

# UAF Workday Training

## PaymentWorks Process Flow *Text Only*

The process to validate a supplier in *PaymentWorks* involves the initiator, the supplier and the supplier partner. The entire process is outlined below. Each step indicates who completes the step and where it takes place (*PaymentWorks*, *Workday*, etc.)

## I. Initiator Searches for Duplicates

1. The initiator searches for current suppliers in *Workday* to be sure the supplier has not already been added. *After all suppliers have been migrated into PaymentWorks, it will no longer be necessary to check for duplicates in Workday.*

**Question:** Is the supplier already in *Workday*?

**Yes** - Do NOT send invitation to supplier. *Process stops here.*

**No** - Search for current suppliers in *PaymentWorks*.

2. The initiator checks to see if the supplier is either already approved or in the approval flow in *PaymentWorks*.

**Question:** Is the supplier already in *PaymentWorks* (approved or in the approval flow)?

**Yes** - Do NOT Send Invitation to Supplier. *Process stops here.*

**No** - Send Invitation to Supplier in *PaymentWorks*

## II. Supplier Receives Invitation via Email

1. The supplier verifies their email and creates their account in *PaymentWorks*.

2. The supplier submits their registration in *PaymentWorks*.
3. *PaymentWorks* reviews the supplier.

**Question:** Is supplier validated?

**Yes** - The supplier will appear in the queue for the supplier partner to review.

**No** - The supplier is NOT added to *Workday*. *Process stops here.*

## III. Supplier Partner Reviews the Supplier Submission.

1. The supplier partner makes a decision to **Approve**, **Deny** or **Send Back** based upon the information provided in the *PaymentWorks* validation.

**NOTE:** For wire transfers and/or international suppliers, [Cash Management](#) must be notified.

**Approve** - The registration of the supplier is sent to Project One to be completed in *Workday*. *Process is completed.*

**Deny** - The supplier is NOT added to *Workday*. *Process stops here.*

**Send Back** - *PaymentWorks* sends a request to the supplier asking for additional information. Once the supplier has resubmitted their registration, the supplier partner will do an additional review and decide whether to **Approve**, **Deny** or **Send Back**.

2. The final setup of the supplier in *Workday* can take at least a week.