

Invite a Supplier

The purpose of this job aid is to explain how to invite a potential supplier to create and account and register via PaymentWorks in order to become an approved supplier for The University of Texas at Arlington.

NOTE: Before sending an email invite to a Supplier, perform a search to determine if the Supplier is already an approved UTA Supplier. Refer to the "Search for a Supplier Job Aid."

- Navigate to PaymentWorks by: myapps.uta.edu and click on the PaymentWorks icon **OR**
- 2. Log in with your UTA email address and NetID password.

Sign Ir	ı.
Email	
Password	
Sign In	
Forgot passwor Join PaymentWo	3? rks

3. Click on Vendor Master Updates.

VIDEO IN TUTORIAL	Setup and Manage Supplier Portal	VIDEO #K TUTORIAL	Messaging
VIDEO IN TUTORIAL	Vendor Master Updates	VIDEO IN TUTORIAL	Dynamic Discounting

4. Click on the **New Vendors** tab.



*It will default to the **Request Page**. Choose **Onboardings Tracker** from the drop-down menu.

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Vendor Na	ime:		
Vendor #:			



5. Click on the **Send Invitation** button.

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Filter Results:	
Vendor Name:	٩
Vendor #:	P
Contact E-Mail:	٩
Invitation Approval:	
Invitation Delivered:	
Account Created:	
Registration Form:	
Source:	
Invitation Initiator:	٩

- 6. The Invite New Vendor box will
- 7. appear. Fill out all fields in the form and click the **Send** button.

Invite New Vendor
Company/Individual Name:" I This field is required. Contact E-Mail:" Verify Contact E-Mail:" Description of Goods and Services:"
*Required Field Cancel Send

Note: If you wish to add a personalized message to the Supplier, you can add text in the Personalized Message field.



8. Example of the invite the Supplier will receive.

TEXAS PaymentWorks
Dear- <supplier-name>:</supplier-name>
In order for The University of Texas at Arlington to establish you or your company as a payee or vendor, please click here to register on PaymentWorks. The University of Texas at Arlington supplier portal.
UT Arlington User has invited you to register as a new vendor to The University of Texas at Arlington.
Before you begin the registration process, be sure to have the following information available:
 A valid-tax-ID-(either-an-EIN-or-SSN) If-you-wish-to-receive-electronic-(ACH)-payments,-you-will-need-a-copy-of-a-voided-check-or-bank-statement.
Additional information about the University of Texas at Arlington payee/vendor requirements please email <u>accounts_payable@uta.edu</u> .
If you have any questions, please do not hesitate to reach out to <u>support@paymentworks.com</u> .
Thank-you for-your-support.
Sincerely,
The University of Texas at Arlington