



# Business Services Center

A Division of the Office of General Services

To: Business Services Center Customer Agency Vendors

On October 1, 2015, the State of New York will begin upgrading the Statewide Financial System (SFS), the enterprise system used by many state agencies to generate purchase orders and process payments to vendors providing goods and services to state agencies. To accommodate the conversion of financial data for the first SFS Enterprise Enhancement (EE1) transition, the SFS will be unavailable for a period of approximately two weeks (tentatively set for October 1 – 14, 2015). Agency transaction processing, including the issuance of purchase orders and the payment of invoices, will not be available during this time and vendors should not expect to receive orders or payments until after October 19th. The Business Services Center (BSC) is recommending that vendors consider the following action items in an effort to minimize the impact of the upgrade on their operations.

Before the Upgrade:

- **September 15:** Recommended date to have all invoices submitted to allow time for processing before the upgrade
- **September 28:** Deadline for agencies to process invoices for payment to vendors. Vendors should submit invoices as timely as possible to allow for receipt and processing by agencies
- **September 29:** Updates to vendor contact information in SFS should be completed. It is critical that vendors provide New York State with the most up to date contact information, especially email address, contact name and phone number. Vendors should update this to the extent possible through the Vendor Self-Service Portal at <https://vendor.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login&languageCd=ENG&>, or provide the required forms to the Comptroller's Office Vendor Management Unit, as described at [http://osc.state.ny.us/vendor\\_management/forms.htm](http://osc.state.ny.us/vendor_management/forms.htm).

Please note that the BSC has moved and vendors can now start submitting invoices to our new address. This change in address only applies to vendor accounts that are currently sending invoices electronically to the BSC at [AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov) or by US mail to PO Box 2117 or 2093, Albany NY 12220. Effective immediately, vendors should submit these invoices as follows:

**Invoices must include:** Your organization's SFS vendor number, an invoice or account number, invoice date, name of agency receiving goods or services, a valid purchase order or contract number and line item details that match the corresponding PO line item. Additional information regarding invoice submission is available on the BSC website at <https://bsc.ogs.ny.gov/content/vendor-information>. Vendors are encouraged to include the *BSC Invoice Submission Form for Vendors* with each invoice. This form is on the BSC website at [https://bsc.ogs.ny.gov/sites/default/files/BSC\\_Invoice\\_Submission\\_for\\_Vendors.pdf](https://bsc.ogs.ny.gov/sites/default/files/BSC_Invoice_Submission_for_Vendors.pdf)



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**Email invoices to:** [AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov). Invoice number, agency being billed and agency unit ID (if applicable) should be in the subject field. Note: **do not** send a paper copy, in addition to an electronic invoice.

**If you cannot email invoices, please send them to our new address at:**

**Name of Agency**  
**Unit ID: xxxxxxx**  
c/o OGS BSC Accounts Payable  
Building 5, 5<sup>th</sup> floor  
1220 Washington Ave  
Albany, NY 12226-1900

During the Upgrade:

- Continue to submit invoices as you normally would. Agencies will continue with internal processes to prepare invoices for payment once the SFS upgrade is complete.
- Vendors may not have access to the Vendor Portal in SFS. Any questions on the status of payments should be referred to the BSC at (518) 457-4272 or by emailing [APInquiries@ogs.ny.gov](mailto:APInquiries@ogs.ny.gov).
- Existing purchase orders against an agency contract or an Office of General Services (OGS) Statewide contract will be closed out as part of the upgrade.
- Agencies cannot process payments. Vendors should consider accepting the Citibank Visa card.
- The Office of the State Comptroller is working with State agencies to ensure that all payments mandated by law or comparable governing authority are made as planned during this system upgrade period.

After the Upgrade:

- New purchase orders will be issued for agency contracts and any ongoing requirements from an OGS Statewide contract. Purchase orders that are a continuation of a closed OGS Statewide contract order will include the number of the closed PO so vendors can cross reference and update their accounts for future invoices.
- Purchase orders will be authorized electronically, there will not be a physical signature on the document sent to vendors
- While agencies currently email purchase orders to vendors, this upgrade will provide for the automation of that process. Additional information will be provided on how agencies can register for this service.

If you have any questions about processing invoice transactions during the EE1 upgrade, please contact the BSC at (518) 457-4272 or by email at [APInquiries@ogs.ny.gov](mailto:APInquiries@ogs.ny.gov). Other questions should be referred to the SFS Vendor Help desk at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov) (put the words “**vendor EE1 question**” in the subject line) or call (518) 457-7717 or (855) 233-8363.