

## NRA Guest & External Supplier (SPL) Cost Center Request Process

(This is **ONLY** for NRA Travel Reimbursements/Honorarium Payments and SIR (Non-PO Invoice Requests))

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**\*\*This is NOT required for Workday Miscellaneous Payment Requests (MP) for US citizens/organizations. The cost center initiator will search for "Create Miscellaneous Payee" in Workday, complete and submit the payee request.**

**\*\*If the payment is to be funded by an OSP grant, please reach out to [OR-GSSC-General@osu.edu](mailto:OR-GSSC-General@osu.edu) for the supplier request.**

### **When is a new supplier needed?**

- **All** NRA payments, including a wire for honorarium, travel/non-travel reimbursements.
- A new supplier is needed for an SIR (non-PO Invoice Requests) for non-recurring small dollar onetime services (external reviewers, referee payments, musicians, article reviewers) and memberships that cannot be paid via PCard.

### **New Supplier Request**

1. Please search in Workday to ensure there is not an existing supplier ID (SPL). If there is not an existing SPL, follow the below steps.
2. For NRA payments please refer to the NRA Checklist for additional forms that may be needed when they travel to the US: [https://busfin.osu.edu/system/files/nra\\_checklist.pdf](https://busfin.osu.edu/system/files/nra_checklist.pdf)
3. The Cost Center representative will send an e-mail to Erica Conley, [conley.352@osu.edu](mailto:conley.352@osu.edu). All required forms need attached, and a **business purpose for the supplier request**. The below are links to forms which may be needed depending on the scenario. **For data security, the email must come from an OSU address.**
  - OSU Supplier Maintenance Form: <https://busfin.osu.edu/document/vendor-setup-form>
  - Foreign Entity W-8BEN Form: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
  - If this is for a onetime small dollar service (referee payments/external evaluators, author reviews/royalty payments for an NRA only) the OPERS form is required: <https://www.opers.org/forms-archive/PEDACKN-Non-Member-Acknowledgment.pdf>
    - The OPERS form is **NOT** needed for NRA honoraria payments.
    - For Ohio State, the "employer code" is 1641, but the employer contact would be the name and phone number of the contact as set up with the vendor.
4. **The OPERS form requires a wet signature.** The others can be obtained via DocuSign.
5. A service center representative will complete the Supplier Request in Workday.
6. Once a supplier number (SPL#) is created the service center fiscal associate will notify the cost center representative, or if additional information is needed to complete the SPL#.

### **Changing/Updating an Active Supplier**

The BSC does not change existing Workday suppliers. The unit will send an email with the changes (address etc.) to [bf-prsm-webform@osu.edu](mailto:bf-prsm-webform@osu.edu)

### **NRA/Wire Payments**

**All** NRA payments including wire payments need to be submitted directly to AP using a form. The cost center representative will submit the request directly to OSU CAP Banking with the [AP Wire & NRA Payment Request Form](#).