

Sending an Invitation

PaymentWorks invitations can only be issued by UTEP employees and are for vendors that have **NOT** already completed a registration for our university. To verify if the vendor already completed a registration, please refer to the **Supplier Search** guide: utep.edu/purchasing-and-general-services/paymentworks/files/docs/campus-resources/payment-works-supplier-search.pdf.

1. Access the PaymentWorks Login (utep.edu/purchasing-and-general-services/paymentworks/) and enter your UTEP credentials.

2. From the home page, select "**Vendor Master Updates**".

3. On the Onboardings page, please select "**Send Invitation**".



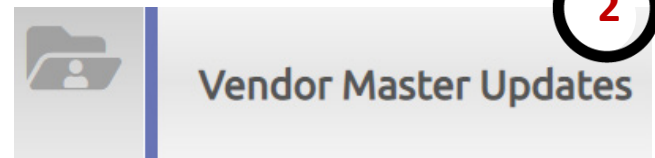
UTEP Single Sign On

The username format is "user" from your email address "user@domain.edu". Please do not enter your entire email address for the username.

Please login

User Name Password

[Forgot password?](#)



Need help ?

Filter Results: 215 Records

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Approval:

Invitation Delivered:

Account Created:

Registration Form:

Show ☐

Cancelled Only:

Source:

[Clear Filters](#)

[Send Invitation...](#)

Onboardings

Martin Brody

[INVITATION INITIATED](#)
02/17/2025 4:08 PM

[EMAIL VERIFIED - INVITATION RECEIVED](#)
02/17/2025 4:40 PM

We All Float

[INVITATION INITIATED](#)
02/17/2025 4:48 PM

[EMAIL VERIFIED - INVITATION RECEIVED](#)
02/18/2025 10:04 AM

Mulder and Scully Security

[INVITATION INITIATED](#)
02/19/2025 1:09 PM

[EMAIL VERIFIED - INVITATION RECEIVED](#)
02/19/2025 1:14 PM

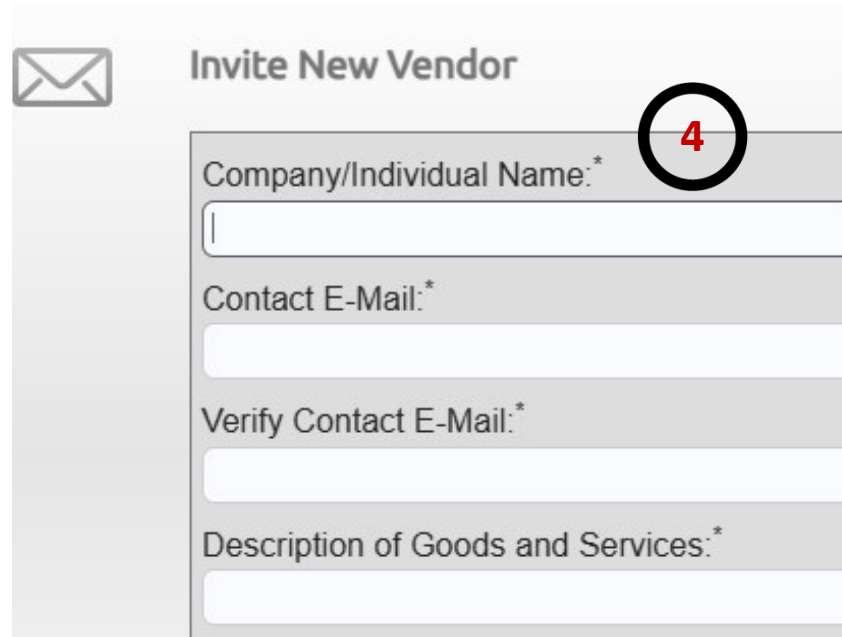
Jack Torrance

[INVITATION INITIATED](#)
02/19/2025 1:07 PM

[EMAIL VERIFIED - INVITATION RECEIVED](#)
02/19/2025 1:07 PM
9 days and 2 hours

Continued -

4. On the pop-up, enter the information in the required fields.
5. It's highly recommended you include a personalized message. *****If you need the vendor to appear in Miner Mall, please ask them to select "Yes" to the Purchase Order question when completing the registration.**
6. Confirm the information you entered is correct then select **"Send"**. The contact e-mail will receive an email with further instructions.



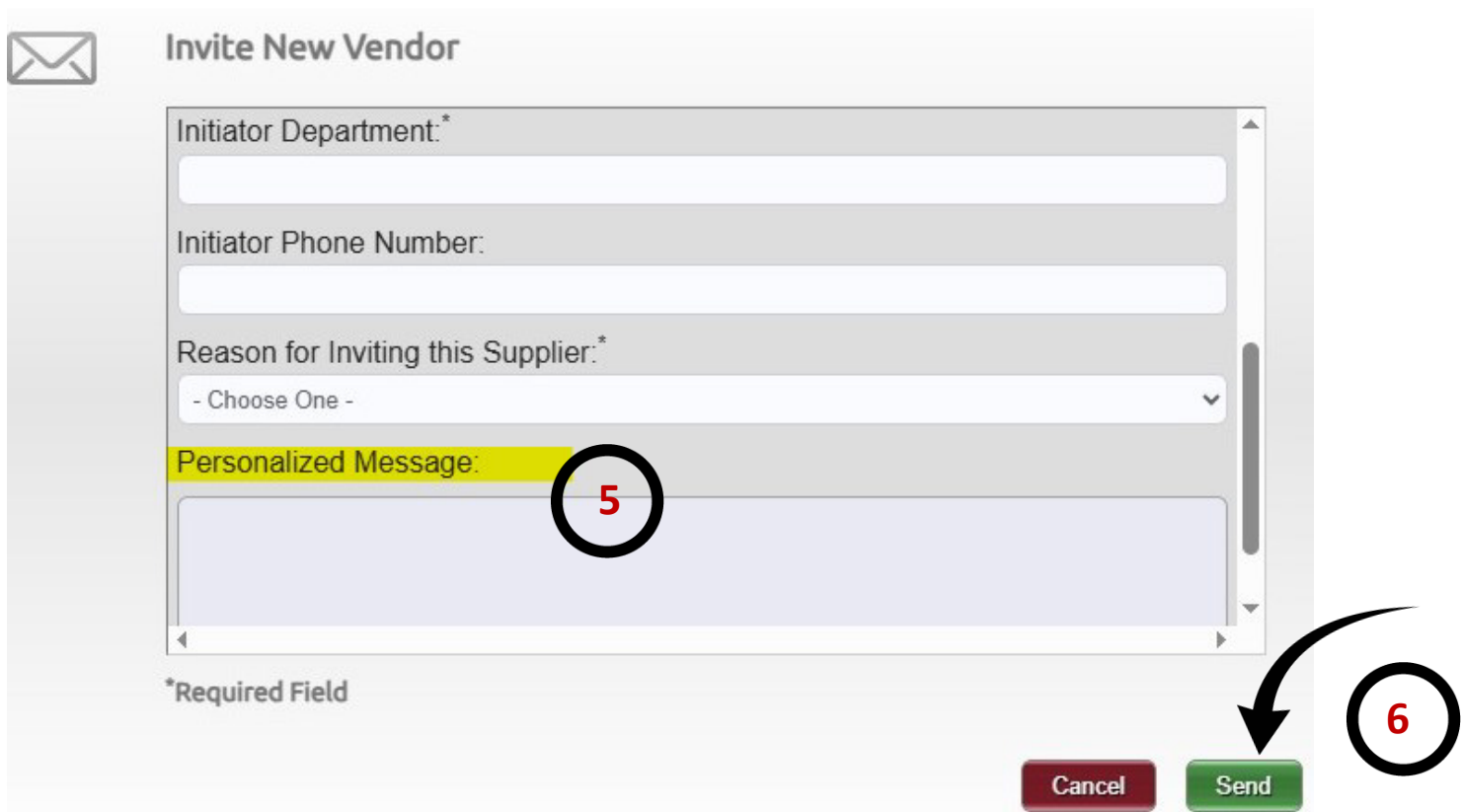
 Invite New Vendor

Company/Individual Name:* 4

Contact E-Mail:*

Verify Contact E-Mail:*

Description of Goods and Services:*



 Invite New Vendor

Initiator Department:*

Initiator Phone Number:

Reason for Inviting this Supplier:*

- Choose One -

Personalized Message: 5

*Required Field

Cancel Send 6