



## Add a New Vendor Location/Add Direct Deposit

To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

|                             |                                                                                                                                                                                                                                                         |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Aid Number</b>       | <b>JAA-VEN101-024</b>                                                                                                                                                                                                                                   |
| <b>Purpose</b>              | This quick guide explains the process of adding a new vendor location via Supplier Change Request (SCR). Completion of this SCR is required to <b>add</b> ACH banking to your vendor account for payments to be direct deposited into your bank account |
| <b>User Role</b>            | <b>SFS VENDOR DELEGATED ADMIN</b>                                                                                                                                                                                                                       |
| <b>Date Modified</b>        | <b>8/18/2023</b>                                                                                                                                                                                                                                        |
| <b>Related SFS Handbook</b> | SFS Training for Vendors                                                                                                                                                                                                                                |

### Concept

A vendor location represents a set of rules or attributes which define how New York State conducts business with the vendor. It stores important information, such as the vendor's ordering and invoicing addresses, bank accounts, and payment options. The vendor can have multiple locations and multiple effective-dated rows for each location.

### Predecessor(s)

Transactions that should occur before this task.

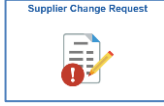
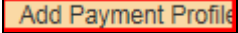
N/A

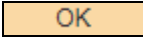
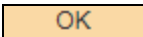
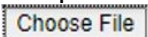
### Successor(s)

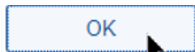
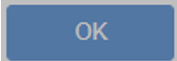
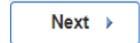
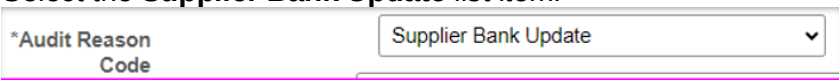
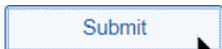
Transactions that should occur after this task.

N/A

### Procedure

| Step | Action                                                                                                                                                                                                                                                                                                                          |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | From the Vendor Portal home page, click on the <b>Supplier Change Request</b> tile.<br>                                                                                                                                                        |
| 2.   | The <b>Supplier Change Request Welcome</b> page provides you with several action links; <b>Company Profile</b> , <b>Addresses</b> , <b>Contacts</b> , <b>Payment Profile</b> , and <b>Submission</b> .                                                                                                                          |
| 3.   | <i>Note: this process will require that you upload an image/file of either a voided check or a document from your bank confirming your full ABA routing transit # (nine digits) and bank account #. It is recommended that you have this document scanned and ready prior to initiating this Supplier Change Request (SCR).</i> |
| 4.   | If the “Supplier Change Request Selection” displays, click the <b>Create New Request</b> button.<br>                                                                                                                                           |
| 5.   | Click the <b>Payment Profile</b> link.<br>                                                                                                                                                                                                   |
| 6.   | The <b>Payment Profile</b> page displays with the existing vendor locations.<br><br>To edit an existing vendor location, click the <b>Edit</b> icon associated with the applicable vendor location.<br><br>In this job aid, we are adding a new vendor location so we will click the <b>Add Payment Profile</b> button.         |
| 7.   | Click the <b>Add Payment Profile</b> button to add a new vendor location.<br>                                                                                                                                                                |
| 8.   | <b>Note:</b> A new vendor location description will be automatically created by the system.                                                                                                                                                                                                                                     |
| 9.   | Scroll to the far right side of the web page.                                                                                                                                                                                                                                                                                   |
| 10.  | Click the <b>Edit</b> button associated with the new vendor location to add/edit vendor location information.<br>                                                                                                                            |
| 11.  | <b>Note:</b> New Locations can only be added with a Payment Method of <b>Automated Clearing House (ACH)</b> .<br><br>New Locations cannot be added for a Payment Method of <b>CHECK</b> .                                                                                                                                       |

| Step | Action                                                                                                                                                                                                                                                                                                                   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.  | Click the <b>Select a Different Address</b> link under the <b>Ordering</b> section to select an ordering address for this vendor location.<br>                                                                                          |
| 13.  | Select the <b>radio button</b> associated with the applicable address.<br><input type="radio"/> Remit To                                                                                                                                                                                                                 |
| 14.  | Click the <b>OK</b> button.<br>                                                                                                                                                                                                         |
| 15.  | Click the <b>Select a Different Address</b> link under the <b>Remitting</b> section to select a remitting address for this vendor location.<br>                                                                                         |
| 16.  | Select the <b>radio button</b> associated with the applicable address.<br><input type="radio"/> Remit To                                                                                                                                                                                                                 |
| 17.  | Click the <b>OK</b> button.<br>                                                                                                                                                                                                         |
| 18.  | No action is required in the <b>Payment Preferences</b> section.                                                                                                                                                                                                                                                         |
| 19.  | No action or entry is required in the <b>Location Comments</b> section.                                                                                                                                                                                                                                                  |
| 20.  | <b>Attachment.</b> You are required to upload either an image of a voided check or a document from the bank that confirms the entirety of your bank ABA, routing transit and account number.<br><br>Select the Attachment button.<br> |
| 21.  | Select <b>Add Attachment</b> .<br>                                                                                                                                                                                                    |
| 22.  | Select <b>Choose File</b> to grab the scanned check or document from your computer. Then select <b>Upload</b> .<br>                                |
| 23.  | Select <b>OK</b> and your file should be attached to the SCR. You will see the Attachment section of the SCR updated if the upload was successful.<br><br>▼ <b>Attachments</b><br><br>                                                |

| Step | Action                                                                                                                                                                                                                                                                                                                      |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24.  | <p><b>Bank Account</b> information needs to be entered when adding a new vendor location.</p> <p>For additional information on how to <i>edit</i> bank information associated to a vendor location, see the <b>Edit Bank Account Information for an Existing Vendor Location (JAA-VEN101-036)</b> job aid in SFS Coach.</p> |
| 25.  | <p><b>Select Add Bank Account.</b></p>                                                                                                                                                                                                     |
| 26.  | Enter in your bank account information, including Bank Name, Routing ID, Banking Account Number and Account Type.                                                                                                                                                                                                           |
| 27.  | <p>Read the authorization and agreement verbiage, and select the authorization agreement for electronic transfer.</p> <p><input checked="" type="checkbox"/> Then select OK.</p>                                                           |
| 28.  | <p>Select OK in the pop-up window that asks you to attach a voided check.</p>                                                                                                                                                              |
| 29.  | <p>Select OK again.</p>                                                                                                                                                                                                                  |
| 30.  | <p>Click the <b>Next</b> button to proceed to the next step of submitting the change request for review and approval.</p> <p>Click the <b>Next</b> button.</p>                                                                           |
| 31.  | Click the <b>Audit Reason Code</b> field drop-down list.                                                                                                                                                                                                                                                                    |
| 32.  | <p>Select the <b>Supplier Bank Update</b> list item.</p>                                                                                                                                                                                |
| 33.  | <p>Select the <b>Confirm Changes</b> checkbox.</p>                                                                                                                                                                                       |
| 34.  | <p>Click the <b>Submit</b> button to submit your request for review and approval.</p>                                                                                                                                                    |

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35.  | <p>You will receive a confirmation that the change request has been submitted and the system will automatically assign a <b>Change Request ID</b>. You will receive an auto-email alerting you of the submission. <u>The change is not yet in effect.</u></p> <p>Once the workflow review and approval of your SCR is completed, another auto-email will arrive; notifying you of your SCR's approval. The SCR is complete and in effect once you receive this second email.</p> |
| 36.  | <b>End of Procedure.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |