

SFS Reference Guide

Background information:

New York State utilizes the State Financial System (SFS) to remit payment for all payments made to anyone that is not a state agency. To receive payments through the State Financial System (SFS) you must be registered through SFS and assigned an SFS Vendor ID (SFS number).

Quick facts:

- The SFS NYS Vendor ID is not a vendors Taxpayer ID, EIN, or SS.
- Payments can only be made once an exhibitor is registered into **SFS** and assigned an SFS number.
- To successfully register an Exhibitor into SFS a completed Substitute W9 is required.
- Exhibitors will be referred to as “Vendors” when working with the State Financial System (SFS)

If you currently have an SFS number:

- It is important to keep your contact information, i.e., mailing address, up to date to ensure that your payments are made in a timely fashion. These updates can only be done in SFS.
- The system is designed in a way where changes to your personal information can **ONLY** be handled or changed by you, the exhibitor. Failure to keep contact information up to date has caused many issues with exhibitors receiving their payments.
- We would like every Exhibitor to know their **SFS Vendor ID** (SFS number), because that’s how you’re paid. Your premium payments will fail to reach you if your information is incorrect.
- To verify your information and gain access to your vendor profile please call or email SFS:
 - Email helpdesk@sfs.ny.gov or call toll-free at 855-233-8363.
 - If you already have the log in information to your vendor profile, you can access it at: osc.state.ny.us/vendor_management

If you DO NOT have an SFS number:

- Please complete the Substitute W-9 : <https://grantsmanagement.ny.gov/system/files/documents/2018/09/subw9.pdf> and send this via email by replying to this email or, to Allison Douglas at: Allison.Douglas@Agriculture.NY.Gov Allison can be reached at: 315-728-4426.
- Once the information supplied on your substitute W9 is verified and approved by SFS you will receive a confirmation email from SFS with your SFS number and Login instructions.

Thank you so much for your cooperation, we look forward to seeing you at the 2024 NY State Fair!