Automated Vendor Form Overview (to be initiated by BSC only)

The automated vendor form is only to be used for domestic DV vendors. Foreign and Refund & Reimbursement vendor requests are not impacted by this new process and should continue to be submitted to the BSC in the same manner as they have been handled previously. PO vendors will be created from the Requisition and Procurement, not the Department, will be requesting the W9’s from the PO vendors.

When submitting your new vendor requests to the BSC for processing, complete the Arts & Sciences BSC New DV Vendor Request form:

http://blogs.cornell.edu/artsandsciencesbusinessservicecenter/files/2013/05/NewVendor-2ll9jpo.pdf

The BSC will then complete the AVF.
The BSC will submit the AVF using the information provided. A confirmation is received by the requestor that the request has been successfully created and an email has been sent to the vendor.

* The vendor/payee account was successfully created.

The vendor will be emailed instructions on how to login to their account.

The vendor will receive a welcome email from Procurement@cornell.edu

From: procurement@cornell.edu [mailto:procurement@cornell.edu]
Subject: Cornell University – Request for Supplier Information

Cornell Procurement Services has received a request to process a payment to you or your organization. To complete the process, Procurement Services must enter you or your organization as a university vendor in the vendor database. Please use the link below to access Cornell University’s supplier registration website or copy the link into your browser. You may use this site to submit your information and to make future updates. When you first log in you will be required to change your temporary password. Then click the supplier information button at the top to get started. As you complete the form, you can hover your cursor over the question marks for helpful hints. Please complete the entire form at one time as there is no ability to save your information and return to complete it at a later time.

Note: Your temporary login credentials will expire two weeks from today.

Please be advised that Cornell University treats all payee information with the strictest confidentiality. Neither your social security number or employer identification number are stored on our servers until they are written to our vendor database, where they are encrypted to ensure security.

custom
Your temporary password is:

To get started, login here: https://vendor.procurement.cornell.edu/ResetPassword.aspx?email=kme44@cornell.edu

If you have any questions or concerns regarding the authenticity of this email, please contact the person who sent you the temporary login credentials or the Cornell Procurement Services helpline at 607-254-5300.
Sincerely,
Thomas W. Romantic

The vendor will have 14 calendar days to login using this link before the credentials expire. Most vendors will respond in 1-2 days, therefore follow up emails outside of the automated vendor form may be required to prompt the vendor to login and complete the form. If the vendor has allowed his/her temporary login to expire, the invitation can be resent from the BSC.

Once logged in, the first thing the vendor will be asked to do is change the password.

They will then be asked to continue through the form completing the requested information.
If you need assistance with the automated vendor form, please call our helpline at 607-254-5300.

Please note the comment beneath the two buttons in the center left of the screen. The vendor must click on the Supplier Information button to proceed. This is the screen that will be presented to the vendor upon subsequent logins.

**Tax Information**

I, the undersigned, hereby certify that:
1. The Tax ID number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Federal Tax Classification: * -- Select --

Exempt Payee Code: 

Exemption from FATCA reporting code: 

Exempt from backup withholding: * ? -- Select --

Taxpayer Identification Number: 

Social Security Number: *

Employer Identification Number: *
Once the vendor has completed and submits the form, he/she and the BSC vendor initiator will receive an email to let them know submission has been received.
Once the vendor records has been reviewed and approved by Procurement Services, the vendor and BSC vendor initiator will receive another email that the request has been approved. The email will include the vendor # and a link to the ACH enrollment form. The BSC will then notify the department the vendor set up has been completed.

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From: procurement@cornell.edu [mailto:procurement@cornell.edu]
Date: Friday, February 08, 2019 10:40 AM
To: Vendor email
Cc: BSC vendor
Subject: Cornell University – Registration Complete

Welcome Vendor Name

Your Cornell supplier registration has been successfully processed. Please retain your login ID and password so that you may initiate future updates, e.g. new contact information, new phone numbers. You may now use your vendor number below to register for Automated Clearing House (ACH) payments at: http://www.ifa.cornell.edu/purchasing/instrucments/ach.cfm.

Your vendor number is: 3XXXXX-0