

# STATEWIDE FINANCIAL SYSTEM (SFS) VENDOR PORTAL ACCESS REFERENCE GUIDE FOR VENDORS



The Statewide Financial System (SFS) is New York State (NYS) government's accounting and financial management system used to manage contracts and payments. As a vendor who provides goods and services to NYS agencies, you can use the SFS Vendor Portal to transact online. For information about getting started as a NYS Vendor and the SFS Vendor Portal, refer to the [Getting Started Guide: SFS Vendor Portal](#).

## Managing Access & User Accounts in the SFS Vendor Portal

The contact provided in Part IV of the Substitute W-9 at the point of vendor registration determines the initial Primary Contact for your organization's SFS Vendor Portal account. The Primary Contact is the person who will receive the Vendor Registration Welcome packet and may serve as the SFS Vendor Delegated Administrator (Delegated Admin) for the SFS account. Roles in the SFS Vendor Portal control what an individual has access to do and the tasks they can perform. The Delegated Admin is responsible for making account changes, designating roles for other User IDs within their organization, and managing address and contact information.

This reference guide provides information to help you understand the system role(s) that you need to perform your work in the SFS Vendor Portal.

**Note for SFS Vendor Delegated Administrators:** For basic access to the SFS Vendor Portal homepage, all vendor users must be assigned the **Base Access** role and the **Login Access** role in SFS, in addition to other roles based on the tasks an individual performs. Staff involved in more than one aspect of a business process (e.g., creating invoices, submitting prequalification applications, signing grant contracts, etc.) will have multiple roles assigned to a single User ID in SFS.

Select the boxes below which most closely align with the type of work that you are involved in.

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Upon selecting one of the above boxes, additional options will display below. Select the option(s) below that most closely describes the tasks you perform.