

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

Step	Action
1.	Using the information provided in the email sent to the primary Contact:
	Navigate to the URL for the application, the PeopleSoft Sign In page appears.
	➢ Enter NY_SFS_VENDOR into the User ID field.
	Enter the assigned Login Password into the Password field.
	Click the Sign In button
	STATEWIDE FINANCIAL SYSTEM
	User ID: Pessavorit
	Uterant con a management?



Step	Action
2.	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.
	STATEWIDE FINANCIAL SYSTEM
	User ID: User ID: Password: Sign In
	Lforgot my password? Your User ID and/or Password are invalid.
3.	Click the Register as a Supplier link.
	Login 🛛
	Register as a Supplier Click here to register as a supplier user and to be able to see purchasing details



Step	Action
4.	The system navigates the user to the Supplier Registration page.
	Enter the registration code (Code) and NYS Vendor ID(s) (Vendor ID).
	 Click the Generate PIN button to create a unique PIN number. This PIN number will be emailed to the primary contact associated with the vendor number entered.
	<u>Users with multiple Vendor ID's Note:</u> If the same person is the designated Primary Contact for multiple Vendor ID's, click the 🛨 to create additional Vendor ID rows. A PIN must be generated for each Vendor ID.
	Supplier Registration
	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.
	Click on the "Generate PIN" button to create a unique number that will be emailed to the primary contact for the vendor number entered.
	Upon receipt of the PIN, complete the remainder of the page to create your personal user account:
	User ID - Must be unique within the system. You may have to modify your User ID if assigned to another user.
	Description - Optional field. It is suggested that you enter the vendor name or Vendor ID in this field.
	Email ID - The User's email address
	Password - Must be 8 characters long and use at least one number and one special character. (e.g. Summer1#)
	Confirm - Retype Password
	Language - Default to English
	Currency - Enter of select USD. New York will only make payment using US dollars.
	Click on the link for "Terms of Agreement" and read the terms.
	Click on the check box indicating the "Terms of Agreement" have been read.
	A "Create" button will appear. Click on this button to create the user profile.
	Code:
	*User ID: Description:
	Email ID:
	Password:
	Confirm: Vendor Forms and Assistance (Click here to access the vendor forms)
	Customize Find III First II 1 of 1 III Last
	Concrete RIN
	Terms of Agreement (Click here to read and accept the Terms of Agreement)



Step	Action	
5.	The PIN is sent to the I	Primary Contact's email.
	Upon receipt of the em	ail containing the PIN(s), enter the PIN(s) into the appropriate field(s).
6.	Complete the remainde	r of the Supplier Registration page to create a personal user account.
		Create a Unique User ID to use when logging into the
		system in the future.
	User ID	Note: 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
	Description	Optional
	Email ID	The users email address
		Create a unique password to access the profile created.
	Password	1. This password must be eight characters in length.
		2. Include one special character.
		3. Include one digit.
	Confirm	Confirm the password created
	Language	Default to English
	Currency	Enter USD. New York State only pays vendors in United
		States currency.
7.	Click the Terms of Ag	reement link to read and accept the Terms of Agreement.
	\succ The Terms of a	greement must be accepted before a User ID can be created.



Step	Action
8.	At the bottom of the Terms of Agreement page, click the Vendor Online Services' Terms
	of Service.
	On behalf of the above named Business Entry: I represent that
	(a) I will provide true: accurate, current, and complete Enrollment Data.
	(b) I will maintain and promptly update the Dirushment Data as necessary to being it how, accounts, connect, and complete, and
	(c)) off access and use the Services connument offs and subject to the Vendor Online Services' Terms of Service and at applicable laws;
	(d) Any users to whom I assign access will access and use the Senices consistent with and subject to the Vendor Online Services' Terms of Service and all applicable laws
	08
	I have the authority to designate a Plinnary Authorities on behalf of the above named Business Entity for the New Yoah State Financial System Vender Online Sensice ("Sensice"). Th Eusiveen Entity agrees to hold the State harmlass and to indemnity the State from and against any claims, demands, losses, and causes of action asserted against or incurred by the State shich result from or area out of the negligent conduct or eterminish acts of myself or any of my disregrated users.
	By acting on behalf of the above normed Duniness Entry, I represent that
	(a) L of the Prenary Authorities I designate, self provide true, accurate, current, and complete Envolvemt Data.
	(b) I, or the Primary Authorizen I designate, will maintain and promptly update the Enrollment Data as increasing to keep it true, accurate, convert, and complete.
	(c) I, or the Prenary Authorizer I designate, will access and use the Services consistent with and subject to the Veinder Online Services' Terms of Service and all applicable laws; and
	(II) Any users to ohom I or any designated Primary Authorizer assign access will access and use the Services consistent with and subject to the Vender Online Services' Terms of Service and applicable laws
9.	Once the Terms of Agreement and the Vendor Online Services' Terms of Service have been read, click the I Agree button.
	On haled of the shore control Business Entry. I conserve that
	(a) I will senate the according to the senate and committee Eventment Date
	(b) and proved row, available, unders the Developer's providence to base if they arrivate interest and memory and memory and
	(i) all screep and one the Secretary convertent with and advant to the Vandar Californ Secretary' Terms of Secretary and all scalifordia hour
	of any open to show Jansey arrang all arrang and use the features consistent with and schart to the Userian Online Services' Target at Catalog and all and online laws
	I have the authority to designate a Pinnary Authorom un behalf of the above named Businesse Entity for the New York State Financial System Vendur Online Sensces ("Sensces"). The Exercises Entity agrees to hold the State harmlass and to indemndy the State from and agreent any claims, demands, knews, and causes of action asserted against or incurred by the State which result from or arise and of the negligent cambust or intermodule at all myself or any of my divergented users.
	By acting on behalf of the abuse warved Dusiness Entry. I represent that
	(a) L or the Primary Authoritien I designate, will provide true, accurate, current, and complete Enrollment Data
	(b) L or the Primary Authorizen's designate, will maintain and promptly update the Enrollment Data as necessary to keep it true, ecountie, current, and complete
	(c) L or the Prenary Authorizer I designate, will access and use the Senices committent with and subject to the Vander Online Services' Terms of Service and all applicable laws, and
	(d) Any users to sham I ar any designated Primary Authorizer assign access oil access and use the Senices consistent with and subject to the Vender Online Services' Terms of Service and all applicable laws
	Plaase old hars to read (jendo Critic Senter: Terms of Senter)



Step	Action	
10.	The system navigates back to the Supplier Registration page.	
	Click the Create button.	
	Supplier Registration	
	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.	
	Click on the "Generate PIN" button to create a unique number that will be emailed to the primary contact for the vendor number entered.	
	Upon respire of the DINL complete the remainder of the page to create your personal user account:	
	Terms of Agreement (Click here to read and accept the Terms of Agreement) ify your User ID if assigned to another user.	
	or name or Vendor ID in this field.	
	Email ID - The User's email address	
	Password - Must be 8 characters long and use at least one number and one special character. (e.g. Summer1#)	
	Confirm - Retype Password	
	Language - Default to English	
	Currency - Enter of select USD. New York will only make payment using US dollars.	
	Click on the link for "Terms of Agreement" and read the terms.	
	Click on the check box indicating the "Terms of Agreement" have been read.	
	A "Create" button will appear. Click on this button to create the user profile.	
	Code: 123789	
	*User ID: karla Description:	
	Email ID: kravida@osc.state.ny.us	
	Password:	
	Confirm: Vendor Forms and Assistance (Click here to access the vendor form	is)
	Language: English 🔽 Currency: USD 🔍	
	Customize Find 🗮 First 🗹 1 of 1 🕨 Last	
	Vendor ID Generate PIN PIN Number	
	0000000112 Generate PIN 4578 + -	
	Terms of Agreement (Click here to read and accept the Terms of Agreement)	
	Create	
	Password - Must be 8 characters long and use at least one number and one special character. (e.g. Summer1#) Confirm - Retype Password Language - Default to English Currency - Enter of select USD. New York will only make payment using US dollars. Click on the link for "Terms of Agreement" and read the terms. Click on the link for "Terms of Agreement" and read the terms. Click on the check box indicating the "Terms of Agreement" have been read. A "Create" button will appear. Click on this button to create the user profile. Code: 123789 "User ID: karla Description: Email ID: kravida@osc.state.ny.us Password: Email ID: kravida@osc.state.ny.us Password: English Currency: USD Currency: USD Currency: USD Terms of Agreement (Click here to access the vendor for Language: English Currency: USD Terms of Agreement (Click here to read and accept the Terms of Agreement) Create	m



Step	Action
11.	If the following error message is received:
	Windows Internet Explorer Image: Comparison of the second sec
	1. Ensure all the necessary values are entered on the Registration page.
	 2. Verify the password is in accordance with the acceptable parameters: This password must be eight characters in length. Include one special character. (e.g. * ! &) Include one digit.
	3. Re-enter the password into the 'Confirm password' field and then click the 'Create' button.
	 Try another User ID. The Vendor Self Service System does not allow the same User ID to be used for more than one user.
12.	The system indicates that the new user has been successfully created.
	To access NYS Vendor Self Service, click the Sign-in as New User button.
	sis
	Register a New User The new user has been successfully created.
	Sign-in as New User Return to Home



Step	Action
13.	The system navigates to the main menu page.
	Create a question/response in case the password created is forgotten.
	Click the My System Profile link on the left-side menu.
	sis
	Menu Image: Constraint of the system Search: Image: Constraint of the system Image: Description of the system of the system Image: Constraint of the system Image: Description of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constrainton Image: Constrainton
14.	The system navigates to the General Profile Information page.
	Click the Change or set up forgotten password help link.
	sis
	Menu Search: Naintain Supplier Information Manage Orders Review Payment Information HELENE FUL-002
	- <u>Change My Password</u> - My System Profile Password
	Change password Change or set up forgotten password help
	Personalizations
	My preferred language for PIA web pages is: English Main Content
	My preferred language for reports and email is: English
	Default Mobile Page:
	Alternate User
	If you will be temporarily unavailable, you can select an alternate user to receive your routings.
	Alternate User ID:
	To Date: (example:12/31/2000)
	Workflow Attributes
	Fmail User Worklist User
	🗠 Email User 🕐 Worklist User



Step	Action
15.	The system navigates to the Change or set up forgotten password help link page.
	Select a question from the drop down list and type in the desired response.
	NOTE : Select a question and response combination they will remember in the future.
	sis
	Menu Search: Maintain Supplier Change or set up forgotten password help
	Information Manage Orders Review Payment Information <u>Change My Password</u> <u>My System Profile</u> If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you. Question:
	Response: In what city were you born? Mother Maiden Name What is your dog's name? What is your favorite color?
16.	Click the OK button.
17.	The system navigates back to the Change or set up forgotten password help link page.
	Click the Save button.
18.	Use the Menu on the left-side to navigate to a different page.
	sis
	Menu Image: Constraint of the system Search: Image: Search:
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
19.	the status of your payments and manage your own account.