
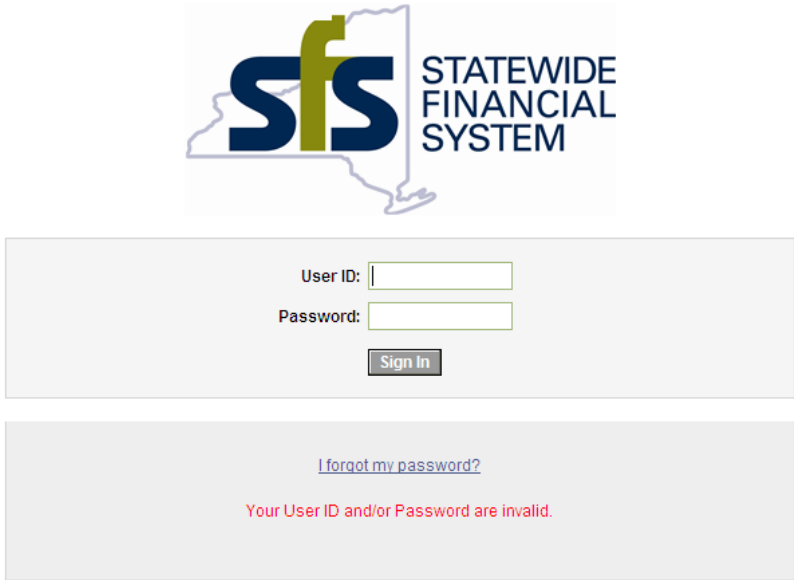
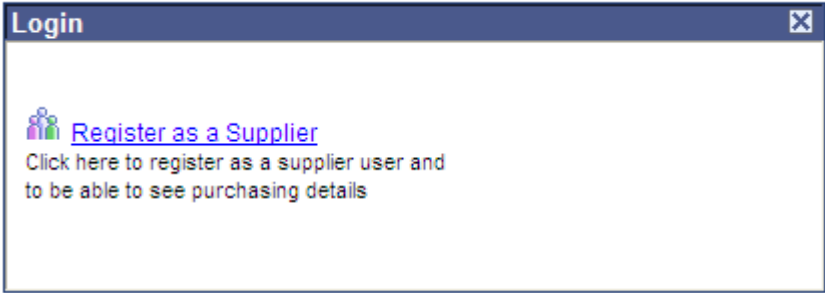
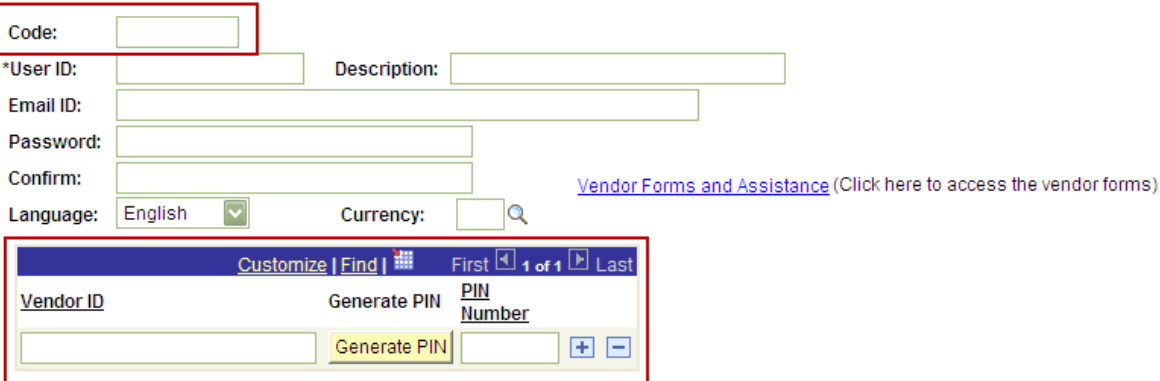


How Do I Login to the Online Vendor Self-Service Application?

Step	Action
1.	<p>Using the information provided in the email sent to the primary Contact:</p> <ul style="list-style-type: none"><li>➤ Navigate to the URL for the application, the PeopleSoft Sign In page appears.</li><li>➤ Enter NY_SFS_VENDOR into the <b>User ID</b> field.</li><li>➤ Enter the assigned Login Password into the <b>Password</b> field.</li></ul> <p>Click the <b>Sign In</b> button</p> <div data-bbox="509 867 1252 1402"></div>


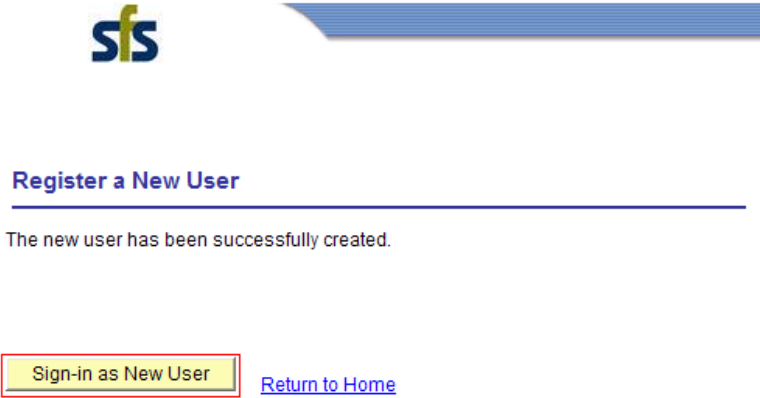
Step	Action
2.	<p>If the message below stating the “User ID and/or Password are invalid,” check to ensure all Caps are used and the Num lock is turned on before trying again.</p> <div data-bbox="485 491 1274 1066"></div>
3.	<p>Click the <b>Register as a Supplier</b> link.</p> <div data-bbox="464 1207 1284 1497"></div>

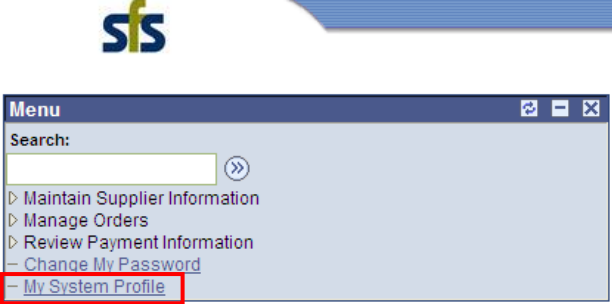
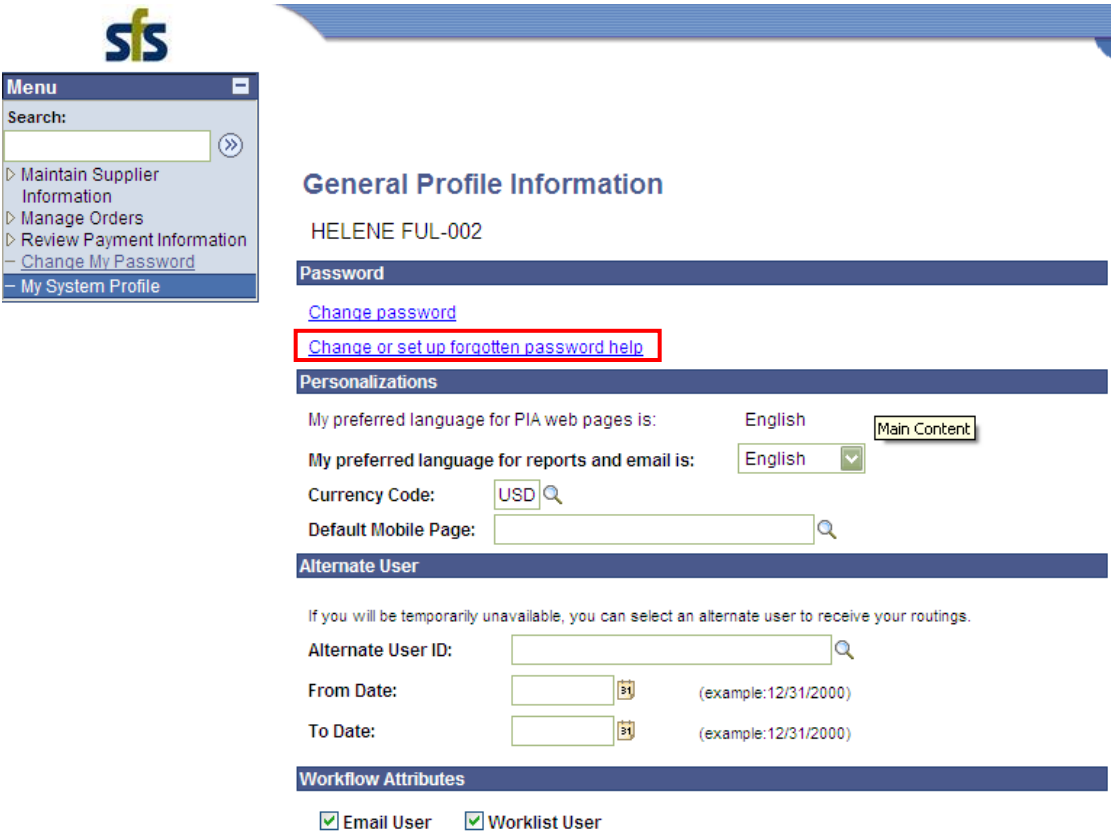
Step	Action
4.	<p>The system navigates the user to the <b>Supplier Registration</b> page.</p> <ul style="list-style-type: none"> <li>➤ Enter the registration code (<b>Code</b>) and NYS Vendor ID(s) (<b>Vendor ID</b>).</li> <li>➤ Click the <b>Generate PIN</b> button to create a unique PIN number. This PIN number will be emailed to the primary contact associated with the vendor number entered.</li> </ul> <p><b>Users with multiple Vendor ID’s Note:</b> If the same person is the designated Primary Contact for multiple Vendor ID’s, click the <b>+</b> to create additional Vendor ID rows. A PIN must be generated for each Vendor ID.</p> <p><b>Supplier Registration</b></p> <p>To begin supplier registration, fill in the registration code on the first line and the vendor number included in your welcome email on the last line.</p> <p>Click on the "Generate PIN" button to create a unique number that will be emailed to the primary contact for the vendor number entered.</p> <p>Upon receipt of the PIN, complete the remainder of the page to create your personal user account:</p> <p>User ID - Must be unique within the system. You may have to modify your User ID if assigned to another user.</p> <p>Description - Optional field. It is suggested that you enter the vendor name or Vendor ID in this field.</p> <p>Email ID - The User's email address</p> <p>Password - Must be 8 characters long and use at least one number and one special character. (e.g. Summer1#)</p> <p>Confirm - Retype Password</p> <p>Language - Default to English</p> <p>Currency - Enter or select USD. New York will only make payment using US dollars.</p> <p>Click on the link for "Terms of Agreement" and read the terms.</p> <p>Click on the check box indicating the "Terms of Agreement" have been read.</p> <p>A "Create" button will appear. Click on this button to create the user profile.</p>  <p><input type="checkbox"/> <a href="#">Terms of Agreement</a> (Click here to read and accept the Terms of Agreement)</p>

Step	Action														
5.	<p>The PIN is sent to the Primary Contact’s email.</p> <p>Upon receipt of the email containing the PIN(s), enter the PIN(s) into the appropriate field(s).</p>														
6.	<p>Complete the remainder of the <b>Supplier Registration</b> page to create a personal user account.</p> <table border="1" data-bbox="378 583 1377 1213"> <tr> <td data-bbox="378 583 581 842">User ID</td> <td data-bbox="581 583 1377 842"> <p>Create a Unique User ID to use when logging into the system in the future.</p> <p><b>Note:</b> The system will not allow two of the same User ID’s in the Online Vendor Self Service system. When creating a User ID, if the User ID already exists, create a different User ID.</p> </td> </tr> <tr> <td data-bbox="378 842 581 877">Description</td> <td data-bbox="581 842 1377 877">Optional</td> </tr> <tr> <td data-bbox="378 877 581 913">Email ID</td> <td data-bbox="581 877 1377 913">The users email address</td> </tr> <tr> <td data-bbox="378 913 581 1066">Password</td> <td data-bbox="581 913 1377 1066"> <p>Create a unique password to access the profile created.</p> <ol style="list-style-type: none"> <li>1. This password must be eight characters in length.</li> <li>2. Include one special character.</li> <li>3. Include one digit.</li> </ol> </td> </tr> <tr> <td data-bbox="378 1066 581 1102">Confirm</td> <td data-bbox="581 1066 1377 1102">Confirm the password created</td> </tr> <tr> <td data-bbox="378 1102 581 1138">Language</td> <td data-bbox="581 1102 1377 1138">Default to English</td> </tr> <tr> <td data-bbox="378 1138 581 1213">Currency</td> <td data-bbox="581 1138 1377 1213">Enter USD. New York State only pays vendors in United States currency.</td> </tr> </table>	User ID	<p>Create a Unique User ID to use when logging into the system in the future.</p> <p><b>Note:</b> The system will not allow two of the same User ID’s in the Online Vendor Self Service system. When creating a User ID, if the User ID already exists, create a different User ID.</p>	Description	Optional	Email ID	The users email address	Password	<p>Create a unique password to access the profile created.</p> <ol style="list-style-type: none"> <li>1. This password must be eight characters in length.</li> <li>2. Include one special character.</li> <li>3. Include one digit.</li> </ol>	Confirm	Confirm the password created	Language	Default to English	Currency	Enter USD. New York State only pays vendors in United States currency.
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7.	<p>Click the <b>Terms of Agreement</b> link to read and accept the Terms of Agreement.</p> <ul style="list-style-type: none"> <li>➤ The Terms of agreement must be accepted before a User ID can be created.</li> </ul>														

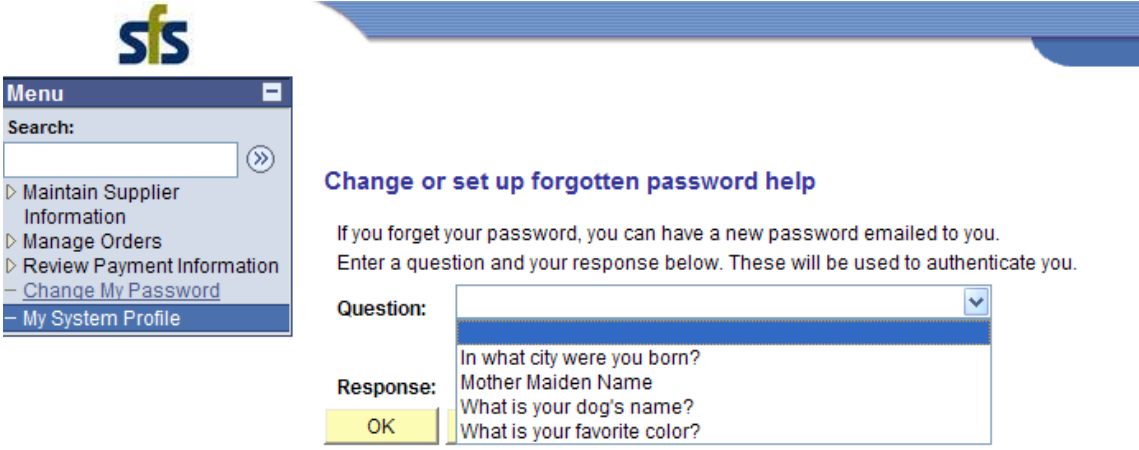
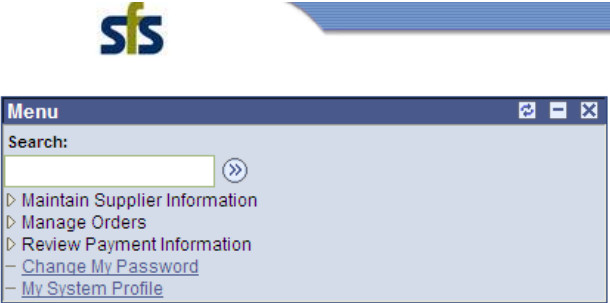
Step	Action
8.	<p>At the bottom of the <b>Terms of Agreement</b> page, click the <b>Vendor Online Services' Terms of Service</b>.</p> <p>On behalf of the above named Business Entity, I represent that:</p> <ul style="list-style-type: none"> <li>(a) I will provide true, accurate, current, and complete Enrollment Data.</li> <li>(b) I will maintain and promptly update the Enrollment Data as necessary to keep it true, accurate, current, and complete, and</li> <li>(c) I will access and use the Services consistent with and subject to the <a href="#">Vendor Online Services' Terms of Service</a> and all applicable laws.</li> <li>(d) Any users to whom I assign access will access and use the Services consistent with and subject to the <a href="#">Vendor Online Services' Terms of Service</a> and all applicable laws.</li> </ul> <p style="text-align: center;">OR</p> <p>I have the authority to designate a Primary Authorizer on behalf of the above named Business Entity for the New York State Financial System Vendor Online Services ("Services"). The Business Entity agrees to hold the State harmless and to indemnify the State from and against any claims, demands, losses, and causes of action asserted against or incurred by the State which result from or arise out of the negligent conduct or intentional acts of myself or any of my designated users.</p> <p>By acting on behalf of the above named Business Entity, I represent that:</p> <ul style="list-style-type: none"> <li>(a) I, or the Primary Authorizer I designate, will provide true, accurate, current, and complete Enrollment Data.</li> <li>(b) I, or the Primary Authorizer I designate, will maintain and promptly update the Enrollment Data as necessary to keep it true, accurate, current, and complete.</li> <li>(c) I, or the Primary Authorizer I designate, will access and use the Services consistent with and subject to the <a href="#">Vendor Online Services' Terms of Service</a> and all applicable laws, and</li> <li>(d) Any users to whom I or any designated Primary Authorizer assign access will access and use the Services consistent with and subject to the <a href="#">Vendor Online Services' Terms of Service</a> and all applicable laws.</li> </ul> <p>Please click here to read <a href="#">Vendor Online Services' Terms of Service</a></p> <p><input type="button" value="I Agree"/> <input type="button" value="I Disagree"/></p>
9.	<p>Once the <b>Terms of Agreement</b> and the <b>Vendor Online Services' Terms of Service</b> have been read, click the <b>I Agree</b> button.</p> <p>On behalf of the above named Business Entity, I represent that:</p> <ul style="list-style-type: none"> <li>(a) I will provide true, accurate, current, and complete Enrollment Data.</li> <li>(b) I will maintain and promptly update the Enrollment Data as necessary to keep it true, accurate, current, and complete, and</li> <li>(c) I will access and use the Services consistent with and subject to the <a href="#">Vendor Online Services' Terms of Service</a> and all applicable laws.</li> <li>(d) Any users to whom I assign access will access and use the Services consistent with and subject to the <a href="#">Vendor Online Services' Terms of Service</a> and all applicable laws.</li> </ul> <p style="text-align: center;">OR</p> <p>I have the authority to designate a Primary Authorizer on behalf of the above named Business Entity for the New York State Financial System Vendor Online Services ("Services"). The Business Entity agrees to hold the State harmless and to indemnify the State from and against any claims, demands, losses, and causes of action asserted against or incurred by the State which result from or arise out of the negligent conduct or intentional acts of myself or any of my designated users.</p> <p>By acting on behalf of the above named Business Entity, I represent that:</p> <ul style="list-style-type: none"> <li>(a) I, or the Primary Authorizer I designate, will provide true, accurate, current, and complete Enrollment Data.</li> <li>(b) I, or the Primary Authorizer I designate, will maintain and promptly update the Enrollment Data as necessary to keep it true, accurate, current, and complete.</li> <li>(c) I, or the Primary Authorizer I designate, will access and use the Services consistent with and subject to the <a href="#">Vendor Online Services' Terms of Service</a> and all applicable laws, and</li> <li>(d) Any users to whom I or any designated Primary Authorizer assign access will access and use the Services consistent with and subject to the <a href="#">Vendor Online Services' Terms of Service</a> and all applicable laws.</li> </ul> <p>Please click here to read <a href="#">Vendor Online Services' Terms of Service</a></p> <p><input type="button" value="I Agree"/> <input type="button" value="I Disagree"/></p>

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10.	<p>The system navigates back to the <b>Supplier Registration</b> page.</p> <p>Click the <b>Create</b> button.</p> <p><b>Supplier Registration</b></p> <p>To begin supplier registration, fill in the registration code on the first line and the vendor number included in your welcome email on the last line.</p> <p>Click on the "Generate PIN" button to create a unique number that will be emailed to the primary contact for the vendor number entered.</p> <p>Once receipt of the PIN, complete the remainder of the page to create your personal user account:</p> <p><input checked="" type="checkbox"/> <a href="#">Terms of Agreement</a> (Click here to read and accept the Terms of Agreement)</p> <p><input type="checkbox"/> <input type="checkbox"/> if your User ID is assigned to another user.</p> <p><input type="text"/> or name or Vendor ID in this field.</p> <p>Email ID - The User's email address</p> <p>Password - Must be 8 characters long and use at least one number and one special character. (e.g. Summer1#)</p> <p>Confirm - Retype Password</p> <p>Language - Default to English</p> <p>Currency - Enter or select USD. New York will only make payment using US dollars.</p> <p>Click on the link for "Terms of Agreement" and read the terms.</p> <p>Click on the check box indicating the "Terms of Agreement" have been read.</p> <p>A "Create" button will appear. Click on this button to create the user profile.</p> <p>Code: <input type="text" value="123789"/></p> <p>*User ID: <input type="text" value="karla"/> Description: <input type="text"/></p> <p>Email ID: <input type="text" value="kravida@osc.state.ny.us"/></p> <p>Password: <input type="password" value="••••••"/></p> <p>Confirm: <input type="password" value="••••••"/></p> <p>Language: <input type="text" value="English"/> Currency: <input type="text" value="USD"/></p> <p><a href="#">Vendor Forms and Assistance</a> (Click here to access the vendor forms)</p> <table border="1" data-bbox="313 1398 943 1524"> <tr> <td colspan="2">Customize   Find   #</td> <td>First</td> <td>1 of 1</td> <td>Last</td> </tr> <tr> <td><u>Vendor ID</u></td> <td>Generate PIN</td> <td><u>PIN</u></td> <td colspan="2"></td> </tr> <tr> <td><input type="text" value="0000000112"/></td> <td><input type="button" value="Generate PIN"/></td> <td><input type="text" value="4578"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </table> <p><input checked="" type="checkbox"/> <a href="#">Terms of Agreement</a> (Click here to read and accept the Terms of Agreement)</p> <p><input type="button" value="Create"/></p>	Customize   Find   #		First	1 of 1	Last	<u>Vendor ID</u>	Generate PIN	<u>PIN</u>			<input type="text" value="0000000112"/>	<input type="button" value="Generate PIN"/>	<input type="text" value="4578"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
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Step	Action
11.	<p>If the following error message is received:</p> <div data-bbox="573 464 1192 730"></div> <ol style="list-style-type: none"><li>1. Ensure all the necessary values are entered on the Registration page.</li><li>2. Verify the password is in accordance with the acceptable parameters:<ul style="list-style-type: none"><li>o This password must be eight characters in length.</li><li>o Include one special character. (e.g. * ! &amp;)</li><li>o Include one digit.</li></ul></li><li>3. Re-enter the password into the 'Confirm password' field and then click the 'Create' button.</li><li>4. Try another User ID. The Vendor Self Service System does not allow the same User ID to be used for more than one user.</li></ol>
12.	<p>The system indicates that the new user has been successfully created.</p> <p>To access NYS Vendor Self Service, click the <b>Sign-in as New User</b> button.</p> <div data-bbox="508 1402 1263 1797"></div>

Step	Action
13.	<p>The system navigates to the main menu page.</p> <p>Create a question/response in case the password created is forgotten.</p> <p>Click the <b>My System Profile</b> link on the left-side menu.</p> 
14.	<p>The system navigates to the <b>General Profile Information</b> page.</p> <p>Click the <b>Change or set up forgotten password help</b> link.</p> 



Step	Action
15.	<p>The system navigates to the <b>Change or set up forgotten password help link</b> page.</p> <p>Select a question from the drop down list and type in the desired response.</p> <p><b>NOTE:</b> Select a question and response combination they will remember in the future.</p> 
16.	Click the <b>OK</b> button.
17.	<p>The system navigates back to the <b>Change or set up forgotten password help link</b> page.</p> <p>Click the <b>Save</b> button.</p>
18.	<p>Use the Menu on the left-side to navigate to a different page.</p> 
19.	You did it!! Navigate around to look at some of the screens you will soon be using to look up the status of your payments and manage your own account.