



General Information Bulletin

Subject: ACH Advisory for Vendors

DATE: February 15, 2018

CL #: 846

GROUP #: NA

DESCRIPTION: Electronic Payment Requirement

OGS CONTACTS:

SFS Helpdesk

| 1-877-737-4185 |

helpdesk@sfs.ny.gov

All Office of General Service (OGS) centralized contracts dated June 2014 or later contain [Appendix B](#), which requires vendors to accept payments electronically in accordance with the State Comptroller's electronic payment procedures. All vendors should ensure they are registered to be paid electronically, or risk a delay in receiving payments from New York State.

Vendors not currently receiving electronic payments should enroll in [ePayment](#) – New York State's electronic payment program for vendors. To do so, vendors need to log onto the [Vendor Self-Service Portal](#) and enter their bank account information. ePayments will ensure you are receiving payments faster and in a more secure manner.

If you need assistance in accessing the Vendor Self-Service Portal, please contact the SFS Helpdesk at helpdesk@sfs.ny.gov or 1-877-737-4185.