

## Checking the Status of an Invitation

From the Admin WorkCenter homepage in ConnectCarolina follow this menu path:

**Admin WorkCenter > Finance WorkCenter > Accounts Payable > Campus Supplier**

1. Select **Other Supplier** from the Supplier Type drop-down menu, on the Add a New Value tab.
2. Click the search icon.
3. Click **New Supplier**, at the top of the list.

TIN or PID	Name 1	Short Supplier Name
000000000	NEW SUPPLIER	NEW SUPPLIER

**Result:** You will be redirected to the Add a New Value tab.

4. Click the **Add** button.

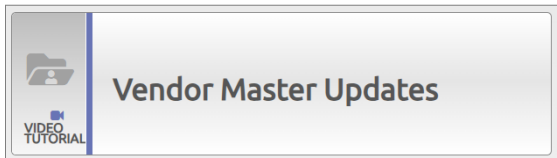
**Result:** A pop-up message will appear.

5. Click the **OK** button.

**Result:** You will be redirected to the PaymentWorks system.

**Important:** Be sure to turn off your pop-up blocker.

6. Click the **Vendor Master Updates** tile.



**Result:** The Onboardings page will appear, which displays the onboarding statuses of all submitted suppliers in real time.

7. Click on the hyperlinks under the bubble to learn more about the status.

Supplier Name	Step 1	Step 2	Step 3
Tucker B Kass	INVITATION INITIATED 05/15/2024 10:11 AM	EMAIL VERIFIED - INVITATION RECEIVED 05/15/2024 10:17 AM	ONBOARDING COMPLETE 05/22/2024 9:01 AM Vendor Number: 000002552
Formlabs Inc.	INVITATION INITIATED 05/21/2024 3:19 PM	EMAIL VERIFIED - INVITATION RECEIVED 05/21/2024 3:48 PM	REGISTRATION SUBMITTED - PENDING INTERNAL REVIEW

**Note:** If you are looking for a specific supplier invitation, you can refine the Onboardings list by using the Filter Results menu options to the left of the screen.

## Resending an Invitation

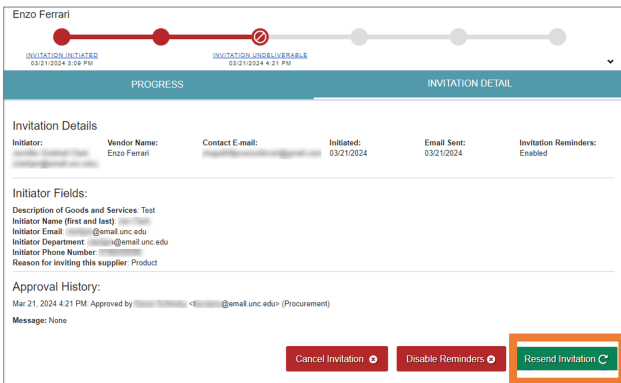
When checking the status of an invitation, if you see that an invitation is undeliverable, or need to edit details of an invitation, you can resend the invitation. Follow these steps, starting from the PaymentWorks Onboardings page:

1. Click the **Invitation Undeliverable** link for the appropriate supplier.

Supplier Name	Step 1	Step 2	Step 3
Enzo Ferrari	INVITATION INITIATED 05/10/2024 3:30 PM	INVITATION UNDELIVERABLE 05/10/2024 8:18 AM	
Eugene Levy	INVITATION INITIATED 05/09/2024 3:30 PM	EMAIL VERIFIED - INVITATION RECEIVED 05/09/2024 3:30 PM	REGISTRATION SUBMITTED - PENDING INTERNAL REVIEW 05/09/2024 3:30 PM 23 days and 21 hours
Danny Ocean	INVITATION INITIATED 05/09/2024 8:48 AM	EMAIL VERIFIED - INVITATION RECEIVED 05/09/2024 11:43 AM	ONBOARDING COMPLETE 05/09/2024 1:30 PM Vendor Number: 0001234
John Doe	INVITATION INITIATED 05/09/2024 1:24 PM	EMAIL VERIFIED - INVITATION RECEIVED 05/09/2024 3:44 PM	REGISTRATION SUBMITTED - PENDING INTERNAL REVIEW 05/09/2024 3:44 PM 23 days and 21 hours
Jessica's Baking Company	INVITATION INITIATED 05/10/2024 7:43 PM	EMAIL VERIFIED - INVITATION RECEIVED 05/10/2024 12:44 PM	REGISTRATION SUBMITTED - PENDING INTERNAL REVIEW 05/10/2024 2:25 PM 74 days and 22 hours

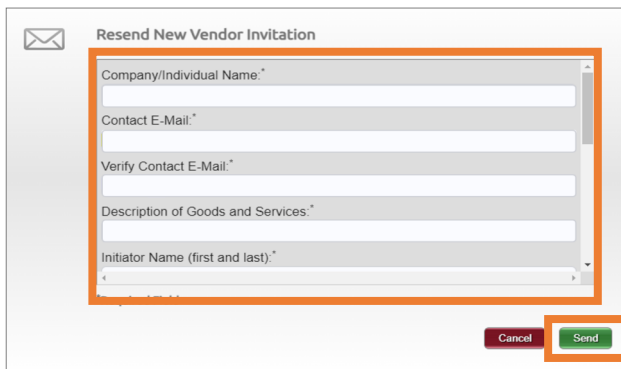
**Result:** The Invitation Details tab will appear.

2. Click the **Resend Invitation** button.

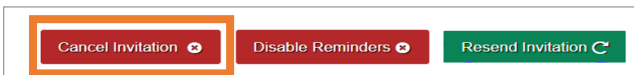


**Result:** The Resend New Vendor Invitation window will appear.

3. Click the **Send** button.



4. Click the **Cancel Invitation** button to remove the previous invitation from the tracker.



**Result:** You will receive a confirmation email.

**Note:** Once the supplier is fully approved you will also receive an email that includes the supplier's identification number.