



# PaymentWorks

Supplier Management System

Purchasing & General Services  
Disbursement and Travel Services



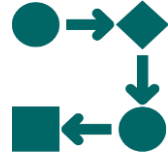
# Agenda



**PaymentWorks  
Overview**



**Roles &  
Responsibilities**



**Policies &  
Procedures**



**Registration  
Invites**



**Features**



**Support**



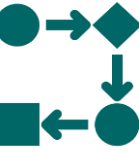
# PaymentWorks Overview

## 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.

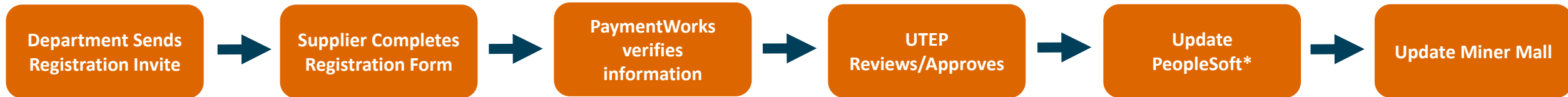
**Suppliers must register with PaymentWorks and provide their business information in order to create a profile.**



# PaymentWorks Overview

## Workflows

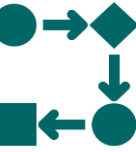
- **New Supplier registration:**



- **Registered Supplier Profile Update:**



\*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?

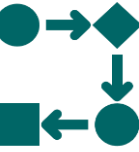
- Depending on the entity type, after the supplier registration has been approved, it may take approximately 72 hours for a supplier to be available in PeopleSoft.



# PaymentWorks Invitation

## 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.

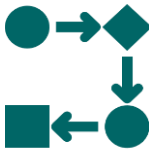
Need help ?											
Administration											
Suppliers											
Invoices											
Supplier Name											
Vendor Num											
Site Code											
Street											
City											
ST/PRV											
Zip Code											
Country											
Contact Email											
Connected											
Supplier Name:	<input type="text"/>	Burt's Bees	0000112264	UTEP-PV	1 Procter and Gamble Plz	Cincinnati	OH	45202-3315	US	UTEPPAYMENTWORKS+BURTSBEES@GMAIL.COM	●
Vendor Number:	<input type="text"/>	Cancion Montana	0000112269	UTEP-PV	Av. Benito Juárez 1124, Centro	MONTERREY	N.L.	64		TWORKS+HM	●
Site Code:	<input type="text"/>	Carlos Aguilar	0000112280	UTEP-PV	8838 Viscount Blvd Apt 2	El Paso	TX	79	58	TWORKS+CA@GMAIL.CO	●
City:	<input type="text"/>	CAROLYN GIBSON	0000000204	UTEP-PV	21 APPLE VALLEY DR	TIJERAS	NM	87	87	TWORKS+CA@GMAIL.CO	●
State:	State										
Zipcode:	<input type="text"/>										
Country:	<input type="text"/>										
Address Type:	Show All										

**Connected**  
Any supplier with a "connected" green dot has completed the registration and is available in PeopleSoft.



# Roles and Responsibilities

Initiator	Supplier	Workflow Approvers
<ul style="list-style-type: none"><li>Send Registration Invitations</li></ul> <p><b>Reminder:</b></p> <ul style="list-style-type: none"><li>Invoices for Purchase Orders (POs) should be emailed to <a href="mailto:billing@utep.edu">billing@utep.edu</a>.</li><li>Invoices related to Non-PO transactions require processing of a Non-PO Voucher.</li></ul>	<ul style="list-style-type: none"><li>Complete registration</li><li>Update Profile Information (as needed)</li><li>View Invoice Payment History</li></ul>	<ul style="list-style-type: none"><li>Review/approve registrations and profile changes</li></ul>



# 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

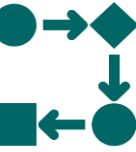
- Foreign Companies
- Foreign Individuals

## 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)

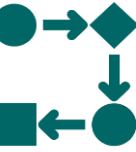
- Participant Stipend Payments
- Student Government Association (SGA) Allocation
- CASS Payments
- SNOA Rejections
- P3 Refunds
- Students from other universities



# 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.



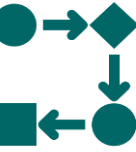
# Authorization for Personal Services

## 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

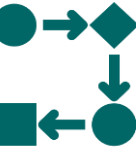
## Entity types such as:

- 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](mailto:vendorinquiries@utep.edu).



# UTEP Student Reimbursement Process

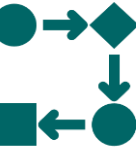
**UTEP Students will not register for PaymentWorks if they are receiving reimbursement for the following expenses:**

- 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.**



# Remittance Address

## 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:

The screenshot shows the 'Suppliers Tab' in the PaymentWorks application. A navigation bar at the top includes 'Home', 'Administration', 'Suppliers', and 'Invoices'. The 'Suppliers' tab is active. On the left, a 'Supplier Search Bar' contains several search criteria: Supplier Name, Vendor Number, Site Code, City, State, Zipcode, Country, Address Type, Contact Email, and a 'Connected' filter set to 'Connected Only'. A 'Clear' button is at the bottom of the search bar. The main area displays a table of suppliers with columns: SUPPLIER NAME, VENDOR NUM, SITE CODE, STREET, CITY, ST/PRV, ZIP CODE, COUNTRY, CONTACT EMAIL, and CONNECTED. A 'Supplier Information' callout points to the 'Cincinnati' city entry. A 'Connected' callout explains that a green dot in the 'CONNECTED' column indicates a supplier who has completed registration and is available in PeopleSoft. A 'Suppliers Tab' callout points to the 'Suppliers' navigation item.

SUPPLIER NAME	VENDOR NUM	SITE CODE	STREET	CITY	ST/PRV	ZIP CODE	COUNTRY	CONTACT EMAIL	CONNECTED
Burt's Bees	0000112264	UTEP-PV	1 Procter and Gamble Plz	Cincinnati	OH	45202-3315	US	UTEPPAYMENTWORKS+BURTSBEES@GMAIL.COM	●
Cancion Montana	0000112269	UTEP-PV	Av. Benito Juárez 1124, Centro	MONTERREY	N.L.	6		UTEPPAYMENTWORKS+HM	●
Carlos Aguilar	0000112280	UTEP-PV	8838 Viscount Blvd Apt 2	El Paso	TX	79		TWORKS+CA@GMAIL.CO	●
CAROLYN GIBSON	0000000204	UTEP-PV	21 APP DR		NM	8		TWORKS+CA@GMAIL.CO	●
CHRIS MARTIN	0000112283	UTEP-PV	1874 Joe Battle Blvd	El Paso	TX	79936-0962	US	UTEPPAYMENTWORKS+CM@GMAIL.COM	●
Dallas Willis	0000112295	UTEP-PV	568 5th St	Bethel Park	PA	15102	US	UTEPPAYMENTWORKS+DALLASWILLIS@GMAIL.COM	●
Darts Plus	0000112291	UTEP-PV	9658 E 900 Ave	Vandalia	IL	62471	US	UTEPPAYMENTWORKS+DARTSPLUS@GMAIL.COM	●



# Registration Invite

**1**

UTEP Single Sign On

The username format is "user" from your email address "user@domain.edu". Please do not enter your entire email address for the username.

Please login

User Name  Password

[Forgot password?](#)

**2**

Vendor Master Updates

**3**

	ONBOARD START	UPDATED	VENDOR NAME	INVITATION			
Filter Results:							
Vendor Name:	02/08/2021	02/19/2021	Flowers Inc	Opened			
Vendor #:	02/18/2021	02/18/2021	MISTER SAM ENTERTAINMENT	Clicked			
Contact E-Mail:							
Invitation Approval:	02/17/2021	02/17/2021	Anna's Embroidery	Clicked	Email Validated	Approved	<input type="checkbox"/>
Invitation Delivered:	02/12/2021	02/15/2021	SHI	Clicked	Email Validated	Approved	<input type="checkbox"/>
Account Created:	02/10/2021	02/14/2021	Apple	Clicked	Email Validated	Not Started	<input type="checkbox"/>
Registration Form:	02/12/2021	02/12/2021	VWR International	Clicked	Email Validated	Complete Vendor #: 0000043670	<input type="checkbox"/>
Source:	02/12/2021	02/12/2021	Emma Leger	Clicked	Email Validated	In Progress	<input type="checkbox"/>
Invitation Initiator:	02/12/2021	02/12/2021	Thomas Parker	Clicked	Email Validated	Submitted	<input type="checkbox"/>
	02/12/2021	02/12/2021	Mary Williams	Clicked	Email Validated	Submitted	<input type="checkbox"/>
	02/12/2021	02/12/2021	Logitech	Clicked	Email Validated	Submitted	<input type="checkbox"/>
	02/11/2021	02/11/2021	AG Company	Clicked	Email Validated	Complete Vendor #: 0000112296	<input type="checkbox"/>

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.



# Registration Invite Cont.

**Invite New Vendor**

Company/Individual Name:\*

Contact E-Mail:\*

Verify Contact E-Mail:\*

Description of Goods and Services:\* **4**

Initiator Department:\*

Initiator Phone Number:

Reason for Inviting this Supplier:\*  
- Choose One - ▾

Personalized Message: **5**

\*Required Field

**6**

- From the pop-up, enter the required fields (e.g. Company/Individual Name, Contact E-mail, Description of Goods and Services and etc.).
- We encourage you to include a **personalized message** which will be displayed on the invite.
- 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 #:

The screenshot displays the 'New Vendors' section of the PaymentWorks interface. A green box highlights the 'New Vendors' tab, and a purple box highlights the 'NEW VENDOR REGISTRATION' and '% COMPLETE' columns of the table. A purple arrow points from the 'NEW VENDOR REGISTRATION' column to a callout box on the right.

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
02/03/2021	02/03/2021	OneRepublic	Clicked	Email Validated	In Progress	<div style="width: 50%;"></div>
02/02/2021	02/02/2021	TEXAS ANALYST INC	Clicked	Email Validated	Complete Vendor #: 0000041237	<div style="width: 100%;"></div>
02/02/2021	02/02/2021	Nohema Fernandez	Clicked	Email Validated	Complete Vendor #: 0000100010	<div style="width: 100%;"></div>

**Registration Status & Progress Percentage**



# PaymentWorks Features

## 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:

SUPPLIER NAME	VENDOR NUMBER	SITE CODE	INVOICE NUMBER	DATE	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHEDULED PAY DATE	ACT PAY I
EL PASO COUNTRY CLUB	0000035591	UTEP 1	11/30/2019-Member 40064-2020	11/30/2020	USD \$96.20	USD \$96.20	2020160636	Paid	03/20/2020	03/20
GUSTAFSON, NICOLE	0000105776	UTEP 1	AP20210043 - 5	11/30/2020	USD \$675.00	USD \$0.00		Accepted	12/30/2020	
VERIZON WIRELESS SERVICES LLC	0000048180	UTEP 6	98677335	11/30/2020	USD \$79.98	USD \$0.00		Approved	12/01/2020	

Invoices Tab

Supplier Info

Invoice Number

Payment Status

\*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

Invoice Status	Explanation
Accepted	Voucher has been submitted and/or approved by department.
Approved	Voucher has been approved by Accounts Payable or Contracts & Grants Office.
Paid	Voucher payment has been processed for payment.
Rejected	Voucher was closed by Accounts Payable.

\*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



Inquiry type	Contact
<ul style="list-style-type: none"><li>• New Supplier Status</li></ul>	<a href="mailto:vendorinquiries@utep.edu">vendorinquiries@utep.edu</a>
<ul style="list-style-type: none"><li>• Invoice/Payment status</li></ul>	<a href="mailto:accountspayable@utep.edu">accountspayable@utep.edu</a>
<ul style="list-style-type: none"><li>• Training related questions</li></ul>	<a href="mailto:helpdesk@utep.edu">helpdesk@utep.edu</a>
<ul style="list-style-type: none"><li>• Application related questions (e.g. login issues, page loading issues, form inquiries).</li></ul>	<a href="#">Contacting PaymentWorks Support</a>

For more information and campus resources visit our [Resources](#) page.

# Questions?





**Thank you!**