

ECMS FAQ's

Question: What is *ECMS*?

Answer: *ECMS* is an application for managing and reporting your agency's contract information. *ECMS* provides a structure for entering all contract information to include amendments, orders, and order amendments. *ECMS* provides automatic contract alerts on expiring contracts. All contract documents can be attached to *ECMS*. An audit log is kept of all entries made by contract. Payments can be recorded in *ECMS*. *ECMS* has a reporting capability and utilizes the Enterprise Reporting Ad Hoc Query tool for extensive contract reporting. Currently 16 agencies are using *ECMS*.

Question: How come more matches are not made with statewide vendors?

Answer: *ECMS* does not match temporary vendors with the statewide vendors as the temporary vendor does not have a TIN.

ECMS will match provisional vendors with the new statewide vendors (statewide vendors created after the provisional vendor).

When a match occurs the consultant will receive an e-mail. The match or no match is on the "Replace Provisional with SWV" screen in the "Contract" tab. If you check match for a contract, then no match does not need to be checked. Clicking the "Perform Selections" button will replace for a contract the match and remove the no match rows, or remove the no match rows checked.

Question: When I add a provisional vendor what is the optional e-mail address?

Answer: Entering the provisional vendor's e-mail address will notify the vendor to register as a statewide vendor. Only the e-mail subject and message is delivered to the provisional vendor; the e-mail does not include attachments.

In *ECMS* a screen is available to view your agency's current e-mail subject and message and to change the subject and / or message at any time. The e-mail subject and message is on the "Agency Properties" screen under the "Admin" tab; an Agency Administrator is the only agency person who can view and up-date this screen.

The e-mail message is sent from the nightly batch process. The *ECMS* default agency e-mail address is the sender. Any undelivered e-mail or responded to e-mail will be delivered to the default agency e-mail address.

Question: Can I edit vendor address information?

Answer: You can edit address information for a statewide vendor, provisional vendor and a temporary vendor. For a provisional vendor and a temporary vendor if the address information

is edited by a consultant other than the contract's consultant, then an e-mail is sent to the contract consultant. For a statewide vendor all consultants in any agency (even the consultant making the change) that have a contract using this same vendor and address will receive an e-mail. Edit the vendor address information by clicking the link "Edit Vendor Address" on the "Vendor Selected" screen under the "Assign Vendor" tab.

Question: How does the Interface to CSCD work?

Answer: To interface from *ECMS* to CSCD, the interface to CSCD box must be checked. This box is on the "Agency properties" screen under the "Admin" tab, an Agency Administrator is the only agency person who can view and up-date this screen.

Click the "Send to CSCD" tab. Click the "Send to CSCD" button. Immediately the data is sent to CSCD.

Contract information entered on the "Send to CSCD" screen is not saved. If a user leaves this screen before sending to CSCD any entered data is lost.

The data entered in CSCD from *ECMS* is based on the TIN (9 digits) and the contract number. If the 9 digit EIN is in *ECMS* then the TIN field is automatically populated. For an SSN number the user must enter this number in the TIN field.

Nightly a sweep of *ECMS* is made for up-dates to contracts that are in CSCD. If an up-date is identified in *ECMS* then the data is interfaced to CSCD.

All data sent to CSCD is edited. When the "Send to CSCD" button is clicked the error messages will display on the screen. At night if data is identified for interface to CSCD, any error will be sent by e-mail to the consultant. Any errors in data for the interface to CSCD will result in no data interfaced to CSCD for the contract.

Question: What happens to the old vendor's name when the new vendor registers?

Answer: In *ECMS* there are three types of vendors; statewide, provisional, and temporary. The vendor number prefixes are SWV, P, and T.

When a new vendor registers and becomes a statewide vendor (SWV), no automated match occurs to the temporary vendor (T). The match of a new statewide vendor occurs to the provisional vendor (P). The provisional vendor has a TIN for the match, whereas the temporary vendor does not have a TIN. For a temporary vendor, the consultant will need to determine if a statewide vendor has been created. When the consultant replaces a temporary vendor number with a statewide vendor the temporary vendor is removed from *ECMS*. The temporary vendor name will be the DBA name (and selected) for the statewide vendor.

Question: Will this impact searches in the future, particularly searches for contracts listed under the original vendors name?

Answer: A statewide vendor can be searched on the legal or DBA name(s), or TIN. This is also true for a provisional vendor. A temporary vendor cannot be searched on DBA name(s).

Question: What about other contracts that the original vendor may still hold?

Answer: If another contract has the same temporary vendor, there will be a unique temporary (T) vendor number for this contract. Each contract will need the consultant to make the replacement. The same is true for the provisional vendor; each contract has a unique provisional (P) vendor number. The automated match process notifies the consultant(s) of each contract that matches. When the consultant matches a provisional vendor with a statewide vendor on the "Replace Provisional with SWV" screen, then the unique provisional vendor number for the contract is removed from ECMS.