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 individuals, sole proprietors and all others doing business as a non-corporate entity.
Before You Begin

Before you begin, gather the following information:

• Your personal information such as name, address, phone number, and email.
• Your country’s tax identification number, national identification number or other government-issued unique numerical identifier. You may also provide a US-issued ITIN 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.
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.

If you represent yourself using a different name when conducting business, enter that name in the Company 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.

If you have citizenship or legal standing in multiple countries, please work with your JHU contact to determine the appropriate choice for the Country of Citizenship field.

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.
Please provide your surname or family name in the Last Name field and your given name in the First Name field.

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.

Please indicate that you are an Individual/Sole Proprietor in the Tax Classification field.
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.

You may leave State/Province blank.

For countries without postal codes, use “0000” as a value in that field. PaymentWorks requires that a postal code be present.
Remittance Address may be entered separately or set to match the Primary Address by clicking the checkbox at the beginning of the section.
The Nonprofit field may be left at its default value of “No” for individual registrations. “Do you accept Purchase Orders” should be set to “Yes” to avoid potential payment difficulties. Ensure that a valid contact email is provided in the address field.
Individual registrants may leave this section blank.
Individual registrants may leave this section blank.
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.
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.
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.

You may leave State/Province blank.

For countries without postal codes, use “0000” as a value. PaymentWorks requires that a postal code be present.
The bank routing number and bank account validation file must be provided in order for the banking data to transmit. If your country does not use routing numbers, populate a value of “0000000000” (9 zeros) in the Bank Routing Number field.

After adding all required banking information, click the Bank Authorization checkbox and select “Register” to complete the registration process.