This guide covers instructions for modifying the Vendor/Payee profiles. You can select to modify the Vendor Header Information, Vendor Address, ACH or Wire information, or modify information related to Facilities. As this information populates multiple systems, it is critical for us to have your current and accurate information.

**Accessing the Vendor/Payee Profile**

2. Enter the Vendor Name, Employee Identification Number (EIN) or ARC Vendor (Supplier Number).
3. Click **Submit**. The Search Result for the matching Vendor Names(s) appear.
4. Select the matching **Vendor Name** and click **Edit**. The Vendor/Payee Modification page appears.

**Modifying Header Information**

1. Select **Header** from the **Type of Modification** dropdown.
2. Type the **Reason for Modification**.
3. Click **Continue**. The header information page appears.
4. Ensure that all required fields indicated by * are completed. Complete any other fields relevant for the information you are modifying.
5. Click the checkbox regarding conflict of interest, then click **Review & Continue**.

The Review screen appears.

6. Click **Submit** if the information provided is correct. The Confirmation Page appears.

The Vendor Management team will email the vendor contact with information regarding additional required documentation.

### Modifying Address Information

1. Select **Address** from the **Type of Modification** dropdown.

2. Type the **Reason for Modification**. Indicate if the modification is for a Billing or Ordering address and if it is an additional address or replacing the existing address.

3. Click **Continue**. The Address information page appears.

4. Select **Billing Address** or **Ordering Address** from the **Address Description** dropdown menu.

5. Ensure that all required fields indicated by * are completed. Complete any other fields relevant for the information you are modifying.

6. If you are also entering more than one address modification, click **Add more values**.

7. Click the checkbox regarding conflict of interest, then click **Review & Continue**.

The Review screen appears.
6. Click **Submit** if the information provided is correct. The Confirmation Page appears.

   ![Confirmation Page](confirmation.png)

   The Vendor Management team will email the vendor contact with information regarding required documentation, such as an invoice, letterhead, or tax form, to confirm the address modification.

### Modifying ACH or Wire Information

1. Select **Direct Deposit (ACH)** or **Wire Modification** from the **Type of Modification** dropdown.

   ![Type of Modification Dropdown](type_of_modification.png)

2. Type the **Reason for Modification**.

   ![Reason for Modification](reason_for_modification.png)

3. Click **Continue**. The Initial Contact Information page appears.

   ![Initial Contact Information](initial_contact_information.png)

4. Complete the required fields, indicated by *, for the Authorized Person providing the banking information.

5. Click **Continue to Review**. The Review screen appears.

   ![Review Screen](review_screen.png)

6. Click **Submit** if the information provided is correct. The Disbursement Confirmation Page appears.

   ![Disbursement Confirmation](disbursement_confirmation.png)

   The Vendor Management team will email the Authorized Person with information and instructions on how to complete the ACH or Wire details and validate banking information.
Modifying Facilities Vendor Profiles

This modification selection is for only those Vendors that provide services to Columbia University Facilities.

1. Select **Facilities Use Only** from the **Type of Modification** dropdown.

2. **Type the Reason for Modification.**

3. Click **Continue**. The Facilities Information page appears.

4. **Select any combination of Modification Section(s) you wish to edit.** For each selection you make, a corresponding section appears on the screen.

5. **Make the desired edits in the selected Modification Sections.** If you selected:
   - **Facilities Header**, select a **Union Status** and **Primary trade** from their respective dropdown menus
   - **Specialties**, select the specialty services provided by the vendor (maximum 10). Hold the **Ctrl** or **Shift** keys to select multiple items
   - **Signers**, enter **Primary Contact(s) and Names Authorized to Sign Contracts**. Click the **Add another item** button to enter multiple names to each field.

6. **Click Review & Continue**. The Review screen appears.

6. **Click Submit** if the information provided is correct. The Disbursement Confirmation Page appears.

The Vendor Management team will email the Authorized Person with information and instructions on how to validate the modification(s).
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