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 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 ag.nysf@agriculture.ny.gov
- For **Creative Arts Competitions** please email the completed form to 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.