



FIRE DEPARTMENT OF NEW YORK

VENDORCONNECT USER GUIDE

For support related issues, go to: <https://fdny.vendorconnect.nyc/contact.html>

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REGISTRATION: PRIMARY ACCOUNT

1. You must select **Accept** to create a Primary Account and use VendorConnect.

Registration Terms

End-User License Agreement

This End-User License Agreement ("Agreement") is a legal contract between you (the "Provider" or "Provider's Billing Agent") (either an individual or a single business entity) and ImageWork Technologies Corp (herein ImageWork or Licensor) for the use of the provider service portal, VendorConnect (the "Software") and, as applicable, associated media, printed materials, and "online" or electronic documentation (the "Software Application").

The provider service portal, VendorConnect, is an online portal developed to enable medical providers, who are registered to gain access to VendorConnect, to submit billing data that will be transmitted to the New York State Insurance Fund (herein NYSIF) by ImageWork.

VendorConnect is solely an intermediary service between the Provider and ImageWork to enable both parties to transact any dealings related to their business.

BY CLICKING THE "ACCEPT" ICON BELOW, OR BY OTHERWISE USING THE SOFTWARE APPLICATION VendorConnect, PROVIDER AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING THE WARRANTY DISCLAIMERS AND LIMITATIONS OF LIABILITY PROVISIONS BELOW. IF PROVIDER DOES NOT AGREE TO THE TERMS OF THIS AGREEMENT, PROVIDER MAY CLICK THE "REJECT" ICON TO LEAVE THE VendorConnect SITE.

The terms of this Agreement apply to the use of the Software, including any revisions or new releases Licensor may provide in the future.

TERMS

1. **License Grant** - Licensor hereby grants to the Provider and the Provider accepts a nonexclusive license to use the Software only as authorized in this Agreement.

Create an Account

Note: Fields with * sign and highlighted in Blue are required fields.

To register for an account with Vendor Connect you must be an active payee/vendor for the City of New York. Go to the [Payee Information Portal](#) to check your status or active an account

TIN/EIN *

Primary Email Address *

Confirm Email Address *

2. Enter your **Tax ID Number (TIN)** or **Employer ID Number (EIN)**. This is the number your company used to register as a NYC Vendor.
3. Enter and confirm Primary Email Address.
4. Select **Register**.

5. You will see Confirmation message:

Thank you. Your registration has been submitted and confirmation link has been sent to your contact email.

6. Check your email for the confirmation link regarding registration.

7. The e-mail will indicate:

Your account request has been granted.

Please [click here](#) to complete your account setup.

8. Click as indicated and you will be brought to the **Create Account** screen.

9. Create a **User Name** and **Password**; enter the password twice. The password should meet the following rules:

- Minimum of 8 characters long
- At least one uppercase letter
- At least one number or special character such as! \$ # %
- New password should not be same as old password
- Required to reset password every 90 days

You will receive a Confirmation message:

Thank You. Your registration has been successfully completed. Please [click here](#) to sign in.

10. Click as indicated and you will be routed to the **Sign In** screen.

11. Sign in using your new **User Name** and **Password** and you will be directed to a **Passcode Delivered** screen indicating that a Passcode has been sent to your e-mail address. (Please note that the passcode process is only required upon initial registration but you may occasionally be prompted to enter the code for security purposes).

12. Retrieve the Passcode from your e-mail. Enter the Passcode from the email in the Passcode field in VendorConnect, and click on **Verify**. See the screenshot below.



Two-Step Verification

Vendor Connect just sent a verification code via email to testuser1@email.com

Enter code

Pass-code : 4169928

Verify

Didn't receive an email ? Try Again

13. You will be brought to the Update your **Contact Information** screen.
14. Click **Update** after making necessary changes to the contact information. See screenshot below.



Update Your Contact Information

Note: Fields with * sign and highlighted in Blue are required fields.

Tax ID	Vendor Code *		
<input type="text" value="951055798"/>	<input type="text" value="VC00103601"/>		
Vendor Legal Name			
<input type="text" value="Northrop Grumman Systems Corporation"/>			
Primary Vendor	<input type="text" value="Northrop Grumman Info"/>		
Billing Address			
Address			
<input type="text" value="111 Livingston Street"/>			
City	State	Zip Code	
<input type="text" value="Brooklyn"/>	<input type="text" value="New York"/>	<input type="text" value="11201"/>	
Order Address			
Address			
<input type="text"/>			
City	State	Zip Code	
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	
Contact			
Contact Name *	Email Address * [Change Email]	Telephone *	Fax
<input type="text" value="RHEA ALTAMUR"/>	<input type="text" value="testuser1@email.com"/>	<input type="text" value="(703)556-1561"/>	<input type="text"/>
<input type="button" value="Update"/>			

15. You are now brought to the **Invoices** screen.
16. From the Invoices screen, you can either begin entering invoices using the **New Invoice** button, or create one or more Secondary Accounts by clicking the **Secondary** link. See instructions below.

REGISTRATION: SECONDARY ACCOUNTS

Note: Fields with * sign and highlighted in Blue are required fields.

Contact Name * Email Address * Telephone * [Send Invite](#)

Registered Secondary Users Accounts

Contact Name	Email Address	Telephone	Status	
Michelle	Michelle.Rodriguez@fdny.nyc.gov	(718)999-2932	Active	Edit Disable Delete

VendorConnect | Hosted by [ImageWork USA](#) [Help](#) Build: 0808-20x1346

1. Select the Vendor **Account** Tab at the top of the screen.
2. Select the **Secondary** link to create additional secondary accounts.
3. Enter the secondary account holder's Contact Name, E-Mail and Telephone Number.
4. Select **Send Invite** to send out the account invitation.
5. The Contact you have added will appear on the screen where the primary account holder can manage it using the **Edit/Disable/Delete** actions.
6. If you need to add another **Contact** repeat steps 3-5 or exit to the Invoice Entry screen by selecting **Invoices** at the top of the screen.

ENTERING NEW INVOICE

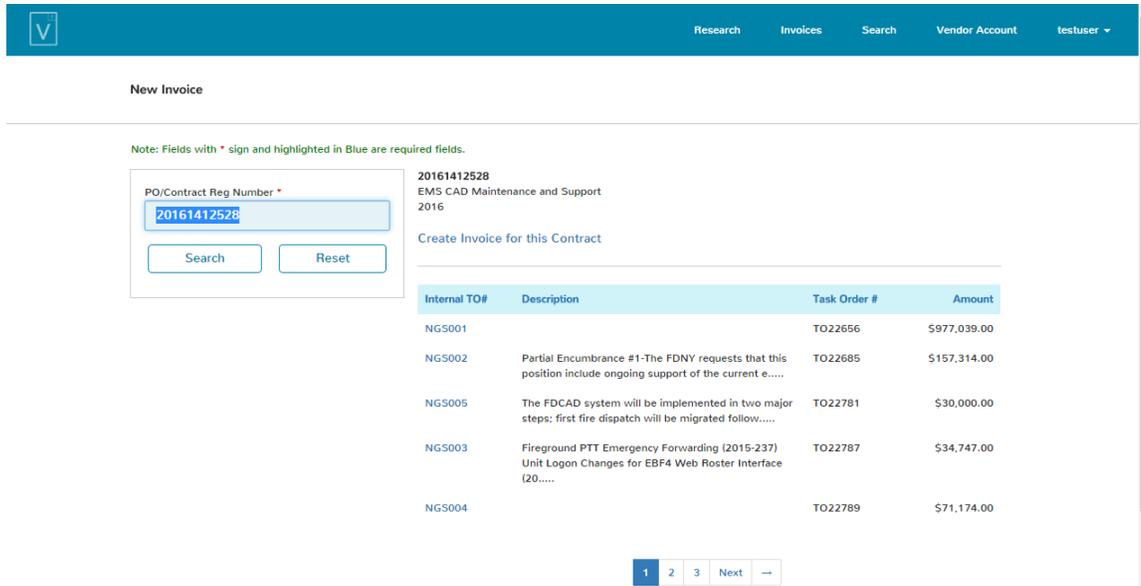
New Invoice

Note: Fields with * sign and highlighted in Blue are required fields.

PO/Contract Reg Number *

Search Reset

1. Invoices are filed using a **Contract or Purchase Order (PO/Contract)** number that is provided by the agency.
2. Enter the **PO/Contract** number of the invoice.
3. Select **Search**.
4. If the PO/Contract is found, you will be shown the PO/Contract#, Description, Fiscal year and the amount to verify that you have the correct PO/Contract. If not found, please check the PO/Contract number to make sure it is correct and then re-enter the correct PO/Contract number.
5. Select **PO/Contract#** from the results grid.
6. There are two options to file invoices.
 - **Option 1:** Enter the invoice for the Contract by Selecting Create invoice for this Contract.
 - **Option 2:** Enter the invoice for the Task order by Selecting Internal TO# from the grid.



7. You will be brought to a **New Invoice** screen with required Data entry fields highlighted in Blue along with an asterisk sign.
8. If there is a **Task order**, the information with project description will appear on top of the screen for verification.
9. Enter Vendor Invoice Number, Service Commence/Ship Date, Service Complete Date, Vendor Order No, Order Date and Vendor Invoice Amount.
10. Next, specify the line items for the invoice.
11. Select the type of line items like Goods, Services or Both. There are two options to specify line items.
 - **Option 1:** Select Item(s) from Order. Select the line items and Click on **Copy Selected** button at the bottom of the screen.
 - **Option 2:** Enter Item No, Description, QTY, and Unit Price and click **Add** after each entry to include the line in the grid. The entry will be listed in the middle of the screen and can be Edited or Deleted as necessary.
12. Enter Shipping and Handling, Discounts or Discount %, if applicable.
13. Enter any additional information in **Notes**, if needed.
14. Under **Attachments**, select the Document Type that you will be attaching from the drop down list.

15. With a document type selected, click the **Choose Files** button to browse your computer file folders and select a file to attach to this invoice.
16. At this point, you may **Submit** the invoice or click on **Save Draft** to save the invoice for later submission. If a draft has been saved, it will be found in the **'Draft'** queue.

DRAFTS QUEUE

The screenshot shows the VendorConnect Invoices page. At the top right, there are navigation links: Research, Invoices, Search, Vendor Account, and prathima. Below the navigation is a 'New Invoice' button. The main content area is titled 'Invoices' and features a table with tabs for 'Outstanding Invoices', 'All', 'Sent', and 'Draft'. The 'Draft' tab is selected. The table has columns for Status, Invoice Date, Invoice#, Description, and Total. A single draft invoice is listed with the following details:

Status	Invoice Date	Invoice#	Description	Total
Draft	08/16/2016	08162016	20141414058 - E025 Project F175TE158 Toilets Replacement. COMMODITY # 35	\$1,000.00
TOTAL DUE				\$1,000.00

Below the table, there is a 'Recently Paid Invoices' section which displays '----- No results found -----'. At the bottom of the page, there is a footer with 'VendorConnect | Hosted by ImageWork USA' and a 'Help' link with the build number 'Build: 0811-e8b2083'.

1. Click on the **Draft** tab to access the Draft Invoices queue.
2. You may click on **Edit** to make any required changes before submission or click on **Delete** to delete the invoice draft.

SUBMITTED INVOICES

Note: Fields with * sign and highlighted in Blue are required fields.

Search by PO or Contract Number *

20141414058

Search Reset

Tree view displays 10 most recent activities

Contract Task Order Completed Invoice Pending Invoice More

20141414058

- E034
\$208,920.69
- E026
\$209,164.57
- E035
\$290,376.28
- E036
\$207,609.83
- E060
\$224,632.44
- Total Taskorders :28
- test
\$100.00
- FD-E085-71
\$134,939.53
- FD-E029-52.2
\$99,307.24
- FD-E30-42.2
\$103,079.73
- Total Invoices : 51
- FD-E034-48.2
\$125,112.41
- FD-E034-48-1
\$72,982.24

1. To view the current status of an Invoice, select the **Research** tab at the top of the screen.
2. Enter **PO/Contract** number.
3. Select **Search**.
4. A tree view will be displayed with 10 most recent invoice activities. You can **click on the invoice** to view the system generated invoice document.
5. You can click on the **Total Invoices** box from the tree view to see the **list view** of all invoices submitted for the PO/Contract.
6. The list view also displays these results: Invoice number, Invoice Date, Status and Invoice Amount. See screenshot below.

Dashboard
RESEARCH

Note: Fields with * sign and highlighted in Blue are required fields.

Search by PO or Contract Number *

Invoices of Contract PO No : 20161412528
◀ Back to Tree-View

Total :12 records

Invoice No	Invoice Date	Status	Invoice Type	Amount	view
240002	09/01/2016	Processing	ECMS	\$244,259.75	view
NY81	08/10/2016	Processing	ECMS	\$22,013.52	view
22-0005 TPM	05/18/2016	Paid	ECMS	\$42,999.16	view
22-0006 TPM	06/21/2016	Paid	ECMS	\$39,328.50	view
NY77	07/06/2016	Paid	ECMS	\$22,013.52	view
NY78	05/11/2016	Paid	ECMS	\$22,013.52	view
NY79	06/10/2016	Paid	ECMS	\$22,013.52	view
22-0004 TPM	05/04/2016	Paid	ECMS	\$40,377.26	view
NY75	02/09/2016	Paid	ECMS	\$22,013.52	view
NY76	03/09/2016	Paid	ECMS	\$22,013.52	view
NY74	01/11/2016	Paid	ECMS	\$22,013.52	view
NY73	01/12/2016	Paid	ECMS	\$22,013.52	view

7. Invoice status will be of two types:

- Processing
- Paid

8. Click the **Invoice** tab on the top of the screen to return to the main page.