

Columbia University Finance Training

Training Guide: Registering as a Columbia University Vendor for Students (and Prospective Students)

This guide is designed for Columbia University students to assist you with the vendor setup process if you are providing services to the University, such as, but not limited to: note takers, musicians, translators, interpreters, or service providers supporting University events. This guide will cover how to create a PaymentWorks account and complete key fields in the New Vendor Registration form.

As an enrolled student, you do not need to register as a vendor in order to be reimbursed for travel and business expenses. Speak with your School or Department finance administrator to be reimbursed for expenses via Concur. However, as a prospective student requiring travel and expense reimbursement, you must register as a vendor.

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.*

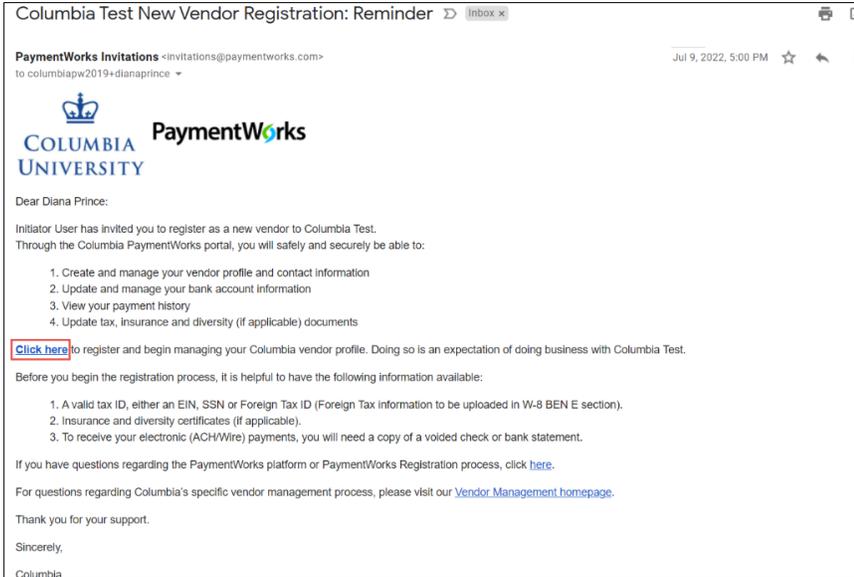
Contents

Creating a PaymentWorks Account.....	2
Completing the New Vendor Registration Form.....	5
Completing Tax Information	5
Generating or Submitting Tax Forms	6
Completing Personal Information	7
Completing Your Primary Address	7
Completing Your Remittance Address	8
Completing Additional Information	9
Completing Banking Information.....	13
Completing the Bank Address	14
Submitting the New Vendor Registration Form	14
Tracking Your Vendor Onboarding Status.....	14
Updating Your Company Profile and Account Information	15
Updating Your Account Information.....	16
Updating Columbia Specific Information	17
Invoices and Remittances	17
Getting Help	17

Creating a PaymentWorks Account

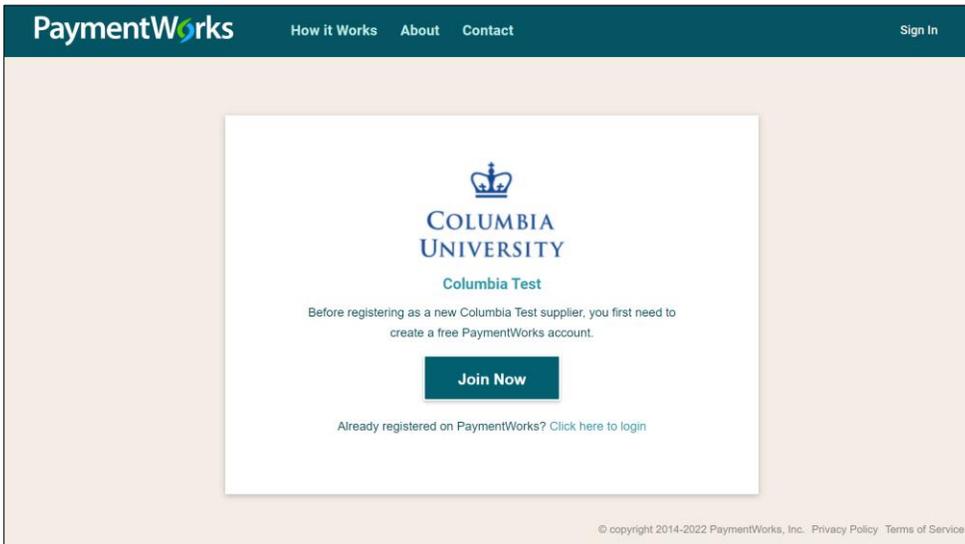
You will receive an email invitation from Columbia University asking you to create a PaymentWorks account and complete the New Vendor Registration form.

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



The PaymentWorks window appears,

2. Click **Join Now**.



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

Payees (Suppliers)

Join PaymentWorks for Free

Your Information

First Name Last Name

Company Name / Doing Business As (optional)

Title

 Telephone

Email

Confirm Email

Create Password

Password

Confirm password

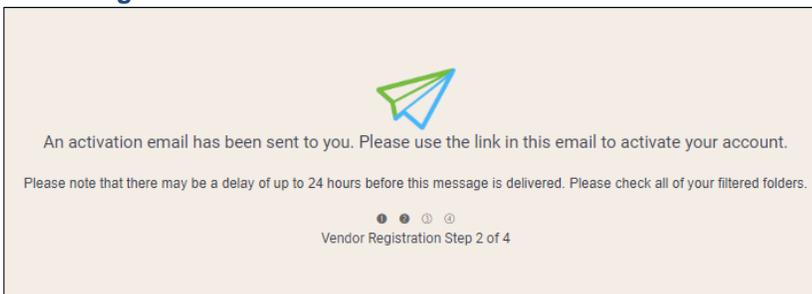
I agree to the [Terms of Service](#)

Join Now

● ○ ○ ○

Vendor Registration Step 1 of 4

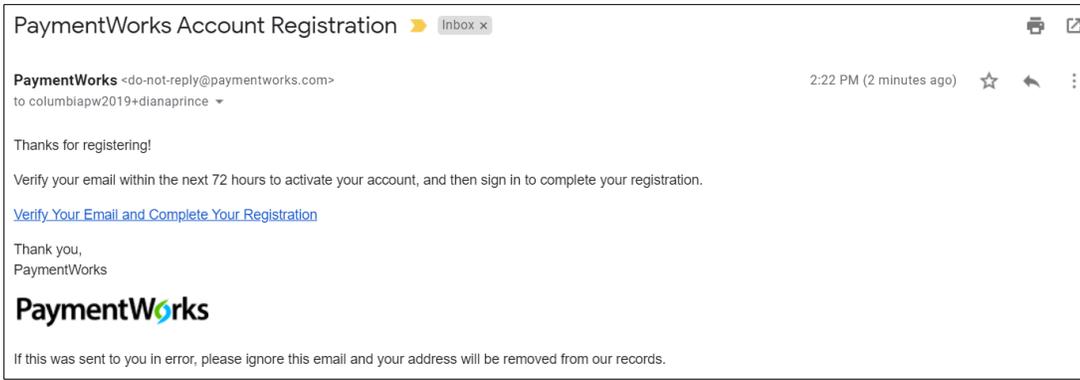
4. Click to **agree to the Terms of Service** and **Join Now**.



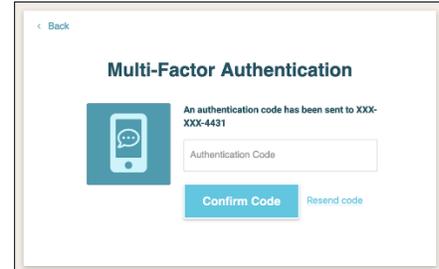
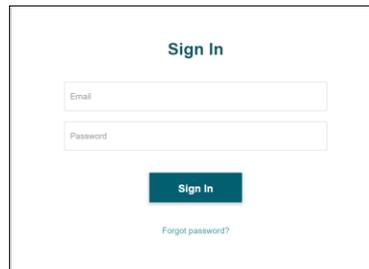
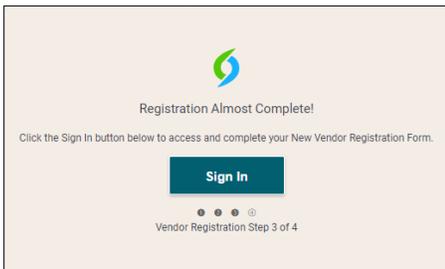
You will receive a verification email.

Columbia University Finance Training

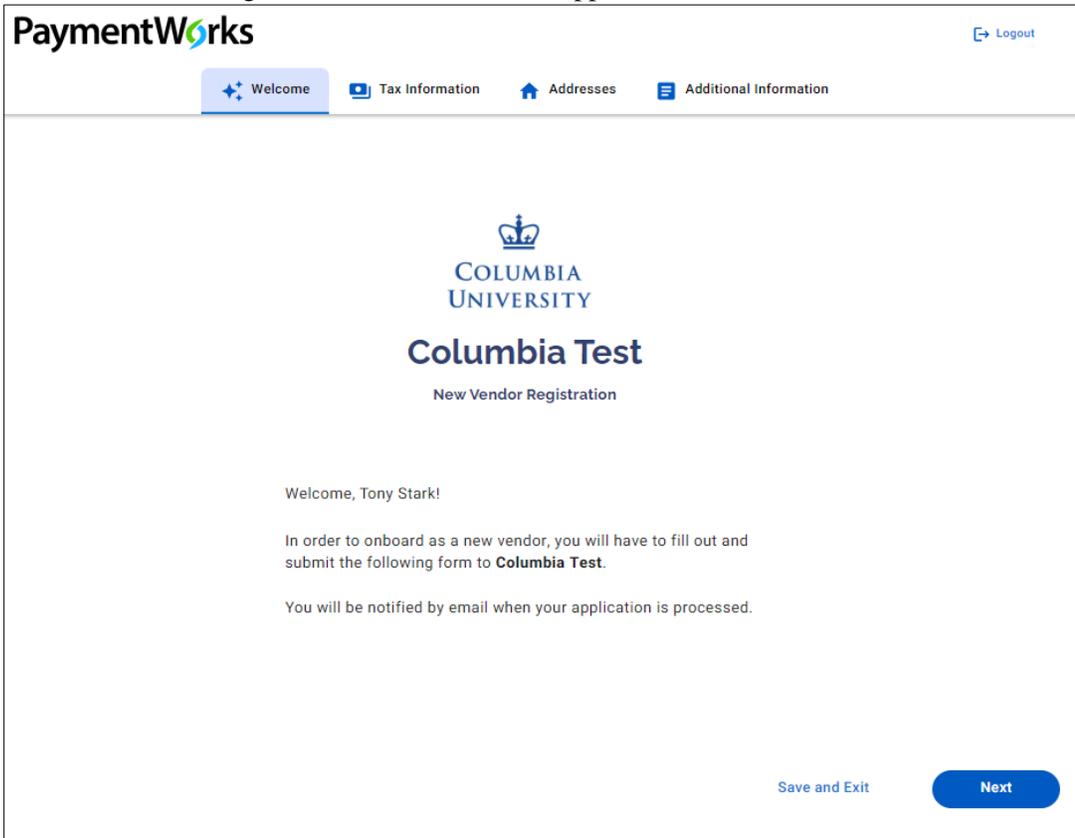
Training Guide: Registering as a Columbia University Vendor for Students (and Prospective Students)



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.

Note: To access your PaymentWorks account in the future, be sure to use to the [Vendor login](#) and not the login link for Columbia employees.

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

The screenshot shows the 'Tax Information' section of the registration form. It includes a navigation bar with 'Welcome', 'Tax Information', 'Addresses', and 'Additional Information'. The main heading is 'Tax Information' with a note: 'All fields marked with a red asterisk (*) are required fields. All other fields are optional.' The question 'For tax purposes, which best describes you?*' has two radio button options: 'Individual, Sole Proprietorship, or Single-member LLC' (selected) and 'Corporation or other complex business entity'. Below this is a dropdown for '(Country of Incorporation if using EIN)' with 'United States' selected. The next question is 'Are you using an SSN or EIN?*' with 'SSN' selected. There are input fields for 'Legal First Name' (Diana), 'Legal Last Name' (Prince), 'SSN' (123456789), and 'Confirm SSN' (123456789).

1. As a student, always 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.

This close-up shows the '(Country of Incorporation if using EIN)' dropdown menu with 'United States' selected. Below it, the question 'Are you using an SSN or EIN?*' is shown with the 'SSN' radio button selected and the 'EIN' radio button unselected.

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

This close-up shows the '(Country of Incorporation if using EIN)' dropdown menu with 'United Kingdom' selected. Below it, the 'TIN Type*' dropdown menu is open, showing options: 'Social Security Number (SSN)', 'Individual Taxpayer Identification Number (ITIN)', and 'Foreign Tax ID'.

4. Enter your name as it appears on your birth certificate 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 Student, 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.

Generate Electronic W-9*

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Yes
 No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

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.

W-9*

An image or PDF file can be used here. A blank form can be found at this link:
[W-9](#)

[Choose File](#)

International Students:

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.

W-8BEN or W-9*

If you are not a U.S. citizen and you are not a resident alien: upload a completed PDF or image of the W-8BEN form.

If you are not a U.S. citizen and you are a resident alien: upload a completed PDF or image of the W-9 form.

Blank forms can be found at these links:
[W-8BEN](#) [W-9](#)

[Choose File](#)

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

Personal Information

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

Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you.

Your Full Name or DBA (doing business as) Business Name *

Full Name

Telephone Number *

(212) 867-5309 ext. _____

Preferred Email *

Website

Description of Goods or Services _____
Describe what you are doing for the University here

3/2023, 12:12:35 PM Save and Exit Next

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

Welcome Tax Information **Addresses** Additional Information

Primary Address

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

Country *
United States

Street 1 *

Street 2

City *

State *

Zip / Postal Code *

Same as Primary Address

Remittance Address

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

Country *
United States

1. Select the **Country** of your primary residence. For international students, 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. For international students, the address to receive payment by check must be your US address and reflect the address on your form W8.

Remittance Address

Same as Primary Address

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

Country *
United States

Street 1 *

Street 2

City *

State *

Zip / Postal Code *

2023, 12:12:35 PM

Save and Exit

Next

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

Remittance Address

Same as Primary Address

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

2023, 12:17:38 PM

Save and Exit

Next

If the Remittance Address is not the same as your Primary Address complete the required fields. Your remittance address can be your address while attending Columbia University.

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

The Additional Information page may initially appear blank, click the **Next** button to proceed.

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

If you selected **US Individual**, you will be asked to select the **1099 Tax Information for Individuals**, which is the form used by Columbia to report your income 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 income you are receiving from Columbia, mostly likely **Non-employee compensation (self-employment income)**.

2. Select the **Vendor Classification** role that best reflects the service you are providing (most likely Supplier of Goods and Services, but could also be Other PaymentsTypes).

If you select Other Payments, you will be asked **What are you receiving Payment for?**

Columbia University Finance Training

Training Guide: Registering as a Columbia University Vendor for Students (and Prospective Students)

As a US Individual - What are you receiving Payment for?*

Select an Option *

Choose One

- Reimbursement for business expense
- Honoraria
- Prize or award
- Scholarship or fellowship
- Research study participation
- Refund for rent, tuition, grant etc
- Settlement
- Non-qualified scholarship or fellowship
- Royalty payment (i.e. licensing, copyright, etc.)

Note: *If you are a current student, do not select Reimbursement for business expense. As a current student, you do not need to register as a vendor in order to be reimbursed for business expenses. Speak with your School or Department finance administrator to be reimbursed for expenses via Concur. Prospective students requiring expense reimbursement must select this option.*

3. Make your **Purchase Order Information** selection based on a conversation with the appropriate personnel in the Department for which you are providing the service.

Purchase Order Information

Do you accept Purchase Orders?*

Select an Option *

No

If you selected **Foreign Individual** in step1, you will be asked about **Foreign Individual Tax Information**. Indicate **Yes** to the question **Will you be performing services in the US?** if the service will be provided 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.

Foreign Individual Tax Information

Will you be performing services in the US?*

Yes

Visa Type *

Purpose of visit *

Arrival date in US *

Planned departure date *

Start date of Visa status *

Visa Document*

Choose File

No file chosen

Visa Document Expiration Date *

Never Expires

Passport number *

Passport Document*

Choose File

No file chosen

Passport Document Expiration Date *

Never Expires

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

W-8 Signature Date*

Select a Date*



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.

Conflict of Interest Information

Instructions for Conflict of Interest section

If you are registering as an individual, please answer the following section on behalf of yourself only.

If you are registering on behalf of your company, please answer the following section on behalf of yourself and any other employees of your company.

Are you or are you aware of anyone at your company who is a current U...

No

Are you or are you aware of anyone at your company who is a former U...

No

Are you or are you aware of anyone at your company who is related to ...

No

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

Payment Information

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

Bank Location*

Choose One

US Bank

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). ACH is the preferred payment method. If you are not being paid via ACH, you must provide a justification for choosing another payment method.

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

The screenshot shows a registration form with two main sections: 'Additional Information' and 'Banking Information'. The 'Additional Information' section includes a 'Payment Information' sub-section with a dropdown for 'Bank Location' (set to 'US Bank') and a dropdown for 'Payment Method for Payees with a US Bank Account' (set to 'ACH (Preferred)'). The 'Banking Information' section includes fields for 'Bank Name', 'Name on Account', 'Account Number', and 'Confirm Account Number'. A note states: 'All fields marked with a red asterisk (*) are required fields. All other fields are optional.'

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.

This screenshot shows the 'Payment Information' section of the form. The 'Bank Location' dropdown is set to 'US Bank'. The 'Payment Method for Payees with a US Bank Account' dropdown is set to 'No ACH'. Below this, there is a dropdown for 'Please select a non ACH Payment Method' with 'Check (Additional Approval Required)' selected. At the bottom, there is a text input field for 'Check or Wire Payment Method Comments / Justification...'. A note states: 'Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.'

Foreign Bank:

Select the **Payment Method** of either **Wire** or **Wire Not Available** (Check). Wire is the preferred payment method. If you are not being paid via Wire, you must provide a justification for choosing another payment method.

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

The screenshot shows a registration form with two main sections: 'Additional Information' and 'Banking Information'. The 'Additional Information' section includes a 'Payment Information' sub-section with a dropdown for 'Bank Location' (set to 'Foreign Bank'), a dropdown for 'Payment Method for Payees with a Foreign Bank Account' (set to 'Wire'), and a dropdown for 'Are you using an intermediary bank?' (set to 'No'). There is also a text input field for 'Beneficiary Bank IBAN Number (Enter NA if not avail...'. The 'Banking Information' section includes fields for 'Bank Name' and 'Name on Account'. A note states: 'All fields marked with a red asterisk (*) are required fields. All other fields are optional.'

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

This screenshot shows the 'Payment Information' section of the form. The 'Bank Location' dropdown is set to 'Foreign Bank'. The 'Payment Method for Payees with a Foreign Bank Account' dropdown is set to 'Wire Not Available'. Below this, there is a text input field for 'Foreign Wire Not Available Payment Method Comments...'. A note states: 'Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.'

- 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.

Completing Banking Information

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

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. 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**.

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

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.

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.

PaymentWorks DP

Home

Customers
View your customers and pending registrations

Customer	Registration Submission Date ↓	Status
Columbia Test	02/26/2024	Registration In Review

Rows per page: 5 Total Rows: 1 < >

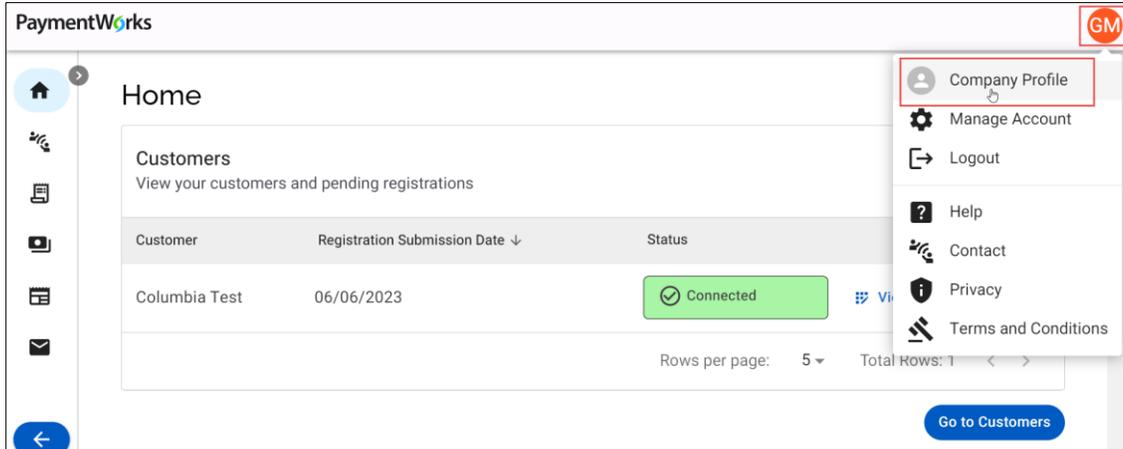
Go to Customers

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

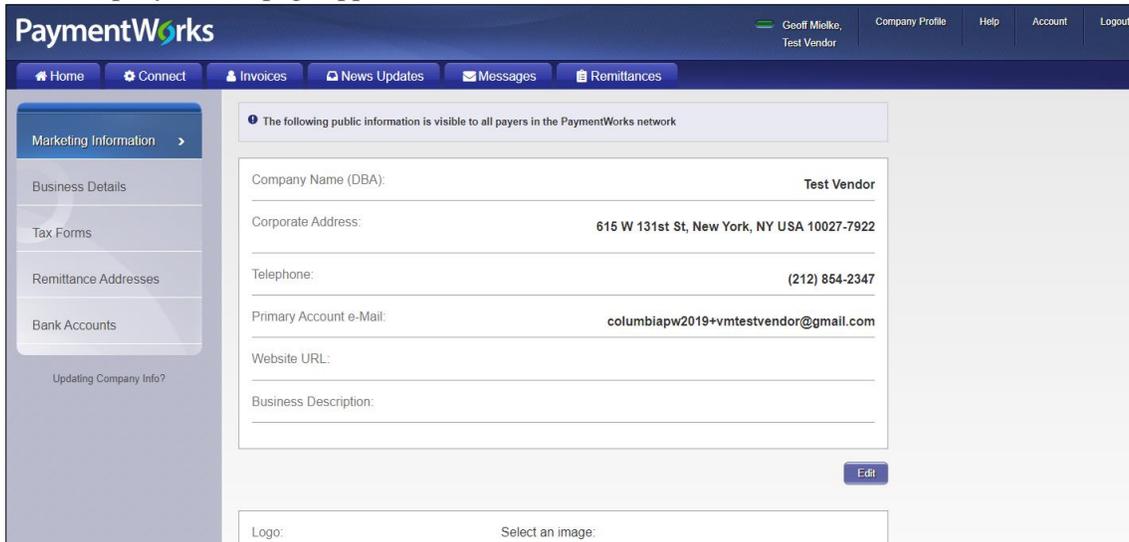
Updating Your Company Profile and Account Information

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.

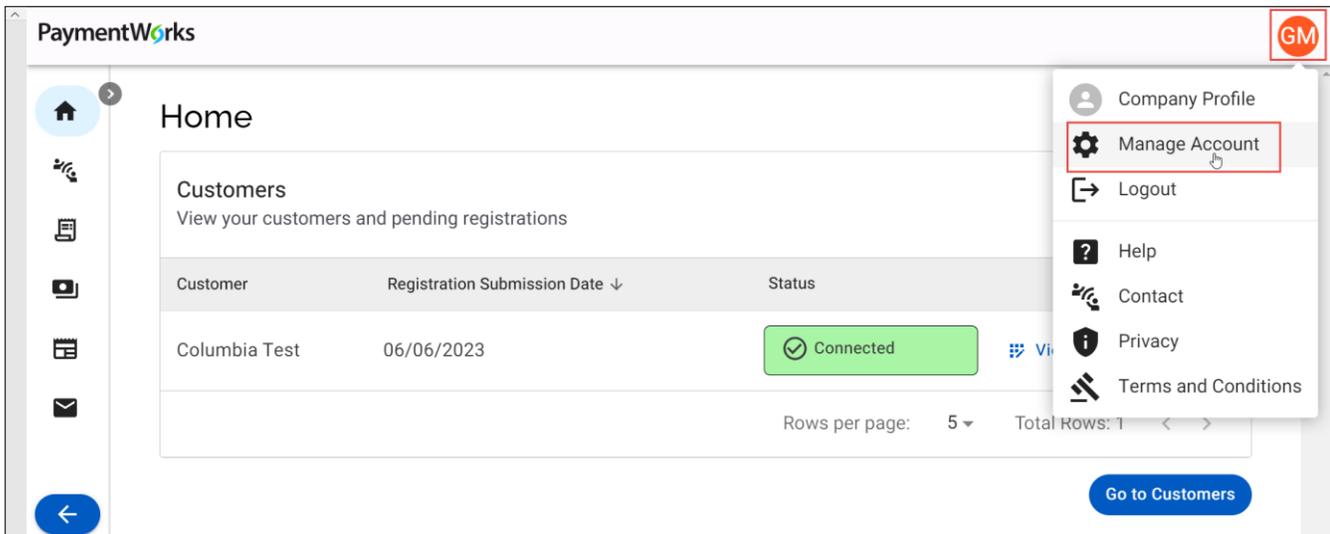
Banking Accounts – Add or update your banking information. Click [here](#) for more details on adding Bank Accounts.

Updating Your Account Information

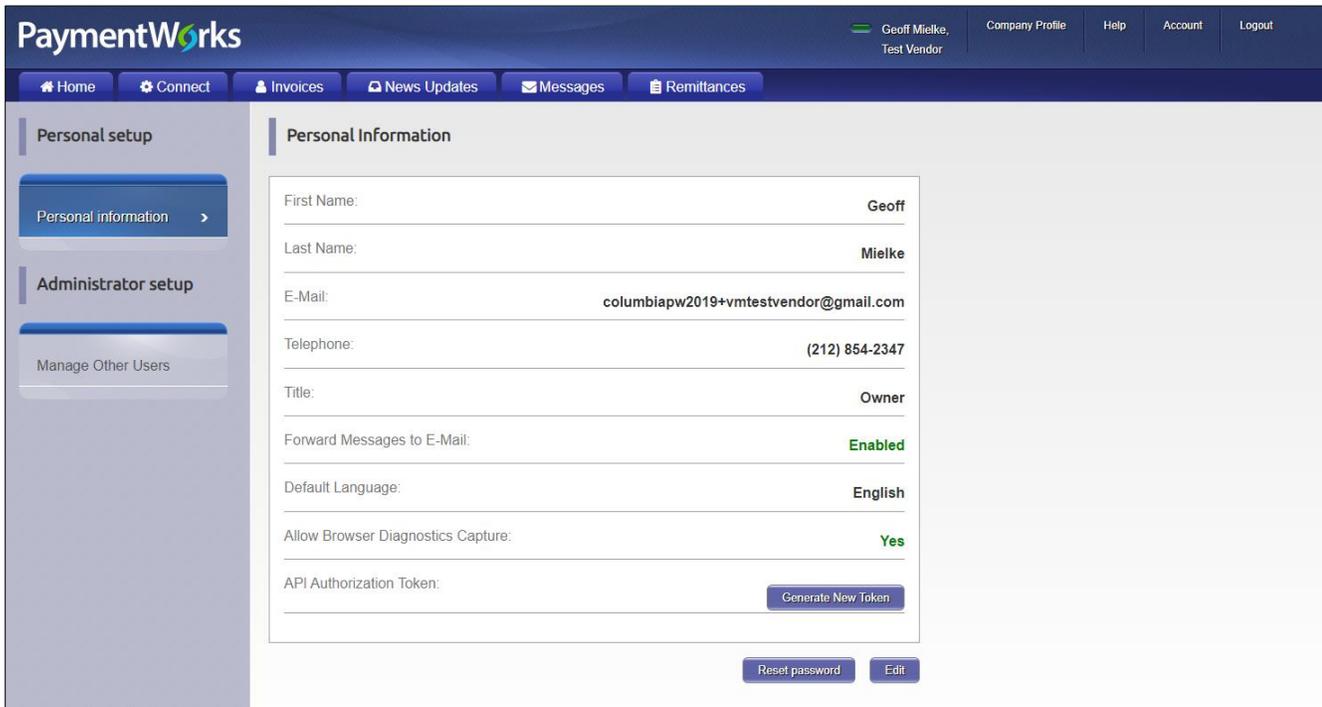
Your Account information contains your **Personal Information**, including your E-Mail address and Telephone number, which may differ from that in the Company Profile. It is also where you would reset your Password, if needed.

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**.



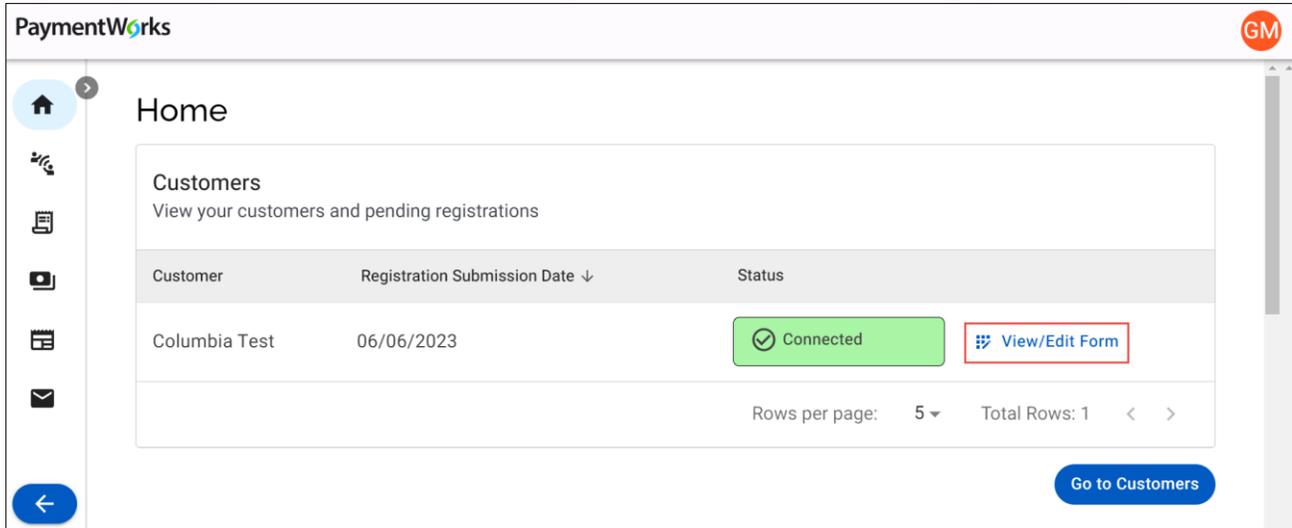
The Account Personal Information page appears.



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.

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](#).