Supplier Request Process
FTS and PaymentWorks
Modules: Requisition and
Direct Payment

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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 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:

<table>
<thead>
<tr>
<th>Supplier Name/ID</th>
<th>Use Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier NEW ID: 0000042333</td>
<td>Available in both the Requisition and Direct Payment modules. 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.</td>
</tr>
<tr>
<td>Supplier TO BID ID: 0000043479</td>
<td>Available in the Requisition module. 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, OR instances where you have requested the Procurement team to assist you in sourcing or identifying a supplier for a good or service.</td>
</tr>
<tr>
<td>Supplier NO $ VALUE ID: 0000043480</td>
<td>Available in the Requisition module. 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.</td>
</tr>
</tbody>
</table>

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.
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.
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.

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**.
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.

```plaintext
Gmail

Registration Completed for RUTLAND TOOL & SUPPLY CO

PaymentWorks Support <no-reply@paymentworks.com>
To: SJUPW+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
```

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.
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.

5. 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.

7. Click the **Send Invitation** button.
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**.

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.
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.

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.
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.

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.
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.

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.