PaymentWorks
Supplier Management System
Purchasing & General Services
Disbursement and Travel Services

PeoPeLSOfT
THE UNIVERSITY OF TEXAS AT EL PASO
Agenda

PaymentWorks Overview
Roles & Responsibilities
Policies & Procedures
Registration Invites
Features
Support
What is PaymentWorks?

• PaymentWorks is a Supplier onboarding and management system

This platform will:

• Provide Supplier support
• Mitigate the risk of payment fraud
• Ensure regulatory compliance
• Enable workflow
• Integrate with PeopleSoft
PaymentWorks Overview

PeopleSoft vs PaymentWorks

**PeopleSoft**
- UTEP System of Record
- Generates Supplier/Vendor ID
- Houses all Supplier information
- Processes Supplier payments

**PaymentWorks**
- Collects Supplier Information
- Validates Supplier information
- Allows Suppliers to create/maintain their own profile
- Allows Suppliers to check payment status
- Replaces Supplier Information Form (SIF)
PaymentWorks Overview

**Things to know:**

• PaymentWorks verifies Supplier identity such as:
  • Tax ID
  • Address
  • Sanction lists
  • Banking Information (U.S. entities only)

• Once registered, Suppliers will be able to update their information as needed and will also be able to monitor invoice payment status.

• New onboarding registrations and profile updates will route for approval.

*Suppliers must register with PaymentWorks and provide their business information in order to create a profile.*
PaymentWorks Overview

Workflows

• New Supplier registration:

Department Sends Registration Invite → Supplier Completes Registration Form → PaymentWorks verifies information → UTEP Reviews/Approves → Update PeopleSoft* → Update Miner Mall

• Registered Supplier Profile Update:

Supplier Updates Profile Information → PaymentWorks verifies information → UTEP Reviews/Approves → Update PeopleSoft* → Update Miner Mall

*Once available in PeopleSoft a notification will be received by the Supplier and Initiator.
Policies & Procedures

New Process

• Effective Monday, March 17, 2021, the Supplier Information Form will no longer be accepted.
• Registration invites for new suppliers must be initiated by campus users.
• New suppliers must register through PaymentWorks.
• Existing suppliers will use PaymentWorks to update business information.

How long will it take for a new supplier to be in PeopleSoft?

• Depending on the entity type, after the supplier registration has been approved, it may take approximately 72 hours for a supplier to be available in PeopleSoft.
How do I know if Suppliers need to be invited to PaymentWorks?

• **Check PeopleSoft to see if Supplier exists:**
  • If yes, continue your normal process
  • If supplier does not exist, go to PaymentWorks and send invitation. Supplier must complete registration before you can proceed with goods/services.

• **If Supplier exists in PeopleSoft but requires banking information/remit address change and has not completed PaymentWorks Registration:**
  • Go to PaymentWorks and send invitation. Supplier must complete registration before you can proceed with goods/services.
PaymentWorks Connected Status

PaymentWorks Supplier Review

• Suppliers listed in PaymentWorks are available to process goods/services.

• **Green Dot:** Supplier completed PaymentWorks registration. Invitation is not needed.

• **No Green Dot:** Department can continue business with Supplier but if at any point in time banking information/remittance address needs change, Supplier needs to be invited to PaymentWorks and complete registration.

![PaymentWorks Supplier Review Table]

Connected
Any supplier with a “connected” green dot has completed the registration and is available in PeopleSoft.
## Roles and Responsibilities

<table>
<thead>
<tr>
<th>Initiator</th>
<th>Supplier</th>
<th>Workflow Approvers</th>
</tr>
</thead>
</table>
| • Send Registration Invitations  
  Reminder:  
  • Invoices for Purchase Orders (POs) should be emailed to billing@utep.edu.  
  • Invoices related to Non-PO transactions require processing of a Non-PO Voucher. | • Complete registration  
• Update Profile Information (as needed)  
• View Invoice Payment History | • Review/approve registrations and profile changes |
Who should register for PaymentWorks?

Companies
- Financial Institutions
- Hotels
- Out-of-State Corporation
- Partnership
- Professional Association
- Professional Corporation
- Sole Owner
- Texas Corporation
- Texas Limited Partnership

Foreign Entities
- Foreign Companies
- Foreign Individuals

Individuals
- People providing goods/services to the University
- APS approved suppliers
- Students not attending UTEP (i.e. high school students)
- UTEP students not receiving an expense reimbursement

Students (Non-Employees)
- Participant Stipend Payments
- Student Government Association (SGA) Allocation
- CASS Payments
- SNOA Rejections
- P3 Refunds
- Students from other universities
Foreign Suppliers

Before initiating a supplier invitation to a foreign entity/foreign individual, please consider the following:

• Always obtain multiple quotes to compare and select the best value.
• Please ensure quotes are in U.S. Dollars.
• Your items ordered from outside the country may require a licensed broker and/or import fees that could result in additional costs.
• Foreign suppliers are subject to a 30% IRS withholding of their payment for a service they provide within the United States.
• Foreign suppliers will be required to complete Glacier for proper tax reporting.
• Foreign suppliers will be required to obtain an ITIN from the IRS if they do not have one.
Authorization for Personal Services

New steps:
• Step 1: APS must be fully approved to process payment.
• Step 2: Department sends PaymentWorks invite to individual.
• Step 3: Individual receiving payment must register through PaymentWorks.
• Step 4: Invoice must be included with other supporting documentation.

When should I use an APS Form?
• The Authorization for Personal Services (APS) form is used as a PO for paying individuals providing consulting or specialized services to the University.
• APS Form is required for payments of over $250.00.
• APS forms should not be used for Active Employees (Additional Pay form should be submitted for active employees).
Who should **not** register for PaymentWorks?

**Existing Employees**
- Active UTEP Employees

**Entity types such as:**
- State Agencies*
- Federal Agencies*
- Utilities*
- Universities*

**UTEP Students**
- See next slide for more information.

*This entity type will be invited by Purchasing Staff, for processing new/changes to these types of entities please contact vendorinquiries@utep.edu*
UTEP Student Reimbursement Process

UTEP Students will not register for PaymentWorks if they are receiving reimbursement for the following expenses:

- Travel Expenses (Coded as TR Student)
- Conference Expenses
- Food Expenses
- Supply Expenses
- Abstract Fee Expenses
- Research Expenses
- School Project Expenses
- Organization Expenses
- Membership Fee Expenses
- Exam Fee Expenses

Processing Student Reimbursements

- **For UTEP Student Employees**
  - Process expense report through PeopleSoft.

- **Students Non-Employees**
  - Submit a Student Reimbursement Form
  - Create expense report in PeopleSoft once 600# is provided.

Entertainment expenses will require a completed Entertainment Expense Form.
Always validate the remittance address

• When creating a Non-PO Voucher, if the correct remittance address cannot be matched on Supplier invoice:
  • If supplier has an established profile in PaymentWorks, contact the supplier and request to add/update the new remittance address on their profile.
  • If supplier does not have an established profile in PaymentWorks send a registration invitation.

What happens if remit address does not match invoice?

• Ultimately this may delay payment:
  • If correct remit address is in the system but was not selected, AP will return Non-PO Voucher to initiator.
PaymentWorks
PaymentWorks Features

Supplier Search

- Campus users can search for Supplier information:

![Supplier Information](image-url)

- Suppliers Tab

- Connected
  - Any supplier with a “connected” green dot has completed the registration and is available in PeopleSoft.
1. Access the PaymentWorks site and login using your UTEP credentials.
2. From the PaymentWorks home page, select the **Vendor Master Updates** option.
3. The page will display supplier registrations with their respective status. To continue, under the search options, select the **Send Invitation** button.
4. From the pop-up, enter the required fields (e.g. Company/Individual Name, Contact E-mail, Description of Goods and Services and etc.).

5. We encourage you to include a personalized message which will be displayed on the invite.

6. Once you validate the information entered is correct, select **Send**. The contact e-mail will receive the registration invite with further instructions. For a sample of the notification, click here.

**Please note:**
If the supplier does not take immediate action they will receive multiple reminders. After 28 days, if the supplier has failed to take action the reminders will stop but you will be able to resend the invitation manually. If needed, follow the **Resend Invitation** guide for instructions on resending invites.
PaymentWorks Features

**Status of Registration**

- Once registration is submitted, users can see the status of the registration. If completed, you will see the Supplier/Vendor #: 

![Registration Status & Progress Percentage](image-url)
Payment Status

• Payment status on open and paid invoices is available to campus users and to suppliers, this feature will enable suppliers to easily review progress of payment:

*If payment status is not available in PaymentWorks, the Non-Po voucher may still need to be created or the MM voucher has not been approved/processed.
# PaymentWorks Features

## Invoice Status

<table>
<thead>
<tr>
<th>Invoice Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted</td>
<td>Voucher has been submitted and/or approved by department.</td>
</tr>
<tr>
<td>Approved</td>
<td>Voucher has been approved by Accounts Payable or Contracts &amp; Grants Office.</td>
</tr>
<tr>
<td>Paid</td>
<td>Voucher payment has been processed for payment.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Voucher was closed by Accounts Payable.</td>
</tr>
</tbody>
</table>

*If payment status is not available in PaymentWorks, the Non-Po voucher may still need to be created or the MM voucher has not been approved/processed.*
What’s Next?

After an invitation is sent:

• The supplier will receive an e-mail invitation.

• Below is the reminder schedule to the supplier:
  • 1st reminder – 3 days
  • 2nd reminder – 7 days
  • 3rd reminder – 14 days
  • 4th reminder – 21 days
  • 5th reminder – 28 days

• If supplier does not taken action you can still resend the invitation; however, no reminders will be triggered.

Things to know:

• PaymentWorks does not allow multiple invitations to be sent to the same e-mail. If you attempt to send an invitation and you see an error, someone may have previously sent the invite.

• The initiator will receive an e-mail from PaymentWorks when the supplier registration is completed along with the Supplier/Vendor ID. You may proceed to issue a PO or Non-PO voucher at this time.

If the supplier does not register, you will be unable to issue a PO or Non-PO Voucher.
## Support

<table>
<thead>
<tr>
<th>Inquiry type</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New Supplier Status</td>
<td><a href="mailto:vendorinquiries@utep.edu">vendorinquiries@utep.edu</a></td>
</tr>
<tr>
<td>• Invoice/Payment status</td>
<td><a href="mailto:accountspayable@utep.edu">accountspayable@utep.edu</a></td>
</tr>
<tr>
<td>• Training related questions</td>
<td><a href="mailto:helpdesk@utep.edu">helpdesk@utep.edu</a></td>
</tr>
<tr>
<td>• Application related questions (e.g. login issues, page loading issues, form inquiries).</td>
<td>Contacting PaymentWorks Support</td>
</tr>
</tbody>
</table>

For more information and campus resources visit our [Resources](#) page.
Questions?
Thank you!