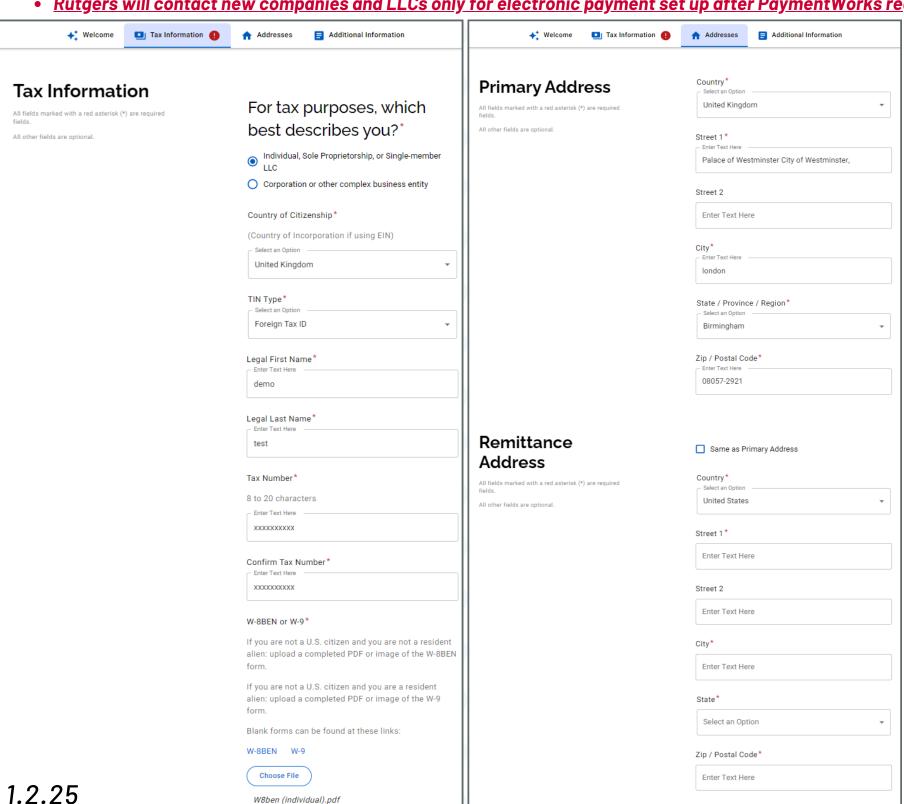
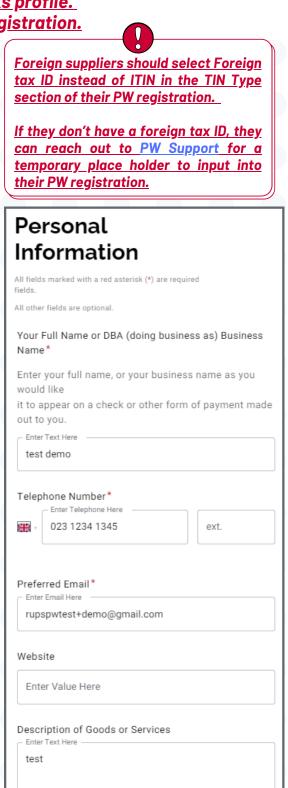
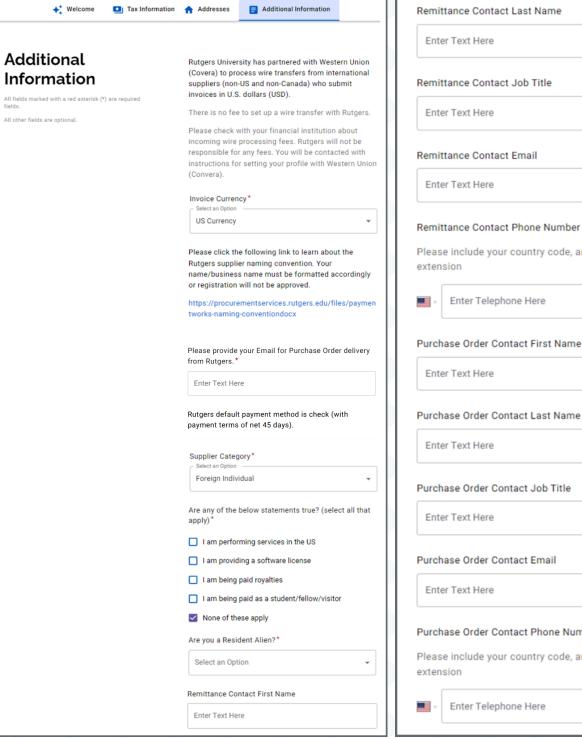
Inviting a New Supplier Through PaymentWorks

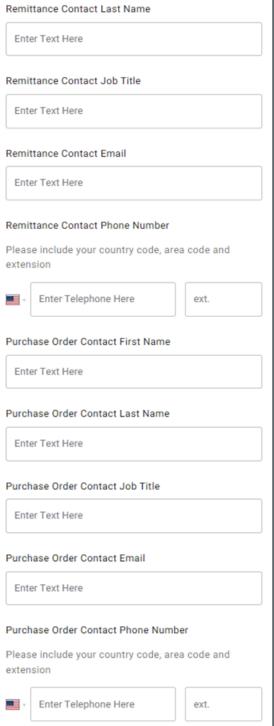
Once the Invite is approved, PaymentWorks will send out two emails to the supplier. One to create a user ID and password, then another to start the registration. The address for these emails are from do-notreply=paymentworks.com@m.paymentworks.com and support=paymentworks.com. Sometimes these emails route to your Spam or Junk email folder, please make the supplier aware of this. Below is the full form they will need to fill out for your reference.

- Rutgers University is not utilizing the Invoicing function in Paymentworks.
- We do not keep banking information on file and will not use any banking information from a PaymentWorks profile.
- Rutgers will contact new companies and LLCs only for electronic payment set up after PaymentWorks registration.





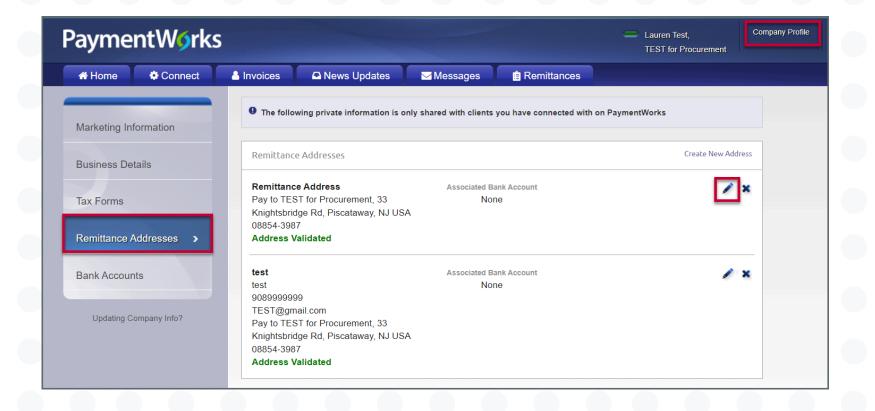




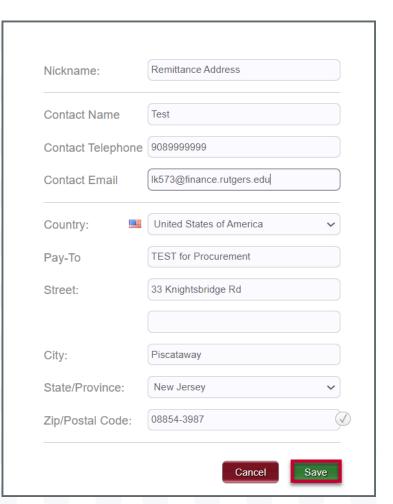
Supplier Information Update

Once the supplier has registered and submitted their form, they can access the PaymentWorks website at anytime to update their information. This includes information shared with Rutgers like their Remittance Addresses.

The supplier must log in and click <u>'Company Profile'</u> in the top right then <u>'Remittance Addresses'</u>. To add or edit an address <u>click the pencil</u>.



igg(2igg) Once the info is filled out, the supplier hits <u>'Save'.</u>



The supplier must check off 'Rutgers' then 'Send Address' in order for the information to be relayed.

