

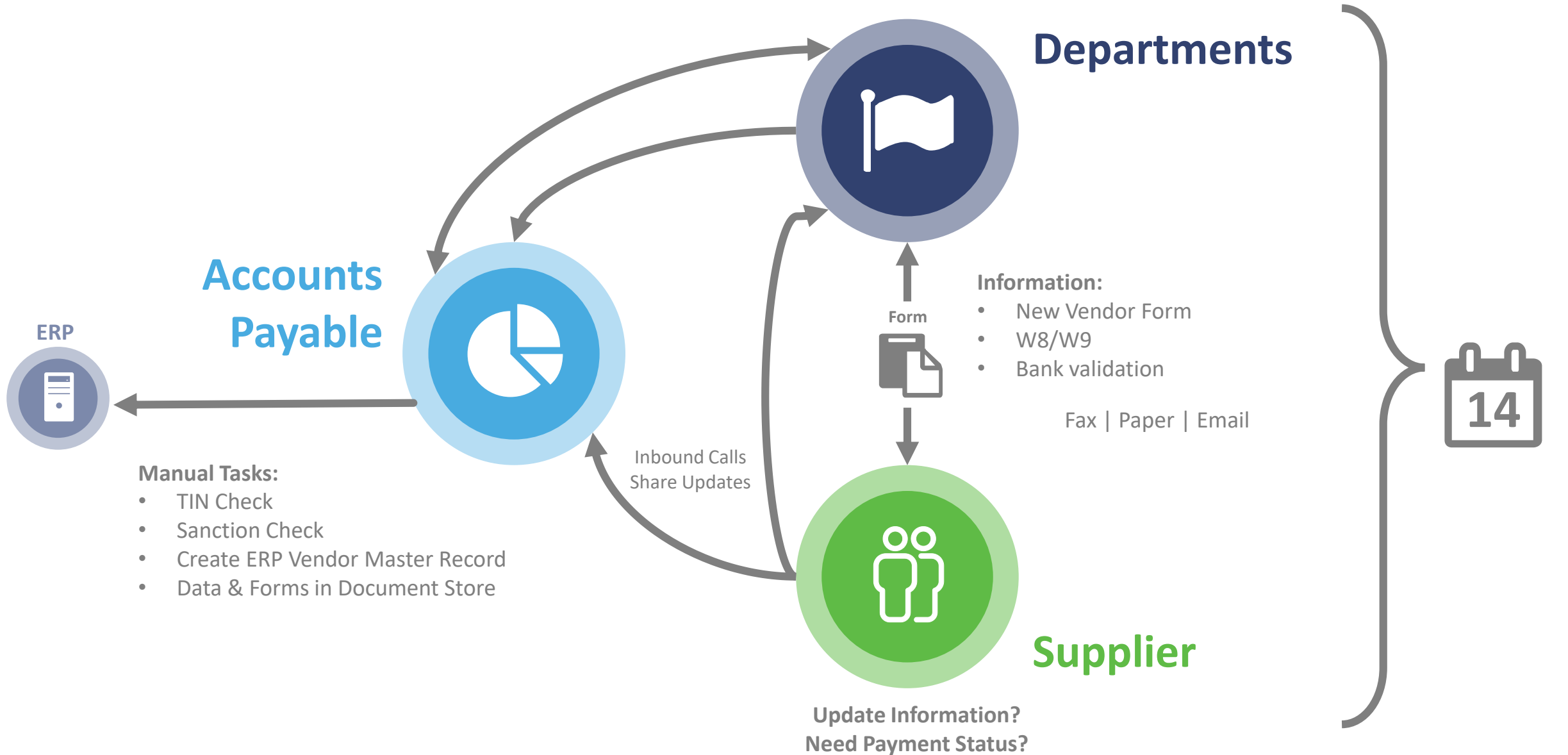


Sam Houston
State University

PaymentWorks

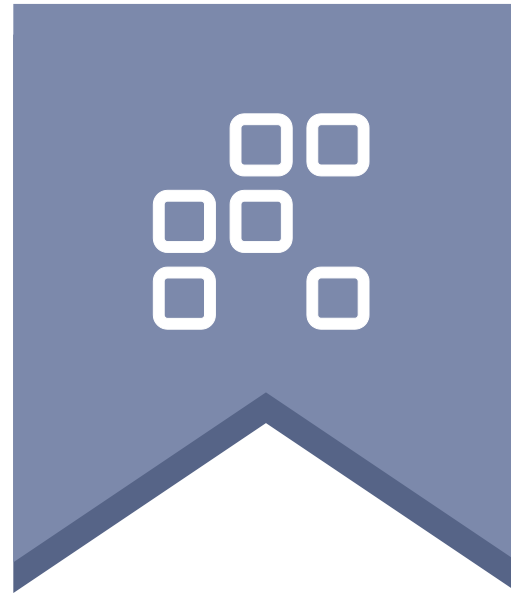
www.paymentworks.com

Simplify New Supplier Onboarding





**Time
Intensive**



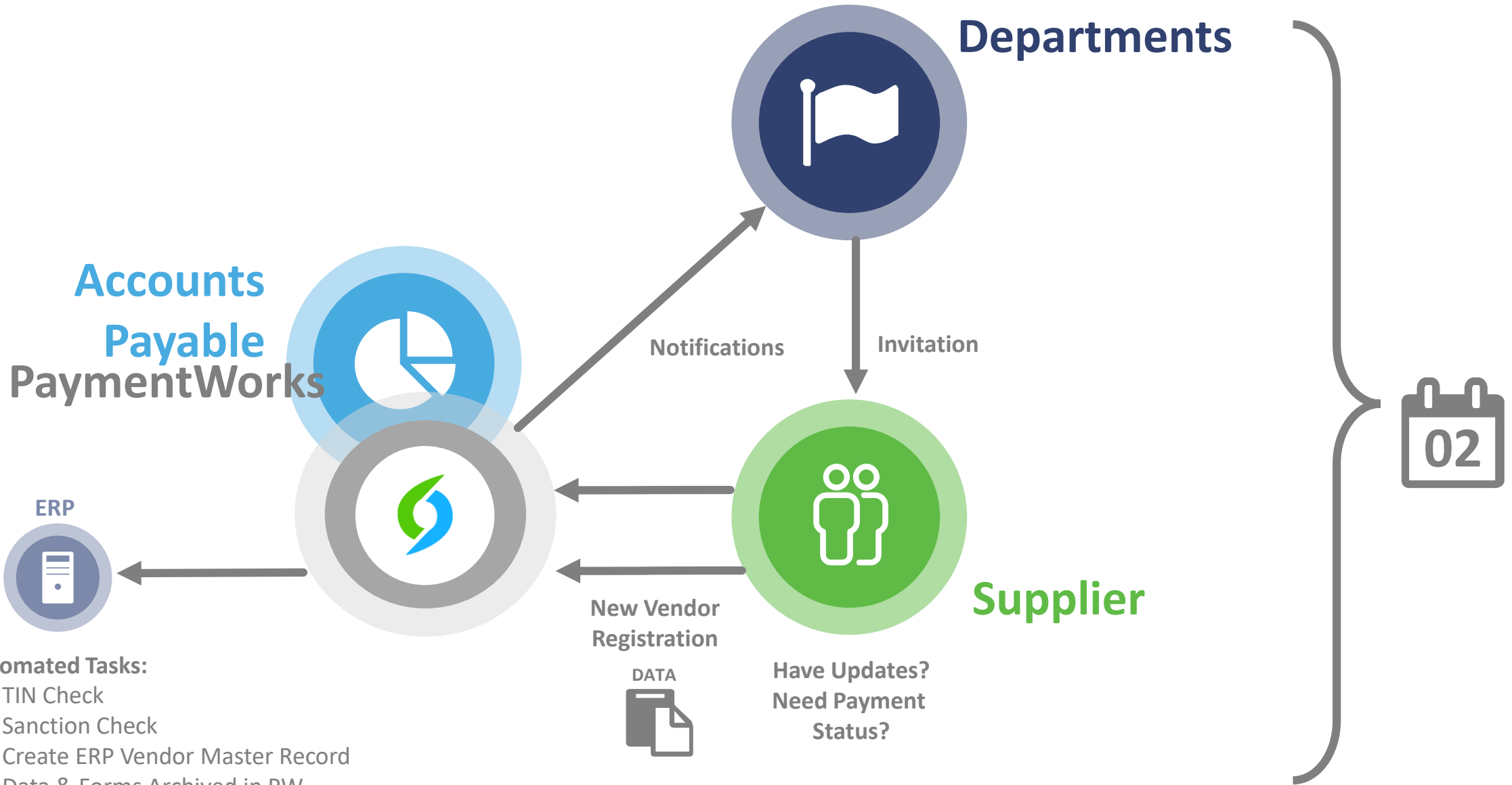
**Inaccurate
Data**



**Unsecure
Info Exchange**



FINDING A BETTER WAY

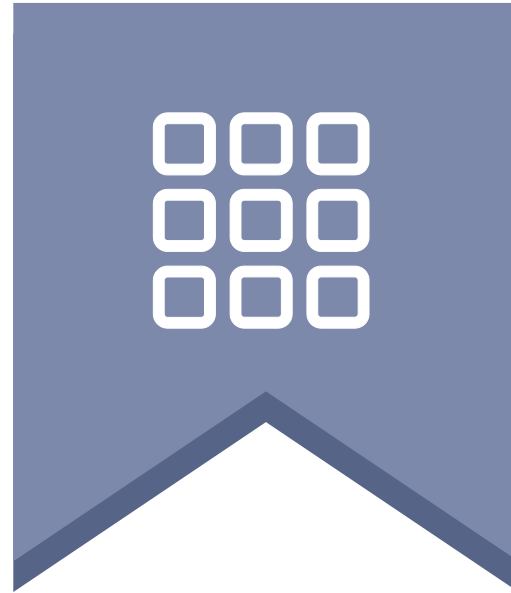


Automated Tasks:

- TIN Check
- Sanction Check
- Create ERP Vendor Master Record
- Data & Forms Archived in PW



**Increased
Productivity**



**Accurate
Data**



**Secure
Information**

Initiator Roles



INVITE
SUPPLIERS



TRACK
ON-BOARDING





DEMO

New Vendors

SHOW: Onboardings

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START

UPDATED

VENDOR NAME

INVITATION

ACCOUNT

NEW VENDOR REGISTRATION

% COMPLETE

New Vendors

SHOW: Onboardings

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...



Invite New Vendor

Company/Individual Name:*

Contact E-Mail:*

*Required Field

Cancel

Send

ONBOARD START

JNT

NEW VENDOR REGISTRATION

% COMPLETE

New Vendors

SHOW: Onboardings

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START

UNT

NEW VENDOR REGISTRATION

% COMPLETE



Invite New Vendor

Company/Individual Name:*

Taylor's Laundry Service

Contact E-Mail:*

taylor.nemeth+laundrySHSU@paymentwo

*Required Field

Cancel

Send

New Vendors

SHOW: Onboardings

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
06/05/2017	06/05/2017	Taylor's Laundry Service	Sent	No Account	Not Started	<div><div style="width: 10%;"></div></div>

New Vendors

SHOW: Onboardings

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
06/05/2017	06/05/2017	Taylor's Laundry Service	Sent	No Account	Not Started	<div><div style="width: 10%;"></div></div>

New Vendors

SHOW: Onboardings

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
---------------	---------	-------------	------------	---------	-------------------------	------------

Invitation Details:

close X

Initiator:
Taylor Nemeth
(taylor.nemeth+shsuinitiator@paymentworks.com)

Vendor Name:
Taylor's Laundry
Service

Contact E-mail:
taylor.nemeth+laundrySHSU@paymentworks.com

First Sent: Last Sent:
06/05/2017 06/05/2017

Resend Invitation ↻

Supplier Invitation

Sam Houston State University (via PaymentWorks)

Inbox - Google 6:02 PM



Sam Houston State University - New Vendor Registration

To: taylor.nemeth+laundrySHSU@paymentworks.com



Dear Taylor's Laundry Service:

As a new supplier with us it is important to understand our supplier requirements. We have undertaken a strategic initiative to improve the communications between us and our key suppliers, as well as provide visibility into the payment process.

We have partnered with PaymentWorks, a free service for our suppliers, that will provide visibility into, and access to update critical information, which will in turn ensure an accurate and timely payment process from Sam Houston State University.

PaymentWorks provides an easy to access and easy to use Web-based portal linking you to your company's specific information as well as basic Sam Houston State University supplier policies. There are minimal requirements to initiate this process and once completed this free service will allow you to:

- View the status of invoices you have submitted
- Access remittance details
- Maintain your supplier master information
- Send messages with questions about an invoice or a payment
- Review our policy information





Sam Houston State University

Before registering as a new Sam Houston State University supplier, you first need to create a free PaymentWorks account.

[JOIN NOW](#)

Already registered on PaymentWorks? [Click here to login](#)

Payees (Suppliers)

Join PaymentWorks for Free

Personal Information

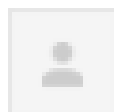
Create Password

I agree to the terms of service

JOIN NOW

PaymentWorks Account Registration

Inbox x



PaymentWorks Support <support@paymentworks.com>

11:28 AM (1 minute)

to me

PaymentWorks

Thanks for registering!

One more step to start using PaymentWorks. Verify your email within the next 24 hours to activate your account.

[Verify Email](#)

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

New Vendor Registration Form

Sam Houston State University

New Vendor Registration



Please fill out and submit the following form. The information you provide will be submitted to Sam Houston State University and you will be notified by email when your application is processed. Once you are approved as a new vendor of Sam Houston State University, you will immediately be able to see the status of all invoices you have submitted to Sam Houston State University.

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

Business, Trade or DBA Name:*

Sam Houston State University

(If you do not have a separate business, trade or DBA name, use your first & last name)

Telephone:*

 (201) 555-5555 ext 123

Preferred e-Mail:*

Website URL (where applicable):

Description of Goods/Services Being Provided:



Business Details

For tax purposes are you an individual,
sole proprietor or single-member LLC?

Yes

No

Business Legal Name:
For tax purposes

Country of Incorporation or
Organization:*

United States of America



EIN:
9-digit number, no spaces or dashes

Confirm EIN:
9-digit number, no spaces or dashes

Tax Classification:*

This can be found under section 3 of
your W-9

Signed & Dated W-9:*

An image or PDF file can be used here.
A blank form can be found at this link:
[W-9](#)

no file selected

D&B D-U-N-S Number (if applicable):

Business Details

For tax purposes are you an individual, sole proprietor or single-member LLC?

Yes No

Business Legal Name:
For tax purposes

Country of Incorporation or Organization:*

Tax Number:
9-digit number, no spaces or dashes

Confirm Tax Number:
9-digit number, no spaces or dashes

Signed & Dated W-8:
An image or PDF file can be used here.
A blank form can be found at this link:
[W-8BEN-E](#)

no file selected

D&B D-U-N-S Number (if applicable):

Type of Purchase:



Business Details

For tax purposes are you an individual,
sole proprietor or single-member LLC?

Yes No

Your Legal Name:
For tax purposes

First name
Last name

Country of Citizenship:*

Canada

Tax ID Type:*

Foreign Tax ID

Tax Number:
9-digit number, no spaces or dashes

Confirm Tax Number:
9-digit number, no spaces or dashes

Tax Classification:*

This can be found under section 3 of
your W-9

Individual/sole proprietor or single-member LLC

Signed & Dated W-8:
An image or PDF file can be used here.
A blank form can be found at this link:
[W-8BEN](#)

no file selected

D&B D-U-N-S Number (if applicable):

Your new vendor registration has been submitted



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

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

Continue

Tracking

New Vendors

SHOW: Onboardings ▾

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

[Clear Filters](#)

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/16/2017	05/16/2017	Mills Farm	Sent	No Account	Not Started	<div style="width: 10%;"><div style="width: 100%;"></div></div>

[Send Invitation...](#)



New Vendors

SHOW: Onboardings ▾

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/16/2017	05/16/2017	Mills Farm	Delivered	No Account	Not Started	<div style="width: 10%;"><div style="width: 100%;"></div></div>



New Vendors

SHOW: Onboardings

Need help?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/16/2017	05/16/2017	Mills Farm	Opened	No Account	Not Started	<div style="width: 10%;"></div>



New Vendors

SHOW: Onboardings

Need help?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/16/2017	05/16/2017	Mills Farm	Clicked	No Account	Not Started	<div style="width: 20%;"></div>



New Vendors

SHOW: Onboardings

Need help?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/16/2017	05/16/2017	Mills Farm	Clicked	Created	Not Started	<div style="width: 25%;"></div>

New Vendors

SHOW: Onboardings

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/16/2017	05/16/2017	Mills Farm	Clicked	Confirmed	Not Started	<div style="width: 25%;"></div>



New Vendors

SHOW: Onboardings ▼

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED ▼	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/16/2017	05/16/2017	Mills Farm	Clicked	Confirmed	Submitted	<div style="width: 100%;"><div style="width: 100%;"></div></div>

New Vendors

SHOW: Onboardings

Need help ?

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/12/2017	05/12/2017	Mills Farm	Clicked	Confirmed	Complete Vendor #: 1234	<div style="width: 100%; height: 10px; background-color: #4a86e8;"></div>

Send Invitation...