

PaymentWorks Status Definitions

Invitation Status:

- **Cancelled** – Invitation cancelled by the institution approver.
- **Clicked** – Vendor clicked on the registration link in the invitation email.
- **Delivered** – Invitation delivered to the vendor’s email address.
- **Opened** – Vendor opened the invitation email.
- **Pending Approval** - Invitation in queue to be reviewed by institution approver.
- **Rejected** – Institutional approver rejected the invitation request.
- **Sent** – Invitation was sent to the vendor’s email address.
- **Undeliverable** – Invitation delivery was unsuccessful. This usually indicates the vendor’s contact email address was invalid.

New Vendor Registration Status:

- **Approved** – Vendor’s registration was approved by PaymentWorks
- **Complete** – Vendor was notified of their approval, vendor was created, and a vendor number was issued. The vendor number appears under “New Vendor Registration.”
- **In Progress** – Vendor started entering information for the registration but did not submit.
- **Not Started** – Vendor has not entered information on their registration form.
- **Processed** – Registration was processed by Payment Works and sent to GeorgiaFIRST Financials.
- **Returned** – Registration was returned to the vendor in order for a correction to be made. The vendor is emailed directly with the requested correction. Vendor also receives a message in their “Messages” tab.
- **Rejected** – Vendor rejected the registration.
- **Submitted** – Vendor submitted their registration to PaymentWorks.

Vendor Account Status:

- **No Account** – Vendor did not use the invitation to create a PaymentWorks account.
- **Registered** – Vendor account was created in but did not active the account.
- **Email Validated** – Vendor was created and the vendor activated their account.