

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.

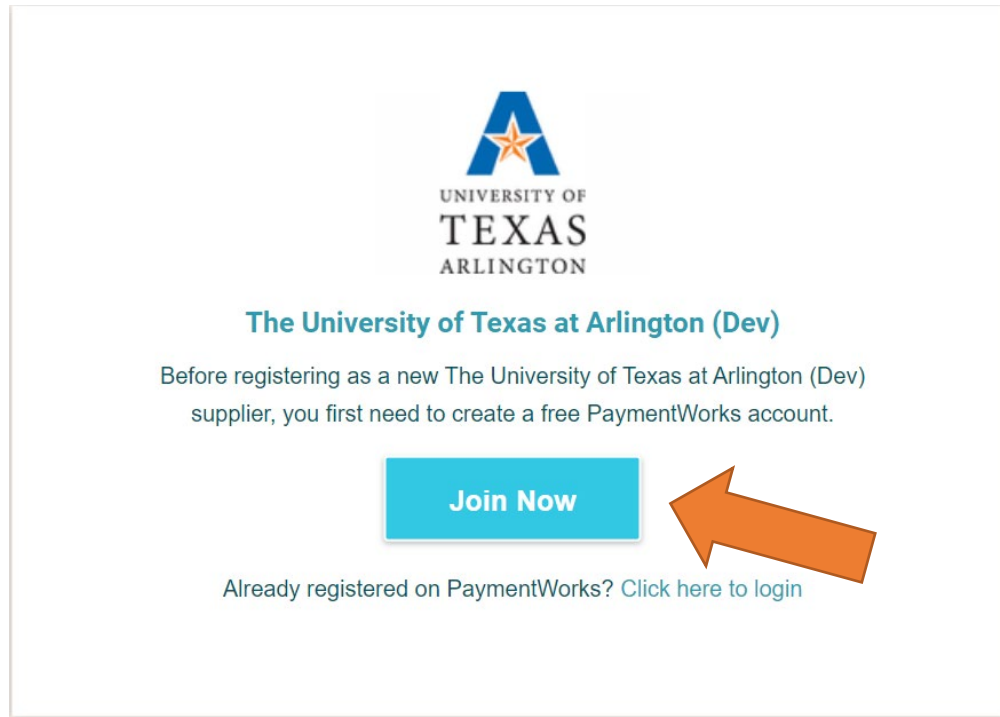
[IRS W-9 Form and Instructions](#)


[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.




UNIVERSITY OF
TEXAS
ARLINGTON

The University of Texas at Arlington (Dev)

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

[Join Now](#)

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

Vendor Registration in PaymentWorks

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

- 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*
United States

Street 1*
[Empty text box]

Street 2
[Empty text box]

City*
[Empty text box]


State*
Select a State

Zip / Postal Code*
[Empty text box]

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

Same as Primary Address

Country*
United States



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? *

Yes



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

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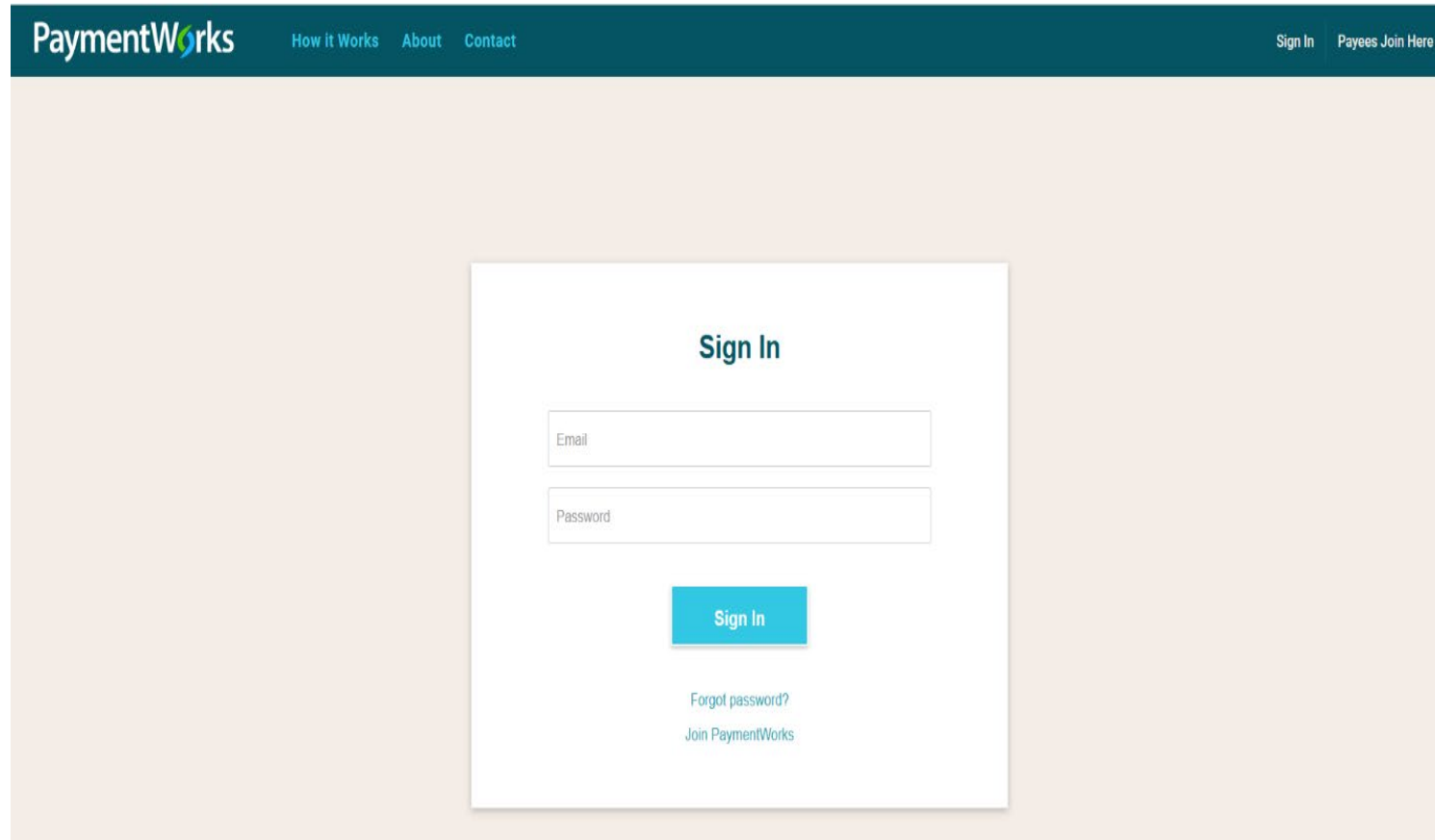
Your new vendor registration request has been approved by The University of Texas at Arlington (Dev).

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 screenshot shows the PaymentWorks website's sign-in interface. At the top, there is a dark teal header with the "PaymentWorks" logo on the left, navigation links "How It Works", "About", and "Contact" in the center, and "Sign In" and "Payees Join Here" on the right. The main content area has a light beige background. In the center, a white box contains the "Sign In" form. The form includes a title "Sign In", an "Email" input field, a "Password" input field, a blue "Sign In" button, and two links: "Forgot password?" and "Join PaymentWorks".

On your vendor portal homepage, notice six tabs: **Home**, **Connect**, **Invoices**, **News Updates**, **Messages** and **Remittances**.

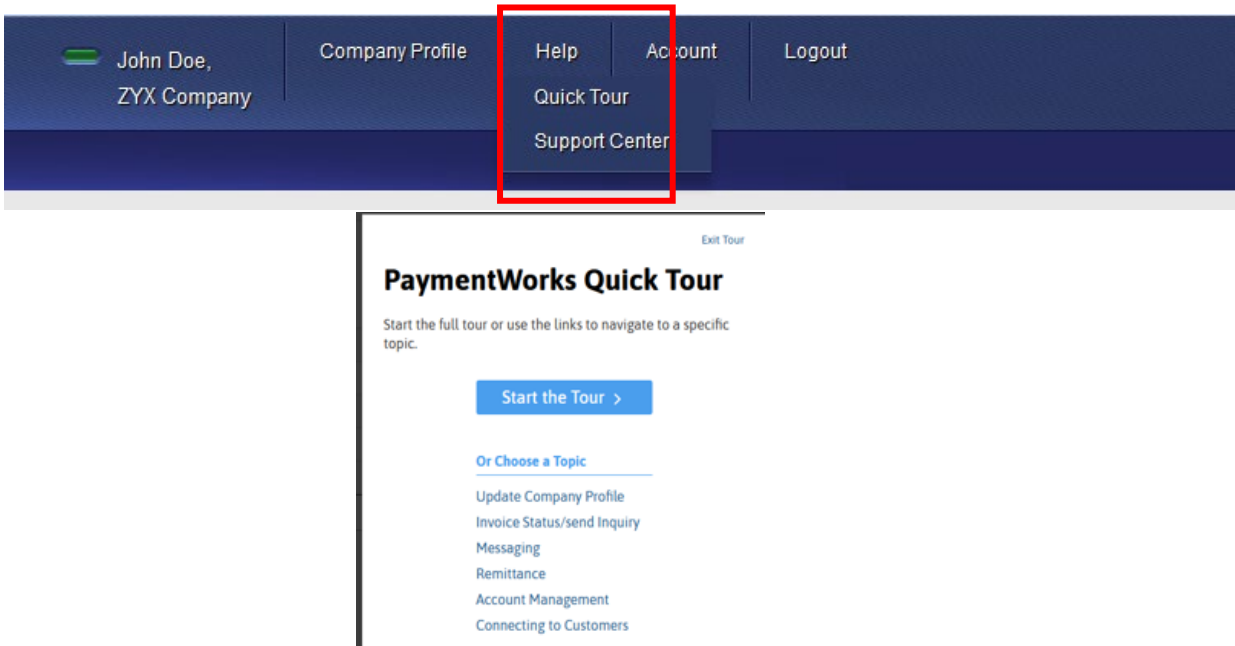
The screenshot shows the PaymentWorks vendor portal homepage. At the top left is the PaymentWorks logo. On the top right, there are links for 'UTA Test, TEst 1', 'Company Profile', 'Help', 'Account', and 'Logout'. Below this is a navigation bar with six tabs: 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. The main content area is split into two columns. The left column displays a greeting 'Hello UTA Test' and a message 'You have no unread messages'. Below this is a table with a header 'Invoice/Paid Amount | # of Invoices' and a dropdown menu set to 'last 30 days'. The table has five columns labeled 'Accepted', 'Exception', 'Rejected', 'Approved', and 'Paid', but it is currently empty. The right column features a large blue graphic with the PaymentWorks logo and a stylized arrow.

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 displays the PaymentWorks user interface. At the top left is the PaymentWorks logo. The top right navigation bar includes links for 'UTA Test, TEst 1', 'Company Profile' (highlighted with a red box), 'Help', 'Account', and 'Logout'. Below this is a secondary navigation bar with buttons for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. On the left side, there is a vertical menu with options: 'Marketing Information' (with a right-pointing arrow), 'Business Details', 'Tax Forms', 'Remittance Addresses', and 'Bank Accounts'. The main content area features a light blue header with an information icon and the text: 'The following public information is visible to all payers in the PaymentWorks network'. Below this is a form with the following fields: 'Company Name (DBA):' with the value 'TEst 1', 'Corporate Address:', 'Telephone:', 'Primary Account e-Mail:', 'Website URL:', and 'Business Description:'. An 'Edit' button is located at the bottom right of the form.

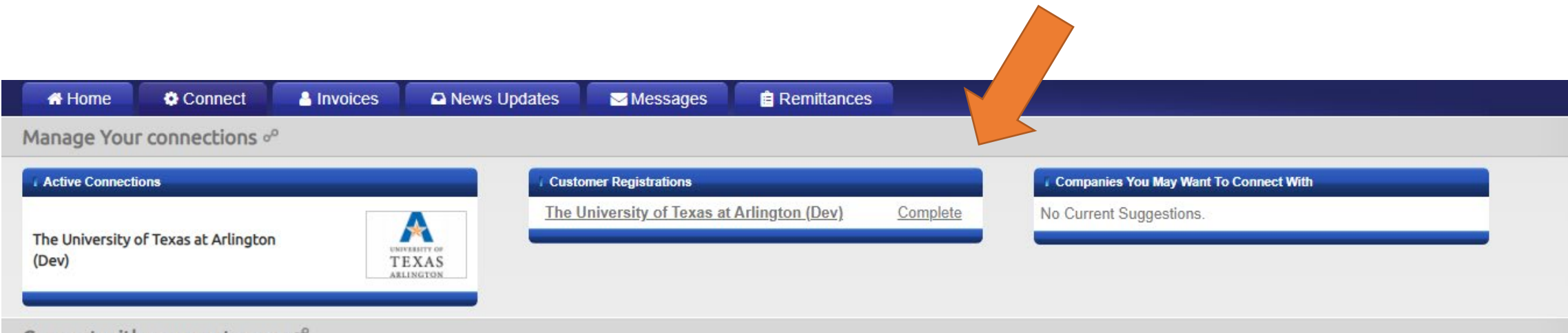
Quick Tour Help Link

- If at any point you would like to take a quick tour of the platform, click on the **Help** hyperlink located on upper right hand corner of page.



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

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

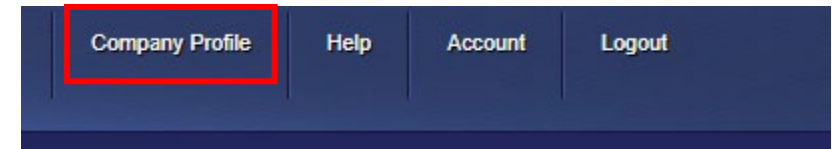


The screenshot displays a web application interface with a dark blue navigation bar at the top containing tabs for Home, Connect, Invoices, News Updates, Messages, and Remittances. Below the navigation bar is a section titled "Manage Your connections" with three sub-sections: "Active Connections", "Customer Registrations", and "Companies You May Want To Connect With". The "Active Connections" section shows "The University of Texas at Arlington (Dev)" with its logo. The "Customer Registrations" section shows "The University of Texas at Arlington (Dev)" with a "Complete" status. The "Companies You May Want To Connect With" section shows "No Current Suggestions." An orange arrow points to the "Connect" tab in the navigation bar.

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

The screenshot displays the vendor portal interface. At the top, a dark blue navigation bar contains several tabs: Home, Connect, Invoices (highlighted with a red box), News Updates, Messages, and Remittances. Below the navigation bar, a table header lists the following columns: CUSTOMER, INVOICE NUMBER, INVOICE DATE, INVOICE AMOUNT, PAID AMOUNT, PURCHASE ORDER, INVOICE STATUS, and SCHEDULED PAY DATE. The main content area is currently empty, displaying the message: "You currently have no invoices to view. Perhaps you need to make some connections with your customers. Click the [Connect](#) tab to proceed." On the left side, there is a "Filter Results" section with various search criteria: Date Type (set to Invoice Date), Date Range (set to All), Start Date and End Date (with mm/dd/yyyy format), Show Only Pay Early Offers (checkbox), Customer, Vendor Number, Invoice Number, Purchase Order, Status (set to All), and Amount Type (set to Invoice Amount). At the bottom of the filter section, there are "Clear Filters" and "Can't find an invoice?" buttons.

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



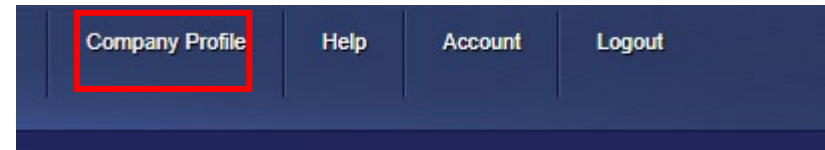
To add a new remittance address

A screenshot of a web application interface. On the left is a vertical sidebar with menu items: 'Marketing Information', 'Business Details', 'Tax Forms', 'Remittance Addresses' (highlighted in blue with a right-pointing arrow), and 'Bank Accounts'. The main content area has a light blue header with an information icon and the 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 on the right. A table contains one row with columns: 'Remittance Address', 'Associated Bank Account' (with value 'Test'), and 'Related Customers'. The 'Related Customers' column has two buttons: 'Share With Customers' (highlighted with a red border) and 'Related Customers'. To the right of the table are edit and delete icons (a pencil and an 'x'). A green message 'Address Validated' is at the bottom left of the table. Three orange arrows point to the 'Create New Address' link, the 'Share With Customers' button, and the edit icon.

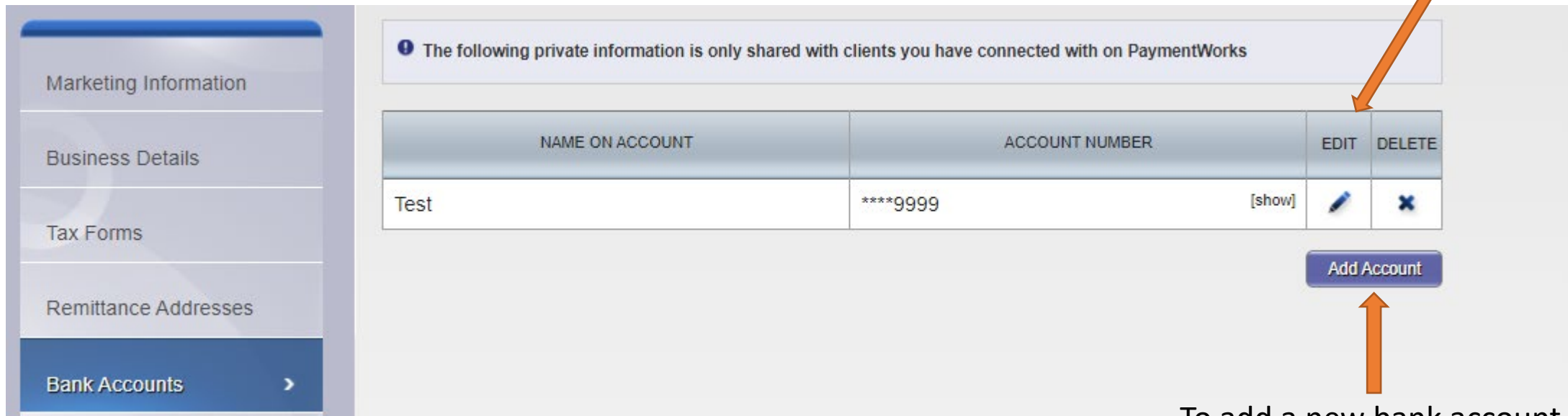
Share it with UTA

To edit an existing remittance address

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



To edit an existing bank account



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

Add Account

To add a new bank account

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

Associated Remittance Addresses:

Remittance Address

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

Company Profile Help **Account** Logout

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



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/>