

VAS Payment Signatory Management to Support E-Affirmation Process

Purpose of E-Affirmation for Contracts

- **The intent of an electronic affirmation is to:**
 - Increase efficiency.
 - Eliminate paper originals.
 - Streamline the RFP process to allow users to efficiently and effectively complete, sign and submit RFPs.
 - Support the RCMS eAffirmation process.

Benefits of E-Affirmation

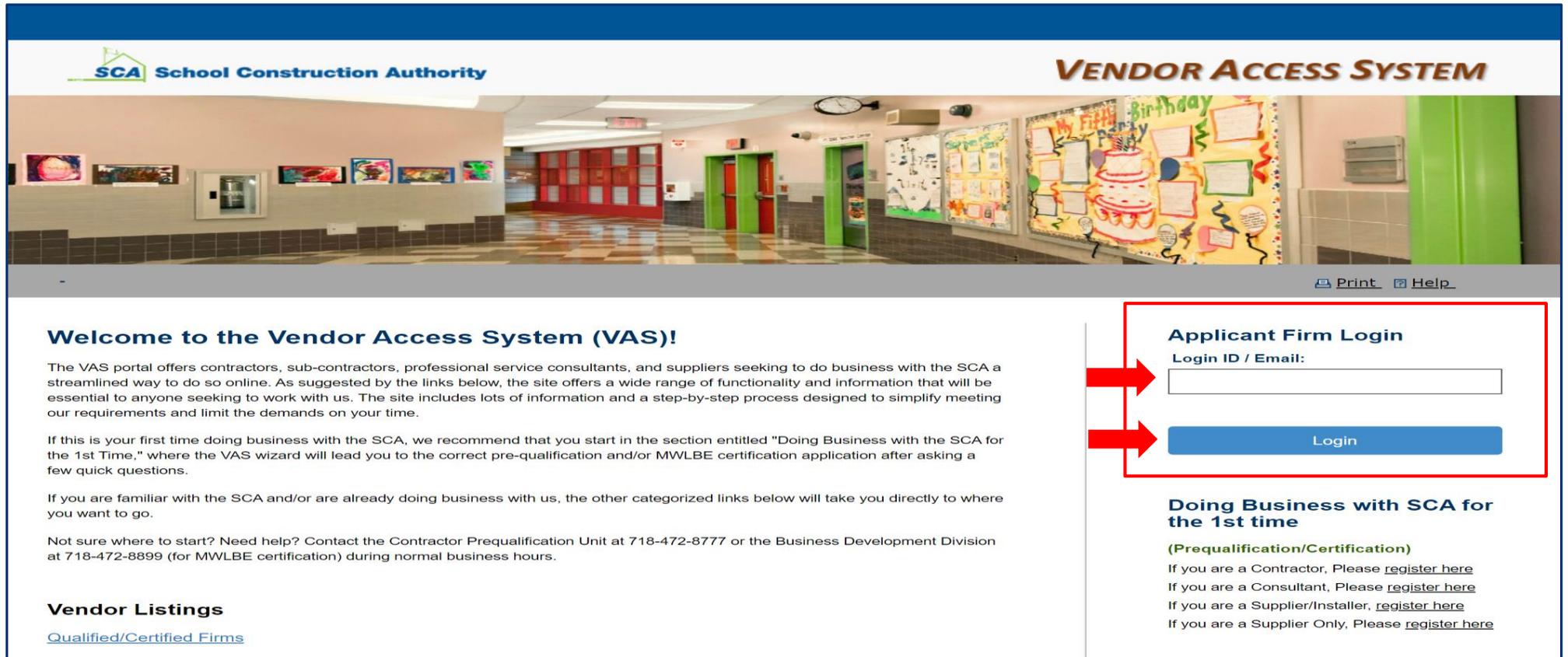
- **E-Affirmation functionality will have the following benefits:**
 - Reduce cycle time to complete payment.
 - Eliminate the need for notary.
 - Reduce the use of paper to achieve a “paperless” work environment.
 - Provide assurance that approvers are authorized to submit RFPs.
 - Facilitate the forwarding of RFPs from Vendors to user departments, to the Finance Department, through electronic means rather than via mail.
 - Provide vendor Primary Contact access to assign signatories by Contract Number.
 - Provide vendor Primary Contact access to update and manage signatory profiles.

User Access of E-Affirmation

| USER | ACCESS RIGHTS |
|---------------------------------|---|
| Primary Contact Person | Read-Write Access <ul style="list-style-type: none">- Assign 1st, 2nd and Back-up signatories by Contract Number- Request for Consultant IDs- Manage Consultant profiles |
| Secondary Contact Person | Read-only Access <ul style="list-style-type: none">- View assigned signatories by Contract Number- View Consultant profiles |

How to Log into VAS

1. Use the following URL <https://dobusiness.nycsca.org/>
(Recommended Browser – Google Chrome)
2. Enter your Login ID and click on the Login button to get started



SCA School Construction Authority

VENDOR ACCESS SYSTEM

[Print](#) [Help](#)

Welcome to the Vendor Access System (VAS)!

The VAS portal offers contractors, sub-contractors, professional service consultants, and suppliers seeking to do business with the SCA a streamlined way to do so online. As suggested by the links below, the site offers a wide range of functionality and information that will be essential to anyone seeking to work with us. The site includes lots of information and a step-by-step process designed to simplify meeting our requirements and limit the demands on your time.

If this is your first time doing business with the SCA, we recommend that you start in the section entitled "Doing Business with the SCA for the 1st Time," where the VAS wizard will lead you to the correct pre-qualification and/or MWLBE certification application after asking a few quick questions.

If you are familiar with the SCA and/or are already doing business with us, the other categorized links below will take you directly to where you want to go.

Not sure where to start? Need help? Contact the Contractor Prequalification Unit at 718-472-8777 or the Business Development Division at 718-472-8899 (for MWLBE certification) during normal business hours.

Vendor Listings

[Qualified/Certified Firms](#)

Applicant Firm Login

Login ID / Email:

Login

Doing Business with SCA for the 1st time

(Prequalification/Certification)

If you are a Contractor, Please [register here](#)
If you are a Consultant, Please [register here](#)
If you are a Supplier/Installer, [register here](#)
If you are a Supplier Only, Please [register here](#)

How to Manage Vendor Consultants

3. Click *Manage Consultants* to add your consultant's profile.

The screenshot displays the Vendor Access System interface. At the top left is the SCA School Construction Authority logo. The top right features the text 'VENDOR ACCESS SYSTEM'. Below the header, a welcome message reads 'Welcome David Gahan - DM Construction, Inc.' and navigation links for 'Print', 'Help', 'Menu', 'Reset Password', and 'Logout' are visible. The main content area is divided into several sections: 'Vendor Current Application Details' with a 'View Application' link, 'Missing Items' with a '(0) Messages' link, and 'View/Print Application/Appendix A'. Below these are 'SAF Quick Links' with 'Enter / Review SAF' and 'View SAF' links, and 'MWLBE Compliance Quick Links' with 'Enter / Review S.U.P./Proposed Plan' and 'Enter Evaluation' links. At the bottom, the 'Payment Signatories' section contains 'Assign Signatories' and 'Manage Consultants' links. The 'Manage Consultants' link is highlighted with a red circle.

How to Add Vendor Consultants

4. Click the *Add link* to add a new Consultant's profile.

The screenshot displays the 'Manage Consultants Profile' interface. On the left, the 'Main Menu' includes 'Modify Application', 'Messages (0)', 'Assign Signatories', 'Manage Consultants', and 'Home'. The 'Manage Consultants' option is selected. The main content area is titled 'Manage Consultants Profile' and features a 'Contact info:' field. A red box highlights the 'Add' link next to the 'Manage Consultants' menu item, with a red arrow pointing to it.

How to Add Vendor Consultants

5. Click the *Consultant ID* dropdown list and select the Consultant's name. The Consultant's first name, last name and email address will be displayed on the page.
6. Fill in the Consultant's *Business Title*, *Primary Phone*, and *Secondary Phone number*.
7. Click the *Add Consultant* button. User will be redirected to the *Manage Consultant Profile* page upon saving.

Add Consultant

If you do not see your Consultant ID (CONID) from the dropdown list, please contact your established SCA contact.

Consultant Id :

First Name :

Last Name :

Email :

Business Title :

Primary Phone (not toll-free) :

Secondary Phone (Cell) :

How to Add Vendor Consultants

8. Added Consultant's profile will automatically display on this page.

Manage Consultants Profile

Contact info:

| Name | Consultant Id | Business Title | E-Mail | Primary Phone | Cell Phone | |
|-------------------------|---------------|----------------|--|-------------------------|--------------|---|
| NISHANT SHAH | CON855 | 212-222-5887 | nshah@tdxconstruction.com | 917-709-6390(Ext: 555) | 212-555-5555 |  |
| BONIFACIO D. AGUILAR JR | CONTAG | CFO | BAguilar@tdxconstruction.com | 212-555-5555(Ext: 555) | 917-709-6390 |  |
| LISBETH LOPEZ | CONL65 | 212-222-5895 | llopez@tdxconstruction.com | 917-709-6390(Ext:) | 917-709-6390 |  |
| KALEPE AWOONOR | CONKA6 | 212-222-5887 | kawoonor@tdxconstruction.com | 917-709-6390(Ext:) | 917-709-6390 |  |
| RACHELE PAVON | CON502 | 212-222-5887 | RPAVON@TDXCONSTRUCTION.COM | 917-709-6390(Ext:) | 917-709-6390 |  |
| NATALIE MENOS | CONNM9 | 212-222-5887 | NMENOS@TDXCONSTRUCTION.COM | 917-709-6390(Ext:) | 917-709-6390 |  |

[Add](#)

How to Assign Payment Signatories

1. Click the *Assign Signatories* link. All contracts awarded to the firm will be displayed on the *Payment Signatories* page.

The screenshot displays the SCA Vendor Access System interface. At the top, the SCA logo and 'School Construction Authority' are on the left, and 'VENDOR ACCESS SYSTEM' is on the right. Below this, a grey bar shows the user's name 'David Gahan - DM Construction, Inc.' and navigation links for Print, Help, Menu, Reset Password, and Logout. The main content area is divided into several sections: 'Vendor Current Application Details' with a 'View Application' link, '(0) Messages', and 'View/Print Application/Appendix A'; 'Missing Items' with a message 'You have no missing items.'; 'SAF Quick Links' with 'Enter / Review SAF' and 'View SAF'; 'MWLBE Compliance Quick Links' with 'Enter / Review S.U.P./Proposed Plan' and 'Enter Evaluation'; and 'Payment Signatories' with 'Assign Signatories' and 'Manage Consultants'. A red arrow points to the 'Assign Signatories' link, which is circled in red.

How to Assign Payment Signatories

2. Search by *Contract Number* from the dropdown list.
3. Click the plus sign (+) to assign the 1st, 2nd and alternate signatories by Contract Number.

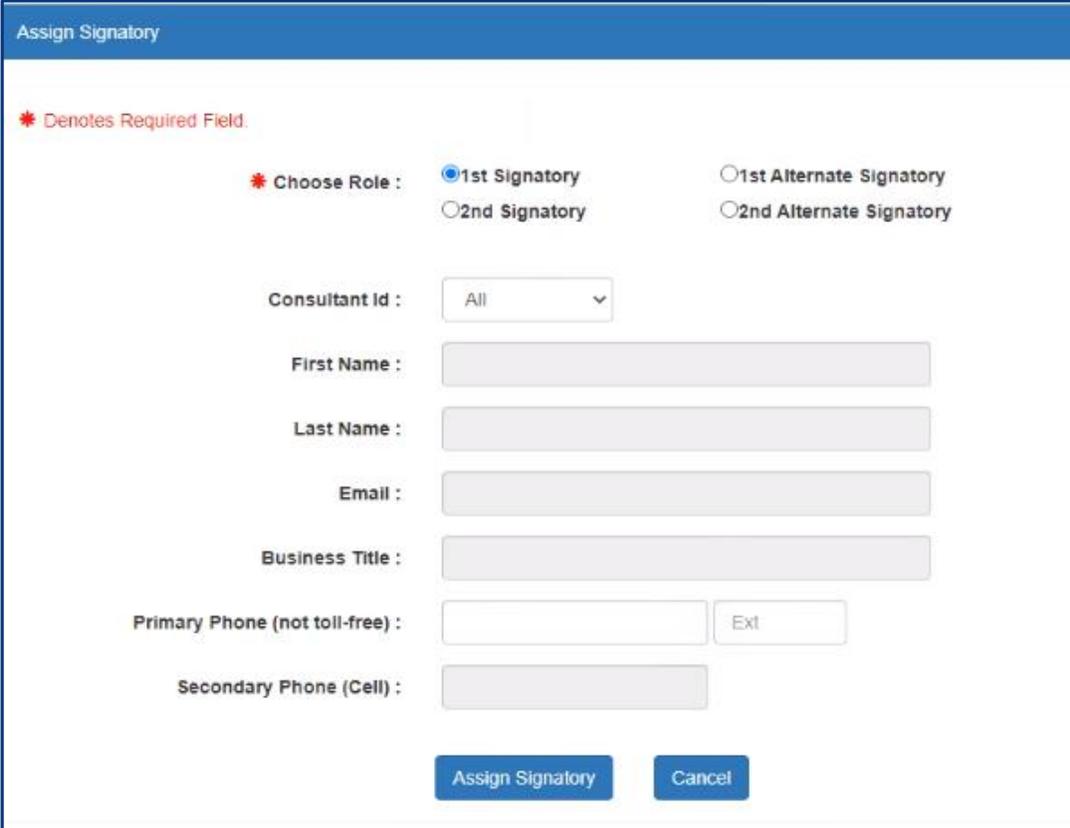
Payment Signatories

Assign By: Contract#: Consultant Id:

| Contract No | Description | Exec. Date | Payment Signatories | Alternate Signatories | |
|-------------|---|------------|-------------------------------|-------------------------|---|
| C000009258 | A&E Feasibility Studies, Design-Build Capacity Projects | | | |  |
| C000014430 | A&E CAPACITY PROJECTS | | RAMZY FOUAD JACK GREENBERG | NICHOLAS A SAMIR EID |   |
| C000008032 | A&E BOILER CONVERSION DESIGN & CONST AD | | SAMIR EID | |   |
| C000011343 | ERC IEH Hazardous Material Consulting Services | | JACK GREENBERG SAMIR EID | RAMZY FOUAD |   |
| C000012511 | LGL SEQRA Compliance Analyses and Site Acquisition Svcs | | | |   |
| C000008874 | A&E LOCAL LAW 41/16 COMPLIANCE PROGRAM | | | |   |
| C000010913 | A&E Capital Improvement Projects (CIP) | | | |   |
| C000009375 | LGL SEQRA Compliance Analyses and Site Acquisition Svcs | | | |   |
| C000009157 | A&E EXT/ INTERIOR MODERNIZATIONS | | | |   |
| C000014344 | ERC IEH HAZARDOUS MATERIAL CONSULTING SERVICES | | RAMZY FOUAD JACK GREENBERG | NICHOLAS ARMS |   |

How to Assign Payment Signatories

4. Choose the Consultant's role.
5. Select the Consultant from the *Consultant ID* dropdown list. The Consultant profile will automatically display.
6. Click *Add Signatory* button to save. User will be redirected to the *Payment Signatories* page upon assignment.



The screenshot shows a web form titled "Assign Signatory". At the top left, there is a red asterisk icon followed by the text "Denotes Required Field." Below this, the "Choose Role" section has four radio button options: "1st Signatory" (selected), "1st Alternate Signatory", "2nd Signatory", and "2nd Alternate Signatory". The "Consultant Id" is a dropdown menu currently set to "All". Below are input fields for "First Name", "Last Name", "Email", and "Business Title". The "Primary Phone (not toll-free)" field is split into two boxes, with "EXT" in the second. The "Secondary Phone (Cell)" is a single input field. At the bottom right, there are two buttons: "Assign Signatory" and "Cancel".

FAQs

- **Who will have access and assign payment signatories?**
 - The vendor Primary Contact will have full access to assign payment signatories and Secondary Contact will have read-only access.
- **What is required before requesting for payment in RCMS?**
 - The Primary Contact must log into VAS to assign 1st, 2nd and back-up signatories. As soon as contract is awarded to the vendor, an email reminder will be sent the users below and will continue every other day until all 4 signatories are assigned.
 - Primary Contact
 - Key Personnel - cc
 - Secondary Contact - cc
 - SCA Contract Admin - cc
- **Why is there a need to associate 1st, 2nd and back-up signatories?**
 - This will provide assurance that approvers are authorized to submit RFPs.

FAQs

- **How can Primary Contact assign signatories?**
 - Primary Contact can log into VAS. From VAS Home page, click *Assign Signatories* link. The user will be re-directed to the *Payment Signatories* page which will display all contracts awarded to the Primary Contact's company (by tax ID).
- **When are vendors required to assign signatories?**
 - Vendors are required to assign signatories before requesting for payment.
- **How can Primary Contact request for a Consultant ID (CONID)?**
 - Primary Contact can request for a Consultant ID (CONID) through their SCA established contact. SCA contact will review the request. If approved, he/she will forward the request to the SCA Helpdesk.
- **What if the Primary Contact is no longer employed with the vendor?**
 - A formal request to remove or replace the Primary Contact must be emailed to prequalification@nycsca.org. The request must be on company letterhead signed by an officer.

FAQs

- **How will I know if I successfully added a consultant profile?**
 - A confirmation will be emailed to the Primary Contact and newly added Consultant. *Manage Consultants Profile* page will be reflected with current consultants.
- **How will I know if I successfully added a payment signatory?**
 - A confirmation will be emailed to the Primary Contact and assigned Consultant. *Payment Signatory* page will be reflected with current signatory assignments by contract number.
- **What if our Consultant works for two different companies associated to two different tax IDs?**
 - Effective August 26th, 2021, Consultants can be associated to multiple vendors/tax ID. Each vendor Primary Contact will be able to set his/her Consultant and assign as a payment signatory.

QUESTIONS?

For Technical Assistance or Support

Contact the SCA Help Desk

- Email: helpdesk@nycsca.org
- Phone: 718 472 8871