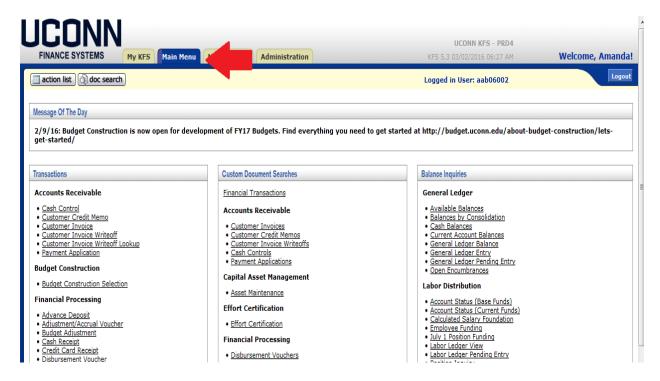
# University of Connecticut

PAYMENTWORKS MANUAL-NEW VENDORS-DEPARTMENTS

**ACCOUNTS PAYABLE** 

Version 1 March 14, 2016 Before sending a vendor the PaymentWorks link, perform a search in KFS to determine if the vendor already exists.

1. After logging into KFS, choose Main Menu



## 2. Under Lookup and Maintenance, choose Vendor

# Lookup and Maintenance

## Capital Asset Builder

Pre-Asset Tagging

## **Capital Asset Management**

- Asset
- Asset Fabrication
- Asset Global (Add)
- Asset Location Global
- Asset Payment
- Asset Retirement Global

#### **Chart of Accounts**

- Account
- Account Global
- Account Delegate
- Account Delegate Global
- Account Delegate Model
- Account Delegate Global From Model
- Object Code
- Object Code Global
- Organization
- Organization Review
- Project Code
- Sub-Account
- Sub-Object Code
- Sub-Object Code Global

## **Contracts & Grants**

- Award
- Proposal

## **Financial Processing**

• Disbursement Voucher Travel Company

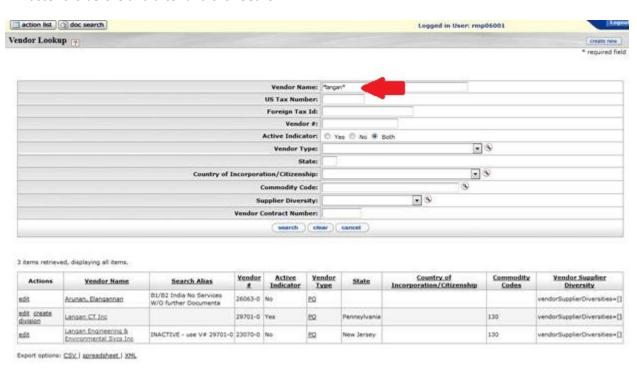
## Vendor

- Vendor
- Vendor Contracts

3. The most efficient way to search for a vendor is by using a US Taxpayer Identification Number (TIN). A TIN may be one of the following: A Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN), an Employer Identification Number (EIN) also known as a Federal Employer Identivation (FEIN). Enter the vendor's **US Tax Number** and click **Search**.

r Lookup —	
r Lookup 💡	create no
	* required
Vendor Name:	
US Tax Number:	
Foreign Tax Id:	
Vendor #:	
Active Indicator:	Yes No 🖲 Both
Vendor Type:	• 9
State:	
Country of Incorporation/Citizenship:	• •
Commodity Code:	9
Supplier Diversity:	<u> </u>
Vendor Contract Number:	
search clear	cancel

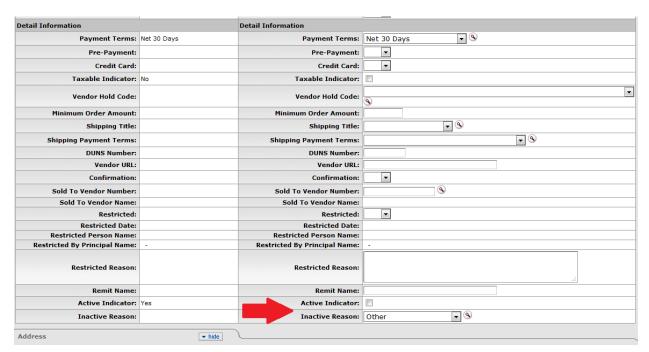
4. If you do not have a US TIN, you can search by name using the main name of the vendor with astericks before and after and click **Search**.



- 5. If the vendor name appears, do NOT refer them to PaymentWorks as a **New** vendor. Refer them to PaymentWorks as an **Existing** vendor.
- 6. If the vendor's name does not appear please be sure they are a US Citizen, Pernament Resident, or US Company and they have an account in a domestic bank. If the vendors tax ID country is outside of the US please contact the Tax & Compliance Office 860-486-1644 or <a href="http://tax.uconn.edu/">http://tax.uconn.edu/</a> for appropriate forms and advise on setting up a Foreign vendor.
- 7. If the vendor's name appears, but is listed as inactive, click **Edit** to create an edoc to activate the vendor.

	Vendor Na	ame:				
	US Tax Num	nber:				
	Foreign Ta	x Id:				
	Vendo	or #: 19545-0	19545-0			
	Active Indica	ator: O Yes O No O Bo	○ Yes ○ No ● Both			
	Vendor T	уре:	<b>.</b> 9			
	Si	tate:				
	Country of Incorporation/Citizens	ship:	<u> </u>			
	Commodity C	y Code:				
	rsity:	<u> </u>				
Vendor Contract Number:						
search clear cancel						
One item retrieved.						
Actions Vendor Name Search Alias #		State Cou	intry of Comm ion/Citizenship Cod	odity es <u>Vendor Supplier Diversity</u>		
edit Clay Furniture Industries V0000213640 19548		Connecticut	LEG	vendorSupplierDiversities= [Woman]		
Event estimate CSV I assendable to VMI			<u> </u>			

8. In the Detail section of the edoc, click the **Check box** for **Active Indicator.** 



- 9. Change the **Inactive Reason** to **Blank**.
- 10. Add a note indciating that you are activating the vendor.
- 11. Submit the edoc.
- 12. Send an email to <u>AP\_Vend\_Coord@uconn.edu</u> with the doc number asking to have the vendor reactivated.
- 13. Once the vendor e-doc is approved, you can send the vendor to PaymentWorks as an **Existing** vendor.

**A.** For **New** vendors, send them an email that includes the following information:

Thank you for agreeing to become a University of Connecticut vendor. Please use the below link to register as a new vendor using PaymentWorks, our vendor self portal. Before you begin the registration process, be sure to have the following information available:

- 1. A valid U.S. TIN is required to register via PaymentWorks and a PDF copy of your W9. (Please note, if you are being paid for a refund or reimbursement and do not want to provide your US TIN, you can register using our paper form, located at <a href="http://accountspayable.uconn.edu/account-payable-forms/">http://accountspayable.uconn.edu/account-payable-forms/</a>).
- 2. A PDF copy of a voided check or banking information, including the bank address. As part of the PaymentWorks registration process, you will be required to sign up for ACH/direct deposit using a U.S. bank.
- 3. Preferred browser: Chrome, Internet Explorer
- 4. To register go to: https://www.paymentworks.com/UConn/
- 5. For additional guidance: http://accountspayable.uconn.edu/
- **B.** For **Existing** UConn Vendors that are inquiring on invoices or need to update their company information, send them an email that includes the following information:

Thank you for agreeing to register your University of Connecticut vendor account with PaymentWorks. Please use the below link to register as an existing vendor using PaymnetWorks, our vendor self portal. Before you begin the registration process, be sure to have the following information available:

- 1. A valid US Tax ID Number (TIN) and a PDF copy of your W9.
- 2. Most recent invoice number and dollar amount
- 3. It is strongly encouraged to use ACH (Direct Deposit) method of payment, if you are not doing so currently you can now update your vendor profile on PaymentWorks! Pleasee have a PDF copy of a voided check or banking information, including the bank address ready for input.
- 4. To register go to: <a href="https://www.paymentworks.com/UConn/">https://www.paymentworks.com/UConn/</a>
- 5. For additional guidance: <a href="http://accountspayable.uconn.edu/">http://accountspayable.uconn.edu/</a>