



NYS Office of the State Comptroller Question and Answer Report

ID	Question	Response
96	Why does NYS need a central vendor file? What are the benefits to the State?	Currently, the State does not maintain a vendor file, but instead has a payee history file. This file includes duplicate records and is not organized in a useful manner for the State, vendors, and other stakeholders. Capturing vendor information and recording it in a statewide master vendor file will eliminate duplicate records, improve the State's ability to report on vendor activities including purchasing and payments, be available for all agencies to use, and allow vendors to maintain their own vendor record.
604	Who will have access to the central vendor file?	Agencies and approved vendors will have access to the central vendor file.
605	Does a vendor have to be in the central vendor file in order to do business with the State?	Vendors will be required to be enrolled in the vendor file before an agency may enter into a contract, make purchases from or make a payment to the vendor. Legal entities wishing to do business with New York State not yet enrolled in the vendor file may be recorded in the bidder file that will be maintained by NYFMS.
606	How will new vendors be added to the central vendor file?	Once the system is implemented and the vendors have been converted, any new vendor will need to be enrolled when an agency decides to do business with them. For more information about this process, refer to the Vendor Strategy document at: http://www.osc.state.ny.us/agencies/cas/nyfms_focas.htm
607	What information will a vendor need to provide for enrollment in the vendor file?	The information required by a new vendor to be enrolled includes such basics as the vendor's legal name, address, vendor taxpayer identification number (TIN), contact name and e-mail address, and 1099 withholding indicator (Y/N). Enrollment information and an illustration of the Vendor Request Screen is available at: http://www.osc.state.ny.us/agencies/cas/linked_doc/vendor/vstrat_report.pdf
628	What is a one-time vendor versus a regular vendor?	A one-time vendor is one that is active for one payment such as a tax refund recipient, jury duty payment, etc., with the ability for the State to capture 1099 information. A regular vendor is a legal entity with which the State conducts business on a regular basis such as computer and office equipment suppliers, a service provider, etc.
629	How will vendor records be updated in the central vendor file?	Upon enrollment vendors will receive an ID and password to access the vendor file in order to update and maintain their records and obtain information about their payments and invoices.

630 What information will a vendor be able to update themselves?

Vendors will be able to add ordering or remittance addresses, make address changes, add or change contact information and enroll in an electronic payment option.

642 Who are vendors to contact with central vendor file questions?

The OSC Vendor Management Unit (VMU) is the primary point of contact for vendors. You can reach them by email at VMU@osc.state.ny.us.
