

## When will a 15-Day Pay Certified small business receive interest?

Invoices submitted after vendor self-certification are eligible for interest if not paid within 15 days. Interest is only paid if the total interest due is \$10 or more.

## What training is available to vendors?

SFS has a vendor training course available to vendors through the help link on the SFS Vendor Portal:

<https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login&languageCd=ENG&>



## About the BSC

As part of the Office of General Services (OGS), the Business Services Center (BSC) is New York State's central office for processing human resources and finance transactions common across agencies.

Our efforts increase efficiencies, lower costs, and support agencies as they focus on core mission activities.

Services are delivered by a highly motivated workforce committed to providing exceptional customer service.

Visit our website for more information about our services and customers:

[www.bsc.ogs.ny.gov](http://www.bsc.ogs.ny.gov)

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# 15-Day Pay Bill

*Frequently Asked Questions*



Office of General Services  
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For more information, visit the BSC website:

[www.bsc.ogs.ny.gov](http://www.bsc.ogs.ny.gov)

Select “Vendors” then “Vendor FAQs”

### What is the 15-day Pay Bill?

A legislative amendment to the Prompt Payment Law (State Finance Law section 179-f) that requires State agencies to pay qualified small businesses within 15 days after receipt of an electronic invoice or goods/services, whichever is later.

If payment is not made on an invoice within 15 days, interest will begin to accrue to the small business. Interest is only paid if the total interest due is \$10 or more.

### What are the requirements for a small business to qualify for payment in 15 days?

A business must meet all of the following criteria:

- primary place of business is in New York state;
- has a significant business presence in the state;
- is independently owned and operated;
- is not dominant in their field; and,
- employs no more than two hundred employees.

### How does a business submit invoices to be eligible for 15-day payment?

An electronic invoice must be submitted in one of two ways:

- Self-Service Invoice: Manually create an invoice directly in SFS within eSettlements.
- File Transfer: Submit an XML file from Vendor Billing System.

### What is an electronic invoice?

Electronic invoicing (also called elnvoices and elnvoicing) is a paperless form of electronic billing. elnvoices flow into the Statewide Financial System (SFS) Accounts Payable system from the vendor, where they are automatically matched to Purchase Orders and receipts, then channeled for approval, and routed for payment.

This streamlines the AP invoicing process and increases process efficiency.

More information on elnvoicing can be found on the SFS website at: [www.sfs.ny.gov](http://www.sfs.ny.gov), click on “Vendor Support.”

### What steps does a qualified business need to take to participate?

Before a business can submit an elnvoice, you need to:

- Register as a New York State Vendor.
- Create an SFS Vendor account in the SFS using your 10-digit vendor number at:  
<https://fin.sfs.ny.gov/psp/fscm/?cmd=login&languageCd=ENG>
- Enroll in ePayments on the SFS Vendor Portal to receive electronic transfer of funds direct to your bank account via ACH processing.
- Self-certify as a qualified 15 day pay small business in the SFS Vendor Portal (eSupplier). Self-certification includes agreeing with a certification statement online.



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