Payments NPI First Attend Date Para Professional Vendor ID: [REDACTED]

*Please be advised if you are looking for 2015 - 2016 invoices. Please select the Search Link to locate the fiscal year 2016 and then enter Retrieve.

School Age - Independent Preschool -RS Preschool -SEIT

INVOICE NO:	STATUS	SV	FUND	SERVICE PERIOD	AMOUNT	INVOICE DATE	Details	Delete
10161040JU10	APPROVED	IS	4410	06/01/16 - 06/30/16	\$96.00	6/30/2015		
10161040AU00	UNAPPROVED	IS	4410	08/01/15 - 08/31/15	\$0.00	7/15/2015		
10161040JL01	UNAPPROVED	IS	4410	07/01/15 - 07/31/15	\$336.00	8/24/2015		
10161040JL00	UNAPPROVED	IS	4410	07/01/15 - 07/31/15	\$0.00	7/7/2015		

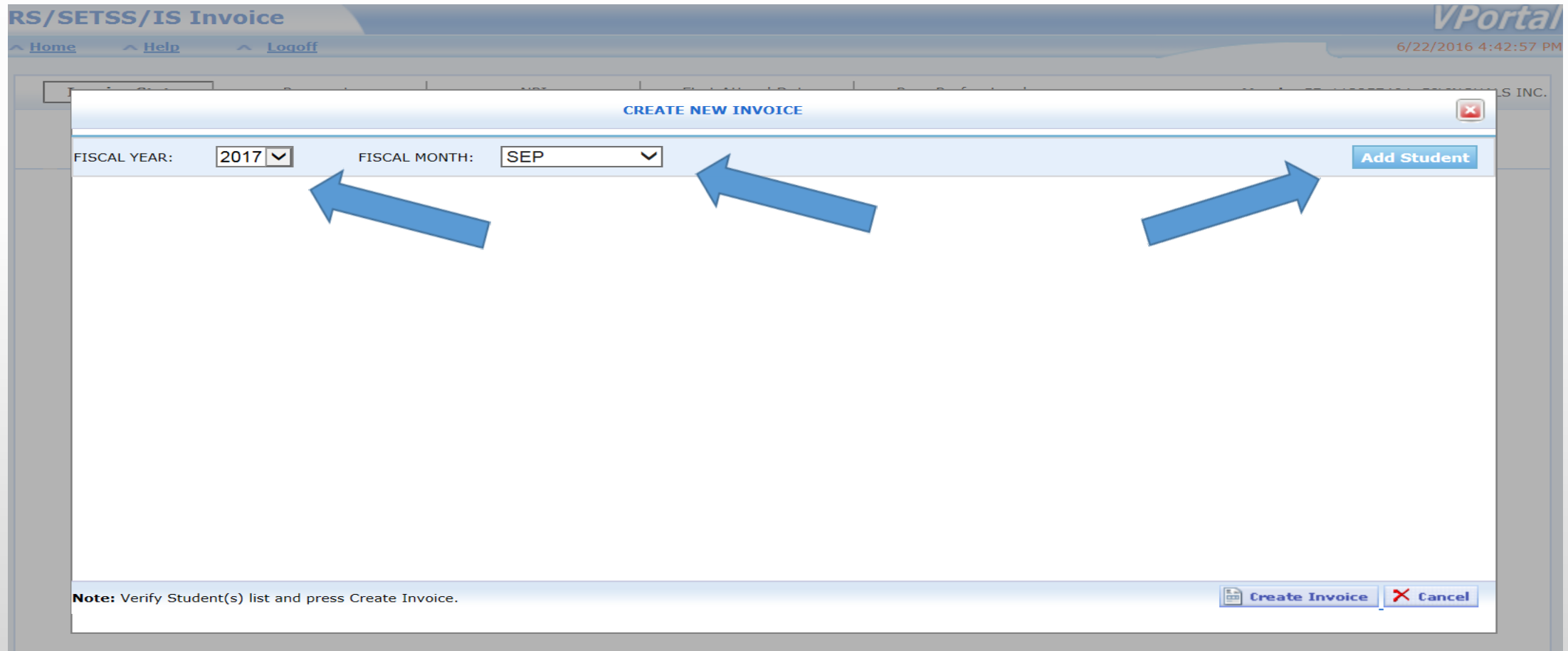
NEW INVOICE RATE SCHEDULE REFRESH DOWNLOAD SEARCH

Related Service User Guide Quick User Guide Voucher Information

Note: RS Invoice Operation Hours [Monday-Friday: 6:00AM- 8:00PM, Saturday: 6:00AM- 4:00PM, Sunday-Closed] Contact Us
Previous RS Invoices [Please select the Search Link to locate previous fiscal year and then enter Retrieve.]

Invoicing via the direct method (cont'd)

In this example we are submitting an invoice for September 2016 which is fiscal year 2017. Select 2017 from the Fiscal Year drop-down menu, select September from the Fiscal Month drop-down menu and click the Add Student button.



RS/SETSS/IS Invoice VPortal

Home Help Logoff 6/22/2016 4:42:57 PM


CREATE NEW INVOICE ✕

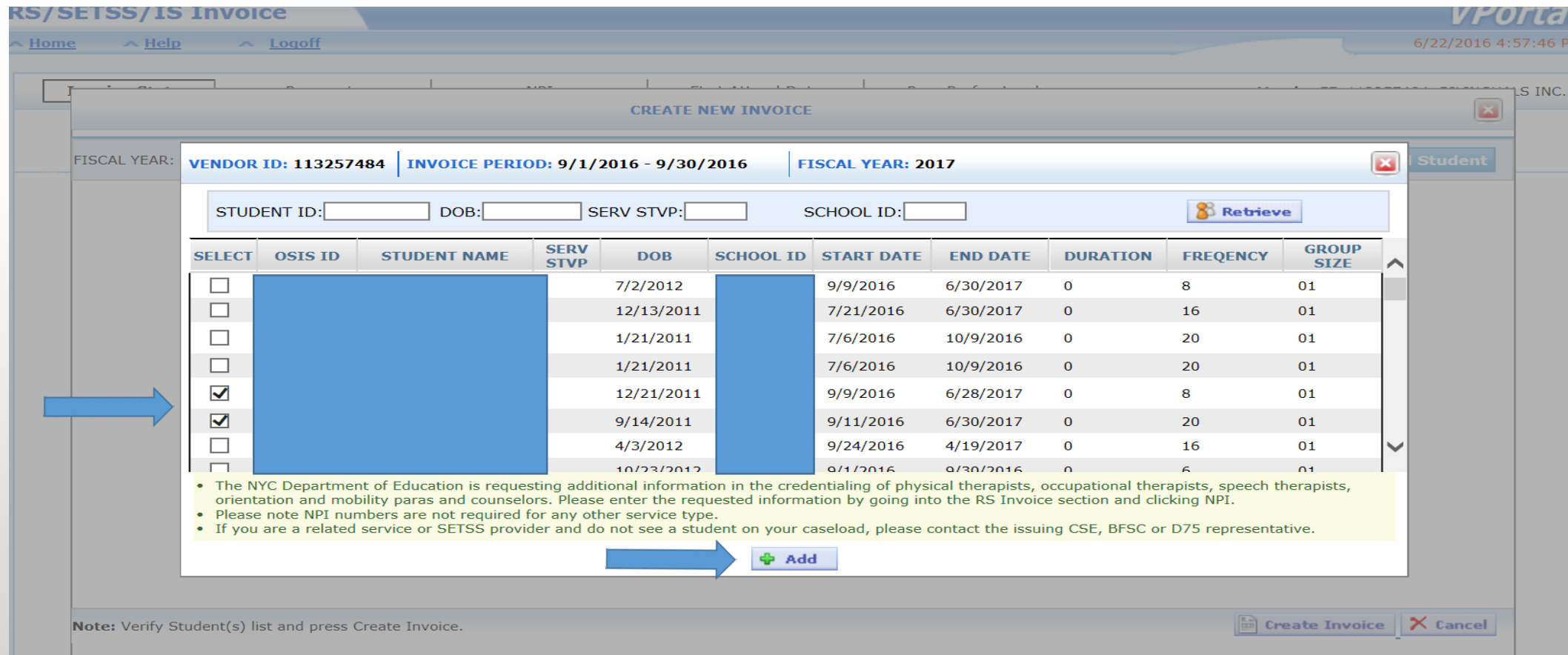
FISCAL YEAR: FISCAL MONTH: Add Student

← ← →

Note: Verify Student(s) list and press Create Invoice. Create Invoice ✕ Cancel

Invoicing via the direct method (cont'd)


On this screen you will see all the SEIT students that you have entered onto your CMR and whose enrollment period includes September. You can select one or multiple students by checking the select box next to the students OSIS ID. Then Click the  button.




RS/SETSS/IS Invoice VPorta
6/22/2016 4:57:46 P

CREATE NEW INVOICE



FISCAL YEAR: **VENDOR ID: 113257484** | **INVOICE PERIOD: 9/1/2016 - 9/30/2016** | **FISCAL YEAR: 2017**

STUDENT ID: DOB: SERV STVP: SCHOOL ID: 

SELECT	OSIS ID	STUDENT NAME	SERV STVP	DOB	SCHOOL ID	START DATE	END DATE	DURATION	FREQUENCY	GROUP SIZE
<input type="checkbox"/>				7/2/2012		9/9/2016	6/30/2017	0	8	01
<input type="checkbox"/>				12/13/2011		7/21/2016	6/30/2017	0	16	01
<input type="checkbox"/>				1/21/2011		7/6/2016	10/9/2016	0	20	01
<input type="checkbox"/>				1/21/2011		7/6/2016	10/9/2016	0	20	01
<input checked="" type="checkbox"/>				12/21/2011		9/9/2016	6/28/2017	0	8	01
<input checked="" type="checkbox"/>				9/14/2011		9/11/2016	6/30/2017	0	20	01
<input type="checkbox"/>				4/3/2012		9/24/2016	4/19/2017	0	16	01
<input type="checkbox"/>				10/23/2012		9/11/2016	9/30/2016	0	6	01



Note: Verify Student(s) list and press Create Invoice.

- The NYC Department of Education is requesting additional information in the credentialing of physical therapists, occupational therapists, speech therapists, orientation and mobility paras and counselors. Please enter the requested information by going into the RS Invoice section and clicking NPI.
- Please note NPI numbers are not required for any other service type.
- If you are a related service or SETSS provider and do not see a student on your caseload, please contact the issuing CSE, BFSC or D75 representative.

Invoicing via the direct method (cont'd)

Click the  button.

RS/SETSS/IS Invoice VPortal

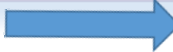
Home Help Logoff 6/22/2016 4:57:46 PM

CREATE NEW INVOICE ✕

FISCAL YEAR: FISCAL MONTH:

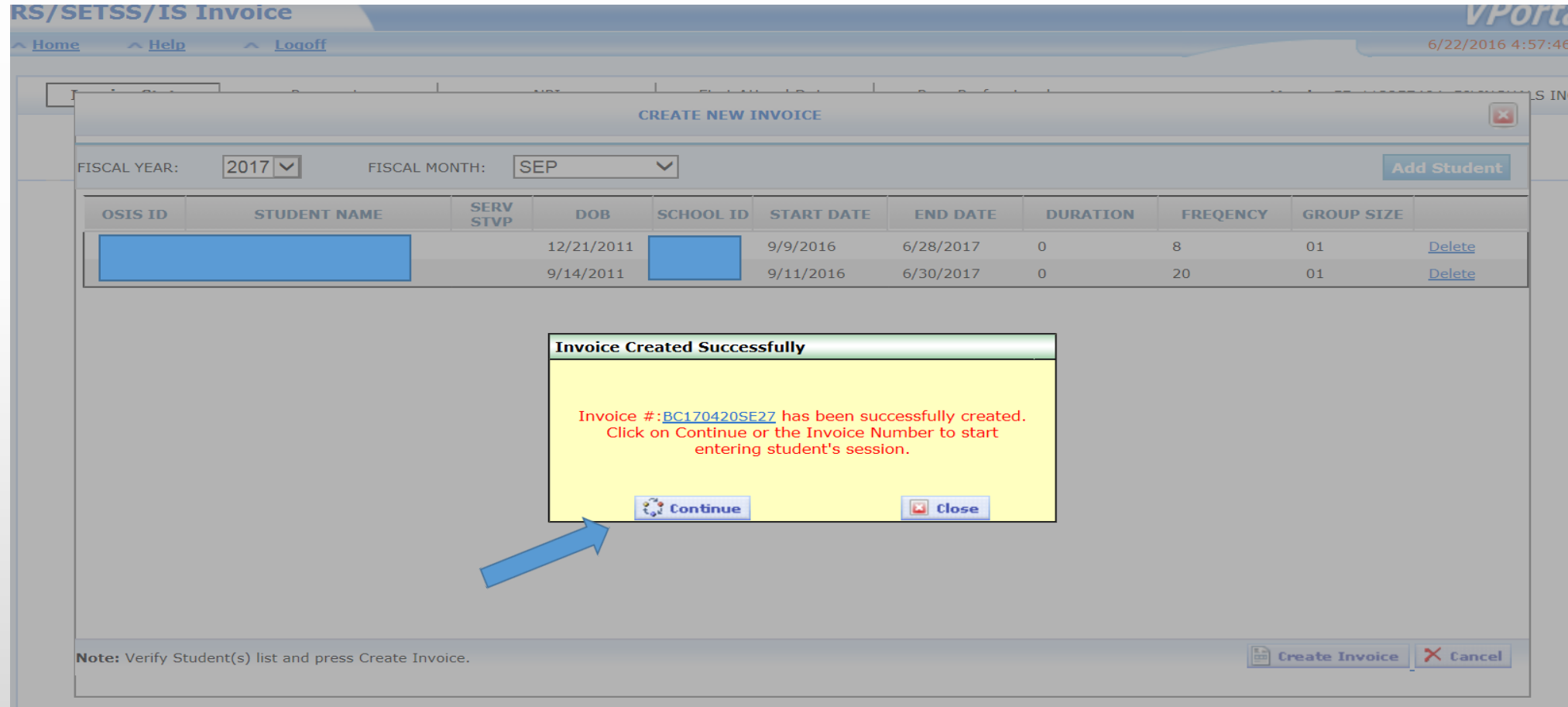
OSIS ID	STUDENT NAME	SERV STVP	DOB	SCHOOL ID	START DATE	END DATE	DURATION	FREQUENCY	GROUP SIZE	
			12/21/2011		9/9/2016	6/28/2017	0	8	01	Delete
			9/14/2011		9/11/2016	6/30/2017	0	20	01	Delete

Note: Verify Student(s) list and press Create Invoice.



Invoicing via the direct method (cont'd)

Click Continue.



RS/SETSS/IS Invoice VPort

Home Help Logoff 6/22/2016 4:57:46

CREATE NEW INVOICE ✕

FISCAL YEAR: FISCAL MONTH:

OSIS ID	STUDENT NAME	SERV STVP	DOB	SCHOOL ID	START DATE	END DATE	DURATION	FREQUENCY	GROUP SIZE	
			12/21/2011		9/9/2016	6/28/2017	0	8	01	Delete
			9/14/2011		9/11/2016	6/30/2017	0	20	01	Delete

Invoice Created Successfully

Invoice #: [BC170420SE27](#) has been successfully created.
Click on Continue or the Invoice Number to start entering student's session.

Note: Verify Student(s) list and press Create Invoice.

Invoicing via the direct method (cont'd)

You may receive the below message box. Just click close.

RS/SETSS/IS Invoice VPorta

[Home](#) [Help](#) [Logoff](#) 6/22/2016 5:03:36 P

Invoice Status | Payments | NPI | First Attend Date | Para Professional | **Vendor ID:** [REDACTED]

Invoice Status | Preschool - SEIT

Vendor ID: [REDACTED]	Vendor Name: [REDACTED]
Invoice #: [REDACTED]	Type of Invoice: NEW
Invoice Start Date: 09/01/2016	Invoice End Date: 09/30/2016
Purchase Order Number: [REDACTED]	Number of Invoice Students: 2
Invoice Total: \$0.00	Amount Previously Paid: 0.00
Total Amount Due: \$0.00	Number Of Sessions: 0.00
Total Payment Due: \$0.00	Units Previously Paid: 0.00

[ADD STUDENT](#)

LASTNAME	OSIS ID	SV	FREQ	DURATION	GRP SZ	LN	DIST CD	NO DAYS	NO OF SESS	ADJ CODES	AMOUNT DUE	Options
[REDACTED]										Z	\$0.00	Select...
										Z	\$0.00	Select...

[Back](#)

There is no payment to be paid for this invoice

[Close](#)

Invoicing via the direct method (cont'd)

Select Details under the Options drop-down menu.


RS/SETSS/IS Invoice VPortal

Home Help Logoff 6/22/2016 5:03:36 PM

Invoice Status Payments NPI First Attend Date Para Professional Vendor ID: [REDACTED]


Invoice Status | Preschool - SEIT

Vendor ID: [REDACTED] Vendor Name: [REDACTED]
Invoice #: [REDACTED] Type of Invoice: NEW
Invoice Start Date: 09/01/2016 Invoice End Date: 09/30/2016
Purchase Order Number: [REDACTED] Number of Invoice Students: 2
Invoice Total: \$0.00 Amount Previously Paid: 0.00
Total Amount Due: \$0.00 Number Of Sessions: 0.00
Total Payment Due: \$0.00 Units Previously Paid: 0.00


 [ADD STUDENT](#)

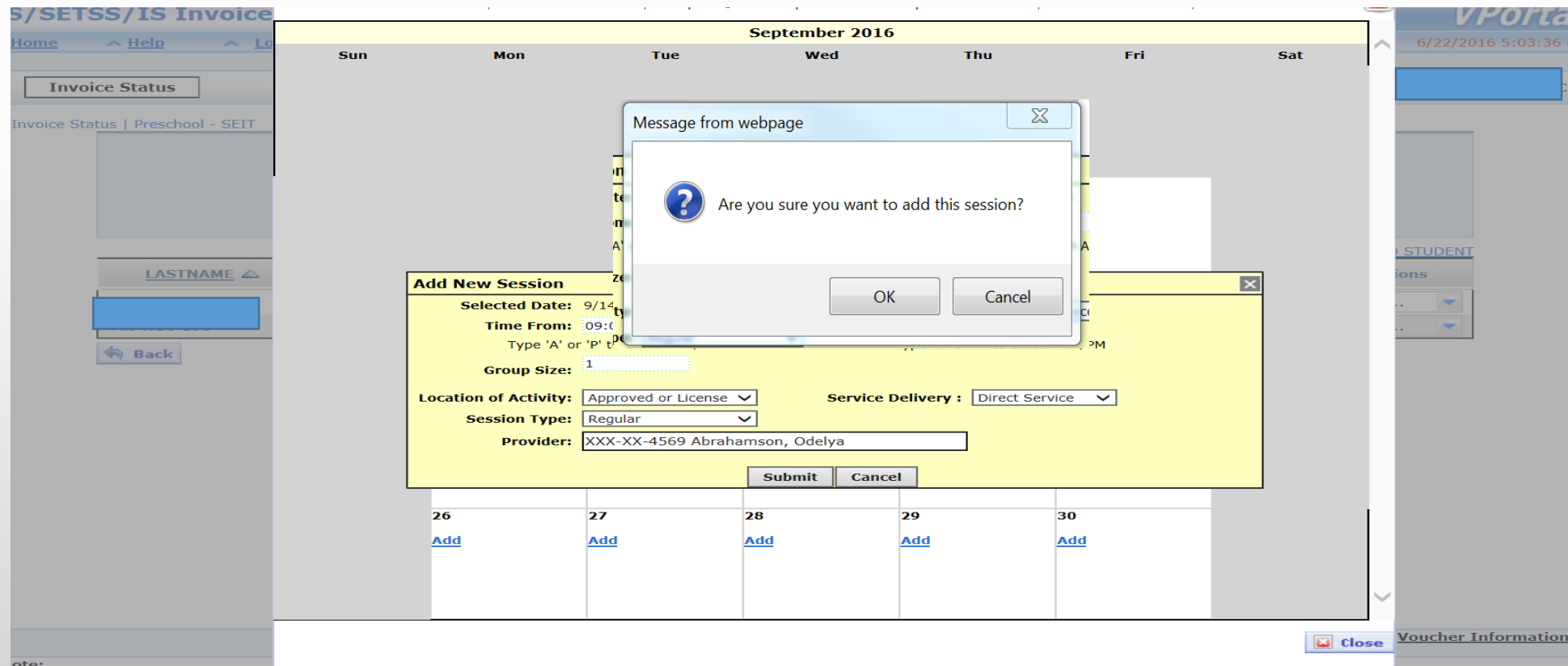
LASTNAME ▲	OSIS ID	SV	FREQ	DURATION	GRP SZ	LN	DIST CD	NO DAYS	NO OF SESS	ADJ CODES	AMOUNT DUE	Options
[REDACTED]		IS	08	030	01			00	0.00	Z	\$0.00	Select... ▼
[REDACTED]		IS	20	030	01			00	0.00	Z	\$0.00	Select... ▼

[Back](#)



Invoicing via the direct method (cont'd)

You must now enter all sessions that were rendered to this student for the month you are billing for. Enter information in all fields. If you select makeup session you will also be required to select the reason for the makeup session and the missed session date. Select the provider who rendered the service from the drop-down list. Click the  **Submit** button, then click OK.



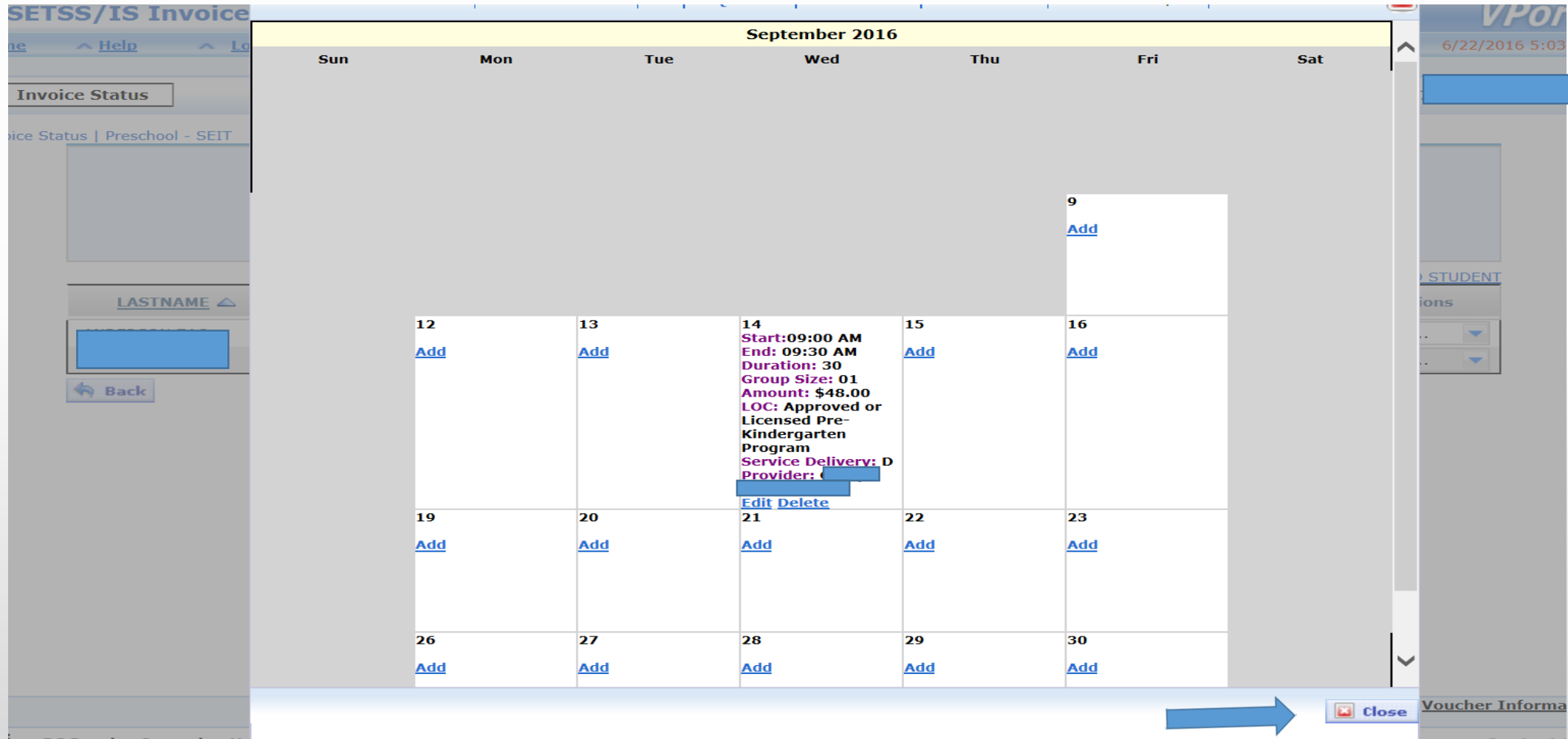
The screenshot shows a web application interface for adding a new session. The main window is titled "September 2016" and displays a calendar grid. A yellow "Add New Session" form is open, containing the following fields:

- Selected Date:** 9/14
- Time From:** 09:00
- Group Size:** 1
- Location of Activity:** Approved or License
- Service Delivery:** Direct Service
- Session Type:** Regular
- Provider:** XXX-XX-4569 Abrahamson, Odelya

At the bottom of the form are "Submit" and "Cancel" buttons. A confirmation dialog box is overlaid on top of the form, asking "Are you sure you want to add this session?" with "OK" and "Cancel" buttons. The background shows a calendar with dates 26, 27, 28, 29, and 30, each with an "Add" link. The left sidebar shows "Invoice Status" and "LASTNAME" fields. The right sidebar shows "STUDENT" information and a "Close" button.

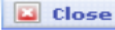
Invoicing via the direct method (cont'd)

After you have entered all sessions for this student click the  button.



The screenshot displays the SETSS/IS Invoice interface. A calendar for September 2016 is shown, with a session entered for Wednesday, September 14th. The session details are as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			14 Start: 09:00 AM End: 09:30 AM Duration: 30 Group Size: 01 Amount: \$48.00 LOC: Approved or Licensed Pre-Kindergarten Program Service Delivery: D Provider: [REDACTED] Edit Delete			
	12 Add	13 Add	14 Add	15 Add	16 Add	9 Add
	19 Add	20 Add	21 Add	22 Add	23 Add	
	26 Add	27 Add	28 Add	29 Add	30 Add	

A blue arrow points to the  button at the bottom right of the calendar window.

Invoicing via the direct method (cont'd)

Click the  Submit button.


KS/SEISS/IS INVOICE VPortal

[Home](#) [Help](#) [Logoff](#) 6/22/2016 5:03:36 PM



Invoice Status | Payments | NPI | First Attend Date | Para Professional | Vendor ID: [REDACTED]

Invoice Status | Preschool - SEIT

Vendor ID: [REDACTED]	Vendor Name: [REDACTED]
Invoice #: [REDACTED]	Type of Invoice: NEW
Invoice Start Date: 09/01/2016	Invoice End Date: 09/30/2016
Purchase Order Number: [REDACTED]	Number of Invoice Students: 1
Invoice Total: \$48.00	Amount Previously Paid: 0.00
Total Amount Due: \$48.00	Number Of Sessions: 1.00
Total Payment Due: \$48.00	Units Previously Paid: 0.00

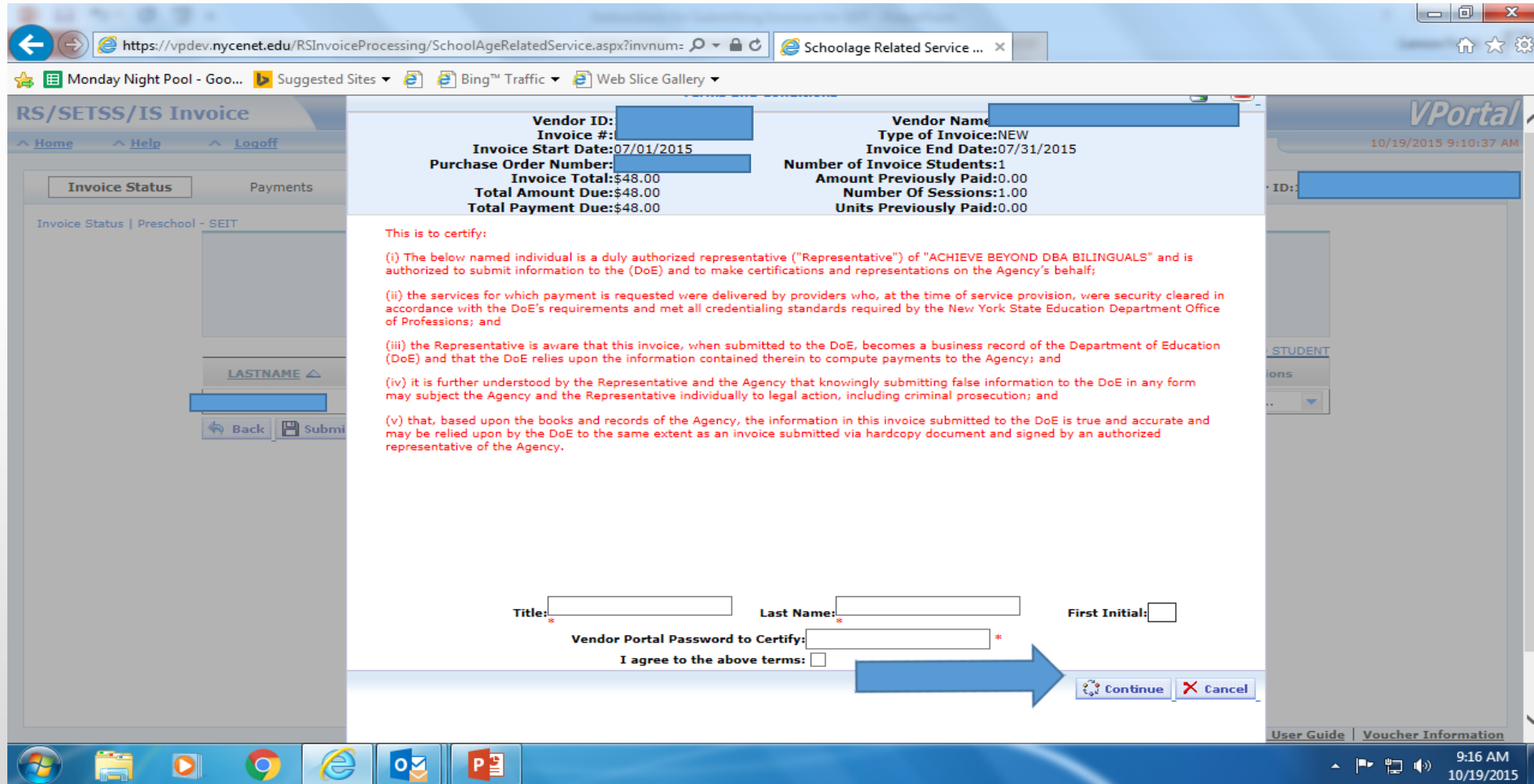
 [ADD STUDENT](#)

LASTNAME ▲	OSIS ID	SV	FREQ	DURATION	GRP SZ	LN	DIST CD	NO DAYS	NO OF SESS	ADJ CODES	AMOUNT DUE	Options
[REDACTED]	[REDACTED]	IS	08	030	01			01	1.00		\$48.00	Select... ▼

[Back](#)  **Submit** 

Invoicing via the direct method (cont'd)

You will then be asked to certify your invoice. Enter all information and click the  button.



The screenshot shows a web browser window with the URL <https://vpdev.nycenet.edu/RSInvoiceProcessing/SchoolAgeRelatedService.aspx?invnum=>. The page title is "RS/SETSS/IS Invoice". The main content area displays invoice details and a certification form.



Field	Value
Vendor ID	[Redacted]
Invoice #	[Redacted]
Invoice Start Date	07/01/2015
Purchase Order Number	[Redacted]
Invoice Total	\$48.00
Total Amount Due	\$48.00
Total Payment Due	\$48.00
Vendor Name	[Redacted]
Type of Invoice	NEW
Invoice End Date	07/31/2015
Number of Invoice Students	1
Amount Previously Paid	0.00
Number Of Sessions	1.00
Units Previously Paid	0.00

This is to certify:

- (i) The below named individual is a duly authorized representative ("Representative") of "ACHIEVE BEYOND DBA BILINGUALS" and is authorized to submit information to the (DoE) and to make certifications and representations on the Agency's behalf;
- (ii) the services for which payment is requested were delivered by providers who, at the time of service provision, were security cleared in accordance with the DoE's requirements and met all credentialing standards required by the New York State Education Department Office of Professions; and
- (iii) the Representative is aware that this invoice, when submitted to the DoE, becomes a business record of the Department of Education (DoE) and that the DoE relies upon the information contained therein to compute payments to the Agency; and
- (iv) it is further understood by the Representative and the Agency that knowingly submitting false information to the DoE in any form may subject the Agency and the Representative individually to legal action, including criminal prosecution; and
- (v) that, based upon the books and records of the Agency, the information in this invoice submitted to the DoE is true and accurate and may be relied upon by the DoE to the same extent as an invoice submitted via hardcopy document and signed by an authorized representative of the Agency.

Form fields:

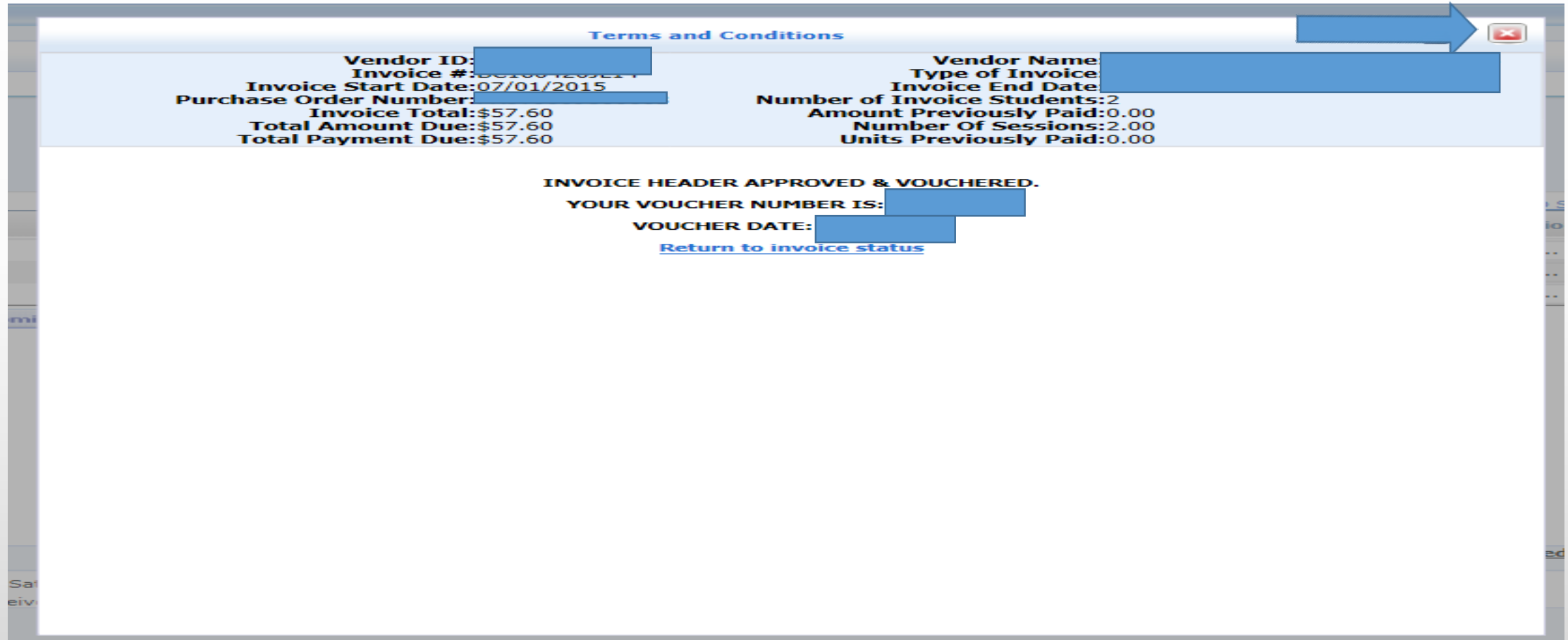
- Title:
- Last Name:
- First Initial:
- Vendor Portal Password to Certify:
- I agree to the above terms:

Buttons:  

A large blue arrow points from the "I agree to the above terms" checkbox area towards the "Continue" button.

Invoicing via the direct method (cont'd)

A summary of your invoice will appear. This completes the invoicing process. Click the “Return to invoice status” link.



The screenshot shows a window titled "Terms and Conditions" with a close button in the top right corner. A blue arrow points to this button. The window contains the following information:

Terms and Conditions	
Vendor ID: [REDACTED]	Vendor Name: [REDACTED]
Invoice #: 00100420521	Type of Invoice: [REDACTED]
Invoice Start Date: 07/01/2015	Invoice End Date: [REDACTED]
Purchase Order Number: [REDACTED]	Number of Invoice Students: 2
Invoice Total: \$57.60	Amount Previously Paid: 0.00
Total Amount Due: \$57.60	Number Of Sessions: 2.00
Total Payment Due: \$57.60	Units Previously Paid: 0.00

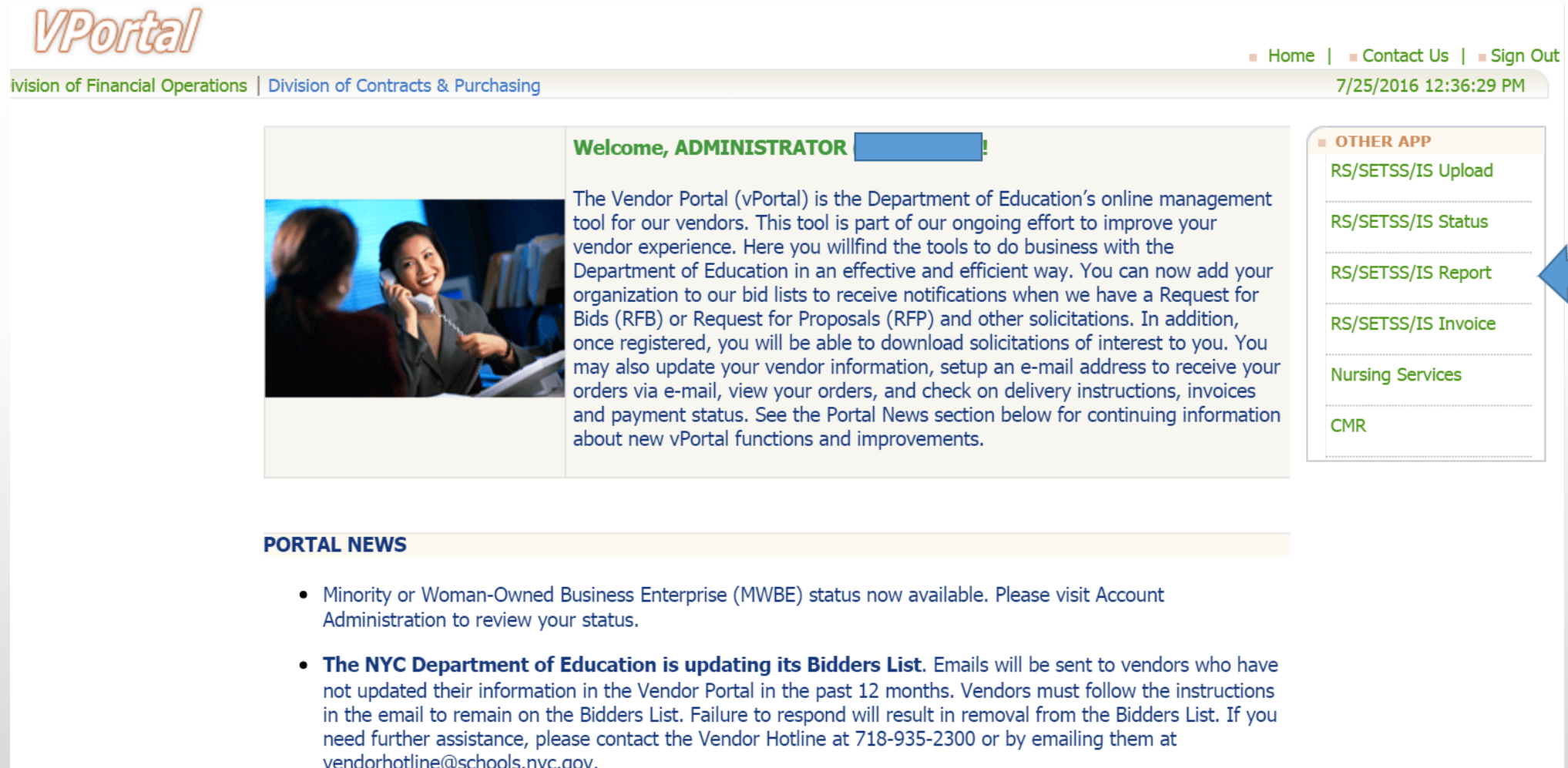
INVOICE HEADER APPROVED & VOUCHERED.
YOUR VOUCHER NUMBER IS: [REDACTED]
VOUCHER DATE: [REDACTED]
[Return to invoice status](#)

Invoicing via the Upload method

The upload method allows a SEIT agency to submit SEIT invoices for multiple students simultaneously for a particular month instead of student by student as prescribed by the direct calendar method.

Invoicing via the Upload method

Select [RS/SETSS/IS Report](#)



VPortal

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Welcome, ADMINISTRATOR [REDACTED]!

The Vendor Portal (vPortal) is the Department of Education's online management tool for our vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with the Department of Education in an effective and efficient way. You can now add your organization to our bid lists to receive notifications when we have a Request for Bids (RFB) or Request for Proposals (RFP) and other solicitations. In addition, once registered, you will be able to download solicitations of interest to you. You may also update your vendor information, setup an e-mail address to receive your orders via e-mail, view your orders, and check on delivery instructions, invoices and payment status. See the Portal News section below for continuing information about new vPortal functions and improvements.

OTHER APP

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- [RS/SETSS/IS Status](#)
- [RS/SETSS/IS Report](#)
- [RS/SETSS/IS Invoice](#)
- [Nursing Services](#)
- [CMR](#)

PORTAL NEWS

- Minority or Woman-Owned Business Enterprise (MWBE) status now available. Please visit Account Administration to review your status.
- **The NYC Department of Education is updating its Bidders List.** Emails will be sent to vendors who have not updated their information in the Vendor Portal in the past 12 months. Vendors must follow the instructions in the email to remain on the Bidders List. Failure to respond will result in removal from the Bidders List. If you need further assistance, please contact the Vendor Hotline at 718-935-2300 or by emailing them at vendorhotline@schools.nyc.gov.

Invoicing via the Upload method (cont'd)

Select the **Preschool – SEIT** tab

RS/SETSS/IS Reports VPortal

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[Preschool SEIT User Guide](#) [Related Service Invoice Processing User Guide](#) | **VENDOR ID:**

Pre-populated Non-Editable User Entry Required Optional

Invoicing via the Upload method (cont'd)

The first box all the way to the left should show “Create Invoice”. Select the fiscal year and invoice month. School year 2016/2017 is considered fiscal year 2017. Click the Generate Invoice button.

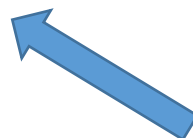

RS/SETSS/IS Reports VPortal

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[Preschool SEIT User Guide](#) [Related Service Invoice Processing User Guide](#) | VENDOR ID: [REDACTED]

Preschool -RS | **Preschool - SEIT** Pre-populated Non-Editable User Entry Required Optional

Create Invoice Fiscal Year: * 2017 Invoice Month: * Sep 1 2016 District Code: School ID: Select Therapist: Select Service Type: Select Student ID: **Generate Invoice**

Invoicing via the Upload method (cont'd)

The below screen will show all students that are included in your SEIT CMR for the particular month you selected.

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[Preschool SEIT User Guide](#)
[Related Service Invoice Processing User Guide](#)
VENDOR ID:

Pre-populated Non-Editable
 User Entry Required
 Optional

Create Invoice
Fiscal Year: *
Invoice Month: *
District Code:
School ID:
Therapist:
Service Type:
Student ID:

of 8

RSAP FISCAL YR	RSAP DIST CD	RSAP_FUND_CD	RSAP SCHL ID	RSAP_PROVIDER_TYPE	RSAP_AGENCY_CD	RSAP_PROVIDER	PROVIDER_LAST_NAME	PROVIDER_FIRST_NAME	RSAP_ACT_PROVIDER	RSAP_OSIS ID	STUD_FIRST_NAME	STUD_LAST_NAME	RSAP_SERV SUBTYPE	RSAP_START_DT	RSAP_EN DT
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016
2017		4410		A	0420									09/01/2016	06/30/2016

Invoicing via the Upload method (cont'd)

Export the report to Excel.

RS/SETSS/IS Reports VPortal

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[Preschool SEIT User Guide](#) [Related Service Invoice Processing User Guide](#) | VENDOR ID:

Preschool -RS **Preschool - SEIT** Pre-populated Non-Editable User Entry Required Optional

Create Invoice Fiscal Year: * 2017 Invoice Month: * Sep 1 2016 School ID: Select Therapist: Select Service Type: Select Student ID: **Generate Invoice**

1 of 8 **Excel** Export

RSAP FISCAL YR	RSAP DIST CD	RSAP_FUND_CD	RSAP SCHL ID	RSAP_PROVIDER_TYPE	RSAP_AGENCY_CD	RSAP_PROVIDER	PROVIDER_LAST_NAME	PROVIDER_FIRST_NAME	RSAP_ACT_PROVIDER	RSAP_OSIS ID	STUD_FIRST_NAME	STUD_LAST_NAME	RSAP_SERV SUBTYPE	RSAP_START DT	RSAP_EN DT
2017		4410		A										09/01/2016	06/30/2016
2017		4410		A										09/01/2016	06/30/2016
2017		4410		A										09/01/2016	06/30/2016
2017		4410		A										09/01/2016	06/30/2016
2017		4410		A										09/01/2016	06/30/2016
2017		4410		A										09/01/2016	06/30/2016
2017		4410		A										09/01/2016	06/30/2016
2017		4410		A										09/01/2016	06/30/2016

Invoicing via the Upload method (cont'd)

Each student will be listed multiple times in the Excel file for each weekday of the month. Please note in order to invoice for SEIT services rendered on weekends you must have a waiver from the State Department of Education. If you have a waiver please email NPSPReconciliations@schools.nyc.gov for further instructions.

	A	C	D	E	F	G	H	I	J	K	L	
	RSAP_FISCAL_YR	RSAP_DIST_CD	RSAP_FUND_CD	RSAP_SCHL_ID	RSAP_PROVIDER_TYPE	RSAP_AGENCY_CD	RSAP_PROVIDER	PROVIDER_LAST_NAME	PROVIDER_FIRST_NAME	RSAP_ACT_PROVIDER	RSAP_OSIS_ID	STU
1												
2	2017		4410		A							JACK
3	2017		4410		A							JACK
4	2017		4410		A							JACK
5	2017		4410		A							JACK
6	2017		4410		A							JACK
7	2017		4410		A							JACK
8	2017		4410		A							JACK
9	2017		4410		A							JACK
0	2017		4410		A							JACK
1	2017		4410		A							JACK
2	2017		4410		A							JACK
3	2017		4410		A							JACK
4	2017		4410		A							JACK
5	2017		4410		A							JACK
6	2017		4410		A							JACK
7	2017		4410		A							JACK
8	2017		4410		A							JACK
9	2017		4410		A							JACK
0	2017		4410		A							JACK
1	2017		4410		A							JACK
2	2017		4410		A							JACK
3	2017		4410		A							JACK
4	2017		4410		A							GREY
5	2017		4410		A							GREY
6	2017		4410		A							GREY

Invoicing via the Upload method (cont'd)

You are required to enter data in the columns that are highlighted in yellow such as column K. Columns highlighted in green (i.e., I & J) are optional. DO NOT CHANGE THE DATA IN THE BLUE COLUMNS.

	A	C	D	E	F	G	H	I	J	K	L	
	RSAP FISCAL YR	RSAP DIST CD	RSAP FUND CD	RSAP SCHL ID	RSAP PROVIDER TYPE	RSAP AGENCY CD	RSAP PROVIDER	PROVIDER LAST NAME	PROVIDER FIRST NAME	RSAP ACT PROVIDER	RSAP OSIS ID	STU
1												
2	2017			A								JACK
3	2017			A								JACK
4	2017			A								JACK
5	2017			A								JACK
6	2017			A								JACK
7	2017			A								JACK
8	2017			A								JACK
9	2017			A								JACK
0	2017			A								JACK
1	2017			A								JACK
2	2017			A								JACK
3	2017			A								JACK
4	2017			A								JACK
5	2017			A								JACK
6	2017			A								JACK
7	2017			A								JACK
8	2017			A								JACK
9	2017			A								JACK
0	2017			A								JACK
1	2017			A								JACK
2	2017			A								JACK
3	2017			A								JACK
4	2017			A								GREY
5	2017			A								GREY
6	2017			A								GREY

Invoicing via the Upload method (cont'd)

Enter the providers actual social security number in column K. The providers social security number must be entered for every day a service was rendered.



	A	C	D	E	F	G	H	I	J	K	L	
	RSAP FISCAL YR	RSAP DIST CD	RSAP FUND CD	RSAP SCHL ID	RSAP PROVIDER TYPE	RSAP AGENCY CD	RSAP PROVIDER	PROVIDER LAST NAME	PROVIDER FIRST NAME	RSAP ACT PROVIDER	RSAP OSIS ID	STU
1												
2	2017		4410		A							JACK
3	2017		4410		A							JACK
4	2017		4410		A							JACK
5	2017		4410		A							JACK
6	2017		4410		A							JACK
7	2017		4410		A							JACK
8	2017		4410		A							JACK
9	2017		4410		A							JACK
0	2017		4410		A							JACK
1	2017		4410		A							JACK
2	2017		4410		A							JACK
3	2017		4410		A							JACK
4	2017		4410		A							JACK
5	2017		4410		A							JACK
6	2017		4410		A							JACK
7	2017		4410		A							JACK
8	2017		4410		A							JACK
9	2017		4410		A							JACK
0	2017		4410		A							JACK
1	2017		4410		A							JACK
2	2017		4410		A							JACK
3	2017		4410		A							JACK
4	2017		4410		A							GREY
5	2017		4410		A							GREY
6	2017		4410		A							GREY

Invoicing via the Upload method (cont'd)

Enter “P” in each row where the student received SEIT services in column X. If there is a day that the student did not receive SEIT services, leave that row as is.

W	X	Y	Z	AA	AB	AD	AE	AF
<u>SCIN INVOICE DAYS</u>	<u>SCIN ATTEND CODE</u>	<u>SCIN ACT SIZE</u>	<u>SCIN START TIME</u>	<u>SCIN END TIME</u>	<u>SCIN SCHOOL OTHER</u>	<u>SCIN VEND INVOICE</u>	<u>SCIN INVOICE AMT</u>	<u>SCIN SED PROG ID</u>
09/01/2016	P	00	00:00 AM	00:00 AM			0.00	
09/02/2016		00	00:00 AM	00:00 AM			0.00	
09/05/2016		00	00:00 AM	00:00 AM			0.00	
09/06/2016		00	00:00 AM	00:00 AM			0.00	
09/07/2016		00	00:00 AM	00:00 AM			0.00	
09/08/2016		00	00:00 AM	00:00 AM			0.00	
09/09/2016		00	00:00 AM	00:00 AM			0.00	
09/12/2016		00	00:00 AM	00:00 AM			0.00	
09/13/2016		00	00:00 AM	00:00 AM			0.00	
09/14/2016		00	00:00 AM	00:00 AM			0.00	
09/15/2016		00	00:00 AM	00:00 AM			0.00	
09/16/2016		00	00:00 AM	00:00 AM			0.00	
09/19/2016		00	00:00 AM	00:00 AM			0.00	
09/20/2016		00	00:00 AM	00:00 AM			0.00	
09/21/2016		00	00:00 AM	00:00 AM			0.00	
09/22/2016		00	00:00 AM	00:00 AM			0.00	
09/23/2016		00	00:00 AM	00:00 AM			0.00	
09/26/2016		00	00:00 AM	00:00 AM			0.00	
09/27/2016		00	00:00 AM	00:00 AM			0.00	

Invoicing via the Upload method (cont'd)

Enter the group size. The group size cannot be more than the recommended group size.

W	X	Y	Z	AA	AB	AD	AE	AF
<u>SCIN INVOICE</u> <u>DAYS</u>	<u>SCIN ATTEND</u> <u>CODE</u>	<u>SCIN ACT</u> <u>GRP SIZE</u>	<u>SCIN START</u> <u>TIME</u>	<u>SCIN END</u> <u>TIME</u>	<u>SCIN SCHOOL</u> <u>OTHER</u>	<u>SCIN</u> <u>VEND</u> <u>INVOICE</u>	<u>SCIN</u> <u>INVOICE</u> <u>AMT</u>	<u>SCIN SED PROG</u> <u>ID</u>
9/01/2016	P	1	00:00 AM	00:00 AM			0.00	
9/02/2016		00	00:00 AM	00:00 AM			0.00	
9/05/2016		00	00:00 AM	00:00 AM			0.00	
9/06/2016		00	00:00 AM	00:00 AM			0.00	
9/07/2016		00	00:00 AM	00:00 AM			0.00	
9/08/2016		00	00:00 AM	00:00 AM			0.00	
9/09/2016		00	00:00 AM	00:00 AM			0.00	
9/12/2016		00	00:00 AM	00:00 AM			0.00	
9/13/2016		00	00:00 AM	00:00 AM			0.00	
9/14/2016		00	00:00 AM	00:00 AM			0.00	
9/15/2016		00	00:00 AM	00:00 AM			0.00	
9/16/2016		00	00:00 AM	00:00 AM			0.00	
9/19/2016		00	00:00 AM	00:00 AM			0.00	
9/20/2016		00	00:00 AM	00:00 AM			0.00	
9/21/2016		00	00:00 AM	00:00 AM			0.00	
9/22/2016		00	00:00 AM	00:00 AM			0.00	
9/23/2016		00	00:00 AM	00:00 AM			0.00	
9/26/2016		00	00:00 AM	00:00 AM			0.00	

Invoicing via the Upload method (cont'd)

Enter the start time and end time. Make sure you use the same format shown in the file. For example, (3:00 PM) instead of (3:00PM).

W	X	Y	Z	AA	AB	AD	AE	AF
<u>SCIN INVOICE</u> <u>DAYS</u>	<u>SCIN ATTEND</u> <u>CODE</u>	<u>SCIN ACT</u> <u>GRP SIZE</u>	<u>SCIN START</u> <u>TIME</u>	<u>SCIN END</u> <u>TIME</u>	<u>SCIN SCHOOL</u> <u>OTHER</u>	<u>SCIN</u> <u>VEND</u> <u>INVOICE</u>	<u>SCIN</u> <u>INVOICE</u> <u>AMT</u>	<u>SCIN SED PROG</u> <u>ID</u>
09/01/2016	P	1	3:00 PM	3:30 PM			0.00	
09/02/2016		00	00:00 AM	00:00 AM			0.00	
09/05/2016		00	00:00 AM	00:00 AM			0.00	
09/06/2016		00	00:00 AM	00:00 AM			0.00	
09/07/2016		00	00:00 AM	00:00 AM			0.00	
09/08/2016		00	00:00 AM	00:00 AM			0.00	
09/09/2016		00	00:00 AM	00:00 AM			0.00	
09/12/2016		00	00:00 AM	00:00 AM			0.00	
09/13/2016		00	00:00 AM	00:00 AM			0.00	
09/14/2016		00	00:00 AM	00:00 AM			0.00	
09/15/2016		00	00:00 AM	00:00 AM			0.00	
09/16/2016		00	00:00 AM	00:00 AM			0.00	
09/19/2016		00	00:00 AM	00:00 AM			0.00	
09/20/2016		00	00:00 AM	00:00 AM			0.00	
09/21/2016		00	00:00 AM	00:00 AM			0.00	
09/22/2016		00	00:00 AM	00:00 AM			0.00	

Invoicing via the Upload method (cont'd)

Enter the code which represents where the SEIT service was rendered. The codes are as follows: 1 = Approved or licensed pre-k program, 2 = Headstart program, 3 = Childcare location as defined in section 4410 of State Education law, 4 = State facility, 5 = Hospital, 6 = Students home, 7 = Location of a temporary childcare arrangement made by the parent.

W	X	Y	Z	AA	AB	AD	AE	AF
<u>SCIN INVOICE</u> <u>DAYS</u>	<u>SCIN ATTEND</u> <u>CODE</u>	<u>SCIN ACT</u> <u>GRP SIZE</u>	<u>SCIN START</u> <u>TIME</u>	<u>SCIN END</u> <u>TIME</u>	<u>SCIN SCHOOL</u> <u>OTHER</u>	<u>SCIN</u> <u>VEND</u> <u>INVOICE</u>	<u>SCIN</u> <u>INVOICE</u> <u>AMT</u>	<u>SCIN SED PROG</u> <u>ID</u>
9/01/2016	P	1	3:00 PM	3:30 PM	1		0.00	
9/02/2016		00	00:00 AM	00:00 AM			0.00	
9/05/2016		00	00:00 AM	00:00 AM			0.00	
9/06/2016		00	00:00 AM	00:00 AM			0.00	
9/07/2016		00	00:00 AM	00:00 AM			0.00	
9/08/2016		00	00:00 AM	00:00 AM			0.00	
9/09/2016		00	00:00 AM	00:00 AM			0.00	
9/12/2016		00	00:00 AM	00:00 AM			0.00	
9/13/2016		00	00:00 AM	00:00 AM			0.00	
9/14/2016		00	00:00 AM	00:00 AM			0.00	
9/15/2016		00	00:00 AM	00:00 AM			0.00	
9/16/2016		00	00:00 AM	00:00 AM			0.00	
9/19/2016		00	00:00 AM	00:00 AM			0.00	
9/20/2016		00	00:00 AM	00:00 AM			0.00	

Invoicing via the Upload method (cont'd)

Enter the service delivery. Enter “D” for direct SEIT service and “I” for indirect SEIT service.

AA	AB	AD	AE	AF	AG	AH	AI	AJ	AK
<u>SCIN END TIME</u>	<u>SCIN SCHOOL OTHER</u>	<u>SCIN VEND INVOICE</u>	<u>SCIN INVOICE AMT</u>	<u>SCIN SED PROG ID</u>	<u>SCIN SERVICE DELIVERY</u>	<u>SESSION TYPE</u>	<u>MAKEUP REASON</u>	<u>MISSED SESSION</u>	<u>DURATION EXCEPTION</u>
3:30 PM	1		0.00		D			01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	

Invoicing via the Upload method (cont'd)

Enter session type. Enter “R” for a regular SEIT session and “M” for a makeup SEIT session.

AA	AB	AD	AE	AF	AG	AH	AI	AJ	AK
<u>SCIN END TIME</u>	<u>SCIN SCHOOL OTHER</u>	<u>SCIN VEND INVOICE</u>	<u>SCIN INVOICE AMT</u>	<u>SCIN SED PROG ID</u>	<u>SCIN SERVICE DELIVERY</u>	<u>SESSION TYPE</u>	<u>MAKEUP REASON</u>	<u>MISSED SESSION</u>	<u>DURATION EXCEPTION</u>
3:30 PM	1		0.00		D	R		01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	



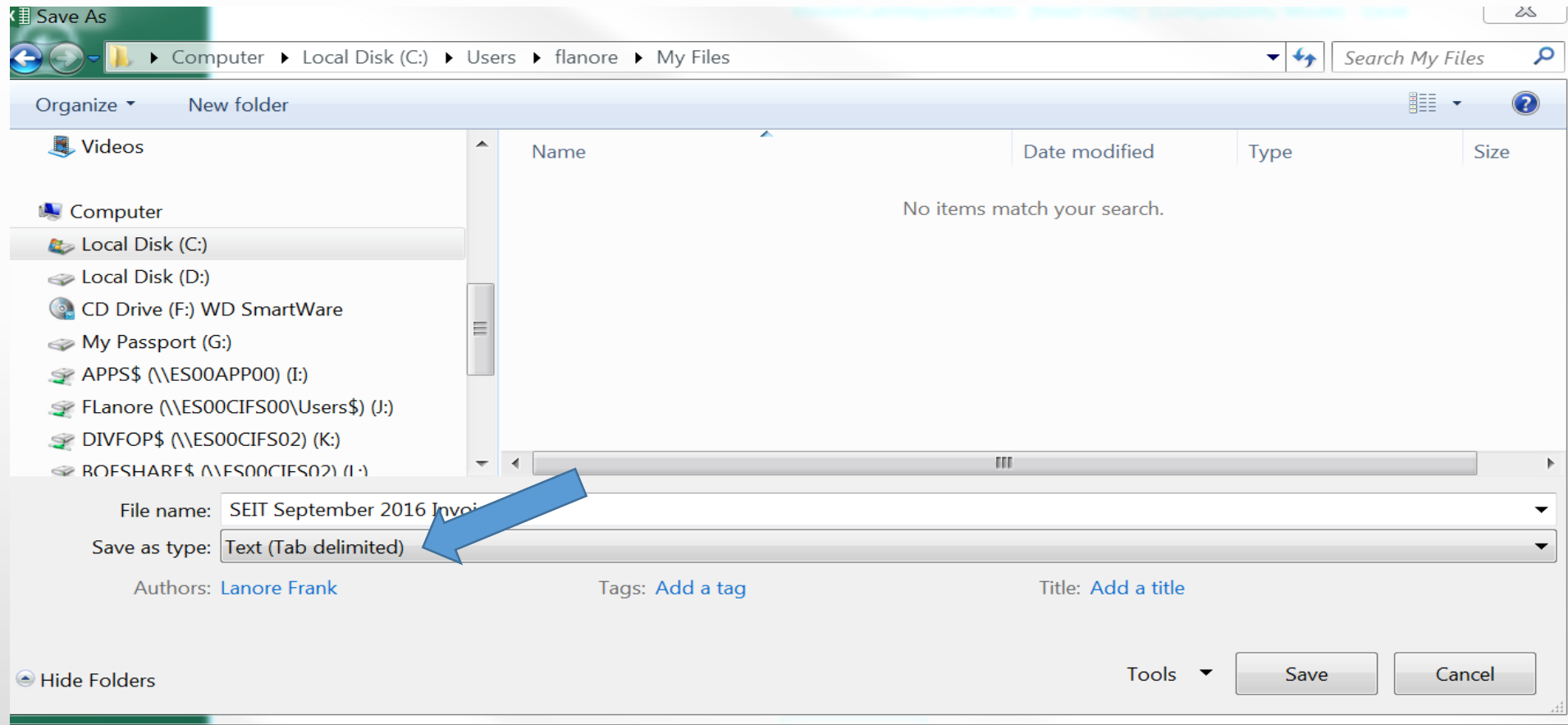
Invoicing via the Upload method (cont'd)

If you are invoicing for a regular session you must delete the date information in the Missed Session column. **If you are invoicing for a makeup SEIT session you must enter “M” in the session type field (Column AH). In the Makeup Reason field enter 1 for provider absence or 2 for student absence. You must also enter the date of the missed session in the Missed Session field.(column AJ).**

AA	AB	AD	AE	AF	AG	AH	AI	AJ	AK
<u>SCIN END TIME</u>	<u>SCIN SCHOOL OTHER</u>	<u>SCIN VEND INVOICE</u>	<u>SCIN INVOICE AMT</u>	<u>SCIN SED PROG ID</u>	<u>SCIN SERVICE DELIVERY</u>	<u>SESSION TYPE</u>	<u>MAKEUP REASON</u>	<u>MISSED SESSION</u>	<u>DURATION PERIOD</u>
3:30 PM	1		0.00		D	R			
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	
00:00 AM			0.00					01/01/1900	



Save the file as a Text (Tab delimited) type.



Invoicing via the Upload method (cont'd)

Go back to the home screen and select the [RS/SETSS/IS Upload](#) link.

VPortal

Division of Financial Operations | Division of Contracts & Purchasing

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7/25/2016 12:36:29 PM

Welcome, ADMINISTRATOR

The Vendor Portal (vPortal) is the Department of Education's online management tool for our vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with the Department of Education in an effective and efficient way. You can now add your organization to our bid lists to receive notifications when we have a Request for Bids (RFB) or Request for Proposals (RFP) and other solicitations. In addition, once registered, you will be able to download solicitations of interest to you. You may also update your vendor information, setup an e-mail address to receive your orders via e-mail, view your orders, and check on delivery instructions, invoices and payment status. See the Portal News section below for continuing information about new vPortal functions and improvements.

OTHER APP

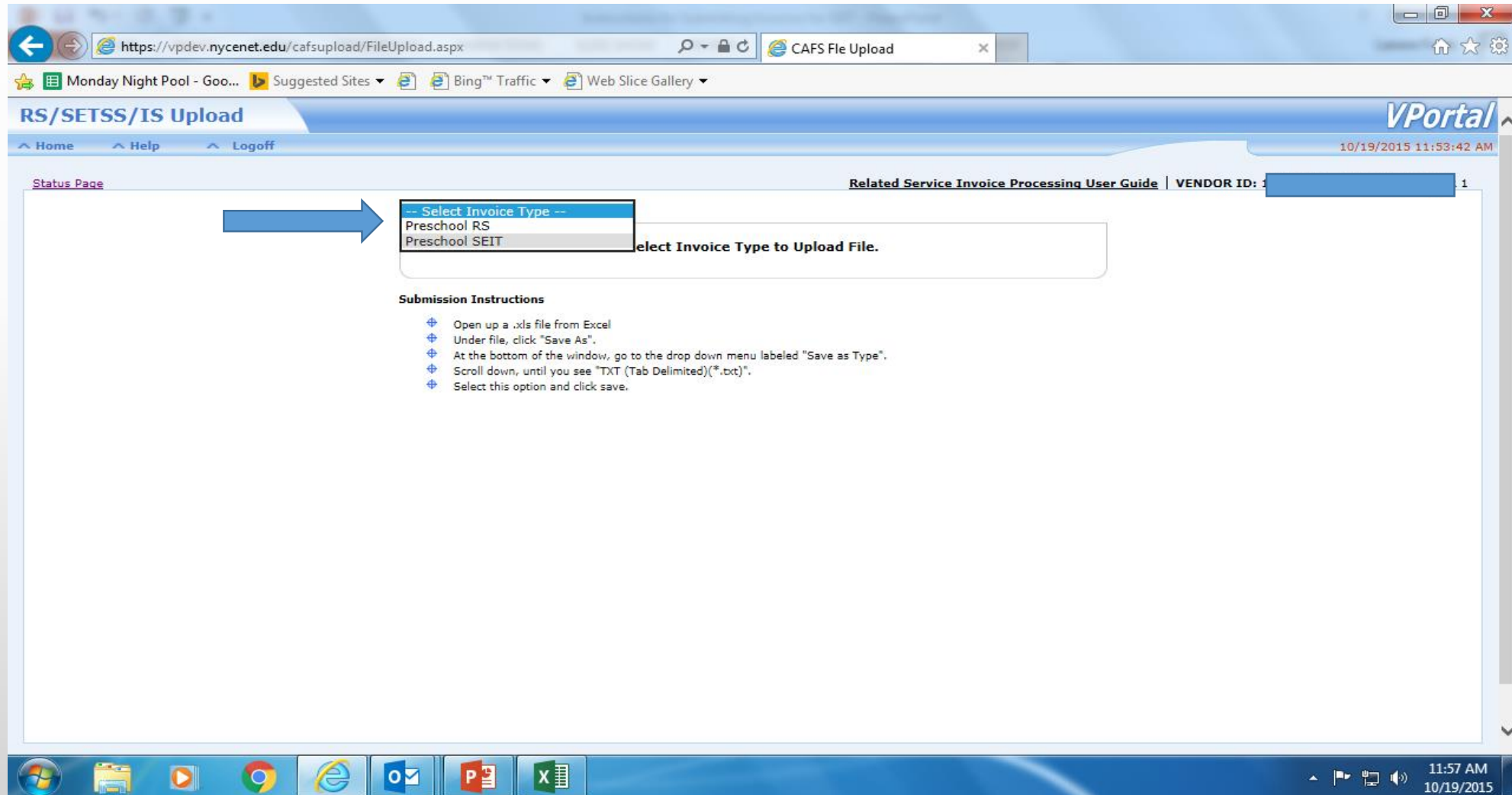
- [RS/SETSS/IS Upload](#)
- [RS/SETSS/IS Status](#)
- [RS/SETSS/IS Report](#)
- [RS/SETSS/IS Invoice](#)
- [Nursing Services](#)
- [CMR](#)

PORTAL NEWS

- Minority or Woman-Owned Business Enterprise (MWBE) status now available. Please visit Account Administration to review your status.
- The NYC Department of Education is updating its Bidders List.** Emails will be sent to vendors who have not updated their information in the Vendor Portal in the past 12 months. Vendors must follow the instructions in the email to remain on the Bidders List. Failure to respond will result in removal from the Bidders List. If you need further assistance, please contact the Vendor Hotline at 718-935-2300 or by emailing them at vendorhotline@schools.nyc.gov.

Invoicing via the Upload method (cont'd)

Select Preschool SEIT from the drop-down menu.



The screenshot shows a web browser window with the URL <https://vpdev.nycenet.edu/cafsupload/FileUpload.aspx>. The page title is "RS/SETSS/IS Upload" and it is part of the "VPortal". The page includes a navigation bar with "Home", "Help", and "Logoff" links, and a timestamp of "10/19/2015 11:53:42 AM". The main content area features a "Status Page" link and a "Related Service Invoice Processing User Guide" link. A dropdown menu is open, showing "Preschool RS" and "Preschool SEIT" options. A blue arrow points to the "Preschool SEIT" option. Below the dropdown is a text input field with the placeholder text "Select Invoice Type to Upload File.". Underneath, there are "Submission Instructions" listed as follows:

- Open up a .xls file from Excel
- Under file, click "Save As".
- At the bottom of the window, go to the drop down menu labeled "Save as Type".
- Scroll down, until you see "TXT (Tab Delimited)(*.txt)".
- Select this option and click save.

The Windows taskbar at the bottom shows the Start button, File Explorer, Media Center, Google Chrome, Internet Explorer, Outlook, PowerPoint, and Excel. The system tray on the right shows the date and time as "11:57 AM 10/19/2015".

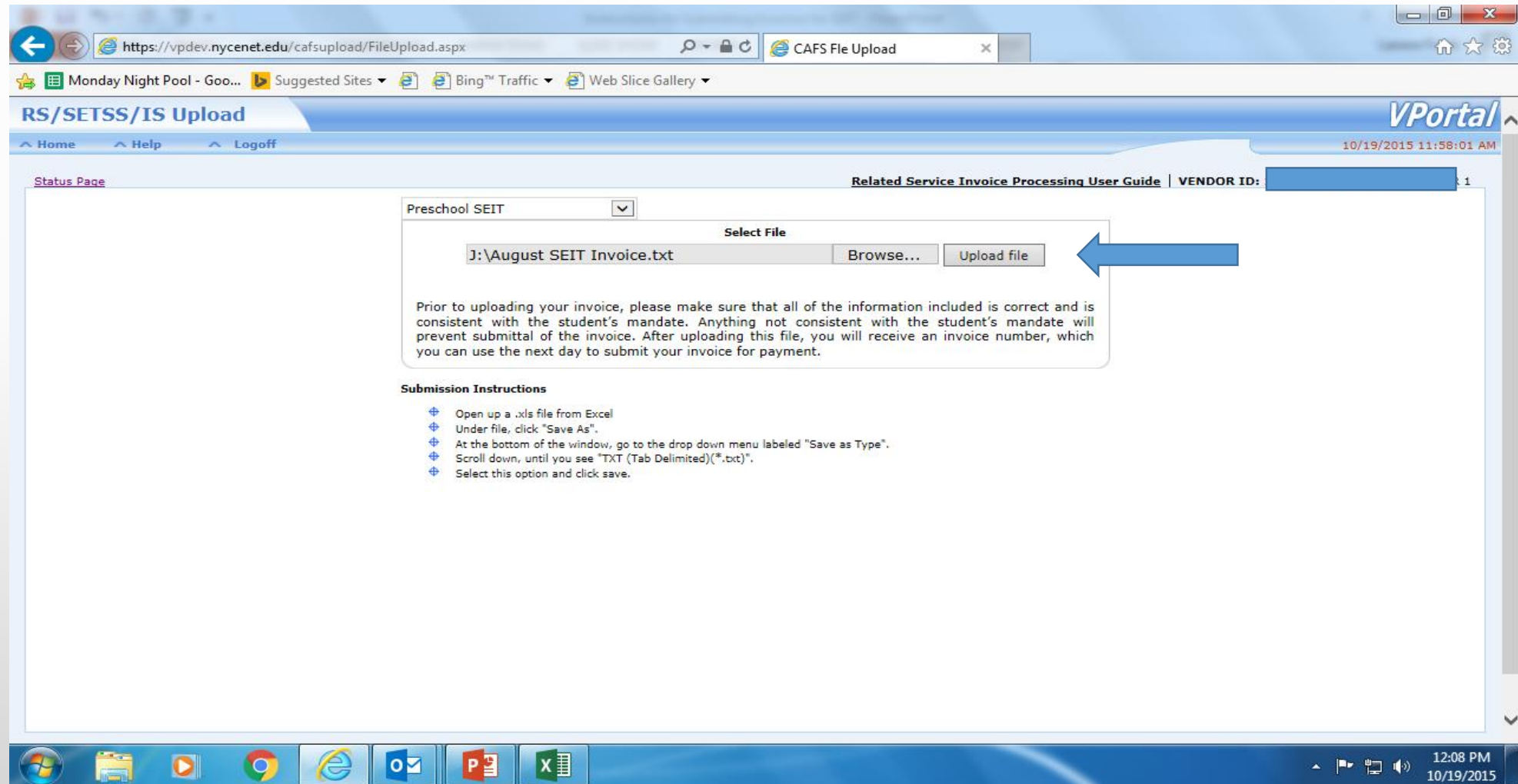
Invoicing via the Upload method (cont'd)

Click the browse button and select the text (Tab delimited) file that you previously saved in slide # 40.

The screenshot displays a web browser window at the URL <https://vpdev.nycenet.edu/cafsupload/FileUpload.aspx>. The page title is "RS/SETSS/IS Upload" and it includes a "VPortal" logo in the top right corner. The main content area features a "Preschool SEIT" dropdown menu set to "Preschool SEIT". Below this is a "Select File" section containing a text input field, a "Browse..." button, and an "Upload file" button. Two blue arrows point to these buttons. Below the "Select File" section is a paragraph of instructions: "Prior to uploading your invoice, please make sure that all of the information included is correct and is consistent with the student's mandate. Anything not consistent with student's mandate will prevent submittal of the invoice. After uploading this file, you will receive an invoice number, which you can use the next day to submit your invoice for payment." Below this is a "Submission Instructions" section with a list of steps: "Open up a .xls file from Excel", "Under file, click 'Save As'", "At the bottom of the window, go to the drop down menu labeled 'Save as Type'", "Scroll down, until you see 'TXT (Tab Delimited)(*.txt)'", and "Select this option and click save." The browser's address bar shows the URL, and the Windows taskbar at the bottom displays the time as 11:58 AM on 10/19/2015.

Invoicing via the Upload method (cont'd)

Click the Upload File button.



The screenshot shows a web browser window with the URL <https://vpdev.nycenet.edu/cafsupload/FileUpload.aspx>. The page title is "CAFS File Upload". The browser's address bar shows "Monday Night Pool - Goo...", "Suggested Sites", "Bing™ Traffic", and "Web Slice Gallery". The page header includes "RS/SETSS/IS Upload" and "VPortal". The main content area is titled "Preschool SEIT" and features a "Select File" section with a text input field containing "J:\August SEIT Invoice.txt", a "Browse..." button, and an "Upload file" button. A blue arrow points to the "Upload file" button. Below the "Select File" section, there is a paragraph of instructions: "Prior to uploading your invoice, please make sure that all of the information included is correct and is consistent with the student's mandate. Anything not consistent with the student's mandate will prevent submittal of the invoice. After uploading this file, you will receive an invoice number, which you can use the next day to submit your invoice for payment." Below this, there are "Submission Instructions" listed with blue plus icons: "Open up a .xls file from Excel", "Under file, click 'Save As'", "At the bottom of the window, go to the drop down menu labeled 'Save as Type'", "Scroll down, until you see 'TXT (Tab Delimited)(*.txt)'", and "Select this option and click save." The page footer shows the date and time "10/19/2015 11:58:01 AM" and the Windows taskbar at the bottom with the system clock showing "12:08 PM 10/19/2015".

Invoicing via the Upload method (cont'd)

Click the [Status Page](#) link.

https://vpdev.nycenet.edu/cafsupload/FileUpload.aspx

Monday Night Pool - Goo... Suggested Sites Bing™ Traffic Web Slice Gallery

RS/SETSS/IS Upload VPortal

Home Help Logoff 10/19/2015 12:09:35 PM

Preschool SEIT

Select File

Browse... Upload file

Prior to uploading your invoice, please make sure that all of the information included is correct and is consistent with the student's mandate. Anything not consistent with the student's mandate will prevent submittal of the invoice. After uploading this file, you will receive an invoice number, which you can use the next day to submit your invoice for payment.

Submission Ins... ✓ File was successfully uploaded. Your batch number is: 5642706

Go to [Status Page](#)

Open Under At the Scroll Select

12:09 PM 10/19/2015

Invoicing via the Upload method (cont'd)















If the invoice is successful all sessions will show up under the “Pass” column.

RS/SETSS/IS Upload VPor


Home Help Logoff 7/25/2016 1:34

[Upload File](#) [Preschool SEIT User Guide](#) [Related Service Invoice Processing User Guide](#) | VENDOR ID:

Preschool - RS (435) **Preschool - SEIT (107)** Refresh Search

<u>Batch Id</u>	<u>Parent Batch Id</u>	<u>Uploaded Date</u>	<u>Error</u>	<u>Pass</u>	<u>Total</u>	<u>Status</u>	<u>Invoice No</u>	<u>Action</u>
1340385			0	18	18	Passed Rules Validation		   
1340554			0	6	6	Submitted		
1340452			0	5	5	Submitted		  
1340440			0	3	3	Passed Rules Validation		   
1340504			0	2	2	Submitted		 

Invoicing via the Upload method (cont'd)















Click the  icon. Then click OK.

RS/SETSS/IS Upload VPor

Home Help Logoff 7/25/2016 1:34

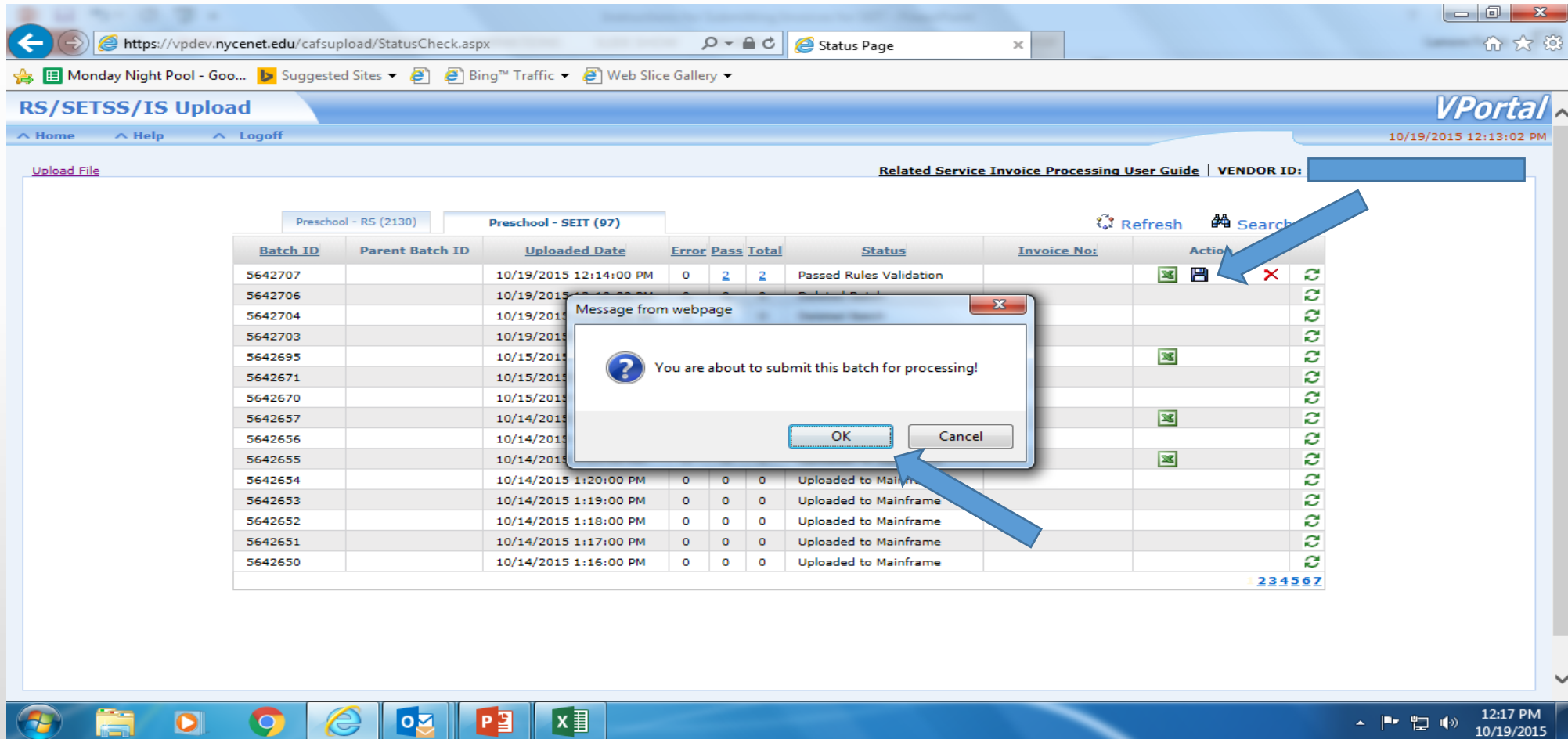
[Upload File](#) [Preschool SEIT User Guide](#) [Related Service Invoice Processing User Guide](#) | VENDOR ID:

Preschool - RS (435) **Preschool - SEIT (107)** Refresh Search





























































<u>Batch Id</u>	<u>Parent Batch Id</u>	<u>Uploaded Date</u>	<u>Error</u>	<u>Pass</u>	<u>Total</u>	<u>Status</u>	<u>Invoice No</u>	<u>Action</u>
1340385			0	18	18	Passed Rules Validation		   
1340554			0	6	6	Submitted		 
1340452			0	5	5	Submitted		 
1340440			0	3	3	Passed Rules Validation		   
1340504			0	2	2	Submitted		 

Invoicing via the Upload method (cont'd)

Click the  icon. Then click OK.



The screenshot shows a web browser window displaying the 'RS/SETSS/IS Upload' page. The page includes a navigation menu with 'Home', 'Help', and 'Logoff'. The main content area features a table with the following columns: Batch ID, Parent Batch ID, Uploaded Date, Error, Pass, Total, Status, Invoice No., and Action. The table contains 17 rows of data, with the first row (Batch ID 5642707) having a status of 'Passed Rules Validation'. A modal dialog box is overlaid on the table, containing the text 'Message from webpage' and 'You are about to submit this batch for processing!'. The dialog has 'OK' and 'Cancel' buttons. A blue arrow points to the floppy disk icon in the 'Action' column of the first row, and another blue arrow points to the 'OK' button in the dialog box.

Batch ID	Parent Batch ID	Uploaded Date	Error	Pass	Total	Status	Invoice No.	Action
5642707		10/19/2015 12:14:00 PM	0	2	2	Passed Rules Validation		   
5642706		10/19/2015 12:14:00 PM	0	2	2	Passed Rules Validation		   
5642704		10/19/2015 12:14:00 PM	0	2	2	Passed Rules Validation		   
5642703		10/19/2015 12:14:00 PM	0	2	2	Passed Rules Validation		   
5642695		10/15/2015 11:18:00 PM	0	0	0	Uploaded to Mainframe		   
5642671		10/15/2015 11:18:00 PM	0	0	0	Uploaded to Mainframe		   
5642670		10/15/2015 11:18:00 PM	0	0	0	Uploaded to Mainframe		   
5642657		10/14/2015 1:16:00 PM	0	0	0	Uploaded to Mainframe		   
5642656		10/14/2015 1:16:00 PM	0	0	0	Uploaded to Mainframe		   
5642655		10/14/2015 1:16:00 PM	0	0	0	Uploaded to Mainframe		   
5642654		10/14/2015 1:20:00 PM	0	0	0	Uploaded to Mainframe		   
5642653		10/14/2015 1:19:00 PM	0	0	0	Uploaded to Mainframe		   
5642652		10/14/2015 1:18:00 PM	0	0	0	Uploaded to Mainframe		   
5642651		10/14/2015 1:17:00 PM	0	0	0	Uploaded to Mainframe		   
5642650		10/14/2015 1:16:00 PM	0	0	0	Uploaded to Mainframe		   

Invoicing via the Upload method (cont'd)

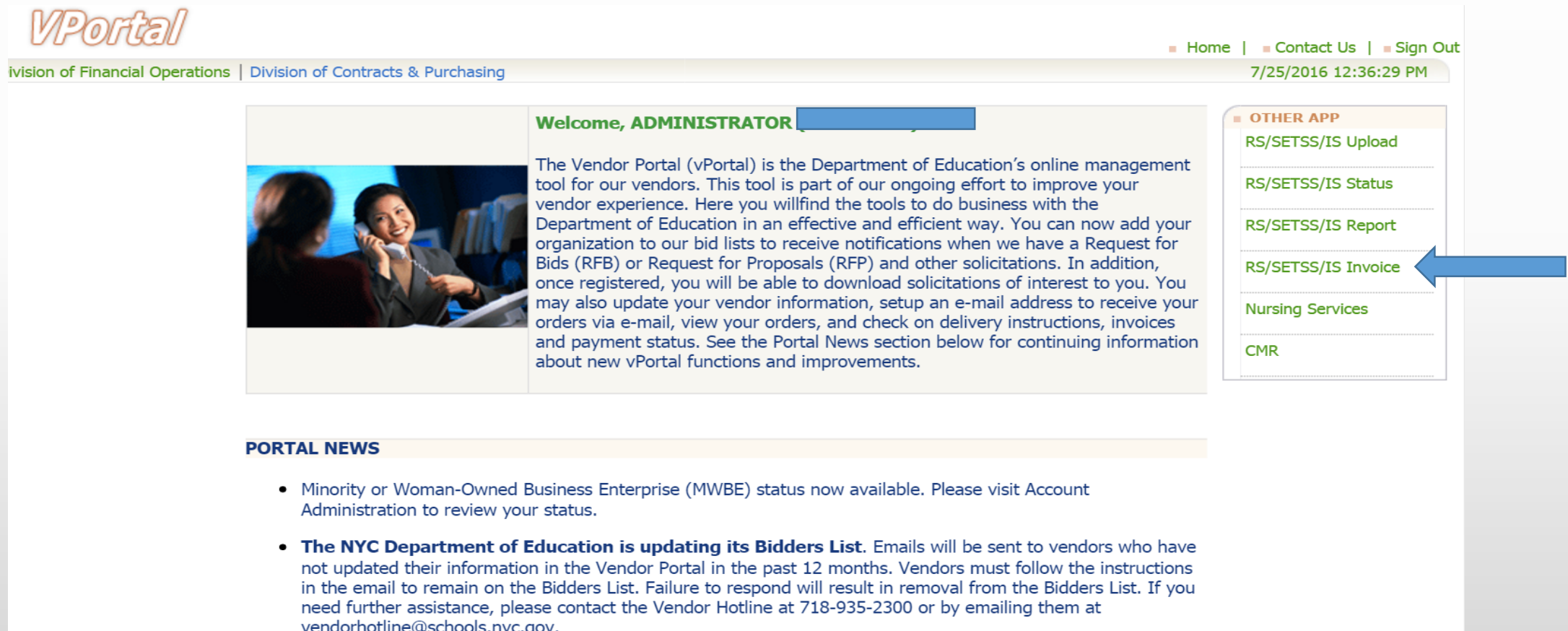
The Status has now changed from “Passed Rules Validation” to “Submitted”.

The screenshot shows a web browser window displaying a status check page for an upload. The browser address bar shows the URL: <https://vpdev.nycenet.edu/cafsupload/StatusCheck.aspx>. The page title is "Status Page". The application header includes "RS/SETSS/IS Upload" and "VPortal". The main content area shows a table of upload batches. A blue arrow points to the "Submitted" status of batch 5642707.

Batch Id	Parent Batch ID	Uploaded Date	Error	Pass	Total	Status	Invoice No:	Action
5642707			0	2	2	Submitted		
5642706			0	0	0	Deleted Batch		
5642704			0	0	0	Deleted Batch		
5642703			0	0	0	Deleted Batch		
5642695			1	0	1	Uploaded to Mainframe		
5642671			0	0	0	Uploaded to Mainframe		
5642670			0	0	0	Uploaded to Mainframe		
5642657			0	1	1	Uploaded to Mainframe		
5642656			0	0	0	Uploaded to Mainframe		
5642655			1	0	1	Uploaded to Mainframe		
5642654			0	0	0	Uploaded to Mainframe		
5642653			0	0	0	Uploaded to Mainframe		
5642652			0	0	0	Uploaded to Mainframe		
5642651			0	0	0	Uploaded to Mainframe		
5642650			0	0	0	Uploaded to Mainframe		

Invoicing via the Upload method (cont'd)

On the next business day you will have to approve and certify this invoice. Click the [RS/SETSS/IS Invoice](#) link.



VPortal

Division of Financial Operations | Division of Contracts & Purchasing

Home | Contact Us | Sign Out

7/25/2016 12:36:29 PM

Welcome, ADMINISTRATOR [REDACTED]

The Vendor Portal (vPortal) is the Department of Education's online management tool for our vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with the Department of Education in an effective and efficient way. You can now add your organization to our bid lists to receive notifications when we have a Request for Bids (RFB) or Request for Proposals (RFP) and other solicitations. In addition, once registered, you will be able to download solicitations of interest to you. You may also update your vendor information, setup an e-mail address to receive your orders via e-mail, view your orders, and check on delivery instructions, invoices and payment status. See the Portal News section below for continuing information about new vPortal functions and improvements.

OTHER APP

- RS/SETSS/IS Upload
- RS/SETSS/IS Status
- RS/SETSS/IS Report
- RS/SETSS/IS Invoice
- Nursing Services
- CMR

PORTAL NEWS

- Minority or Woman-Owned Business Enterprise (MWBE) status now available. Please visit Account Administration to review your status.
- The NYC Department of Education is updating its Bidders List.** Emails will be sent to vendors who have not updated their information in the Vendor Portal in the past 12 months. Vendors must follow the instructions in the email to remain on the Bidders List. Failure to respond will result in removal from the Bidders List. If you need further assistance, please contact the Vendor Hotline at 718-935-2300 or by emailing them at vendorhotline@schools.nyc.gov.

Invoicing via the Upload method (cont'd)

Select the Preschool SEIT tab and select the invoice number that you want to approve.

RS/SETSS/IS Invoice

10/19/2015 12:22:31 PM

Invoice Status Payments NPI First Attend Date Para Professional Vendor ID:1

*Please be advised if you are looking for 2015 - 2016 invoices. Please select the Search Link to locate the fiscal year 2016 and then enter Retrieve.

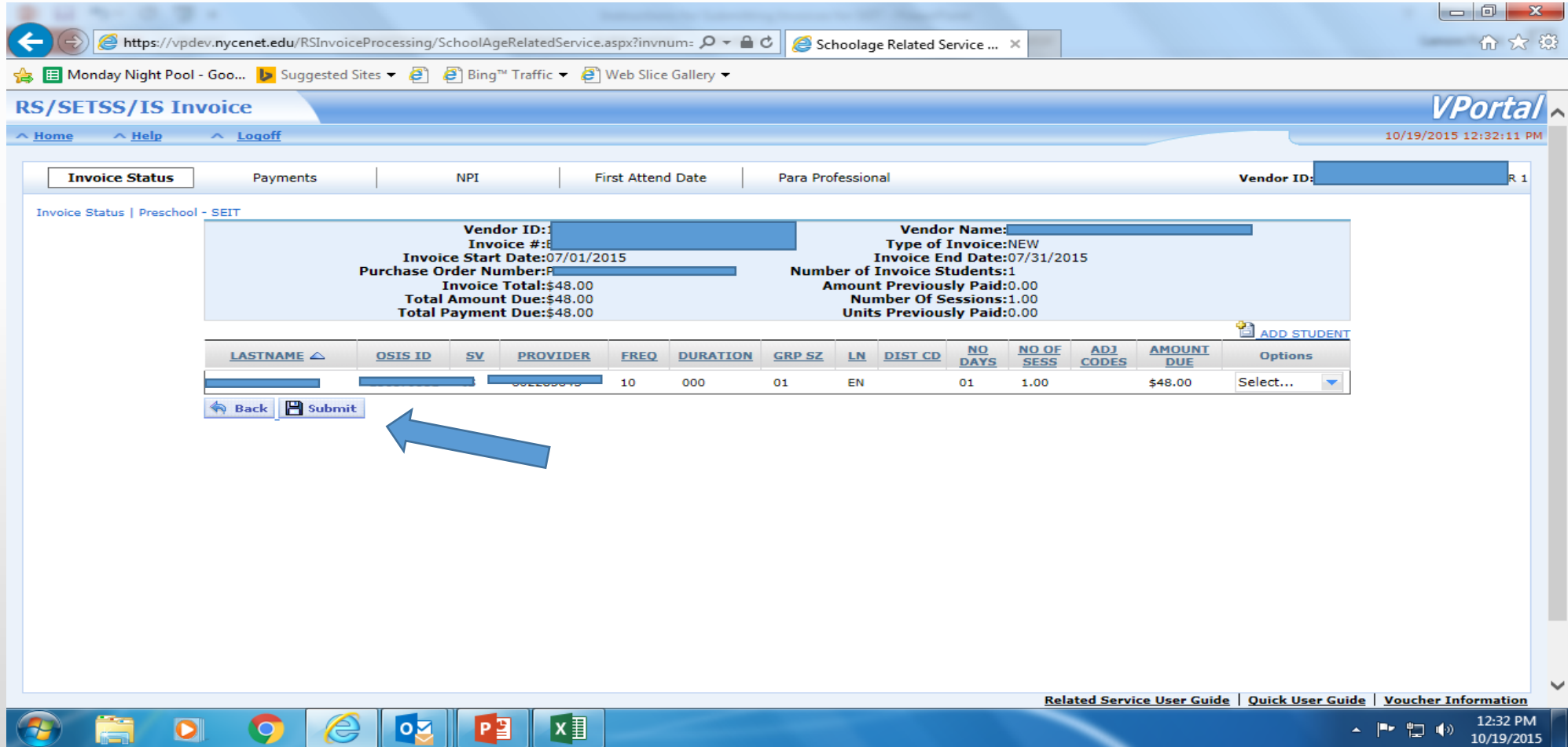
Preschool -RS Preschool -SEIT

INVOICE NO:	STATUS	SV	FUND	INVOICE PERIOD	AMOUNT	INVOICE DATE	Details	Delete
BC160420JL31	UNAPPROVED	IS	4410	07/01/15 - 07/31/15	\$48.00	10/19/2015		
BC160420JL32	UNAPPROVED	IS	4410	08/01/15 - 08/31/15	\$0.00	9/29/2015		

12:24 PM
10/19/2015

Invoicing via the Upload method (cont'd)

Select the  **Submit** button.



The screenshot shows a web browser window displaying the 'RS/SETSS/IS Invoice' page. The page header includes 'VPortal' and the date '10/19/2015 12:32:11 PM'. The main content area displays invoice details for 'Preschool - SEIT'. A table below the details shows one invoice line item. At the bottom left of the table, there are 'Back' and 'Submit' buttons. A blue arrow points to the 'Submit' button.

Vendor ID: [REDACTED] Vendor Name: [REDACTED]
Invoice #: [REDACTED] Type of Invoice: NEW
Invoice Start Date: 07/01/2015 Invoice End Date: 07/31/2015
Purchase Order Number: [REDACTED] Number of Invoice Students: 1
Invoice Total: \$48.00 Amount Previously Paid: 0.00
Total Amount Due: \$48.00 Number Of Sessions: 1.00
Total Payment Due: \$48.00 Units Previously Paid: 0.00

LASTNAME	OSIS ID	SV	PROVIDER	FREQ	DURATION	GRP SZ	LN	DIST CD	NO DAYS	NO OF SESS	ADJ CODES	AMOUNT DUE	Options
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	10	000	01	EN		01	1.00		\$48.00	Select...

Buttons: Back, Submit

Invoicing via the Upload method (cont'd)

Certify the invoice by entering the required information, checking off the terms box and clicking the Continue button.

The screenshot displays a web browser window with the URL <https://vpdev.nycenet.edu/RSInvoiceProcessing/SchoolAgeRelatedService.aspx?invnum=>. The page title is "RS/SETSS/IS Invoice". The main content area shows invoice details and a certification form.

Vendor ID: [REDACTED]	Vendor Name: [REDACTED]
Invoice #: [REDACTED]	Type of Invoice: NEW
Invoice Start Date: 07/01/2015	Invoice End Date: 07/31/2015
Purchase Order Number: [REDACTED]	Number of Invoice Students: 1
Invoice Total: \$48.00	Amount Previously Paid: 0.00
Total Amount Due: \$48.00	Number Of Sessions: 1.00
Total Payment Due: \$48.00	Units Previously Paid: 0.00

This is to certify:

- (i) The below named individual is a duly authorized representative ("Representative") of "ACHIEVE BEYOND DBA BILINGUALS" and is authorized to submit information to the (DoE) and to make certifications and representations on the Agency's behalf;
- (ii) the services for which payment is requested were delivered by providers who, at the time of service provision, were security cleared in accordance with the DoE's requirements and met all credentialing standards required by the New York State Education Department Office of Professions; and
- (iii) the Representative is aware that this invoice, when submitted to the DoE, becomes a business record of the Department of Education (DoE) and that the DoE relies upon the information contained therein to compute payments to the Agency; and
- (iv) it is further understood by the Representative and the Agency that knowingly submitting false information to the DoE in any form may subject the Agency and the Representative individually to legal action, including criminal prosecution; and
- (v) that, based upon the books and records of the Agency, the information in this invoice submitted to the DoE is true and accurate and may be relied upon by the DoE to the same extent as an invoice submitted via hardcopy document and signed by an authorized representative of the Agency.

Title: [REDACTED] Last Name: [REDACTED] First Initial: [REDACTED]

Vendor Portal Password to Certify: [REDACTED]

I agree to the above terms:

Continue **Cancel**

Invoicing via the Upload method (cont'd)

This completes the submission of a SEIT invoice using the upload method.

Prior term certification

Select the [RS/SETSS/IS Invoice](#) link.

VPortal

Division of Financial Operations | Division of Contracts & Purchasing

Home | Contact Us | Sign Out

7/26/2016 12:44:15 PM

INFORMATION

- Financial Inquiry
- Account Administration

SOLICITATIONS

- Download Solicitations
- Your Solicitations

Welcome, ADMINISTRATOR

The Vendor Portal (vPortal) is the Department of Education's online management tool for our vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with the Department of Education in an effective and efficient way. You can now add your organization to our bid lists to receive notifications when we have a Request for Bids (RFB) or Request for Proposals (RFP) and other solicitations. In addition, once registered, you will be able to download solicitations of interest to you. You may also update your vendor information, setup an e-mail address to receive your orders via e-mail, view your orders, and check on delivery instructions, invoices and payment status. See the Portal News section below for continuing information about new vPortal functions and improvements.

PORTAL NEWS

- Minority or Woman-Owned Business Enterprise (MWBE) status now available. Please visit Account Administration to review your status.
- **The NYC Department of Education is updating its Bidders List.** Emails will be sent to vendors who have not updated their information in the Vendor Portal in the past 12 months. Vendors must follow the instructions in the email to remain on the Bidders List. Failure to respond will result in removal from the Bidders List. If you need further assistance, please contact the Vendor Hotline at 718-935-2300 or by emailing them at vendorhotline@schools.nyc.gov.
- Starting on January 1, 2011 the City of New York will begin charging a \$3.50 fee per paper check and

HELP

- CMT Reference Guide
- FAQ's
- MTAC Tutorial

OTHER APP

- MTAC
- PO Download
- RS/SETSS/IS Upload
- RS/SETSS/IS File Statu
- RS/SETSS/IS Report
- RS/SETSS/IS Invoice
- PKA
- CMR

Prior term certification (cont'd)

Select the “Final Certification” link.

RS/SETSS/IS Invoice

VPortal

Home Help Logoff

7/26/2016 12:45:36 PM

Invoice Status Payments NPI First Attend Date Para Professional Final Certification Vendor ID: [REDACTED]

***Please be advised if you are looking for 2016 - 2017 invoices. Please select the Search Link to locate the fiscal year 2017 and then enter Retrieve.**

School Age - Contracted School Age - Independent Preschool -RS Preschool -SEIT

REFRESH DOWNLOAD SEARCH

Prior term certification (cont'd)

Select the 2016 link.

RS/SETSS/IS Invoice VPorta

[Home](#) [Help](#) [Logoff](#) 7/26/2016 12:50:45 PM

Invoice Status | Payments | NPI | First Attend Date | Para Professional | **Final Certification** | Vendor ID: [REDACTED]

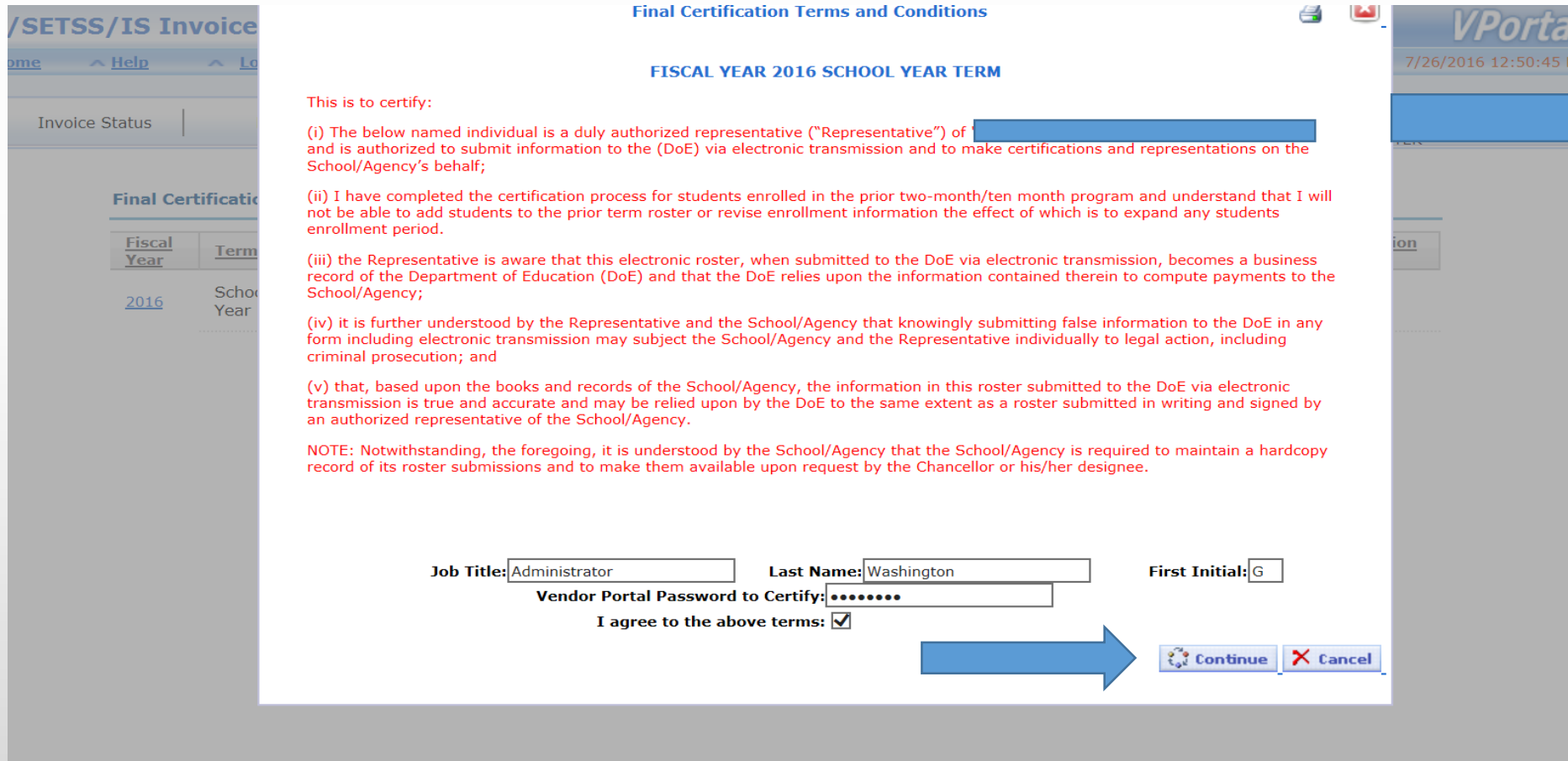
Final Certification

<u>Fiscal Year</u>	<u>Term</u>	<u>Funding Code</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Certified Date</u>	<u>Certified By Last Name</u>	<u>Certified By First Initial</u>	<u>Certified By Job Title</u>	<u>Expiration Date</u>
2016	School Year	Preschool - SEIT	[REDACTED]						



Prior term certification (cont'd)

Enter your title, last name, first initial, password and check the terms box. Then click the  button.



Final Certification Terms and Conditions

FISCAL YEAR 2016 SCHOOL YEAR TERM

This is to certify:

(i) The below named individual is a duly authorized representative ("Representative") of [redacted] and is authorized to submit information to the (DoE) via electronic transmission and to make certifications and representations on the School/Agency's behalf;

(ii) I have completed the certification process for students enrolled in the prior two-month/ten month program and understand that I will not be able to add students to the prior term roster or revise enrollment information the effect of which is to expand any students enrollment period.

(iii) the Representative is aware that this electronic roster, when submitted to the DoE via electronic transmission, becomes a business record of the Department of Education (DoE) and that the DoE relies upon the information contained therein to compute payments to the School/Agency;

(iv) it is further understood by the Representative and the School/Agency that knowingly submitting false information to the DoE in any form including electronic transmission may subject the School/Agency and the Representative individually to legal action, including criminal prosecution; and



(v) that, based upon the books and records of the School/Agency, the information in this roster submitted to the DoE via electronic transmission is true and accurate and may be relied upon by the DoE to the same extent as a roster submitted in writing and signed by an authorized representative of the School/Agency.

NOTE: Notwithstanding, the foregoing, it is understood by the School/Agency that the School/Agency is required to maintain a hardcopy record of its roster submissions and to make them available upon request by the Chancellor or his/her designee.

Job Title: Administrator Last Name: Washington First Initial: G

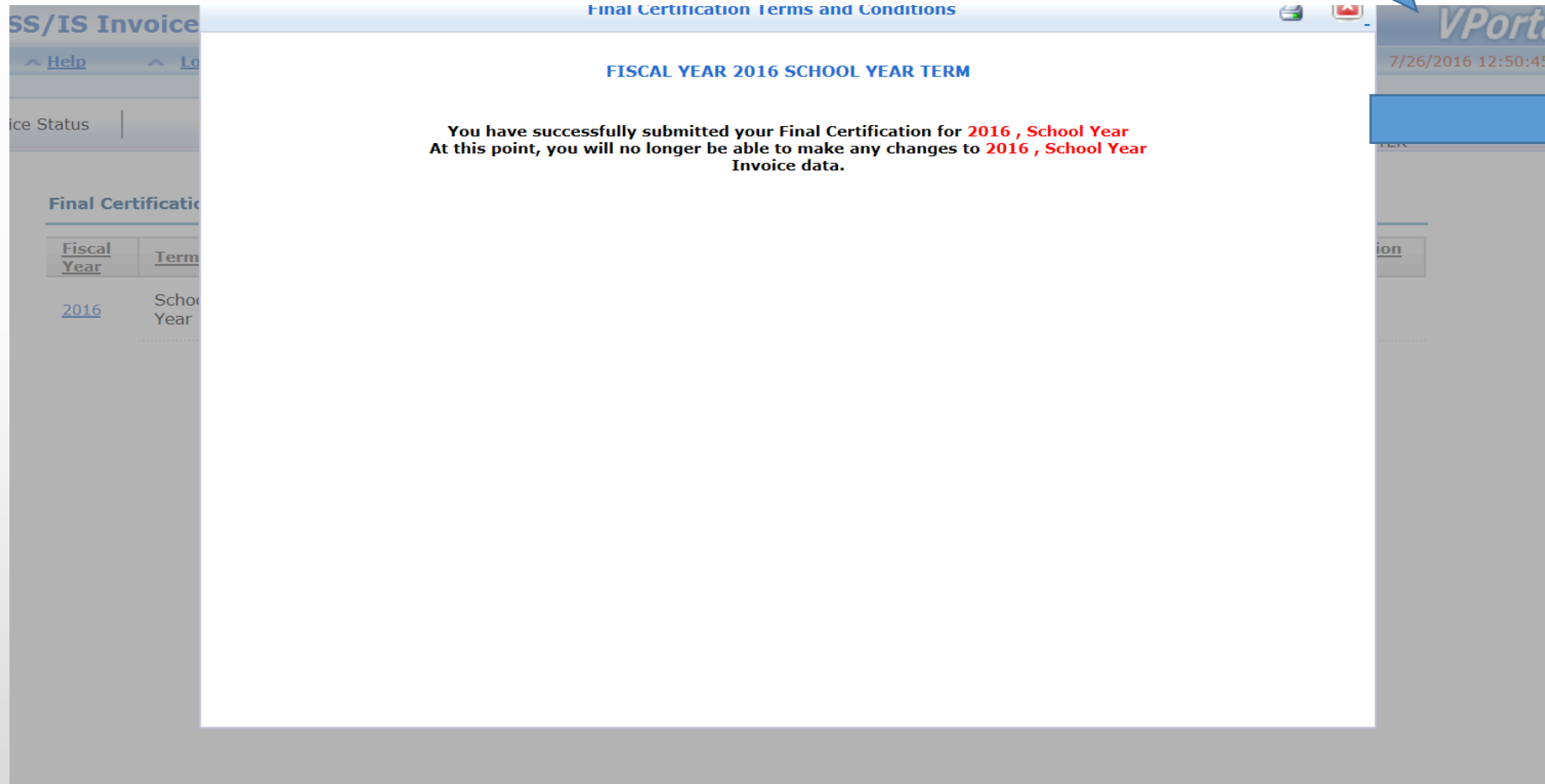
Vendor Portal Password to Certify: ●●●●●●

I agree to the above terms:

Prior term certification (cont'd)

You have now completed your prior term certification. Click the  icon.



The screenshot displays a web application interface. At the top, a blue header bar contains the text "Final Certification Terms and Conditions" on the left and a close icon (a red square with a white 'X') on the right. A blue arrow points to this icon. Below the header, the main content area is white and features the text "FISCAL YEAR 2016 SCHOOL YEAR TERM" in blue. Centered below this is a confirmation message: "You have successfully submitted your Final Certification for 2016 , School Year. At this point, you will no longer be able to make any changes to 2016 , School Year Invoice data." The text "2016 , School Year" is highlighted in red. On the left side, a grey sidebar contains the text "SS/IS Invoice" at the top, followed by "Help" and "Log" links. Below this is "Invoice Status" and a section titled "Final Certification" containing a table with columns "Fiscal Year" and "Term". The table has one row with "2016" under "Fiscal Year" and "School Year" under "Term". On the right side, a grey sidebar shows "VPorta" at the top, followed by the date and time "7/26/2016 12:50:45".

If after following the instructions in this user guide you still require assistance please email NPSReconciliations@schools.nyc.gov