

PaymentWorks Vendor/Supplier Job Aid

UTA Partners with PaymentWorks

In order for the University of Texas at Arlington to establish you or your company as a **payee** or **vendor**, you must first register in PaymentWorks as a vendor by using the hyperlink provided to you via email by a UTA department. PaymentWorks replaces the SIF (Supplier Information Form).

UTA, as a state agency, is required to collect information from domestic or foreign vendors to procure or pay for goods or services through the completion of one of two IRS forms (W-9 or W-8BEN). The new PaymentWorks platform mirrors these forms when you complete the online registration process. If you need further clarification about your vendor status with the IRS, visit the web page instructions from the IRS site.

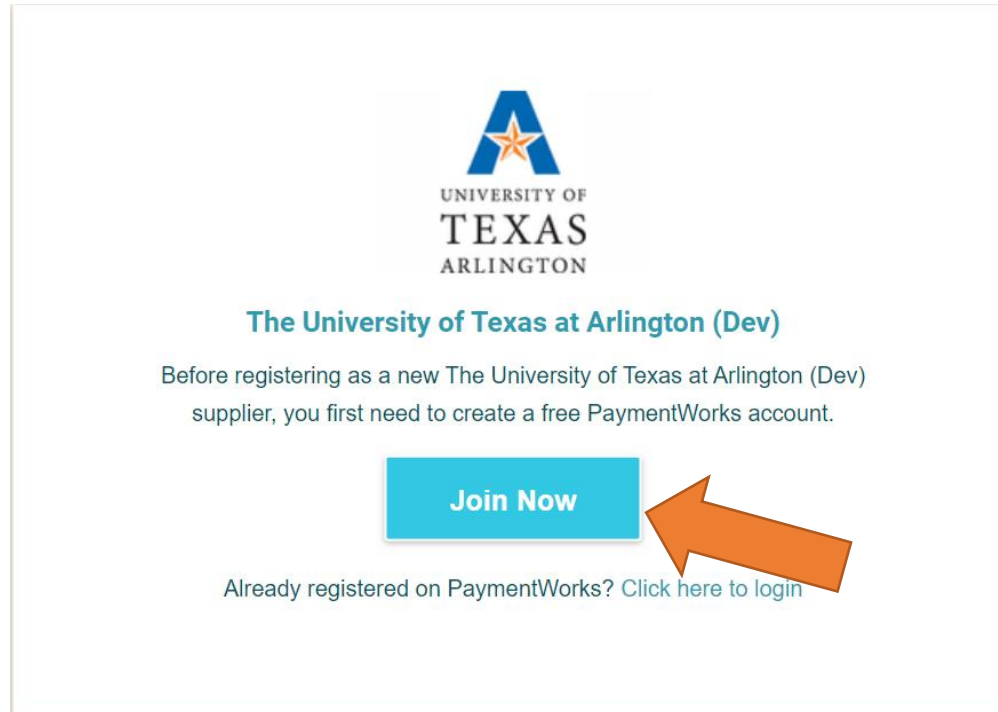
[IRS W-9 Form and Instructions](#)

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

(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.)

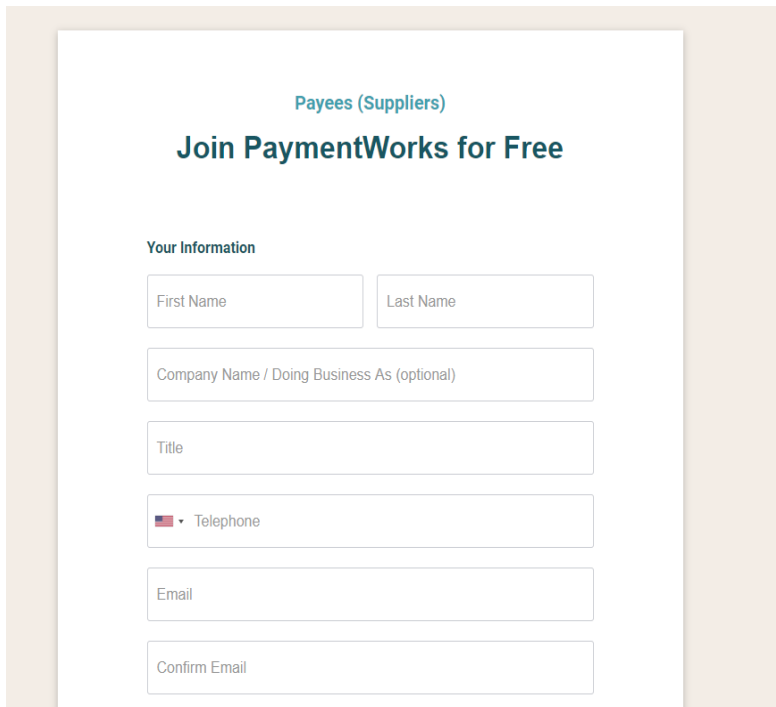
Vendor Registration in PaymentWorks

You as a vendor conducting business with a UTA department will receive an invitation requesting you or your company to participate in the PaymentWorks platform. Click on the **Join Now** button to begin the vendor onboarding registration process.



Vendor Registration in PaymentWorks..Continued

- You will first be asked to complete your vendor name, company name, telephone #, email address, as well as setup a password.



The screenshot shows a registration form titled "Payees (Suppliers) Join PaymentWorks for Free". The form is titled "Your Information" and contains several input fields: "First Name" and "Last Name" (two separate boxes), "Company Name / Doing Business As (optional)", "Title", "Telephone" (with a country code dropdown), "Email", and "Confirm Email".

- Once the information has been submitted, you will receive a confirmation email from **PaymentWorks Support**. Do verify your email address within 72 hours to activate your account. You will then be asked to sign in and complete the remainder of your vendor registration information.

PaymentWorks Support <support@paymentworks.com>
to utavendor+test1 ▾

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

[Verify Your Email and Complete Your Registration](#)

Thank you,
PaymentWorks

PaymentWorks

If this was sent to you in error, please ignore this email and your address will be removed from our records.

Complete New Vendor Registration

Complete all required* fields from the registration form. Ensure to have available relevant documentation of your company, type of entity for tax purposes, along with your TINS number or social security number as applicable.

The following slides will include screenshots of the information you will be asked to complete:



The University of Texas at Arlington (Dev)

New Vendor Registration

Welcome, UTA Test!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **The University of Texas at Arlington (Dev)**.

You will be notified by email when your application is processed.

Primary and Remittance Addresses

Primary Address

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

All other fields are optional.



Country*
Select an Option
United States

Street 1*
Enter Text Here
125 st

Street 2
Enter Text Here
This field is required

City*
Enter Text Here
Somplace

State*
Select an Option
Indiana

Zip / Postal Code*
Enter Text Here
76111

Remittance Address



Same as Primary Address

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

All other fields are optional.

Additional Information

Additional Information

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

All other fields are optional.

Supplier Questions

Supplier Category*

Are you a US Entity, US Individual, Foreign Entity or Foreign Individual?

Ownership Type*

For assistance, please visit this link: https://www.uta.edu/business-affairs/travel/files/Doing_Business_with_the_University_of_Texas_at_Arlington.pdf

Please pay attention to the Supplier Aid linked above.

Are you being paid for any of the following services?*

These statements are used to generate 1099 forms for IRS reporting.

Purchase Order Information - If Applicable

Do you accept Purchase Orders? *



Please review the University's purchase order terms and conditions. *

<https://www.uta.edu/business-affairs/hub/purchase-order-terms-and-conditions.php>

I have read the University's terms and conditions as outlined above

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.uta.edu/business-affairs/hub/purchase-order-terms-and-conditions.php>

- 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
- I will not be providing insurance

Diversity, Conflict of Interest Information, Additional Invoice Address – 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? *

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? *

Payment Method and Payment Terms

Payment Information

Payment Method for US Vendors *

Please do not select Wire if your bank is located inside the United States. Please select ACH if you'd like to be paid electronically and your bank is located in the United Status.

Do you offer discounted payment terms? *

The University of Texas Arlington's standard payment terms are Net 30

Save And Exit

Submit



Don't forget to submit when you are complete

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

The University of Texas at Arlington (Dev) <notify@paymentworks.com>

to utavendor+newtinsboxUSind3 ▾



Mon, Feb 1, 1:16 PM (7 days ago)



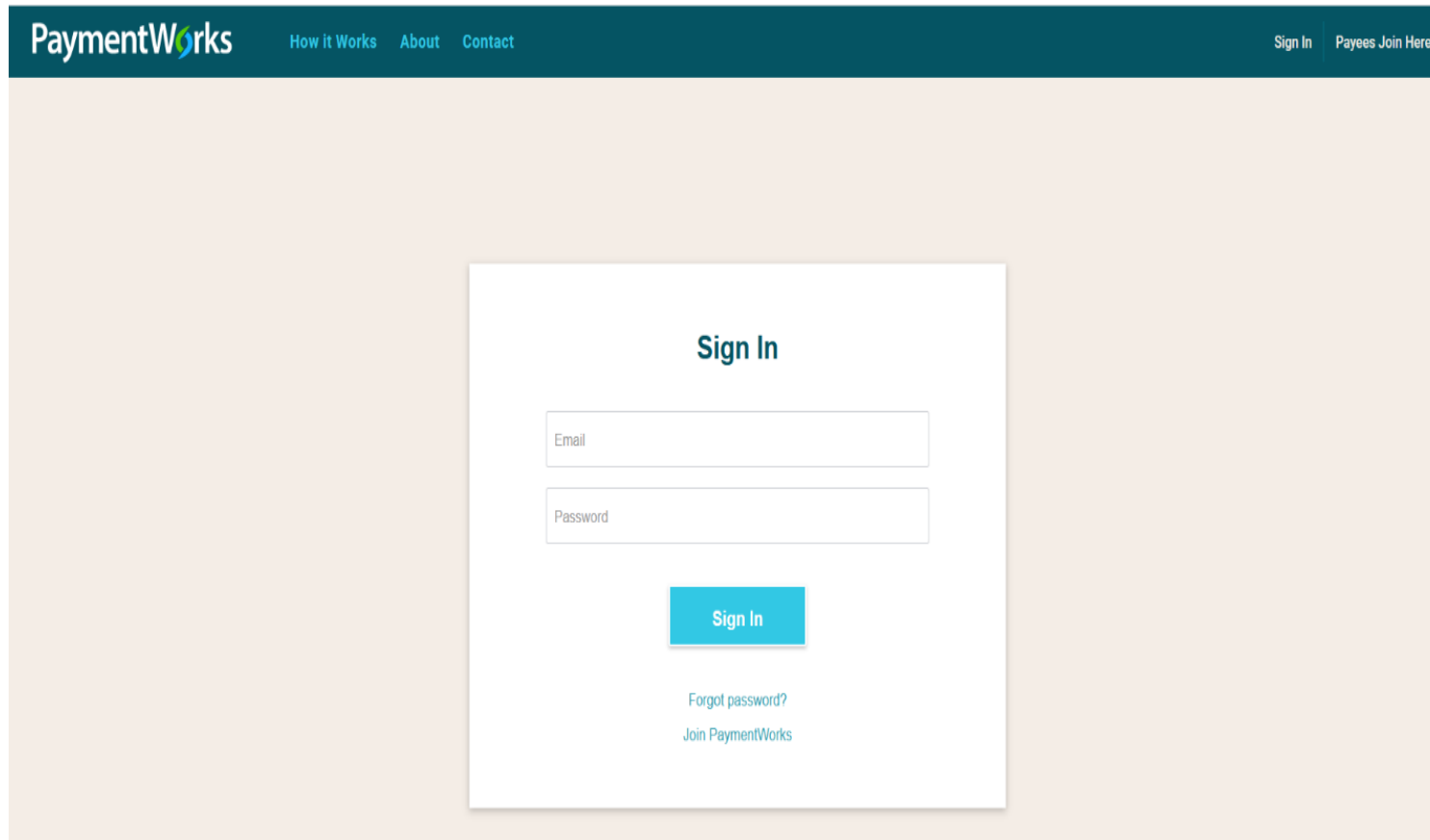
Your new vendor registration request has been approved by The University of Texas at Arlington (Dev).

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.

You may access your user account by accessing the [Vendor Portal](#) to update or change vendor information. You may also grant access to additional company users.



The image shows a screenshot of the PaymentWorks website's sign-in page. At the top, there is a dark teal header with the PaymentWorks logo on the left and navigation links for 'How it Works', 'About', and 'Contact' in the center. On the right side of the header, there are links for 'Sign In' and 'Payees Join Here'. The main content area has a light beige background. 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 input fields is a blue 'Sign In' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Join PaymentWorks'.

On your vendor portal homepage, notice six pages on the left: **Home**, **Connect**, **Invoices**, **News Updates**, **Messages** and **Remittances**.

PaymentWorks

Home

Customers

Invoices

Remittances

News

Messages

Home

Customers

View your customers and pending registrations

Customer	Registration Submission Date ↓	Status
The University of Texas at Arlington (Dev)	06/04/2021	Connected View/Edit Form

Rows per page: 5 Total Rows: 1 < >

[Go to Customers](#)

Invoices

View your connected customer-uploaded invoices

Customer	Invoice Number	Invoice Date ↓	Invoice Amount	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
There are no invoices to view. Check your filters and confirm you have connected customers. Invoice Help							

Rows per page: 5 Total Rows: 0 < >

[Go to Invoices](#)

Return To PaymentWorks Classic

Your **Company Profile** will be located on upper right hand corner of the homepage where you will be able to make any account or vendor updates or changes.

The screenshot shows the PaymentWorks homepage. On the left is a navigation sidebar with links for Home, Customers, Invoices, Remittances, News, and Messages. The main content area is titled 'Home' and features a 'Customers' section with the subtitle 'View your customers and pending registrations'. Below this is a table with columns for Customer, Registration Submission Date, and Status. One customer is listed: 'The University of Texas at Arlington (Dev)' with a submission date of '06/04/2021' and a status of 'Connected'. At the bottom right of the table, it shows 'Rows per page: 5' and 'Total Rows: 1'. In the top right corner, there is a red 'PU' notification icon and a dropdown menu with options: Company Profile, Manage Account, Logout, Help, Contact, Privacy, and Terms and Conditions. Each of the last four options has an external link icon.

Customer	Registration Submission Date ↓	Status
The University of Texas at Arlington (Dev)	06/04/2021	Connected

You will be able to view, update or add remittance address information by selecting the **Remittances** tab.

The screenshot shows a sidebar on the left with navigation options: Marketing Information, Business Details, Tax Forms, Remittance Addresses (highlighted with a right arrow), and Bank Accounts. The main content area has a light blue header with a warning icon and text: "The following private information is only shared with clients you have connected with on PaymentWorks". Below this is a section titled "Remittance Addresses" with a "Create New Address" link. A table lists one entry: "Remittance Address" with "Associated Bank Account" "Test". To the right of the table are two buttons: "Related Customers" and "Share With Customers", followed by edit and delete icons. A green message "Address Validated" is displayed below the table. The text "To add a new remittance address" is overlaid on the top right of the table area, and "To edit an existing remittance address" is overlaid on the bottom right.

Marketing Information

Business Details

Tax Forms

Remittance Addresses >

Bank Accounts

The following private information is only shared with clients you have connected with on PaymentWorks

Remittance Addresses [Create New Address](#)

Remittance Address	Associated Bank Account	Related Customers	Share With Customers	✎ ✕
	Test			

Address Validated

To add a new remittance address

To edit an existing remittance address

Be sure to "Share it with UTA"

You will be able to view, update or add Bank Account information by selecting the **Bank Accounts** tab.

The following private information is only shared with clients you have connected with on PaymentWorks

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Test	****9999 [show]		

Add Account

To edit an existing bank account

To add a new bank account

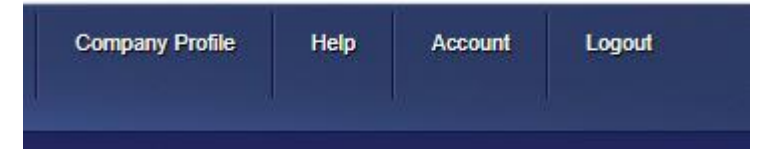
NOTE: Banking information must be validated by PaymentWorks and approved by UTA prior to being used for payments. PaymentWorks may call you to validate this information

Follow the Prompts to enter the bank information and associate it with a remittance address. Make sure the Remittance Address is shared with UTA.

Associated Remittance Addresses:

<input checked="" type="checkbox"/>	Remittance Address
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Use the **Account** link to access the **Manage Other Users** sections to add additional company users to help manage your PaymentWorks account



The screenshot shows the "Manage Other Users" page. On the left is a sidebar with "Personal setup" and "Administrator setup" sections. The main content area has a table header with columns: "LAST, FIRST NAME", "EMAIL", "TITLE", "FORWARD MESSAGES", "LAST LOGIN", "EDIT", and "DELETE". Below the table, it says "There are currently no additional users". A note states: "When a new user is added, they will receive an email with a one-time password they can use to login to PaymentWorks." An "Add user" button is in the bottom right. A "Need help" link with a question mark icon is in the top right.

Personal setup

- Personal information >

Administrator setup

- Manage Other Users >

Manage Other Users Need help ?

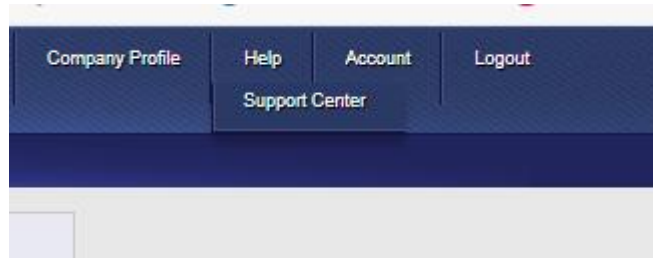
LAST, FIRST NAME ^	EMAIL	TITLE	FORWARD MESSAGES	LAST LOGIN	EDIT	DELETE
There are currently no additional users						

When a new user is added, they will receive an email with a one-time password they can use to login to PaymentWorks.

[Add user](#)

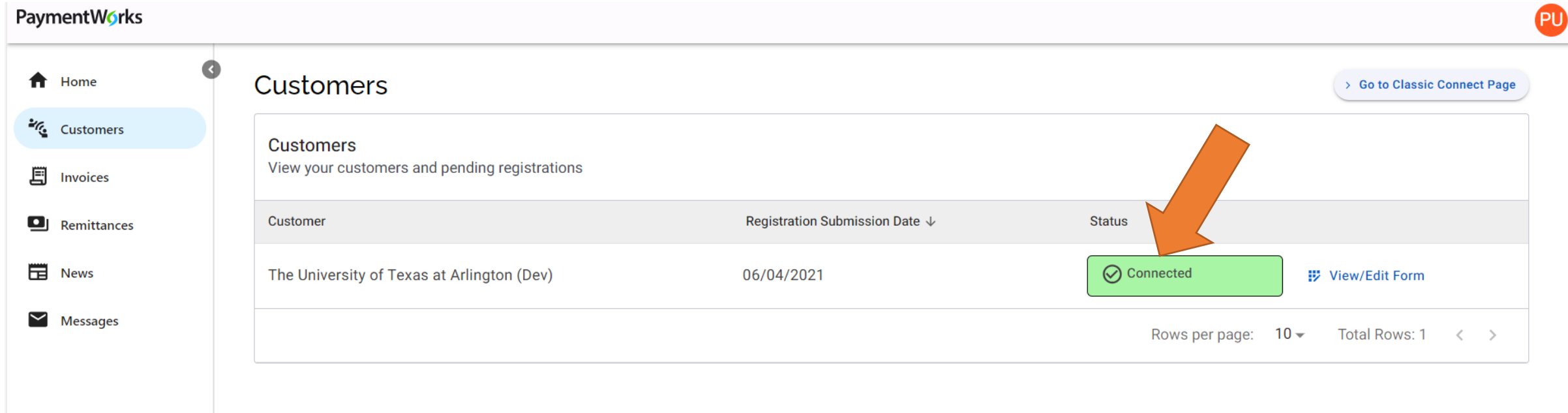
Quick Tour Help Link

If at any point you need help for the platform, click on the **Help** hyperlink located on upper right hand corner of page.



Click on the **Customers** menu to view status.

If you successfully completed the online registration, notice a Connected status under **Customer Registrations** section.



The screenshot displays the PaymentWorks interface. On the left is a navigation sidebar with icons for Home, Customers, Invoices, Remittances, News, and Messages. The 'Customers' menu item is highlighted. The main content area is titled 'Customers' and includes a sub-header 'View your customers and pending registrations'. A table lists customer registrations with columns for Customer, Registration Submission Date, and Status. A single entry is shown for 'The University of Texas at Arlington (Dev)' with a submission date of '06/04/2021' and a status of 'Connected'. A green checkmark icon is next to the 'Connected' text, which is highlighted by a large orange arrow. A 'View/Edit Form' link is visible to the right of the status. At the bottom right, there are pagination controls showing 'Rows per page: 10' and 'Total Rows: 1'.

PaymentWorks PU

Home Customers Invoices Remittances News Messages

Customers

[Go to Classic Connect Page](#)

Customers
View your customers and pending registrations

Customer	Registration Submission Date ↓	Status
The University of Texas at Arlington (Dev)	06/04/2021	✓ Connected View/Edit Form

Rows per page: 10 Total Rows: 1

Vendors will be able to view invoice payment information using the **Invoice** Menu. Data includes customer name, invoice #, invoice date, invoice amount, paid amount, purchase order #, invoice status and scheduled payment date.

PaymentWorks

Invoices

[Go to Classic Invoices Page](#)

Invoices
View your connected customer-uploaded invoices

[Filter](#)

Customer	Invoice Number	Invoice Date ↓	Invoice Amount	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
There are no invoices to view. Check your filters and confirm you have connected customers. Invoice Help							

Rows per page: 10 Total Rows: 0

Tips & Tricks

- A PaymentWorks representative may contact you or your company directly to verify banking information. Please return those phone calls to help expedite your profile.
- 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 UTA department may contact you to verify the banking information.
- If you update your information, the system may require you to attach a new copy of your company's Insurance Certificate or Diversity Certificates.
- 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 UTA, even if you participate in a similar platform with another University, State agency, or organization.
- If you need to update your information, please log into your account using the following URL: <https://www.paymentworks.com/accounts/login/>