PeopleSoft Financials BOR Form Security

- Each institution's Security Admin will be giving access to the new BOR Form.
- The role for the BOR Form is BOR_PO_SHARE_SUPPLIER_CREATE.
- 1. Review W9 and SIF to confirm all required fields are complete.
- 2. Before entering a supplier in the BOR Form, please use the 'Review Suppliers' function to determine if the supplier is new or existing.

How to determine if the supplier already exists in SHARE:

- Navigate to Suppliers > Supplier Information > Add/Update > Review Suppliers.
- Enter SHARE for the SETID.
- For ID Type select Tax Identification Number.
- Enter the TIN for the supplier you are updating.
- Click Search. All associated addresses for the supplier will display on the page.
- If you need more info, click on the Actions drop down and select Maintain Supplier.
- 3. Access the BOR Form using the following pathway:

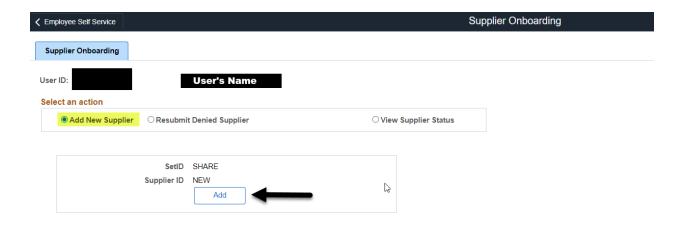
BOR Form Pathway

Using the PeopleSoft Financials Navigation Bar:

BOR > Menus > BOR > Supplier > Supplier Onboarding

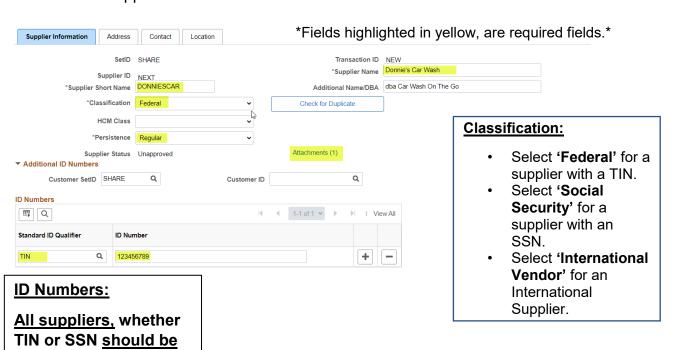


- 4. Supplier Onboarding Home Page:
 - a. Select 'Add New Supplier'
 - b. Select 'Add'



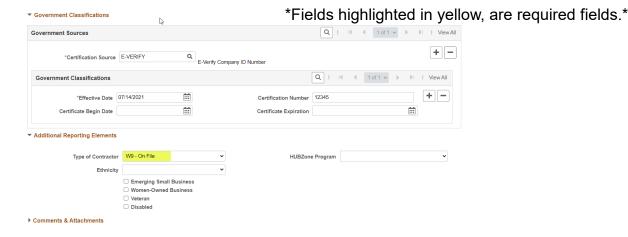
5. Enter 'Supplier Information'

entered as TIN.

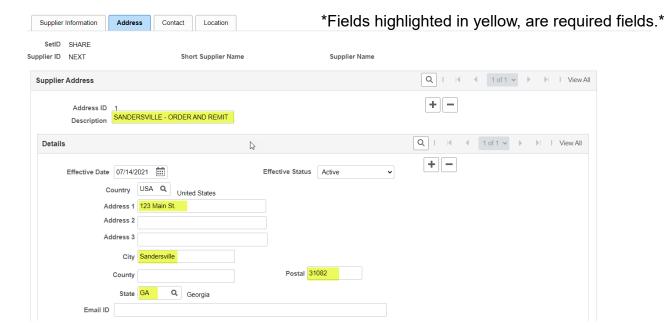




- 6. Select 'Type of Contractor'
 - a. If the supplier provides a W9, select 'W9 On File'
 - b. If the supplier provides a W8BEN, Select 'W8BEN On File'

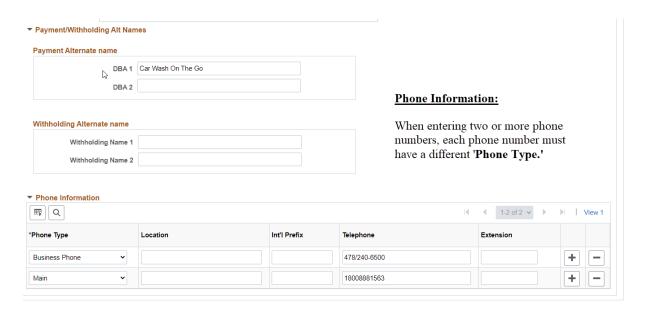


7. Using the 'Address' tab, enter the supplier's address information.





8. If necessary, enter 'Payment Alternate Name'



- 9. Using the 'Location' tab, enter the supplier's payment method.
 - c. Enter 'MAIN' for the first 'Supplier Location'. The second 'Supplier Location' should be named 'REMIT'. All locations 'Description' should be named 'CITY – Supplier Location name'.

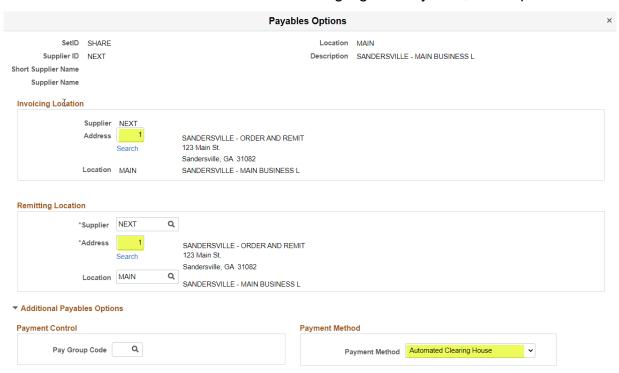




10. Select 'Payables'

- Enter applicable address numbers under 'Invoicing Location' and 'Remitting Location'
- b. 'Payment Method' will be defaulted to 'Automated Clearing House.' For a check payment, change the selection to 'System Check.'

Fields highlighted in yellow, are required fields.

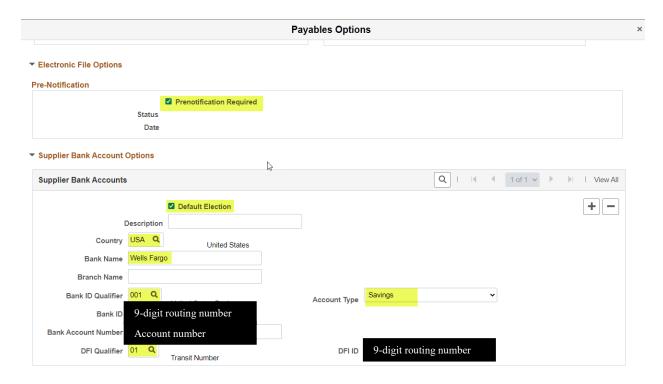


Bypass bullets c and d, if entering a system check payment.

- For 'Electronic File Options' select the check box beside 'Prenotification Required'
- d. 'Supplier Bank Account Options' setup:
 - i. For 'Bank Name,' enter the name of the bank given by the supplier
 - ii. For 'Bank ID Qualifier' enter 01
 - iii. For 'Bank ID' enter the supplier's routing number
 - iv. For 'Bank Account Number' enter the supplier's bank account number
 - v. For 'DFI Qualifier' enter 01
 - vi. For 'Account Type,' select the type of account given by the supplier
 - vii. For 'DFI ID' enter the supplier's routing number

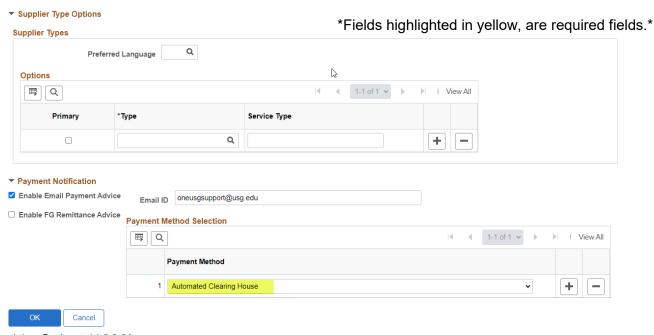


Fields highlighted in yellow, are required fields.



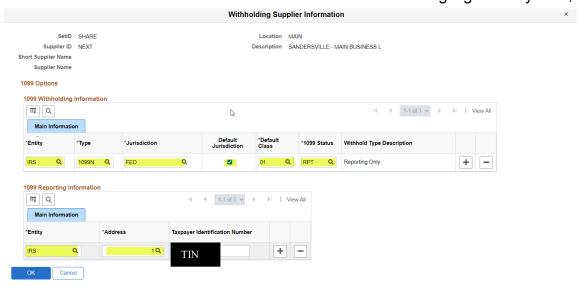
e. 'Payment Method' will be defaulted to 'Automated Clearing House.' For a check payment, change the selection to 'System Check.'





11. Select '1099'

- a. '1099 Withholding Information' should be entered for withholding applicable suppliers. Please use the chart below to determine 'Type' and 'Default Class.'
- b. '1099 Reporting Information should be entered for ALL suppliers,
 whether withholding or not.
 Fields highlighted in yellow, are required fields.



As determined by the IRS, find the Supplier's Tax Classification to determine Withholding Status and whether the Supplier's Business Type Info should be entered.

Tax Classification	Withholding Status	Supplier Business Type Info
Individual/sole	Withholding	Required
proprietorship or single- member LLC		
C Corporation	No Withholding	Not Required
S Corporation	No Withholding	Not Required
Partnership	Withholding	Required
Trust/estate	No Withholding	Not Required
LLC taxed as C Corp	No Withholding	Not Required
LLC taxed as S Corp	No Withholding	Not Required
LLC taxed as	Withholding	Required
Partnership		
Other (501c3, govt, etc.)	Not Withholding	Not Required

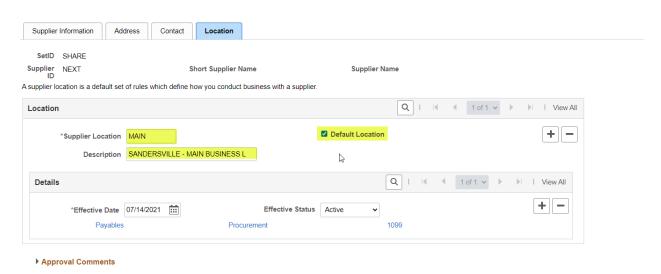
1099 Question	Mapping
My company is being paid for services as a non-employee of USG (independent contractor)	1099N Type – Class 01
My company is being paid for awards/prizes	1099M Type – Class 03
My company is being paid for rent (real estate or machinery)	1099M Type – Class 01
My company is being paid for fellowship training stipend, or research participant	1099N Type – Class 01
My company is being paid for honorarium	1099N Type – Class 01
My company is being paid for short course instructor - professional education	1099N Type – Class 01



My company is being paid for registration	1099N Type – Class 01
My company is being paid for repairs/maintenance	1099N Type – Class 01
My company is being paid for expense reimbursement as a non-employee	1099N Type – Class 01
My company is being paid for royalties	1099M Type – Class 02
My company is being paid for medical or healthcare services	1099M Type – Class 06
My company is being paid for legal services	1099N Type – Class 01
My company is being paid for public speaking or entertainment.	1099N Type – Class 01
I am providing goods	1099N Type – Class 01
I am not 1099 reportable	No mapping

12. 'Submit' Form

Submit

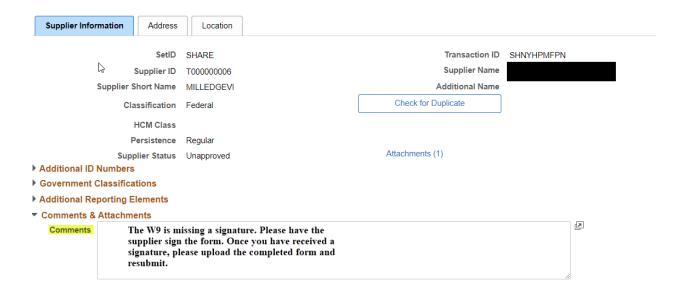




- 13. SSC will deny the form if information is missing or incorrect. The submitting approver will be notified via Service Request if the form is denied.
 - a. To resubmit the form, select 'Resubmit Denied Supplier' on the Supplier Onboarding page.



 The 'Comments & Attachments' section will provide an explanation of denial.



c. Update the missing/incorrect information and 'Submit' again.



14. To check the status of a Supplier's BOR Form, select 'View Supplier Status' on the Supplier Onboarding page. All your submissions should be listed with their status.

