



# Requesting Suppliers & Independent Contractors

VERSION: 02/03/2023

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# Understanding Campus Suppliers

## Overview

A valid supplier record must exist prior to performing payment-related activities in the system, including:

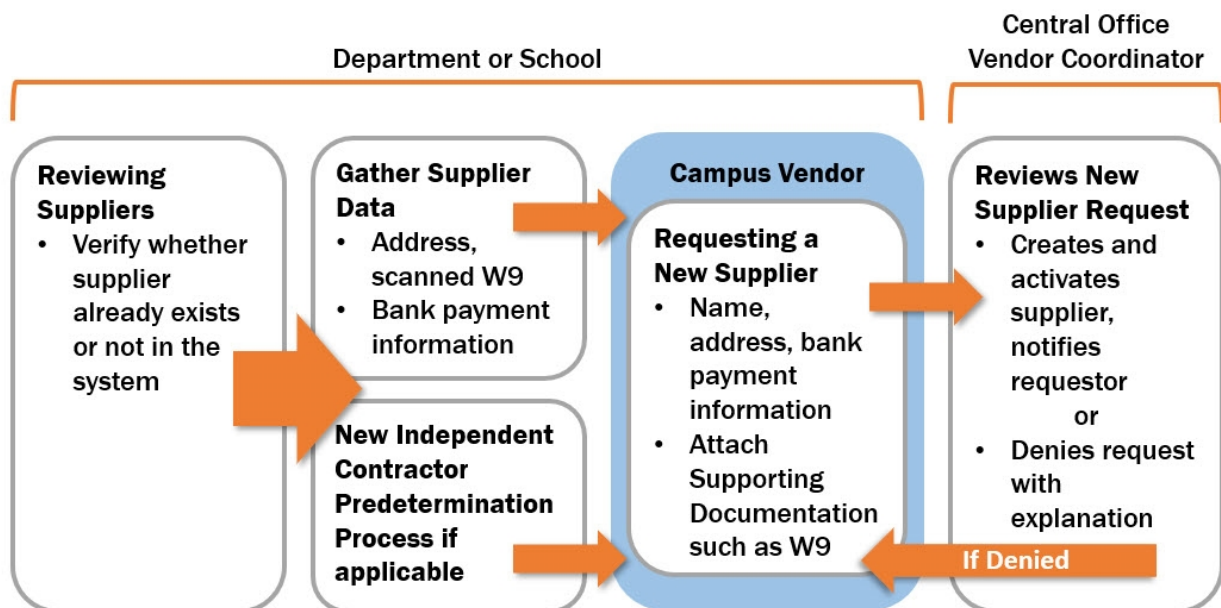
- creating a campus voucher to pay businesses, independent contractors, as well as non-payroll payments to University faculty, staff, or affiliates
- creating Web Travel requests for travel advances, airfare, or travel expense reimbursements

Ordinarily, campus users are not granted access to display, change or create supplier records directly. Instead, schools or departments use the Campus Supplier transaction for *Requesting a New Campus Supplier*, page 13, or *Requesting Changes to a Supplier*, page 25. The transaction *Reviewing Suppliers*, page 9 is used to research existing supplier information, or to verify whether a supplier already exists in the system.

Once submitted, the Campus Supplier requests are routed to the Vendor Coordinator in Accounts Payable, who makes changes or creates the supplier record directly in the system.

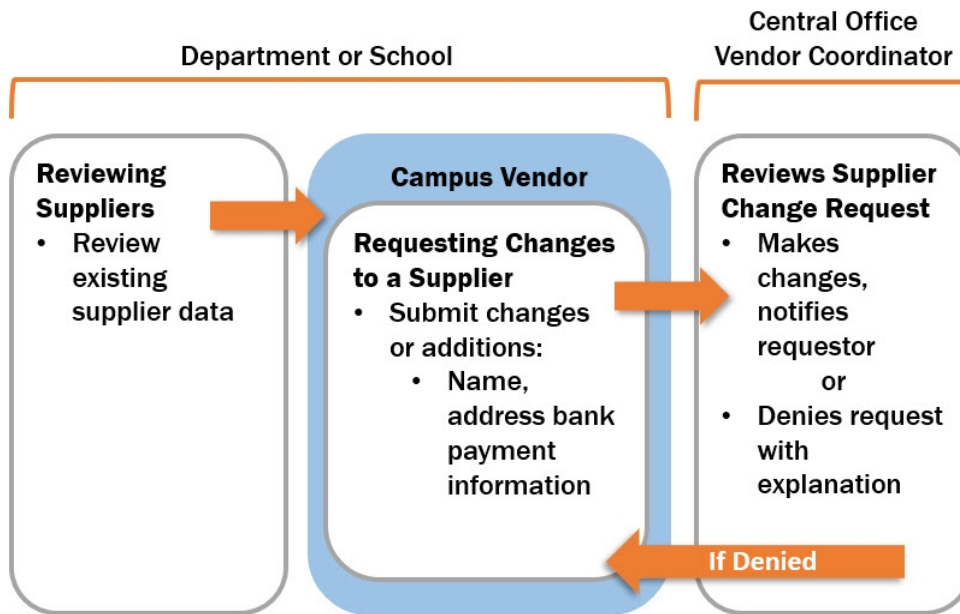
Each Campus Supplier request requires that specific supporting documentation be attached electronically. See [Guidelines for Supplier Documentation](#) on the University's web site for specific requirements.

## New Supplier Requests



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## Supplier Change Requests



## Additional Resources

- *Reviewing Suppliers*, page 9
- *Completing the New Independent Contractor Predetermination Process*, page 45
- *Requesting a New Campus Supplier*, page 13
- *Requesting Changes to a Supplier*, page 25
- *Working with Foreign Suppliers and Wire Payments*, page 39
- [Guidelines for Supplier Documentation](#) on the University's web site

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# Choosing a Supplier Class

## Overview

When requesting a new campus supplier or requesting a change to an existing campus supplier, you must choose the correct supplier class. The four supplier classes are as follows:

- **Employee** - An active employee of the University with a Person ID Number or PID.
- **Student** - Students with a PID. In addition to active students, students with the following statuses belong in this class: Applicant, Admitted, Pre-Matriculated, and Matriculated.
- **Affiliate with PID** - A person who is affiliated with the University with a PID. UNC hospital employees are affiliates, for example.
- **Other** - A person or company that isn't an affiliate, employee or student with a PID. Independent contractors are technically affiliates, but you use the "Other" classification in the campus supplier request system. These suppliers require a Tax Identification Number or TIN.

For employees, students and affiliates, you **cannot** change the name, address, phone number, or email information through the supplier request system. This information is fed from the student administration system in ConnectCarolina and must be changed there. You also cannot change banking information for an employee supplier.

**Note:** Generally, when choosing a class for a supplier, first use employee, then student, then affiliate. So, if a person is a student that is working part-time for the University, choose employee for the supplier class. However, if the student is working part-time at UNC Hospital, choose student for the supplier class.

When you attempt to create a supplier request using a PID (employees, students, affiliates), the PID must be active for the supplier class you choose. Generally, the preferred hierarchy for classifying a supplier is employee, then student, then affiliate. So, if a person is both an employee and a student, choose employee for the supplier class.

**Note:** Changes to supplier direct deposit accounts need to be confirmed by the department requesting the update with a known contact at the supplier. Also, you will need to submit a completed Direct Deposit Authorization form for suppliers and a copy of a voided check or bank letter through Campus Supplier in ConnectCarolina. For more information, refer to the [Finance Procedure 1218.1, Determining Supplier Documentation](#).

See the table below for choosing the appropriate procedure for a given supplier request.

## Supplier Request Procedures

Supplier Class	Request	What to Do
Employee	Need to change address, phone number, or email address.	Employee should change this via self-service in the ConnectCarolina portal. If this is not possible, the employee should contact their HR Facilitator.
	Need to change name.	Employee should contact their HR Facilitator.
	Need to change ACH (direct deposit) banking information.	Employee should change this via self-service in the ConnectCarolina portal or contact the Payroll office at <a href="mailto:payroll@unc.edu">payroll@unc.edu</a> .
	Home address or Social Security Number (SSN) is missing or incomplete.	Employee should contact their HR Facilitator.
Student	Need to change address, phone number, or email address.	Student should change this via self-service in the ConnectCarolina portal. If this is not possible, the student should contact the Registrar's office at (919) 962-3954.
	Need to change name.	Student should contact the Registrar's office at (919) 962-3954.
	Need to change ACH (direct deposit) information or switch between check and ACH.	Submit a change request through the campus supplier request system.
	Home address or Social Security Number (SSN) is missing or incomplete.	Student should contact the Registrar's office at (919) 962-3954.
Affiliate with PID	Need to change address, phone number, or email address.	Affiliate should change this via self-service in the ConnectCarolina portal. If this is not possible, the affiliate should contact their HR Facilitator.
	Need to change name.	Affiliate should contact their HR Facilitator.
	Need to change ACH (direct deposit) information or switch between check and ACH.	Submit a change request through the campus supplier request system.
	Home address or Social Security Number (SSN) is missing or incomplete.	Affiliate should contact their HR Facilitator.

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Supplier Class	Request	What to Do
Other	Need to change address, phone number, or email address.	Submit a change request through the campus supplier request system.
	Need to change name.	Contact the vendor coordinator at <a href="mailto:vendor_coordinator@unc.edu">vendor_coordinator@unc.edu</a> .
	Need to change ACH (direct deposit) information or switch between check and ACH.	Submit a change request through the campus supplier request system.
	Need to add an additional supplier address.	Submit a change request through the campus supplier request system.



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# Reviewing Suppliers

## Overview

Reviewing Suppliers is the primary page campus uses to research existing supplier information, or to verify whether a supplier already exists in the system. You can use this page to search for suppliers that meet specified search criteria, or to find a specific supplier.

This procedure is especially useful for:

- confirming that a supplier record doesn't already exist in the system before requesting that the supplier is added
- reviewing a specific supplier's details and contact information before requesting that they are changed
- verifying a specific supplier's enrollment in the Supplier Portal

## Related Reference

- *Requesting a New Campus Supplier, page 13*
- *Requesting Changes to a Supplier, page 25*

## Reviewing Suppliers

Follow these steps:

1. From the Admin WorkCenter homepage, choose **Finance WorkCenter > Accounts Payable > Supplier Inquiry**
2. Complete the SetID and as many fields as necessary to refine your search results. Common searches include:
  - SetID and Supplier Name. Choose Contains from the list box and enter a portion of the supplier's name.
  - SetID and ID Type. In the ID type field choose **UNCCH-PID** and enter the employee's, student's, or affiliate's PID if available.

In this field:	Do the following:
SetID	Look up, or enter, the supplier's SetID. The SetID for a supplier indicates who uses the supplier. Options include: <ul style="list-style-type: none"><li>• <b>UNCCH</b> for UNC-Chapel Hill suppliers</li><li>• <b>UNCGA</b> for UNC System Office suppliers</li></ul>

In this field:	Do the following:
Supplier ID	If you know it, enter the supplier ID. The supplier ID is a unique number assigned by the system when the supplier is created.
Name	<p>Choose <b>Contains</b> and enter portion of the supplier name you are searching for.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This field is typically the business name, or the first and last name of the independent contractor, employee, University affiliate or student.</li> <li>• In some cases, a business may not be listed under the name you are familiar with, and have a different underlying corporate name.</li> <li>• You can search using % as a wildcard, for parts of a supplier name in order that they may appear. For example, if you choose Contains and enter "fly%books" your search may yield FLYLEAF BOOKS LLC and FIREFLY BOOKS.</li> </ul>
Shortname	<p>Choose <b>Contains</b> and enter portion of the supplier name you are searching for. The short name is an abbreviated version of the supplier name.</p> <p><b>Note:</b> If you're searching using a portion of a supplier's name, the Supplier Name field is generally more effective than shortname.</p>
Withholding Name	Leave this field blank.
Classification	Choose the supplier class you want. Supplier class is a specific label that identifies the type of supplier.
Supplier Status	<p>Leave the field blank to search for a supplier regardless of it's status. Or, choose a status from the drop down menu if you want to display only those suppliers with the status you chose.</p> <p><b>Note:</b> In the Search Results, you can view the supplier status on the Additional Supplier Info tab.</p>
Persistence	Leave this field blank.
City	To search for a supplier in a particular city, enter the supplier's city. This must exactly match the value entered in the City field on the supplier's record.
Customer Number	Leave this field blank.
Country	To search for a supplier in a particular country, look up, or enter, the country ID for that supplier. Otherwise, leave this field blank to get a list of all suppliers in all countries.
ID Type	Choose <b>UNCCH-PID</b> if you want to search by <b>UNCCH-PID</b> , for a person, then enter the PID for the supplier you are searching for.
Withholding Tax ID	Leave this field blank.

In this field:	Do the following:
Postal	Enter the supplier's zip code. This must exactly match the value entered in the Postal field on the supplier record.
Bank Account Number	If you know it, enter the supplier's bank account number.

3. Click the **Search** button.

**Review Suppliers**

Search Criteria

\*SetID: UNCCH

Name: Contains

Withholding Name: Equal to

Supplier Status: Approved

Supplier ID:

Short Name: Equal to

Classification: Outside Party

Type:

Persistence:

Address: Equal to

Customer Number:

ID Type: UNCCH-PID

VAT Registration ID:

City:

Country:

State:

Postal:

Bank Account #:

Max Rows: 300

**Search** Clear Add Supplier

**Result:** The system displays a list of suppliers that match the criteria you entered.

4. Review the search results and the supplier's detail.

- A supplier may have multiple addresses, and each address displays as a unique row.
- You can click each tab to see different groupings of supplier data. The Additional Supplier Info tab shows the supplier's status. A status of Approved means the supplier is eligible to receive payments made in ConnectCarolina.
- You can click the column header to sort the list by that field.
- You can click on the **Actions** drop down arrow next to the supplier ID, and then click the **Review Supplier Contact** link to review the supplier's contact information at that address.

**Search Results**

Main Information Additional Supplier Info Audit Information

This column displays the supplier's status with the Supplier Portal.

Actions	SetID	Supplier ID	Portal Registration Status	Supplier Name	Short Name	Address	City	State	Country	Effective Status
▼ Actions	UNCCH	0000030	None	CAROLINA BIOLOGICAL SUPPLY COMPANY	CAROLINA B-002	P O BOX 60232	CHARLOTTE	NC	USA	Active
▼ Actions	UNCCH	0000030	None	CAROLINA BIOLOGICAL SUPPLY COMPANY	CAROLINA B-002	2700 YORK RD	BURLINGTON	NC	USA	Active
▼ Actions	UNCCH	0000030	None	CAROLINA BIOLOGICAL SUPPLY COMPANY	CAROLINA B-002	PO BOX 6010	BURLINGTON	NC	USA	Inactive

Click the Additional Supplier Info tab to see if the supplier has an Approved Status.

This supplier has multiple locations.



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# Requesting a New Campus Supplier

## Overview

Department personnel use this transaction to make a request for a new supplier record in ConnectCarolina. A valid and active supplier record must exist prior to performing payment-related activities in the system.

A new campus supplier request includes remit-to payment information and contact information, as well as electronically-attached supporting documentation as outlined in [Guidelines for Supplier Documentation](#).

**Note:** For employees, students and affiliates, you **cannot** change the name, address, phone number, or email information through the supplier request system. This information is fed from the student administration system in ConnectCarolina and must be changed there. You also cannot change banking information for an employee supplier.

Once saved and submitted, the new campus supplier request is forwarded via workflow to the Supplier Coordinator in Accounts Payable.

After examination, the Vendor Coordinator in Accounts Payable approves the supplier request and adds the supplier to the system. The requester will receive notification via email that the supplier has been added and activated in the system.

If irregularities exist with the campus supplier request, the Vendor Coordinator will deny the request in the system and note in the comments why the request is denied. The requesting department will receive email notification of the denial, which includes the reasons noted by the Vendor Coordinator. The requester must then correct any errors in the existing record and resubmit the request.

## Independent Contractors

- **Important:** You can only request a new independent contractor supplier after *Completing the New Independent Contractor Predetermination Process, page 45*.
- When you create a request for a new independent contractor, the system initially populates address information collected during the new independent contractor predetermination process, and automatically classifies the supplier as an independent contractor.

## Outside Party Individuals Who Will Not Be Paid for Services

- Use the supplier classification outside party - individual only if a person will never be paid for services they perform. This important distinction is due to tax reporting requirements. An example of a payment to this type of supplier classification would be a reimbursement for an expense incurred on behalf of the university. When requesting a new outside party - individual you must fill out and attach the [1218.1.1f – "Outside Party - Individual" Certification Form](#).

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## Employees

- Employees must be set up as a supplier in ConnectCarolina before using any functions of the [Web Travel](#) system, or receiving any non-payroll related payments, such as a reimbursement of incurred expense. In order to create a campus voucher to pay an employee, that employee must already exist as a supplier.

## Students

- Students must be set up as a supplier in ConnectCarolina before using any functions of the [Web Travel](#) system, receiving reimbursements, and other payments initiated by a campus voucher.

## Affiliate with PID

- Use this class when requesting a supplier for someone who is not an employee or a student, but who does have a PID. For example, a UNC Hospital employee has a PID, but is set up as an affiliate, because that person isn't employed by the University.

## Foreign Suppliers and Wire Payments

- If a foreign supplier has a US Tax Identification Number (TIN), such as a US Social Security Number or US Federal Employer Identification Number (EIN), use the ordinary process for *Requesting a New Campus Supplier*, page 1.
- For detailed information on setting up foreign suppliers that do not have a US TIN, as well as additional information on sending wire payments, see *Working with Foreign Suppliers and Wire Payments*, page 39.

## Related Reference

- To search for a supplier record in order to verify whether it already exists or not, or to review its information see *Reviewing Suppliers*, page 9.
- See the form [706.1.1f - Electronic Payment Authorization for Individuals](#), to use for gathering supplier bank information for Automated Clearing House (ACH) for independent contractors and outside party - individuals.

**Note:** For employee suppliers, you do not need to gather ACH bank account information as the system automatically assigns the bank data to the employee supplier record from information contained within the Connect Carolina payroll system.

## Steps - Requesting a New Campus Supplier

Follow these steps:

1. From the Admin WorkCenter homepage, choose **Finance WorkCenter > Accounts Payable > Campus Supplier**

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## Campus Supplier

2. Click on the **Add a New Value** tab.
3. Complete the fields:

In this field:	Do the following:
SetID	<p>Look up, or enter, the supplier's SetID.</p> <p>SetID for a supplier is a classification of who uses the supplier. Options include:</p> <ul style="list-style-type: none"><li>• <b>UNCCH</b> for UNC-Chapel Hill supplier</li><li>• <b>UNCGA</b> for UNC-Chapel Hill General Administration suppliers</li></ul> <p><b>Note:</b> The <b>share</b> option is not used at the University.</p>
Supplier Type	<p>Choose the option you want:</p> <ul style="list-style-type: none"><li>• <b>Employee Supplier</b> if you are requesting a new supplier to enable payment to a University employee or faculty.</li><li>• <b>Other Supplier</b> if you are requesting a new supplier that is a business, independent contractor, or outside party-individual.</li><li>• <b>Student Supplier</b> if you are requesting a new supplier to enable payment to a student.</li><li>• <b>Affiliate w/ PID</b> if you are requesting a new supplier that has a PID and is affiliated with the University, but isn't an employee or a student.</li></ul>
Do you know the Supplier PID or TIN	<p>Choose <b>Yes</b>.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• When requesting a new supplier you must have the taxpayer identification number (TIN) or person ID (PID). You would only ever choose No if you were using this transaction to request a change to an existing supplier.</li><li>• If the new supplier does not have a US TIN, as may be the case with a foreign supplier, contact the Vendor Coordinator in Accounts Payable directly to have him or her set up the supplier directly. Additionally, see <i>Working with Foreign Suppliers and Wire Payments</i>, page 39 for more information.</li></ul>

In this field:	Do the following:
PID or TIN	<p>Enter one of the following nine-digit numbers:</p> <ul style="list-style-type: none"> <li>• <b>TIN</b>(Tax Identification Number) Enter the US Employer Identification Number of the business, or the US Social Security Number of the independent contractor or outside party - individual. You only enter the TIN if you've selected Other Supplier in the Supplier Type field.</li> <li>• <b>PID</b> (Person ID number) Enter the person ID number of the employee, student, or affiliate. Enter the PID if you've selected either Employee Supplier, Student Supplier, or Affiliate w/ PID in the Supplier Type field.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Do not ask employees, students, or affiliates for their US Social Security Number. This is sensitive information -- use the PID instead.</li> <li>• The system requires the TIN or PID number be nine digits, or you will get an error.</li> </ul>

3. Click the **Add** button.

**Campus Supplier**

Find an Existing Value Add a New Value

SetID UNCCH

Supplier Type

Add

**Result:** The system displays the Supplier Data tab.

## Supplier Data Tab

1. In the header area of the Supplier Data tab, complete the fields:

In this field:	Do the following:
Supplier Name	Enter the business name, name of the independent contractor, or name of the individual.  <b>Note:</b> If you are creating a supplier for a new independent contractor, the system will fill in the address values for you based upon the information entered in the <i>Completing the New Independent Contractor Predetermination Process, page 45</i>
Supplier Class	Choose the supplier class. The options available are based upon the Supplier Type you initially selected.

The screenshot shows a 'Supplier Data' form with the following fields and values:

- SetID:** UNCCH
- Request ID:** NEXT
- Request Status:** On Hold
- Supplier ID:** NEXT
- Supplier Type:** Other
- TIN or PID:** \*\*\*\_\*\*\_\*\*\*\*
- Supplier Class:** Outside Party (dropdown menu)
- \*Supplier Name:** Carolina
- Delete Request** button

**Note:** At anytime prior to clicking save you can delete your request by clicking the Delete Request button.

2. In the Supplier Address section, complete the fields:

**Note:** If you are creating a supplier for a new independent contractor, the system will fill in the address values for you based upon the information entered in the *Completing the New Independent Contractor Predetermination Process, page 45*

In this field:	Do the following:
Country	Look up, or enter, the supplier's country.
Address 1	Enter the supplier's mailing street address.
Address 2	Enter any additional address information such as Suite number, Attention: or Building.
City	Enter the supplier's city.
County	Enter the supplier's county. This field is optional.
Postal	Enter the supplier's mailing zip code.
State	Look up, or enter, the two-letter abbreviation for the supplier's state.

In this field:	Do the following:
Email ID	<p>Enter the supplier's email address.</p> <p><b>Important:</b> If the supplier is to be paid by ACH to this location, this address is used to send an email notification to the supplier once an electronic payment is made.</p>

**Supplier Address** Q | ◀ ▶ 1 of 1 ▶ | View All

Seq. Num: 1 + -

Country USA Q United States

Address 1

Address 2

Address 3

City

County  Postal

State NC Q North Carolina

Email ID:

- If collapsed, click the arrow to expand the Add Phone section and the Add Supplier Contact Details section.
- In the Add Phone and Add Supplier Contact Details sections, complete the fields:

In this field:	Do the following:
Phone Type	Choose the phone type.
Telephone	Enter the supplier contact telephone number for the chosen Phone Type.
Phone Extension	Enter the telephone extension, if applicable.
Contact Name	Enter the name of the supplier's primary contact person.
Contact Email ID	Enter the contact person's email address.

In this field:	Do the following:
Payment Method	<p>If this supplier address is relevant for payment, choose the payment option you want for the supplier.</p> <ul style="list-style-type: none"> <li>• <b>Blank:</b> Leave blank if the supplier is to be paid by check to the address, if the address entered is not relevant for remit-to payments, or if the supplier is an employee for which the system will automatically assign the bank data to the employee supplier from information contained within the payroll system.</li> </ul> <p><b>Note:</b> only students who do not have a bank account should be issued payment via check.</p> <ul style="list-style-type: none"> <li>• <b>ACH</b> if the supplier address is marked as remit-to and is to be paid by automated clearing house (ACH).</li> <li>• <b>Wire</b> if the supplier address is marked as remit-to and is to be paid by wire transfer in US dollars (USD). Non-USD wires are processed using a separate process through Accounting Services.</li> </ul> <p><b>Note:</b> If you've chosen either the ACH or Wire option, the Bank Information link will appear to the right of the Payment Method field.</p>

Add Phone
1 of 1
View All

\*Phone Type: Business Phone
Telephone: 919/413-4567
Phone Extension: 00
+ -

Add Supplier Contact Details
1 of 1
View All

Contact Name: Carolina Blue
Email ID: carolina@unc.edu
+ -

Payment Method: ACH
Bank Information

Employee ACH bank info is loaded from Payroll. Allow two days processing time.

All Suppliers are paid by check unless you choose ACH or wire.

**Note:** A supplier may have more than one contact that is maintained in the system. If you need to enter an additional contact for the supplier, click the **Add a New Row** button in the Add

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Supplier Contact Details section. You can navigate between the contacts using the First and Last links and the arrow buttons located in the upper-right corner of this section.

5. If you selected ACH or Wire as the supplier's payment method, click the **Bank Information** link to the right of the Payment Method field to enter bank data. This option will not be available if the Payment Method is left blank.

**Note:** If you are requesting a supplier that is to be paid by ACH or wire, be sure to scan and electronically attach the banking information using the ImageNow Attachments link.

## Supplier Bank Accounts Page

### Notes:

- This screen is only available when the supplier will be paid via ACH or Wire.
- The example below shows entry of ACH banking information. If you are entering wire payment details, be sure to also scan and attach any wire instructions you've received from the supplier using the ImageNow Attachments link.

1. On the Supplier Bank Accounts screen, complete the fields:

In this field:	Do the following:
Default Election	Ensure the checkbox is marked if this is the supplier's default payment account.
Description	Enter either ACH or Wire.
Country	Enter <b>USA</b> .
Bank Name	Enter the name of the remit-to bank.
Branch Name	Enter the name of the branch of the remit-to bank.
Bank ID Qualifier	Enter the bank ID qualifier <b>001</b> for United States banks.
Account Type	Choose <b>Check Acct.</b>
Bank ID	Enter the bank's nine-digit ABA Transit Routing number for the remit-to bank. This is a unique identifier for every bank in the United States.
DFI Qualifier	For United States banks, enter <b>01</b> for transit. The DFI Qualifier is a code identifying the type of identification number of Depository Financial Institution (DFI).
DFI ID	Enter the DFI identification number that corresponds to the DFI Qualifier you entered.  <b>Note:</b> The system automatically fills in the DFI ID field with the value you entered in the Bank ID field. These values should match.
IBAN: IBAN Digit:	Leave the field blank.

## Notes:

- For UNC employee suppliers, you do not need to gather or enter employee bank information. This information will pull automatically from the employee payroll information after the supplier record is created and activated.
- If the supplier is to be paid in US dollars (USD) by wire, the supplier record must contain correct bank information in order for the system to generate the payment. Enter the destination bank and account information as best you can and attach associated bank account/wire documentation electronically to the request. The Vendor Coordinator in Accounts Payable will finalize the supplier bank setup.

For non-USD wire suppliers, payment is not driven by bank information within the supplier record. For more information see <http://finance.unc.edu/news/creating-a-foreign-vendor-and-outgoing-foreign-wires-in-foreign-currency/> and *Working with Foreign Suppliers and Wire Payments*, page 39.

2. Click **OK**.

The screenshot shows a web-based form for entering supplier bank information. The form is titled 'Scroll Area' and includes a search bar and navigation controls. The form contains the following fields and sections:

- Default Election:** A checkbox labeled 'Default Election' is checked.
- Description:** A text field containing 'ACH'.
- Search:** A button labeled 'Search'.
- Country:** A dropdown menu showing 'USA' and 'United States'.
- Bank Name:** A text field containing 'Bank of America'.
- Branch Name:** A text field containing 'Carrboro'.
- Bank ID Qualifier:** A dropdown menu showing '001' and 'United States Bank'.
- Bank ID:** A text field containing '123456789'.
- Bank Account Number:** A text field containing '123456789'.
- DFI Qualifier:** A dropdown menu showing '01' and 'Transit Number'.
- IBAN Digit:** A text field containing 'IBAN'.
- View IBAN:** A button labeled 'View IBAN'.
- Account Type:** A dropdown menu showing 'Check Acct'.
- DFI ID:** A text field containing '123456789'.
- OK/Cancel:** Two buttons at the bottom, 'OK' and 'Cancel'.

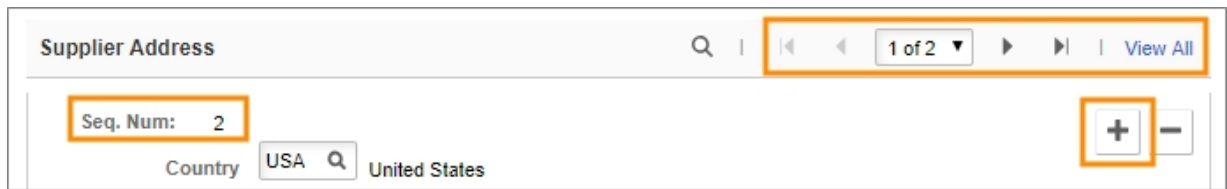
Orange boxes highlight the 'Default Election' checkbox, the 'Description' field, the 'Country' dropdown, the 'Bank Name' field, the 'Branch Name' field, the 'Bank ID Qualifier' dropdown, the 'Bank ID' field, the 'Bank Account Number' field, the 'DFI Qualifier' dropdown, the 'IBAN Digit' field, the 'View IBAN' button, the 'Account Type' dropdown, the 'DFI ID' field, and the 'OK' button.

## Adding More than One Supplier Address

A campus supplier record may have more than one address maintained in the system. For example, there may be an order-from address that is used for requisitions or purchase orders in ePro, a second address as the mailing address, and a third as the remit-to address for payment. When requesting a new supplier, you can enter more than one address for the supplier.

1. To enter an additional address for the supplier, click the **Add a New Row** button. Navigate between the supplier's addresses using the First and Last links and arrow buttons located in the

upper-right corner of the Supplier Address section.



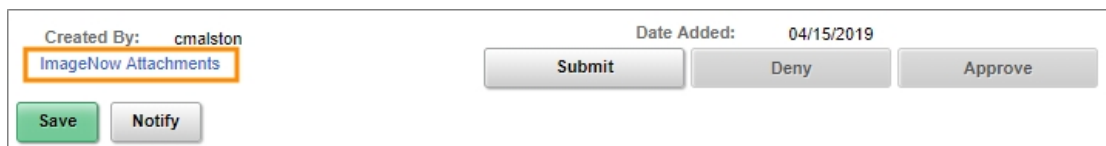
**Result:** The system allows you to add additional a Supplier Address information. Enter the supplier data for the additional address as detailed previously in this instruction.

## Attaching Documentation

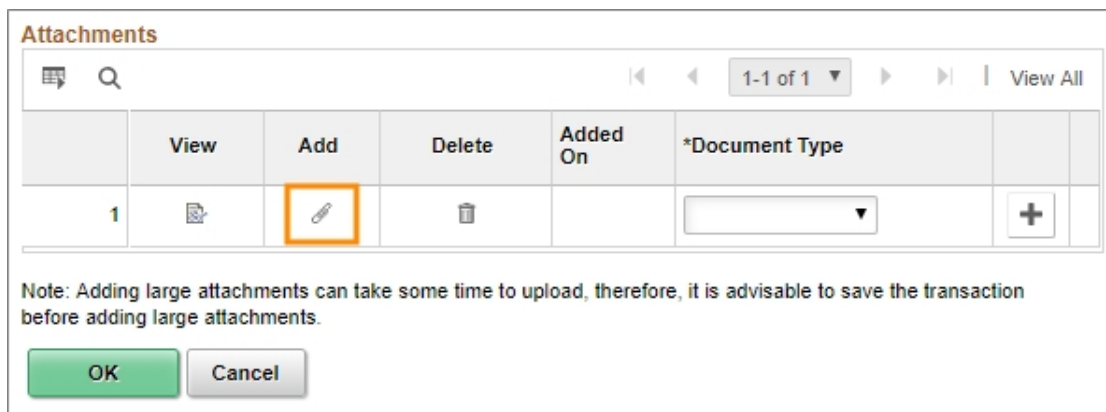
Relevant documentation must be attached to the new campus supplier request submission as outlined in [Guidelines for Supplier Documentation](#).

**Important:** You must save your new supplier request before you can click the ImageNow Attachments link.

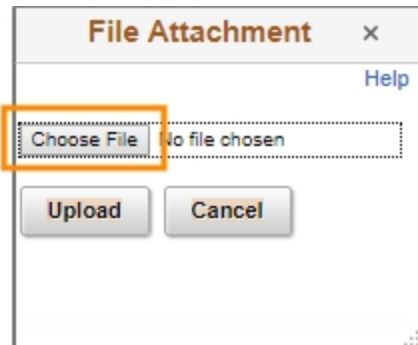
2. Click **Save**.
3. Click the **ImageNow Attachments** link to attach forms to this request.



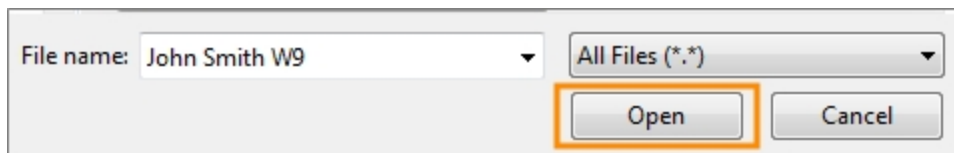
4. Click the **Add** button.



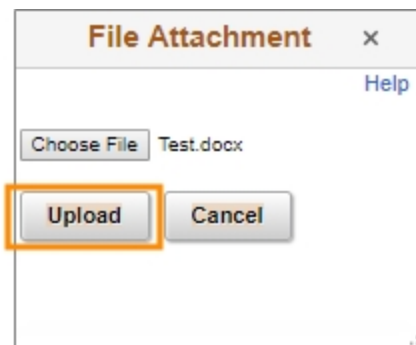
5. Click the **Choose File** button.



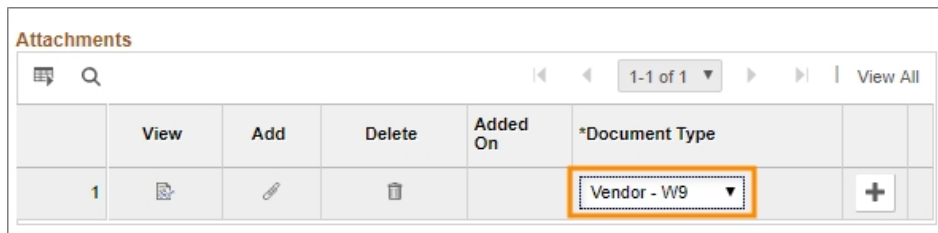
6. Locate the document you'd like to attach on your computer and then click **Open**.



7. Click **Upload**.



8. Select the appropriate Document Type.



**Note:** You won't see the attachment in the list until you return to the supplier request and click **Save**.

9. Click the **Add** button if you need to attach more documents and repeat steps four through eight.

The screenshot shows a table titled "Attachments" with a search bar and pagination controls. The table has columns: View, Add, Delete, Added On, and \*Document Type. A single row is displayed with the document type "Vendor - W9". A plus icon in the rightmost column of the row is highlighted with an orange box.

	View	Add	Delete	Added On	*Document Type	
1					Vendor - W9	

10. When you're done attaching documents, click **OK**.

The screenshot shows a dialog box with the text: "Note: Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments." Below the text are two buttons: "OK" (highlighted with an orange box) and "Cancel".

**Note:** You will be the only person who can see attachments for the campus supplier requests you haven't submitted yet. Once submitted, you will not be able to view attachments. You will be able to delete attachments from the campus supplier request as long as you haven't submitted the request or if the request is denied.

11. Click **Save** to save your campus supplier request.

**Note:** Now if you click the ImageNow Attachments link again you can view the list of documents you attached.

12. Click **Submit** to send the request to the Vendor Coordinator.

The screenshot shows the bottom of a form with the following elements: "Created By: cmaiston", "Date Added: 04/15/2019", a link "ImageNow Attachments" (highlighted with an orange box), and a row of buttons: "Save" (highlighted with an orange box), "Notify", "Submit" (highlighted with an orange box), "Deny", and "Approve".

**Result:** A notification is sent to the vendor coordinator to review your submission. If the supplier is approved you will receive an email with the supplier ID. If the supplier is denied you will receive an email and you may be able to resubmit the request.

To check on the status of your request, follow the menu path: Finance WorkCenter > Accounts Payable > Campus Supplier. Then select the Find an Existing Value Tab and search for the record you want, then click on it to display.

---

# Requesting Changes to a Supplier

## Overview

Department or school representatives use this procedure to request additions or changes to an existing supplier's record. Types of changes may include:

- a new or additional supplier location/address
- bank and payment information
- supplier contact information

**Important:** You cannot make edits to any supplier that is enrolled in the Supplier Portal. Any supplier that is enrolled in the Supplier Portal is responsible for making any edits to address, banking, or contact information.

Employees, students, and affiliates with PIDs, who are suppliers, must change their own name, address, phone number, or email information using the Personal Information tile in ConnectCarolina. This information is then fed through to the supplier request system. You can't change the information for them in the supplier request system. You also can't change banking information for an employee supplier. If an employee needs their banking information changed, the employee needs to make the change using the My Pay and Taxes tile in ConnectCarolina.

When requesting a change to a supplier, you must specify if you want to make a change to existing information or add new information, such as a new remit-to payment address.

If the supplier is a company, that is not an individual person, the supplier's record may contain more than one address in the system. For example, the supplier may have an order-from address used for requisitions or purchase orders and multiple unique locations for payments. Individual suppliers (employees, students, affiliates with PIDs, independent contractors, and outside party-individuals) need to have only one address.

## The Process for Making a Change

When requesting changes to a supplier, you must electronically attach supporting documentation as outlined in [Guidelines for Supplier Documentation](#).

Once the Campus Supplier change request is saved and submitted, it is forwarded via workflow to the Vendor Coordinator in Accounts Payable.

After examination, the Vendor Coordinator in Accounts Payable approves the request and makes the change live in the system.

If irregularities exist with the campus supplier request, the Vendor Coordinator will deny the request in the system and note in the comments why the request is denied. The requester will receive an email notifying them of the denial with the reasons noted by the Vendor Coordinator. The requester must then correct any errors in the request and resubmit.

To make changes to a foreign supplier, contact the Vendor Coordinators at [vendor\\_coordinator@unc.edu](mailto:vendor_coordinator@unc.edu) before submitting any requests.

## Supplier Request Procedures

Use this chart as a guide when making updates to suppliers in ConnectCarolina.

If the supplier is...	And you need to...	Then...
Employee or Affiliate with PID	change address, phone number, or email address.	the employee/affiliate with PID needs to change this via self-service in the ConnectCarolina portal. If this is not possible the employee/affiliate with PID needs to contact their HR Facilitator.
	change name.	the employee/affiliate with PID needs to contact their HR Facilitator.
	change ACH (direct deposit) banking information.	the employee/affiliate with PID needs to change this via self-service in the ConnectCarolina portal. If this is not possible the employee/affiliate with PID needs to contact the Payroll office at <a href="mailto:payroll@unc.edu">payroll@unc.edu</a> .
	change Social Security Number (SSN) information.	the employee/affiliate with PID needs to contact their HR Facilitator.
Student	change address, phone number, or email address.	the student needs to change this via self-service in the ConnectCarolina portal. If this is not possible the student needs to contact the Registrar's office at (919) 962-3954.
	change name	the student needs to contact the Registrar's office at (919) 962-3954.
	change ACH (direct deposit) banking information.	you need to submit change request through the campus supplier request system.
	change Social Security Number (SSN) information.	the student needs to contact the Registrar's office at (919) 962-3954.

If the supplier is...	And you need to...	Then...
Other	change address, phone number, or email address.	if the supplier is not enrolled in the Supplier Portal, you need to submit the change request through the campus supplier request system.  <b>Note:</b> If you need to change the ACH notification email address, contact the vendor coordinator directly at <a href="mailto:vendor_coordinator@unc.edu">vendor_coordinator@unc.edu</a> to make the request. Be sure to include to supplier ID in the request.
	change name.	contact the supplier coordinator at <a href="mailto:vendor_coordinator@unc.edu">vendor_coordinator@unc.edu</a> .
	change ACH (direct deposit) banking information.	if the supplier is not enrolled in the Supplier Portal, you need to submit the change request through the campus supplier request system.
	change Social Security Number (SSN) or Tax Identification Number (TIN)	contact the supplier coordinator <a href="mailto:vendor_coordinator@unc.edu">vendor_coordinator@unc.edu</a> .

## Related Reference

- To search for a supplier's record to verify whether the supplier already exists, is enrolled in the Supplier Portal, or to review the supplier's information see *Reviewing Suppliers*, page 9.
- See form [706.1.1f - Electronic Payment Authorization for Individuals](#), for use in gathering supplier bank information for Automated Clearing House (ACH) direct deposit set up for non-employee suppliers.

## Requesting Changes to an Existing Supplier

Follow these steps to request a change to an existing supplier.

1. From the Admin WorkCenter homepage, choose **Finance WorkCenter > Accounts Payable > Campus Supplier**

### Campus Supplier Page

2. Click on the **Add a New Value** tab to request a change to an existing supplier's record.
3. Complete the fields:

In this field:	Do the following:
SetID	<p>Look up, or enter, the supplier's SetID.</p> <p>SetID for a supplier indicates who uses the supplier. Options include:</p> <ul style="list-style-type: none"> <li>• <b>UNCCH</b> for UNC-Chapel Hill supplier</li> <li>• <b>UNCGA</b> for UNC-Chapel Hill System Office supplier</li> </ul>
Supplier Type	<p>Choose the option you want:</p> <ul style="list-style-type: none"> <li>• <b>Employee Supplier</b> if the supplier is a University employee</li> <li>• <b>Other Supplier</b> if the supplier is a business, independent contractor, or outside party-individual</li> <li>• <b>Student Supplier</b> if the supplier is a student</li> <li>• <b>Affiliate w/ PID</b> if the supplier is an affiliate</li> </ul>
Do you know the supplier TIN or PID?	<p>Choose one of the options:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> if you know the US Employer Identification Number (EIN), Social Security Number(SSN) or UNC person ID (PID) of the supplier for which you are requesting a change.</li> <li>• <b>No</b> if you don't know the tax ID (TIN) or person ID (PID) of the supplier for which you are requesting a change.</li> </ul> <p><b>Important:</b> Do not ask employees or students for their US Social Security Number. This is sensitive information and is not necessary to complete this transaction.</p>
TIN or PID	<p>If you know it, enter the supplier's nine-digit tax identification number or PID:</p> <ul style="list-style-type: none"> <li>• If you chose Other Supplier in the Supplier Type field enter the corporate tax ID number if the supplier is a business, or enter social security number if the supplier is an independent contractor or outside party - individual.</li> <li>• If you chose Employee or Student Supplier in the Supplier Type field, enter the supplier's PID.</li> </ul> <p><b>Important:</b> If you don't know the supplier TIN or PID, use the field lookup magnifying glass to search for the existing supplier record. Once selected, the system will enter the TIN or PID for you. All digits will be masked.</p>

3. Click the **Add** button.

**Campus Supplier**

Find an Existing Value Add a New Value

SetID UNCCH

Supplier Type Other Supplier

Do you know Supplier TIN No

Enter TIN Only

Add

Find an Existing Value Add a New Value

**Look Up Enter TIN Only**

SetID UNCCH

ID Number =

Name 1 not =

Short Supplier Name begins with

Supplier ID begins with

Search Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

TIN or PID	Name 1	Short Supplier Name	Supplier ID
XXXXXXXXXX	(blank)	PEGGY FAUV-001	00
XXXXXXXXXX	!!!!!!!!!!!!ESE - EXPANDIN	ESE - EXPA-001	00
XXXXXXXXXX	!!!!!!!!!!!!APPLIED TECHNOLOGIES!!!!!!!!!!	APPLIED TE-002	00

**Result:** The system displays the Supplier Data tab.

## Supplier Data Tab

1. Review the fields and make changes as required:

In this field:	Do the following:
Supplier Name	If the supplier's name is changing, gather any supporting documentation or correspondence and attach using the ImageNow Attachments link.
Supplier Class	Verify the supplier classification. If the supplier's class is incorrect, contact the Vendor Coordinator.

In the Address History section review the supplier's address information. In the following steps, you can specify if you want to make a change to an existing address, or add a new address.

2. Click the **Show Next** row button to see additional address records, if applicable.

Supplier Data

SetID: UNCCH

Request ID: NEXT

Request Status: On Hold

Supplier ID: 0000040982

Supplier Type: Other

TIN or PID: \*\*\*\_\*\*\_\*\*\*\*

Supplier Class: Outside Party

Supplier Name: 0,THE OPRAH MAGAZINE

Delete Request

Address History

1-1 of 2

Show Next

View All

Description	Effective Date	Status	Country	Address Line 1	Address Line 2	City	State	Postal
1 Main - 1	01/01/1901	Active	USA	PO BOX 6000		HARLAN	IA	51593

3. In the Supplier Address section, complete the fields:

In this field:	Do the following:
Address Description	<p>Look up, or enter, one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Main</b> to change an existing location/address</li> <li>• <b>New</b> if you want to add an additional, unique address to the supplier's record</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If you've chosen an existing Main address, the address and any bank payment entries you make in this change request will become active and effective once the supplier record change request is approved. The previous address will become inactive, but will remain in the system for historical purposes.</li> <li>• If you've chosen New, the primary address will not be updated. Instead it creates an additional address to the supplier. Choose New only when adding an extra address such as a PO Box number or physical address.</li> <li>• If you've been notified in advance of an address change for a supplier to be active on a specific date, make the change request with this transaction and also attach a note, to let the Vendor Coordinator know the date that the change is to take effect.</li> <li>• If any address is added or updated, the Supplier Bank Account field will need to be filled in even if the information isn't changing.</li> </ul>
Country	Look up, or enter, the supplier's country.
Address 1	Enter the supplier's street address.

In this field:	Do the following:
Address 2	Enter any additional address information, such as Suite number, Attention, or Building.
City	Enter the supplier's city.
County	Enter the supplier's county. This field is optional.
Postal	Enter the supplier's zip code.
State	Look up, or enter, the two-letter abbreviation for the supplier's state.
Email ID	<p>Enter the supplier's email address.</p> <p><b>Important:</b> If the supplier is to be paid by ACH to this location, this address is used to send an email notification to the supplier once an electronic payment is made.</p>

- If they are collapsed, click the arrow to expand the Add Phone section and the Add Supplier Contact Details section.
- In the Add Phone and Add Supplier Contact Details sections, complete the fields:

In this field:	Do the following:
Phone Type	Choose the phone type.
Telephone	Enter the supplier contact telephone number for the chosen Phone Type.
Phone Extension	Enter the telephone extension, if applicable.
Contact Name	Enter the name of the supplier's primary contact person.
Contact Email ID	Enter the contact person's email address.
Payment Method	<p>If the supplier address is relevant for payment, choose the payment option you want for the supplier.</p> <ul style="list-style-type: none"> <li>• <b>Blank:</b> Do not make a selection if the supplier prefers a check mailed to the address entered, if the address entered is not relevant for remit-to payments, or if the supplier is an employee for which the system will automatically assign the bank data to the employee supplier from information contained within the payroll system..</li> <li>• <b>ACH</b> if supplier is paid by automated clearing house (ACH) and the supplier address is relevant for remit-to payment</li> <li>• <b>Wire</b> if the supplier address is marked as remit-to and is to be paid by wire transfer in US dollars (USD). Non-USD wires are executed outside of ConnectCarolina by Accounting Services.</li> </ul> <p><b>Note:</b> If you've chosen either the ACH or Wire option, the Bank Information link will appear to the right of the Payment Method field.</p>

Address History

1-1 of 2

View All

Description	Effective Date	Status	Country	Address Line 1	Address Line 2	City	State	Postal
1 Main - 1	01/01/1901	Active	USA	PO BOX 6000		HARLAN	IA	51593

Supplier Address

1 of 2

View All

Seq. Num: 2

Address Description: Main - 1

+

-

Country: USA United States

Address 1: 100 UNC Drive

Address 2:

Address 3:

City: Carrboro

County: Orange

Postal: 27510

State: NC North Carolina

Email ID: omagazine@unc.edu

Add Phone

\*Phone Type: Business Phone

Telephone: 919/123-4567

Phone Extension:

+

-

Add Supplier Contact Details

Payment Method: ACH

Bank Information

Employee ACH bank info is loaded from Payroll. Allow two days processing time.

All Suppliers are paid by check unless you choose ACH or wire.

**Note:** If you need to add additional contact for the supplier, click the **Add a New Row** button in the Add Supplier Contact Details section. You can navigate between the contacts using the First and Last links and the arrow buttons located in the upper-right corner of this section.

- If you selected **ACH** or **Wire** as the supplier's payment method, a message appears reminding you that you need to verbally confirm the change before making it in the system. Click the **OK** button to continue.

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Verbal confirmation of bank information is mandatory. (32100,17)

If Outside Party, Attorney or Independent Contractor, a verbal confirmation of the bank account information by the supplier is required.

OK

- Click the **Bank Information** link to the right of the Payment Method field to enter bank data. This option is only available if you select ACH or wire.

**Note:** If the supplier change or addition is to be paid by ACH or wire, be sure to scan and attach the banking information provided by the supplier.

## Supplier Bank Accounts Page

When updating or changing banking information select the address (Main-1, Main-2, etc. that is associated with the current banking information under the Address Description field. Then re-enter the original address information along with new banking information. Once approved, the previous banking information will be archived and the new banking information will become active.

If the supplier is to be paid in US dollars (USD) by wire, the supplier record must contain correct bank information in order for the system to generate the payment. Enter the destination bank and account information as best you can and attach associated bank account/wire documentation electronically to the request. The Vendor Coordinator in Accounts Payable will finalize the supplier bank setup.

For non-USD wire suppliers, payment is not driven by the bank information within the supplier record. For more information see <http://finance.unc.edu/news/creating-a-foreign-vendor-and-outgoing-foreign-wires-in-foreign-currency/> and *Working with Foreign Suppliers and Wire Payments*, page 39.

The example below shows entry of ACH banking information. If you are entering wire payment details, be sure to also scan and attach any wire instructions you've received from the supplier using the ImageNow Attachments link.

- On the Supplier Bank Accounts screen, complete the fields:

In this field:	Do the following:
Default Election	Ensure the checkbox is marked if this is the supplier's default payment account.
Description	Enter either <b>ACH</b> or <b>Wire</b> .
Country	Enter <b>USA</b> .
Bank Name	Enter the name of the remit-to bank.
Branch Name	Enter the name of the branch of the remit-to bank.

In this field:	Do the following:
Bank ID Qualifier	Required. Enter the bank ID qualifier <b>001</b> for United States banks.
Account Type	Required. Choose <b>Check Acct.</b>
Bank ID	Required. Enter the bank's nine-digit ABA Transit Routing number for the remit-to bank. This is a unique identifier for every bank in the United States.
Branch ID	
Bank Account Number	
Check Digit	Enter the check number.
DFI Qualifier	For United States banks, enter <b>01</b> for transit. The DFI Qualifier is a code identifying the type of identification number of Depository Financial Institution (DFI).
DFI ID	Enter the DFI identification number that corresponds to the DFI Qualifier you entered.  <b>Note:</b> The system automatically fills in the DFI ID field with the value you entered in the Bank ID field . These values should match.
IBAN: IBAN Digit:	Leave the field blank.
Name of Contact	Required. Enter the First and Last name of the individual who gave you verbal permission to change the banking information of the supplier.
Telephone Number Used to Obtain Confirmation	Enter the telephone number of the individual who gave you verbal permission to change the banking information of the supplier.
Contact Title	Enter the job title of the individual who gave you verbal permission to change the banking information of the supplier.
Contact Email	Enter the email of the individual who gave you verbal permission to change the banking information of the supplier.
Date of Verbal Confirmation	Enter the date that you received verbal confirmation to change the banking information of the supplier.
Comments	Enter any comments that are relevant or important regarding the verbal confirmation you received.

2. Click the **OK** button.

Supplier Bank Accounts
Help

Banking Information

 🔍 | ⏪ | ⏩ | 1 of 1 | View All

**\* Required Fields**

☒ Default Election

Description

Country USA 🔍

Bank Name

Branch Name

\*Bank ID Qualifier 🔍

\*Bank ID

Branch ID

\*Bank Account Number

DFI Qualifier

01 🔍

Transit Number

IBAN Digit

IBAN

United States

View IBAN

\*Account Type

Check Digit

DFI ID

**Required Banking Information Validation**

\*Name of contact (who gave verbal confirmation)

Contact Title

\*Date of Verbal Communication

\*Telephone number used to obtain verbal confirmation

Contact Email

Comment

OK

Cancel

## Attaching Documentation

Relevant documentation must be attached to the campus supplier change request submission as outlined in [Guidelines for Supplier Documentation](#). You must save your campus supplier change request before you can click the ImageNow Attachments link. You will not be able to view W9 type attachments that were previously approved.

**NOTE:** Once a supplier is approved some attachments may no longer be viewed.

1. Click the **Save** button.
2. Click the **ImageNow Attachments** link to attach forms to this request.

Payment Method: ACH ▼

[Bank Information](#)

Employee ACH bank info is loaded from Payroll. Allow two days processing time.

All Suppliers are paid by check unless you choose ACH or wire.

Created By: cmlaston

Date Added: 11/29/2018

ImageNow Attachments

Submit

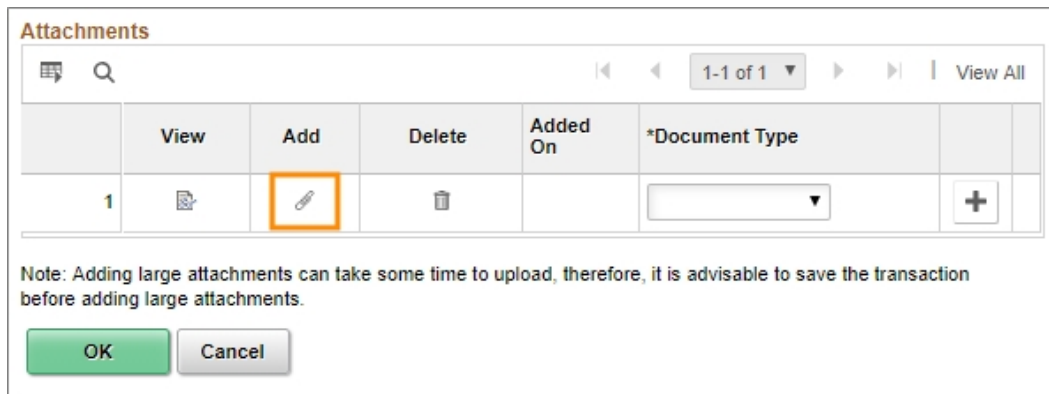
Deny

Approve

Save

Notify

3. Click the **Add** button.

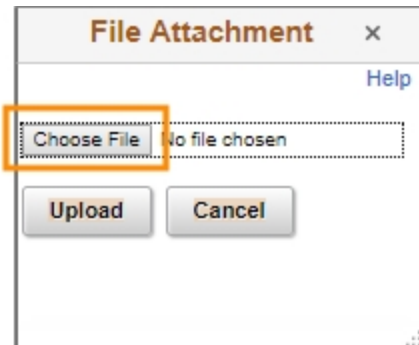


The screenshot shows a table titled "Attachments" with a search bar and navigation controls at the top. The table has columns: View, Add, Delete, Added On, \*Document Type, and a plus icon. The "Add" column contains a pencil icon, which is highlighted with an orange box. Below the table, there is a note: "Note: Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments." and two buttons: "OK" and "Cancel".

	View	Add	Delete	Added On	*Document Type	
1					<input type="text"/>	

Note: Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

4. Click the **Choose File** button.



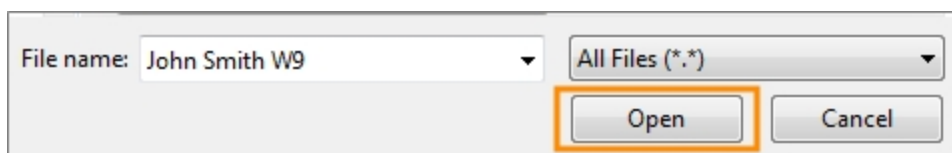
The screenshot shows a dialog box titled "File Attachment" with a close button (X) and a "Help" link. Inside the dialog, there is a "Choose File" button and a text field showing "No file chosen". The "Choose File" button is highlighted with an orange box. Below the text field are two buttons: "Upload" and "Cancel".

**File Attachment** X

Help

Choose File No file chosen

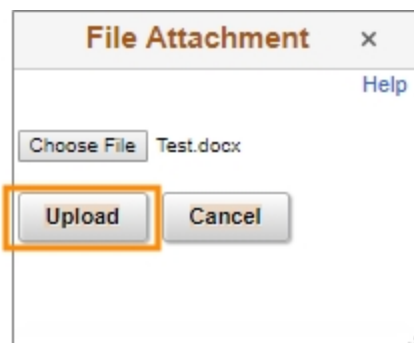
5. Locate the document you'd like to attach on your computer and then click **Open**.



The screenshot shows a file selection dialog box. It has a "File name:" field with the text "John Smith W9" and a dropdown menu showing "All Files (\*.\*)". The "Open" button is highlighted with an orange box. There is also a "Cancel" button.

File name: John Smith W9 All Files (\*.\*)

6. Click the **Upload** button.



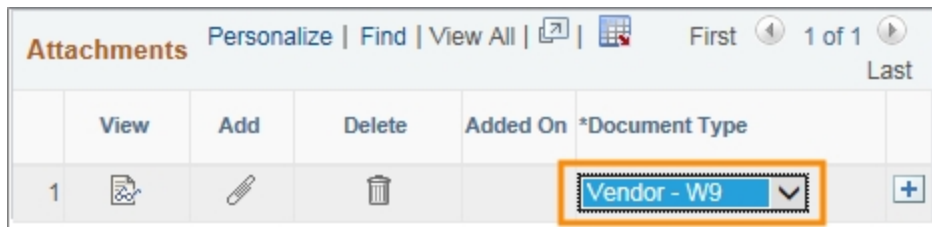
The screenshot shows the "File Attachment" dialog box again. The "Choose File" button is now disabled, and the text field shows "Test.docx". The "Upload" button is highlighted with an orange box. The "Cancel" button is still present.

**File Attachment** X

Help

Choose File Test.docx

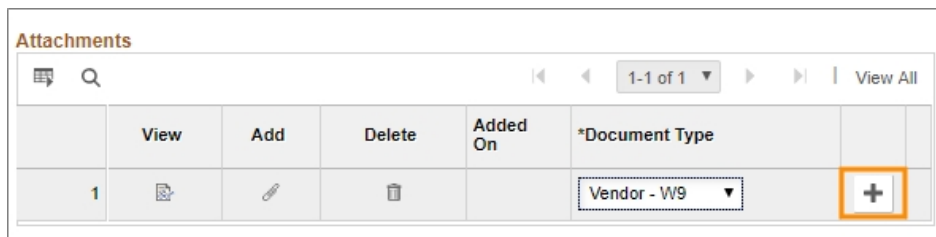
7. Select the appropriate Document Type.



The screenshot shows a table titled "Attachments" with columns: View, Add, Delete, Added On, and \*Document Type. A dropdown menu is open for the \*Document Type column, showing "Vendor - W9" as the selected option. The table has one row with the number "1" in the first column.

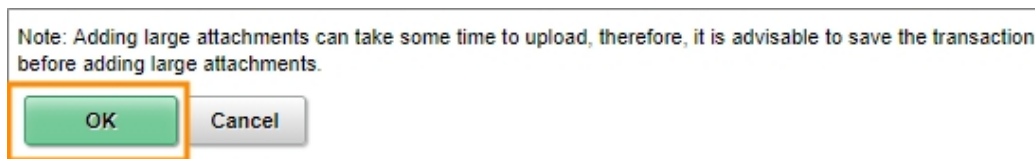
**Note:** You won't see the attachment in the list until you return to the supplier request page and click the Save button.

8. Click the **Add** button if you need to attach more documents and repeat steps three through seven.



The screenshot shows the same "Attachments" table. The "Add" button, represented by a plus icon, is highlighted with an orange box. The \*Document Type dropdown still shows "Vendor - W9".

9. Click the **OK** button when you're done attaching documents.

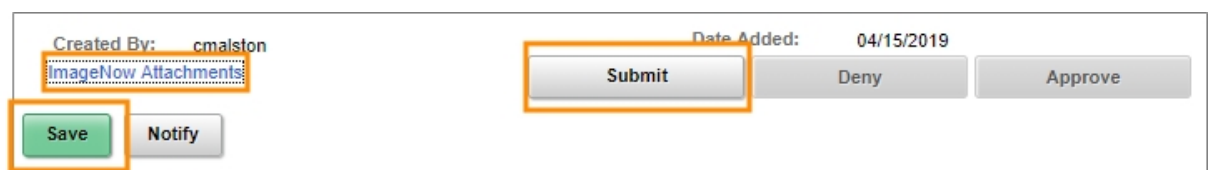


The screenshot shows a dialog box with the text: "Note: Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments." Below the text are two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange box.

10. Click the **Save** button to save your campus supplier request.

**Note:** Now if you click the ImageNow Attachments link again you can view the list of documents you attached.

11. Click the **Submit** button to send the request to the Vendor Coordinator.



The screenshot shows the bottom of the form. It includes fields for "Created By: cmalston" and "Date Added: 04/15/2019". There is a link "ImageNow Attachments" and a "Save" button, both highlighted with orange boxes. To the right are "Submit", "Deny", and "Approve" buttons. The "Submit" button is also highlighted with an orange box.

**Result:** A notification is sent to the vendor coordinator to review your submission. If the supplier is approved you will receive an email with the supplier ID. If the supplier is denied you will receive an email and you may be able to resubmit the request.

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To check on the status of your request, follow the menu path: Finance WorkCenter > Accounts Payable > Campus Supplier. Then select the Find an Existing Value Tab and search for the record you want, then click on it to display.

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# Working with Foreign Suppliers and Wire Payments

## Overview

Foreign suppliers are based outside the United States (US), and in many cases, receive payments in the form of wire transfer.

"Wire" is a type of electronic funds transfer (EFT) where money is transferred from one bank account to another at a different bank. The University uses wires for many different purposes, including making secure, foreign-bound payments as described here.

There are different processes for executing outgoing foreign wires, depending upon whether the payment is sent in US dollars or in foreign currency.

- Foreign wire payments in US dollars (USD) are initiated by departments in ConnectCarolina with a campus voucher, and require the recipient's bank account information be setup properly on the supplier's record for the payment to be executed.
- Foreign wire payments in foreign currency are sent outside of ConnectCarolina with a process that starts with the [Foreign Wire Transfer in Foreign Currency Form](#).

Wires for both USD and foreign currency payments require that the recipient have a valid supplier record in ConnectCarolina. Suppliers paid with USD wire must have banking details maintained on their supplier record.

## Foreign Suppliers and Payments in US Dollars (USD)

1. Verify if the supplier exists in Connect Carolina. See *Reviewing Suppliers*, page 9. If the supplier doesn't exist complete step two below. If the supplier exists, skip to step three below.
2. To request a new foreign supplier do one of the following:
  - If the new foreign supplier does not have a UNC Person Identification Number (PID) or a US Tax Identification Number (TIN), such a US Social Security Number or US Employer Identification Number, fill out the [Foreign Supplier Creation Form](#).

**Note:** This form should be completed by the campus representative requesting the New Foreign Campus Supplier, **not** sent to the foreign supplier for completion.

- Include the appropriate [IRS W-8 Certificate of Foreign Status Form](#) filled out by the foreign supplier.
- For individuals, also email a copy of their passport and visa to [ic\\_review@unc.edu](mailto:ic_review@unc.edu).
- For individuals being paid for services as an Independent Contractor, also email an approved [708.1.1f – Employee / Independent Contractor Determination Checklist](#). These forms should be emailed to [ic\\_review@unc.edu](mailto:ic_review@unc.edu).

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- For individuals being paid expense reimbursements only, and not for services, also email the [1218.1.1f – "Outside Party - Individual" Certification Form](#). The supplier will be classified as an Outside Party-Individual.

**Note:** For suppliers to be paid by USD wire, attach documentation with the supplier's bank name, bank street address, routing number or SWIFT code, account number, IBAN (if applicable), and beneficiary name on supplier letterhead or any other available format. Each country may also have its own additional requirements (for example, CLABE numbers for Mexico, or bank and branch ID). It's better to get a letter from the supplier's bank that identifies the required information necessary to facilitate the wire transfer.

- If the new foreign supplier that is an individual affiliated with the University and has at least one of the following: PID, US Social Security Number, or US Employer Identification Number, follow the steps for *Requesting a New Campus Supplier, page 13*.
  - If a supplier is an individual affiliated with the University and has a PID but no US Social Security Number, submit as Outside Party-Individual with an attachment stating the supplier is a foreign affiliate without a US Social Security Number.
  - For suppliers to be paid by USD wire, attach documentation with the supplier's bank name, bank street address, routing number or SWIFT code, account number, IBAN (if applicable), and beneficiary name on supplier letterhead or any other available format. Each country may also have its own additional requirements (for example, CLABE numbers for Mexico, or bank and branch ID). It's better to get a letter from the supplier's bank that identifies the required information necessary to facilitate the wire transfer. Additionally, when *Requesting a New Campus Supplier, page 13*, select payment method "wire", and enter the banking information.
3. To send a USD wire payment with a campus voucher in ConnectCarolina, the recipient's bank account information must be properly set up in the supplier record. The only way for campus to verify whether a supplier is setup for wire payment is within a campus voucher. To do this, begin *Creating a Campus Voucher, page 1*, enter the supplier, choose the location, and on the Payment tab, look for the Wire payment method.

If you want bank account information for USD wires to be added to an existing supplier record, follow the procedure *Requesting Changes to a Supplier, page 25*. Be sure to electronically attach scanned bank wire information obtained from the supplier. Also, choose wire as the payment method on the supplier request, and enter the banking information.

## Initiating Wire Payments in USD

**Note:** If a USD wire requires an intermediary bank, use the more manual process *Working with Foreign Suppliers and Wire Payments, page 39*. This is due to the difficulties of executing these payments through the automated ConnectCarolina processes.

4. Once the supplier is set up with the correct USD wire payment information, you can make payment by *Creating a Campus Voucher*. After choosing the supplier and supplier location, be sure to verify that the Payment tab displays the Wire payment method.

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5. The wire payment is made through ConnectCarolina on the scheduled payment date after the campus voucher is approved.
  6. To view the approval or payment status for the wire payment within ConnectCarolina, search for the campus voucher by following this menu path: Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry > Find an Existing Value tab.

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## Wire Payments in Foreign Currency

1. Verify if the supplier exists in ConnectCarolina see *Reviewing Suppliers*. If the supplier doesn't exist, complete step two below. If the supplier exists, skip to step 3.
2. Submit a request for the new foreign supplier to be created see *Working with Foreign Suppliers and Wire Payments, page 39*

### Initiating Wire Payments in Foreign Currency

3. To initiate a wire payment in foreign currency, follow the process that starts with the [Foreign Wire Transfer in Foreign Currency Form](#).

**Note:** Include the bank's street address on the paperwork for setting up wire payments. This helps ensure that the vendor coordinator does not have to look this information up, which can often delay the processing time. In addition, be sure to differentiate between the Foreign Wire Setup Form and the Outgoing Foreign Wire Transfer (OFWT) form. The OFWT form is used only in accounting when the time has come for payment. After proper approvals are in place, send hard copy form and supporting documentation to Accounts Payable via campus mail at CB 1220, Attn: Central Audit Technician. Accounts Payable will ensure the wire is sent, and a voucher will be created in ConnectCarolina to account for the expenditure.

4. To search for a voucher that corresponds to the foreign wire payment and view its information, follow the instructions in *Running a Voucher Inquiry, page 1* and search by supplier.

## Non-Resident Alien Independent Contractors

Non-resident aliens are often contracted to perform independent personal services for the University via an Independent Contractor agreement.

These workers are subject to special federal and state income tax withholding and employment eligibility verification requirements set forth by the IRS, NC Department of Revenue, and the US Department of State.

All non-resident alien independent contractors who are paid honorariums or compensated for services performed in the United States (other than employee wages) will be required to fill out forms outlined in the University's Finance Division Policies and Procedures Manual noted below:

- [Policy 709](#): Federal and State Tax Withholding Requirements for Payments to Non-Resident Aliens Performing Services in the United States
- [Procedure 709.1](#): Completing Tax Withholding Forms as a Non-Resident Alien Performing Services in the United States
- [Form 709.1.1f](#): Foreign Supplier Withholding Assessment

Because independent contractors who are non-resident aliens performing services in the U.S. under certain visa types are restricted to the number of engagements they can perform in the U.S.

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during a period of time, it is essential that these contractors are reviewed and approved before service begins to ensure that UNC is allowed to pay them.

Plan for additional processing time which is required to review these forms.

## Additional Considerations for Requesting New Foreign Suppliers

It is essential to begin the process of requesting a New Foreign Supplier as soon as possible. The required information varies significantly depending on the country the supplier is located in. The supplier coordinator must manually key in the information. As such, the process takes longer than if there was an automated system. Several steps must be taken to ensure legitimate status to set up a foreign supplier. So it is critical that you submit the most recent versions of **all** forms submitted.

### Forms W-8BEN & W-BEN-E

The foreign supplier needs to fillout Form W-8BEN or W-8BEN-E and you submit this form with all the other paperwork. Both of the forms can be found on the IRS website.

[Form W-8BEN](#): This form applies to individuals considered to be Outside Party Individuals and Independent Contractors. This form is used for all those who are not US citizens or US permanent residents.

[Form W-8BEN-E](#): This form applies to organizations considered to be Outside Party, such as foreign corporations, partnerships, companies, etc. This form is usually required for foreign organizations that you are requesting to be set up as suppliers. While you may not need to complete all fields of the form, the requester still must submit all eight pages . The vendor coordinator won't be able to use the form unless all eight pages are submitted.

### Tax Treaty Considerations

If a supplier's country has a tax treaty with the US, the suppliers can fill out [Form 8233](#) to reduce the withholding tax. This may reduce taxes from 30% to 0% in some cases.



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# Completing the New Independent Contractor Predetermination Process

## Understanding Who Independent Contractors Are

An individual who is engaged by the University to provide a service could be considered an employee or an independent contractor.

If not deemed an employee, schools or divisions and Accounts Payable must make the determination that the individual qualifies as an independent contractor:

- before making any employment commitment
- before the individual starts work
- before making any payments to the individual

## Understanding the Independent Contractor Process

### Community Collaborators

The Community Collaborator Checklist ("Form") is used for individuals who are paid to review and evaluate a University activity by sharing feedback, suggestions, insight, and concerns based on their perspectives as lay members of communities that may be affected by that University activity (i.e., community advisory board or focus group members).

Community Collaborators are restricted to the following:

- The collaboration lasts no more than 1 year.
- The contract does not exceed \$5,000.00.
- The collaborator is a US person who can provide an IRS form W-9 with the Community Collaborator checklist.

If the Community Collaborator doesn't adhere to these above qualifications, you need to set up the person as an independent contractor. For questions or more information, contact Accounts Payable at [ic\\_review@unc.edu](mailto:ic_review@unc.edu).

### One Week Speakers

If you need to request a one week speaker, you can use a short version of the independent contractor form in ConnectCarolina. A one week speaker needs to meet the following criteria:

- The speaking engagement lasts no more than one week during a calendar year.
- The speaker fee does not exceed \$5,000.00.
- The speaker is a US person who can provide an IRS form W-9 with the one week speaker checklist.

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If the speaker presenting doesn't adhere to these above qualifications, you need to set up the person as an independent contractor. For questions or more information, contact Accounts Payable at [ic\\_review@unc.edu](mailto:ic_review@unc.edu).

## Foreign Independent Contractors

For foreign independent contractors, contact the Vendor Coordinator and refer to <http://finance.unc.edu/news/creating-a-foreign-vendor-and-outgoing-foreign-wires-in-foreign-currency/> and *Working with Foreign Suppliers and Wire Payments*, page 39.

The independent contractor request process outlined here results in a searchable, permanent record of independent contractor information, including attachments of scanned and signed forms, as well as a method of approvals for the predetermination process.

Approval workflow is built in, and upon completing and submitting the independent contractor transaction, the submission is routed automatically for approval to departmental approvers as well as Accounts Payable.

After the independent contractor has been approved and validated in the predetermination process, you must then perform the step of *Requesting a New Campus Supplier*, page 13 before the independent contractor can be paid.

## Before You Start

- Refer to [708 – University at Chapel Hill Policy on Independent Contractor Policy](#) and [708.1 University of North Carolina Procedure on Independent Contractor Process](#) for relevant policies, procedures and forms.
- Request and receive a clear background check from Human Resources, if required.
- For all Independent Contractors, gather and scan the applicable documents which includes:
  - Employee/Independent Contractor Determination Checklist (EICDC)
  - Individual's IRS W-9 Form
  - Background Check Documentation (Page 4)
- If an Independent Contractor is to be paid **more than \$10,000**, you also need to gather and scan:
  - Independent Contractor Services Agreement
  - Statement of Work
  - Waiver of Competition
  - Sole Source Letter of Justification

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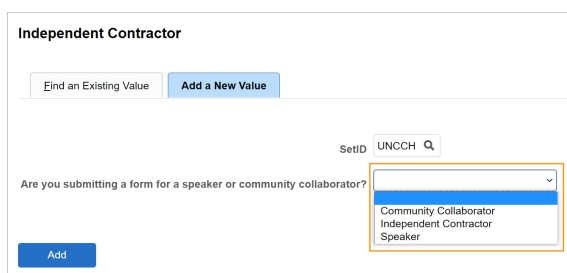
## Related References

- Refer to [708 – University at Chapel Hill Policy on Independent Contractor Policy](#) and [708.1 University of North Carolina Procedure on Independent Contractor Process](#) for relevant policies, procedures and forms.
- To see if an independent contractor already exists as a supplier in the system see *Reviewing Suppliers, page 9*.
- To see if a one week speaker has already been requested, see *Checking the Status of a New Independent Contractor Request*
- For more information on approving independent contractors in Connect Carolina see [ConnectCarolina Computer-Based Training, Approving Finance Transactions](#).

## Submitting Independent Contractor Predetermination Forms

Follow these steps:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Independent Contractor**
2. Click the **Add a New Value** tab.
3. The **SetID** is automatically filled in with UNCCH (for UNC-Chapel Hill suppliers) or UNCGA (UNC-Chapel Hill System Office suppliers). Use the lookup if you need to change the SetID.
4. In the "Are you submitting a form for a speaker or community collaborator?" field select the appropriate response from the dropdown box.



The screenshot shows a web form titled "Independent Contractor". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these, there is a "SetID" field with the value "UNCCH" and a search icon. Underneath, there is a question: "Are you submitting a form for a speaker or community collaborator?". To the right of this question is a dropdown menu. The dropdown menu is open, showing three options: "Community Collaborator", "Independent Contractor", and "Speaker". At the bottom left of the form, there is an "Add" button.

5. If you choose Independent Contractor, click the **Add** button and continue to the General Information section. If you choose Community Collaborator or Speaker, the system displays another question.

### Community Collaborator Question

1. In the "Will the amount paid be less than \$5,001 and the engagement period not exceed 12 months?" field Select **Yes** or **No** from the dropdown box.

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**Note:** If the answer is yes, you need to complete the Community Collaborator Checklist section on the next screen. If the answer is no, you need to complete the series of steps for submitting an independent contractor on the next screen.

2. Click the **Add** button.

The screenshot shows the 'Independent Contractor' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, there is a 'SetID' field with 'UNCCH' and a search icon. A dropdown menu is set to 'Community Collaborator'. Below this, a question asks 'Will the amount paid be less than \$5,001 and the engagement period not exceed 12 months?' with a dropdown menu. At the bottom, there is a blue 'Add' button.

**Results:** The system displays the primary screen for entering independent contractor information.

## One Week Speaker Question

1. In the "Will the engagement be completed within one week?" field Select **Yes** or **No** from the dropdown box.

**Note:** If the answer is yes, you need to complete the Speaker Checklist section on the next screen. If the answer is no, you need to complete the series of steps for submitting an independent contractor on the next screen.

2. Click the **Add** button.

The screenshot shows the 'Independent Contractor' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, there is a 'SetID' field with 'UNCCH' and a search icon. A dropdown menu is set to 'Speaker'. Below this, a question asks 'Will the engagement be completed within one week?' with a dropdown menu. At the bottom, there is a blue 'Add' button.

**Results:** The system displays the primary screen for entering independent contractor information.

## General Information Section

1. Enter the independent contractor's name.

SetID UNCCH IC Form Number NEXT Status Pending ImageNow Attachments

▼ General Information

\*First Name  MI  \*Last Name

2. Enter the independent contractor's social security number.

\*Social Security #  Will be locked after entry. Please double check SSN entry before leaving field.

Country  United States

**Caution:** Be careful to key in the social security number (SSN) correctly. After you've entered the SSN and tab out of the field, the system masks the actual numbers you entered, and doesn't allow you to verify or change the SSN you entered. If you believe that you have entered the SSN incorrectly, you can just discard the form without saving and start over with a new form.

## Services Provided Section

1. Click the Expand button for Services Provided.

▶ Services Provided

▶ How Fee is Determined

▶ Certification of UNC at Chapel Hill Department

2. In the Services Provided section, complete the fields:

In this field:	Do the following:
Brief description of specific services to be provided	Enter a brief description of the specific services to be provided.
Location where services will be provided	Enter the location where services will be provided.
Start Date	Enter the date the independent contractor will start performing the contracted work.
End Date	Enter the date the independent contractor will stop performing the contracted work.

In this field:	Do the following:
Service Fee	Enter the estimated total amount to be paid to the independent contractor.
Estimated Expenses	Aside from the independent contractor service fee, enter any estimated expenses, such as travel or lodging, for the independent contractor.

▼ **Services Provided**

Brief description of specific services to be provided:

John will be responsible for...

\*Location where services will be provided:

\*Start Date: 04/01/2019

\*End Date: 03/31/2020

\*Service Fee:  Estimated expenses:

## How Fee is Determined Section

1. Click the Expand button for How Fee is Determined.

► **Services Provided**

► **How Fee is Determined**

► **Certification of UNC at Chapel Hill Department**

2. Choose the unit of measure for the compensation. Choose the appropriate value, based on the monetary value you entered in Service Fee field of the Services Provided section:
  - **Fee is Fixed** for work within a specific scope or deliverable.
  - **Milestone Based** for work that is to be paid in increments of agreed performance milestones.
  - **Hourly Rate** for work that is to be compensated based on number of hours worked. When you choose this option, a field appears to the right of the selection. Enter the hourly rate in the field.
  - **Other** for circumstances where the other listed compensation measures do not apply. In these cases, provide a brief note in the field that appears when the option is chosen.

▼ **How Fee is Determined**

☐ Fee is Fixed
 ☒ Hourly Rate
 ☐ Milestone Based
 ☐ Other

When Hourly Rate or Other is chosen, an additional field will appear to enter more rate detail.

## Certification of UNC at Chapel Hill Department

1. Click the Expand button for Certification of UNC at Chapel Hill Department.

► **Services Provided**

► **How Fee is Determined**

► **Certification of UNC at Chapel Hill Department**

2. In the Certification of UNC at Chapel Hill Department section, complete the fields:

In this field:	Do the following:
Department Representative	Look up, or enter, the Empl ID of the department representative requesting the independent contractor.
Department	Look up, or enter, the code for the department requesting the independent contractor's services.

▼ **Certification of UNC at Chapel Hill Department**

\*Department Representative: 711111111

Department: 606000

ITS - Teaching and Learning

Date: 04/15/2019

\_UNC

## Community Collaborator Checklist

This section only appears if the answer was yes to the community collaborator question from the Add a New Value Tab screen. If you are not requesting a community collaborator, skip to the Employee/Independent Contractor Determination Checklist section.

1. Click the Expand button for Community Collaborator Checklist.

► **How Fee is Determined**

► **Certification of UNC at Chapel Hill Department**

► **Community Collaborator Checklist**

2. Answer **Yes** or **No** for questions A through K.

▼ **Community Collaborator Checklist**

A. Is this person engaging in faculty activities which require a UNC-Chapel Hill faculty appointment? (If yes, neither this Form nor the Independent Contractor Checklist can be used.) ☐ Yes ☐ No

B. Is the community collaborator a US Person and eligible to sign IRS form W-9? (If no, please do not use this form; contact your department representative for further instructions) ☐ Yes ☐ No

C. Is the community collaborator employed by UNC-Chapel Hill? (If yes, any compensation for engagements must be submitted through a Payroll electronic Personnel Action, [ePar]). ☐ Yes ☐ No

D. Is the Community Collaborator employed by any other State of North Carolina agency? ☐ Yes ☐ No

If yes to the previous question, what State of North Carolina agency/department?

E. Is the Community Collaborator, his/her spouse, domestic partner, sibling, parent or child an employee or a regularly retained agent of UNC-Chapel Hill? (If yes, provide the following information for each individual identified: name, relationship to Community Collaborator, job position, and department in the box below.) ☐ Yes ☐ No

F. Will the Community Collaborator have unsupervised contact with sensitive populations, contact with students and/or University employees? (If yes to any, a background check may be required.) ☐ Yes ☐ No

G. Will the Community Collaborator have access to sensitive data, confidential information, proprietary information, sensitive University facilities, or University intellectual property? (If yes to any, a background check may be required.) ☐ Yes ☐ No

H. How will the Community Collaborator meet with University employees?

(i) Remotely (via Zoom, telephone call, email, etc.)? ☐ Yes ☐ No

(ii) Off-Campus? ☐ Yes ☐ No

(iii) On-campus? ☐ Yes ☐ No

I. Have you attached the signed Form 708.4.1f and Form W-9? ☐ Yes ☐ No

J. Has the Community Collaborator signed the attached Community Collaborator Checklist Form where it states: Under penalties of perjury, I certify that the above information is complete and accurate. If UNC- Chapel Hill engages me as a Community Collaborator, I am responsible for taxes, insurance coverage, and business expenses and am not eligible for any employer-provided benefits. The University is not liable for any injuries that may occur to community collaborators while performing the aforementioned activities. ☐ Yes ☐ No

K. Has the Community Collaborator signed the attached Community Collaborator Checklist Form where it states: I agree to comply with all US government export regulations and sanctions rules including, but not limited to, the International Traffic in Arms Regulations and the Export Administration Regulations. I am not a debarred party or currently on any US government sanctions lists. To the best of my knowledge, I do not do business with, and my business/company is not owned or controlled by a US government sanctioned party. ☐ Yes ☐ No

**Note:** Answer Yes to questions J and K, if all five boxes in section three of the [Community Collaborator Checklist Form 708.4.1f](#) are checked, and the Community Collaborator has signed the form.

3. Click the **Save** button.

Save & Preview

Save

Save & Submit

Notify

## Speaker Checklist

This section only appears if the answer was yes to the speaker question from the Add a New Value Tab screen. If you are not requesting a speaker, skip to the next section, Employee/Independent Contractor Determination Checklist.

1. Click the Expand button for Speaker Checklist.

► Certification of UNC at Chapel Hill Department

► Speaker Checklist

Expand All

2. Answer **Yes** or **No** for questions A through H.

▼ Speaker Checklist

A. Is this person engaging in faculty activities which require a UNC-Chapel Hill faculty appointment? If yes, this speaker checklist or an Independent Contractor form cannot be used.

☐ Yes ☐ No

B. Is the speaker a US Person and eligible to sign IRS form W-9? (If no, please do not use this form; contact your department representative for further instructions)

☐ Yes ☐ No

C. Is the speaker currently employed by UNC-Chapel Hill? (If yes, any compensation for speaking engagements must be submitted through a Payroll electronic Personnel Action, [ePar]).

☐ Yes ☐ No

D. Is the speaker currently employed by any other State of NC agency?

☐ Yes ☐ No

E. Is the speaker, his/her spouse, domestic partner, sibling, parent or child an employee or regularly retained agent of UNC-Chapel Hill? If yes, provide the following for each individual identified: name, relationship to speaker, job position, and department.

☐ Yes ☐ No

F. Will the speaker have unsupervised contact with sensitive populations or have access to sensitive data or facilities? If so, a background check may be required.

☐ Yes ☐ No

G. Has the Speaker signed the attached Speaker Checklist Form where it states:  
Under penalties of perjury, I certify that the above information is complete and accurate. If UNC- Chapel Hill engages me as a Speaker, I am responsible for taxes, insurance coverage, and business expenses and am not eligible for any employer-provided benefits. The University is not liable for any injuries that may occur to community collaborators while performing the aforementioned activities.

☐ Yes ☐ No

H. Has the Speaker signed the attached Speaker Checklist Form where it states:  
I agree to comply with all US government export regulations and sanctions rules including, but not limited to, the International Traffic in Arms Regulations and the Export Administration Regulations. I am not a debarred party or currently on any US government sanctions lists. To the best of my knowledge, I do not do business with, and my business/company is not owned or controlled by a US government sanctioned party.

☐ Yes ☐ No

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**Note:** Answer Yes to questions G and H, if the Speaker has signed section three of the [Speaker Checklist Form 708.3.1f](#).

3. Click the **Save** button.



A screenshot of a form interface containing four buttons. The buttons are arranged in two rows. The top row has 'Save & Preview' on the left and 'Save & Submit' on the right. The bottom row has 'Notify' on the left. The 'Save' button, located between 'Save & Preview' and 'Save & Submit', is highlighted with a thick orange border.

## Employee/Independent Contractor Determination Checklist

The next four sections only appear if you answered No to either of the speaker questions when you started your request.

1. Click the Expand button for the Employee/Independent Contractor Determination Checklist section.



A screenshot of a checklist section. At the top is the title 'Employee/Independent Contractor Determination Checklist' with a right-pointing arrow icon to its left. Below the title are two expandable items, each preceded by a right-pointing arrow icon: 'Current Employer/Employee Relationship' and 'Lecturer/Researcher/Individual'.

2. Read the statement about the checklist.

This checklist helps Disbursement Services determine whether an employer/employee relationship exists for federal, state, and FICA tax purposes. The questions below provide information as to the degree of control and the degree of independence in the relationship between the individual performing services and the employer, UNC at Chapel Hill.

## Current Employer/Employee Relationship

1. Click the Expand button for the Current Employer/Employee Relationship section.

▶ Employee/Independent Contractor Determination Checklist

▶ Current Employer/Employee Relationship

▶ Lecturer/Researcher/Individual

- Answer the questions in the Current Employer/Employee Relationship section by marking the radio buttons **Yes** or **No**.

A. Is the service provider currently employed by UNC-Chapel Hill?	<input type="radio"/> Yes	<input type="radio"/> No
B. Is the service provider currently employed by any other State of NC agency?	<input type="radio"/> Yes	<input type="radio"/> No
C. Was the individual on the UNC-Chapel Hill payroll (regular or temporary) during the 12 month period prior to the date these services begin?	<input type="radio"/> Yes	<input type="radio"/> No
D. Does UNC- Chapel Hill plan to hire this individual as an employee soon after the period of his or her services as an independent contractor?	<input type="radio"/> Yes	<input type="radio"/> No
E. Is the service provider, his/her spouse, registered domestic partner, dependent child or partner an employee or regularly retained agent of UNC-Chapel Hill?	<input type="radio"/> Yes	<input type="radio"/> No

## Lecturer/Researcher/Individual

- Click the Expand button for the Lecturer/Researcher/Individual section.

▶ Employee/Independent Contractor Determination Checklist

▶ Current Employer/Employee Relationship

▶ Lecturer/Researcher/Individual

- In the Lecturer/Researcher/Individual section, check the box beside only one part (A, B, or C), depending on the type of services provided by the independent contractor.

Complete only one part (A, B, or C) depending on the type of services provided by the individual.

☐ **Part A. Lecturer/Instructor**  
If the guest lecturer/instructor's visit to UNC-Chapel Hill will be for less than two weeks, contractor status is possible (Nine or fewer working days).

1. Is the individual a "Guest Lecturer", e.g., an individual who lectures less than 10% of the class time?
2. Is the individual the primary instructor in a department course being offered for academic credit toward a university degree?
3. Is the individual responsible for the content of the lecture/presentation (versus presenting materials that have been prepared/dictated by the University)?

☐ **Part B. Researcher**  
Because research is a key function of UNC-Chapel Hill, individuals engaged to perform research services for a department or sponsored program will generally be treated as employees, unless they are faculty at another research institution or university.

1. Will the individual serve in an advisory or consulting capacity with a University faculty member or director in a "collaboration between equals" type arrangement?
2. Will the individual perform research in an arrangement whereby a UNC-Chapel Hill faculty member or director serves in a supervisory capacity?

☐ **Part C. Individuals who are not Instructors/Lecturers or Researchers**

1. Does the individual routinely provide the same or similar services outside of UNC-Chapel Hill to the general public as part of a continuing trade or business?

3. Answer the questions for that category of services by marking the radio buttons **Yes** or **No**.

▼ **Lecturer/Researcher/Individual**

Complete only one part (A, B, or C) depending on the type of services provided by the individual.

☐ **Part A. Lecturer/Instructor**  
If the guest lecturer/instructor's visit to UNC-Chapel Hill will be for less than two weeks, contractor status is possible (Nine or fewer working days).

1. Is the individual a "Guest Lecturer", e.g., an individual who lectures less than 10% of the class time? ☐ Yes ☒ No
2. Is the individual the primary instructor in a department course being offered for academic credit toward a university degree? ☐ Yes ☒ No

**Note:** When you select the type of services the independent contractor will provide, either Part A, B, or C, the system automatically marks No for the questions in the other unselection sections. This is intentional and by design.

## Independent Contractor Checklist

1. Click the Expand button for the Independent Contractor Checklist section.

▶ **Employee/Independent Contractor Determination Checklist**

▶ **Current Employer/Employee Relationship**

▶ **Lecturer/Researcher/Individual**

▶ **Independent Contractor Checklist**

2. In the Independent Contractor Checklist section, mark the radio buttons **Yes** or **No** for each question.

▼ **Independent Contractor Checklist**

1. Is the worker free to perform services for a number of firms at the same time?	<input type="radio"/> Yes <input type="radio"/> No
2. Are the worker's services regularly made available to the general public?	<input type="radio"/> Yes <input type="radio"/> No
3. Must the worker devote substantially full-time to the work?	<input type="radio"/> Yes <input type="radio"/> No
4. Can the worker realize an economic loss for non-performance other than the loss of payment for personal services?	<input type="radio"/> Yes <input type="radio"/> No
5. Is the worker free to establish his/her own hours?	<input type="radio"/> Yes <input type="radio"/> No
6. Has the worker invested in facilities or equipment in order to perform the service?	<input type="radio"/> Yes <input type="radio"/> No
7. Will a significant portion of the work be done in UNC-Chapel Hill facilities?	<input type="radio"/> Yes <input type="radio"/> No
8. Will the worker receive training of any type?	<input type="radio"/> Yes <input type="radio"/> No
9. Does a continuing relationship exist between the worker and UNC-Chapel Hill?	<input type="radio"/> Yes <input type="radio"/> No
10. If assistants are needed, will these be provided by UNC-Chapel Hill?	<input type="radio"/> Yes <input type="radio"/> No
11. Will UNC-Chapel Hill determine or have the right to determine the order or sequence of the tasks to be completed?	<input type="radio"/> Yes <input type="radio"/> No
12. Are progress reports required periodically?	<input type="radio"/> Yes <input type="radio"/> No
13. Will the worker be paid on an hourly, weekly, monthly, or other periodic basis?	<input type="radio"/> Yes <input type="radio"/> No
14. Will the worker be reimbursed for incidentals?	<input type="radio"/> Yes <input type="radio"/> No
15. Will UNC-Chapel Hill furnish tools other than specialized equipment?	<input type="radio"/> Yes <input type="radio"/> No
16. Is the worker required to comply with instructions about where, when, or how he or she is to work other than general parameters?	<input type="radio"/> Yes <input type="radio"/> No
17. Does the success of the project hinge on the performance of the worker?	<input type="radio"/> Yes <input type="radio"/> No
18. Must the service(s) be rendered personally?	<input type="radio"/> Yes <input type="radio"/> No
19. Can the worker be discharged for convenience as one would an hourly employee as opposed to discharge related to contract requirements?	<input type="radio"/> Yes <input type="radio"/> No
20. Can the worker unilaterally terminate the work prior to completion without liability?	<input type="radio"/> Yes <input type="radio"/> No
21. Has the Independent Contractor signed the attached Independent Contractor Checklist Form where it states: Under penalties of perjury, I certify that the above information is complete and accurate. If UNC- Chapel Hill engages me as a Independent Contractor, I am responsible for taxes, insurance coverage, and business expenses and am not eligible for any employer-provided benefits. The University is not liable for any injuries that may occur to community collaborators while performing the aforementioned activities.	<input type="radio"/> Yes <input type="radio"/> No
22. Has the Independent Contractor signed the attached Independent Contractor Checklist Form where it states: I agree to comply with all US government export regulations and sanctions rules including, but not limited to, the International Traffic in Arms Regulations and the Export Administration Regulations. I am not a debarred party or currently on any US government sanctions lists. To the best of my knowledge, I do not do business with, and my business/company is not owned or controlled by a US government sanctioned party.	<input type="radio"/> Yes <input type="radio"/> No

**Note:** Answer Yes to questions 21 and 22, if the Independent Contractor has signed section five of the [Employee/Independent Contractor Determination Checklist Form 708.1.2f](#).

3. Click the **Save** button, located in the lower left corner of the screen.



Save & Preview

Save

Save & Submit

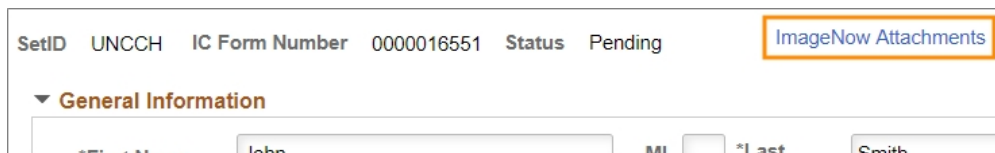
Notify

**Result:** The independent contractor record is saved, and the system assigns an IC form number to it.

## Adding Attachments

Before you can click the ImageNow Attachments link, you need to save the form.

1. Click the **ImageNow Attachments** link.

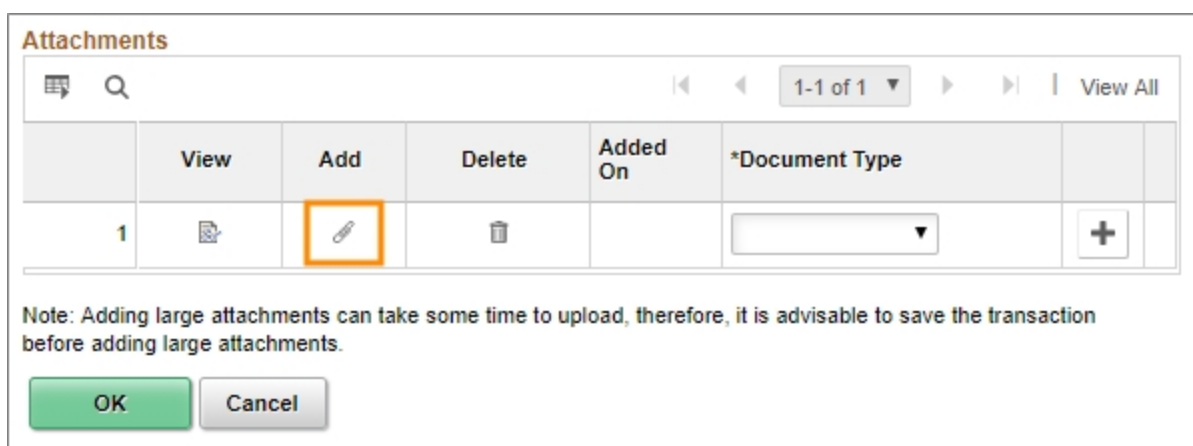


SetID UNCCH IC Form Number 0000016551 Status Pending [ImageNow Attachments](#)

▼ General Information

\*First Name John MI \*Last Smith

2. Click the **Add** button.



**Attachments**

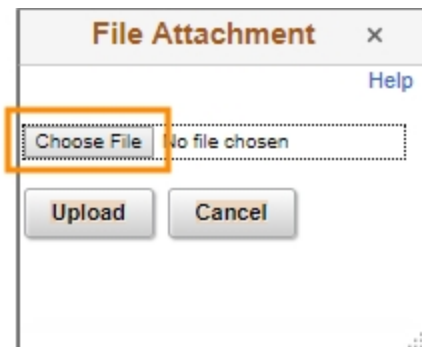
1-1 of 1 View All

	View	Add	Delete	Added On	*Document Type	
1					<input type="text"/>	

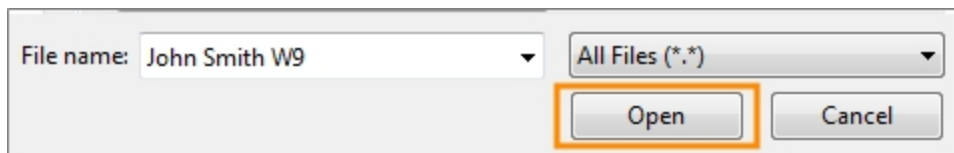
Note: Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK Cancel

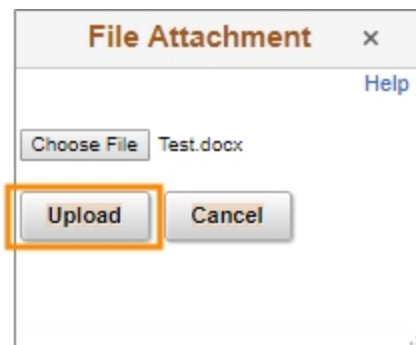
3. Click the **Choose File** button.



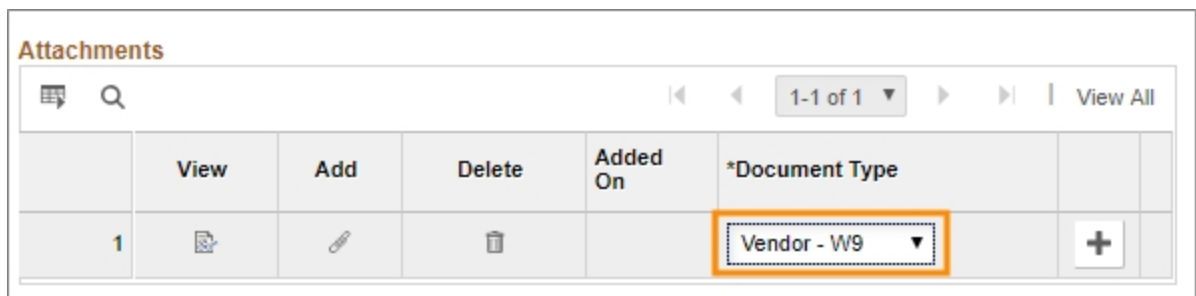
4. Locate the document you'd like to attach on your computer and then click the **Open** button.



5. Click the **Upload** button.



6. Select the appropriate Document Type from the dropdown list.



**Note:** You won't see the attachment in the list until you return to the independent contractor request form and click the Save button.

7. Click the **Add** button if you need to attach more documents and repeat steps two through six.

The screenshot shows a table titled "Attachments". At the top, there is a search bar and navigation controls indicating "1-1 of 1" items. The table has columns for "View", "Add", "Delete", "Added On", and "\*Document Type". A single row is displayed with the document type "Vendor - W9". The plus button in the "Add" column of this row is highlighted with an orange box.

	View	Add	Delete	Added On	*Document Type
1					Vendor - W9

- When you're done attaching documents, click the **OK** button.

A confirmation dialog box is shown with the text: "Note: Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments." Below the text are two buttons: "OK" (highlighted with an orange box) and "Cancel".

- Click the **Save** button to save your independent contractor request.

**Notes:**

- If you click the ImageNow Attachments link again you can see the list of documents you attached.
- You will be the only person who can see the W9 attached to an independent contractor request that you haven't submitted yet. Once the request is fully approved by Accounts Payable, you'll no longer be able to open the W9 attachment. If the request is denied, you will be able to open the W9.
- You will be able to delete attachments from the independent contractor request as long as you haven't submitted the request or if the request is denied.

- Click the **Save and Submit** button in the lower left corner of the screen to save the record.

The screenshot shows four buttons arranged in a grid. The "Save" button is highlighted with an orange box. The buttons are labeled "Save & Preview", "Save", "Save & Submit", and "Notify".

**Result:** The independent contractor record is saved and submitted into the approval workflow which includes departmental and Accounts Payable approvers.

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# Checking the Status of an Independent Contractor Request

## Understanding How to Search for an Independent Contractor Request

Once you have created a new independent contractor request in the system, you can look up the status of the request via the Find an Existing Value tab on the Independent Contractor screen. You can also use the tab to look up previous requests. This is helpful for identifying independent contractors that have previously provided services to the university, which is particularly important when you would like to request a one week speaker. The shortened one weekspeaker form can only be submitted once per calendar year for a given independent contractor. If you find an independent contractor speaker request in the system for the same calendar year as your request, you'll need to complete the regular form instead.

## Checking the Status of an Independent Contractor Request

You can search for an independent contractor request by completing one or more of the search fields. If you are checking to see if an independent contractor request for a one week speaker has already been made during the calendar year, you can search by the independent contractor's name and the status of the request. If you find that there is an approved request for that speaker during the same calendar year, then you'll need to submit the regular form instead.

To check the status of an independent contractor request, follow these steps:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Accounts Payable > Independent Contractor**.
2. Click the **Find an Existing Value** tab.
3. Complete one or more of the following fields:

In this field:	Do the following:
SetID	Choose UNCCH (for UNC-Chapel Hill suppliers) or UNCGA (UNC-Chapel Hill System Office suppliers).
IC Form Number	If you know it, enter the IC Form Number the system assigned to the request when it was made.
First Name	Enter the independent contractor's first name.
Last Name	Enter the independent contractor's last name.
Approval Status	Choose Approved, Denied, or Pending.
On hold	Choose Yes or No. Choose Yes if you want to find requests that have been saved, but not submitted.

### Independent Contractor

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

SetID

IC Form Number

First Name

Last Name

Approval Status

On hold

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)

- Click the **Search** button.
- Click the appropriate request from the search results.

**Note:** If only one request matches your search criteria, you'll be taken directly to the independent contractor screen.

SetID	IC Form Number	First Name	Last Name	Start Date	End Date
UNCCH	0000000140	Courtney	Trainsmith	01/13/2015	01/13/2015
UNCCH	0000000249	John	Trainsmith	12/10/2014	12/11/2014

### Viewing the Request Status

- At the top of the screen, you can see whether the request is Approved, Denied, or Pending.

SetID UNCCH IC Form Number 0000000234 **Status Approved**
[ImageNow Attachments](#)
☐ On hold

▼ **General Information**

2. On the far right, you can check to see if the request is on hold (box will be checked).

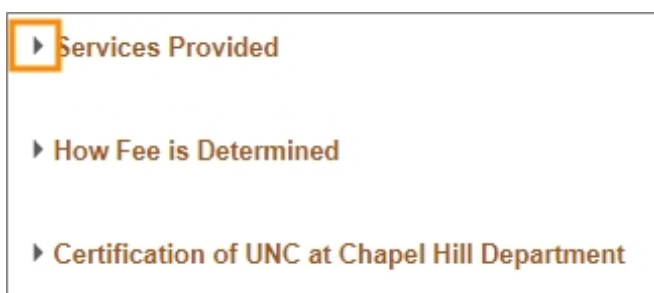
**Note:** If the request is on hold, it means that the request was saved, but not submitted.



SetID UNCCH IC Form Number 0000000234 Status Approved ImageNow Attachments ☐ On hold

▼ General Information

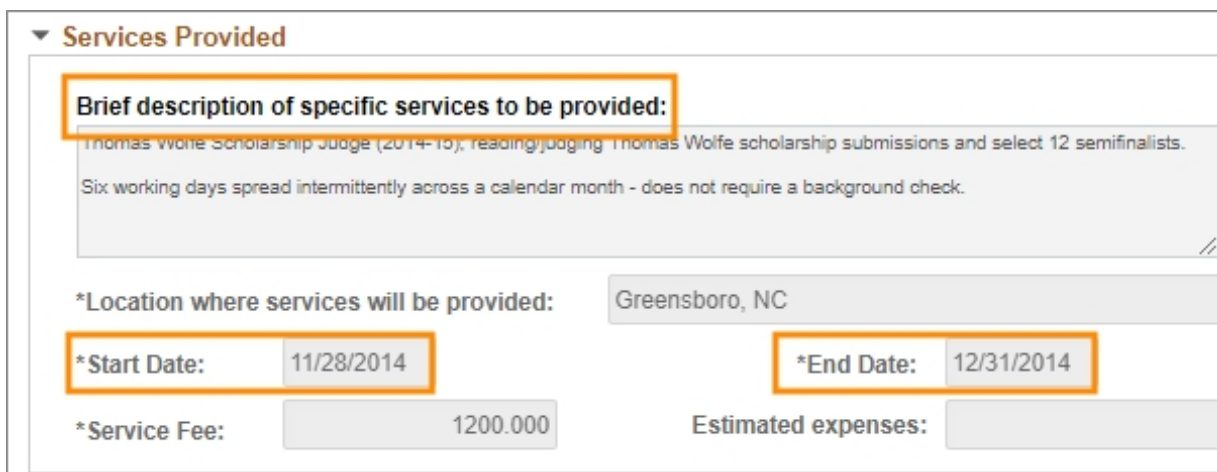
3. To see when the independent contractor provided services and a description of those services, click the Expand button for the Services Provided section.



▶ Services Provided

▶ How Fee is Determined

▶ Certification of UNC at Chapel Hill Department



▼ Services Provided

**Brief description of specific services to be provided:**

Thomas Wolfe Scholarship Judge (2014-15), reading/judging Thomas Wolfe scholarship submissions and select 12 semifinalists.  
Six working days spread intermittently across a calendar month - does not require a background check.

\*Location where services will be provided: Greensboro, NC

\*Start Date: 11/28/2014 \*End Date: 12/31/2014

\*Service Fee: 1200.000 Estimated expenses:

**Important:** If you need to request an independent contractor as a one week speaker and you'd like to use the short form, confirm that this independent contractor hasn't already had a speaking engagement in the current calendar year. In those cases, you'll need to use the regular independent contractor request form. If you are unsure, contact Accounts Payable at [ic\\_review@unc.edu](mailto:ic_review@unc.edu).

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# Infoporte Finance Transactions

## Overview

InfoPorte is the principal reporting tool for finding balances, individual transactions, and various other information. The purpose of this document is to show you how to sign on to InfoPorte and find finance transactions.

This document is not intended to be the complete training on InfoPorte. To attain the necessary understanding of InfoPorte, you need to attend the Financial Reporting with InfoPorte class.

Access to InfoPorte is controlled by your InfoPorte Administrator. Generally, you are granted access to the pages and departments within the purview of your job. New users need to request access through their InfoPorte Administrator.

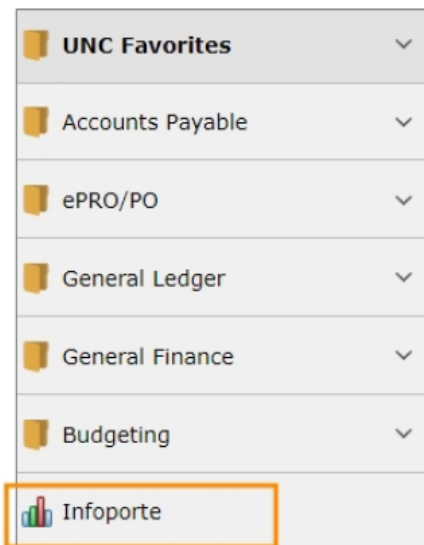
To access the request form and to see the list of InfoPorte Access Administrators, go to: [https://infoporte.unc.edu/tools/data\\_dictionary\\_documents.php](https://infoporte.unc.edu/tools/data_dictionary_documents.php). In the first column, look for Infoporte Admin/Access Request Coordinator list. In the column to the far right, click Download to view the list in Excel.

## Accessing InfoPorte and Finding Finance Transactions

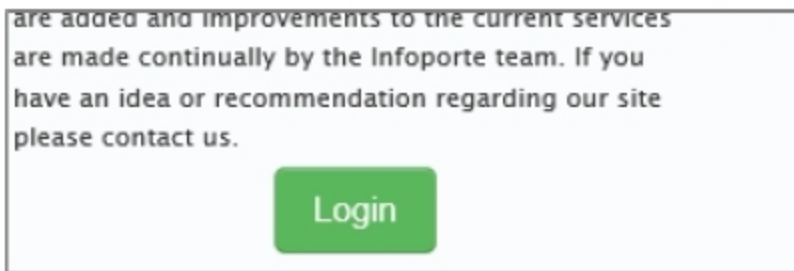
Follow these steps to access InfoPorte and find finance transactions:

There are two ways to access InfoPorte. Choose either Step 1 or 2.

1. From the Admin WorkCenter home page, choose Finance WorkCenter, click InfoPorte from the left menu.



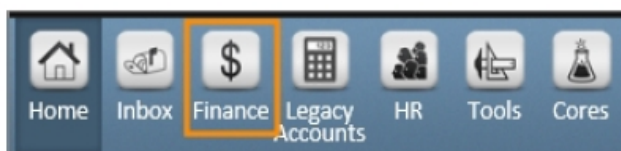
2. Click the **Login** button.



**Result:** The buttons that you have access to appear in the top toolbar. A useful button is the Tools button. This button contains the following tabs:

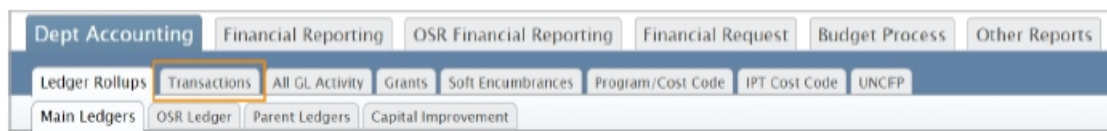
- Data Dictionary Data Dictionary > Account Mapping tab. This tab allows you to look up the translation from an FRS account to the equivalent chartfield string in ConnectCarolina.
- Data Dictionary > Chartfield Lookup tab. This tab allows you to search for ConnectCarolina chartfields by an alpha or numeric search.
- Data Dictionary > General Info tab. This tab contains a list of forms and files, such as the Access Request Form for InfoPorte and a list of the InfoPorte Administrators

3. Click the **Finance** button.



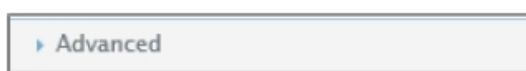
**Result:** The system displays the landing page for the Finance tab, which is the Dept Accounting tab.

4. Click the **Transactions** tab.



**Result:** The system displays the basic search fields. There is also an Advanced search field section beneath the Basic search section, which allows you to search at an additional level of detail.

5. Click the **Advanced** link to open the Advanced search section.



- 
6. The Fiscal Year, Budget Year, and Acct Period fields default to the current period. Change these fields if you are looking for a transaction in a different accounting period.

**Note:** For each accounting period you select, you will see transactions for just those accounting periods, rather than transactions life-to-date up to the period selected.

7. Complete the search fields per the table below. Keep in mind the following:

- The list in the table below focuses on finding each transaction type, but it is not an exhaustive list of ways you can search. For example, you could search by a specific cost code, but that is not listed in this table.
- Your complete set of search fields impacts your overall search results. For example, if you select STAT\_EX\_EX ledger in the Basic search section, and then enter a journal ID in the Advanced section that does not have a State fund, you will get no results.
- There is an optimal set of chartfield combinations for reconciling. Those combinations are listed in the table at the end of this document.

To find this transaction	From the Basic search section, enter:	From the Advanced section, enter:
<p>purchase requisitions</p> <p>vendor catalog orders</p> <p><b>Note:</b> These requirements will have an associated voucher if they have been invoiced to the vendor.</p>	<ul style="list-style-type: none"><li>• one or combination of pre-encumbrance ledgers:<ul style="list-style-type: none"><li>• F&amp;A_PRE</li><li>• OSR_PRE</li><li>• STAT_EX_PR</li><li>• TRST_EX_PR</li></ul></li><li>• your department</li></ul>	<p>REQ_PREENC in the Trans Type field - to see all reqs for your dept</p> <p>Requisition ID in the Trans ID field - to see one specific requisition</p> <p>Acct Date From and Acct Date To - to see requisitions within a date range</p>

<p>vouchers</p> <p><b>Note:</b> This includes travel vouchers, and purchase requisitions and vendor catalog orders that have been invoiced to the vendor.</p>	<ul style="list-style-type: none"> <li>one or combination of pre-encumbrance ledgers: <ul style="list-style-type: none"> <li>F&amp;A_PRE</li> <li>OSR_PRE</li> <li>STAT_EX_PR</li> <li>TRST_EX_PR</li> </ul> </li> <li>your department</li> </ul>	<p>AP_VOUCHER in the Trans Type field - to see all vouchers for your department</p> <p>Voucher ID in the Trans ID field - to see one specific voucher</p>
<p>Campus journals</p>	<ul style="list-style-type: none"> <li>leave blank</li> </ul>	<p>Journal ID in the Trans ID field - to search for a single journals</p>
<p>expense from data collect batches, such as FEDEX, medical insurance, and core data fees</p>	<ul style="list-style-type: none"> <li>one or combination of pre-encumbrance ledgers: <ul style="list-style-type: none"> <li>F&amp;A_PRE</li> <li>OSR_PRE</li> <li>STAT_EX_PR</li> <li>TRST_EX_PR</li> </ul> </li> <li>your department</li> </ul>	<p>GL_JOURNAL in the Trans Type field</p>
<p>deposits</p>	<ul style="list-style-type: none"> <li>your department</li> </ul>	<p>AR_MISCPAY in the Trans tpe field - to see all deposits</p> <p>Deposit ID in the Trans ID field - to see a specific deposit</p>

budget journals or transfers	<ul style="list-style-type: none"> <li>one or combination of pre-encumbrance ledgers: <ul style="list-style-type: none"> <li>F&amp;A_PRE</li> <li>OSR_PRE</li> <li>STAT_EX_PR</li> <li>TRST_EX_PR</li> </ul> </li> <li>your department</li> </ul>	
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Ledger: STAT\_EX\_EX ▼

Fiscal Year: 2016 ▼

Budget Prd: 2016 ▼

Acct Prd: 1-July ▼

Dept ID: (show all) ▼

Project:

Program:

Account:

Advanced

The default is the current period. Select more or different periods as needed.

Advanced

Cost Code 1:  Allows % as a trailing wildcard.

Cost Code 2:  Allows % as a trailing wildcard.

Acct Date from:

Acct Date to:

Trans Type:  ▼

Trans ID:

Description:

Reference 1:

Payment Date From:

These are key search fields to search for specific transactions and transaction types, but you can also use any of the other search fields.

9. Click the **Search** button.

**Result:** The system displays the journals based on your search criteria. The table below shows the information in key fields by transaction type.

Transaction type	Description	Trans Type	Trans ID	Reference 1	Reference 2
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Purchas requisitions  vendor catalog orders	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_Payment Date	Requisition ID
Campus vouchers	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_Payment Date	not used
Travel vouchers	VendorID_ Vendor name	AP_ VOUCHER	Travel ID_ Invoice #	Payment Ref #_Payment Date	not used
Campus journals	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
CABS	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
PCard	Merchant name	GL_ JOURNAL	Journal ID_ Posted Date	Transaction date	not used
other data collect batch files, such as fedex or core data fees	file description	GL_ JOURNAL	Journal ID_ Journal Date		not used
depostis	not used	AR_ MISCPAY	AR Business Unit_ Deposit ID	not used	not used
budget journals	not used	GL_BD_ JRNL	Journal ID_ Posted Date	not used	not used

### Search fields for reconciling

When you reconcile, it is best to search for transactions by specific chartfield string. Below are recommended chartfield combinations for reconciliation purposes.

Fund type	Chartfield combination
State	Fund- Source - Department ID
F&A	Source - Department ID
OSR	Source - Project ID

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Trust	Source only, with two exceptions: <ul style="list-style-type: none"><li>• Endowments: Enter fund and source to see principal and income</li><li>• Trusts allocated across multiple departments: Enter source and department ID</li></ul>
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