

Tips, Tricks, and Techniques
of the New York State Vendor File
and 1099 Processing



Road Map

- Vendor Management
- Vendor Registration
- Components of the Vendor File
- Statewide Financial System Vendor Portal
- Managing Orders
- Managing Invoices and Payments
- Vendor Resources
- Agency Collaboration with Vendors
- 1099 Reporting Process
- Q & A



Vendor Management



What is the Vendor File?

- The Vendor File is a centralized repository in the Statewide Financial System (SFS) designed to maintain timely and reliable information on all vendors registered to do business with New York State
- Vendors may:
 - Provide/supply goods or services to the State
 - Have an ongoing business relationship with the State
 - Receive a one-time payment
 - Receive a form of benefit or award payment from the State
 - Are individuals or entities (e.g., businesses, municipalities)
 - Be bidders awaiting an award
- The file identifies vendors by a New York State assigned ten-digit vendor identification number (Vendor ID)



Who is Responsible for Vendor Management?

- All New York State Agencies and SFS Users
- Office of General Services (OGS)
- Business Services Center (BSC)
- Office of the State Comptroller (OSC) Vendor Management Unit (VMU)
- SFS Help Desk
- Vendors



What is the State Agency's Role?

- Know Your Vendor
- Use the SFS to directly register individuals or entities in the Vendor File
- Onboard, classify, and communicate expectations to vendors about maintaining a business relationship with New York State
 - Ensure vendors are registered with an appropriate verified **Primary Contact**
 - Instruct vendors on the importance of maintaining up-to-date information, **especially for the Primary Contact's Vendor Portal Access**
 - Advise vendors that VMU may reach out directly to discuss and validate requests for updates to the vendor's information in SFS
 - Do not share screenshots or other confidential vendor information.
 - Resolve various issues which may be encountered during the registration process, including the TIN Mismatch Report in SFS
- Create contracts, purchase requisitions, purchase orders, and in general, submits voucher payments in the SFS with vendors that have been successfully registered in the Vendor File and have valid New York State Vendor IDs

Why Must Primary Contacts be Verified?

- Independently verifying the primary contact
 - Helps ensure vendor adds and vendor changes are requested by an authorized individual from the vendor
 - Protects the integrity and security of the vendors information
 - Helps agencies understand and assess risks that may be associated to the vendors transactions or payments
 - Ensures the primary contact is notified of vendor record changes to confirm requests are authorized and appropriate
- The primary contact is the only Vendor Portal user with permissions to manage other users within their organization
- The Vendor Management Unit may perform outreach to the vendor's primary contact



What is VMU's Role?

- Complete the vendor add process and manually add unique vendors, such as:
 - Foreign vendors
 - Single payment vendors
 - Special use vendors
- Perform additional validation and approve vendor-initiated updates for payment addresses, banking, contact and legal name changes
- Issue annual 1099 income reporting statements
- Work directly with state agencies, vendors and the SFS Help Desk on a variety of vendor inquiries and issues



What is the SFS Help Desk's Role?

- Advise vendors on how to obtain Vendor Portal access
- Provide guidance on how to maintain vendor account information
- Assist state agencies and vendors with vendor related questions



What is the Vendor's Role?

- Know, verify, maintain, and protect their Primary Contact
- Review and maintain vendor information and contact data through the Vendor Portal
- Review procurement and payment information through the Vendor Portal
- Manage Vendor Portal user accounts
 - Including grant management roles
- Maintain certification(s), if applicable
- Review and respond to email notifications about vendor record updates



Vendor Registration



Know Your Vendor

- Develop and follow stringent agency procedures related to independent verification of new vendor information.
- **Research:**

Names	Office of Foreign Asset Control Sanctions Compliance
Primary Contacts	
Addresses	Domains, Physical and Email Addresses
Tax Information	1099 Reporting Compliance -
Ownership Structure	Disregarded Entities
Licenses and Certifications	Department of State or Other Regulatory Body



Vendor Add Request

- Legal business name
- Payment address
- Purchase order address
- Classification (identifies 1099 defaults)
- Primary Contact name, email and phone number
- Disregarded Entity
- Agencies must ensure the accuracy of the information entered

Vendor Information

*Vendor Name1:		Vendor Name should denote 'Vendor Legal Name' as shown on W-9. Name fields are max 40 characters in length. Name2 field should be used only when Name1 exceeds 40 characters in length.	
Vendor Name2:			
Address ID:	1	Description:	Remit To
Country:	USA		
*Address Line 1:			
Address Line 2:			
Address Line 3:			
*City:		County:	
*State:		*Postal Code:	
1099 Reportable:	☒		
*Classification:		Will this Supplier receive Purchase Orders	
*TIN:			
*Withholding Type:	1099N	*Withholding Class:	01 Non-Employee Compensation
*Contact Name:			
*Contact Email Id:			
Contact Phone:			

Note: Contact Email (required) and Phone should be for the Contact Name. This information is critical to facilitate future vendor communication.

Vendor PO Information

Address ID:	2	Description	Ordering	Note: Please change address if different than Address ID 1 above. Enter PO Email address where purchase orders will be sent.
Country:	USA			
*Address Line 1:				
Address Line 2:				
Address Line 3:				
*City:		County:		
*State:		*Postal Code:		
*Email Address for POs:				

Requesting Agency Information

*Requesting Agency:	
*Agency Contact Name:	
*Agency Contact Email:	

Save

Notify

Add

Vendor Registration Overview

- Agency verifies vendor to make sure information is accurate using independent third-party verification
- Agency requests Vendor Add in SFS
- Vendor Management Unit validates vendor
 - If validation fails, the vendor is not added to the Vendor File
 - If validation passes, the vendor is added to the Vendor File
- Primary Contact receives an email with Vendor Portal link and credentials
- Vendor creates Vendor Portal User Account



Components of the Vendor File



Components of the Vendor File

Vendor ID

- Who

Address

- Where

Contact

- Authority to Make Changes

Location

- How



What Addresses are in the Vendor File?

- Payment address(es)
- Ordering address(es)
- Vendor can add or update addresses through the Vendor Portal



Who is the Primary Contact?

- Primary Contact is identified by the vendor and verified by the agency.
- Primary Contact must be authorized to make legal and financial decisions on behalf of the vendor
- Primary Contact acts as the Delegated Admin or identifies other individuals to serve as the Delegated Admin
- Agencies should underscore to vendors the importance of timely on and off boarding of Primary Contacts
- A vendor cannot access the Vendor Portal with an outdated primary contact
- New primary contacts which are not added before the existing primary contact is offboarded, must be revalidated by VMU



Who is the Delegated Admin?

The Delegated Admin performs the day-to-day administration over their organization's account in the SFS Vendor Portal, including:

- Ensuring the correct contact information, email address, and payment information is set up and maintained
- Establishing user accounts and assigning roles to user accounts
- Performing role and account updates, password resets, and unlocking accounts
- Communicating user ID and password information to SFS users within their organization



What if the Primary Contact is Outdated?

Primary Contact is with the organization and can access the Vendor Portal

- Primary Contact logs in and submits a primary contact update
- Routed to Vendor Management Unit for approval

Primary Contact is no longer with the organization

- Vendor contacts the SFS Helpdesk at (855) 233-8363 or Helpdesk@sfs.ny.gov
- Vendor Management Unit receives and validates primary contact update request
- Can be significantly longer for review and approval
- Not a best practice
- Entity should have procedures to maintain information through the vendor portal timely

What are Vendor Locations?

- Defines the vendor's business rules on how they do business with the State. This includes:
 - Email address(es) to receive purchase orders
 - Bank account(s) to receive electronic payments
 - Payment terms (e.g., 2/10 Net 30)
- **DOES NOT** equate to a payment method only (e.g., Check vs. ACH)
- Vendors can have an unlimited number of Locations
- Updated through the Payment Profile tab in the Vendor Portal



What are Vendor Locations? Continued

- Vendors can set up Locations to mirror its corporate structure or its business relationship with the State. For example, the vendor can set up Locations by:
 - Region (e.g., Albany, Buffalo)
 - Business relationship (e.g., goods, services)
 - Contracts



Example of Vendor Locations

Vendor 1 Example – Four Locations:

Location Name	Location Description	Ordering Email	Payment Method	Payment Address
MAINCHECK	MAINCHECK	RochesterNYS@example.com	Check	PO Box 12345 Philadelphia, PA.
MAINEPAY	Green Cleaning PC66835	RochesterNYS@example.com	ACH	Bank Account 1
LOC02	Misc. Office Supplies PC67296	RochesterNYS@example.com	ACH	Bank Account 2
LOC03	Technology Contracts	RochesterNYS@example.com	ACH	Bank Account 3

What Location do I Choose?

- State agencies should work with the vendor to select the appropriate Location
- Vendor has an ACH Location and does not want to receive checks
- Electronic payment requirements can be part of contract or purchase order agreements
 - e.g., OGS centralized contract, agency contract, purchase order terms and conditions



Statewide Financial System Vendor Portal



Vendor Portal

- Provide vendors who do business with the State the ability to manage their billing and payment information in SFS
- Vendors can review:
 - Purchase Orders
 - Receipt Information
 - Status of Invoices
 - Payment Information
- The Delegated Admin can establish user accounts and assign roles to user accounts
- The Delegated Admin is responsible for maintaining user account access



Supplier Change Requests

- Maintain information by submitting timely change requests for:
 - Legal name
 - Address updates for check remittance and purchase orders
 - Email address for PO dispatch
 - Contacts including Primary Contact and non-primary contacts
 - Locations including bank account information and payment terms
 - Grants information (if applicable)



VMU Vendor Outreach

- Supplier Change Requests and Primary Contact approvals may require outreach to the vendor
- Approved Primary Contact receives a welcome email to the Vendor Portal
- Approved Supplier Change Requests are updated in the Vendor File and the Primary Contact receives notification of the change



Vendor Portal Access

[Access SFS](#)

[Home](#) [About SFS](#) [Customers](#) [Vendors](#) [Procurement](#)



New York Statewide Financial System



CUSTOMERS

Manage your account, invoices and online payments.

[Customer Portal Login](#)



VENDORS

Submit invoices, look-up payments and update your contact information. Find, apply for, and manage New York State grants.

[Vendor Portal Login](#)



AGENCIES

Access New York State's financial and accounting system.

[Agency Portal Login](#)

Contact the SFS Help Desk for more information or system support.

HELPDESK@SFS.NY.GOV

Information Available for Vendors

SFS

Vendor Portal ▾



Welcome NYS Vendors

Welcome to New York State's Vendor Portal.

Thank you for doing business with New York State. As a vendor who provides goods and services to NYS agencies or a Not for Profit (NFP) working with agencies to fulfill your mission, you can use the SFS Vendor Portal to transact online. From this Portal, you can find, apply for, and manage New York State grants, submit invoices, look up payments, and update your contact information online.

[Learn more about the benefits of the Vendor Portal](#)

Sign in to the Vendor Portal



Vendor Announcements



Search for Grant Opportunities



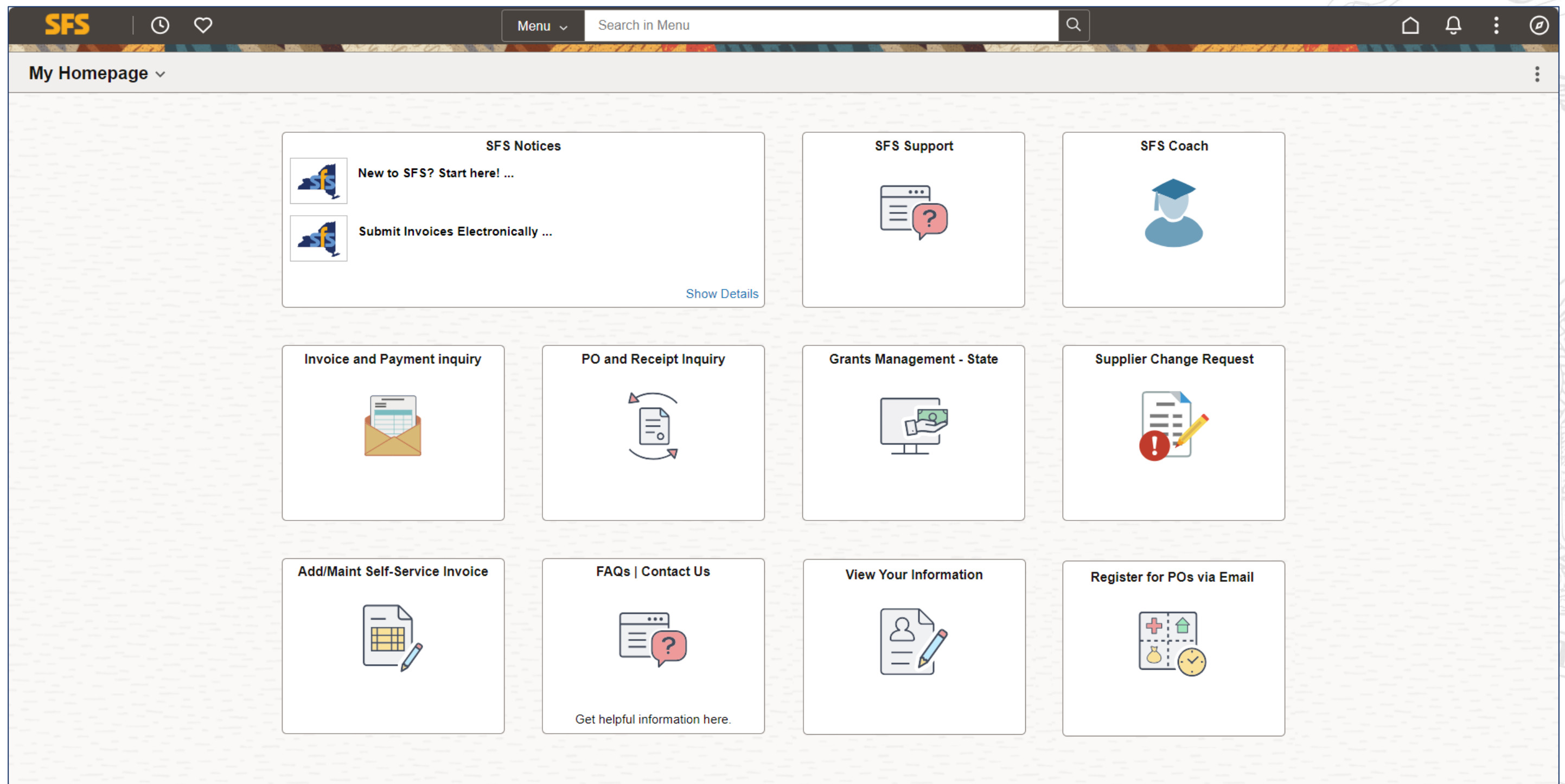
SignUp for Grant Notifications



Modify Grant Notifications



Vendor Portal Homepage



Managing Orders



PO Dispatch to Vendors

- A Purchase Order (PO) is used to communicate all necessary order information to a vendor and confirm that the delivery and purchase of a good or service has been authorized
 - Proper PO setup and use in SFS is important as it provides agencies with the ability to effectively communicate with vendors and streamline the procurement-to-payment process
- Once a PO is approved and successfully budget checked, the PO is dispatched via email to vendors
 - Email is the State's primary method of dispatch to vendors
- Vendors can enroll and manage their email addresses in the Vendor Portal
 - Vendors who receive a PO through the "One Time Only Email Dispatch" functionality are automatically enrolled in email PO dispatch



Review Order Summary Information

- Vendors can define their search criteria by PO Status, Date, Item ID, and/or Supplier Item ID
- Vendors can export results to sort and filter as needed

← | ⌚ | ♥

Q Search in Menu

🏠 | ⋮ | 🔄

View Order Summary

[New Window](#) | [Help](#) | [Personalize Page](#)

View Order Summary

Order Schedule

TEST VENDOR

[Set filter options](#)

Schedules

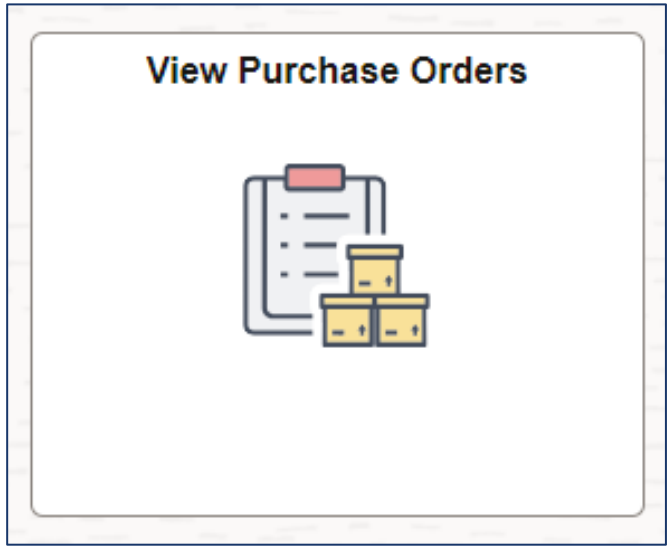
🗒️ | 🔍

⏪ < 1-1 of 1 > ⏩

Due Date	Item ID	Description	Quantity		Business Unit	PO Number	Type	Status	Ship To	
08/31/2024		Background Check	1.0000	EA	Statewide Financial System	XXXXXXXXXX	PO	Dispatched	Description	Change Order

The View Order Summary page is available to vendors using the following navigation:
NavBar > Menu > Manage Orders > View Order Summary

View PCard Information



Vendors with the applicable PCard view access role in SFS can click into a Purchase Order to view PO Details, including PCard information such as Credit Card Number, Card Type, and Expiration Date.

←

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🔍 Search in Menu

🏠

⋮

🔄

Review Purchase Orders

New Window

Help

Personalize Page

Purchase Orders

Purchase Order List

TEST VENDOR

POs Returned

1

Default View for Change Orders

All lines

Set filter options

Orders Per Page

ALL

First

Last

Purchase Order List

🔍

1-1 of 1

View All

PO Details

Header Details

	Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount		Acknowledge Status			
☐	XXXXXXXXXX	Compl	08/09/2024 8:42:28AM	2	400.74	USD	Acknowledgement Status	View ASNs	View PDF	View Contract

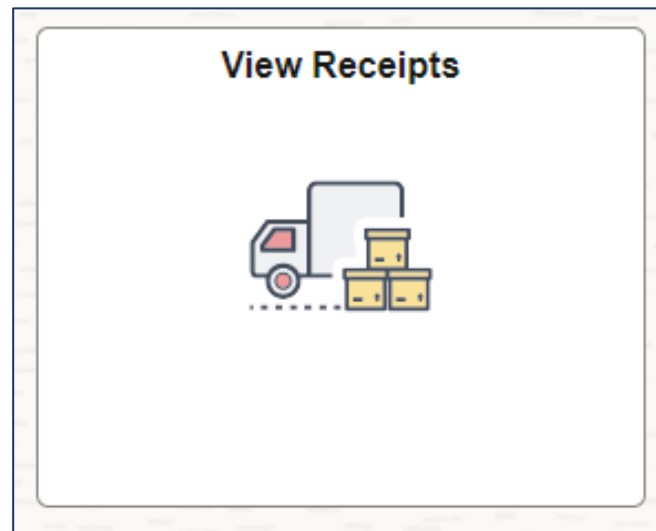
☒ Select All

☐ Clear All

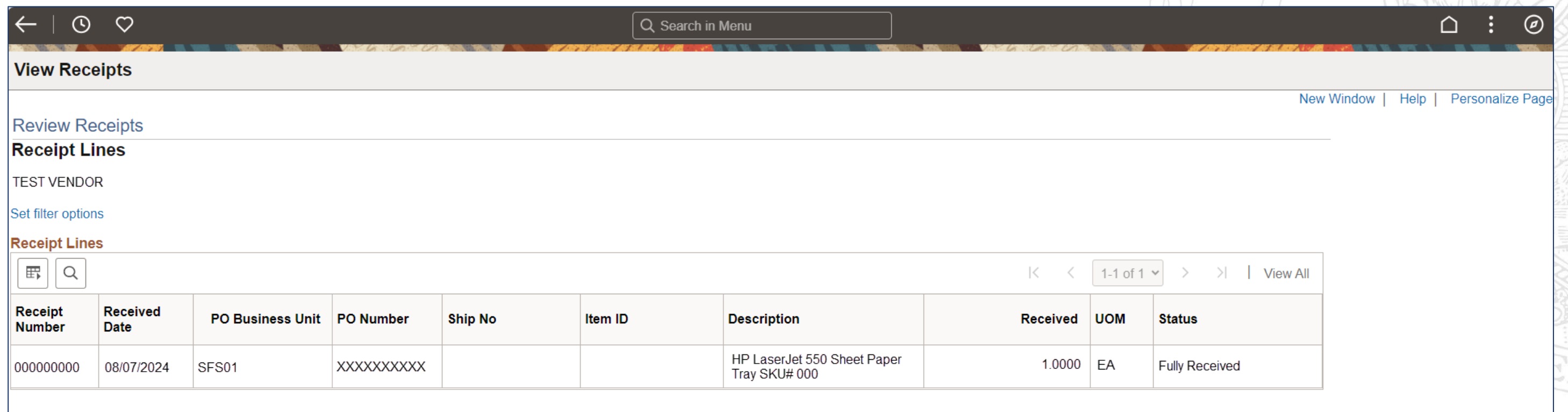
View Selected POs in Downloadable Format

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

View PCard Information Continued



Vendors can check if a State Agency they do business with has entered a receipt for the goods or services the vendor provided.



Managing Invoices and Payments



Electronic Payments (ACH)

- It is recommended that all vendors who do business with NYS and have a Purchase Order established to sign up for electronic payments
- Electronic payments ensure that once the invoice is processed, funds are transferred to the vendor's account quickly and securely
- Vendors can sign up for electronic payments directly in the Vendor Portal



Electronic Invoicing (eInvoicing)

- Electronic invoicing (eInvoicing) allows vendors to bill State Agencies directly with paperless invoices (eInvoices) using SFS
 - eInvoices are electronic requests for payment submitted by the vendor
- Agencies receive eInvoices immediately upon vendor submission, streamlining the invoice to payment process
- Vendors can view and track eInvoices at all steps in invoice processing



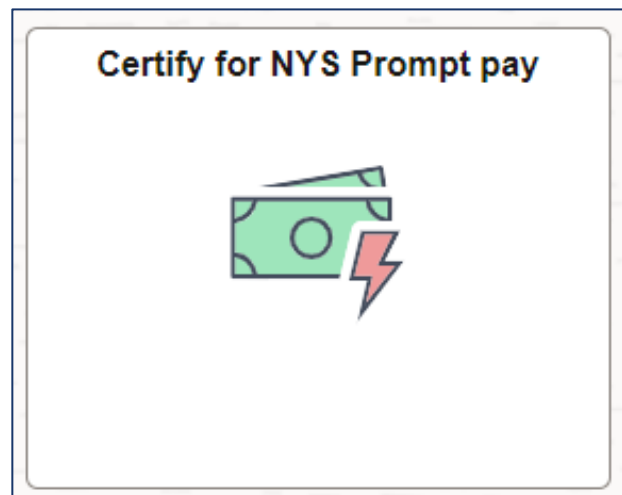
Electronic Invoicing (eInvoicing)

Continued

- An eInvoice is not:
 - An invoice emailed to the agency
 - An invoice entered by a State agency into the eSettlements module
- Vendors can refer to the [eInvoicing Options Available for Vendors](#) reference guide for more information on how to use the different eInvoicing options



Self-Certify as a NYS Prompt Pay Small Business



If qualified, vendors can self-certify and may be eligible for prompt payment interest, if no payment is sent within 15 days from invoices submitted electronically*.

Self-certify as a NYS Prompt Pay Small Business

Help

Supplier123456890Supplier NameTEST VENDOR

By checking the box below indicating that the Vendor is a Small Business for purposes of the Prompt Payment Law ([State Finance Law § 179-f](#)), I certify as follows:

1) I am the individual who is registered to this NYS Statewide Financial System (SFS) User ID ("Vendor Representative").

2) I am authorized to act on behalf of the Vendor.

3) I am knowledgeable about the Vendor's business, operations, and employees.

4) The Vendor is a Small Business pursuant to [State Finance Law § 179-f](#), meaning that the Vendor:

User IDTESTVENDOR1

☐The Vendor is a Small Business pursuant to [State Finance Law § 179-f](#)

If the Vendor is not a Small Business, leave the box unchecked.

OK

Cancel

Print Small Business Terms and Conditions

*Email does not qualify as electronic.

Submit Invoices Online

Vendors can submit their invoices directly in SFS with Self-Service Invoicing.

Add/Maint Self-Service Invoice



Invoice Entry

Create Invoice

Invoice Entry

Invoice Header Information ?

*Supplier SetID

Voucher ID

*Supplier

*Buyer

Location

10 Training Lane
Albany, NY 12309 USA

Currency US Dollar

*Invoice ID

Invoice Date

Invoice Group ID

VAT Treatment Group

Delivery/Service Date

Indexer ID
Receiving Required

Add a New Invoice Line

Copy from a Purchase Order

Copy from a Packing Slip

Invoice Details ?

Personalize | Find | View All | First 1 of 1 Last

Invoice Lines

Additional Information

PO Details

Receiver Details

Item ID	Description	Quantity	UOM	Unit Price	*Merchandise Amt	Currency	Rcpt Date	Tax		
						USD		☐		

Settlement Information ?

Payment Terms

Payment Method

Total Amount USD

Sales Tax Amount USD

Misc. Charge Amount USD

Gross Amount USD

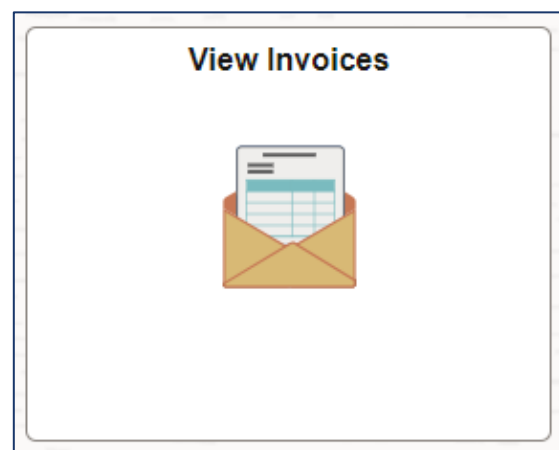
Save and Submit

Save for Later

Attachments

[Return to Self-Service Invoice](#)

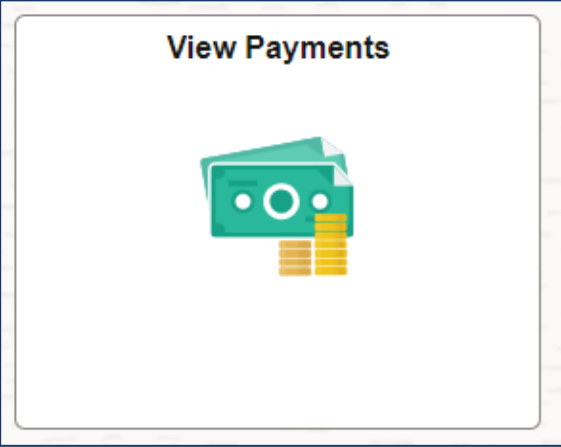
View Invoice Status



Vendors can check the status of their invoices, no matter how they are submitted.

View Supplier Invoices						
Review Invoices						
Invoice List						
TEST VENDOR						
Set filter options						
Invoice List						
1-54 of 54						
Invoice Number	Invoice Date	Gross Amt		Approval Status	Due Date	Voucher
XXXXXXXXX1	08/05/2024	\$46.11	USD	Approved	09/09/2024	FG0001
XXXXXXXXX2	08/05/2024	\$61.85	USD	Approved	09/09/2024	FG0002
XXXXXXXXX3	08/05/2024	\$495.53	USD	Approved	09/09/2024	FG0003
XXXXXXXXX4	08/01/2024	\$2,384.88	USD	Pending	09/05/2024	FG0004
XXXXXXXXX5	08/02/2024	\$77.40	USD	Pending	09/06/2024	FG0005

View Payment Detail Information



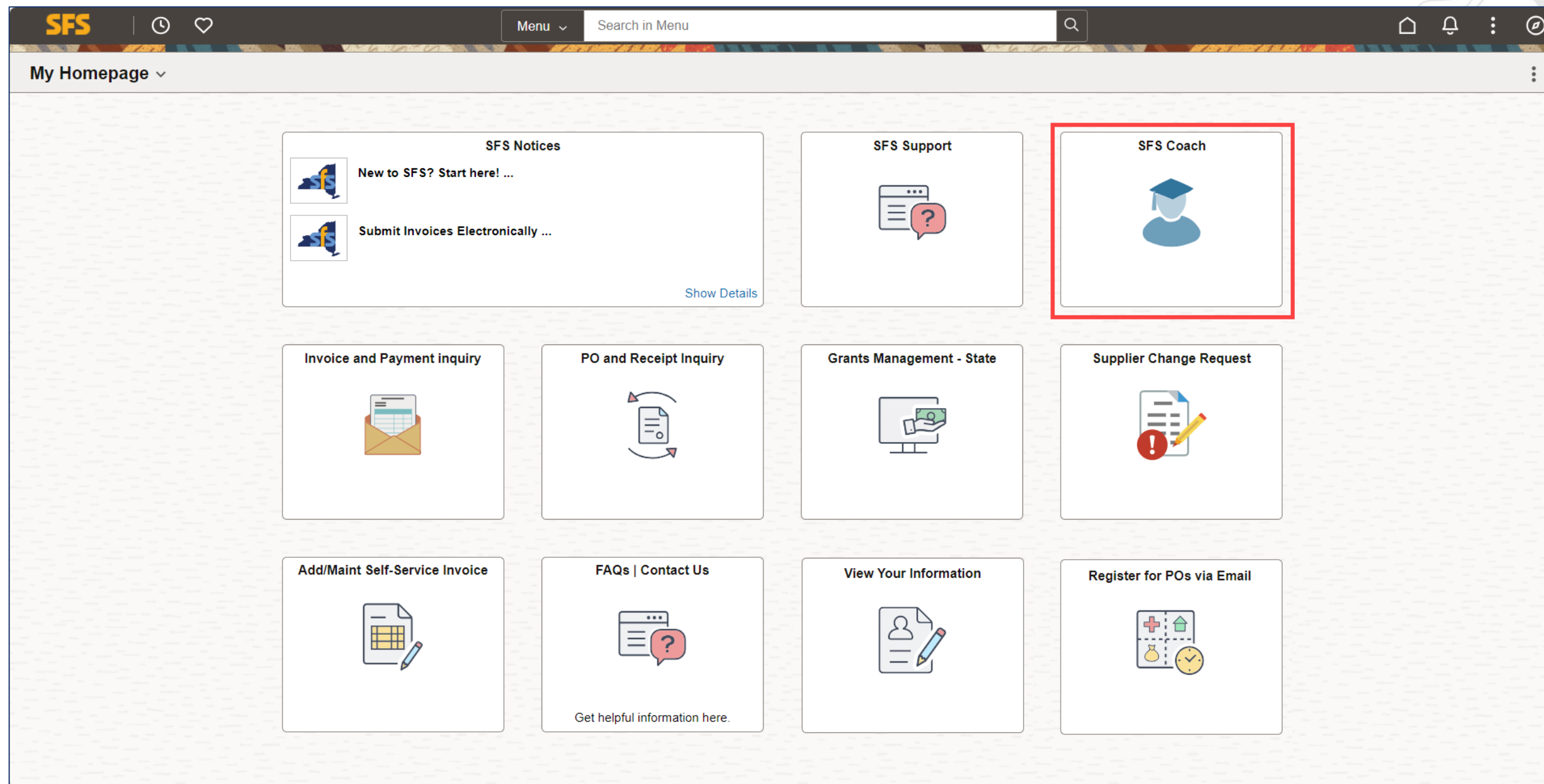
SFS provides a detailed breakdown of every payment a vendor receives. Information is broken down on each invoice.

Review Supplier Payments																										
Review Payments Payments Made TEST VENDOR Set filter options Payments Made <table><tr><th>Reference</th><th>Business Unit</th><th>Invoice Number</th><th>Invoice Date</th><th>Payment Amount</th><th>Payment Message</th><th>Discount Amount</th><th>Interest Amount</th><th>Payment Date</th></tr><tr><td>1234567</td><td>SFS01</td><td>XXXXXXXXX6</td><td>03/08/2024</td><td>32.80</td><td>HP LaserJet 550 Sheet Paper Tray SKU# 000</td><td>0.000</td><td>0.000</td><td></td></tr></table> New Window Help Personalize Page									Reference	Business Unit	Invoice Number	Invoice Date	Payment Amount	Payment Message	Discount Amount	Interest Amount	Payment Date	1234567	SFS01	XXXXXXXXX6	03/08/2024	32.80	HP LaserJet 550 Sheet Paper Tray SKU# 000	0.000	0.000	
Reference	Business Unit	Invoice Number	Invoice Date	Payment Amount	Payment Message	Discount Amount	Interest Amount	Payment Date																		
1234567	SFS01	XXXXXXXXX6	03/08/2024	32.80	HP LaserJet 550 Sheet Paper Tray SKU# 000	0.000	0.000																			

Vendor Resources



Vendor Support – On-Demand SFS Training



Step-by-step instructions are available for vendors directly in the SFS Vendor Portal by clicking the SFS Coach tile on 'My Homepage.'

Vendor Quick Start Centers

- Quick Start Centers are available in the SFS Vendor Portal. Similar to the Quick Start Centers that are available in the SFS Agency Portal, the Vendor Portal Quick Start Centers in SFS Coach are used to organize popular training material for common topics.
- Vendors will see the following Quick Start Centers displayed on the SFS Coach page:
Need Help? Start here!
Account set up and maintenance
Managing NYS Grants
- For more information on SFS Coach in the Vendor Portal, including how vendors can use the Quick Start Centers, please review the [Getting Started with SFS Coach](#) video.

Vendor Quick Start Centers Continued

SFS Coach Training

Search User Training and Materials

- To select a **Topic** or **Training Type**, use the drop-down lists.
- To search by the name of the material, type directly in the **Training Material** field or use the **Training Material** look-up feature by clicking on the magnifying glass.
- **Keyword** search can be used with or without selecting any other search fields.
- Leaving all fields blank brings back all results; additional criteria returns more specific results.

Topic SFS Training for Vendors ▾ ?

Training Type ▾ ?

Search

Training Material Select Course Name 🔍 ?

Keyword(s) Enter Search Keywords 🔍 ?

Clear

Quick Start Centers

Need Help? Start here ^

 Need Help? Start Here!

 New to SFS?

Account set up and maintenance ▾

Managing NYS Grants ▾

Need Help? Start Here!

Welcome to the SFS Vendor Portal!

Your organization accesses the SFS Vendor Portal if one or more of the following are true:

- Your organization provides goods and services to NYS agencies.
- Your organization receives payments from NYS agencies.
- You are a Not for Profit (NFP) working with agencies to fulfill your mission.
- Your organization applies to receive State funding via a grant opportunity and manages their awarded grant contracts and claims.

First time using SFS Coach? Watch this short video: [Getting Started with SFS Coach in the SFS Vendor Portal](#).



Still need some help finding relevant training material? Check out the Quick Start Centers, located on the left side of this page. **Quick Start Centers** help you easily locate training material relevant to a particular topic or business process.

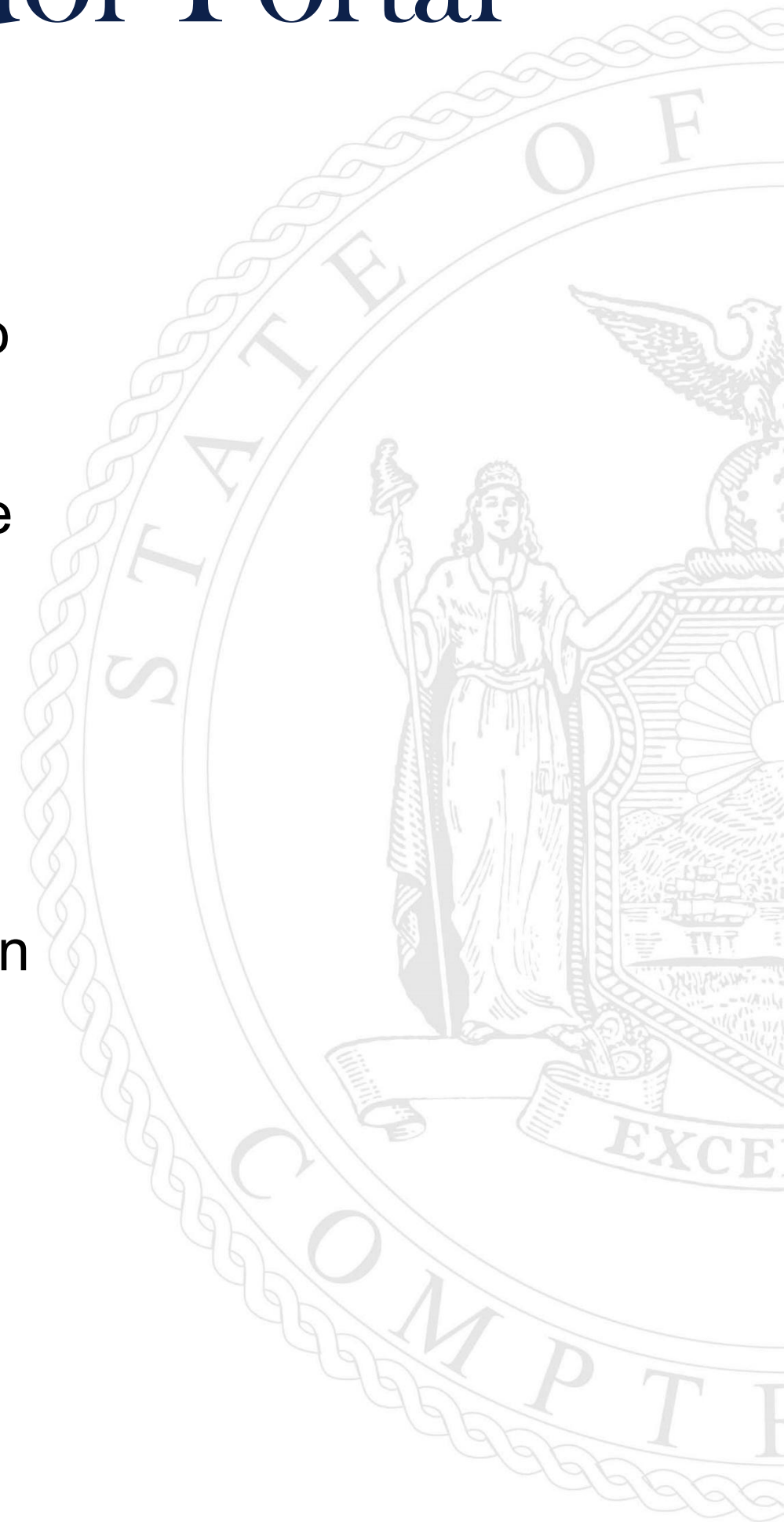
Click the downward arrow (v) associated with any of the Quick Start Centers on the **left side of this page** to find additional information relevant to each topic.

Agency Collaboration with Vendors



SFS Support Tile in the Vendor Portal

- Vendors can use the SFS Support Tile on their homepage to submit questions to the SFS Help Desk.
 - The Ticket Request Wizard will automatically populate the vendor's name, phone number, and email (if it exists) in their SFS user profile.
 - Once entered or confirmed, click Next.
 - On subsequent steps within the Ticket Request Wizard, they will be prompted to provide detail about their question or issue.
 - Once they have provided the detail, they review the information and submit it to the SFS Help Desk.



Communicating with the Vendor: PO Best Practices

- Best Practice POs have:
 - Detailed PO line descriptions or Catalog Item
 - Receiving setup as Required
 - The exact quantity (and unit of measure) or dollar amount being ordered
 - Actual Ship To Locations
 - Proper Bill To information
 - Update vendors remittance template when vendor notifies you of default location update



Communicating with the Vendor: PO Best Practices Continued

- Accurate Category Codes selected
- Comments and agency contact information used to communicate to vendors
- OGS centralized or Agency-specific contract IDs added (where applicable)
- A dispatch method set to email

For more information on PO creation best practices, agencies should review the following resources in SFS Coach Training:

- [PO Best Practices Presentation](#)
- [Purchase Order Best Practices Guide](#)
- [Vendor Location Overview](#)



Communicating with the Vendor: Proper Invoice Standards

- A proper invoice is a written or electronic request for payment submitted by the vendor that **must** contain the following information:
 - Vendor name
 - Name of NYS Agency that ordered the goods or services
 - Description of goods or services for which requesting payment
 - Quantity of goods, property, or services delivered or rendered
 - Amount requested
 - Purchase order (PO) number, if applicable, as provided by ordering agency

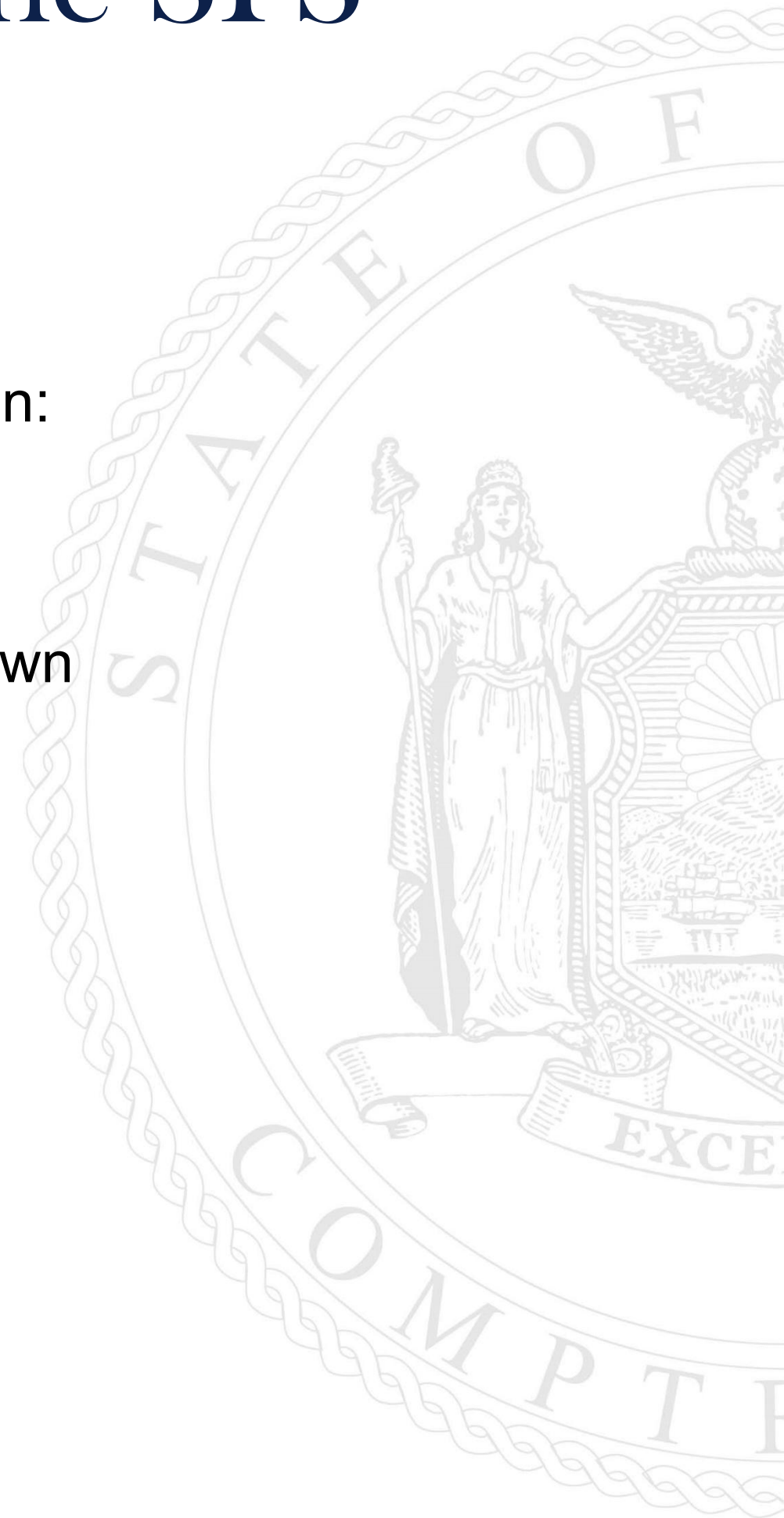
Communicating with the Vendor: Proper Invoice Standards Continued

- When an invoice does not contain the above information, agencies must **reject** the invoice
- For additional assistance, the [Invoice Checklist](#) should be used by agencies and vendors to ensure consistency and completeness of invoices that are submitted to NYS for payment



When to Direct Vendors to the SFS Help Desk

- The SFS Help Desk is available Monday – Friday from 8:00 a.m. to 5:00 p.m. to assist vendors with questions focused on:
 - Finding their Vendor ID or enrollment/welcome email
 - If the Primary Contact is no longer with the vendor organization or the name of the Primary Contact is unknown
 - Navigating within the Vendor Portal
 - Entering and maintaining their organizational information
 - Updating payment information
 - Accessing on-demand training



Reminders for Agencies

When to Direct Vendors to the SFS Help Desk

Agencies are responsible for registering new vendors and supporting vendors through the SFS registration process. Agencies should also be prepared to address questions related to purchase orders, contracts, and the delivery of goods or fulfillment of services.



Reminders for Agencies

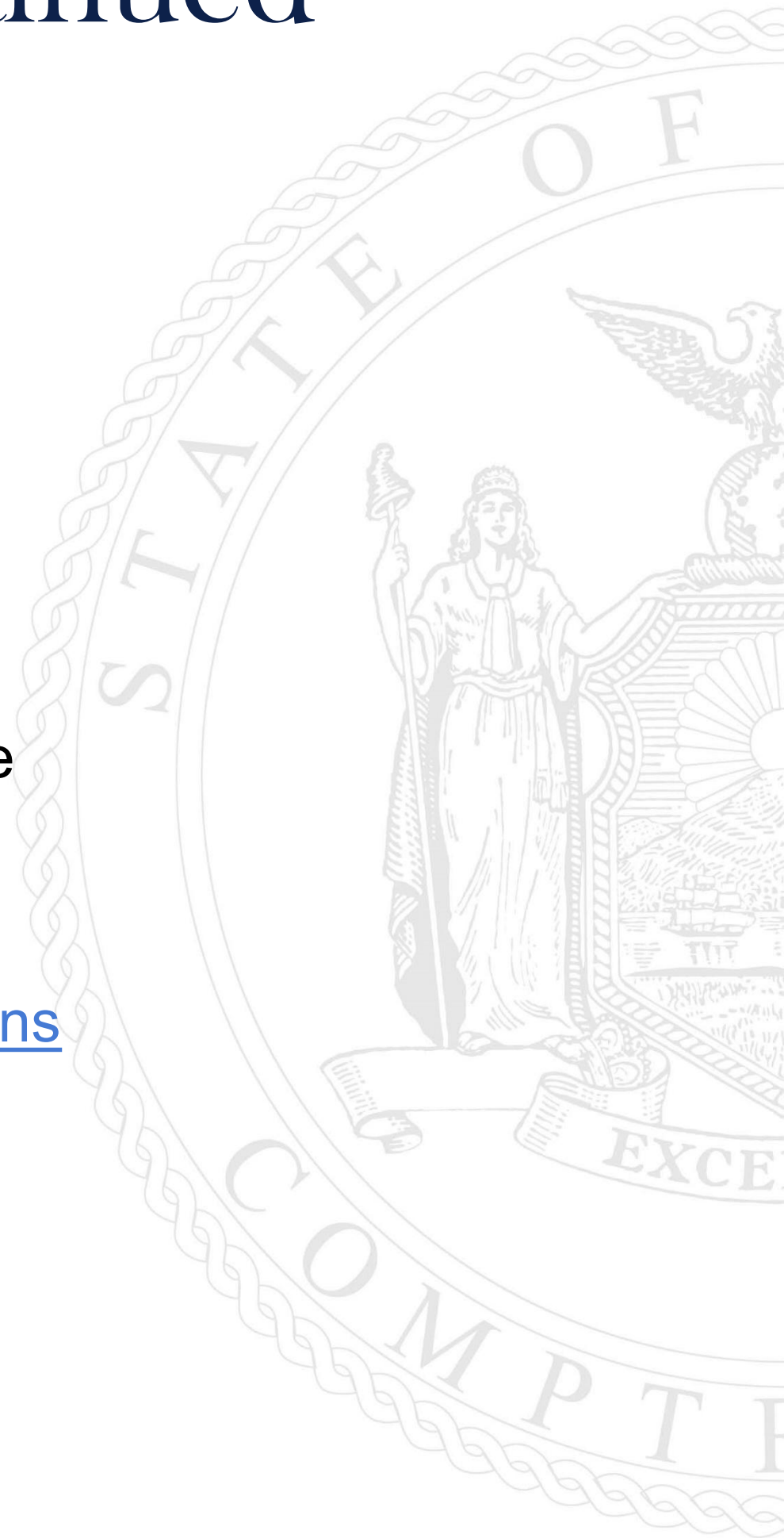
Agencies should encourage vendors to:

- Complete online registration to establish a Vendor Portal account
- Review payment information through the Vendor Portal
- Maintain accurate and up-to-date primary contact, address and banking information
- Receive electronic payments when possible
- Use Locations to define their business rules – PO email addresses, payment bank accounts, etc.
- Communicate to additional users who the Delegated Admin and what tasks can only be done by the Delegated Admin
- Put a reminder on their calendar to log into SFS once a month to keep their SFS access active



Reminders for Agencies Continued

- Review the on-demand resources and support available directly in the SFS Vendor Portal, including the [SFS Vendor Portal: Getting Started Guide](#)
- The following resources are available for agencies who do business with vendors:
 - [New Vendor Request](#) (JAA-AP205-022) job aid in SFS Coach Training provides agencies with step-by-step instructions on how to submit a request to the Office of the State Comptroller's Vendor Management Unit for a new vendor to be added to the SFS
- [Office of the State Comptroller's Guide to Financial Operations](#) is the reference source for Statewide accounting policies, procedures, and OSC related-mandates for use by State agencies



1099 Reporting Process



Who Provides Information for 1099 Reporting?

- Agencies are responsible for accurately identifying the payment amount subject to 1099 reporting
 - Withholding is the payment amount subject to 1099 reporting
 - Withholding occurs on the line level of the voucher
 - The agency must identify the correct **1099 type** and **withholding class** to report the payment amount
- Each record on the vendor file defaults to “Yes” for withholding



How to Correctly Report 1099 Income

- The agency employee entering the voucher must determine whether the payment is 1099 reportable
 - If the payment is 1099 reportable, the agency employee must decide if the payment is reportable on the 1099-NEC or the 1099-MISC
 - If the payment is reportable on the 1099-MISC, the agency employee must determine the correct withholding class (i.e., 01, 03, 06 or 10)



What Types of Payments are 1099 Reportable?

Withholding Class	Types of Payments
1099-MISC Class 01	Rental/Lease Payments
1099-MISC Class 03	Client Payroll/Work for Pay
	Jury Payment
	Loan Forgiveness
	Prizes and Awards
	Settlement Payments to Claimants
1099-MISC Class 06	Hospital/Medical Payments
1099-MISC Class 10	Settlement Payments to Attorneys
1099-NEC Class 01	Payments to vendors for services

Withholding on the Voucher

The agency staff creating the voucher must select the “Withholding” link to review and/or update the withholding information on the voucher.

Sales/Use Tax Summary
Non Merchandise Summary
Session Defaults
Comments(1)
Attachments (0)
Withholding
Template List
Advanced Supplier Search
Approval History
Supplier Hierarchy
Supplier 360
 



Withholding on the Voucher Continued

Invoice Line Withhold Information

Line1Description

Withholding CodeN01Non-Employee Compensation

☒ Withholding Applicable

Withholding Details

	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable		
1	IRS	1099N	FED	01				Withhold at Payment	☒	+	-

How are 1099s Corrected?

- Vouchers **CANNOT** be corrected by the agency once they are approved for payment
- If an agency incorrectly codes a voucher, an agency representative should email Fedrep@osc.ny.gov
 - Fedrep@osc.ny.gov is the dedicated email address for all 1099 voucher corrections and questions
- Corrections for Single Pay vouchers subject to 1099 reporting should be sent via secure transfer file



Be on the look out for...

1099 Reporting Requirements

Guide to Financial Operations Updates



Contact Information for Support

- For questions or assistance using the SFS Vendor Portal, vendors can contact the SFS Help Desk:
 - Helpdesk@sfs.ny.gov, (855) 233-8363, or use the SFS Support tile on the SFS Vendor Portal homepage
- Agencies can contact OSC Vendor Management Unit:
 - VMU@osc.ny.gov



Q & A Session and Open Discussion

