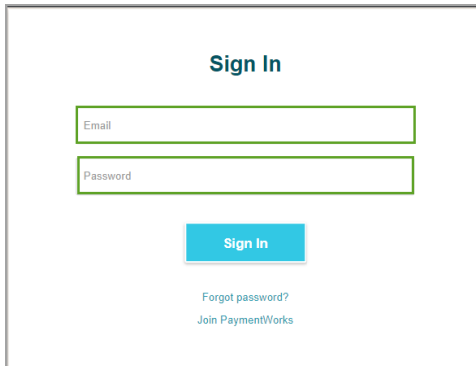


## Invite a Supplier

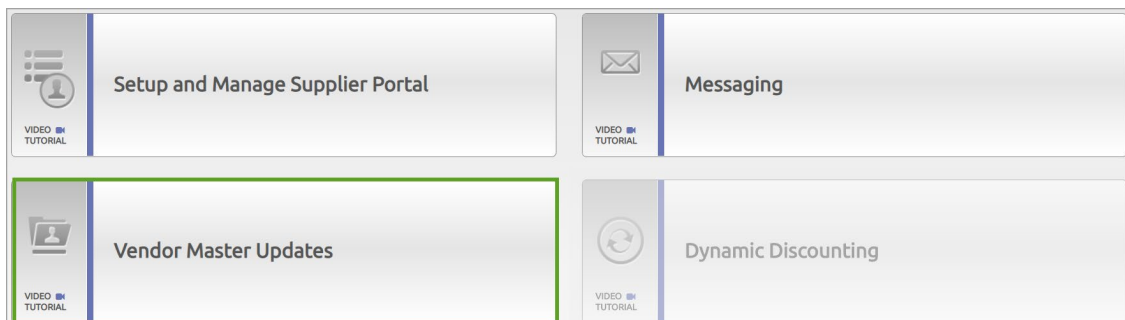
The purpose of this job aid is to explain how to invite a potential supplier to create an account and register via PaymentWorks in order to become an approved supplier for The University of Texas at Arlington.

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.”

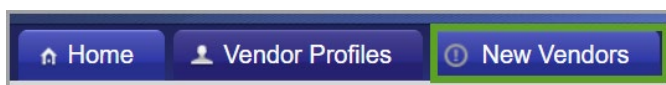
1. Navigate to PaymentWorks by:  
myapps.uta.edu and click on the PaymentWorks icon **OR**
2. Log in with your UTA email address and NetID password.



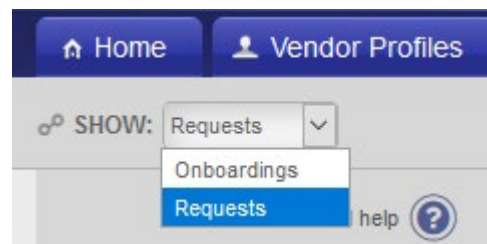
3. Click on Vendor Master Updates.



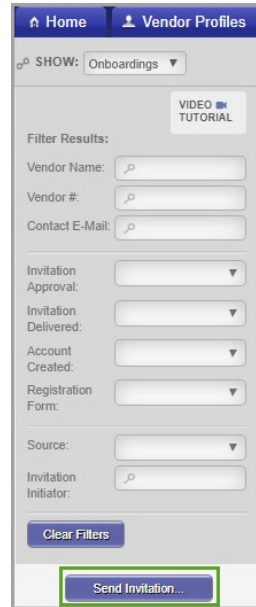
4. Click on the New Vendors tab.



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

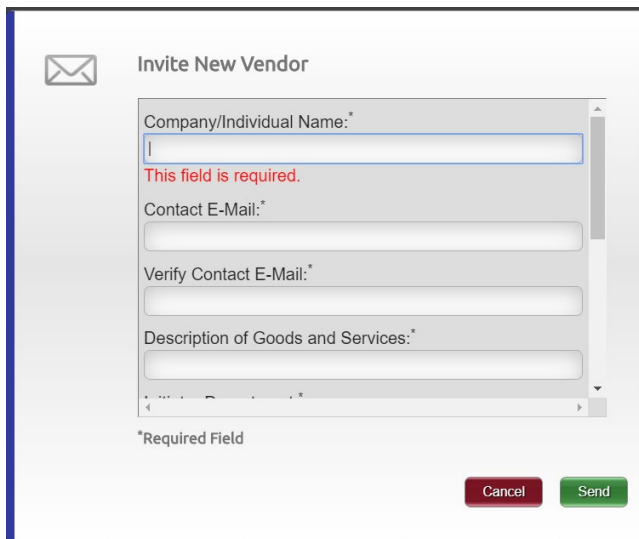


5. Click on the **Send Invitation** button.



The screenshot shows the 'Vendor Profiles' page. At the top, there are navigation tabs for 'Home' and 'Vendor Profiles'. Below the tabs, there is a 'SHOW: Onboardings' dropdown menu. A 'VIDEO TUTORIAL' button is visible. The 'Filter Results' section includes input fields for 'Vendor Name', 'Vendor #', and 'Contact E-Mail'. Below these are several dropdown menus for 'Invitation', 'Approval', 'Invitation Delivered', 'Account Created', 'Registration Form', 'Source', and 'Invitation Initiator'. A 'Clear Filters' button is located below the dropdowns. At the bottom of the filter section, the 'Send Invitation...' button is highlighted with a green box.

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



The screenshot shows the 'Invite New Vendor' form. It features an envelope icon and the title 'Invite New Vendor'. The form contains several input fields: 'Company/Individual Name:\*' (with a red error message 'This field is required.'), 'Contact E-Mail:\*', 'Verify Contact E-Mail:\*', and 'Description of Goods and Services:\*'. A legend at the bottom left indicates '\*Required Field'. At the bottom right, there are 'Cancel' and 'Send' buttons.

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

## 7. Example of the invite the Supplier will receive.

