How to Set Up a Vendor in PaymentWorks

For University of Idaho employee use. Email acctpay@uidaho.edu for additional help.

1. How to Search for a vendor in PaymentWorks
   
a. Login to the University of Idaho SSO site. Please email acctpay@uidaho.edu for the link.
   
b. Click Vendor Master Update

![Vendor Master Update](image)

Make sure SHOW Onboardings Tracker is on

![Onboarding Tracker](image)
c. Click Send Invitation

d. Complete Invite information & click SEND
e. Adding Personal Messages to Invitations - PaymentWorks offers the ability for invitations to include a personal message from the sender (also referred to as the “Initiator”) to the prospective payee.

2. Vendor Invite Status
   a. Show: Onboarding Tracker shows invite status
b. You can search for only your invites, by adding your name in Invitation Initiator box at the bottom of the Filter Results:

![Invitation Initiator: christine](image)

3. Tracking Onboardings

![Tracking Onboardings](image)

4. Vendor Receives Email

![Vendor Receives Email](image)
a. When Vendor clicks link in invitation email, it takes them to PW log in page where they click Suppliers Join Here

![PW log in page](image)

b. Vendor will receive an email to validate their email.

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PaymentWorks Account Registration

PaymentWorks <do-not-reply@paymentworks.com>
to uidshopw2019-oprah

Thanks for registering!
Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.
Verify Your Email and Complete Your Registration

Thank you,
PaymentWorks

If this was sent to you in error, please ignore this email and your address will be removed from our records.
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c. Once validated, they will log into www.paymentworks.com, complete online registration form and SUBMIT. Let vendor know someone from PW may call to validate the LAST FOUR of their bank account number. If left a message, they need to return the call as this is the last step in the process.
Important Notes for Foreign Vendors:

- Please email acctpay@uidaho.edu with ANY questions you have.

- Foreign vendors can’t receive ACH payments, if vendor selects Direct Deposit in error, they are unable to add wire information that is needed. This may delay the registration process.

- The approval process takes longer for Foreign Vendors so plan accordingly.