



UConn

UNIVERSITY OF CONNECTICUT



Vendor Set UP F.A.Q

Accounts Payable

2017

1. When is a W9 required?

A W9 is required for all individuals/entities providing a good or service to the University. We require a W9 for all new vendor accounts with the exception of those receiving a refund or reimbursement only.

2. Is ACH required?

ACH is not required though it is highly recommended. Creation of an ACH account will allow for direct deposit of funds rather than by paper check.

3. How do I search to see if a vendor already exists in KFS?

A search can be performed in KFS under the Main Menu tab < Lookup and Maintenance < Vendor. We do recommend searching by the FEIN, if available. If not, it is recommended you enter a portion of the vendor name with an asterisk (*) before and after. This will bring up all matches in which those letters are contained.

4. What is PaymentWorks?

PaymentWorks was implemented in March 2016 and is an efficient method for creating/updating vendor accounts. In this method, there is no paperwork for the vendor to complete, nor is there any need for departments to enter vendor information into KFS. There's additional information about the PaymentWorks system on our website at www.accountspayable.uconn.edu or you may email questions to ap_vendor_coord@uconn.edu.

5. How do I direct vendors to PaymentWorks?

New vendors should be directed to <https://www.paymentworks.com/uconn> to complete the new vendor registration. Existing vendors should also be directed to <https://www.paymentworks.com/uconn> to connect to UConn.

6. How do I reactivate a vendor?

To reactivate a vendor, initiate a vendor edit and click the check box next to the active indicator in the Detail Information section. Change the inactive reason to blank. Enter a note stating the reason for reactivation. Submit the edit for approval by Accounts Payable.

7. What is the turnaround time for my vendor to be approved?

Vendor applications submitted via PaymentWorks are typically approved within 1-2 business days from the time Accounts Payable receives the application. Manually entered vendor applications are typically approved within 5-7 business days.

8. Can I set up a State of Connecticut employee as a vendor?

Per State of CT ethics guidelines, Chapter 10, Section 1-84, subsection (i) (1) No public official or state employee or member of the official or employee's immediate family or a business with which he is associated shall enter into any contract with the state, valued at one hundred dollars or more, other than a contract (A) of employment as a state employee, (B) with the technical high school system for students enrolled in a school in the system to perform services in conjunction with vocational, technical or technological education and training any such student is receiving at a school in the system, subject to the review process under subdivision (2) of this subsection, (C) with a public institution of higher education to support a collaboration with such institution to develop and commercialize any invention or discovery, or (D) pursuant to a court appointment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded. In no event shall an executive head of an agency, as defined in section 4-166, including a commissioner of a department, or an executive head of a quasi-public agency, as defined in section 1-79, or the executive head's immediate family or a business with which he is associated enter into any contract with that agency or quasi-public agency. Nothing in this subsection shall be construed as applying to any public official who is appointed as a member of the executive branch or as a member or director of a quasi-public agency and who receives no compensation other than per diem payments or reimbursement for actual or necessary expenses, or both, incurred in the performance of the public official's duties unless such public official has authority or control over the subject matter of the contract. Any contract made in violation of this subsection shall be voidable by a court of competent jurisdiction if the suit is commenced not later than one hundred eighty days after the making of the contract.

For more information and to view the complete statute see:

https://www.cga.ct.gov/current/pub/chap_010.htm#sec_1-84

9. If a vendor has an immediate family member who works for the State of CT, including UConn, can they be hired to provide goods or services?

Per State of CT ethics guidelines, Chapter 10, Section 1-84, subsection (i) (1) No public official or state employee or member of the official or employee's immediate family or a business with which he is associated shall enter into any contract with the state, valued at one hundred dollars or more, other than a contract (A) of employment as a state employee, (B) with the technical high school system for students enrolled in a school in the system to perform services in conjunction with vocational, technical or technological education and training any such student is receiving at a school in the system, subject to the review process under subdivision (2) of this subsection, (C) with a public institution of higher education to support a collaboration with such institution to develop and commercialize any invention or discovery, or (D) pursuant to a court appointment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded. In no event shall an executive head of an agency, as defined in section 4-166, including a commissioner of a department, or an executive head of a quasi-public agency, as defined in section 1-79, or the executive head's immediate family or a business with which he is associated enter into any contract with that agency or quasi-public agency. Nothing in this subsection shall be construed as applying to any public official who is appointed as a member of

the executive branch or as a member or director of a quasi-public agency and who receives no compensation other than per diem payments or reimbursement for actual or necessary expenses, or both, incurred in the performance of the public official's duties unless such public official has authority or control over the subject matter of the contract. Any contract made in violation of this subsection shall be voidable by a court of competent jurisdiction if the suit is commenced not later than one hundred eighty days after the making of the contract.

For more information and to view the complete statute see:

https://www.cga.ct.gov/current/pub/chap_010.htm#sec_1-84

10. Can I set up an active UConn student as a vendor?

Active UConn students can be set up to receive only reimbursements or refunds.

If the active student has an active employee ID number with UConn, please pay the individual using a disbursement voucher.

11. What do I do if I have an international vendor?

Questions regarding international vendors should be referred to the Tax & Compliance Office at taxcompliance@uconn.edu.