Supplier Registration Process

To begin the registration process, click on the link located in the email that was sent to you.

Dear Warbucks Industries,

Initiator has invited you to register as a new vendor to University of Virginia (Dev).

In order for University of Virginia (Dev) to establish you or your company as a payee or vendor, please click here to register on PaymentWorks, University of Virginia (Test)'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)
2. If you wish to receive electronic (ACH) payments, you will need a copy of a voided check or bank statement.

If you have questions regarding billing, invoices, or payments, please contact University of Virginia (Test) directly.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please email support@paymentworks.com.

Thank you for your support.

Sincerely,

University of Virginia (Dev)
You will then be taken to a page, where you will be asked to create an account with PaymentWorks. Click “Join Now”. If your company already has a PaymentWorks account, click on the link to log into your current account and you will be taken directly to the University of Virginia registration.
Once you create your account, you will receive an email asking you to verify your account and email and register within the University of Virginia network. Below is an example of the email you will receive.

Click on the link to fill out your registration.
Once you sign in you will be taken to the University of Virginia registration page. Items with a red star next to them are required fields to be filled out. Fill out the applicable information for your company, starting with Legal Name, tax number and classification.
The following screens are information regarding US W-9 tax documentation and backup withholding. The W-9 can be generated electronically and signed automatically or No can be selected and a W-9 can be uploaded.
Please enter your Doing Business Name As, a preferred contact email, and a Description of Goods and Services your company provides.
Enter a Primary Mailing Address. This can be corporate or headquarters address.

Enter a Remittance or Payment address. Either click the box next to Same as Primary Address or enter a different address.

Enter a Primary Order Fulfillment Address or click the box next to Same as Remittance Address.
Enter your applicable supplier category. If you are a sole proprietor select US Entity, or Foreign Entity if you are providing a service or product and are outside the United States.

Select the classification that describes type of business you have.

Select the closest industry or line of business for your company.
Please enter contact information for appropriate correspondence. You will also be asked if the companies average annual revenue has been less than $10 million in the last three years.
In the following sections, you will be asked questions regarding your businesses diversity info. For each selection that you say Yes to, you will be asked to upload a certificate and enter the expiration date of said certification.
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Does your firm hold any of the Third Party Diversity Certifications?

Yes

Please select all that apply, from the list of third party certifications:

- Certified B Corporation - B Corp
- Department of Veterans Affairs - FSDV (Federal Service Disabled Veteran)
- Disabled Veterans Business Alliance - Disabled Veteran Owned Small Business
- National Minority Supplier Development Council - MBE - Asian-Indian
- National Minority Supplier Development Council - MBE - Native American

Do you track the diversity certification of the suppliers your firm utilizes and/or participate in Tier II reporting?

No
In the following sections, you will be asked questions regarding your Sustainability Certification. For each selection that you say Yes to, you will be asked to upload a certificate and enter the expiration date of said certification.

**Does your firm hold a Sustainability Certification?**

- Yes

**Please select all that apply, from the list of sustainability certifications**

- Animal Welfare Approved
- Best Aquaculture Practices (BAP) Certification
- Certified Humane
- EDGE (The Global Business Certification Standard for Gender Equality)
- EPEAT
- Fair Trade Certified

**Does your firm offer products that carry a Sustainability Certification?**

- Yes

**Please select all that apply, from the list of sustainability certification products**

- Biodegradable Products Institute (BPI)
- BioPreferred
- Energy Star
- EPA Safer Choice
In this section you will be asked to answer a few conflict-of-interest statements. If you answer yes, you will be asked some additional questions.
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Are you or are you aware of anyone at your company who is related to a University of Virginia employee?*

Yes

Conflict of Interest Statement*

Link to the University of Virginia Conflict of Interest Statement

I have read and accept the University of Virginia Conflict of Interest Statement

Name of related University of Virginia employee*

Katherine Warbucks

Department where related employee works*

Business

Is your business owned or operated by a UVA Alumni?*

Yes

Name of UVA Alumni*

Warbucks, Oliver

Class Year**

1948
If you select ACH as the Payment Method, you will be asked to enter your banking details, such as bank name, bank address, account number and type.
You will also be asked to enter the street address of the bank you do business with.
Click on the Submit button. If you receive an error of missing information, scroll up the registration and find the error in red to correct. Once you submit your registration, you will be taken to your PaymentWorks Dashboard where you will be able to take a tour of the functionality of PaymentWorks.

**Submission Successful!**

Your new vendor registration has been submitted successfully to University of Virginia (Dev).

You will receive an email notification when your application has been approved.

Please note - this is not an authorization to perform services.

**Go To Your Dashboard**