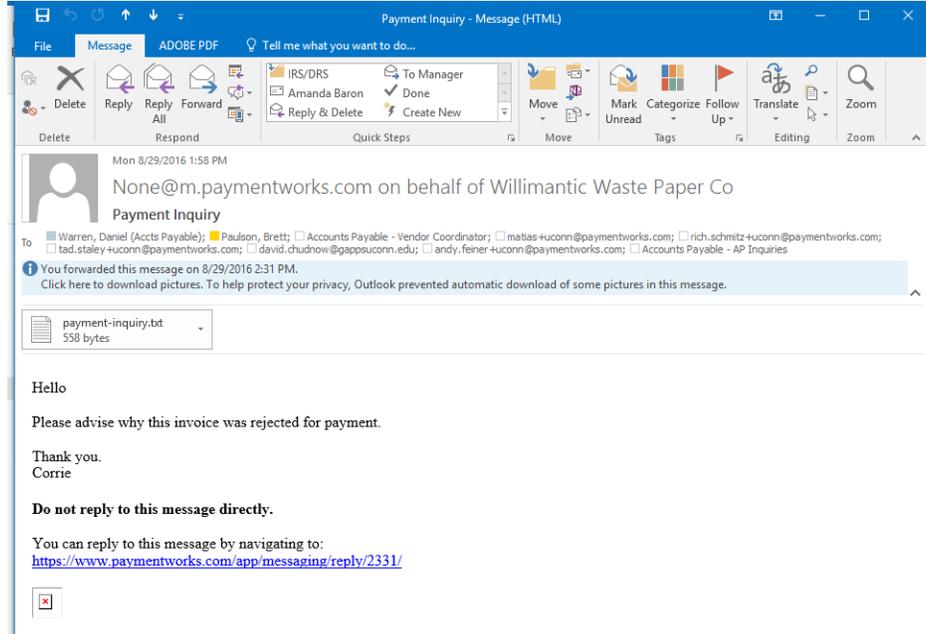
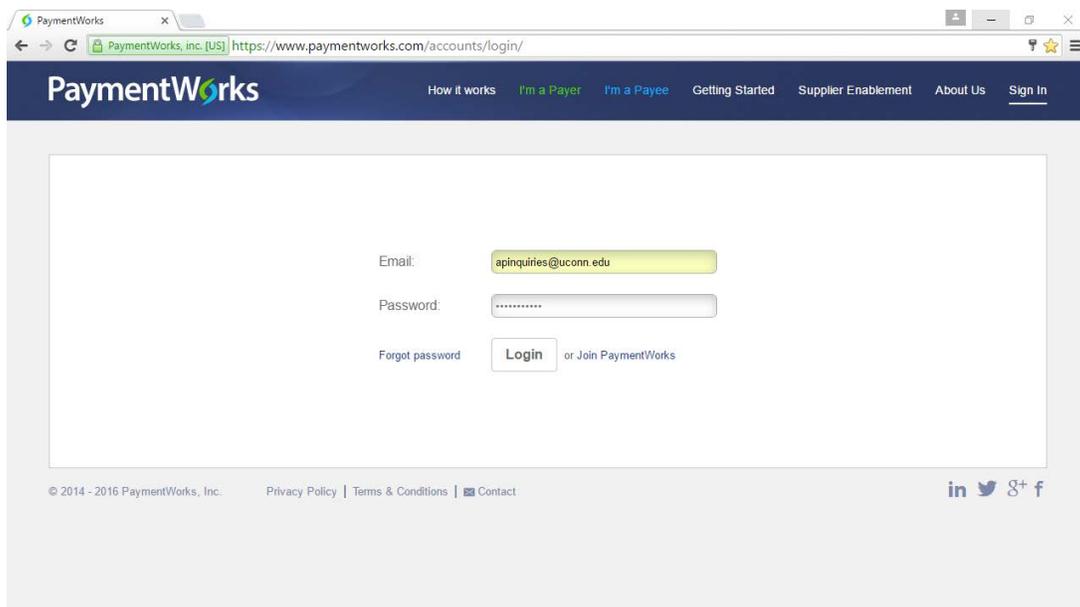


Payment Works Internal Procedure Guide

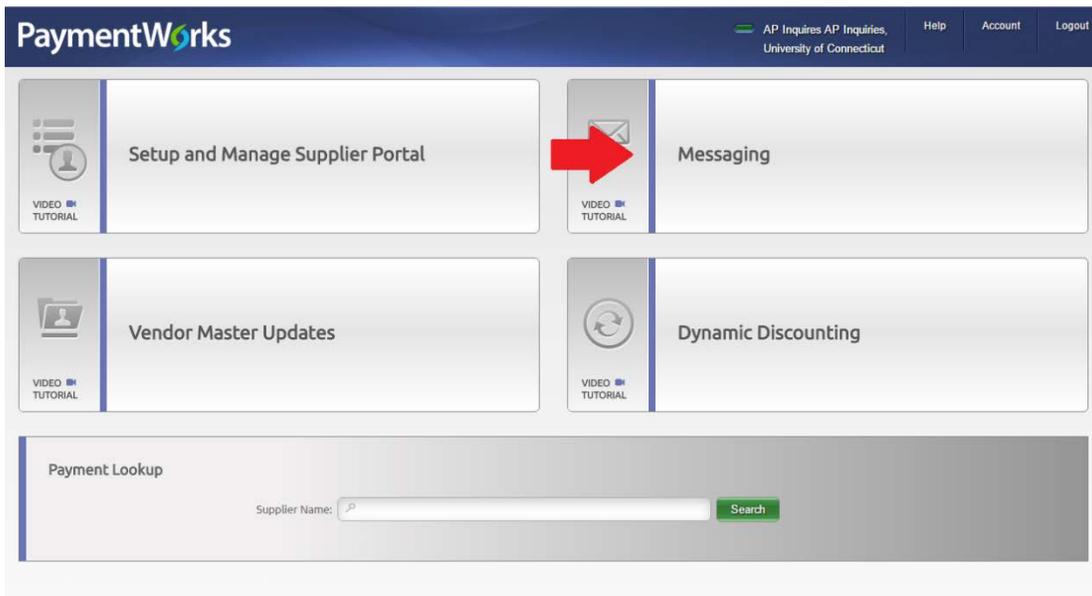
1. You will receive a notification email in your UConn mailbox letting you know that a vendor has submitted a request via PaymentWorks



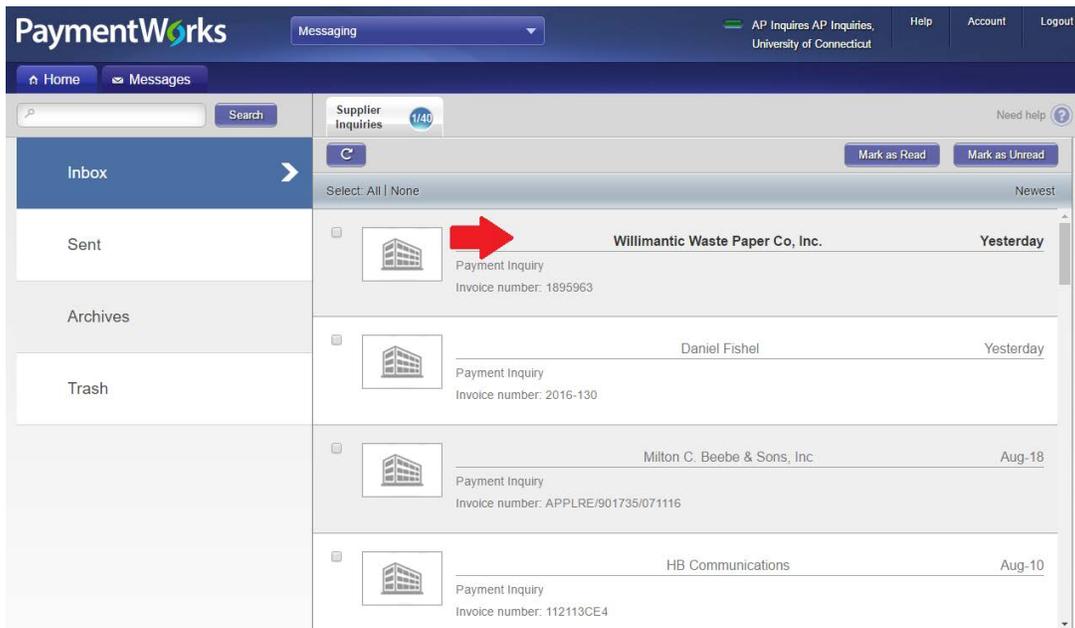
2. Log into PaymentWorks using your email address and password.



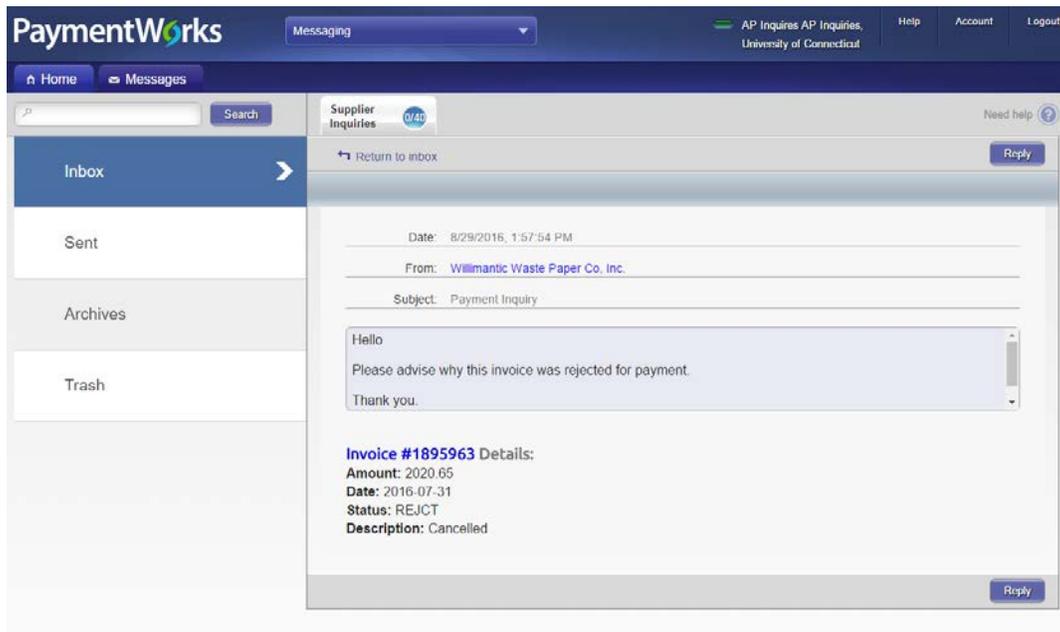
- To check if there are messages that need a response, click on Messaging



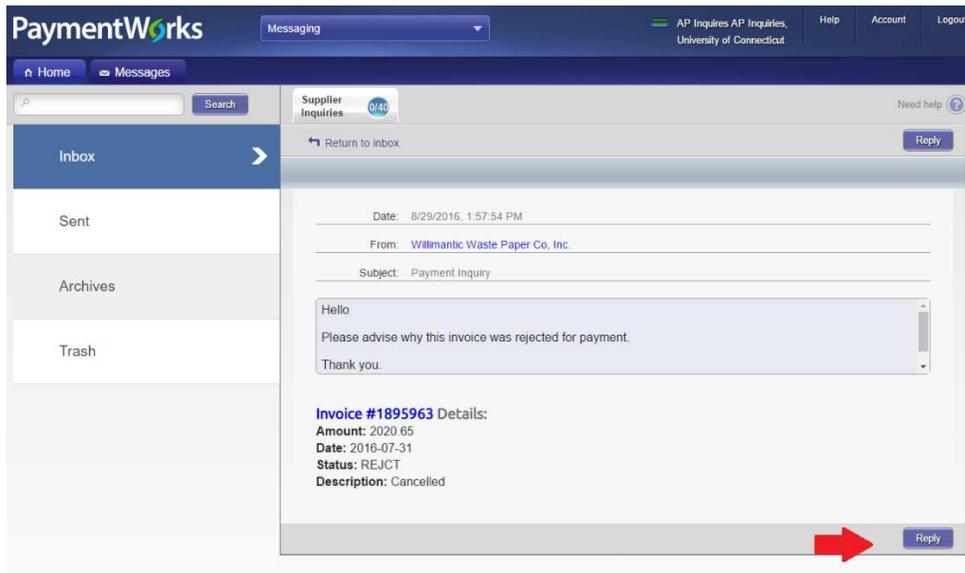
- Unread emails will be highlighted in Bold text



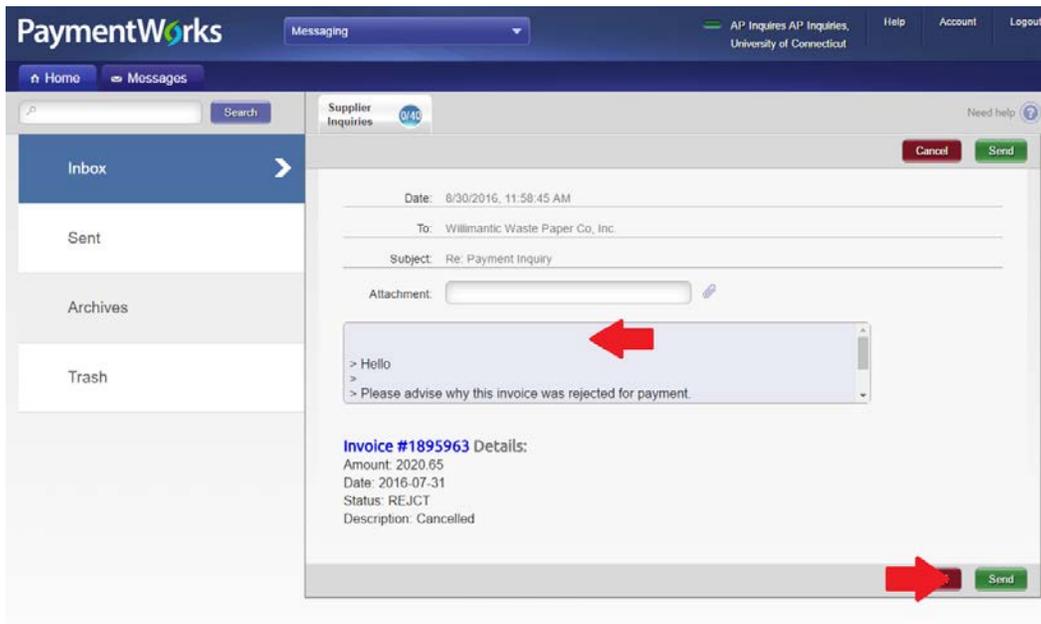
5. Click on the email to view the message



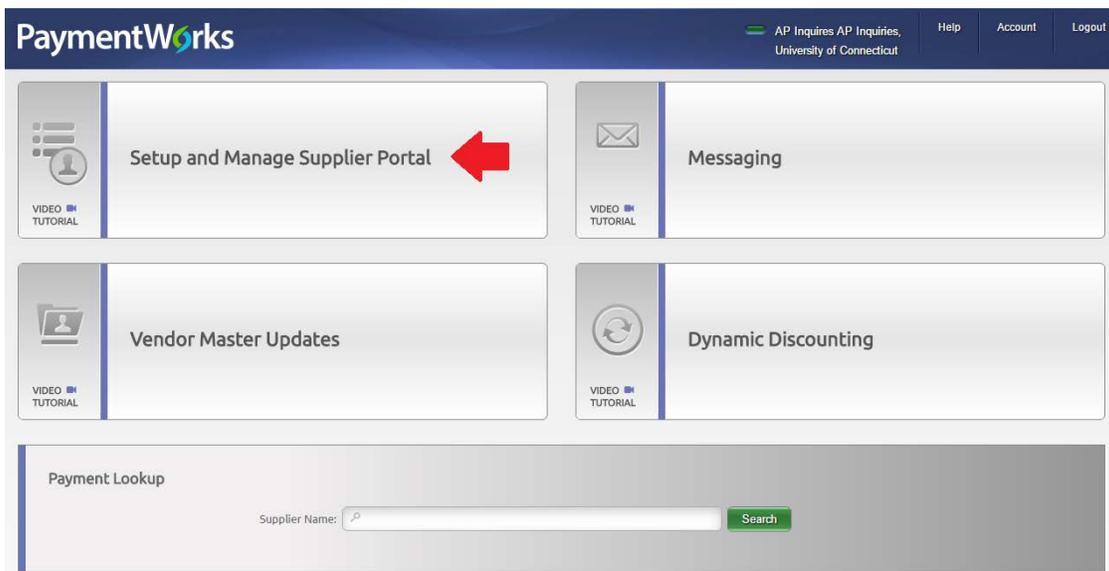
6. Click reply to respond to the email



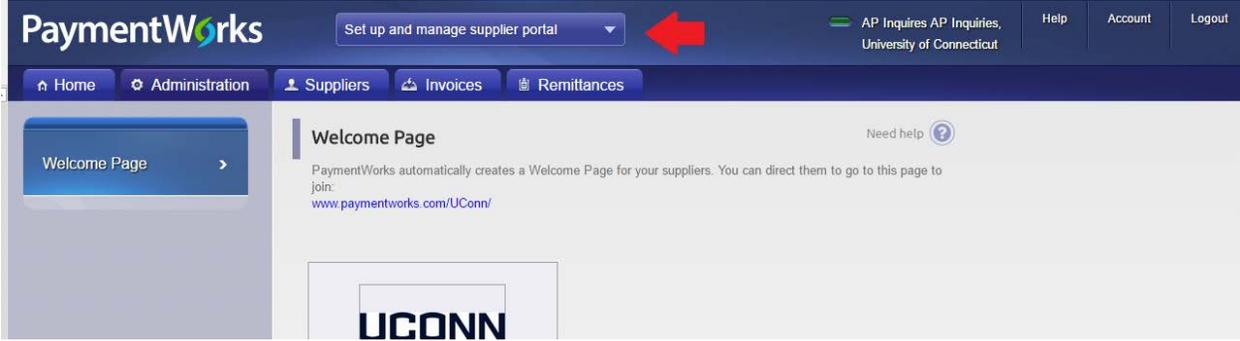
7. Type the appropriate message to answer the vendor's question and click send



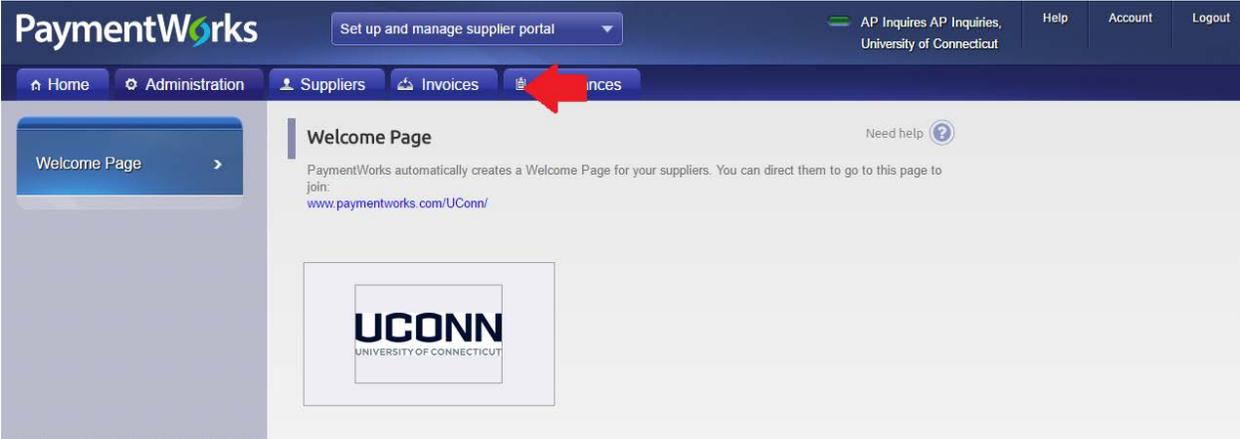
8. To view a vendor's invoices on PaymentWorks, click Setup and Manage Supplier Portal



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



9. Click on the Invoice tab



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

The screenshot shows the PaymentWorks interface with a search filter on the left and a table of invoices on the right. A red arrow points to the 'Supplier Name' search field.

	SUPPLIER NAME	VENDOR NUMBER	INVOICE NUMBER	DATE	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHEDULED PAY DATE
	Swiss Laundry of Rockville Inc	16391	E28500	08/29/2016	USD \$22.00		114639	Accepted	09/11/2016
	Swiss Laundry of Rockville Inc	16391	61704	08/29/2016	USD \$89.41		117442	Accepted	09/11/2016
	Swiss Laundry of Rockville Inc	16391	61703	08/29/2016	USD \$19.06		124074	Accepted	09/26/2016
	Swiss Laundry of Rockville Inc	16391	61702	08/29/2016	USD \$28.12		124060	Accepted	09/11/2016
	Swiss Laundry of Rockville Inc	16391	61701	08/29/2016	USD \$50.98		124075	Accepted	09/26/2016
	Swiss Laundry of Rockville Inc	16391	61694	08/29/2016	USD \$7.67		124063	Accepted	09/11/2016
	Flow Tech Inc	15146	316-1122	08/29/2016	USD \$388.00		122595	Accepted	10/11/2016
	Apple Inc	20169	4397783316	08/29/2016	USD \$1559.00		130240	Approved	09/26/2016
	Hartford Painting Company LLC	15562	46-16	08/29/2016	USD \$876.00		128419	Accepted	09/26/2016
	Hartford Painting Company LLC	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

The screenshot shows the PaymentWorks interface with a search filter on the left and a table of invoices on the right. The 'Supplier Name' search field is set to 'edax'.

	SUPPLIER NAME	VENDOR NUMBER	INVOICE NUMBER	DATE	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHEDULED PAY DATE
	Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00	USD \$99040.00	89372	Paid	06/28/2016
	Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00		89372	Rejected	06/28/2016
	Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00		89372	Rejected	06/27/2016
	Edax Inc	12681	IN37619	09/15/2015	USD \$95040.00	USD \$95040.00	89372	Paid	09/24/2015
	Edax Inc	12681	IN37618	09/15/2015	USD \$99040.00	USD \$99040.00	89372	Paid	09/24/2015
	Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00		89372	Accepted	10/15/2015
	Edax Inc	12681	IN37387	08/13/2015	USD \$24760.00	USD \$24760.00	89372	Paid	06/28/2016
	Edax Inc	12681	IN37387	08/13/2015	USD \$24760.00		89372	Rejected	06/27/2016
	Edax Inc	12681	IN37387	08/13/2015	USD \$24760.00		89372	Rejected	06/22/2016
	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

SUPPLIER NAME	VENDOR NUMBER	INVOICE NUMBER	DATE	AMOUNT	PAID AMOUNT	PURCHASE ORDER	STATUS	SCHEDULED PAY DATE
Edax Inc	12681	IN37617	09/15/2015	USD \$99040.00	USD \$99040.00	89372	Rejected	06/28/2016
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

close X

14. To view vendor information, click the Supplier tab

Welcome Page

PaymentWorks automatically creates a Welcome Page for your suppliers. You can direct them to go to this page to join.
www.paymentworks.com/UConn/

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

The screenshot shows the 'Suppliers' page in the PaymentWorks system. On the left is a search form with fields for Supplier Name, Vendor Number, Site Code, City, State, Zipcode, Country, Contact Email, and a 'Connected' dropdown menu. A red arrow points to the 'Supplier Name' search field. On the right is a table with the following columns: SUPPLIER NAME, VENDOR NUM, SITE CODE, STREET, CITY, ST/PRV, ZIP CODE, COUNTRY, CONTACT EMAIL, and CONNECTED. The table contains several rows of supplier data.

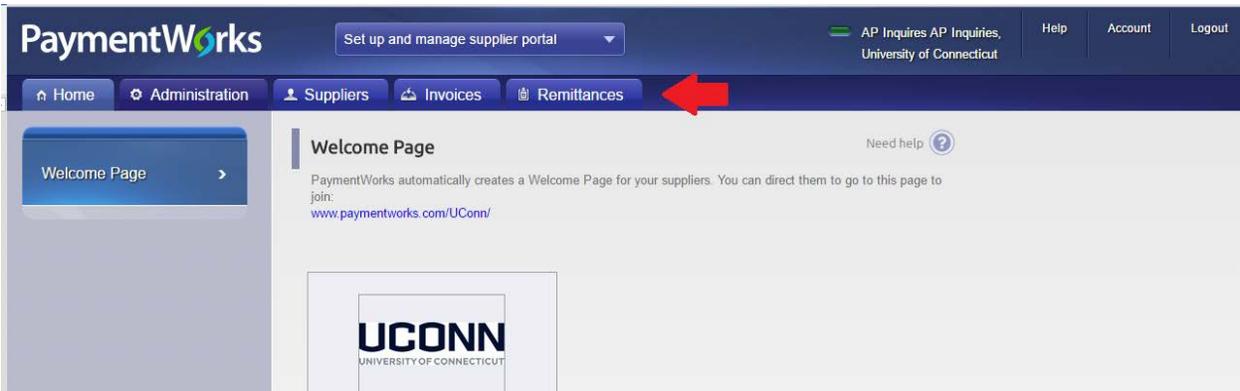
SUPPLIER NAME	VENDOR NUM	SITE CODE	STREET	CITY	ST/PRV	ZIP CODE	COUNTRY	CONTACT EMAIL	CONNECTED
Berlin Holdings LLC	33026	0	DBA Crown Plaza Cromwell 100 Berlin Road	Cromwell	CT	06416	US	kkapustinski@innercirclehotels.com	
1015 Bridgeport Ave Section 1 & 1A LLC	29972	0	DBA Fastsigns 1015 Bridgeport Avenue	Milford	CT	06460	US	536@fastsigns.com	
1022 Shady Grove LLC	25754	0	DBA Embassy Suites Memphis 1022 S. Shady Grove	Memphis	TN	38120	US	teleshia.wright@hilton.com	
1070 Hotel LLC	22175	0	DBA Bridgeport Holiday Inn 1070 Main Street	Bridgeport	CT	06604	US	vmendez@hibridgeport.com	
10X Genomics Inc	33908	0	7068 Koll Center Prkwy Suite 401	Pleasanton	CA	94566	US	customerservice@10xgenomics.com	
1101 K Street Corp	34773	0	Brasserie Beck 1101 K Street NW	Washington	DC	20005	US	julle@beckdc.com	

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

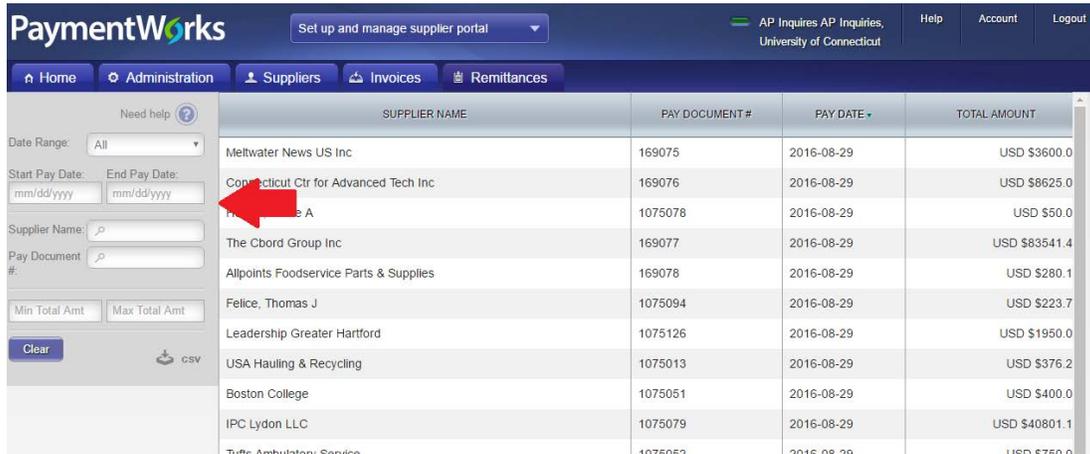
The screenshot shows the 'Suppliers' page with the search criteria updated. The 'Supplier Name' field now contains 'Edax'. The table below shows only one result matching the search criteria.

SUPPLIER NAME	VENDOR NUM	SITE CODE	STREET	CITY	ST/PRV	ZIP CODE	COUNTRY	CONTACT EMAIL	CONNECTED
Edax Inc	12681	0	Dept 51597200 PO Box 18516	Newark	NJ	07191	US	terri.medrzecki@ameetek.com	

17. To view remittances, click the Remittances tab



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



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



The screenshot shows a dark-themed interface for a supplier portal. A white popup window is centered on the screen, displaying a table with payment details. The popup has a 'close' button with an 'X' icon in the top right corner. The table has four columns: 'INVOICE DATE', 'INVOICE #', 'PURCHASE ORDER', and 'PAID AMOUNT'. The first row of data shows an invoice date of 2015-08-13, invoice number IN37387, purchase order 89372, and a paid amount of USD \$24760.00. Below the popup, a portion of a larger table is visible, showing purchase order numbers 12028, 12027, and 11025, along with their respective dates: 2016-08-25, 2016-08-25, and 2015-10-02.

INVOICE DATE	INVOICE #	PURCHASE ORDER	PAID AMOUNT
2015-08-13	IN37387	89372	USD \$24760.00

		12028	2016-08-25
		12027	2016-08-25
		11025	2015-10-02