



PAYMENTWORKS STATUS INDICATORS

Dashboard Status	Definition
Invitation Initiated	PaymentWorks invitation has been initiated by department
Invitation Approved and Sent	Invitation approved and delivered by PaymentWorks to vendor's email inbox
Invitation Email Opened or Invitation Link Clicked	Vendor has opened invitation email initially and, if indicated, clicked the PaymentWorks link to visit platform.
Email Verified – Invitation Received	Vendor has completed initial account creation with their email address and established their password. Second email is delivered to vendor's inbox to log in and complete the registration form.
Registration In Progress	Vendor is in process of completing registration but has not yet submitted.
Registration Submitted – Pending Internal Review	Vendor has completed registration form; registration in process of review by Purchasing Division.
Registration Returned – Pending Resubmission	Registration returned to vendor for possible corrections or other need. Vendor must update and resubmit the form with the corrected information.
Registration Approved	Registration Approved – <u>This is the final step in the formal onboarding process.</u> The vendor number will be available in SAP Vendor Master Data within one-half day.
Onboarding Complete	Onboarding Complete – Optional information provided by PaymentWorks; will not show for all registrations. <u>Above status of Registration Approved is the final onboarding step in the formal process.</u>
Registration Rejected	Registration rejected by the Purchasing Division and cannot be resubmitted.