# 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."
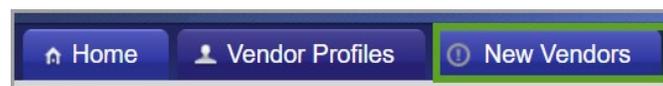
1. Navigate to PaymentWorks by:
   myapps.uta.edu and click on the PaymentWorks icon **OR**
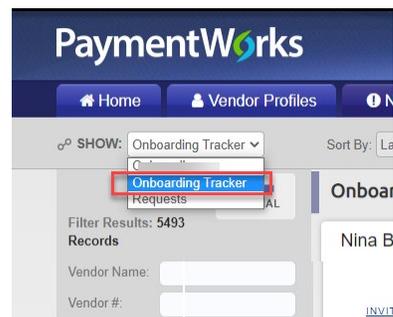2. Log in with your UTA email address and NetID password.
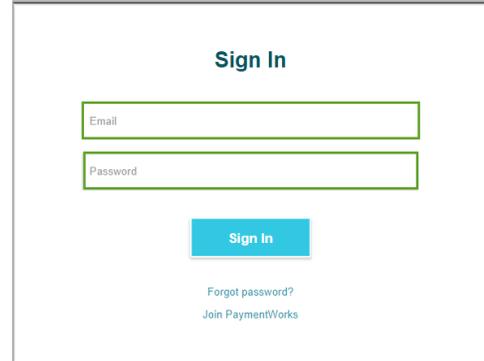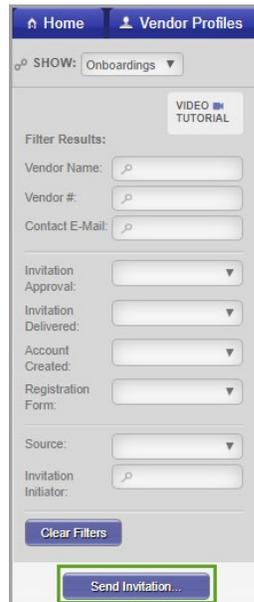
3. Click on **Vendor Master Updates.**
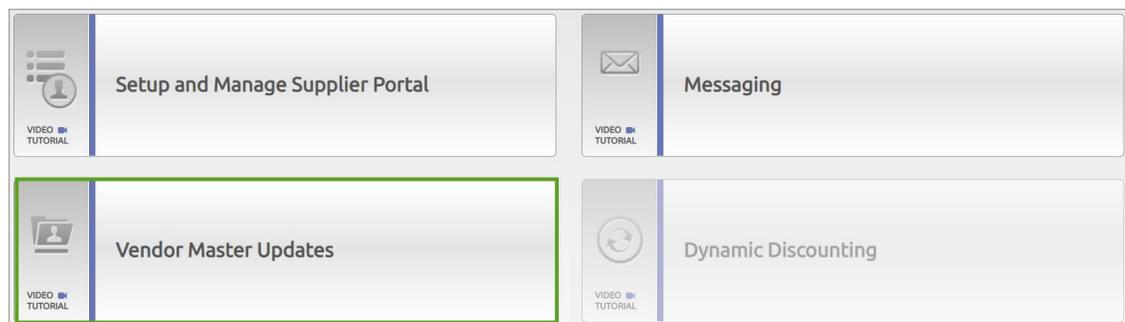
4. Click on the **New Vendors** tab.

*It will default to the **Request Page**. Choose **Onboardings Tracker** from the drop-down menu.
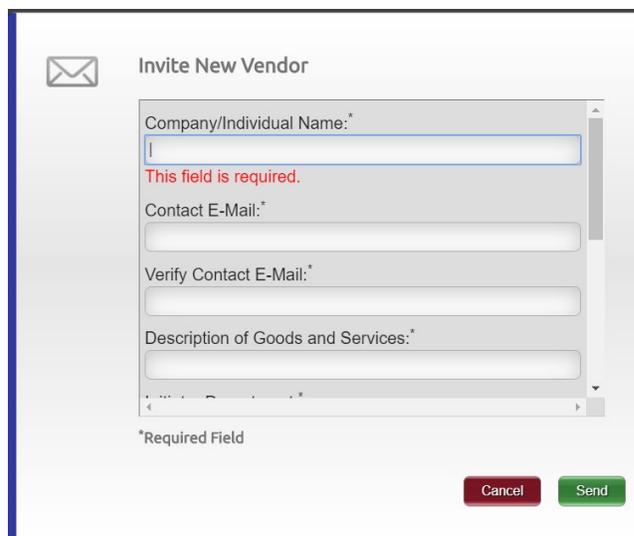
5. Click on the **Send Invitation** button.

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

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

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8. Example of the invite the Supplier will receive.

Dear <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:

1. A valid tax ID (either an EIN or SSN)
2. 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 accounts_payable@uta.edu.

If you have any questions, please do not hesitate to reach out to support@paymentworks.com.

Thank you for your support.

Sincerely,

The University of Texas at Arlington