

## INTERNATIONAL VENDOR PAYMENTS THROUGH PAYMYTUITION

Lakehead University 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.

### 1 INITIATE PAYMENT REQUEST

Upon approval of your request to be a vendor from Lakehead University, you will receive an email from [vendorpayments@paymytuition.com](mailto: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 Lakehead University.

### 2 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, 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.**

### 3 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.

### 4 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).

### 5 PAYMENT PROCESSING

Upon approval, your business will be officially set up as a vendor with Lakehead University 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.



**Paymytuition**  
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