



Invitation Request from PaymentWorks


What does a Supplier see...

PaymentWorks sends an email to the supplier with the following:

<p><i>Payees (Suppliers)</i> Join PaymentWorks for Free</p> <hr/> <p>Personal Information</p> <p>First Name <input type="text"/> Last Name <input type="text"/></p> <p>Company Name / Doing Business As (optional) <input type="text"/></p> <p>Title <input type="text"/></p> <p>Email <input type="text"/></p> <p>Confirm Email <input type="text"/></p> <p> Telephone <input type="text"/></p> <p>Create Password</p>	<p>Create Password</p> <p>Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p> <p><input type="checkbox"/> I agree to the terms of service</p> <p>JOIN NOW</p> <p>1 2 3 4 Vendor Registration Step 1 of 4</p>
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An individual will see the following:

 **RUTGERS**

Rutgers (Test)
New Vendor Registration

Welcome, jane smith!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **Rutgers (Test)**.

You will be notified by email when your application is processed.

Tax Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

For tax purposes, which best describes you?*

Individual, Sole Proprietorship, or Single-member LLC

Corporation or other complex business entity

Tax Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Corporation or other complex business entity

Country of Citizenship*
(Country of Incorporation if using EIN)

United States

Are you using an SSN or EIN?*

SSN

EIN

Legal First Name*

Jane

Legal Last Name*

Smith

SSN*
9 digits, no dashes or spaces

123456789

Confirm SSN*

123456789

Generate Electronic W-9*
When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9s are



Tax Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Generate Electronic W-9*

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Yes

No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Tax ID Type

The Tax ID number shown on this form is my correct taxpayer identification number

Backup Withholding

I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Citizenship

I am a U.S. citizen or other U.S. person

Certification Instructions

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup



Tax Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the IRS form W-9

Personal Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Full Name (or DBA) *

Jane Smith ✔

Telephone Number *

(732) 732-7321 ext. ✔

Preferred Email *

RU@gmail.com ✔

Website

Description of Goods or Services

test ✔

Primary Address

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Country *

United States ▼

Street 1 *

123 main ✔

Street 2

City *

New Brunswick ✔

State *

New Jersey ▼

Zip / Postal Code *

08901 ✔

Remittance Address

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Same as Primary Address



Additional Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Please **click** the following link to learn about the Rutgers supplier **naming convention**. Your name/business name must be formatted accordingly or registration will not be approved.

<https://procurementservices.rutgers.edu/files/paymentworks-naming-convention.docx>

If Rutgers needs to deliver a purchase order to you, please confirm delivery method*

Email

Email for Purchase Orders*

✔

Supplier Category*

US Individual

Will the address on your invoice be the same as the remittance address above?*

Yes

Remittance Contact First Name

Remittance Contact Last Name

Purchase Order Contact Job Title

Purchase Order Contact Email

Purchase Order Contact Phone Number


Please include your country code, area code and extension

Save And Exit

Submit



An Entity will see the following:



Rutgers (Test)
New Vendor Registration

Welcome, jane smith!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **Rutgers (Test)**.

You will be notified by email when your application is processed.

Tax Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

For tax purposes, which best describes you?*

Individual, Sole Proprietorship, or Single-member LLC

Corporation or other complex business entity

Country of Incorporation or Organization*

United States

Business Legal Name*

Jane Inc

Tax Information

All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Business Legal Name*

Jane Inc

EIN*

9 digits, no dashes or spaces

123456789

Confirm EIN*

123456789

Tax Classification*

This can be found on section 3 of your W-9.

C Corporation

Generate Electronic W-9*

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Yes

No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:



You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Tax Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Tax ID Type

- The Tax ID number shown on this form is my correct taxpayer identification number

Backup Withholding

- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Citizenship

- I am a U.S. citizen or other U.S. person

Certification Instructions

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the [IRS form W-9](#)

DUNS

if applicable



Company Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Business Name or DBA*
Jane Smith ✓

Telephone Number*
+ (732) 732-7321 ext. ✓

Preferred Email*
RU@gmail.com ✓

Website
[Empty Field]

Description of Goods or Services
test ✓

Primary Address
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Country*
United States ✓

Street 1*
123 main ✓

Primary Address
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

123 main ✓

Street 2
[Empty Field] ✓

City*
New Brunswick ✓

State*
New Jersey ✓

Zip / Postal Code*
08901 ✓

Remittance Address
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Same as Primary Address

Additional Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Please click the following link to learn about the Rutgers supplier naming convention. Your name/business name must be formatted accordingly or registration will not be approved.
<https://procurementservices.rutgers.edu/files/paymentworks-naming-convention.docx>

Additional Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

must be formatted accordingly or registration will not be approved.
<https://procurementservices.rutgers.edu/files/paymentworks-naming-convention.docx>

If Rutgers needs to deliver a purchase order to you, please confirm delivery method*
Email ✓

Email for Purchase Orders*
RU@gmail.com ✓

Supplier Category*
US Individual ✓

Will the address on your invoice be the same as the remittance address above?*Yes ✓

Remittance Contact First Name
[Empty Field]

Remittance Contact Last Name
[Empty Field]

Remittance Contact Job Title
[Empty Field]

Remittance Contact Email
[Empty Field]

Additional Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

Remittance Contact Email
[Empty Field]

Remittance Contact Phone Number
Please include your country code, area code and extension
[Empty Field]

Purchase Order Contact First Name
[Empty Field]

Purchase Order Contact Last Name
[Empty Field]

Purchase Order Contact Job Title
[Empty Field]

Purchase Order Contact Email
[Empty Field]

Purchase Order Contact Phone Number
Please include your country code, area code and extension
[Empty Field]



Purchase Order Contact Email

Purchase Order Contact Phone Number

Please include your country code, area code and extension

Save And Exit

Submit