



A New Design for a New Decade

New Supplier Registration Process

Higher education organizations, including the University of Notre Dame, are facing increasing threats of fraud. One way Notre Dame is committed to responding to fraud risk is through a supplier on-boarding tool. The University has partnered with PaymentWorks to handle the collection, validation, and management of all supplier information to help with fraud prevention.

PaymentWorks is a cloud-based software for suppliers that is easy to use. Suppliers will receive an invitation from the University (Accounts Payable or Procurement Services) to register and can enter all of their information safely and securely. Suppliers will now have a streamlined process for:

- Managing profile and contact information
- Securely entering and updating taxpayer-identification numbers (social security numbers for individuals) and bank account information
- Selecting a preferred payment method
- Entering multiple addresses
- Updating essential documents for tax, insurance, and various certificates

The partnership with PaymentWorks will benefit the University by:

- Improving security surrounding payments to help prevent fraudulent payments.
- Ensure all compliance and payment information is checked and submitted at the same time.
- Automating compliance and payment checks in our process will save both time and money.
- PaymentWorks will provide enhancements to the procure-to-pay process as part of the BuyND+ Optimization Project.

If you need more information about the PaymentWorks on-boarding tool, don't hesitate to contact Accounts Payable at acctpay@nd.edu.

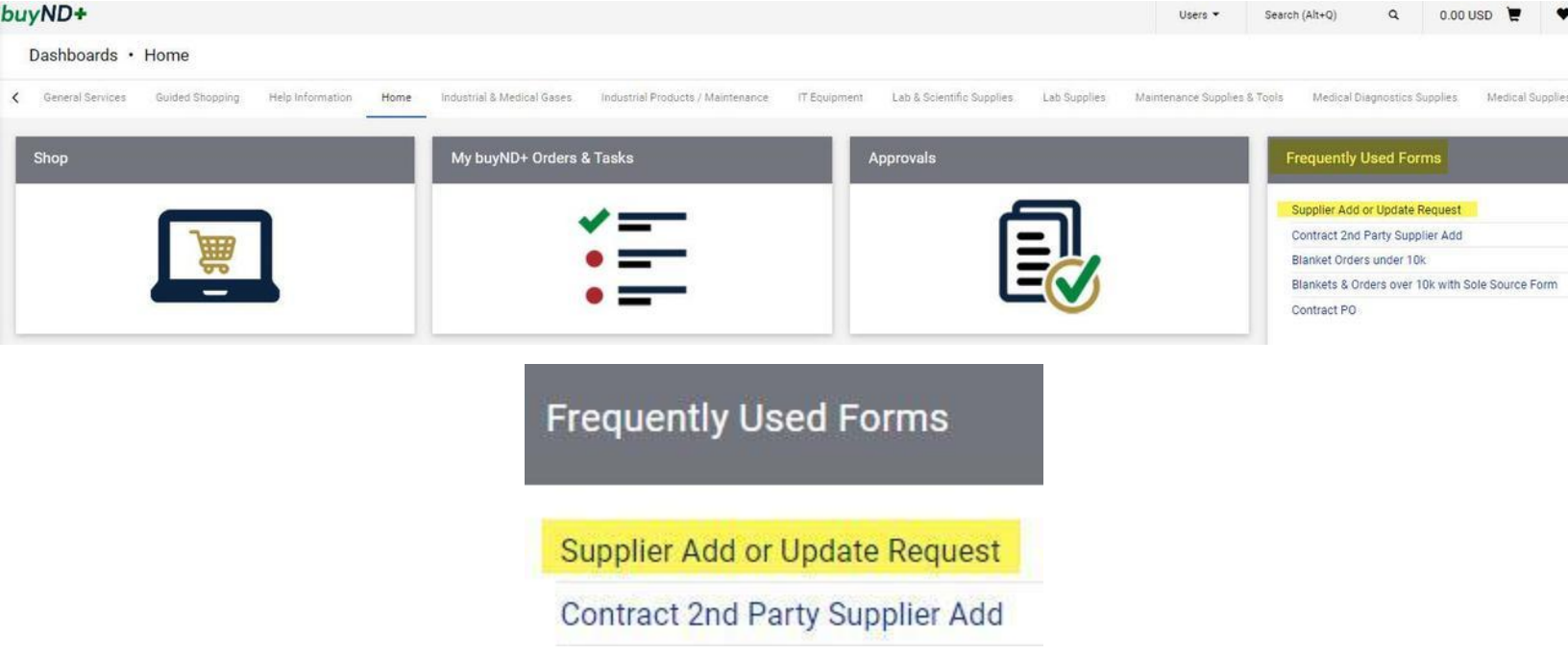
Supplier Add Process in buyND+

The process for requesting a new supplier to be added to buyND+ will not change. You will continue to request a new supplier to be added by completing the Supplier Add Form in buyND+. Beginning **Friday, March 17**, Procurement will start inviting the suppliers to register via the PaymentWorks portal.

Please keep in mind the supplier **will not be active for purchasing in buyND+ until we receive a completed registration from the supplier.**

You can assist in speeding up the process by:

- Be proactive with your supplier add request, give the supplier enough lead time to complete the registration in PaymentWorks.
- Contact your supplier and ask them to complete the registration in PaymentWorks upon receipt.



Supplier Update Process in buyND+

To prevent fraud, the supplier must create or update their own supplier record in PaymentWorks.

You will use the same form to request an update to a supplier record, i.e. address change or name change.

- Procurement will verify if the supplier has already registered in PaymentWorks.
- If the supplier has registered in PaymentWorks, you, Procurement or AP will ask the supplier to update their information in PaymentWorks.
- If the supplier has not registered in PaymentWorks, Procurement will send the supplier an invitation to register.

Contract 2nd Party Supplier Add

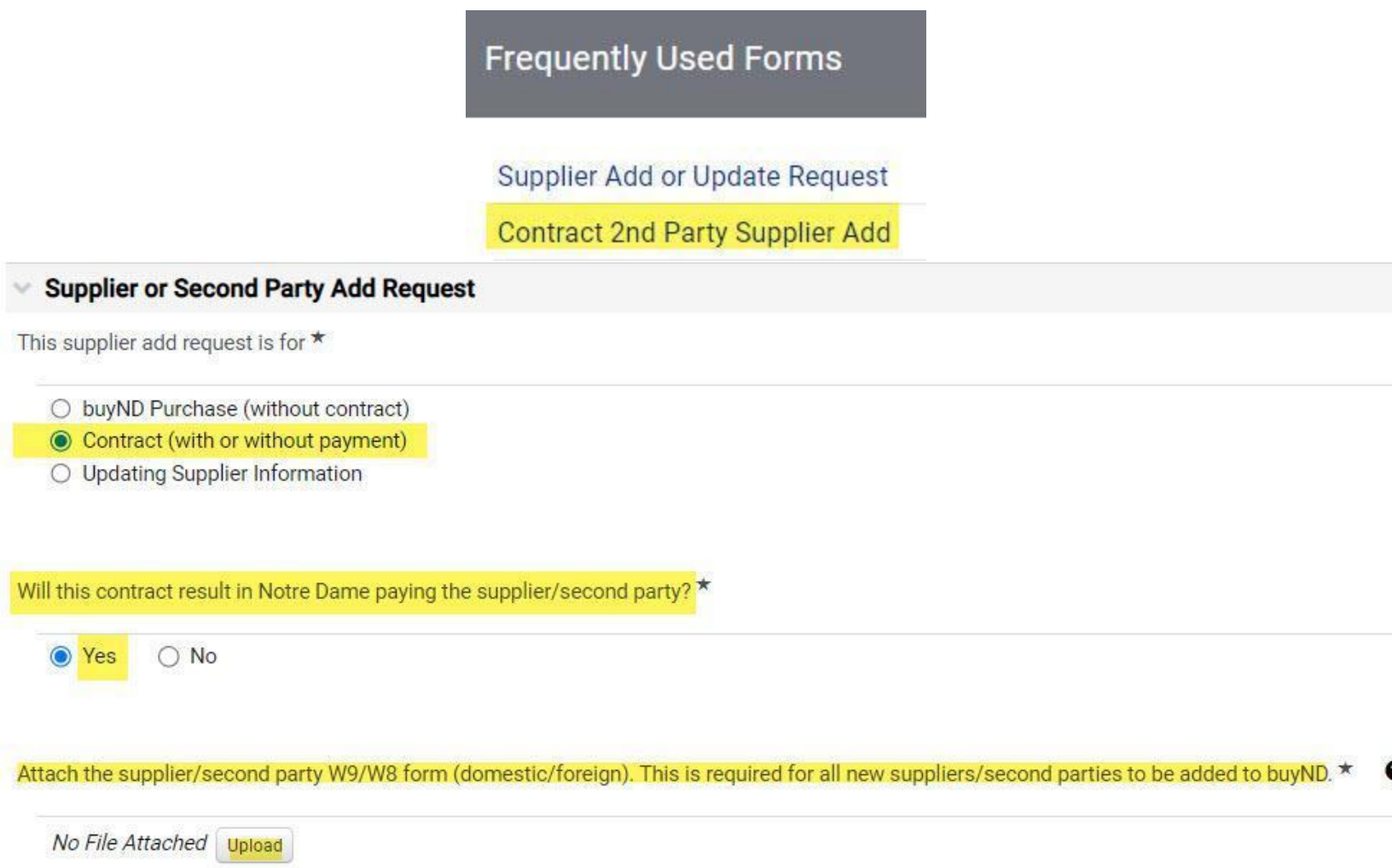
The process for requesting a contract supplier or supplier second party in buyND+ will change slightly on **Monday, March 27**. What does this mean for you?

- You will continue to request a contract supplier/second party add by completing the **“Contract Supplier/Second Party Supplier Add”** form in buyND+
- You will now be **required** to upload the supplier’s **W-9** or **W-8** (domestic and foreign suppliers) form. This requirement is for all contract **suppliers receiving any type of payment** from the university.
- Procurement Services will invite the supplier to register via PaymentWorks.
- PaymentWorks will verify the compliance and payment information in the onboarding process.

What is a W-9 and W-8 form?

- **W-9**: is used in the United States income tax system by a third party who must file an information return with the Internal Revenue Service (IRS). It requests the name, address, and taxpayer identification information of a taxpayer.
- **W-8**: are forms that foreign individuals and businesses must file to verify their country of residence for tax purposes, certifying that they qualify for a lower rate of tax withholding.

This information is required to prevent duplicate suppliers when the we invite the supplier to register via PaymentWorks.



Questions?

If you have any questions about the supplier onboarding process in **buyND+**, please contact our help desk at 631-4289 or buy@nd.edu.

Suppliers with questions about doing business with Notre Dame can be directed to our [webpage](#) for more information.



Procurement Services
buy@nd.edu
574-631-4289

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