Automated Vendor Form for Disbursement Voucher Vendors
Instruction Manual

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Eligible Vendor Types for Use with the Automated Vendor Form

The automated vendor form is only to be used for domestic Disbursement Voucher (DV) vendors. Foreign vendors, Refund and Reimbursement vendors, and Petty Cash vendors should be registered per the standard DV vendor set up process.

1. **Foreign vendors** may not use the AVF at this time. FTC/BSC staff members should create and/or edit these vendors manually via the vendor e-doc in KFS.

2. **Refund & Reimbursement vendors** (type RV) may not use the AVF to create and/or edit their information or to change their vendor type from Refund & Reimbursement to DV or PO. All edits must be done manually in the KFS vendor e-doc by FTC/BSC staff members, regardless of the vendor’s status as a domestic or a foreign vendor.

3. To change a vendor’s type from Refund & Reimbursement to DV, FTC/BSC staff member must request a W-9 (for a domestic vendor) or the appropriate W-8 (for a foreign vendor), edit the existing vendor record in KFS, attach the properly executed IRS tax form to the edited vendor record, and submit the e-doc for approval.

4. Any vendors using the New York State Tax Identification Number (TIN), e.g. NYS agencies, SUNY schools, etc., may not use the AVF to update information. Updates to any vendors falling into this category must be done manually by the FTC/BSC staff member via the KFS vendor e-doc.

5. Any vendors whose ownership type is Government, e.g. a US government agency such as the USDA, may not use the AVF to update information. Updates to any vendors falling into this category must be done manually by the FTC/BSC staff member via the KFS vendor e-doc because some of these vendors have an exception to the Tax Identification Number requirement.

Search KFS for Vendors before Using the Automated Vendor Form

Before sending an email invitation to a vendor, you must search the KFS vendor database to see if the vendor is already in the vendor database. Alternatively, you may search Spend Viz on the web using the Vendor Inquiry.

Tips for KFS vendor searches:

- Search by vendor name. Remember to use the asterisk (*) on either side of the vendor name.

- When searching by vendor name, remember “less is more”. Use a smaller portion of the vendor name to search the database. Add more of the name to limit your search results.
For example, if you want to search for SUNY Binghamton Library, start with *SUNY*, then narrow your search by using *SUNY Binghamton*.

- When searching by an individual’s name, only include the last name, i.e. *smith*. If it is necessary to limit your search the format should be: *smith, john*.

- The best way to search for an existing vendor is to search by tax identification number (TIN). If you have the vendor’s TIN you can enter the TIN in the tax number field.

The most common error encountered occurs when an email invitation for a new vendor is sent to a vendor who already has a record in the KFS vendor database. When the AVF is processed, it will result in a failure with the error: “This tax number has already been assigned to an existing vendor.” This typically happens because a thorough search in the KFS vendor database has not been conducted.

If you suspect that a vendor record may already exist in KFS for a prospective vendor, please ask the vendor if they have conducted business with Cornell previously. If yes, then ask them for the name under which they were paid by the university, or the name on a check they received. Do not ask them to email the TIN as this is sensitive data and email is not a secure method of transmission. If you have an invoice, review the invoice for the TIN as sometimes a vendor (or an individual) will include this information as part of the remit address.

If a failure occurs because the vendor already exists in KFS, the vendor’s information will be sent to the vendor initiator to manually edit the existing vendor record and/or request a W-9, if appropriate, to attach to the existing vendor record.
Sending the Initial Invitation

1. Login to the automated vendor form to send an invitation to new vendors by clicking on this link:
   
   https://vendor.procurement.cornell.edu/invite

   You will see the following page:

   ![Vendor Invitation Form](image)

2. Enter the email address for the vendor’s contact person.

3. Confirm the email address of the vendor’s contact person.

4. Enter a custom message to the vendor. Be sure to add your contact information, *include your name, email address, and phone number*. The phone number is very important as many people may think this is a phishing scam and will want to call you to verify that the email is legitimate.

   The custom message should contain the following information:

   Please contact NAME at XXX123@cornell.edu or call me at 607-255-XXXX with any questions. Thank you.

   Notes:
   - You may add additional text to the custom message, e.g. doc numbers or some other text to help you tie the vendor request to your payment.
Please note the field is limited to 500 characters, including spaces.
If you are paying a vendor an honorarium or a royalty payment and the payment is being made directly to the individual, please add a note telling him/her to use his/her personal TIN. We often see failures because the individual has used the TIN belonging to the institution for which s/he works.

5. Select a vendor type from the drop down. You are only able to request DV vendors.

6. Select a reason for vendor setup from the drop down menu, i.e. the business purpose, such as, a guest lecturer (speaker) fee. The two drop down menus reflect the appropriate choices that may be paid on DV per sections 201 and 203 of the Buying Manual. **If you do not see the payment reason for your vendor in the drop down, then you should not set up the vendor as a DV vendor.**

This is what the drop downs will look like when you click on the vendor type.

**Select a business purpose for vendor setup** *(You may only choose one reason.)*

For further explanation of any of these items, see sections 201 and 203 of the Buying Manual.

Specialized Services (Authorized for DV via 201 of the Buying Manual)

Other Payment Types (Authorized for DV via Section 203 of Buying Manual)

-- Select --

Guest Lecturer (Speaker) Fee
Here is an example of a completed invitation that is ready to be sent to the vendor.

**Invite Vendor/Payee**

Please use this form only for domestic DV vendors. You should continue to request new PO vendors on requisitions. Be sure to include your name phone number, and email address in the Custom Message to Vendor so that the vendor can contact you with questions.

- **Vendor Email Address:** kme44@cornell.edu
- **Confirm Vendor Email Address:** kme44@cornell.edu
- **Custom Message to Vendor/Payee:**
  You are receiving this email because Cornell University has a payment waiting for you. If you have any questions about this process please contact _____ (insert your name here) at 607-255-xxxx or at abc123@cornell.edu.
- **Vendor Type:** Disbursement Voucher
- **Reason for vendor/payee setup:** Guest Lecturer (Speaker) Fee

[Invitation button]
7. Click the “Invite” button and you should see the following pop-up at the top of the Invite Vendor/Payee page.

8. The vendor will receive a welcome email from procurement@cornell.edu that contains his/her temporary login credentials. The **login credentials expire after two weeks (14 calendar days)**. Note: The first thing the vendor will be asked to do is change the password.
This is what the email will look like.

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.

(This is our recommended language.) You are receiving this email because Cornell University has a payment waiting for you. If you have a question about this process please contact ________ (insert your name here) at 607-255-xxxx or at abc123@cornell.edu.

Your temporary password is: 5n*QxB9SK

To get started, login here: https://vendor.procurement.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
Senior Director, Procurement Services
http://procurement.cornell.edu

This e-mail is for the use of the intended recipient(s) only. If you have received this e-mail in error, please notify the sender immediately and then delete it. If you are not the intended recipient, you must not use, disclose or distribute this e-mail without the author's prior permission. We have taken precautions to minimize the risk of transmitting software viruses by scanning all emails, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses.

9. After the vendor completes and submits the form, s/he and the Cornell vendor initiator will both receive an email to let them know the submission was received and will take 3-5 business days for processing. Please note that during this time, the vendor will not be able to edit the information provided until the vendor record is reviewed and approved by Procurement and Payment Services.

10. After the vendor submits the automated vendor form, it will route to the vendor setup team in Procurement and Payment Services, where it will be reviewed and approved.

11. As soon as the vendor record has been approved in KFS by the Procurement and Payment Services vendor setup team, the system will send an email to the vendor informing him/her that the vendor registration is complete. The vendor number will be provided in the email, along with a link to the ACH registration page to allow the vendor the option to register for electronic payments.
As the vendor initiator, you will also receive a copy of this email. You can then use the vendor number to pull the vendor into your disbursement voucher and process it for payment.

12. Once the vendor has received the email indicating the registration is complete, s/he may use the new login credentials (with his/her password) to edit the vendor’s information.

13. After the initial setup, the vendor may not edit the Tax Identification Number, the vendor name, or the DBA name. If any of this information needs to be edited, the vendor must submit a new IRS Form W-9 to Procurement and Payment Services, and we will update the vendor record manually. Alternatively, if the vendor informs you of a change to his/her name or tax information, s/he may send you a new IRS Form W-9. When you receive the form, please attach it to the appropriate vendor record and add a note explaining what needs to be updated. The vendor e-doc will then route to Procurement and Payment Services for editing and approval.

14. In our experience, if vendors do not respond within 1-2 days to the AVF invitation, they generally will not respond unless you prod them. If you have not received the “Registration Complete” email after 3 business days, please send a follow up email to the vendor from your work email, not the automated vendor form.

15. A second reminder email should be sent to the vendor if you have not received the “Registration Complete” email after 5 business days. This email should also be sent from your work email rather than the automated vendor form.

Re-sending Vendor Invitations
If your vendor has allowed his/her temporary login credentials to expire, you can resend an invitation by going to the Manage Vendors page:

1. Login to the AVF: [https://vendor.procurement.cornell.edu/invite](https://vendor.procurement.cornell.edu/invite). This is the same link you used to access the Invite Vendor link.
2. Click on the Manage Users button.
3. You will only see the vendors to whom you have sent an email invitation. If you wish to see the email invitations sent out by someone else, enter that person’s NetID in the Search Vendors field and click the Search button.
4. You can resend the email invitation that has expired by clicking anywhere in the row for that vendor to open the Reinvite Vendor window. Be sure to enter a custom message to the vendor again:
Searching and Reviewing Vendor Invitations

1. If you have invited a large number of vendors, you can narrow the search by entering all or part of a vendor’s email address in the Search Vendors field and clicking the Search button. For example, if you are looking for c119 at Princeton University, you can search for c119 or Princeton. The Refine Search field is not case sensitive.

2. You can sort the table by Vendor Email or Create Date by clicking on the corresponding column heading.

3. If your vendor has submitted his/her form and it has been approved by Procurement Services, you will see the vendor number in the Vendor Number column.

4. If your vendor’s temporary login credentials have expired, you will see a “Yes” in the Invitation Expired column.

   If your vendor’s create date is more than 14 days old, but there is not a “Yes” in the Invitation Expired column, then the vendor has logged in and changed his/her password. S/he may have stopped without submitting the information or may have submitted the information, but the record failed during the process.

   If the vendor encountered an error during processing, Procurement and Payment Services will either correct the error or contact you to reach out to your vendor. The course of action will be determined by the type of error that occurred.

5. If you sent out an email invitation to a vendor and it has not expired but the vendor has asked you to resend the invitation because s/he cannot locate the original email, please have the vendor check his/her spam folder for a message from procurement@cornell.edu. If the vendor is still unable to find the email or wants it sent to a different email address, please contact Procurement and Payment Services at procurement@cornell.edu and we will delete the existing, unexpired temporary login credentials before you send another invitation.

6. To check a vendor in another person’s queue, enter the NetID in the Search Vendors field to see all the vendors that person has invited.

Note: If a vendor’s invitation has expired and you re-invite the vendor, then that vendor will now show up in your queue.
Supplier Views of the Automated Vendor Form

Below are screenshots of what the vendor will see when they log in to use the form. The URL is https://vendor.procurement.cornell.edu/.

The vendor will be required to change his/her password upon the first login.
If the vendor’s new password and its confirmation do not match, an error message will display.

The first time a vendor logs in, s/he will be required to verify whether they are foreign or domestic.
If s/he clicks the “No” button, the following message is displayed, and you will then have to set up the vendor manually as a foreign vendor.

Foreign Vendor

Please complete the following form based upon your designation as a foreign vendor:

- IRS Form W-8BEN-E must be obtained from a foreign business entity (corporation)
- IRS Form W-8BEN must be obtained from a foreign individual
- IRS Form W-8EXP must be obtained from a foreign non-profit or foreign government organization
- IRS Form W-8IMY must be obtained from a foreign partnership
- IRS Form W-8ECI must be obtained from a foreign person who claims his/her income is effectively connected with the conduct of trade or business in the US

Once you’ve completed the form, please return it to the person at Cornell University who sent you the original email.
If the vendor clicks the “Yes” button, s/he will see the “Your Account” page.

The Vendor Information (VI) contact email address is prepopulated on this screen. If the vendor wishes to change this email address to someone else’s email, we strongly recommend that s/he wait until after the vendor record has completed the setup process.
Upon completion and saving of this tab, the vendor will see the save confirmation message at the top of the page.

The tab name is now underlined in green and a checkmark appears in the button below the tab name. The vendor should then proceed to click through each tab until all tabs are complete. S/he can do this by clicking on the tab name, not on the button below the name.
Tax Information tab:

W9 Tax Information

Under penalties of perjury, I 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 --

For a Business:
Legal Name:
DBA Name:

For an Individual:
Legal First Name:
Legal Last Name:

Legal Tax Address: [ ] Same as Payment Address

Address One: [ ] Required
Address Two:
City: [ ] Required
Country: [ ] -- Select --
State/Province:
Zip: [ ] Required

Payment Address: [ ] Same as Legal Tax Address

Address One: [ ] Required
Address Two:
City: [ ] Required
Country: [ ] -- Select --
State/Province:
Zip: [ ] Required

Save
Again, the vendor will see the save confirmation message at the top of the page.

W9 Tax Information

Under penalties of perjury, I 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: [required] Individual/Sole Proprietor/Single-Member LLC

If a required field is left blank, the vendor will see the following message, which identifies which field must be completed.
Invoicing tab:

Are you interested in submitting invoices electronically? Required

Are you able to accept electronic payments via Automated Clearinghouse? Required

Save

Diversity tab:

Supplier Diversity

Either check the box for Does Not Apply or check all other boxes that apply.

- Does not apply
- 8(A)
- Disabled
- Disabled Veteran Owned
- HubZone
- LGBTQ Owned
- Minority Owned
- Small Business Owned
- Small Disadvantaged Business
- Veteran Owned
- Woman Owned Business
- NYS Certified WBE
- NYS Certified MBE
- NYS Certified Disabled Veteran

Save
Standard, self-certified supplier diversity classifications pass the expiration date of one year from the date of submission to KFS. However, the NYS Certified classifications open additional fields to allow vendors to enter a specific expiration date.

- Veteran Owned
- Woman Owned Business
- NYS Certified WBE
- NYS Certified MBE
- NYS Certified Disabled Veteran

NYS Certified WBE Expiration Date: 

NYS Certified MBE Expiration Date: 

Save
Conflict of Interest tab:

The fields for “Cornell employee name”, “Cornell employee phone number”, and “Your relationship to employee” only appear if the vendor answers “Yes” to the Conflict of Interest question.
Once all tabs have been completed the tabs will all be underlined in green and a checkmark will appear in the button below each tab.

When all tabs have been saved, the vendor will see a pop-up message with instructions on submitting the form.

At this point, the vendor should click on the “proceed here” link which will allow him/her to enter his/her Tax Identification Number.
Taxpayer Identification and Submit Changes:

Commit Changes to Procurement Services

Taxpayer Identification Number:
Enter your TIN in the appropriate box. The TIN provided must be the same TIN provided to you by the federal government, either a Social Security number (SSN) or an Employer Identification Number (EIN).

Social Security Number: [required]

Employer Identification Number: [required]

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Submit

Once the vendor clicks Submit, the vendor will see the following screen:
At this point the form will be submitted to Procurement and Payment Services for review. The vendor will also receive an email that says:

“Thank you for your submission. Please allow 3-5 business days for processing. You will receive a separate email notification when the process is complete.”
Upon vendor approval in KFS, you and the vendor will receive an email like this:

Welcome Vendor Name

Your Cornell University 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.

To edit your account information, please retain this link and use it to log into your account:

https://vendor.procurement.cornell.edu/login.aspx

You may now use your vendor number to register for Automated Clearing House (ACH) payments at: http://www.dfa.cornell.edu/payments/processing/reimbursements/ach.cfm. Please submit your completed ACH form via fax (607.255.0866) or mail to Cornell Accounts Payable, 341 Pine Tree Road, Ithaca, NY 14850.

Thank you,

Cornell Procurement Services

Your vendor number is: 12345-0