



# PaymentWorks Supplier Reference

## *New Vendor Registration*

## Table of Contents

Registering with your customer on PaymentWorks	3
1. Invitation to Register	3
2. Creating a PaymentWorks Account	5
<i>Registering</i>	5
<i>Verify your account</i>	5
3. Accessing the new vendor registration form	6
4. Form Submission and Approval	7

# Registering with your customer on PaymentWorks

PaymentWorks is a cloud-based system that enables large and mid-sized organizations to securely exchange information with suppliers to ensure efficiency throughout the invoice to pay process.

Vendors use PaymentWorks to:

- Track and inquire about the status of submitted invoices
- Ensure your customers have all your current profile information
- Enable and manage electronic payments
- Request early pay discounts

Please note that not all customers use all functionalities in PaymentWorks. Some may display invoice information, whereas others may just require your supplier information.

## Registration Overview

This manual will walk you through the registration process on PaymentWorks, which is a four-step process:

1. Invitation to Register
2. Creating a PaymentWorks Account
3. Completing the Registration Form
4. Submitting the Form and Approval

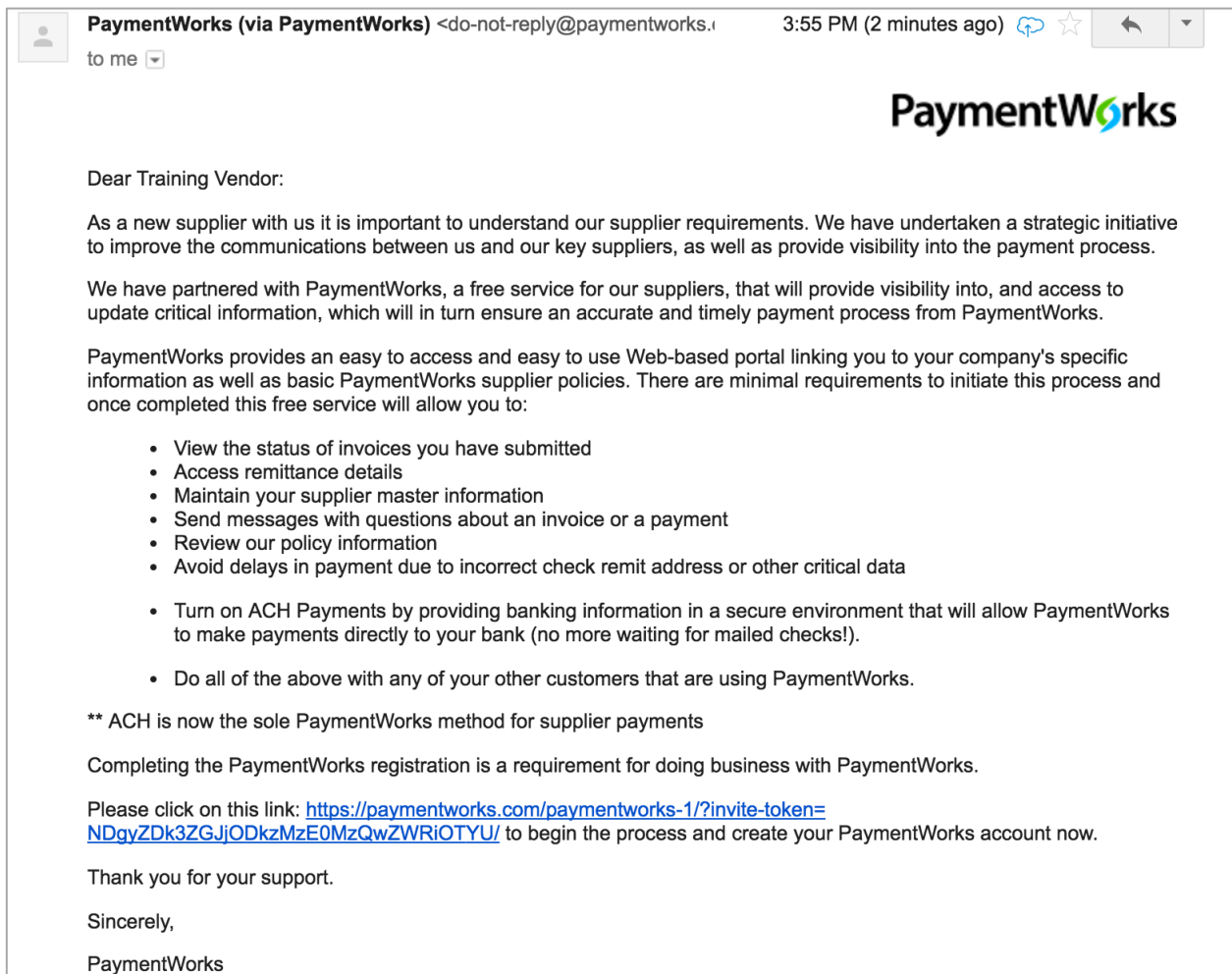
## 1. Invitation to Register

Most vendors begin the registration process on PaymentWorks by responding to an invitation sent by their customer. If you are a new vendor and have not received an invitation from your customer, contact your customer representative and make sure they have your email address and were able to send the invitation.

Occasionally invitations are sent to Spam or Junk folders. If you have not received an expected invitation or other communication from PaymentWorks, look in these folders

or check with whoever administers the mail server for your organization to see whether the message(s) were caught at the server.

To start the registration process, click on the link at the bottom of the email. This e-mail will come from do-not-reply@paymentworks.com. Note that your customer's message may differ from the one shown below.



**Key point:** It is very important to use the invitation link to begin your vendor registration to on PaymentWorks. Without clicking the invitation, you will make an account that is not associated with your customer, and they will not receive any information you update in your account.

If you are not the right person to complete the New Vendor Registration form, please

forward the email to the appropriate contact in your company.

## 2. Creating a PaymentWorks Account

### *Registering*

When you click the special link in the invitation, you will be directed to a page where you can create a basic PaymentWorks account. Creating the account is the first of four steps in the registration process.

Below is the page that appears upon clicking the link:

PaymentWorks

HOW IT WORKS GET STARTED ABOUT US SIGN IN Suppliers Join Here

Payees (Suppliers)

### Join PaymentWorks for Free

**Personal Information**

First Name Last Name

Company Name

Title

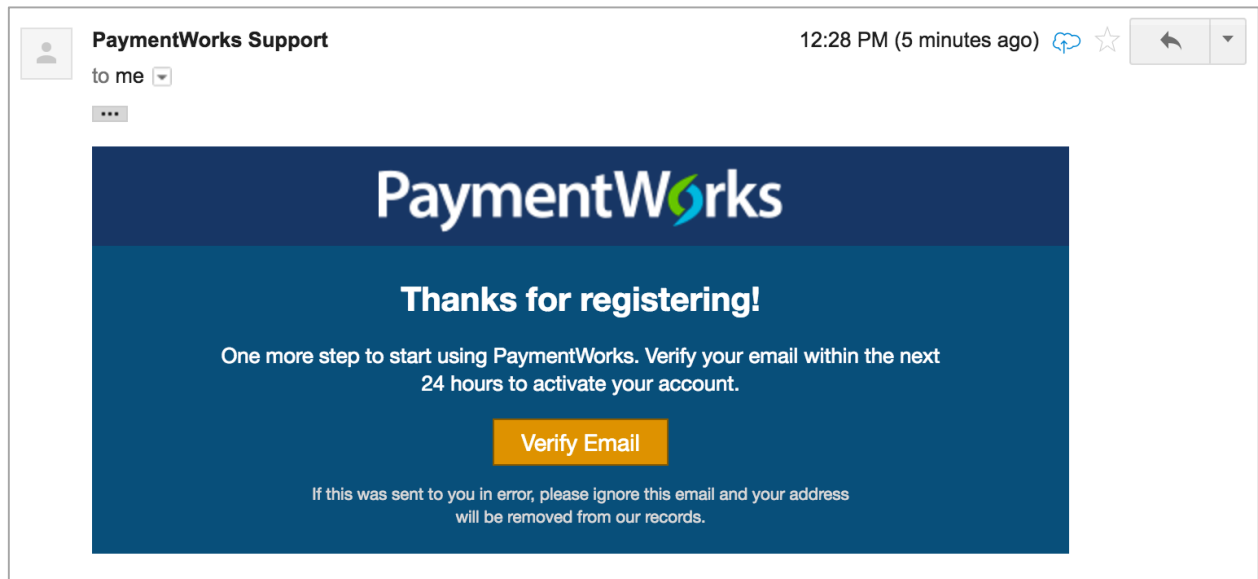
Email

Telephone

**Key point:** If you are an individual, please put your own name in the Company Name field. For example, if you are an individual named Bob Smith getting paid by your customer, you would put “Bob Smith” in the Company Field name.

### *Verify your account*

An email will be sent to the e-mail you used to create your PaymentWorks account. This e-mail, titled "PaymentWorks Account Registration" will come from support@paymentworks.com. Click Verify to activate your account.



**Key point:** Once you verify your email there is one more step in the registration process.

### 3. Accessing the new vendor registration form

After verifying your account, you will be prompted to log into your account. Once you log in, you will see the new vendor registration form appear. Each companies' new vendor registration may look different, but an example is provided below:

# PaymentWorks


## New Vendor Registration



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

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

Business, Trade or DBA Name:\*   
(If you do not have a separate business, trade or DBA name, use your first & last name)


Telephone:\*  

Preferred e-Mail:\*

## 4. Form Submission and Approval

A confirmation page will appear once you have successfully completed the New Vendor Registration. The confirmation will appear as shown below.

**Your new vendor registration has been submitted successfully to Organic Distributors**



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

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

[Continue](#)

© 2014 - 2017 PaymentWorks, Inc. [Privacy Policy](#) | [Terms & Conditions](#) [in](#) [t](#) [g+](#) [f](#)

You may receive a message that your tax ID is invalid. In this case, you should go back into your account and edit your company profile. Please refer to section on Company Profile of this document to see how to edit your Company Profile details.

When your customer approves your new vendor registration form, you will be notified via email.