

Vendor File Management

*Vendor Processes & Procedures
Including Paying Awards*

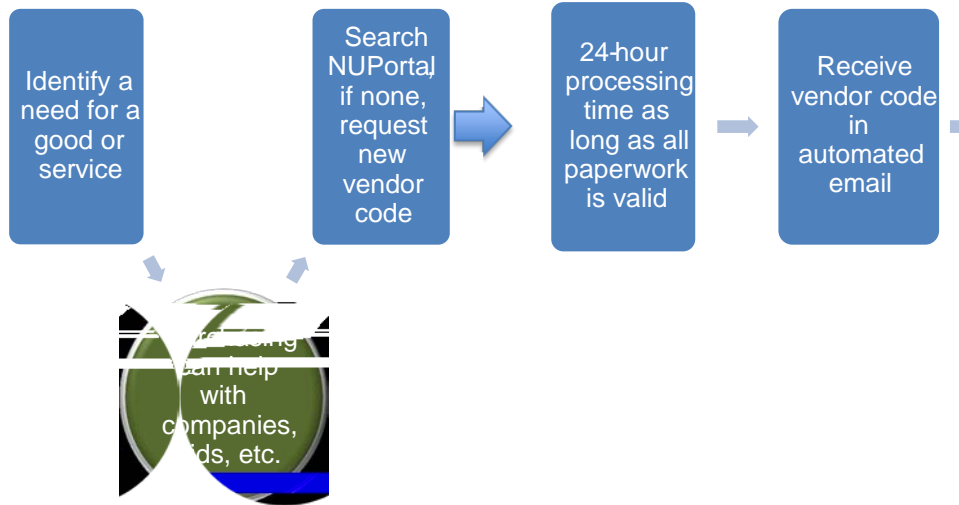
Today's Session

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

- Resources and Help

VENDOR PROCESSES & PROCEDURES

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.
-

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](#) 

Vendor Request Center Search

The screenshot shows a web browser window with a breadcrumb trail: Home > Main Menu > Vendors > Vendor Information > Add/Update > Vendor Request Center. Below the breadcrumb is a navigation bar with a 'Vendor Search' link. The main content area contains the text 'already in the system.' and 'Use the search below to see if the Vendor is already in the system.' Below this is a 'Search Criteria' section with two search fields. The first field is labeled 'Address:' and has a dropdown menu set to 'Contains'. The second field is labeled 'Vendor ID:' and also has a dropdown menu set to 'Contains'. At the bottom left is a 'Clear' button and at the bottom right is a 'Search' button.

Vendor Request Center Search

Search Criteria

Name:

Click on Vendor ID for vendor to be modified.

Search Results

Vendor ID	Name 1	ShortName	Seq No	Address 1	Address 2
0000000001	APPLE INC	APPLE INC	001	APPLE INC-001	
	P O BOX 281877				
	OLD ORCHARD SHOPPING				

Vendor Request Center Search

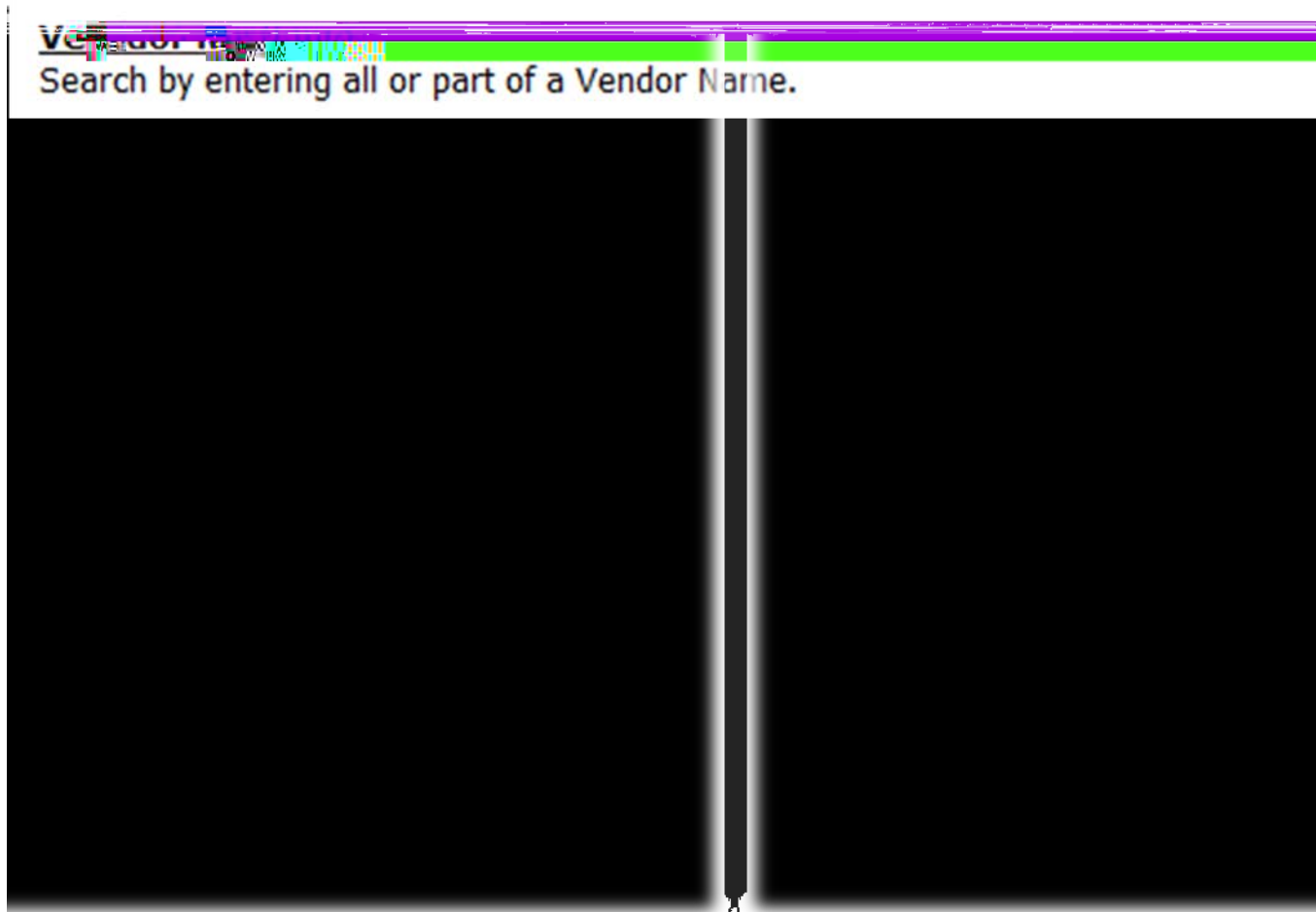


COGNOS Search

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

COGNOS Report - SC025

(tip - use the % wildcard)



Search in NUFinancials

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

Search in NUFinancials

REVIEW VENDORS

Search Criteria

set ID: Vendor ID:

Member: Subcontract Member:

Withholding Name: Equal to Classification:

Type: Vendor Status:

Persistence:

City: Address: Equal to

Country: Customer Number:

ID Type: Tax ID State:

VAT Registration ID: Postal:

Bank Account #: Withholding Tax ID:

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

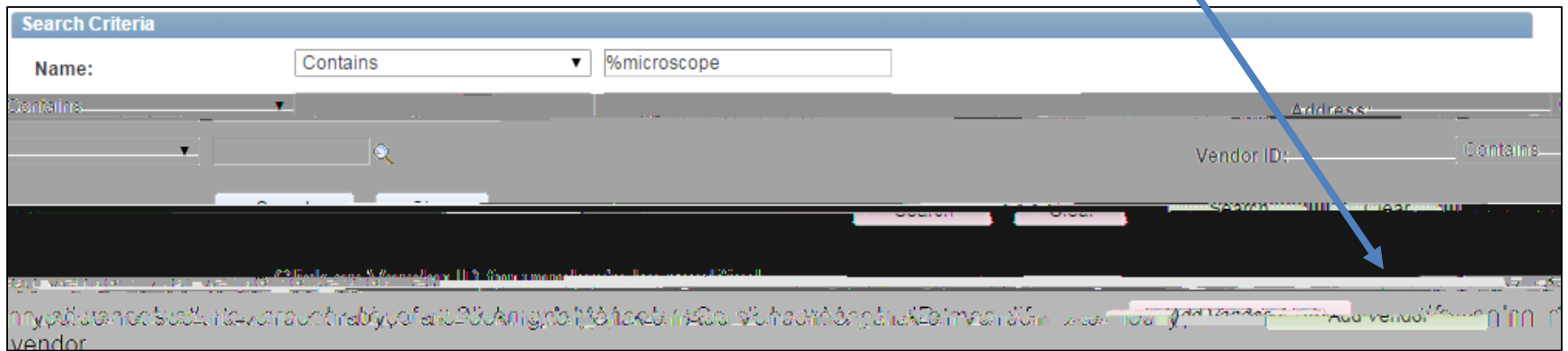


[Vendor Request Center](#) 

Vendor Code Request Process

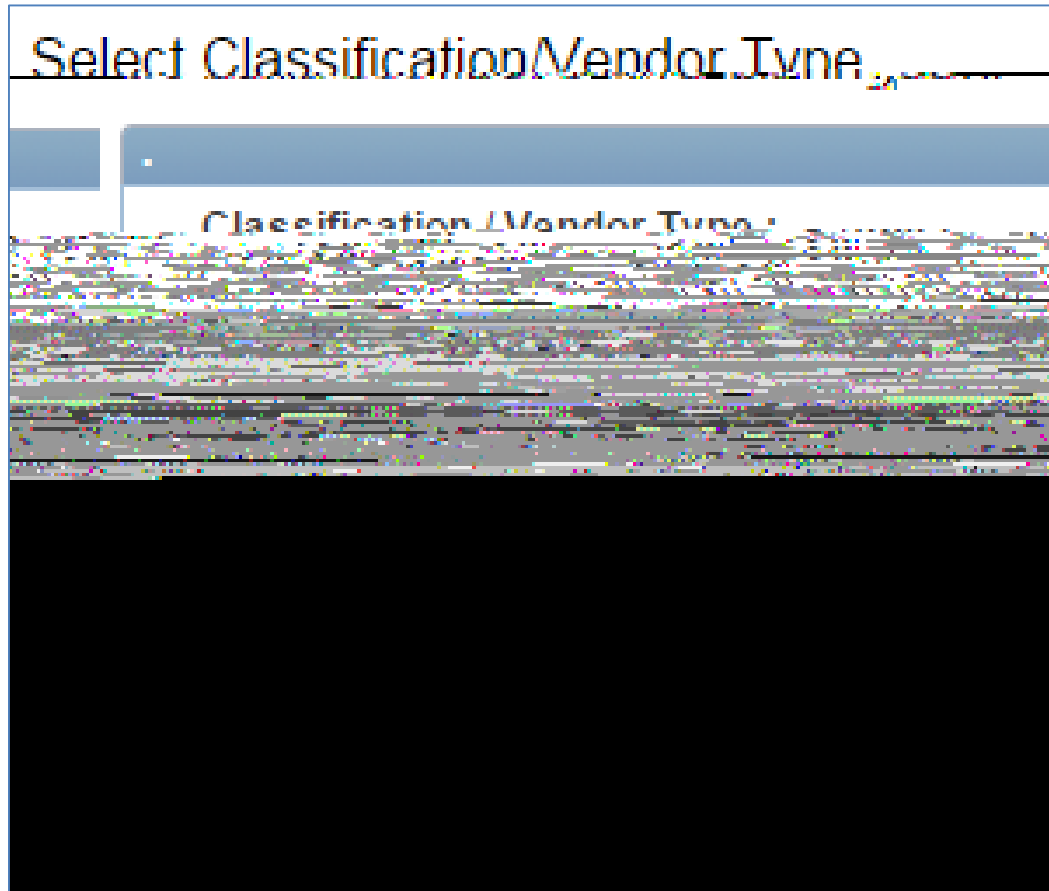
Vendor Request Options	
Create a New Vendor Request	Review or Edit a Pending Vendor Request

Add Vendor



The screenshot shows a search interface with a blue header bar labeled "Search Criteria". Below the header, there is a "Name:" label, a dropdown menu set to "Contains", and a text input field containing "%microscope". Below this, there are several rows of search results, each with a dropdown menu, a search icon, and a "Vendor ID:" label. At the bottom of the interface, there are several buttons, including "Search", "Clear", and "Add Vendor". A blue arrow points from the top right towards the "Add Vendor" button.

Vendor Classification





INDEPENDENT CONTRACTOR

Independent Contractor

ADD NEW VENDOR

1 2 3 4

Classification / Vendor Type :

Did you remember the following before you continue?

*Required Forms:

- Independent Contractor Questionnaire
- W-9 Form
- W-8 Form
- Conflict-of-Interest Form

Resources:

- [Vendor Profiles / Other Profiles](#)
- [Add New Vendor](#)
- [View Vendor](#)
- [Vendor Registration](#)

Supplier

Attorney

Refund

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



NORTHWESTERN

Request for Payment to an Individual

Please type in all fields

UNIVERSITY

Do not complete this form if

STOP

1. the individual is currently being paid by University Council; you must submit original documents to Council first.

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

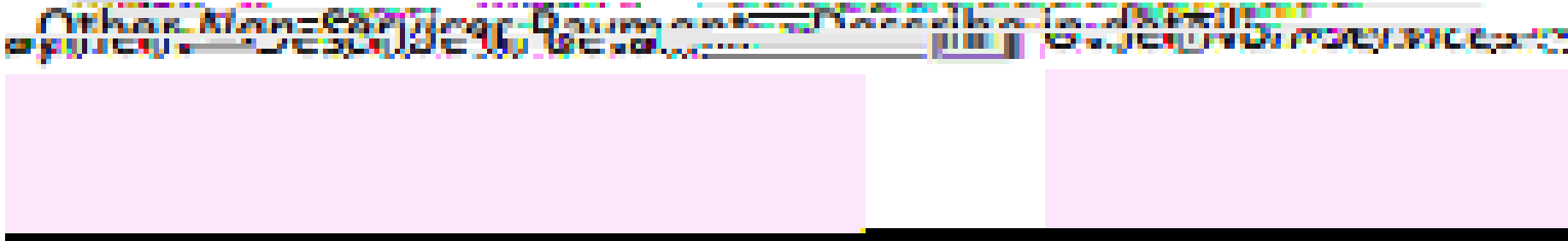
If the payment type falls into one of the following categories, color the payment does not fall into these categories; skip to Page 2. For help, refer

Other Al

Honor/Donorship Subject

Director/Assistant

Tip - Non-Services ONLY



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
 -

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

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

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

The screenshot displays the 'Vendor Request Center' website. At the top, there is a navigation bar with the title 'Vendor Request Center'. Below this, the main content area is divided into several sections:

- Vendor Request Process Overview:** This section features a vertical bar chart with three bars of increasing height, representing a process flow.
- Information and Resources:** This section contains several links and documents:
 - [Vendor Policies and Procedures](#)
 - [W-9](#)
 - [W-8](#)
 - [Job Aid: Enter a Vendor](#)
 - [Job Aid: Review or Edit a Vendor Request](#)
 - [Independent Contractor Questionnaire](#)
 - [Need Help? Please contact Vendor File Management at \[email address\]](#)
- Downloadable Forms:** This section lists various forms available for download, including 'Contract of Interest Form' and 'Request to Add or Modify a Vendor'.

The interface is clean and professional, with a white background and blue accents. The text is clear and legible, and the overall layout is organized and easy to navigate.

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?
 -

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)

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?

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