

Columbia University Finance Training

Creating a PaymentWorks Account and Registering as a Columbia University Vendor

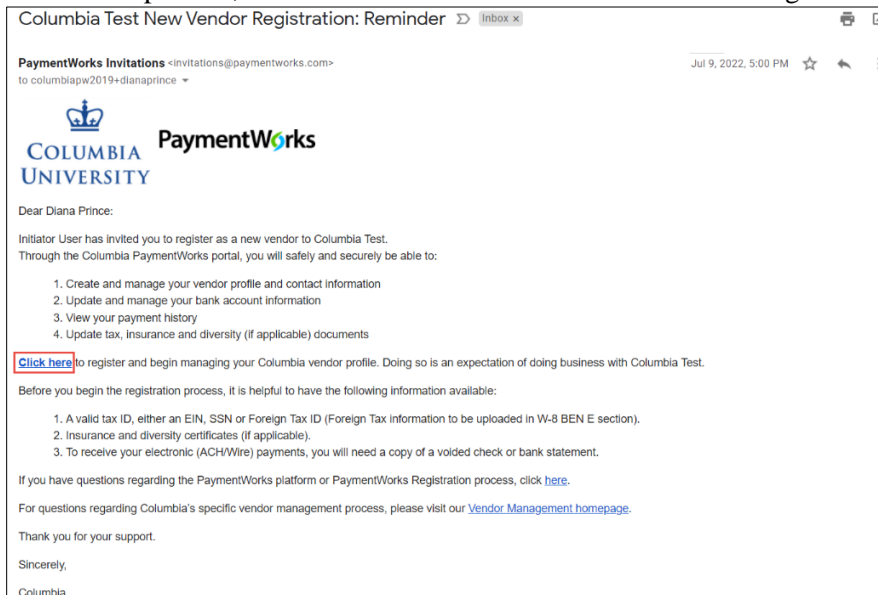
If you are not yet a Columbia University vendor, you must be invited by a Columbia University employee to register as a new vendor via PaymentWorks.

If you established a vendor relationship with Columbia prior to the implementation of the PaymentWorks system, you do not need to register via PaymentWorks. However, if you need to update your vendor information and you are not already connected with Columbia via PaymentWorks, you must complete the PaymentWorks onboarding process.

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. If you are not the person within your organization who will be completing and submitting the request, you can forward the invitation email to a colleague prior to beginning account registration.

1. To start the process, click on the [Click Here](#) link in the email to begin.

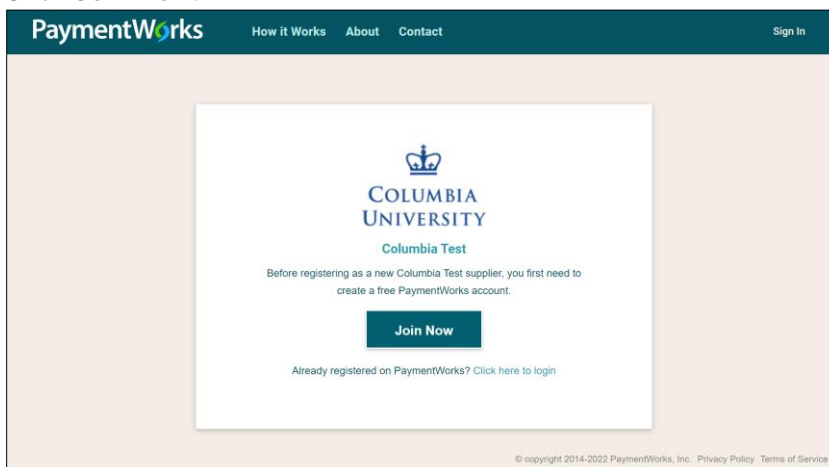


If you are new to PaymentWorks, you will be prompted to join.

If you already have a PaymentWorks (but not yet connected to Columbia), login to PaymentWorks. Refer to the *Connecting to Columbia Using Your Existing Account* section in this guide.

Note: *It is important to use the invitation link to begin your registration to Columbia University on PaymentWorks. If you are not the right person to complete the New Vendor Registration form, please forward the email to the appropriate contact in your company.*

2. Click [Join Now](#).



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

Payees (Suppliers)

Join PaymentWorks for Free

Your Information

 Telephone

Create Password

☐ I agree to the [Terms of Service](#)

Join Now

1


2

3

4

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 folders.

1

2

3

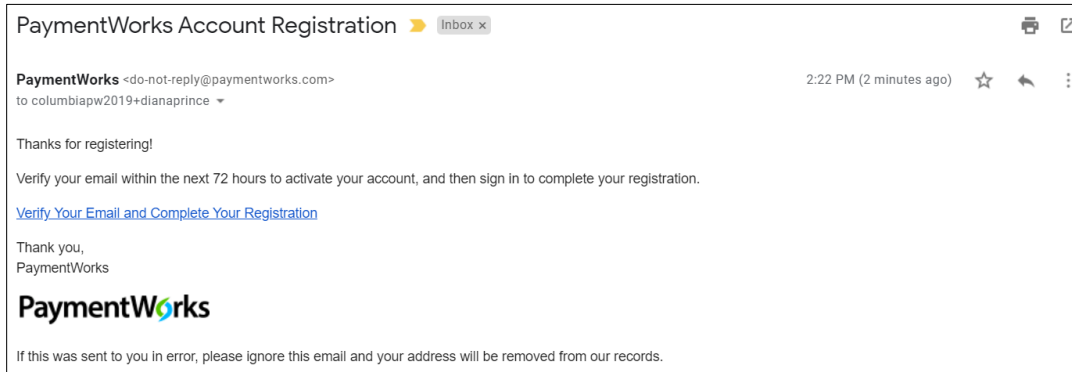
4

Vendor Registration Step 2 of 4

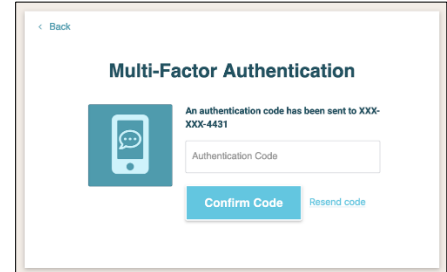
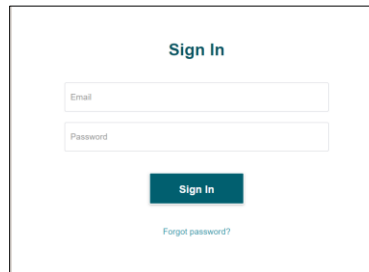
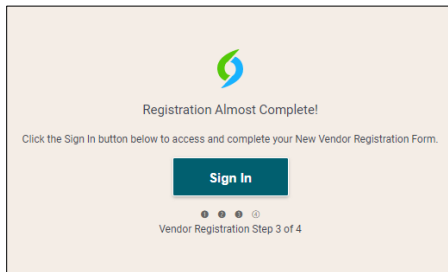
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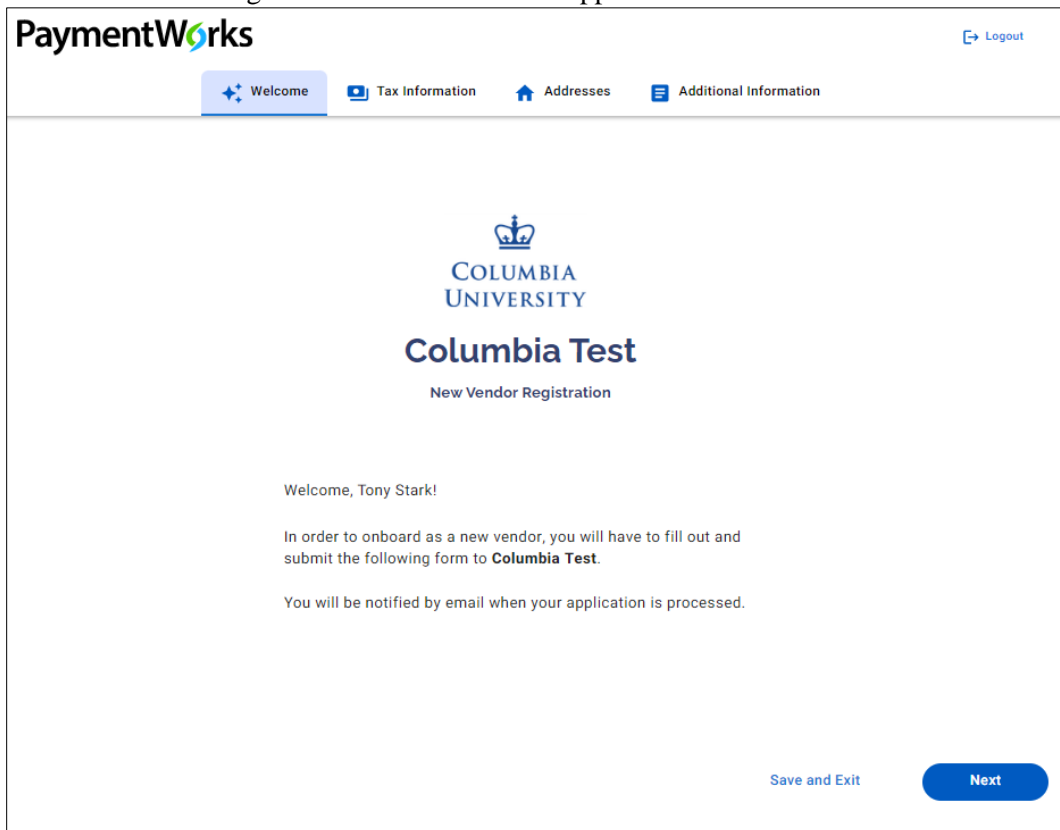
You will receive a verification email.



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



The New Vendor Registration Welcome screen appears.



Click the **Next** button to begin completing the New Vendor Registration form.

6. Complete all required fields in each section of the form then click the **Next** button at the bottom of the form to move to the next section or click the tab at the top of the form to move to the appropriate section. When completing the PaymentWorks New Vendor Registration form, most of the requested information is standard across for all customers who use PaymentWorks. In addition to this standard information, Columbia requests additional information in the **Additional Information** section. For more information about Columbia specific fields, refer to Columbia's [Vendor Management website](#).

PaymentWorks

Logout

Welcome

Tax Information

Addresses

Additional Information

Tax Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

For tax purposes, which best describes you? *

☐ Individual, Sole Proprietorship, or Single-member LLC

☒ Corporation or other complex business entity

Country of Incorporation or Organization *

United Kingdom

TIN Type *

Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your company's Tax Identification number.

Business Legal Name *

Stark Industries

8 to 20 characters

Tax Number *

123456789

Confirm Tax Number *

W-8BEN-E *

An image or PDF file can be used here. A blank form can be found at this link:
[W-8BEN-E](#)


Choose File

File reloaded from previous submission

if applicable

☐ Data universal numbering system (DUNS)

☐ Unique Entity ID (UEI)

 **COLUMBIA UNIVERSITY**
IN THE CITY OF NEW YORK

Page 4

Completing Banking Information

The Banking Information section will only appear if you select ACH or Wire in the Additional Information section. Click back to the **Payment Information** tab to complete the Banking Information.

Banking Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Bank Name *

Name on Account *

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
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

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.
All other fields are optional.

Email Address for Payment Notifications *

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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IN THE CITY OF NEW YORK

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Completing the Bank Address

Bank Address

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Country *

United Kingdom

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.

Click **Submit** after completing all the required fields in each section of the form.

Are you or are you aware of anyone at your company?

Payment Information

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.

Bank Location *

Save and Exit

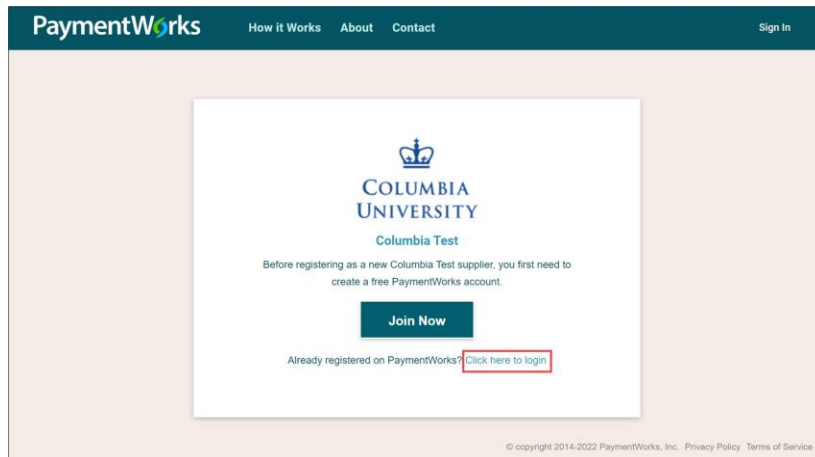
Submit

After Columbia approves your new vendor registration, you will be notified via email.

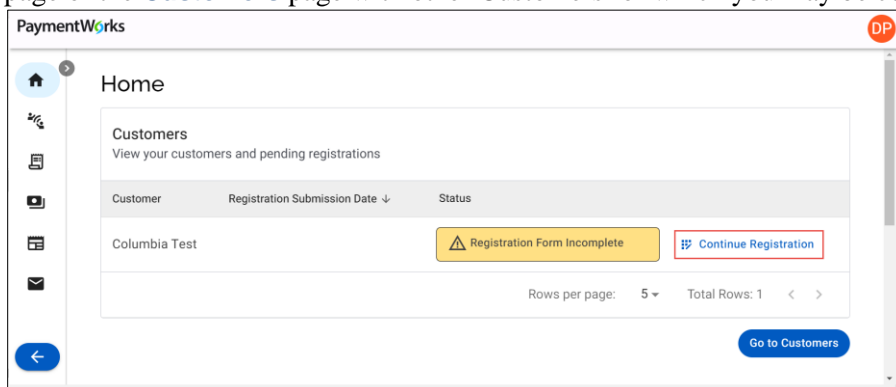
Important Note: *If your new vendor registration is returned in order to correct or acquire additional information, you must re-upload any and all required or additional documentation to the form before re-submitting.*

Connecting to Columbia Using Your Existing Account

If you already have an existing PaymentWorks account, you may use this account to complete the vendor registration if invited to connect to Columbia. After clicking the link within the invitation email:



1. Click the **Click here to login** link to login and log into PaymentWorks. Columbia University is listed on **Home** page or the **Customers** page with other Customers for which you may be connecting or already connected.

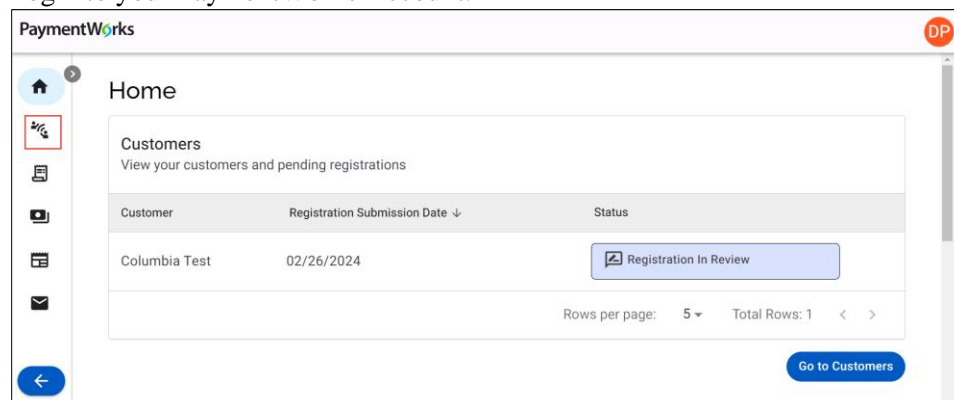


2. Click the **Continue Registration** link for Columbia University to open and complete Columbia's New Vendor Registration form.

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.

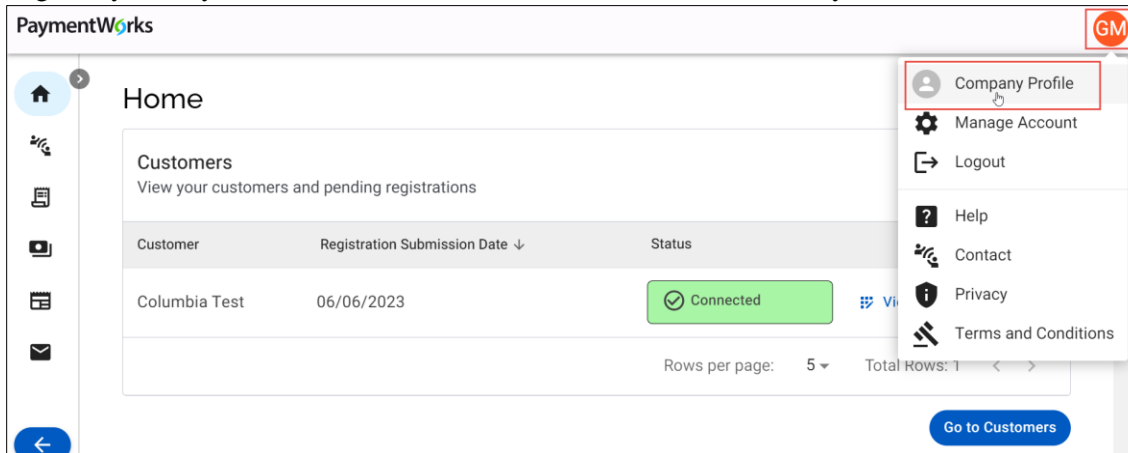


Your onboarding status appears on the **Home** or **Customers** page.

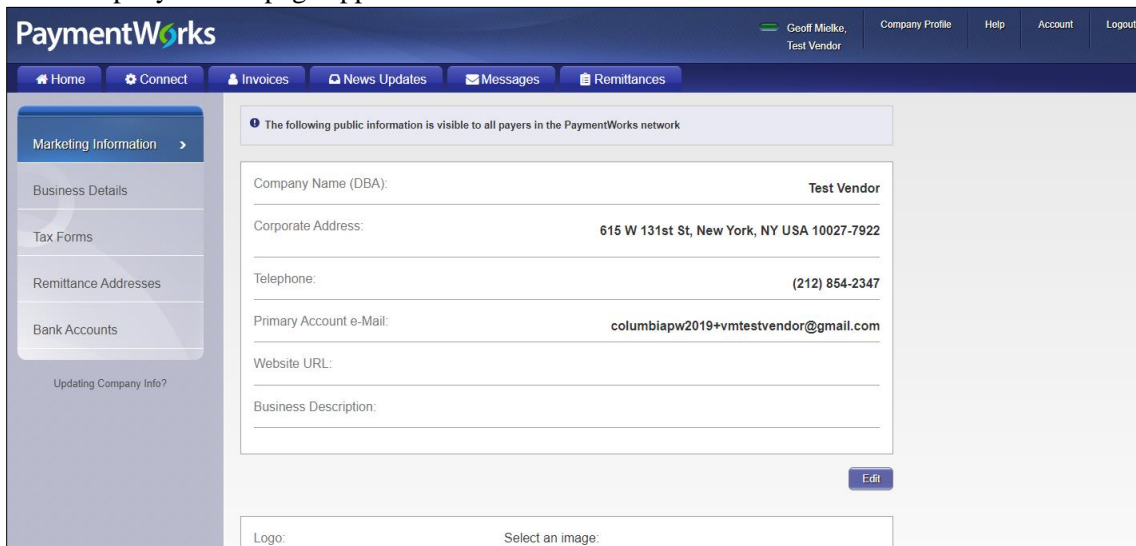
Updating Your Company Profile and Account Information

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. Refer to the [Updating Company Profile Information](#) web tutorial.

1. Login to your PaymentWorks Account and click the **Profile** icon with your initials and select **Company Profile**.



The Company Profile page appears.



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 [here](#) for more details on adding Bank Accounts.

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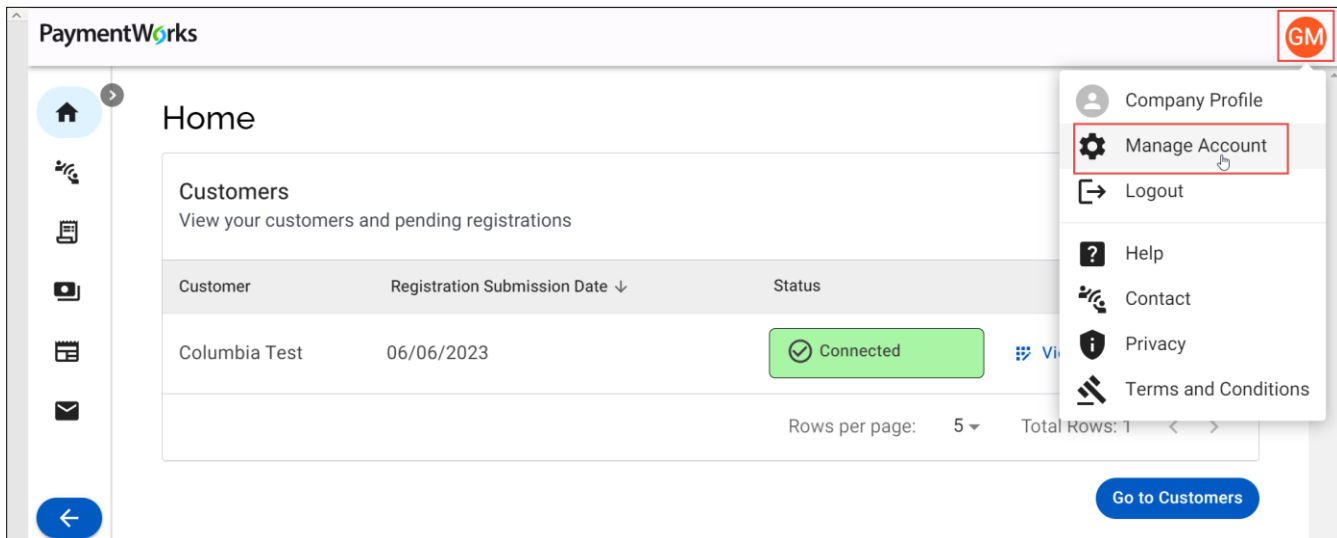
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Updating Your Account Information

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 [PaymentWorks Customer Support](#) on the steps required to access your account and update your Telephone number.

Login to your PaymentWorks Account and click the **Profile** icon with your initials and select **Manage Account**.



The Account Personal Information page appears.

The screenshot shows the 'Personal Information' page in the PaymentWorks system. The page has a dark blue header with the 'PaymentWorks' logo and user information 'Geoff Mielke, Test Vendor'. Below the header is a navigation bar with links: Home, Connect, Invoices, News Updates, Messages, and Remittances. On the left is a sidebar with 'Personal setup' (containing 'Personal information' and 'Administrator setup') and 'Manage Other Users'. The main content area is titled 'Personal Information' and contains a form with the following fields: First Name (Geoff), Last Name (Mielke), E-Mail (columbiapw2019+vmtestvendor@gmail.com), Telephone ((212) 854-2347), Title (Owner), Forward Messages to E-Mail (Enabled), Default Language (English), Allow Browser Diagnostics Capture (Yes), and API Authorization Token (with a 'Generate New Token' button). At the bottom are 'Reset password' and 'Edit' buttons.

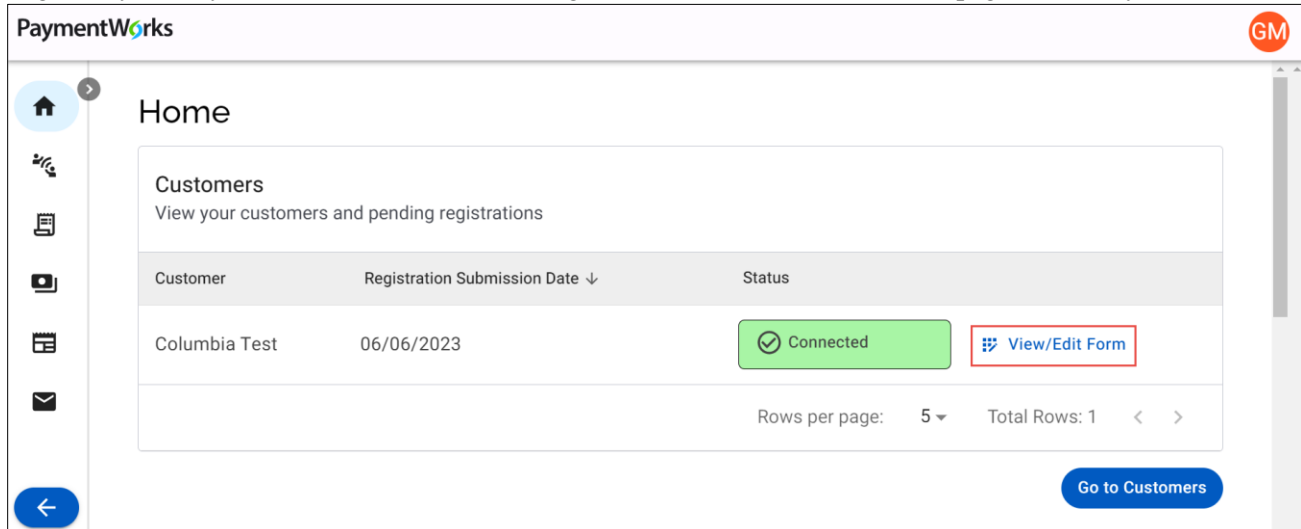
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Updating Columbia Specific Information

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 navigate to the [Home](#) or [Customers](#) pages to view your Customers.



2. Click the [View/Edit Form](#) link for Columbia University. 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.

Invoices and Remittances

PaymentWorks will only display the invoices you submitted to Columbia that were Paid or Rejected (not in process). Inquiries regarding invoice or payment status should not be made through PaymentWorks.

To view your invoices being processed by Columbia, refer to the [Columbia Finance AP Payment Status & Remittance](#) 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 [ARC Vendor ID Lookup](#) page where you can search for your Vendor ID Number in our financial system (ARC).

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 [PaymentWorks Support Center](#) topics or contact [PaymentWorks Support](#).

For questions regarding Columbia’s specific vendor management process, please visit our [Vendor Management](#) homepage. If you still have questions, you can contact the [Columbia University Finance Service Center](#).