

Registration Process for a Vendor

For New Texas State Vendor Use
Email VendorRequests@txstate.edu for additional help!



The rising STAR of Texas

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](#).

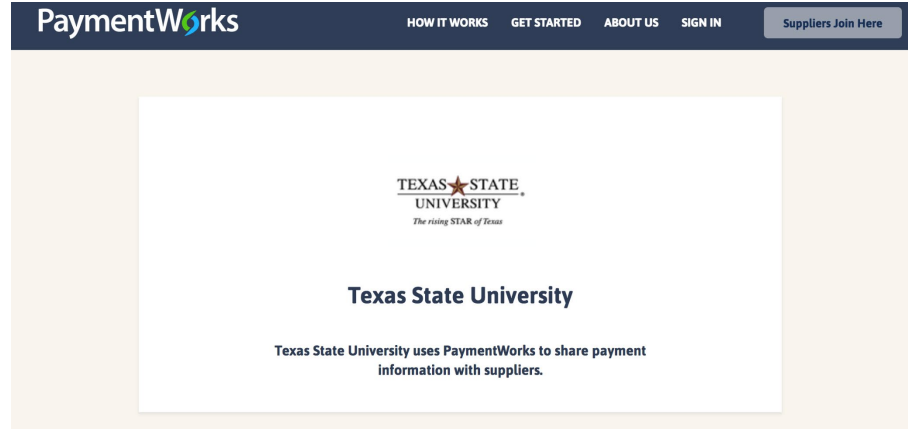
If you have any questions, please do not hesitate to reach out to support@paymentworks.com.

Thank you for your support.

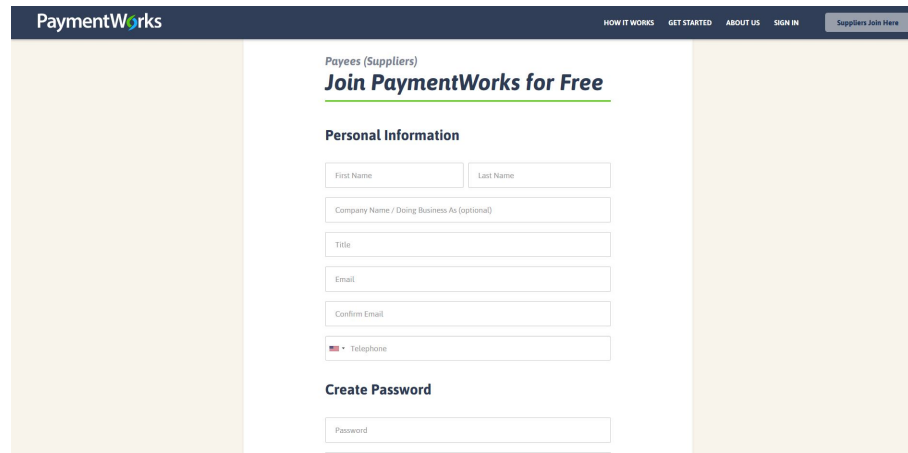
Sincerely,

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](#)

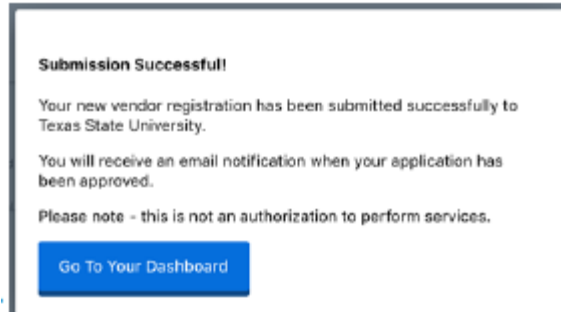
Thank you,
PaymentWorks

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.