

Becoming a Vendor in the New York State Statewide Financial System (SFS)

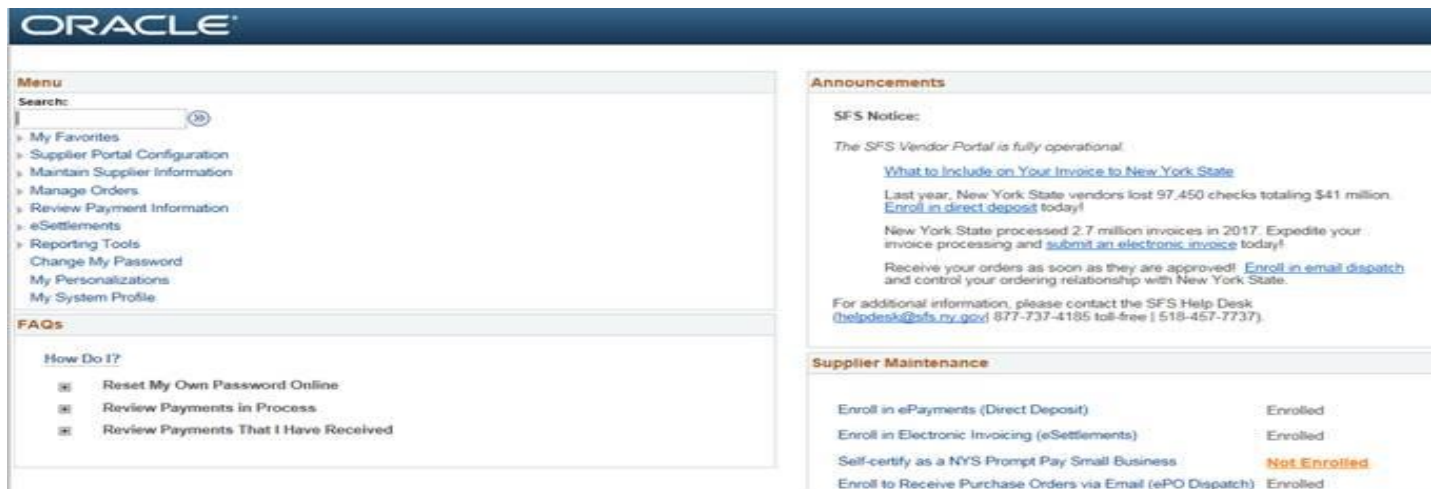
Information: This resource was created to assist companies to become registered vendors in the Statewide Financial System. Once this has been completed once, the company is in the vendor file to do business with all state agencies.

Companies that are not a registered vendor in the SFS will need to fill out an [AC3237-S New York State Substitute Form W-9](#). The information provided will be entered into the SFS by a Corcraft employee. You should work with the appropriate individual to process the document. Once approved and processed, the new vendor will be given a vendor ID # and provided access to the SFS Vendor Portal.

The portal will allow the vendor to manage their profile and payments accordingly. The portal can be accessed via the website www.sfs.ny.gov:



The Vendor Portal home page is shown below:



For additional support, you can click the link below:



STATEWIDE FINANCIAL SYSTEM

Home SFS Vendors Agencies

Search
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Customers

Customer Portal

The SFS Customer Portal allows Customers of New York State Workers' Compensation Board to receive invoices, access user account information, and make payments online.

Customer System Status

Normal operation

Click [here](#) for additional customer support

Vendors

Vendor Portal

Using the Vendor Self-Service in the SFS Vendor Portal provides vendors who do business with New York State the ability to manage their billing and payments directly.

Vendor System Status

Normal operation

Click [here](#) for additional vendor support

Agencies

Agency Portal

Click here to login

Updated Navigation: Click the "Agency Portal" button above to log into the SFS.

The SFS Agency Portal allows New York State Agencies to access the portal to conduct business and transactions.

Agency System Status

Normal operation

This will bring you to the next page, click on the Vendors tab and select Vendor Knowledge in the drop down:



STATEWIDE FINANCIAL SYSTEM

Home SFS Vendors Agencies

Search
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Personalized Support for Individuals and Firms Doing Business with New York State

SFS encourages vendors to use the online Self-Service for Vendors, which includes Payment Information, Vendor Information and Procedures, and Vendor Support. To learn how to use this new Self-Service, simply click on the **Help** link in the upper right of the Vendor Portal Homepage in the SFS. Here you can also find information and training about how to use new features to make the system more efficient to you and your business.

If you still have questions after using the online Self-Service for Vendors, contact the SFS Help Desk (helpdesk@sfs.ny.gov) 877-737-4185 toll-free | 518-457-7737. Please have the following information ready:

- Name
- Company / Organization
- Contact Information
- Question

This will provide several links to navigate in the Vendor Portal, including how to receive electronic payments:

Vendor Knowledge

Individuals and firms doing business with and receiving payments from New York State can find resolutions to their most common SFS challenges themselves, quickly and conveniently, 24 hours a day, 7 days a week from among the following frequently consulted processes:

Payment Information

- **Vendor Handout: What to Include on your Invoice to New York State**
- **e-invoicing Flyer**
- **Receive Electronic Payments** (Information is available through the help link on the SFS Vendor Portal)
- **Reviewing Payments, Purchase Orders, and Invoices in eSupplier** (Information is available through the help link on the SFS Vendor Portal)
- **Identify the NYS Agency That is Sending a Payment**

Vendor Information and Procedures

- **Maintain My Vendor Information** (Information is available through the help link on the Vendor Portal)
- **Access Forms Used by Vendors**
- **Learn about Vendor Responsibility and VendRep**
- **See How State and Local Governments Are Spending Money**
- **Find Opportunities to Do Business with New York State**
- **GFO section on Protest Procedures**

Vendor Support - Information is available through the help link on the SFS Portal

- **Supplier (Vendor) System Help**
- **Vendor FAQs**
- **Vendor Fact Sheet**

Any additional assistance can be obtained by contacting the SFS Help Desk directly:

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Please note that, in order to receive payments in a timely manner, it is imperative to maintain your vendor information. Any changes (i.e. address, banking information, etc.) should be updated immediately in the vendor profile.