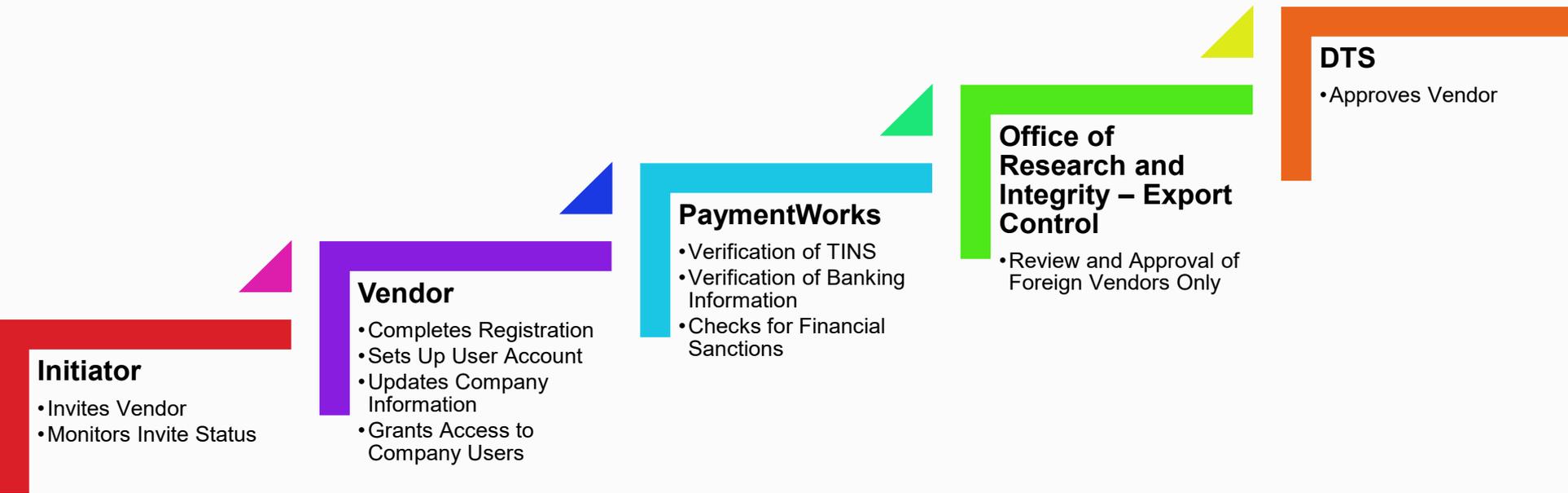


PaymentWorks Initiator Role Job Aid

Disbursements & Travel Services (DTS)
September 2021

Vendor Onboarding Process



Initiator Role

PeopleSoft users will have access to **PaymentWorks**.
Once the users log in, the role defaults to the Initiator Role.

Initiator Responsibilities



A valid vendor email address is required

How to Navigate to PaymentWorks

Initiator Role Navigation:

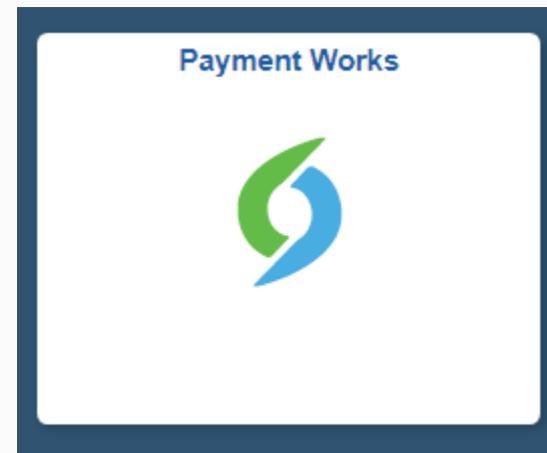
- Log in to UTShare/PeopleSoft and click on UTSA Business Solutions Center tile



How to Navigate to PaymentWorks cont.

Click on the PaymentWorks tile

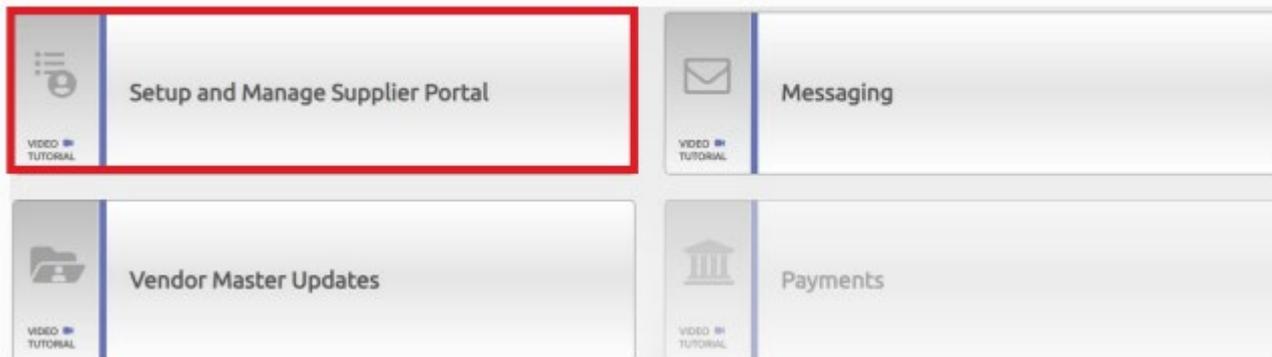
- You may be prompted to use your SSO (Single Sign-On) to log in
- Once logged in, you can:
 - Search
 - Send invite to onboard vendor



How to Search for Suppliers

Search for Suppliers Option 1

Once logged in to PaymentWorks, click on **Setup and Manage Supplier Portal** to send e-invitation to vendor.



Click on **Suppliers** tab.



Search for Suppliers Option 1 cont.

The Supplier list is displayed.

| Suppliers | | | | | | | | | | |
|------------------------|------------|------------|----------------------------|-----------------|--------|------------|---------|-----------------------------|-----------|--|
| Need help ? | | | | | | | | | | |
| Supplier Name | | | | | | | | | | |
| SUPPLIER NAME | VENDOR NUM | SITE CODE | STREET | CITY | ST/PRV | ZIP CODE | COUNTRY | CONTACT EMAIL | CONNECTED | |
| Alex David Jerez-Roman | 0000103465 | 001 1 | 812 S. New Street | Champaign | IL | 61820 | US | alex.d.jerez@gmail.com | | |
| 1010 Collins LLC | 0000052607 | 001 1 | 1010 N Collins St | Arlington | TX | 76011-6134 | US | mgurule@brubeckinc.com | | |
| 1099, Tax | 0000104679 | ONL-PW-1 2 | 516 Bluebird Dr | Powell | OH | 43065 | US | utapw2020+tax1099@gmail.com | | |
| 1105 MEDIA INC | 0000046984 | SHARED 1 | 9121 OAKDALE AVE STE 101 | CHATSWORTH | CA | 913116526 | US | | | |
| 1105 MEDIA INC | 0000046984 | SHARED 2 | 9201 OAKDALE AVE STE 101 | CHATSWORTH | CA | 913116546 | US | | | |
| 1105 MEDIA INC | 0000046984 | SHARED 3 | PO BOX 15846 | NORTH HOLLYWOOD | CA | 916155846 | US | | | |
| 1105 MEDIA INC | 0000046984 | SHARED 4 | PO BOX 894085 | LOS ANGELES | CA | 901894085 | US | | | |
| 1105 MEDIA INC | 0000046984 | SHARED 5 | 1201 MONSTER RD SW STE 250 | RENTON | WA | 980572996 | US | | | |
| 1105 MEDIA INC | 0000046984 | SHARED 6 | 1227 UNIVERSITY OF OREGON | EUGENE | OR | 974031205 | US | | | |

Note: A vendor can be **approved** but not **connected**. **Connected** means the vendors in PaymentWorks have successfully interfaced into PeopleSoft.

Search for Suppliers Option 1 cont.

To display **Connected** Suppliers ONLY, click on the **Connected** search field and select option **Connected Only**. Verify supplier address to ensure correct vendor is used.

| Home Administration Suppliers Invoices | | | | | | | | | | | |
|---|------------|------------|------------------------|----------------|--------|------------|---------|--------------------------------|-----------|--|---|
| Need help ? | | | | | | | | | | | |
| Supplier Name | VENDOR NUM | SITE CODE | STREET | CITY | ST/PRV | ZIP CODE | COUNTRY | CONTACT EMAIL | CONNECTED | | |
| Boogie Wood Band | 0000104753 | ONL-PW-1 3 | | | | | US | | | | ● |
| Boss, Own | 0000104744 | ONL-PW-1 2 | 456 10th St | Butner | NC | 27509 | US | utapw2020+sole@gmail.com | | | ● |
| Connect Existing | 0000104737 | ONL-PW-1 2 | Alan 2613 My Street1 | Irving | TX | 76014 | US | UTSPW2020+SOLEEINSSN@gmail.com | | | ● |
| Connect existing FOLLETT | 0000002117 | SHARED 18 | 4901 E UNIVERSITY BLVD | ODESSA | TX | 79762 | US | | | | ● |
| Corolla Inc | 0000104754 | ONL-PW-1 2 | 1234 W 30th St | 1234 W 30th St | CO | 81650 | US | utapw2020+corolla@gmail.com | | | ● |
| Corolla Inc | 0000104733 | ONL-PW-1 2 | 1234 W 30th St | Rifle | CO | 81650 | US | utapw2020+corolla@gmail.com | | | ● |
| Dallas Wings | 0000100573 | 001 3 | 1001 Main Street2 | Irving | TX | 75033 | US | UTSPW2020+SOLEEINSSN@gmail.com | | | ● |
| Existing, 1099 Jim | 0000015029 | SHARED 2 | 5474 Ridgeway Dr | Watauga | TX | 76137-2694 | US | | | | ● |

Search for Suppliers Option 2

Go back to **Home** and click on **Vendor Master Updates**



Click on **New Vendors** tab

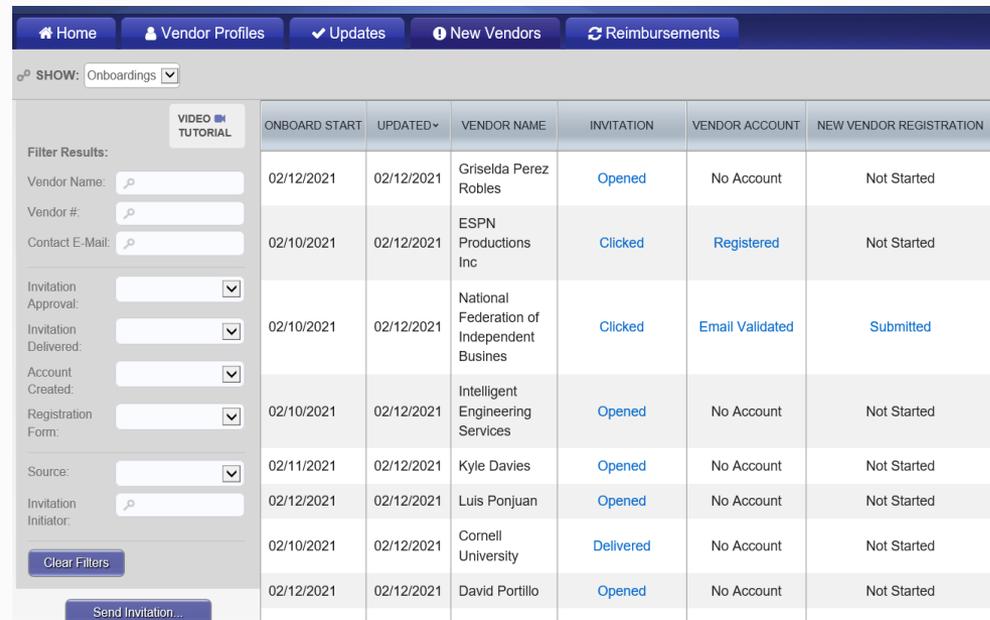


Search for Suppliers

Option 2 cont.

The new supplier list is displayed

- Scroll through the supplier list



The screenshot shows a web interface for managing suppliers. At the top, there are navigation tabs: Home, Vendor Profiles, Updates, New Vendors, and Reimbursements. Below the tabs, there is a 'SHOW:' dropdown menu set to 'Onboardings'. On the left side, there is a 'Filter Results:' section with several search and filter fields: Vendor Name, Vendor #, Contact E-Mail, Invitation Approval, Invitation Delivered, Account Created, Registration Form, Source, and Invitation Initiator. A 'Clear Filters' button is located below these fields. A 'VIDEO TUTORIAL' link is also present. The main area is a table with the following columns: ONBOARD START, UPDATED, VENDOR NAME, INVITATION, VENDOR ACCOUNT, and NEW VENDOR REGISTRATION. The table contains several rows of vendor data.

| ONBOARD START | UPDATED | VENDOR NAME | INVITATION | VENDOR ACCOUNT | NEW VENDOR REGISTRATION |
|---------------|------------|--|------------|-----------------|-------------------------|
| 02/12/2021 | 02/12/2021 | Griselda Perez Robles | Opened | No Account | Not Started |
| 02/10/2021 | 02/12/2021 | ESPN Productions Inc | Clicked | Registered | Not Started |
| 02/10/2021 | 02/12/2021 | National Federation of Independent Busines | Clicked | Email Validated | Submitted |
| 02/10/2021 | 02/12/2021 | Intelligent Engineering Services | Opened | No Account | Not Started |
| 02/11/2021 | 02/12/2021 | Kyle Davies | Opened | No Account | Not Started |
| 02/12/2021 | 02/12/2021 | Luis Ponjuan | Opened | No Account | Not Started |
| 02/10/2021 | 02/12/2021 | Cornell University | Delivered | No Account | Not Started |
| 02/12/2021 | 02/12/2021 | David Portillo | Opened | No Account | Not Started |

TIP!

*The supplier registration invitation has been sent by the department. Observe the different statuses of an invite.

Search for Suppliers

Option 2 cont.

The general supplier invitation is displayed.

Important: Verify email address before selecting supplier.

The screenshot displays a web interface for managing suppliers. At the top, there is a navigation bar with tabs for Home, Vendor Profiles, Updates, New Vendors, and Reimbursements. Below the navigation bar, a 'SHOW:' dropdown menu is set to 'Onboardings'. A 'VIDEO TUTORIAL' button is visible. The main content area is divided into a left sidebar for filtering and a main panel for invitation details.

Filter Results:

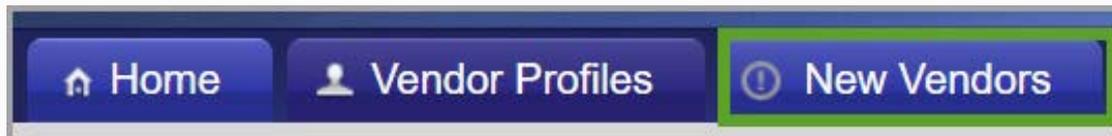
- Vendor Name:
- Vendor #:
- Contact E-Mail:
- Invitation Approval:
- Invitation Delivered:
- Account Created:
- Registration Form:
- Source:
- Invitation Initiator:

Invitation Details:

| ONBOARD START | UPDATED | VENDOR NAME | INVITATION | VENDOR ACCOUNT |
|---|---------|--|------------|----------------|
| Initiator: Kelly Wiley-Rock (kelly.rock@utsa.edu) | | Vendor Name: Griselda Perez Robles | | |
| Custom Fields: | | | | |
| Reason for Inviting this Supplier : Product and Service | | | | |
| Initiator Phone Number : 210-458-4375 | | | | |
| Initiator Department : Diana Lomas / COLFA | | | | |
| Description of Goods and Services : All applicable goods and services | | | | |
| Approval History: | | | | |
| Feb 12, 2021 11:21 AM: Approved by Kelly Wiley-Rock <kelly.rock@utsa.edu> (Vendor Approver) | | | | |
| Message: None | | | | |

Search for Suppliers Not Listed

If a supplier name is not found using Option 1 or Option 2, click on the **New Vendors** tab.



Search for Suppliers Not Listed cont.

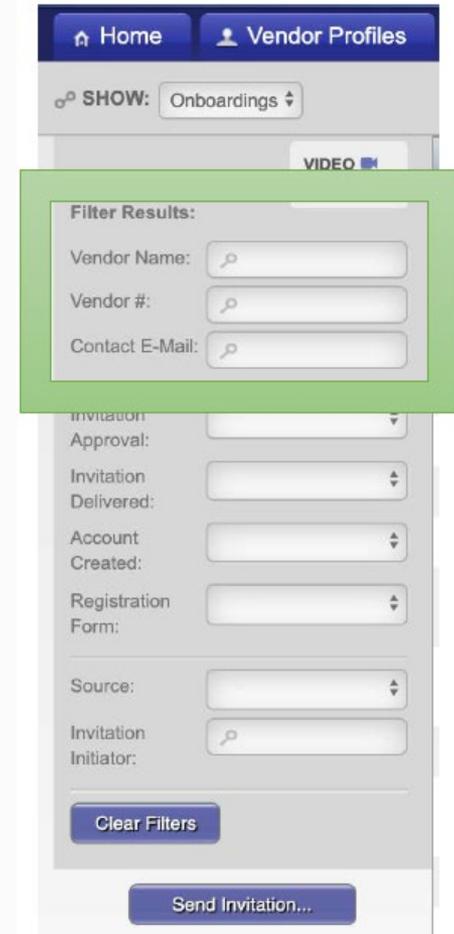
In the **Filter Results** screen, search by **Vendor Name, Vendor ID** or **Contact E-mail**.

If the supplier is found:

- The supplier has been invited and is in some stage of the registration process; however, still **not connected and not available for use**

If the supplier is not found:

- Then a PaymentWorks invite should be initiated

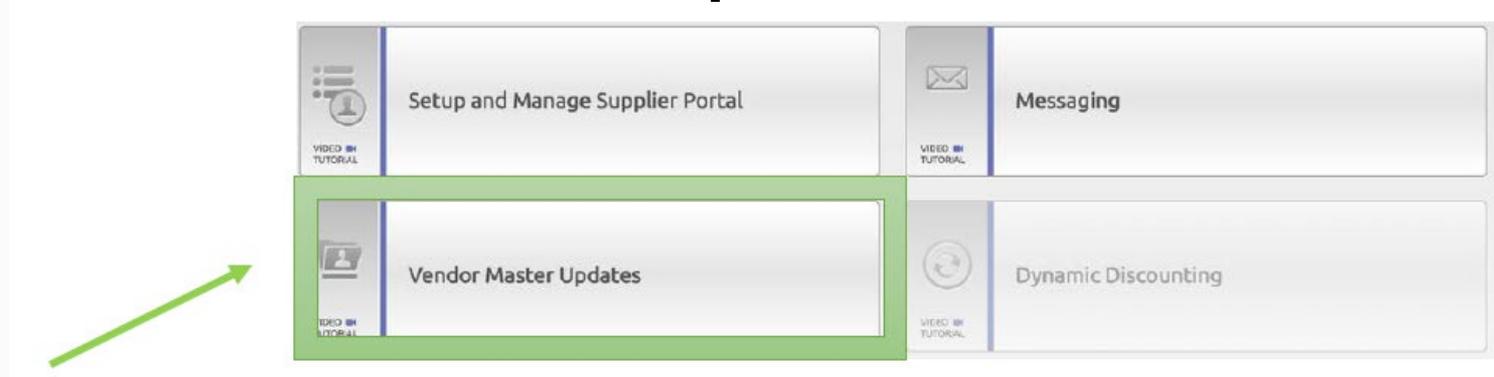


The screenshot displays the 'Vendor Profiles' section of a web application. At the top, there are navigation tabs for 'Home' and 'Vendor Profiles'. Below the tabs, there is a 'SHOW:' dropdown menu set to 'Onboardings' and a 'VIDEO' button. The main content area is titled 'Filter Results:' and contains three search input fields: 'Vendor Name:', 'Vendor #:', and 'Contact E-Mail:'. Each field has a magnifying glass icon. Below these fields are several dropdown menus for 'Invitation Approval:', 'Invitation Delivered:', 'Account Created:', and 'Registration Form:'. There is also a 'Source:' dropdown and an 'Invitation Initiator:' field with a magnifying glass icon. At the bottom of the filter section, there is a 'Clear Filters' button. Below the filter section, there is a 'Send Invitation...' button.

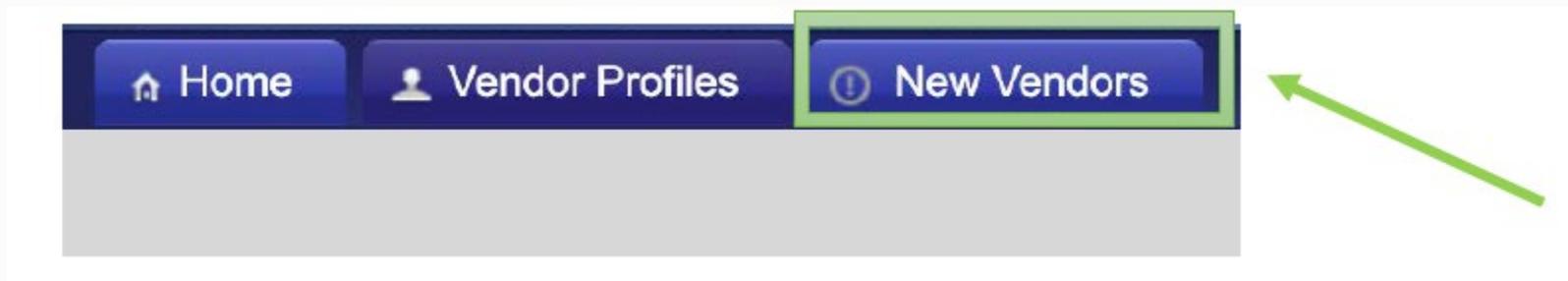
How to Invite a Supplier

How to Invite a Supplier

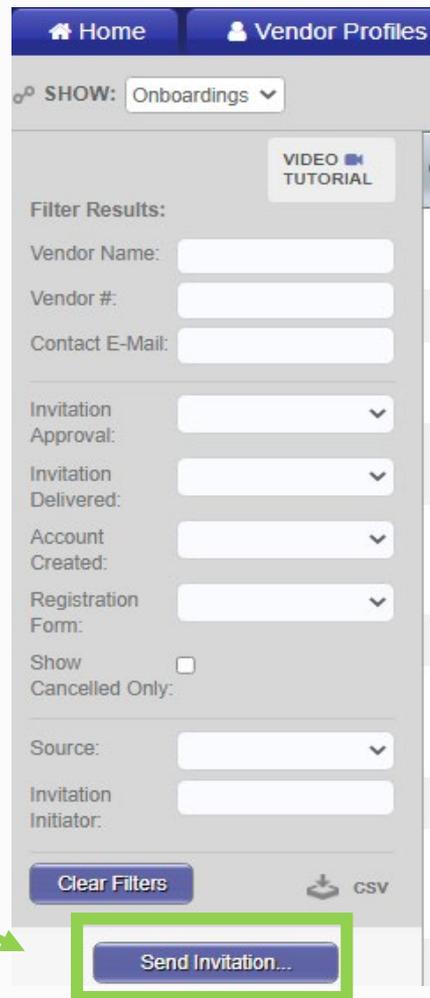
Click on **Vendor Master Updates**



Click on the **New Vendors** tab



How to Invite a Supplier cont.



The screenshot shows the 'Vendor Profiles' page with a 'SHOW: Onboardings' dropdown. A 'VIDEO TUTORIAL' button is visible. The 'Filter Results:' section includes input fields for 'Vendor Name:', 'Vendor #:', and 'Contact E-Mail:'. Below these are dropdown menus for 'Invitation Approval:', 'Invitation Delivered:', 'Account Created:', and 'Registration Form:'. There is a checkbox for 'Show Cancelled Only:'. At the bottom, there are buttons for 'Clear Filters' and 'Send Invitation...'. The 'Send Invitation...' button is highlighted with a green box, and a green arrow points to it from the text 'Click on the Send Invitation button'.



A **Video Tutorial** is available to help you navigate screens.

Click on the **Send Invitation** button

How to Invite a Supplier cont.

The **Invite New Vendor** screen will appear. Complete the fields and click the **Send** button

The image displays two screenshots of the 'Invite New Vendor' web form. The left screenshot shows the 'Company/Individual Name' field with a red error message 'This field is required.' The right screenshot shows the 'Initiator Department' field with a red error message '*Required Field' and a disabled 'Personalized Message' text area. Both screenshots include 'Cancel' and 'Send' buttons at the bottom right.

Invite New Vendor

Company/Individual Name:*

This field is required.

Contact E-Mail:*

Verify Contact E-Mail:*

Description of Goods and Services:*

*Required Field

Invite New Vendor

Initiator Department:*

*Required Field

Initiator Phone Number:

Reason for Inviting this Supplier:*
- Choose One -

Personalized Message:

Cancel Send

Note: The **personalized message** box has been disabled.

Naming Standards

The following are best-practice naming standards for creating suppliers in vendor files. These standards will provide consistency and accuracy when loading and maintaining suppliers in the vendor files.

Naming Standards

- Improper or lax standards can cause significant degradation of the accuracy of information generated from the system, fines and improper tax reporting, and loss of control
- The naming conventions make it easier for development and maintenance teams to carry out their work
- The **Company/Individual Name** is the vendor's full name. This may or may not be the legal name shown on the vendor's W-9

Naming Standards cont.

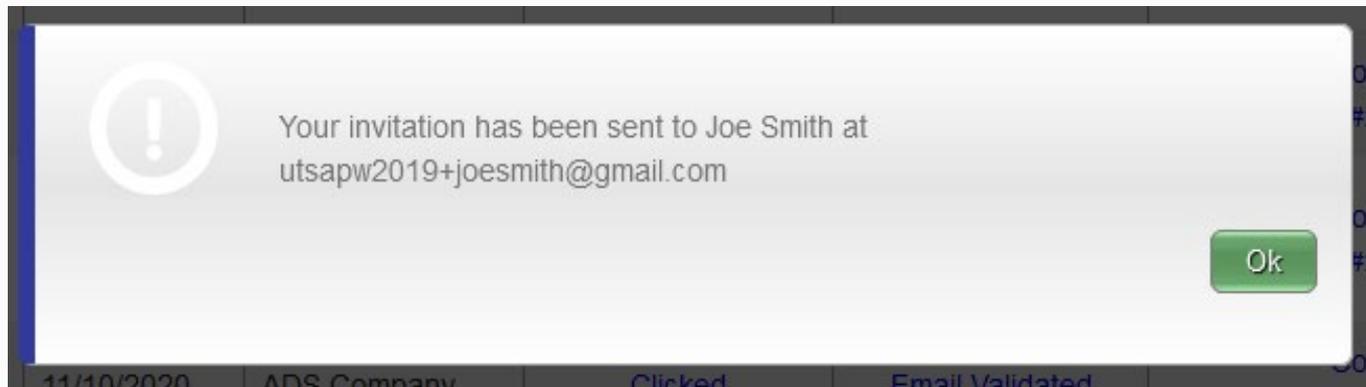
- All names should be in upper case (SMITH, JOHN)
- Enter last, first name (SMITH, JOAN)
- Do not use punctuation, such as periods or commas, in business names
- Do not use abbreviations except when the last word in the company is CO, CORP, INC, LP or LLC
- Do not use the word “**THE**” in front of the name of an organization: for example, ~~THE~~ UNIVERSITY OF TEXAS

Naming Standards cont.

- Do not use abbreviations for vendors where it may cause confusion, such as:
 - APA (American Payroll Association or American Psychology Association) or AARP (American Association of Retired Persons or American Association of Research Pathologists)
- For vendors commonly known by their initials or an acronym, the initials or acronyms may be used rather than the full name
 - No spaces or acronym may be used rather than the full name. No spaces or periods are entered between the initials of a vendor

How to Invite a Supplier cont.

Initiator receives a confirmation once the invitation is sent.



Sample of Supplier Invitation

Initiator's name self-populates



Link to UTSA's **Vendor Portal** included



Initiator's email address self-populates



For help, supplier must contact PaymentWorks



UTSA

The University of Texas at San Antonio™

PaymentWorks

Dear <SUPPLIER NAME>:

FirstName LastName invites you to register as a new vendor for The University of Texas at San Antonio (UTSA). Before you begin the registration process, be sure to have the following information available:

1. A valid tax ID (EIN or SSN)
 - If you are a foreign vendor and are not set up with an ITIN, contact [Disbursements and Travel Services](#) to request a temporary ITIN.
2. ACH (direct deposit) information
 - To expedite payments, direct deposit is recommended; otherwise, paper checks will be mailed and may take up to a week longer to produce.

To establish you or your company as a UTSA payee or vendor, you must register in PaymentWorks, UTSA's supplier portal. After completing your registration, you will receive an email asking you to verify registration information to activate your account. UTSA will process your account for approval.

UTSA will notify you in a second email once your registration is approved. Upon approval, you can log in to PaymentWorks to view payment status information and access "Help: Take a Quick Tour" to assist you with navigating your vendor account. [Job aids are also available](#) to assist you.

Submitting Your Invoices

Submit your **PO-related** invoices to [Disbursements and Travel Services](#) for payment processing. Please include the relevant PO number on the invoice. If your payment is not processed within 30 days, please email Disbursements and Travel Services.

Submit your **non PO-related** invoices to: [\[Initiator's email address\]](#) for payment processing. If your payment is not processed within 30 days, please email [\[link to same email\]](#).

If you have questions regarding PaymentWorks or the registration process, please refer to the knowledge base [PaymentWorks site available for vendors](#).

The University of Texas at San Antonio

Supplier Registration Process

- Suppliers are prompted to join and set up a user account in PaymentWorks
- After user account is set up, suppliers are asked to confirm an email address before completing the next step of the registration process (e.g., vendor name, address, SS# or TINS#, banking information, etc.)
- Once the registration process has been successfully completed and registration form submitted, suppliers will receive an e-confirmation

Existing Vendors

Existing suppliers must receive an invite from UTSA to:

- **Set up** a new user account in PaymentWorks
- **Update** current vendor information in PeopleSoft

Once user account is established, vendors must then login to their user account to:

- **Update** current vendor information in PeopleSoft

Once an invitation has been sent by a user, PaymentWorks does not allow other users to send additional invitations using the same email address. An alternate supplier email address is required to send new invites.

How to the View Status of an Onboarding Vendor Registration

View Invite Status

Navigate to the **Vendor Master Updates** page



Click on the **New Vendors** tab



The supplier's record indicates the status of the registration: **Delivered**

| ONBOARD START | UPDATED | VENDOR NAME | INVITATION | VENDOR ACCOUNT | NEW VENDOR REGISTRATION | % COMPLETE |
|---------------|------------|-------------|------------|----------------|-------------------------|---------------------------------|
| 12/05/2019 | 12/30/2019 | TOYOTA | Delivered | No Account | Not Started | <div style="width: 50%;"></div> |

View Vendor Onboarding Status

On the **New Vendors** tab, you can track the status of the supplier's registration invitation, vendor account and new vendor registration status.

TIP!

A **Video Tutorial** is available to help you navigate screens.

Home Vendor Profiles Updates New Vendors Reimbursements

SHOW: Onboardings

| VIDEO TUTORIAL | ONBOARD START | UPDATED | VENDOR NAME | INVITATION | VENDOR ACCOUNT | NEW VENDOR REGISTRATION | % COMPLETE |
|---|---------------|------------|--------------------------|------------|-----------------|-------------------------|---------------------------------|
| Filter Results: Vendor Name: <input type="text"/> Vendor #: <input type="text"/> Contact E-Mail: <input type="text"/> Invitation Approval: <input type="text"/> Invitation Delivered: <input type="text"/> Account Created: <input type="text"/> Registration Form: <input type="text"/> How cancelled Only: <input type="checkbox"/> Source: <input type="text"/> Invitation Initiator: <input type="text"/> | 08/13/2021 | 08/30/2021 | SANCHEZ ALVARADO, ALDAIR | Clicked | Email Validated | In Progress | <div style="width: 50%;"></div> |

Invitation Statuses

- Sent
- Delivered
- Undeliverable
- Opened
- Clicked
- Cancelled

Vendor Account Statuses

- No Account
- Registered
- Email Validated

New Vendor Registration Statuses

- Not Started
- In Progress
- Submitted – Pending PaymentWorks Review
- Submitted - PaymentWorks Waiting for Vendor Response
- Submitted – Pending Internal Review
- Returned
- Approved
- Complete
- Rejected

How to View General Information of Onboarding Vendor Status

Click on the hyperlink in the **Invitation** column to view general status information of onboarding vendor. You can disable reminders or resend invitation from this screen.

| | | | | | | |
|------------|------------|---------------------------|------------------------|------------|-------------|--------------------------|
| 04/20/2020 | 05/01/2020 | Invitation template test3 | Opened | No Account | Not Started | <input type="checkbox"/> |
|------------|------------|---------------------------|------------------------|------------|-------------|--------------------------|

Invitation Details: close

| | | | | |
|---|--|---|---------------------------------|----------------------------------|
| Initiator: Ana Mendoza (ana.anaya@utsa.edu) | Vendor Name: Fidelity Investments Charitable Gift Fund | Contact E-mail: fcadvisorservices@fmr.com | Initiated: 03/17/2021 | Email Sent: 03/17/2021 |
|---|--|---|---------------------------------|----------------------------------|

Custom Fields:

Reason for Inviting this Supplier : Product and Service

Initiator Phone Number : 2104586886

Initiator Department : Mardia.McCarthy@utsa.edu

Description of Goods and Services : All applicable goods and services

[Disable Reminders](#) [Resend Invitation](#)

Invitation Status

| Status | Explanation |
|---------------|--|
| Sent | Your invitation to the vendor to register on PaymentWorks has been sent. |
| Delivered | The vendor has received the invitation at the provided email address. |
| Undeliverable | The vendor could not receive the invitation at the provided email address. |
| Opened | The vendor opened the email containing the invitation. |
| Clicked | The vendor clicked on the embedded link to create a PaymentWorks account. |
| Cancelled | You have cancelled the invitation reminders from being sent to the vendor. |

Vendor Account Status

| Status | Explanation |
|-----------------|--|
| No Account | The vendor has not yet created an account on PaymentWorks. |
| Registered | The vendor has created an account on PaymentWorks. |
| Email Validated | The vendor has verified their email address. |

Vendor Onboarding Registration Status

| Status | Explanation |
|--|--|
| Not Started | The vendor has not started filling in the registration form. |
| In Progress | The vendor has started filling in the registration form, but has not completed it. |
| Submitted - Pending PaymentWorks Review | The vendor has completed and submitted the registration form. PaymentWorks is now in the process of reviewing the vendor's banking information. |
| Submitted - PaymentWorks Waiting for Vendor Response | The vendor has completed and submitted the registration form. PaymentWorks has called the vendor and left a message, and the vendor needs to return the phone call. |
| Submitted - Pending Internal Review | The vendor has completed and submitted the registration form. PaymentWorks has reviewed the bank account, and the registration is now waiting for internal review from the initiator's organization. |
| Returned | The registration form was returned to the vendor to be corrected and resubmitted. |
| Approved | The vendor registration form has been approved. |
| Complete | The vendor registration process is complete and a vendor number has been generated to allow your organization to issue payments to the vendor. |
| Rejected | The registration form for this vendor has been rejected by your organization. |

Suppliers with Connected Status

Suppliers with a **connected** status have successfully interfaced with PeopleSoft and Rowdy Exchange. **Connected** vendors will display a **green** dot in the **connected** column and are ready to be used.

Click on **Need Help** to assist with navigating screens.

| SUPPLIER NAME | VENDOR NUM | SITE CODE | ADDRESS | CONTACT EMAIL | CONNECTED |
|------------------------|------------|------------|----------------------|----------------|-----------|
| Alex David Jerez-Roman | 0000103465 | 001 1 | 812 S. New Street | ...mail.com | |
| 1010 Collins LLC | 0000052607 | 001 1 | 1010 N Collins St | ...ckinc.com | |
| 1099, Tax | 0000104679 | ONL-PW-1 2 | 516 Bluebird Dr | ...999@gmail.c | ● |
| 1105 MEDIA INC | 0000046984 | SHARED 1 | 9121 OAKDALE AVE STE | | |
| 1105 MEDIA INC | 0000046984 | SHARED 2 | 9201 OAKDALE AVE STE | | |
| 1105 MEDIA INC | 0000046984 | SHARED 3 | PO BOX 15846 | | |
| 1105 MEDIA INC | 0000046984 | SHARED 4 | PO BOX 894085 | | |

Viewing of Invoices

Initiators and vendors have access to view vendor payments (invoices) for the last two calendar years (2019 and 2020) with a UTSA01 location.

- Additional **detail** payment information for all vendor locations remains housed in PeopleSoft

Select the **Invoices** tab to view invoice payments.



| Need help ? | | | | | | | | | | |
|--|------------------------------------|----------|----------------------------------|-----------------|----|------------|----|---------------------------------------|--|--|
| Home Administration Suppliers Invoices | | | | | | | | | | |
| SUPPLIER NAME - VENDOR NUM SITE CODE STREET CITY ST/PRV ZIP CODE COUNTRY CONTACT EMAIL CONNECTED | | | | | | | | | | |
| Supplier Name: | "ARTISTICALLY YOURS" BY KIM HEBERT | | | | | | | | | |
| Vendor Number: | 0000103184 | UTSA01 1 | 13580 LANDOVER DRIVE | DENHAM SPRINGS | LA | 70728 | US | ARTYOURSKIM@COX.NET | | |
| Site Code: | 1 PRIORITY BIOCIDAL, LLC | | | | | | | | | |
| Tax ID: | 0000102487 | UTSA01 1 | 2410 GRAVEL DRIVE | FORTH WORTH | TX | 76118 | US | KGALLOWAY@GOLBIO.COM | | |
| City: | 1-MTZ CONSTRUCTION | | | | | | | | | |
| State: | 0000105056 | UTSA01 1 | 1545 W MULBERRY AVE | SAN ANTONIO | TX | 78201 | US | MONICA-L.SANCHEZ@NISD.NET | | |
| Zipcode: | 1-MTZ CONSTRUCTION | | | | | | | | | |
| Country: | 0000105056 | UTSA01 2 | PO BOX 791203 | SAN ANTONIO | TX | 78279-1203 | US | 1MTZCONSTRUCTIONTX@GMAIL.COM | | |
| Address Type: | 1-MTZ CONSTRUCTION | | | | | | | | | |
| Contact Email: | 0000105056 | UTSA01 3 | 305 E RAMSEY RD | SAN ANTONIO | TX | 78216 | US | | | |
| Connected: | 1000 WORDS PRODUCTIONS | | | | | | | | | |
| | 0000100582 | UTSA01 1 | 1351 HIGHLAND | SAN ANTONIO | TX | 78210 | US | ONETHOUSANDWORDSPRODUCTIONS@YAHOO.COM | | |
| | 10X GENOMICS, INC | | | | | | | | | |
| | 0000102989 | UTSA01 1 | 7088 KOLL CENTER PKWY, SUITE 401 | PLEASANTON | CA | 94566 | US | CUSTOMERSERVICE@10XGENOMICS.COM | | |
| | 10X GENOMICS, INC | | | | | | | | | |
| | 0000102989 | UTSA01 2 | DEPT CH 10944 | PALATINE | IL | 80055-0944 | US | ACCOUNTING@10XGENOMICS.COM | | |
| | 12TH MAN FOUNDATION | | | | | | | | | |
| | 0000104943 | UTSA01 1 | PO BOX 2800 | COLLEGE STATION | TX | 77841 | US | | | |

Viewing of Invoices

Window will expand when clicking on the invoice line

| | | | | | | | | | |
|---|-------------------------------|--------------------|------------|-----------------|-------------|--------------------|-------------|----------------|---------|
| Jul [REDACTED] (Vendor Number: 000010 [REDACTED]; Site Code: UTSA01 1) close | | | | | | | | | |
| Invoice # | February 2020 Stipend - State | Date | 04/22/2020 | Invoice Amount | USD \$20.00 | Actual Paid Amount | USD \$20.00 | Purchase Order | Ref Key |
| STATUS | PAID | Scheduled Pay Date | 04/23/2020 | Actual Pay Date | 04/23/2020 | Pay Document # | 1000208036 | Status Code | paid |

Site Code: UTSA01|1 (Mapped to location and sequence address in PeopleSoft)

Note: Payment updates are immediate but may encounter a small delay due to server data exchange. Vouchers created **before** a vendor update, will retain old information. Vouchers created **after** a vendor update, will reflect vendor update.

Supplier Reminders

- Onboarding vendors receive emails until the registration is complete or reminders are cancelled
- From the date the invite is submitted, reminder email notifications automatically generate as follows:
 - ✓ 1st Reminder – 3 days
 - ✓ 2nd Reminder – 7 days
 - ✓ 3rd Reminder – 14 days
 - ✓ 4th Reminder – 21 days
 - ✓ 5th Reminder – 28 days



Reminders

Setting up UTSA as a Vendor



- Contact DTS to setup UTSA as a vendor on other similar automated platforms.
- DTS will establish user accounts on behalf of UTSA.





Tips & Tricks

-  Do not re-send an invitation unless the supplier notifies you that the initial email was not received.
 - Remember to check the vendor onboarding status before resending an invite

-  You can resend an invite only if the **Invitation** column status is on **Sent, Delivered, Opened or Clicked** and if the **Vendor Account** column states **No Account**.

-  You can correct an email address on an invite by clicking on the **Resend Invite** button and entering the correct email address.



Tips & Tricks cont.

-  Cancel/Disable reminders for the first invite when correcting a supplier email address; otherwise you will continue to generate reminders.
-  You cannot delete an invite, but you can disable it.
-  If a supplier will no longer be used, you can cancel/disable the invite by disabling the reminders.



Tips & Tricks cont.

-  Suppliers in an **approved** status and properly interfacing with PeopleSoft and Rowdy Exchange will display a **connected** status with a vendor number.
 - Suppliers in **connected** status have setup user accounts

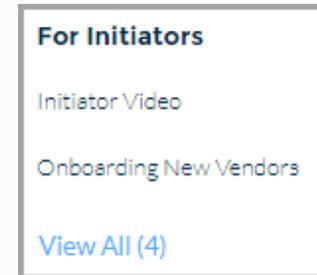
-  Foreign vendors without a TIN must first contact [DTS](#) to request a temporary TIN.
 - TINs are required for account set-up

Online Help

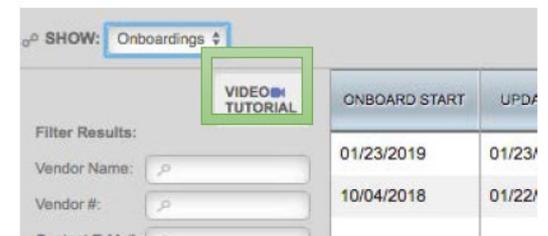
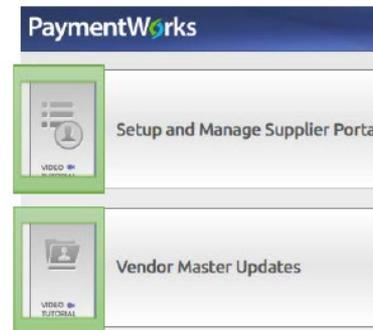
Located at the top right corner, **Help** is available to assist you with navigating and moving between screens



A tile **For Initiators** within the **Help** feature also displays on the page.



PaymentWorks homepage and onboarding pages contain video tutorials to assist with navigating through the online platform. Click each button to view them.



Contact Information

For supplier questions:

- PaymentWorks:
 - ✓ [Vendors knowledge base support website](#)
 - ✓ Click on **Contact Support** button
- Disbursements & Travel Services
 - ✓ Email: disbursements.travel@utsa.edu



Contact Support

For security role access:

- UTS
 - ✓ Email: techcafe@utsa.edu