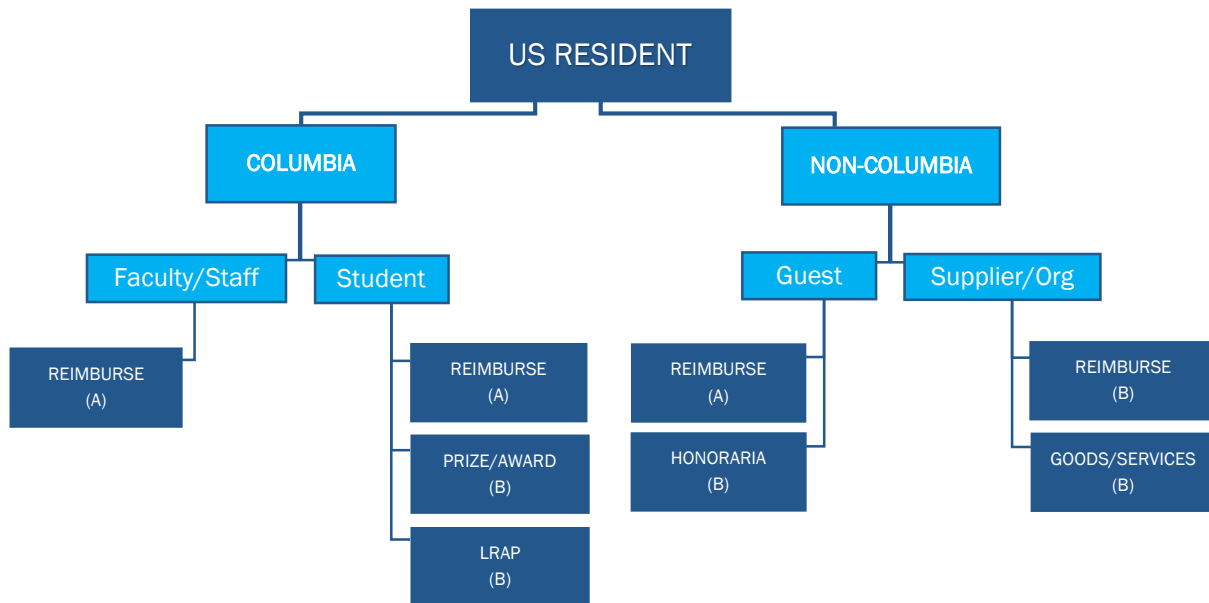




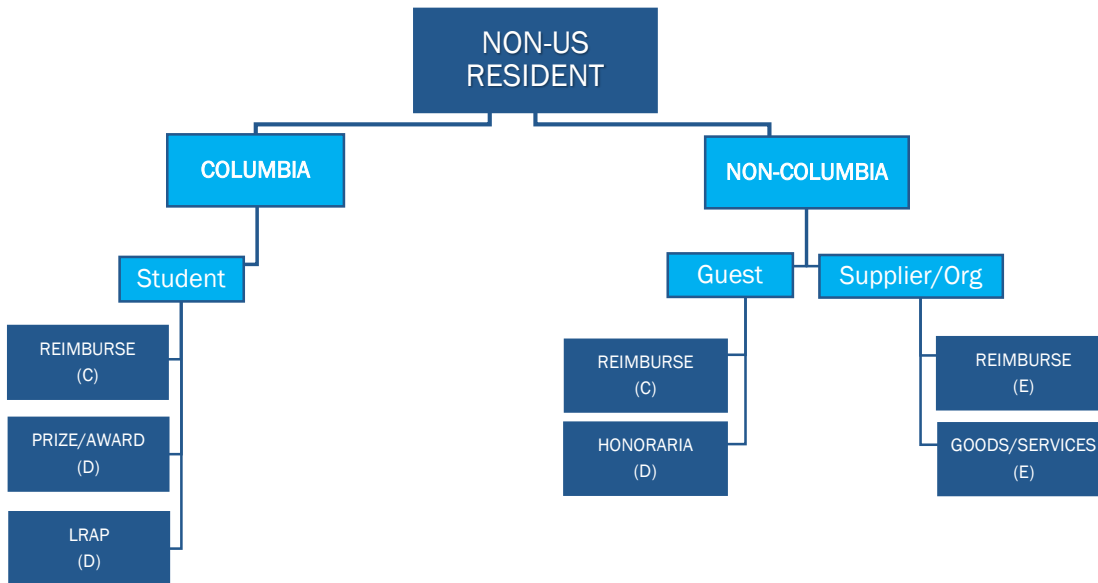
VENDOR MANAGEMENT US Resident



A	B
<input type="checkbox"/> Full Name	<input type="checkbox"/> Full Name
<input type="checkbox"/> Address	<input type="checkbox"/> Address
<input type="checkbox"/> Phone Number	<input type="checkbox"/> Phone Number
<input type="checkbox"/> Email Address	<input type="checkbox"/> Email Address
<input type="checkbox"/> Payment Type	<input type="checkbox"/> W-9 Form
	<input type="checkbox"/> Payment Type



VENDOR MANAGEMENT Non-US Resident



C	D	E
<input type="checkbox"/> Full Name <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Email Address <input type="checkbox"/> Payment Type Traveled to US? Also need: <input type="checkbox"/> Passport (ID page) <input type="checkbox"/> Visa Type (ID page) <input type="checkbox"/> DHS stamp, I-94, or ESTA receipt	<input type="checkbox"/> Full Name <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Email Address <input type="checkbox"/> W-8BEN Form <input type="checkbox"/> Payment Type Traveled to US? Also need: <input type="checkbox"/> Passport (ID page) <input type="checkbox"/> Visa Type (ID page) <input type="checkbox"/> DHS stamp, I-94, or ESTA receipt	<input type="checkbox"/> Full Name <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Email Address <input type="checkbox"/> W-8BEN-E Form <input type="checkbox"/> Payment Type



VENDOR MANAGEMENT Terms & Requirements

- LOCATION** **US Resident:** Vendor must have US address and US bank account
Non US Resident: Vendor must have foreign address and Foreign bank account
- VENDOR TYPE** **Faculty/Staff/Student:** A person with an UNI registered in CLS directory
Guest: An outside person with no UNI and not registered in CLS directory
Supplier or Organization: An individual or entity providing goods and/or services
- DISBURSEMENT** **ACH:** Payment to a US bank account
Wire: Payment to a foreign bank account
NOTE: If foreign supplier or organization has US bank account, the tax form must have a foreign permanent address and a US mailing address (the US address serves as proof of US presence)
Check: Payment to a US address via regular/standard USPS mail
- PAYMENT TYPE** **Reimbursement:** Repayment for out-of-pocket travel expenses
Honoraria: Payment as an expression of thanks
Prize/Award: Prizes are won in a competition; awards are achieved or granted
Goods and/or Services: A supplier or organization providing a product and/or service
LRAP: Loan Repayment Assistance Program (Financial Aid)
- REQUIRED INFO** All vendor requests must be submitted via email to: vendors@law.columbia.edu with correct subject line:

To vendors <vendors@law.columbia.edu>

Create/Modify Employee & Student Profile: John Doe

Hello,

Name: John Doe
Address: 99 York Avenue, Apt. 4G
Phone Number: 9179065234
Email Address: johndoe@law.columbia.edu
Payment Type:

To vendors <vendors@law.columbia.edu>

Create/Modify non-CU Profile: John Doe

Hello,

Name: John Doe
Address: 99 York Avenue, Apt. 4G
Phone Number: 9179065234
Email Address: johndoe@gmail.com
Payment Type: