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# Overview

In an effort to streamline our new supplier creation and maintenance process, we've partnered with PaymentWorks, a business identity management application that provides the University and its suppliers a secure platform to exchange and verify information. With PaymentWorks, suppliers provide and maintain their profile, which goes through a verification and approval process before updating our master supplier file in CFS.

Along with the streamlined request process and enhanced user experience, our adoption of the PaymentWorks platform brings:

- Process efficiency
- Reduced risk to the university
- Improved controls to sensitive/level 1 data
- Improved reporting capability for mandated reporting
- Supplier insurance tracking - monitoring for adherence to CSU requirements and expiration dates

This guide will outline the new experience in FTS, including how to appropriately use three new supplier IDs to support the PaymentWorks application. This guide also provides an overview of the quick and easy to use PaymentWorks invitation process to initiate new supplier setup. Note: Vendor and Supplier will be used interchangeably in this guide.

For full instructions on completing a Requisition and Direct Payment, please refer to [Finance Tutorials](#). If you have any questions, please contact FinanceConnect at [financeconnect@sjsu.edu](mailto:financeconnect@sjsu.edu) or 4-1558.

# Supplier IDs

Three supplier IDs have been created to facilitate the campus' use of PaymentWorks: Supplier NEW (0000042333), Supplier TO BID (0000043479) and Supplier NO \$ VALUE (0000043480). Each supplier ID has specific use cases:

Supplier Name/ID	Use Case
<b>Supplier NEW</b> ID: 0000042333	<b>Available in both the Requisition and Direct Payment modules.</b>  Select this supplier ID when you've identified a supplier you intend to business with or that you want to pay, AND the supplier ID does not exist in FTS.
<b>Supplier TO BID</b> ID: 0000043479	<b>Available in the Requisition module.</b>  Select this supplier ID when submitting a requisition for goods/services that meet or exceed CSU bid thresholds and require a competitive bid process. This can translate to informal or formal bidding, <b>OR</b> instances where you have requested the Procurement team to assist you in sourcing or identifying a supplier for a good or service.
<b>Supplier NO \$ VALUE</b> ID: 0000043480	<b>Available in the Requisition module.</b>  Select this supplier when submitting a requisition for a contract or a document that requires the signature of the University, but it has no dollar value. Please note anything that requires a signature must be signed by the Procurement staff. Examples include but are not limited to, Student Placement Agreements (SPA), freeware, Memorandums of Understanding (MOU), hack-a-thons, etc.

## Scenario 1: Direct Payment for a KNOWN New Supplier

This section goes highlights the Direct Payment process when **Supplier New** is selected.

1. Log in to FTS and begin to create a new Direct Payment.
2. Select **Supplier NEW** from the dropdown menu.

Note: If necessary, go to **More** in the dropdown menu to select Supplier New if it doesn't appear in the dropdown menu.

Main Menu Profile Preferences Exit

### Direct Payment Voucher

Header Information		Supplier Information	
* Denotes a required field		* Name	0000042333
Status	New		Supplier New
Voucher No.	New		

After selecting **Supplier NEW**, a pop up message will appear along with a PaymentWorks hyperlink directly below the supplier information.

The message informs you that an invitation must be initiated through PaymentWorks.

3. Click **OK**.
4. Complete the Direct Payment and save it.

**Important:** The Direct Payment with Supplier New cannot be submitted for approval. It will remain in **Open** status.

The supplier field will need to be updated by the Initiator (Requester) with the new supplier information once created and available to select in FTS.

5. Click on the **PaymentWorks** hyperlink.

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You have selected 'Supplier New' and must initiate an invitation through PaymentWorks.

Please complete and save this FTS transaction.

Return to this page after receiving notification the vendor has completed registration and has been assigned a supplier ID.



Welcor

Main Menu Profile Preferences Setup Data ▼ Exit

### Direct Payment Voucher

**Header Information**

\* Denotes a required field

Status **Open** ←

Voucher No. WV106685

**Supplier Information**

\* Name 0000042333

Supplier New ▼

[PaymentWorks](#)

**Supplier Information**

\* Name 0000042333

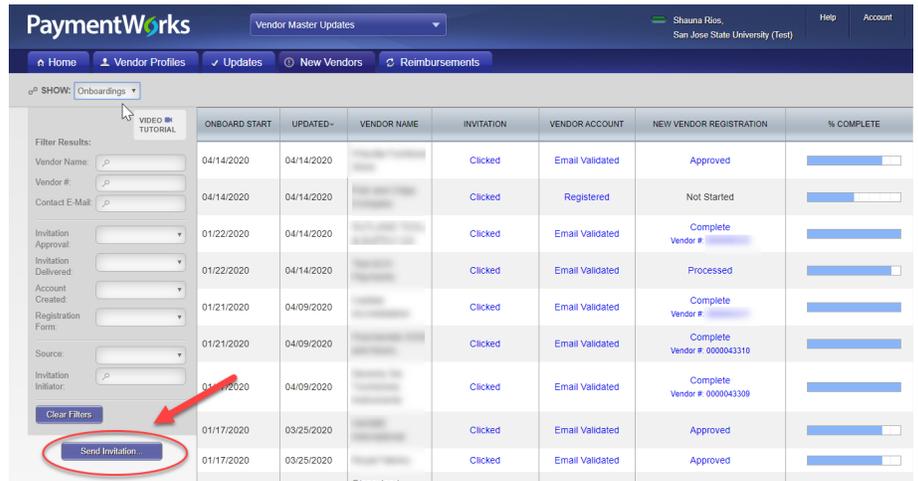
Supplier New ▼

← [PaymentWorks](#)

The PaymentWorks application will open in a new tab.

The information displayed is limited to invitations sent by the user who is logged in.

6. Click the **Send Invitation** button.



Filter Results:	ONBOARD START	UPDATED-	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
Vendor Name: <input type="text"/>	04/14/2020	04/14/2020		Clicked	Email Validated	Approved	<input type="checkbox"/>
Vendor #: <input type="text"/>	04/14/2020	04/14/2020		Clicked	Registered	Not Started	<input type="checkbox"/>
Contact E-Mail: <input type="text"/>	01/22/2020	04/14/2020		Clicked	Email Validated	Complete Vendor #	<input type="checkbox"/>
Invitation Approval: <input type="text"/>	01/22/2020	04/14/2020		Clicked	Email Validated	Processed	<input type="checkbox"/>
Invitation Delivered: <input type="text"/>	01/21/2020	04/09/2020		Clicked	Email Validated	Complete Vendor #	<input type="checkbox"/>
Account Created: <input type="text"/>	01/21/2020	04/09/2020		Clicked	Email Validated	Complete Vendor # 000043310	<input type="checkbox"/>
Registration Form: <input type="text"/>	01/21/2020	04/09/2020		Clicked	Email Validated	Complete Vendor # 000043309	<input type="checkbox"/>
Source: <input type="text"/>	01/17/2020	03/25/2020		Clicked	Email Validated	Approved	<input type="checkbox"/>
Invitation Initiator: <input type="text"/>	01/17/2020	03/25/2020		Clicked	Email Validated	Approved	<input type="checkbox"/>

7. The **Invite New Vendor** window opens. Complete the following fields:

- **Company/Individual Name**
- **Contact E-Mail**
- **Verify Contact E-Mail**
- **Description of Service or Product**
- **Initiator Phone Number:**  
Enter your extension (4-xxxx or 408-924-xxxx).
- **Personalized Message:**  
Optional. Enter message for the AP Vendor Maintenance Coordinator. This message will not be shared with the vendor.

8. Click **Send**.



### Invite New Vendor

Company/Individual Name:\*

Contact E-Mail:\*

Verify Contact E-Mail:\*

Description of Service or Product:\*

Initiator Phone Number:\*

\*Required Field

Cancel

Send

The supplier will receive the invitation and complete their registration with PaymentWorks. After completion, the Initiator will receive an email informing them the supplier has completed their registration and they have been added to CFS.

This is an email to the Initiator informing them the supplier has completed onboarding. The email includes the supplier's DBA, legal name, and the CFS Supplier ID.



9. After receiving the email confirming supplier has completed registration process, return to the saved Direct Payment in FTS.

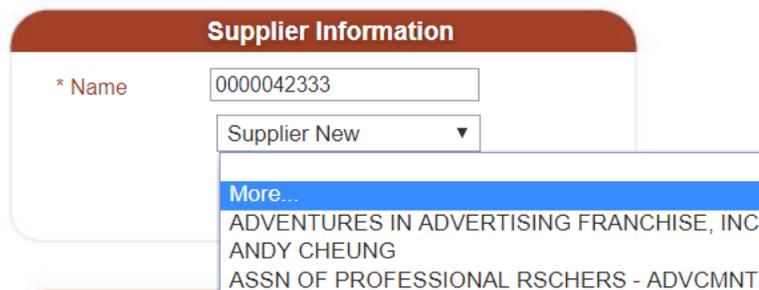
10. Update the Supplier Information to reflect the supplier recently added.

Go to **More** in the dropdown to search and select the supplier.

11. Click **SAVE**.

12. Click **Submit for Approval** to send request to your Approving Official.

The Status will change from Open to Pending Approval.



After the Direct Payment is approved by the Approving Official, the request will feed from FTS to CFS. In CFS, Procurement will process request for payment.

## Scenario 2: Requisition for KNOWN New Supplier

1. Log in to FTS and begin to create a new Requisition.
2. Select **Supplier NEW** from the dropdown menu.

Note: If necessary, go to **More** in the dropdown menu to select Supplier New if it doesn't appear in the dropdown menu.

After selecting **Supplier NEW**, a pop up message will appear along with a PaymentWorks hyperlink directly below the supplier information.

The message informs you that an invitation must be initiated through PaymentWorks.

3. Click **OK**.
4. Complete the Requisition and save it.

The screenshot shows the 'Requisition' form in a web application. The form is divided into four main sections: Header Information, Contact Information, Shipping Information, and Supplier Information. The Header Information section includes fields for Status (Open), Req No. (New), Date (4/17/2020), ATI Type (E&IT Single User), and Header Comments. The Contact Information section includes fields for Requester and Phone. The Shipping Information section includes fields for Ship to (048-RCVNG) and Desired Due Date (5/1/2020). The Supplier Information section includes a Name field with a dropdown menu showing 'Supplier New' selected. A red box highlights the dropdown menu, and a red arrow points to a 'Payment works' hyperlink below it. The top navigation bar includes links for Main Menu, Profile, Preferences, Security, Setup Data, and Exit.

ftstst.sjsu.edu says

You have selected 'Supplier New' and must initiate an invitation through PaymentWorks.

Please complete and save this FTS transaction.

Return to this page after receiving notification the vendor has completed registration and has been assigned a supplier ID.

OK

**Important:** The Requisition with Supplier New cannot be submitted for approval. It will remain in **Open** status.

The supplier field will need to be updated by the Initiator (Requester) with the new supplier information once created and available to select in FTS.

- Click on the **PaymentWorks** hyperlink.

The PaymentWorks application will open in a new tab.

The information displayed is limited to invitations sent by the user who is logged in.

- Click the **Send Invitation** button.

## Requisition

### Header Information

\* Denotes a required field

Status: **Open**

Req No.: WR00880029

Date: 4/20/2020

ATI Type: E&IT Single User

Header Comments: Graphic design for new brochure.

### Contact Information

\* Requester: Chan, Amy

Chan, Amy

\* Phone: 4089241558

A valid phone number:  
5 digit format : xxxxxx or x-xxxx  
10 digit format : xxxxxxxxxx or xxx-xxx-xxxx

### Shipping Information

\* Ship to: 048-RCVNC 048-RCVNG

\* Desired Due Date: 5/4/2020

### Supplier Information

\* Name: 0000042333

Supplier New

[PaymentWorks](#)

### Supplier Information

\* Name: 0000042333

Supplier New

[PaymentWorks](#)

PaymentWorks							
Vendor Master Updates							
<a href="#">Home</a> <a href="#">Vendor Profiles</a> <a href="#">Updates</a> <a href="#">New Vendors</a> <a href="#">Reimbursements</a>							
SHOW: Onboardings	ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
Filter Results:	04/14/2020	04/14/2020		Clicked	Email Validated	Approved	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Vendor Name:	04/14/2020	04/14/2020		Clicked	Registered	Not Started	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Vendor #:	01/22/2020	04/14/2020		Clicked	Email Validated	Complete	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Contact E-Mail:	01/22/2020	04/14/2020		Clicked	Email Validated	Processed	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Invitation Approval:	01/21/2020	04/09/2020		Clicked	Email Validated	Complete	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Invitation Delivered:	01/21/2020	04/09/2020		Clicked	Email Validated	Complete	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Account Created:	01/21/2020	04/09/2020		Clicked	Email Validated	Complete	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Registration Form:	01/17/2020	03/25/2020		Clicked	Email Validated	Approved	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Source:	01/17/2020	03/25/2020		Clicked	Email Validated	Approved	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>
Invitation Initiator:	01/17/2020	03/25/2020		Clicked	Email Validated	Approved	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>

8. The **Invite New Vendor** window opens. Complete the following fields:

- **Company/Individual Name**
- **Contact E-Mail**
- **Verify Contact E-Mail**
- **Description of Service or Product**
- **Initiator Phone Number:**  
Enter your extension (4-xxxx or 408-924-xxxx).
- **Personalized Message:**  
Optional. Enter message for the AP Vendor Maintenance Coordinator. This message will not be shared with the vendor.

9. Click **Send**.



### Invite New Vendor

Company/Individual Name:\*

Contact E-Mail:\*

Verify Contact E-Mail:\*

Description of Service or Product:\*

Initiator Phone Number:\*

\*Required Field

Cancel

Send

The supplier will receive the invitation and complete their registration with PaymentWorks. After completion, the Initiator will receive an email informing them the supplier has completed their registration and they have been added to CFS.

This is an email to the Initiator informing them the supplier has completed onboarding. The email includes the supplier's DBA, legal name, and the CFS Supplier ID.



### Registration Completed for RUTLAND TOOL & SUPPLY CO

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

10. After receiving the email confirming supplier has completed registration process, return to the saved Requisition in FTS.

11. Update the Supplier Information to reflect the supplier recently added.

Go to **More** in the dropdown to search and select the supplier.

12. Click **SAVE**.

13. Click **Submit for Approval** to send request to your Approving Official.

The Status will change from Open to Pending Approval.

Supplier Information

\* Name 0000042333

Supplier New

More...

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After the Requisition is approved by the Approving Official, the request will feed from FTS to CFS. In CFS, Procurement will process the Requisition into a purchase order (PO). The supplier and Purchase Order fields on the FTS Requisition will be updated once a PO is issued.

## Scenario 3: Requisition Selecting Supplier TO BID

1. Log in to FTS and begin to create a new Direct Payment.

2. Select **Supplier TO BID** from the dropdown menu.

Note: If necessary, go to **More** in the dropdown menu to select Supplier TO BID if it doesn't appear in the dropdown menu.

### Requisition

Header Information

\* Denotes a required field

Status Open

Req No. WR00880029

Date 4/20/2020

ATI Type E&IT Single User

Header Comments: Remodel Clark Hall 500.

Contact Information

\* Requester Chan, Amy

Chan, Amy

\* Phone 4089241558

A valid phone number:  
5 digit format : xxxxx or x-xxxx  
10 digit format : xxxxxxxxxx or xxx-xxx-xxxx

Shipping Information

\* Ship to 048-RCVNG 048-RCVNG

\* Desired Due Date 5/4/2020

Supplier Information

\* Name 0000043479

Supplier TO BID

3. Complete the Requisition.

4. Click **Save**.

5. Click **Submit for Approval**.

The Requisition status will change from Open to Pending Approval.

Request will be routed to Approving Official for approval.

## Requisition

Header Information		Contact Information	
<b>Status</b>	Submitted by Amy M A Chan on 04/20/2020 Pending Approval	<b>Requestor</b>	Chan,Amy
<b>Req No.</b>	WR00880030	<b>Phone</b>	4089241538
<b>Date</b>	4/20/2020	<b>Shipping Information</b>	
<b>ATI Type</b>	E&IT Single User	<b>Ship to</b>	048-RCVNG
<b>Header Comments:</b>	Need to send out for bidding.	<b>Desired Due Date</b>	5/4/2020
		<b>Supplier Information</b>	
		<b>Name</b>	Supplier TO BID
		<b>Number</b>	0000043479
		<b>Address</b>	

After the Requisition is approved by the Approving Official, the request will go to Procurement to begin the bidding process. The Procurement staff will select the supplier and send an invitation to the supplier to register. The supplier and Purchase Order fields on the FTS Requisition will be updated once a PO is issued by Procurement.

## Scenario 4: Requisition Selecting Supplier NO \$ VALUE

1. Log in to FTS and begin to create a new Requisition.

2. Select **Supplier NO \$ VALUE** from the dropdown menu.

Note: If necessary, go to **More** in the dropdown menu to select **Supplier NO \$ VALUE** if it doesn't appear in the dropdown menu.

## Requisition

Header Information		Contact Information	
* Denotes a required field		* Requestor	Chan,Amy
<b>Status</b>	Open		Chan,Amy
<b>Req No.</b>	WR00880031	* Phone	4089241538
<b>Date</b>	4/20/2020	<small>A valid phone number: 3 digit format : xxxxx or x-xxxx 10 digit format : xxxxxxxxxx or xxx-xxx-xxxx</small>	
<b>ATI Type</b>	Not E&IT	<b>Shipping Information</b>	
<b>Header Comments:</b>	Student placement agreement with hospital. No purchase value involved.	* Ship to	048-RCVNG 048-RCVNG
		* Desired Due Date	5/4/2020
		<b>Supplier Information</b>	
		* Name	0000043480
			Supplier NO \$ VALUE

3. Complete the Requisition.

4. Click **Save**.

5. Click **Submit for Approval**.

The Requisition status will change from Open to Pending Approval.

Request will be routed to Approving Official for approval.

## Requisition

Header Information		Contact Information	
* Denotes a required field			
Status	Open	* Requester	Chan,Amy
Req No.	WR00880031		Chan,Amy
Date	4/20/2020	* Phone	4089241538
ATI Type	Not E&IT	<small>A valid phone number: 5 digit format : xxxxxx or x-xxxx 10 digit format : xxxxxxxxxx or xxx-xxx-xxxx</small>	
Header Comments:	Student placement agreement with hospital. No purchase value involved.		
Shipping Information		Supplier Information	
* Ship to	048-RCVNG	048-RCVNG	
* Desired Due Date	5/4/2020	* Name	0000043480
			Supplier NO \$ VALUE

After the Requisition is approved by the Approving Official, the request will go to Procurement for review. The Procurement staff will send an invitation to the supplier to register. The supplier and Purchase Order fields on the FTS Requisition will be updated once a PO is issued to the supplier by Procurement.