Columbia University Finance Training

Submitting a Vendor/Payee Profile Request

Entering a Payment Method

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

Payment Method
PREFERRED PAYMENT METHOD: *
ACH/Wire
Check

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

CH/Wire Instructional Info				
Please provide the name and contact information for the person authorized to provide banking information fo your firm or organization (if you are the authorized person, please provide your name and contact information Columbia University will independently validate the authorized person and may reach out to them to verify banking information.				
CH/Wire Authorized Person's I	Info			
AUTHORIZED PERSON'S PHONE:	•			
AUTHORIZED PERSON'S NAME: *				
AUTHORIZED PERSON'S TITLE: •				

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.

D Numbers		
DUNS NUMBER:		
ID TYPE: *		
- None -	T	
Please select the ty	pe of tax identification number you are entering.	
The ID number mus	t be digits only, no longer than 9.	

- 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.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

Certifying, Previewing, and Submitting

1. Select Agree to the Certify questions.

I certify that
 the business size, and/or the characteristics of the firm's ownership, are accurately reflected as indicated above; all information supplied herein is correct; and that neither the applicant nor any person or concern in any connection with the applicant as principal or officer, so far as known, is debarred or otherwise declared ineligible by any agency of the Federal Government from making offers for furnishing materials, supplies or services to the Government or any agency thereof.
DO YOU AGREE?: *
Agree
Disagree
4) I have read and am in compliance with Section 15 U.S.C. 645(d), CFR 121.
DO YOU AGREE?: *
Agree
Disagree
Preview

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

Annual Gross Reve	ue field is required	
	ne nee stegeneer	
Do you Agree? field	1 is required.	
Do you Agree? field	l is required.	
The ID Type field is	required if the location is US.	
The ID Number fie	d is required if the location is US.	
The Are you self-co certified with a Go	rtifying or are certified with a non-government agency? field is required if the Are you vernment Agency? field is No.	
875-290647		
875-290647 Nature of Tr	ansaction	
875-290647 Nature of Tr Describe the	ansaction nature of the transaction: sample questionnaire	
875-290647 Nature of Tr Describe the Vendor's Cor	ansaction nature of the transaction: sample questionnaire	
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875-290647 Nature of Tr Describe the Vendor's Con Vendor Short Vendor's F.M Vendor's F.M Vendor's F.M	ansaction nature of the transaction: sample questionnaire itact Info : web Test Madress: pm3@columbia.edura iii Address: pm3@columbia.edura te Country Code: United States, Puerto Rico,	

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 (Suppler Number).

/endor Search n order to view the stat /endor Number, please	s of a Vendor application, or to upload documentation, please enter either the Request ID or ARC Vendor ID below. To obtain your A Is the ARC Vendor ID Lookup Tool.
D Number	
Request ID	
(ARC Vendor ID	
Request ID	

 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.

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Getting Help

http://finance.columbia.edu/content/finance-servicecenter

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