Columbia University Finance Training

Training Guide: Registering as a Vendor for Individuals Receiving Payment or Reimbursement

This guide is designed for individuals who will be receiving payments from Columbia University, such as grants or other payments types, to assist you with the vendor setup process. This guide will cover how to create a PaymentWorks account and complete key fields in the New Vendor Registration form.

For those individuals providing goods and services to the University, please refer to the Creating a PaymentWorks Account and Registering as a Columbia University Vendor job aid.

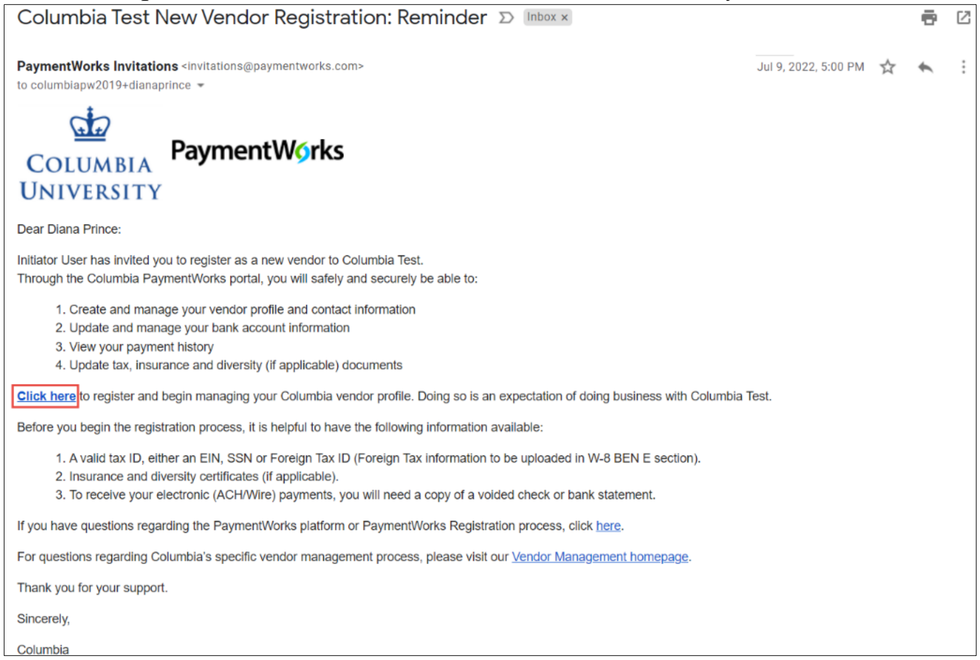
Note: *The intent of this document is act as a general guide. If you have specific questions related to taxation, you should seek out a tax professional for advice.*

Contents

Creating a PaymentWorks Account

You will receive an email invitation from Columbia University asking you to create a PaymentWorks account and complete the New Vendor Registration form. If you already have already registered with PaymentWorks to connect with another institution, you can log into your account from the email invitation to complete your connection to Columbia.

1. To start the process, click on the **Click Here** link in the email you receive.



Columbia Test New Vendor Registration: Reminder Inbox ×

PaymentWorks Invitations <invitations@paymentworks.com> Jul 9, 2022, 5:00 PM
to columbiapw2019+dianaprince

COLUMBIA UNIVERSITY PaymentWorks

Dear Diana Prince:

Initiator User has invited you to register as a new vendor to Columbia Test.
Through the Columbia PaymentWorks portal, you will safely and securely be able to:

1. Create and manage your vendor profile and contact information
2. Update and manage your bank account information
3. View your payment history
4. Update tax, insurance and diversity (if applicable) documents

Click here to register and begin managing your Columbia vendor profile. Doing so is an expectation of doing business with Columbia Test.

Before you begin the registration process, it is helpful to have the following information available:

1. A valid tax ID, either an EIN, SSN or Foreign Tax ID (Foreign Tax information to be uploaded in W-8 BEN E section).
2. Insurance and diversity certificates (if applicable).
3. To receive your electronic (ACH/Wire) payments, you will need a copy of a voided check or bank statement.

If you have questions regarding the PaymentWorks platform or PaymentWorks Registration process, click here.

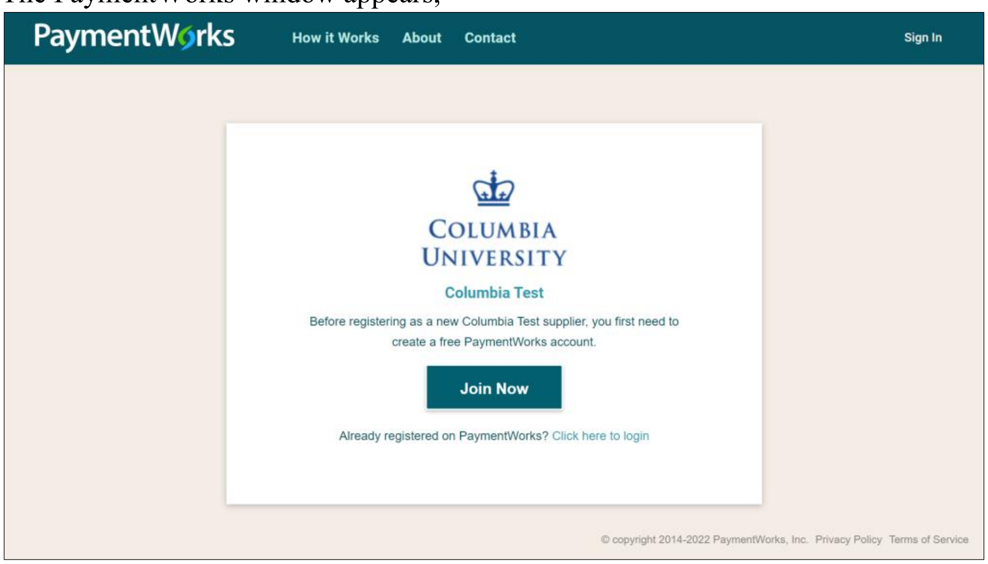
For questions regarding Columbia's specific vendor management process, please visit our Vendor Management homepage.

Thank you for your support.

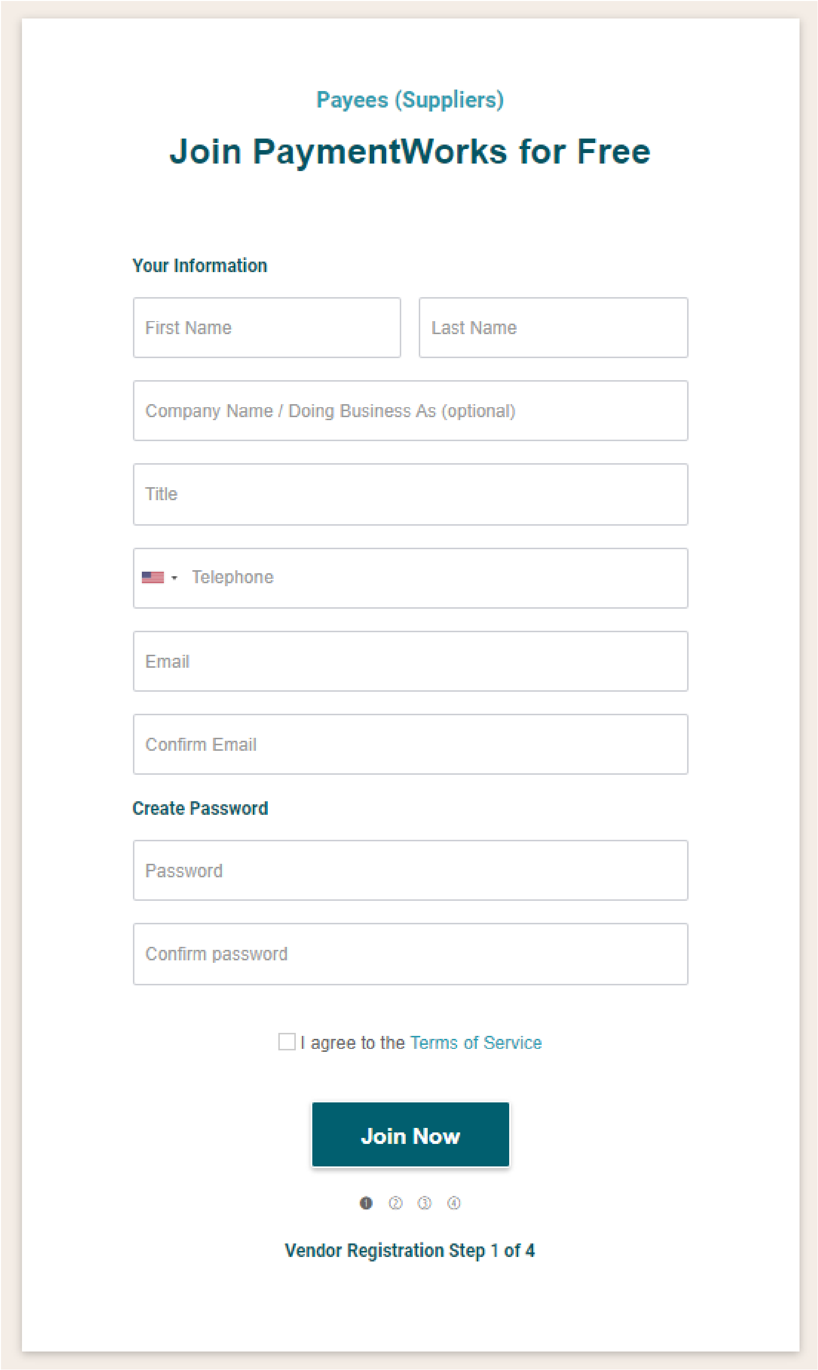
Sincerely,

Columbia

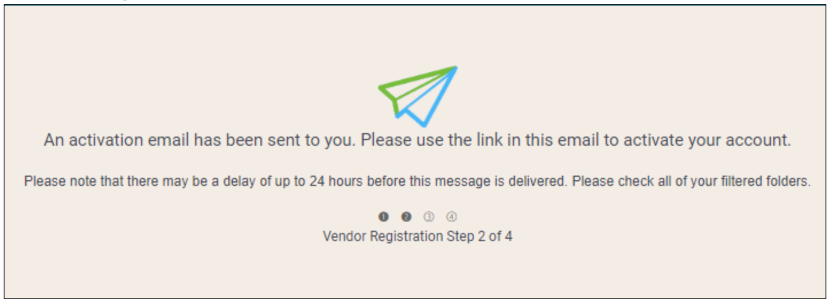
The PaymentWorks window appears,



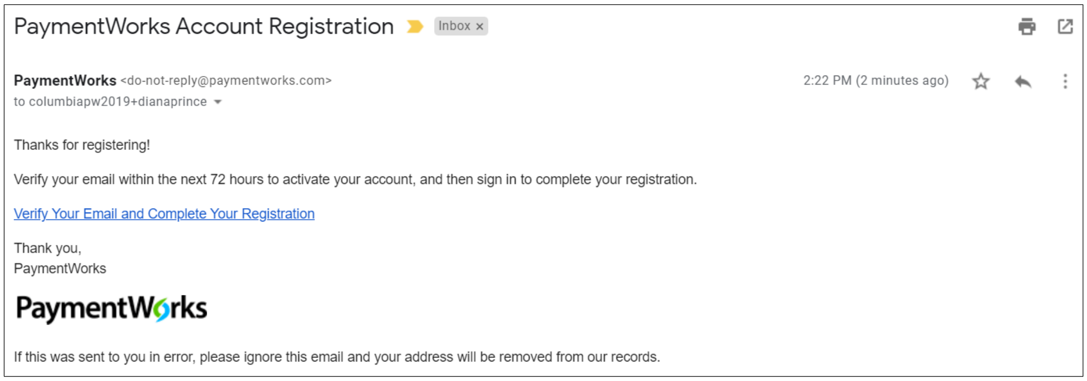
2. If you are already registered with PaymentWorks, click the provided link to login. Otherwise, click **Join Now** to create your account.
3. Complete all the fields to create your PaymentWorks account.



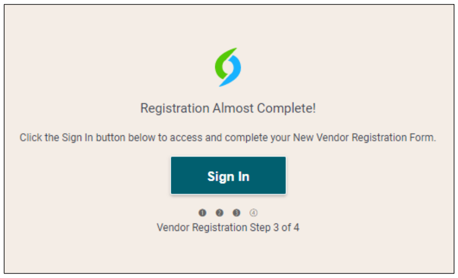
4. Click to **agree to the Terms of Service** and **Join Now**.

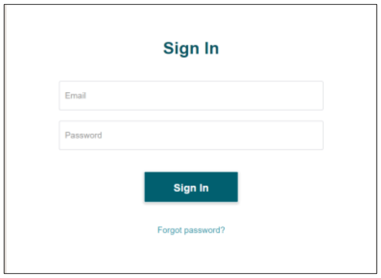


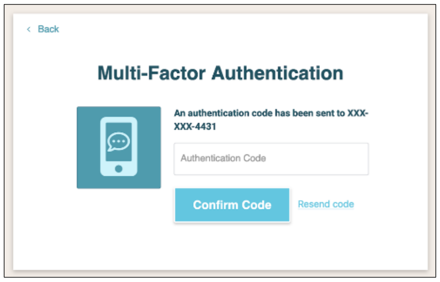
You will receive a verification email.



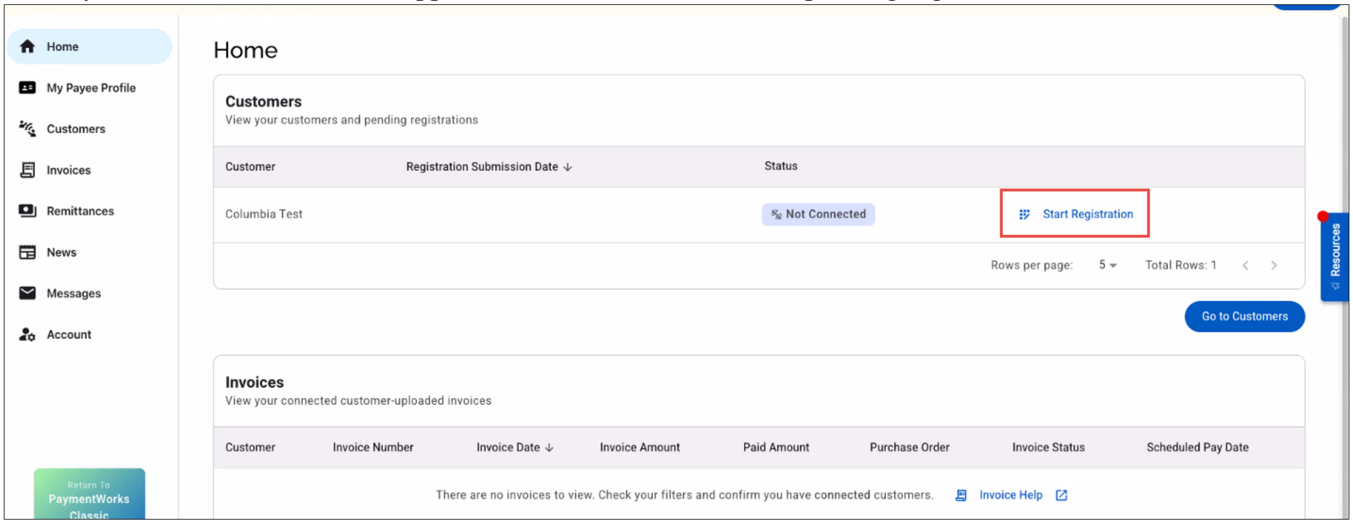
5. From the email you receive, click **Verify Your Email and Complete Your Registration**.







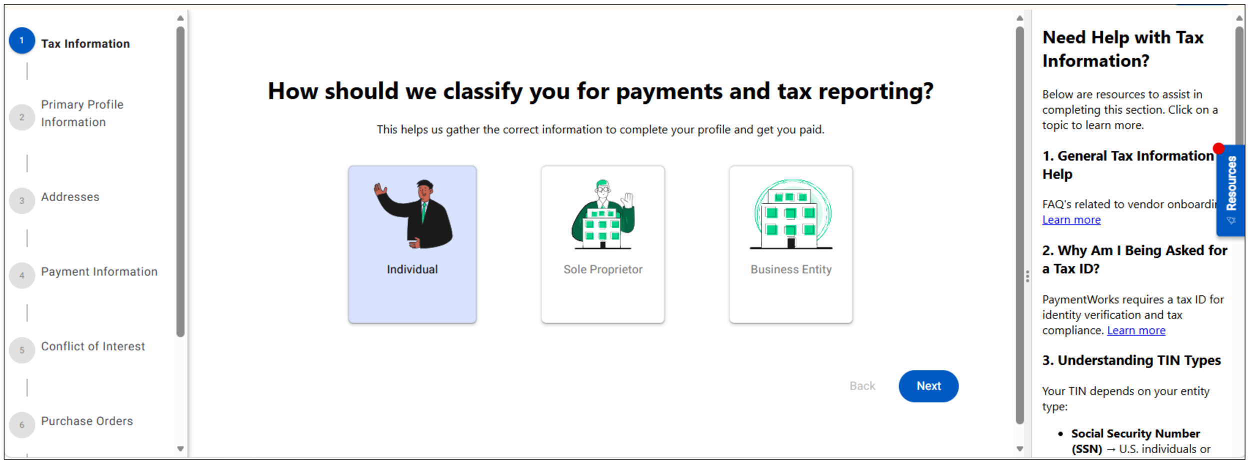
The PaymentWorks Home screen appears with Columbia listed as a pending registration.



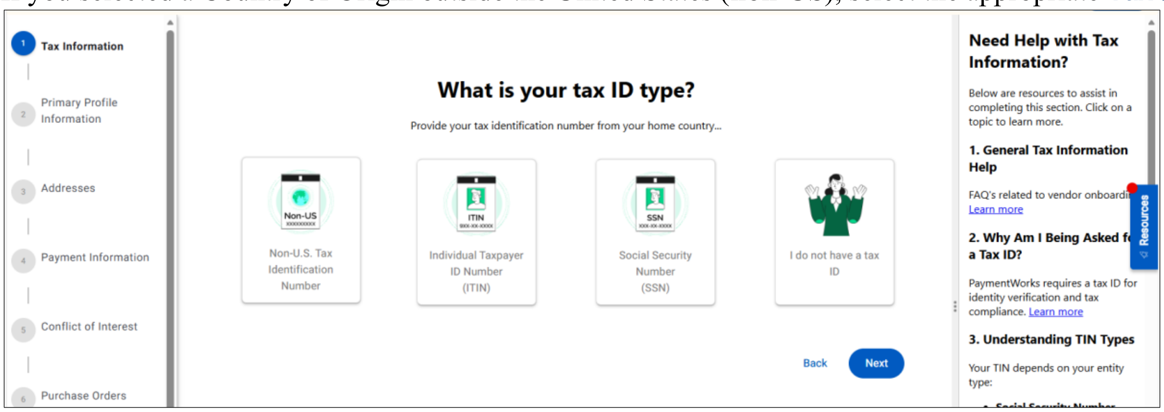
Click the **Start Registration** link to begin completing the New Vendor Registration from.

Completing Tax Information

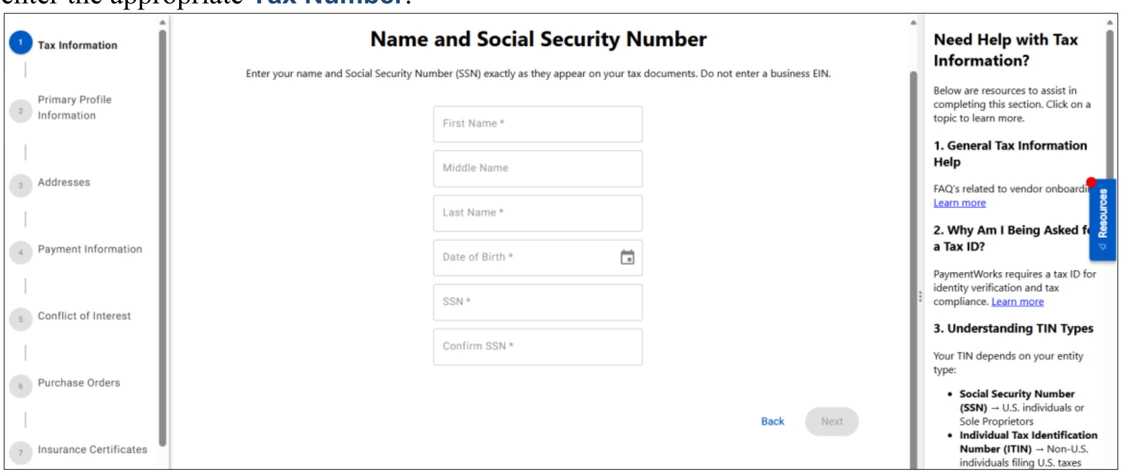
Based on your vendor category, the questions you encounter change while completing the form. A Help panel appears on the right side of the screen to guide you and answer most frequently asked questions.



1. Select **Individual** and click **Next**.
2. Select your **Country of Origin** and click **Next**.
3. If you selected a Country of Origin outside the United States (**non-US**), select the appropriate **Tax ID Type** option.



4. Enter your name as it appears on your official government ID for **First Name**, **Last Name**, and **Date of Birth**.
5. If you are a US citizen or US legal resident, enter and confirm your **SSN**. If you are an international individual, enter the appropriate **Tax Number**.

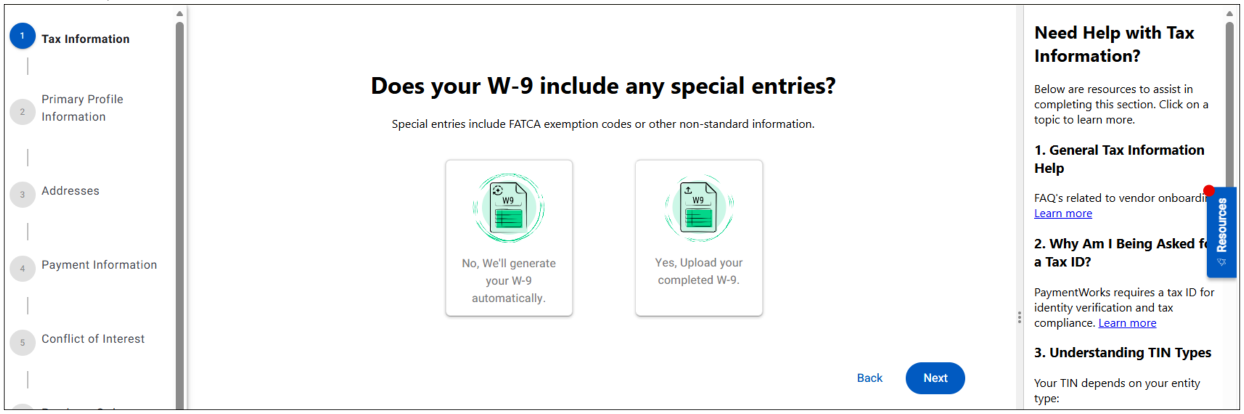


Completing W-9 or W8 Information

US Citizens and US Legal Residents:

Select the appropriate response to the question regarding **W-9 will include special entries**.

If **No**, PaymentWorks will **Generate your W-9 automatically**.



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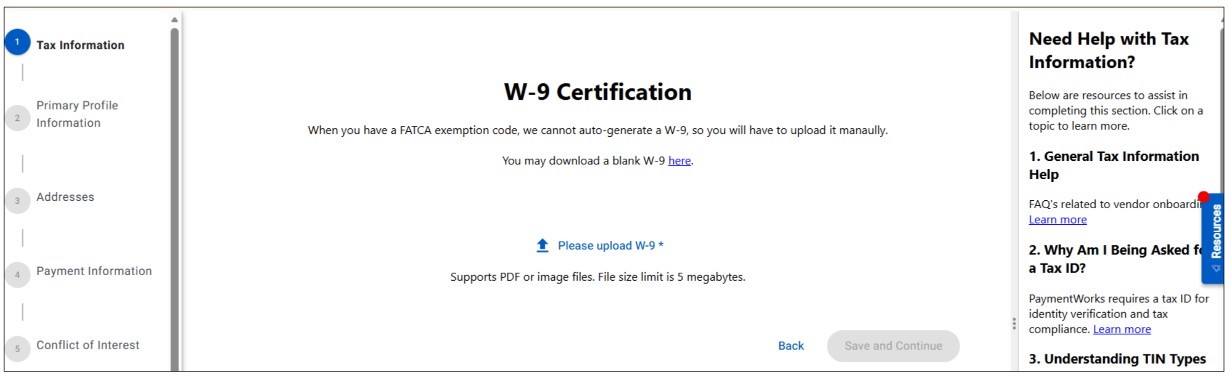
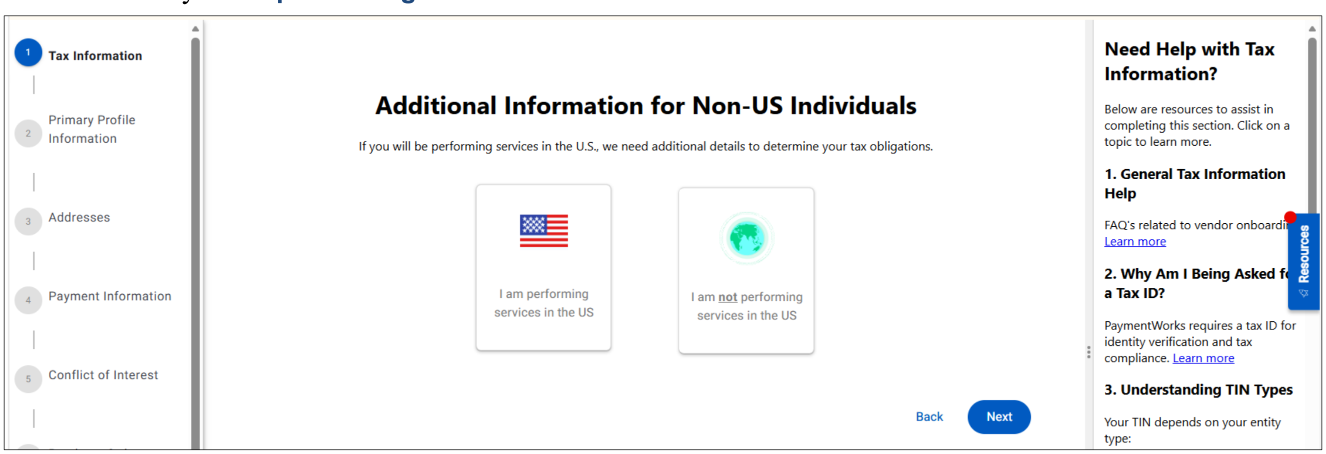
If **Yes**, you must manually complete and upload Form W-9. PaymentWorks will provide a link to the blank Form W-9 and the functionality for you to upload the completed form.



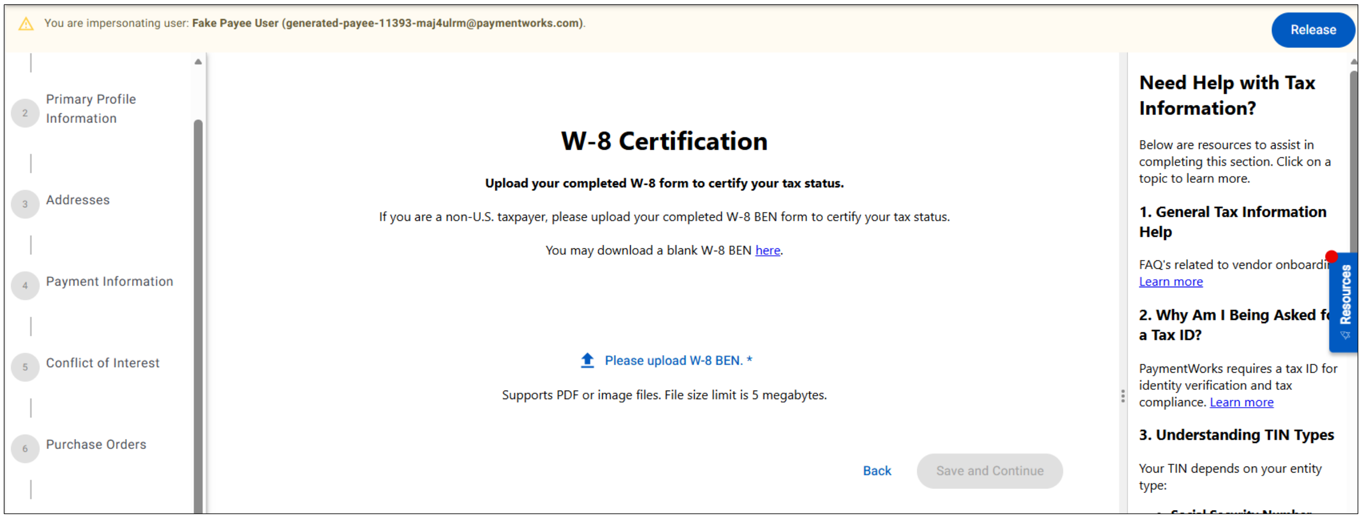
International Individuals:

Select whether you are **performing services in the US** or not and click **Next**.



If you selected that you are performing services in the US, you will be asked for **Passport** and **Visa** information.

Upload the correct **W-8** form. If you have specific questions, consult your tax advisor. Ensure the completed and signed forms are accurate and that your name and address on the form matches the one you entered in this New Vendor Request form.

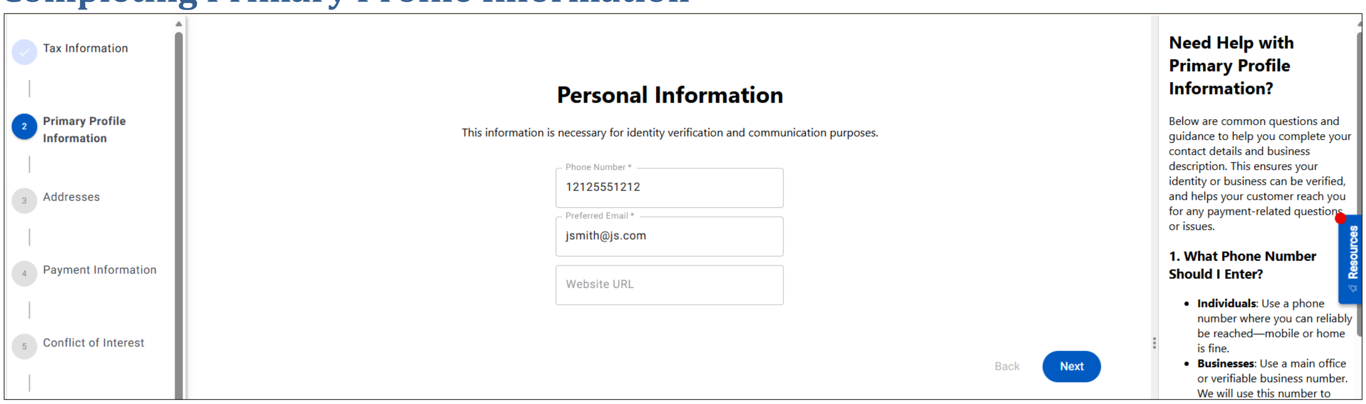


PaymentWorks provides a link to the blank Form W-8 BEN and the functionality for you to upload the completed form.

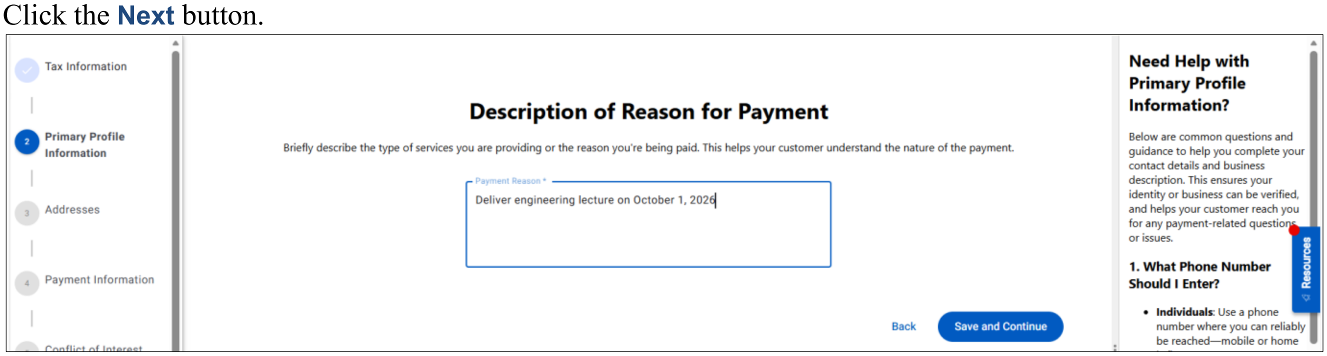
Note: *If you upload a W-8 form, be sure to enter the* W-8 Signature Date *in the* Additional Information *section of this New Vendor Registration form.*

Click the **Save and Continue** button after completing your Tax Information to proceed to the Primary Profile Information.

Completing Primary Profile Information



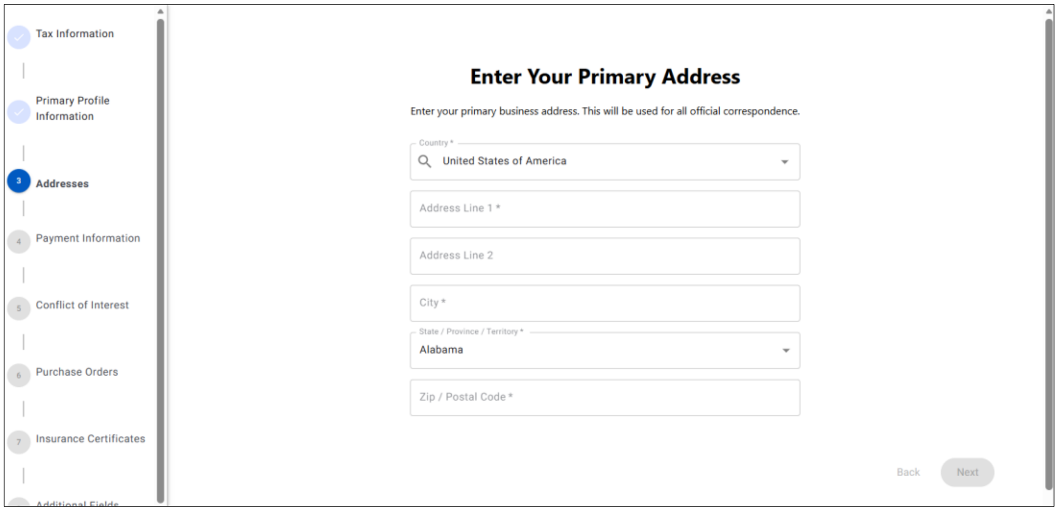
1. Enter your **Telephone Number** and **Preferred Email**. If you have a **Website**, you can enter the URL
2. Click the **Next** button.



3. Enter a **Description of Reason for Payment**.
4. Click the **Save and Continue** button to proceed to the Addresses section.

Completing Addresses

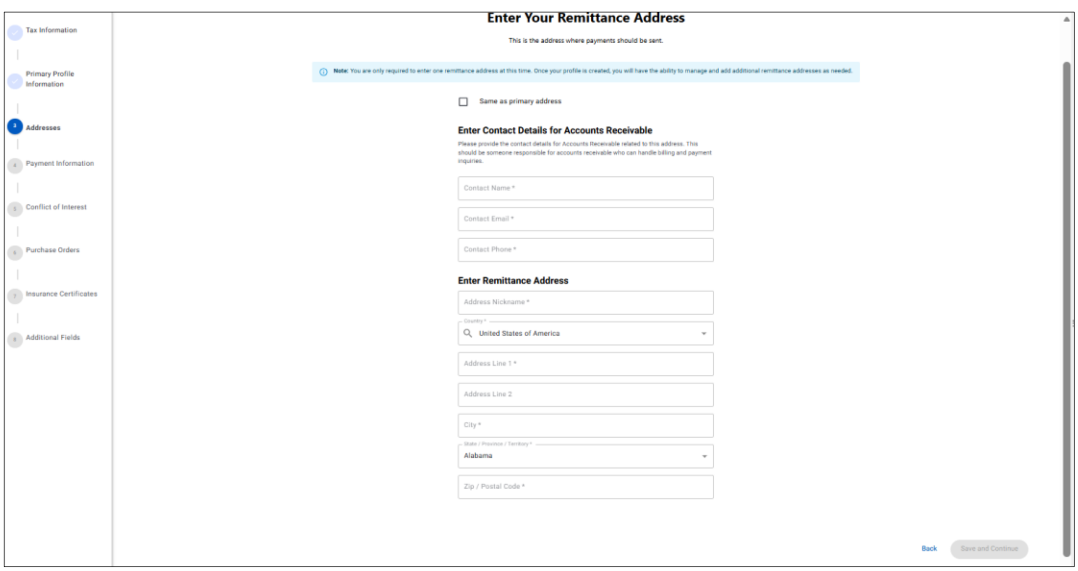
Entering Your Primary Address



1. Select the **Country** of your primary residence. For international individuals, this should be your home country.
2. Enter the **Street**, **City**, **State/Province/Region** and **Zip/Postal Code** of your primary residence.
3. Click the **Next** button.

Entering Your Remittance Address

Your **Contact Details for Accounts Receivable** and **Remittance Address** is either the address you provided your bank when you set up your bank account (if receiving payments by direct deposit or wire) or the address where you will receive payments by check (in USD). For international individuals that reside in the US, this should be your address here in the US.

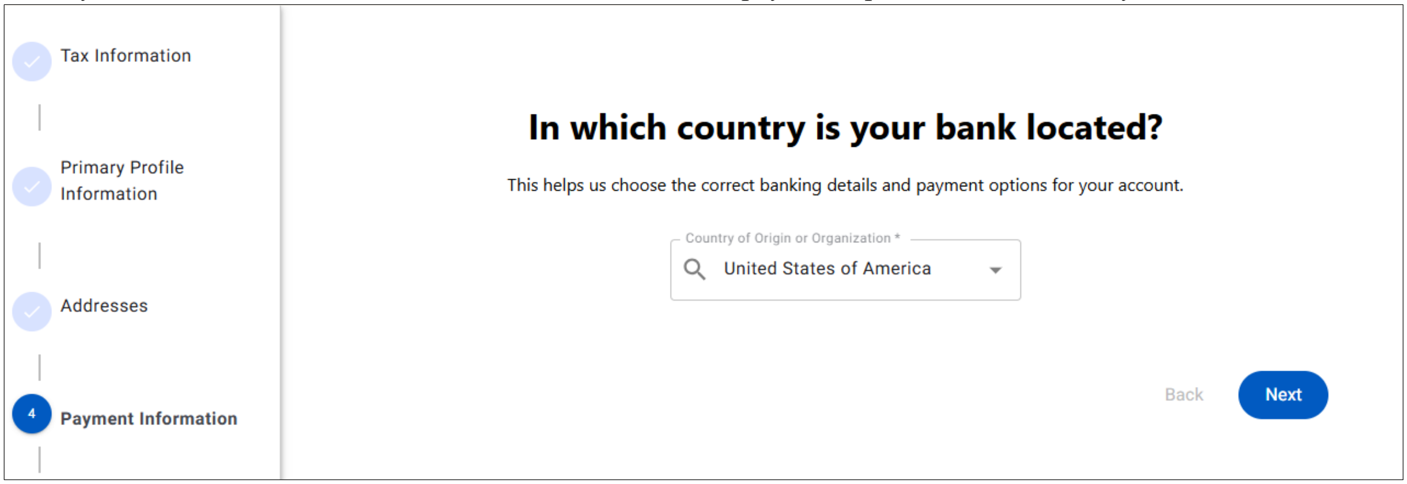


- If your Remittance Address is the same as your Primary Address above, select the **Same as primary address** option.
- If your Remittance Address is not the same as your Primary Address complete the required Address fields.
- Enter your **Contact Details**.

Click the **Save and Continue** button to move to the Payment Information section.

Completing Payment Information

1. Select your **Bank Location** and click Next to show the correct payment options and format for your bank details.

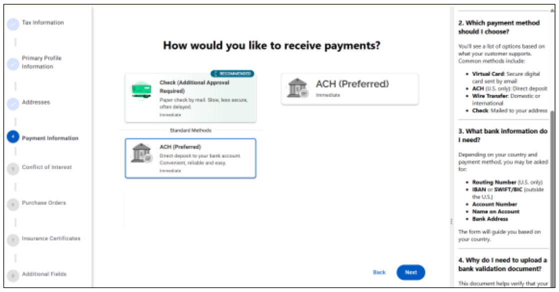


2. Depending on the bank location you have selected, different options appear. Make the desired selection.

United States

If you selected the **United States**, you have the options for:

- **ACH**: Direct deposit -preferred
- **Check**: Mailed to your address



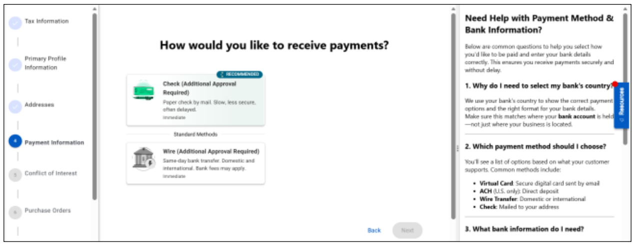
If you select ACH, you will be asked for:

- **Account Name**
- **Routing Number**
- **Account Number**

International

If you selected an international bank location, you have the options for:

- **Wire**: Direct deposit -preferred
- **Check**: Mailed to your address



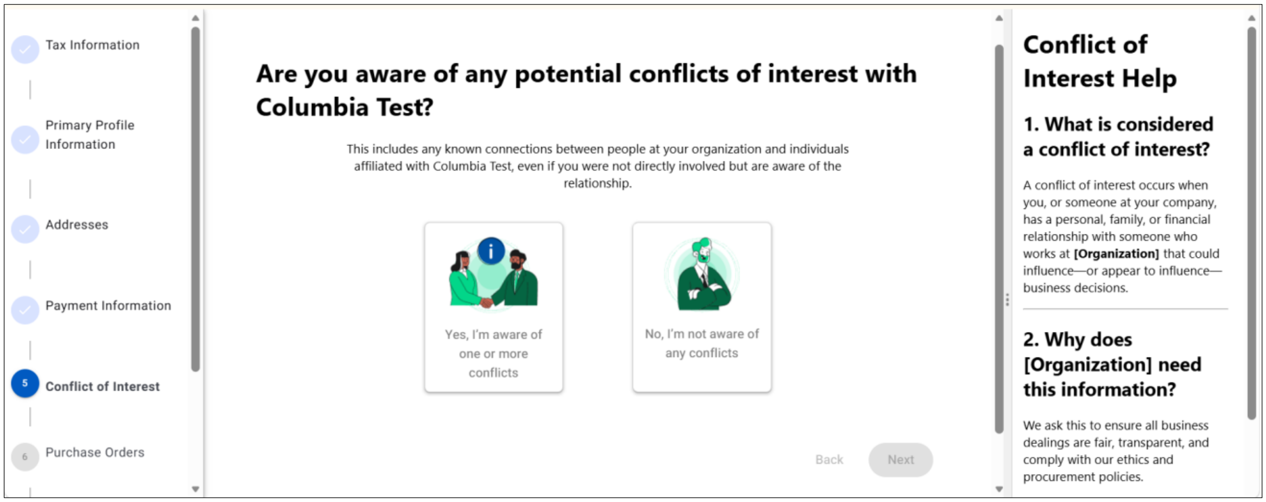
If you select Wire, you will be asked for:

- **Account Name**
- **IBAN** or **SWIFT/BIC**
- **Account Number**

3. Click **Next**.
4. Upload the **Bank Validation File** and click **Next**.
5. Enter the **Payment Notification Email Address** for the individual receiving payment notifications.
6. Click **Save and Continue** to progress to the Conflict of Interest section.

Completing Conflict of Interest Information

A conflict of interest occurs when you have a personal, family, or financial relationship with someone who works at Columbia University that could influence, or appear to influence, business decisions.



Make the appropriate selection and click **Next**.

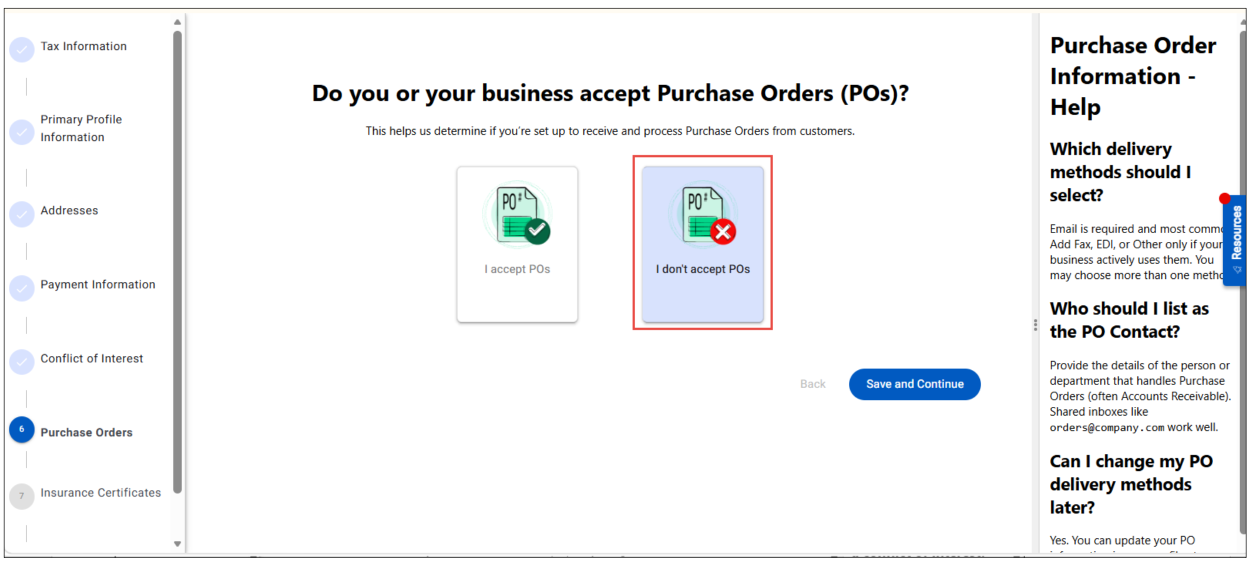
If you indicate Yes, you will be asked to disclose individuals affiliated with Columbia University and the nature of the relationship.

Click **Save and Continue** to progress to the Purchase Order section.

Completing Purchase Order (PO) Information

Purchase Orders Select **I don't accept PO's**.

If you are a Vendor that will be providing goods and services to the University and will be accepting Purchase Orders, please refer to the [Creating a PaymentWorks Account and Registering as a Columbia University Vendor] job aid.

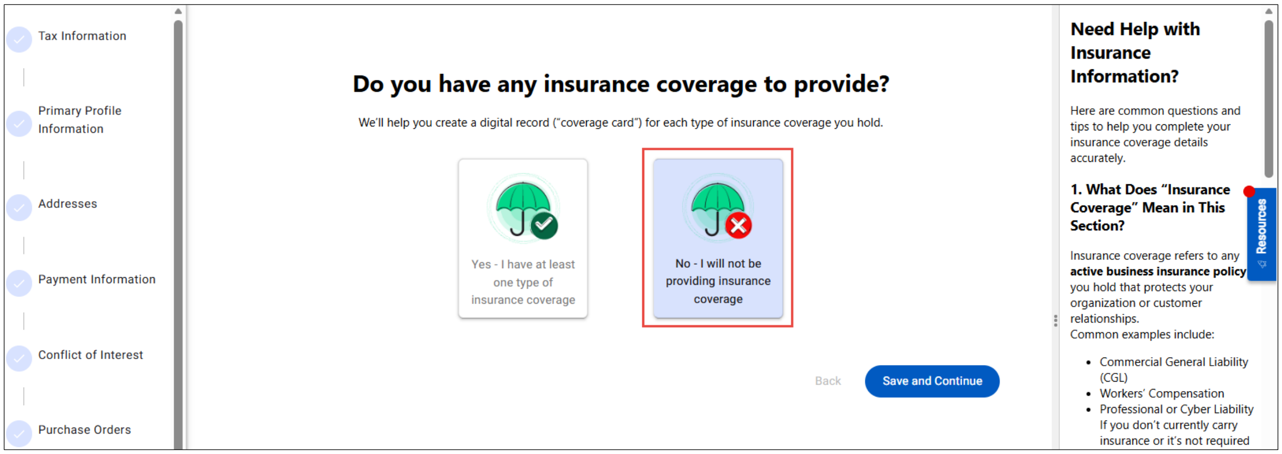


Click **Save and Continue** to progress to the Insurance Certificates section.

Completing Insurance Certificates Information

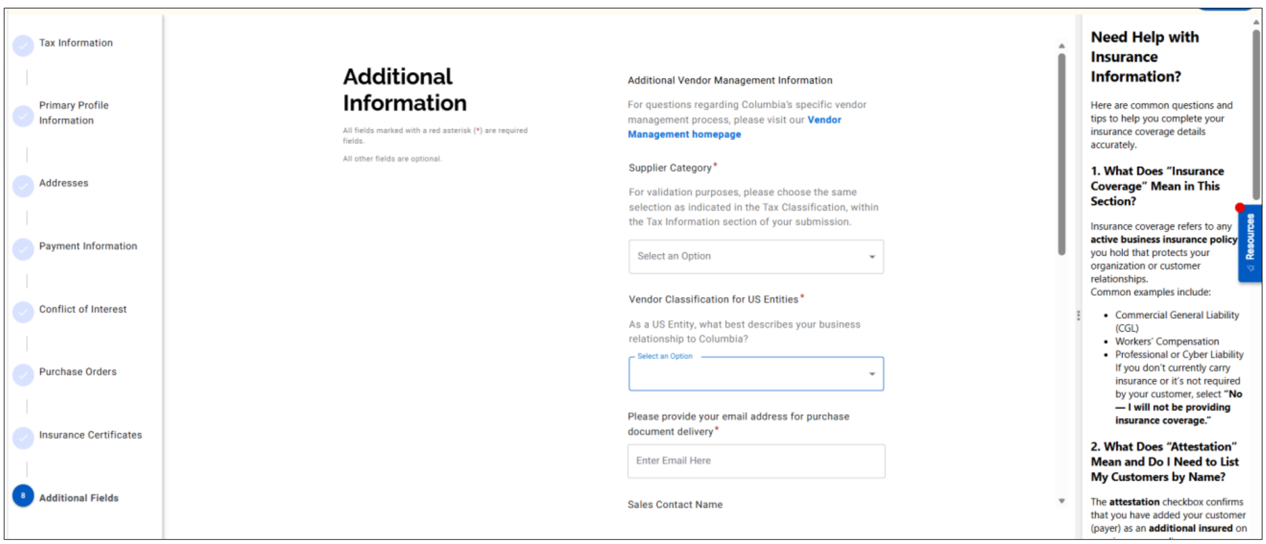
Select No, **I will not be providing insurance coverage**.

If you are a Vendor that will be providing goods and services to the University where insurance may be required, please refer to the Creating a PaymentWorks Account and Registering as a Columbia University Vendor job aid.

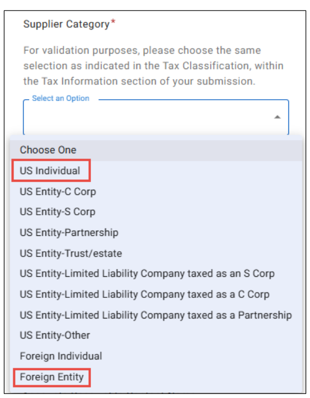


Click **Save and Continue** to progress to the Additional Information section.

Completing Additional Information

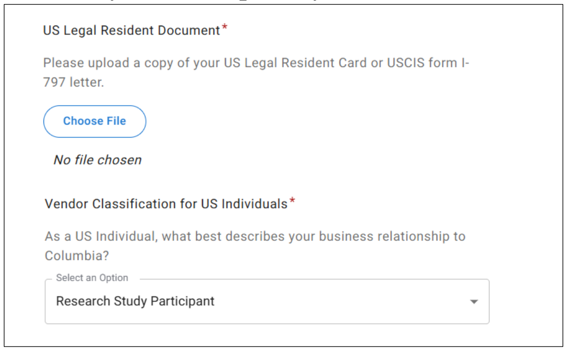


1. Select either **US Individual** (**US Citizen or US Legal Resident**) or **Foreign Individual** (**International individual**) from the **Supplier Category** dropdown.



If you selected **US Individual**:

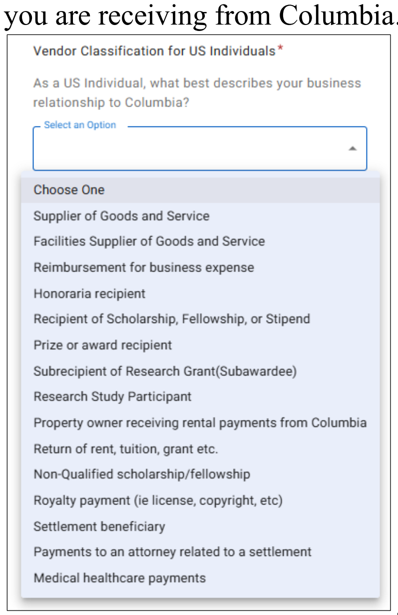
You will be asked if **Are you a U.S. Citizen or U.S. Legal Resident?** If you indicate that you are a *US Legal Resident* you must upload your **US Legal Resident Document**. (US Legal Resident Card or USCIS form I-797 letter).



If you selected **Foreign Individual**:

A field to indicate your W-8 Signature Date appears below the Vendor Classification for Individuals dropdown and other fields that may appear. If you uploaded a W-8 form in the Tax Information section, enter the **W-8 Signature Date**.

2. From the **Vendor Classification for Individuals** dropdown, select the item that best reflects the type of payment you are receiving from Columbia.



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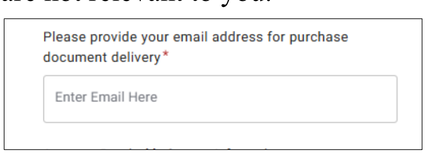
3. Enter your Email address for **purchase document delivery** (field only appears if you selected *Supplier of Goods and Services* above). You can leave fields related to Accounts Receivable or Sales Contact Information blank if they are not relevant to you.



Submitting the New Vendor Registration Form

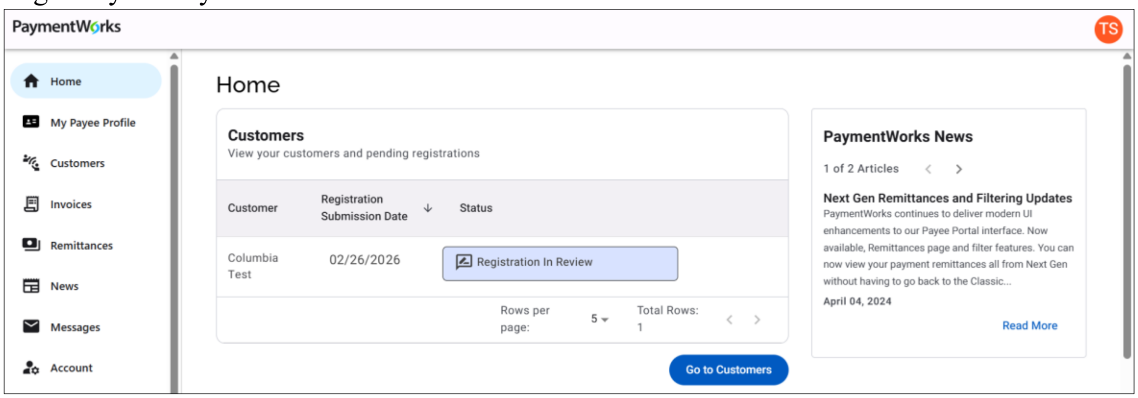
After entering all required fields in the Additional Information section, click the **Save and Continue** button.

After Columbia approves your new vendor registration, you will be notified via email.

Tracking Your Vendor Onboarding Status

You can track the status of your connection to Columbia and other customers you may have connected to using PaymentWorks.

Login to your PaymentWorks Account.

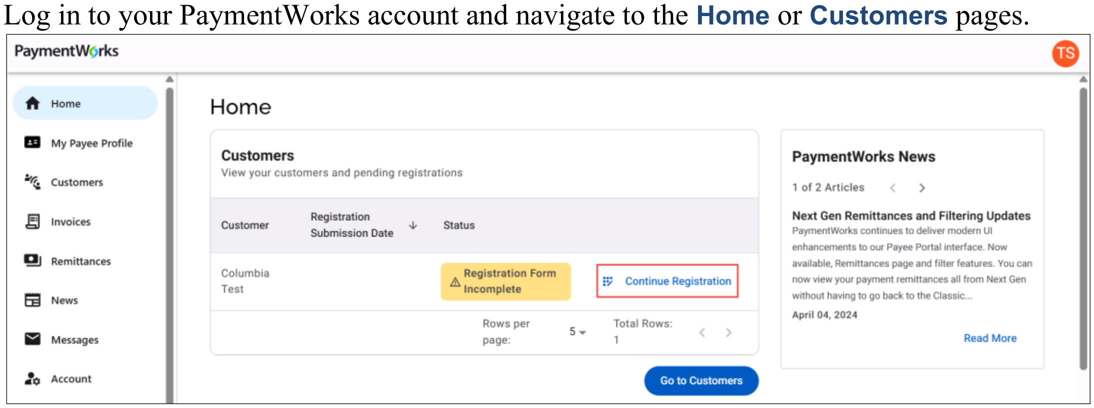


Your onboarding status appears on the **Home** or **Customers** page.

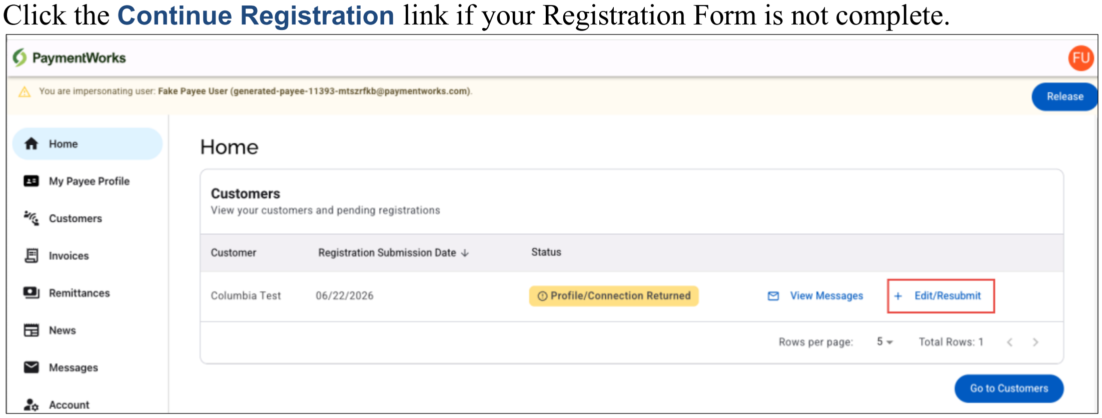
Continuing or Editing Your Registration From

If you logged out of PaymentWorks before completing your Registration Form or if your Registration Form was returned for edits or additional information, you can access your Form to take action.

1. Log in to your PaymentWorks account and navigate to the **Home** or **Customers** pages.



2. Click the **Continue Registration** link if your Registration Form is not complete.



3. Click the **Edit/Resubmit** link if the Registration Form has been returned to you for edits or additional information.

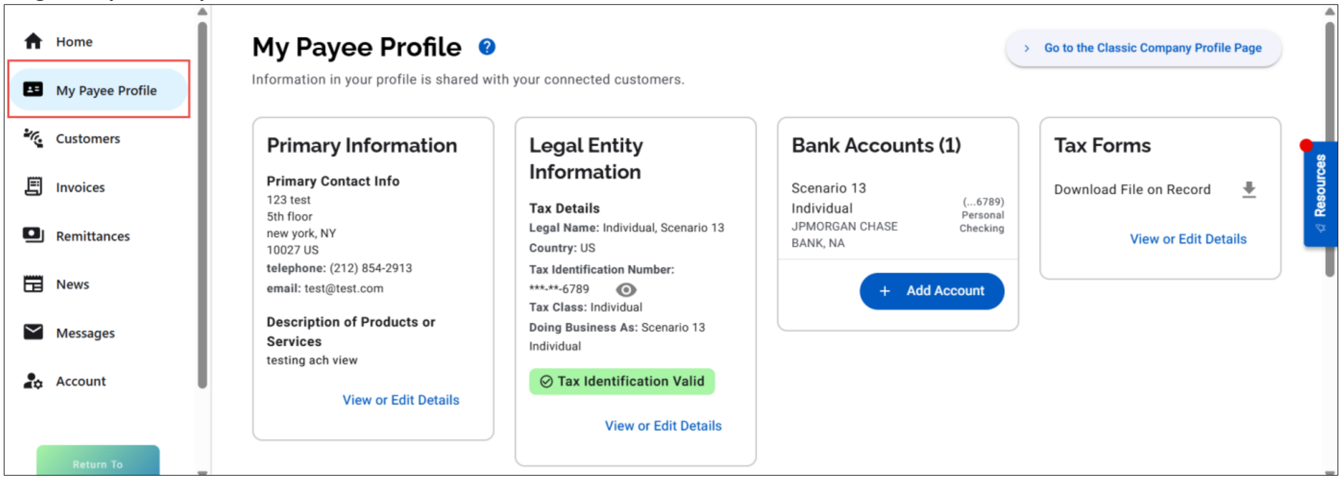
Updating Your Account Information

Updating Global Account Information

Your **My Payee Profile** contains your Primary Information, including your E-Mail address and Telephone number. You can also update Legal Entity, Bank Accounts, Tax Forms, and Addresses.

Your Account **Telephone** number is used for multifactor authentication (MFA) when you log-in to your Account. **If you need to update your Telephone number, do so before your old Telephone becomes unavailable.** If you are unable to access PaymentWorks due to an unavailable, inactive, or out of date Telephone number, contact the [PaymentWorks Customer Support]() on the steps required to access your account and update your Telephone number.

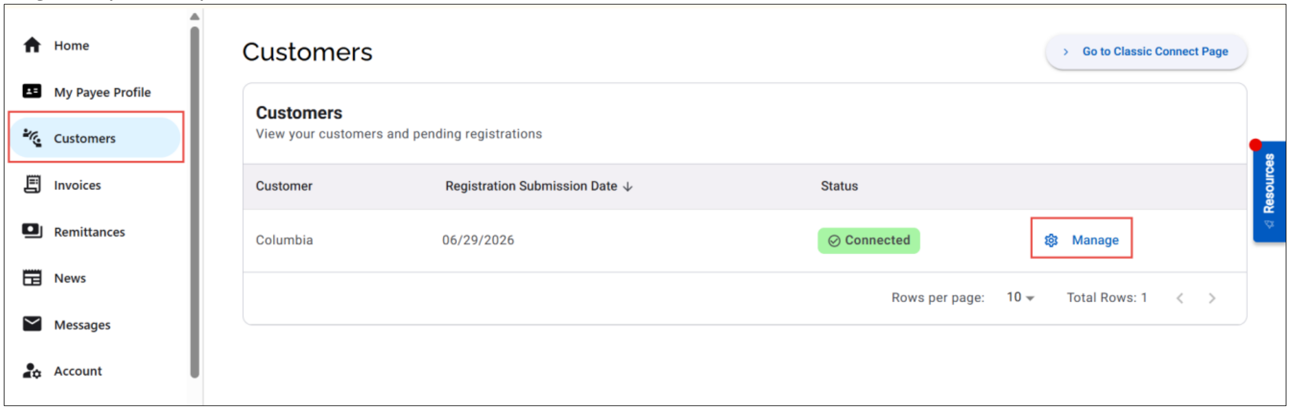
1. Login to your PaymentWorks account and click the **My Payee Profile** menu.



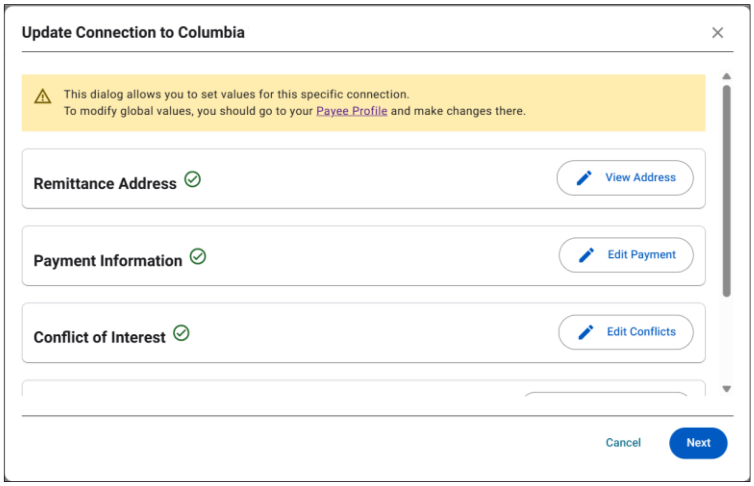
2. You can make the following edits:
   - Click one of the **View or Edit Details** links to edit the details in that section.
   - Click an **existing Bank Account** to edit that account or click the **Add Account** button to add an additional bank account.

Updating Your Columbia Specific Information

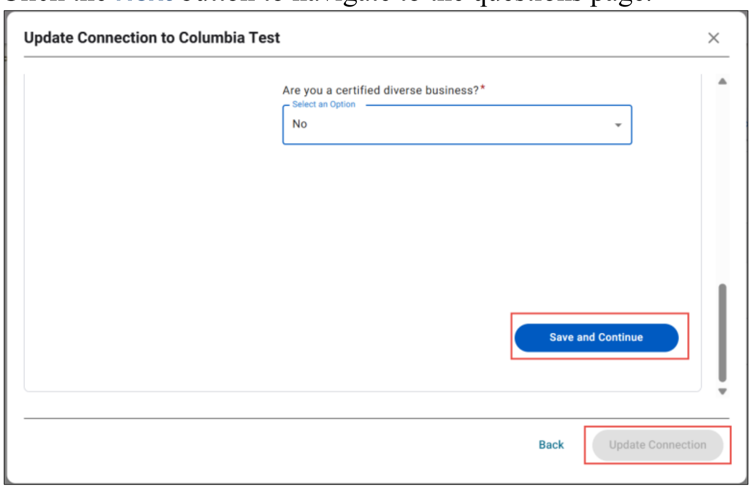
1. Login to your PaymentWorks account and click the **Customers** menu.



2. Click the **Manage** link. The Update Connection window appears. Notice the note about modifying global values in your Payee Profile.



3. Click the **Edit** buttons to modify the desired sections.
4. Click the **Next** button to navigate to the questions page.



5. After making all desired changes, click the **Save and Continue** button and then click the **Update Connection** button.

Invoices and Remittances

PaymentWorks will only display the invoices you submitted to Columbia that were Paid or Rejected (not in process). Inquiries regarding invoice or payment status should not be made through PaymentWorks.

To view your invoices being processed by Columbia, refer to the Columbia Finance AP Payment Status & Remittance page where you can look up Payment Status and Remittance Information. You will need your Columbia Vendor ID to lookup Payment Status and Remittance information: refer to the ARC Vendor ID Lookup page where you can search for your Vendor ID Number in our financial system (ARC).

Note: *When you receive confirmation emails regarding an ACH payment, the email will contain a "tokenized" version of your ACH number, which is a feature to keep your banking information secure. You can check your PaymentWorks Company Profile to view your ACH number and toggle to view the tokenized version.*

Getting Help

If you have questions regarding the PaymentWorks platform or the PaymentWorks Registration process, you can search the PaymentWorks Help Center topics or contact PaymentWorks Support.

For questions regarding Columbia's specific vendor management process, please visit our Vendor Management homepage. If you still have questions, you can contact