

To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

<b>Job Aid Number</b>	<b>JAA-VEN101-036</b>
<b>Purpose</b>	This quick guide provides the steps necessary to edit bank account information for an existing vendor location.
<b>User Role</b>	<b>SFS VENDOR DELEGATED ADMIN</b>
<b>Date Modified</b>	<b>12/7/2023</b>
<b>Related SFS Handbook</b>	SFS Training for Vendors

### Concept

A vendor location represents a set of rules or attributes which define how New York State conducts business with the vendor. It stores important information, such as the vendor's ordering and invoicing addresses, bank accounts, and payment options. The vendor can have multiple locations and multiple effective-dated rows for each location.

### Predecessor(s)

Transactions that should occur before this task.



N/A










### Successor(s)


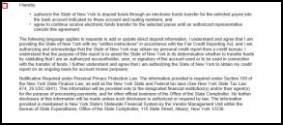





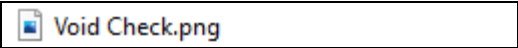
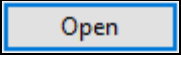
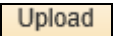




Transactions that should occur after this task.

N/A

### Procedure

Step	Action
1.	<p>From the <b>NavBar</b>, navigate to: Menu &gt; Maintain Supplier Information &gt; Supplier Change Request &gt; Initiate Supplier Change.</p>  <p><b>Note:</b> You can also access the <b>Supplier Change Request</b> page by clicking the <b>Supplier Change Request</b> tile on <b>My Homepage</b>.</p> <p><a href="#">Supplier Change Request</a></p> 

Step	Action
2.	Click the <b>Create New Request</b> button. 
3.	The <b>Supplier Change Request Welcome</b> page provides you with several action links; <b>Company Profile</b> , <b>Addresses</b> , <b>Contacts</b> , <b>Payment Profile</b> , and <b>Submission</b> .
4.	The <b>Payment Profile</b> is used to add/edit a vendor location's bank account information.  Click the <b>Payment Profile</b> link. 
5.	Click the <b>Edit</b> button associated with the applicable vendor location.   <b>Note:</b> You may need to scroll to see this button.
6.	<b>Note:</b> To add a new <b>Bank ID Number</b> and <b>Bank Account #</b> to the vendor location, click the <b>Add Bank Account</b> button and enter the applicable bank information.  In this job aid, we are editing existing bank information associated to a vendor location so we will use the <b>Edit</b> icon. 
7.	Click the <b>Edit</b> icon associated with the applicable bank account to edit the bank information. 
8.	<b>Note:</b> Entering the <b>Bank Name</b> is optional.  Make the applicable edits to the existing <b>Routing ID</b> and <b>Account Type</b> , if needed.
9.	Click the <b>Update Bank Account</b> link to update the existing bank account number. 
10.	Enter the applicable value into the <b>Current Bank Account</b> field. 
11.	Enter the applicable value into the <b>New Bank Account</b> field. 
12.	Enter the applicable value into the <b>Confirm New Bank Account</b> field. 

Step	Action
13.	Click the <b>OK</b> button. 
14.	Click the <b>Authorization</b> option to indicate your authorization for direct deposit. 
15.	Click the <b>OK</b> button. 
16.	You will receive a reminder message to attach a copy of a voided check. Click the <b>OK</b> button. 
17.	Click the <b>Attachments</b> link. 
18.	Click the <b>Add Attachment</b> button. 
19.	Click the <b>Browse</b> button to locate your previously scanned voided check. 
20.	Select the voided check document. 
21.	Click the <b>Open</b> button. 
22.	After selecting the check image, click the <b>Upload</b> button. 
23.	Click the <b>OK</b> button. 
24.	Click the <b>OK</b> button. 
25.	Click the <b>Submit</b> link. 
26.	Click the <b>Audit Reason Code</b> field drop-down list. 

Step	Action
27.	Select the <b>Supplier Bank Update</b> list item. <input type="text" value="Supplier Bank Update"/>
28.	Click the <b>Review</b> button to review your bank account changes. <input type="button" value="Review"/>
29.	After reviewing the bank account changes, click the <b>Return</b> button to return to the previous page.  <b>Note:</b> You may need to scroll to see this information. <input type="button" value="Return"/>
30.	Select the <b>Confirm Changes</b> checkbox. <input type="checkbox"/> Confirm Changes
31.	Click the <b>Submit</b> button to submit your request for review and approval. <input type="button" value="Submit"/>
32.	You will receive a confirmation that the change request has been submitted and the system will automatically assign a <b>Change Request ID</b> .
33.	<b>End of Procedure.</b>