New Process Drivers

• Risk concerns
  ○ Fraud

• Uniform guidance (Grants)
  ○ Supplier / Vendor selection requirements

• Internal control requirements and audit requirements

• Current paper-driven process is very inefficient (700 to 1000 / month manual entry)
What Is PaymentWorks?

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

- Departmental users are empowered to extend invitations to vendors to register, have visibility into onboarding process

- Vendors will 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, Cornell, etc.
Empowerment For Departments

- Departments are empowered to create and send their own invitations to vendors to become registered.
- Departmental users have quick and easy access to PaymentWorks through the myUK environment.
- Departments can see full process and status as vendors are onboarded, receive vendor numbers in your dashboard when assigned.
Self-Service For Vendors

- Vendors complete and are responsible for their information. Accuracy for registration information falls to the vendor.

- They can also request their preferred payment type and in some cases, enter/manage their own ACH and other banking data

- Vendors can do their own updates such as address, company merger or acquisition, diversity status, etc. reducing entries on part of University staff
Who Will Register For A Vendor Number?

Any *new* business, organization, or individual who previously would complete a paper vendor application will use PaymentWorks. This includes any entity for whom a Shopping Cart / Requisition or PRD would be initiated (except employee reimbursements):

- US Business or Individuals
- Foreign Business or Individuals
- Non-Profits or Government Entities
- Student Organizations
- Foreign Persons Utilizing W8-BEN Forms
- UK Imprest (Petty Cash) Custodians
Current University Database File

- Existing active vendors will continue to be available for Shopping Carts/Requisitions, PRDs, etc.

- Continue to first search for an existing vendor as normal in Shopping Carts/Requisitions, PRD, or SAP T-Code XK-03

- Only use PaymentWorks to onboard a new vendor who is not currently in the University’s system.

- At a later date, the UK vendor database will be integrated with PaymentWorks providing active searches for all vendors
PaymentWorks Tour

- To request a vendor be added to the University vendor database, start in myUK – Enterprise Services tab

1. Navigate to Enterprise Services tab
2. Click PaymentWorks
Login To PaymentWorks

Login via the Single Sign-On (SSO) screen with your UK ID and password (the same as you do for any UK application).

3. Log in with your myUK ID and password
Arrive At PaymentWorks

The UK user will arrive at the PaymentWorks home screen and select Vendor Master Updates tile

4. Select Vendor Master Updates tile in the bottom left
PaymentWorks Dashboard

Each UK user has a PaymentWorks dashboard unique to their vendor requests.

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

The UK user sends an invitation directly to a vendor via email

5. Click Send Invitation button
Complete the invitation to the vendor to become registered.

6. Complete the invitation with their name, email, and message. Click Send.

Sending the invitation is the only step performed by the UK user.
Vendor Receives Email Invitation

The vendor will receive the email invitation with a link to begin the registration process.

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.
Vendor Creates Account

Vendor will create an account through the link and follow the steps to register. There is no charge to the vendor to register.
Vendor Completes Registration Process

Vendor completes the online application process. The form is customized for all University vendor types.

<table>
<thead>
<tr>
<th>Business Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>For tax purposes are you an individual, sole proprietor or single-member LLC?</td>
</tr>
<tr>
<td>Country of Incorporation or Organization*</td>
</tr>
<tr>
<td>Business Legal Name.*</td>
</tr>
<tr>
<td>EIN*</td>
</tr>
<tr>
<td>9-digit number, no spaces or dashes</td>
</tr>
<tr>
<td>Confirm EIN*</td>
</tr>
<tr>
<td>9-digit number, no spaces or dashes</td>
</tr>
<tr>
<td>Tax Classification.*</td>
</tr>
<tr>
<td>This can be found under section 3 of your W-9</td>
</tr>
</tbody>
</table>

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).
Vendor Completes Registration Process

As the vendor completes the registration, they select entries unique to them. The menu choices and dropdowns are customized depending on the vendor type.
Vendor Completes Registration Process

Depending on the vendor type, the PaymentWorks “Smart Form” will only require entries unique to them.

- Standard vendors will fill in information on their business and desired payment type.
- Student Orgs, UK Imprest Custodians will only complete a limited number of menu-driven fields unique to their needs.
UK User Dashboard

The departmental user’s dashboard shows all their vendor invitations with status updates.

UK user can access their dashboard through myUK Enterprise Services tab anytime for status updates.
When the vendor is fully onboarded, the University vendor number will appear in the PaymentWorks dashboard line.

8. When fully approved and onboarded, the status will reflect **Complete** and the vendor number will appear in your dashboard.

<table>
<thead>
<tr>
<th>ONBOARD START</th>
<th>UPDATED</th>
<th>VENDOR NAME</th>
<th>INVITATION</th>
<th>VENDOR ACCOUNT STATUS</th>
<th>NEW VENDOR REGISTRATION</th>
<th>% COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/27/2018</td>
<td>07/05/18</td>
<td>Bethany’s Building Supplies</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>05/27/2018</td>
<td>07/05/18</td>
<td>Bethany’s Print Shop</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Complete Vendor #: 0000375339</td>
<td></td>
</tr>
</tbody>
</table>
Utilizing Your Dashboard

You can click the links at any time for more information for onboarding status.

<table>
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<tr>
<th>ONBOARD START</th>
<th>UPDATED</th>
<th>VENDOR NAME</th>
<th>INVITATION</th>
<th>VENDOR ACCOUNT</th>
<th>NEW USER REGISTRATION</th>
<th>% COMPLETE</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

Clicking any hyperlink will display extended information.

Account Details:

User Name: Smith John
User E-mail: lockecraig3+36@gmail.com
Company Name: Jackson Engineering Supplies

Account created: 07/19/2018
Utilizing Your Dashboard

If you see a vendor has not completed the registration, you can resend the invitation if desired. PaymentWorks also sends reminders to vendors automatically.

If email invitation delivered, but no account created, you can resend invitation.
The current University vendor application will be removed from the Purchasing website and use at PaymentWorks go-live, planned for ~August 14.

Please be sure to delete any local versions you may have saved to your computer.
UK Employees Seeking Reimbursement

UK Employees seeking an 8XXXXX number for a reimbursement will not use PaymentWorks.

A special form is on the Purchasing website to use their PERNER number for reference.

No change from current process

http://www.uky.edu/Purchasing/
UK Employees Seeking Reimbursement

Summary For UK Internal Parties:

<table>
<thead>
<tr>
<th>Internal Entity</th>
<th>What To Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Student or Student Org</td>
<td>PaymentWorks</td>
</tr>
<tr>
<td>UK Imprest Cash Custodian</td>
<td>PaymentWorks</td>
</tr>
<tr>
<td>UK Employee (Reimbursement)</td>
<td>PERNER form on Purchasing website</td>
</tr>
</tbody>
</table>
Common Frequently Asked Questions

**Question 1:** What is the main change for me as a departmental employee with regard to PaymentWorks?

**Answer:** The main change is simply to use the PaymentWorks invitation process to request *new* vendor entry rather than the paper-based vendor application.

**Question 2:** I do orders or PRDS for students, UK orgs, foreign staff with W8-BEN forms. How will they be affected?

**Answer:** Send the PaymentWorks invitation to all entities/persons that need a vendor number. The registration form has customized entries for every University vendor type.
Common Frequently Asked Questions

**Question 3:** Will current SAP/SRM/PRD vendors need invitations sent to them to be reloaded into PaymentWorks?

**Answer:** No, any active vendor number will remain in the University’s data file; only *new* vendor registrations need invitations sent to them.

**Question 4:** How will vendor updates be managed?

**Answer:** A new vendor onboarded through PaymentWorks will have the ability to update their own information. This updates the larger UK vendor database.
Common Frequently Asked Questions

A comprehensive list of FAQs is available on the Purchasing website at:

http://www.uky.edu/Purchasing/docs/paymentworksfaq.pdf
Help Resources

• Desktop Quick Reference Card (QRC):
  http://www.uky.edu/Purchasing/docs/paymentworksqrc.pdf

• Frequently Asked Questions (FAQs):
  http://www.uky.edu/Purchasing/docs/paymentworksfaq.pdf

• Departmental questions for vendor onboarding can be sent to
  UKPurchasing@uky.edu

• Search Guide for Existing Vendors in Shopping Carts / Requisitions,
  PRDs, or SAP T-code XK-03
  http://www.uky.edu/Purchasing/docs/vendorsearch.docx

• Support for vendor questions is provided by PaymentWorks. Vendors may
  contact support@paymentworks.com for assistance
Questions?