This guide covers instructions for completing the Vendor/Payee Request web form. As this information populates multiple systems, it is critical for us to have your current and accurate information.

Logging in to the Vendor/Payee Profile Request Form

You will receive an email from Vendor Maintenance confirming that Vendor Management Department has received your request to add your organization. It contains the link to log in to the Vendor/Payee Request Form with your Username and Password.

1. Click the URL to access the Form.

2. Enter your Username from the email in the USERNAME field.

3. Enter your Password from the email in the PASSWORD field.

4. Click the Log In button.

Note: Contact the Finance Service Center (refer to the end of this document for contact information) if you need to reset your password or have the Vendor/Payee Request Form resent.

Entering Address Details

The Address Info section of the form allows you to enter addresses for your Billing Address and, if you require Purchase Orders, Ordering Address. If you have a New York based address, you can also add it.

Entering an Ordering Address (if you require Purchase Orders)

1. Select Ordering Address from the Address Description dropdown.

2. Enter Address information into the appropriate fields. Fields with an * are required.

3. If you are also entering a Billing Address, click Add more values.

Entering a Billing Address

1. Select Billing Address from the Address Description dropdown.

2. Enter Address information into the appropriate fields. Fields with an * are required.

3. If you haven’t already entered an Ordering Address and need to do so, click Add more values.
Entering Local Address Info (New York Address)

1. Select Yes from the question dropdown Local Address Info section.

The Address fields appear.

2. Enter Address information into the appropriate fields. Fields with an * are required.

Entering Vendor Categorization Details

The Vendor Categorizations section contains a mixture of optional and required fields (indicate by *). If your Billing or Ordering Address is in the United States, fields for Hub Zone and Certifying Agency Approval appear in this section and will not appear if you address is outside the United States.

1. Optional fields include SIC Codes which you can select to categorize your business. For more information, click the SICCODE.com link. Select the appropriate Code(s)/Category from the dropdowns.

2. Select the range that you feel best represents the Number of Employees from the dropdown.

3. Select the range that you feel best represents the Annual Gross Revenue from the dropdown.

4. If your Billing or Ordering Address is in the United States, the HUB Zone field appears. You can select the applicable item from the dropdown. For more information regarding this field, click the link below the dropdown.

5. Optionally, select an Ethnicity from the dropdown.

6. If your Billing or Ordering Address is in the United States, The required field regarding Approval from a Certifying Agency or Body appear.

   - If you select Yes from the dropdown to the question, a Certification section appears. Complete the required fields in this section.

   Note: If you have multiple certifications, click Add more values.

   - If you select No, a field for Self-Certifying or Certified with a Non-Government Agency appears. Select the appropriate answer.
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