



NOTICE TO VENDORS

March 1, 2021

Thank you for doing business with the New York State Department of Transportation (NYSDOT). NYSDOT is transitioning to the NYS Statewide Financial System known as SFS, in April 2021. As NYSDOT decommissions existing legacy systems, vendors doing business with NYSDOT need to be aware of a number of changes that will be implemented as a result to onboarding to SFS including the format of purchase orders, how vendors will receive purchase orders and contract encumbrance orders, how and where vendors will submit invoices for payment, and how payments for orders will be processed. Vendors should carefully review this notice (including the enclosed Vendor Checklist) to ensure that they take appropriate action to respond to these changes.

Please note that the existing process for vendors utilizing Site Manager to submit for payment for certain NYSDOT contracts will not change.

Informational Sessions

NYSDOT will host several informational sessions during March to familiarize the vendor community with the upcoming changes. Sessions will present the same material on different dates to allow flexibility in attendance. Sessions will be held:

Tuesday, March 9, 2021	10:00 AM – 11:00 AM
Wednesday, March 10, 2021	2:00 PM – 3:00 PM
Monday, March 15, 2021	11:00 AM – 12:00 PM
Tuesday, March 16, 2021	2:00 PM – 3:00 PM

NYSDOT requests vendor contract managers involved in receiving contracts and purchase orders, Accounts Receivable and billing staff that issue invoices, and other applicable vendor project management staff attend one of the informational sessions using the Web-Ex meeting session details included in the attached email and Vendor Checklist.

SFS Vendor Portal

As a provider of goods and services to our agency, your firm may transact directly through the SFS Vendor Portal. Through this self-service portal, vendors can sign up to receive electronic payment from NYS, update their company contacts, addresses, and banking details, submit invoices for payment and review payment records, view purchase orders and receipts, and maintain general vendor information electronically. The SFS Vendor Portal may be accessed anytime online at www.sfs.ny.gov.

If your firm does business with NYSDOT and has not previously registered to receive a ten-digit SFS vendor identification number, contact your local NYSDOT purchasing office to be sponsored as a vendor in the system. If your firm is already assigned an SFS vendor identification number, log into the SFS Vendor Portal to review and verify your company contact information is up to date. If you do not have a valid email address listed in your SFS Vendor Portal profile, please be sure to add that information while you are there. If your firm was assigned an SFS vendor

identification number but needs login and password details again for accessing the Vendor Portal, contact the SFS Helpdesk for assistance at Helpdesk@sfs.ny.gov or via phone at (855) 233-8363.

Business Services Center

The Business Services Center (BSC) at the NYS Office of General Services provides shared services to over 60 State agencies to standardize financial transactions. NYSDOT will also onboard to the BSC starting in April 2021 and the BSC will assume certain financial transaction functions for NYSDOT. The BSC will be responsible for issuance of purchase orders and processing of payment transactions on behalf of NYSDOT and will participate in disseminating information during the vendor informational sessions.

Purchase Orders

Beginning April 1, 2021, NYSDOT purchase orders (PO) will be issued to vendors directly from the Statewide Financial System (SFS). Using the SFS Vendor Portal, vendors can view POs for open, in-progress NYSDOT orders that have been converted into SFS. In the future, new POs will also be available. POs dispatched for open, in-progress orders are intended only to communicate the PO number required on future invoices, and do not represent authorization for new work. Vendors should view their POs on the SFS Vendor Portal, and must reference the corresponding PO number on invoices submitted to the BSC starting in April 2021. Vendors who are setup to receive POs via email will also receive an email from: PO.Dispatch@sfs.ny.gov. A PDF copy of the purchase order and any supporting documents will be attached to the email. Please note, this mailbox is not monitored and any questions about the purchase order should be directed to the point of contact referenced in the email from SFS.

The PO email will be delivered to the email ordering address the vendor has on file in the vendor portal. To avoid any delays in purchase order delivery, please review and if necessary, add or update your ordering email address in the vendor portal.

Invoice Submission

As of April 1, 2021, invoices for NYSDOT must be submitted to the BSC for payment. Please note that invoices will now need to reference a PO number issued by NYSDOT. A NYSDOT PIN can also be included on the invoices but is optional. Vendors will continue to coordinate with NYSDOT staff on the delivery of goods and services and the development/review of invoices. More information and discussion of these changes will be made available during the vendor outreach sessions. Invoices may be submitted electronically via email or as original hard copies via the USPS mail. Please update your records accordingly to reflect the future BSC email address and mailing address for invoice submissions. The email address for BSC invoices is: accountspayable@ogs.ny.gov. Vendors should send new invoices (one invoice per email) to the BSC electronically as a Word or PDF document attachment.

Hard copy invoice submissions must be mailed to the BSC address below:

NYS Department of Transportation
Routing ID (if applicable): xxxxxxx
c/o NYS OGS BSC Accounts Payable
Building 5, 5th Floor
1220 Washington Avenue
Albany, NY 12226-1900

IMPORTANT: Do not submit invoices for Procurement Card (Pcard) transactions – Pcard invoices/receipts should be sent directly to the cardholder.

During the informational sessions, the presentation will include requirements related to submitting a proper invoice to the BSC. If all the required elements are not contained on the invoice the BSC may return the invoice to

the vendor for modification, which could delay payment. It is important that all vendors understand the required elements of an invoice prior to the transition to the BSC. These elements can be found at:

<https://web.osc.state.ny.us/agencies/guide/MyWebHelp/Content/files/XII.4.Fatt.pdf>

For inquiries related to payment of your invoices that are not past due, please log into the vendor portal for the status of your payment at www.sfs.ny.gov. If you have questions pertaining to an invoice that is past due email the BSC at ogs.sm.bsfinance@ogs.ny.gov referencing Accounts Payable in the subject line.

We hope you take the time to attend one of the scheduled vendor informational sessions that will help you transition to SFS as a vendor of NYSDOT.

Thank you,

A handwritten signature in black ink that reads "Timothy J. Chiplock". The signature is written in a cursive style with a large, stylized initial 'T'.

Timothy J. Chiplock
Director of Finance

✓ **VENDOR CHECKLIST**

- ✓ Attend one of the scheduled information web-ex sessions in March:

Date	Time	WebEx Information
Tuesday, March 9, 2021	10:00 AM – 11:00 AM	Meeting Link: https://meetny.webex.com/meetny/onstage/g.php?MTID=e38a374b0a9ab8afc9c2f53e860051058 Meeting Number: 185 650 0768 Password: vendor1
Wednesday, March 10, 2021	2:00 PM – 3:00 PM	Meeting Link: https://meetny.webex.com/meetny/onstage/g.php?MTID=ee5139d27467a6dd8293aa84f6530cfa3 Meeting Number: 185 895 0096 Password: vendor1
Monday, March 15, 2021	11:00 AM – 12:00 PM	Meeting Link: https://meetny.webex.com/meetny/onstage/g.php?MTID=e21f2f09859b082e15014ef1e04180207 Meeting Number: 185 168 8736 Password: vendor1
Tuesday, March 16, 2021	2:00 PM – 3:00 PM	Meeting Link: https://meetny.webex.com/meetny/onstage/g.php?MTID=efbcc5ad54104c6d3b52f69fce5d2f82d Meeting Number: 185 581 8865 Password: vendor1

- ✓ Verify that your firm has a NYS Vendor ID. If your firm does business with NYSDOT and has not previously registered to receive a ten-digit SFS vendor identification number, contact your local NYSDOT purchasing office to be sponsored as a vendor in the system.
- ✓ Verify access to SFS Vendor Portal at www.sfs.ny.gov. If your firm was assigned an SFS vendor identification number but needs login and password details again for accessing the Vendor Portal, contact the SFS Helpdesk for assistance at Helpdesk@sfs.ny.gov or via phone at (855) 233-8363.
- ✓ Verify email address and business address(es) in SFS Vendor Portal.
- ✓ Verify ACH information in SFS and update payment method to ACH if not already.
- ✓ Review standard invoice elements to ensure compliance with NYS requirements
<https://web.osc.state.ny.us/agencies/guide/MyWebHelp/Content/files/XII.4.Fatt.pdf>

Update billing address for all NYSDOT accounts as of April 1, 2021 to:

NYS Department of Transportation
c/o NYS OGS BSC Accounts Payable
Building 5, 5th Floor
1220 Washington Avenue
Albany, NY 12226-1900