

## Entering a Payment Method

You can select if you want payment via **ACH/Wire** or **Check** as the **Payment Method**.

If you select ACH/Wire, a section appears for you to complete the **ACH/Wire Authorized Person's Info**. Complete the required information.

**Note:** As specified in the on-screen instructions, Vendor Management will reach out to the authorized person to validate banking information.

## Entering ID Numbers

If your Billing or Ordering Address is in the United States, the **ID Numbers** section appears.

1. Optionally, enter your **DUNS Number** if you have one.
2. Select the **ID Type** from the dropdown that you will type in the ID Number field.
3. Type the **ID Number** for the ID Type you selected.

## Certifying, Previewing, and Submitting

1. Select **Agree** to the Certify questions.

2. Click **Preview**. The Preview screen appears with your entries and indicates any errors or missing information.

3. Click **Submit**.

## Viewing Vendor Submission Status

1. Go to <https://forms.finance.columbia.edu/edm/documents/vm>.
2. Enter the **Request ID** or **ARC Vendor (Supplier Number)**.

3. Click **Submit**. The Search Result for the matching Vendor Names(s) appear if it is in the system. The **Current Status** displays the current approval status of the vendor.

### Getting Help

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122