

From: **University of California, Los Angeles (via PaymentWorks)** <invitations@paymentworks.com>
Date: Tue, Jun 29, 2021 at 9:47 AM
Subject: University of California, Los Angeles - New Vendor Registration
To: <vendor@email.com>



Dear UCLA Vendor:

[Dept. Initiator Name] has invited you to register as a new vendor to University of California, Los Angeles. The registration process is performed using PaymentWorks, UCLA's vendor portal.

Before you begin the registration process, please review the following important information:

1. Be sure to have a valid tax ID (either an EIN or SSN) available.
2. For information on doing business with UCLA, go to [How to Become a Vendor with UCLA](#).
3. UCLA has partnered with Transcepta Global Supplier Network to receive invoices electronically. After you complete your registration in PaymentWorks, please go to [UCLA's Transcepta enrollment page](#) to set up your invoicing method.
4. UCLA offers two primary payment methods, Payment Plus and Paymode-X. During the registration process, you will select a payment method. The first option, Single Use Account, is US Bank's Payment Plus epayables option. With the SUA option, payment is issued via a single use credit card and qualifies for the fastest payment terms. The second option, Paymode-X, utilizes the payment platform from Bottomline Technologies and BNYMellon to remit secure EFT/ACH payments via their network.

Now that you are ready for UCLA to establish you or your company as a payee or vendor, please [click here](#) to register on PaymentWorks, University of California, Los Angeles supplier portal.

If you have questions regarding billing, invoices, or payments, please contact University of California, Los Angeles directly at vendmgmt@finance.ucla.edu.

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please email support@paymentworks.com.

Additional links: [Payment Plus](#) and [Paymode-X](#)

Thank you for your support.

Sincerely,

University of California, Los Angeles