Registration Process for a Vendor

For New Texas State Vendor Use
Email VendorRequests@txstate.edu for additional help!
Helpful Hints & Things to Know

- PaymentWorks Invites can’t be forwarded.
- We recommend you use a generic email to set up your account.
- PaymentWorks is an online vendor registration system. We do not participate in the invoicing section of the program.
- You must click the SUBMIT button at the bottom of the online form.
- Once submitted, someone from PaymentWorks may call to verify the LAST FOUR of your bank account number. If left a message, please call them back as this is the last step of the process.
- Foreign vendors wanting wire payments must answer NO to the question *Does your bank accept US checks*.
- If you already have a PaymentWorks account with another University, make sure we send the email to that address, so you have only one account.
- If your tax number changes, you must send us a new email account to set up the new tax number. For tax reporting purposes, these must be separate accounts.
New Vendors invited to Connect to Texas State

- Vendor will receive system generated email from PaymentWorks.
- Vendor will click on the **click here** link to register.

Dear <SUPPLIER NAME>:

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

Ashley Watson has invited you to register as a new vendor to Texas State University.

Your personalized message to the vendor will go here

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.

Additional information about the Texas State payee/vendor requirements can be found [here](#).

If you have any questions, please do not hesitate to reach out to [support@paymentworks.com](mailto:support@paymentworks.com).

Thank you for your support.

Sincerely,

Texas State University
Click here link takes vendor to PW log in page
Click Suppliers Join Here in top right corner

Vendor completes account set up information, checks terms of service and clicks Join Now.
Vendor will receive an email to VERIFY their email.

Thanks for registering!

Verify your email within the next 72 hours to activate your account.

Verify Your Email

Thank you.
PaymentWorks

PaymentWorks

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

Vendors are asked to sign in after account is activated. Upon signing in, vendors are directed to the Texas State Vendor Registration Form.
Vendor fills out the registration form and clicks the SUBMIT button at the bottom of the online form to send the registration to Texas State.

Once the registration form is submitted, it will be placed in queue to be reviewed by Texas State. If their information is acceptable, vendor is approved and issued a vendor number. If existing Texas State vendor, information is tied to Texas State by their tax number.

If any corrections are needed, the registration will be returned to vendor. Vendor should monitor their email for updates regarding their approval.