



**New York State Division of Military and Naval Affairs
Office of Budget and Finance**

State Financial System Information

SFS Bulletin Number: SFS02

Date Issued: 4/6/2011

Bulletin Issued by: Rob Martin

Subject: Obtaining a New York State Vendor Identification Number

1. This Statewide Financial System Information (SFS) Bulletin guidelines sets forth on how a requestor can obtain a New York State (NYS) Vendor Identification Number (VIN).

2. All vendors who conduct financial transactions with the State of New York must be assigned a NYS VIN which is maintained by the NYS Office of the State Comptroller (OSC) and will be used in the Statewide Financial System. This number can be used for transactions with DMNA or other state agencies.

3. Agency requestors must first conduct a vendor search within SFS when beginning a transaction request to obtain that particular vendor's NYS VIN. If the vendor does not have a NYS VIN, than the following procedure must take place:

a. The attached New York State Office of the State Comptroller Substitute Form W-9: Request for Taxpayer Identification Number & Certification Form AC 3237 must be submitted to the vendor to complete.

b. Once the vendor completes the AC 3237 the requestor can submit the form to MNBF:

ATTN: MNBF/Bernadette Baumann

Email: Bernadette.Bauman@us.army.mil or

FAX: (518) 786-4824 or

Mail: DMNA 330 Old Niskayuna Rd Latham, NY 12210-3514 Attn MNBF/B. Baumann

c. When the VIN is obtained by MNBF it will be forwarded to the requestor who will then issue it to the vendor. Additionally, the requestor can now use that NYS VIN in all future transactions within SFS when conducting a transaction with the specific vendor. The NYS VIN will also be registered within the NYS Vendor File.

4. Processing times to obtain an NYS VIN may take anywhere from one to five business days.

5. If there are any questions regarding this bulletin, please contact Mrs Bernadette Bauman at 786-4513.