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 prizes, awards or honoraria or business expense reimbursement, 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 <u>Creating a PaymentWorks</u> <u>Account and Registering as a Columbia University Vendor</u> 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.

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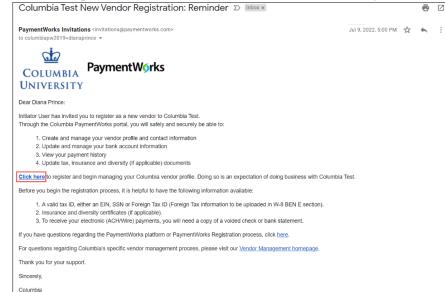
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### **Creating a PaymentWorks Account**

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.



#### The PaymentWorks window appears,

#### 2. Click Join Now.

PaymentW∮rks	How it Works About Contact	Sign In
	COLUMBIA UNIVERSITY	
	Columbia Test	
	Before registering as a new Columbia Test supplier, you first need to create a free PaymentWorks account.	
	Join Now	
	Already registered on PaymentWorks? Click here to login	
	© copyright 2014-2022 PaymentWorks, Inc. Privacy Pal	icy Terms of Service

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

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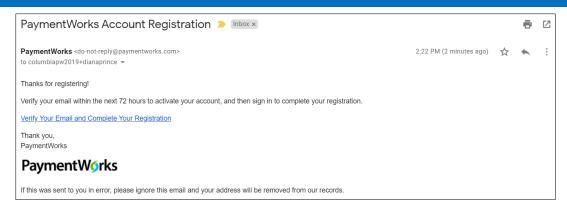
	Payees (Suppliers) Join PaymentWorks for Free
	oom rayment von to rree
	Your Information
	First Name Last Name
	Company Name / Doing Business As (optional)
	Title
	Telephone
	Email
	Confirm Email
	Create Password
	Password
	Confirm password
	□ I agree to the Terms of Service
	Join Now
	• • • •
	Vendor Registration Step 1 of 4
4.	Click to agree to the Terms of Service and Join Now.
	An activation email has been sent to you. Please use the link in this email to activate your account. Please note that there may be a delay of up to 24 hours before this message is delivered. Please check all of your filtered fold

You will receive a verification email.

Vendor Registration Step 2 of 4

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



### The New Vendor Registration Welcome screen appears.

PaymentW	rks					[→ Logout
	✦ ₩elcome	Tax Information	Addresses	Additional	Information	
			÷			
			<u>6</u>			
			OLUMBIA			
			IVERSITY			
		Colu	imbia Tes	;t		
		New V	endor Registration			
	Welco	me, Tony Stark!				
		er to onboard as a ne t the following form t		ave to fill out and		
	You w	ill be notified by ema	il when your applica	tion is processed.		
					Save and Exit	Next

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

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### **Completing the New Vendor Registration Form**

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.

### **Completing Tax Information**

+ Welcome	Tax Information	Addresses 📑 Additional Information
Tax Informatic All fields marked with a red asterisk (*) a fields.		For tax purposes, which best describes you?*
All other fields are optional.		<ul> <li>Individual, Sole Proprietorship, or Single-member</li> </ul>
		Corporation or other complex business entity
		(Country of Incorporation if using EIN)
		United States 👻
		Are you using an SSN or EIN?*
		O EIN
		Legal First Name * Diana
		Legal Last Name *
		9 digits, no dashes or spaces
		123456789
		Confirm SSN *

- 1. 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 Individual**), select the appropriate **TIN** (Tax Identification Number) **Type** from the dropdown.

United Kingdom	Ŧ
TIN Type *	
Select One	
Social Security Number (SSN)	
Individual Taxpayer Identification Number (ITIN)	
Foreign Tax ID	

- 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 individual, enter the appropriate **Tax Number**.

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### **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

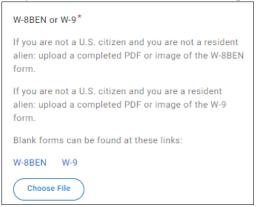
Form W-9 Certifications
You have chosen to submit your Form W-9
electronically. Please confirm the following
a sublificable may

**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 Individuals:**

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.



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 <u>here</u>. Save your form and upload as a <u>PDF with no editable fields</u>. 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.

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### **Completing Personal Information**

Personal Information If fields marked with a red asterisk (*) are required fields. All other fields are optional.	Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you. Your Full Name or DBA (doing business as) Business Name* Full Name Telephone Number* () (212) 867-5309 ext. Preferred Email * Website Description of Goods or Services Descrube what you are doing for the University here	
(3/2023, 12:12:35 PM	Save and Exit	Next

- 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 Your Primary Address**

✦ Welcome I Tax Information	Addresses
<b>Primary Address</b> All fields marked with a red asterisk (*) are required fields. All other fields are optional.	Country* United States
	Street 2
	City *
	State *
	Zip / Postal Code *
Remittance	
Address	Country*
All fields marked with a red asterisk (*) are required fields. All other fields are optional.	United States 👻

- 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.

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### **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 individuals that reside in the US, this should be your address here in the US.

Remittance Address	Same as Primary Address
All fields marked with a red asterisk (*) are required fields. All other fields are optional.	Country * United States
	Street 1 *
	Street 2
	City *
	State *
	Zip / Postal Code *
/2023, 12:12:35 PM	Save and Exit Next

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

Remittance Address	☑ Same as Primary Address		
All fields marked with a red asterisk (*) are required fields.			
All other fields are optional.			
0/2023, 12:17:38 PM		Save and Exit	Next

If the Remittance Address is not the same as your Primary Address complete the required fields..

- 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.

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#### **Completing Additional Information**

✦* Welcome I Tax Information	Addresses
Additional Information	Additional Vendor Management Information For questions regarding Columbia's specific vendor management process, please visit our Vendor
All needs marked with a red ascensk (*) are required fields. All other fields are optional.	Management homepage Supplier Category *
	Vendor Classification *
	Purchase Order Information
	Do you accept Purchase Orders?*

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

	- Supplier Category *	*
ĺ	Choose One	
	US Individual	
	Foreign Individual	
Ľ	US Entity	
	Foreign Entity	

If you selected **US Individual**, you will be asked **Are you a U.S. Citizen or U.S. Legal Resident?** and to select the **1099 Tax Information for Individuals**, which is the form used by Columbia to report your income from Columbia to the IRS and state tax authorities and is also sent to you for the purpose of preparing your tax returns.



Select the item that best reflects the type of payment you are receiving from Columbia, mostly likely **Other income** payments or **None of these apply**.

2. Select Other Payments from the Vendor Classification dropdown.

Vendor Classification *	]
Choose One	
Supplier of Goods and Services	
Facilities Supplier of Goods and Services	
Subrecipient	
Other Payments (e.g. Prizes, Awards, Honoraria)	

You will be asked What are you receiving Payment for?

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If you are receiving payment for more than one item, select the item that has the most significance for taxation. For example, if are receiving both an honorariam and business expense reimbursement, select Honoraria.

3. Select No for the Purchase Order Information.

Purchase Order Information	
Do you accept Purchase Orders?*	
No	•

If you selected **Foreign Individual** in step1, you will be asked about **Foreign Individual Tax Information**. If your engagement with the University will be in the US, select **Yes** to the question **As a result of this engagement, will you be 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 your visa type requires additional documentation, combine the visa and additional documents into a single PDF file for upload.

Select an Option *	
Yes	*
∕isa Type <sup>*</sup>	
Select an Option *	Ŧ
Purpose of visit*	
Enter Text Here *	
Arrival date in US*	
Select a Date *	Ċ
Planned departure date*	
Select a Date *	
Start date of Visa status*	
Select a Date *	Ö
/isa Document*	
Choose File	
No file chosen	
/isa Document Expiration Date*	
Select a Date *	
Never Expires	
Passport number*	
Enter Text Here *	
Passport Document*	
Choose File	
No file chosen	
Passport Document Expiration Date*	
Select a Date *	Ē
Never Expires	

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If you uploaded a W-8 form in the Generating or Submitting Tax Forms section, enter the W-8 Signature Date here.

W-8 Signature Date*		
Select a Date *	Ċ	)

4. Read the instructions and make the appropriate selections to answer the questions regarding **Conflict of Interest Information**. A conflict of interest can be described as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

If you are a US Individual or Foreign Individual, you are the only person at your company. Answer these questions based on whether you are or were formerly employed by Columbia University or related to anyone who is.

Conflict of Interest Information		
Instructions for Conflict of Interest section		
If you are registering as an individual, please answer the following section on behalf of yourself only.		
If you are registering on behalf of your company, please answer the following section on behalf of yourself and any other employees of your company.		
Are you or are you aware of anyone at your company who is a current U No		
Are you or are you aware of anyone at your company who is a former U		
Are you or are you aware of anyone at your company who is related to		

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

Payment Information
Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.
-
Choose One
US Bank
Foreign Bank

Additional fields appear based on your selection:

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### **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.

	Payment Information
Additional Information All fields marked with a red asterisk (*) are required field. All other fields are optional	Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment. US Bank VUS Bank Payment Method for Payees with a US Bank Account * ACH (Preferred)
Banking Information	Bank Name *
All fields marked with a red asterisk (*) are required fields. All other fields are optional.	Name on Account *
	Account Number *
	Confirm Account Number *

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.

Payment Information

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your
payment.
Bank Location *
US Bank 👻
Payment Method for Payees with a US Bank Account *
No ACH 👻
Please select a non ACH Payment Method *
Check (Additional Approval Required)
oncor (nonitional reprint integatica)
Check or Wire Payment Method Comments / Justific

### **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.

	Payment Information
Additional Information Alf fails marked with a red attensk (*) are required fails. All other fields are optional	Placese indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.  Bank Locatos*  Foreign Bank  Wire  Are you using an intermediary bank?*  No  V
	Beneficiary Bank IBAN Number (Enter NA if not avail
Banking Information	Bank Name *
All fields marked with a red asterisk (*) are required	Name on Account *

- Enter the **Beneficiary Bank IBAN**, if available, or *NA*, if not. Utilize this <u>website</u> 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.

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

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.
Bank Location *
Foreign Bank 👻
Payment Method for Payees with a Foreign Bank Account *
Foreign Wire Not Available Payment Method Comme

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### **Completing Banking Information**

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

Banking	Bank Name *
Information All fields marked with a red asterisk (*) are required fields.	Name on Account *
All other fields are optional.	Account Number *
	Confirm Account Number *
	Account Type *
	Routing Number
	SWIFT Code
	Bank Validation File*
	An image or PDF file can be used here containing one of the following:
	Letter on company letterhead     Voided check
	<ul> <li>Voided deposit slip</li> <li>Letter from your bank</li> <li>Copy of a bank account statement</li> </ul>
	Choose File
	No file chosen

- 1. Complete the fields as indicated.
- 2. For a **US Bank**, enter the **Routing Number** (leave the SWIFT Code blank). **Foreign Banks** do not have a Routing Number, instead, enter nine zeros "000000000". If you did not enter an IBAN in the Additional Information section, enter the **SWIFT Code**.
- 3. Upload your **Bank Validation 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.

Banking Information	
All fields marked with a red asterisk (*) are required fields.	Email Address for Payment Notifications *
All other fields are optional.	
	Bank Authorization*
	Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account
	I Agree

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### **Completing the Bank Address**

Bank Address	Country *	
All fields marked with a red asterisk (*) are required		
fields. All other fields are optional.	Street 1 *	
	Street 2	
	City *	
	State / Province / Region *	
	This field is required	
	Zip / Postal Code *	
	Save and Exit	Submit

- 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.

### **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 and click the Connect tab.

PaymentWørks					Create a Company Profile	Diana Prince	Help	Account	Logout	
A Home	Connect	A Invoices	A News Updates	Messages	Remittances					
Manage Your connections of										
/ Active Connections			[ Custo	mer Registrations		[ Comp	anies You May Want To Conn	ect With		
No Active Connections		Colur	Columbia Test In Progres		ogress No Curr	No Current Suggestions.				

Your onboarding status appears in the **Customer Registrations** box. The Active Connections show customers that you are connected to via PaymentWorks.

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### **Updating Your Company Profile and Account Information**

After you have submitted a New Vendor Registration form, your Profile will be created; this is where you can update your business/personal information as needed. To review and/or update your registration information, click the **Company Profile** link in the top right corner of your screen. Refer to the <u>Updating Company Profile Information</u> web tutorial.



- 1. Login to your PaymentWorks Account and click the **Company Profile** tab.
- 2. Click the appropriate tab from the left side to update:

Marketing Information – Basic information such as Company Name (DBA) and contact information. Business Details – Tax information such as Tax Country, Tax Identification Number, and Classification Tax Forms – Upload or update any required tax documents

**Remittance Addresses** – Manage the Remittance Addresses where Columbia University can submit payments. The Bank Accounts tab does not appear if no Remittance Address is indicated.

**Banking Accounts** – Add or update your banking information. Click <u>here</u> for more details on adding Bank Accounts.

### **Updating Your Account Information**

Your Account information contains your **Personal Information**, including your E-Mail address and Telephone number, which may differ from that in the Company Profile. It is also where you would reset your Password, if needed.

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 <u>PaymentWorks Customer Support</u> on the steps required to access your account and update your Telephone number.

#### Login to your PaymentWorks Account and click the Account tab.

aymentWork	S	Andrew Luis, Boeing Airlines	Company Profile Help	Account Loga
📾 Home 🔹 Connect	🛓 Invoices 🛛 News Updates 🐷 Messages 💼 Remittances			
Personal setup	Personal Information			
Personal information >	First Name:	Andrew		
	Last Name:	Luis		
Administrator setup	E-Mail: columbiapw2019+	boeing@gmail.com		
Manage Other Users	Telephone:	(242) 363-2560		
	Tite S	ales Representative		
	Forward Messages to E-Mail:	Enabled		
	Default Language:	English		
	Allow Browser Diagnostics Capture:	Yes		
	API Authorization Token	Generate New Token		
	Re	set password Edit		

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**Updating Columbia Specific Information** 

As a PaymentWorks vendor, you may need to manage information specific for Columbia that does not apply for your other customer(s).

1. Log in to your PaymentWorks account and click the Connect tab.

PaymentW <b>ø</b> rks					Create a Company Profile	Diana Prince	Help	Account	Logout	
🖨 Home	Connect	Invoices	News Updates	Messages	Remittances					
Manage You	r connections of	0								
Active Connect	ions		[ Custo	omer Registrations		í Compani	es You May Want To Conn	ect With		
No Active Connections		Colur	<u>nbia Test</u>	<u>In Pr</u>	rogress No Curren	t Suggestions.			_	
			and a second second	<u>In Pr</u>						

2. Click the Columbia link under the **Customer Registrations** section. The form appears where you will be able to make updates.

**Note:** *Making any change to Columbia Specific Information involves making changes to the New Vendor Request form you originally submitted, which will require you to re-upload all attached documentation.* 

### **Payments and Remittances**

After you are connected to Columbia via PaymentWorks, you can use PaymentWorks to view a payment that was Paid or Rejected (but not in process). Inquiries regarding payment status should not be made through PaymentWorks.

To view your payments being processed by Columbia, refer to the <u>Columbia Finance AP Payment Status & Remittance</u> 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 <u>ARC Vendor ID Lookup</u> page where you can search for your Vendor ID Number in our financial system (ARC).

If you cannot find the status of a pending payment, communicate with your Columbia University departmental contact or contact the <u>Columbia University Finance Service Center</u>.

**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 <u>PaymentWorks Support Center</u> topics or contact <u>PaymentWorks Support</u>.

For questions regarding Columbia's specific vendor management process, please visit our <u>Vendor Management</u> homepage. If you still have questions, you can contact the <u>Columbia University Finance Service Center</u>.