PASSPort Release 2: Requisition to Pay Vendor Factsheet

PASSPort
Procurement and Sourcing Solutions Portal

What is PASSPort?

PASSPort is the City's online procurement system. The Mayor's Office of Contract Services launched the first phase of PASSPort in August 2017. For more information, **visit the PASSPort website.**

What should you expect next?

Agency Users Will Now Search for Your Items Digitally in PASSPort

PASSPort will allow users to easily search, find, and purchase items your organization offers via a Department of Citywide Administrative Services (DCAS) or Department of Information Technology and Telecommunications (DoITT) Master Agreement contract.

Your organization will work with the contracting Agency (DCAS or DoITT) to initially upload a digitized version of your contracted items. Item updates can also be maintained in collaboration with the contracting Agency.

PASSPort provides a modern, online shopping experience to Agencies — they won't have to scour contracts to find items, instead they will use a keyword search to quickly identify goods for purchase. Customized items can also be accommodated.

Purchase Orders Will be Automatically Sent from Agencies to Your Organization in PASSPort

Once an Agency user's purchase request has been approved, PASSPort will automatically send your organization an electronic Purchase Order.

Invoicing Will Now be Electronic and Standardized Across Agencies

Your organization will be able to "flip" Purchase Orders into electronic invoices, with much of the information pre-populated for your convenience.

The invoice will be sent to the purchasing Agency for review — PASSPort allows for adjustments to the invoice, if need be.

Once approved, PASSPort invoices will trigger payment disbursement through the existing PIP system.

How can my organization prepare itself?

— *Take a few minutes to **create a PASSPort Account today.***

— *Need help? Review our one-pager on **PASSPort Account creation.***

— *Sign up for an upcoming **Release 2 PASSPort webinar.***

— *Stay tuned for emails announcing training dates and support materials for Release 2.*

How does Requisition to Pay benefit City Vendors?

— *Your goods will be easier to find and more accessible to Agency purchasing units.*

— *Electronic invoicing is easier, faster, and standardized across Agencies*

— *You can more easily maintain contract item updates.*

— *You can easily opt-in to PunchOut functionality.*

What is PunchOut and how can I "opt-in"?

— *PunchOut allows vendors to maintain their own hosted site where Agency Users can select items for purchase.*

— *Want to learn more? Reach out to us at **help@mocs.nyc.gov** to start the process.*

NYC Mayor's Office of Contract Services

Email **help@mocs.nyc.gov** for additional support or visit **www.nyc.gov/passport** for the latest training materials.