



Procurement Services

Campus News Flash

April 2024

Paymode-X Upgrade Impact Notice

Procurement Services is required by our banking partner, Bank of America & Bottomline to update to the latest version of the Paymode-X program. The duration of this system upgrade runs through early May and has a few short-term service impacts, but rest assured, we have you covered.

How this update may impact the Campus:

1. Newly Onboarded Paymode-X Suppliers

Newly onboarded suppliers will be on activation hold with Paymode for receiving ACH payments during the month of April, and those suppliers will alternatively receive mailed payments via check until Paymode resumes new account activations in May.

2. Current Activated Paymode-X Suppliers

Paymode functionality will remain stable for all current, activated Paymode Suppliers. They will receive regular ACH payments throughout the upgrade except for a limited payment interruption during the data migration to launch phase **on April 25th and 26th**. Procurement Services will pay out a few days early for those Payments scheduled for the 25th and 26th.

3. To the extent that is possible, plan your activities ahead or around these upcoming activities to help further reduce any potential interruptions to your operations.

We appreciate your partnership to navigate these changes, If you have any questions or concerns, please get in touch with pcshelp@uw.edu or visit the Procurement Services For Suppliers webpage [For Suppliers | Procurement Services \(uw.edu\)](https://uw.edu/procurement-services-for-suppliers).

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