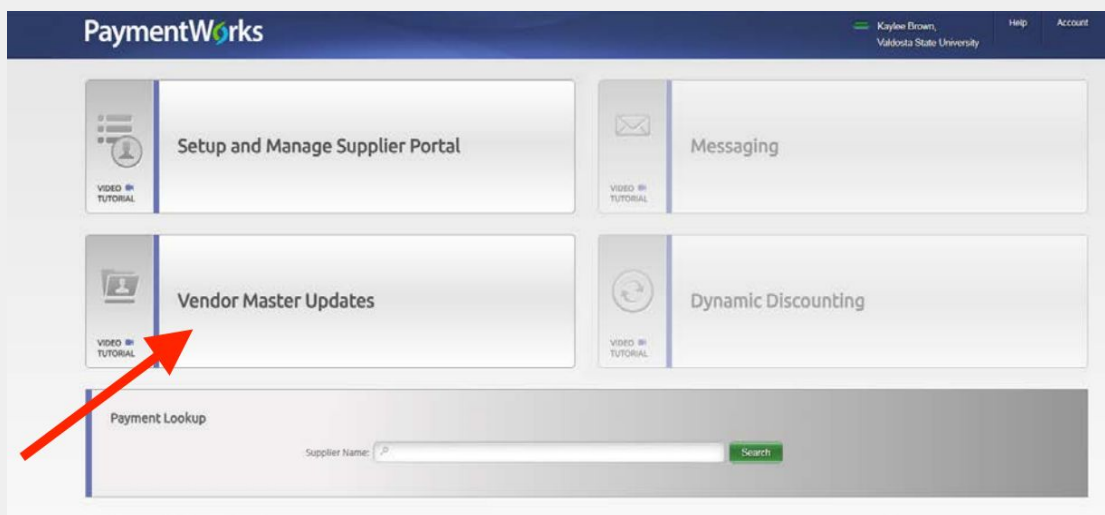


How to Request a PaymentWorks Invitation to your Supplier

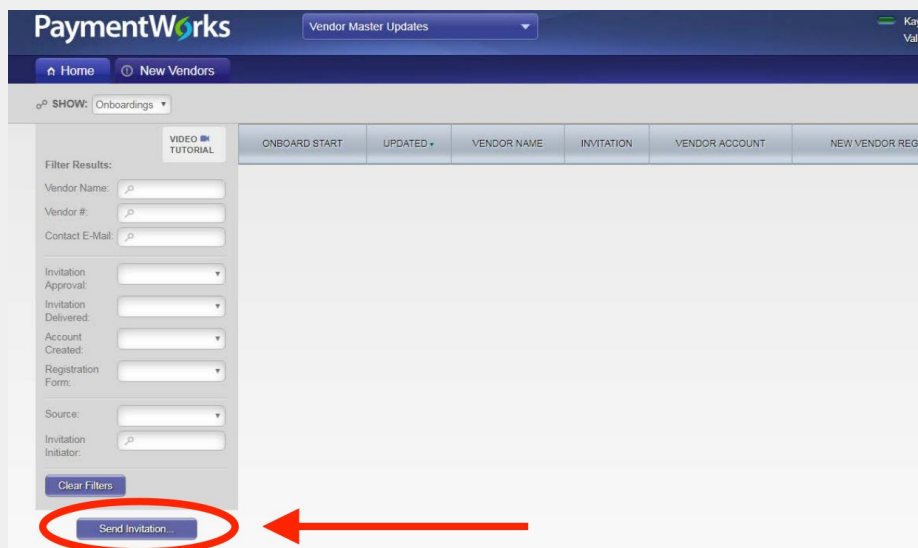
1. Login using Active Directory and Single Sign-On Verification method:

<http://www.paymentworks.com/login/saml/?idp=valdosta>

2. To send an invitation, click on "Vendor Master Updates" ("Setup and Manage Supplier Portal" should not be utilized to search for vendors since PeopleSoft is still the system of record for vendors):



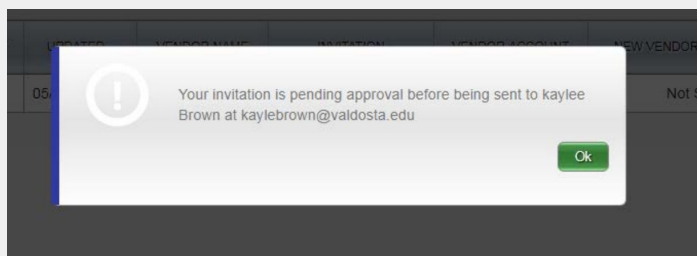
3. Navigate to the bottom-left side of the page and click "Send Invitation":



4. Fill in the required fields and click “send” to request your invitation. There is an option to include a personalized message to your supplier. **Personalized messages are encouraged to alert your supplier that this invitation is legitimate and is from a trusted source.**

The image shows two screenshots of the 'Invite New Vendor' form. The top screenshot displays the following fields: 'Company/Individual Name:*' (text input), 'Contact E-Mail:*' (text input), 'Verify Contact E-Mail:*' (text input), 'Is this a Purchase Order Vendor?*' (dropdown menu with '- Choose One -'), and 'Is this a technology purchase?*' (dropdown menu with '- Choose One -'). A '*Required Field' label is present below the dropdowns. The bottom screenshot displays the following fields: 'Will this supplier regularly interact with students, employees, monies, sensitive/confidential data, or facilities?*' (dropdown menu with '- Choose One -'), 'Intent of Purchase:*' (text input), 'Which department is this request being initiated from?*' (text input), 'Extension:*' (text input), and 'Personalized Message:' (text area). A '*Required Field' label is present below the dropdown. At the bottom right of the form are 'Cancel' and 'Send' buttons.

When the invitation has been successfully requested, you will see the following message:



5. The first status of your invitation will be “Pending Approval”. This indicates the invitation is pending buyer approval:

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/04/2018	05/04/2018	kaylee Brown	Pending Approval	No Account	Not Started	<div style="width: 10%;"><div style="width: 10%;"></div></div>

Once the invitation has been approved, the invitation status will change to say “delivered”:

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/04/2018	05/04/2018	kaylee Brown	Delivered	No Account	Not Started	<div style="width: 10%;"><div style="width: 10%;"></div></div>

Other invitation statuses:

Opened	supplier has opened the invitation email
Clicked	supplier has received the invitation email and clicked on the link to get started
Rejected	buyer has rejected the invitation request
Undeliverable	invitation delivery was unsuccessful. This usually indicates the contact email address was invalid
Cancelled	the invitation has been cancelled

6. When your supplier has created their PaymentWorks account and verified their account email address, their “vendor account” status will change to “Email Validated”:

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
10/23/2019	11/07/2019	Kaylee Brown	Clicked	Email Validated	In Progress	<div style="width: 50%;"><div style="width: 50%;"></div></div>

7. When your supplier has submitted their registration form, their “New Vendor Registration” status will change to say “submitted”:

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
07/02/2019	11/08/2019	Kaylee Brown	Clicked	Email Validated	Submitted	

Other “New Vendor Registration” Statuses:

Not Started	supplier has not entered information on their registration
In Progress	supplier has started entering information on the registration, but have not submitted
Returned	the registration has been returned to the supplier in order for a correction to be made. The supplier will be emailed directly with the requested correction. They will also receive a message in their “Messages” tab
Approved	the registration has been approved by Valdosta St.
Rejected	Valdosta St. has rejected the registration
Complete	the vendor has been notified of their approval, the vendor record has been created in PeopleSoft, and the vendor number has been issued. The vendor number will appear under “New Vendor Registration”

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
09/13/2019	11/12/2019	Kaylee Brown	Clicked	Email Validated	Complete Vendor #: 123123	