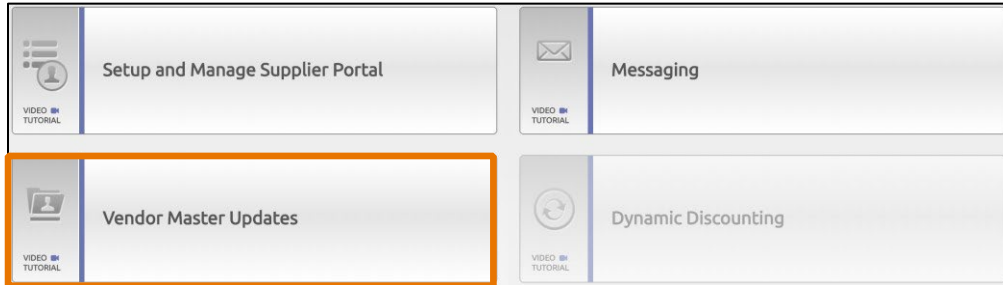
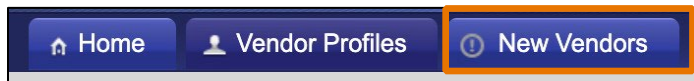


Sending a PaymentWorks Invitation – Quick Guide

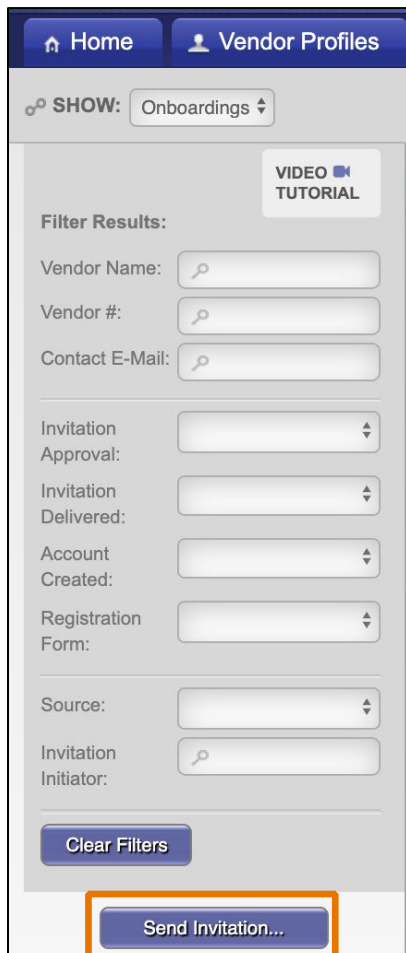
1. Log into PaymentWorks and select the Vendor Master Updates tile.



2. Click on the “New Vendors” tab.

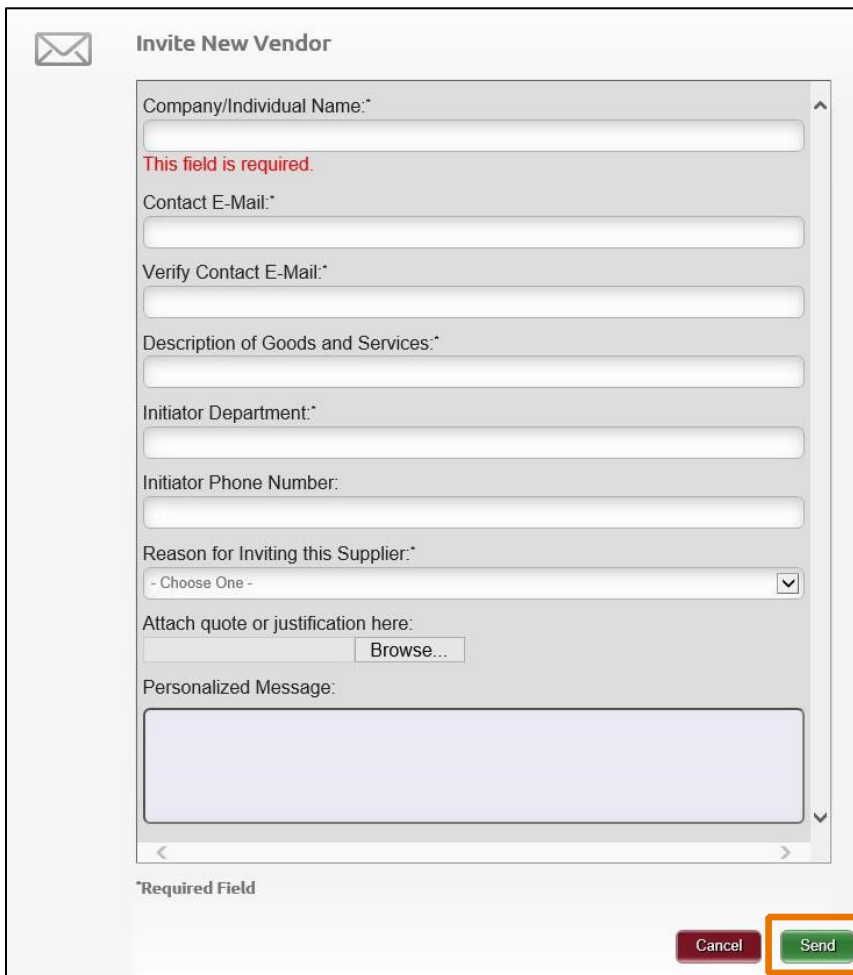


3. Click on the “Send Invitation...” button.



Sending a PaymentWorks Invitation Quick Guide

4. Complete the invitation using the directions provided below.
 - a. Company/Individual Name: Populate field with the Company or Individual with whom you are requesting to do business.
 - b. Contact E-Mail: E-mail address for the individual who will complete the registration form
NOTE: Once a contact email is used, you cannot use it again to send a different invitation.
 - c. Description of Goods and Services: Provide a detailed description of the service or product(s) being purchased (100-character limit).
 - d. Attachment: Merge all documents into one file and attach.
 - e. Personalized Message: Include a quote number if applicable or state business justification.
NOTE: This field is optional and this message will be inserted into the registration invite that is sent to the supplier.



Invite New Vendor

Company/Individual Name:*
This field is required.

Contact E-Mail:*

Verify Contact E-Mail:*

Description of Goods and Services:*

Initiator Department:*

Initiator Phone Number:

Reason for Inviting this Supplier:*

- Choose One -

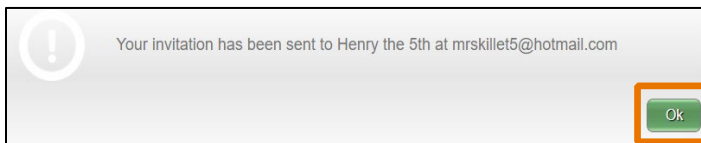
Attach quote or justification here:
Browse...

Personalized Message:

*Required Field

Cancel Send

5. Click 'Send'. You should see the following confirmation, click 'Ok'.



! Your invitation has been sent to Henry the 5th at mrskillet5@hotmail.com

Ok