PaymentWorks Form Guide

Non-US Corporate Setup with Electronic Payment





Welcome!

A request has been made to add you as a vendor within the Johns Hopkins System.

The instructions in this guide pertain to non-US corporations and other non-individual entities.

Before You Begin

Before you begin, gather the following information:

- Your corporate information such as legal name, address, remittance address, and the phone number and email for any appropriate contact personnel.
- Your country's corporate tax identification number or other government-issued unique numerical identifier. You may also provide a US-issued ITIN or EIN if you have been issued one.
- Your bank's name and address.
- Your bank account information and wiring information.
- A PDF or image of one of the following:
 - A letter from your bank with wiring instructions
 - A copy of a bank account statement showing account information

Getting Started

You will receive an email with a link to PaymentWorks, our online vendor registration system. Click the link in the email, then click the "Join Now" button to begin registration.

Payees (Suppliers)

Join PaymentWorks for Free

Personal Information

First Name	Last Name
Company Name / Doing Busi	ness As (optional)
Title	
Email	
■ * Telephone	

Create Password

Password		
Confirm Password		

☐ I agree to the terms of service

This section is your personal account registration with the site. Your corporate information will be solicited later.

Fill in your First Name (given name) and Last Name (family name or surname). If you have multiple given names, list them in the First Name field.

Input your email address.

In the Telephone section, click on the flag to select your country, and then fill in your telephone number.

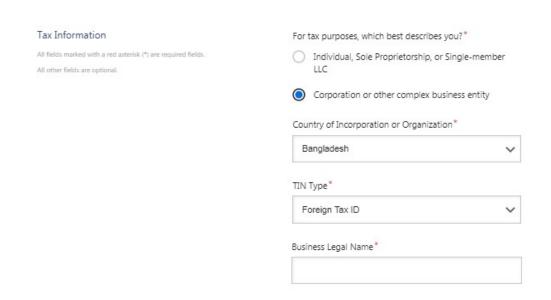
Create a unique password, and then confirm that password.

Click on the box stating "I agree to the terms of service".

An activation email will be sent to the address you've provided for validation purposes. Follow the link contained in the email and sign in to PaymentWorks to start the registration process.

In order to ensure all appropriate fields are present, the first three questions on the form must be answered in order. The format and available options in the following questions will change depending on your responses.

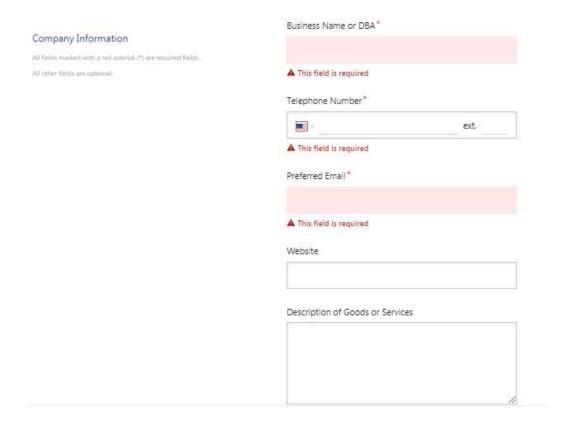
Foreign Tax ID will appear as an option only after a non-US country is selected, and should be used for all non-US ID numbers.



Tax Number is a required field, as it is used to uniquely identify PaymentWorks accounts. It should be populated with the appropriate tax or identification number for your country. The Form W-8 is only required if services are being performed within the US.

Tax Information	Tax Number*
All other fields are optional.	8 to 20 characters
	Confirm Tax Number*
	W-8BEN-E An image or PDF file can be used here. A blank form can be found at this link: W-8BEN-E Choose File No file chosen DUNS if applicable

Clicking the flag icon in the Telephone field allows for specification of country codes.



Setting the country first will ensure all other fields are appropriately presented.

For countries without postal codes, use "0000" as a value in that field. PaymentWorks requires that a postal code be present.

Primary Address All fields marked with a red asterisk (*) are required fields. Bangladesh Street 1* City* State / Province / Region* Zip / Postal Code*

Remittance Address may be entered separately or set to match the Primary Address by clicking the checkbox at the beginning of the section.

Remittance Address	Same as Primary Address		
All fields marked with a red asterisk (*) are required fields.	Country*		
All other fields are optional.	Bangladesh		
	Street 1*		
	Street 2		
	City*		
	State / Province / Region*		
	Zip / Postal Code*		

These fields are optional and may be left blank if they are not applicable.

Additional Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Sales Contact Sales Contact Email AR Contact

Vendor Contact Information

AR Contact Email

If the field "Do you accept Purchase Orders" is present on your registration, please consult with your Johns Hopkins contact to determine if you will be paid on a purchase order. If a purchase order is required for your payment, answering "No" may delay processing.

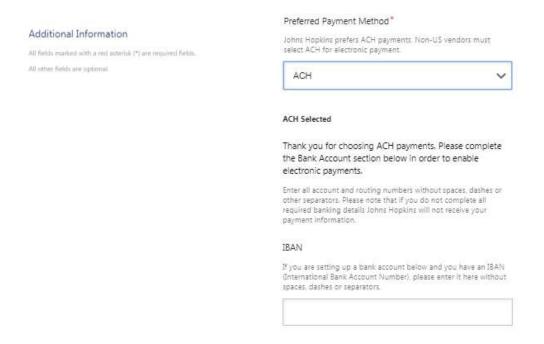
Additional Information All feelds marked with a red asterisk (*) are required fields. All other fields are optional. Choose One Employee Count Choose One Do you accept Purchase Orders? * Yes PO Delivery Details Email address for PO delivery

These fields are optional and may be left blank if they are not applicable.



Non-US registrants **must** choose **ACH** as the Preferred Payment Method. Wire transfers are covered under this choice.

If transactions to your country require an IBAN it must be provided, otherwise the field should be left blank.



Before filling this section, scroll down to ensure your bank's country is set correctly.

All fields in this section must be filled in order for the bank account information to transmit. The Name on Account field should be the exact name listed as the primary account owner with your bank. For Account Type, Checking Account is equivalent to a Current Account or a Transaction Account.

Banking Information	Bank Name*	
All fields marked with a red asterisk (*) are required fields.		
All other fields are optional.		
	Name on Account*	
	Account Number*	
	Confirm Account Number*	
	Account Type*	
	Select Account Type	~
	SWIFT Code*	

A bank validation file must be provided to authenticate your banking information. Valid file types are provided in the instructions by the field. Please note that voided checks are **not** accepted for non-US banks.

Bank Validation File* Banking Information An image or PDF file can be used here containing one of the following. All fields marked with a red atterisk (*) are required fields. · Letter on company letterhead All other fields are optional. Voided check Voided deposit slip Letter from your bank · Copy of a bank account statement Choose File No file chosen Email Address for Payment Notifications* Bank Authorization* Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my

☐ I Agree

All fields in this section must be filled in order for the bank account information to transmit. Setting the country first will ensure all other fields are appropriately presented.

For countries without postal codes, use "0000" as a value. PaymentWorks requires that a postal code be present.

Bank Address	Country*		
All other fields are optional.	Bangladesh	~	
	Dangadon	*	
	Street 1*		
	Street 2		
	2.00.2		
	City*		
	State / Province / Region*		
	Zip / Postal Code*		

After adding all required information, select "Submit" to complete the registration process. Monitor your email to check for notifications, as we may return your form to you for clarification or corrections if necessary.

You will receive all registration-related emails at your email address as well as within the PaymentWorks messaging portal. You may access the portal directly without the use of the emailed link by navigating to www.paymentworks.com and logging in with your email address as your username.