

# FTS/PaymentWorks Supplier Onboarding Overview

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# Overview

- PaymentWorks
- Changes to FTS
- FTS demo of the new changes



- Provides a platform for
  - Suppliers to register and update their business information.
    - Suppliers must be invited by SJSU to register.
  - SJSU Procurement manage suppliers by
    - Verifying their information such as Fed Tax ID #s
    - Collecting Fed/State certifications for reporting purposes.
    - Insurance documentations needed for certain types of services.
- All information is stored in a secured environment.

# No Changes...

- Employee/Student Reimbursement process
  - All SJSU employees are in FTS Employee/Student table.
  - Not all students will be in FTS.
- If student needs to be reimbursed for purchasing supplies and they are not in FTS, department will
  - send an email to [vendor-request@sjsu.edu](mailto:vendor-request@sjsu.edu)
  - provide
    - ✓ Name
    - ✓ Student ID
    - ✓ Mailing Address
    - ✓ Amount and reason for reimbursement

# Say Good-Bye To...

- Vendor Data 204 Form
  - Supplier registers online in PaymentWorks
- FTS
  - Suggested Vendor has been removed.
  - Supplier Address field no longer displays.
    - ✓ Contracts and Purchasing Services will confirm address to send PO to.
    - ✓ Accounts Payable will determine correct remit address to send invoice payments to.

# Say Hello To...

- New Supplier IDs
  - Supplier New
    - ✓ Requisition and Direct Payment
  - Supplier TO BID
    - ✓ Requisition only
  - Supplier No \$ Value
    - ✓ Requisition only
- Each supplier type has a purpose on why it's selected

# New Suppliers IDs in FTS

User Preferences				
Field :	<input type="text" value="Supplier"/>	Criteria : <input type="text" value="supplier"/>	<input type="button" value="Search"/>	<input type="button" value="Update DB"/>
Select	Name	Description		
<input type="checkbox"/>	Supplier NEW	0000042333		
<input type="checkbox"/>	Supplier NO \$ VALUE	0000043480		
<input type="checkbox"/>	Supplier TO BID	0000043479		

# 1: Supplier New

- Used for suppliers in Requisition or Direct Payment if
  - department **knows** the supplier to purchase from
  - and**
  - they are not in FTS.
- Department is responsible for getting the contact info and entering it in the invitation to supplier in PaymentWorks.
- Requisition/Direct Payment can be saved, but **not** submitted for approval until Supplier has been onboarded.

# 2: Supplier TO BID

- Used for suppliers in Requisition if
  - department doesn't **know** the supplier to purchase from
- OR**
- requires Contracts & Purchasing Services involvement to get best prices/value for request
  - Threshold (typically \$50K and up)
  - Type of product/services
    - Example: 10 refrigerators will require CP&P to solicit bids to get best pricing.
- Requisition can be submitted for approval.
- Contracts and Purchasing Services will send the invite to the supplier to register.

# 3: Supplier NO \$ VALUE

- Used for suppliers in a Requisition if
  - there is no purchasing involved- \$0 purchase.
  - an agreement/contract needs to be signed by Contracts and Purchasing Services.
- Examples
  - Free services and products.
  - Student placement/internship agreements.
- Requisition can be submitted for approval.
- Contracts and Purchasing Services will handle the supplier registration.

# Invitation to Supplier to Register

This is an email is sent to supplier after Initiator submits the Invite to Vendor form.



Dear Patricia Patio:

Amy Chan has invited you to register as a new vendor to San Jose State University (Test).

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

Before you begin the registration process, be sure to have the following information available:

1. A valid tax ID (either an EIN or SSN); and
2. A copy of a voided check or bank statement, if you wish to receive electronic (ACH) payments

If you have question regarding billing, invoices, or payments, please contact San Jose State University directly.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please email [support@paymentwork.com](mailto:support@paymentwork.com).

**If you are a current SJSU or California State University employee**, please DO NOT register with PaymentWorks. Contact the following areas for assistance:

- SJSU Staff- University Personnel Recruiting at 408-924-2250.
- SJSU Faculty- Faculty Affairs Recruitment Operations at 408-924-2250.
- Other CSU Employees- Request your campus Accounting Office to submit a Cash Posting Order (CPO) to SJSU.

Thank you for your support.

Sincerely,

San Jose State University (Test)

# Department Requester: Registration Completed by Supplier NEW

For Supplier NEW, this is an email to the department Initiator informing them the supplier has completed registration. Initiator is to return to FTS to select supplier and submit Requisition/Direct Payment for approval.



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## Registration Completed for RUTLAND TOOL & SUPPLY CO

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**PaymentWorks Support** <no-reply@paymentworks.com>  
To: SJSUPW+approval@gmail.com

RUTLAND TOOL & SUPPLY CO has completed the registration process and now is set up in the ERP system.

The following vendor number has been assigned:  
0000000333

Vendor connected:  
Company Legal Name - Rutland Tool & Supply Co.  
Company DBA - RUTLAND TOOL & SUPPLY CO  
Registration Submitted By - Melanie Rutland

For more information about this or other invitations in PaymentWorks, please go to the "Onboardings" page in PaymentWorks.

Best regards,  
PaymentWorks Support