The eMARS Newsletter disseminates information to agency users on key topics associated with the system.

Vendors in eMARS 3.11

Happy New Year from the eMARS Vendor Team. We hope that you had a wonderful holiday season, and are looking forward to many exciting things in 2019.

We would first like to say THANK YOU!! for all the hard work you put in to make the transition to eMARS 3.11 successful. We knew cleaning up the vendors was a BIG CHORE, and would not have been possible without your help.

New Requirement for VCM's ?

We at Statewide Accounting Services (SAS) are doing everything we can to promptly approve all VCC and VCM documents. It is important when processing these documents, that all required information is entered on the document, and all supporting documentation is submitted when necessary.

Beginning February 1, 2019, ONLY the following supporting documentation will be accepted when processing a Vendor Modification document (VCM).

- SAS-63 (Authorization for Electronic Deposit)
- W-9
- EZ Vendor Application
- Copy of Vendor Invoice (for address additions)

When sending this information to SAS please use #encrypt in the subject of the email. This will encrypt the email to ensure that the information contained within will remain secure.

PLEASE NOTE: vendor records where the TIN and legal name DO NOT match with the IRS WILL be rejected.

Fraud/Phishing Attacks

In the recent weeks, we have seen an escalation in Phishing attacks across the Commonwealth, which have affected many eMARS users. We are also beginning to see Phishing attempts as it relates to eMARS Vendors, and their account information. We are asking that you be diligent when requesting or changing vendor information in eMARS. Please verify all changes via a phone call directly with a known contact prior to creating your VCC or VCM document.   Please continue sending all VCM supporting documentation to eMARS.Vendors@ky.gov. You may experience a delay in your VCC and VCM processing as the Controller's Office is currently contacting all vendor's to confirm any updates we may receive.

When sending sensitive information to SAS please use #encrypt in the subject of the email.

What your vendor(s) can do?

Please encourage your vendors to activate their account on VSS so they can update their account(s). By activating their account on VSS, they will be able to add/update Addresses and Contacts, as well as add/update Commodity codes for potential business opportunities.

Please feel free to have your vendors reach out to the SAS or CRC for assistance.

Please contact the **Customer Resource Center** with any questions or concerns regarding issues discussed in this Newsletter.

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502-564-9641

877-973-4357 (toll free)

Finance.CRCGroup@ky.gov

eMARS.Vendors@ky.gov

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For more information on eMARS, please refer to the eMARS Web site @ http://finance.ky.gov/internal/emars/