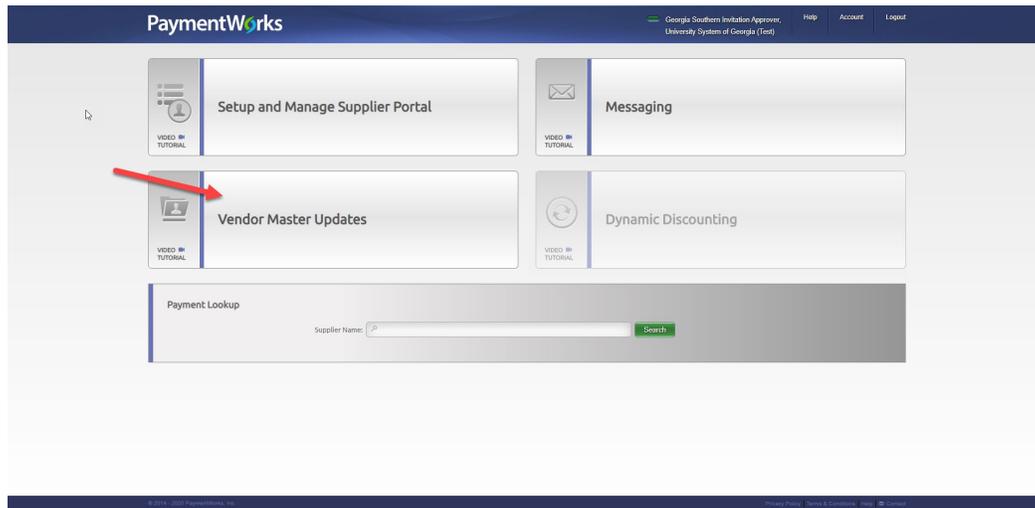
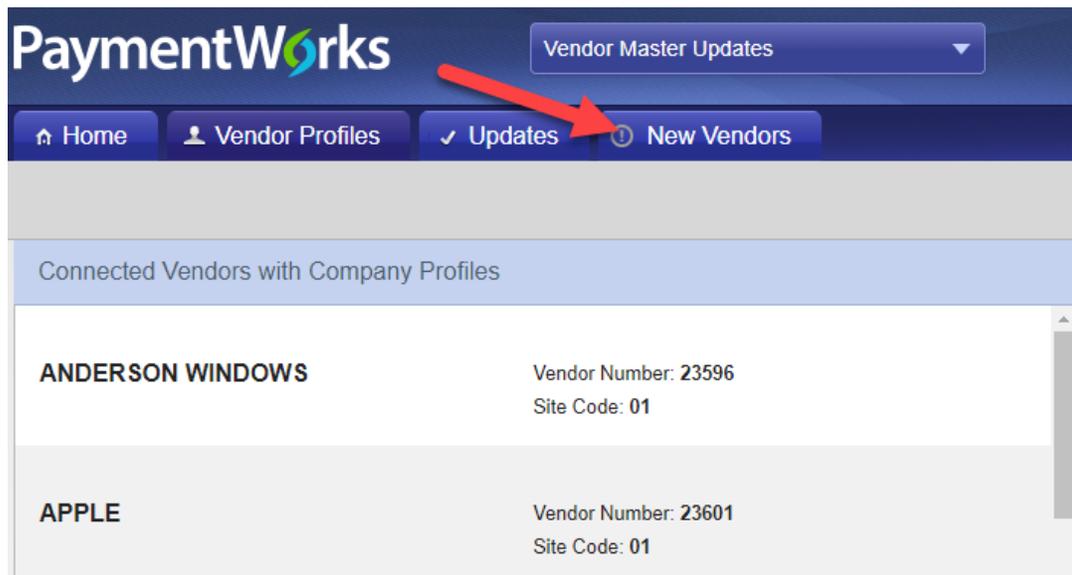


## Approving New Vendor Invitations

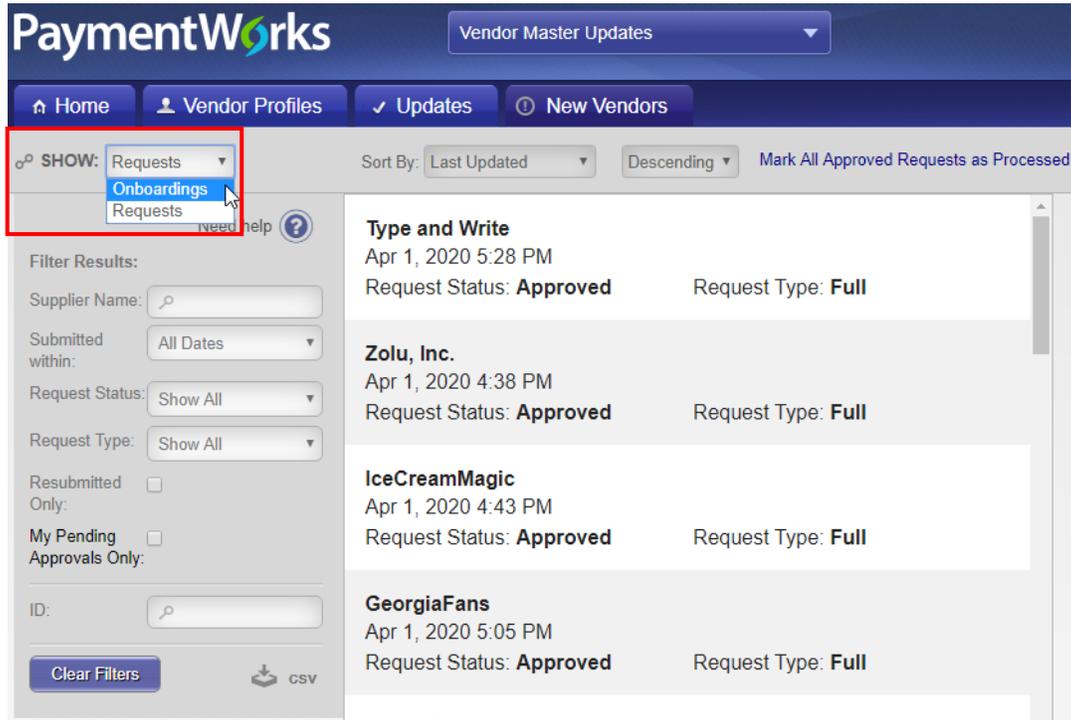
1. Log into Payment Works.
2. Select Vendor Master Updates.



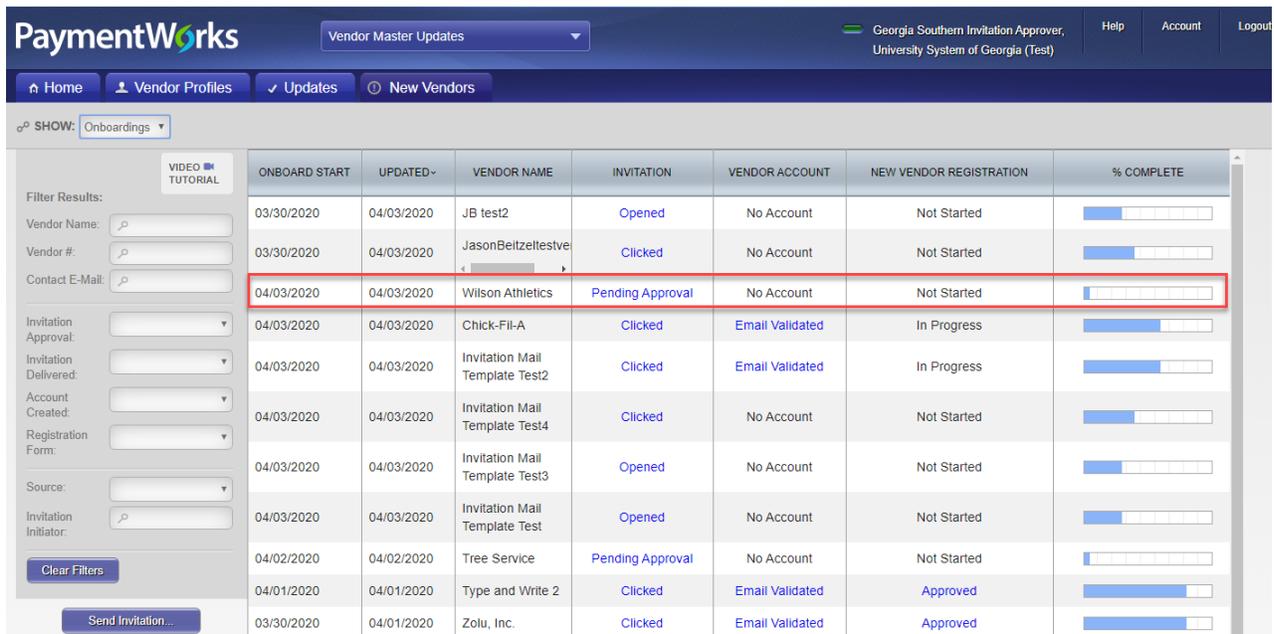
3. Select the New Vendors tab.



- Select Onboardings from the drop down menu.



- Search for the vendor and click Pending Approval next to the vendor name.



6. Select Approve/Send Invitation to send the invitation request to the vendor.

**Invitation Details:** close

<b>Initiator:</b> Abe Kitchens (abe.kitchens@usg.edu)	<b>Vendor Name:</b> Wilson Athletics	<b>Contact E-mail:</b> georgiasystemspw2019+wilson@gmail.com	<b>Initiated:</b> 04/03/2020	<b>Email Sent:</b>
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**Custom Fields:**

USG Institution : Kennesaw State University

Initiator Department : Athletics

Description of Goods and Services : Tennis Balls

Initiator Phone Number : 470-578-6000

Reason for inviting this supplier : Product

**Pending Approval By:**  
Kennesaw State University Invitation Approver

7. Select OK on the confirmation window.

 Are you sure you want to proceed?

Approval note (Optional):

(max 288 characters)