



Office of General Services Business Services Center

ACCOUNTS PAYABLE REFERENCE GUIDE FOR VENDORS

WHO WE ARE

As part of the Office of General Services, the Business Services Center (BSC) is New York's central office for processing Human Resources (HR) and Finance transactions. We issue purchase orders (POs) and process payments on behalf of New York State Executive Agencies through the Statewide Financial System (SFS).

WHAT WE DO

We have been working to create a single, streamlined and simple way of processing HR and Finance transactions, to realize efficiencies across New York State for both our Executive Agency and vendor customers. We give our customer agencies more capacity to focus on achieving their core missions by processing transactional HR and Finance services on their behalf.

LET'S HELP EACH OTHER

Building a good relationship with our vendor customers is critical to us. We want to drive efficiency in paying the state's bills for the products and services that you provide. By following the guidelines below, our vendor partners will help us to maximize our interactions and minimize undue delays in payment:

1. Include all required information on invoices:
 - a. Vendor name
 - b. Name of the NYS Agency indicated on the purchase order
 - c. Description of goods or services requesting payment (may be in narrative format or code values format)
 - d. Quantity of goods, property, or services delivered or rendered
 - e. Amount requested

*Please note that vendors should only invoice an agency once the goods, property, or services have been delivered or rendered.

2. In addition, an invoice should contain the following information for quicker payment:
 - a. NYS Vendor ID number
 - b. Invoice date
 - c. Unique invoice number
 - d. Purchase order (PO) number, if applicable, as provided by ordering agency

- e. Payment terms being offered (if other than net 30)
 - f. Any other information the agency may reasonably require as communicated in the contract or PO
3. Submit your invoices to the proper location. For all agencies that are currently customers of the BSC, please:
- a. Email new invoices to the BSC at: ogs.sm.accountspayable@ogs.ny.gov or for leases: ogs.sm.bsccleasesinvoices@ogs.ny.gov
**Be sure to type your vendor name, the name of the agency being billed and the invoice number in the Subject line to facilitate processing.*
 - b. Mail paper invoices to the BSC at:

Name of Agency (indicated on PO)
Unit ID: xxxxxxxxx
c/o NYS OGS BSC Accounts Payable
Building 5, Floor 5
1220 Washington Ave.
Albany, NY 12226

4. Do not submit invoices for Procurement card (Pcard) transactions. Those invoices must be sent directly to the cardholder.

TOOLS FOR YOU

The SFS includes a vendor self-service portal that allows vendors to readily access information on payments. Find more information and sign up at: http://www.osc.state.ny.us/vendor_management/index.htm

The Office of the State Comptroller (OSC) has established an Electronic Payments program to electronically deposit State payments directly to your account. This ensures that funds are transferred to your account quickly and securely. For more information visit: <http://www.osc.state.ny.us/vendors/epayments.htm>

WHO TO CONTACT

For more information about the BSC and how we can work together, please visit our Vendor Information website at: <http://bsc.ogs.ny.gov/content/vendor-information>.

For a list of the Executive agencies currently served by the BSC, please visit: <http://bsc.ogs.ny.gov/content/our-customers>.

For questions on previously submitted invoices or past due invoices of over 30 days, please send email to: BSCfinance@ogs.ny.gov and include **Accounts Payable** as the subject line.

For general information or other inquiries, please contact our Customer Service team by calling 518-457-4272.