

## SFS Reference Guide

The Fair 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** (common for exhibitors who have previously entered The Fair):

- 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 on the SFS Vendor Portal.
- 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 require every Exhibitor to know their **SFS Vendor ID** (SFS number).
- 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](mailto: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: <https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/?cmd=login>

**If you DO NOT have an SFS number** (common for new exhibitors):

- Please complete the Substitute W-9
- For **Agricultural Competitions** please email the completed form to [nysfairentrydepartment@agriculture.ny.gov](mailto:nysfairentrydepartment@agriculture.ny.gov)
- For **Creative Arts Competitions** please email the completed form to [nysfcreativearts@agriculture.ny.gov](mailto:nysfcreativearts@agriculture.ny.gov)
- 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.