Vendor Connect Provider Training Guide

BE D·B·H·D·D

Georgia Department of Behavioral Health & Developmental Disabilities

July 2020

D·B·H·D·D

Registration Overview

- Registration Guide can be found: https://www.dbhdduniversity.com/providers.html

- Who has NOT Registered?

- Use your work email address for your user id, no "Generic" accounts can be used. Your user id MUST contain part of your First or Last Name.
    - ABC@gamil.com is considered a Generic Account

- WRITE DOWN YOUR SECURITY QUESTIONS
    - These are needed to Reset your Password

- You will be prompted to change your password every 45 days

- When there is no account activity, the system will send you an email 15 days prior to account lock requesting you sign into your Vendor Connect Account

- Accounts will automatically get "Locked Out" when no account activity has exceeded 45 days.
    - User will have to email: VendorConnect.App@dbhdd.ga.gov and request account reactivation

- When registration has successfully been submitted, you will receive an email notification to verify your account.
    - If you do not receive an email, check your Junk/Spam folders

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Account Request and Login

Vendor Connect Account Request

- When your email has been confirmed:
- Step 1-Log in

- Step 2- Select New Application Request

- Step 3- Select Vendor Connect link

User Name	👤 NewVCAdmn@gmail.com
Password	••••••••

Forgot Password / Need help?

Log In

Welcome to DBHDD Applications

Click the link below to request access to an applications:
New Application Registration

This System is used to access DBHDD Applications.

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

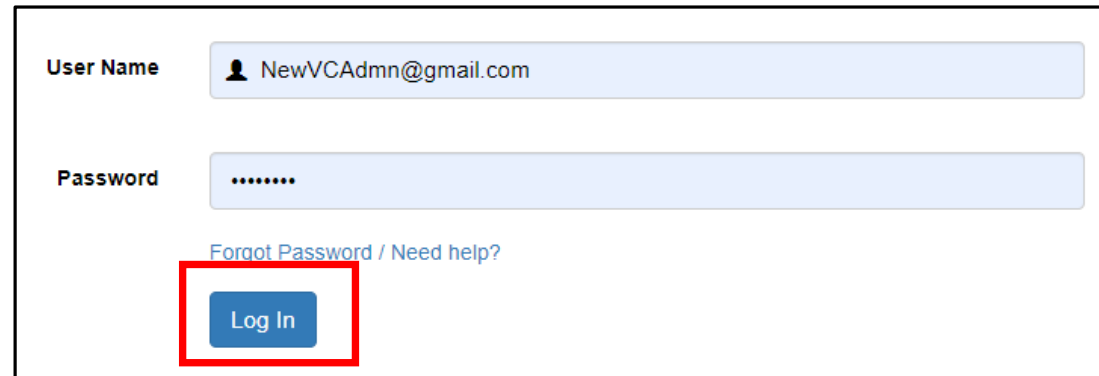| Request Application Access	
Application	**Description**
DSMS	Deaf Services Survey
VendorConnect	Vendor Connect

Vendor Connect Account Request

- Complete all required fields
  - Note: It is required that there be at least one Vendor Administrator per Provider, and no more than two active.

- Vendor Administrators' will not need to select *Contract Permissions

- Vendor Users, select *Contract Permissions
  - When the VC Request has been submitted your Vendor Administrator will "Approve"

- Vendor Administrators/Users can login when accounts have been approved

Vendor Connect Login

- Log in to Vendor Connect with your Username and Password

User Name   NewVCAdmn@gmail.com

Password   ••••••••

Forgot Password / Need help?

Log In
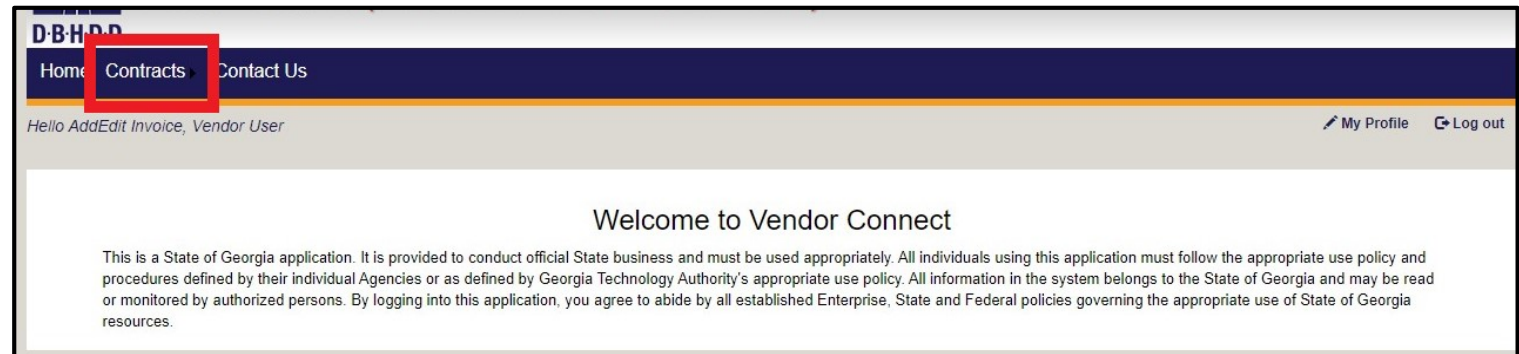
- Click on Contracts

D·B·H·D·D

Home Contracts Contact Us

Hello AddEdit Invoice, Vendor User   My Profile   Log out

Welcome to Vendor Connect

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Add/Edit Standard Invoice

Vendor Connect-Add/Edit Standard-Invoice

- The main VC main page has the Vendors location

- Users will have the capability to Search Contracts by:
  - Fiscal Year
  - Service Types
  - Contract #
  - Contract Start Date

Vendor Connect-Add/Edit Standard-Invoice

- Users have the capability to download a Contract PDF form.

- To add a Standard Invoice click on the Contract Number link

- Click the Add Attachment button

- On the Add New Item screen>Type select>Invoice

- Sub-Type>Standard

- Enter Start & End dates>Save

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Add/Edit Non-Standard Invoice

Vendor Connect Add/Edit Non-Standard Invoice

- To Add/Edit Non-Standard Invoice, click the Contract Number link

- Click Add Attachment

- On the Add New Item screen>Type select>Invoice

- Sub-Type>(Non-Standard)

- Enter Start & End dates>Save

- Upload Invoice by clicking Browse and select document

- Click Save

- Status is changed to Uploaded

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Add/Edit
Non-Standard-CER Invoice

Vendor Connect Add/Edit Non-Standard-CER Invoice

- To Add/Edit CER, click the Contract Number link

- Add Attachment

- Select Invoice>Subtype=CER (Non-Standard)

- Enter Start/End Dates

- Browse for Invoice

- Click Save

- Status=Uploaded

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Add/Edit
Standard-CER Invoice

Vendor Connect Add/Edit Standard-CER Invoice

- To Add/Edit CER, click the Contract Number link

- Add Attachment

- Select Invoice>Subtype=CER

- Enter Start/End Dates

- Click Save

- Contract Budget and CER Details are displayed

- Status is set to "Started"

100 Blackmen of Georgia - Contracts

Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-908-0000123333	AP	Accountability Courts	Open/Active	2021	7/17/2020	5/31/2021	50000.0000	⊕
44100-909-0000789456	AP	Center of Excellence	Open/Active	2021	7/20/2020	12/31/2020	50000.0000	⊕

Add Attachment

Search by Start Date

Filter by type
-- Select --

Filter by Status
-- Select --

Filter by Assigned To
-- Select --

Add New Item

Type
Invoice

Sub-Type
Cumulative Expenditure Report

Period Covered by Invoice

Start Date
07-22-2020

End Date
07-22-2020

Close   Save

Submissions - Contract #: 44100-909-0000789456

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report	07-22-20	07-22-20	AddEdit Invoice	07-23-20	-----		Started	

Vendor Connect Add/Edit Standard-CER Invoice

- Enter Expenditure Reimbursement amounts and click Save

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Approve/Submit Standard-Invoice

Vendor Connect-Approve/Submit Standard-Invoice

- Electronic Funds Transfer=Yes, the system will auto populate fields.

- Electronic Funds Transfer=No, user required to manually enter information.

- Complete all required fields.

- **_NOTE: At least one Accomplishment must be added to submit invoice._**

- Complete Vendor Signature

- User can "Save" invoice and can make additional changes if needed.

- To "Submitted for Review/Approval", user needs permissions to "Submit/Approve" Invoices

- When Invoice status is "Submitted", no other changes can be made.

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Approve/Submit Non-Standard Invoice

Vendor Connect Approve/Submit Non-Standard Invoice

- To Approve/Submit Non-Standard Invoice, click the Contract Number link
- Click the Invoice (Non-Standard) link
- To Approve, click the Submit for Review/Approval button
- Status changes to "Submitted"

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Approve/Submit Non-Standard CER Invoice

Vendor Connect Approve/Submit Non-Standard CER Invoice

- To Approve/Submit Non-Standard Invoice, click the Contract Number link

- Click the Invoice (Non-Standard) link

- To Approve, click the Submit for Review/Approval button

- Status changes to "Submitted"

Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-015-0000999999	AP	C/A Inpatient Beds	Open/Active	2021	7/1/2020	6/30/2021	$120,000.00	⊕

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report (Non-Standard)	07-22-20	07-22-20	VUser Four	07-23-20	0	-----	Uploaded	⊕

Edit Submission

Type	Sub-Type
Invoice	Cumulative Expenditure Report (Non-Standard)

Period Covered by Report

Start Date	End Date
07-22-2020	07-22-2020

Select New File for Upload - Optional

Browse ...

Close   Submit for Review / Approval   Save

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report (Non-Standard)	07-22-20	07-22-20	VUser Four	07-23-20	0	progrmmatic officer3	Submitted	⊕

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Approve/Submit
Standard CER Invoice

Vendor Connect Approve/Submit Standard CER Invoice

- To Approve/Submit Standard CER Invoice, click the Contract Number link

- To Approve, click the Submit for Review/Approval button

- Status changes to "Submitted"

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report	07-22-20	07-22-20	AddEdit Invoice	07-23-20		-----	Started	

Add Attachment

Search by Start Date

Filter by type
-- Select --

Filter by Status
-- Select --

Filter by Assigned To
-- Select --

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delete
Personnel Services	10,000.00	0.00	200.00	9,800.00	
Regular Operating	15,000.00	0.00	200.00	14,800.00	
Travel	20,000.00	0.00	0.00	20,000.00	
Equipment	5,000.00	0.00	0.00	5,000.00	
Facility Costs	0.00	0.00	0.00	0.00	
Per Diem/Fees/Contract	0.00	0.00	0.00	0.00	
Telecommunications	0.00	0.00	0.00	0.00	
	$50,000.00	$0.00	$400.00	$49,600.00	

I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. By checking the box above, I am also certifying that the expenditures reported have been made for program accomplishments within the approved budgeted items.

Vendor Representative Name	Vendor Representative Title	Vendor Representative Phone	Date of Signature / Certification
AddEdit Report	Invoice Staff	770-362-5908	7/23/2020 2:35:58 PM

Close   Submit for Review / Approval   Save

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report	07-22-20	07-22-20	AddEdit Invoice	07-23-20	0	progrmmatic officer3	Submitted	

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Add/Edit
Standard-Programmatic Report

Vendor Connect-Add/Edit Standard-Programmatic Report

- To Add Standard Report>Add Attachment
- Type>Report>Subtype>Programmatic> Start and End Dates>Save
- Add Report required fields>Save

Vendor Connect-Add/Edit Standard-Programmatic Report

- To Edit a Report, users must have the necessary permissions.

- Status must be in "Complete" to change

- Only "Accomplishment" can be changed or add additional comments

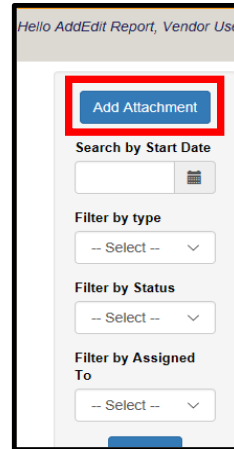- Click Save to complete changes

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Add/Edit
Non-Standard Programmatic Report

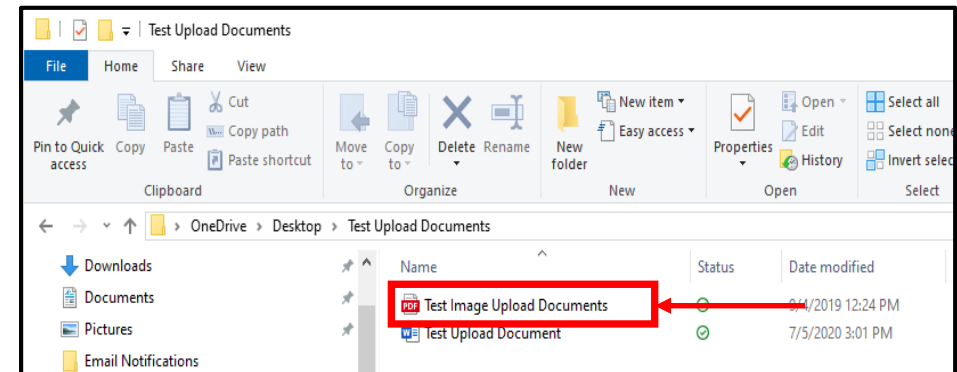# Vendor Connect-Add/Edit Non-Standard Programmatic Report

- To Add Non-Standard Report, click the Attachment Link
- Complete Add New Items fields
- Click Browse to locate Non-Standard Report
- Click Save
- To Edit Non-Standard Report, click the Invoice (Non-Standard) link

Hello AddEdit Report, Vendor User

Add Attachment

Search by Start Date

Filter by type
-- Select --

Filter by Status
-- Select --

Filter by Assigned To
-- Select --

Add New Item

Type
Report

Sub-Type
Programmatic Report (Non-Standard)

Period Covered by Report

Start Date
07-22-2020

End Date
07-22-2020

Select File for Upload
Test Image upload document.pdf   Browse ...

Close   Save

Submissions - Contract #: 44100-015-0000222222

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Invoice (Non-Standard)	07-22-20	07-22-20	VUser One	07-23-20	0	-----	Uploaded	⬇

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Submit/Approve
Non-Standard & Standard
Programmatic Report

Vendor Connect-Approve/Submit Non-Standard and Standard Programmatic Report

- To "Submit for Review/Approval", user needs permissions to "Submit/Approve" Report
- Click Programmatic Report link
- Enter Accomplishments>Submit for Review/Approval
- Status=Submitted and Assigned to Programmatic Officer

BE·D·B·H·D·D Vendor Connect

Vendor Connect
Email Notifications

Vendor Connect-Email Notifications

Sample Approve AP Invoice Email Notification

Vendor Name: A Helping Hand LLC
Contract #:   44100-908-1245678
Invoice #:   999999
Invoice Date: July 22, 2020
Invoice Amount: $5000.00
Submitted By: A Helping Hand User
Status: Approved

For tutorials and help please go to the Help page [link to VC help page].

For questions about the Vendor Connect application please contact: VendorConnect.app@dbhdd.ga.gov

For application issues or assistance please contact IT: DBHDD.applications@dbhdd.ga.gov

Thank you for your time today.

Replies to this email will not receive a response or be read.

Sample Denied AP Invoice Email Notification

Vendor Name: A Helping Hand LLC
Contract #:   44100-908-1245678
Invoice #:   999999
Invoice Date: July 22, 2020
Invoice Amount: $5000.00
Submitted By: A Helping Hand User
Status: Denied

Login to Vendor Connect to view details.

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Thank you for your time today.

Replies to this email will not receive a response or be read.

Sample Request Details AP Invoice Email Notification

Vendor Name: A Helping Hand LLC
Contract #:   44100-908-1245678
Invoice #:   999999
Invoice Date: July 22, 2020
Invoice Amount: $5000.00
Submitted By: A Helping Hand User
Status: --ACTION NEEDED-Request Details

Login to Vendor Connect to view Request details.

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