

PaymentWorks Issue – New Vendor Onboarding

We are currently experiencing an issue that requires us to suspend the use of PaymentWorks for vendor onboarding. This applies to the following:

- Vendors visiting the UConn homepage on PaymentWorks (i.e. www.paymentworks.com/uconn)
- UConn employees sending out PaymentWorks vendor invites
- UConn employees accessing PaymentWorks

We are currently working with PaymentWorks on this issue and will provide an update within the next 10 business days.

Until further notice, to set up a new vendor, please utilize the prior manual method for processing new vendor applications. The vendor must complete the “Vendor Packet Vendor Application, W9 and ACH Application” located at <http://accountspayable.uconn.edu/account-payable-forms/>. For detailed instructions, please visit our training site at <http://accountspayable.uconn.edu/trainingvideosandguides/>. This method requires the UConn department to enter the vendor packet information into KFS and fax the information to A/P on a secured fax line (860-486-5846).

If you have further questions or need assistance with the Vendor Packet or entering the vendor information into KFS, please contact Amanda Baron (860-486-3810), Chris Chhoeun (860-486-3387) or Christine Nobile (860-486-1641).

We understand that this will create additional work and inconvenience for vendors and departments, and we appreciate your assistance as we address this matter.

Accounts Payable Department