

# PaymentWorks Supplier Guide Financial Services Supplier Administration

Arizona State University has selected <u>PaymentWorks</u> to automate and strengthen onboarding controls for suppliers conducting business with the university.

Suppliers can manage the following information in their profile through the PaymentWorks supplier portal:

- Banking details.
- Contact information.
- Payment status.

ASU will send invitation emails to the supplier's identified point of contact.

### **Registration email invitation**

To begin the registration process, click the link in the email you received.

ASU PaymentWorks									
Dear Acme Industries:									
Thank you for your interest in conducting business with Arizona State University. Before submitting your registration information, please review the ASU Privacy Statement and European Union Supplement ( <u>asu.edu/about/privacy</u> ). By clicking Register, you are consenting to the terms of the ASU Privacy Statement and the ASU Terms of Use ( <u>asu.edu/about/terms-of-use</u> ). For questions regarding the ASU Privacy Statement or Terms of Use, please contact ASU Financial Services at (480)965-3601 or <u>SupplierAdmin@asu.edu</u> .									
Glen Sparky from Arizona State University is inviting you to register as a supplier.									
In order for Arizona State University (test) to establish you or your company as a payee or vendor, please <u>click here</u> to register on PaymentWorks, Arizona State University (test)'s supplier portal.									
Before you begin the registration process, be sure to have the following information available:									
<ol> <li>A valid tax ID (either an EIN or SSN)</li> <li>If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement.</li> </ol>									
If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support here.									
Thank you for your support.									
Sincerely,									
Arizona State University (test)									

#### Create a PaymentWorks account

After clicking the registration link, a page will open asking you to create a PaymentWorks account. Click **Join Now** and complete the registration.

If your company already has a PaymentWorks account, log into your current account. You will be taken directly to ASU's registration site.



ASU
Arizona State University (test) Before registering as a new Arizona State University (test) supplier, you first need to create a free PaymentWorks account.
Join Now Already registered on PaymentWorks? Click here to login

Once you create your account, you will receive an email requesting account verification and registration within the ASU network.



After you finish the verification, you are ready to start the registration process. Click the **Sign In** button to begin.





## Connecting to ASU using an existing account

If you already have an existing PaymentWorks account, you may use it to log in and connect to ASU.

You will see the screen below after you click the registration link in the invitation email. Select the **Click here to login** link.

Arizona State University (test)
Before registering as a new Arizona State University (test) supplier, you first need to create a free PaymentWorks account.
Join Now
Already registered on PaymentWorks? Click here to login

aymentW	Vorks								Profile		
↑ <sup>0</sup>	Home							0	Company Profile		
*. E	Customers View your custor	mers and pending registra	itions					Ç→	Logout		
٩	Customer			Registration Submission D	ate ↓		Status	? *@	Help Contact		
<b>=</b>	Arizona State Ur	niversity (test)		03/22/2024			Registration In Review	•	Privacy		
$\mathbf{\mathbf{Y}}$							Rows per page:	5-	otal Rows: I Conditions		
			Ģ						Go to Customer	5	
Invoices View your connected customer-uploaded invoices											
	Customer	Invoice Number	Invoice Date $\downarrow$	Invoice Amount	Paid Amount	Purchase Orde	r Invoice Status	Sch	eduled Pay Date		
		There are no invoices to view. Check your filters and confirm you have connected customers. 🚐 Invoice Help 💋									
							Rows per page:	5 <del>.</del> T	otal Rows: 0 < >		
									Go to Invoice		

From your PaymentWorks homepage, you can track the status of your connection to ASU and other customers you may have connected to using PaymentWorks.

Your Profile will be created after you submit a New Vendor Registration form. From the **Profile** menu, select **Company Profile** to update your business or personal details. Refer to the Updating Company Profile Information tutorial for more information.



PaymentWorks Company Profile									
Home Connect	A Invoices	News Updates	Messages	Remittances					
Marketing Information >	The follo	wing public information is vi	sible to all payers in th	e PaymentWorks network					
Business Details	Company	Company Name (DBA): Elton John							
Tax Forms	Corporate	Corporate Address: 8954 E Sun Lakes Blvd N, Sun Lakes, AZ USA 85248-6434							
Remittance Addresses	Telephon	e:							
Bank Accounts	Primary Account e-Mail: asupw2019+john@gmail.com								
Lindating Company Info?	Website U	JRL							
Opdating Company into?	Business Description: entertain								
						Edit			

Click the appropriate tab from the left side to update the following:

- Marketing Information: Basic information such as the Company Name (DBA) and contact information.
- **Business Details**: Tax information such as the tax country, tax identification number and classification.
- **Tax Forms**: Upload or update any required tax documents.
- **Remittance Addresses**: Manage the remittance addresses where ASU can submit payments. The **Bank Accounts** tab does not appear if no remittance address is indicated.
- **Banking Accounts**: Add or update your banking information. <u>Refer to the How</u> to Add a New Bank Account instructions for more details.

## Getting help

<u>Refer to the PaymentWorks Support Center</u> or <u>contact PaymentWorks support</u> for questions regarding the platform or registration process.

<u>Visit the Do Business with ASU webpage</u> or <u>contact the ASU Supplier Administration</u> for questions about the ASU-specific vendor management process.