

VAS e-Affirmation FAQ's

- **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.
- **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.

- **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.