PaymentWorks
Vendor/Supplier Job Aid
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.

- 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.

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:

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 Address

- Country: United States
  - Street 1: 123 St
  - City: Somewhere
  - State: Indiana
  - Zip Code: 76111

Remittance Address

- Same as Primary Address
Additional Information

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

**Additional Information**

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

Please pay attention to the Supplier Aid linked above.

These statements are used to generate 1099 forms for IRS reporting.
Diversity, Conflict of Interest Information, Additional Invoice Address – If Applicable
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 States.

Choose One

Do you offer discounted payment terms?
The University of Texas Arlington’s standard payment terms are Net 30

Choose One

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  

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.
On your vendor portal homepage, notice six pages on the left: **Home, Connect, Invoices, News Updates, Messages and Remittances.**
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.
You will be able to view, update or add remittance address information by selecting the **Remittances** tab.

To add a new remittance address, you will need to create a new address. Be sure to "Share it with UTA".

To edit an existing remittance address, you can modify the information and ensure it is updated correctly.

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**Remittance Addresses**

- Remittance Address
- Associated Bank Account
- Related Customers
- Share With Customers
- Address Validated
You will be able to view, update or add Bank Account information by selecting the **Bank Accounts** tab.

To edit an existing bank account:

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

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.
Use the **Account** link to access the **Manage Other Users** sections to add additional company users to help manage your PaymentWorks account.
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.
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.
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/