



Clean Harbors

PaymentWorks Manual – New Vendors

Version 2

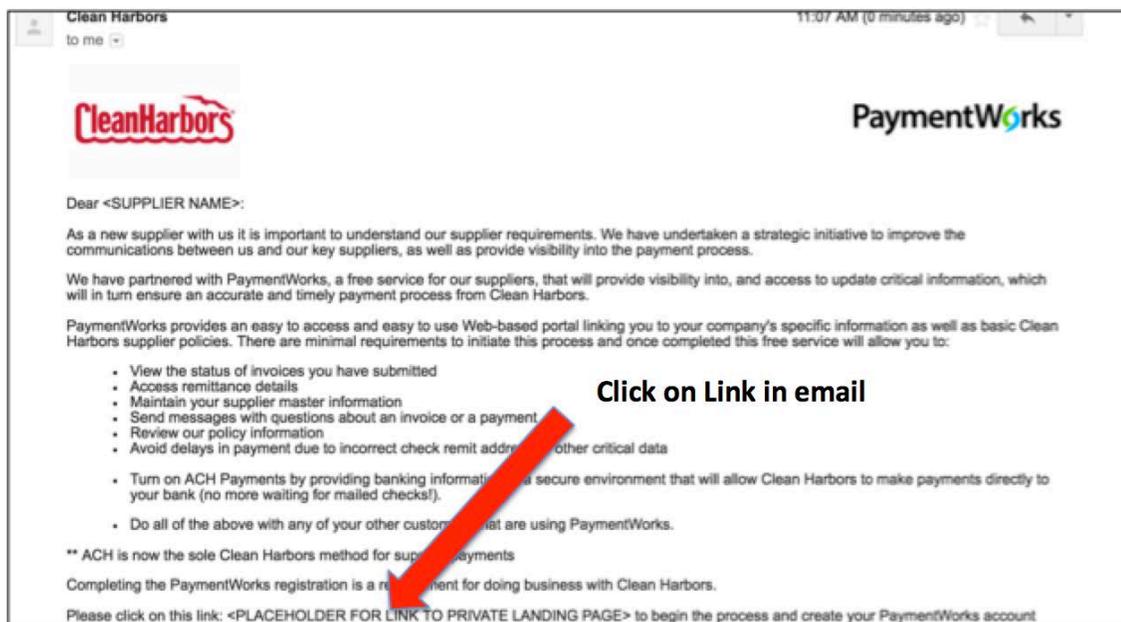
September 21, 2016

## Clean Harbors Vendors:

You will receive an email invitation from Clean Harbors asking you to create a PaymentWorks account and complete the New Vendor Registration form.

This document describes the steps required to complete the process.

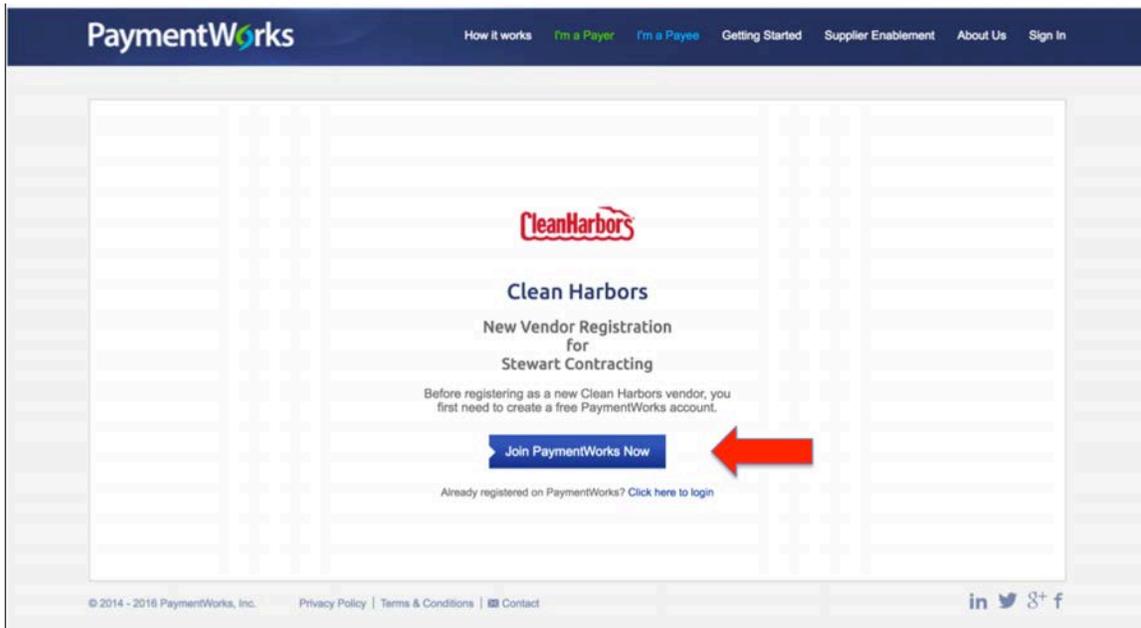
1. To start the process, click on the link at the bottom of the email.



**Key point:** It is very important to use the invitation link to begin your registration to Clean Harbors on PaymentWorks.

If you are not the right person to complete the New Vendor Registration form, please forward the email to the appropriate contact in your company.

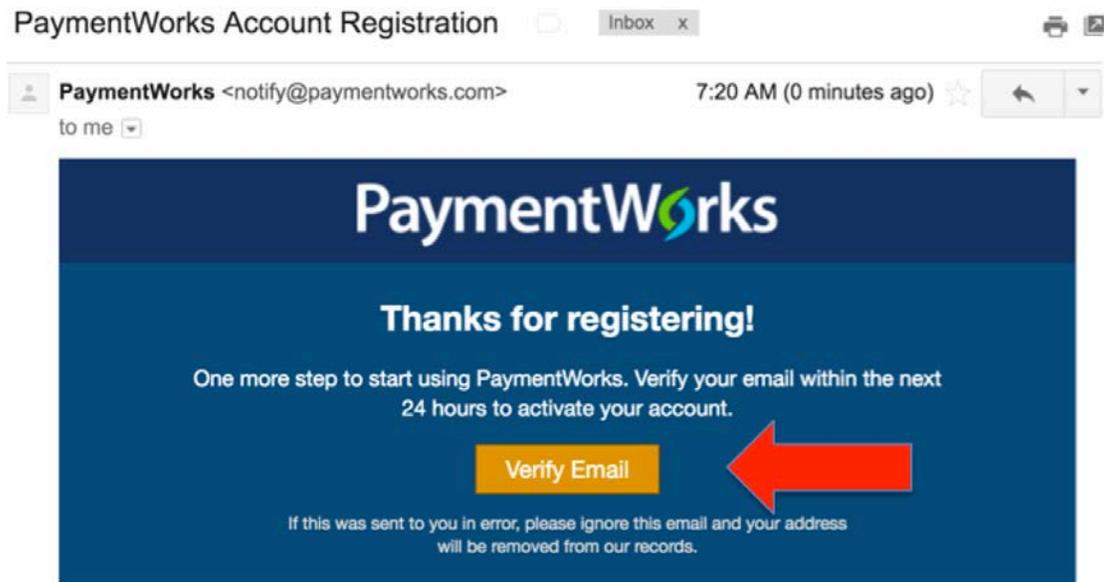
## 2. Click on Join PaymentWorks



## 3. Create an account

The screenshot displays the account creation form on the PaymentWorks website. The form is titled "Personal information" and includes the following fields: First name:\*, Last name:\*, Company:\*, Title:, Email:\*, Telephone:\*, Password:\*, and Verify Password:\*. To the right of the form is a section titled "JOIN NOW FOR FREE" with four checked options: View status of invoices, Access remittance advices, Get paid electronically, and See discounted early payment offers. A red arrow points to this section from the left.

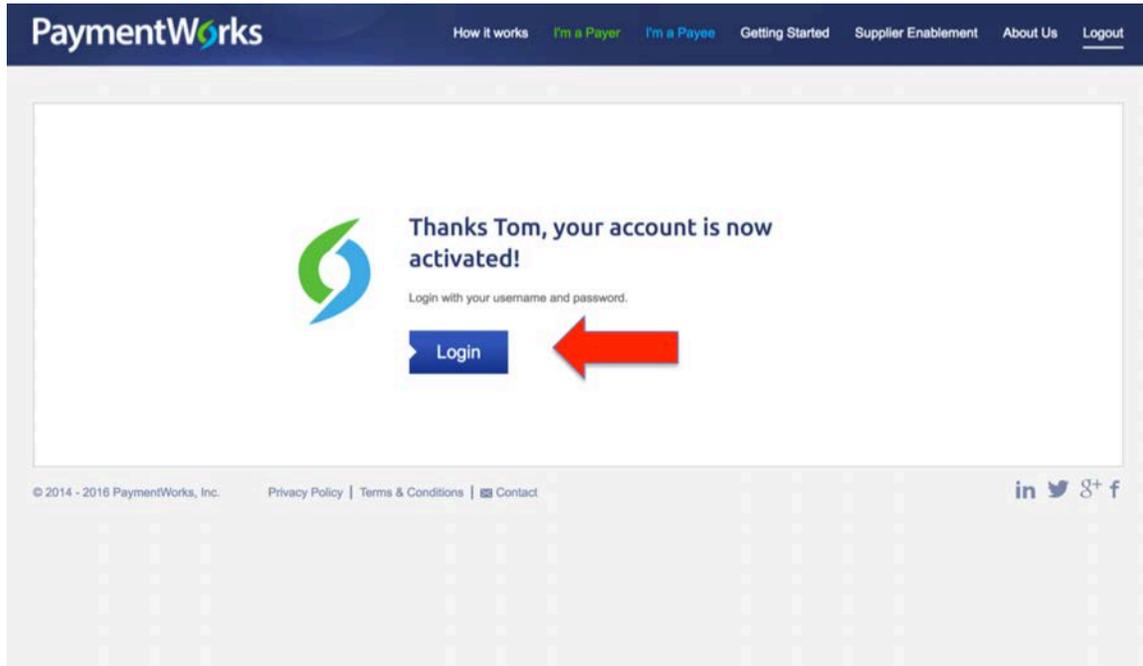
#### 4. An email will be sent, click Verify to activate your account



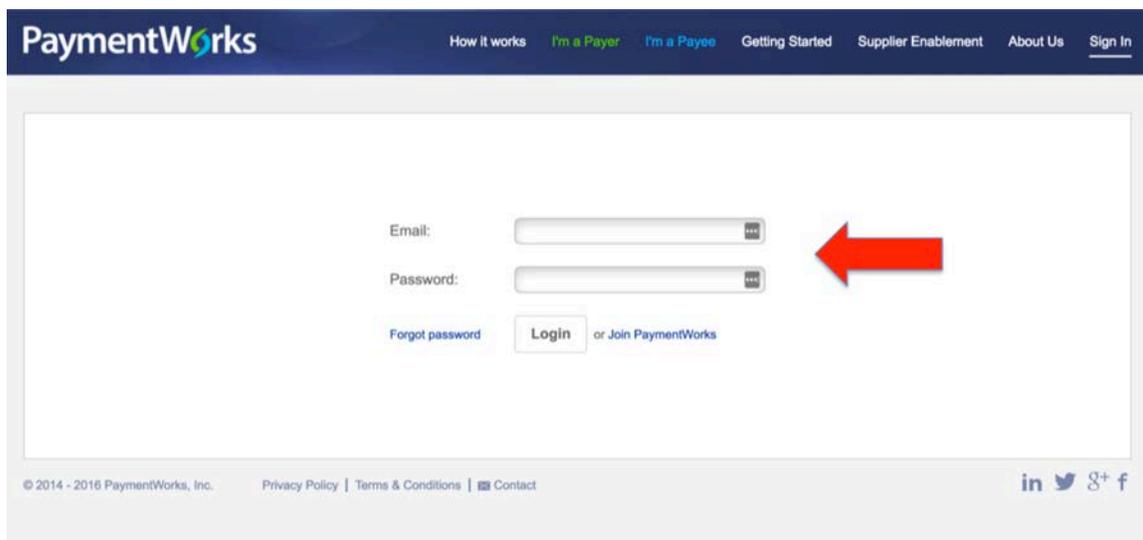
**Key point:** Once you verify your email there is one more step in the registration process.

Make sure you continue on to **Step 5** below to ensure that you have completed the vendor setup process.

## 5. Log into your account



## 6. Log into your account by entering your user name/password



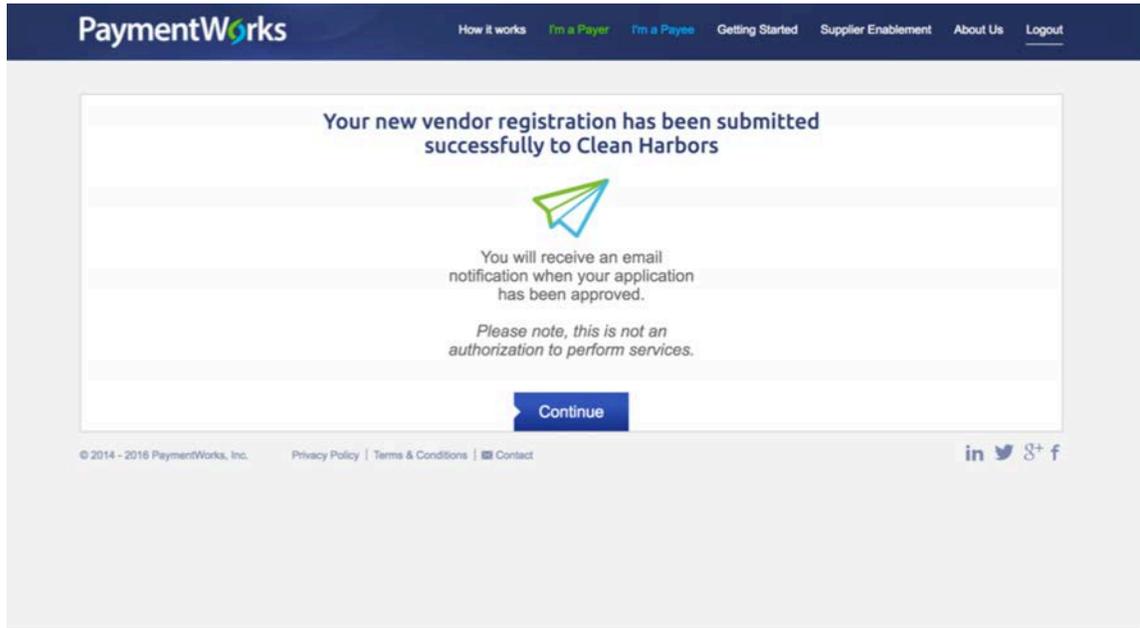
## 7. Once you log in, you will see the new vendor registration form

The screenshot shows the PaymentWorks website header with navigation links: How it works, I'm a Payer, I'm a Payee, Getting Started, Supplier Enablement, About Us, and Logout. The main content area is titled "Clean Harbors New Vendor Registration" and includes the Clean Harbors logo. Below the title, there is a paragraph of instructions: "Please fill out and submit the following form. The information you provide will be submitted to Clean Harbors and you will be notified by email when your application is processed. Once you are approved as a new vendor of Clean Harbors, you will immediately be able to see the status of all invoices you have submitted to Clean Harbors." Below this is a note: "All fields marked with a red asterisk (\*) are required fields. All other fields are optional." The form fields are: "Company name:" with a text input containing "New Vendor Company"; "Telephone:" with a dropdown menu set to "(201) 555-5555 ext 123"; "General Corporate e-Mail:" with an empty text input; "Website URL:" with an empty text input; and "Business Description:" with a large empty text area.

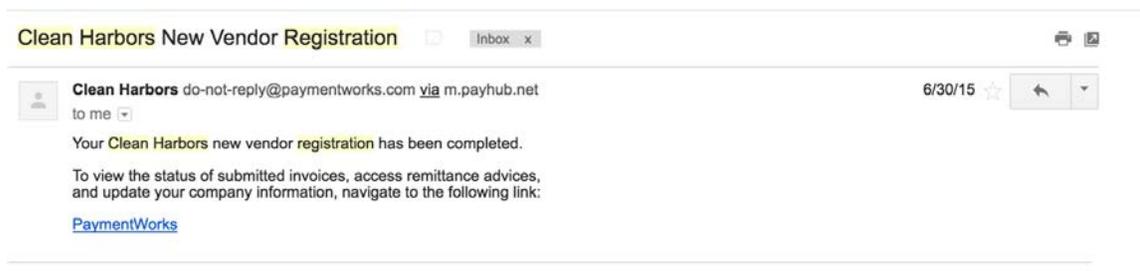
## 8. After you complete the form, click Register

The screenshot shows the bottom portion of the registration form. It includes: "Bank Routing Number:" with a text input and a subtext "9-digit number at the bottom left of a check"; "SWIFT Code:" with a text input; "Bank Account Validation:" with a "Choose File" button and the text "no file selected". Below this is a list of acceptable file types: "Letter on company letterhead", "Voided check", "Voided deposit slip", "Letter from your bank", and "Copy of a bank account statement". There is also an "e-Mail for ACH Details:" text input and a "Bank Authorization:" checkbox. Below the form is a blue "Register" button with a red arrow pointing to it from the right. The footer contains copyright information: "© 2014 - 2016 PaymentWorks, Inc.", links for "Privacy Policy", "Terms & Conditions", and "Contact", and social media icons for LinkedIn, Twitter, and Facebook.

## 9. A confirmation page will appear



## 10. When Clean Harbors approves your new vendor registration form, you will be notified via email.



## 11. You can then log back into PaymentWorks to do the following:

- View all of the invoices you have submitted to Clean Harbors
- Access remittance details for paid invoices
- Send messages if you have a question about an invoice or a PaymentWorks
- Update your company's profile information which you submitted on the New Vendor Registration form (change addresses, update your bank account information, etc.)

Go to [www.paymentworks.com](http://www.paymentworks.com) and log into your account by entering your user name/password

PaymentWorks

How it works I'm a Payer I'm a Payee Getting Started Supplier Enablement About Us Sign In

Email:

Password:

Forgot password  or Join PaymentWorks

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## 12. Click on the invoices tab to see your invoices

The screenshot shows the PaymentWorks dashboard. At the top, the user is identified as Frank Jones, Roadside Construction. The navigation bar includes Home, Connect, Invoices (highlighted with a red arrow), Messages, and Remittances. On the left, there are filter options for Date Type, Date Range, Start/End Dates, Customer, Invoice Number, Purchase Order, Amount Type, Min/Max Amount, and Status. The main area displays a table of invoices.

CUSTOMER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	PAID AMOUNT	PURCHASE ORDER	INVOICE STATUS	SCHEDULED PAY DATE
Clean Harbors	R-506	12/05/2018	USD \$3245.78		105	Exception	
Clean Harbors	R-507	12/05/2018	USD \$32456.87		106	Exception	
Clean Harbors	R-502	01/02/2016	USD \$32567.00		101	Accepted	
Clean Harbors	R-503	01/02/2016	USD \$2345.67		102	Accepted	
Clean Harbors	R-505	10/30/2015	USD \$6547.34		104	Approved	04/28/2016
Clean Harbors	R-510	10/20/2015	USD \$20000.00	USD \$32567.00	108	Paid	11/05/2015
Clean Harbors	R-504	10/15/2015	USD \$2345.54		103	Approved	04/28/2016
Clean Harbors	R-509	10/08/2015	USD \$32567.00	USD \$32567.00	108	Paid	11/05/2015
Clean Harbors	R-508	10/06/2015	USD \$345.00	USD \$345.00	107	Paid	11/05/2015

## 13. Click on an invoice to see the detail

The screenshot shows the PaymentWorks dashboard with the Invoices tab selected. A red box highlights the detail view for invoice R-507. The detail view includes the following information:

**Clean Harbors** (close X)

Invoice # **R-507**    Date **06/08/2016**    Invoice Amount **USD \$32456.87**    Actual Paid Amount    Purchase Order **106**    STATUS **EXCEPTION**

Scheduled Pay Date    Actual Pay Date    Pay Document #    Description **Goods not received**

Comments  
Text comments with reasons why this invoice is on hold

Send Payment Inquiry

Click on an invoice to see the detail



14. Click on Send Payment Inquiry to send a message about an invoice or a PaymentWorks

The screenshot shows the PaymentWorks web application interface. At the top, the user is logged in as Frank Jones, Roadside Construction. The main navigation bar includes Home, Connect, Invoices, News Updates, Messages, and Remittances. A table of invoices is displayed, with the following data:

CUSTOMER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	PAID AMOUNT	PURCHASE ORDER	INVOICE STATUS	SCHEDULED PAY DATE	PAY EARLY
Clean Harbors	R-506	06/08/2016	USD \$3245.78		105	Exception		

A modal window titled "Clean Harbors" is open, showing details for Invoice # R-507. The invoice date is 06/08/2016, the amount is USD \$32456.87, and the status is EXCEPTION. The description is "Goods not received". A green button labeled "Send Payment Inquiry" is located at the bottom right of the modal. A red arrow points to this button.

Click Send Payment Inquiry to send a message

15. Click on News Updates to see policy information from Clean Harbors

The screenshot shows the PaymentWorks web application interface. The user is logged in as Frank Jones, Roadside Construction. The main navigation bar includes Home, Connect, Invoices, News Updates, Messages, and Remittances. A red arrow points to the "News Updates" menu item. Below the navigation bar, the "Updates" section is visible, showing a news item titled "Payment Policies & Procedures" from Clean Harbors, dated August 5, 2014. The news item text reads: "Please refer to the attached document for the latest policies and procedures for invoicing the Boston Globe." A large blue graphic with the PaymentWorks logo is visible on the right side of the page.

## 16. Click on the Remittances Tab to see your recent payments

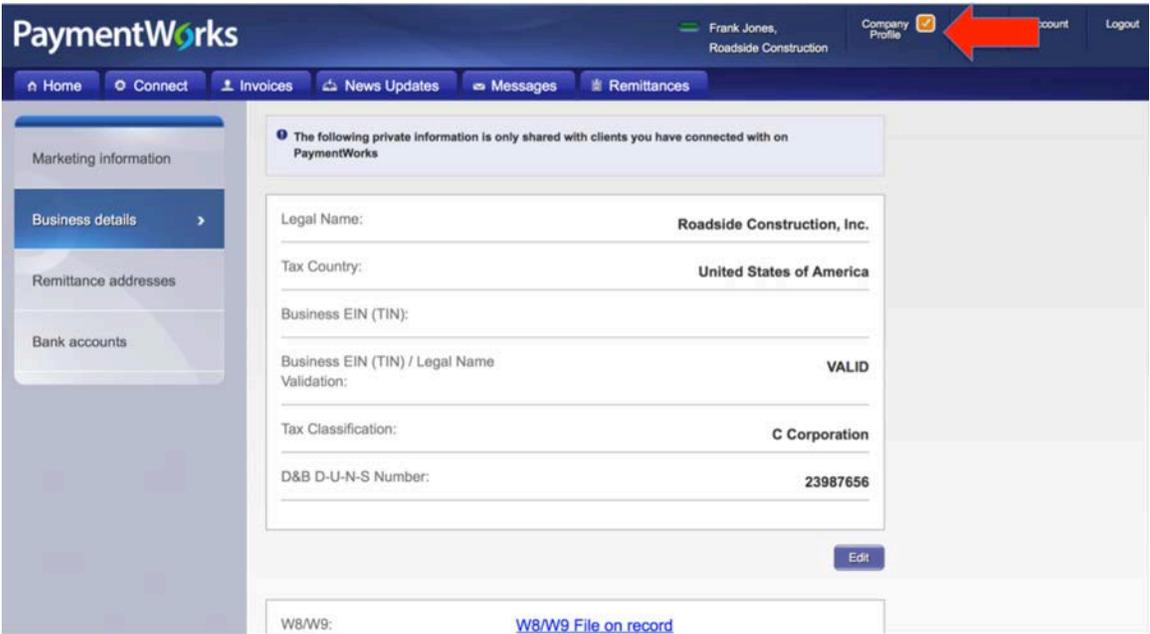


The screenshot shows the PaymentWorks interface with the 'Remittances' tab selected, indicated by a red arrow. The interface includes a navigation bar with 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. A user profile for 'Frank Jones, Roadside Construction' is visible in the top right. Below the navigation bar, there is a search and filter section on the left with fields for 'Date Range', 'Start Pay Date', 'End Pay Date', 'Customer Name', 'Pay Document #', 'Min Total Amt', and 'Max Total Amt'. The main content area displays a table of remittances:

CUSTOMER NAME	PAY DOCUMENT #	PAY DATE	TOTAL AMOUNT
Clean Harbors	4309	2015-11-05	USD \$65479.00

## 17. Click on Company Profile information to update your company profile information.

Note: all of the information you provided in the Registration form is pre-filled.



The screenshot shows the PaymentWorks 'Company Profile' page, indicated by a red arrow. The page displays pre-filled information for 'Roadside Construction, Inc.'. A sidebar on the left contains navigation options: 'Marketing information', 'Business details', 'Remittance addresses', and 'Bank accounts'. The main content area shows the following details:

- Legal Name: Roadside Construction, Inc.
- Tax Country: United States of America
- Business EIN (TIN):
- Business EIN (TIN) / Legal Name Validation: VALID
- Tax Classification: C Corporation
- D&B D-U-N-S Number: 23987656

An 'Edit' button is located at the bottom right of the profile information. At the bottom of the page, there is a section for 'W8/W9' with a link to 'W8/W9 File on record'.

## 18. All done!

If you would like to add other users in your company, click on “Account”

