

## PAYMENTWORKS INVITATIONS – HOW TO SEND

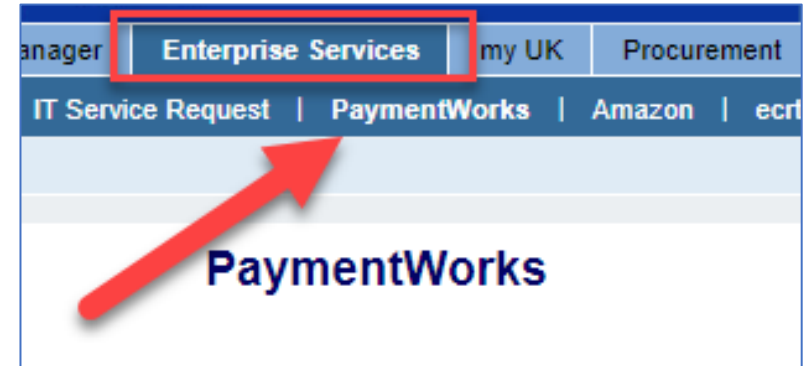
To send a PaymentWorks invitation for a new vendor registration:

1. Access myUK:



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2. Navigate to the Enterprise Services tab and select PaymentWorks from the menu. On the landing screen, click link for Access the PaymentWorks Onboarding Platform.

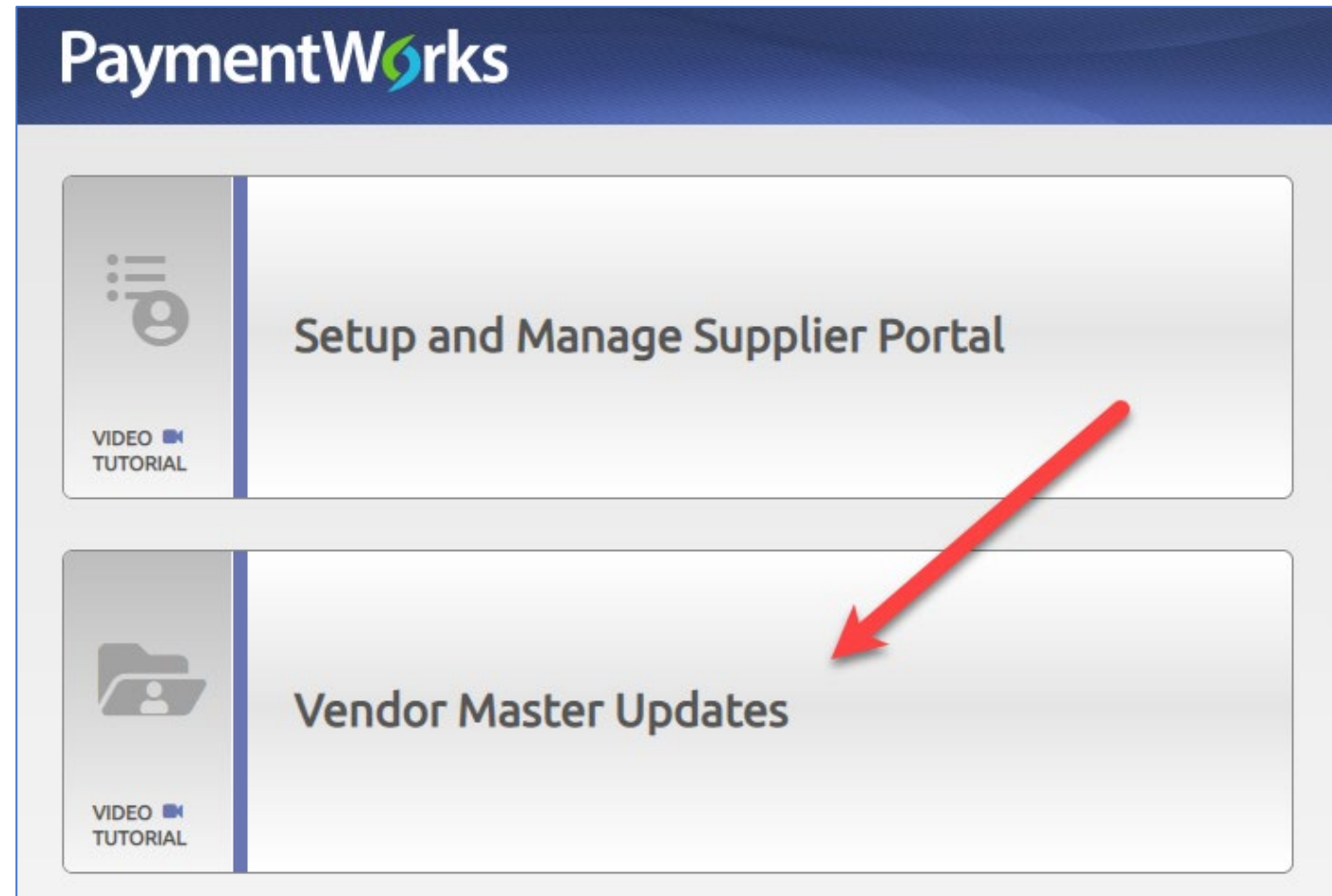


2. If the vendor is not found using the UK Vendor Search tab active master data in SAP T-code XK03, send the vendor a new invitation using the PaymentWorks onboarding platform.

- A. Access the [PaymentWorks Onboarding Platform](#).
- B. Upon arrival at the PaymentWorks landing page, click the Vendor Master Updates tile.
- C. Select the New Vendors tab.
- D. From the Show menu at the upper left, change the selection from Requests to Onboarding Tracker.
- E. Click the Send Invitation button at the lower left of the Onboarding Tracker.
- F. Enter name and email address (twice) for the supplier to be onboarded. There is an optional field for Personalized Message, if needed.
- G. Click the Send button to send the invitation.

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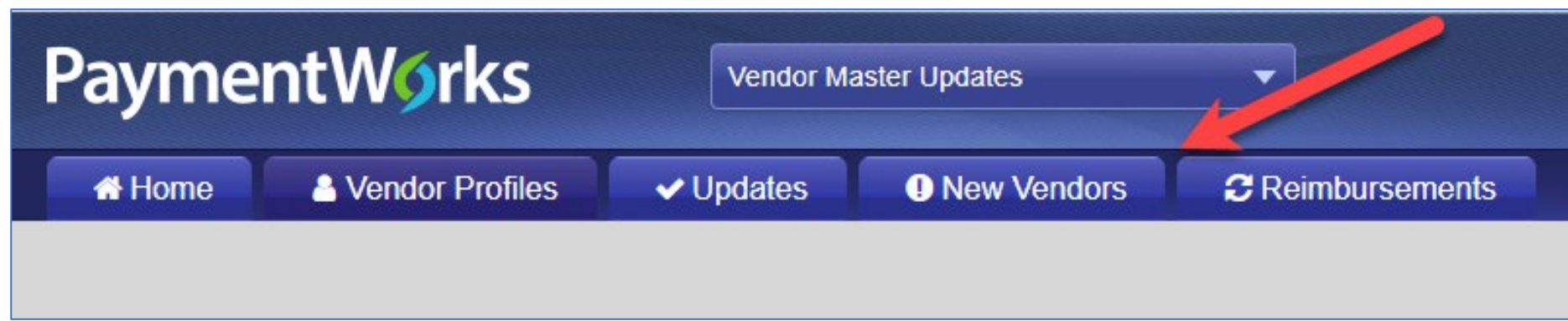
3. Upon arrival at the PaymentWorks landing page, click the Vendor Master Updates tile:





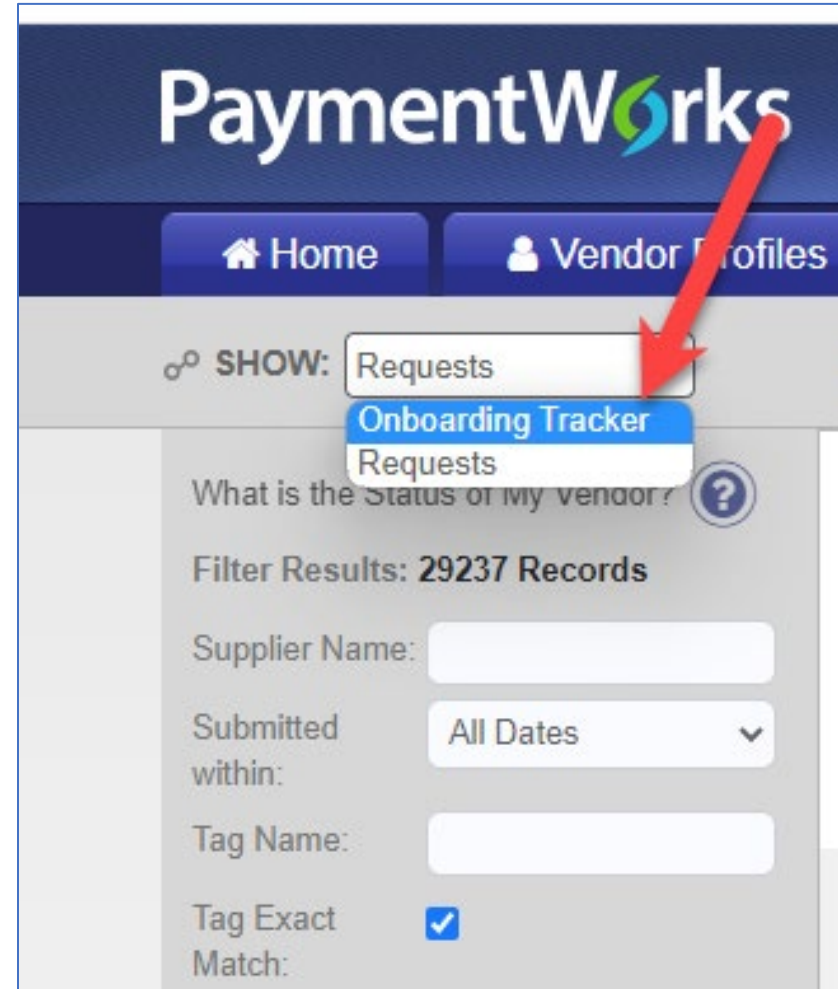
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4. Select the New Vendors tab:



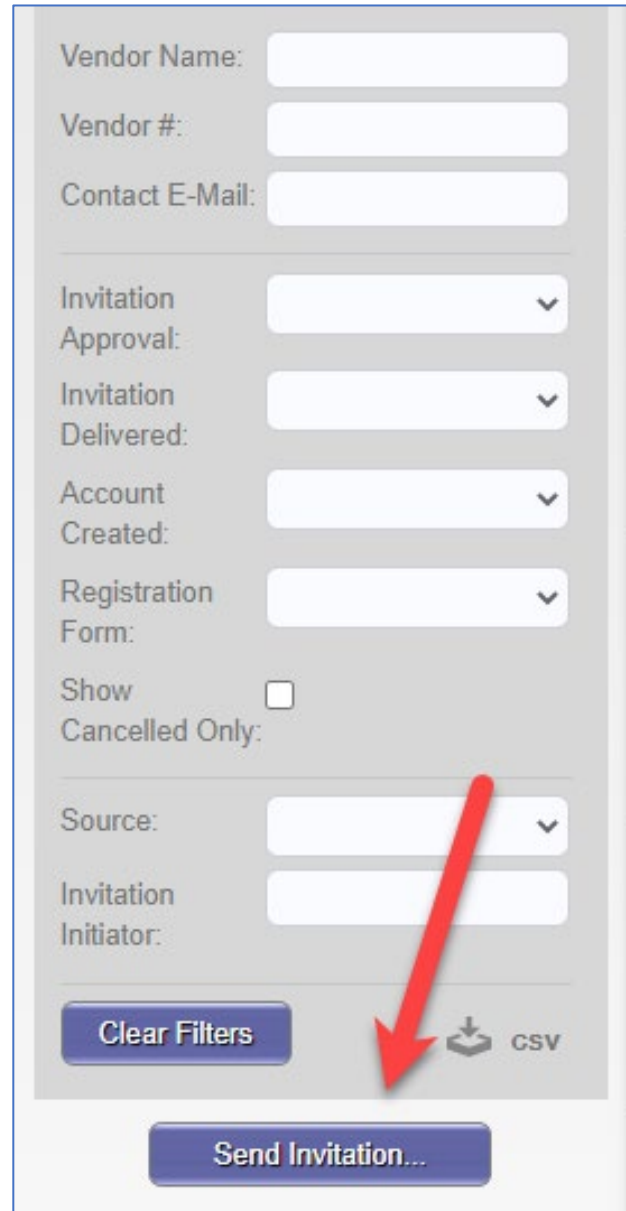
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5. From the Show menu at the upper left, change the selection from Requests to Onboarding Tracker:



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6. Click the Send Invitation button at the lower left of the Onboarding Tracker:



The screenshot displays the 'Onboarding Tracker' interface with various filter fields and a 'Send Invitation...' button. A red arrow points to the 'Send Invitation...' button.

Vendor Name:

Vendor #:

Contact E-Mail:

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Invitation Approval:

Invitation Delivered:

Account Created:

Registration Form:

Show  Cancelled Only:

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Source:

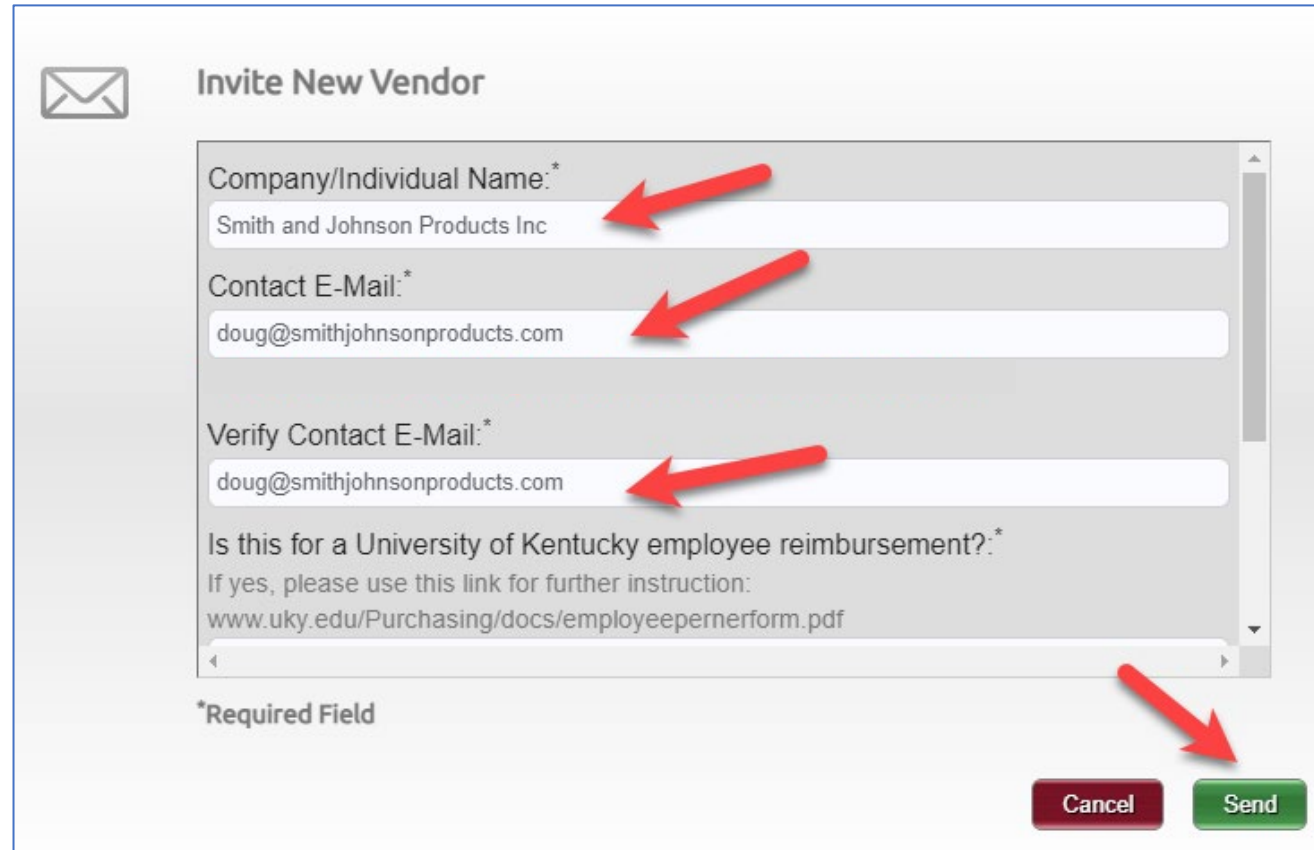
Invitation Initiator:

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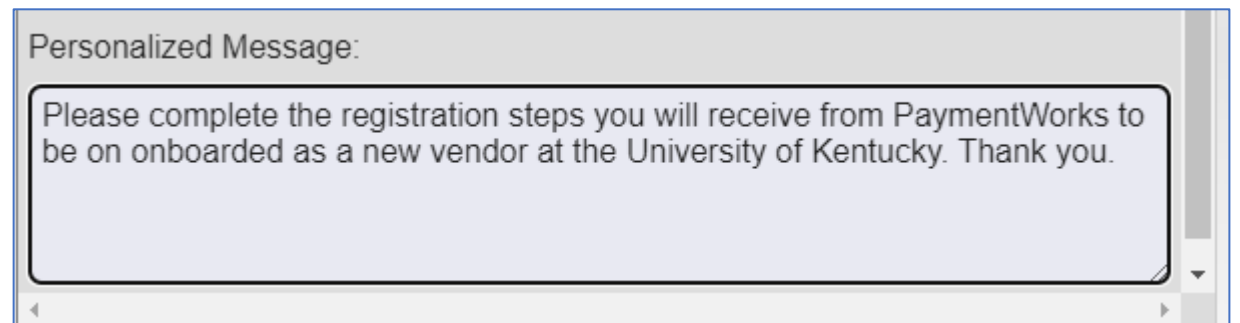
7. Enter name and email address (twice) for the supplier to be onboarded.

There is an optional field for personalized message if needed.

Click the Send button to send the invitation.



The screenshot shows a web form titled "Invite New Vendor" with an envelope icon. It contains several input fields, each with a red arrow pointing to it: "Company/Individual Name:\*" (containing "Smith and Johnson Products Inc"), "Contact E-Mail:\*" (containing "doug@smithjohnsonproducts.com"), and "Verify Contact E-Mail:\*" (containing "doug@smithjohnsonproducts.com"). Below these is an optional field: "Is this for a University of Kentucky employee reimbursement?\*" with a sub-link "www.uky.edu/Purchasing/docs/employeeperformerform.pdf". At the bottom right are "Cancel" and "Send" buttons, with a red arrow pointing to the "Send" button. A "\*Required Field" label is at the bottom left.



The screenshot shows a "Personalized Message" box with a light blue background and a dark border. The text inside reads: "Please complete the registration steps you will receive from PaymentWorks to be on onboarded as a new vendor at the University of Kentucky. Thank you."

# PAYMENTWORKS INVITATIONS – MONITORING ONBOARDING PROGRESS

