



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.



University of Virginia (Dev)

Before registering as a new University of Virginia (Dev) supplier, you first need to create a free PaymentWorks account.

[Join Now](#)

[Already registered on PaymentWorks? Click here to login](#)

Payees (Suppliers)

Join PaymentWorks for Free

Your Information

Oliver Warbucks

Warbucks Industries / Warbucks

CEO

4349244239

uvapw2019+warbucks@gmail.com

uvapw2019+warbucks@gmail.com

Create Password

.....

.....

I agree to the Terms of Service

[Join Now](#)



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.

PaymentWorks Support PaymentWorks Account Registration - Thanks for registering! Verify your email within the next 72 hours

Click on the link to fill out your registration.

PaymentWorks Account Registration  Inbox x

PaymentWorks Support <support@paymentworks.com>
to uvapw2019+warbucks ▾

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

[Verify Your Email and Complete Your Registration](#)

Thank you,
PaymentWorks



If this was sent to you in error, please ignore this email and your address will be removed from our records.



Registration Almost Complete!

Click the Sign In button below to access and complete your New Vendor Registration Form.

Sign In

1 2 3 4

Vendor Registration Step 3 of 4



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.



University of Virginia (Dev)

New Vendor Registration

Welcome, Oliver Warbucks!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **University of Virginia (Dev)**.

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*

Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your company's Tax Identification number.

Warbucks Industries ✓

EIN*

9 digits, no dashes or spaces

546351384 ✓

Confirm EIN*

546351384 ✓

Tax Classification*

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

C Corporation ▼



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.

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 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



Please enter your Doing Business Name As, a preferred contact email, and a Description of Goods and Services your company provides.

Company Information

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

All other fields are optional.

Business Name or DBA *

Business Name or DBA is defined as the name your company uses to present itself to the public. This name may not necessarily be tied to your Tax Identification Number.

Warbucks



Telephone Number *

 (434) 924-4239

ext. _____



Preferred Email *

uvapw2019+warbucks@gmail.com



Website

Description of Goods or Services

manufacturing





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.

Country*

United States

Street 1*

987 FIFTH AVENUE

Street 2

City*

NEW YORK

State*

New York

Zip / Postal Code*

10075

Same as Primary Address

Country*

United States

Street 1*

Street 2

City*

State*

Select a State

Zip / Postal Code*

Same as Remittance Address

Country*

United States

Street 1*

Street 2

City*

State*

Select a State

Zip / Postal Code*

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.

Supplier Category*

Choose One

- Choose One
- US Individual
- Foreign Individual
- US Entity
- Foreign Entity
- Choose One

Please select any classification that applies to your business*

Choose One

- Choose One
- Student Organization
- Bank
- Corporation
- Federal Government
- Local or State Government
- Non-Profit Organization
- Utility Company
- UVA Foundation
- None of these apply

Select the company's primary revenue-producing line of business.*

Choose One

- Choose One
- 11 - Agriculture, Forestry, Fishing and Hunting
- 21 - Mining
- 22 - Utilities
- 23 - Construction
- 31-33 - Manufacturing
- 42 - Wholesale Trade
- 44-45 - Retail Trade
- 48-49 Transportation and Warehousing
- 51 - Information
- 52 - Finance and Insurance
- 53 - Real Estate Rental and Leasing
- 54 - Professional, Scientific, and Technical Services
- 55 - Management of Companies and Enterprises
- 56 - Administrative and Support and Waste Management and Remediation Services
- 61 - Educational Services
- 62 - Health Care and Social Assistance
- 71 - Arts, Entertainment, and Recreation
- 72 - Accommodation and Food Services
- 81 - Other Services (except Public Administration)



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.

Purchase Order Information

Please review the University's purchase order terms and conditions.*

[Link to PO terms and conditions](#)

I have read and accept the purchase order terms and conditions for the University of Virginia as outlined above.

Please provide your email address for purchase order delivery*

uvapw2019+warbucks@gmail.com



Accounts Receivable Contact Information

Accounts Receivable Contact Name

Accounts Receivable Contact Phone Number

 ext.

Accounts Receivable Contact Email

Sales Contact Information

Sales Contact Name

Sales Contact Phone Number

 ext.

Sales Contact Email

Has your average annual revenue over the past three years been less than \$10 million?*

Choose One





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.

Diversity Information

Are you a Federally certified diverse business?*

Choose One

- Choose One
- Yes
- No

business and Supplier Diversity:

MBE (Minority Business Enterprise) Certification

MBE (Minority Business Enterprise) Certificate*

Choose File 178618.jpg

MBE (Minority Business Enterprise) Certificate Expiration Date*

MM/DD/YYYY x

Never Expires

Are you certified with the Virginia Department of Small Business and Supplier Diversity?*

Yes

Choose One

- Yes
- No

Federal Diversity Information

Select applicable Federal diversity certifications*

Please check all that apply

- 8(a) African American
- 8(a) Hispanic American
- 8(a) Native American (Includes Alaskan Natives, Native Hawaiians & Native Americans)
- 8(a) Asian Pacific American
- 8(a) Subcontinent Asian American

Does your firm hold Diversity Certifications in a state other than Virginia?*

Yes

Please select the certifying state*

Arkansas

Please select your certification type*

Select all that apply

- Small Business Enterprise
- Disadvantaged Business Enterprise
- Airport Concession – Disadvantaged Business
- Micro Business



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.

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.

Conflict of Interest Information

Instructions for Conflict of Interest section

If you are registering as an individual, please answer the following section on behalf of yourself only.

If you are registering on behalf of your company, please answer the following section on behalf of yourself and any other employees of your company.

Are you or are you aware of anyone at your company who is a current 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 current University of Virginia employee *

Oliver Warbucks

Department where employee works *

Business

Are you or are you aware of anyone at your company who is a former 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 former University of Virginia employee *

Oliver Warbucks

Department where employee worked *

Business

Separation Date *

06/15/2020



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.

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 *

(Last Name, First Name)

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.

Payment Information

Supplier Bank Location *

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.

US Bank

Payment Method for Suppliers with a US Bank *

ACH

Choose One

ACH

Check

Bank Name *

Name on Account *

Account Number *

Confirm Account Number *

Account Type *

Select Account Type

Routing Number *

SWIFT Code

Bank Validation File *

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

Choose File No file chosen

Email Address for Payment Notifications *

Bank Authorization *

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account

I Agree



You will also be asked to enter the street address of the bank you do business with.

Country*

United States ▼

Street 1*

Street 2

City*

State*

Select a State ▼

Zip / Postal Code*



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.

Save And Exit

Submit

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

Exit Tour

PaymentWorks Quick Tour

Start the full tour or use the links to navigate to a specific topic.

Start the Tour >

Or Choose a Topic

Update Company Profile

Invoice Status/send Inquiry

Messaging

Remittance

Account Management

Connecting to Customers