



Office of Operations 2010 Fall Conference

The Statewide Vendor File Explained

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What This Session Will / Will Not Do

- **We will:**

- Review end-to-end business process
- Highlight key process and terminology changes

- **We will not:**

- Provide detailed discussion of processes or training, opportunities for this will be identified later in presentation



Key Concepts

- **Statewide Vendor File**

Key Concepts

- Statewide Vendor File
 - Central Vendor Management
 - File will be created and maintained with one official data base with single point of contact and single set of procedures
 - One Vendor – One Vendor Record – One Vendor Number
 - A Vendor is a:
Unique Combination of Name and Tax Identification Number

Vendor File Overview

➤ Benefits

- ✓ Improved contract negotiation/vendor management processes
- ✓ Improved vendor performance tracking/reporting
- ✓ Ensure conformity with set standards
- ✓ Eliminate vendor record duplication
- ✓ Facilitate federal reporting
- ✓ Improve management of vendor agreements
- ✓ Assess vendor's legal capacity to do business with New York State
- ✓ Reduce fraudulent claims
- ✓ Vendor web access to self-serve and payment status
- ✓ Validation of vendor registration for approval of contracts and payment processing

Key Concepts

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 - Central Vendor Management
- Vendor Data

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Key Concepts

- Statewide Vendor File
 - Central Vendor Management
- Vendor Data
 - IT IS THE VENDOR'S DATA
 - Agencies may have unique business relationships with a vendor but don't own the vendor's data or have responsibility for managing the vendor's data
 - Vendors own and have responsibility for their own data
 - Getting NYS out of doing the vendors accounting for them

Key Concepts

- Statewide Vendor File
 - Central Vendor Management
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 - IS THE VENDOR'S DATA
- Vendor Registration / Vendor Self Service

Key Concepts

- Statewide Vendor File
 - Central Vendor Management
- Vendor Data
 - IS THE VENDOR'S DATA
- Vendor Registration / Vendor Self Service
 - Vendors are selected to do business with NYS. The first agency doing business with a vendor registers them in the central vendor file
 - From then, on vendors manage their data through self service and/or the central vendor management unit

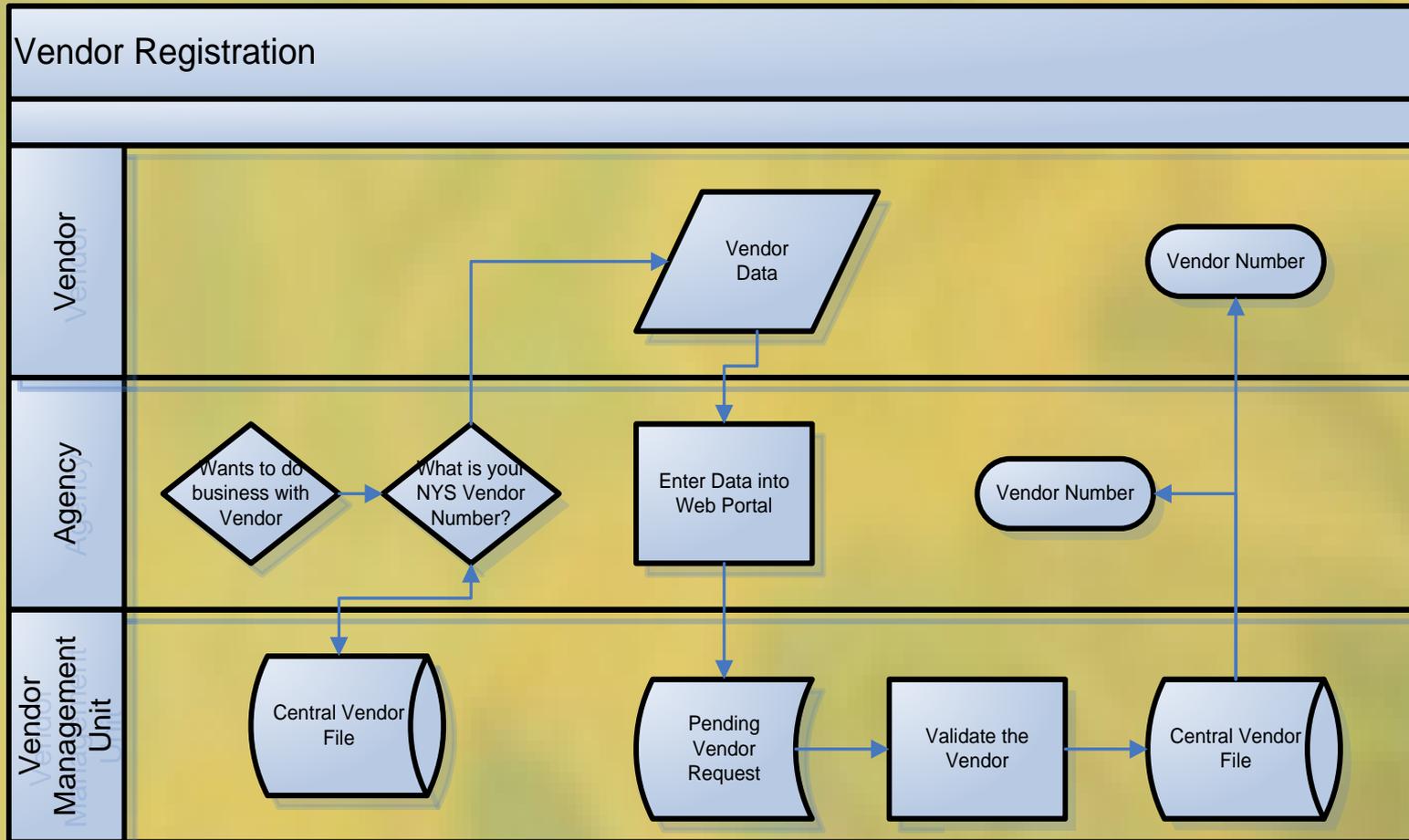
Business Process Changes

■ Vendor Registration

■ Online Portal –

- Prior to adding Vendors, agencies will access the portal to determine if the vendor already exists on the vendor file by searching on Vendor Name and/or TIN
- If the vendor does not exist on file, then agencies manually input the following required information –
 - **Name**
 - **Address**
 - **TIN**
 - **Vendor Contact Name**
 - **Vendor Contact Email**
 - **Withholding Requirement**

Process Overview



Business Process Changes

- Vendor File
 - One State – One File
- Vendor File Extract
 - Non-Wave 1
 - Feeder Systems

Business Process Changes

- Vendor Self Service
 - Online Portal –
 - Obtain information concerning status of invoice, voucher, payment
 - Add or change addresses
 - Add or change contacts and contact information
 - Account Access authorized by SFS but Users Self-Manage

Business Process Changes

■ Vendor Changes

Vendor Management Unit

- Paper based process
- ✓ Add or change addresses
- ✓ Name Change
- ✓ Business Organization Changes
- ✓ Tax Identification Number Changes
- ✓ Foreign vendors without TIN
- ✓ Enrollment in ePayments
- ✓ Add or change contacts and contact information

Changes in Terminology

Old Term	New Term
	Vendor Management Unit
Payee ID	Vendor Number
	Location
Address	Address Sequence
	Single Payment /Single Payment Vendor

Process Overview

- Vendor Payment Vouchers

Process Overview

- Vendor Payment Vouchers
 - Vendor Number - Who
 - Location - How
 - Address Sequence - Where

Process Overview

- Contracts

Process Overview

- Purchase Order / Encumbrance

Key Concepts

- Who is a Vendor in the Vendor File?
 - A Supplier of goods and services must be a vendor before you can do any business with them
 - A NYS Employee is NOT a vendor when acting as an employee
 - An employee is a Vendor when selected as a Supplier as allowed by the Public Officers Law
 - A Payee receives a payment and may or may not be a vendor dependent on the specifics of the payment

Process Overview

- Single Payment Vouchers - Payee
 - Entity is NOT in Vendor File
 - Vendor Number is assigned by VMU to a group of like transactions
 - Vendor Number is the same for everyone
 - Agency submits name and address for payment with each transaction
 - Similar to today's processing but without TIN
 - Revenue Refunds
 - Jury Payments
 - Crime Victims
 - Inmates
- Must have approval of VMU to Use

Process Overview

- Employee Reimbursement
 - Employee is NOT in Vendor File
- Used for all payments to NYS employees not processed through payroll
- NOT USED for Non Employees
 - Board Members must be in Vendor File

Key Concepts

- Conversion to the Statewide Vendor File
 - Vendor File Go-live scheduled for January 2011
 - Building Vendor File NOW from Vendor Repositories
 - Over 30,000 vendors in repositories
 - Over 20,000 have been assigned their Vendor Number
- All Active Contractors
- All enrollees in ePayments
- Vendors doing significant business with NYS since 2008

Key Concepts

- Vendor Responsibility For Their Data
- If not an Approved Vendor – Can't Do Business with them
- If you have a question/unique situation - ASK
 - VMU is a customer service organization
 - VMU@osc.state.ny.us
 - Willing to come to you to discuss unique situations not faced by other agencies

Question and Answer

