

PaymentWorks Inviters – Searching for Vendor Prior to Sending PaymentWorks Invite Objective

Purpose

Before sending a PaymentWorks Vendor Registration Invitation, departments must verify that the vendor record needed for the transaction does not already exist in SAP.

The purpose of vendor verification is to identify the vendor record that matches the department's supporting documentation and intended transaction. Proper verification helps prevent duplicate vendor creation, delays in procurement and payment processing, and downstream transaction issues.

A successful verification results in one of the following outcomes:

- An existing vendor record is located and used for the transaction.
- A *potential* match is identified and referred to Vendor Help for any needed clarification.
- No matching vendor record is found and a PaymentWorks Vendor Registration Invitation is sent.

What Are You Trying to Verify?

The objective is not simply to find a similar vendor name, but to determine whether an existing vendor record matches:

- The name shown on your supporting documentation, and
- The address expected for the transaction.

Both elements should be evaluated together.

Examples of Supporting Documentation

The documentation available will vary depending on the transaction and may include:

- Quote
- Invoice
- Scope of Work (SOW)
- Independent Contractor Form
- Contract

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- Event documentation
- Research participant documentation
- Other business documentation supporting the transaction

The information available on the documentation should be used to determine the vendor record needed for the transaction.

Know Who You Are Engaging

Before beginning the search, departments should understand whether they are engaging:

- A business or organization
- An individual
- An independent contractor
- An honorarium recipient
- Another type of entity

The manner in which the vendor should be established often depends on the capacity in which they are being engaged.

For example, an individual providing services may operate through a legal business entity rather than receiving payment personally. Departments should understand the intended payee before initiating vendor onboarding.

If there is uncertainty regarding how the transaction should be structured, obtain clarification before sending an invitation.

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Perform Vendor Name Verification

Search for the expected vendor name in both:

- Name
- Name 2

Vendor records are frequently established under legal entity names that may differ from the name commonly known to the department.

Searching both fields helps identify vendors that may be operating under:

- Alternate business names
- Trade names
- Common names
- Parent companies
- Subsidiaries

Perform Address Verification

Address verification is equally important as name verification.

When selecting a vendor record, departments should look for an address that matches the supporting documentation.

General Guidance

- If a requisition is planned, use the ordering or corporate address as the primary reference. If a Payment Request Document (PRD) is planned, and the remittance or payment address is provided, use that address as the primary reference.
- If only one address appears on the supporting documentation, use that address when evaluating search results.
- Any requirements for a different remittance address can be addressed through the vendor maintenance process.

The name and address should work together to support the conclusion that the identified vendor is the correct vendor for the transaction.

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What Constitutes a Match?

As a general rule, names should closely match the supporting documentation and the address should match the expected transaction address.

Minor variations are acceptable when the meaning of the name remains unchanged.

Acceptable Examples

If documentation shows:

ABC Consulting Association LLC

The following may be acceptable provided the address also matches:

- ABC Consulting Association LLC
- ABC Consulting Association, LLC
- ABC Consulting Assn LLC
- ABC Consulting Assn, LLC

These examples reflect formatting, punctuation, or abbreviation differences only.

Potential Match Requiring Review

If documentation shows:

ABC Consulting Association LLC

And SAP shows:

ABC Consulting LLC

This should not automatically be treated as the same vendor, even if the address matches.

The omission of a significant term such as "Association" may indicate:

- A different legal entity
- A separate business division
- A subsidiary
- A related but distinct organization

When uncertainty exists, it's important not to assume a match.

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Decision Guide

Exact Match Found

Use the existing vendor record when:

- The name matches the supporting documentation, and
- The address matches the supporting documentation.

Action: Use the existing vendor record.

Potential Match Found

A potential match exists when:

- The address matches but the name differs significantly, or
- The name is similar but not clearly the same entity, or
- The search results suggest a related company, subsidiary, division, or affiliate.

Action: Submit the supporting documentation to vendorhelp@uky.edu for review before sending an invitation.

Do not send a PaymentWorks invitation until the situation has been evaluated.

No Match Found

No vendor record can be identified after performing a thorough search of Name 1, Name 2, and available address information.

Action: Initiate a PaymentWorks Vendor Registration Invitation.

The invitation should clearly communicate the expected entity name and address reflected on the department's supporting documentation.

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Key Principle

Vendor verification is a documentation verification exercise rather than a search exercise.

Departments should use the information available on their supporting documentation to answer the question:

"Does a vendor record already exist that matches the entity and address needed for this transaction?"

If the answer is clearly yes, use the existing vendor record.

If the answer is clearly no, initiate onboarding.

If the answer is uncertain, contact vendorhelp@uky.edu before proceeding.