

PaymentWorks Status Definitions

PaymentWorks users have dedicated dashboards that show status of each vendor in process for onboarding. The status will change as the vendor progresses from the Invitation stage through Completed (Connected and vendor number assigned).

For assistance and support for onboarding or other vendor questions, email vendorhelp@l.uky.edu.

Role: Departmental Staff or Faculty

Frequency: As needed

1. Invitation sent

Sent	No Account	Not Started	
------	------------	-------------	--

2. Invitation not deliverable (possibly incorrect email address used)

Undeliverable	No Account	Not Started	
---------------	------------	-------------	--

3. Invitation delivered to vendor's mail inbox, but not yet opened

Delivered	No Account	Not Started	
-----------	------------	-------------	--

4. Invitation email opened by vendor within their mail inbox


Opened	No Account	Not Started	
--------	------------	-------------	--

5. Vendor clicked PaymentWorks link within their email invitation

Clicked	No Account	Not Started	
---------	------------	-------------	--

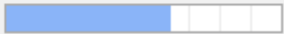
6. Vendor initially created account on PaymentWorks

PaymentWorks Status Definitions

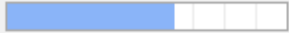
Clicked	Registered	Not Started	
---------	------------	-------------	---

PaymentWorks Status Definitions

7. Vendor's email and account setup validated, but they have not begun registration

Clicked	Email Validated	Not Started	
---------	-----------------	-------------	---

8. Vendor has begun registration process

Clicked	Email Validated	In Progress	
---------	-----------------	-------------	---

9. Vendor completed and submitted PaymentWorks registration

Clicked	Email Validated	Submitted	
---------	-----------------	-----------	---

10. Vendor registration reviewed by Purchasing administrator and returned to vendor (possibly incorrect information provided, duplicate submission, more information needed, etc.)

Clicked	Email Validated	Returned	
---------	-----------------	----------	---

11. Vendor registration approved for SAP number assignment

Clicked	Email Validated	Approved	
---------	-----------------	----------	---

12. Vendor registration fully complete and SAP vendor number assigned. This will show status "Connected" in the user's dashboard.

Clicked	Email Validated	Complete Vendor #: 0000380855	
---------	-----------------	----------------------------------	---