

Procurement and Business Services division is responsible for the acquisition and payment of all goods and services for SHSU. The University assumes no liability for payment of obligations except for those processed accordingly. Our staff are committed to help all vendors succeed and have a mutually beneficial business relationship with the University.

All vendor registration with SHSU is made thru PaymentWorks. PaymentWorks is a FREE portal used by suppliers to register their business and provide the required documents the University needs to set up suppliers in the financial database. Invites are sent to suppliers by requesting departments and it takes just minutes and a few quick steps to have you on your way to doing business with SHSU. Please see the reference guides below for navigating through the PaymentWorks tool to become a registered SHSU vendor. For assistance please contact Disbursements staff at acctspay@shsu.edu.

[SHSU Supplier Reference Guide - New Vendor Registration](#)

[SHSU Supplier Reference Guide - Updating Your Company Profile](#)

All payments are made NET30, unless an early payment discount is offered. SHSU requests any vendor who receives more than five (5)

