This guide is designed for individuals who will be receiving payments from Columbia University, such as prizes, awards or honoraria or business expense reimbursement, to assist you with the vendor setup process. This guide will cover how to create a PaymentWorks account and complete key fields in the New Vendor Registration form.

For those individuals providing goods and services to the University, please refer to the Creating a PaymentWorks Account and Registering as a Columbia University Vendor job aid.

Note: *The intent of this document is act as a general guide. If you have specific questions related to taxation, you should seek out a tax professional for advice.*

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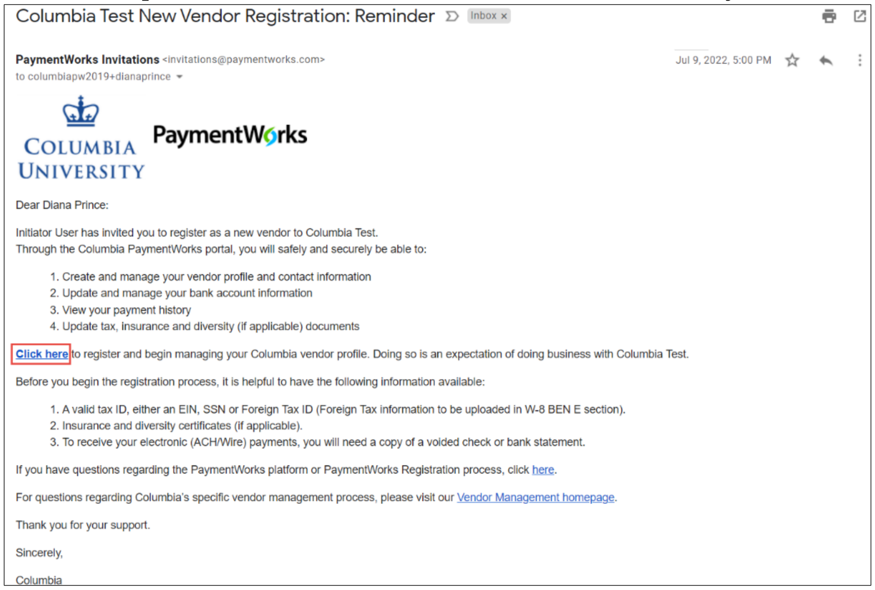
Creating a PaymentWorks Account

You will receive an email invitation from Columbia University asking you to create a PaymentWorks account and complete the New Vendor Registration form.

1. To start the process, click on the **Click Here** link in the email you receive.



Columbia Test New Vendor Registration: Reminder Inbox ×

PaymentWorks Invitations <invitations@paymentworks.com> Jul 9, 2022, 5:00 PM
to columbiapw2019+dianaprince

Columbia University PaymentWorks

Dear Diana Prince:

Initiator User has invited you to register as a new vendor to Columbia Test.
Through the Columbia PaymentWorks portal, you will safely and securely be able to:

1. Create and manage your vendor profile and contact information
2. Update and manage your bank account information
3. View your payment history
4. Update tax, insurance and diversity (if applicable) documents

Click here to register and begin managing your Columbia vendor profile. Doing so is an expectation of doing business with Columbia Test.

Before you begin the registration process, it is helpful to have the following information available:

1. A valid tax ID, either an EIN, SSN or Foreign Tax ID (Foreign Tax information to be uploaded in W-8 BEN E section).
2. Insurance and diversity certificates (if applicable).
3. To receive your electronic (ACH/Wire) payments, you will need a copy of a voided check or bank statement.

If you have questions regarding the PaymentWorks platform or PaymentWorks Registration process, click here.

For questions regarding Columbia's specific vendor management process, please visit our Vendor Management homepage.

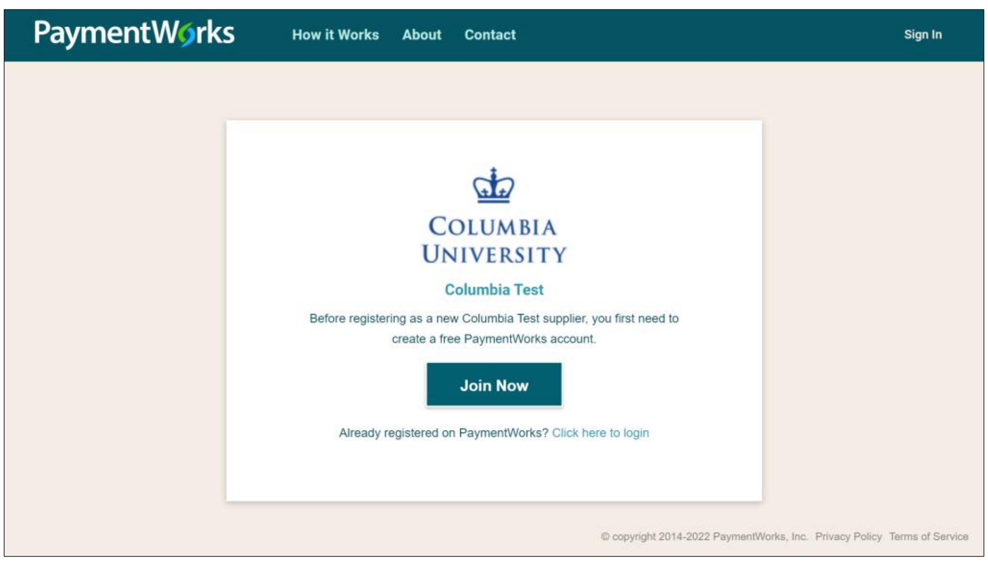
Thank you for your support.

Sincerely,

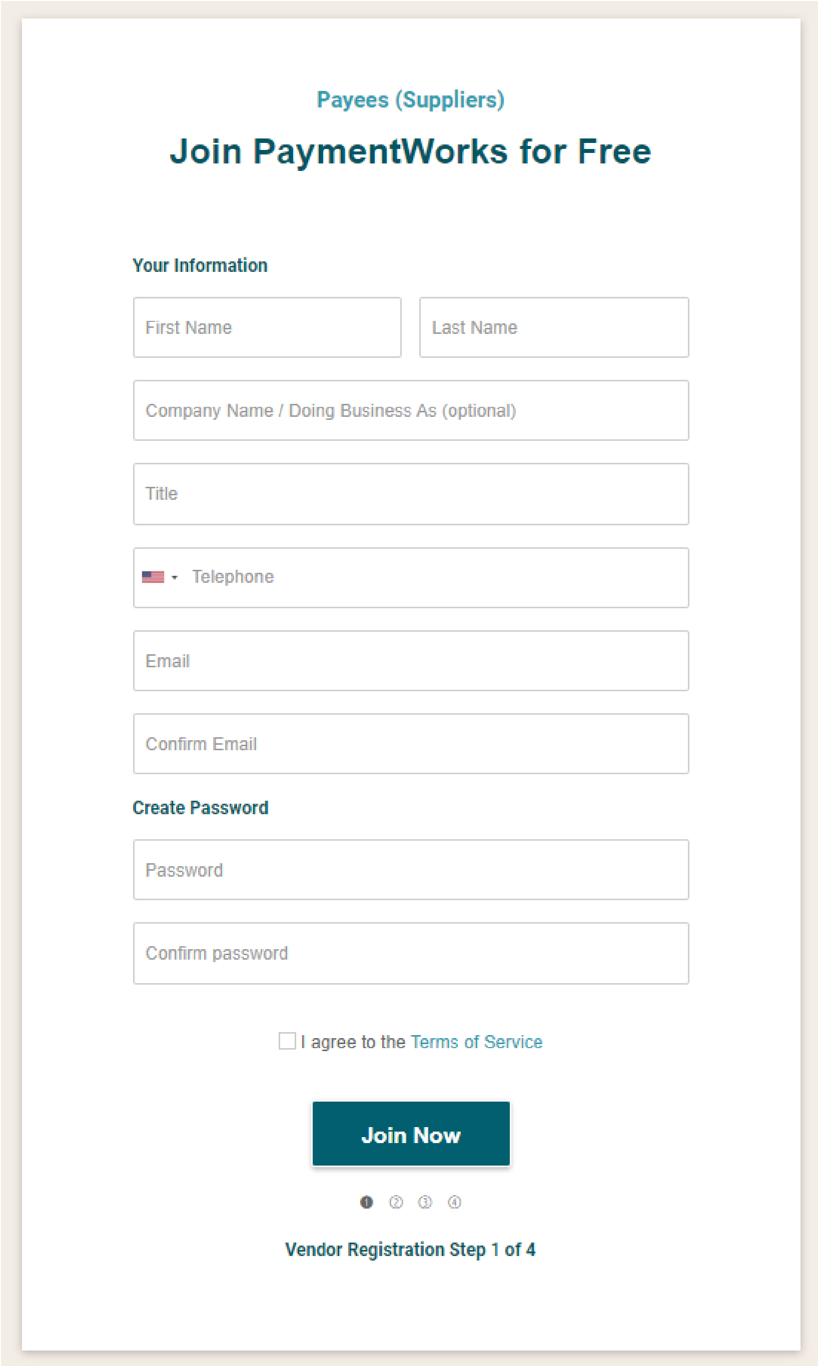
Columbia

The PaymentWorks window appears,

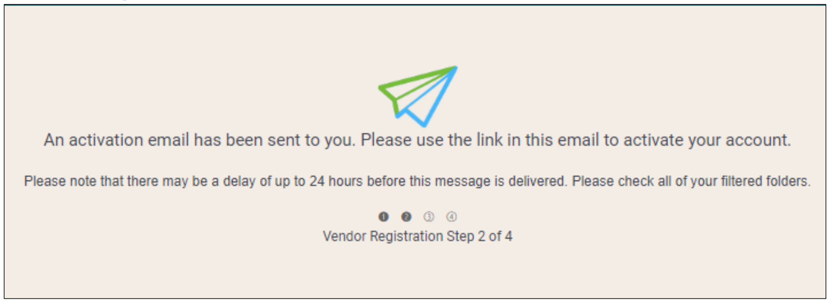
2. Click **Join Now**.



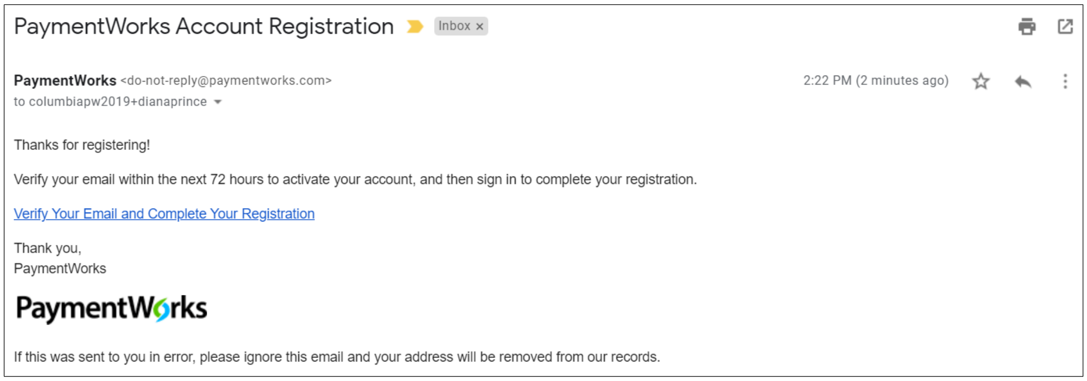
3. Complete all the fields to create your PaymentWorks account.



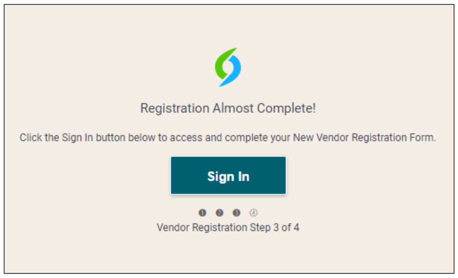
4. Click to **agree to the Terms of Service** and **Join Now**.

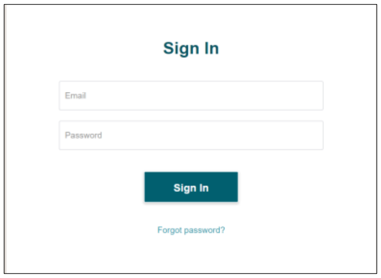


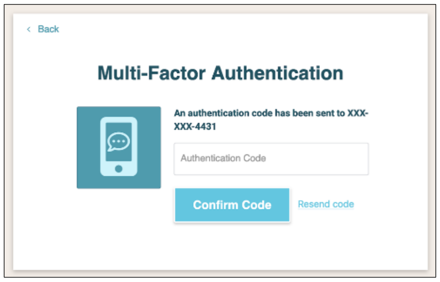
You will receive a verification email.



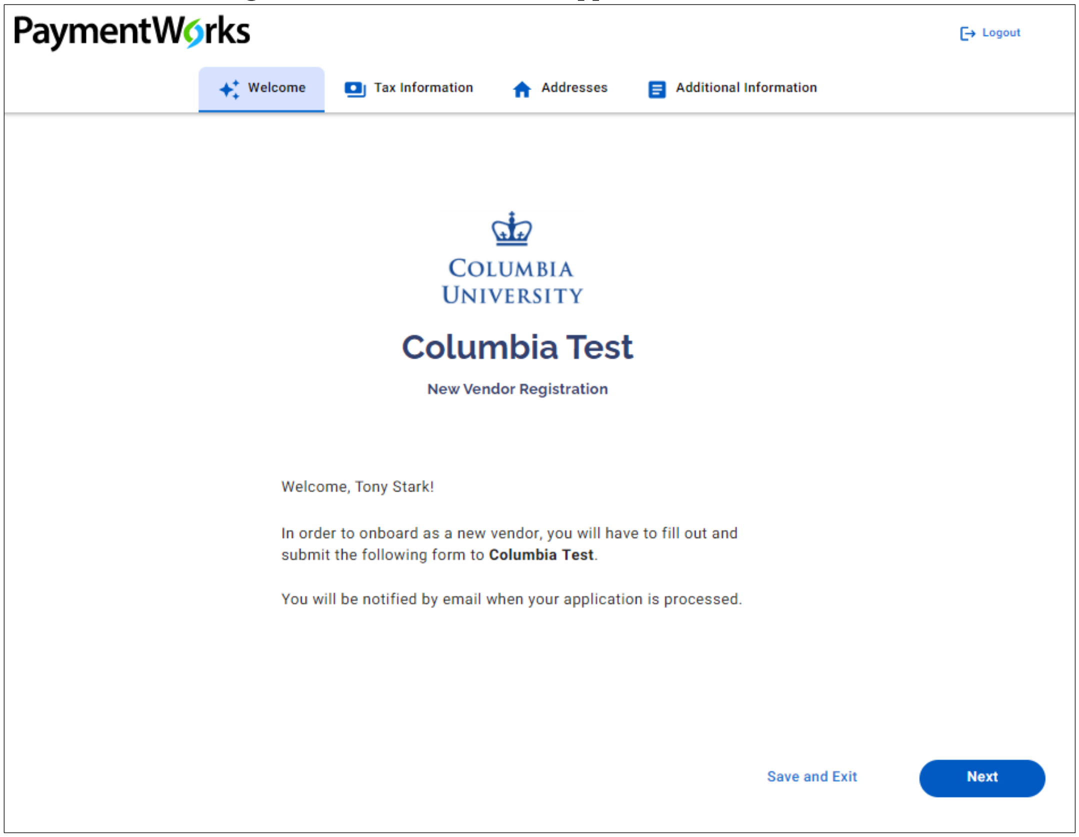
5. From the email you receive, click **Verify Your Email and Complete Your Registration**.







The New Vendor Registration Welcome screen appears.

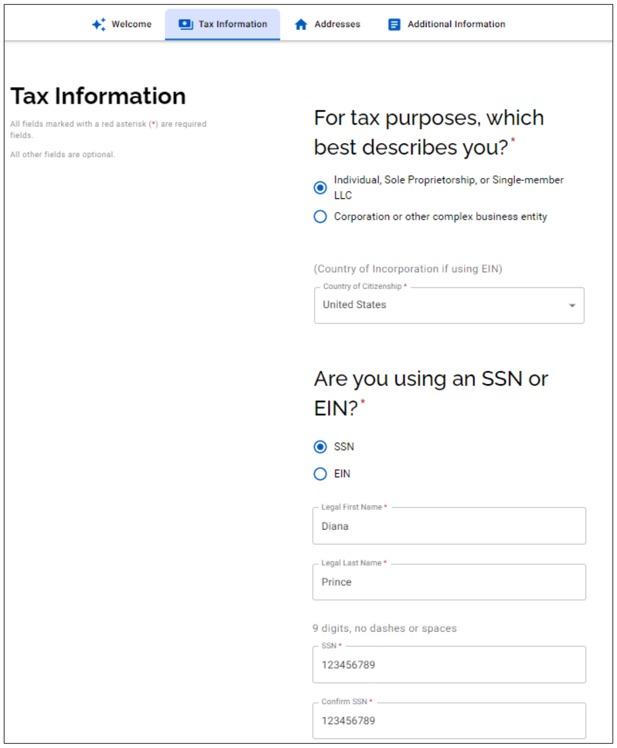


Click the **Next** button to begin completing the New Vendor Registration from.

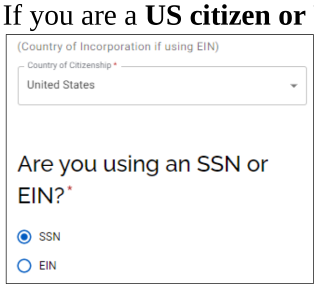
Completing the New Vendor Registration Form

Complete all required fields in the New Vendor Registration form indicated with a red asterisk * The steps below are designed to provide general guidance on completing key sections and fields on the form.

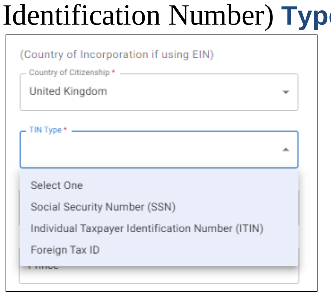
Completing Tax Information



1. Select **Individual, Sole Proprietorship, or Single-member LLC**. Additional fields will appear on the form.
2. Select your **Country of Citizenship**.
3. If you are a **US citizen or US legal resident**, select the **SSN** (social security number) option.

   If you selected a different Country of Citizenship (**International Individual**), select the appropriate **TIN** (Tax Identification Number) **Type** from the dropdown.

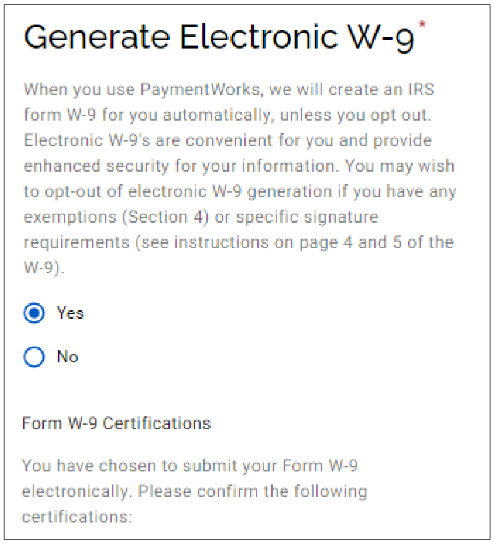
   

4. Enter your name as it appears on your official government ID for **Legal First Name** and **Legal Last Name**.
5. If you are a US citizen or US legal resident, enter and confirm your **SSN**. If you are an international individual, enter the appropriate **Tax Number**.

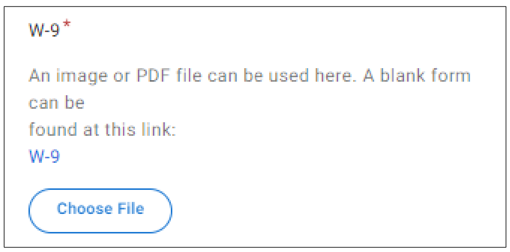
Generating or Submitting Tax Forms

US Citizens and US Legal Residents:

Select **Yes** for **Generate Electronic W-9**. PaymentWorks will automatically generate the IRS tax document.

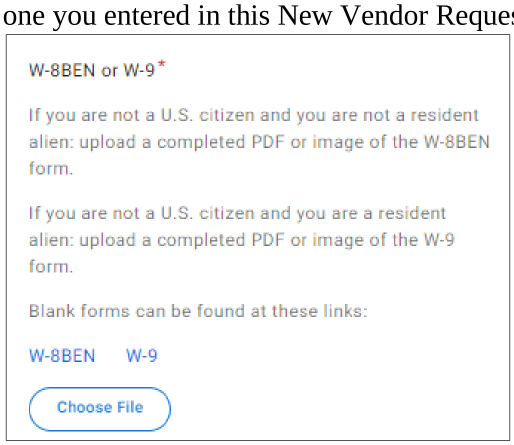


Note: *If you select* No *you must manually complete and upload* Form W-9. *PaymentWorks provides a link to the blank Form W-9 and the functionality for you to select and uploaded the completed form.*



International Individuals:

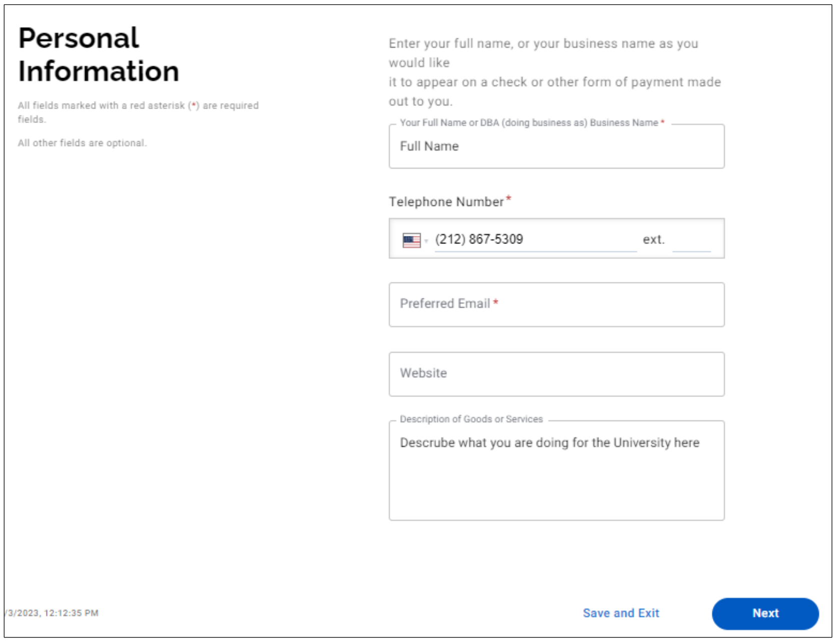
Upload the correct **W-8 or W-9** form. If you have specific questions regarding the appropriate form, consult your tax advisor. Ensure the completed and signed forms are accurate and that your name and address on the form matches the one you entered in this New Vendor Request form.



You can upload any W-8 form that applies, including a W-8BEN, W-8 ECI, W-8 IMY, W-8 EXP, or 8233. You can find tax forms here. Save your form and upload as a PDF with no editable fields. Tax forms that contain editable fields are not allowed by the IRS and will result in having your NVR submission returned.

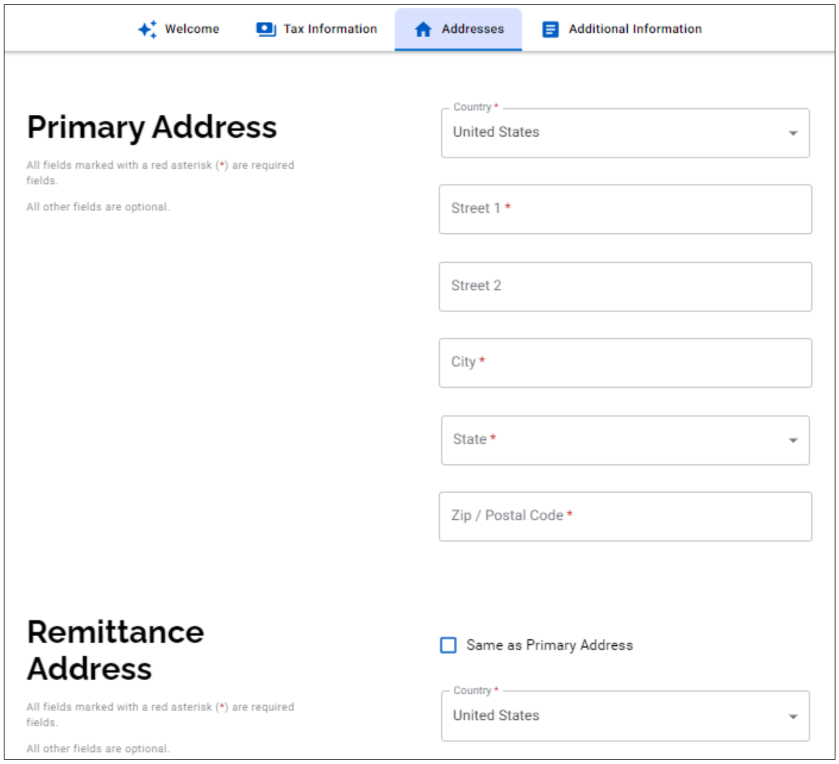
Note: *If you upload a W-8 form, be sure to enter the* W-8 Signature Date *in the* Additional Information *section of this New Vendor Registration form.*

Completing Personal Information



1. Enter your **Full Name** as appears on your birth certificate, your **Telephone Number** and **Preferred Email**. If you have a **Website**, you can enter the URL.
2. Enter your **Description of Goods or Services** to describe the service you are providing the University.
3. Click the **Next** button to move to the Addresses tab.

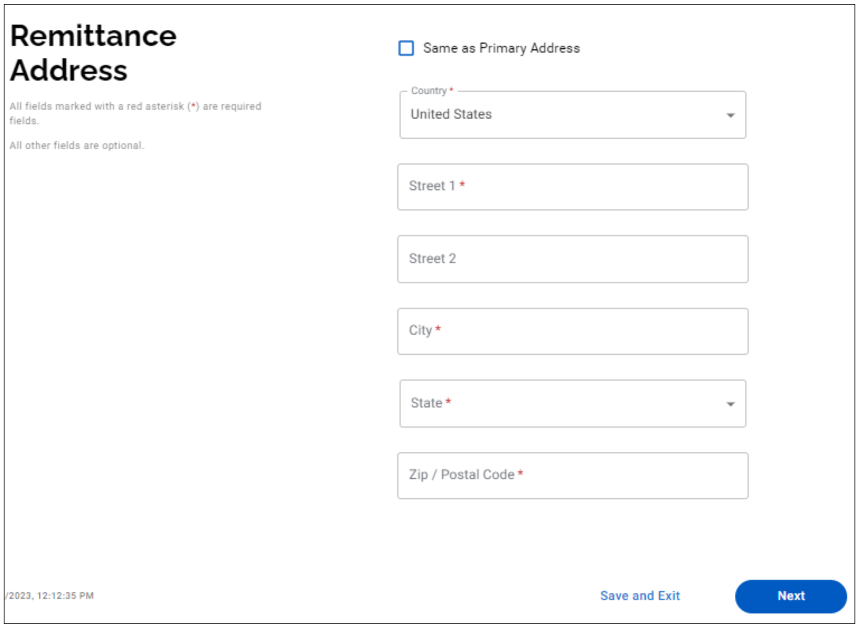
Completing Your Primary Address



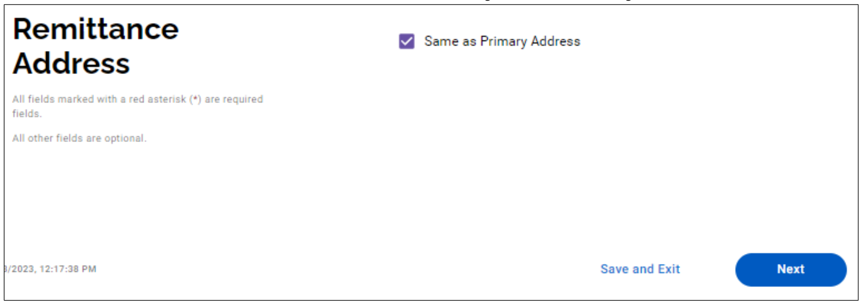
1. Select the **Country** of your primary residence. For international individuals, this should be your home country.
2. Enter the **Street**, **City**, **State/Province/Region** and **Zip/Postal Code** of your primary residence.

Completing Your Remittance Address

Your **Remittance Address** is either the address you provided your bank when you set up your account (if receiving payments by direct deposit or wire) or the address where you will receive payments by check (in USD). For international individuals that reside in the US, this should be your address here in the US.



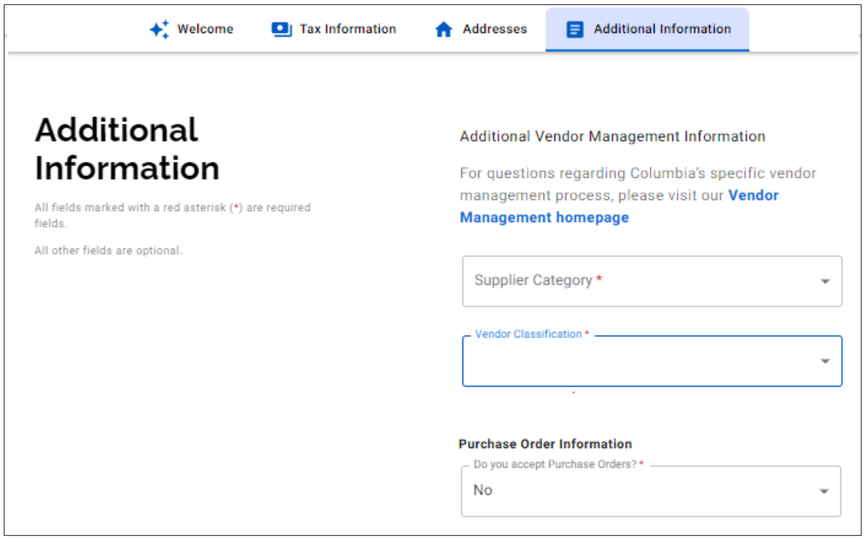
If the Remittance Address is the same as your Primary Address above, select **Same as Primary Address**.



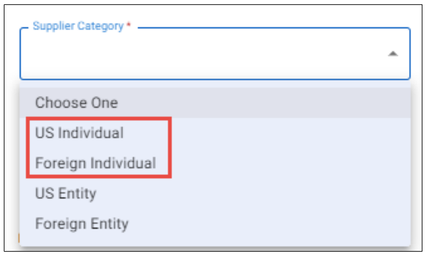
If the Remittance Address is not the same as your Primary Address complete the required fields..

1. Select the **Country** of your remittance address.
2. Enter the **Street**, **City**, **State/Province/Region** and **Zip/Postal Code** of your remittance address.
3. Click the **Next** button to move to the Additional Information tab.

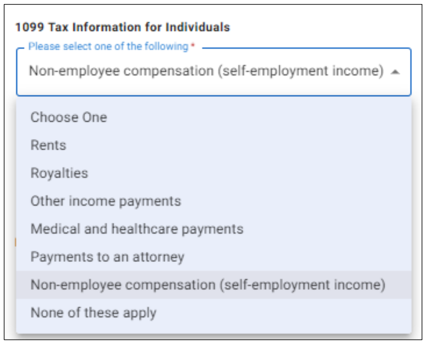
Completing Additional Information



1. Select either **US Individual** (**US Citizen or US Legal Resident**) or **Foreign Individual** (**International individual**) from the **Supplier Category** dropdown.

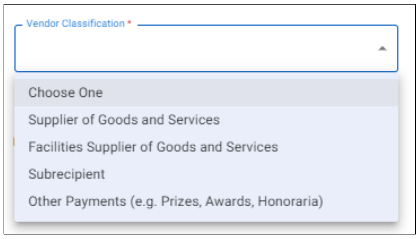
   

   If you selected **US Individual**, you will be asked **Are you a U.S. Citizen or U.S. Legal Resident?** and to select the **1099 Tax Information for Individuals**, which is the form used by Columbia to report your income from Columbia to the IRS and state tax authorities and is also sent to you for the purpose of preparing your tax returns.

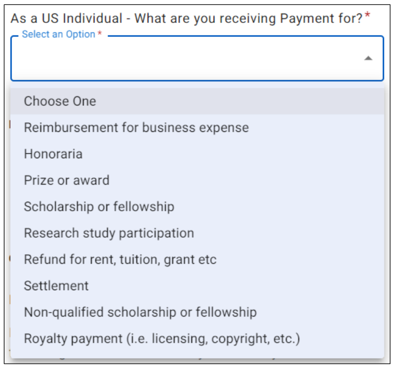
   

   Select the item that best reflects the type of payment you are receiving from Columbia, mostly likely **Other income payments** or **None of these apply**.

2. Select **Other Payments** from the **Vendor Classification** dropdown.

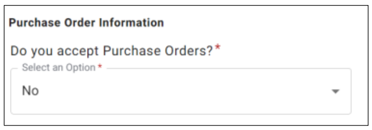
   

   You will be asked **What are you receiving Payment for?**

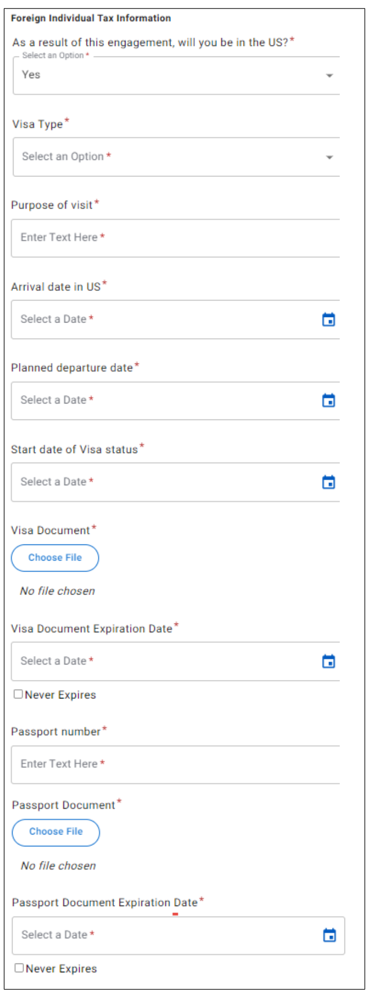


If you are receiving payment for more than one item, select the item that has the most significance for taxation. For example, if are receiving both an honorariam and business expense reimbursement, select Honoraria.

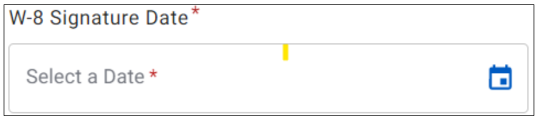
3. Select **No** for the **Purchase Order Information**.



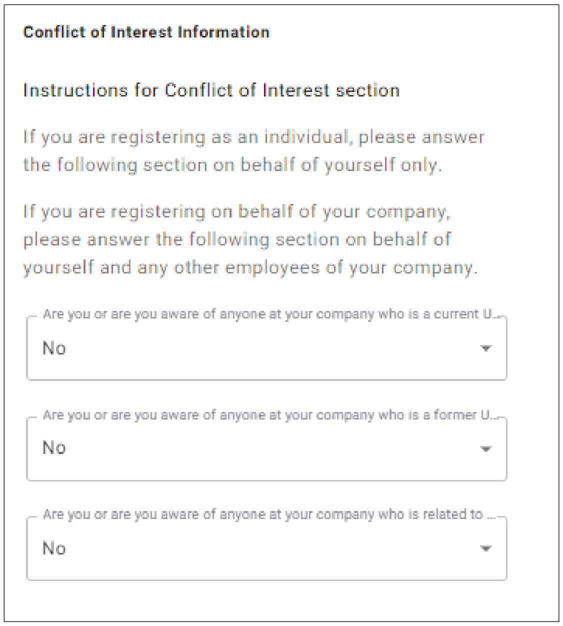
If you selected **Foreign Individual** in step1, you will be asked about **Foreign Individual Tax Information**. If your engagement with the University will be in the US, select **Yes** to the question **As a result of this engagement, will you be in the US?** If you indicate Yes, the fields for the **Visa** and **Passport** information appear. Complete and upload the requested Visa and Passport information**.** If your visa type requires additional documentation, combine the visa and additional documents into a single PDF file for upload.



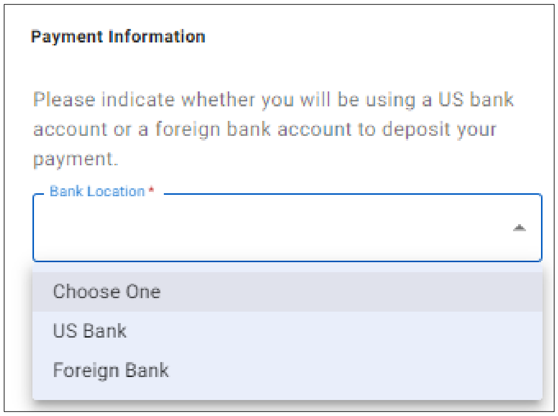
If you uploaded a W-8 form in the Generating or Submitting Tax Forms section, enter the **W-8 Signature Date** here.



4. Read the instructions and make the appropriate selections to answer the questions regarding **Conflict of Interest Information**. A conflict of interest can be described as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
   If you are a US Individual or Foreign Individual, you are the only person at your company. Answer these questions based on whether you are or were formerly employed by Columbia University or related to anyone who is.



5. Under **Payment Information**, select if your **Bank Location** is a US Bank or Foreign Bank.

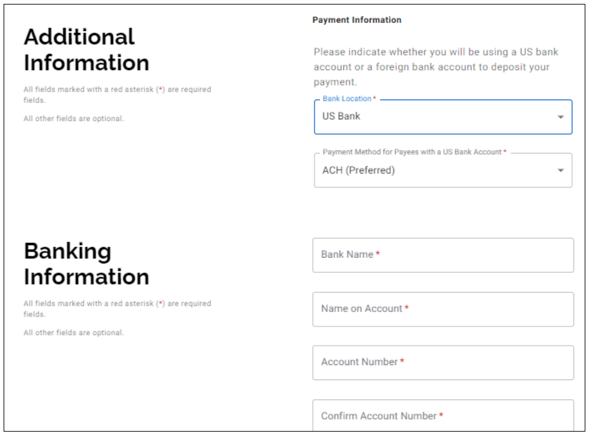


Additional fields appear based on your selection:

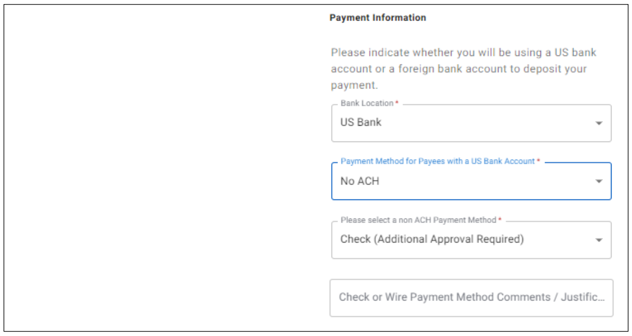
US Bank:

Select the **Payment Method** of either **ACH** (direct deposit) or **No ACH** (Check or Wire):

If you select **ACH**, you must complete the Banking Information section.


Additional Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.
Payment Information
Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.
Bank Location *: US Bank
Payment Method for Payees with a US Bank Account *: ACH (Preferred)
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 *

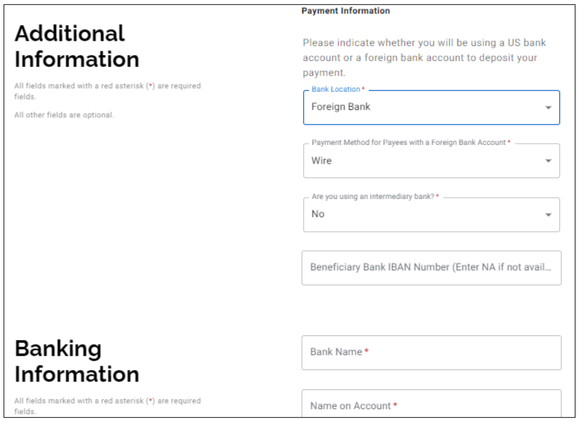
If you select **No ACH**, you must select either **Check** or **Wire** and provide **Check or Wire Payment Method Comments / Justification**. Selecting Wire will also require you to complete the Banking Information section.


Payment Information
Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.
Bank Location *: US Bank
Payment Method for Payees with a US Bank Account *: No ACH
Please select a non ACH Payment Method *: Check (Additional Approval Required)
Check or Wire Payment Method Comments / Justific...

Foreign Bank:

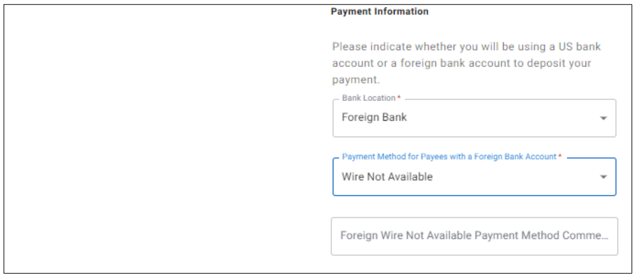
Select the **Payment Method** of either **Wire** or **Wire Not Available** (Check).

If you select **Wire**, you must complete additional Payment Information and the Banking Information section.


Additional Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.
Payment Information
Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.
Bank Location *: Foreign Bank
Payment Method for Payees with a Foreign Bank Account *: Wire
Are you using an intermediary bank? *: No
Beneficiary Bank IBAN Number (Enter NA if not avail...
Banking Information
All fields marked with a red asterisk (*) are required fields.
Bank Name *
Name on Account *

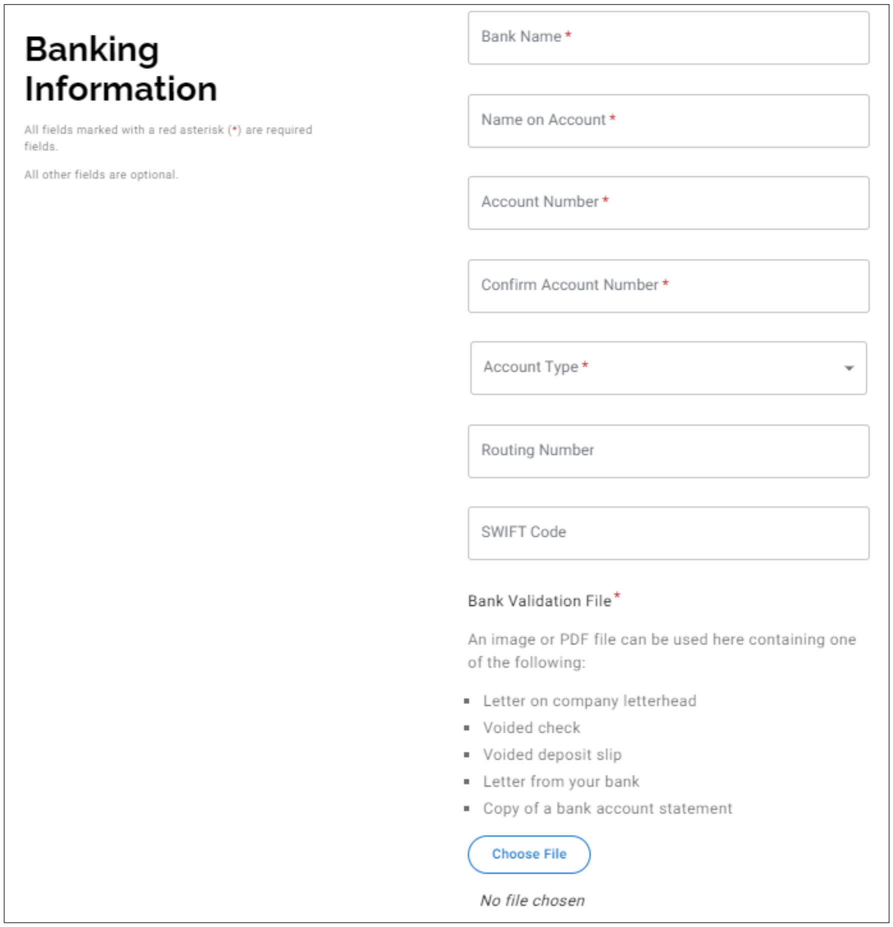
- Enter the **Beneficiary Bank IBAN**, if available, or *NA*, if not. Utilize this [website] to see if your bank is using IBAN. If you cannot locate the country of your bank, it is using a SWIFT code. If you enter *NA*, you must enter a SWIFT code in the Banking Information section.
- Select *Yes* or *No* if you are using an **intermediary bank**, which may be needed if international wire transfers are occurring between two banks in different countries that don't have an established financial relationship. If you select *Yes*, additional fields appear for you to enter the Intermediary Bank Details.

If you select **Wire Not Available**, you must provide **Foreign Wire Not Available Payment Method Comments / Justification**.

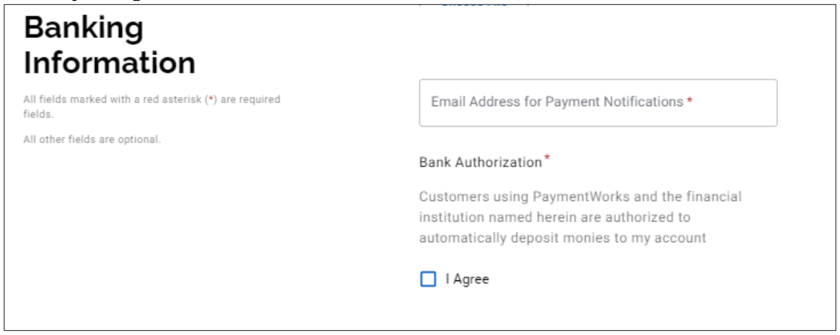

Payment Information
Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.
Bank Location *: Foreign Bank
Payment Method for Payees with a Foreign Bank Account *: Wire Not Available
Foreign Wire Not Available Payment Method Comme...

Completing Banking Information

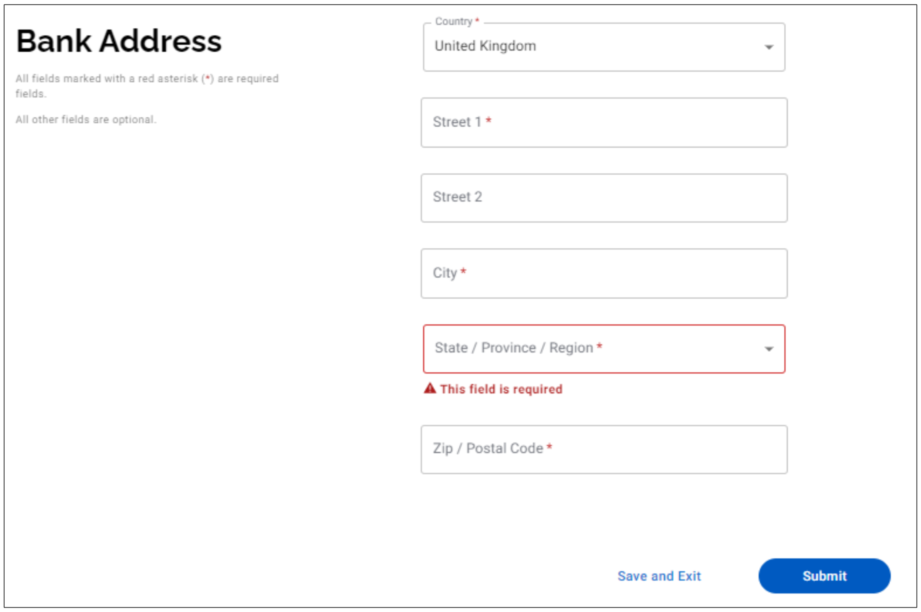
The Banking Information section will only appear if you select ACH or Wire in the Additional Information section.



1. Complete the fields as indicated.
2. Complete the **Routing Number** and **Swift Codes** based on the location of your bank:
   - For a **US Bank,** enter the **Routing Number**. This field will be required. Leave the SWIFT Code field blank.
   - For a **Foreign Bank,** leave the Routing Number field blank.
     Scroll down to the **Banking Address** section and select the **Country** for your bank. This will change the Routing Number field so that it is not required.
     Scroll back up to the Banking Information section. 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**.



Completing the Bank Address



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

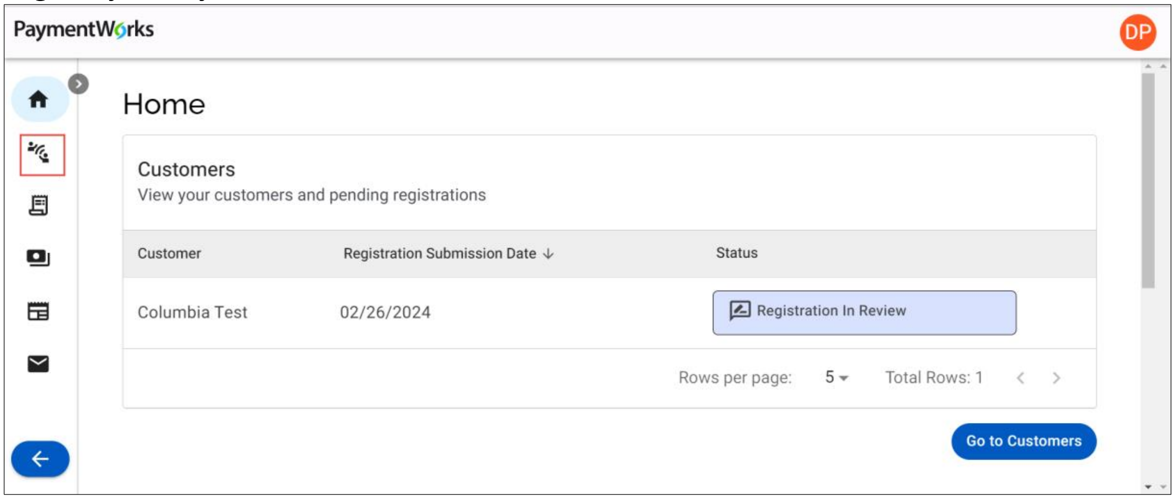
After entering all required fields, click the **Submit** button.

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

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.

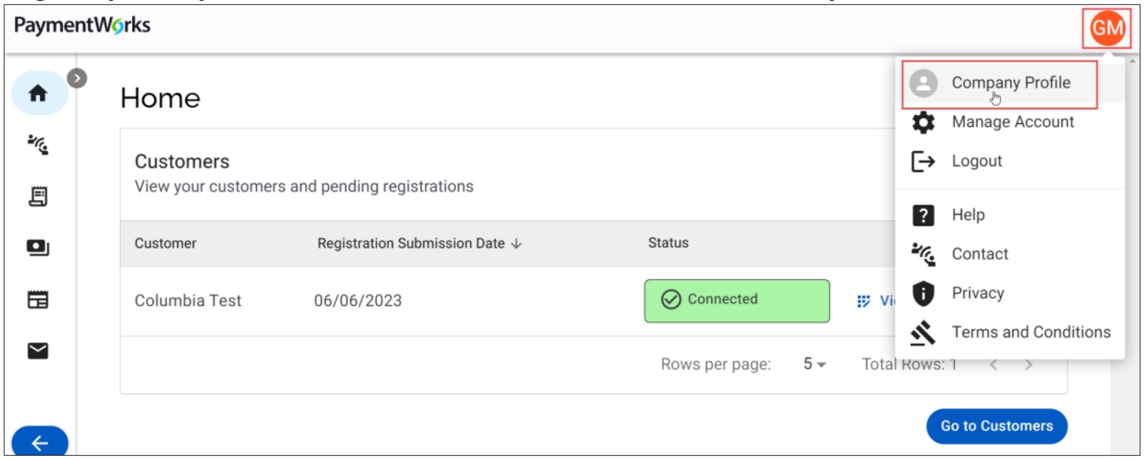


Your onboarding status appears on the **Home** or **Customers** page.

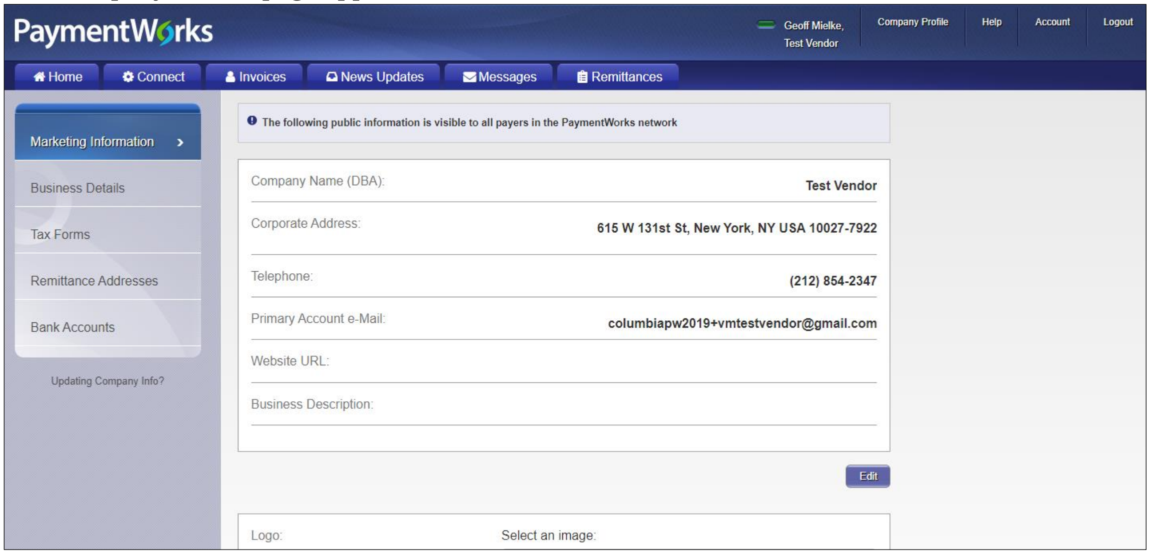
Updating Your Company Profile and Account Information

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.

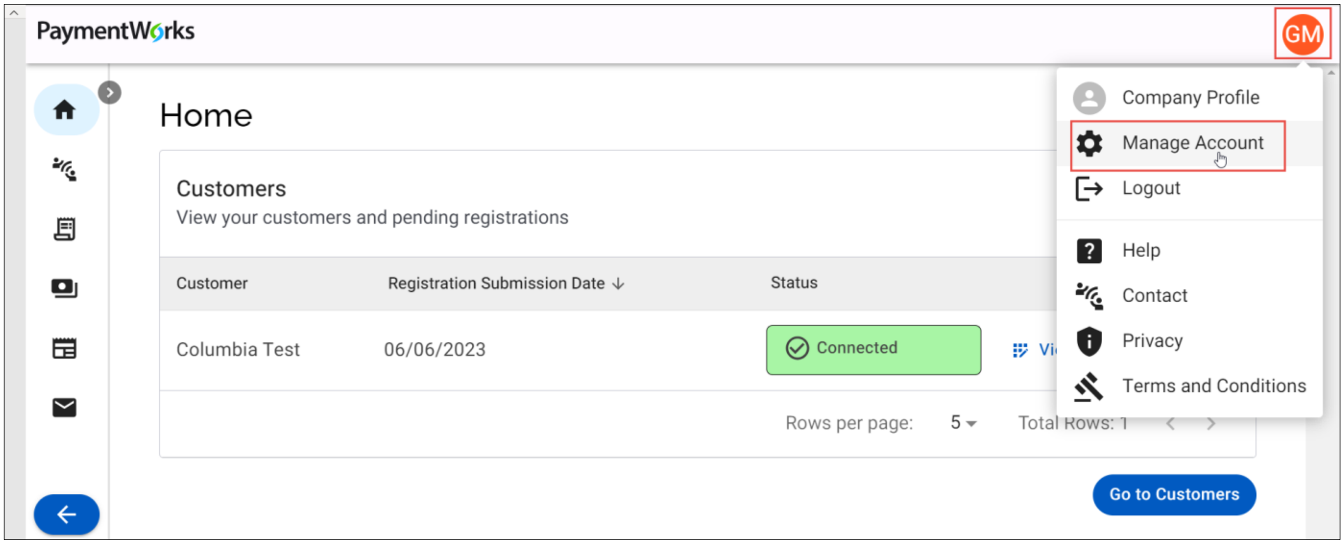
   Banking Accounts – Add or update your banking information. Click [here]() for more details on adding Bank Accounts.

Updating Your Account Information

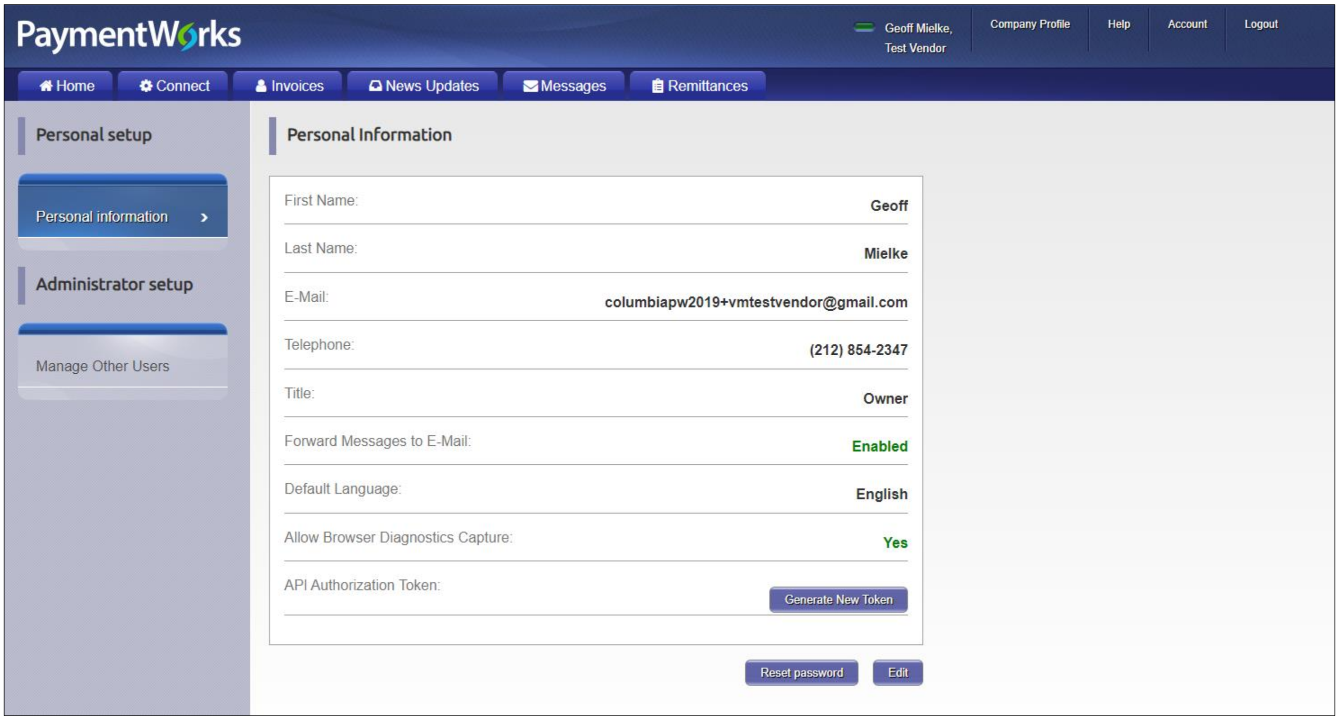
Your Account information contains your **Personal Information**, including your E-Mail address and Telephone number, which may differ from that in the Company Profile. It is also where you would reset your Password, if needed.

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**.



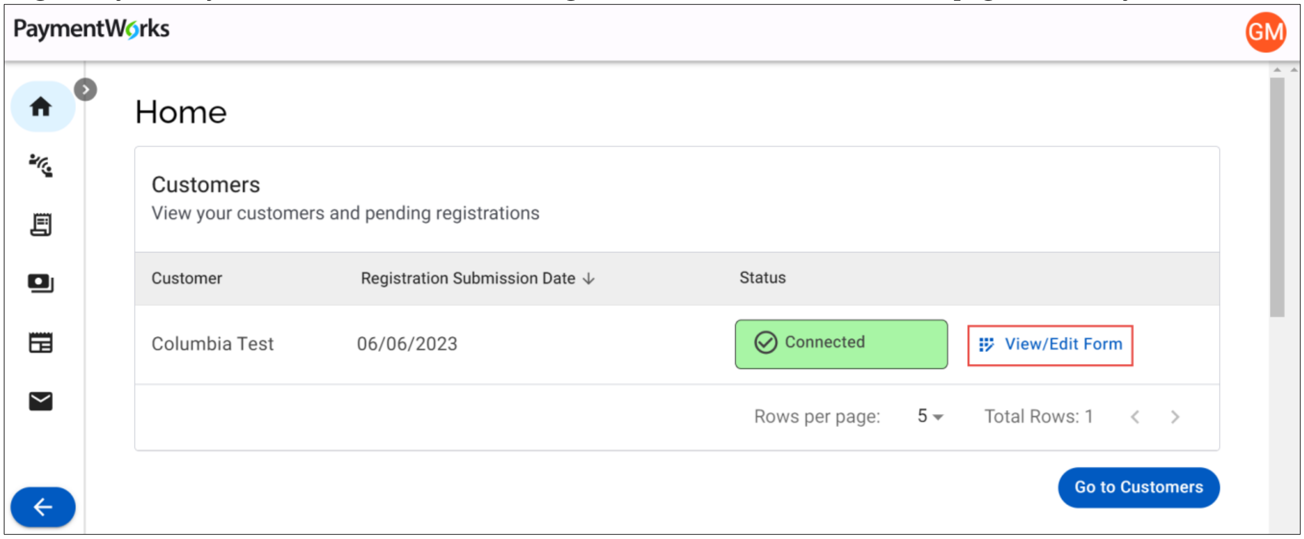
The Account Personal Information page appears.



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.*

Payments and Remittances

After you are connected to Columbia via PaymentWorks, you can use PaymentWorks to view a payment that was Paid or Rejected (but not in process). Inquiries regarding payment status should not be made through PaymentWorks.

To view your payments 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).

If you cannot find the status of a pending payment, communicate with your Columbia University departmental contact or contact the Columbia University Finance Service Center.

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.