Columbia University Finance Training

Training Guide: Registering as a Columbia University Vendor for Students (and Prospective Students)

This guide is designed for Columbia University students to assist you with the vendor setup process if you are providing services to the University, such as, but not limited to: note takers, musicians, translators, interpreters, or service providers supporting University events. This guide will cover how to create a PaymentWorks account and complete key fields in the New Vendor Registration form.

As an enrolled student, you do not need to register as a vendor in order to be reimbursed for travel and business expenses. Speak with your School or Department finance administrator to be reimbursed for expenses via Concur. However, as a prospective student requiring travel and expense reimbursement, you must register as a vendor.

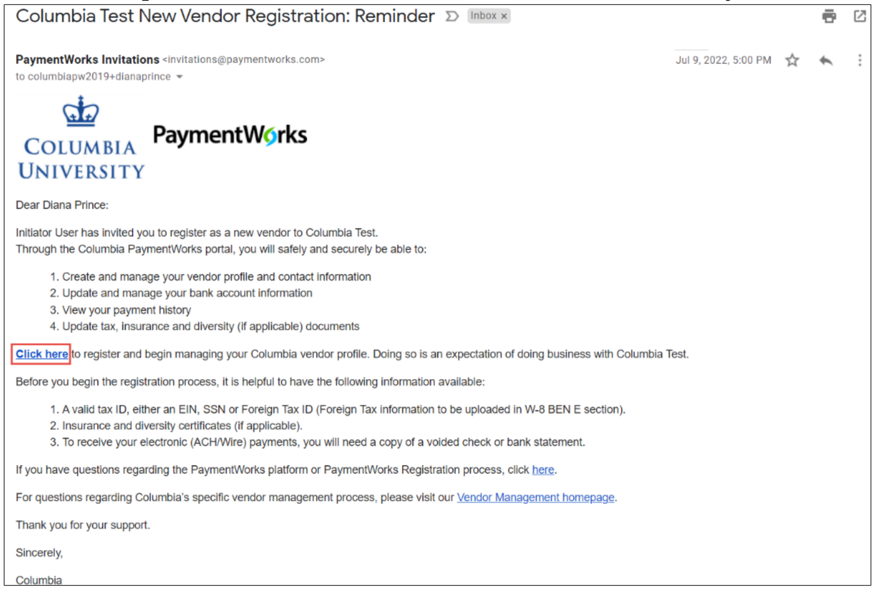
Note: *The intent of this document is act as a general guide. If you have specific questions related to taxation, you should seek out a tax professional for advice.*

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.

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>
to columbiapw2019+dianaprince
Jul 9, 2022, 5:00 PM

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.

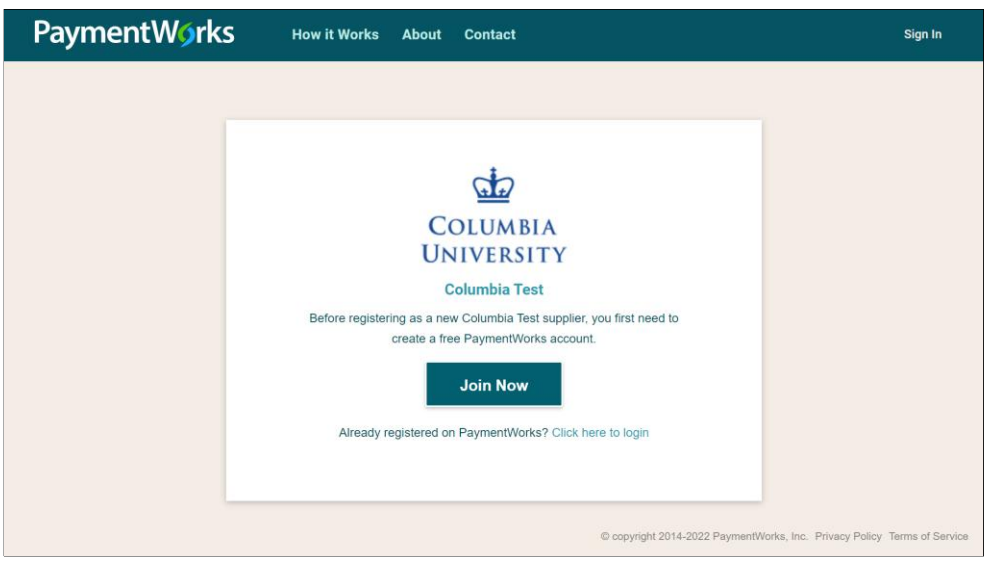
Thank you for your support.

Sincerely,

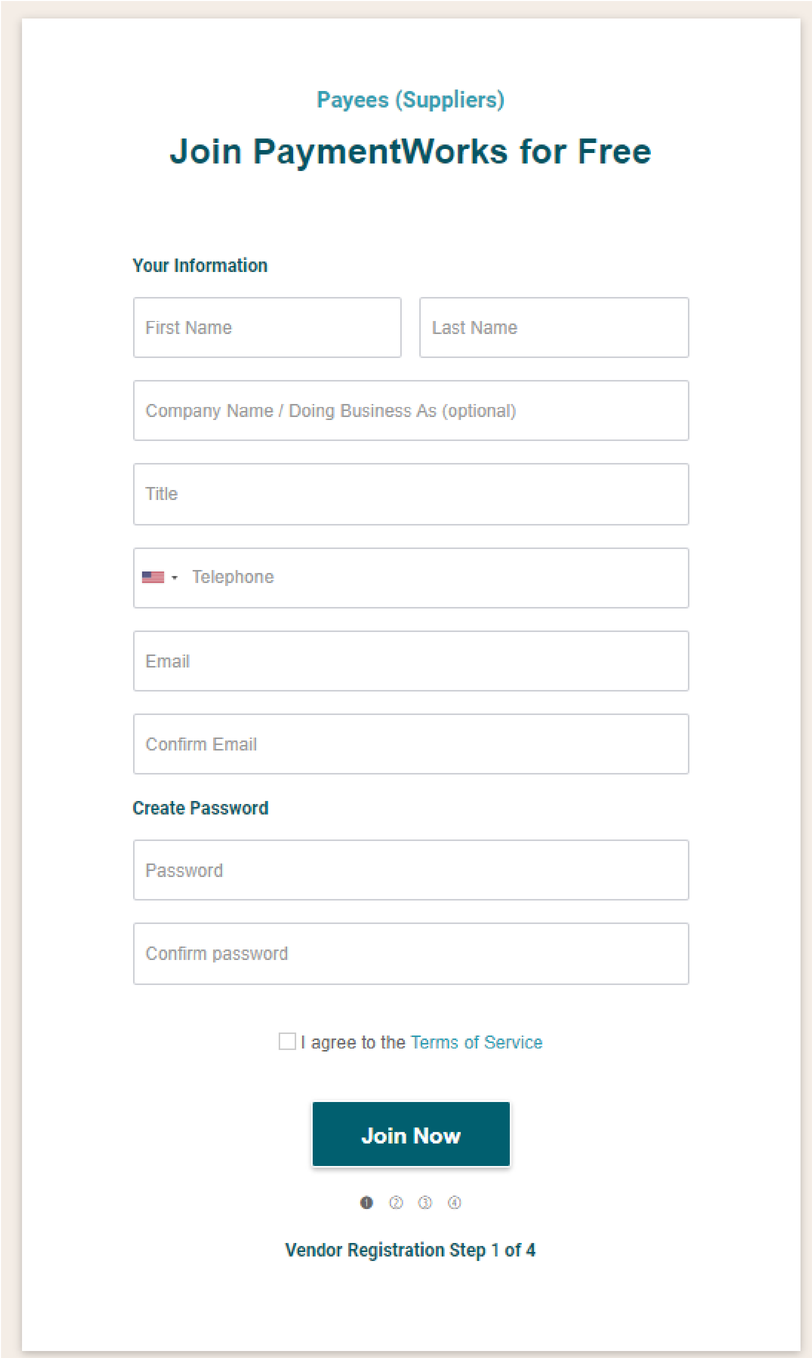
Columbia

The PaymentWorks window appears,

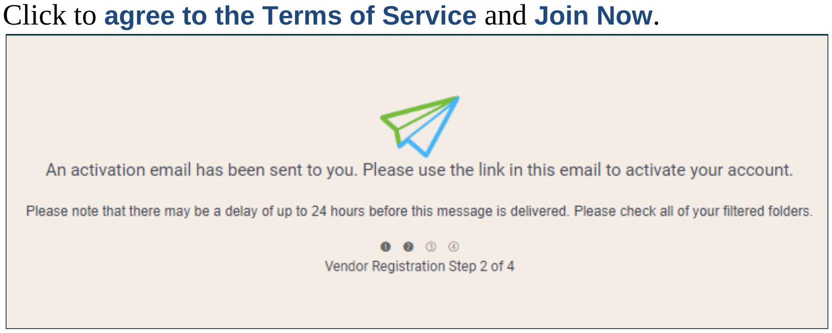
2. Click **Join Now**.



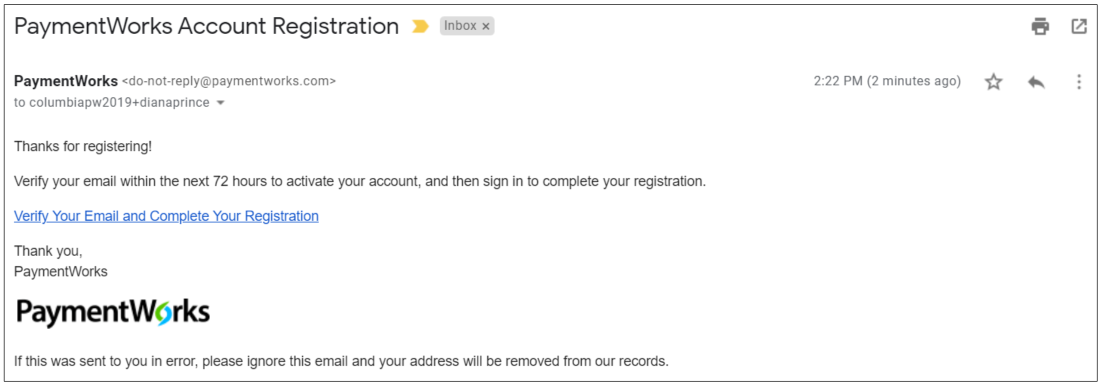
3. Complete all the fields to create your PaymentWorks account.



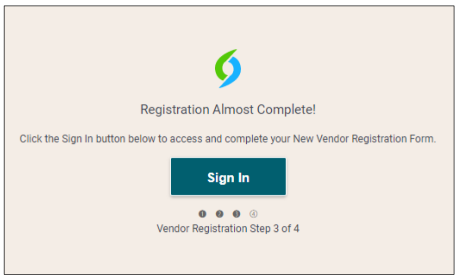
4. Click to **agree to the Terms of Service** and **Join Now**.

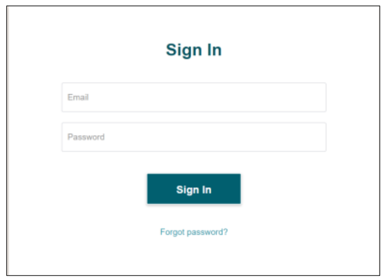


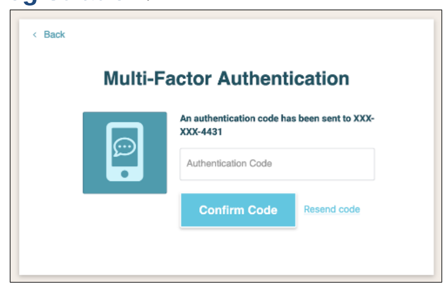
You will receive a verification email.



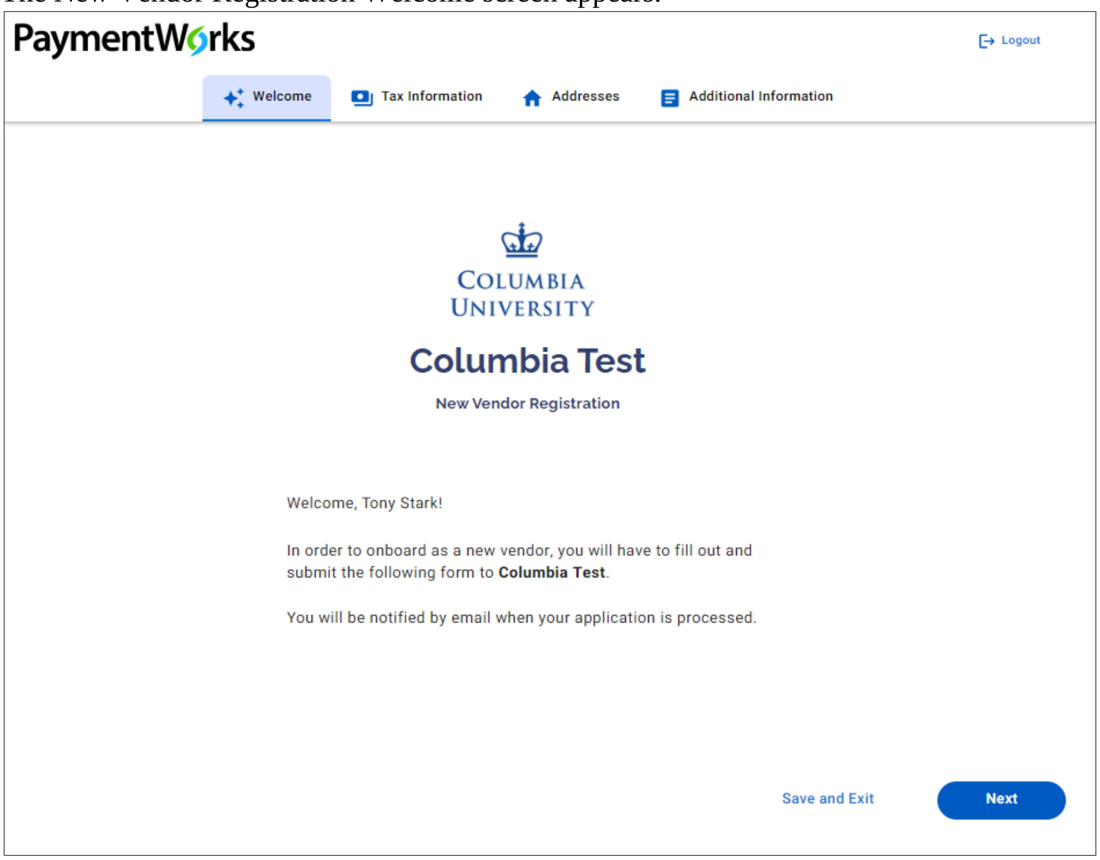
5. From the email you receive, click **Verify Your Email and Complete Your Registration**.







The New Vendor Registration Welcome screen appears.

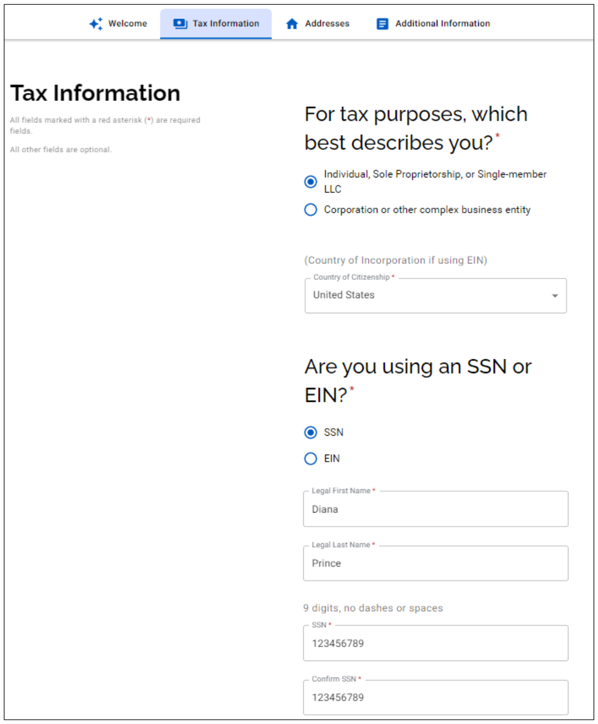


Click the **Next** button to begin completing the New Vendor Registration from.

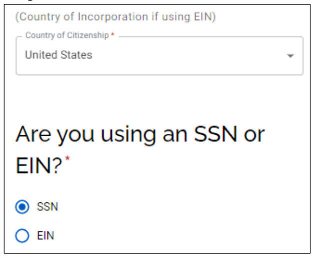
Note: *To access your PaymentWorks account in the future, be sure to use to the* [Vendor login] *and not the login link for Columbia employees.*

Completing Tax Information

Complete all required fields in the New Vendor Registration form indicated with a red asterisk * The steps below are designed to provide general guidance on completing key sections and fields on the form.



1. As a student, always select **Individual, Sole Proprietorship, or Single-member LLC**. Additional fields will appear on the form.
2. Select your **Country of Citizenship**.
3. If you are a **US citizen or US legal resident**, select the **SSN** (social security number) option.



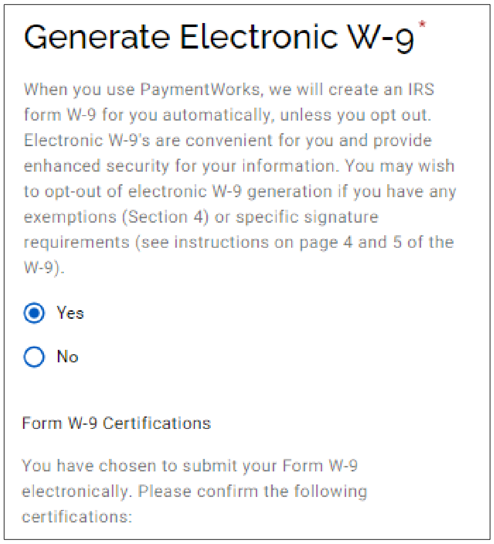
If you selected a different Country of Citizenship (**International Student**), select the appropriate **TIN** (Tax Identification Number) **Type** from the dropdown.

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

Generating or Submitting Tax Forms

US Citizens and US Legal Residents:

Select **Yes** for **Generate Electronic W-9**. PaymentWorks will automatically generate the IRS tax document.


Generate Electronic W-9*

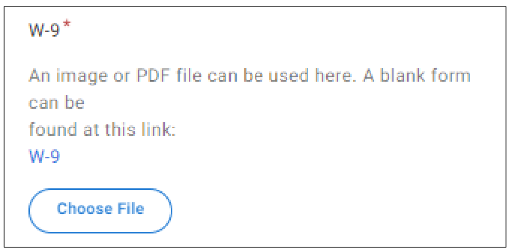
When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

- (●) Yes
- ( ) No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Note: *If you select* No *you must manually complete and upload* Form W-9. *PaymentWorks provides a link to the blank Form W-9 and the functionality for you to select and uploaded the completed form.*

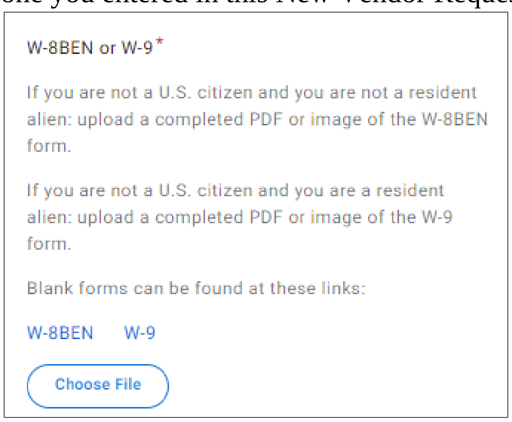

W-9*

An image or PDF file can be used here. A blank form can be
found at this link:
W-9

Choose File

International Students:

Upload the correct **W-8 or W-9** form. If you have specific questions regarding the appropriate form, 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.


W-8BEN or W-9*

If you are not a U.S. citizen and you are not a resident alien: upload a completed PDF or image of the W-8BEN form.

If you are not a U.S. citizen and you are a resident alien: upload a completed PDF or image of the W-9 form.

Blank forms can be found at these links:

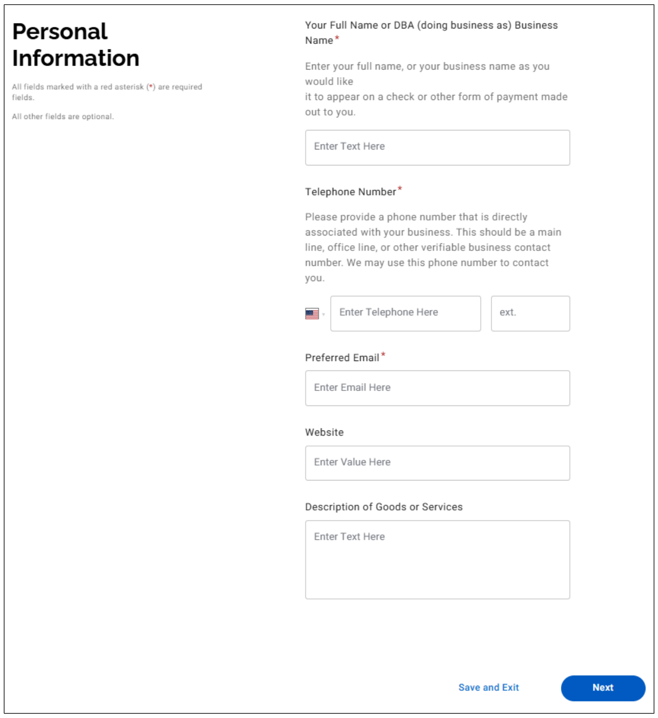
W-8BEN W-9

Choose File

You can upload any W-8 form that applies, including a W-8BEN, W-8 ECI, W-8 IMY, W-8 EXP, or 8233. You can find tax forms here. Save your form and upload as a PDF with no editable fields. Tax forms that contain editable fields are not allowed by the IRS and will result in having your NVR submission returned.

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.*

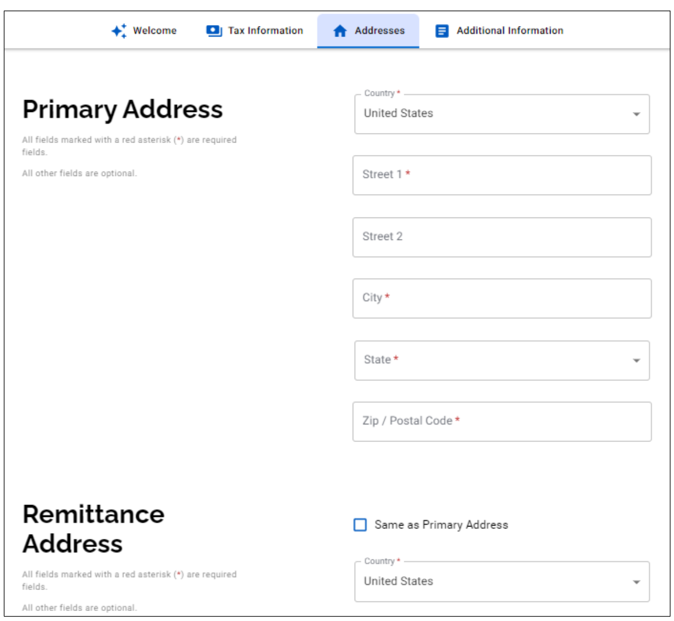
Completing Personal Information



1. Enter your **Full Name** as appears on your birth certificate, your **Telephone Number** and **Preferred Email**. If you have a **Website**, you can enter the URL.
2. Enter your **Description of Goods or Services** to describe the service you are providing the University.
3. Click the **Next** button to move to the Addresses tab.

Completing Addresses

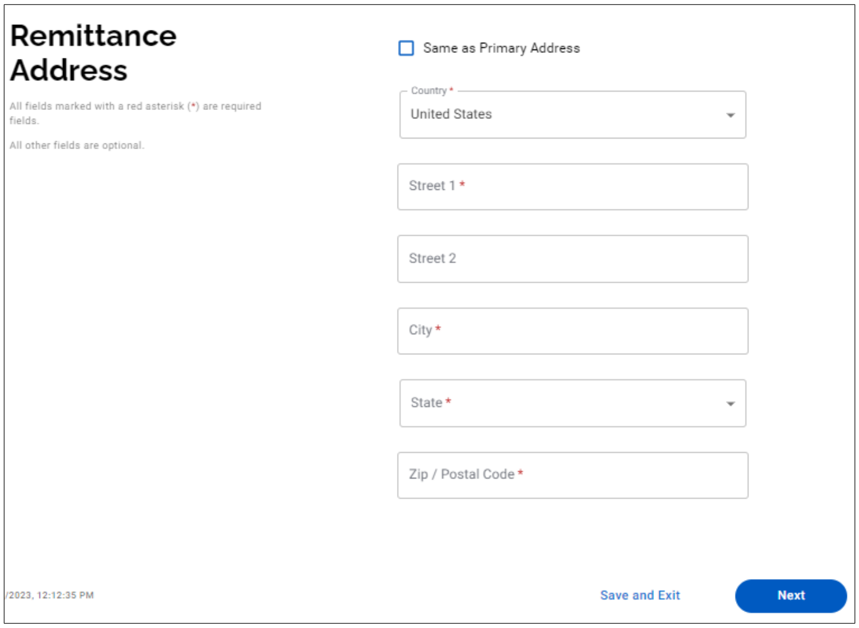
Completing Your Primary Address



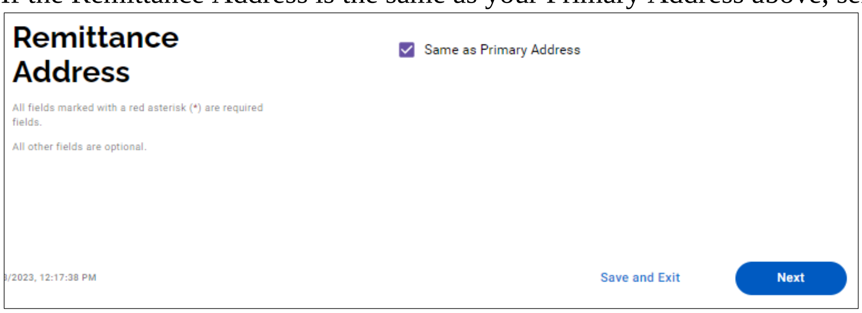
1. Select the **Country** of your primary residence. For international students, this should be your home country.
2. Enter the **Street**, **City**, **State/Province/Region** and **Zip/Postal Code** of your primary residence.

Completing Your Remittance Address

Your **Remittance Address** is either the address you provided your bank when you set up your account (if receiving payments by direct deposit or wire) or the address where you will receive payments by check (in USD). For international students, the address to receive payment by check must be your US address and reflect the address on your form W8.



If the Remittance Address is the same as your Primary Address above, select **Same as Primary Address**.

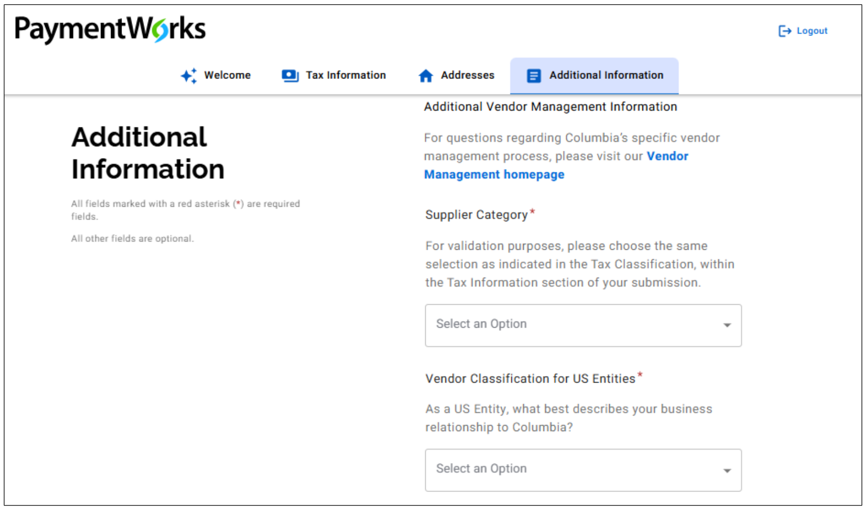


If the Remittance Address is not the same as your Primary Address complete the required fields. Your remittance address can be your address while attending Columbia University.

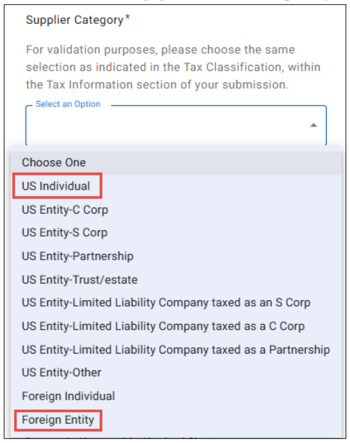
1. Select the **Country** of your remittance address.
2. Enter the **Street**, **City**, **State/Province/Region** and **Zip/Postal Code** of your remittance address.
3. Click the **Next** button to move to the Additional Information tab.

Completing Additional Information

The Additional Information page may initially appear blank, click the **Next** button to proceed.

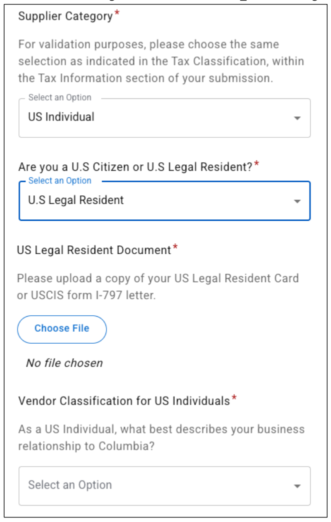


1. Select either **US Individual** (**US Citizen or US Legal Resident**) or **Foreign Individual** (**International Student**) from the **Supplier Category** dropdown.



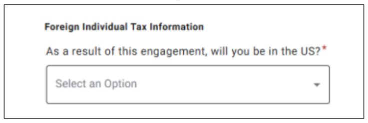
If you selected **US Individual**:

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)**.**

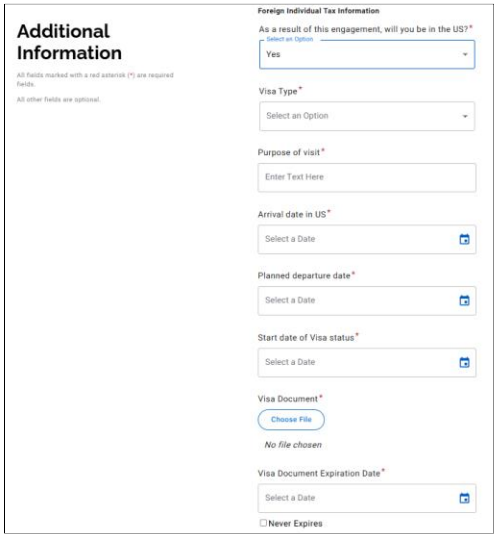


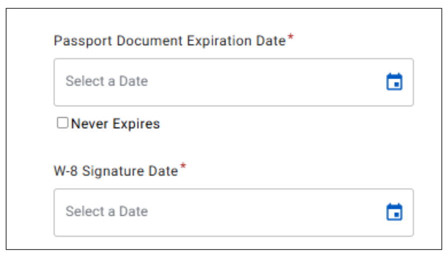
If you selected **Foreign Individual**:

You will be asked about **Foreign Individual Tax Information**. Indicate **Yes** to the question **Will you be performing services in the US?** if the service will be provided in the US. If you indicate Yes, the fields for the **Visa** and **Passport** information appear. Complete and upload the requested Visa and Passport information**.**

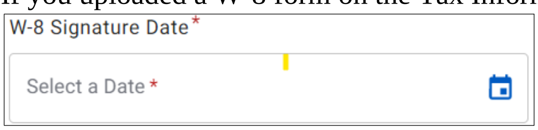


If you indicate Yes, the fields for the **Visa** and **Passport** information appear. Complete and upload the requested Visa and Passport information**.** If your visa type requires additional documentation, combine the visa and additional documents into a single PDF file for upload.

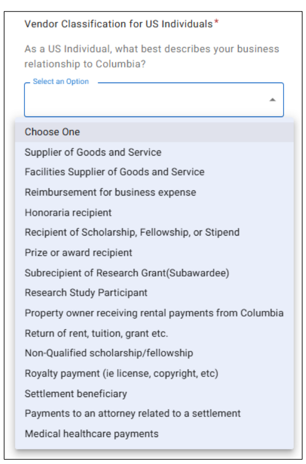




If you uploaded a W-8 form on the Tax Information tab, enter the **W-8 Signature Date** here.



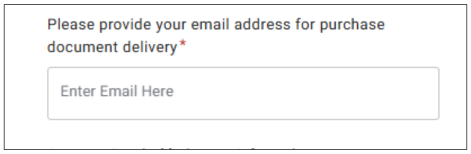
2. Select the **Vendor Classification** role that best reflects the service you are providing (most likely Supplier of Goods and Services, but could also be Other PaymentsTypes).



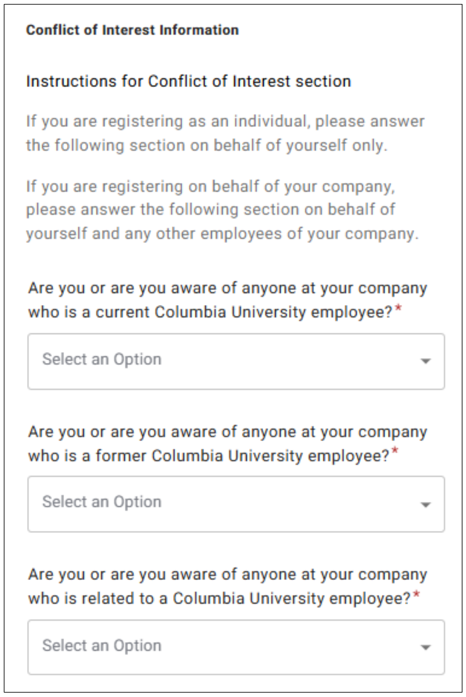
Note: *If you are a* current student, *do not select* Reimbursement for business expense. *As a current student, you do not need to register as a vendor in order to be reimbursed for business expenses. Speak with your School or Department finance administrator to be reimbursed for expenses via Concur.* Prospective students *requiring expense reimbursement must select this option.*

If you selected *Supplier of Goods and Services*, fields for *document delivery* and *conflict of interest* appear (steps 3 and 4 below). These fields will not appear when selecting any other Vendor Classification (skip steps 3 and 4).

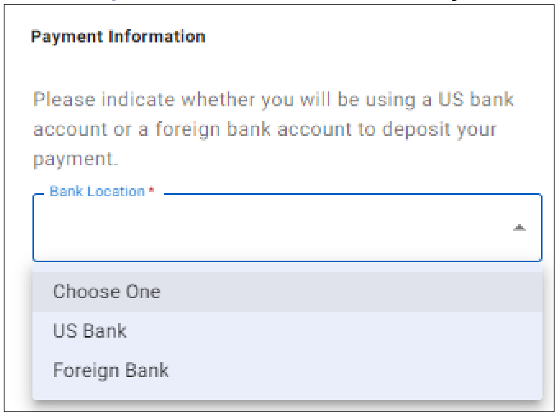
3. Enter your Email address for **purchase document delivery** (field only appears if you selected *Supplier of Goods and Services* above).



4. You can leave fields related to Accounts Receivable and Sales Contact Information blank if they are not relevant to you. Complete the **Conflict of Interest Information** fields (only appear if you selected *Supplier of Goods and Services* above).



5. Under **Payment Information**, select if your **Bank Location** is a US Bank or Foreign Bank.

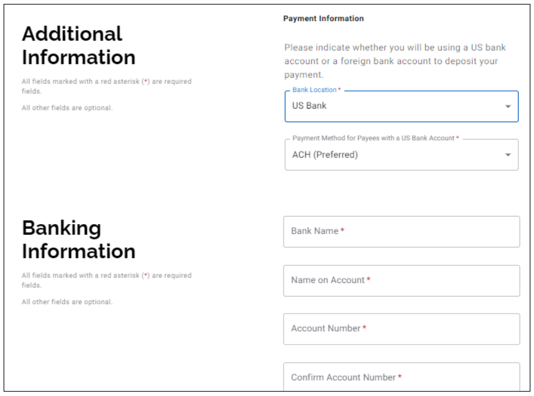


Additional fields appear based on your selection:

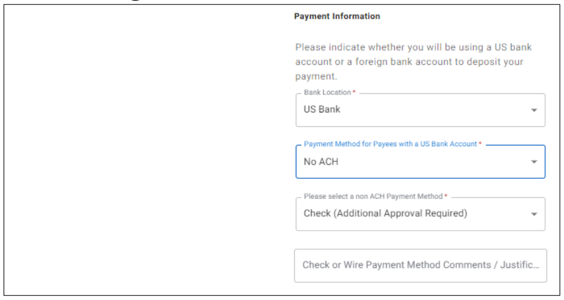
US Bank:

Select the **Payment Method** of either **ACH** (direct deposit) or **No ACH** (Check or Wire).

If you select **ACH**, you must complete the Banking Information section.



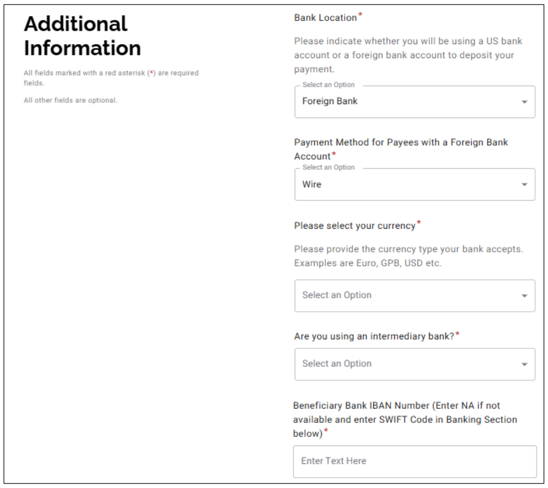
If you select **No ACH**, you must select either **Check** or **Wire** and provide **Check or Wire Payment Method Comments / Justification**. Selecting Wire will also require you to complete the Banking Information section.



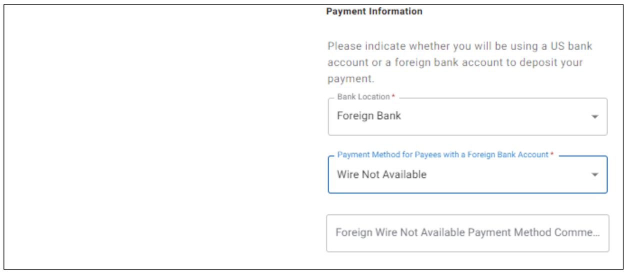
Foreign Bank:

Select the **Payment Method** of either **Wire** or **Wire Not Available** (Check).

If you select **Wire**, you must complete additional Payment Information and the Banking Information section.



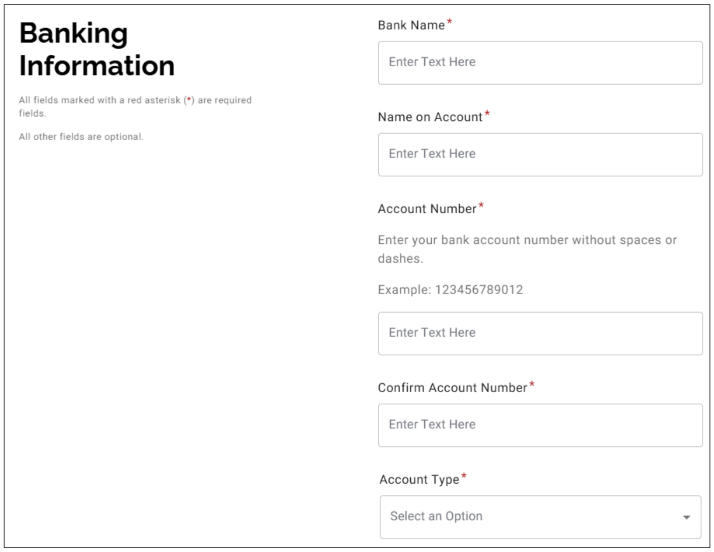
If you select **Wire Not Available**, you must provide **Foreign Wire Not Available Payment Method Comments / Justification**.



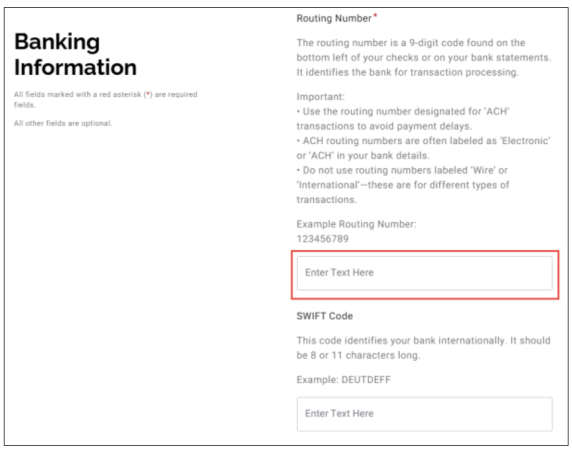
- Enter the **Beneficiary Bank IBAN**, if available, or *NA*, if not. Utilize this website to see if your bank is using IBAN. If you cannot locate the country of your bank, it is using a SWIFT code. If you enter *NA*, you must enter a SWIFT code in the Banking Information section.
- Select *Yes* or *No* if you are using an **intermediary bank**, which may be needed if international wire transfers are occurring between two banks in different countries that don't have an established financial relationship. If you select *Yes*, additional fields appear for you to enter the Intermediary Bank Details.

Completing Banking Information

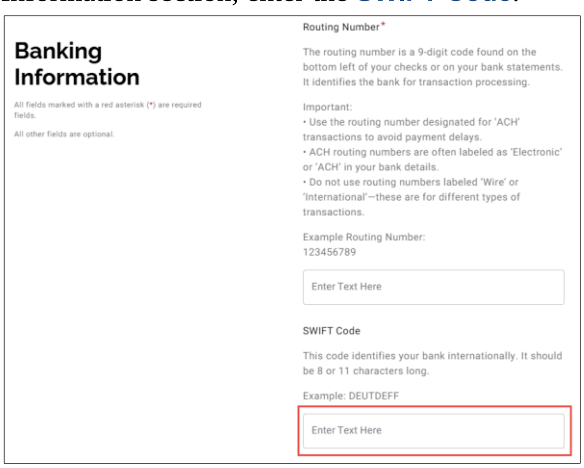
The Banking Information section will only appear if you select ACH or Wire in the Additional Information section.



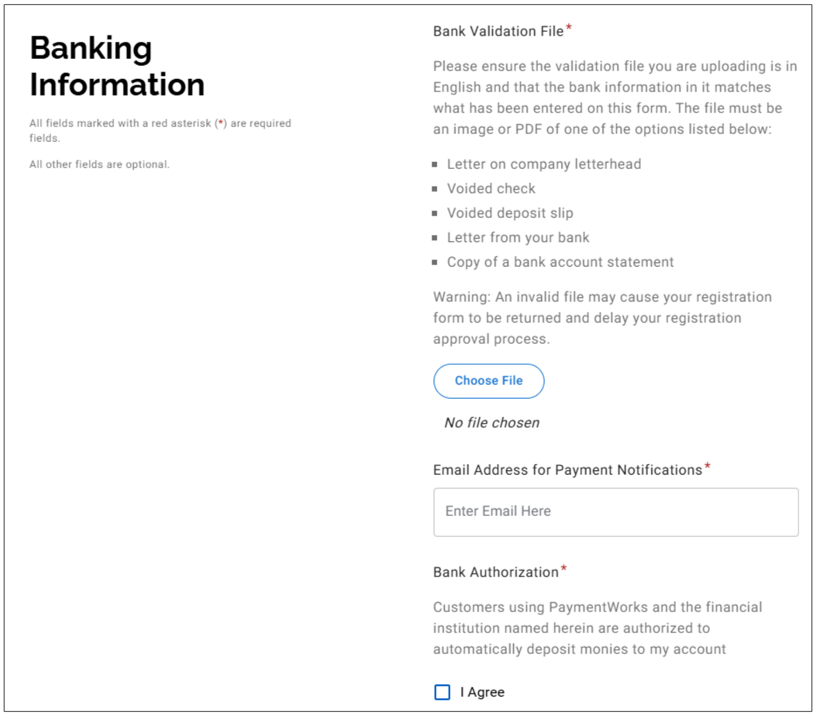
1. Complete the fields as indicated.
2. Complete the **Routing Number** and **Swift Codes** based on the location of your bank:
   - For a **US Bank,** enter the **Routing Number**. Leave the SWIFT Code field blank.



   - For a **Foreign Bank,** leave the Routing Number field blank. If you did not enter an IBAN in the Additional Information section, enter the **SWIFT Code**.

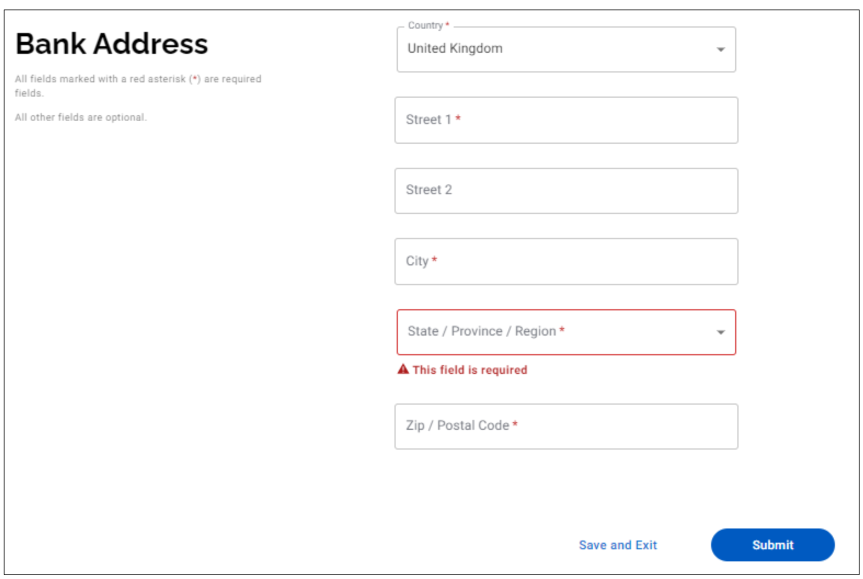


3. Upload your **Bank Validation File** by clicking **Choose File**. Note the criteria regarding acceptable forms of validation documents.



4. Enter your preferred **Email Address for Payment Notifications** and select **I Agree** to the **Bank Authorization**.

Completing the Bank Address



1. Select the **Country** of your bank address.
2. Enter the **Street**, **City**, **State/Province/Region**, and **Zip/Postal Code**.

Submitting the New Vendor Registration Form

After entering all required fields, click the **Submit** button.

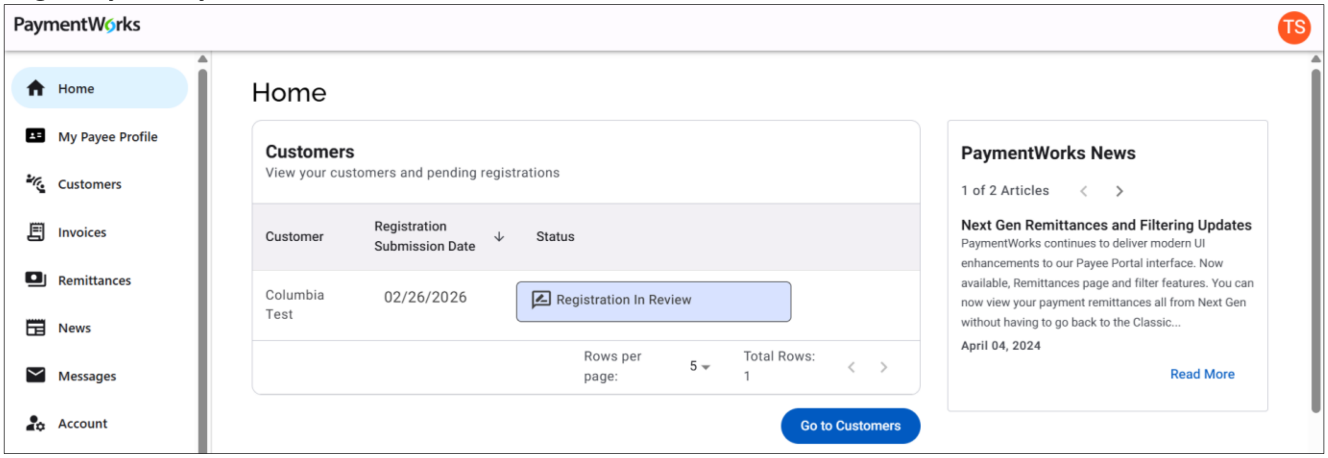
After Columbia approves your new vendor registration, you will be notified via email.

Important Note: *If your new vendor registration is returned in order to correct or acquire additional information, you must re-upload any and all required or additional documentation to the form before re-submitting.*

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.

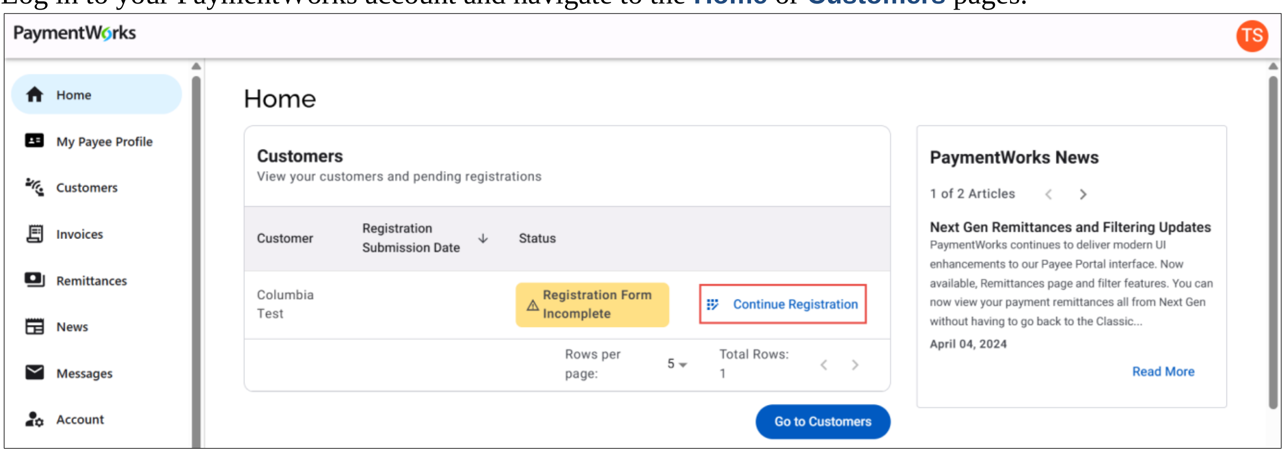


Your onboarding status appears on the **Home** or **Customers** page.

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

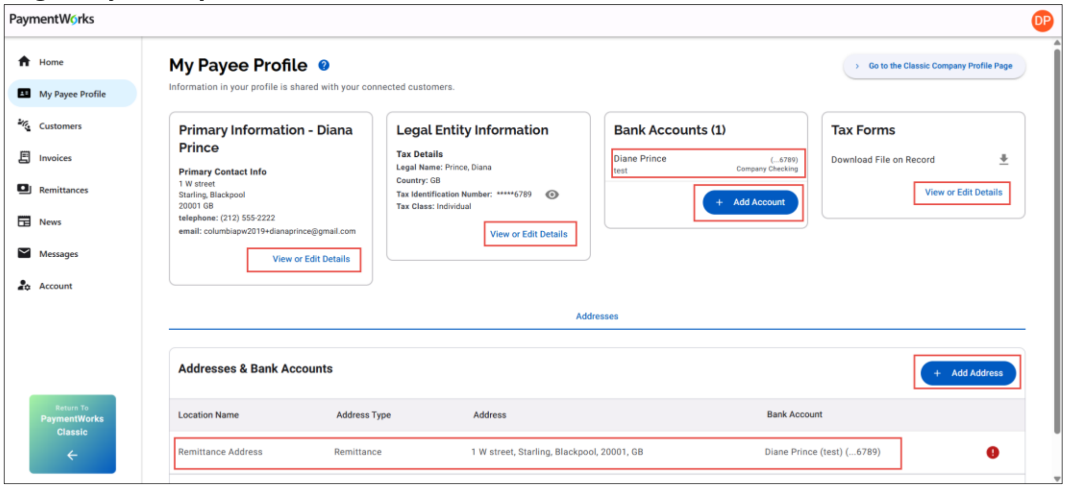
Important Note: *If your new vendor registration is returned in order to correct or acquire additional information, you must re-upload any and all required or additional documentation to the form before re-submitting.*

Updating Your 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** icon.



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.
   - Click an **existing Address** to edit that address or click the **Add Address** button to add an additional address.

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