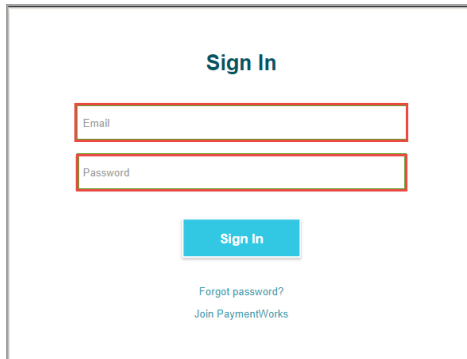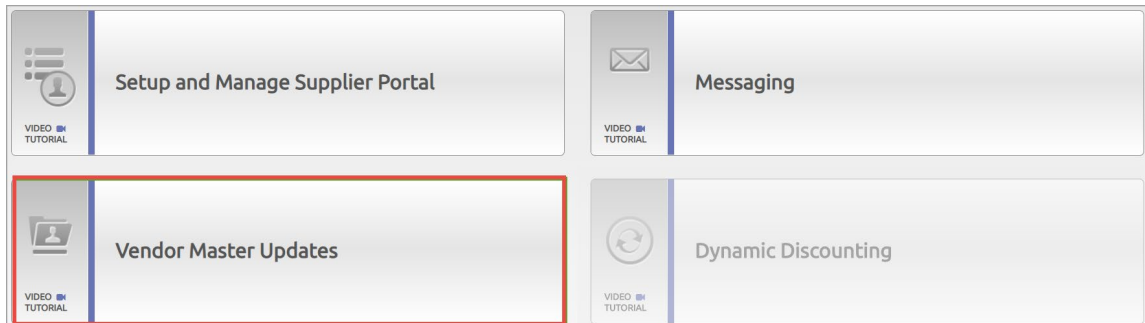# Track Supplier Onboarding Status

The purpose of this job aid is to explain how to review and track the Supplier onboarding status.
NOTE: Suppliers are available for purchasing goods/services when listed on the **Vendor Profiles** tab.
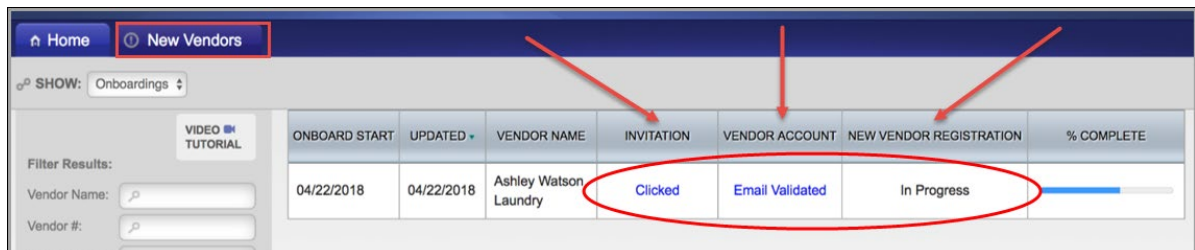
1.   Navigate to PaymentWorks by going to:
        myapps.uta.edu and click on the PaymentWorks icon **OR**
2.   Log in with your UTA email address and NetID password.

3.   Click on **Vendor Master Updates**.

4.   Click on the **New Vendors** tab. You can track the Supplier's registration status in the Invitation, Vendor Account, and New Vendor Registration columns.

5. If you click on the Invitation status, the view expands to display the contents of the original invitation including the personalized message if added.

Invitation Details:

close

Initiator: Initiator (utapw2020+initiator@gmail.com)	Vendor Name: Foreign Vendor 1	Contact E-mail: utapw2020+foreignvendor1@g mail.com	Initiated: 04/21/2020	Email Sent: 04/21/2020

Personalized Message:
Hello hello hello..... 123581

Custom Fields:

Description of Goods and Services : TAcos

Initiator Department   : A good one

Initiator Phone Number : 8172222222

Reason for Inviting the Supplier : Product and Service

6. Invitation Statuses

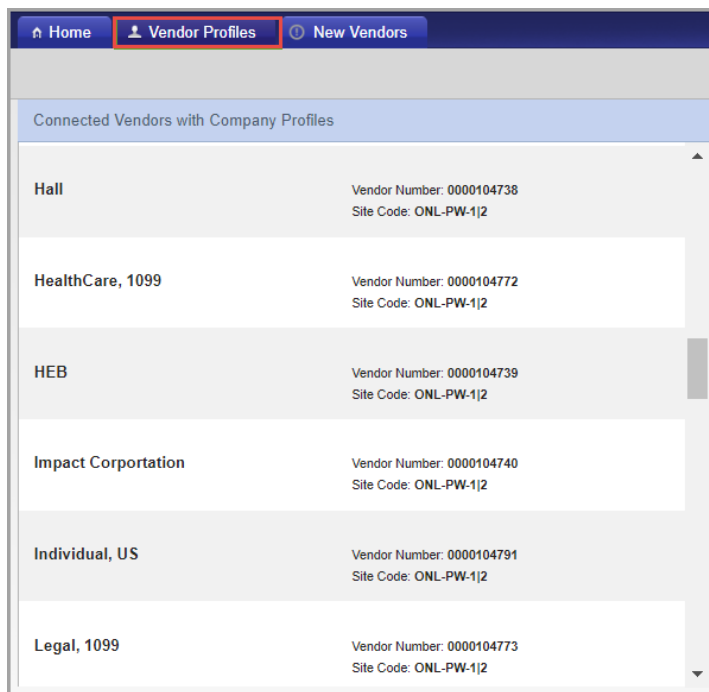| Status	Explanation
Pending Approval	Invitation is in queue to be reviewed.
Opened	Vendor has opened the invitation email.
Clicked	Vendor has received the invitation email and clicked on the link to get started.
Rejected	Supplier has rejected the invitation request.
Undeliverable	Invitation delivery was unsuccessful.
Cancelled	The invitation has been cancelled.

7. Vendor Account Statuses

Status	Explanation
No Account	Vendor has not used their invitation to create their account.
Registered	Vendor account was created but not activated.
Email Validated	Vendor has created and activated their account.

Last Revision: 1/4/2021

8. New Vendor Registration Statuses

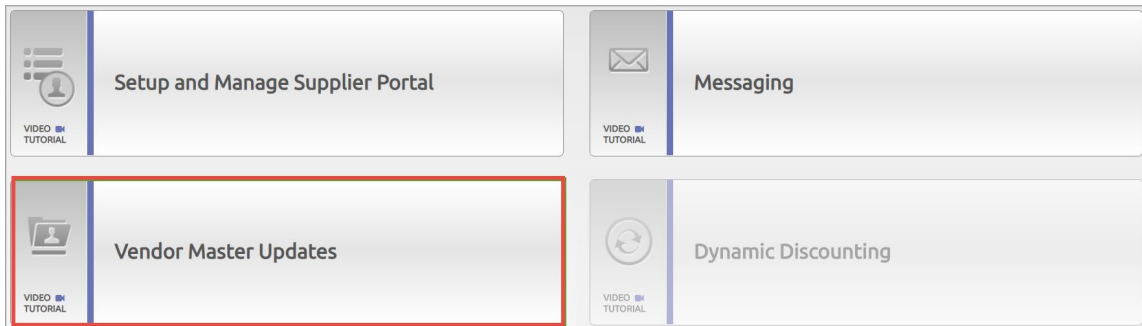| Status	Explanation
Not Started	Supplier has not entered information on their registration.
In Progress	Supplier has started entering information on the registration but has not submitted.
Submitted	Supplier has submitted their registration.
Returned	Registration has been returned to the supplier in 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	Registration has been approved.
Rejected	Supplier has rejected the registration.
Complete	Supplier has been notified of their approval; the supplier record has been created, and the vendor number has been issued. The supplier number will appear under "New Vendor Registration."
Processed	Registration has been processed and sent to UT Share for approval.

9. When the Supplier is listed on the **Vendor Profiles** tab, the Supplier is **connected** and available to use for purchasing goods and/or services at UTA.
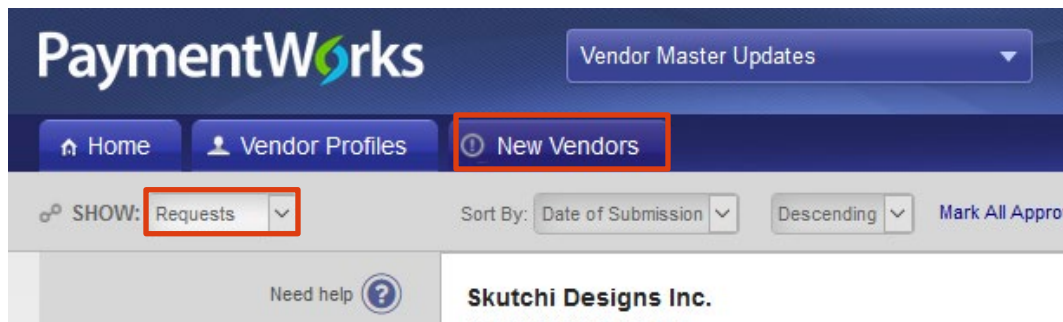
Last Revision: 1/4/2021

Initiators can also track the Supplier's registration status after it has been submitted.
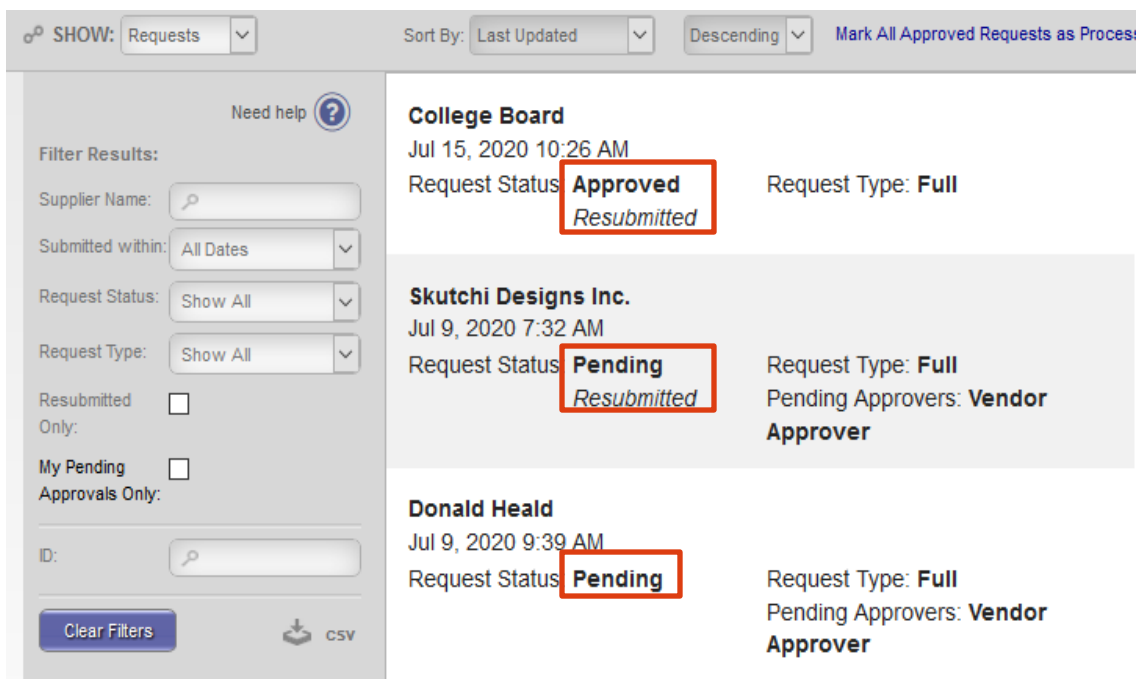
10. Click on **Vendor Master Updates.**

11. Click on the **New Vendors** tab. You can track the Supplier's registration status in the **Request** view.

12. The Supplier's record displays the request status after the submission of the registration.

13. Click on the Vendor to see more details. If Request Status is: **Returned**, the Initiator can View the message and see why the registration was returned.

LUMIBIRD INC

Jul 15, 2020 2:25 AM

Request Status: **Returned**   Request Type: **Full**

View Message