PaymentWorks Vendor Guide

Procurement Office

March 2023

Companies registering with PaymentWorks in the next slides

(Individual payees please skip ahead to slide 35 for instructions)

UNT System and PaymentWorks

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

Note: This applies to individual persons as well as companies.

Vendors must use the hyperlink provided in the email sent by only a UNT, UNT Health Science Center, UNT Dallas, or UNT System Administration department.

UNTS Partners with PaymentWorks cont.

As a state agency, UNT System is required to collect information from domestic and foreign vendors to procure or pay for goods or services through the completion of one or 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 the IRS, please visit the following websites for instructions:

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

Vendor Registration in PaymentWork

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

**Before beginning your PaymentWorks registration, please make sure you have a tax form (W-9 or W-8BEN) and a bank validation file on hand for file upload.
Bank validation includes one of the following:

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

UNT SYSTEM™
Office of Procurement
PaymentWorks

Dear Test Vendor 123 Company:

Supplier Management with The University of North Texas System (Test) has invited you to register as a new vendor.

Hello, this is to set up payment for invoice #1234

In order for The University of North Texas System (Test) to establish you or your company as a payee or vendor, please **click here** to register on PaymentWorks.

The University of North Texas System (Test) requires the use of electronic payments, so before you begin the registration process, please be sure to have the following information available:

1. A valid tax ID (either an EIN or SSN) via W9 for US vendors or W8Ben/W8Ben-E (most up to date version) for foreign vendors required
2. You will need to upload a Bank Validation file for ACH/EFT or Wire Payments- https://community.paymentworks.com/payers/s/article/What-Is-A-Bank-Validation-File
3. If you wish to enroll in J.P. Morgan's Single-Use Accounts (SUA) virtual card payment program for Electronic Payments, please make this selection during registration(subject to fees).

If you have questions regarding billing, invoices, or payments, please contact The University of North Texas System (Test) Accounts Payable at invoices@untsystem.edu.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support here.

Thank you for your support.

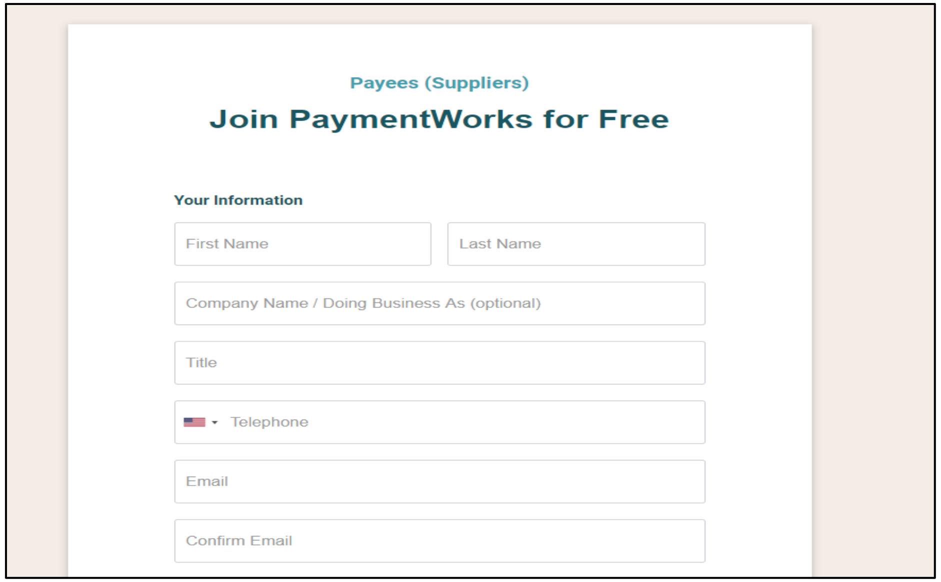
Sincerely,

Supplier Management

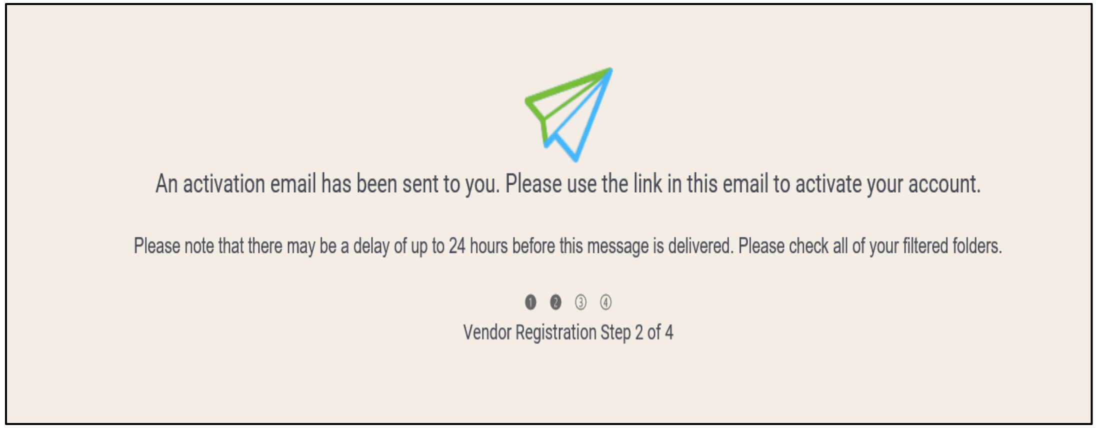
The University of North Texas System (Test)

Vendor Registration in PaymentWorks cont.

1. Complete your information:
    1. Contact name and title
    2. Company name
    3. Telephone number
    4. Email address
    5. Agree to terms and conditions
2. Create a password

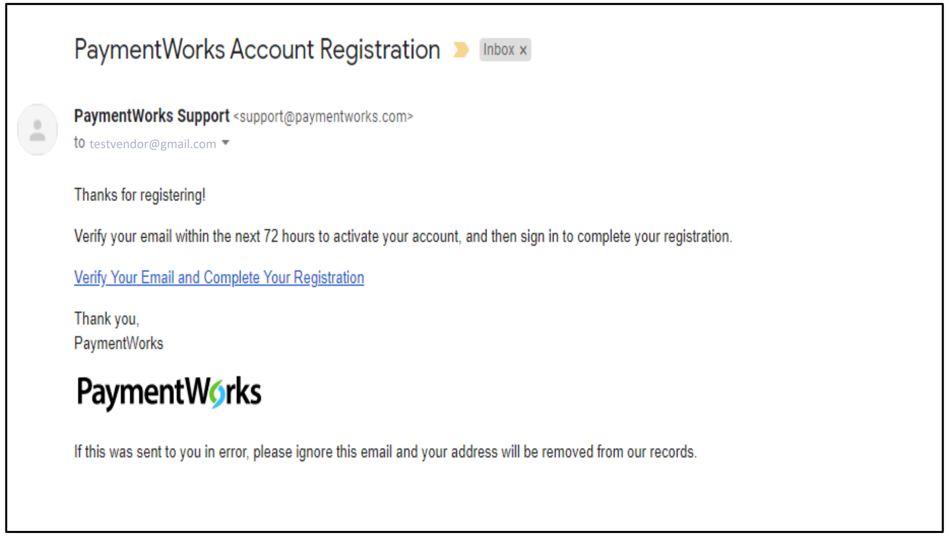


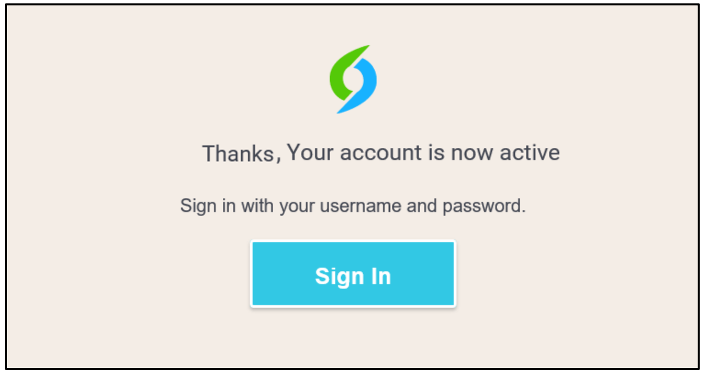
3. After submitting your information, PaymentWorks Support sends a confirmation email to you. Verify your email address within 72 hours to activate your account.

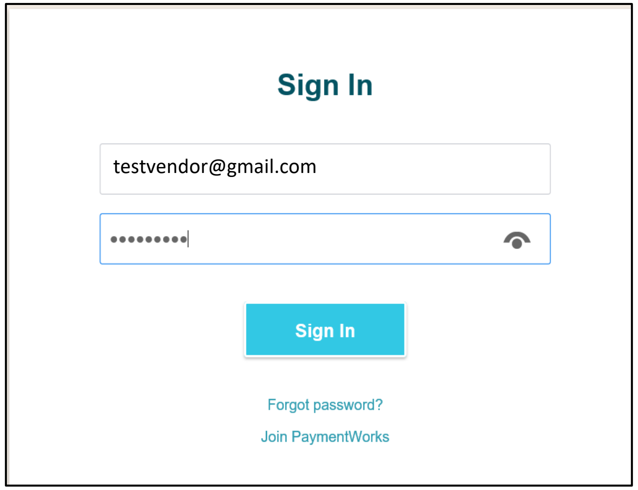


Vendor Registration in PaymentWorks Cont.

4. Sign in and complete the remaining registration information



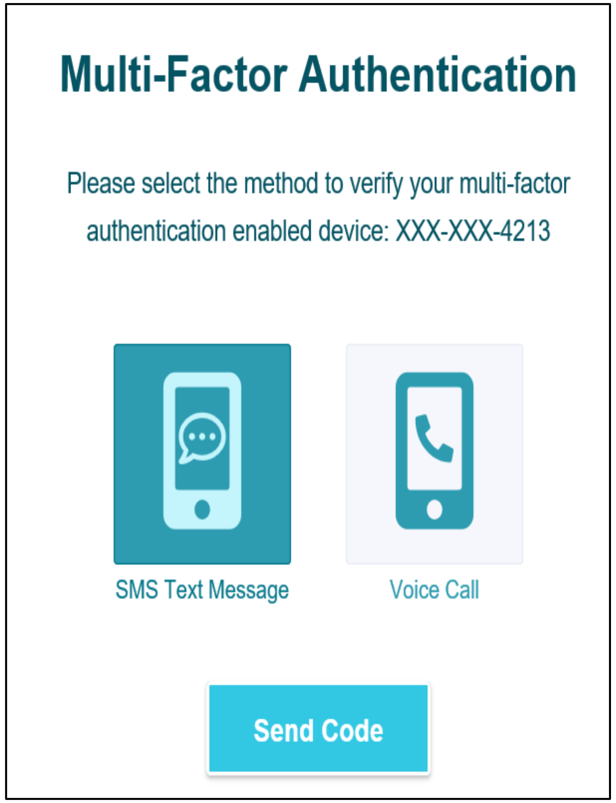




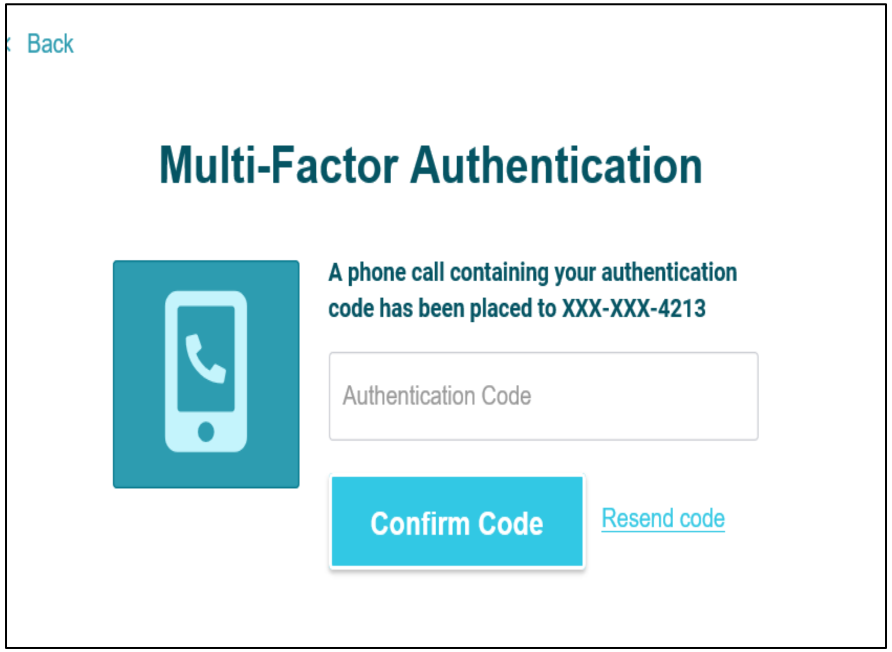
Vendor Registration in PaymentWorks Cont.

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

Note: if you have trouble using multi-factor authentication, please contact PaymentWorks support for assistance.



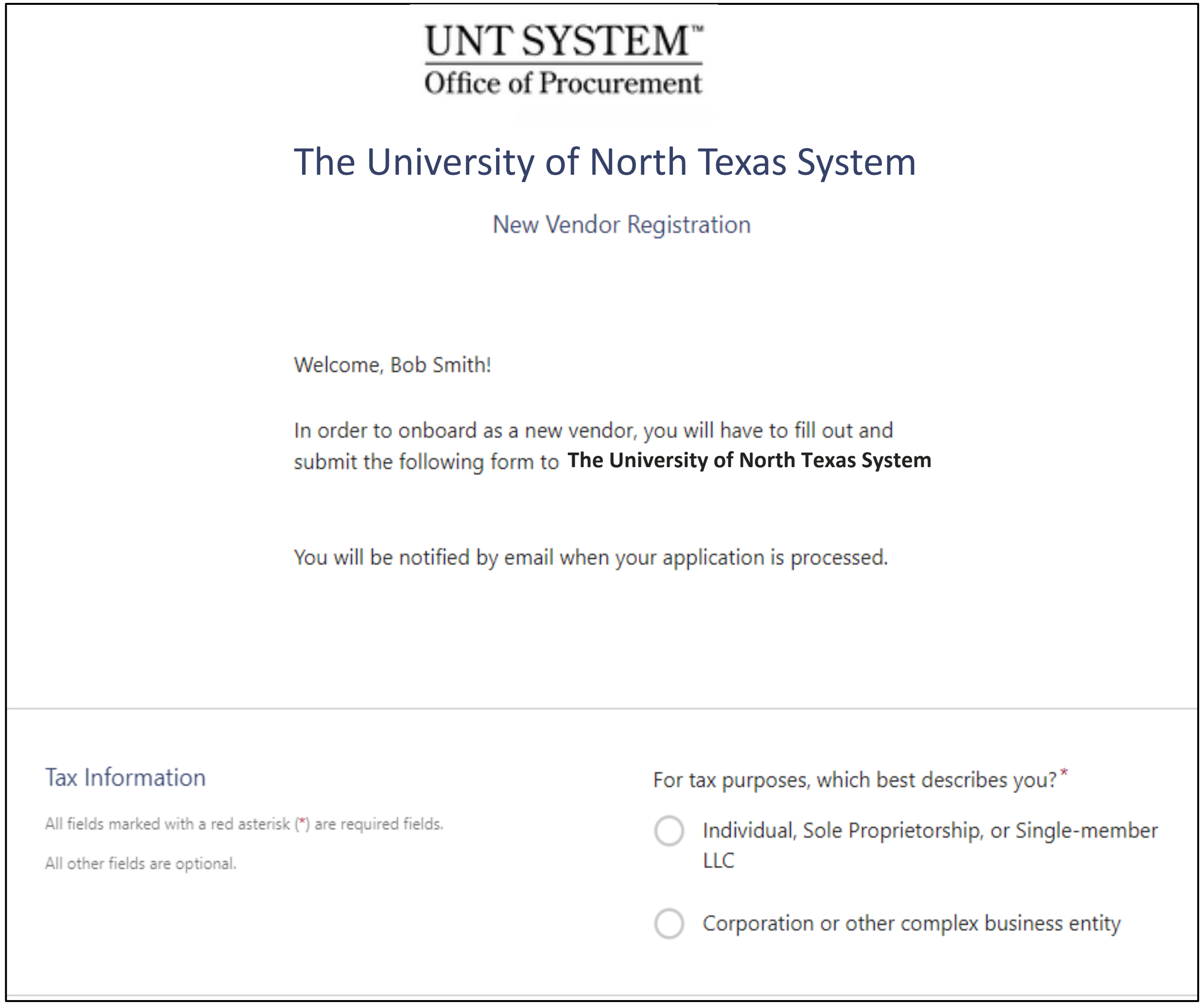
6. Confirm code



Complete New Vendor Registration

- Complete all required* fields from the registration form.
- Include company information, such as:
    - Company type and ownership
    - TIN or Social Security number
    - Tax classification
    - Accounts receivable contact

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


UNT SYSTEM™
Office of Procurement

The University of North Texas System

New Vendor Registration

Welcome, Bob Smith!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **The University of North Texas System**

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

Tax Information

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

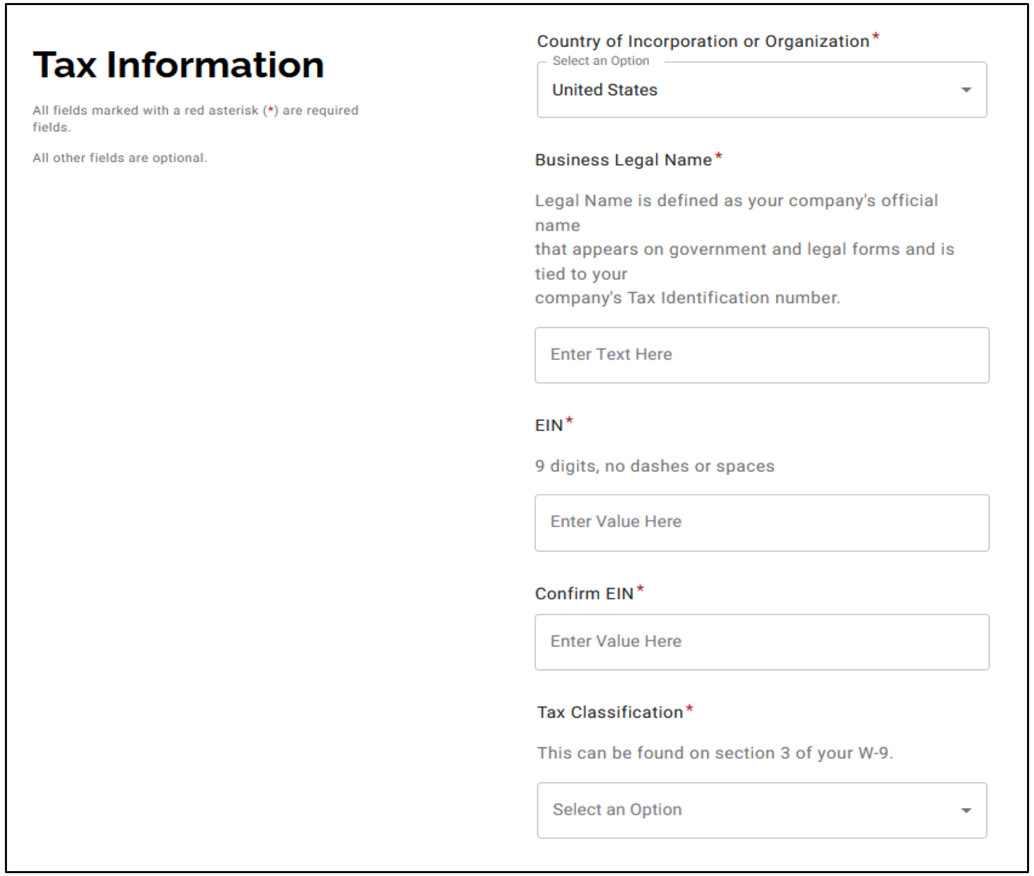
All other fields are optional.

For tax purposes, which best describes you?*

- Individual, Sole Proprietorship, or Single-member LLC
- Corporation or other complex business entity

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Tax Information

Tax Information and tax ID:



Tax Information

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

All other fields are optional.

Country of Incorporation or Organization*

Select an Option

United States

Business Legal Name*

Legal Name is defined as your company's official name
that appears on government and legal forms and is tied to your
company's Tax Identification number.

Enter Text Here

EIN*

9 digits, no dashes or spaces

Enter Value Here

Confirm EIN*

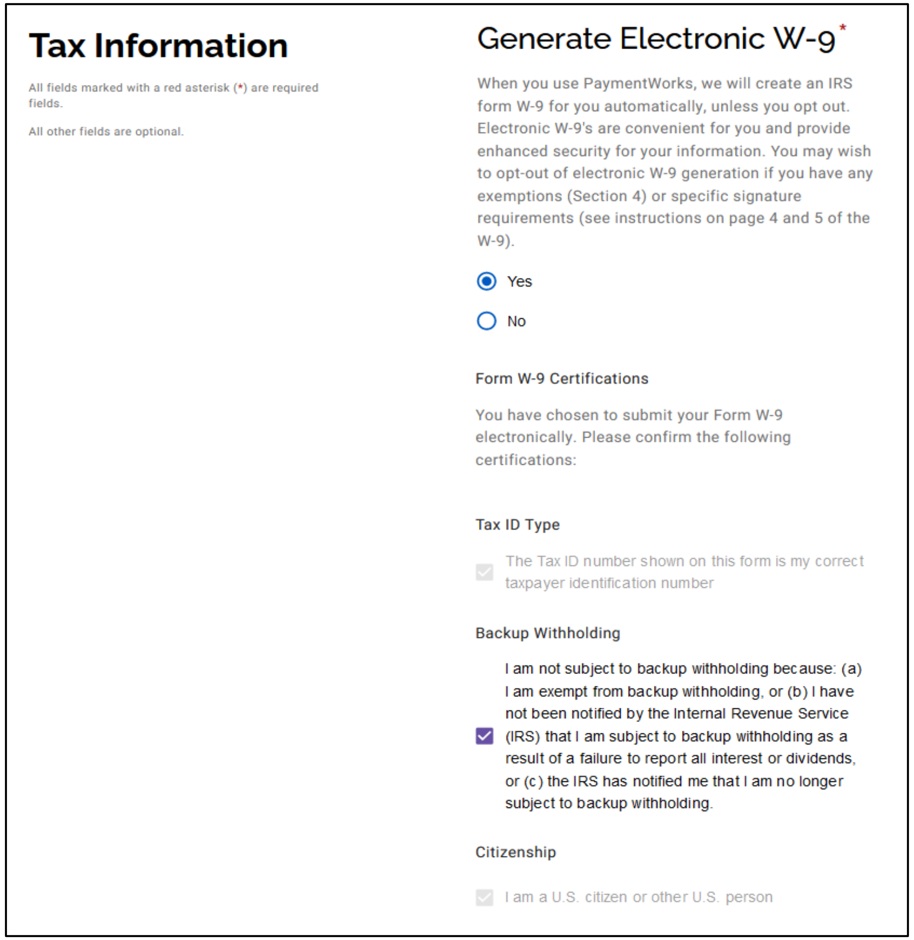
Enter Value Here

Tax Classification*

This can be found on section 3 of your W-9.

Select an Option

W-9 upload and backup withholding information:



Tax Information

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

All other fields are optional.

Generate Electronic W-9*

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

- Yes
- No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Tax ID Type

The Tax ID number shown on this form is my correct taxpayer identification number

Backup Withholding

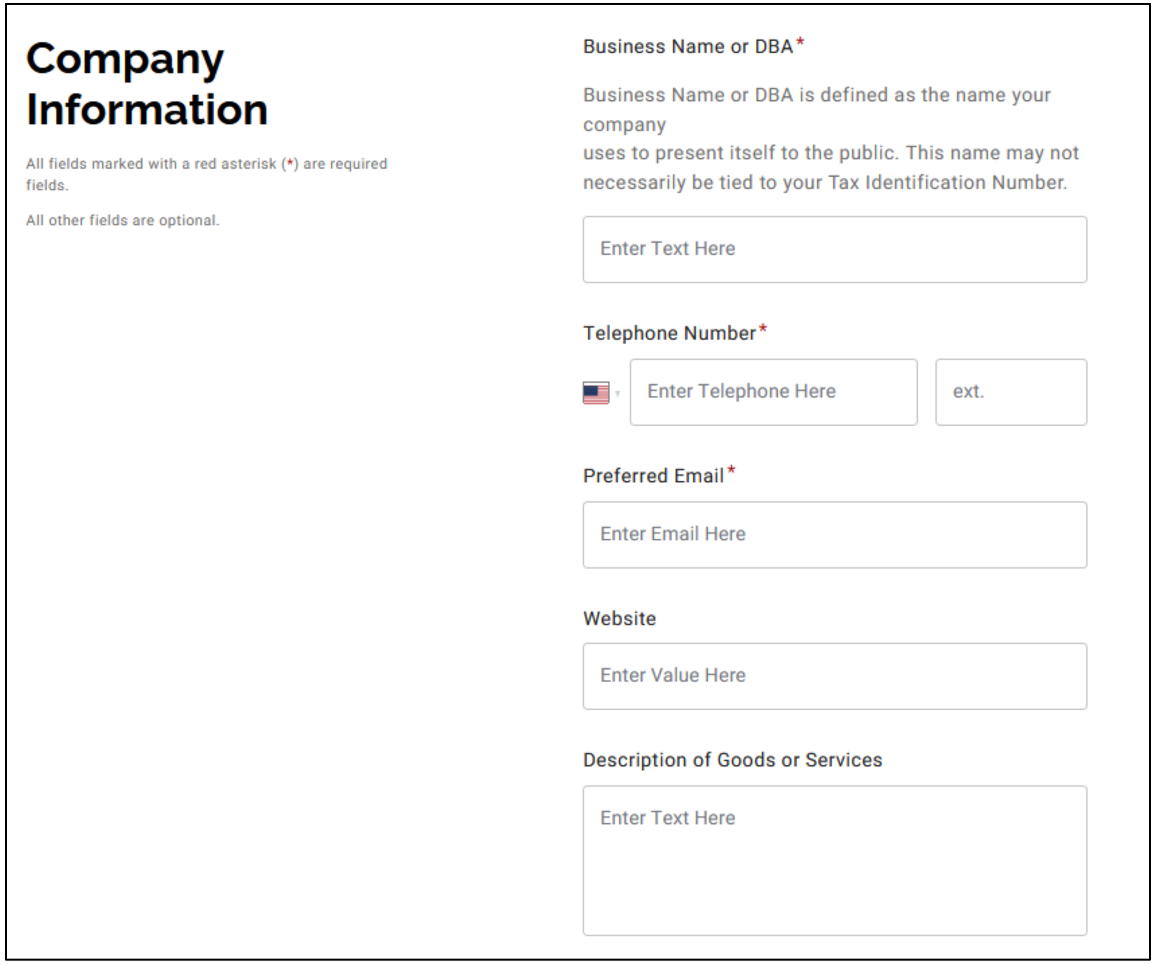
I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Citizenship

I am a U.S. citizen or other U.S. person

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Company Information

Company Information – contact information for your business, and a brief description of the goods or services your business provides to customers:



Company Information

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

All other fields are optional.

Business Name or DBA*

Business Name or DBA is defined as the name your company
uses to present itself to the public. This name may not necessarily be tied to your Tax Identification Number.

Enter Text Here

Telephone Number*

Enter Telephone Here | ext.

Preferred Email*

Enter Email Here

Website

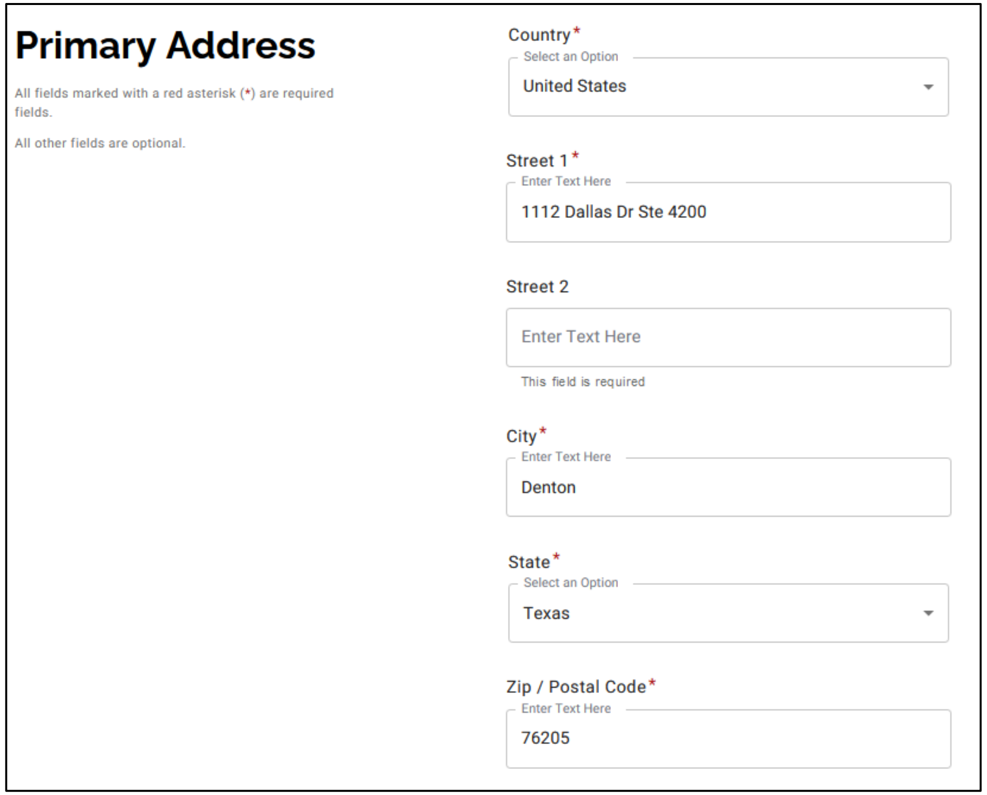
Enter Value Here

Description of Goods or Services

Enter Text Here

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Addresses

Primary address: physical location of building where business is conducted. Cannot be a PO Box address.


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
1112 Dallas Dr Ste 4200

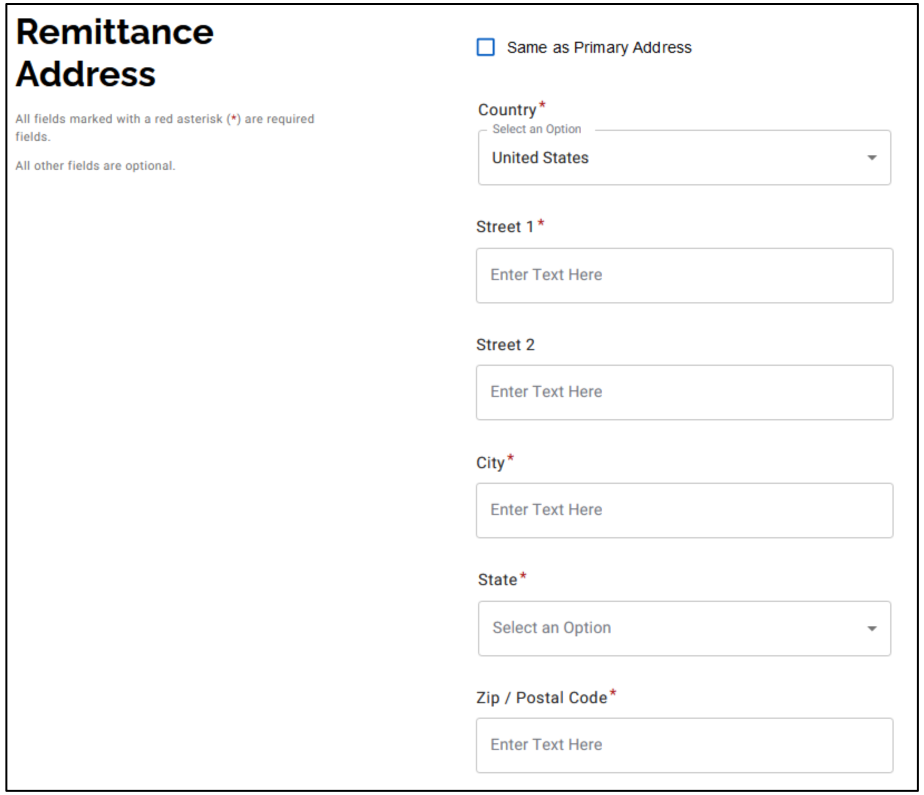
Street 2
Enter Text Here
This field is required

City*
Enter Text Here
Denton

State*
Select an Option
Texas

Zip / Postal Code*
Enter Text Here
76205

Remittance address: where payments can be sent, or where the business receives mail. Can contain a PO Box address if one is used.


Remittance Address

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

All other fields are optional.

Same as Primary Address

Country*
Select an Option
United States

Street 1*
Enter Text Here

Street 2
Enter Text Here

City*
Enter Text Here

State*
Select an Option

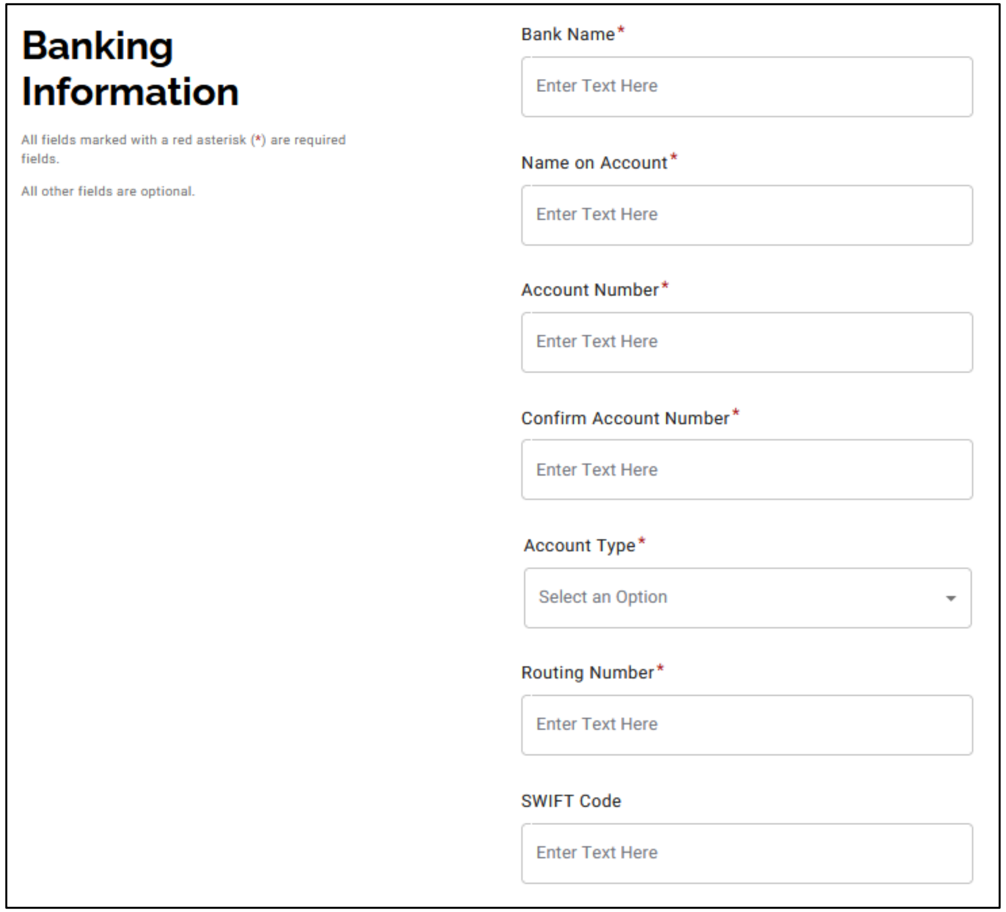
Zip / Postal Code*
Enter Text Here

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Payment Methods

Payment Methods – The University of North Texas System currently does not issue paper checks to vendors. Only electronic payments are issued.

- **ACH** – Direct deposit to your bank account. Only use this option is payment is being sent to a US/domestic bank.
- **SUA (Single-Use Account)** – accelerated payment that will hep reduce days sales outstanding (DSO).
    - Your company must be able to accept credit card payments to use SUA
    - There is a 3% fee for using SUA payments
- **Wire** – for international/foreign suppliers only. For US banks, please use either SUA or ACH.

Complete New Vendor Registration – Corporations or Other Complex Business Entities – Banking Information



Banking Information

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

All other fields are optional.

Bank Name*

Enter Text Here

Name on Account*

Enter Text Here

Account Number*

Enter Text Here

Confirm Account Number*

Enter Text Here

Account Type*

Select an Option

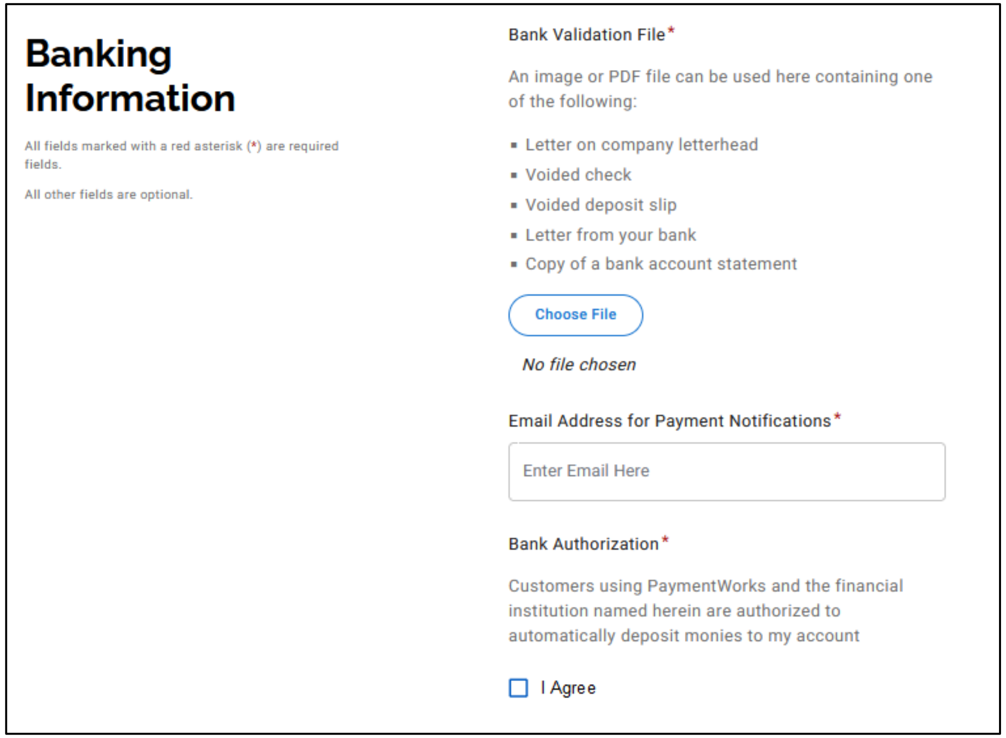
Routing Number*

Enter Text Here

SWIFT Code

Enter Text Here

Note: You will need a copy of a bank validation file that can be uploaded to your PaymentWorks account for verification purposes.



Banking Information

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

All other fields are optional.

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

Choose File

No file chosen

Email Address for Payment Notifications*

Enter Email Here

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.

Registration successfully submitted!

Submission Successful!

Your new vendor registration has been submitted successfully to The University of North Texas System

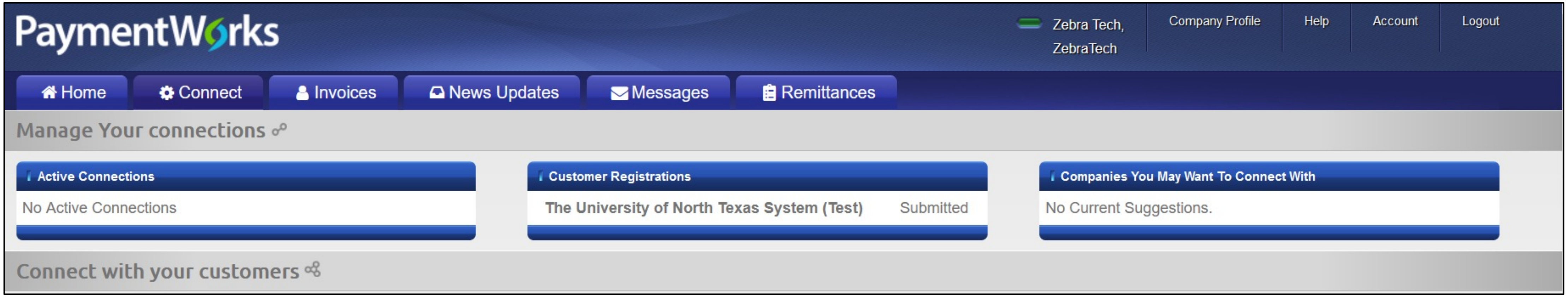
You will receive an email notification when your application has been approved.

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

Go To Your Dashboard

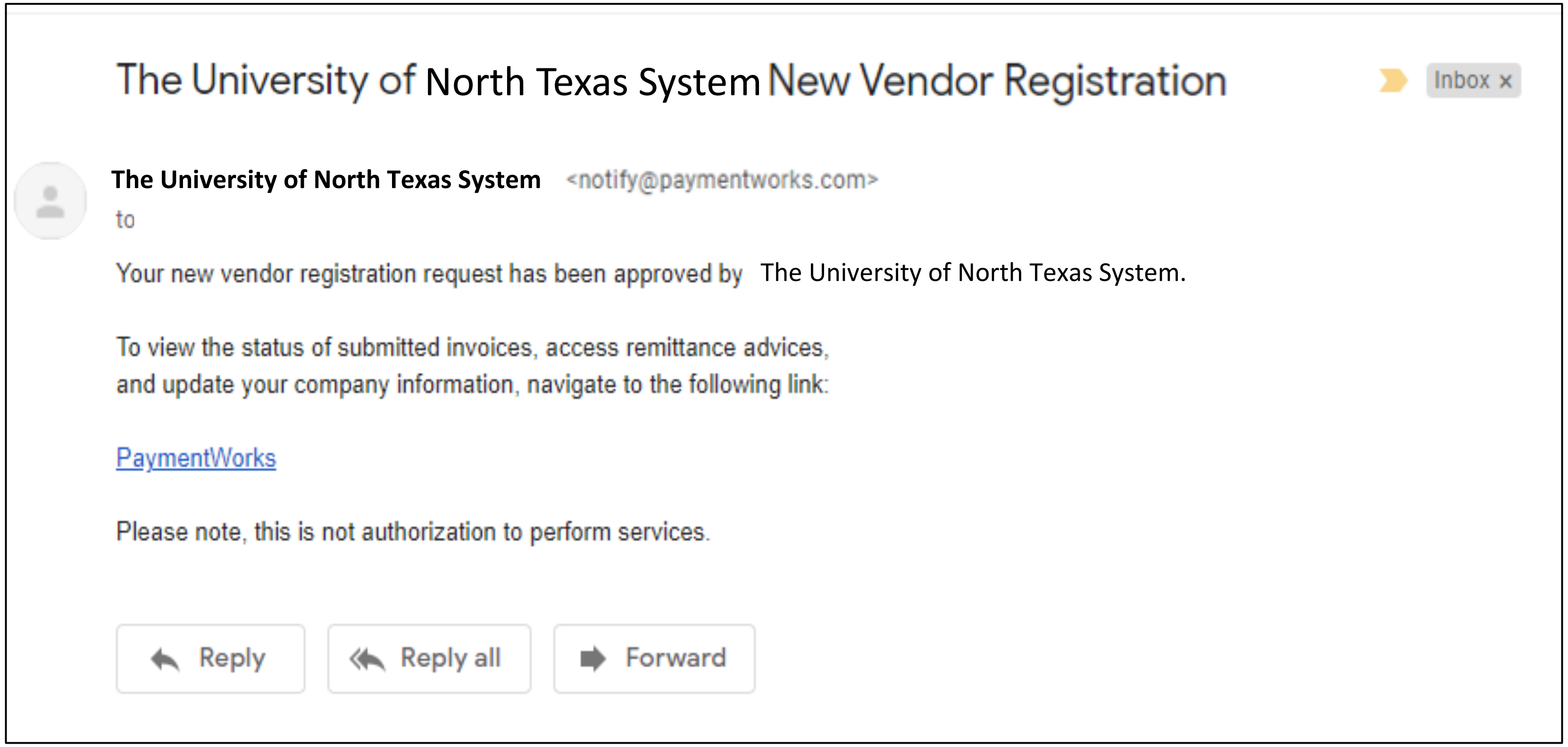
Complete New Vendor Registration cont.

You may access your dashboard now



Complete New Vendor Registration cont.

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



The University of North Texas System New Vendor Registration

Inbox ×

The University of North Texas System <notify@paymentworks.com>

to

Your new vendor registration request has been approved by The University of North Texas System.

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

PaymentWorks

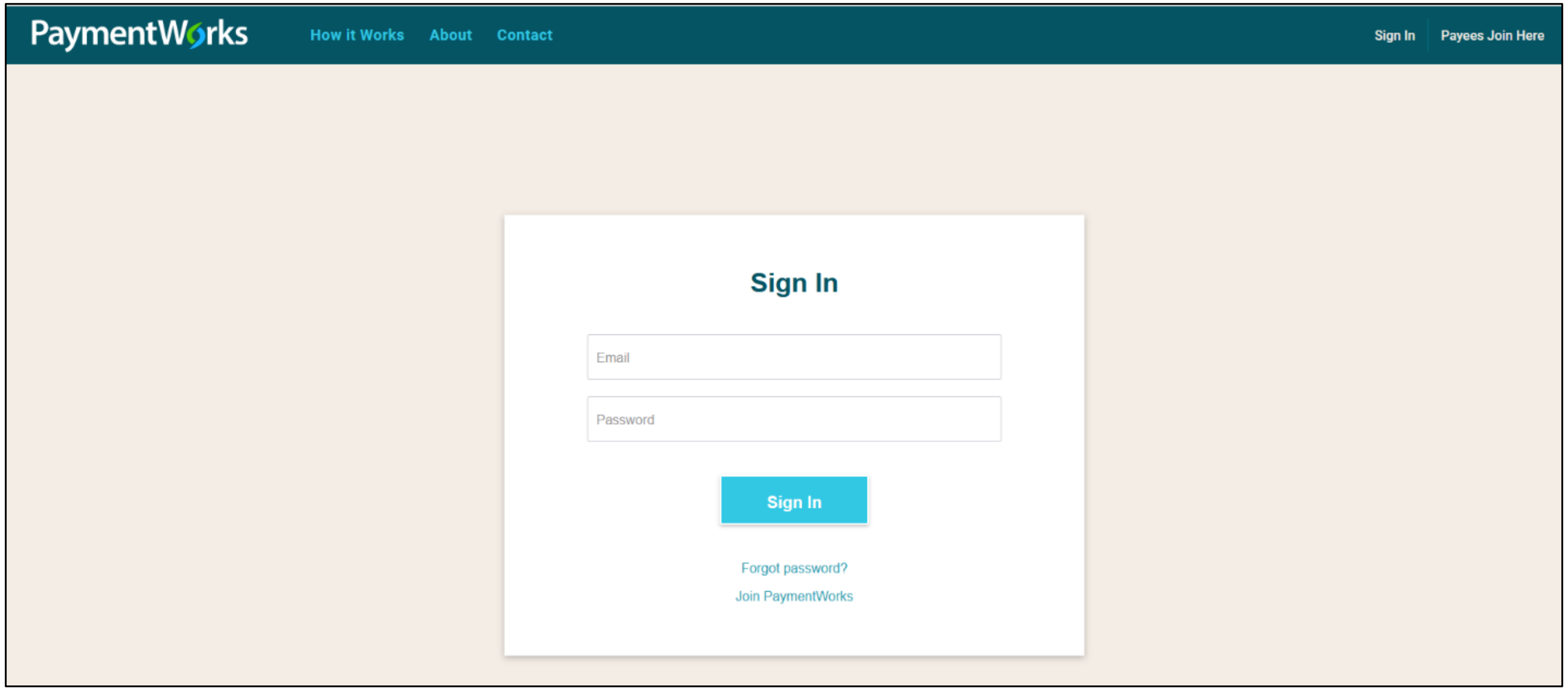
Please note, this is not authorization to perform services.

Reply | Reply all | Forward

Sign into PaymentWorks

Sign into PaymentWorks at: https://www.paymentworks.com/df/accounts/login/ using the email and password you created during registration.

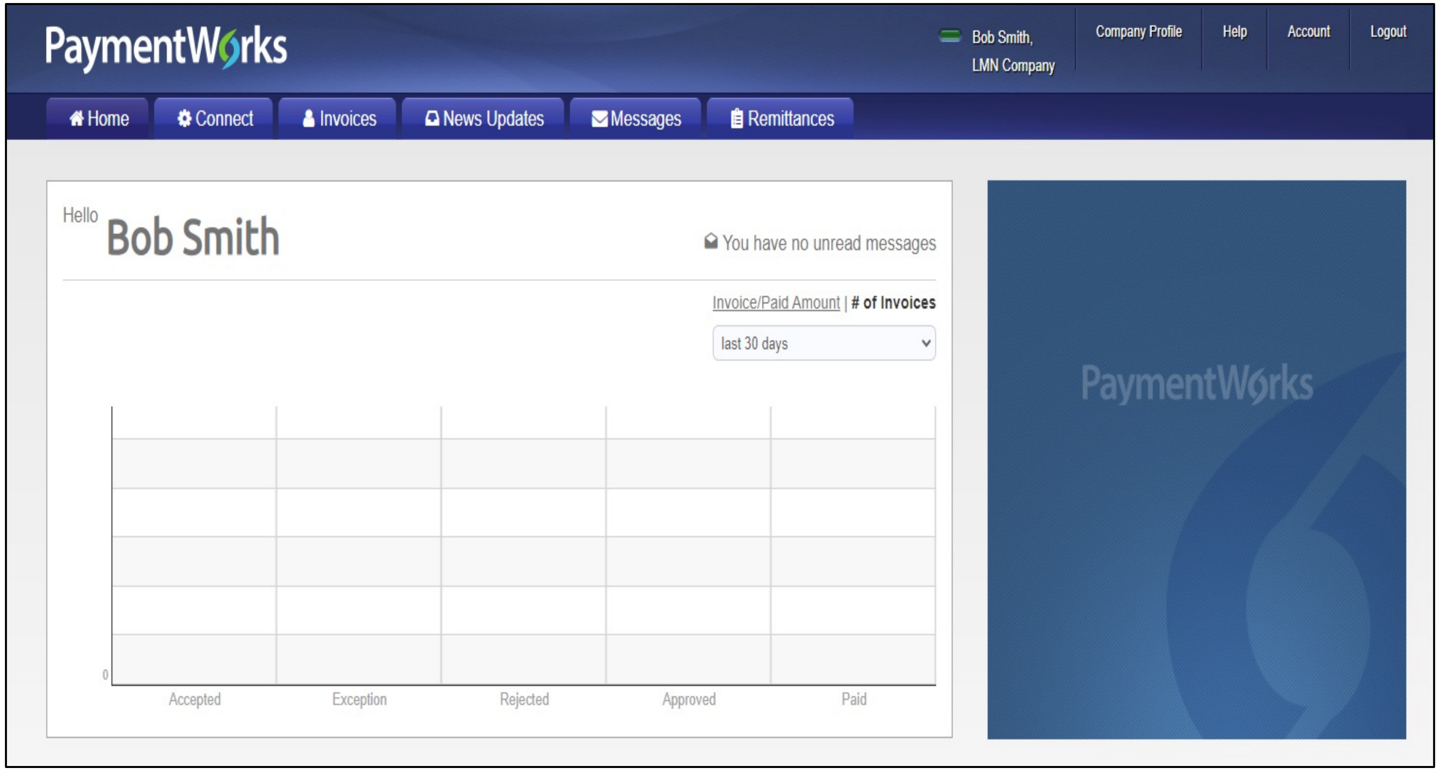
You may also grant additional access to other company users.



Vendor Portal

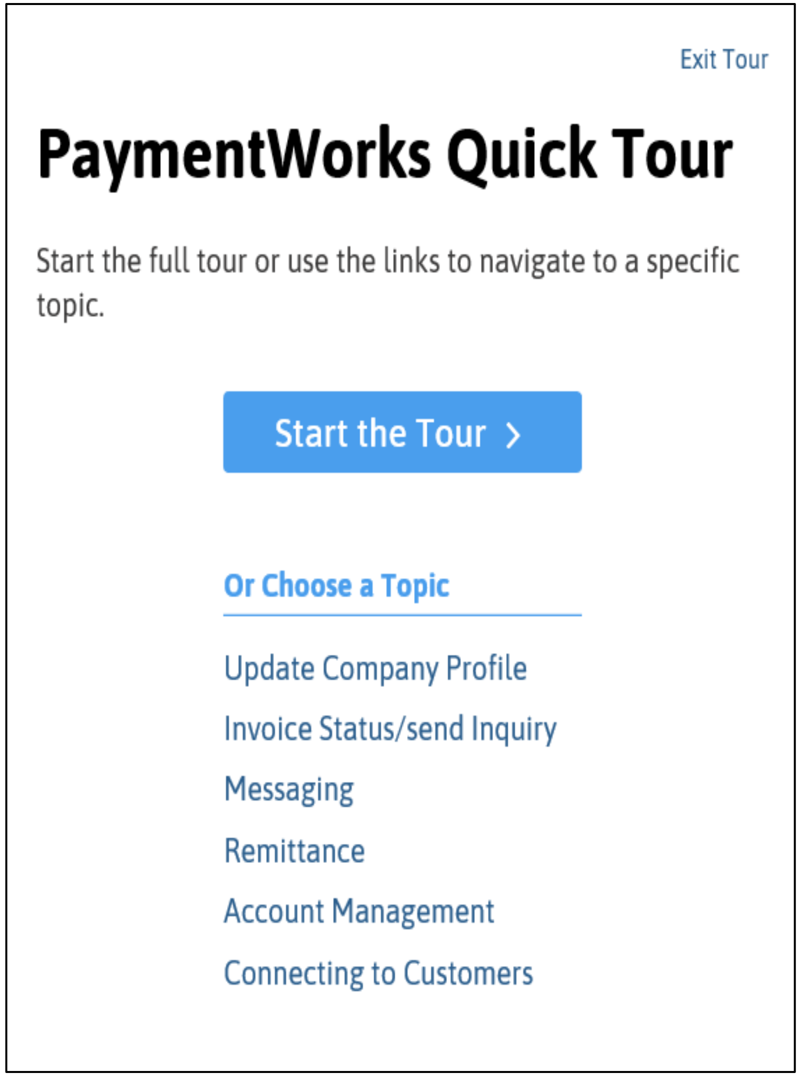
The vendor portal homepage contains six tabs:

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



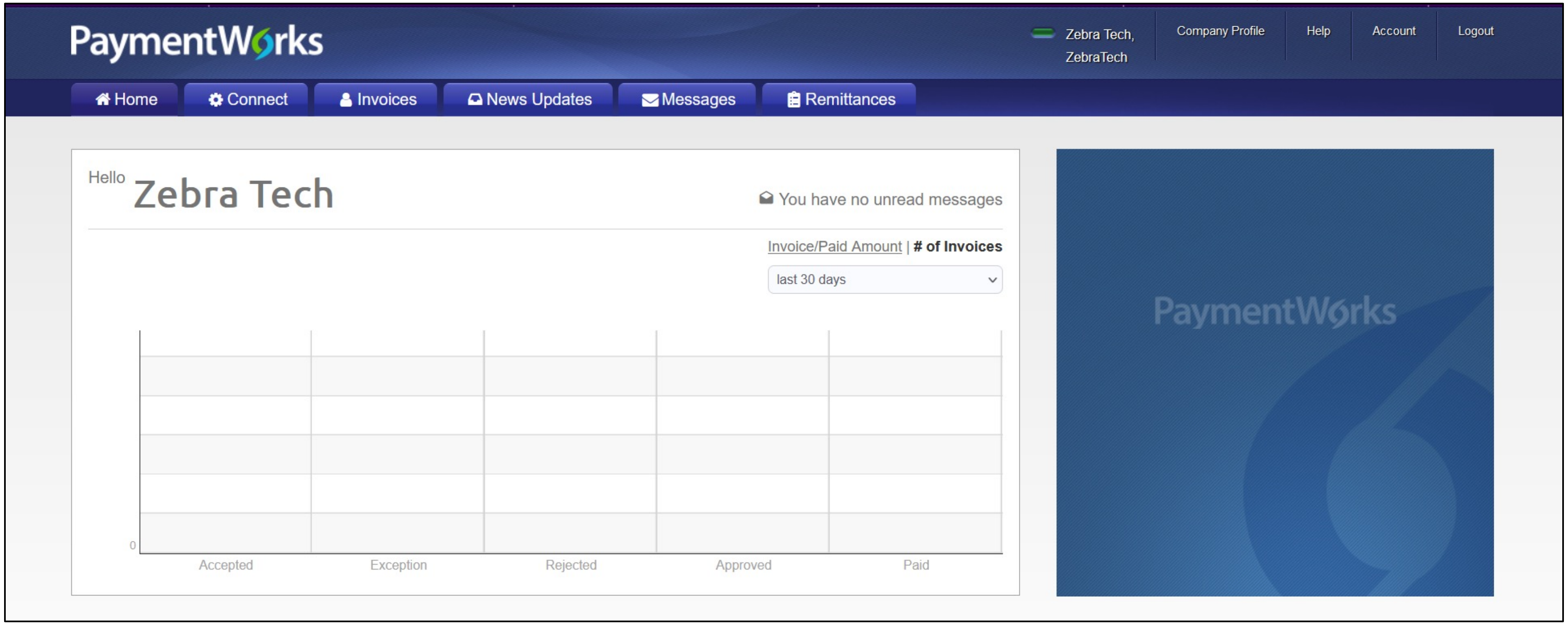
Vendor Portal

PaymentWorks will prompt you to a quick tour:



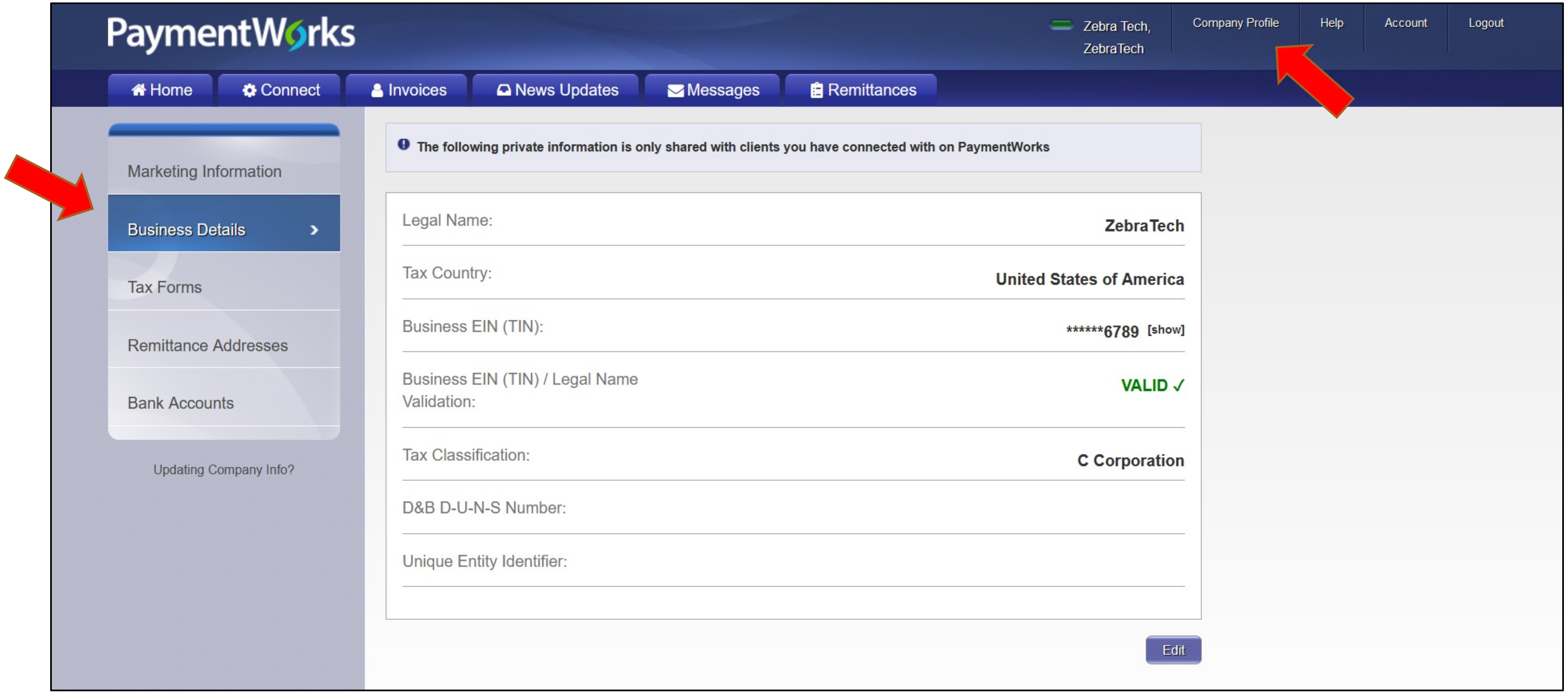
Company Profile

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



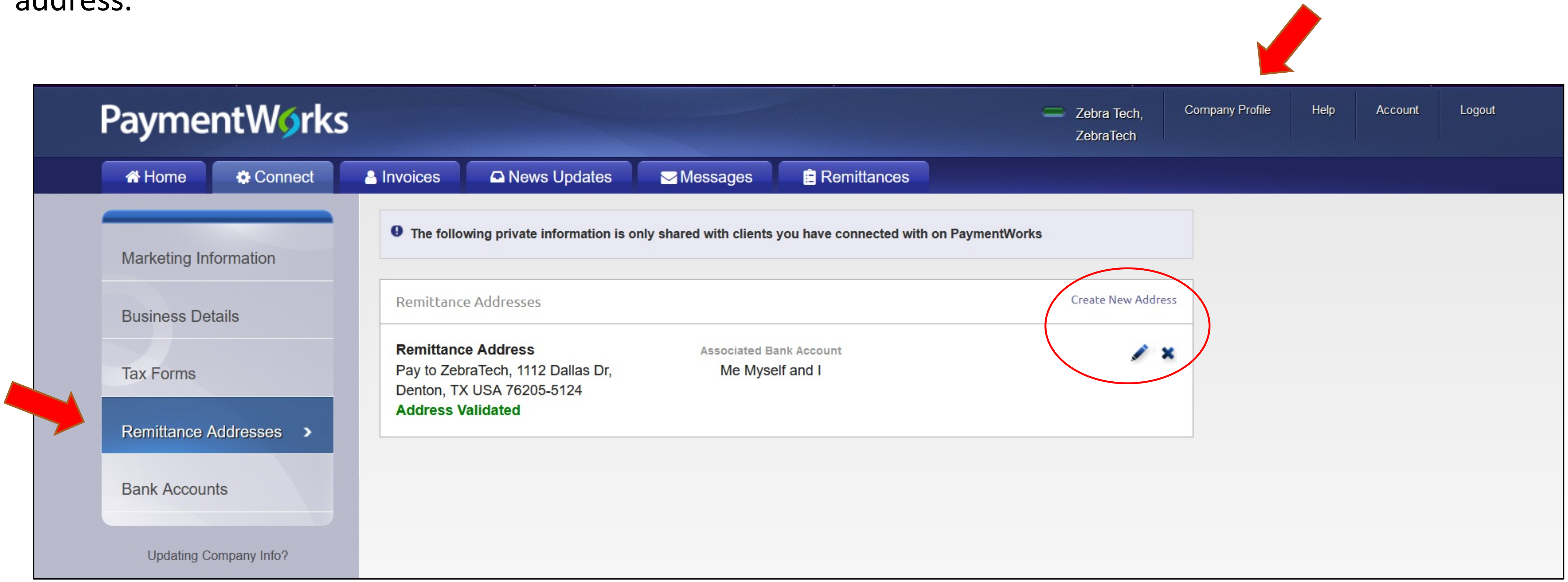
Company Profile

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



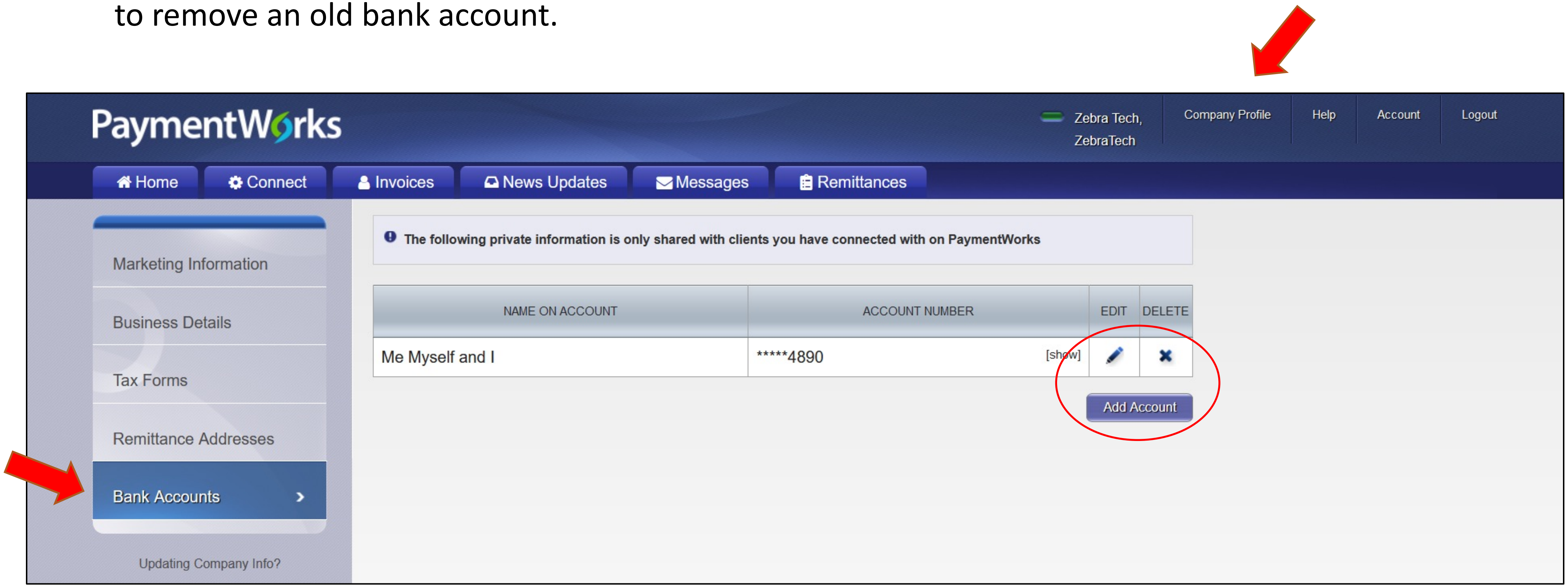
Company Profile

Under **Remittance Addresses**, you may update remittance addresses by clicking the **Create New Address** to create a new address, using the **pencil** icon to edit an existing address, or by clicking on the **x** to remove an old address.



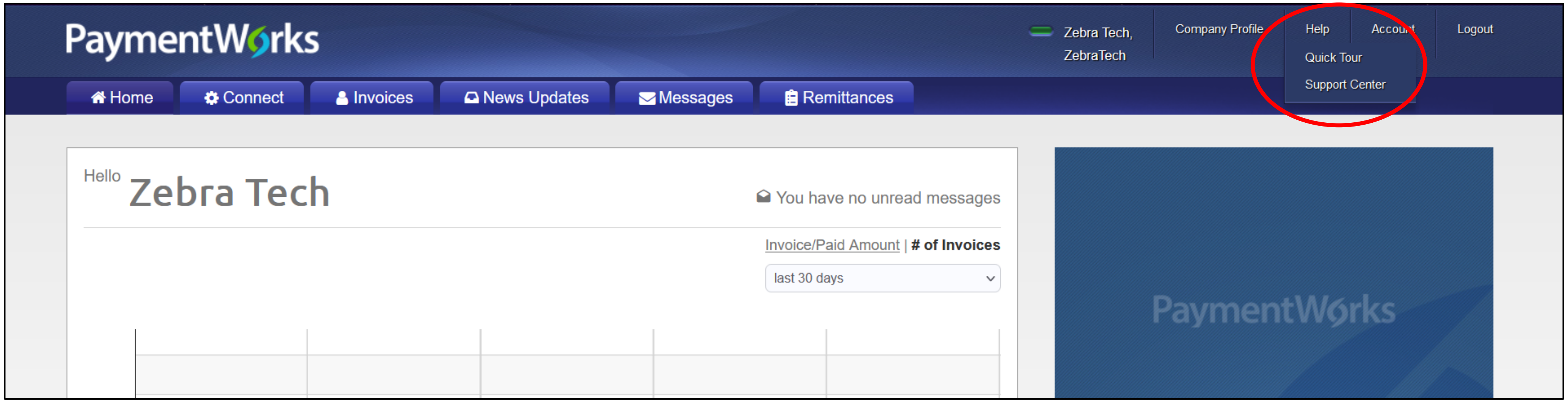
Company Profile

Under **Bank Accounts**, you may update banking information by clicking **Add Account** to add an additional bank account, using the **pencil** icon to edit an existing bank account, or by clicking on the **x** to remove an old bank account.



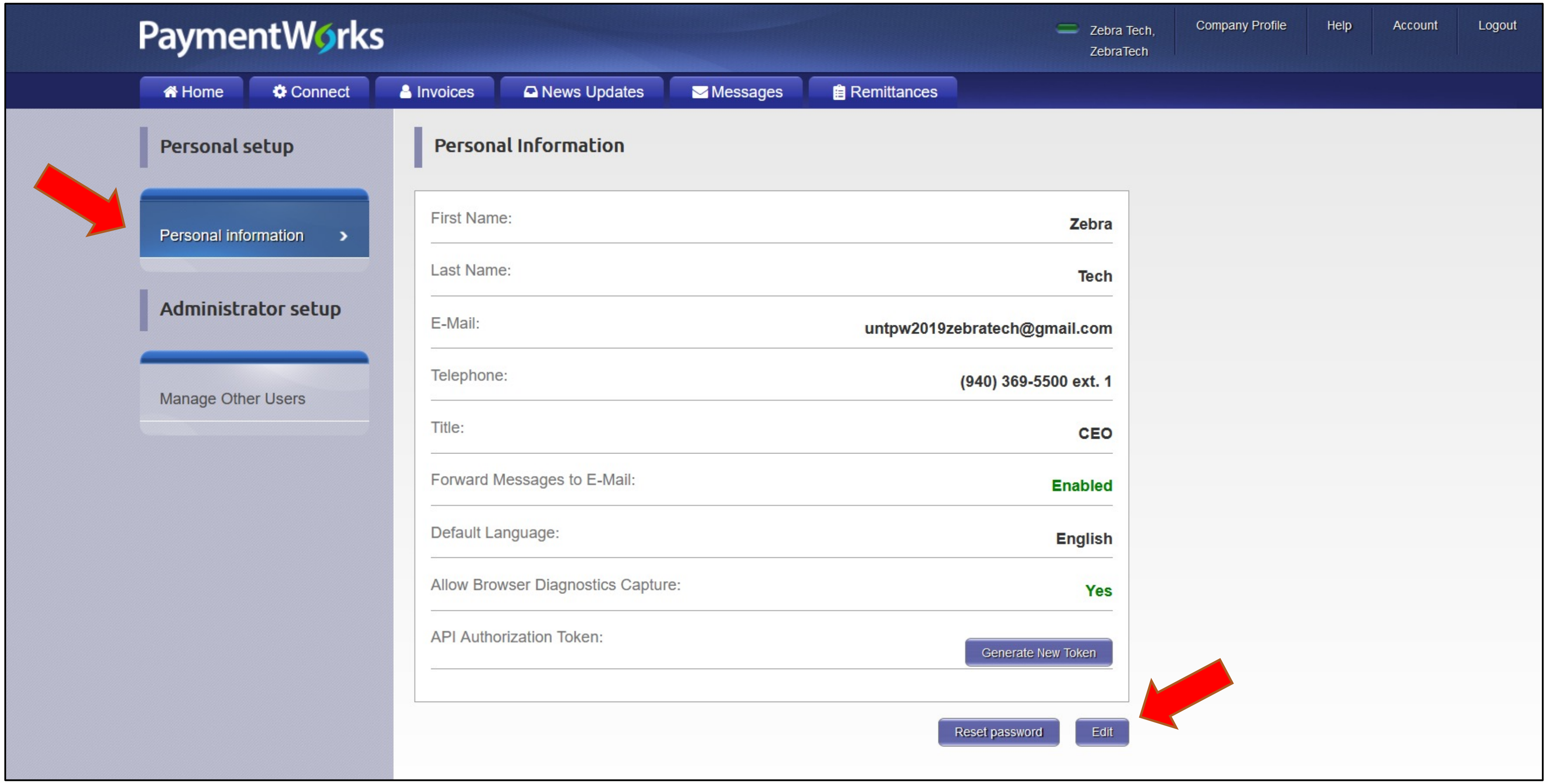
Quick Tour Help Link

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



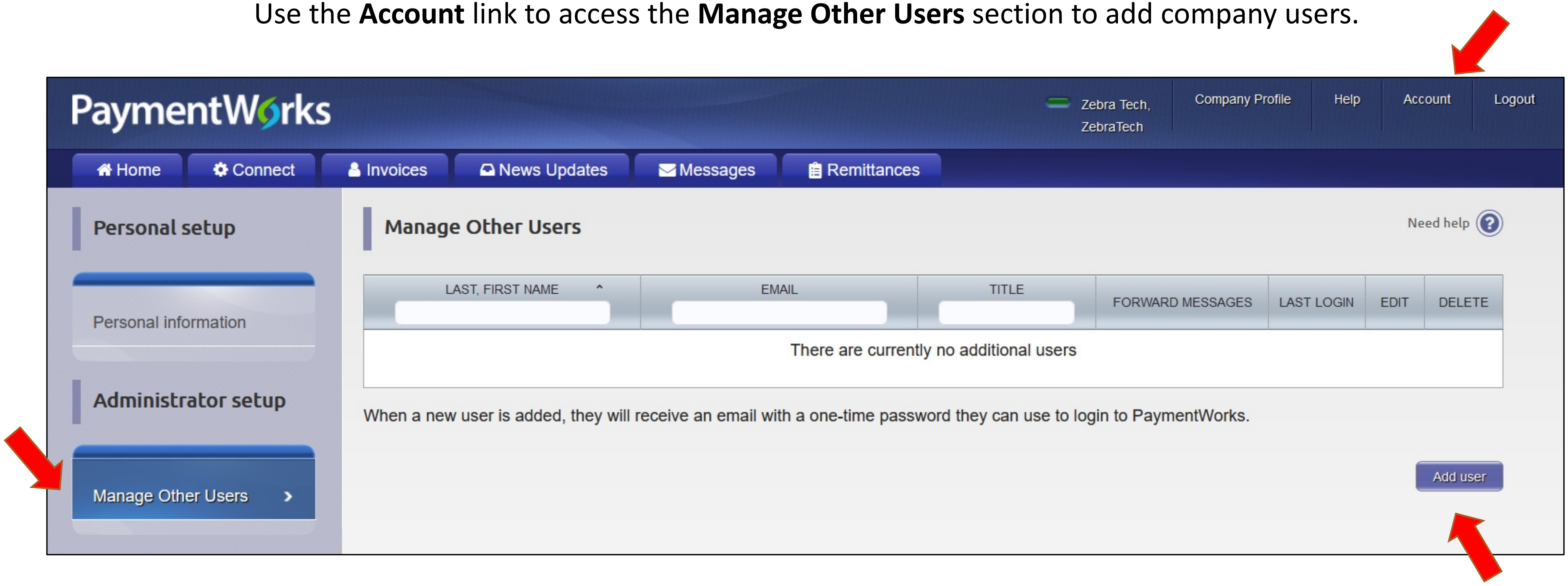
Account

Use the **Account** link to update personal setup information or reset your password.



Account

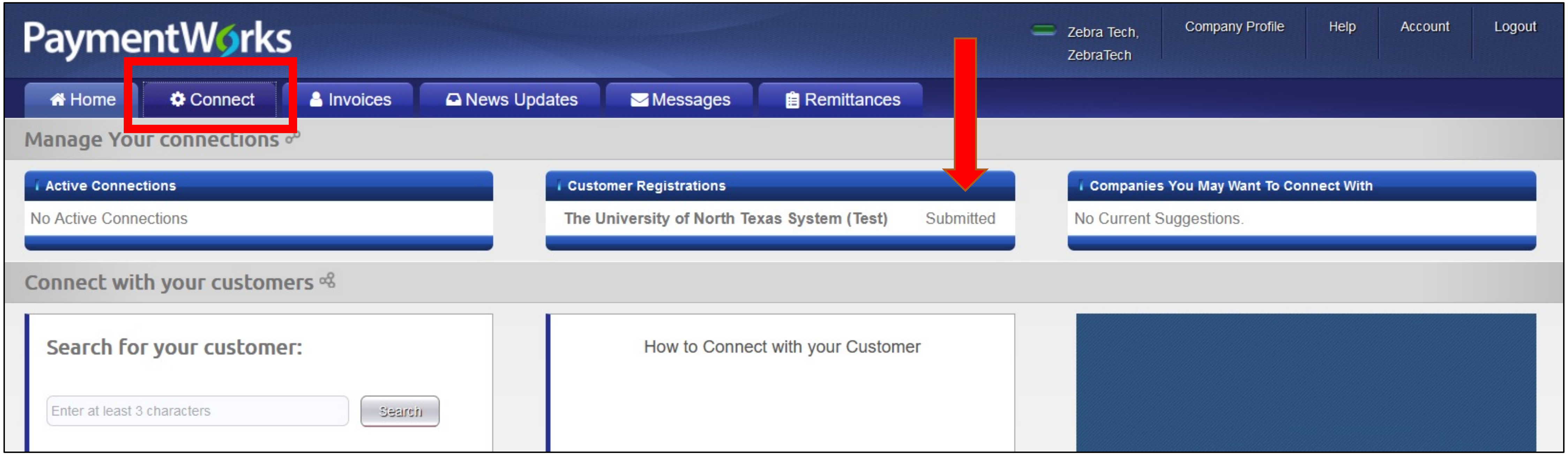
Use the **Account** link to access the **Manage Other Users** section to add company users.



Checking the Status of your Registration

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

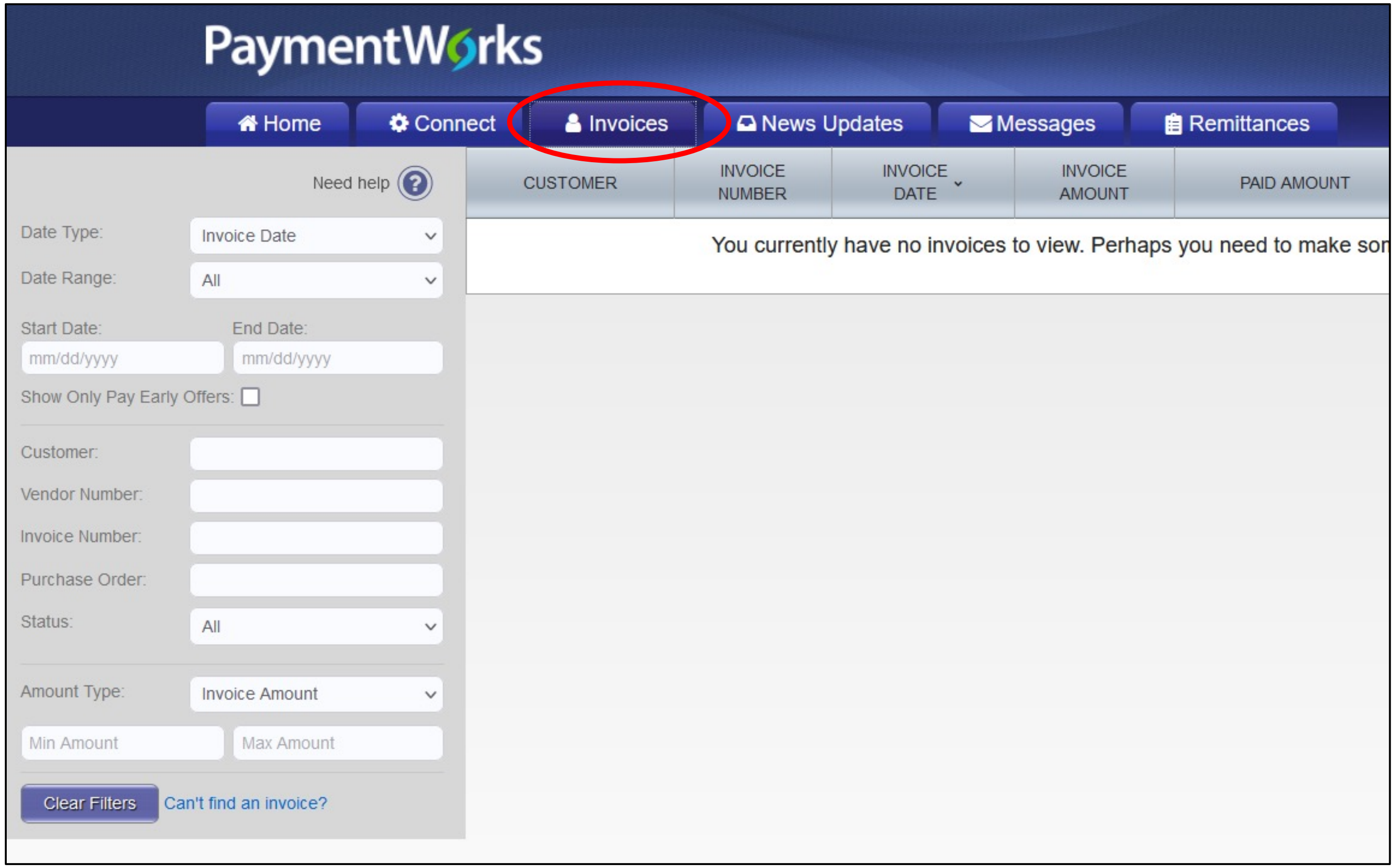
If the online registration is successfully completed, a **Complete** status under Customer Registrations section is noted. In the example below, the registration has been submitted by Zebra Tech, and is pending review and approval before a connection to UNTS is established.



Invoice Tab

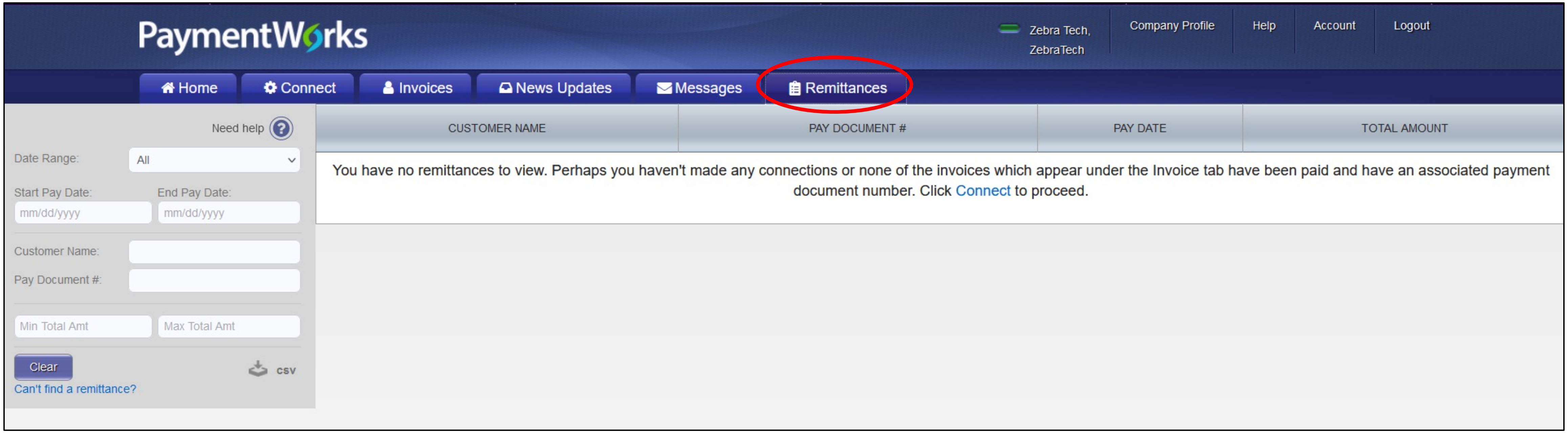
Vendors can view invoice payment information using the **Invoice** tab. Information such as:

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



Rimittance Tab

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



Tips & Tricks

- 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.
- The **Wire Transfer** payment option is reserved to pay **foreign vendors** that do not bank in the United States.

Tips & Tricks 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 TINS is flagged with a domestic or foreign **Financial Sanction** or **State vendor hold**.
- You must complete the online registration process with UNTS, even if you participate in a similar platform with another University, State agency, or organization.

Tips & Tricks cont.

- If your company already has a PaymentWorks account, you must still complete the UNTS vendor registration that is emailed to you by a UNT representative. For more information on how to connect an existing account, please visit the PaymentWorks support article here: Connecting an Existing PaymentWorks Account

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

Individual payees registering with PaymentWorks in the next slides

UNT System and PaymentWorks

In order to establish you as a **payee** or **vendor** with UNT System, you must **first** register in PaymentWorks.

Note: This applies to individual persons as well as companies.

Payees/Vendors must use the hyperlink provided in the email sent by only a UNT, UNT Health Science Center, UNT Dallas, or UNT System Administration department.

UNTS Partners with PaymentWorks cont.

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

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- Letter on company letterhead
- Voided check
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- Letter from your bank
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Office of Procurement
PaymentWorks

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Hello, this is to set up payment for invoice #1234

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1. A valid tax ID (either an EIN or SSN) via W9 for US vendors or W8Ben/W8Ben-E (most up to date version) for foreign vendors required
2. You will need to upload a Bank Validation file for ACH/EFT or Wire Payments- https://community.paymentworks.com/payers/s/article/What-Is-A-Bank-Validation-File
3. If you wish to enroll in J.P. Morgan's Single-Use Accounts (SUA) virtual card payment program for Electronic Payments, please make this selection during registration(subject to fees).

If you have questions regarding billing, invoices, or payments, please contact The University of North Texas System (Test) Accounts Payable at invoices@untsystem.edu.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support here.

Thank you for your support.

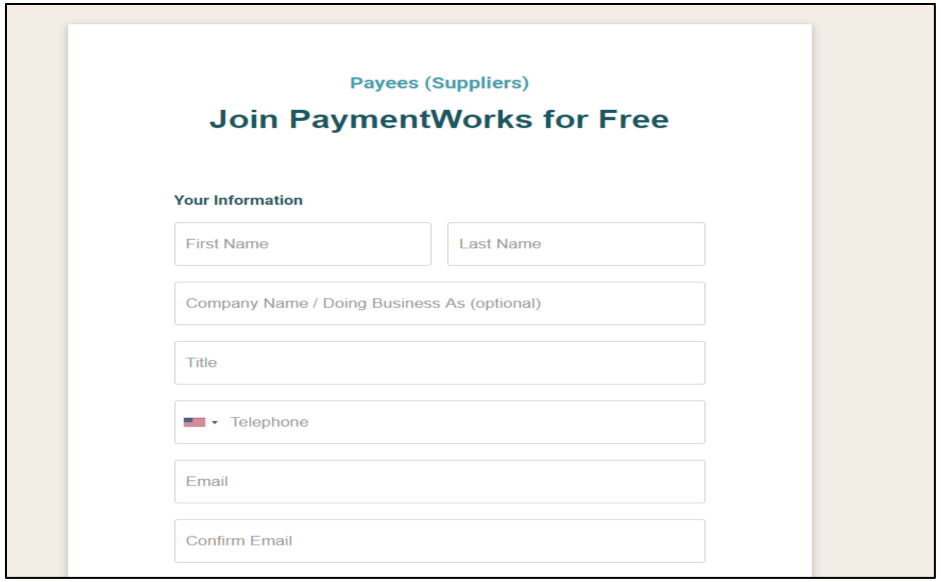
Sincerely,

Supplier Management

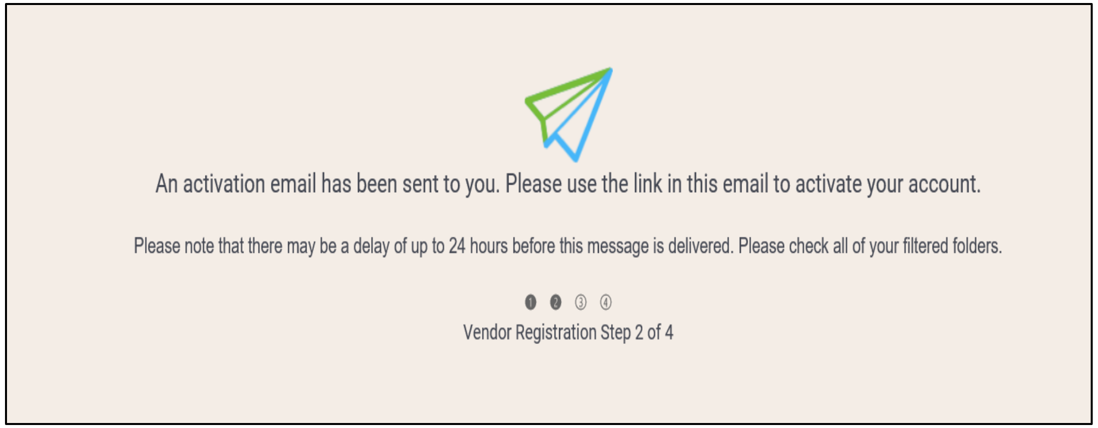
The University of North Texas System (Test)

Vendor Registration in PaymentWorks cont.

1. Complete your information:
    1. First and Last name as seen on your W-9
    2. DBA (if representing a Sole Proprietorship or Single-member LLC)
    3. Telephone number
    4. Email address
    5. Agree to terms and conditions
2. Create a password

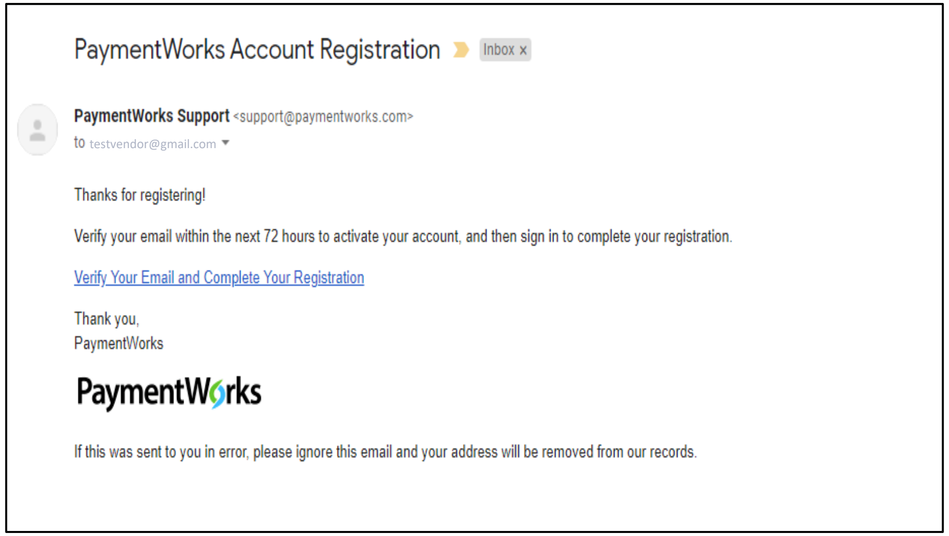


3. After submitting your information, PaymentWorks Support sends a confirmation email to you. Verify your email address within 72 hours to activate your account.



Vendor Registration in PaymentWorks Cont.

4. Sign in and complete the remaining registration information


PaymentWorks Account Registration Inbox x

PaymentWorks Support <support@paymentworks.com>
to testvendor@gmail.com

Thanks for registering!

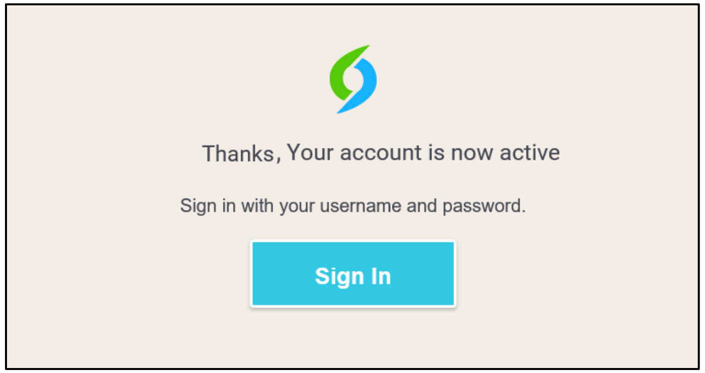
Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

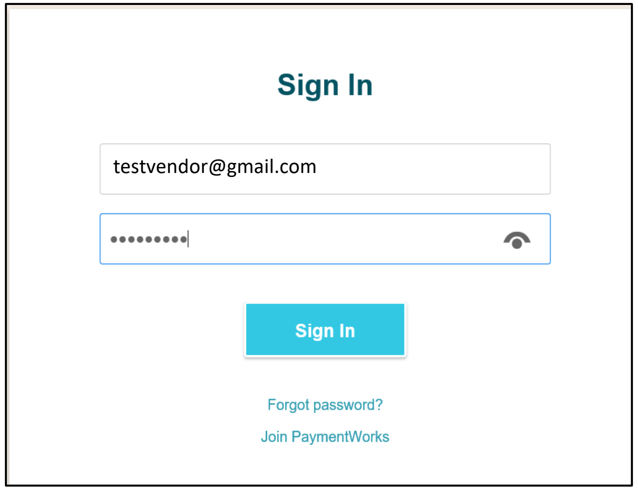
Verify Your Email and Complete Your Registration

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.

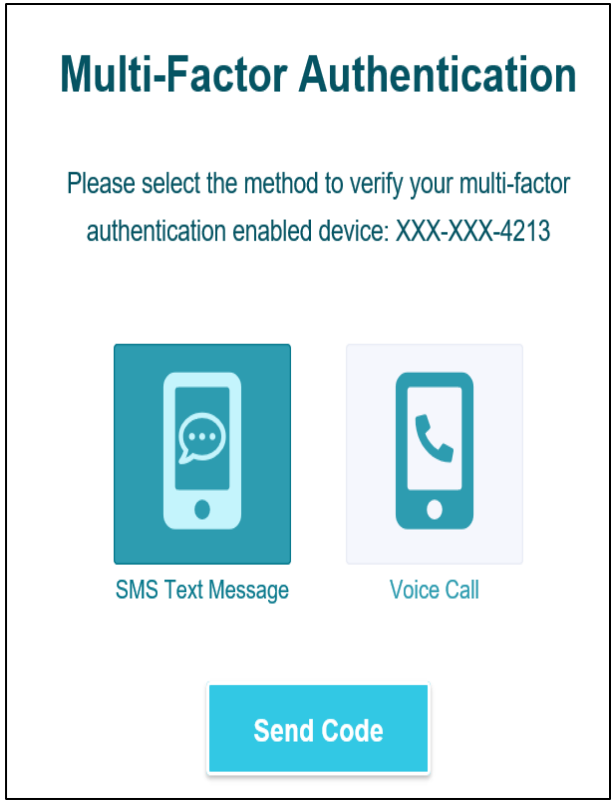




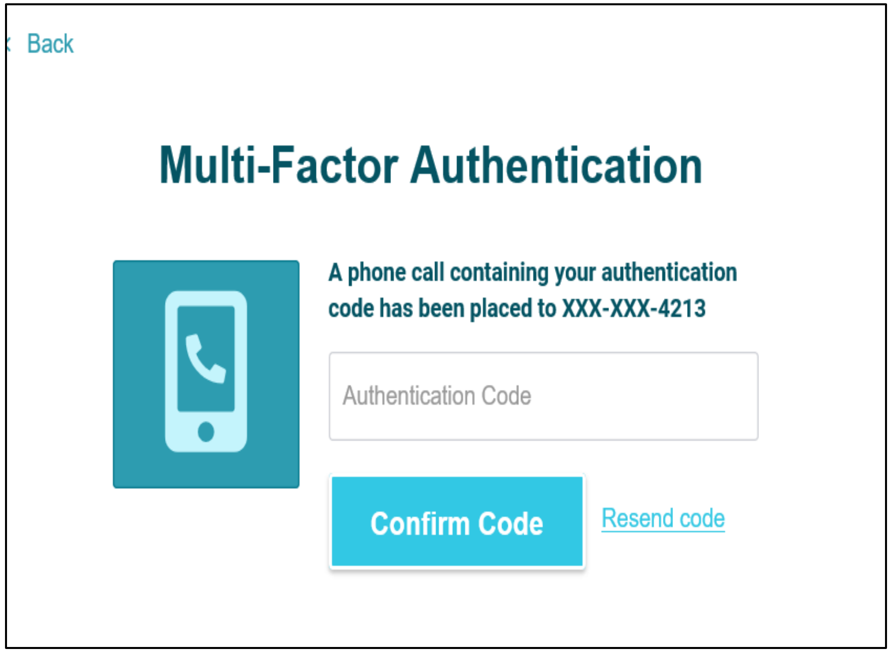
Vendor Registration in PaymentWorks Cont.

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

Note: if you have trouble using multi-factor authentication, please contact PaymentWorks support for assistance.



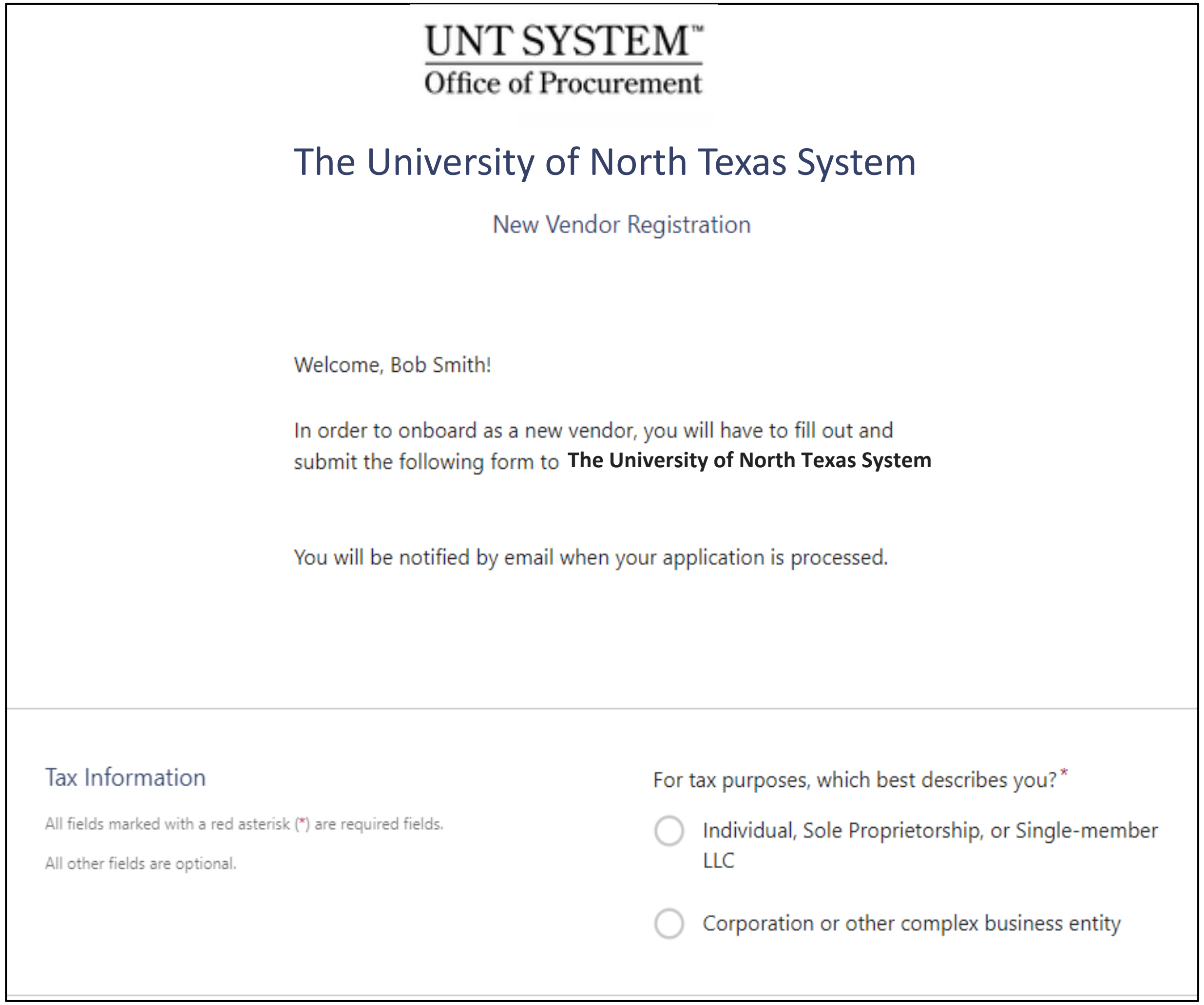
6. Confirm code



Complete New Vendor Registration

- Complete all required* fields from the registration form.
- Include information such as:
  - Legal name
  - Social Security number or TIN (TIN if Sole Proprietorship or Single-member LLC)
  - Tax classification
  - Accounts receivable contact (can be you)

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


UNT SYSTEM™
Office of Procurement

The University of North Texas System

New Vendor Registration

Welcome, Bob Smith!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **The University of North Texas System**

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

Tax Information

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

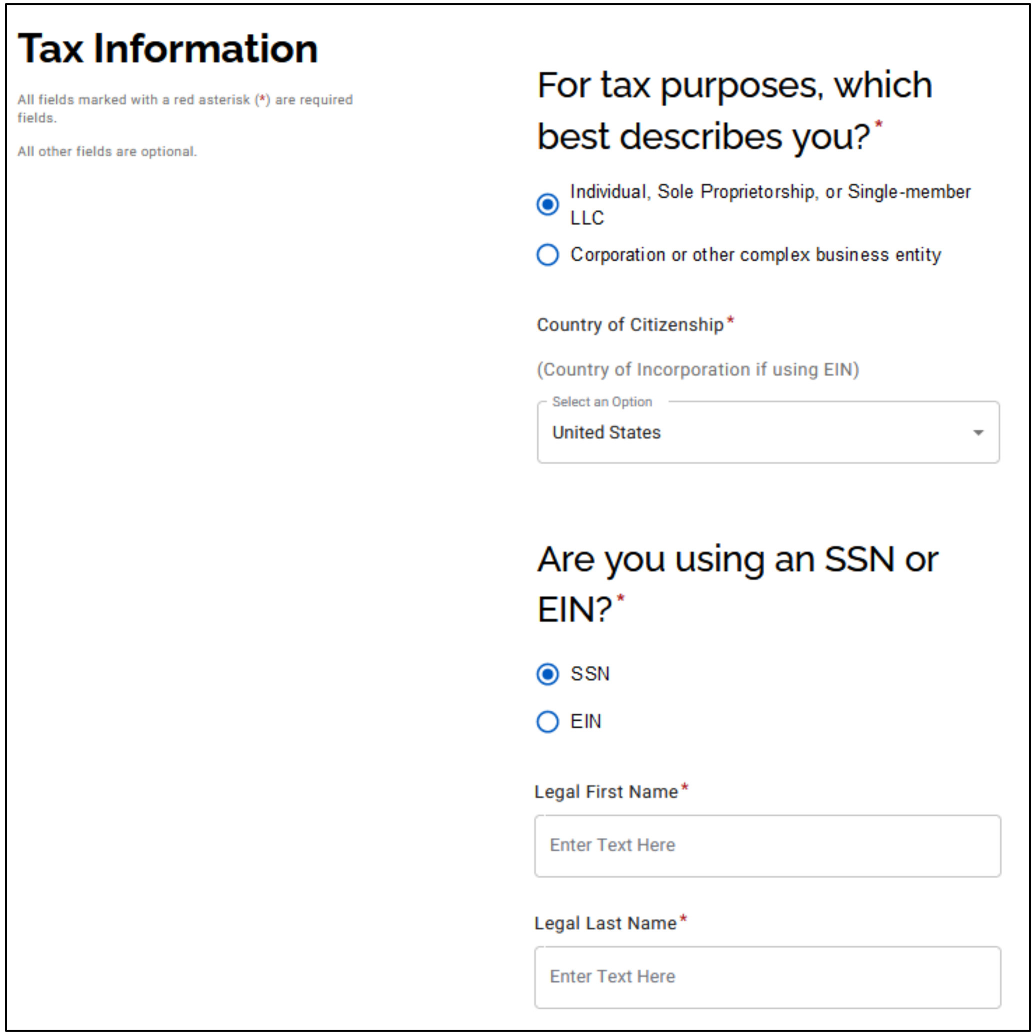
All other fields are optional.

For tax purposes, which best describes you?*

- Individual, Sole Proprietorship, or Single-member LLC
- Corporation or other complex business entity

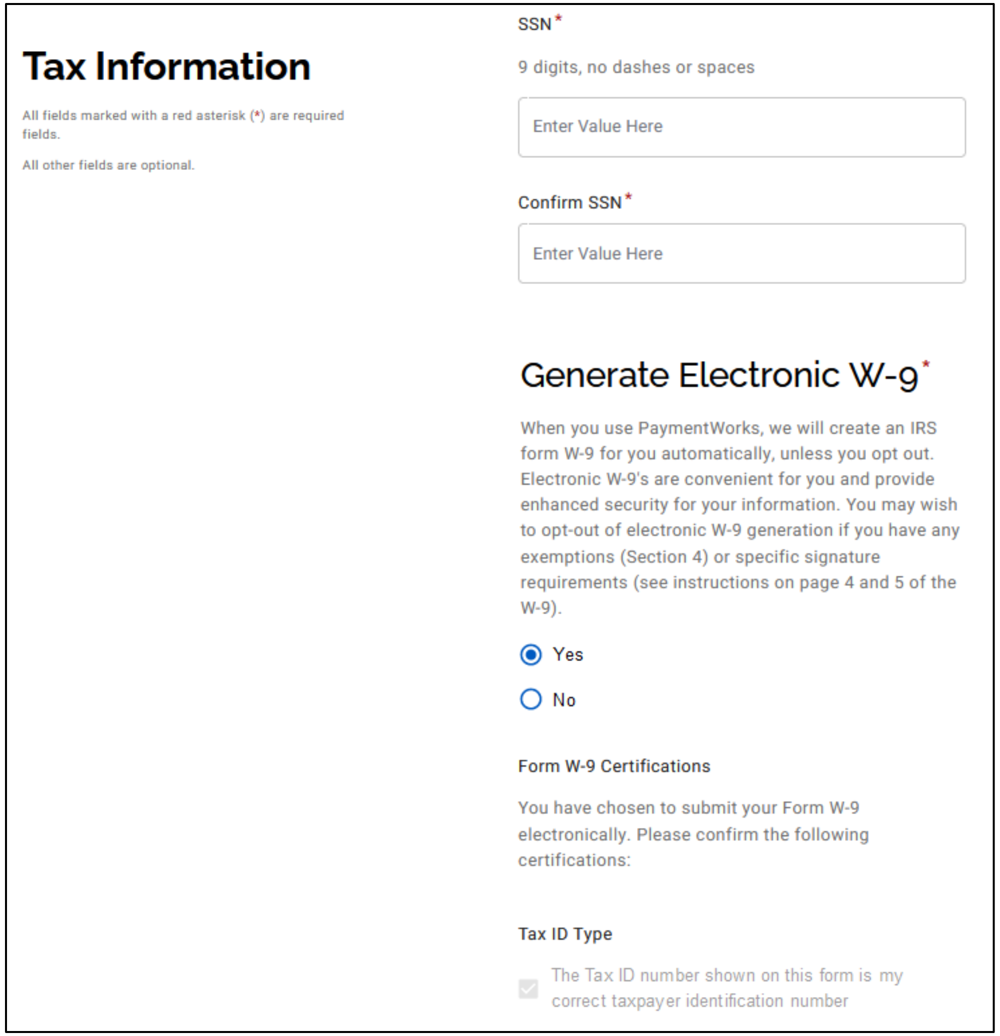
Complete New Vendor Registration – Individual persons – Tax Information

Only use an **EIN** if you own a company (Sole Proprietorship or Single-member LLC). If you are an individual person being paid, select **SSN** to use your Social Security number for verification.



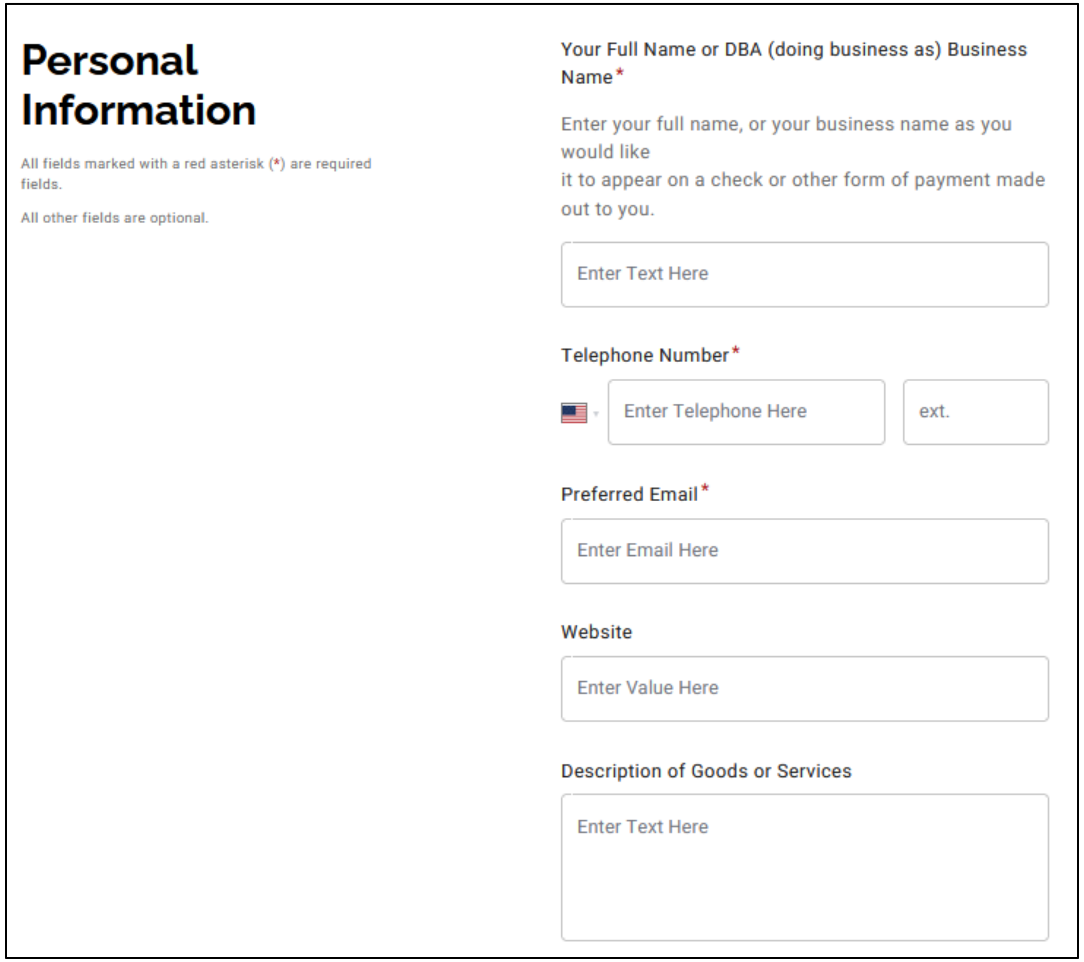
Complete New Vendor Registration – Individual persons – Tax Information cont.

Make sure to have a **signed and dated** copy of your W-9 available for upload into your PaymentWorks account.



Complete New Vendor Registration – Individual persons – Personal Information

Enter your contact information here, along with a brief description of the goods/services you will be providing to UNT System.



Personal Information

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

All other fields are optional.

Your Full Name or DBA (doing business as) Business Name*

Enter your full name, or your business name as you would like
it to appear on a check or other form of payment made out to you.

Enter Text Here

Telephone Number*

Enter Telephone Here

ext.

Preferred Email*

Enter Email Here

Website

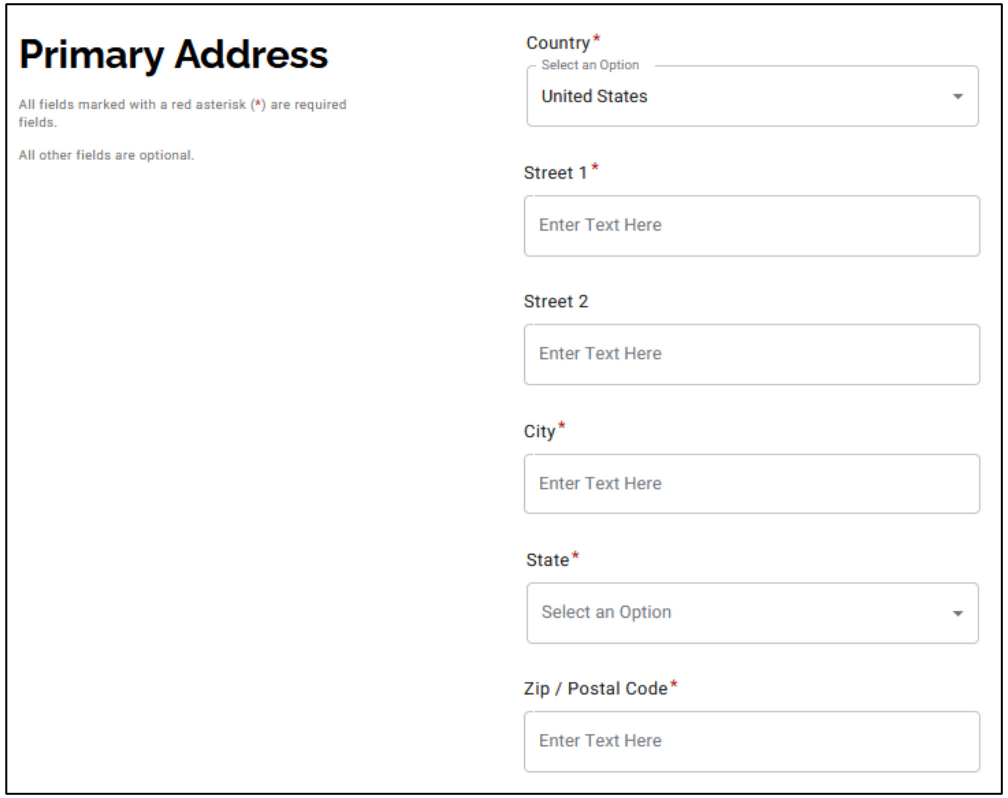
Enter Value Here

Description of Goods or Services

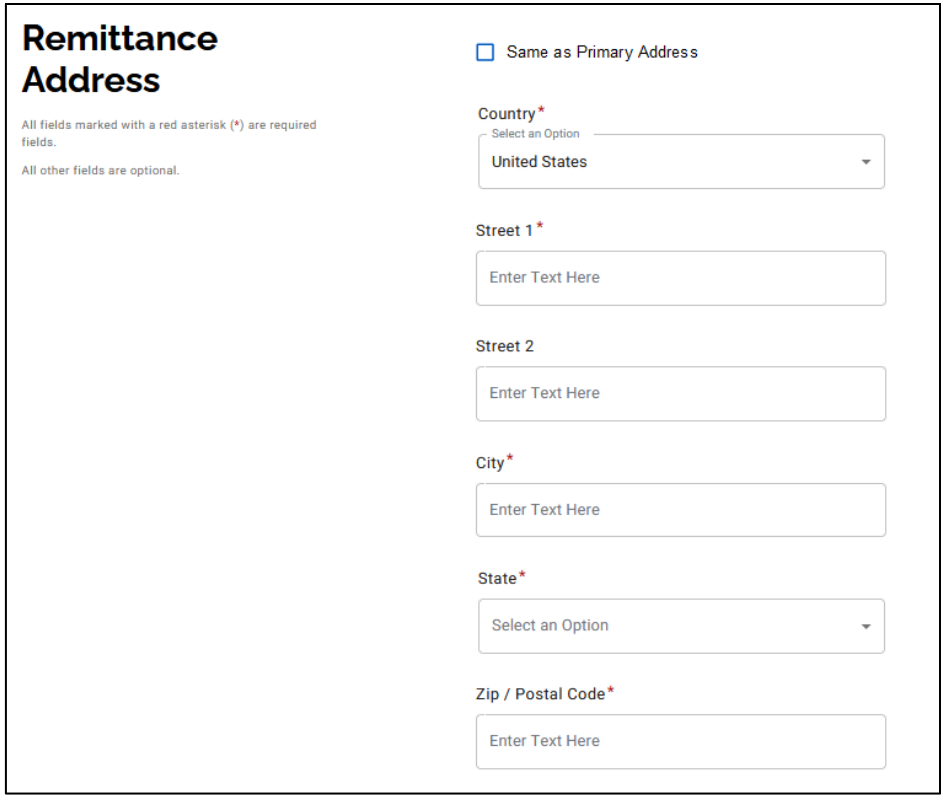
Enter Text Here

Complete New Vendor Registration – Individual persons – Addresses

Primary address – where you currently reside. Cannot be a PO Box address, must represent a physical building.

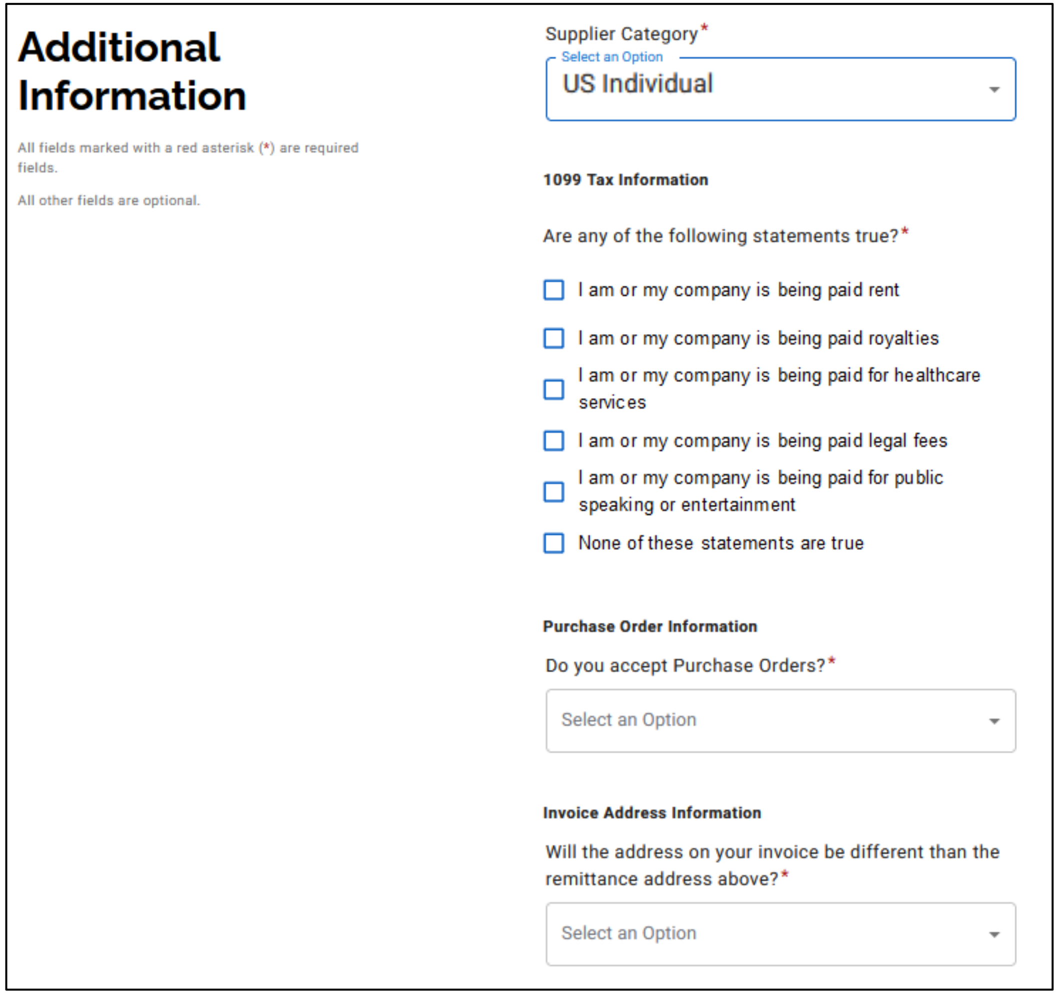


Remittance address – mailing address



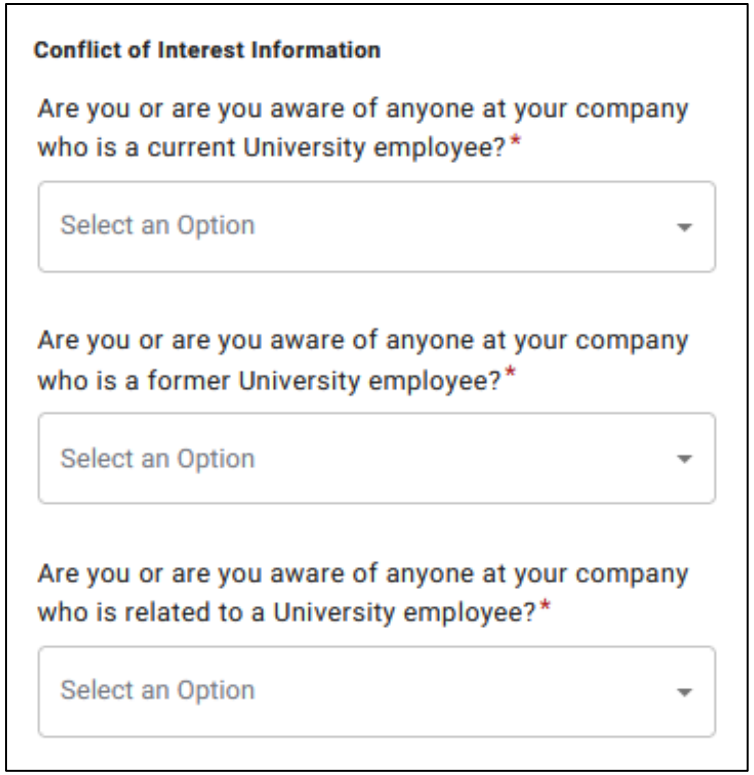
Complete New Vendor Registration – Individual persons – Additional Information

Check the applicable boxes for 1099 reporting purposes.



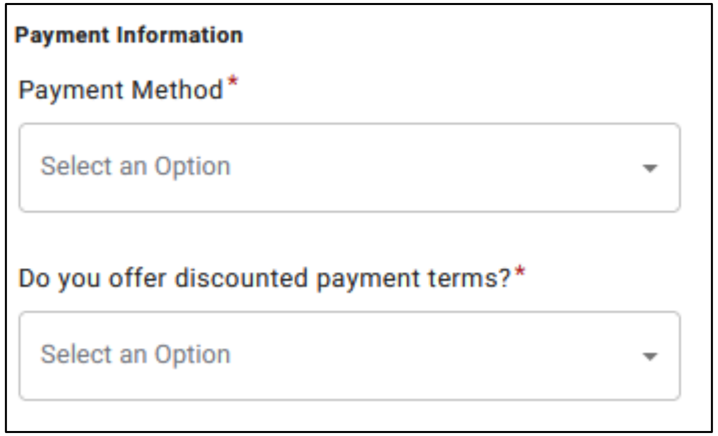
Complete New Vendor Registration – Individual persons – Additional Information cont.

Complete the **Conflict of Interest** Information



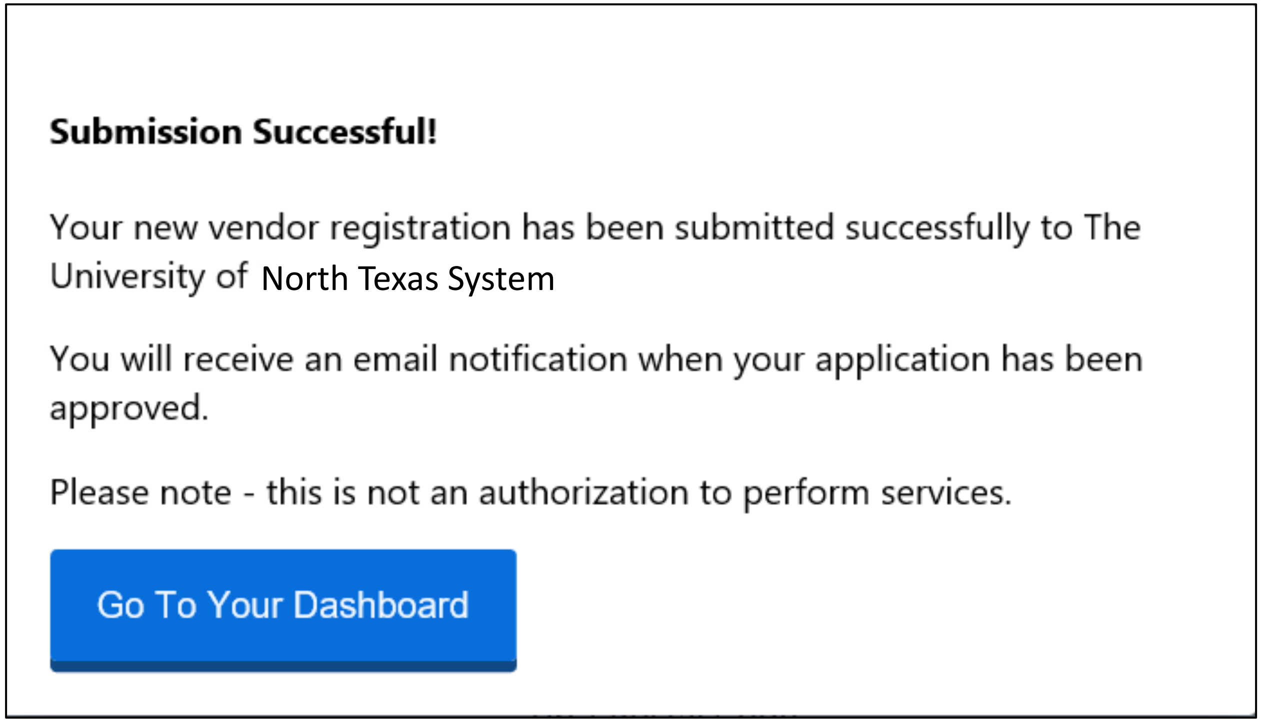
Payment Methods:

- **ACH** – Direct deposit to your bank account. Only use this option is payment is being sent to a US/domestic bank.
- **SUA (Single-Use Account)** – accelerated payment method. You must be able to accept credit card payments to use SUA
    - There is a 3% fee for using SUA payments
- **Wire** – for international/foreign suppliers only. For US banks, please use either SUA or ACH.



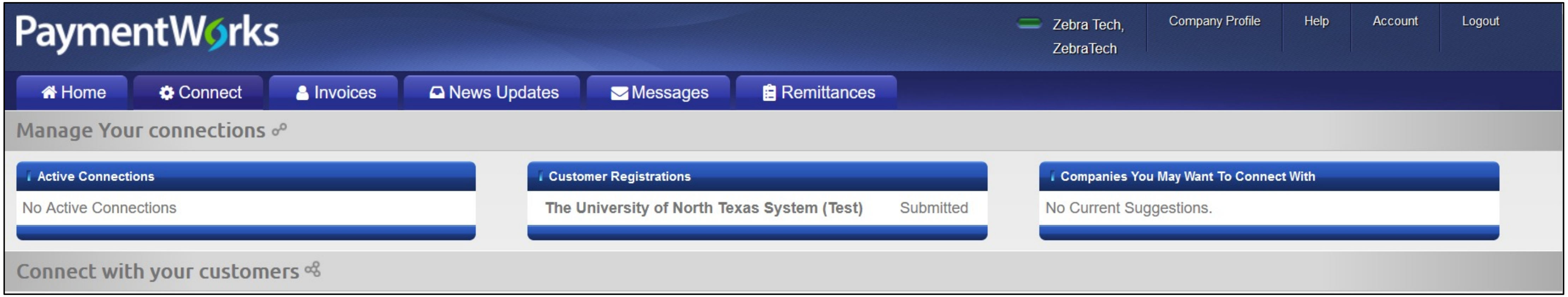
Complete New Vendor Registration cont.

Registration successfully submitted!



Complete New Vendor Registration cont.

You may access your dashboard now



Complete New Vendor Registration cont.

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

The University of North Texas System New Vendor Registration

Inbox ×

The University of North Texas System <notify@paymentworks.com>

to

Your new vendor registration request has been approved by The University of North Texas System.

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

PaymentWorks

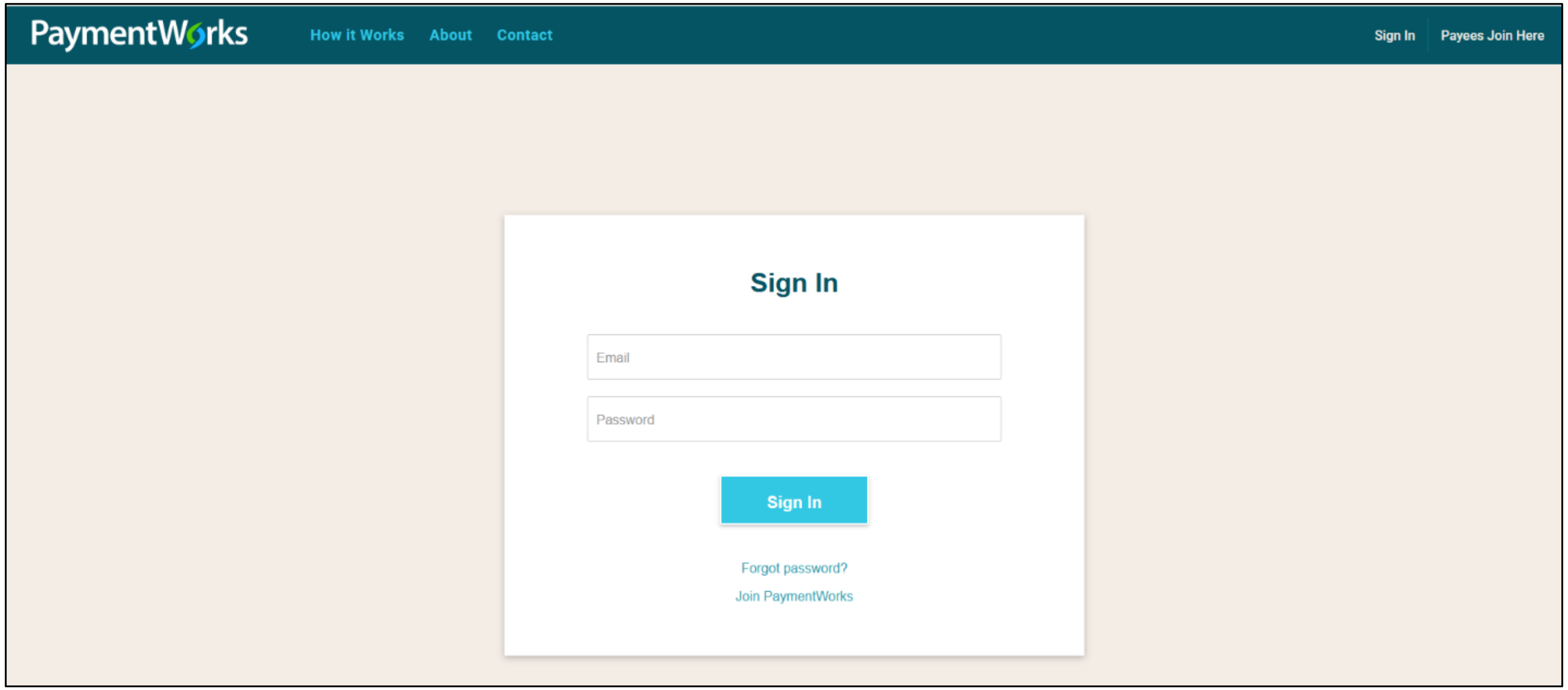
Please note, this is not authorization to perform services.

Reply | Reply all | Forward

Sign into PaymentWorks

Sign into PaymentWorks at: https://www.paymentworks.com/df/accounts/login/ using the email and password you created during registration.

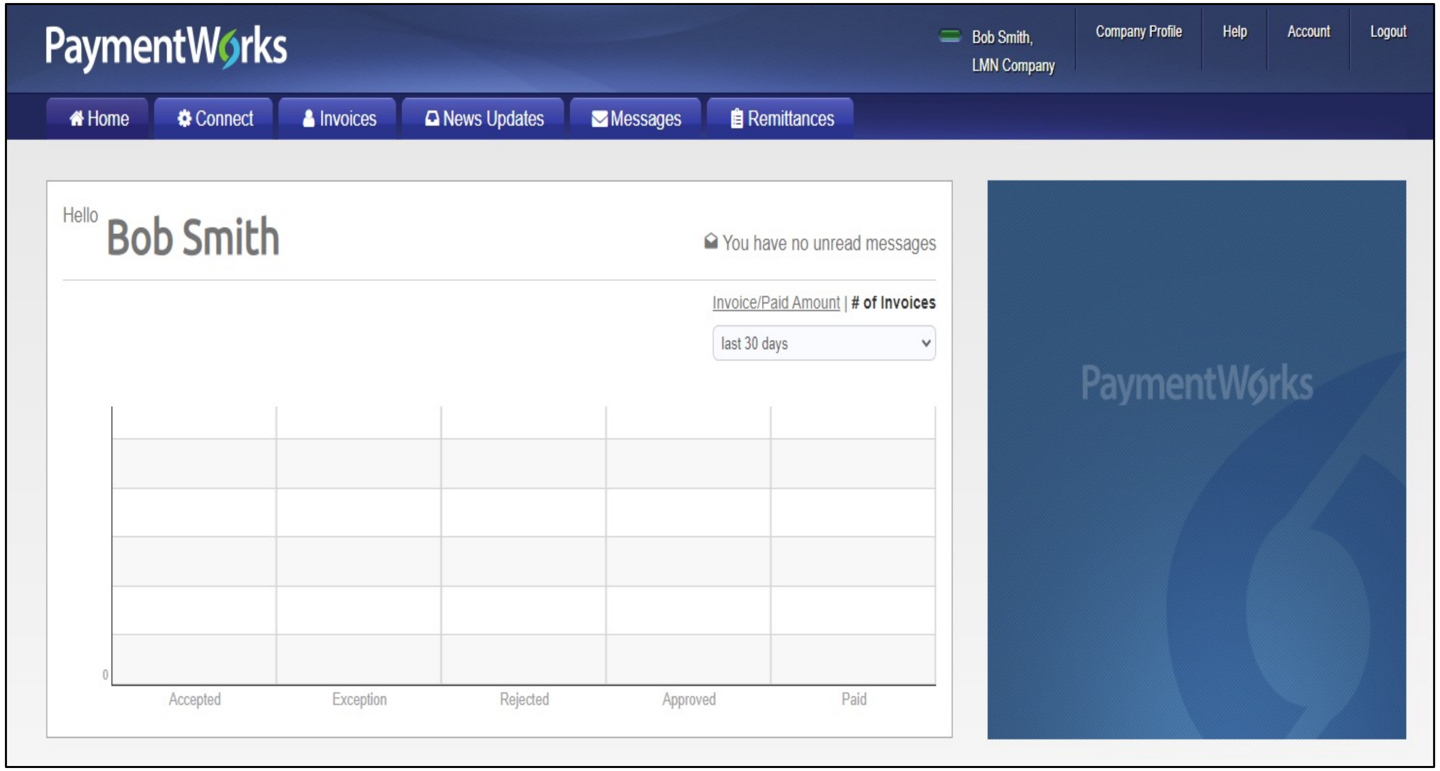
You may also grant additional access to other company users, if applicable.



Vendor Portal

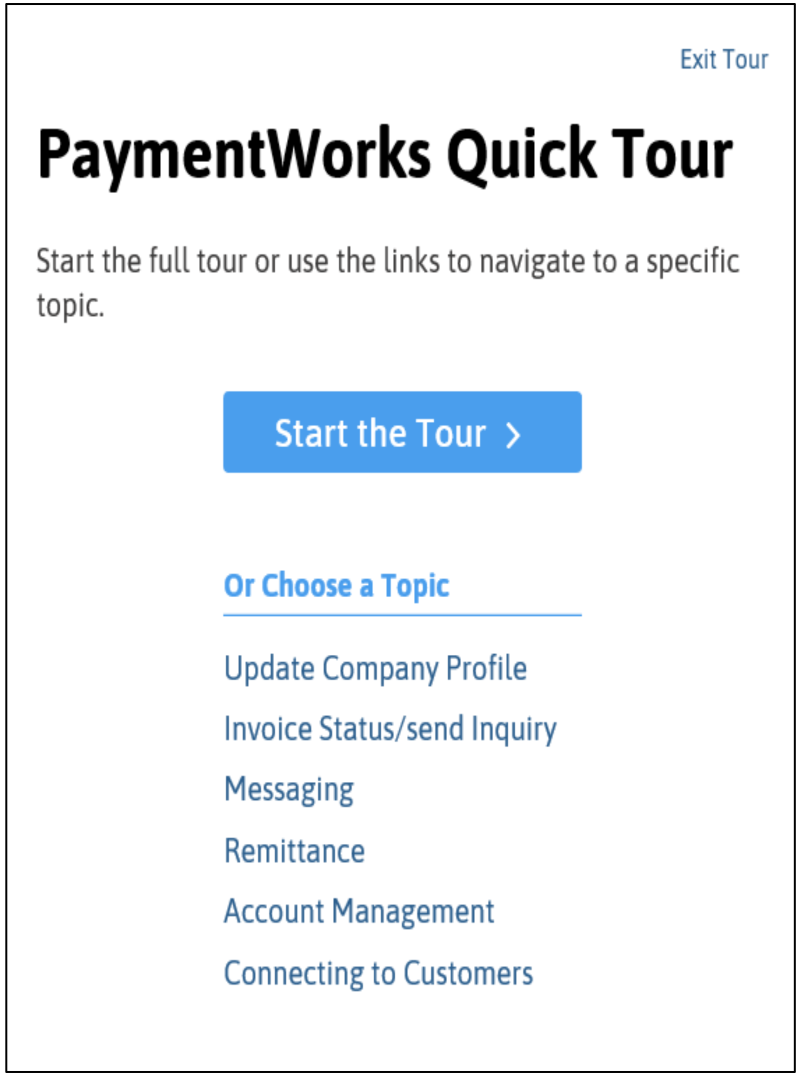
The vendor portal homepage contains six tabs:

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



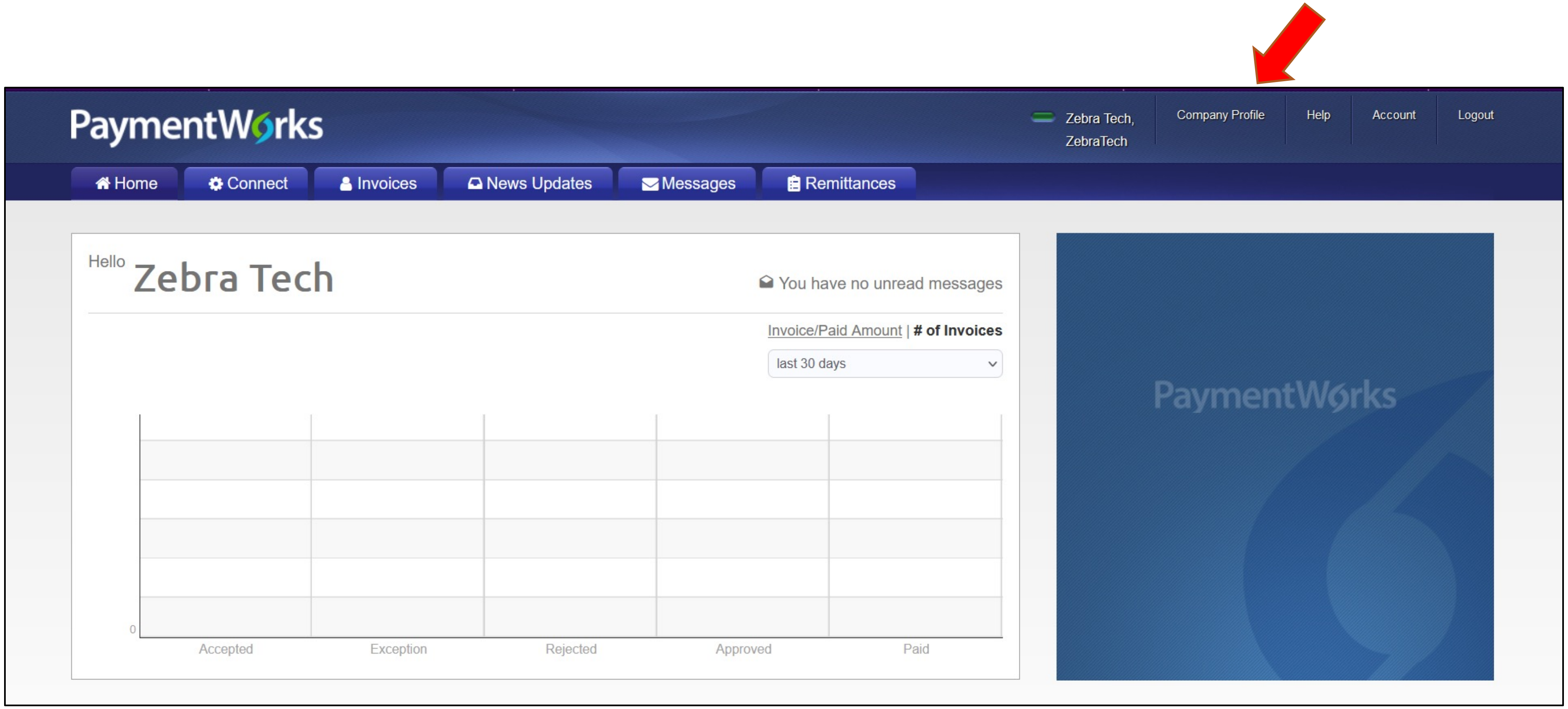
Vendor Portal

PaymentWorks will prompt you to a quick tour:



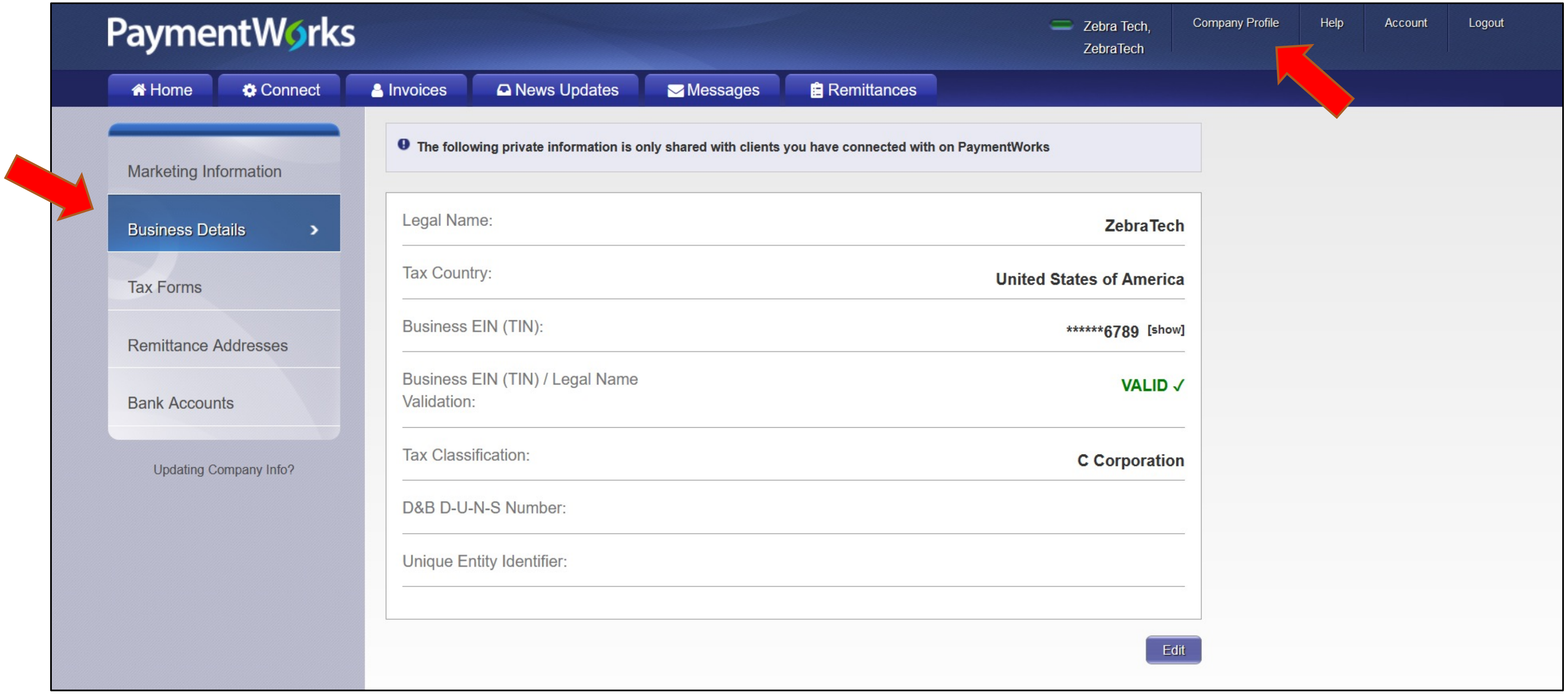
Company Profile

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



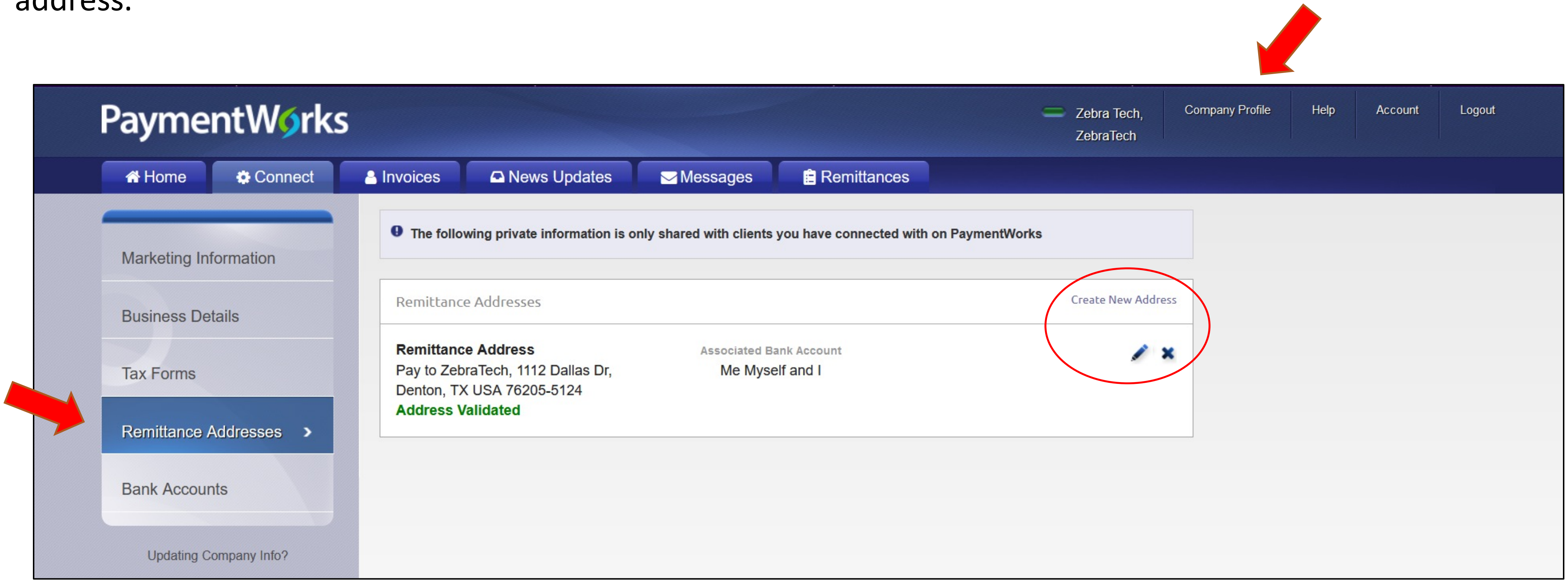
Company Profile

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



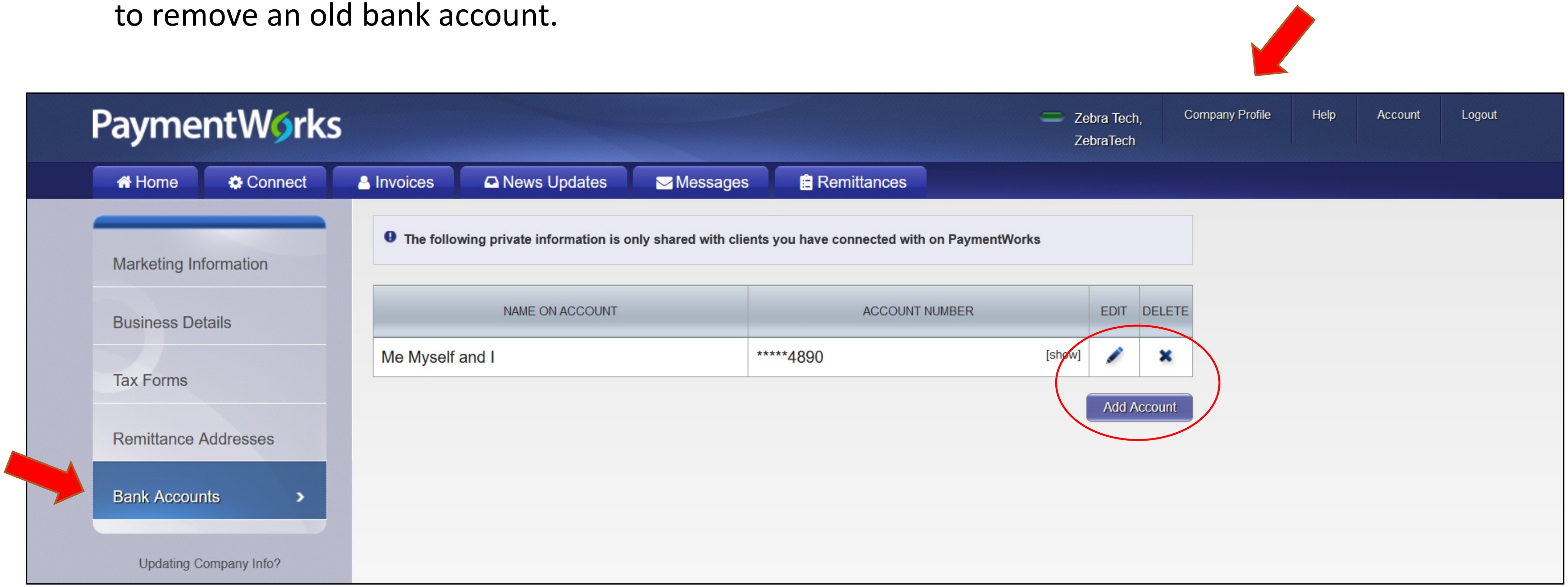
Company Profile

Under **Remittance Addresses**, you may update remittance addresses by clicking the **Create New Address** to create a new address, using the **pencil** icon to edit an existing address, or by clicking on the **x** to remove an old address.



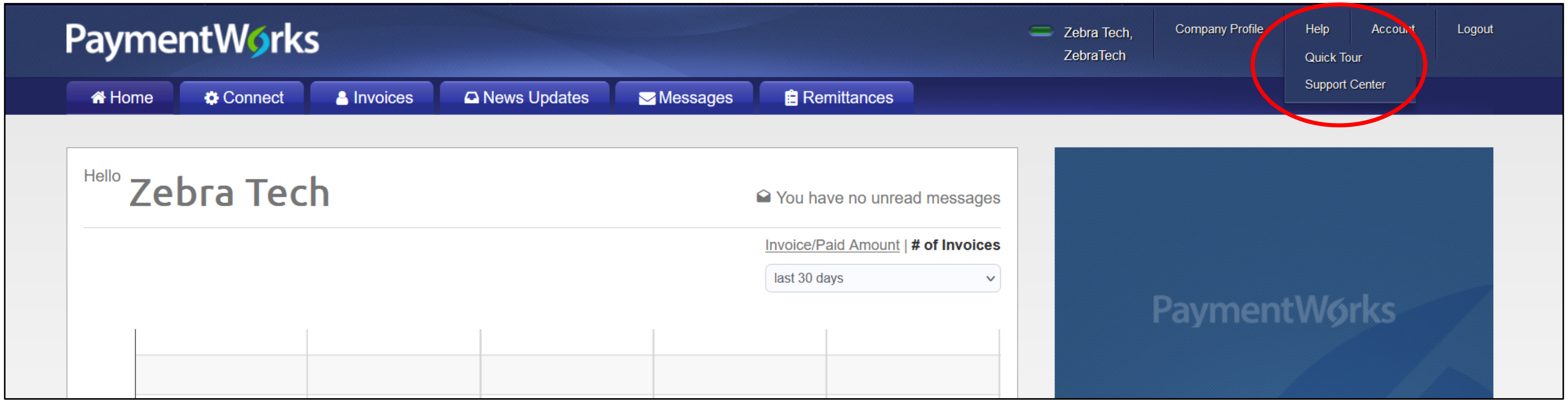
Company Profile

Under **Bank Accounts**, you may update banking information by clicking **Add Account** to add an additional bank account, using the **pencil** icon to edit an existing bank account, or by clicking on the **x** to remove an old bank account.



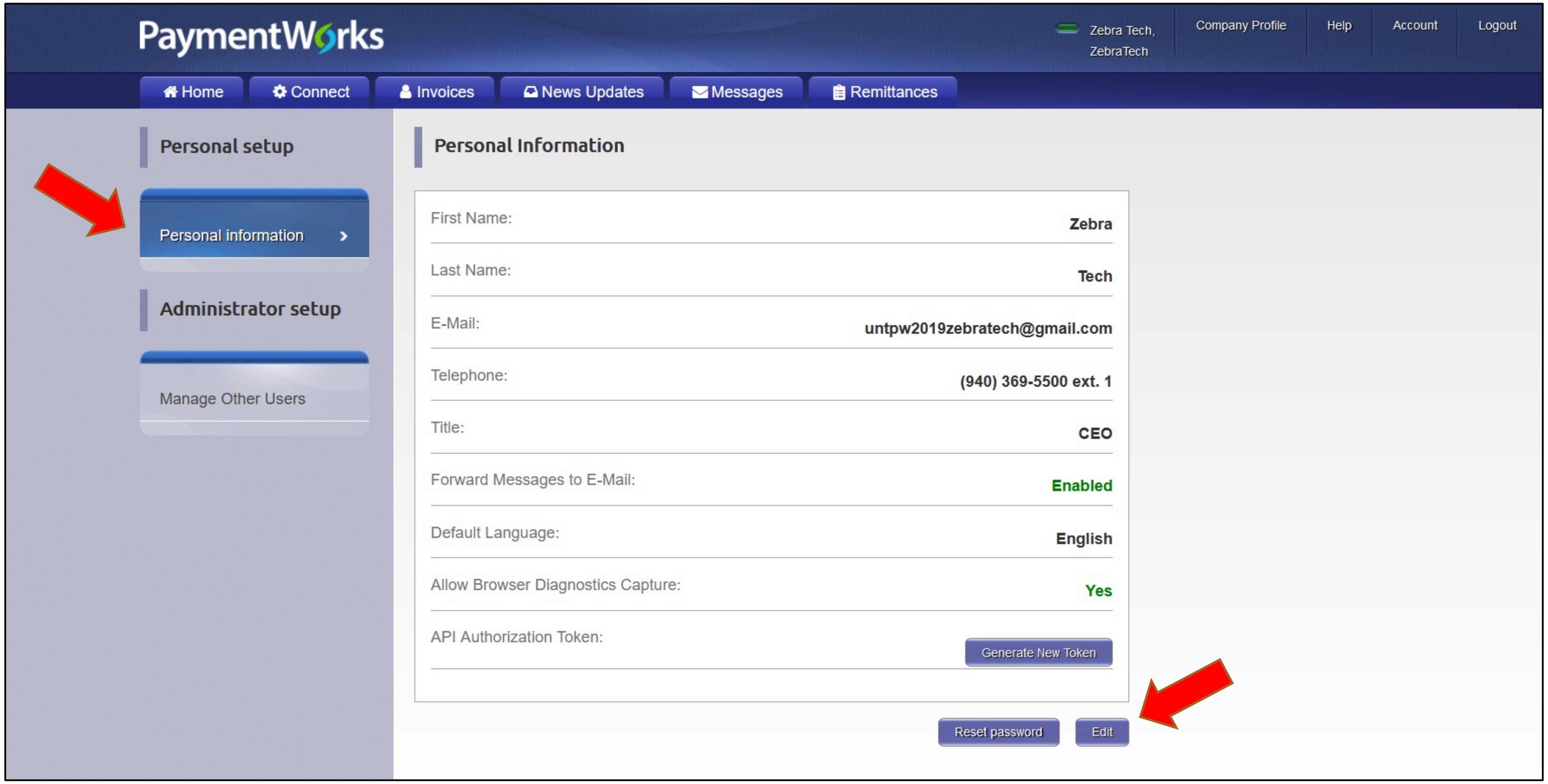
Quick Tour Help Link

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



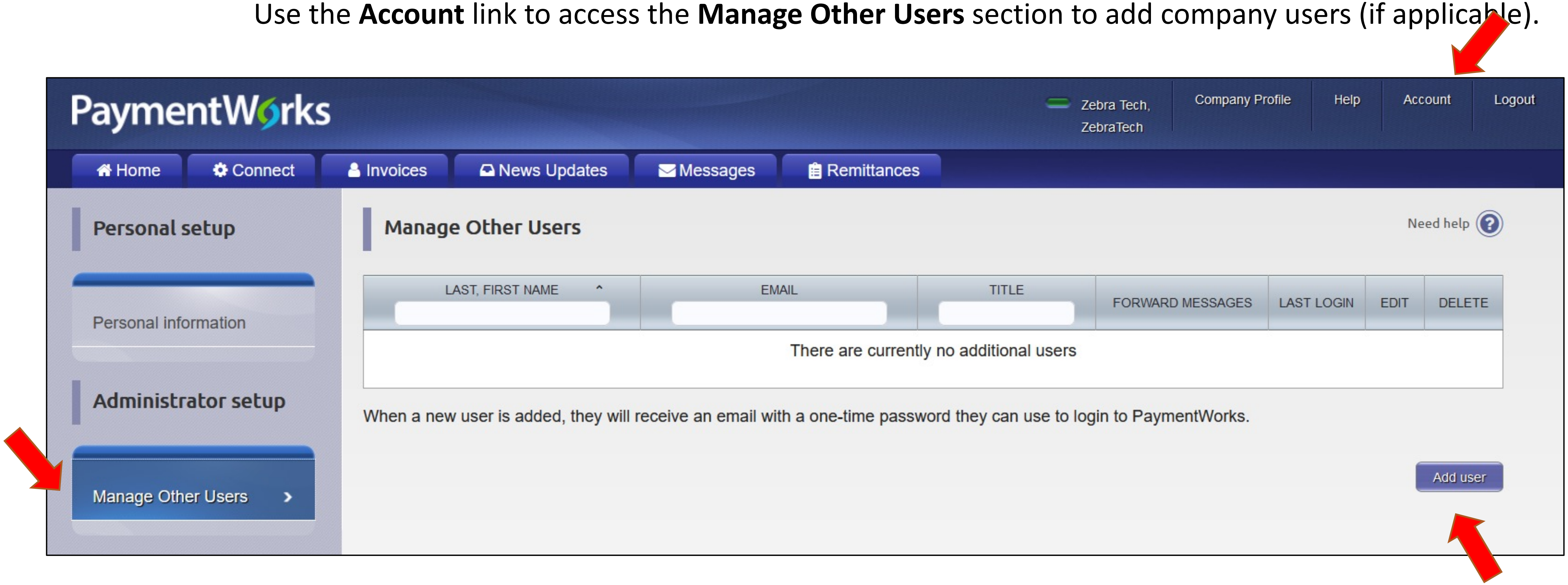
Account

Use the **Account** link to update personal setup information or reset your password.



Account

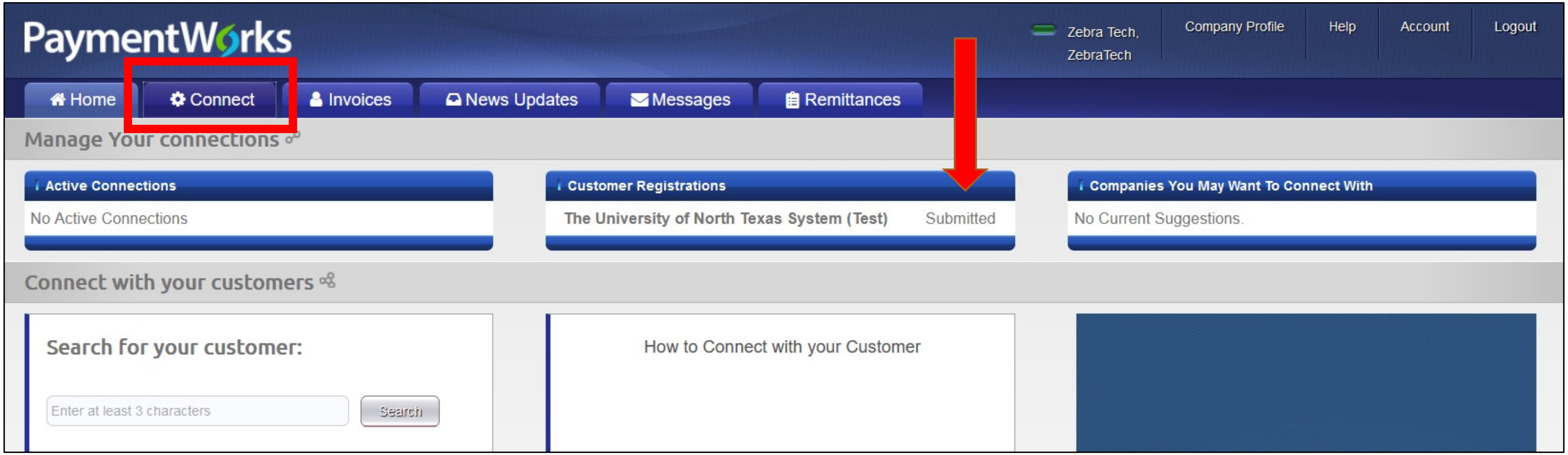
Use the **Account** link to access the **Manage Other Users** section to add company users (if applicable).



Checking the Status of your Registration

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

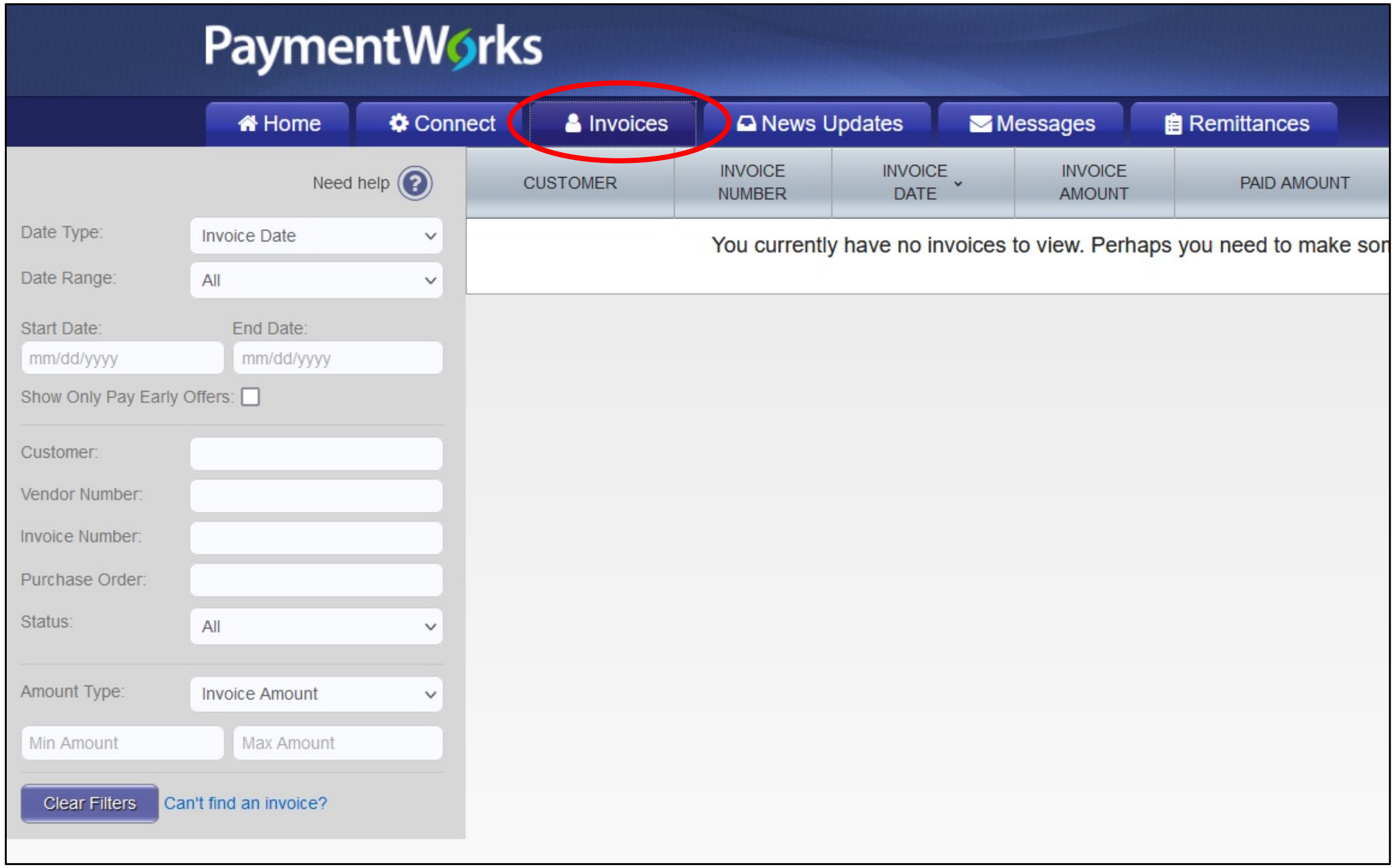
If the online registration is successfully completed, a **Complete** status under Customer Registrations section is noted. In the example below, the registration has been submitted by Zebra Tech, and is pending review and approval before a connection to UNTS is established.



Invoice Tab

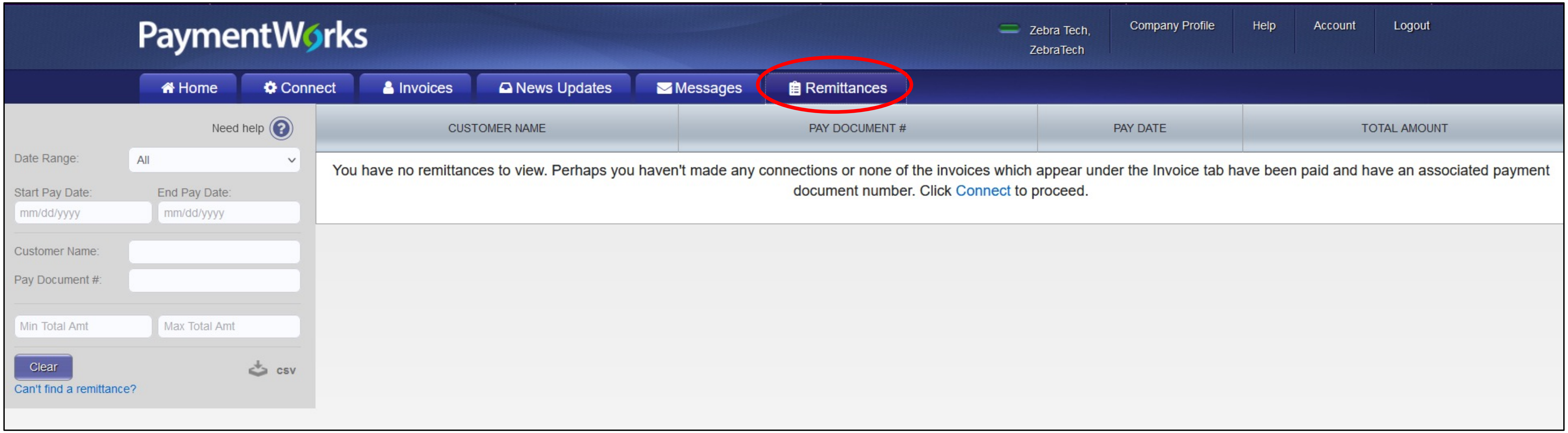
Vendors can view invoice payment information using the **Invoice** tab. Information such as:

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



Rimittance Tab

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



Tips & Tricks

- A PaymentWorks representative may contact youdirectly to verify banking information.
- The **ACH** (Direct Deposit) option is only for banks that are based in the United States.
- The **Wire Transfer** payment option is reserved to pay **foreign vendors** that do not bank in the United States.

Tips & Tricks cont.

- If you update your information, the system may require you to attach a new copy of your tax and banking documents, along with any certificates you may have (applies to Sole Proprietorships and Single-member LLCs).

- You may experience further delays or require additional clearances, if your Social Security number is flagged with a domestic or foreign **Financial Sanction** or **State vendor hold**.

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

Tips & Tricks cont.

- If you already have a PaymentWorks account, you must still complete the UNTS vendor registration that is emailed to you by a UNT representative. For more information on how to connect an existing account, please visit the PaymentWorks support article here: Connecting an Existing PaymentWorks Account

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