PaymentWorks Supplier/Payee Guide

Accounts Payable 03/2021

Office of Financial Services (https://www.uttyler.edu/finserv/vendorinfo.php)

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UT Tyler Partners with PaymentWorks

PaymentWorks is a Business Identity Management platform used to verify your or your company's identity and to ensure compliance.

PaymentWorks mitigates the risk associated with manually collecting your or your company's information by eliminating the collection of documents through fax, email, snail mail, or in person, and it provides a secure repository for all the information.

Once you submit your information in the portal, and it is approved by the PaymentWorks and UT Tyler teams, you will receive an email notification that your registration has been approved.

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UT Tyler Partners with PaymentWorks, cont.

In order to establish you or your company as a **payee** or **supplier** with UT Tyler, you must **first** register in PaymentWorks.

- An authorized UT Tyler employee must invite you or your company to register using the PaymentWorks platform.

- To access the PaymentWorks platform, suppliers and payees must use the hyperlink provided in the PaymentWorks invitation email sent by an authorized UT Tyler employee.

Note: Use of the PaymentWorks' system replaces paper/PDF Supplier Information Forms and IRS form W-9.

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UT Tyler Partners with PaymentWorks, cont.

As a state agency, UT Tyler is required to collect information from domestic or foreign suppliers and payees to procure or pay for goods or services and other types of payments 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 supplier/payee status with IRS, please visit the following website for information.

- IRS W-9 Form and Instructions
- IRS W-8 BEN Form and Instructions

Note: The completion of hard copy IRS forms, as well as substitute W-9 *Supplier Information Forms* are no longer required. You must complete the online PaymentWorks registration process to become a UT Tyler supplier or payee.

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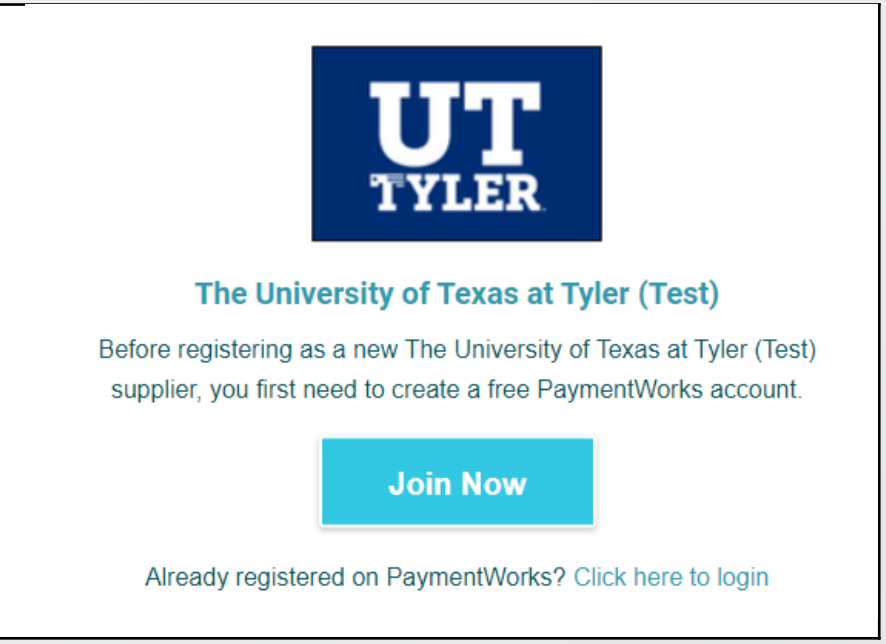
Supplier/Payee Registration in PaymentWorks

- As a supplier or payee conducting business with a UT Tyler department, you will receive an invitation requesting you or your company to register in the PaymentWorks platform.

Please have the information indicated in your email invitation ready before you click on the link in the email invitation or before you click on the resulting "Join Now" button.

- **A valid tax ID (either an EIN or SSN)**
- **If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement.**

(To expedite payments, direct deposit is recommended; otherwise, paper checks will be mailed and may take up to a week longer to produce.)



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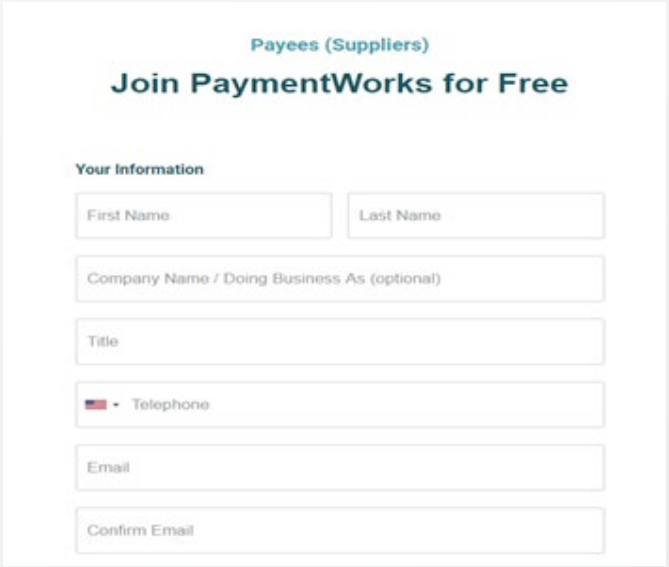
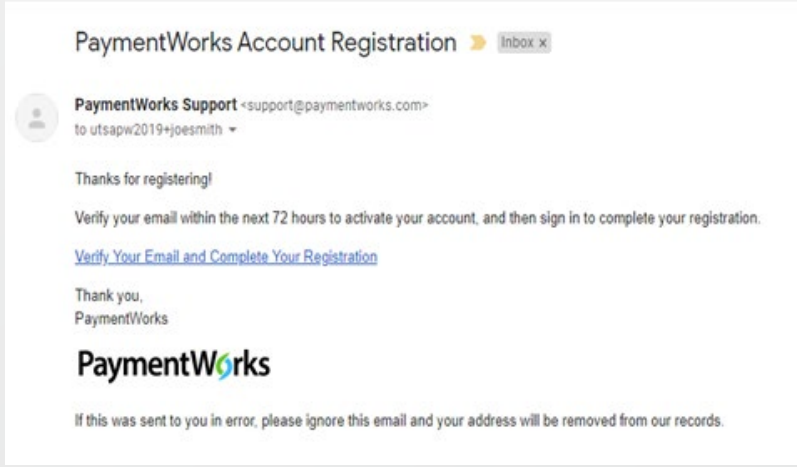
Supplier/Payee Registration in PaymentWorks, Cont.

1. Complete your information:
   - Vendor name
   - Company name
   - Telephone #
   - Email address
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
4. Sign in and complete the remaining registration information



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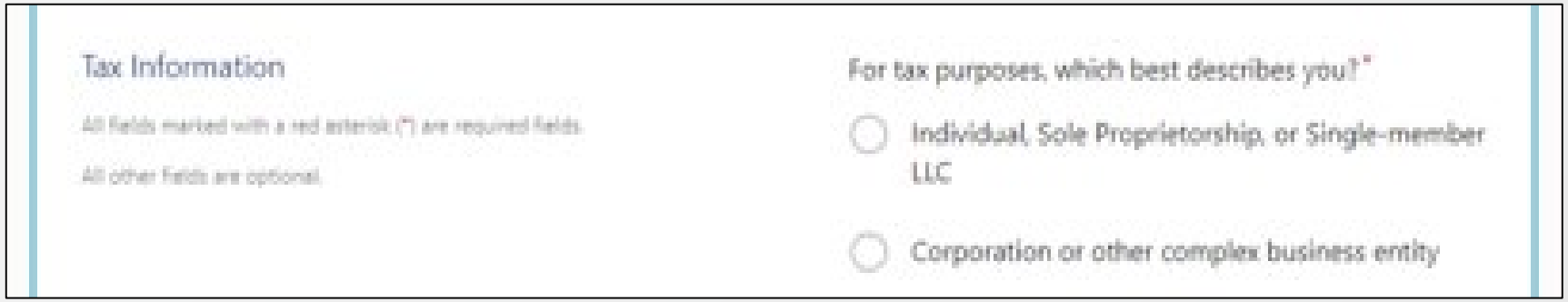
Complete New Supplier/Payee Registration

- Complete all required* fields from the registration form.
- Include company information, such as:
  - Company type for tax purposes
  - TIN number or social security number



Note: If you are a foreign vendor without a TIN number, contact Accounts_Payable@uttyler.edu to request a temporary TINs.

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

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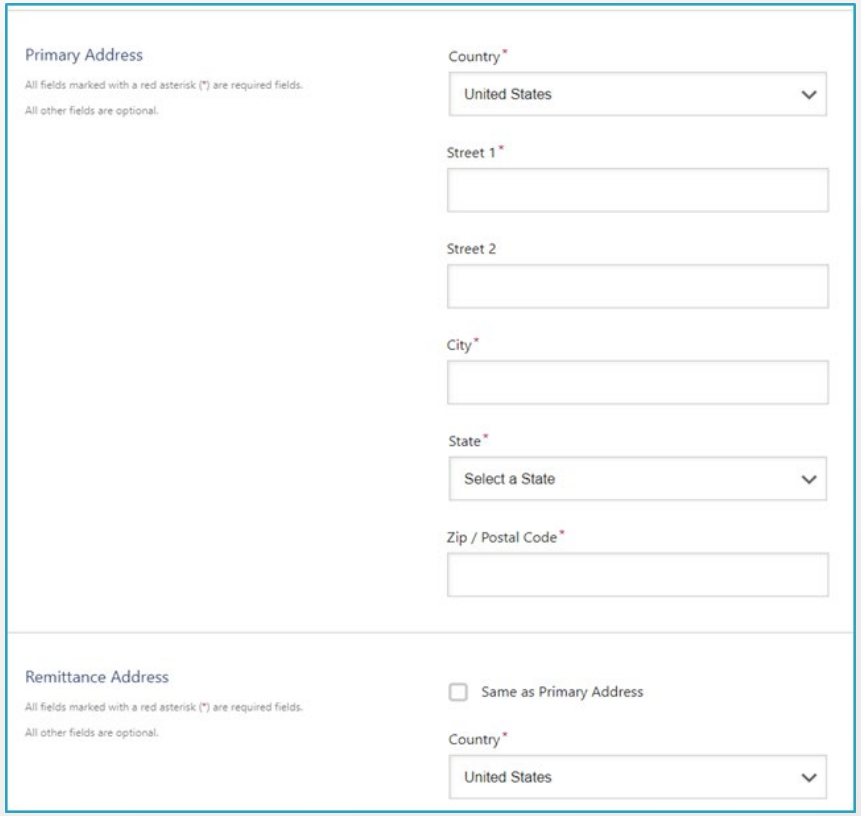
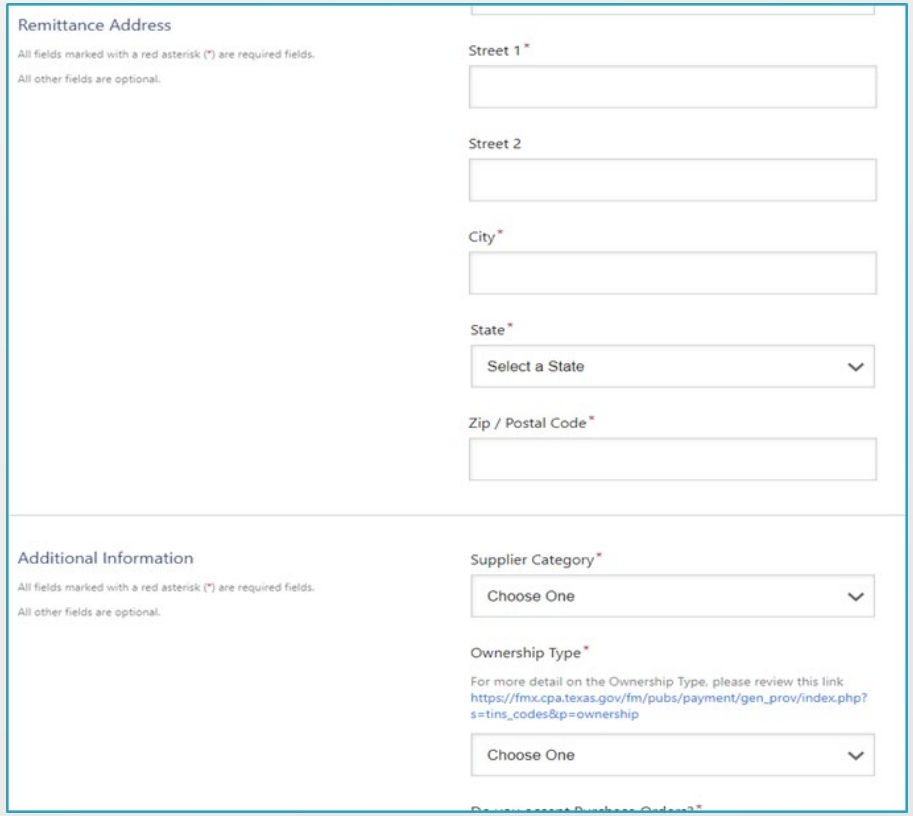
Complete New Supplier/Payee Registration, Cont.

Primary and Remittance Address:



Remittance Address cont. and Additional Information:



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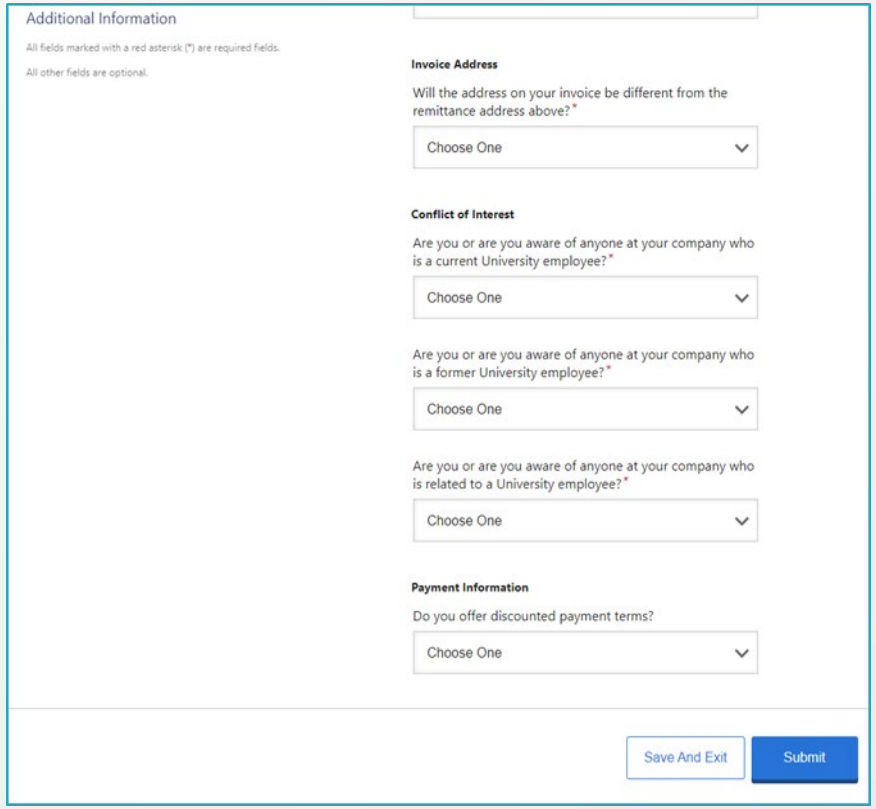
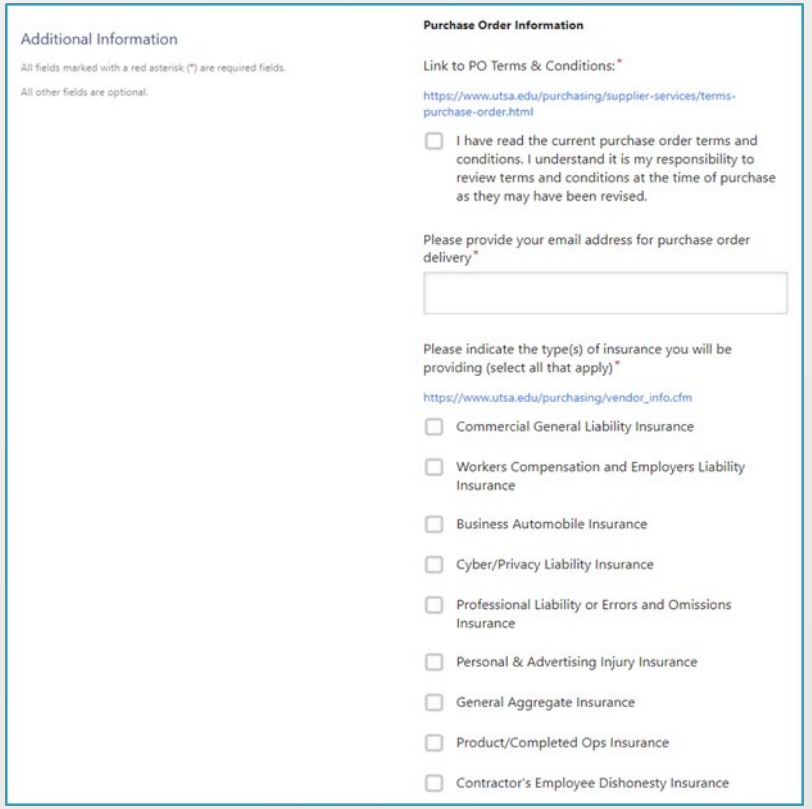
Complete New Supplier/Payee Registration, Cont.

Additional Information cont.:



Purchase Order Information, if applicable.:



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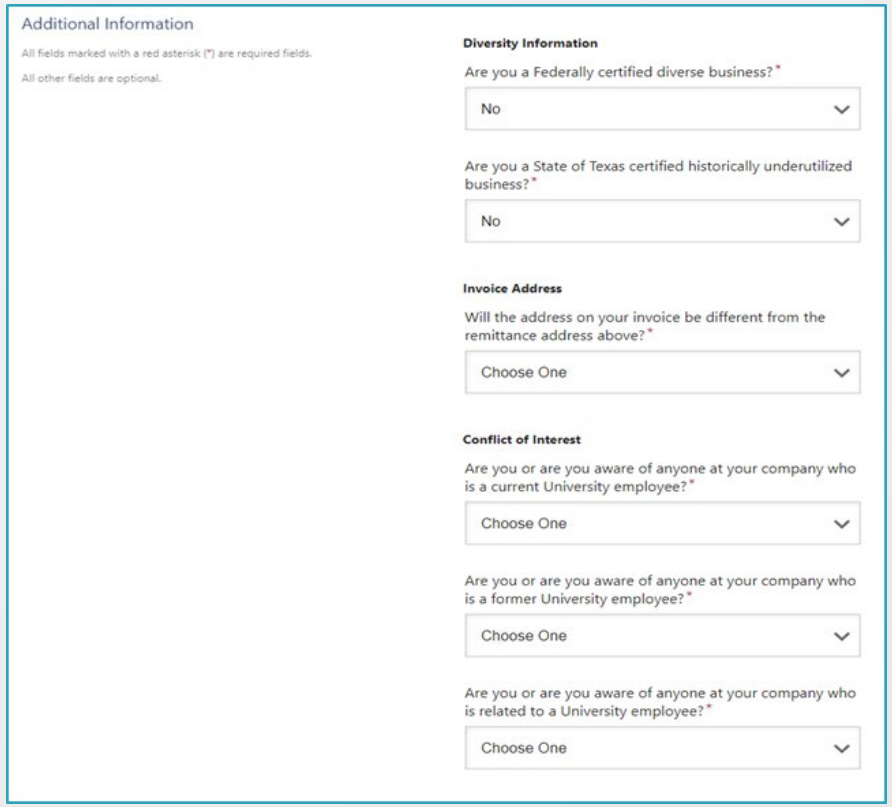
Complete New Supplier/Payee Registration, Cont.

Complete Diversity and

Conflict of Interest Information, if applicable.:



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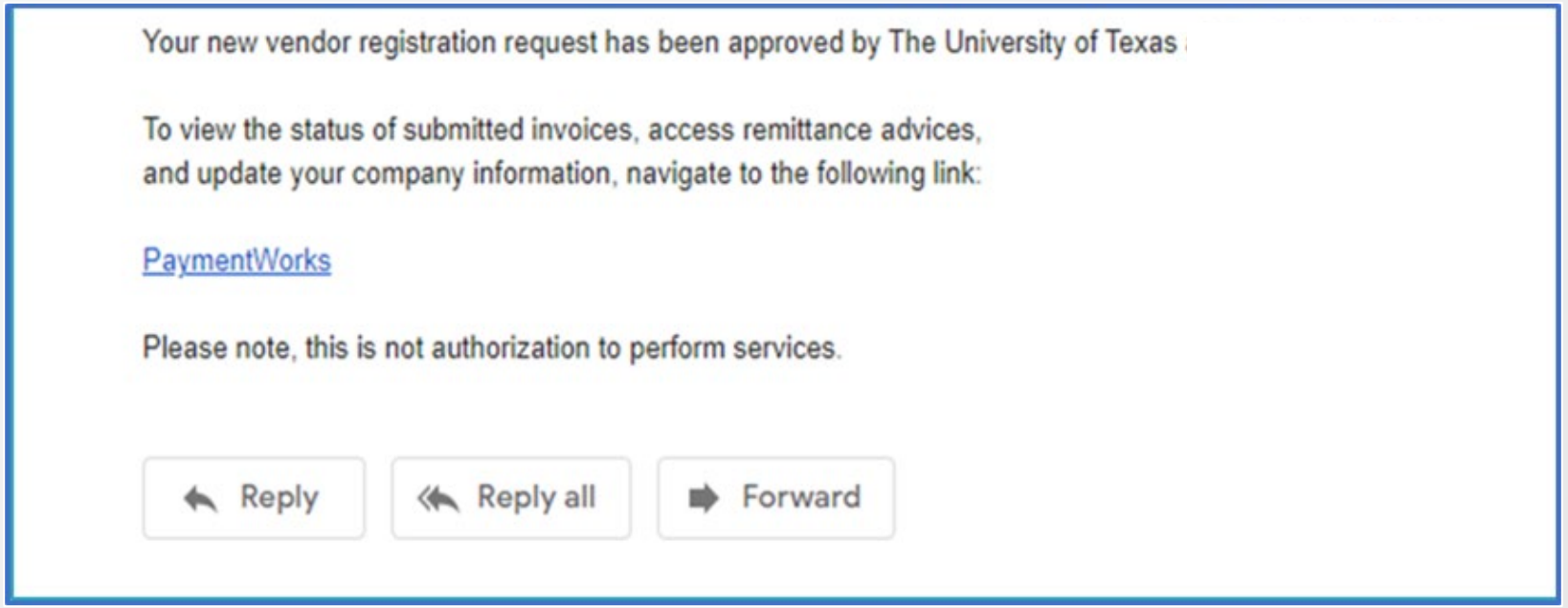
Complete New Supplier/Payee Registration, Cont.

- Once your online registration is approved by UT Tyler, you will receive an email confirmation.



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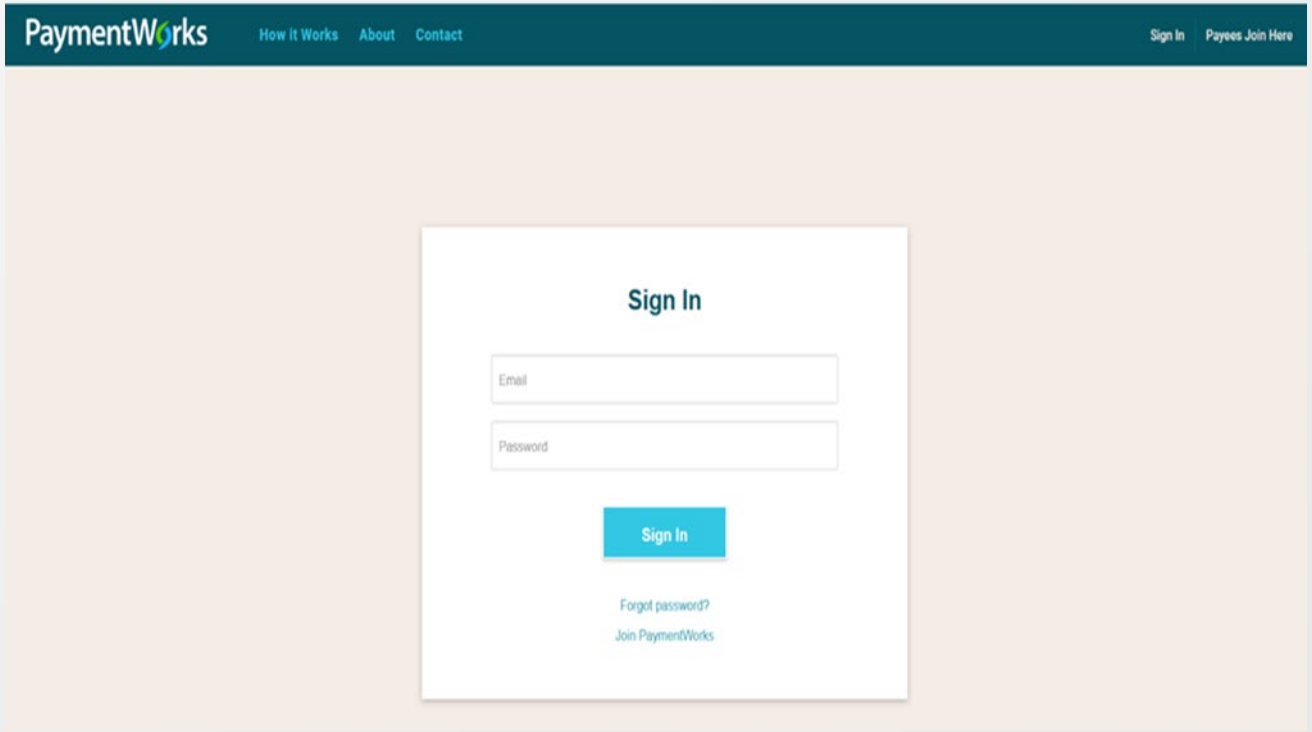
PaymentWorks Supplier/Payee Portal

- Access your user account through the PaymentWorks Portal to update or change vendor information.
- You may also grant access to additional company users.



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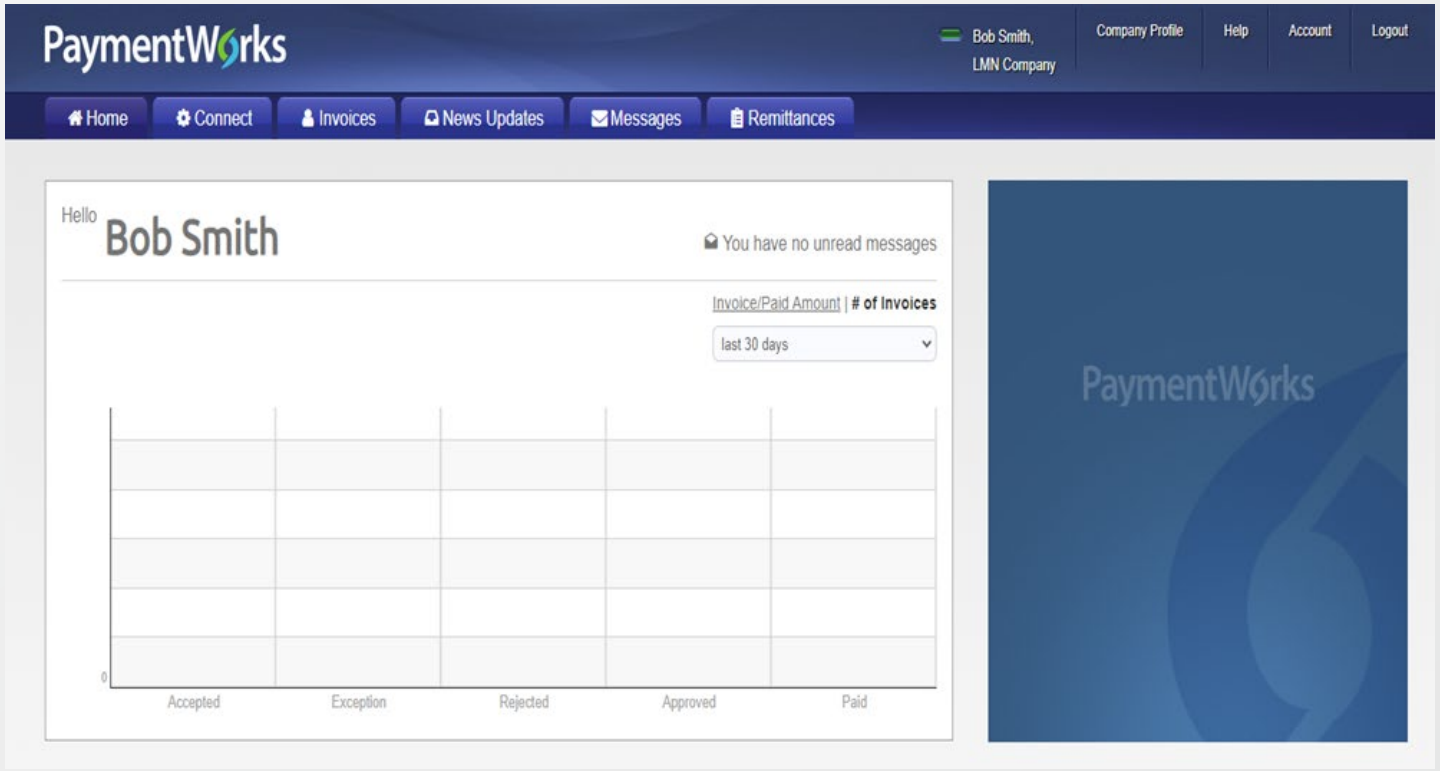
PaymentWorks Supplier/Payee Portal, cont.

The vendor portal homepage contains six tabs:

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



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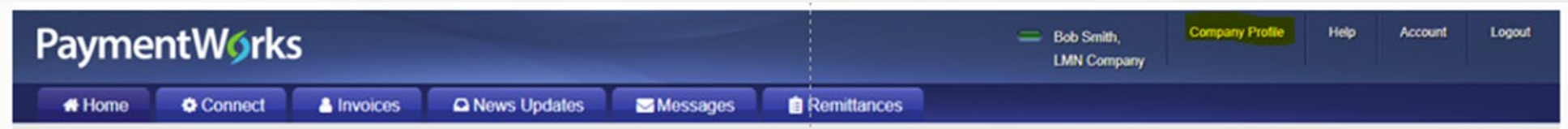
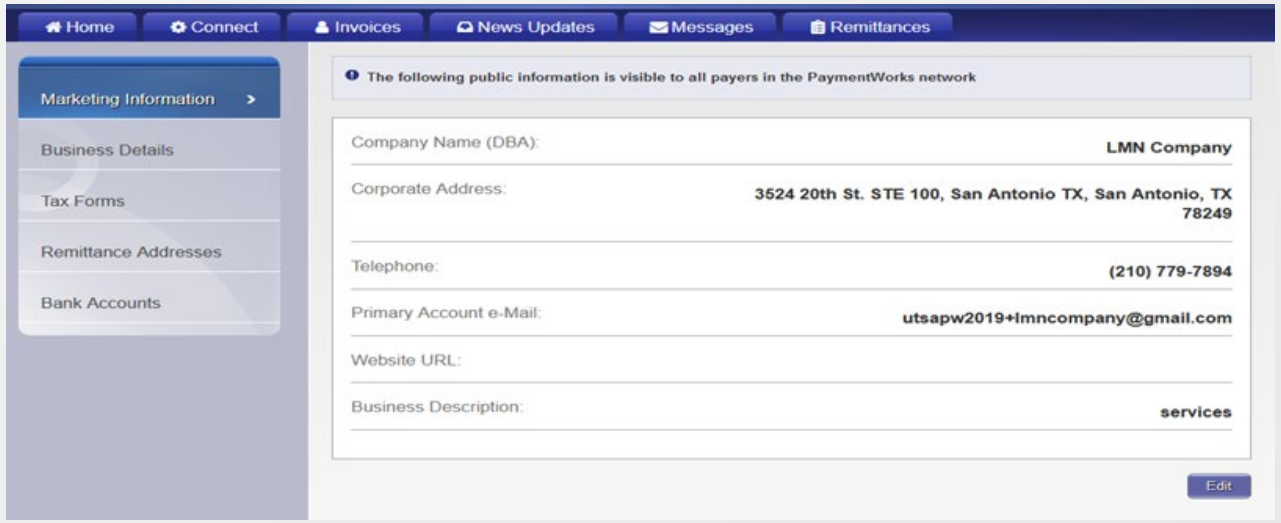
PaymentWorks Company Profile

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





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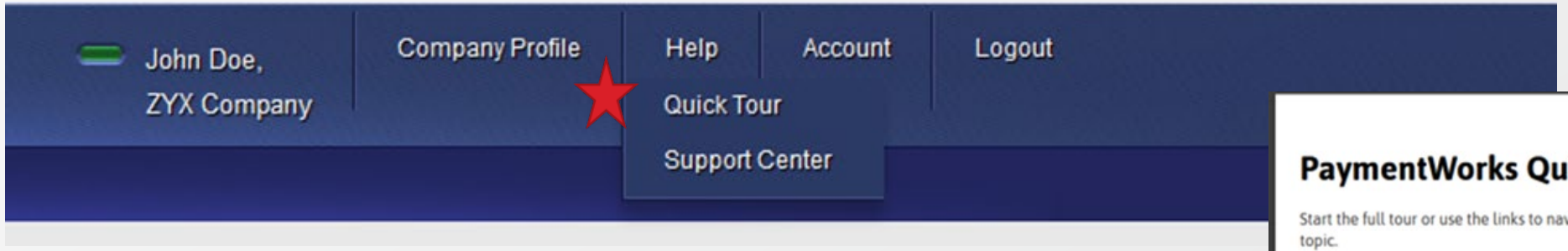
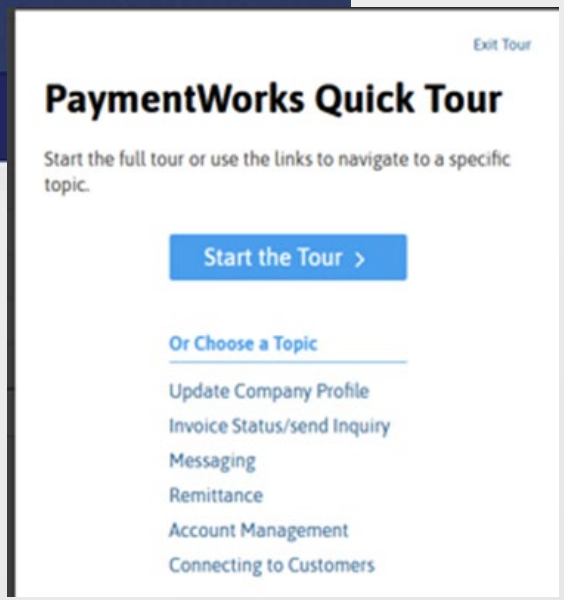
PaymentWorks Quick Tour Help Link

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





- In addition to the Quick Tour tool, there are many Tutorial links located throughout the PaymentWorks system.

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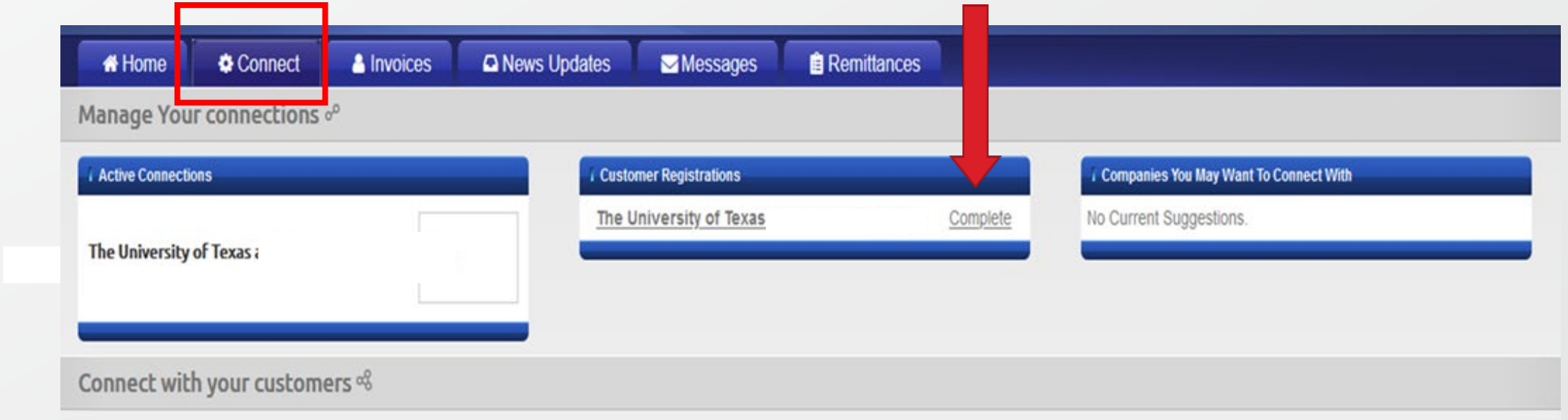
Checking the Status of your PaymentWorks Registration

Click on the **Connect** tab to view status.

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



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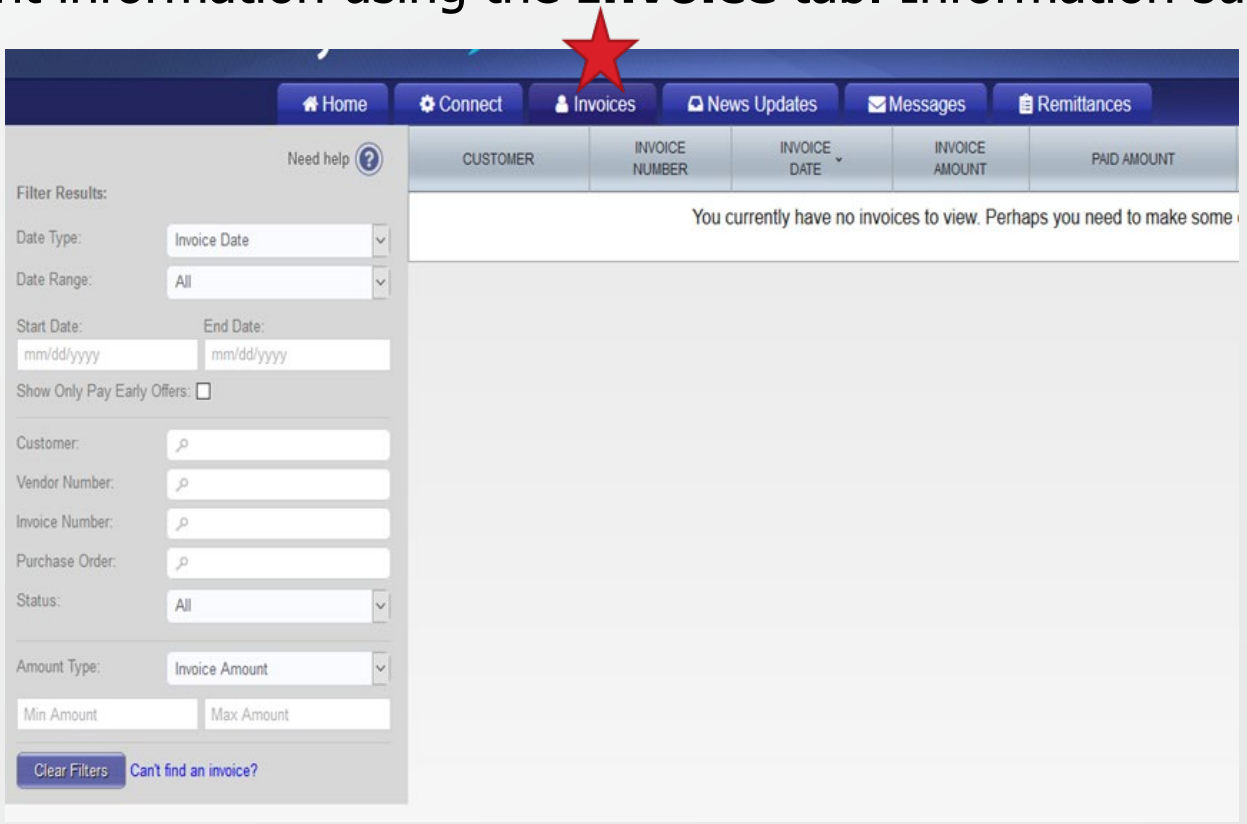
PaymentWorks Invoice Tab

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



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PaymentWorks Remittances Tab

View remittance address information by selecting the **Remittances** tab.

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Tips for using PaymentWorks

- In addition to the **Quick Tour** tool, there are many **Tutorial** links located throughout the PaymentWorks system.
- 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 UT Tyler Accounts Payable or Treasury team member may contact you to verify the SWIFT code.

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Tips for using PaymentWorks, cont.

- 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 Tax ID Number (TIN) is flagged with a domestic or foreign **Financial Sanction** or **Texas State vendor hold**.

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

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PaymentWorks Contact Information

❖ **Contact PaymentWorks when you**:

- Experience issues navigating the platform
- Forget your username
- Need to reset your password

❖ PaymentWorks:

- Email: support@paymentworks.com

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