
Payables Supplier Portal
Sign-up Form



Last Updated: 05/20/2022

Description: Accounts Payable Supplier Portal provides secure access for your company to log in and update their supplier information as well as view payment status on invoices and relevant remittance information.

The individual listed on this form must be authorized by the company to make remittance address and/or banking/ACH changes for the company. This individual will be designated as the 'primary administrator' for the company and will have the ability to add other users with 'view only' access.

Please submit this form and a W-9 (signed within the last 12 months) to UTSWAccounting@UTSouthwestern.edu for processing. The primary administrator will receive an email with their username and password.

Portal login and training documents may be found [here](#).

W-9 must be attached: _____

Company name: _____

Company Tax ID: _____

Primary Administrator Name: _____

Primary Administrator Title: _____

Primary Administrator Email: _____

Primary Administrator Signature: _____

By signing, I acknowledge that I have authority to make remittance changes on behalf of my company.