PaymentWorks Supplier Onboarding

PaymentWorks is the University's cloud-based application for vendor onboarding. UK users can access PaymentWorks through their myUK environment - Enterprise Services tab. Upon arrival at the PaymentWorks application via myUK, you can initiate an invitation to a vendor to register. You also have access to a dashboard showing onboarding status for all vendors to whom you have sent requests.

All new businesses, organizations, government affiliates, and individuals (US or foreign) will utilize PaymentWorks to be assigned a University vendor number. This includes UK Student Organizations and UK Imprest (petty cash) Custodians. The PaymentWorks' "Smart Form" is programmed to customize entries for each vendor type.

UK Employees seeking employee reimbursements via 8XXXXX number will not use PaymentWorks. There is no process change for this and a customized form for their PERNER number is on the Purchasing website.

For assistance and support for onboarding or other vendor questions, email vendorhelp@l.uky.edu.

Role: Departmental Staff or Faculty	**Frequency:** As needed

STEPS TO ONBOARD A NEW VENDOR

1. From within myUK, click the Enterprise Services tab	
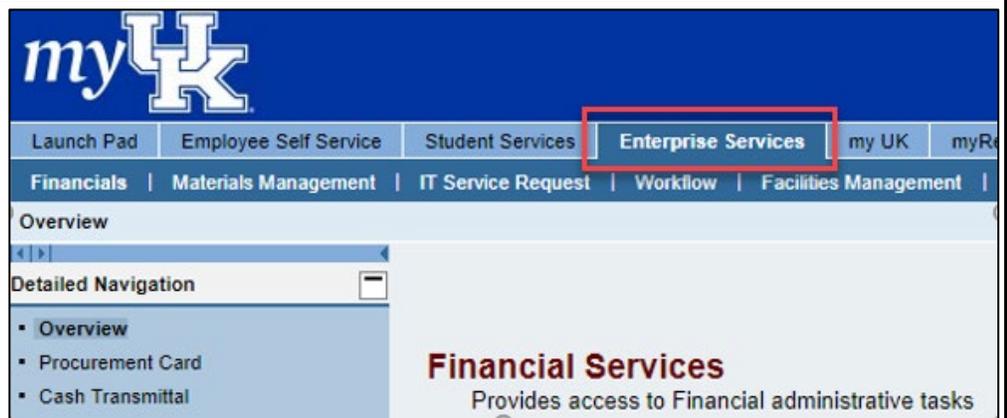
2. Click PaymentWorks link	
3. At the UK sign-on screen, login using your myUK ID and password	Sign in with your linkblue account jmbl224@uky.edu •••••••• Sign in Please login with your linkblue account and password. Can't access your Account?
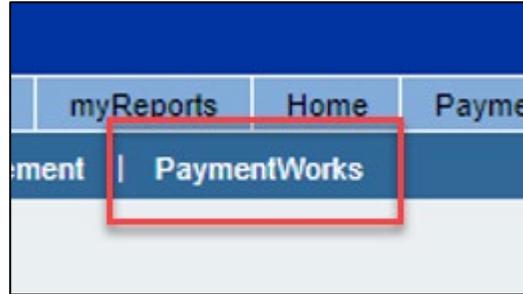
4. Upon arriving at PaymentWorks, click the bottom left tile entitled Vendor Master Updates	
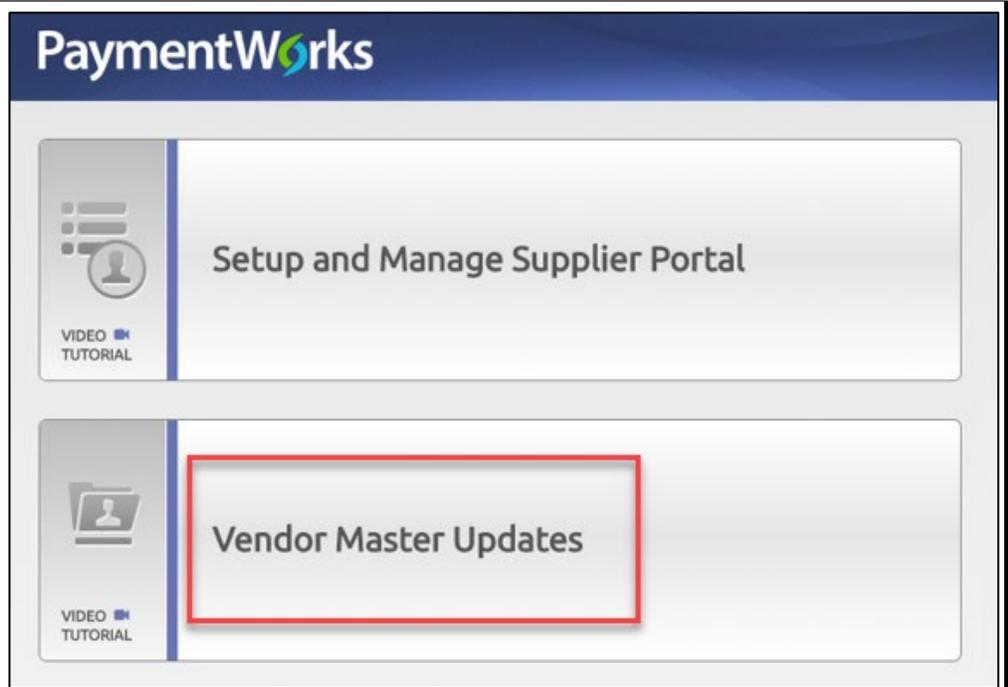
5. From within your onboarding dashboard, click Send Invitation in the bottom left corner

6. Complete the company or individual name, email, and a personalized message (optional) Click Send.	**Invite New Vendor** Company/Individual Name:* Jackson Engineering Supplies Contact E-Mail:* johnsmith@jacksonengineering.com Verify Contact E-Mail:* johnsmith@jacksonengineering.com Personalized Message: Please follow the directions and steps to complete the University of Kentucky vendor application process. *Required Field Cancel Send
7. The vendor will receive the email invitation and follow the steps to create an account within PaymentWorks	**PaymentWorks** Dear Jackson Engineering Supplies: In order for Kentucky Development to establish you or your company as a payee or vendor, please **click here** to register on PaymentWorks, Kentucky Development's supplier portal. Craig Locke has invited you to register as a new vendor to Kentucky Development. Please follow the directions and steps to complete the University of Kentucky vendor application process. Before you begin the registration process, be sure to have the following information available: 1. A valid tax ID (either an EIN or SSN) 2. If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement. If you have any questions, please do not hesitate to reach out to support@paymentworks.com. Thank you for your support.

8. The vendor completes the form entries and finishes the registration process	**Business Details** For tax purposes are you an individual, sole proprietor or single-member LLC? Yes ○ No ● Country of Incorporation or Organization:* — United States of America Business Legal Name:* — Jackson Engineering Supplies For tax purposes EIN:* — 628739098 9-digit number, no spaces or dashes Confirm EIN:* — 628739098 9-digit number, no spaces or dashes Tax Classification:* — C Corporation This can be found under section 3 of your W-9 Generate Electronic W-9: ☑ When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9s are convenient for you and provide enhanced security for your customers. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).
9. When vendor onboarding is complete with the University, the vendor number will show in your PaymentWorks dashboard.	**NEW VENDOR REGISTRATION** Approved Complete Vendor #: 0000375330
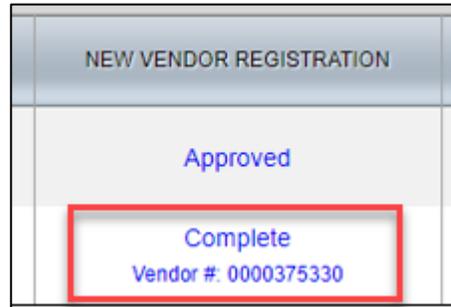
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Additional Tools and Functionality	
You can access your PaymentWorks dashboard at any time via myUK Enterprise Services tab. From the dashboard, you can review and check status of vendors to whom you have sent onboarding invitations.	<table><tr><th>ONBOARD START</th><th>UPDATED ▾</th><th>VENDOR NAME</th><th>INVITATION</th><th>VENDOR ACCOUNT</th><th>NEW VENDOR REGISTRATION</th><th>% COMPLETE</th></tr><tr><td>07/18/2018</td><td>07/19/2018</td><td>Gaylord Library Supplies Inc</td><td>Clicked</td><td>Email Validated</td><td>In Progress</td><td></td></tr><tr><td>07/19/2018</td><td>07/19/2018</td><td>Jackson Engineering Supplies</td><td>Clicked</td><td>Email Validated</td><td>In Progress</td><td></td></tr><tr><td>07/18/2018</td><td>07/19/2018</td><td>Smith and Webster Professional Services</td><td>Clicked</td><td>Email Validated</td><td>Submitted</td><td></td></tr><tr><td>07/18/2018</td><td>07/19/2018</td><td>Huntington Specialized Robotics</td><td>Clicked</td><td>Email Validated</td><td>Submitted</td><td></td></tr></table>
If desired, click any blue hyperlink for additional status information	<table><tr><th>VENDOR NAME</th><th>INVITATION</th><th>VENDOR ACCOUNT</th><th>NEW VENDOR REGISTRATION</th></tr><tr><td>Gaylord Library Supplies Inc</td><td>Clicked</td><td>Email Validated</td><td>In Progress</td></tr><tr><td>Jackson Engineering Supplies</td><td>Clicked</td><td>Email Validated</td><td>In Progress</td></tr></table>

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If status shows a vendor email invitation Clicked, but registration was not started, you can Resend the Invitation if desired.

PaymentWorks also sends reminders to vendors throughout the onboarding process if tasks are not completed.

Albertson Cleaning Company — Clicked

Initiated: 07/18/2018   Email Sent: 07/18/2018

Resend Invitation