



Harvard University Accounts Payable Electronic Vendor Payment Tool

Harvard University uses the Paymode-X[®] service through Bank of America Merrill Lynch to make electronic payments to vendors and suppliers. Paymode-X is a business to business solution and supports payments to agencies, LLCs and corporations. Paymode-X does not support payments to individuals.

Enrollment in [Paymode-X](http://www.paymode.com/harvarduniversity/) is simple and takes less than ten minutes. You can enroll online at <http://www.paymode.com/harvarduniversity/> Need help? Contact Paymode-X Customer Support at 877-443-6944.

What is Paymode-X?

- ◆ **Paymode-X replaces paper checks with electronic payments:** payments are made based on the established terms, but the funds get credited to the vendor's bank account within 24 hours.
- ◆ **Saves time and money:** Reduces the risk and fees associated with checks and other electronic payment methods. There is no charge to receive an electronic payment from Harvard University via [Paymode-X](#).
- ◆ **Enhances cash flow:** Electronic payments through [Paymode-X](#) eliminates possible escheated checks, as payments are sent directly to the vendor's bank account.
- ◆ **Fits with existing systems and banking practices:** Vendor won't need to purchase software or make changes to bank accounts in order to use this service.
- ◆ **Includes detailed remittance information:** [Paymode-X](#) enables delivery of digital remittance information along with the payment for easier reconciliation. Each time you receive a payment through [Paymode-X](#), you will be sent an electronic notification.
- ◆ **History of payments:** A detailed history of all [Paymode-X](#) payments are available on the [Paymode-X](#) website.
- ◆ **Secure service:** [Paymode-X](#) offers a secure, internet-based service.

Requirements:

- ◆ Vendor must be a registered business (e.g., an agency, LLC or corporation)
- ◆ Vendor must have a U.S. bank account.
- ◆ To enroll in [Paymode-X](#) you will need your company's:
 - legal name, main telephone number and all physical and remittance addresses used by your company,
 - U.S. federal employer identification (EIN) or Tax ID Number (TIN) if you are a sole proprietor,
 - bank account information, including ACH routing and account numbers.