PaymentWorks
Vendor/Supplier Role
Job Aid

Disbursements & Travel Services (DTS)
February 2021
UTSA Partners with PaymentWorks

In order to establish you or your company as a payee or vendor with UTSA, you must first register in PaymentWorks.

Vendors must use the hyperlink provided in the email sent by only a UTSA department.

Note: PaymentWorks replaces the SIF (Supplier Information Form).
UTSA Partners with PaymentWorks cont.

As a state agency, UTSA is required to collect information from domestic and foreign vendors to procure or pay for goods or services through the completion of one of two IRS forms (W-9 or W-8BEN).

PaymentWorks mirrors these forms when the online registration process is complete.

For further clarification about your vendor status with IRS, please visit the following website for instructions.

- [IRS W-9 Form and Instructions](#)
- [IRS W-8 BEN Form and Instructions](#)

*Note:* The completion of hard copy IRS forms, as well as *Supplier Information Forms* are no longer required. You must complete the online registration process to become a UTSA vendor.
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
Vendor Registration in PaymentWorks

As a vendor conducting business with a UTSA department, you will receive an invitation requesting you or your company to participate in the PaymentWorks platform.

Click the **Join Now** button to begin the vendor onboarding registration process.
Vendor Registration in PaymentWorks

1. Complete your information:
   • Contact name and title
   • Company name
   • Telephone #
   • Email address
   • Agree to terms

2. Create a password

3. After submitting your information, PaymentWorks Support sends a confirmation email
   • Verify your email address within 72 hours to activate your account

Disbursements & Travel Services
Vendor Registration in PaymentWorks

4. Sign in and complete the remaining registration information
Vendor Registration in PaymentWorks

5. The process will prompt a multi-factor authentication step (phone call or text)

6. Confirm code

Multi-Factor Authentication
Please select the method to verify your multi-factor authentication enabled device: XXX-XXX-4213

SMS Text Message  Voice Call

Multi-Factor Authentication
A phone call containing your authentication code has been placed to XXX-XXX-4213

Authentication Code

Confirm Code  Resend code
Complete New Vendor Registration

• Complete all required* fields from the registration form.

• Include company information, such as:
  • Company type and ownership type
  • TIN number or social security number
  • Tax classification
  • Accounts receivable contact

The next slides include screenshots of the information required to complete the form.

Note: If you are a foreign vendor without a TIN number, contact Disbursements & Travel Services to request a temporary TINs.
Complete New Vendor Registration cont.

Primary and Remittance Address:

- **Primary Address**
  - Country: United States
  - Street 1
  - Street 2
  - City
  - State: Select a State
  - Zip / Postal Code

Remittance Address cont. and Additional Information:

- **Remittance Address**
  - Street 1
  - Street 2
  - City
  - State: Select a State
  - Zip / Postal Code

- **Additional Information**
  - Same as Primary Address
  - Country: United States

Disbursements & Travel Services
Complete New Vendor Registration cont.

Additional Information cont.:

Purchase Order Information, if applicable:

Additional Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Invoice Address
Will the address on your invoice be different from the remittance address above?
Choose One

Conflict of Interest
Are you or are you aware of anyone at your company who is a current University employee?
Choose One
Are you or are you aware of anyone at your company who is a former University employee?
Choose One
Are you or are you aware of anyone at your company who is related to a University employee?
Choose One

Payment Information
Do you offer discounted payment terms?
Choose One

Save And Exit  Submit
Complete New Vendor Registration cont.

Diversity & Conflict of Interest Information, if applicable:

- Diversity Information
  - Are you a Federally certified diverse business? [ ]
  - Are you a State of Texas certified historically underutilized business? [ ]

- Invoice Address
  - Will the address on your invoice be different from the remittance address above? [ ]

- Conflict of Interest
  - Are you or are you aware of anyone at your company who is a current University employee? [ ]
  - Are you or are you aware of anyone at your company who is a former University employee? [ ]
  - Are you or are you aware of anyone at your company who is related to a University employee? [ ]
Complete New Vendor Registration cont.

Payment/Banking Information:

Payment Information

Payment Method for Domestic Vendors *

Please note, ACH is The University of Texas System’s preferred payment method.

- ACH/Direct Deposit (not available for non-US banks)

Will payments be forwarded to a financial institution outside the United States? *

- No

Do you offer discounted payment terms? *

- No

Bank Validation File *

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

Email Address for Payment Notifications *

Bank Authorization *

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account

I Agree
Complete New Vendor Registration cont.

Bank Address:

Bank Address
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Country:
United States

Street 1:

City:
Houston

State:
Texas

Zip / Postal Code:
77002
Complete New Vendor Registration cont.

Registration successfully submitted:

Submission Successful!

Your new vendor registration has been submitted successfully to The University of Texas at San Antonio.

You will receive an email notification when your application has been approved.

Please note - this is not an authorization to perform services.

Go To Your Dashboard
Complete New Vendor Registration cont.

You may access your dashboard or sign in later using the vendor portal.
Complete New Vendor Registration cont.

Once your online registration is approved by UTSA, you will receive an email confirmation.

The email content is as follows:

The University of Texas at San Antonio (Test) New Vendor Registration

The University of Texas at San Antonio (Test) <notify@paymentworks.com>

to utsapw2019+servermonkey

Your new vendor registration request has been approved by The University of Texas at San Antonio (Test).

To view the status of submitted invoices, access remittance advices, and update your company information, navigate to the following link:

PaymentWorks

Please note, this is not authorization to perform services.
Sign in Using the Vendor Portal

Access your user account through the [Vendor Portal](https://example.com) to update or change vendor information.

You may also grant access to additional company users.

Note: The multi-factor authentication step is enabled every time you login.
Vendor Portal

The vendor portal homepage contains six tabs:

1. Home
2. Connect
3. Invoices
4. News Updates
5. Messages
6. Remittances
Vendor Portal

The system will prompt you to a quick tour:

PaymentWorks Quick Tour

Start the full tour or use the links to navigate to a specific topic.

Start the Tour

Or Choose a Topic

- Update Company Profile
- Invoice Status/send Inquiry
- Messaging
- Remittance
- Account Management
- Connecting to Customers
Company Profile

Your Company Profile is located at top right corner of the homepage. This is where you can make any account or vendor updates or changes.
Company Profile

Under **Business Details**, you may edit or update general company information.
Company Profile

Under **Remittance Addresses**, you may update remittance addresses by using the pencil icon to add a new address, or by clicking on the x to remove an old address.
Company Profile

Under **Bank Accounts**, you may update banking information by using the **pencil** icon to add a new address, or by clicking on the **x** to remove an old address.
Quick Tour Help Link

To learn more about PaymentWorks, access the quick tour option under the Help link located next to Company Profile.
Account

Use the **Account** link to update personal setup information or reset your password.
Use the **Account** link to access the **Manage Other Users** section to add company users.
Checking the Status of your Registration

Click on the Connect tab to view status.

If the online registration is successfully completed, a Complete status under Customer Registrations section is noted.
Invoice Tab

Vendors can view invoice payment information using the **Invoice** tab. Information such as:

- Customer name
- Invoice number
- Invoice date
- Invoice amount
- Invoice paid amount
- Purchase order number
- Invoice status
- Scheduled payment date

*Note:* Existing vendors with user accounts **may** view the last two years (2019-2020) of invoice payment information.
Remittances Tab

View remittance address information by selecting the Remittances tab.
A PaymentWorks representative may contact you or your company directly to verify banking information.

The **ACH** (Direct Deposit) option is only for banks that are based in the United States. ACH is the best payment option to expedite payment.

The **Wire Transfer** payment option is reserved to pay **foreign vendors** that do not bank in the United States. A UTSA department may contact you to verify the SWIFT code.
If you update your information, the system may require you to attach a new copy of your company’s Insurance Certificate or Diversity Certificate.

You may experience further delays or require additional clearances, if your company TINS is flagged with a domestic or foreign Financial Sanction or State vendor hold.

You must complete the online registration process with UTSA, even if you participate in a similar platform with another University, State agency, or organization.
Contact Information

Contact PaymentWorks when you:
- Experience issues navigating the platform
- Forget your user name
- Need to reset your password

PaymentWorks:
- Email: support@paymentworks.com