PaymentW₀rks

Approving New Vendor Invitations

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

_	rayment Works		Georgia Southern Invitation Approver, Helip Account Logaut Liniversity System of Georgia (Test)
	Setup and Manage Supplier Portal	VIDEO ** TUTORIAL	Messaging
	Vendor Master Updates	VIERO BI TUTORIAL	Dynamic Discounting
	Payment Lookup		South

3. Select the New Vendors tab.



PaymentW₀rks

4. Select Onboardings from the drop down menu.



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

PaymentW 9 rks			lor Master Updat	es	-		 Georgia Southern Invitation Approv University System of Georgia (Test) 	er, Help Account Lo	gou
A Home ▲ Vendor Profiles		✓ Updates	① New Vend	lors					
o ^o SHOW: Onb	oardings 🔻								
		ONBOARD START	UPDATED~	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE	
Filter Results:		03/30/2020	04/03/2020	JB test2	Opened	No Account	Not Started		
Vendor #:		03/30/2020	04/03/2020	JasonBeitzeltestve	Clicked	No Account	Not Started		
Contact E-Mail:	٩	04/03/2020	04/03/2020	Wilson Athletics	Pending Approval	No Account	Not Started		
Invitation Approval:	•	04/03/2020	04/03/2020	Chick-Fil-A	Clicked	Email Validated	In Progress		
Invitation Delivered:	•	04/03/2020	04/03/2020	Invitation Mail Template Test2	Clicked	Email Validated	In Progress		
Account Created:	• • • • • • • • • • • • • • • • • • •	04/03/2020	04/03/2020	Invitation Mail Template Test4	Clicked	No Account	Not Started		
Form:		04/03/2020	04/03/2020	Invitation Mail Template Test3	Opened	No Account	Not Started		
Invitation	۲ ۹	04/03/2020	04/03/2020	Invitation Mail Template Test	Opened	No Account	Not Started		
Clear Filters		04/02/2020	04/02/2020	Tree Service	Pending Approval	No Account	Not Started		
OIGEF FIREIS		04/01/2020	04/01/2020	Type and Write 2	Clicked	Email Validated	Approved		
Ser	nd Invitation	03/30/2020	04/01/2020	Zolu, Inc.	Clicked	Email Validated	Approved		

PaymentW₀rks

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

Invitation Details:

Initiator: Abe Kitchens (abe.kitchens@usg.edu)	Vendor Name: Wilson Athletics	Contact E-mail: georgiasystemspw2019+wilso gmail.com	Initiated: n@04/03/2020	Email Sent:
Custom Fields:				
USG Institution : Kennesaw State University				
Initiator Department : Athletics				
Description of Goods and Services : Tennis Balls		N		
Initiator Phone Number : 470-578-6000		13		
Reason for inviting this supplier : Product				
Pending Approval By: Kennesaw State University Invitation Approver				
		Reject/Do No	t Send Invitation	Approve/Send Invitation

7. Select OK on the confirmation window.

Are you sure you want to proceed?	
Approval note (Optional):	
(max 288 characters)	
	Cancel

close 🕽