PaymentWorks Vendor/Supplier Role Job Aid

Disbursement Services
August 2025

UT HEALTH SAN ANTONIO

UT Health San Antonio Partners with PaymentWorks

In order to establish you or your company as a **payee** or **vendor** with UT Health San Antonio, you must **first** register in PaymentWorks.

Vendors must use the hyperlink provided in the email sent by only UT Health San Antonio.

A person who is knowledgeable about the company should be the one to complete the registration form.

Note: PaymentWorks replaces manual forms W9 and direct deposit form

UT Health San Antonio Partners with PaymentWorks

As a state agency, UT Health San Antonio is required to collect information from domestic and foreign vendors to procure or pay for goods and services through completion of one of two IRS forms (W-9 or W-8BEN).

Paymentworks mirrors these forms when the online registration process is complete.

For further clarification about your vendor status with the IRS, please visit the following website for instructions.

IRS W-9 Instructions
IRS W-8BEN Instructions

Vendor Registration in PaymentWorks

As a vendor conducting business with UT Health San Antonio, you will receive an invitation requesting you or your company to participate in the PaymentWorks platform.

Click the **Join Now** to begin the Vendor onboarding registration process.

UT Health San Antonio

Before registering as a new UT Health San Antonio (Test) supplier, you first need to create a free PaymentWorks account.
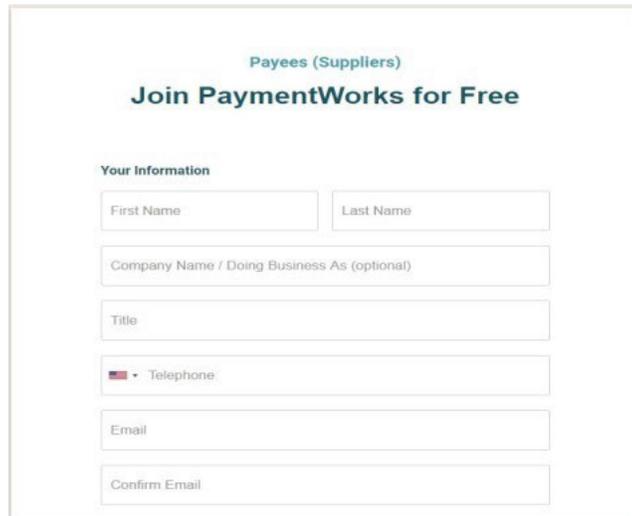
Join Now

Already registered on PaymentWorks? Click here to login

Vendor Registration
in PaymentWorks cont.

1. Complete your information:
   - Contact name and title
   - Company name
   - Telephone #
   - Email address
   - Agree to terms

2. Create a Password

3. After submitting your information, **PaymentWorks Support** sends a confirmation email
   - Verify your email address within 72 hours to activate your account

Vendor Registration in PaymentWorks cont.

4. Sign in and complete the remaining registration information

PaymentWorks Account Registration Inbox ×

PaymentWorks
to uthsapw2019+SSUMMERS ▼

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

PaymentWorks

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

Thanks Stephanie, Your account is now active

Sign in with your username and password.

Sign In

Sign In

pw-admin@uthscsa.edu

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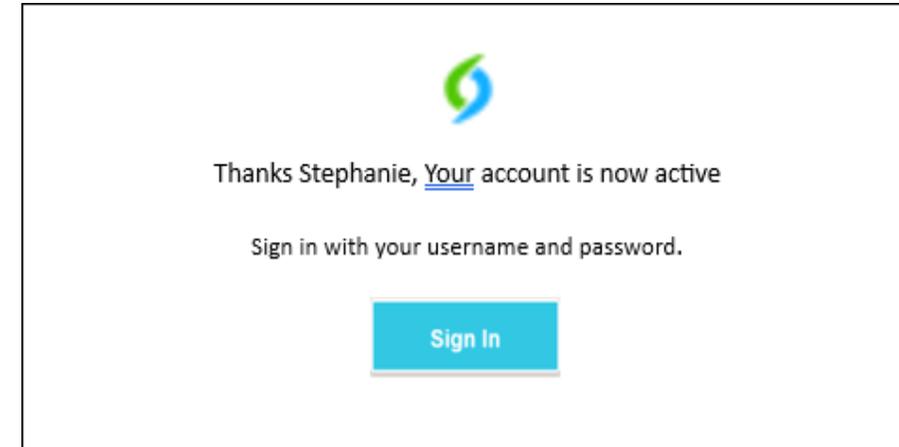
Sign In

Forgot password?

Join PaymentWorks

Vendor Registration
in PaymentWorks cont.

5. The process will prompt a multi-factor authentication step (phone call or text)

6. Confirm code

Complete New
Vendor Registration

- Complete tabs: Tax Information, Addresses and Additional Information

- Complete all required* fields from the registration form

- Include company information, such as:
  - Company type and ownership type
  - TIN number or social security number
  - Tax classification
  - Accounts receivable contact

The next slides include screenshots of the information required to complete the form.

PaymentWorks

✦ Welcome   💳 Tax Information   🏠 Addresses   📋 Additional Information

↪ Logout

UT Health San Antonio

UT Health San Antonio (Test)

New Vendor Registration

Welcome, SSS SSS!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **UT Health San Antonio (Test)**.

You will be notified by email when your application is processed.

Save and Exit   Next

Note: Effective 01/01/2025, foreign vendors without a TIN number must contact Disbursements@uthscsa.edu to request a temporary TIN

Complete New Vendor Registration

- For tax purposes select one of the two:
  1. Individual or Sole Proprietor
  2. Corporation or other complex business entity

- Click **Next** to continue

Complete New
Vendor Registration cont.

If you select **Individual or Sole Proprietor** include your

1. Citizenship

2. SSN or EIN

• Select **Yes** or **No** to generate an electronic W-9

Tax Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

For tax purposes, which best describes you?*

◉ Individual or Sole Proprietorship

○ Corporation or other complex business entity

Country of Citizenship*

(Country of Incorporation if using EIN)

Select an Option

United States ▾

Are you using an SSN or EIN?*

○ SSN

○ EIN

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-9's are convenient for you and provide enhanced security for your information. 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).

Complete New Vendor Registration cont.

Individual or Sole Proprietor

- Selected **Yes** to generate W-9
  - Certify
    - Tax ID Type
    - Back up withholding
    - Citizenship

◉ Yes
○ No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Tax ID Type

☑ The Tax ID number shown on this form is my correct taxpayer identification number.

Backup Withholding

☑ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Citizenship

☑ I am a U.S. citizen or other U.S. person

Certification Instructions

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the IRS form W-9

Complete New
Vendor Registration cont.

Individual or Sole Proprietor

- Complete **Personal Information**
  - Full name or DBA
  - Telephone number
  - Preferred email
  - Website
  - Description of goods and services

- Click **Next** to continue

Personal Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Your Full Name or DBA (doing business as) Business Name*

Enter your full name, or your business name as you would like
it to appear on a check or other form of payment made out to you.

Enter Text Here

Telephone Number*

Enter Telephone Here

(210) 562-6271   ext.

Preferred Email*

Enter Email Here

Website

Enter Value Here

Description of Goods or Services

Enter Text Here

Save and Exit   Next

Complete New
Vendor Registration cont.

Selected **Corporation or other complex business entity**

- Provide company information:
  - Country of incorporation
  - Business Legal Name
  - EIN

Tax Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

For tax purposes, which best describes you?*

○ Individual or Sole Proprietorship

● Corporation or other complex business entity

Country of Incorporation or Organization*
Select an Option
United States ▼

Business Legal Name*

Business legal name is your company's official name as it appears on government and legal forms, such as line one of your W9 or W-8BEN. This name is linked to your company's Tax Identification Number (TIN) and is not your DBA (doing business as) name.

Enter Text Here

EIN*

9 digits, no dashes or spaces

Enter Value Here

Complete New
Vendor Registration cont.

Corporation or other complex business entity

- Confirm EIN*
- Provide tax classification*:
  - C Corporation
  - S Corporation
  - Partnership
  - Trust/Estate
  - LLC taxed as C Corporation
  - LLC taxed as S Corporation
  - LLC taxed as Partnership
  - Other

Confirm EIN*

Enter Value Here

Tax Classification*

This can be found on section 3 of your W-9.

Select an Option

Choose One
C Corporation
S Corporation
Partnership
Trust/Estate
LLC taxed as C Corporation
LLC taxed as S Corporation
LLC taxed as Partnership
Other

Complete New Vendor Registration cont.

Corporation or other complex business entity

- Following tax classification entities answer question on foreign partners:
  - Partnership
  - Trust/Estate
  - LLC taxed as C Corporation

- If applicable provide DUNS / UEI

Tax Classification*

This can be found on section 3 of your W-9.

Select an Option

LLC taxed as Partnership ▼

Foreign partners

☐ Check this box if you have any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest.

if applicable

○ Data universal numbering system (DUNS)

○ Unique Entity ID (UEI)

Complete New Vendor Registration cont.

Complete **Addresses** tab

Primary Address
- Country *
- Street 1 *
- Street 2
- City *
- State *
- Zip Code *

Complete New
Vendor Registration cont.

Complete **Addresses** tab

Remittance Address

- Check box **Same as Primary Address** or
- Complete fields
  - Country
  - Street 1 *
  - Street 2 *
  - City *
  - State *
  - Zip Code

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- Supplier Category
  - US Individual
  - Foreign individual
  - US Entity
  - Foreign entity
- Commodity Codes
- Purchase Order Information
  - Yes or No

Note: Contact purchadmin@uthscsa.edu

*if you have questions related to the **Additional Information** section.*

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- 1099 Tax Information for US Entities and Individuals

Note: Contact your tax adviser for 1099 box selection and your status with the IRS. Only contact ap-1099@uthscsa.edu if you have questions associated with the issuance of university 1099s.

Additional Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Please contact purchadmin@uthscsa.edu if you have questions related to the Additional Information section of the registration.

Supplier Category*
Select an Option

US Entity ▼

1099 Tax Information for Entities

Is your company being paid for any of the following?*

- ☐ Royalties or broker payments in lieu of dividends or tax-exempt interest
- ☐ Rents
- ☐ Services performed by someone who is not your employee
- ☐ Prizes and awards
- ☐ Other income payments
- ☐ Medical and healthcare payments
- ☐ Crop insurance proceeds
- ☐ Cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish
- ☐ Cash paid from a notional principal contract to an individual or partnership or estate
- ☐ Payments to an attorney
- ☐ Any fishing boat proceeds
- ☐ Nonemployee compensation (self-employment income)
- ☐ None of these statements are true

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- Diversity Information

- Conflict of Interest Information, if applicable

Note: Contact *purchadmin@uthscsa.edu*
*if you have questions related to the **Additional Information** section.*

Complete New
Vendor Registration cont.

Complete **Additional Information** tab

- State of Texas certified disadvantaged business

- HUB

*Note: Contact purchadmin@uthscsa.edu if you have questions related to the **Additional Information** section.*

Additional Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Are you a State of Texas certified disadvantaged business?*

Select an Option

Yes

State of Texas Diversity Information

Select applicable State of Texas certifications*

☐ HUB (Historically Underutilized Business)

Complete New
Vendor Registration cont.

Complete **Additional Information** tab

- Answer questions about **Conflict of Interest**

Note: Contact purchadmin@uthscsa.edu

*if you have questions related to the **Additional Information** section.*

Additional Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Conflict of Interest Information

Instructions for Conflict of Interest section

Link to Conflict of Interest Information
If you are registering as an individual, please answer the following section on behalf of yourself only.

If you are registering on behalf of your company, please answer the following section on behalf of yourself and any other employees of your company.

Are you or are you aware of anyone at your company who is a current University employee?*

Select an Option ▼

Are you or are you aware of anyone at your company who is a former University employee?*

Select an Option ▼

Are you or are you aware of anyone at your company who is related to a University employee?*

Select an Option ▼

Complete New Vendor Registration cont.

Complete **Additional Information** tab

- Payment Information
  - USA Domestic Bank Account
  - Foreign Bank Account

- Payment Method for Payees with a USA Domestic Bank Account
  - SUA (Single User Account-JP Morgan)
  - SUA (Single User Account- CorPay)
  - ACH (direct deposit)
  - Check

Payment Information

Bank Location*

Please indicate whether you will be using a USA Domestic Bank Account or a Foreign Bank Account to deposit your payment.

Select an Option
USA Domestic Bank Account

Choose One
USA Domestic Bank Account
Foreign Bank Account

Payment Terms for each Payment Method are listed below:

SUA(Net 30 Days) - A SUA is a payment method that acts similar to a credit card, with associated merchant fees.

ACH(Net 30 Days) - An ACH payment is a type of electronic bank-to-bank payment, similar to direct deposit. It is only available for those with a USA Domestic Bank Account.

Check (Net 30 Days)

Payment Method for Payees with a USA Domestic Bank Account*

Select an Option

Choose One
SUA (Net 30 Days)
ACH (Net 30 Days)
Check (Net 30 Days)

Save and Exit   Submit

Complete New
Vendor Registration cont.

Payment/Banking Information:

Payment Information

Payment Method for Domestic Vendors*

Please note, ACH is The University of Texas System's preferred payment method.

ACH/Direct Deposit (not available for non-US banks) ⌄

Will payments be forwarded to a financial institution outside the United States?*

No ⌄

Do you offer discounted payment terms?

No ⌄

Bank Validation File*

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

Choose File ▊▊▊▊▊▊▊▊▊

Email Address for Payment Notifications*

▊▊▊▊▊▊▊▊▊ ✓

Bank Authorization*

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account

☐ I Agree

Complete New
Vendor Registration cont.

Banking Address:

Complete New
Vendor Registration cont.

Registration successfully submitted

Submission Successful!

Your new vendor registration has been submitted successfully to UT Health San Antonio.

You will receive an email notification when your application has been approved.

Please note - this is not an authorization to perform services.

Go To Your Dashboard

Complete New Vendor Registration cont.

You may access your dashboard or sign in later using the vendor portal

Complete New
Vendor Registration cont.

Once your online registration is approved by UT Health San Antonio, you will receive an email confirmation.

UT Health San Antonio (Test) New Vendor Registration

UT Health San Antonio   <no-reply@paymentworks.com>
to uthsapw2019+HZIMMER ▾

Your new vendor registration request has been approved by UT Health San Antonio

To view the status of submitted invoices, access remittance advices,
and update your company information, navigate to the following link:

PaymentWorks

Please note, this is not authorization to perform services.

Sign in Using the Vendor Portal

Access your user account through the **Vendor Portal** to update or change vendor information.

You may also grant access to additional company users.
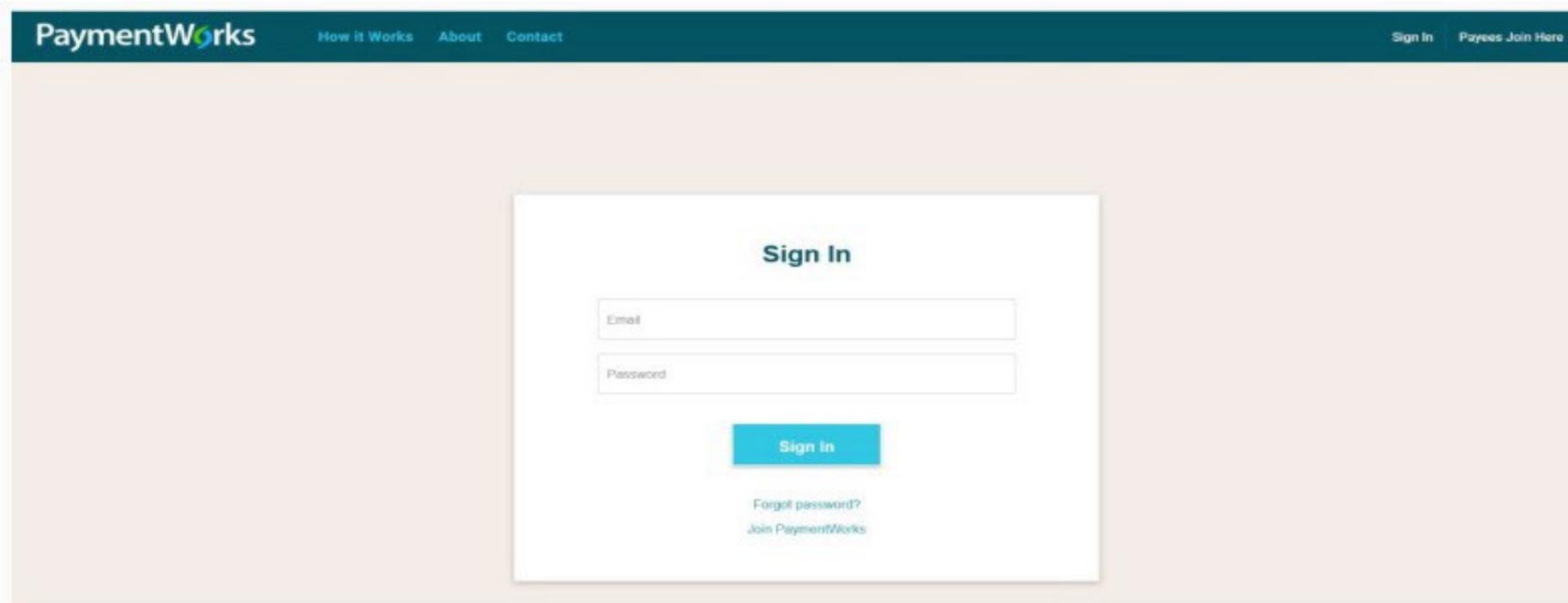
Note: The multi-factor authentication step is enabled every time you login.

Vendor Portal

The vendor portal homepage contains six tabs.

1. Home
2. Connect
3. Invoices
4. News updates
5. Messages
6. Remittances

Vendor Portal

The system will prompt you to a quick tour

Company Profile

Your **Company Profile** is located at the top right corner of the homepage.

This is where you can make any account, vendor updates, or changes.
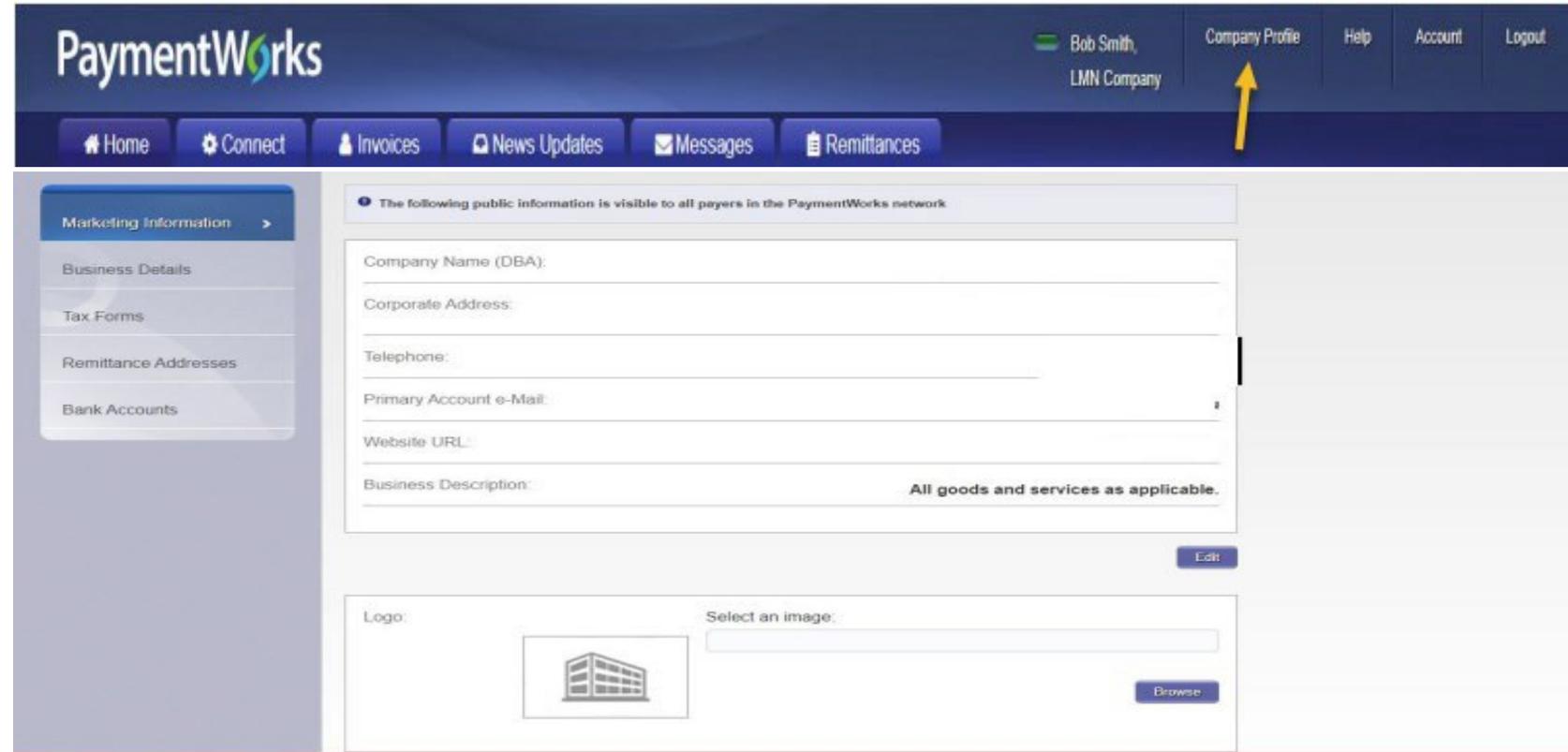
Company Profile cont.

Under **Business Details**, you may edit or update any general company information.

Company Profile cont.

Under **Remittance Addresses**, you may update remittance addresses by using the **pencil** icon to add a new address, or by clicking on the **x** to remove an old address.

Company Profile cont.

Under **Bank Accounts**, you may update banking information by using the pencil icon to add a new account, or by clicking on the **x** to delete an old account.

Quick Tour Help Link

To learn more about PaymentWorks, access the quick tour option under the **Help** link located next to Company Profile.

Account

Use the **Account** link to update personal information or reset your password.
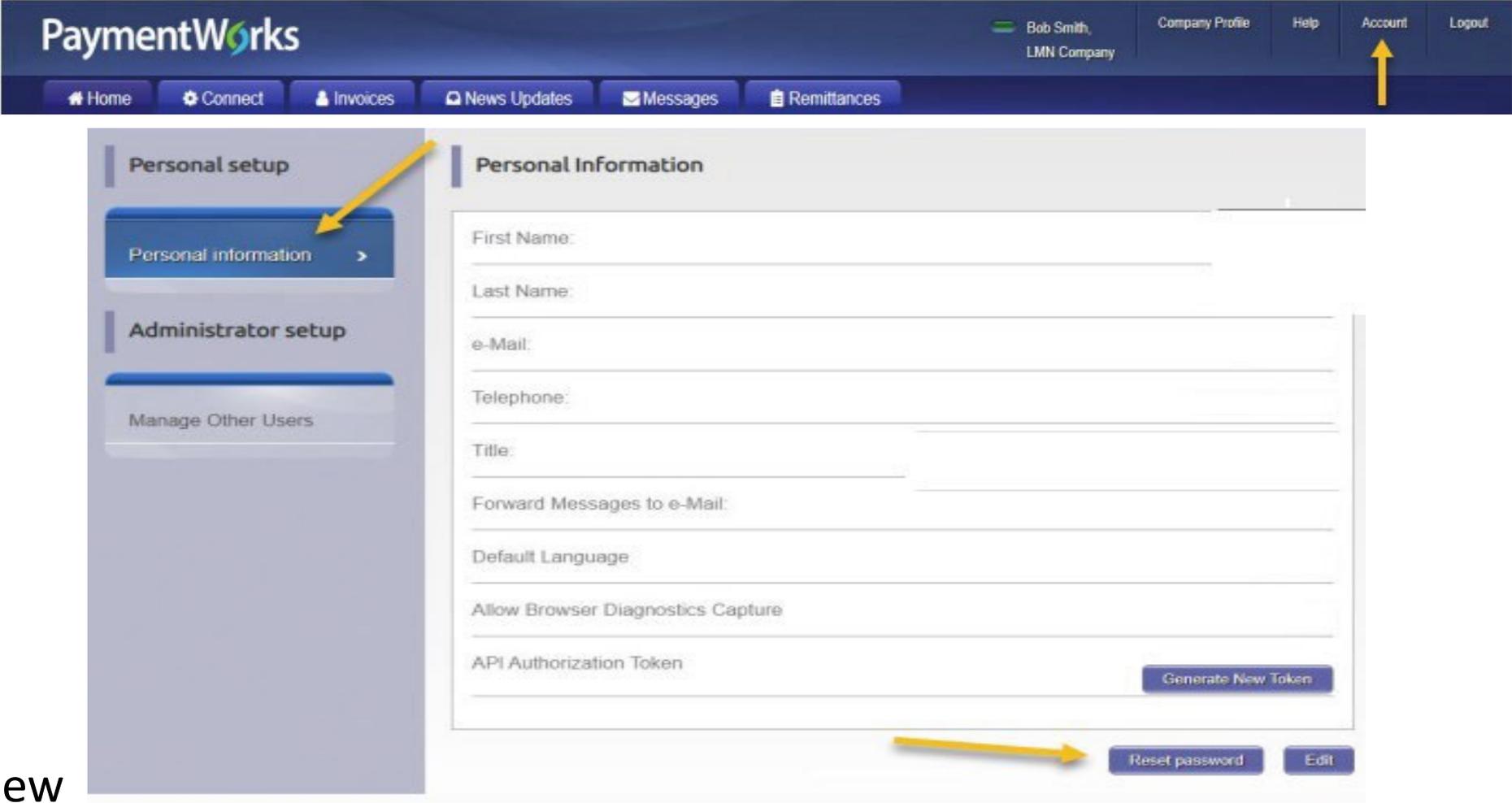
Classic View

Bank Accounts

You may add or remove bank accounts from this page.

Classic View

Account cont.

Use the **Account** link to access the **Manage Other Users** section to add company users. Adding other users will facilitate access in the absence of employees.

Classic View

Checking the Status of Your Registration

Click on the **Connect** tab to view status of registration.

If the online registration is successfully completed, a **Complete** status under **Customer Registrations** section is noted.

Classic View

Home Tab

Home tab view

- Customers

- Invoices

Click on **PaymentWorks Classic** tile to go back to dashboard

Customers and Invoices Pages

Customers Page

Invoices Page

Remittance and News Updates Pages

News Page

Remittance Page

News Updates Page

Invoice Tab

Vendors can view payment information using the **Invoices** tab.

Invoice information available:

- Customer name
- Invoice number
- Invoice date
- Invoice amount
- Invoice paid amount
- Purchase Order number
- Invoice status
- Scheduled payment date

Classic View

Remittances Tab

View remittance address information by selecting the **Remittances** tab.

Classic View

Remittances Tab

View remittance address information by selecting the **Remittances** tab.

Classic View

Tips & Tricks

- A PaymentWorks representative may contact you or your company directly to verify banking information

- The **ACH** (Direct Deposit) option is only for banks based in the United States. ACH is the **preferred** and **best payment option** to expedite payment.

- The **Wire Transfer** payment option is reserved to pay **foreign vendors** that do not bank in the United States.   A UT Health SA department may contact you to verify the SWIFT code.

Tips & Tricks

✦ If you update your information, the system may require you to attach a new copy of your company's Insurance Certificate or Diversity Certificate.

✦ You may experience further delays or require additional clearances, if your TIN is flagged with a domestic or foreign **Financial Sanction** or **State vendor hold.**

✦ You must complete the online registration process with UT Health SA, even if you participate in a similar platform with another University, State agency, or organization.

Contact Information

Contact PaymentWorks when you:

- Experience issues navigating the platform
- Forget your username
- Need to reset your password

PaymentWorks:

- [Submit ticket through the vendor knowledge base PaymentWorks website (click on hyperlink)](#)
- Then click on **Customer support** button

Contact Support