

# Contractors

You can send the invitation for a contractor or private company to register as a UVA vendor by [logging into PaymentWorks](#) and using the Vendor Master Updates page.

Click Vendor Master Updates

Click Send Invitation

Then fill out the details and click send.

Make sure to have the name of the company if there is one, and the name of the contractor if its just a person.

## For Questions Contact:

**Anders Coe**

*Customer Experience Lead*

**P** 434.924.4212

*Procurement and Supplier Diversity Services | UVAFinance*

*After the receive the invitation and they register you must send Faye a Statement of work (SOW), a quote and a Requisition form. Here is an example of each:*



Statement of Wo...de Shavlik.docx



Quotation Nov 20...ude Shavlik.docx



requisition\_SoftwareDev (1).pdf

*Employee/Independent Contractor Checklist*

[https://uvafinance.virginia.edu/sites/uvafinance/files/2021-12/Employee-Independent%20ContractorChecklist\\_PSDS.pdf](https://uvafinance.virginia.edu/sites/uvafinance/files/2021-12/Employee-Independent%20ContractorChecklist_PSDS.pdf)