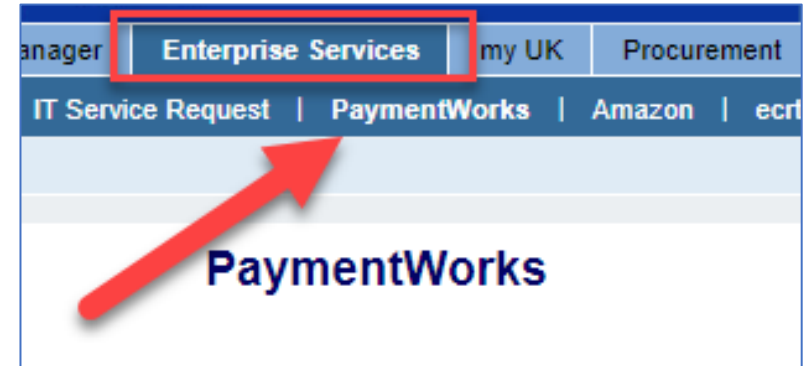# PAYMENTWORKS INVITATIONS – HOW TO SEND

To send a PaymentWorks invitation for a new vendor registration:

1. Access myUK:

PAYMENTWORKS INVITATIONS – HOW TO SEND

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.

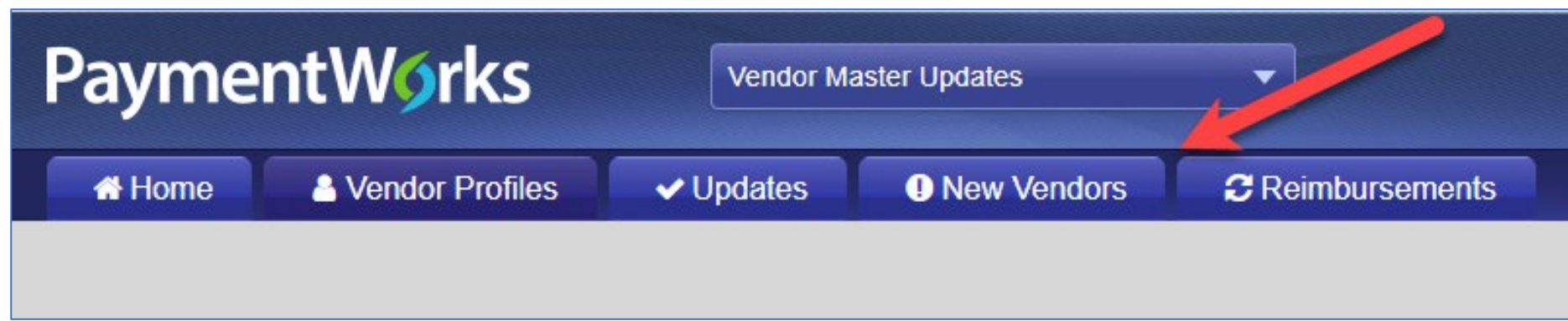# PAYMENTWORKS INVITATIONS – HOW TO SEND

3. Upon arrival at the PaymentWorks landing page, click the Vendor Master Updates tile:
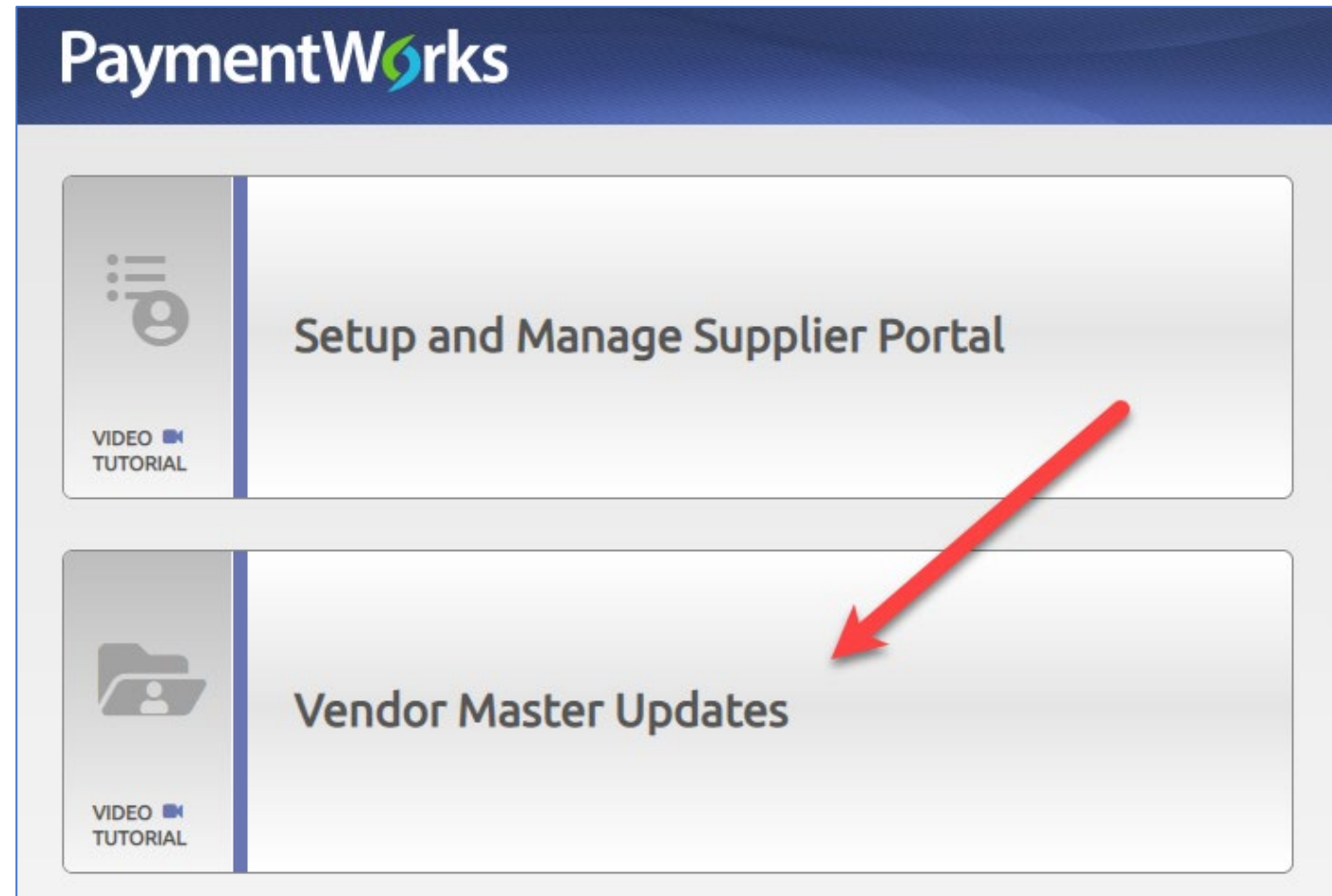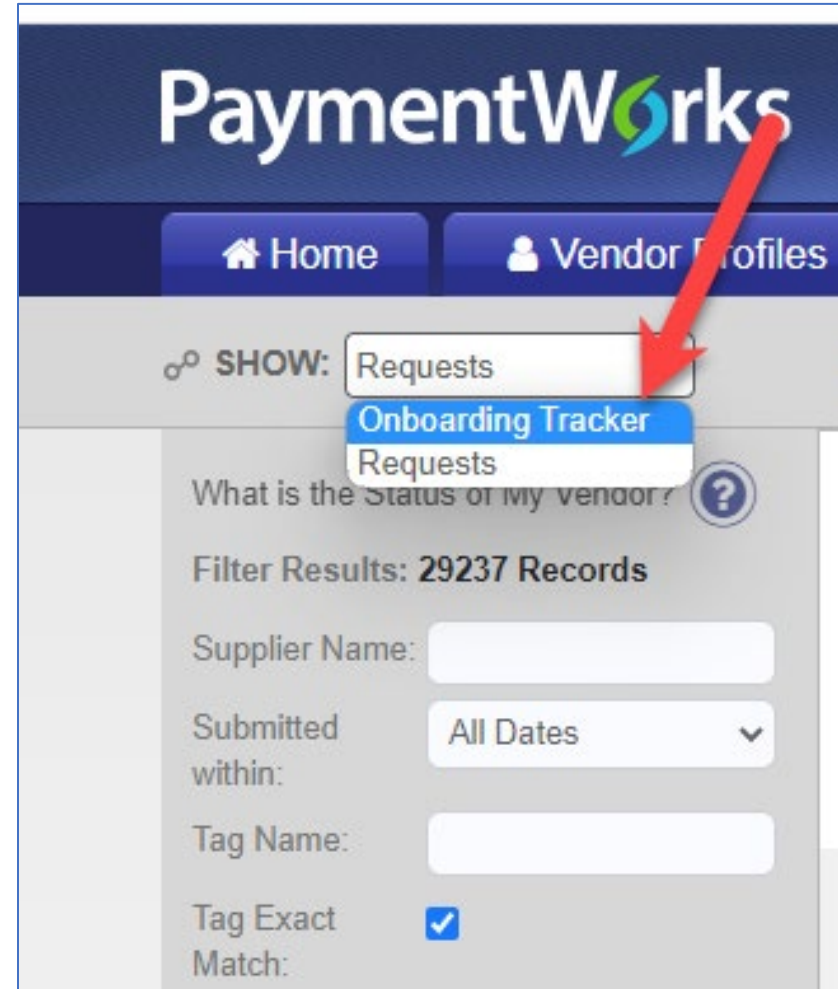
PAYMENTWORKS INVITATIONS – HOW TO SEND
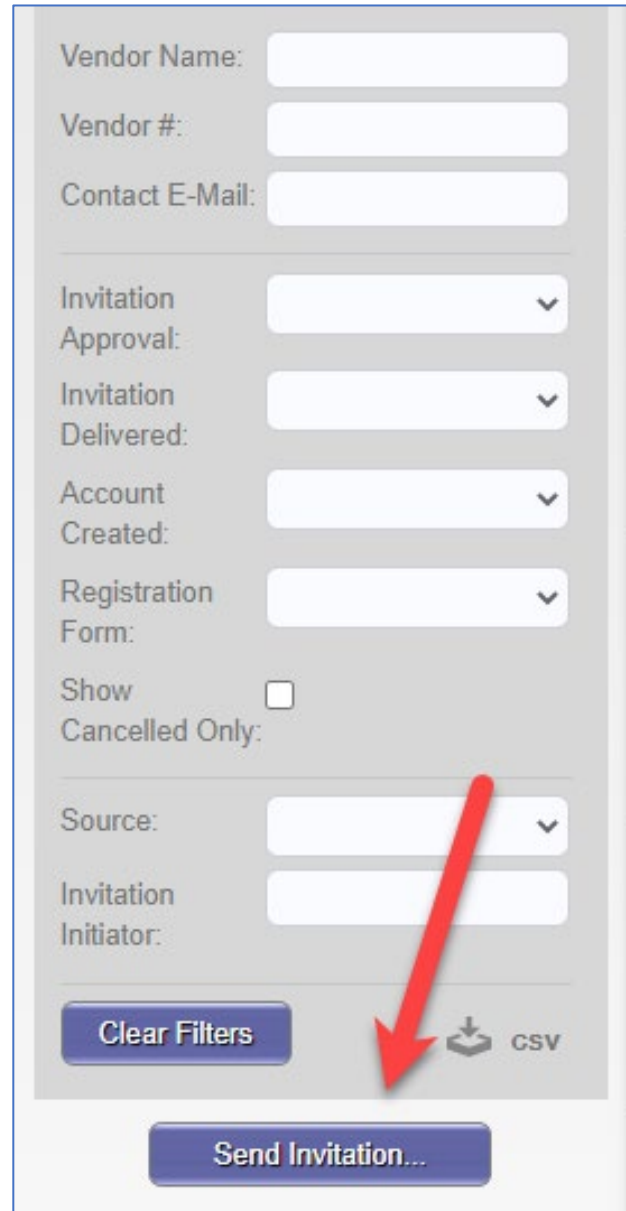
4. Select the New Vendors tab:

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

PAYMENTWORKS INVITATIONS – HOW TO SEND

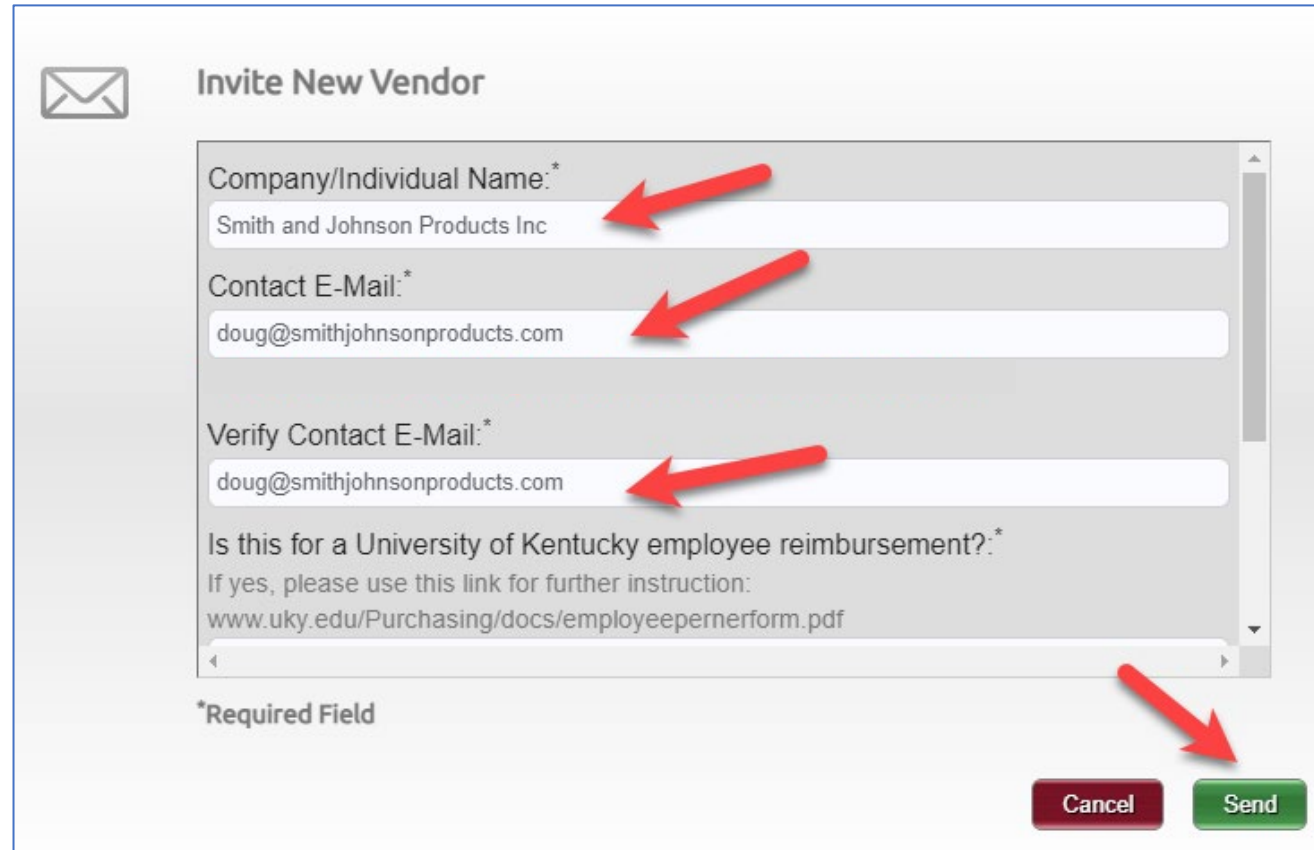6. Click the Send Invitation button at the lower left of the Onboarding Tracker:
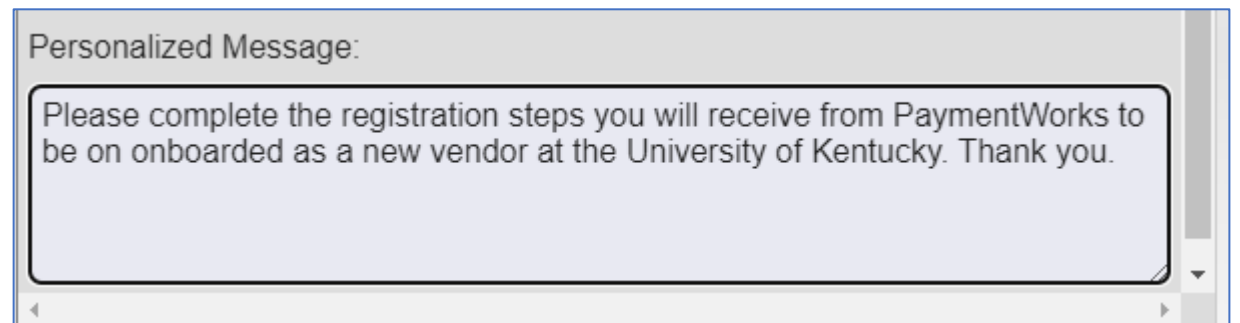
PAYMENTWORKS INVITATIONS – HOW TO SEND

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.

PAYMENTWORKS INVITATIONS – MONITORING ONBOARDING PROGRESS