

Vendor File Management

*Vendor Processes & Procedures
Including Paying Awards*

Northwestern

Today's Session

- Vendor Processes & Procedures
 - Vendor Code Look-up
 - Vendor Code Request Process & Types
 - Paying Awards
 - Required Paperwork

- Resources and Help

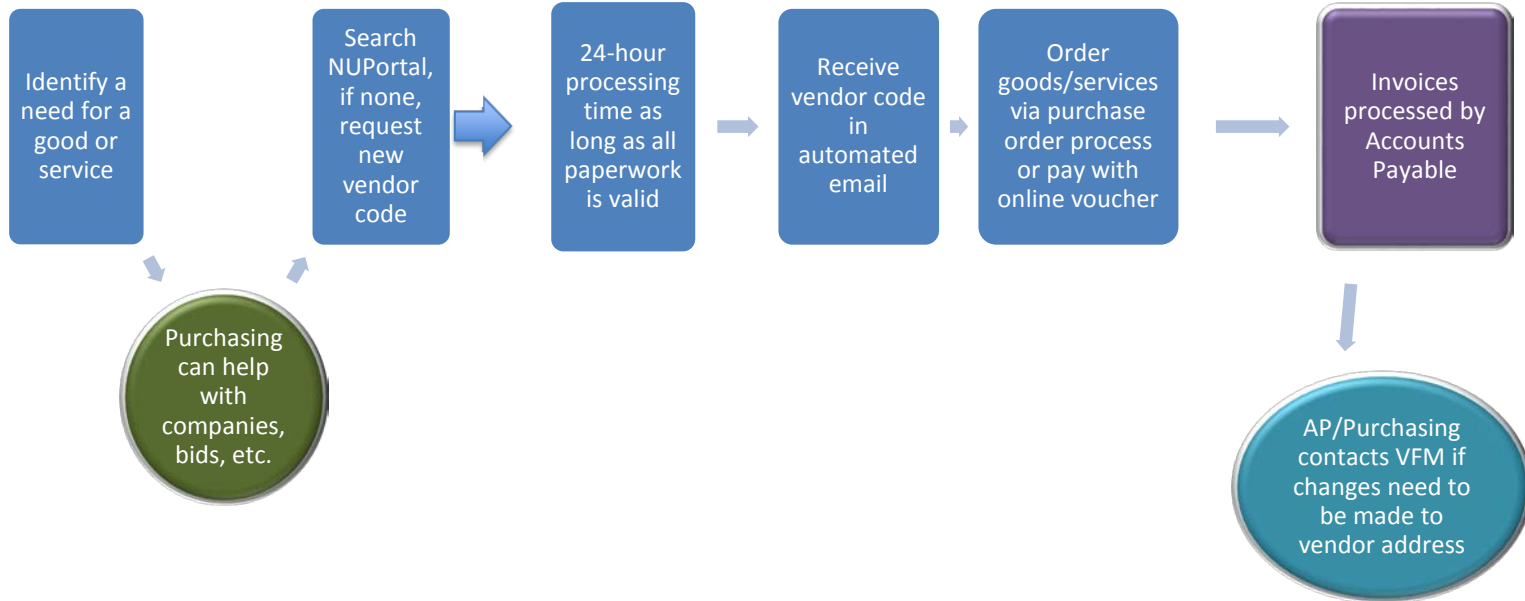
VENDOR PROCESSES & PROCEDURES

Why do I need a vendor code?

A vendor code is necessary to pay an individual or a supplier through Accounts Payable.

A vendor code is required to process a wire transfer.

Vendor Request Process



TIP

Paid via Payroll as an employee

or

with a vendor code through
Accounts Payable



DONATIONS

Donations

- A vendor code is required to make a donation.
- Donations may only be made to a 501(c) 3 organization.
 - No donations to foreign entities
- Each donation instance must be approved by Ingrid Stafford via the donation form.

Donation Examples

- Buying a table at a dinner held by a professional organization
- A sponsor at a conference
- Buying an advertisement in a banquet program
- An outright request for a donation
- Request to support a program in the community

Donation Policy

- Policy
 - <http://www.northwestern.edu/financial-operations/policies-procedures/policies/charitable-donations.pdf>
- Donation Request Form
 - <http://www.northwestern.edu/financial-operations/policies-procedures/forms/donation-fundraise-request.pdf>

VENDOR LOOK-UP

3 Ways to Look-Up Vendors

- Hyperlink on NUPortal
- Cognos
- NUFinancials

Hyperlink on NUPortal

Vendor Add/Maintenance

[Vendor Request Center](#) 

Security Access Required

[Vendor Policy & Procedure](#)

Guides, instructions and other resources


Vendor Request Center Search

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor Request Center

Vendor Search

Use the search below to see if the Vendor is already in the system.

Search Criteria

Name:	Contains	<input type="text"/>
Address:	Contains	<input type="text"/>
Vendor ID:	Contains	<input type="text"/> 

Vendor Request Center Search

Search Criteria

Name:

Address:

Vendor ID:

Click on Vendor ID for vendor to be modified.
 If you do not see the vendor that you are looking for, Click on Add Vendor. Or, click on Vendor ID to modify vendor.

Search Results

Vendor ID	Name 1	ShortName	Seq No	Address 1	Address 2
0000000001	APPLE INC	APPLE INC-001	1	12545 RIATA VISTA CIRCLE	MS198-ED
0000000001	APPLE INC	APPLE INC-001	2	LBX 846095, 5TH FLOOR	1401 ELM STREET
0000000001	APPLE INC	APPLE INC-001	3	P O BOX 281877	
0000000001	APPLE INC	APPLE INC-001	4	OLD ORCHARD SHOPPING CENTER	SUITE 1000
0000000001	APPLE INC	APPLE INC-001	5	P O BOX 846095	
0000075598	MARC APPLEBAUM	MARC APPLE-001	1	705 LACROSSE AVE	
0000101077	AN APPLE A DAY, INC.	AN APPLE A-001	1	317 PARK AVENUE	

Vendor Request Center Search



City	State	Country	Address Status
CHICAGO	IL	USA	Active
PITTSBURGH	PA	USA	Active
ATLANTA	GA	USA	Active
CINCINNATI	OH	USA	Active
ASHEVILLE	NC	USA	Active
DALLAS	TX	USA	Active
FREMONT	CA	USA	Active
CHICAGO	IL	USA	Active
CHICAGO	IL	USA	Inactive
CHICAGO	IL	USA	Inactive

COGNOS Search

- COGNOS Report 'SC025'
 - NUPortal > *Financial* section at left
 - *System Login* section

COGNOS Report – SC025

The screenshot displays the 'NU Business Intelligence' web application interface. At the top, the title 'NU Business Intelligence' is shown with the subtitle 'Reporting and Analytics Solutions for Northwestern University'. Below this, there are navigation tabs for 'Public Folders', 'My Folders', and 'BI Data Mart Status'. The current path is 'Public Folders > Finance Facilities and Research Administration > School > Supply Chain'. A list of reports is displayed, each with a checkbox, a small icon, and a link to the report name.

<input type="checkbox"/>	Name
<input type="checkbox"/>	SC015 - Reporting by Category - Post Audit
<input type="checkbox"/>	SC016 - Open Encumbrance Report
<input type="checkbox"/>	SC020 - Delivery Report
<input type="checkbox"/>	SC024 - PO Change Order History
<input type="checkbox"/>	SC025 - Vendor Info Query - Expanded Search
<input type="checkbox"/>	SC026 - Expenses by Submission & Workflow Status
<input type="checkbox"/>	SC027 - Match Exceptions Report by Department
<input type="checkbox"/>	SC028 - Voucher Activity by DeptID
<input type="checkbox"/>	SC030 - Open Travel Authorizations
<input type="checkbox"/>	SC031 - Expense Report Approval Summary

COGNOS Report - SC025

(tip - use the % wildcard)

Vendor Name

Search by entering all or part of a Vendor Name.

Tip: Only the first 300 results can be displayed. Enter more information below and search again to reduce the number of search results.

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ∨

Results:

AMERICAN REGISTRY FOR INTERNET NUMBERS,
ESPN INTERNET VENTURES (DBA ESPN.COM)
GIPPY'S INTERNET SOLUTIONS
INTERNET 2
INTERNET EXCHANGE SA
INTERNET TICKETING SYSTEMS INC
SERVINT INTERNET SERVICES
TDS INTERNET SERVICES

Insert →

← Remove

Choices:

Search in NUFinancials

- Login to NUFinancials
 - Vendors > Add/Update > Review Vendors

Search in NUFinancials

Review Vendors

Search Criteria

*SetID:	<input type="text" value="SHARE"/>	Vendor ID:	<input type="text"/>
Name:	<input type="text" value="internet"/> Contains	ShortName:	<input type="text" value="Equal to"/>
Withholding Name:	<input type="text" value="Equal to"/>	Classification:	<input type="text"/>
Vendor Status:	<input type="text"/>	Type:	<input type="text"/>
		Persistence:	<input type="text"/>
Address:	<input type="text" value="Equal to"/>	City:	<input type="text"/>
Customer Number:	<input type="text"/>	Country:	<input type="text"/>
ID Type:	<input type="text" value="Tax ID"/>	State:	<input type="text"/>
VAT Registration ID:	<input type="text"/>	Postal:	<input type="text"/>
Withholding Tax ID:	<input type="text"/>	Bank Account #:	<input type="text"/>

Search

VENDOR CODE REQUEST PROCESS

Vendor Code Request Process

- All Requests through the Vendor Request Center
- 24-48 hours to process as long as all docs valid and complete
 - You'll receive an email when request is completed
- Use “Additional Submitter Comments” field
 - “This is payment of an award”
 - “This is to pay a person working outside of the U.S.”

Visual Compliance

- Effective January, 2014
- All vendor code requests must be run through Visual Compliance prior to processing.
- We review to make sure that not a debarred vendor.

Vendor Code Request Process

Vendor Add/Maintenance

[Vendor Request Center](#) 

Security Access Required

[Vendor Policy & Procedure](#)

Guides, instructions and other resources

Vendor Code Request Process

Vendor Request Options

[Search for, Add or Modify a Vendor](#)

[Review or Edit a Pending Vendor Request](#)

Search for Vendor

Vendor Search

Use the search below to see if the Vendor is already in the system.

Search Criteria

Name:

Address:

Vendor ID:

Click on Vendor ID for vendor to be modified.
If you do not see the vendor that you are looking for, Click on Add Vendor. Or, click on Vendor ID to modify vendor.

Search Results

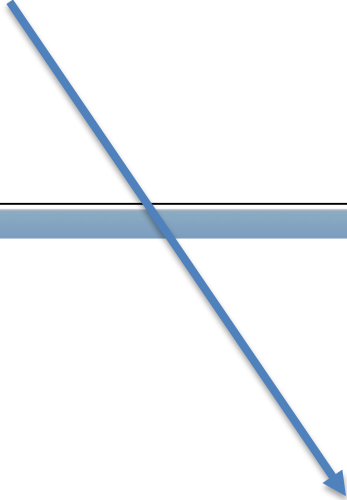
Vendor ID	Name 1	ShortName	Seq No	Address 1	Address 2
0000018027	ELECTRON MICROSCOPE TECHNOLOGY	ELECTRON M-001	1	1805 S COURTLAND AVE	
0000021726	MCCRONE MICROSCOPES &	MCCRONE MI-001	1	ACCESSORIES	850 PASQUINELLI DR
0000021838	LUKAS MICROSCOPE SERVICE INC	LUKAS MICR-001	1	PO BOX 306	
0000021838	LUKAS MICROSCOPE SERVICE INC	LUKAS MICR-001	2	8135 SKOKIE BLVD	
0000021838	LUKAS MICROSCOPE SERVICE INC	LUKAS MICR-001	3	25715 N HILLVIEW COURT	
0000023765	MIDWEST MICROSCOPE SERVICE CO	MIDWEST MI-002	1	P O BOX 523	
0000026965	REYES MICROSCOPE SERVICE INC	REYES MICR-001	1	511 LOTUS LANE	
0000084907	MICROSCOPE SERVICES OF WISCONSIN , LLC	MICROSCOPE-004	1	E12399 FAIRFIELD RD	
0000110415	MICROSCOPES, INC./CAD FAST, INC	MICROSCOPE-005	1	6307 WINONA AVE	

Add Vendor

Search Criteria

Name:	Contains ▼	<input type="text" value="%microscope"/>
Address:	Contains ▼	<input type="text"/>
Vendor ID:	Contains ▼	<input type="text"/> 🔍

Click on Vendor ID for vendor to be modified.
If you do not see the vendor that you are looking for, Click on Add Vendor. Or, click on Vendor ID to modify vendor.



Vendor Classification

Select Classification/Vendor Type.

Classification / Vendor Type :

- Independent Contractor
- Supplier
- Attorney
- Refund



INDEPENDENT CONTRACTOR

Independent Contractor

1 2 3 4

Add New Vendor

Select Classification/Vendor Type.

<p>Classification / Vendor Type :</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Independent Contractor<input type="radio"/> Supplier<input type="radio"/> Attorney<input type="radio"/> Refund	<p>Did you remember the following before you continue?</p> <p>*Required Forms:</p> <ul style="list-style-type: none">Independent Contractor QuestionnaireW-9 FormW-8 FormConflict-of-Interest Form <p>Resources:</p> <ul style="list-style-type: none">Vendor Policies and ProceduresJob Aid: Add New Vendor – Independent Contractor
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Independent Contractor

- Payment for Services or Awards
 - Research subject payments

Payment of \$600 and above in a calendar year receives a 1099 from Northwestern University

Description of Purchase or Payment


- Required field
- Give a good description
 - Research subject
 - Designed a survey
 - Microscope repair
- Don't need to tell us that ordered 60 widgets

Request for Payment to an Individual



Request for Payment to an Individual

Please type in all fields

 **Do not complete this form if...**

1. the individual is currently being paid by University Payroll – you must submit any additional payment via Payroll (see the [ACA Hiring Decision Tree](#));
2. the individual already has an established vendor code – you may submit an additional vendor payment without resubmitting this form;
3. you are attempting to pay a company – please process a vendor request directly through NUPortal.

Notes: This form must be completed when requesting a non-employee payment to any individual that does not have an established vendor code and does not fall into a category noted above.

For questions regarding Pages 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, contact Accounting Services at 847-491-4707 (for U.S. citizen/resident payments) or Payroll at 312-503-XXXX. Questions regarding Pages 2-3 should be directed to Human Resources Compensation at 312-503-XXXX.

Request for Payment to an Individual

- This form is required.
- Most commonly known as Independent Contractor Questionnaire
- Or ICQ form
- Use most recent version
 - 3 questions next to stop sign
 - Revision date 3/23/15

Request for Payment to an Individual

- Form provides information to help HR determine if individual is independent contractor or whether employer/employee relationship exists
- Required with all independent contractor vendor code requests

Request for Payment to an Individual

NON-CONTRACTOR PAYMENT

If the payment type falls into one of the following categories, select the appropriate category. If the payment does not fall into these categories, skip to Page 2. For help, refer to the User Guide.

- | | | |
|---|--|---|
| <input type="checkbox"/> Human/Research Subject | <input type="checkbox"/> Prizes/Awards | <input type="checkbox"/> Other Non-Contractor Payment |
| <input type="checkbox"/> Refund/Reimbursement (2 nd request) | <input type="checkbox"/> Royalties | |
| <input type="checkbox"/> Honorarium | | |

Tip - Non-Services ONLY

- Other Non-Services Payment – Describe in detail:**

TIP

- Electronic signatures are allowed on the ICQ form
- This is the only form that can be electronically signed

W-9 Form

- Only for U.S. persons
- Use most recent version of this IRS form
 - December 2014
- Used to obtain correct taxpayer identification number
- Must be signed and dated
 - We require a W-9 that has been signed within the last 12 months to insure up-to-date information

W-9 Form

**Shred this document
after you receive the
vendor code.**

Conflict of Interest Form

- Conflict of Interest form to be included with new vendor code requests
 - Independent Contractor
 - Supplier
 - Attorney
- Do not give this form to the vendor!**

Who signs the COI?

- Individual submitting the form via the NUPortal
 - Data entry person
- ▶ Individual (s) who selected or directed the vendor to be added to NUFinancials
 - The person who made the decision to use the vendor
 - ▶ P.I.
 - ▶ Faculty
 - ▶ Graduate Student
 - ▶ You, the department person

Who answers the COI questions?

- The person who selected the vendor is the person who attests to their relationship with the vendor
 - If this is a request decided upon by a committee, have one person from the group sign and attest to their relationship with the payee

What happens if there is a Conflict of Interest?

- VFM Supervisor will review form & make sure that the COI manager has signed the form.
- Email about the COI will be sent to the employee, the school/unit's administration (level 3 or higher), the Controller, Procurement and Payment Services Director and a Human Resources (HR) representative.

TIP

- Foreign Individuals
 - Services performed in the U.S.
 - Pay through Payroll
 - Services performed outside of the U.S.
 - Get a vendor code (refund classification)
 - New vendor code and all documentation each time payment is required
 - Pay through Accounts Payable

Foreign Vendors - Individuals

- Services performed in full outside of the U.S. may be paid for through Accounts Payable
 - Process as refund vendor request
 - A new vendor request each time you want to pay foreign person
 - Required documents*
 - Invoice
 - Statement of Services form
 - COI

*W-8 form may be requested if further clarification needed

SUPPLIER / ATTORNEY

Supplier/Attorney

- Company
- Required documents
 - W-9/W-8 if foreign
 - COI
 - Additional helpful documentation
 - quote

TIP

If a supplier can't complete a W-9 they must complete a W-8.

W-8

- Form is required to set-up foreign supplier/attorney
- Vendor must know which form to complete
 - We can't advise regarding completion of the form
 - Companies will most likely complete the W-8BEN-E
 - Complete Part 1
 - Sign and date form
 - Certification box checked

W-8

- Vendor is put on payment hold
 - Each invoice is reviewed prior to payment
 - Process is the same if paid by wire

REFUND

Refund

- Return of overpayment
- Reimbursement
 - Travel
 - Meals
 - Purchases

Required Documentation

- Signed Visitor's Expense Report
- Receipts

- Refunds to foreign and domestic people are treated the same with the same required documentation.

TIP

- Help us by including “Additional Submitter Comments”
 - Tell us anything that you think would help us
 - Special request

MODIFICATIONS TO EXISTING VENDOR CODES

Modifications

TIP – an individual may have only 1 address

- This is the address to which the 1099 form will be sent
 - Sending payment to a university address?
 - Double-check!
- For an individual you are *modifying* an existing address, not adding a new address

HELPFUL TIPS

Send Backs

- Most common send back reason is an old version of the W-9
- Look in *Reviewer Comments* field for an explanation of the problem
- To correct a send back - delete the bad document and attach the replacement document
- When you resubmit a send back your request goes back into the queue and will be delayed another day

Withdraw Request

- A request may be withdrawn by you anytime before the document has been submitted
- Call VFM if you wish us to withdraw your submitted request
- We will withdraw a request only if can't be processed
 - Example: the incorrect classification was chosen

Avoid Common Errors

- Make sure you saved and SUBMITTED
- Required attachments are *
 - No need to attach something if not required
- Make sure forms are signed
 - Submit Request for Payment to an Individual (ICQ) to HR for signature prior to requesting vendor
- Check the version date of the W-9 form
 - December 2014

Review Vendor Requests Made

Vendor Request Center

Vendor Request Process Overview

1. Review Information and Resources
2. Prepare required forms – see Downloadable Forms
3. Begin Vendor Request Process
 - Need Help? Please contact Vendor File Management at 847-491-4707 (1-4707).

Information and Resources

- [Vendor Policies and Procedures](#)
- [Job Aid: Enter a Request to Add or Modify a Vendor](#)
- [Job Aid: Review or Edit a Vendor Request](#)

Downloadable Forms

- [W-9](#)
- [W-8](#)
- [Conflict-of-Interest Form](#)
- [Independent Contractor Questionnaire](#)
- [Visitor Travel & Expense Report](#)

Vendor Request Options

[Search for, Add or Modify a Vendor](#)

[Review or Edit a Pending Vendor Request](#)

PAYMENTS FOR AWARDS

What kind of award is this?

- **PRIZE** = achievement, merit or contest winner
 - Paid through Accounts Payable
 - Taxable
 - 1099 issued for \$600 and greater
- **SCHOLARSHIP** = aid for studying, training or research
 - Paid through Payroll
 - Reportable by individual
 - No W-2 issued

Payroll or Accounts Payable?

- Is the individual a non-resident for tax purposes?
 - Must be paid through Payroll
- Has the individual been paid through Payroll in the past?
 - Paid more than 12 months ago (previous calendar year)?
 - Pay through Accounts Payable with vendor code
 - Paid less than 12 months ago (current calendar year)?
 - Pay through Payroll*
 - *If the individual only received/receives a scholarship/fellowship then the award can be paid through Accounts Payable

Decisions to make

- Aid for studying, training, research
 - Reimbursement of travel expenses?
 - No pre-payment
 - Paid through Expenses Module if payroll presence
 - Paid through AP via Visitor's Expense report if no payroll presence
 - Receipts are required

Decisions to make (cont'd.)

- Aid for studying, training, research
 - Flat \$ amount to help with future expenses?
 - Paid through Payroll
 - Scholarship
 - Reportable on Income Tax
 - No W-2 issued

Decisions to make (cont'd.)

- Accomplishment
 - Paid through Payroll or AP
 - Taxable
 - Reportable

How to Pay an Award to Individual Currently on Payroll

- Additional Pay form
 - ▶ If individual has a current payroll appointment
- Special Pay form
 - ▶ If individual does not have a current payroll appointment but paid through Payroll less than 12 months ago (in the current calendar year)

Steps to Requesting a Vendor Code to Pay an Award

- Check to see if awardee currently paid through Payroll
- Check to see if vendor code is already on NUFinancials
- Request a new vendor through the NUPortal
 - Choose “*Request a New Vendor*”
 - Choose “*Individual/Sole Proprietor*”

How to Pay an Award to a Non-Employee

- Forms needed:
 - W-9
 - Independent Contract Questionnaire
 - Only complete the first page of the form
 - Conflict of Interest Form
 - Check that no vendor code exists
 - Request new vendor through NUPortal

Paperwork to send to Accounts Payable

- Process Online Voucher
- Attach a Contracted Services Form
 - ▶ If no Contracted Services form, a letter from department chair stating that the individual is receiving an award
 - ▶ No emails, a formal letter with signature

RESOURCES AND HELP

Resources

- Policies
- COGNOS Reports
- Business Process Maps
- Payroll Department
 - 1-7362
- Vendor File Management
 - 1-4S0S
 - 847-491-4707

Need help?

Call the Vendor File Management Helpline

847-491-4707

(1-4S0S)



VFM Location

2020 Ridge, Room 110
Garden Level



Questions?

Presenter

Elizabeth D. Gladic

Vendor File Management Supervisor

Procurement and Payment Services

e-gladic@northwestern.edu

847-491-5338

www.northwestern.edu/procurement