



# Overview

- PaymentWorks
- Changes to FTS
- FTS demo of the new changes



- Provides a platform for
  - Suppliers to register and update their business information.
    - Suppliers must be invited by SJSU to register.
  - SJSU Procurement manage suppliers by
    - Verifying their information such as Fed Tax ID #s
    - Collecting Fed/State certifications for reporting purposes.
    - Insurance documentations needed for certain types of services.
- All information is stored in a secured environment.

# V #

- Employee/Student Reimbursement process
  - All SJSU employees are in FTS Employee/Student table.
  - Not all students will be in FTS.
- If student needs to be reimbursed for purchasing supplies and they are not in FTS, department will
  - send an email to [vendor-request@sjsu.edu](mailto:vendor-request@sjsu.edu)
  - provide
    - Name
    - Student ID
    - Mailing Address
    - Amount and reason for reimbursement

Say Good-Bye u

# Say Hello u

- New Supplier IDs
  - Supplier New  
Requisition and Direct Payment
  - Supplier TO BID  
Requisition only
  - Supplier No \$ Value  
Requisition only
- Each supplier type has a purpose on why it's selected

# New Suppliers IDs in FTS



# 1: Supplier New

- Used for suppliers in Requisition or Direct Payment if
  - department                      the supplier to purchase from
  - they are not in FTS.
- Department is responsible for getting the contact info and entering it in the invitation to supplier in PaymentWorks.
- Requisition/Direct Payment can be saved, but submitted for approval until Supplier has been onboarded.



# 2: Supplier TO BID

- Used for suppliers in Requisition if
  - department doesn't select the supplier to purchase from

*OR*

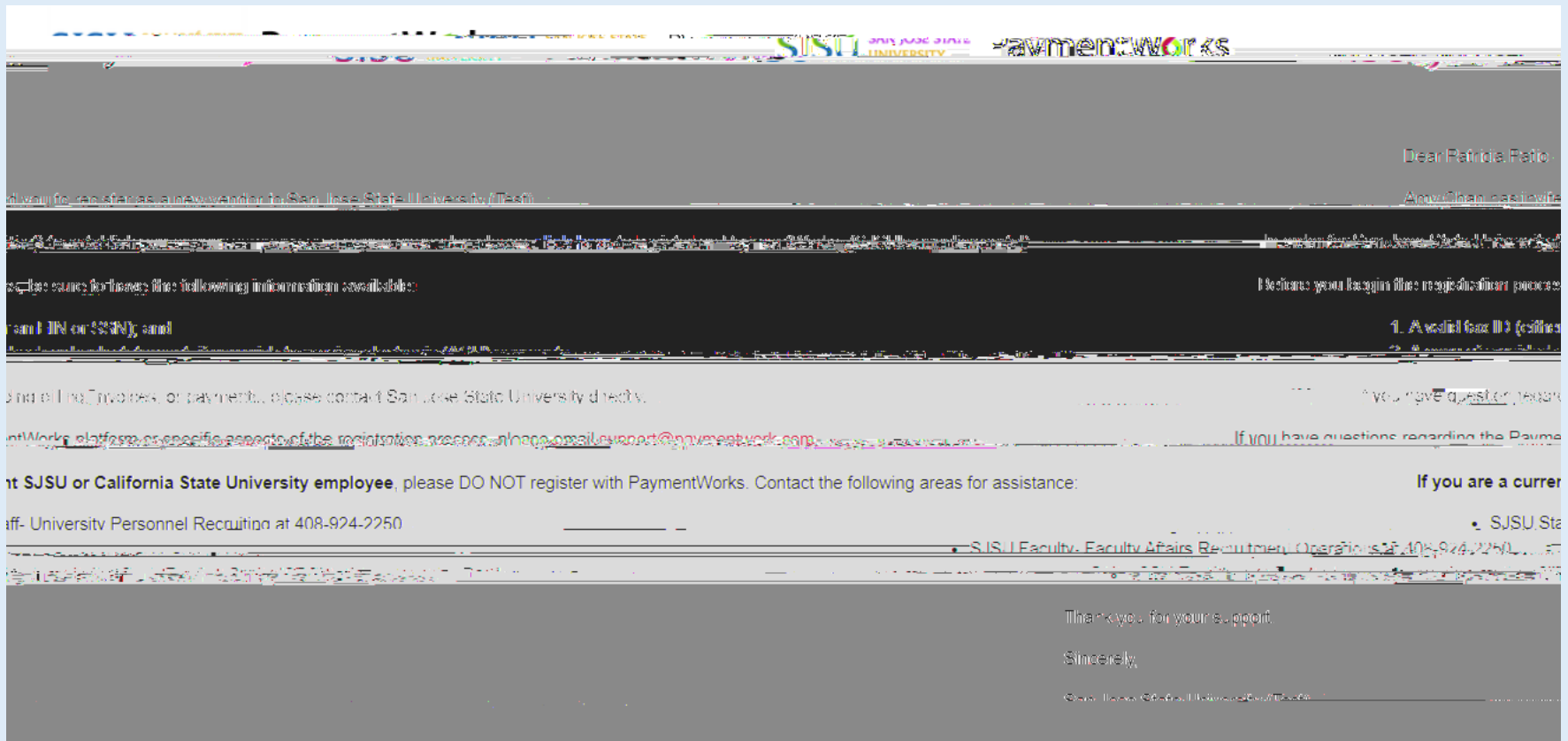
  - requires Contracts & Purchasing Services involvement to get best prices/value for request
    - Threshold (typically \$50K and up)
    - Type of product/services
      - Example: 10 refrigerators will require CP&P to solicit bids to get best pricing.
- Requisition can be submitted for approval.
- Contracts and Purchasing Services will send the invite to the supplier to register.

# 3: Supplier NO \$ VALUE

- Used for suppliers in a Requisition if
  - there is no purchasing involved- \$0 purchase.
  - an agreement/contract needs to be signed by Contracts and Purchasing Services.
- Examples
  - Free services and products.
  - Student placement/internship agreements.
- Requisition can be submitted for approval.
- Contracts and Purchasing Services will handle the supplier registration.

# Invitation to Supplier to Register

This is an email is sent to supplier after Initiator submits the Invite to Vendor form.



# Department Requester: Registration Completed by Supplier NEW

For Supplier NEW, this is an email to the department Initiator informing them the supplier has completed registration. Initiator is to return to FTS to select supplier and submit Requisition/Direct Payment for approval.

