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.

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.

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.

Viewing Vendor Submission Status
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