

Supplier Registration Quick Guide

1. When a department at the University of Texas at Dallas (UTD) has started the onboarding process for you as a supplier, PaymentWorks will send an invitation email to the supplier/company contact that the UTD department provided. Click on the link provided in the email to register on PaymentWorks.

Dear Best Buy:

In order for The University of Texas at Dallas (Sandbox) to establish you or your company as a payee or vendor, please [click here](#) to register on PaymentWorks, The University of Texas at Dallas (Sandbox)'s supplier portal.

Initiator has invited you to register as a new vendor to The University of Texas at Dallas (Sandbox).

Please complete the following on-boarding process to get you set up in the UTD supplier list so that we may complete the purchase regarding quote #5555555.

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 question regarding billing, invoices, or payments, please contact University of Texas Dallas directly.

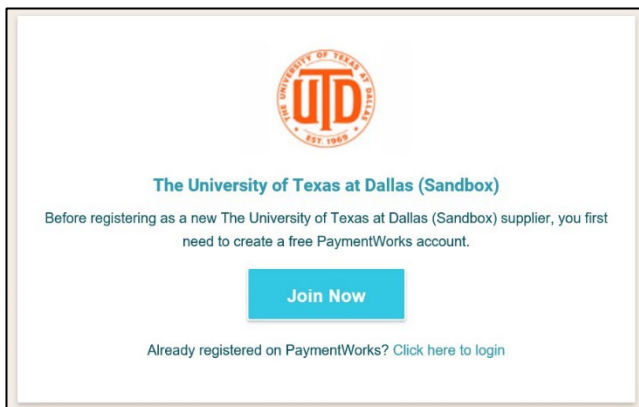
If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please email support@paymentwork.com.

Thank you for your support.

Sincerely,

The University of Texas at Dallas (Sandbox)

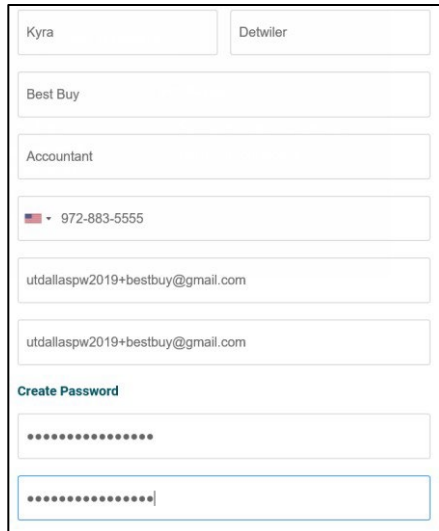
2. Click "Join Now."



3. Complete the supplier user profile creation form:

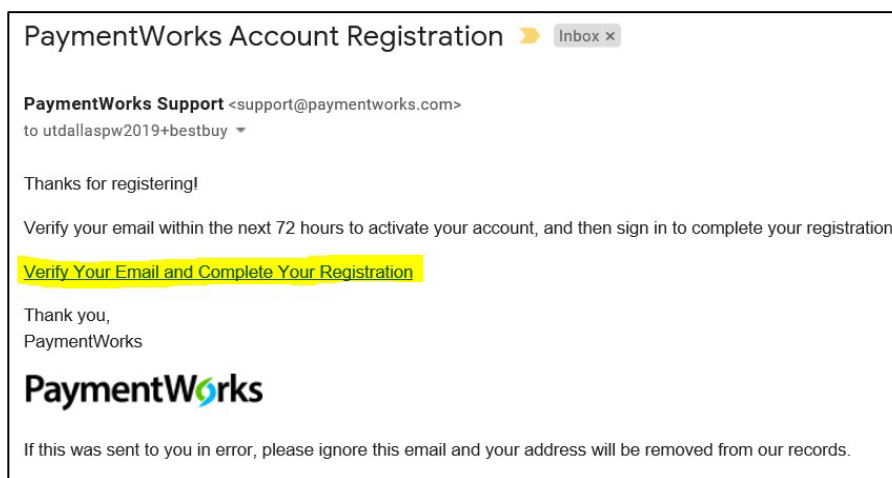
Making Updates to Your PaymentWorks Account - Detail Guide

Financial Management Services
vendors@utdallas.edu

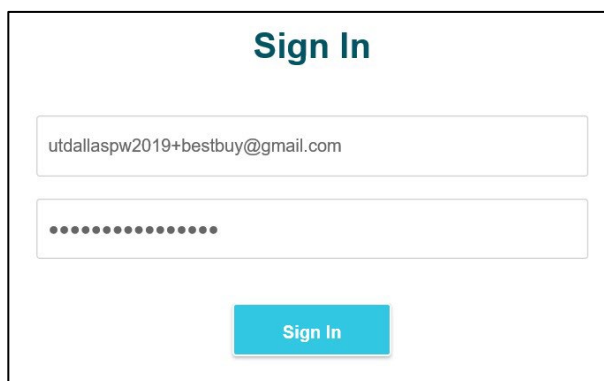


A screenshot of the PaymentWorks Account Registration form. The form contains several input fields: a first name field with 'Kyra', a last name field with 'Detwiler', a company field with 'Best Buy', an accountant field, a phone number field with a dropdown for the country (USA) and the number '972-883-5555', an email field with 'utdallaspw2019+bestbuy@gmail.com', and a password field with 'utdallaspw2019+bestbuy@gmail.com'. Below these fields is a 'Create Password' section with two password input fields, each showing a series of dots for masking.

- Once you have completed the supplier user profile creation form, a second email communication will be sent by PaymentWorks. This second email will be titled 'PaymentWorks Account Registration'. Once you receive this second email communication, click the 'Verify Your Email and Complete Your Registration' link.



- Sign in using the email address and password set up at step #3:



A screenshot of the PaymentWorks Sign In form. The form has a title 'Sign In' in blue. It contains two input fields: an email field with 'utdallaspw2019+bestbuy@gmail.com' and a password field with a series of dots for masking. Below the password field is a blue 'Sign In' button.

6. Complete the vendor request form making sure to complete any field noted with a * as required. The form will dynamically change based on the fields that you enter. Once you have completed the registration form, click the 'Submit' button to submit form into workflow for UTD to review. At this point, you will receive the following message noting your registration for submission.

