

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-not-reply=paymentworks.com@m.paymentworks.com and support=paymentworks.com@m.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.**



Foreign suppliers should select Foreign tax ID instead of ITIN in the TIN Type section of their PW registration.

If they don't have a foreign tax ID, they can reach out to PW Support for a temporary place holder to input into their PW registration.

WelcomeTax InformationAddressesAdditional Information

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, Sole Proprietorship, or Single-member LLC

☐ Corporation or other complex business entity

Country of Citizenship*

(Country of Incorporation if using EIN)

Select an Option

United Kingdom

TIN Type*

Select an Option

Foreign Tax ID

Legal First Name*

Enter Text Here

demo

Legal Last Name*

Enter Text Here

test

Tax Number*

8 to 20 characters

Enter Text Here

xxxxxxxxxx

Confirm Tax Number*

Enter Text Here

xxxxxxxxxx

W-8BEN or W-9*

If you are not a U.S. citizen and you are not a resident alien: upload a completed PDF or image of the W-8BEN form.

If you are not a U.S. citizen and you are a resident alien: upload a completed PDF or image of the W-9 form.

Blank forms can be found at these links:

W-8BEN

W-9

Choose File

W8ben (individual).pdf

WelcomeTax InformationAddressesAdditional Information

Primary Address

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

All other fields are optional.

Country*

Select an Option

United Kingdom

Street 1*

Enter Text Here

Palace of Westminster City of Westminster,

Street 2

Enter Text Here

City*

Enter Text Here

london

State / Province / Region*

Select an Option

Birmingham

Zip / Postal Code*

Enter Text Here

08057-2921

☐ Same as Primary Address

Country*

Select an Option

United States

Street 1*

Enter Text Here

Street 2

Enter Text Here

City*

Enter Text Here

State*

Select an Option

Zip / Postal Code*

Enter Text Here

Remittance Address

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

All other fields are optional.

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

test demo

Telephone Number*

Enter Telephone Here

023 1234 1345

ext.

Preferred Email*

Enter Email Here

rupspwtest+demo@gmail.com

Website

Enter Value Here

Description of Goods or Services

Enter Text Here

test

WelcomeTax InformationAddressesAdditional Information

Additional Information

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

All other fields are optional.

Rutgers University has partnered with Western Union (Covera) to process wire transfers from international suppliers (non-US and non-Canada) who submit invoices in U.S. dollars (USD).

There is no fee to set up a wire transfer with Rutgers.

Please check with your financial institution about incoming wire processing fees. Rutgers will not be responsible for any fees. You will be contacted with instructions for setting your profile with Western Union (Convera).

Invoice Currency*

Select an Option

US Currency

Please click the following link to learn about the Rutgers supplier naming convention. Your name/business name must be formatted accordingly or registration will not be approved.

<https://procurementservices.rutgers.edu/files/paymentworks-naming-conventiondocx>

Please provide your Email for Purchase Order delivery from Rutgers.*

Enter Text Here

Rutgers default payment method is check (with payment terms of net 45 days).

Supplier Category*

Select an Option

Foreign Individual

Are any of the below statements true? (select all that apply)*

☐ I am performing services in the US

☐ I am providing a software license

☐ I am being paid royalties

☐ I am being paid as a student/fellow/visitor

☒ None of these apply

Are you a Resident Alien?*

Select an Option

Remittance Contact First Name

Enter Text Here

Remittance Contact Last Name

Enter Text Here

Remittance Contact Job Title

Enter Text Here

Remittance Contact Email

Enter Text Here

Remittance Contact Phone Number

Please include your country code, area code and extension

Enter Telephone Here

ext.

Purchase Order Contact First Name

Enter Text Here

Purchase Order Contact Last Name

Enter Text Here

Purchase Order Contact Job Title

Enter Text Here

Purchase Order Contact Email

Enter Text Here

Purchase Order Contact Phone Number

Please include your country code, area code and extension

Enter Telephone Here

ext.

1.2.25

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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.

- 1
- The supplier must log in and click **'Company Profile'** in the top right then **'Remittance Addresses'**. To add or edit an address **click the pencil**.

The screenshot shows the PaymentWorks website interface. In the top right corner, the user is logged in as 'Lauren Test, TEST for Procurement' and the 'Company Profile' link is highlighted with a red box. The left sidebar contains a menu with 'Marketing Information', 'Business Details', 'Tax Forms', 'Remittance Addresses' (highlighted with a red box and a right arrow), and 'Bank Accounts'. The main content area displays a table of Remittance Addresses. The first row shows a 'Remittance Address' for 'Pay to TEST for Procurement, 33 Knightsbridge Rd, Piscataway, NJ USA 08854-3987' with an 'Address Validated' status. The second row shows a 'test' address for 'TEST@gmail.com, Pay to TEST for Procurement, 33 Knightsbridge Rd, Piscataway, NJ USA 08854-3987' also with an 'Address Validated' status. Both rows have a pencil icon and an 'x' icon for editing or deleting the address. A 'Create New Address' link is visible in the top right of the table.

- 2
- Once the info is filled out, the supplier hits **'Save'**.

The screenshot shows the 'Remittance Address' form. The fields are: Nickname (Remittance Address), Contact Name (Test), Contact Telephone (9089999999), Contact Email (lk573@finance.rutgers.edu), Country (United States of America), Pay-To (TEST for Procurement), Street (33 Knightsbridge Rd), City (Piscataway), State/Province (New Jersey), and Zip/Postal Code (08854-3987). The 'Save' button is highlighted with a red box.

- 3
- The supplier must check off **'Rutgers'** then **'Send Address'** in order for the information to be relayed.

The screenshot shows the 'Share this information with:' dialog box. It displays the company information: 'Pay to: ABC Company, 35 Andover Dr, Kendall Park, NJ, 08824-7005'. The 'Customers' section has a checkbox for 'Rutgers (Test)' which is checked and highlighted with a red box. The 'Send Address' button is highlighted with a red box.