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.

![Image of the interface showing Send Invitation button]

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

![Image of the Invite New Vendor form]

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.

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