



# Information Announcement

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## SFS Default Billing Address Update

**August 14, 2019**

BSC worked with SFS to change the default billing address in requisitions and purchase orders that will allow us to process them faster. Currently, your agency's address is the default billing address. Beginning August 15, 2019, this will change and the default billing address in SFS for all requisitions and purchase orders will be:

**OGS01**

[AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov)

Building 5, 5<sup>th</sup> Floor  
1220 Washington Ave  
Albany, NY 12226-1900

There is no action required by your agency for this change to occur.

When vendors send their invoices directly to the BSC, instead of to the agency, our staff can upload invoices to eSettlements faster, which provides you with more opportunities to earn early payment discounts and minimize prompt payment interest. It also gives you and your vendors the ability to track invoices earlier in the payment cycle in SFS.

For the limited number of instances where your agency needs to be the first recipient of a vendor invoice (e.g., pencil copy for review and adjustment), you will need to update the default billing location to your agency's address on an individual PO or as the PO default when you establish a contract in SFS. See SFS coach for instructions on changing the billing location on a purchase order (**JAA-PO220-001**) or in the contract PO default (**JAA-CN210-010**).

Please email us at [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov) and put "Purchasing" in the subject line or call us at (518) 457-4272 with any questions or concerns you may have regarding this update.