

Registration Process for a Vendor

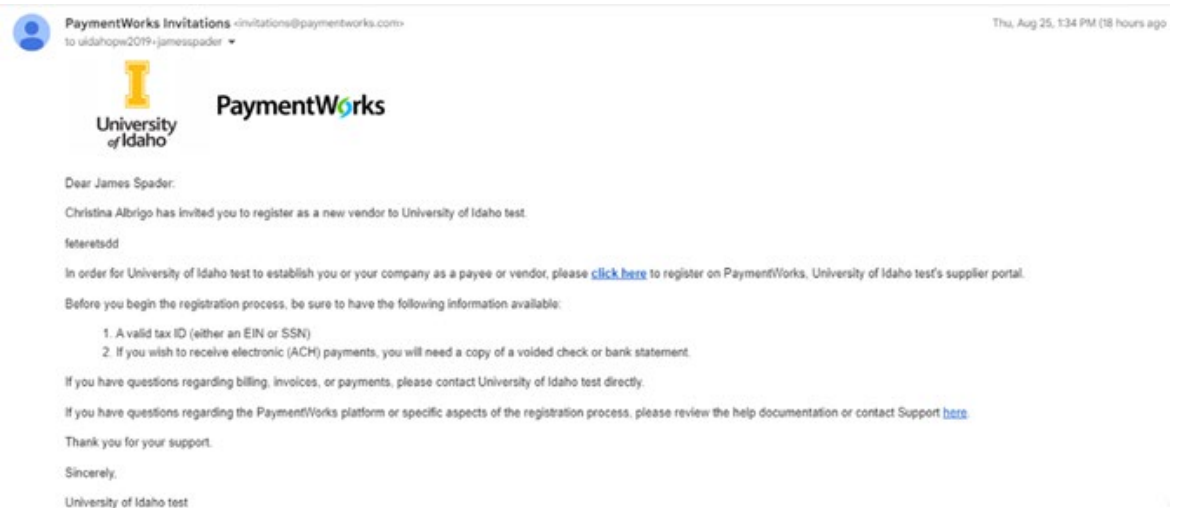
For New University of Idaho Vendor Use. Email acctpay@uidaho.edu for additional help.

Helpful Hints and Things to Know

- PaymentWorks invitations can't be forwarded.
- We recommend you use a generic email to set up your account.
- PaymentWorks is an online vendor registration system. It does not participate in the invoicing section of the Accounts Payable process.
- You must click the SUBMIT button at the bottom of the online form.
- Once submitted, someone from PaymentWorks may call to verify the LAST FOUR of your bank account number. If left a message, please call them back as this is the last step of the process.
- Foreign vendors wanting wire payments must answer NO to the question Does your bank accept US checks.
- If you already have a PaymentWorks account with another University, make sure the University of Idaho sends the email to that address, so you have only one account.
- If your tax number changes, you must send us a new email account to set up the new tax number. For tax reporting purposes, these must be separate accounts.

1. New vendors are invited to connect to University of Idaho.

- a. Vendor will receive system generated email from PaymentWorks.
- b. Vendor will click on the ***click here*** link to register.




PAYMENTWORKS USER GUIDE

- c. Click here link takes vendor to PW log in page
Click Suppliers Join Here in top right corner



- d. Vendor completes account set up information, checks terms of service and clicks Join Now.



The image shows the 'Join PaymentWorks for Free' registration form. The form includes fields for 'First Name', 'Last Name', 'Company Name (Including Business Registration)', 'Title', 'Email', 'Phone', 'Company Address', and 'City/State/Zip'. There is also a 'Create Password' section with a 'Password' field.

- e. Vendor will receive an email to VERIFY their email.

Thanks for registering!

Verify your email within the next 72 hours to activate your account.

[Verify Your Email](#)

Thank you,
PaymentWorks

PaymentWorks

If this was sent to you in error, please ignore this email and your address will be removed from our records.

- f. Vendors are asked to sign in after account is activated. Upon signing in, vendors are directed to the University of Idaho Vendor Registration Form.
- g. Vendor fills out the registration form and clicks the SUBMIT button at the bottom of the online form to send the registration to University of Idaho.
- h. Once the registration form is submitted, it will be placed in queue to be reviewed by University of Idaho. If their information is acceptable, vendor is approved and issued a vendor number. If existing University of Idaho, information is tied to University of Idaho by their tax ID number.
- i. If any corrections are needed, the registration will be returned to vendor. Vendor should monitor their email for updates regarding their approval.