



**AGENCY
TELECOMMUNICATIONS
REPRESENTATIVE
BULLETIN**

Date: January 8, 2015
ATR: 15-02

P.O. Box 1810, MS #Y-13
Rancho Cordova, CA
95741-1810
(916) 657-9150

SUBJECT: CALNET 3 GO GREEN INITIATIVE - INVOICING

The Department of Technology is supporting the Governor's Go Green Executive Order B-18-12 in reducing its environmental footprint through sustainable state government operations and practices to substantially reduce the costs and environmental impacts associated with operating State buildings. CALNET 3 provides a solution that enables the customer's billing information to be stored in an integrated, single billing system within the awarded contractor's secure web portal, which can be located at <http://www.otech.ca.gov/stnd/calnet3/>.

Contractors Web Portal provides:

- Electronic invoicing – Ability to distribute softcopy invoices by customer
- Provides easy reporting through a secure web portal
- Delivers detailed invoicing information and reports which include:
 - Monthly Recurring Charges, Non-Recurring Charges, Credits, Adjustments and Usage Detail for all services

Reduces operational costs and supports the Governors Go-Green efforts by:

- Reduction in printing costs of monthly invoices
- The ability to produce softcopy invoices and the associated remittance advice
- The ability to view invoices and invoice detail reports via the Web

Improves customer service:

- Provides the ability to run monthly detail reports
- Provides the ability to export reports in Excel
- The user can save, copy text and print reports

State Controller's Office (SCO) Remittance Advice:

CALNET and the SCO are working together in order to support the Governor's Executive Order B-18-12, which allows Agencies to only submit the Remittance Advice for payment (all approvals and coding must be provided on the Remittance Page). For additional reference refer to the State Administrative Manual Section 8422.106 and 8422.3.

If you have any questions regarding this notification, please contact (916) 657-9150 and request to speak with a CALNET transition representative.

BARBARA GARRETT, Deputy Director
Statewide Telecommunications and Network Division
Office of Technology Services (OTech)