

Frequently Asked Questions

This document represents FAQs from the FTS-PaymentWorks Supplier overview webinar that was hosted by Finance on April 28 and May 1, 2020.

Selecting Suppliers in FTS

Q: If the supplier is already in FTS, do I need to select one of the new Supplier IDs?

A: No, select the supplier that is in FTS.

Q: If supplier exists in FTS, how can I confirm I am selecting the correct one when the address field no longer exists on the Requisition and Direct Payment Voucher?

A: The department Requester can use the Header Comments field of their Requisition or Direct Payment to clarify which vendor they want to use and provide supplier ID address for verification purposes. If there are any questions, please contact FinanceConnect at financeconnect@sjsu.edu or 4-1558.

Q: What Supplier ID do I select in my Requisition if the supplier is in FTS and the purchase price is more than \$50,000? Do I select Supplier T6 331.TT2 BII

