



WORKDAY INTERNATIONAL SUPPLIER ADD FORM

This form is used to capture the information needed to pay expenses incurred by an independent contractor, vendor, or business.
(Please use the Workday Individual Reimbursement Add Form for reimbursement when the W9 form is not required).

Submit this form and a completed [W8BEN](#) to <https://byuh.app.box.com/f/bcac7fd45f2b45a4a6042a42799b95bf>
See <https://purchasing.byuh.edu>, for more information and instructions about our suppliers and secure form upload page

SUPPLIER INFORMATION

Name and Contacts	Addresses
Supplier Name:	Main Address:
Contact Person:	Mailing Address (if different):
E-mail Address:	Remittance Address (if different):
Phone Number:	Payment Net Terms:

SUPPLIER DIRECT DEPOSIT INFORMATION (U.S. ACH TRANSMITTAL ONLY)

Brigham Young University–Hawaii has partnered with PayMyTuition to implement their innovative vendor management module for processing their international vendor payments. The below steps (on page 2) outline what vendor partners need to do to be properly set up so future payments and invoices may be processed.

CERTIFICATION

Initial and Date	Certification and Signature
Initial:	I certify that I would like to be setup to receive my vendor payment to my international bank account.
Date:	Supplier's Signature:

Last Updated 03.15.27

INTERNATIONAL VENDOR PAYMENTS THROUGH PAYMYTUITION

Brigham Young University–Hawaii has partnered with PayMyTuition to implement their innovative vendor management module for processing their international vendor payments. The below steps outline what vendor partners need to do to be properly set up so future payments and invoices may be processed.

INITIATE PAYMENT REQUEST

Upon approval of your request to be a vendor from Brigham Young University–Hawaii, you will receive an email from vendorpayments@paymytuition.com. Please keep an eye out for this email which will provide you further instructions on how to complete the process to be set up as an approved vendor of Brigham Young University–Hawaii.

ENTER BENEFICIARY DETAILS

Complete the online vendor beneficiary instruction form which includes requests for currency, banking, and beneficiary information for your business. Please note: If any beneficiary information provided is incorrect, the requested invoice and payments will not be processed. These errors may lead to additional processing fees, at your responsibility, by your bank or other intermediary banks. Account currency indicates the currency in which you wish to receive the payment.

COMPLIANCE VERIFICATION

On receipt of your completed beneficiary instructions, PayMyTuition will verify your request for accuracy and will complete multiple fraud and compliance checks that adhere to various anti-money laundering and compliance laws.

BENEFICIARY CONFIRMATION

If approved, PayMyTuition will then send you a confirmation email confirming that your beneficiary information has been verified. You will receive a PDF summary that is password protected. This PDF can be accessed by entering the bank account number that you entered on your beneficiary instruction form (step 2 above).

PAYMENT PROCESSING

Upon approval, your business will be officially set up as a vendor with Brigham Young University–Hawaii and PayMyTuition will work with the school to process upcoming payments and invoice requests from your business. Please allow 3-5 business days for payments to be processed and deposited into your business's banking account.

U.S. Toll free: 1 855 663 6839 U.S. Local: +1 201 209 1939 Email: support@paymytuition.com web: <https://www.paymytuition.com>