Managing Supplier Invitations with PaymentWorks

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.

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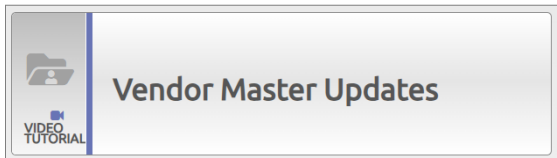
4. Click the **Add** button.

   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 statues of all submitted suppliers in real time.

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

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.
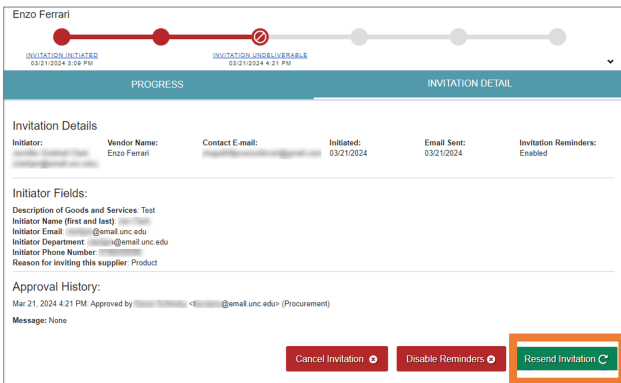
Resending an Invitation

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:

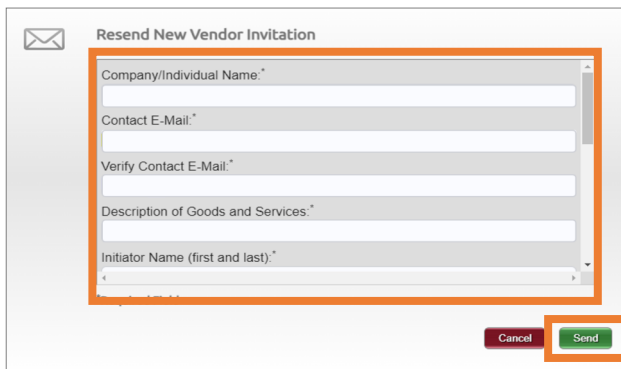1. Click the **Invitation Undeliverable l**ink for the appropriate supplier.

Result: The Invitation Details tab will appear.

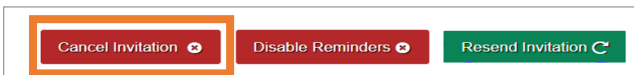2. Click the **Resend Invitation** button.

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.