



Add a New Vendor Location/Add Direct Deposit

To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

Job Aid Number	JAA-VEN101-024
Purpose	This quick guide explains the process of adding a new vendor location via Supplier Change Request (SCR). Completion of this SCR is required to add ACH banking to your vendor account for payments to be direct deposited into your bank account
User Role	SFS VENDOR DELEGATED ADMIN
Date Modified	8/18/2023
Related SFS Handbook	SFS Training for Vendors

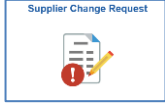


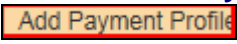

Concept


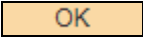

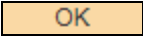


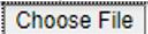


A vendor location represents a set of rules or attributes which define how New York State conducts business with the vendor. It stores important information, such as the vendor's ordering and invoicing addresses, bank accounts, and payment options. The vendor can have multiple locations and multiple effective-dated rows for each location.


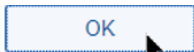

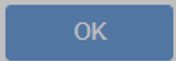
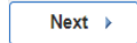
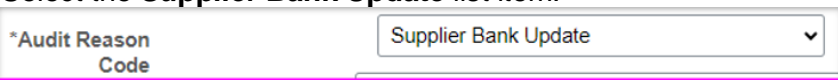

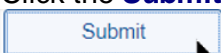
Predecessor(s)	
Transactions that should occur before this task.	
N/A	

Successor(s)	
Transactions that should occur after this task.	
N/A	

Procedure

Step	Action
1.	From the Vendor Portal home page, click on the Supplier Change Request tile. 
2.	The Supplier Change Request Welcome page provides you with several action links; Company Profile, Addresses, Contacts, Payment Profile, and Submission.
3.	<i>Note: this process will require that you upload an image/file of either a voided check or a document from your bank confirming your full ABA routing transit # (nine digits) and bank account #. It is recommended that you have this document scanned and ready prior to initiating this Supplier Change Request (SCR).</i>
4.	If the “Supplier Change Request Selection” displays, click the Create New Request button. 
5.	Click the Payment Profile link. 
6.	The Payment Profile page displays with the existing vendor locations. To edit an existing vendor location, click the Edit icon associated with the applicable vendor location. In this job aid, we are adding a new vendor location so we will click the Add Payment Profile button.
7.	Click the Add Payment Profile button to add a new vendor location. 
8.	Note: A new vendor location description will be automatically created by the system.
9.	Scroll to the far right side of the web page.
10.	Click the Edit button associated with the new vendor location to add/edit vendor location information. 
11.	Note: New Locations can only be added with a Payment Method of Automated Clearing House (ACH). New Locations cannot be added for a Payment Method of CHECK.

Step	Action
12.	Click the Select a Different Address link under the Ordering section to select an ordering address for this vendor location. 
13.	Select the radio button associated with the applicable address. <input type="radio"/> Remit To
14.	Click the OK button. 
15.	Click the Select a Different Address link under the Remitting section to select a remitting address for this vendor location. 
16.	Select the radio button associated with the applicable address. <input type="radio"/> Remit To
17.	Click the OK button. 
18.	No action is required in the Payment Preferences section.
19.	No action or entry is required in the Location Comments section.
20.	Attachment. You are required to upload either an image of a voided check or a document from the bank that confirms the entirety of your bank ABA, routing transit and account number. Select the Attachment button. 
21.	Select Add Attachment . 
22.	Select Choose File to grab the scanned check or document from your computer. Then select Upload .  
23.	Select OK and your file should be attached to the SCR. You will see the Attachment section of the SCR updated if the upload was successful. ▼ Attachments 

Step	Action
24.	<p>Bank Account information needs to be entered when adding a new vendor location.</p> <p>For additional information on how to <i>edit</i> bank information associated to a vendor location, see the Edit Bank Account Information for an Existing Vendor Location (JAA-VEN101-036) job aid in SFS Coach.</p>
25.	<p>Select Add Bank Account.</p> 
26.	Enter in your bank account information, including Bank Name, Routing ID, Banking Account Number and Account Type.
27.	<p>Read the authorization and agreement verbiage, and select the authorization agreement for electronic transfer.</p> <p><input checked="" type="checkbox"/> Then select OK.</p> 
28.	<p>Select OK in the pop-up window that asks you to attach a voided check.</p> 
29.	<p>Select OK again.</p> 
30.	<p>Click the Next button to proceed to the next step of submitting the change request for review and approval.</p> <p>Click the Next button.</p> 
31.	Click the Audit Reason Code field drop-down list.
32.	<p>Select the Supplier Bank Update list item.</p> 
33.	<p>Select the Confirm Changes checkbox.</p> 
34.	<p>Click the Submit button to submit your request for review and approval.</p> 

Step	Action
35.	<p>You will receive a confirmation that the change request has been submitted and the system will automatically assign a Change Request ID. You will receive and auto-email alerting you of the submission. <u>The change is not yet in effect.</u></p> <p>Once the workflow review and approval of your SCR is completed, another auto-email will arrive; notifying you of your SCR's approval. The SCR is complete and in effect once you receive this second email.</p>
36.	End of Procedure.



Edit Bank Account Information for an Existing Vendor Location

To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

Job Aid Number	JAA-VEN101-036
Purpose	This quick guide provides the steps necessary to edit bank account information for an existing vendor location.
User Role	SFS VENDOR DELEGATED ADMIN
Date Modified	4/20/2023
Related SFS Handbook	SFS Training for Vendors

Concept

A vendor location represents a set of rules or attributes which define how New York State conducts business with the vendor. It stores important information, such as the vendor's ordering and invoicing addresses, bank accounts, and payment options. The vendor can have multiple locations and multiple effective-dated rows for each location.

Predecessor(s)

Transactions that should occur before this task.






N/A





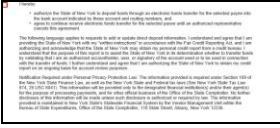






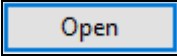
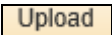

Successor(s)

Transactions that should occur after this task.

N/A









Procedure

Step	Action
1.	<p>From the NavBar, navigate to: Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change.</p> <p>Note: You can also access the Supplier Change Request page by clicking the Supplier Change Request tile.</p> 
2.	<p>The Supplier Change Request Welcome page provides you with several action links; Company Profile, Addresses, Contacts, Payment Profile, and Submission.</p>
3.	<p>The Payment Profile is used to add/edit a vendor location's bank account information.</p> <p>Click the Payment Profile link.</p> 
4.	<p>Click the Edit button associated with the applicable vendor location.</p> <p>Note: You may need to scroll to see this button.</p> 
5.	<p>Note: To add a new Bank ID Number and Bank Account # to the vendor location, click the Add Bank Account button and enter the applicable bank information.</p> <p>In this job aid, we are editing existing bank information associated to a vendor location so we will use the Edit icon</p>
6.	<p>Click the Edit icon associated with the applicable bank account to edit the bank information.</p> 
7.	<p>Note: Entering the Bank Name is optional.</p> <p>Make the applicable edits to the existing Routing ID and Account Type, if needed.</p>
8.	<p>Click the Update Bank Account link to update the existing bank account number.</p> 

Step	Action
9.	Enter the applicable value into the Current Bank Account field. 
10.	Enter the applicable value into the New Bank Account field. 
11.	Enter the applicable value into the Confirm New Bank Account field. 
12.	Click the OK button. 
13.	Click the Authorization option to indicate your authorization for direct deposit. 
14.	Click the OK button. 
15.	You will receive a reminder message to attach a copy of a voided check. Click the OK button. 
16.	Click the Attachments link. 
17.	Click the Add Attachment button. 
18.	Click the Browse button to locate your previously scanned voided check. 
19.	Select the voided check document. 
20.	Click the Open button. 
21.	After selecting the check image, click the Upload button. 
22.	Click the OK button. 



Edit Bank Account Information for an Existing Vendor Location

Step	Action
23.	Click the OK button. 
24.	Click the Submit link. 
25.	Click the Audit Reason Code field drop-down list. 
26.	Select the Supplier Bank Update list item. 
27.	Click the Review button to review your bank account changes. 
28.	After reviewing the bank account changes, click the Return button to return to the previous page. Note: You may need to scroll to see this information. 
29.	Select the Confirm Changes checkbox. 
30.	Click the Submit button to submit your request for review and approval. 
31.	You will receive a confirmation that the change request has been submitted and the system will automatically assign a Change Request ID .
32.	End of Procedure.