

PaymentWorks Supplier/Payee Guide

Accounts Payable 03/2021

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

The University of Texas at
TYLER

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.

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.

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.

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.)



The University of Texas at Tyler (Test)

Before registering as a new The University of Texas at Tyler (Test) supplier, you first need to create a free PaymentWorks account.

[Join Now](#)

Already registered on PaymentWorks? [Click here to login](#)

Supplier/Payee Registration in PaymentWorks, Cont.

1. Complete your information:
 - Vendor name
 - Company name
 - Telephone #
 - Email address
2. Create a password

Payees (Suppliers)
Join PaymentWorks for Free

Your Information

First Name Last Name

Company Name / Doing Business As (optional)

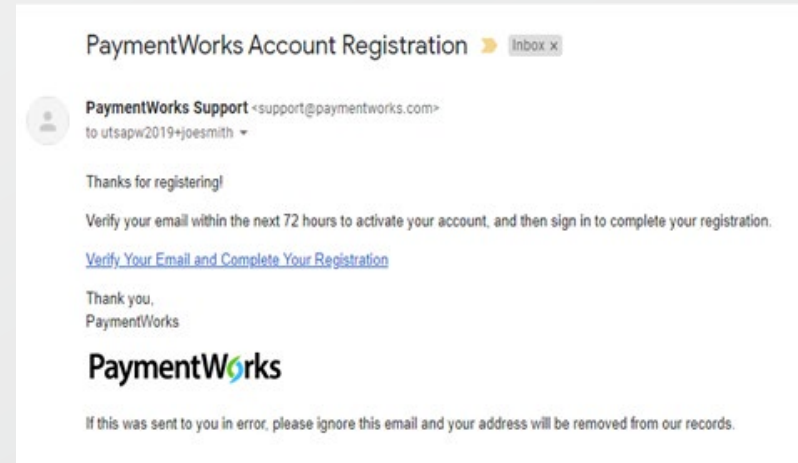
Title

Telephone

Email

Confirm Email

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



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

The screenshot shows a section of a registration form titled "Tax Information". On the left, there is a note: "All fields marked with a red asterisk (*) are required fields. All other fields are optional." On the right, there is a question: "For tax purposes, which best describes you?*" with two radio button options: "Individual, Sole Proprietorship, or Single-member LLC" and "Corporation or other complex business entity".

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.

Complete New Supplier/Payee Registration, Cont.

Primary and Remittance Address:

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

Country*
United States

Street 1*

Street 2

City*

State*
Select a State

Zip / Postal Code*

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

Same as Primary Address

Country*
United States

Remittance Address cont. and Additional Information:

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

Street 1*

Street 2

City*

State*
Select a State

Zip / Postal Code*

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

Supplier Category*
Choose One

Ownership Type*
Choose One

For more detail on the Ownership Type, please review this link:
https://fm.xcpa.texas.gov/fm/pubs/payment/gen_prov/index.php?s=tins_codes&p=ownership

Complete New Supplier/Payee Registration, Cont.

Additional Information cont.:

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

Purchase Order Information, if applicable.:

Additional Information

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

Purchase Order Information

Link to PO Terms & Conditions:*

<https://www.utsa.edu/purchasing/supplier-services/terms-purchase-order.html>

I have read the current purchase order terms and conditions. I understand it is my responsibility to review terms and conditions at the time of purchase as they may have been revised.

Please provide your email address for purchase order delivery*

Please indicate the type(s) of insurance you will be providing (select all that apply)*

https://www.utsa.edu/purchasing/vendor_info.cfm

Commercial General Liability Insurance

Workers Compensation and Employers Liability Insurance

Business Automobile Insurance

Cyber/Privacy Liability Insurance

Professional Liability or Errors and Omissions Insurance

Personal & Advertising Injury Insurance

General Aggregate Insurance

Product/Completed Ops Insurance

Contractor's Employee Dishonesty Insurance

Complete New Supplier/Payee Registration, Cont.

Complete Diversity and Conflict of Interest Information, if applicable.:

Additional Information

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

Diversity Information

Are you a Federally certified diverse business?*

No ▾

Are you a State of Texas certified historically underutilized business?*

No ▾

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?*

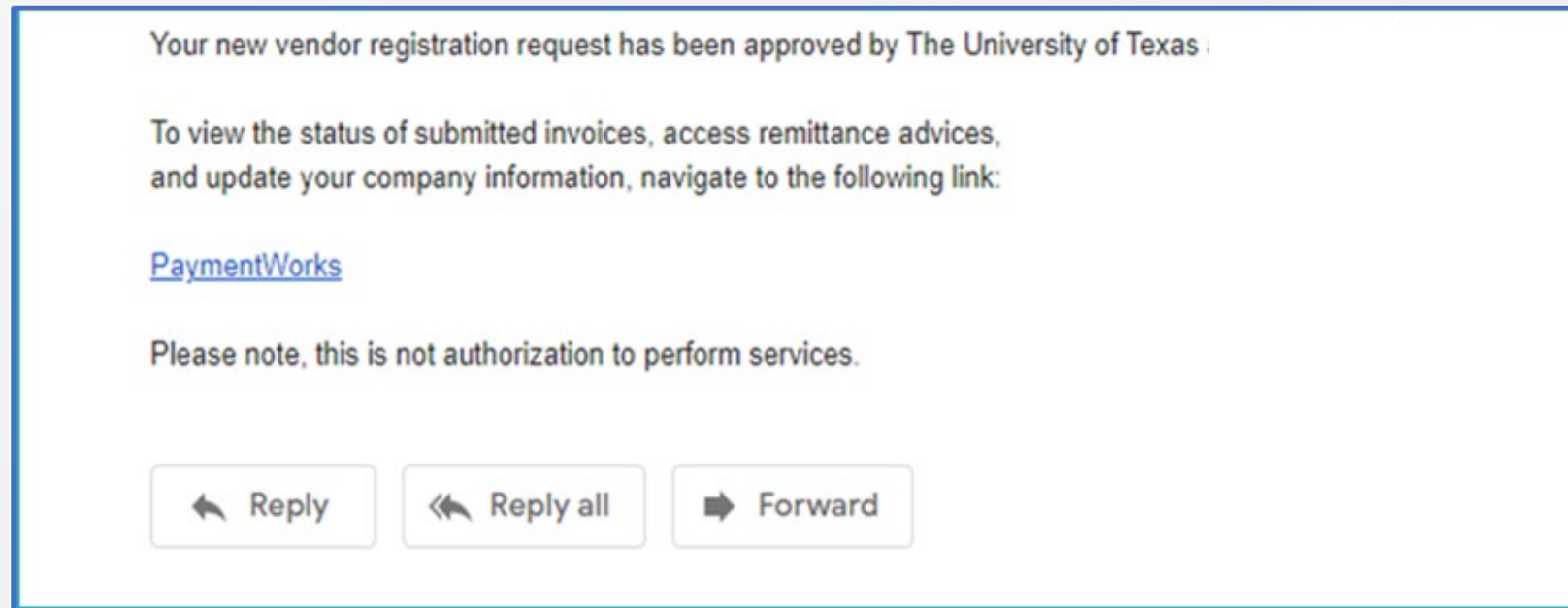
Choose One ▾

Are you or are you aware of anyone at your company who is related to a University employee?*

Choose One ▾

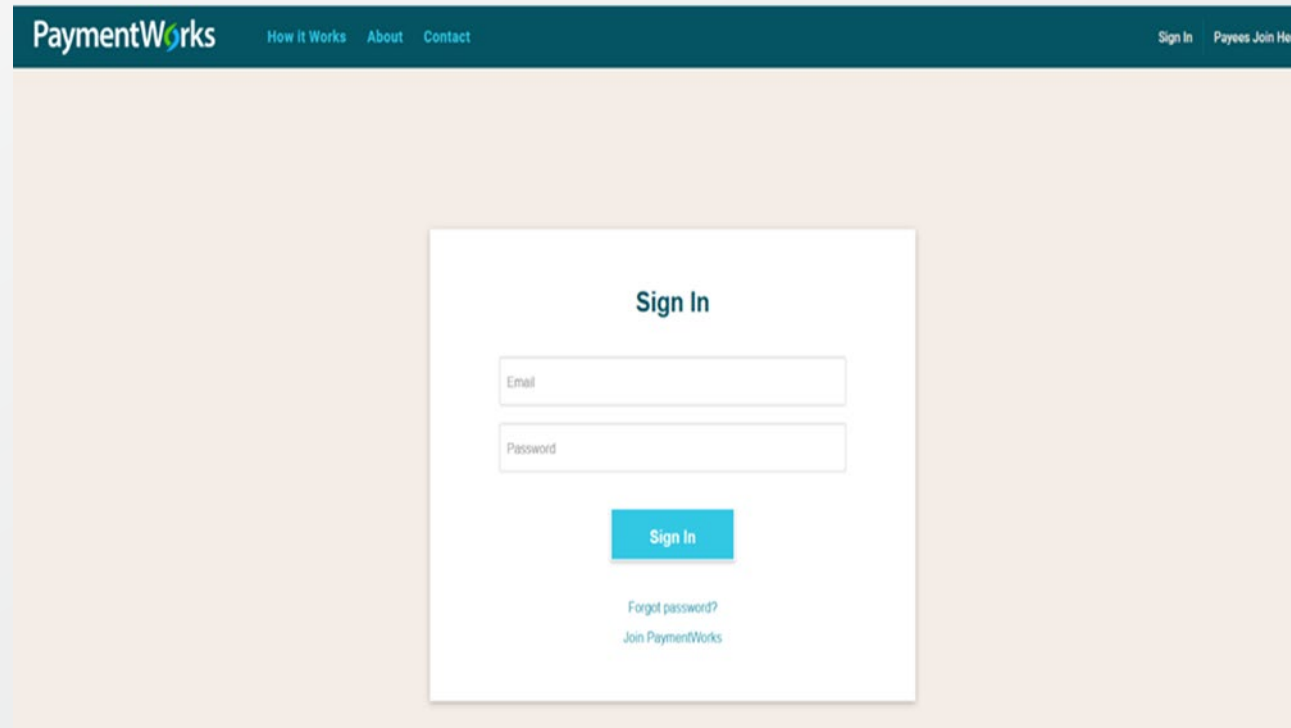
Complete New Supplier/Payee Registration, Cont.

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



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.



The screenshot shows the PaymentWorks website's sign-in interface. At the top, there is a dark teal navigation bar with the PaymentWorks logo on the left and links for 'How It Works', 'About', 'Contact', 'Sign In', and 'Payees Join Here' on the right. The main content area is a light beige color. In the center, there is a white rectangular box containing the sign-in form. The form has the title 'Sign In' at the top, followed by two input fields: 'Email' and 'Password'. Below the fields is a blue 'Sign In' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Join PaymentWorks'.

PaymentWorks Supplier/Payee Portal, cont.

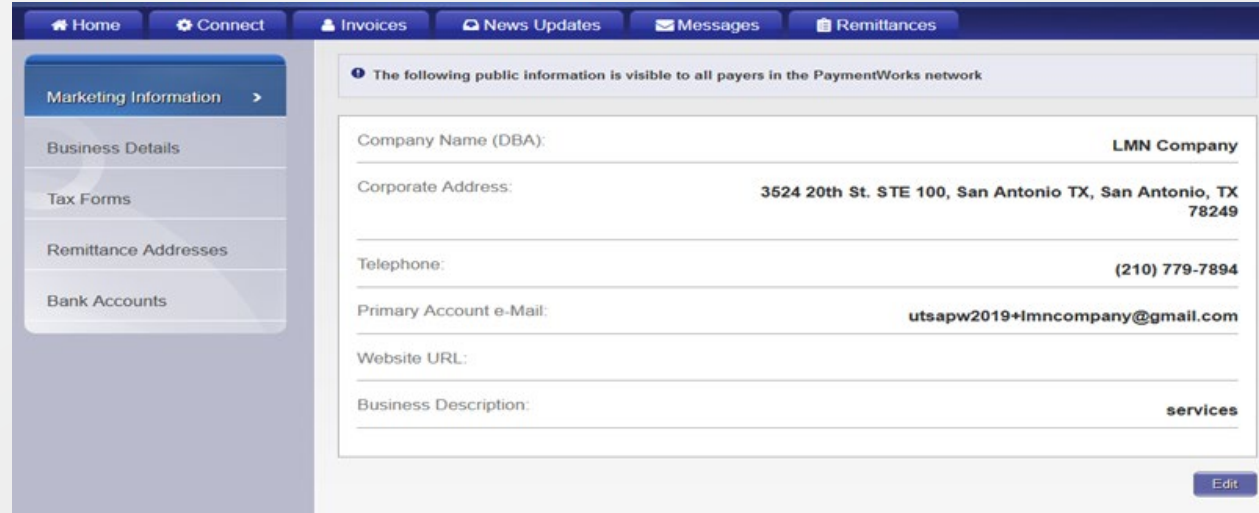
The vendor portal homepage contains six tabs:

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

The screenshot shows the PaymentWorks Supplier/Payee Portal homepage. The top navigation bar includes the PaymentWorks logo, user information (Bob Smith, LMN Company), and links for Company Profile, Help, Account, and Logout. Below this is a secondary navigation bar with tabs for Home, Connect, Invoices, News Updates, Messages, and Remittances. The main content area features a greeting 'Hello Bob Smith' and a message 'You have no unread messages'. A table header shows 'Invoice/Paid Amount | # of Invoices' with a dropdown menu set to 'last 30 days'. The table has five columns: Accepted, Exception, Rejected, Approved, and Paid. The right sidebar contains the PaymentWorks logo and a large blue graphic.

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.



This screenshot shows the 'Company Profile' page. On the left is a sidebar menu with options: 'Marketing Information', 'Business Details', 'Tax Forms', 'Remittance Addresses', and 'Bank Accounts'. The main content area displays public information visible to all payers in the network. The information includes:

- Company Name (DBA): LMN Company
- Corporate Address: 3524 20th St. STE 100, San Antonio TX, San Antonio, TX 78249
- Telephone: (210) 779-7894
- Primary Account e-Mail: utsapw2019+lmncompany@gmail.com
- Website URL:
- Business Description: services

An 'Edit' button is located at the bottom right of the profile information section.

PaymentWorks Quick Tour Help Link

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

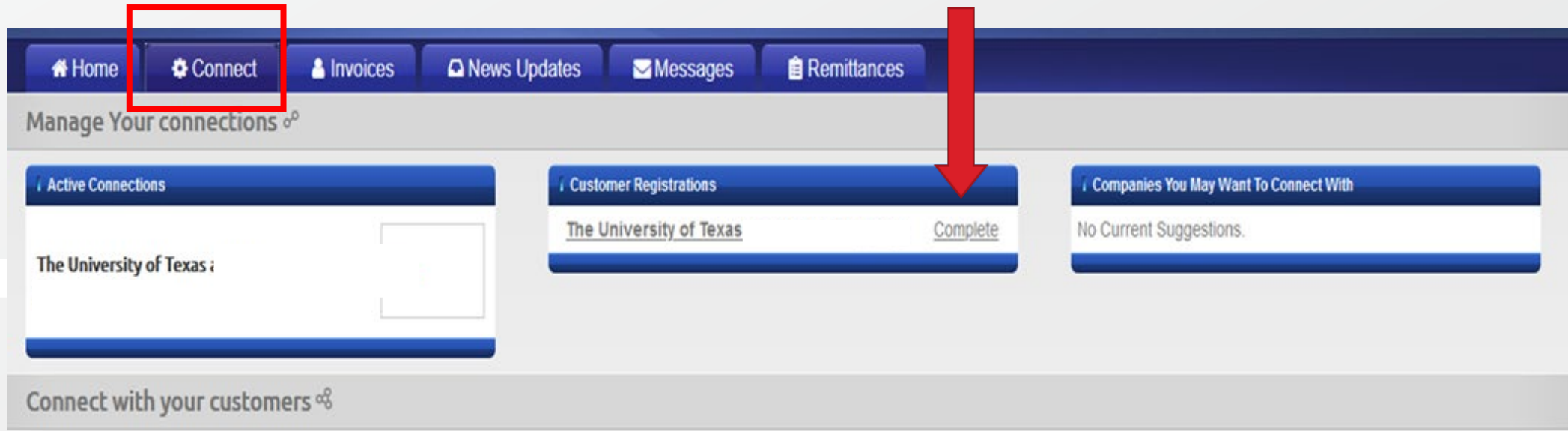
The screenshot displays the PaymentWorks user interface. At the top, a dark blue navigation bar contains the following elements from left to right: a user profile for 'John Doe, ZYX Company', a 'Company Profile' link, a 'Help' link, an 'Account' link, and a 'Logout' link. A red star is placed over the 'Help' link. A dropdown menu is open under 'Help', showing three options: 'Quick Tour', 'Support Center', and 'Support Center'. To the right, a white modal window titled 'PaymentWorks Quick Tour' is displayed. It includes an 'Exit Tour' link in the top right corner, the title 'PaymentWorks Quick Tour', and the text 'Start the full tour or use the links to navigate to a specific topic.' Below this is a blue button labeled 'Start the Tour >'. Underneath the button is a section titled 'Or Choose a Topic' with a list of links: 'Update Company Profile', 'Invoice Status/send Inquiry', 'Messaging', 'Remittance', 'Account Management', and 'Connecting to Customers'.

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

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.



The screenshot displays the PaymentWorks user interface. At the top, a navigation bar contains several tabs: Home, Connect, Invoices, News Updates, Messages, and Remittances. The 'Connect' tab is highlighted with a red rectangular box. Below the navigation bar, the main content area is titled 'Manage Your connections'. It features three sections: 'Active Connections', 'Customer Registrations', and 'Companies You May Want To Connect With'. The 'Customer Registrations' section shows a table with one entry: 'The University of Texas' with a status of 'Complete'. A red arrow points from the 'Connect' tab to the 'Customer Registrations' section. The 'Companies You May Want To Connect With' section displays 'No Current Suggestions.' Below the main content area, there is a section titled 'Connect with your customers'.

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

The screenshot shows the PaymentWorks interface with the 'Invoices' tab selected. A red star highlights the 'Invoices' tab in the navigation bar. The interface includes a filter sidebar on the left and a main table area on the right. The table has columns for CUSTOMER, INVOICE NUMBER, INVOICE DATE, INVOICE AMOUNT, and PAID AMOUNT. The main area displays a message: "You currently have no invoices to view. Perhaps you need to make some".

PaymentWorks Remittances Tab

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



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.

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.

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