



VENDOR ACCESS SYSTEM (VAS)

Quick Reference Guide for VAS Payment Signatory Assignment to Support RCMS eAffirmation Process

How to assign VAS payment signatories:

1. **Vendor Primary Contact** must log into [VAS \(Vendor Access System\)](#).
 2. **Vendor Primary Contact** must set up their Consultant profiles by clicking *Manage Consultants*.
 3. **Vendor Primary Contact** must assign payment signatories by clicking *Assign Signatories*.
 4. **Vendor Primary Contact** must assign 1st, 2nd and alternate signatories by Contract number. (At least 1st and 2nd signatories must be assigned for RFP payments eAffirmation.)
 5. **Vendor Consultants** (VAS payment signatory) will be able to access RCMS to eAffirm payment by Contract number.
-

How to resolve missing Consultants from *Manage Consultant's* page:

There is a message under VAS *Manage Consultant* page to contact the **established SCA contact** for assistance if the *Consultant ID* dropdown list is 'empty' or missing Consultants.

These are the steps that are required:

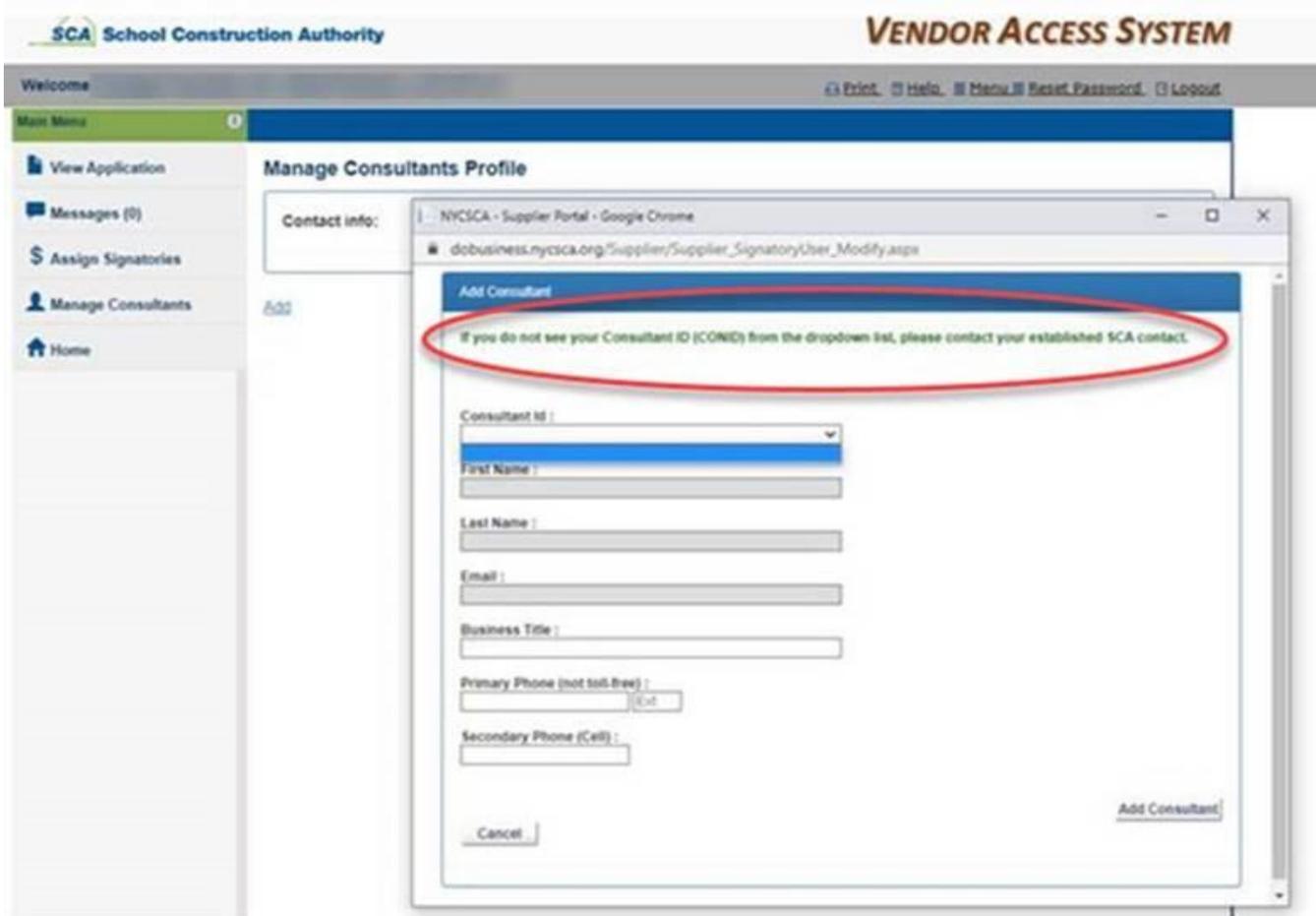
1. **Vendor** must fill out the NDA form attached for each staff member.
2. **Vendor** must send an email to the SCA established contact and request for Consultant ID (CONID) and **RCMS** access. The email request must include:
 - Vendor tax ID
 - Consultant's name
 - Consultant's valid email address
 - Completed NDA form for each Consultant
 - Email subject line: ***Request for Consultant ID for VAS Payment Signatory Assignment and Access to RCMS***
3. **SCA established contact** will review the vendor request to ensure all required details are provided and NDA forms are completed.
4. **SCA established contact** will forward the approved vendor request with *Justification* and completed NDA form(s) to Helpdesk@nycsca.org.
Ex: *Justification: This is a request for Consultant ID (CONID) for VAS payment signatory contract assignment and Consultant access to RCMS for contract payment eAffirmation.*
5. **Helpdesk** will review the approved vendor request and follow the normal workflow steps to create CONID(s).
6. **Helpdesk** will send Consultant ID (CONID) to the Consultant upon completion.
7. **Vendor Primary Contact** will be able to select the CONID from VAS *Manage Consultant Profile* and assign the appropriate Consultant(s) as a payment signatory by Contract number.
8. **Vendor Consultants** (VAS payment signatory) will be able to access RCMS to eAffirm payment by Contract number.

VENDOR ACCESS SYSTEM (VAS)

Quick Reference Guide for VAS Payment Signatory Assignment to Support RCMS eAffirmation Process

There may be a case where Consultant ID was previously established but not displayed on the Consultant ID dropdown list:

- Consultant account was deactivated due to no activity over 75 days. A new request must be submitted (follow step#1).
- Consultant account is not associated with the current vendor tax ID. This will require Helpdesk review.



How to resolve Vendor Primary Contact VAS login issue:

1. **Vendor Primary Contact** must send an email to Helpdesk@nycsca.org with the following:
 - Brief description of the issue
 - Company name
 - Tax ID
 - VAS Username
 - Screenshot of the error message