



DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
NATURAL RESOURCES SERVICE CENTER

**Advantage Goes Live Thursday, July 5**

**Some Points of Interest and Things You Need to Know**

You'll receive an email on Thursday, July 5 with your UserID, temporary password and link to the production environment for Advantage. The first time you log on to Advantage, you will be prompted to change your password.

Advantage will be operational 7:30AM to 5:30PM every weekday at start up.

You WILL Use Advantage to process:

- ✓ Central warehouse orders
- ✓ All commercial printing requisitions
- ✓ Confirming requisitions
- ✓ Purchases over \$2,500 and Capital purchases (Scott Sawtelle can help you directly with these)
- ✓ Purchasing commodities that are on contract (master agreement)
- ✓ Contracts of any value and RFPs

You WILL NOT Use Advantage to process:

- ✓ Purchases under \$2,500
- ✓ BGS Construction contracts
- ✓ Printing requisitions normally fulfilled by Central Printing
- ✓ Procurement card purchases (PaymentNet system still in place)

There is a one time process that will automatically convert all contracts that are carrying balances at the end of fiscal year 2007 to become a GAE document. When you prepare an invoice for payment against a contract that carried a balance from FY07 in to FY08, you will reference the same contract number, prefaced by GAE (for example, GAE 09A 06061 where 06061 is the old contract number).

If you have funds that need to be encumbered in fiscal year 2008 on a current contract, you must create a new CT document referencing the new GAE document (see above) in Extended Description on the header page.

*Feel free to call or email Karen Ryder, Bert Bilodeau or Scott Sawtelle with any Advantage questions or concerns.*