

# 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.

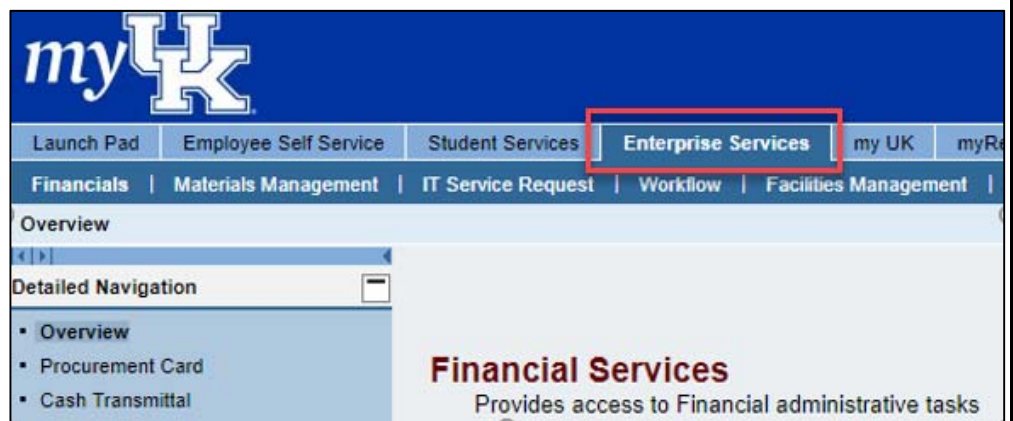
UK Employees seeking employee reimbursements via 8XXXXX number will not use PaymentWorks. There is no process change for this and a customized form for their PERNER number is on the Purchasing [website](#).

**Role:** Departmental Staff or Faculty

**Frequency:** As needed

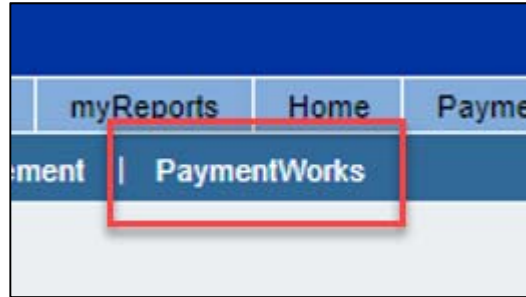
## STEPS TO ONBOARD A NEW VENDOR

1. From within myUK, click the Enterprise Services tab



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2. Click PaymentWorks link



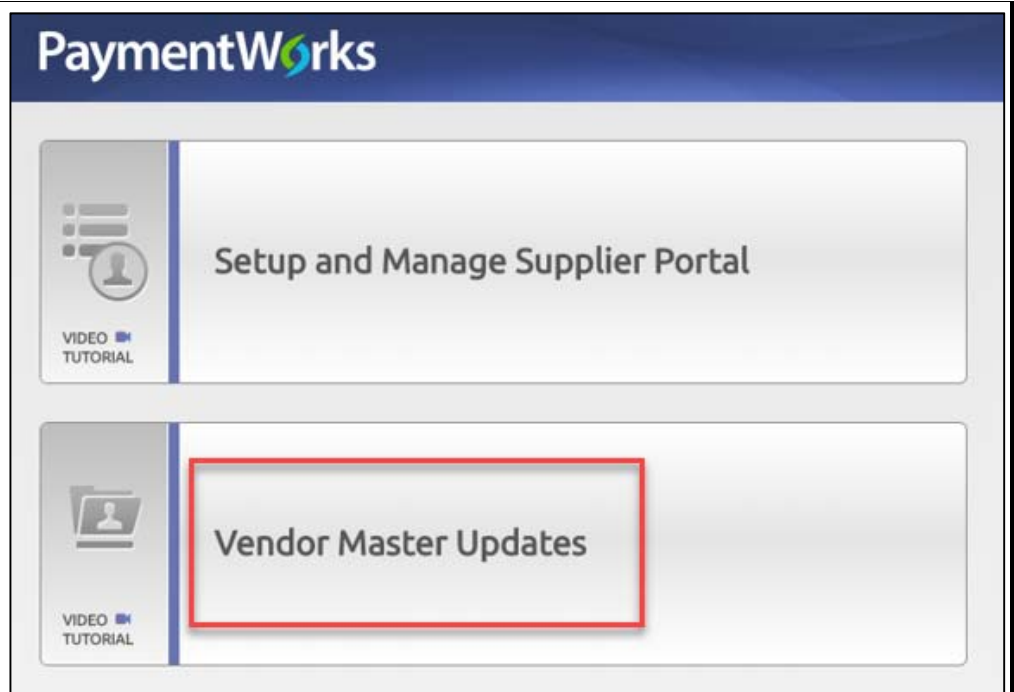
3. At the UK sign-on screen, login using your myUK ID and password

Sign in with your linkblue account

Please login with your linkblue account and password.  
[Can't access your Account?](#)

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4. Upon arriving at PaymentWorks, click the bottom left tile entitled Vendor Master Updates



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5. From within your onboarding dashboard, click Send Invitation in the bottom left corner

	ONBOARD START	UPDATED	VENDOR NAME
Smith and Webster Professional Services	07/18/2018	07/19/2018	
Huntington Specialized Robotics	07/18/2018	07/19/2018	
Nielson Company	07/18/2018	07/19/2018	
Albertson Cleaning Company	07/18/2018	07/19/2018	
Gaylord Library Supplies Inc	07/18/2018	07/18/2018	
Henry Schein Dental	07/18/2018	07/18/2018	

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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](mailto:support@paymentworks.com).

Thank you for your support.

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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

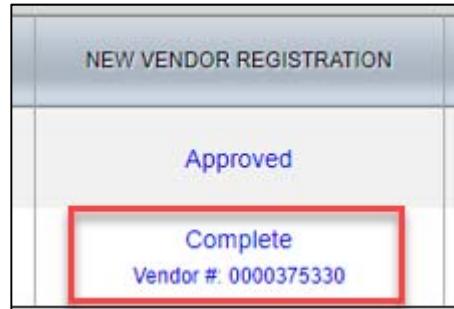
EIN:\*      628739098  
9-digit number, no spaces or dashes

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.



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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.

ONBOARD START	UPDATED *	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
07/18/2018	07/19/2018	Gaylord Library Supplies Inc	<a href="#">Clicked</a>	<a href="#">Email Validated</a>	In Progress	<div style="width: 75%;"><div style="background-color: #0070C0; height: 10px;"></div></div>
07/19/2018	07/19/2018	Jackson Engineering Supplies	<a href="#">Clicked</a>	<a href="#">Email Validated</a>	In Progress	<div style="width: 75%;"><div style="background-color: #0070C0; height: 10px;"></div></div>
07/18/2018	07/19/2018	Smith and Webster Professional Services	<a href="#">Clicked</a>	<a href="#">Email Validated</a>	Submitted	<div style="width: 100%;"><div style="background-color: #0070C0; height: 10px;"></div></div>
07/18/2018	07/19/2018	Huntington Specialized Robotics	<a href="#">Clicked</a>	<a href="#">Email Validated</a>	Submitted	<div style="width: 100%;"><div style="background-color: #0070C0; height: 10px;"></div></div>

If desired, click any blue hyperlink for additional status information

VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION
Gaylord Library Supplies Inc	<a href="#">Clicked</a>	<a href="#">Email Validated</a>	In Progress
Jackson Engineering Supplies	<a href="#">Clicked</a>	<a href="#">Email Validated</a>	In Progress

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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.

