## 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.

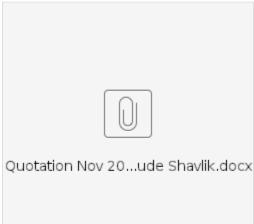
Make sure to have the name of the company if there is one, and the name of the contractor if its just a person.

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:







Employee/Independent Contractor Checklist

 $https://uvafinance.virginia.edu/sites/uvafinance/files/2021-12/Employee-Independent\%20ContractorChecklist\_PSDS.pdf$