Payment Works Internal Procedure Guide

1. You will receive a notification email in your UConn mailbox letting you know that a vendor has submitted a request via PaymentWorks

⊟ 5 (and Sof f ♥ = Payment Inquiry - Message (HTML)								
File M	Reply Reply Forward Reply Reply Forward Repl	Tell me what you want to do IRS/DRS G To Manager Amanda Baron Done Reply & Delete Create New Quick Steps	Move Tags	w Translate	Q Zoom Zoom				
To Warren,	Mon 8/29/2016 1:58 PM None@m.paymentworks.com on behalf of Willimantic Waste Paper Co Payment Inquiry •								
You forward Click here t payme 558 byt	ded this message on 8/29/2016 o download pictures. To help pi nt-inquiry.bt	231 PM. otect your privacy, Outlook prevented autom	atic download of some pictures in this message.			^ "			
Hello Please adv Thank you	ise why this invoice was r	ejected for payment.							
Do not rep You can re https://ww	ply to this message direct ply to this message by na w.paymentworks.com/app	ly. vigating to: v messaging/reply/2331/							

2. Log into PaymentWorks using your email address and password.

Paymentworks	Ho	w it works I'm a Payer	I'm a Payee Getting Sta	arted Supplier Enablement	About Us	Sign In
	Email:	apinquiries@ucon	n.edu			
	Password:					
	Forgot pass	vord Login or Je	oin PaymentWorks			

3. To check if there are messages that need a response, click on Messaging

Paym	entW∮rks	Sec. 1	AP Inquires AP Inquiries, Help Account University of Connecticut							
VIDEO N TUTORIAL	Setup and Manage Supplier Portal	VIDEO	Messaging							
VIDEO RA TUTORIAL	Vendor Master Updates	VIDEO	Dynamic Discounting							
Paymer	t Lookup Supplier Name: ූව		Search							

4. Unread emails will be highlighted in Bold text

PaymentW ø rks	Messaging	AP Inquiries AP Inquiries, Help University of Connecticut	Account Logout
A Home			
P Search	Supplier Inquiries		Need help 🔞
Inbox	、 C	Mark as Read	Mark as Unread
III.DOX	Select: All None		Newest
Sent		Willimantic Waste Paper Co, Inc.	Yesterday
Archives		Invoice number: 1895963	Yesterday
Trash		Payment Inquiry Invoice number: 2016-130	
		Milton C. Beebe & Sons, Inc Payment Inquiry Invoice number: APPLRE/901735/071116	Aug-18
		HB Communications Payment Inquiry Invoice number: 112113CE4	Aug-10

5. Click on the email to view the message

PaymentW o rks	Messaging	AP Inquires AP Inquiries, Help University of Connecticut	Account Logout
A Home 🗢 Messages			
2 Search	Supplier Inquiries		Need help
Inbox 3	TReturn to inbox		Reply
Sent	Date: 8/29/2016, 1:57:54 PM From: Will mantic Waste Paper Co. Inc.		
Archives	Subject Payment Inquiry		
Trash	Hello Please advise why this invoice was rejected for payment. Thank you.		Ţ
	Invoice #1895963 Details: Amount: 2020.65 Date: 2016-07-31 Status: REJCT Description: Cancelled		
			Reply

6. Click reply to respond to the email

PaymentW ørks	Messaging	AP Inquires AP Inquiries, University of Connecticut	Help Acco	unt Logout
A Home				
P Search	Supplier 0740			Need help 🕜
Inbox D	TReturn to inbox			Reply
Sent	Date: 8/29/2016, 1:57:54 PM From: Willimantic Waste Paper Co, Inc.			
Archives	Subject: Payment Inquiry			*
Trash	Please advise why this invoice was rejected for payme Thank you.	ent.		
	Invoice #1895963 Details: Amount: 2020.65 Date: 2016-07-31 Status: REJCT Description: Cancelled			
				Reply

7. Type the appropriate message to answer the vendor's question and click send

PaymentW ø rks	Messaging	AP Inguites, AP Inguites, Help Account Legout University of Connecticut
n Home e Messages		
Search	Supplier Inquiries	Need help
Inbox		Cancel Send
0.000	Date: 8/30/2016, 11:58:4	15 AM
Sent	To: Willimantic Waste	Paper Co, Inc.
oun	Subject: Re: Payment Inqui	iry
Archives	Attachment.	
Trash	> Hello > > Please advise why this invoice	was rejected for payment.
	Invoice #1895963 Details: Amount 2020.65 Date: 2016-07-31 Status: REJCT Description: Cancelled	
		Seed

8. To view a vendor's invoices on PaymentWorks, click Setup and Manage Supplier Portal

Payme	entW ørks	AP Inquires AP Inquiries, Help Account Logout University of Connecticut	
VIDEO C TUTORIAL	Setup and Manage Supplier Portal	VIDEO C	Messaging
VIDEO TUTORIAL	Vendor Master Updates	VIDEO TUTORIAL	Dynamic Discounting
Paymen	t Lookup Supplier Name: 🎤		Search

Note: if you are on the messaging screen, click the dropdown menu and choose Setup and Manage Supplier Portal

PaymentW ₉ rks	Set up and manage supplier portal	AP Inquires AP Inquiries, Help Account Logout University of Connecticut
Administration	ᆂ Suppliers 🖾 Invoices 👜 Remittances	
Welcome Page	Welcome Page PaymentWorks automatically creates a Welcome Page for your suppliers. You o join: www.paymentworks.com/UConn/	Need help 🕢
	UCONN	

9. Click on the Invoice tab



10. You have the option to search by Vendor Number, Supplier Name, Invoice Number or Purchase Order Number

PaymentWjrks Set up and manage supplier portal						-	AP Inquires A University of	AP Inquiries, He Connecticut	lp Acco	ount Logout
A Home	Administration	💵 Suppliers 🖾 Invo	oices 💧 🖄 R	emittances						
	Need help 🕜	SUPPLIER NAME	VENDOR NUMBER	INVOICE NUMBER	DATE 🔹	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHEDULEI PAY DATE
Date Type: Date Range:	Invoice Date	Swiss Laundry of Rockville Inc	16391	E28500	08/29/2016	USD \$22.00		114639	Accepted	09/11/2016
Start Date:	End Date:	Swiss Laundry of Rockville Inc	16391	61704	08/29/2016	USD \$89.41		117442	Accepted	09/11/2016
Vendor	۹	Swiss Laundry of Rockville Inc	16391	61703	08/29/2016	USD \$19.06		124074	Accepted	09/26/2016
Supplier Name:	۹	s and a standary of Rockville	16391	61702	08/29/2016	USD \$28.12		124060	Accepted	09/11/2016
Invoice Number: Purchase	م م	Swes Laundry of Rockville	16391	61701	08/29/2016	USD \$50.98		124075	Accepted	09/26/2016
Order: Ref Key:	۹	Swiss Laundry of Rockville Inc	16391	61694	08/29/2016	USD \$7.67		124063	Accepted	09/11/2016
Amount Type:	Invoice Amount •	Flow Tech Inc	15146	316-1122	08/29/2016	USD \$388.00		122595	Accepted	10/11/2016
Min Amount	Max Amount	Apple Inc	20169	4397783316	08/29/2016	USD \$1559.00		130240	Approved	09/26/2016
Status:	All	Hartford Painting Company LLC	15562	46-16	08/29/2016	USD \$876.00		128419	Accepted	09/26/2016
Clear		Hartford Painting Company	15562	45-16	08/29/2016	USD \$4152.00		128157	Accepted	09/26/2016
		Hartford Painting Company LLC	15562	44-16	08/29/2016	USD \$411.60		128153	Accepted	09/26/2016

11. Enter the information in the correct field and hit Enter to search. You will see all invoices that match your search criteria

Paym	PaymentWirks Set up and manage supplier portal				mentWorks Set up and manage supplier portal						AP Inquires / University of	AP Inquiries, He Connecticut	lp Aco	ount Logou
A Home	O Administration	L Suppliers da Inv	voices 🕍 F	Remittances										
	Need help	SUPPLIER NAME	VENDOR NUMBER	INVOICE NUMBER	DATE	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHEDULED PAY DATE				
Date Type: Date Range	Invoice Date *	Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00	USD \$99040.00	89372	Paid	06/28/2016				
Start Date: mm/dd/yyyy	End Date: mm/dd/yyyy	Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00		89372	Rejected	06/28/2016				
Vendor Number:		Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00		89372	Rejected	06/27/2016				
Supplier Name	edax	Edax Inc	12681	IN37619	09/15/2015	USD \$95040.00	USD \$95040.00	89372	Paid	09/24/2015				
Involce Number: Purchase	(P)	Edax Inc	12681	IN37618	09/15/2015	USD \$99040.00	USD \$99040.00	89372	Paid	09/24/2015				
Order: Ref Key:		Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00		89372	Accepted	10/15/2015				
Amount Type	Invoice Amount	Edax Inc	12681	IN37387	08/13/2015	USD \$24760.00	USD \$24760.00	89372	Paid	05/28/2016				
Min Amount Status	All	Edax Inc	12681	IN37387	08/13/2015	USD \$24760.00		89372	Rejected	06/27/2016				
Diane		Edax Inc	12681	IN37387	08/13/2015	USD \$24760.00		89372	Rejected	06/22/2015				
		Edax Inc	12681	IN37389	08/13/2015	USD \$23760.00	USD \$23760.00	89372	Paid	09/12/2015				
		Edax Inc	12681	IN37388	08/13/2015	USD \$24760.00	USD \$24760.00	89372	Paid	09/12/2015				

12. To view the details of a particular invoice, click on the appropriate line

Paym	entWørk	Set up and	manage supplier por	tal 🔻		-	AP Inquires University of	AP Inquiries, He Connecticut	lp Acc	ount Logout
A Home	Administration	L Suppliers	Invoices 💧 🖞	Remittances						
	Need help 🔞	SUPPLIER NAME	VENDOR NUMBER	INVOICE NUMBER	DATE -	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHEDULEL PAY DATE
Date Type:	Invoice Date •						1			close 1
Date Range:	All	Edax Inc (12681)							
Start Date: mm/dd/yyyy	End Date: mm/dd/yyyy	Invoice # IN37617	Date 09/15/2015	Invoice Amor \$99040.00	unt USD	Actual Paid Amo \$99040.00	ount USD F	Purchase Order 8937	2 Ref Key	3377628
Vendor Number:	٩.	STATUS PAID	Scheduled Pay Date 06/28/2016	Actual Pay D	ate 08/25/201	6Pay Document #	12027	Status Code EXTR		
Supplier Name:	edax									
Invoice Number:	٩									
Purchase Order:	م)	Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00		89372	Rejected	06/28/2016
Ref Key:	<u>م</u>	Edax Inc	12681	IN37617	09/15/2015	USD		89372	Rejected	06/27/2016

13. To close the invoice detail information, click Close in the upper right corner

Paym	entW ø rk	S Set up a	and manage suppl	ier portal 🔻			AP Inquir University	es AP Inquiries, of Connecticut	Help	Account	Logout
A Home	Administration	L Suppliers	🗠 Invoices	Remittances							
	Need help	SUPPLIER NAME	VENDO NUMBE	R INVOICE NUMBER	DATE •	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHED PAY D	ULED ATE
Date Type:	Invoice Date	-day las (1200)	1)							d	ose 🗙
Date Range:	All	:dax Inc (1268)	0						C.		
Start Date: mm/dd/yyyy	End Date: mm/dd/yyyy	1voice # IN37617	Date 09/15/2015	Invoice Amot \$99040.00	unt USD	Actual Paid Amo \$99040.00	unt USD F	Purchase Order 89372	Ref Key	3377628	
Vendor Number:	۹	TATUS PAID	Scheduled Pay Date 06/28/2016	Actual Pay D	ate 08/25/20	016 Pay Document #	12027 5	Status Code EXTR			
Supplier Name:	edax	escription Paid									-

14. To view vendor information, click the Supplier tab



15. You have the option to search by Supplier (vendor) name or Vendor Number

PaymentWorks Set up and manage supplier portal AP Inquires AP Inquiries, University of Connecticut											
A Home	Administrat	tion 🚨 Suppliers	🖆 Invoice	es 🖞	Remittances						
	Need help 🕜	SUPPLIER NAME	VENDOR NUM	SITE CODE	STREET	CITY	ST/ PRV	ZIP CODE	COUNTRY	CONTACT EMAIL	
Supplier Name: Vendor Number:	م م	lin Holdings LLC	33026	0	DBA Crown Plaza Cromwell 100 Berlin Road	Cromwell	ст	06416	US	kkapustinski@innerci rclehotels.com	
Site Code:	۶	1015 Bridgeport Ave Section 1 & 1A LLC	29972	0	DBA Fastsigns 1015 Bridgeport Avenue	Milford	СТ	06460	US	536@fastsigns.com	
City: State:	State	1022 Shady Grove LLC	25754	0	DBA Embassy Suites Memphis 1022 S. Shady Grove	Memphis	TN	38120	US	teleshia.wright@hilto n.com	
Country:	م ٩	1070 Hotel LLC	22175	0	DBA Bridgeport Holiday Inn 1070 Main Street	Bridgeport	СТ	06604	US	vmendez@hibridgep ort.com	
Contact Email: Connected:	Show All	10X Genomics Inc	33908	0	7068 Koll Center Prkwy Suite 401	Pleasanton	CA	94566	US	customerservice@10 xgenomics.com	
Clear		1101 K Street Corp	34773	0	Brasserie Beck 1101 K Street NW	Washingto n	DC	20005	US	julie@beckdc.com	
					DRA Aloft Harlom						

16. You will see the vendors that match your search criteria

Payr	PaymentWorks Set up and manage supplier portal AP Inquires AP Inquires, Help Account Logou University of Connecticut										
A Hom	e 🗢 Administ	ration 🕹 Suppliers	🖆 Invoice	es 🗎	Remittances						
	Need help 🔞	SUPPLIER NAME .	VENDOR NUM	SITE CODE	STREET	CITY	ST/ PRV	ZIP CODE	COUNTRY	CONTACT EMAIL	CONNECTED
Supplier Name:	Edax	Edax Inc	12681	0	Dept 51597200	Newark	NJ	07191	US	terri.medrzecki@ame	
Vendor Number:	٩);			PO B0X 16516		-	-		Lek.com	
Site Code:	٩.										
City:	۶										
State:	State •										
Zipcode:	P										
Country:	٩										
Contact	2										

17. To view remittances, click the Remittances tab

PaymentW ø rks	Set up and manage supplier portal	AP Inquires AP Inquiries, Help Account Logout University of Connecticut
Administration	🗴 Suppliers 🖾 Invoices 🗎 Remittances	
	Welcome Page	Need help
Welcome Page	PaymentWorks automatically creates a Welcome Page for your supplie join: www.paymentworks.com/UConn/	ers. You can direct them to go to this page to

18. You can search by Date Range, Start Pay Date, End Pay Date, Supplier (vendor) name, Pay Document# (check or ACH#) Min Total Amt or Max Total Amt

Paym	entW o rk:	Set up and manage supplier portal	AP Inquires AP Inquiries, Help Account University of Connecticut				
A Home	Administration	L Suppliers 🖾 Invoices 😫 Remittances					
	Need help 🔞	SUPPLIER NAME	PAY DOCUMENT#	PAY DATE -	TOTAL AMOUNT		
Date Range:	All 💌	Meltwater News US Inc	169075	169075 2016-08-29			
Start Pay Date: mm/dd/www	End Pay Date:	Connecticut Ctr for Advanced Tech Inc	169076	USD \$8625.0			
		n A	1075078	1075078 2016-08-29			
Supplier Name:	Р Р	The Cbord Group Inc	169077	2016-08-29	USD \$83541.4		
#:		Allpoints Foodservice Parts & Supplies	169078	2016-08-29	USD \$280.1		
Min Total Amt	nt Max Total Amt	Felice, Thomas J	1075094	2016-08-29	USD \$223.7		
		Leadership Greater Hartford	1075126	USD \$1950.0			
Clear	🕹 csv	USA Hauling & Recycling	1075013	3 2016-08-29			
		Boston College	1075051	2016-08-29	USD \$400.0		
		IPC Lydon LLC	1075079	2016-08-29	USD \$40801.1		
		Tufts Ambulatory Service	1075052	2016-08-29	1150 \$750 0		

19. To view a specific payment, click on the appropriate line. This will show you the invoice date, invoice number, purchase order and paid amount

nd manao	age supplier portal Via inquires a inquires, University of Connecticut close X								
invc ک	INVOICE DATE -	INVOICE #	PURCHASE ORDER	PAID AMOUNT					
SL	2015-08-13	IN37387	89372	USD \$24760.00	т				
			12028	2016-08-25					
			12027	2016-08-25					
			11025	2015-10-02					