

Self-Service Vendor Onboarding

What Is PaymentWorks?

NYU Langone Health utilizes PaymentWorks for vendor onboarding and managing vendor payment setups. This platform centralizes crucial processes such as collecting tax IDs, banking details, and implementing additional preventive measures to ensure efficient and compliant vendor registration.

PaymentWorks Registration

Receive an Invitation Email

- You'll receive a PaymentWorks invitation from NYU Langone Health to the email address on file.
 - If you're an existing payee (supplier, vendor or individual) and do not have a PaymentWorks account, you must contact your NYU Langone Health representative to request an invite.
- You must activate your account within 72 hours of receiving the PaymentWorks Registration email.
- In support of go-green initiatives, we strongly encourage our vendors to enroll in electronic payments via the United States American Bankers Association ACH, as this is our primary and most efficient method of issuing payments. Payees will need to go through the ACH validation process prior to completing the PaymentWorks onboarding.
- There is no charge to register.
- Review additional instructions on how to complete the payee onboarding and registration process via PaymentWorks here.

Complete Registration

- Set up your account and enter all required details.
- Submit and wait for validations from NYU Langone Health.

Estimated Duration for Payee

Onboarding Step	Business Days
Invite Review	1–2
PaymentWorks Review (domestic)	1–2
PaymentWorks Review (international)	2–3
Legal Review (if applicable)	1–2
Compliance Review (if applicable)	1–2
Supplier Management Review (processed stage)	5
Ready in PeopleSoft (connected)	1
Total (shortest track)	8
Total (longest track)	15

Post-Registration

ACH Validation Test

- A small test deposit will be sent to the vendor, who must confirm its receipt and the exact amount.
- Supply Chain Management will reach out to the vendor via email for confirmation.

Final Approvals & Confirmation

- Once all necessary approvals and signatures are obtained, the vendor will be fully set up in PeopleSoft.
- After a vendor is approved in PeopleSoft, vendors will have the ability to complete transactions; vendors can follow up on all payment statuses/ invoices by contacting the Finance Help Desk at **212-404-4200**.

Contact NYU Langone Health

For any issues, questions or concerns, please contact VendorOperationsCompliance@nyulangone.org