Connect
CAROLINA
Finance

Campus Vendors

VERSION: 7/8/2014

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1 Campus Vendors

In this chapter, you will learn how to:

- Search for and Review Vendors
- Request a New Campus Vendor
- Request Changes to a Campus Vendor

Understanding Campus Vendors

Overview

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

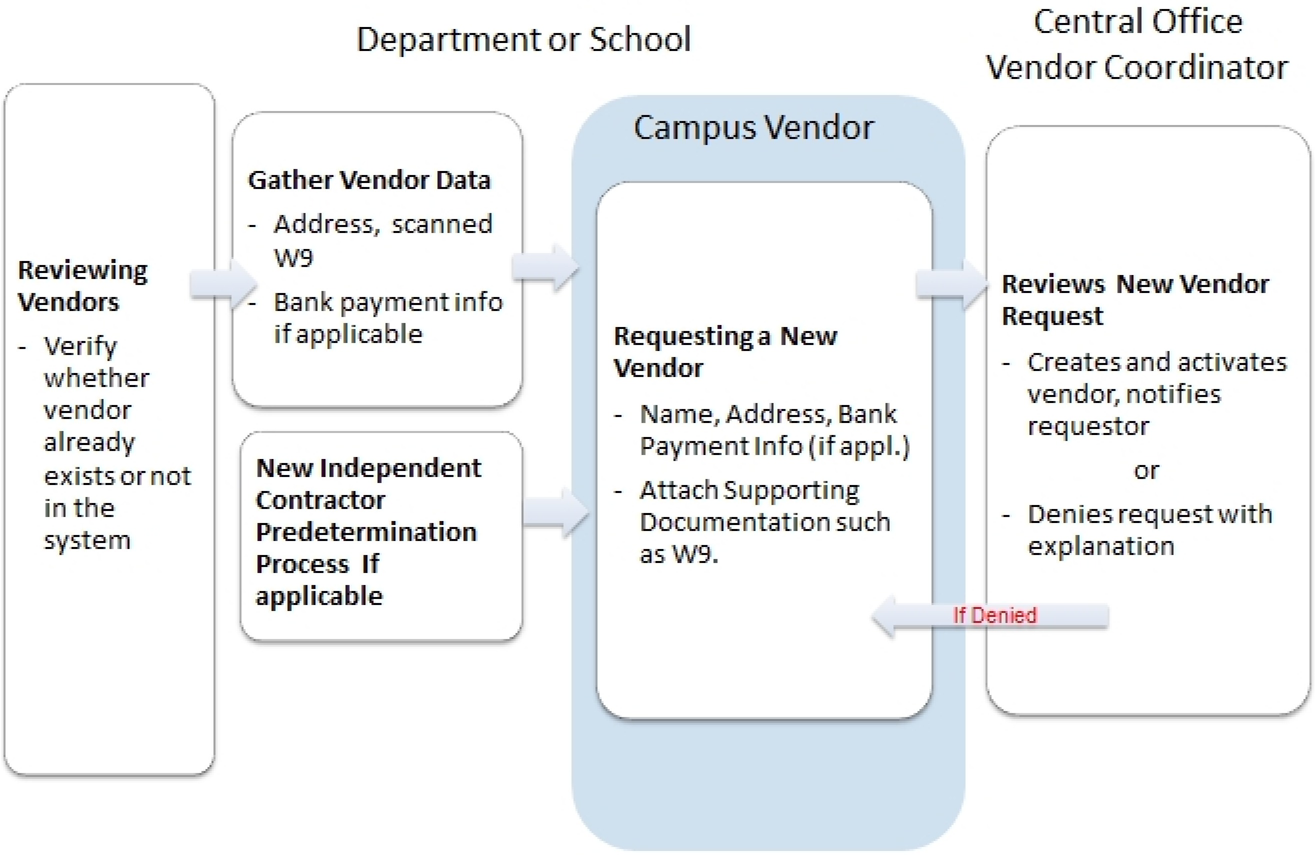
- creating a campus voucher to pay businesses, independent contractors, as well as non-payroll payments to University faculty, staff, or affiliates
- creating Web Travel requests for travel advances, airfare, or travel expense reimbursements

A business's vendor record contains the business's name, tax identification number (TIN), applicable remit-to and/or ordering addresses, payment information, and vendor contact information.

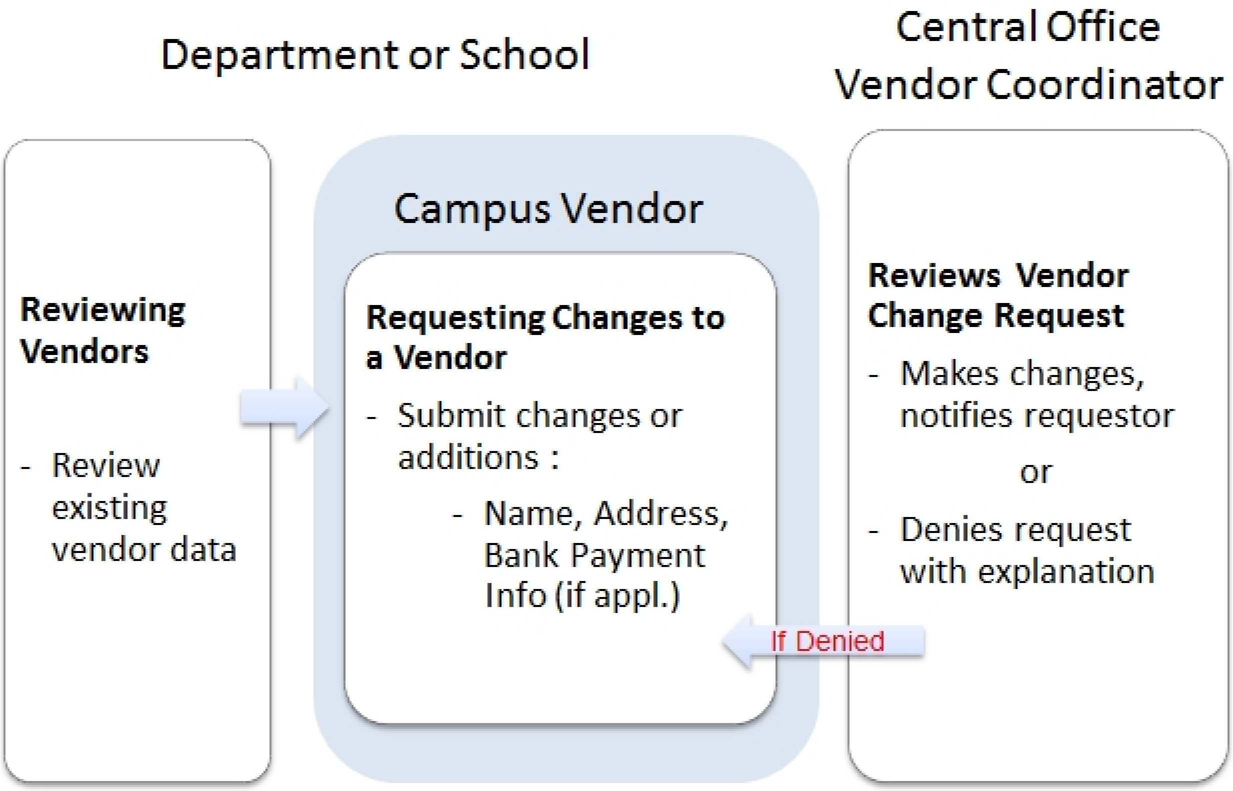
Non-payroll-related payments may be needed for employees, students and University affiliates. In order to receive payment they must have a valid vendor record setup in the system.

All address and any bank payment information in the vendor record is segregated and maintained separately from any other information in the system, such as the person's direct deposit details in Payroll, or personal information in the Student Information and Administration (SIA).

New Vendor Requests


Department or School
Central Office Vendor Coordinator
Campus Vendor
Reviewing Vendors
- Verify whether vendor already exists or not in the system
Gather Vendor Data
- Address, scanned W9
- Bank payment info if applicable
New Independent Contractor Predetermination Process If applicable
Requesting a New Vendor
- Name, Address, Bank Payment Info (if appl.)
- Attach Supporting Documentation such as W9.
Reviews New Vendor Request
- Creates and activates vendor, notifies requestor
or
- Denies request with explanation
If Denied

Vendor Change Requests


Department or School
Central Office Vendor Coordinator
Reviewing Vendors
- Review existing vendor data
Campus Vendor
Requesting Changes to a Vendor
- Submit changes or additions :
- Name, Address, Bank Payment Info (if appl.)
Reviews Vendor Change Request
- Makes changes, notifies requestor
or
- Denies request with explanation
If Denied

Additional Resources

- Reviewing Vendors
- Completing New Independent Contractor Predetermination Process
- Requesting a New Campus Vendor
- Requesting Changes to a Vendor

Reviewing Vendors

Overview

Perform the Review Vendors procedure to search for vendors that meet specified search criteria, or find a specific vendor.

This procedure is especially useful for

- confirming that a vendor record doesn't already exist in the system before requesting that the vendor is added
- reviewing a specific vendor's details before requesting that they are changed

Related Reference

- Requesting a New Campus Vendor
- Requesting Changes to a Vendor

Menu Path

Main Menu > Finance Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Steps - Reviewing Vendors

Follow these steps to review vendors:

1. Choose this menu option:

   Main Menu > Finance Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Review Vendors

2. Complete the SetID and as many fields as necessary to refine your search results.

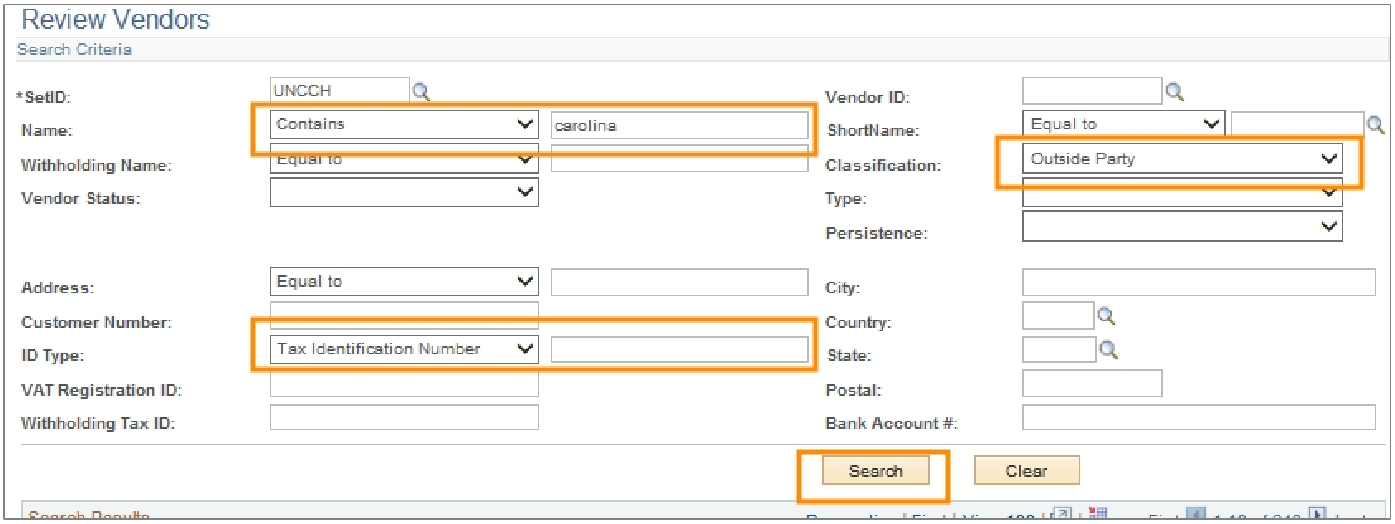
   Common searches include:

   - SetID and Vendor Name. Choose Contains from the list box and enter a portion of the vendor's name.
   - SetID and ID Type. Choose **uncch-pid** and enter the employee's, student's, or affiliate's PID.

In this field:	Do the following:
SetID	Look up, or enter, the vendor's SetID. The SetID for a vendor indicates who uses the vendor. Options include: • **uncch** for UNC-Chapel Hill vendors • **uncga** for UNCGeneral Adminstration vendors Note: The **share** option is not used at the University.
Vendor ID	If you know it, enter the vendor ID. The vendor ID is a unique number assigned by the system when the vendor is created.
Vendor Name	Choose **Contains** and enter portion of the vendor name you are searching for. Note: This field is typically the business name, or the first and last name of the independent contractor, employee, University affiliate or student.
Shortname	Choose **Contains** and enter portion of the vendor name you are searching for. The short name is an abbreviated version of the vendor name. Note: If you're searching using a portion of a vendor's name, the Vendor Name field is generally more effective.
Withholding Name	Leave this field blank.
Classification	Choose the vendor class you want. Vendor class is a specific label that identifies the type of vendor.
Vendor Status	Choose one of the following: • To search for vendors in any status, leave this field blank. • To search for vendor in a specific status, choose the vendor status from the list.
Persistence	Leave this field blank.
City	Enter the vendor's city. This must exactly match the value entered in the City field on the vendor's record.
Customer Number	Leave this field blank.
Country	To search for a vendor in a particular country, look up, or enter, the country ID for that vendor. Otherwise, leave this field blank to get a list of all vendors in all countries.
ID Type	Choose whether you want to search by **Tax Identification Number**, for a business, or **UNCCH-PID**, for a person, then enter the tax identification number or PID for the vendor you are searching for.
Witholding Tax ID	Leave this field blank.

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

3. Click on the **Search** button.


Review Vendors

Search Criteria

*SetID: UNCCH

Name: Contains carolina

Withholding Name: Equal to

ShortName: Equal to

Classification: Outside Party

Address: Equal to

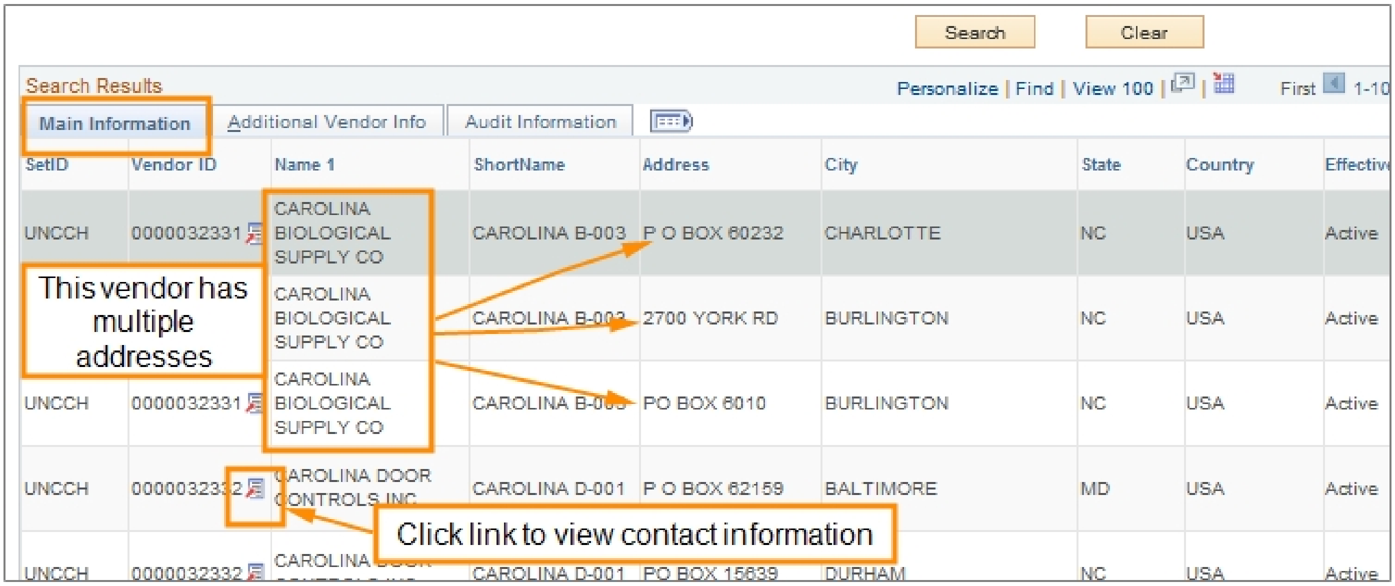
ID Type: Tax Identification Number

Vendor ID:
Vendor Status:
Type:
Persistence:
Customer Number:
City:
Country:
State:
Postal:
VAT Registration ID:
Withholding Tax ID:
Bank Account #:
Search
Clear

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

4. View the Search Results and the vendor detail.

- A single vendor may have multiple addresses, and will display as a unique row for each of the vendors addresses.
- Click on tabs to see different groupings of vendor data.
- Click on the column header to sort the list by that field.
- Click on the **View Related Links** icon next to the vendor ID, and click on the Vendor Contact link to view the vendor contact information maintained for that vendor at that address.


Search
Clear
Search Results
Personalize | Find | View 100 |
First 1-10
Main Information
Additional Vendor Info
Audit Information

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effectiv
UNCCH	0000032331	CAROLINA BIOLOGICAL SUPPLY CO	CAROLINA B-003	P O BOX 60232	CHARLOTTE	NC	USA	Active
		CAROLINA BIOLOGICAL SUPPLY CO	CAROLINA B-00	2700 YORK RD	BURLINGTON	NC	USA	Active
UNCCH	0000032331	CAROLINA BIOLOGICAL SUPPLY CO	CAROLINA B-00	PO BOX 6010	BURLINGTON	NC	USA	Active
UNCCH	0000032332	CAROLINA DOOR CONTROLS INC	CAROLINA D-001	P O BOX 62159	BALTIMORE	MD	USA	Active
UNCCH	0000032332	CAROLINA	CAROLINA D-001	PO BOX 15639	DURHAM	NC	USA	Active

This vendor has multiple addresses

Click link to view contact information

Requesting a New Campus Vendor

Overview

Department personnel use this transaction to request a new campus vendor record in ConnectCarolina. A valid vendor record must exist prior to performing payment-related activities in the system, such as:

- creating a campus voucher to pay businesses, independent contractors, students, University faculty, staff, and affiliates
- creating Web Travel requests for advances, airfare, or travel expense reimbursement.

A new campus vendor request includes remit-to information, contact information, and supporting documentation electronically attached. Once saved and submitted, the new campus vendor request is forwarded via workflow to the Vendor Coordinator in Disbursement Services.

After examination, the Vendor Coordinator in Disbursement Services approves the vendor request and adds the vendor to the system. The requesting department will receive notification via email that the vendor has been added and activated.If irregularities exist with the campus vendor request, the Vendor Coordinator will deny the request in the system and will note in the comments why the request is denied. The requesting department will also receive notification as to why the new vendor request is denied. The requestor must then correct the errors and resubmit the request for approval.

Related Reference

- To search for vendor record to verify whether it already exists or not, see Reviewing Vendors.
- For new independent contractors, independent contractor predetermination steps must first be completed. For more information see Completing New Independent Contractor Predetermination Process
- The Campus Vendor transaction can also be used to request changes to existing vendors. For instruction see Requesting Changes to a Vendor.

Menu Path

Main Menu > Finance Menu > UNC Campus > Campus Vendor

Steps - Requesting a New Campus Vendor

Follow these steps to request a new campus vendor:

1. Choose this menu option:

   Main Menu > Finance Menu > UNC Campus > Campus Vendor

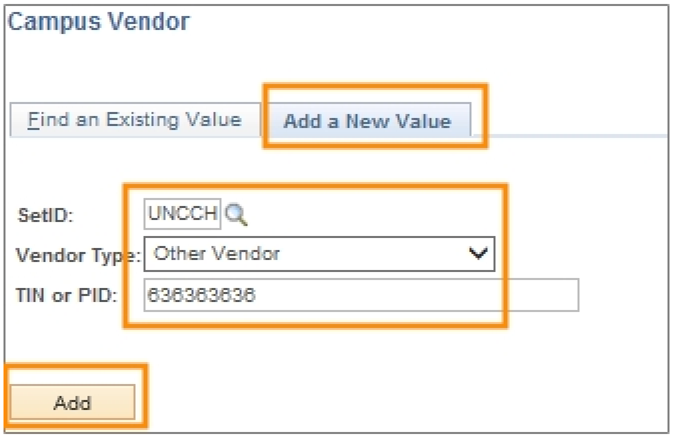
Campus Vendor Page

2. Click on the **Add a New Value** tab.

3. Complete the fields:

In this field:	Do the following:
SetID	Look up, or enter, the vendor's SetID. SetID for a vendor is a classification of who uses the vendor. Options include: • **uncch** for UNC-Chapel Hill vendors • **uncga** for UNC-Chapel Hill General Adminstration vendors • SHARE: Do not use.
Vendor Type	Choose the option you want: • **Employee Vendor** if you are creating a vendor to enable payment to a University employee or faculty. • **Other Vendor** if you are creating a vendor that is a business or independent contractor. • **Student Vendor** if you are creating a vendor to enable payment to a student.
TIN or PID	Choose one of the following nine-digit numbers: • **TIN**(Tax Identificaiton Number) Enter the corporate tax ID number of the business or social security number of independent contractor. Enter the TIN if you've selected Other Vendor in the Vendor Type field. • **PID** (Person ID number) Enter the person ID number of the employee or student. Enter the PID if you've selected either Employee Vendor or Student Vendor in the Vendor Type field. Note: The system requires the TIN or PID number be nine digits, or you will get an error.

3. Click the **Add** button.



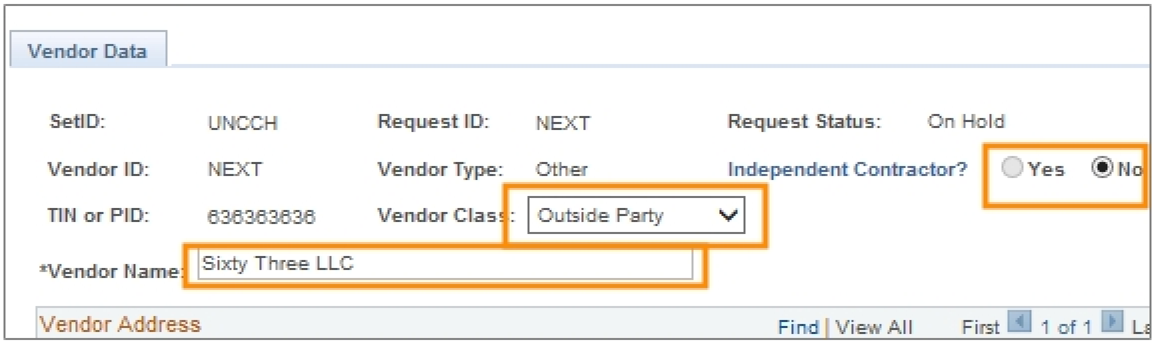
SetID: UNCCH
Vendor Type: Other Vendor
TIN or PID: 636363636

Result: The system displays the Vendor Data tab.

Vendor Data Tab

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

In this field:	Do the following:
Independent Contractor?	Verify the value the system defaults. If you are creating a new independent contractor vendor, the system will default Yes if the required system steps for setting up an independent contractor have been completed. For more information see [Completing New Independent Contractor Predetermination Process.](#)
Vendor Name	Enter the business name, name of the independent contractor, or name of the individual. Note: If you are creating a vendor for an new independent contractor, the system will fill in the address values for you based upon the information entered in the [Completing New Independent Contractor Predetermination Process.](#)
Vendor Class	Choose the vendor class. The options available are based upon the Vendor Type you initially selected.



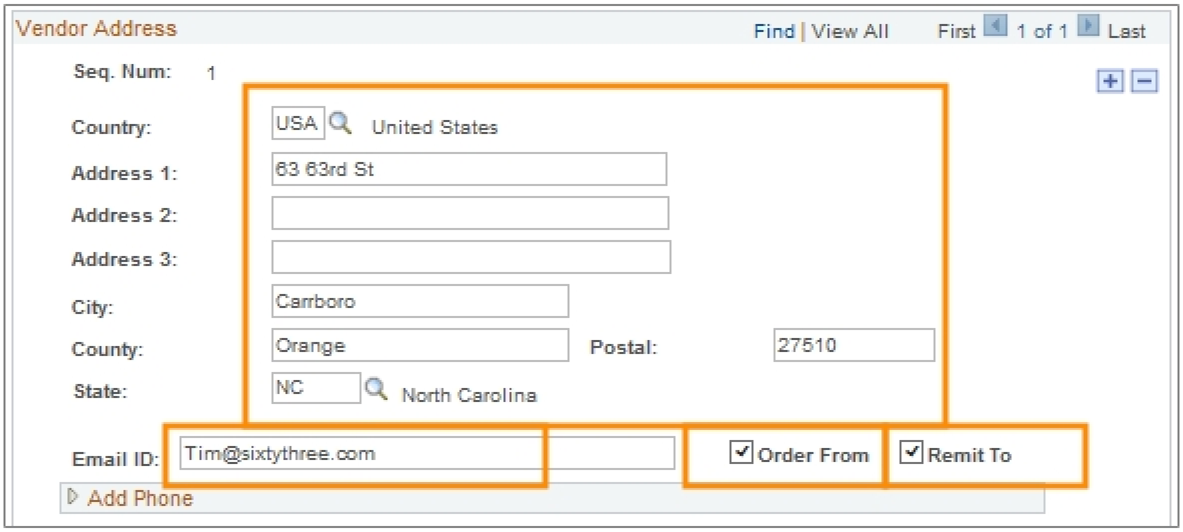
SetID: UNCCH
Request ID: NEXT
Request Status: On Hold
Vendor ID: NEXT
Vendor Type: Other
Independent Contractor? ○ Yes ● No
TIN or PID: 636363636
Vendor Class: Outside Party
*Vendor Name: Sixty Three LLC

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

Note: If you are creating a vendor for a new independent contractor, the system will fill in the address values for you based upon the information entered in the [Completing New Independent Contractor Predetermination Process](#)

In this field:	Do the following:
Country	Leave the system default**USA**. Note: Only USA vendors will be added on this page. Any foreign vendors will be manually entered by the Vendor Coordinator in the system. Make this request to the Vendor Coordinator via email, and attach appropriate documentation as necessary.
Address 1	Enter the vendor's mailing 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 vendor's city.
County	Enter the vendor's county.
Postal	Enter the vendor's mailing zip code.
State	Look up, or enter, the two-letter abbreviation for the vendor's state.
Email ID	Enter the vendor's email address.
Order From	Mark this checkbox if this vendor address is valid for use in ePro requisitions or purchase orders.
Remit To	Mark this checkbox if the address is valid for remitting payments.



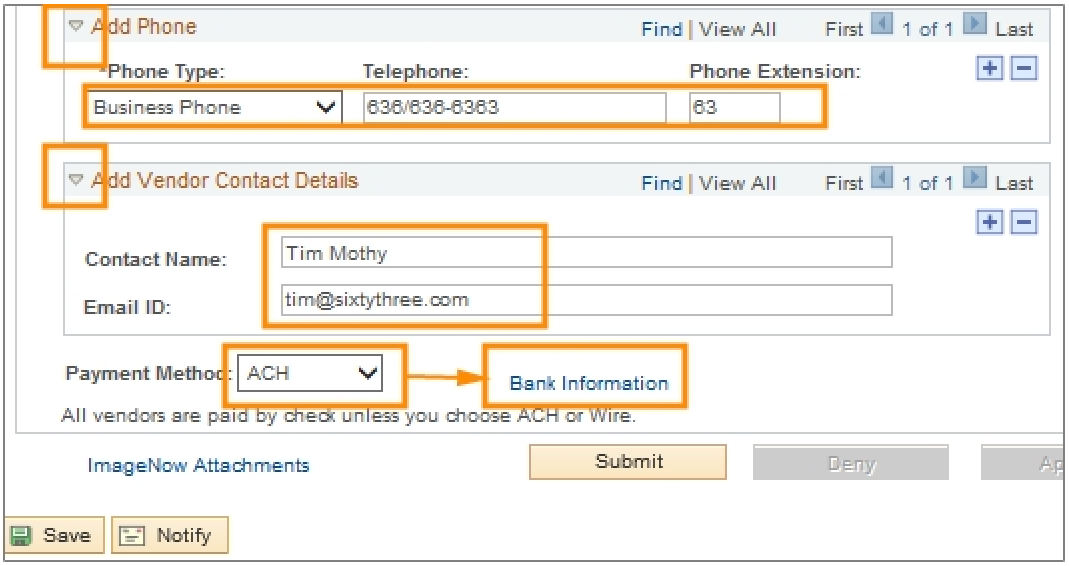
Seq. Num: 1
Country: USA United States
Address 1: 63 63rd St
Address 2:
Address 3:
City: Carrboro
County: Orange
Postal: 27510
State: NC North Carolina
Email ID: Tim@sixtythree.com
☑ Order From
☑ Remit To

3. If they are collapsed, click the arrow to expand the Add Phone section and the Add Vendor Contact Details section.

4. In the Add Phone and Add Vendor Contact Details sections, complete the fields:

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

In this field:	**Do the following:**
Contact Email ID	Enter the contact person's email address.
Payment Method	If this vendor address is relevant for payment, choose the payment option you want for the vendor. - **Blank**: Leave blank if the vendor is to be paid by check to the address or if the address entered is not relevant for remit-to payments. - **ACH** if the vendor address is marked as remit-to and is to be paid by automated clearing house (ACH). - **Wire** if the vendor address is marked as remit-to and is to be paid by wire transfer to a United States domestic bank. Wires to non-domestic banks are processed using a separate process through accounting services. Note: If you've chosen either the ACH or Wire option, the Bank Information link will appear to the right of the Payment Method field.



*Phone Type: Business Phone
Telephone: 636/636-6363
Phone Extension: 63

Contact Name: Tim Mothy
Email ID: tim@sixtythree.com

Payment Method: ACH
All vendors are paid by check unless you choose ACH or Wire.

Note: A vendor may have more than one contact that is maintained in the system. If you need to enter an additional contact for the vendor, click the **Add a New Row** button in the Add Vendor 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 vendor'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 vendor that is to be paid by ACH or wire, be sure to scan and attach the banking information provided by the vendor to the new vendor request.

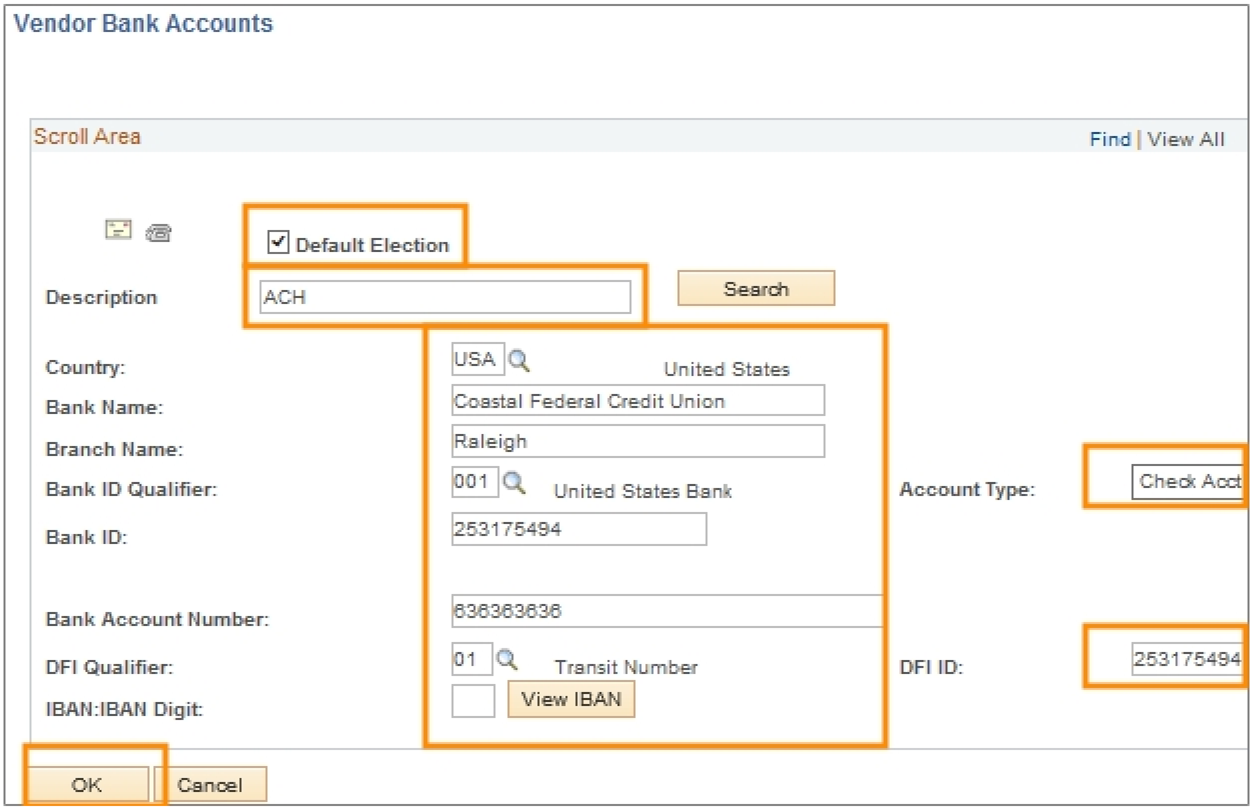
Vendor Bank Accounts Page

This screen is only available when the vendor will be be paid via ACH or Wire.

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

In this field:	**Do the following:**
Default Election	Ensure the checkbox is marked if this is the vendor's default payment account.
Description	Enter either ACH or Wire.
Country	Enter **USA.**
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 **001** for United States banks.
Account Type	Choose **Check Acct**.
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 **01** 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. Note: 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.

2. Click **OK** .


Vendor Bank Accounts

Scroll Area

☑ Default Election

Description: ACH

Country: USA United States

Bank Name: Coastal Federal Credit Union

Branch Name: Raleigh

Bank ID Qualifier: 001 United States Bank

Bank ID: 253175494

Account Type: Check Acct

Bank Account Number: 636363636

DFI Qualifier: 01 Transit Number

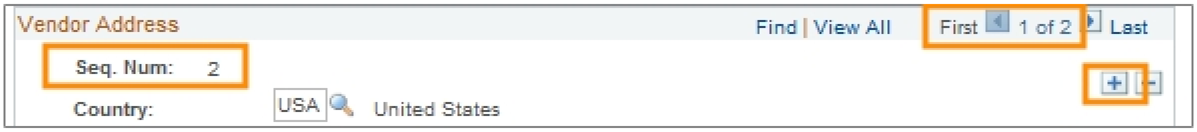
DFI ID: 253175494

IBAN:IBAN Digit:

Adding More than One Vendor Address

A campus vendor 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 vendor, you can enter more than one address for the vendor.

1. To enter an additional address for the vendor, click the **Add a New Row** button. Navigate between the vendor's addresses using the First and Last links and arrow buttons located in the upper-right corner of the Vendor Address section.


Vendor Address

Seq. Num: 2

Country: USA United States

Result: The system allows you to add additional Vendor Address information. Enter the vendor data for the additional address as detailed previously in this instruction.

Vendor Data Tab

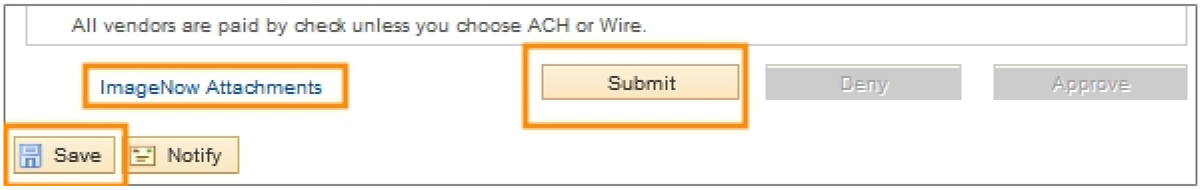
1. Revelant documentation must be attached to the new campus vendor request submission. At a minimum, this includes the vendor's W9 form. Click

the **ImageNow Attachments** link to attach forms to this request.

For specific instruction on uploading attachments, see Attaching Documents Using ImageNow.

2. Click **Save** to save your campus vendor request.

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



All vendors are paid by check unless you choose ACH or Wire.

Result: A notification is sent to the vendor coordinator to review your submission.

To review your entries, check on the status of your request or make changes using this same transaction, follow the menu path: Main Menu > Finance Menu > UNC Campus > Campus Vendor. Then select the Find an Existing Value Tab and search for the record you want, then click on it to display or change.

Requesting Changes to a Vendor

Overview

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

- Vendor name
- Vendor address and contact details
- Bank and payment information

A vendor record may contain more than one address maintained in the system. For example, the vendor may have an order-from address used for requisitions or purchase orders, a second address as the mailing address, and a third as the remit-to address for payments.

When requesting a change to a vendor, within the transaction you must specify if you want a change to existing data or make an addition to the existing data. The steps for both of these options are outlined here.

Related Reference

- To search for vendor record and view its details see Reviewing Vendors.

Menu Path

Main Menu > Finance Menu > UNC Campus > Campus Vendor

Steps - Requesting Changes to an Existing Vendor

Follow these steps to request changes to a campus vendor record:

1. Choose this menu option:

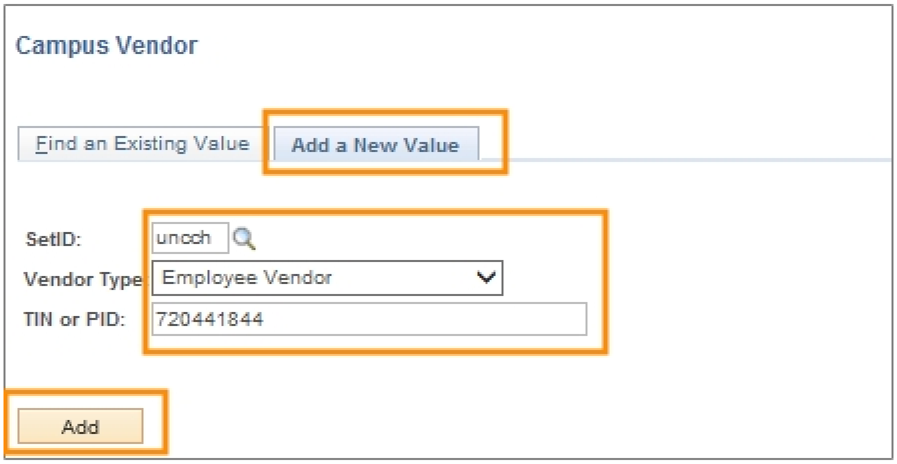
   Main Menu > Finance Menu > UNC Campus > Campus Vendor

Campus Vendor Page

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

In this field:	Do the following:
SetID	Look up, or enter, the vendor's SetID. SetID for a vendor indicates who uses the vendor. Options include: • **uncch** for UNC-Chapel Hill vendors • **uncga** for UNC-Chapel Hill General Adminstration vendors Note: The **share** option is not used at the University.
Vendor Type	Choose one of the following options: • **Employee Vendor** if the vendor is a University employee • **Other Vendor** if the vendor is a business or independent contractor • **Student Vendor** if the vendor is a student
TIN or PID	Enter the vendor's nine-digit tax identification number or PID: • If you chose Other Vendor in the Vendor Type field enter the corporate tax ID number if the vendor is a business, or enter social security number if the vendor is an independent contractor. • If you chose Employee or Student Vendor in the Vendor Type field, enter the vendor's PID.

3. Click on the **Add** button.



Campus Vendor

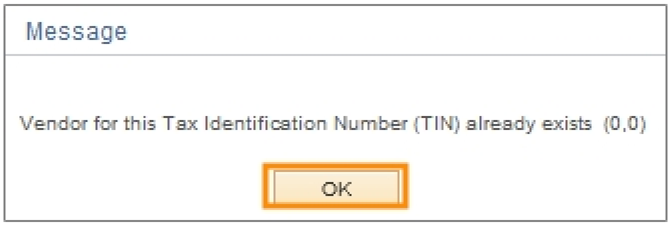
SetID: uncch

Vendor Type: Employee Vendor

TIN or PID: 720441844

Result: The system displays a warning message indicating the vendor already exists.

4. Click **OK**.



Message

Vendor for this Tax Identification Number (TIN) already exists (0,0)

Result: The system displays the Vendor Data tab.

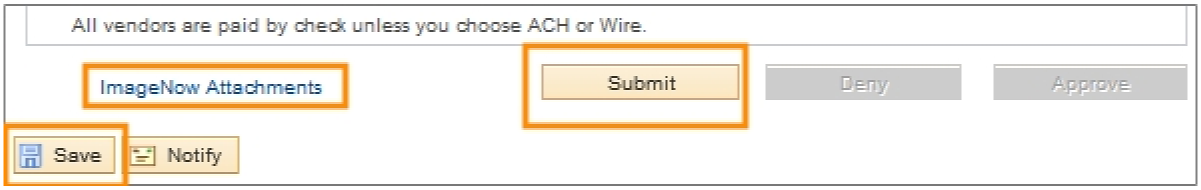
Vendor Data Tab

1. Complete the fields:

In this field:	Do the following:
Independent Contractor?	The system marks the radio button to indicate whether or not the vendor is classified as an independent contractor.
Vendor Name	If the vendor's name is changing, gather any documentation or request you may have received from the vendor and contact the vendor coordinator to make the update to the vendor record directly.
Vendor Class	Verify the vendor class. If the vendor class is incorrect contact theVendor Coordinator.

2. In the Address History section review the vendor'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.

3. Click the Show Next row button to view additional address records, if applicable.



All vendors are paid by check unless you choose ACH or Wire.

4. In the Vendor Address section, complete the fields:

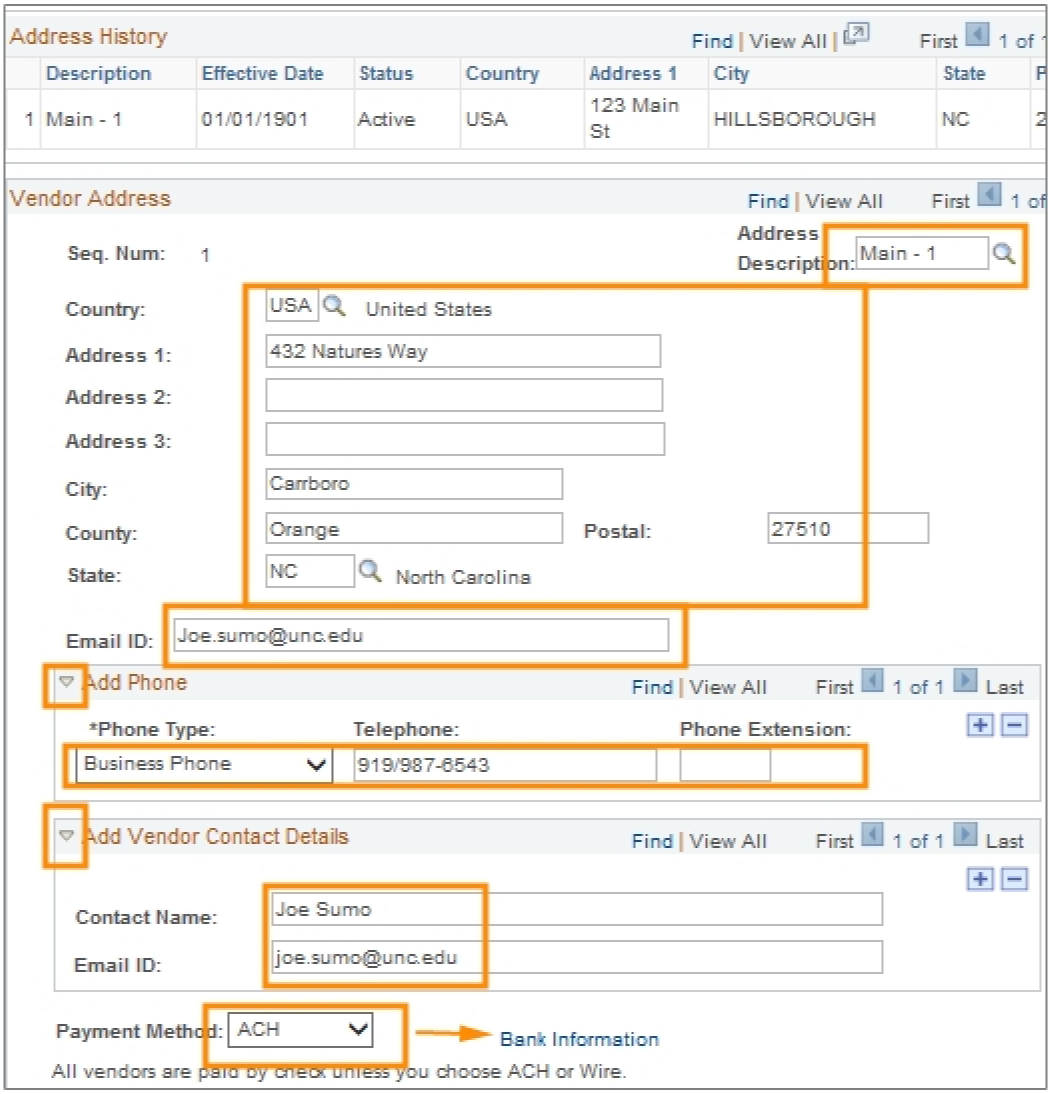
In this field:	Do the following:
Address Description	Look up, or enter, one of the following: • **Main** to change an existing address • **New** if you want to want to add an additional, unique address to the vendor's record Note: If you've chosen an existing Main address, the address and any bank payment entries you make in this change request will become active and effective once the vendor record change request is approved. The previous address will become inactive, but will remain in the system for historical purposes. Note: If you've been notified in advance of an address change for a vendor to be active on a specific date, make the change request with this transaction and also attach a note to let the the vendor coordinator know that the change is not to take effect immediately.
Country	Look up, or enter, the vendor's country.
Address 1	Enter the vendor's street address.
Address 2	Enter any additional address information, such as Suite number, Attention: or Building.
City	Enter the vendor's city.
County	Enter the vendor's county.
Postal	Enter the vendor's zip code.
State	Look up, or enter, the two-letter abbreviation for the vendor's state.
Email ID	Enter the vendor's email address.
Order From	Mark this checkbox if this vendor address is valid for use in ePro requisitions or purchase orders. Otherwise, leave this checkbox unmarked.
Remit To	Mark this checkbox if the address is valid for remitting payments. Otherwise, leave this checkbox unmarked.

5. If they are collapsed, click the arrow to expand the Add Phone section and the Add Vendor Contact Details section.

6. In the Add Phone and Add Vendor Contact Details sections, complete the fields:

In this field:	Do the following:
Phone Type	Choose the phone type.
Telephone	Enter the vendor contact telephone number for the chosen Phone Type.
Phone Extension	Enter the telephone extension, if applicable.

In this field:	**Do the following:**
Contact Name	Enter the name of the vendor's primary contact person.
Contact Email ID	Enter the contact person's email address.
Payment Method	If the vendor address is relevant for payment, choose the payment option you want for the vendor. • **Blank**: Do not make a selection if the vendor prefers a check mailed to the address entered, or if the address entered is not relevant for remit-to payments. • **ACH** if vendor is paid by automated clearing house (ACH) and the vendor address is relevant for remit-to payment • **Wire** if the vendor is paid by wire transfer and the address is relevant for remit-to .payment. Note: If you've chosen either the ACH or Wire option, the Bank Information link will appear to the right of the Payment Method field.


Find | View All | First 1 of
Find | View All | First 1 of
Find | View All | First 1 of 1 Last
Find | View All | First 1 of 1 Last
Bank Information

Address History

	Description	Effective Date	Status	Country	Address 1	City	State	P
1	Main - 1	01/01/1901	Active	USA	123 Main St	HILLSBOROUGH	NC	2

Vendor Address

Seq. Num: 1

Address Description: Main - 1

Country: USA United States

Address 1: 432 Natures Way

Address 2:

Address 3:

City: Carrboro

County: Orange

Postal: 27510

State: NC North Carolina

Email ID: Joe.sumo@unc.edu

Add Phone

*Phone Type:	Telephone:	Phone Extension:
Business Phone	919/987-6543	

Add Vendor Contact Details

Contact Name: Joe Sumo

Email ID: joe.sumo@unc.edu

Payment Method: ACH

All vendors are paid by check unless you choose ACH or Wire.

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

7. If you selected ACH or Wire as the vendor'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 the vendor change or addition is to be paid by ACH or wire, be sure to scan and attach the banking information provided by the vendor.

Vendor Bank Accounts Page

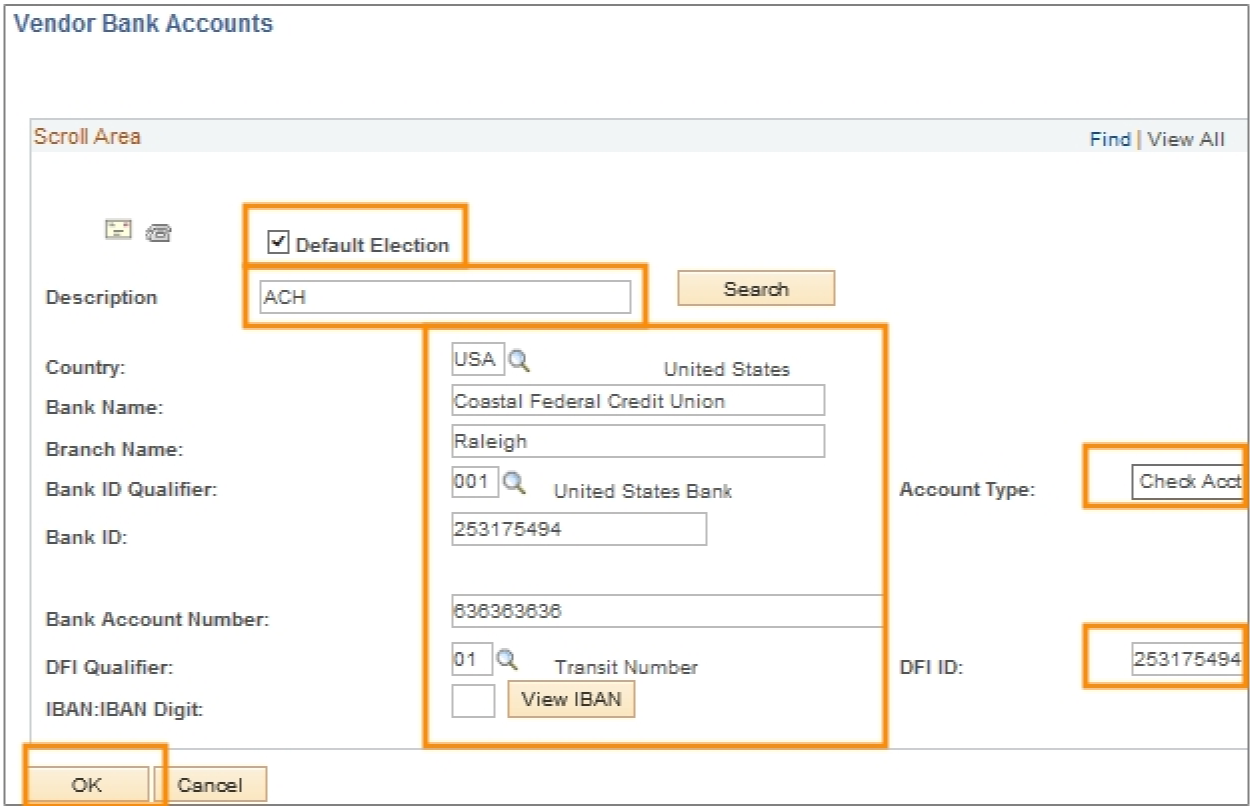
This screen is only available when the vendor will be be paid via ACH or Wire.

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

2.

In this field:	**Do the following:**
Default Election	Ensure the checkbox is marked if this is the vendor's default payment account.
Description	Enter either ACH or Wire.
Country	Enter **USA.**
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 **001** for United States banks.
Account Type	Choose **Check Acct**.
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 **01** 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. Note: 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.

3. Click **OK.**


Vendor Bank Accounts
Scroll Area
Find | View All
Search
View IBAN
OK
Cancel

☑ Default Election

Description: ACH

Country: USA United States

Bank Name: Coastal Federal Credit Union

Branch Name: Raleigh

Bank ID Qualifier: 001 United States Bank

Bank ID: 253175494

Account Type: Check Acct

Bank Account Number: 636363636

DFI Qualifier: 01 Transit Number

DFI ID: 253175494

IBAN:IBAN Digit:

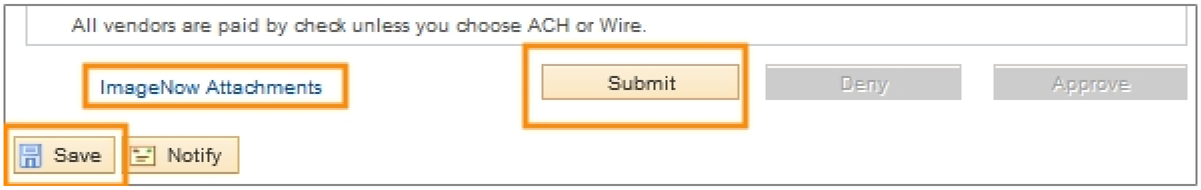
Vendor Data Tab

1. To attach relevant documentation such as a vendor W9, address change information or bank information, click the **ImageNow Attachments** link to upload the documents.

   For specific instruction on uploading attachments, see Attaching Documents Using ImageNow.

2. Click **Save** to save your campus vendor change request.

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


ImageNow Attachments
Submit
Deny
Approve
Save
Notify

All vendors are paid by check unless you choose ACH or Wire.

Result: A notification is sent to the vendor coordinator to review your submission.

To review your entries, check on the status of your request or make changes using this same transaction, follow the menu path: Main Menu > Finance Menu > UNC Campus > Campus Vendor. Then select the Find an Existing Value Tab and search for the record you want, then click on it to display or change.

2 Independent Contractors

In this chapter, you will learn how to:

- Search for and Review Vendors
- Request a New Campus Vendor
- Request Changes to a Campus Vendor

Completing New Independent Contractor Predetermination Process

Overview

Prior to making a commitment to an individual to be paid as an independent contractor, departments must submit designated forms to Disbursement Services and HR for review and approval. This ensures there are no payment delays and that the University is in compliance with Internal Revenue Service regulations.

The independent contractor transaction outlined here results in a searchable, permanent record of independent contractor data, including attachments of scanned and signed forms.

Approval workflow is built into the independent contractor process. Upon completing and submitting the independent contractor transaction, the submission is routed for approval to departmental or school approvers as well as Disbursement Services.

Before You Start

- Request and receive successful background check from Human Resources
- Gather and scan applicable documentation which may include:
    - IC Determination Checklist
    - IC Services Agreement
    - Statement of Work Form
    - W-9 Form: IRS Request for Taxpayer Identification Number
    - Waiver of Competition/Sole Source Letter

Related Reference

- For more specific information on independent contractors, including policies procedures and forms, see Finance Division Policies and Procedure Manual: Policy 708 – Independent Contractor.
- To see if an independent contractor already exists in the system see Reviewing Vendors.

Menu Path

Main Menu > Finance Menu > UNC Campus > Independent Contractor

Steps - Independent Contractor Predetermination Forms

Follow these steps to complete independent contractor predetermination forms:

1. Choose this menu option:

   Main Menu > Finance Menu > UNC Campus > Independent Contractor

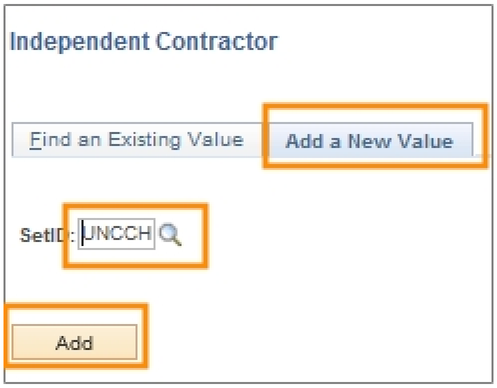
2. Click the **Add a New Value** tab.

Add a New Value Tab

3. Complete the fields:

In this field:	Do the following:
Set ID	Look up, or enter, the vendor's SetID. SetID for an independent contractor is a classification of who uses the independent contractor.

4. Click the **Add** button.

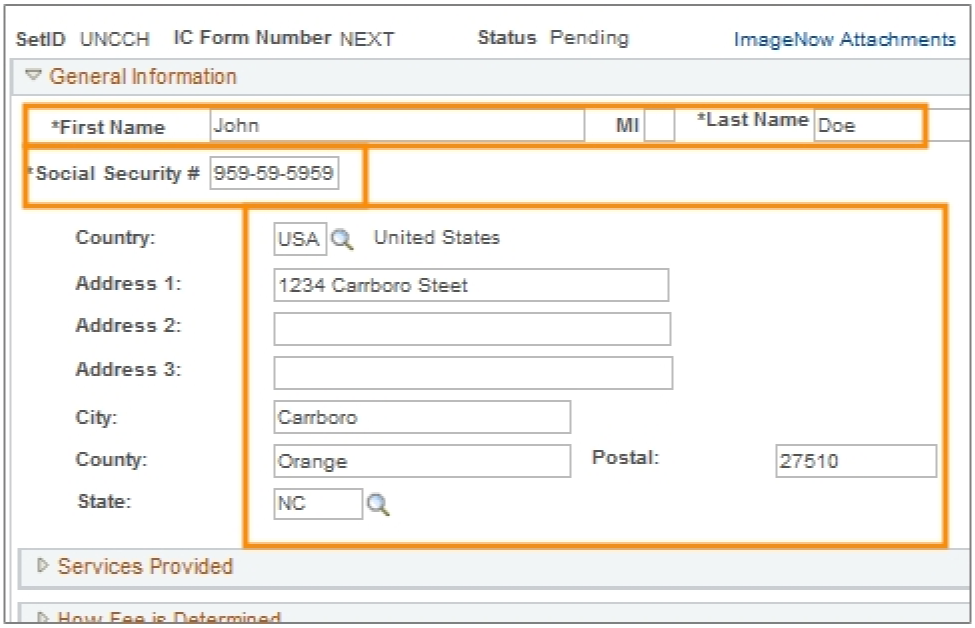


SetID: UNCCH

5. Results: The system displays the primary screen for entering independent contractor data.

General Information Section

1. Enter the independent contractor's name, social security number and address information.



SetID UNCCH IC Form Number NEXT Status Pending ImageNow Attachments

General Information

*First Name John MI *Last Name Doe

*Social Security # 959-59-5959

Country: USA United States

Address 1: 1234 Carrboro Steet

Address 2:

Address 3:

City: Carrboro

County: Orange Postal: 27510

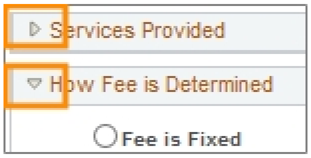
State: NC

Services Provided

How Fee is Determined

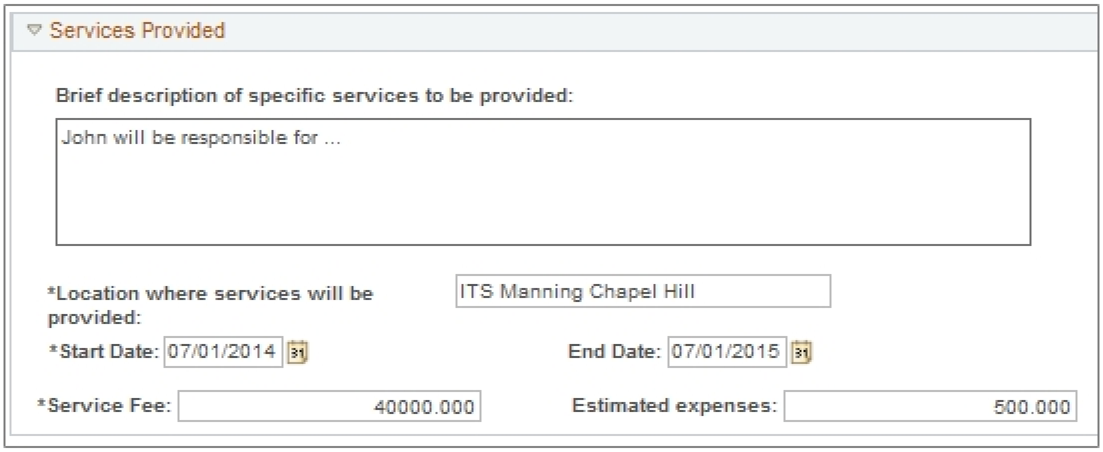
Services Provided Section

2. To expand or collapse any section, click the triangle to the left of the section's title.



3. 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.
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: ITS Manning Chapel Hill

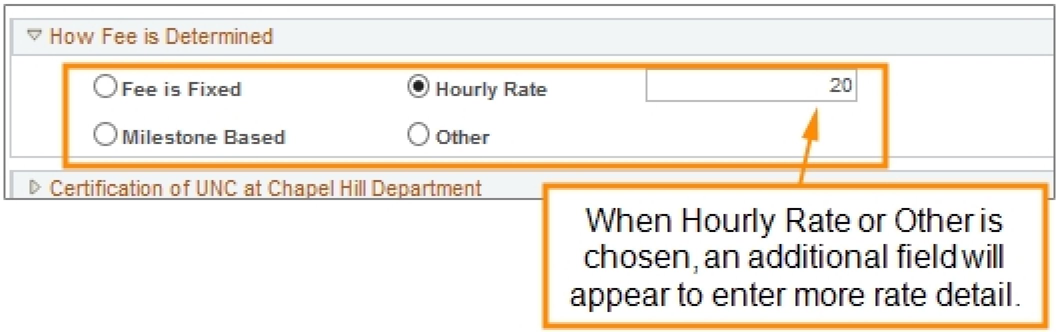
*Start Date: 07/01/2014 End Date: 07/01/2015

*Service Fee: 40000.000 Estimated expenses: 500.000

How Fee is Determined Section

4. Choose the unit of measure for the compensation. Choose the appropriate value, based on the 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 20

○ Milestone Based ○ Other

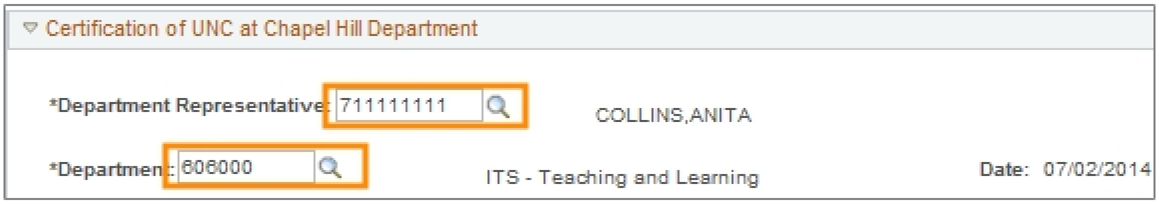
▷ Certification of UNC at Chapel Hill Department

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

Certification of UNC at Chapel Hill Department

5. 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 sevices.



Certification of UNC at Chapel Hill Department

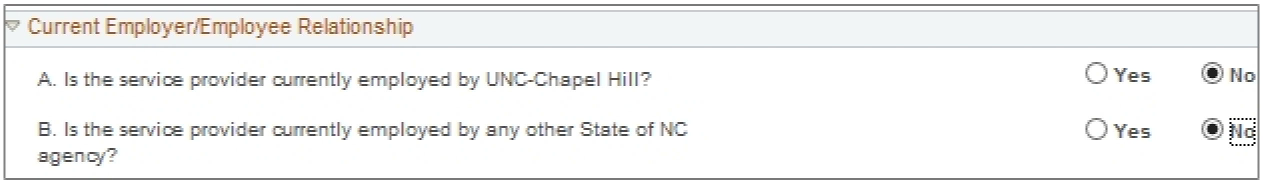
*Department Representative: 711111111 COLLINS,ANITA

*Department: 606000 ITS - Teaching and Learning

Date: 07/02/2014

Current Employer/Employee Relationship

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



Current Employer/Employee Relationship

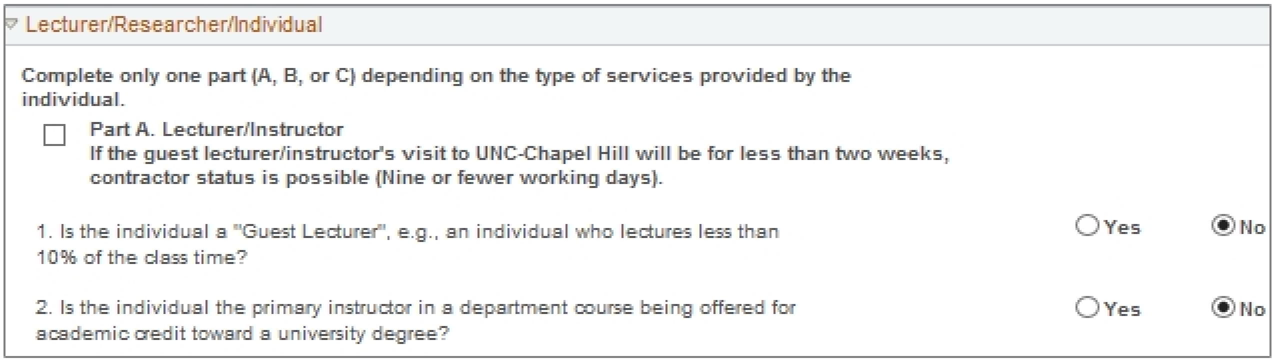
A. Is the service provider currently employed by UNC-Chapel Hill? ○ Yes ● No

B. Is the service provider currently employed by any other State of NC agency? ○ Yes ● No

Lecturer/Researcher/Individual

7. In the Lecturer/Researcher/Individual section, mark the appropriate box based on the services the independent contractor will provide.

8. 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).

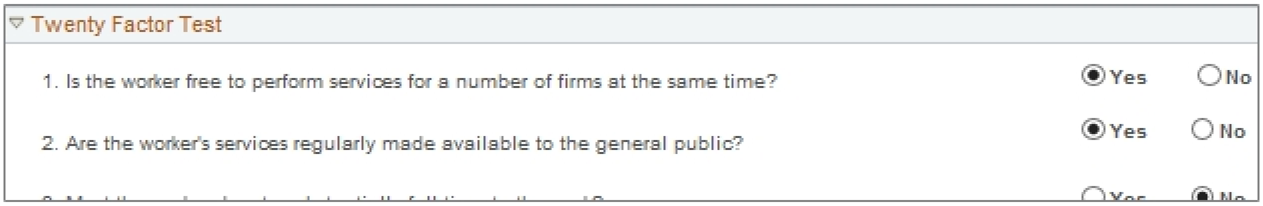
1. Is the individual a "Guest Lecturer", e.g., an individual who lectures less than 10% of the class time? ○ Yes ● No

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.

Twenty Factor Test

9. In the Twenty Factor Test section, mark the radio buttons **Yes** or **No** for each question.



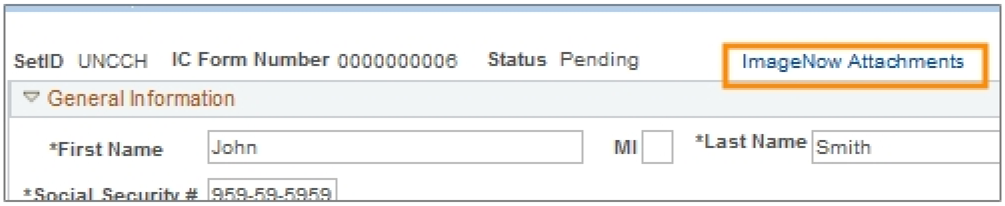
1. Is the worker free to perform services for a number of firms at the same time? ● Yes ○ No
2. Are the worker's services regularly made available to the general public? ● Yes ○ No

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

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

Attachments

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



SetID UNCCH IC Form Number 0000000006 Status Pending

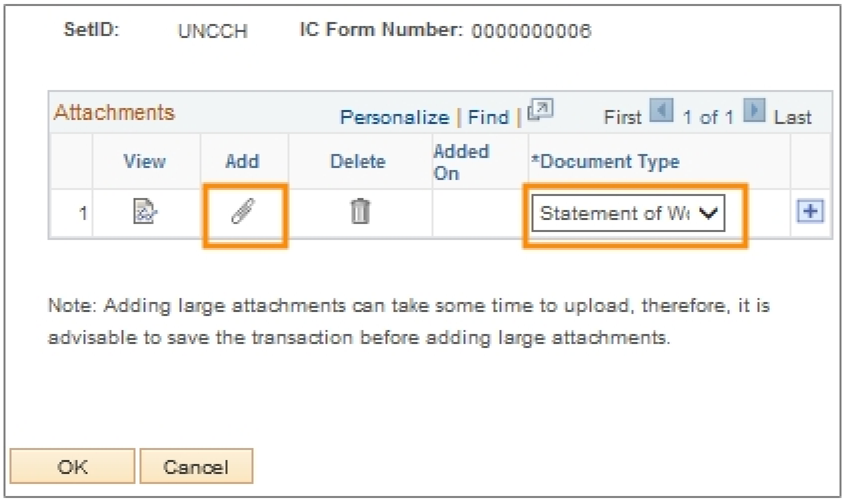
*First Name John MI *Last Name Smith

*Social Security # 959-59-5959

2. In the Attachments section, complete the fields:

In this field:	Do the following:
Document Type	Choose the label you want for attached file: • **IC Determination Checklist** • **IC Service Agreement** • **Statement of Work** • **Vendor Other** • **Vendor W9** • **Waiver of Competition/Sole Source Ltr** Note: For more information on the use of these forms, see Finance Division Policies and Procedure Manual: Procedure 708.1 – Independent Contractor Predetermination Process.

3. Click on the **Add** icon to attach a file.



SetID: UNCCH IC Form Number: 0000000006

Attachments

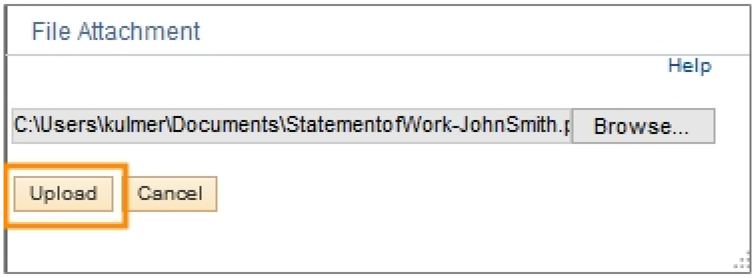
	View	Add	Delete	Added On	*Document Type
1					Statement of W‹

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

4. On the File Attachment pop-up window, click **Browse** to find and select the file on a local or network drive to attach to the independent contractor record.

   Result: The system displays the path and name of the file you selected to be uploaded.

5. Click the **Upload** button.

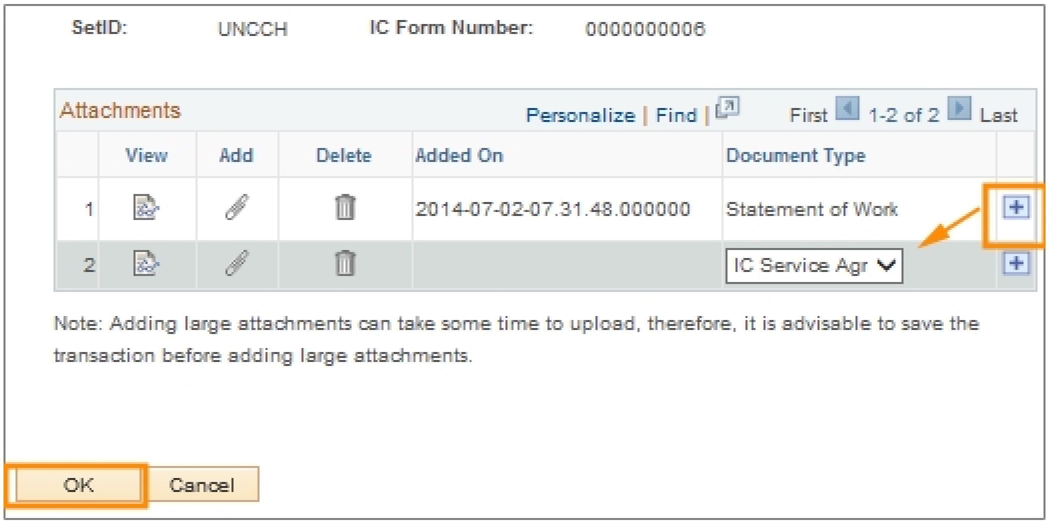


File Attachment

C:\Users\kulmer\Documents\StatementofWork-JohnSmith.p

6. To add additional attachments, click on the **Add a New Row** button to add a line, then repeat steps 1 through 5.

7. Click **OK**.



SetID: UNCCH IC Form Number: 0000000006

Attachments

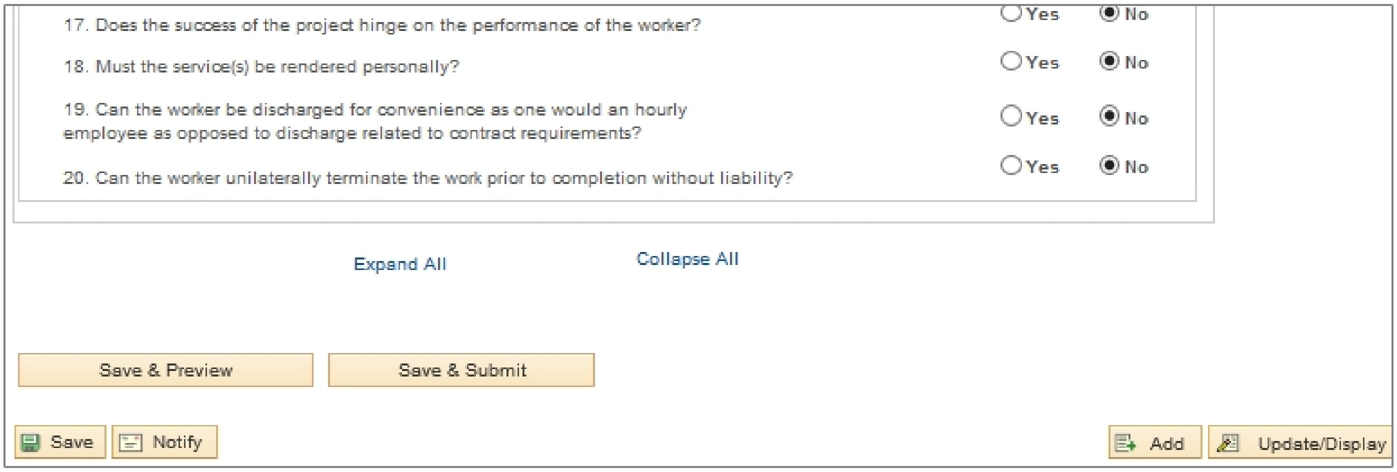
	View	Add	Delete	Added On	Document Type	
1				2014-07-02-07.31.48.000000	Statement of Work	
2					IC Service Agr	

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

Result: The system returns you to the primary data entry screen.

Caution! You must save the independent contractor's record after adding each attachment in order for the attachment to be saved with the record.

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



17. Does the success of the project hinge on the performance of the worker? ○ Yes ● No

18. Must the service(s) be rendered personally? ○ Yes ● No

19. Can the worker be discharged for convenience as one would an hourly employee as opposed to discharge related to contract requirements? ○ Yes ● No

20. Can the worker unilaterally terminate the work prior to completion without liability? ○ Yes ● No

Result: The independent contractor record is saved and submitted into the approval workflow which includes departmental and Disbursement Services personnel.