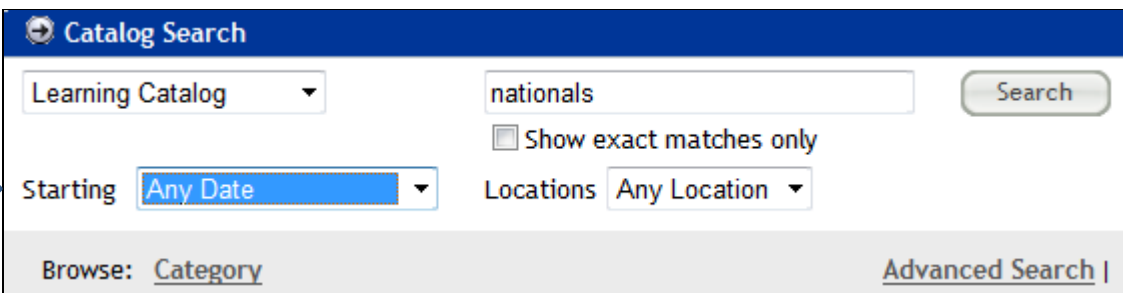



# Registering for and Completing the **Issuing Payments to Foreign Nationals and Foreign Companies** training in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>).
2. At the Duke LMS Home screen, in the Catalog Search field, type “nationals”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.



5. Scroll through the results to find the **Issuing Payments to Foreign Nationals and Foreign Companies** course. Select the offering for the desired date.



6. Click **Register**.

7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

### Registration Confirmation

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[Printer Friendly Version](#)

Order Contact                      KRISTIN BUREL


Billed To                              DISBURSEMENT SERVICES TRAINING

Order Status                        Confirmed

Order Number                      00334334

#### Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Issuing Payments to Foreign Nationals and Foreign Companies	KRISTIN BUREL	Instructor-Led	Confirmed	02/04/2014	Tue (2:00P - 4:00P)	Broad Street-Training Room 03		<a href="#">Notes</a>

[Go to In-Progress Learning](#)

8. Click the **View Details** button.




 [Issuing Payments to Foreign Nationals and Foreign Companies](#) (00042647)  [View Details](#) [more actions](#)

Session Information: 02/04/2014 - 02/04/2014 - Tue (2:00P - 4:00P)(02:00 hours)

Location: [Broad Street-Training Room 03](#)

Status: [Confirmed](#) ( Registration Date: 01/03/2014 )

9. Read the course description. Note the no show fee policy statement.


**Issuing Payments to Foreign Nationals and Foreign Companies (00042647)**



TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Drop
Back

Delivery Type
Instructor-Led

Description

As Duke continues to grow globally, there is an ever increasing demand to issue payments to foreign nationals and foreign companies for goods and/or services. In this session, participants will better understand the complexities and compliance requirements associated in issuing a variety of AP payments to foreign nationals and companies. Additionally, focus will be given to the potential consequences to both Duke and the individual of issuing payments incorrectly.

Financial Services charges a \$100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant's default cost center.

Go to In-Progress Learning  
View Confirmation

Main
Learning Assignments
Associated Learning

Completion Status
Not Evaluated

Score
0

Learning Assignments
Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

10. Click the View All Sessions button.

**Session Detail: Issuing Payments to Foreign Nationals and Foreign Companies**

Session Detail
Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	02/04/2014	2:00 PM	4:00 PM	1- Instructor: KRISTIN BUREL, GWENDOLYN HALL-DIFABIO

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

Close

11. Note the start and end time and Instructor. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.