



VENDOR PAYMENT INQUIRY

Getting Started Tutorial

New Jersey Office of Management and Budget

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ABOUT VENDOR PAYMENT INQUIRY

Vendor Payment Inquiry (VPI) is a website maintained by the New Jersey Office of Management and Budget (OMB) that provides vendors and other State payees information related to payments received from the New Jersey Comprehensive Financial System (NJCFIS).

WHAT IS MYNEWJERSEY?

The New Jersey web portal (myNewJersey) gives you direct and secure access to online information that is specific to you. An *authorization code* is a one-time-use alphanumeric code that allows us to link Vendor Payment Inquiry to your personal myNewJersey account. Once an authorization code is entered, you can access Vendor Payment Inquiry simply by logging into myNewJersey with a logon id and password that you create.

To request an authorization code, see: [How to sign up for Vendor Payment Inquiry](#).

HOW TO SIGN UP FOR VENDOR PAYMENT INQUIRY

To sign up for Vendor Payment Inquiry, follow the steps below:

1. Go to https://www.tyomb.nj.gov/TYM_VPI/enroll
2. Complete the **Vendor Payment Inquiry Enrollment Request Form** to request a myNewJersey authorization code.
3. After completing the enrollment form, wait to receive an email from us containing your personalized myNewJersey authorization code.

It may take up to 2-3 business days after completing the enrollment form to receive your myNewJersey authorization code.

4. When you receive your myNewJersey authorization code, follow the instructions in the email to link Vendor Payment Inquiry to a new or existing myNewJersey account.

HOW TO ACCESS VENDOR PAYMENT INQUIRY

See [How to sign up for Vendor Payment Inquiry to enroll](#).

Once enrolled, you may access Vendor Payment Inquiry in one of two ways, both of which require you to log into your myNewJersey account.

LOG IN THROUGH THE OFFICIAL STATE OF NEW JERSEY WEBSITE

1. Go to <http://www.nj.gov/>

2. Select **Login** from the menu.
3. When prompted, enter your myNewJersey logon id and password and click **Log On**.
4. Locate the **OMB Applications** channel and select the **Vendor Payment Inquiry** link.

LOG IN DIRECTLY THROUGH THE VENDOR PAYMENT INQUIRY HOMEPAGE

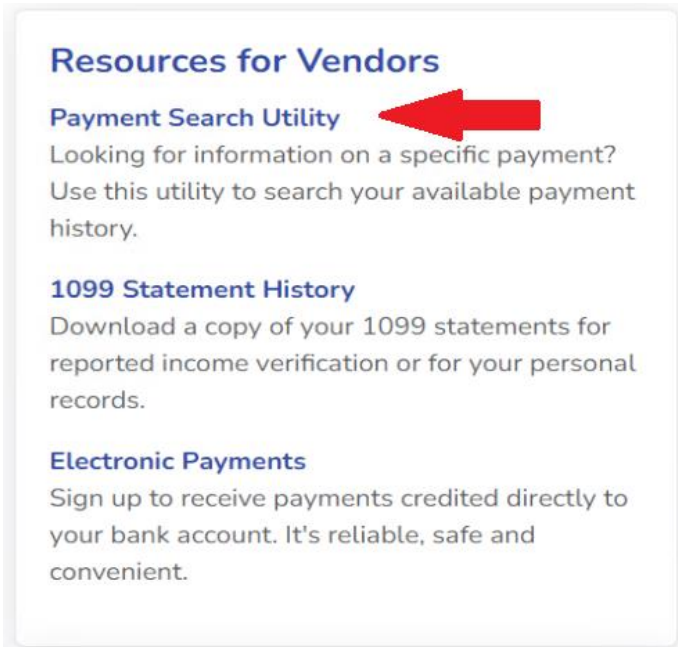
1. Go to https://www.tyomb.nj.gov/TYM_VPI
2. Select **Login** from the menu.
3. When prompted, enter your myNewJersey logon id and password and click **Log On**.
4. Once authenticated, you will be directed to Vendor Payment Inquiry.

HOW TO SEARCH PAYMENTS

See How to access Vendor Payment Inquiry to log in.

Once logged in, search your payments as follows:

1. Select **Payment Search Utility** from the menu located on the left of the Vendor Homepage.



2. Select a search type option to indicate whether you want to search your **Scheduled Payments** (i.e. payments you are scheduled to receive that have been entered into NJCFS) or **Payment History** (i.e. payments that have been processed and paid to you by the State of New Jersey via NJCFS).

SEARCH TYPE (REQUIRED)

Scheduled Payments

Choose this option to request information regarding check or EFT payments that are scheduled to be made to you by the State of New Jersey via NJCFS.

Payment History

Choose this option to request information regarding check or EFT payments that were made to you by the State of New Jersey via NJCFS over the past 18 months.

3. For vendors with multiple authorizations, select among your authorized vendors.

Authorized Vendor Codes (choose option above to select individual codes)

- YOUR COMPANY (99999999900)
- YOUR COMPANY (99999999988)
- YOUR OTHER COMPANY (00000000000)

Select All

Clear Selected

Selected 3/3 Vendors

4. Scroll down to enter optional search criteria based on the search type selected above.

SCHEDULED PAYMENT SEARCH CRITERIA (OPTIONAL)

Agency:

All Agencies



OR

PAYMENT HISTORY SEARCH CRITERIA (OPTIONAL)

Check Number:

Enter Check Number

Group Payments by Check Number

Agency:

All Agencies



Date Range:

All Available



5. Click the **SEARCH** button at the bottom of the page to run your search.

HOW TO SEARCH 1099 STATEMENTS

See How to access Vendor Payment Inquiry to log in.

Once logged in, search your 1099 statements as follows:

1. Select **1099 Statement History** from the menu located on the left of the Vendor Homepage.

Resources for Vendors

Payment Search Utility


Looking for information on a specific payment?
Use this utility to search your available payment history.

1099 Statement History

Download a copy of your 1099 statements for reported income verification or for your personal records.

Electronic Payments

Sign up to receive payments credited directly to your bank account. It's reliable, safe and convenient.



2. For vendors with multiple authorizations, select among your authorized vendors.

Authorized Vendor Codes (choose option above to select individual codes)

- YOUR COMPANY (99999999900)
- YOUR COMPANY (99999999988)
- YOUR OTHER COMPANY (00000000000)


Select All


Clear Selected

Selected 3/3 Vendors

3. Scroll down to enter optional search criteria.

1099 STATEMENT SEARCH CRITERIA (OPTIONAL)

Statement Type: 

Payment Year: 

4. Click the **SEARCH** button at the bottom of the page to run your search.

HOW TO SIGN UP FOR ELECTRONIC (ACH) PAYMENTS

For information on Electronic (ACH) Payments, go to https://www.tyomb.nj.gov/TYM_VPI/ach/about.

WHERE TO FIND HELP

- Frequently Asked Question: https://www.tyomb.nj.gov/TYM_VPI/faq •
Contact Us: https://www.tyomb.nj.gov/TYM_VPI/contact