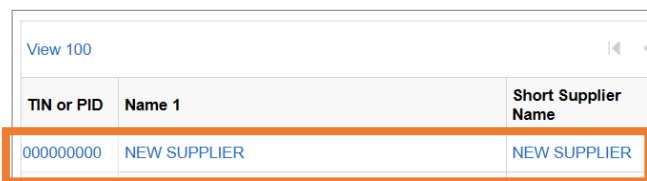


Inviting a New Supplier

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.

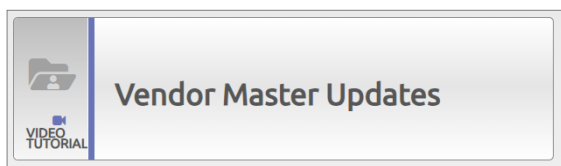
5. Click the **OK** button.

Result: You will be redirected to the PaymentWorks system.

Important: Be sure your pop-up blocker is turned off.

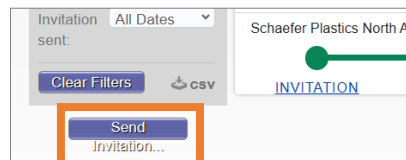
Note: You may be prompted to complete Single-Sign-On and/or duo authentication.

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



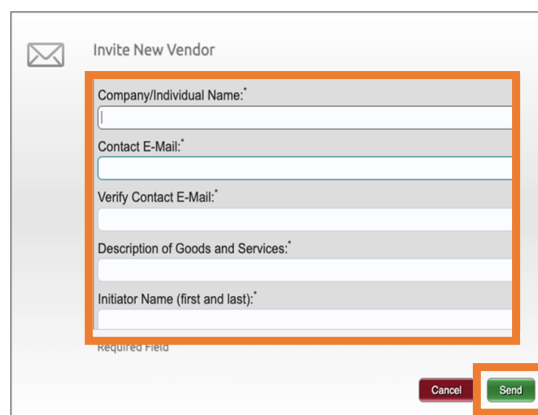
Result: The Onboardings page will appear.

7. Click the **Send Invitation** button at the bottom of the page.



8. Complete the required fields on the Invite New Vendor window.

9. Click the **Send** button.



Invite New Vendor

Company/Individual Name:*

Contact E-Mail:*

Verify Contact E-Mail:*

Description of Goods and Services:*

Initiator Name (first and last):*

Required Field

Cancel Send

Result: The invitation is submitted and you will receive a confirmation email. The supplier invitation will also appear on the Onboardings page in PaymentWorks.

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

Inviting an Existing Supplier

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.

Result: The Look Up Supplier window will appear.

3. Use the search fields to search for the supplier you want to connect to PaymentWorks.

Note: To optimize your search change this search filter options from Begins With to Contains.

4. Click the **Search** button.

5. Select the appropriate supplier.

SetID	ID Number	Name 1	Short Supplier Name	Supplier ID	Portal Status
UNCCH		contains panera	begins with	begins with	begins with
XXXXXXXXX	PANERA BREAD COMPANY DBA PANERA LLC	PANERA BREAD C	0000036378	Not Connected	
XXXXXXXXX	CSC INVESTMENTS LLC/DBA PANERA BREAD	CSC INVEST-001	0000071119	Not Connected	

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

6. Click the **Add** button.

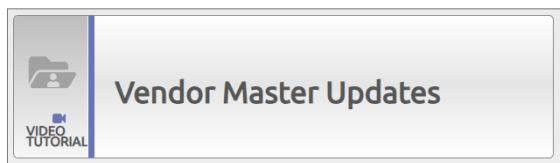
Result: A pop-up message will appear.

7. Click the **OK** button.

Result: You will be redirected to the PaymentWorks system.

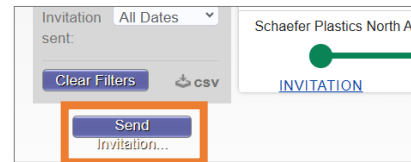
Important: Be sure your pop-up blocker is turned off.

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



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

9. Click the **Send Invitation** button at the bottom of the page.



10. Complete the required fields on the Invite New Vendor window.

Invite New Vendor

Company/Individual Name: *

Contact E-Mail: *

Verify Contact E-Mail: *

Description of Goods and Services: *

Initiator Name (first and last): *

Required Field

Cancel Send

11. Click the **Send** button.

Result: The invitation is submitted and you will receive a confirmation email. The supplier invitation will also appear on the Onboardings page in PaymentWorks.

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