PaymentWorks

New Vendor Registration Tool

October 24, 2018

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- PaymentWorks is a cloud-based onboarding application for automating the vendor registration process

- Service center users are able to send email invitations to vendors to register online

- Vendors can register and maintain their own information through an assigned self-service account

- Currently utilized at a number of higher education institutions including Johns Hopkins, UC Davis, UConn, and now Cornell

- Reasons for Transitioning:
  - PaymentWorks is a more stable, more supportable tool
  - This will eliminate many calls to service center users to respond to questions about how to use the tool
  - A vendor may set up ACH payments automatically via the PaymentWorks registration form – it is now a one-step process!
  - The tool will provide self-service for vendors, including the ability to check payment status on outstanding invoices (anticipated CY19)

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- PO vs DV Vendors
  - We will be able to use PaymentWorks for both DV and PO vendors

- Domestic vs Foreign Vendors
  - We are currently able to use the tool to register domestic vendors only

- Other Vendor Types
  - Eventually, we will be able to use the tool with foreign vendors and Refund & Reimbursement vendors. This will happen in future phases of the project
  - We will not use PaymentWorks with RF (Petty Cash) vendors or SP (Special Payments) vendors
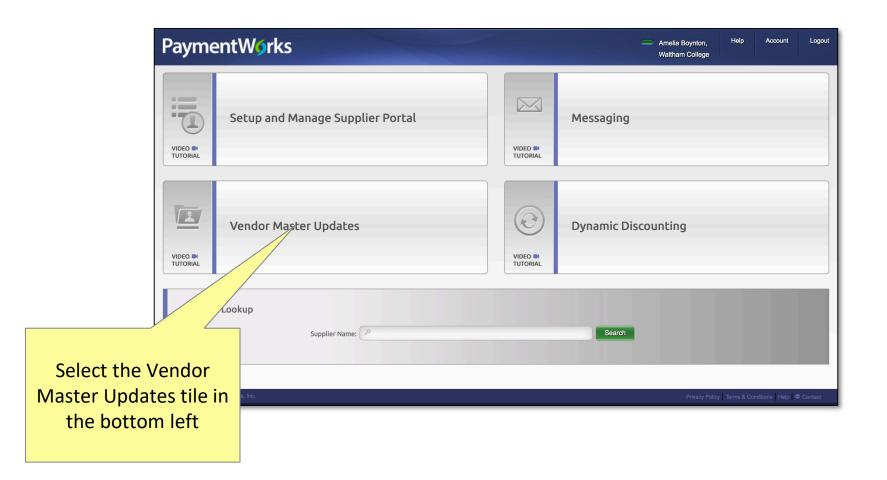
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- Login via SSO

  - Make sure you are logged in to your University email system using your NetID and password

- Alternately, you can use this URL:

  www.paymentworks.com/login/saml/?idp=cornell
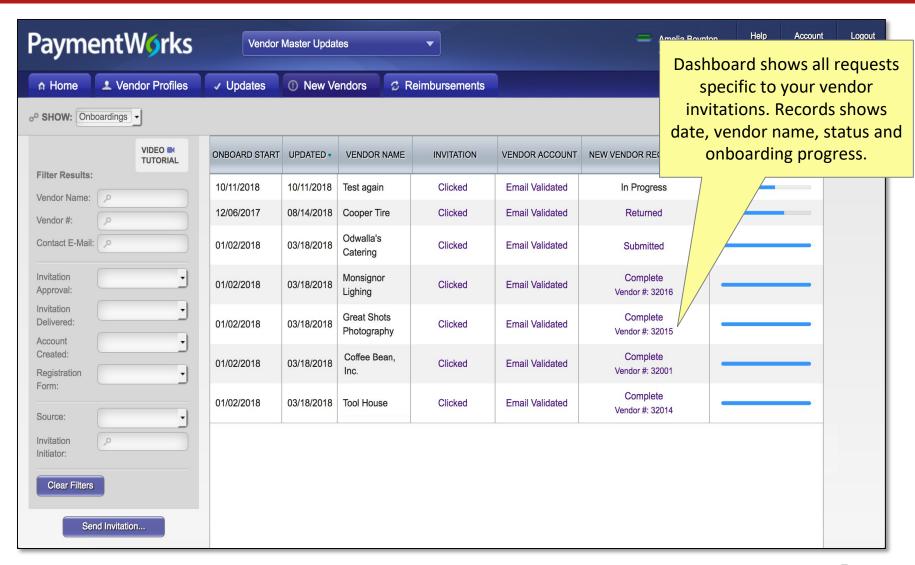
Cornell University
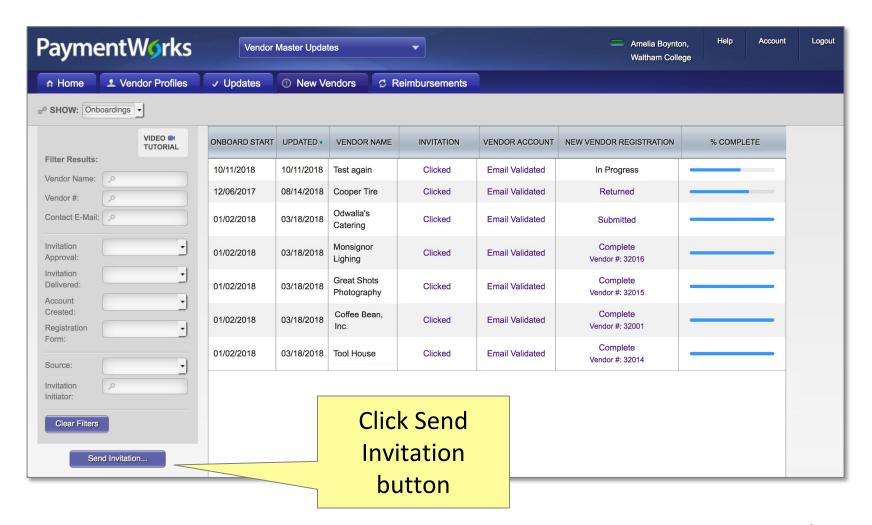

Select the Vendor Master Updates tile in the bottom left

Onboarding Dashboard

Dashboard shows all requests specific to your vendor invitations. Records shows date, vendor name, status and onboarding progress.

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Invite New Vendor

Company/Individual Name:*

Contact E-Mail:*

Verify Contact E-Mail:*

Initiator's Net ID:*

Vendor Type:*
- Choose One -

Personalized Message:

*Required Field

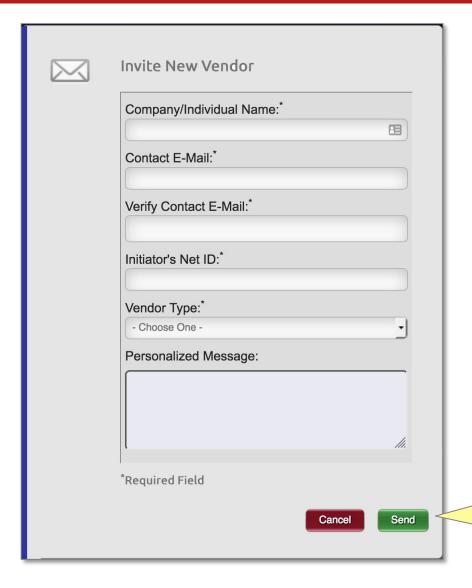Cancel   Send

- Most vendor payment reasons in the drop down align with sections 201 & 203 of Procurement's Buying Manual.

- Service center staff members should only choose payment reason for DV vendor. They should never choose Purchase Order.

- Requests for Purchase Order vendors should be routed to Procurement Services via a requisition.

1. Complete the invitation with the vendor's name, email and your Net ID
2. Select DV vendor type (do NOT select PO vendor) and add a personal message that MUST include your phone number
3. Then click Send

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Cornell University (via PaymentWorks) <do-not-reply@paymentworks.com>
to emley13+dev353

Oct 17, 2018, 9:27 AM (23 hours ago)

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The Vendor begins registration via their invitation email link

Dear KME Test353:

Cornell University has invited you to register as a new vendor. To establish you or your company as a payee or vendor, please **click here** to register on PaymentWorks, Cornell's supplier portal.

If you have any questions about this payment please contact Karen Emley at kme44@cornell.edu.

This is my custom message.

This statement is prepopulated. Remember to include your phone number in the custom message.

...

Before you begin the registration process, be sure to have the following information available: A valid tax ID (either an EIN or SSN).

If you wish to receive electronic (ACH) payments, you will need: A copy of a voided check or bank account information on company letterhead.

If you have any questions, please do not hesitate to reach out to support@paymentworks.com. Thank you for your support.

Sincerely,

Cornell University Procurement and Payment Services

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- Vendor will create an account through the link and follow the steps to register

- There is no charge to the vendor to register or use this tool

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- Vendor completes the online application process

- The form is currently customized for all domestic DV and PO vendors doing business with Cornell University
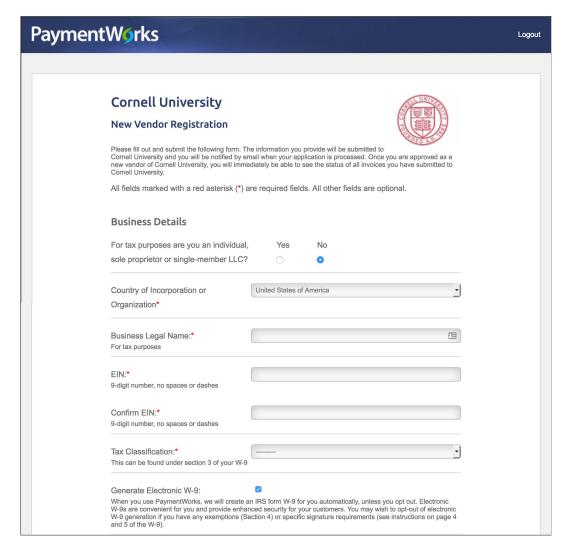
Please fill out and submit the following form. The information you provide will be submitted to Kentucky Development and you will be notified by email when your application is processed. Once you are approved as a new vendor of Kentucky Development, you will immediately be able to see the status of all invoices you have submitted to Kentucky Development.

All fields marked with a red asterisk (*) are required fields. All other fields are optional.

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:*   Corporation ▾
This can be found under section 3 of your W-9

Generate Electronic W-9:
When you use PaymentWorks, we will create an [...] 9 for you automatically, unless you opt out. Electronic W-9s are convenient for you and provide enhanced security for your cust[...] may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements ([...] s on page 4 and 5 of the W-9).

Vendor completes the required form entries
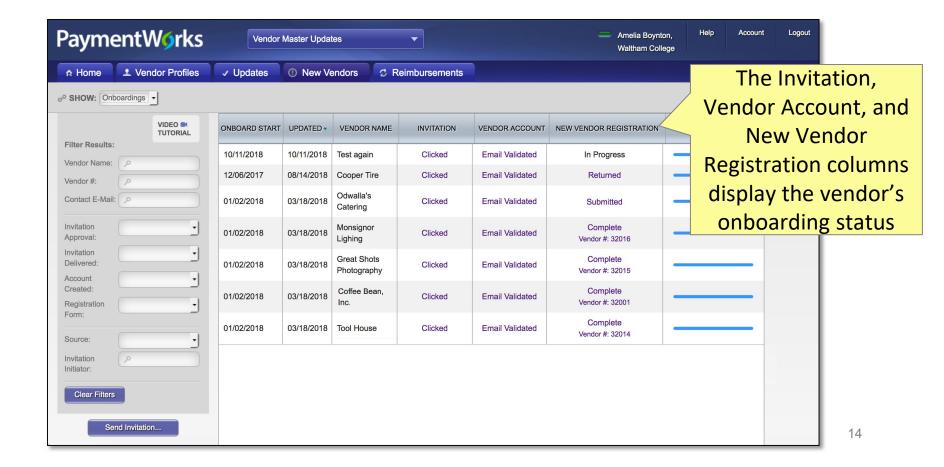
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- PaymentWorks Registration Form will only require data specific to a particular vendor type.
- Both DV and PO vendors will complete the same fields.
- PO vendors will then complete additional fields needed to process purchase orders.
- Both vendor types can register for ACH payments via the registration form.

PaymentWorks   Logout

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New Vendor Registration

Please fill out and submit the following form. The information you provide will be submitted to Cornell University and you will be notified by email when your application is processed. Once you are approved as a new vendor of Cornell University, you will immediately be able to see the status of all invoices you have submitted to Cornell University.

All fields marked with a red asterisk (*) are required fields. All other fields are optional.

Business Details

For tax purposes are you an individual,   Yes   No
sole proprietor or single-member LLC?   ○   ●

Country of Incorporation or   United States of America
Organization*

Business Legal Name:*
For tax purposes

EIN:*
9-digit number, no spaces or dashes

Confirm EIN:*
9-digit number, no spaces or dashes

Tax Classification:*   ----------
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).

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- The departmental user has a dashboard showing all his/her vendor invitations with status updates.

The Invitation, Vendor Account, and New Vendor Registration columns display the vendor's onboarding status

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Vendor Number Assigned Upon Completion

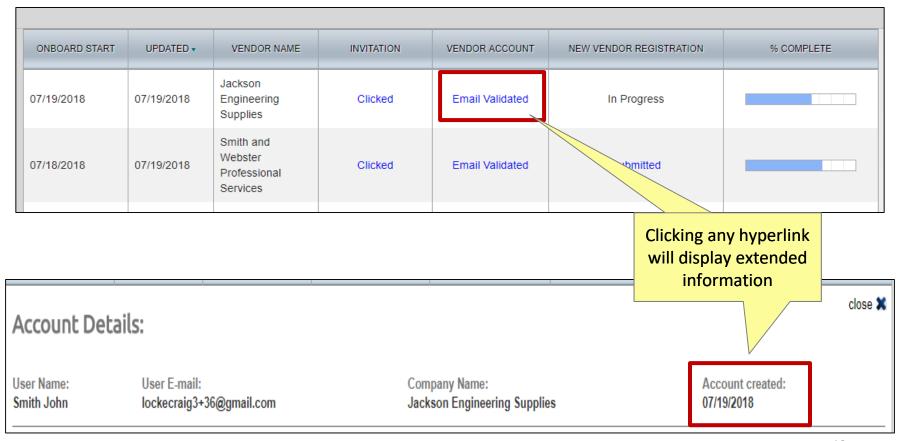- When the vendor is fully registered, the University vendor number will appear in the PaymentWorks dashboard New Vendor Registration column.

When fully approved and onboarded, the vendor number will appear in your dashboard.

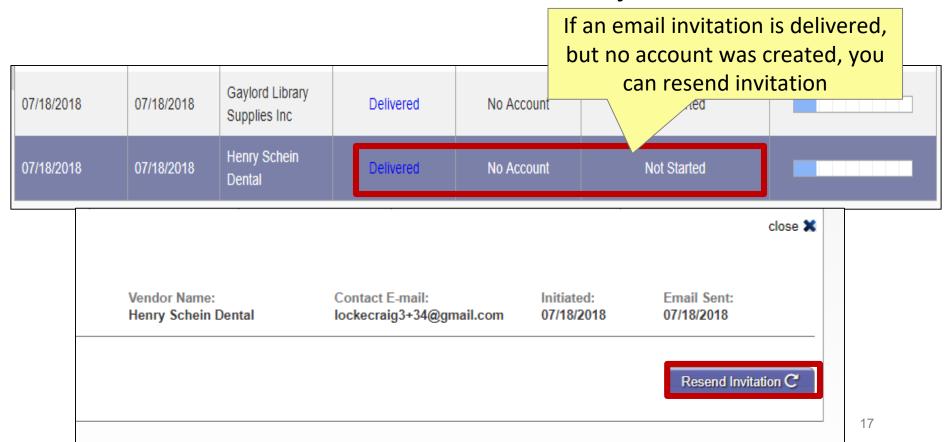| ONBOARD START	UPDATED ▼	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGIST....N	% COMPLETE
06/27/2018	07/05/2018	Bethany's Building Supplies	Clicked	Email Validated	Approved	
06/27/2018	07/05/2018	Bethany's Print Shop	Clicked	Email Validated	Complete Vendor #: 0000375330	

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Click the links at any time for more information for onboarding status

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
07/19/2018	07/19/2018	Jackson Engineering Supplies	Clicked	Email Validated	In Progress	
07/18/2018	07/19/2018	Smith and Webster Professional Services	Clicked	Email Validated	...bmitted	

Clicking any hyperlink will display extended information

Account Details:

close ✖

User Name:	User E-mail:	Company Name:	Account created:
Smith John	lockecraig3+36@gmail.com	Jackson Engineering Supplies	07/19/2018

- If you see a vendor has not submitted the registration form, you can resend the invitation. PaymentWorks also sends reminders automatically to vendors.

> If an email invitation is delivered, but no account was created, you can resend invitation

| 07/18/2018 | 07/18/2018 | Gaylord Library Supplies Inc | Delivered | No Account | ...ed | |
| 07/18/2018 | 07/18/2018 | Henry Schein Dental | Delivered | No Account | Not Started | |

close ✖

| Vendor Name: | Contact E-mail: | Initiated: | Email Sent: |
| Henry Schein Dental | lockecraig3+34@gmail.com | 07/18/2018 | 07/18/2018 |

Resend Invitation ↻

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Question: What is the main change for me as a service center employee with regard to PaymentWorks?

> **Answer**: The main change is simply to use the PaymentWorks invitation process to request a new vendor rather than the Automated Vendor Form (AVF) or the paper-based vendor application.

Question: Will current KFS vendors need invitations sent to them to be reloaded into PaymentWorks?

> **Answer**: No, all vendor numbers will remain in the University's data file; only new vendor registrations need invitations sent to them.

Question: How will vendor updates be managed?

> **Answer**: A new vendor onboarded through PaymentWorks will have the ability to update its own information through the PaymentWorks account. The vendor reviewer in Procurement will update the KFS vendor database, until such time as this feature is automated in KFS.

Question: Who should I contact if I, or my vendor, has a problem?

> **Answer**: If you or your vendor has a problem with the form or using PaymentWorks, you should contact support@paymentworks.com. If the vendor has questions about the payment, the vendor should contact the person who sent the invitation. If there is some other type of issue, the vendor initiator should call the Procurement Helpline at 607-254-5300.

Question: What if the vendor has a tax-related question?

> **Answer**: You should refer the vendor to its own tax professional. We should not be responding to these questions as we are not tax experts. Alternately, you may contact the Tax Office.

Question: What if my unit or department collects a W-9? Can I hand-key the vendor?

> **Answer:** If it is a domestic DV vendor, you should notify the department to stop collecting W-9s. There will be a grace period through December 21, 2018, during which we will allow you to hand-key vendors. After Dec. 21, 2018, we will disapprove any hand-keyed domestic DV or PO vendors.

Question: What if my vendor requires a child vendor?

> **Answer:** This will work the same way it does today. When your vendor is created in KFS, you should check the Notes and Attachments tab to see if there is a note that says "DBA required" or "Child vendor required". If you see language such as this, you will receive an email from the vendor reviewer after the child vendor has been set up. You need to wait for this email before processing your DV payment or purchase order.

Help Resources

Procurement Tools - https://www.dfa.cornell.edu/procurement/tools-forms/tools

- Quick Reference Guide

- Frequently Asked Questions (FAQs)

- PaymentWorks User Manual

- PowerPoint presentation

- Service center questions for vendor onboarding can be sent to procurement@cornell.edu

- Support for Supplier questions is provided by PaymentWorks. Suppliers may contact support@paymentworks.com for assistance.