



Proceso para inscribirse como beneficiario individual

Antes de comenzar el proceso, tenga a mano los datos siguientes: Su número de seguridad social o EIN; un cheque cancelado o extracto bancario, si usted quiere recibir sus fondos por vía electrónica.

Para comenzar el proceso, haga clic en el enlace contenido el en email que usted recibió. Ese email aparecerá así.



Dear Rana Sadoon:

Initiator has invited you to register as a new vendor to University of Virginia (Test).

In order for University of Virginia (Test) 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 review the help documentation or contact Support [here](#).

Thank you for your support.

Sincerely,

University of Virginia (Test)



Luego usted será transferido a otra página donde abrirá una cuenta en Paperworks. Haga clic en la tecla “Join now.” Si ya tiene una cuenta, haga clic en el enlace “Click here to log in” para ingresar al sistema, y será transferido directamente al sitio para registrarse. Si usted va a crear una cuenta nueva, por favor hágalo con el mismo email donde recibió la solicitud.



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

John Herschel

Glenn Jr.

Company Name / Doing Business As (optional)

Title

 15404338473

uvapw2019+johnglenn@gmail.com

uvapw2019+johnglenn@gmail.com

Create Password

.....

.....

☒ I agree to the [Terms of Service](#)

Join Now



Después de crear su cuenta, recibirá un email pidiendo que verifique su cuenta y su email, y que se registre en la red de la Universidad de Virginia. A continuación verá un ejemplo del tipo de email que recibirá.

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

Haga clic en el enlace para rellenar el formulario de inscripción.

PaymentWorks Account Registration  Inbox x

PaymentWorks <do-not-reply@paymentworks.com>
to uvapw2019+glenn ▾

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

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

1234

Vendor Registration Step 3 of 4



Al ingresar, el sistema le llevará a la página de registro. Allí, elementos marcados con estrella roja son obligatorios. Escriba la información pedida, empezando con su nombre, sus apellidos, y su SSN o EIN.



University of Virginia (Dev)

New Vendor Registration

Welcome, John Glenn!

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 Citizenship*

(Country of Incorporation if using EIN)

United States

Are you using an SSN or EIN?*

☒ SSN

☐ EIN

Legal First Name*

John

Legal Last Name*

Glenn

SSN*

9 digits, no dashes or spaces

226987536



Las pantallas siguientes tienen que ver con un documento relacionado con los impuestos, el W-9. Si usted elige “Yes” (sí) en el primer formulario, el documento será generado y firmado electrónicamente. Si usted elige “No,” podrá cargar una copia del documento que ya tiene. Si el IRS le ha informado que tiene que pagar impuestos adicionales porque no apuntó todos los intereses y dividendos en su declaración de impuestos anterior, tiene que des-elegir el elemento titulado “Backup Withholding.”

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

En esta columna, escriba la dirección de su casa. Ponga el número y la calle donde dice “Street 1” y el nombre de la ciudad donde dice “City.” Donde dice “State,” seleccione su estado usando la flecha al lado derecho de la caja. Donde dice “Zip/Postal Code,” escriba su código postal.

Esta columna pide la dirección donde usted quiere recibir sus pagos. Si los quiere recibir en casa, seleccione la cajita marcada “Same as Primary Address.”

En esta columna, usted debe seleccionar la cajita marcada “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*



Si usted es ciudadano de los Estados Unidos, seleccione “US Individual,” y si no lo es, seleccione “Foreign Individual.”

Payee Category*

Choose One

Choose One

US Individual

Foreign Individual

Si pone “Foreign Individual,” le preguntarán si va a realizar algún tipo de trabajo u obra durante su estancia en los Estados Unidos. Si responde que sí, habrá que contestar otra serie de preguntas:

Will you be performing services in the US?*

Yes

Visa Type*

Purpose of visit*

Arrival date in the US*

MM/DD/YYYY

Planned departure date*

MM/DD/YYYY

Start date of Visa status*

MM/DD/YYYY

Visa Document*

Choose File

No file chosen

Visa Type: el tipo de visa que usted tiene

Purpose of visit: propósito de su visita

Arrival date in the US: fecha de su llegada en los Estados Unidos

Planned departure date: fecha en que piensa marcharse

Start date of Visa status: fecha en que comenzó el período indicado en su visa



Le preguntarán si es socio de la universidad.
Seleccione si o no.

Are you a UVA Fellow^{*}

Yes

Luego preguntarán si usted es estudiante
matriculado en la universidad. Si contesta que sí,
pedirán su número de identidad estudiantil.

Are you currently enrolled at UVA as a student?^{*}

Yes

Student ID number^{*}



Indique como prefiere recibir sus pagos. Puede recibirlos en forma de cheque o por depósito directo en su cuenta bancaria. Si prefiere depósito directo, seleccione “ACH.” Luego habrá que identificar su cuenta. Los espacios en blanco piden los datos siguientes:

Payee 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 Payees with a US Bank*

ACH payments are made immediately, while Checks take longer to process and mail.

ACH

Choose One

ACH

Check

Nombre de su banco
Nombre en la cuenta
Número de la cuenta
Tipo de cuenta
Número de ruta bancaria
Código SWIFT

Bank Name*

Name on Account*

Account Number*

Confirm Account Number*

Account Type*

Select Account Type

Routing Number*

SWIFT Code

Luego pide que usted cargue un documento que verifique su cuenta. Los documentos aprobados son una carta oficial de su banco, un cheque cancelado, o un extracto de su cuenta. Donde dice “Email Address for Payment Notifications,” pone el email donde usted quiere recibir informes.

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



También pedirán que ponga la dirección de su banco así:

Country*

United States

▼

Street 1*

Street 2

City*

State*

Select a State

▼

Zip / Postal Code*

Número y calle

Ciudad

Estado

Código postal



Haga clic en la tecla azul que dice “Submit.” Si el sistema le informa que hay error, repase el formulario buscando texto en rojo, y corrija la información indicada. Cuando entregue su formulario completo, el sistema le brindará oportunidad de conocer las funciones del sistema.

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