

Invitation Status

After the invitation has been sent, you can check the status and progress of the vendor's registration. Access the PaymentWorks site at utep.edu/purchasing-and-general-services/paymentworks/ and enter your UTEP credentials.



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

2. The **"Onboardings"** page displays invitations issued by you and other UTEP employees. To search for a vendor, filter and narrow down results by entering data in the search fields.

3. The status of the invitation and the progress of registration is displayed for each vendor.

A screenshot of the "Onboardings" page in the PaymentWorks system. The page has a header with "SHOW: Onboarding Tracker", "Need help?", "Sort By: Date modified", and "Descending". Below the header, there are search filters for "Filter Results: 218 Records", "Vendor Name:", "Vendor #:", and "Contact E-Mail:". A red box highlights these search fields, with a black circle and the number "2" placed over it. The main content area displays a list of vendors with their registration progress shown as a horizontal timeline. The vendors listed are "Crashlanding Museum", "Valeria and Sam's Pet Food", "BBB", and "Tech Space". Each vendor's timeline shows various stages of the registration process, such as "INVITATION INITIATED", "EMAIL VERIFIED - INVITATION RECEIVED", "INVITATION LINK CLICKED", and "REGISTRATION RETURNED - PENDING RESUBMISSION". A black circle with the number "3" is placed over the "Crashlanding Museum" timeline, and a black circle with a left arrow is placed over the "Tech Space" timeline. A "Clear Filters" button is at the bottom right.

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4. The timeline shows the action taken by the vendor and a timestamp. Click the hyperlink which will open the invitation where you may view the details.

Filter Results: 0 Records

Vendor Name: Crash

Vendor #:

Contact E-Mail:

Invitation Approval:

Invitation Delivered:

Account Created:

Registration Form:

Show Cancelled Only: ☐

Show Easy Cancel: ☐

Source:

Invitation Initiator:

Invitation sent: All Dates

Clear Filters

Send Invitation...

CSV

Crashlanding Museum

INVITATION INITIATED

05/23/2025 11:27 AM

INVITATION EMAIL OPENED

07/27/2022 2:36 PM

8 days and 18 hours

PROGRESS

INVITATION DETAIL

Invitation Details

Initiator: Vendor Approver

Vendor Name: Crashlanding Museum

Contact E-mail:

Initiated: 05/23/2025

Email Sent: 05/23/2025

Invitation Reminders: Enabled

Personalized Message

Initiator Fields:

Description of Goods and Services: Services

Initiator Department: Purchasing

Initiator Phone Number:

Reason for Inviting this Supplier: Service

Resend Invitation

Status by Circle

1st Circle:

- **Invitation Initiated** = Initiator (you) sent the invitation.
- **Invitation Canceled** = Invitation and reminders have been canceled and will no longer be sent to the vendor.



INVITATION INITIATED

08/05/2022 8:40 AM

2nd Circle:

- **Invitation Pending Approval** = Invitation is awaiting approval from our university before it can be sent.
- **Invitation Approved & Sent** = Invitation was approved and was emailed to your vendor.
- **Invitation Resent** = Invitation was resent.

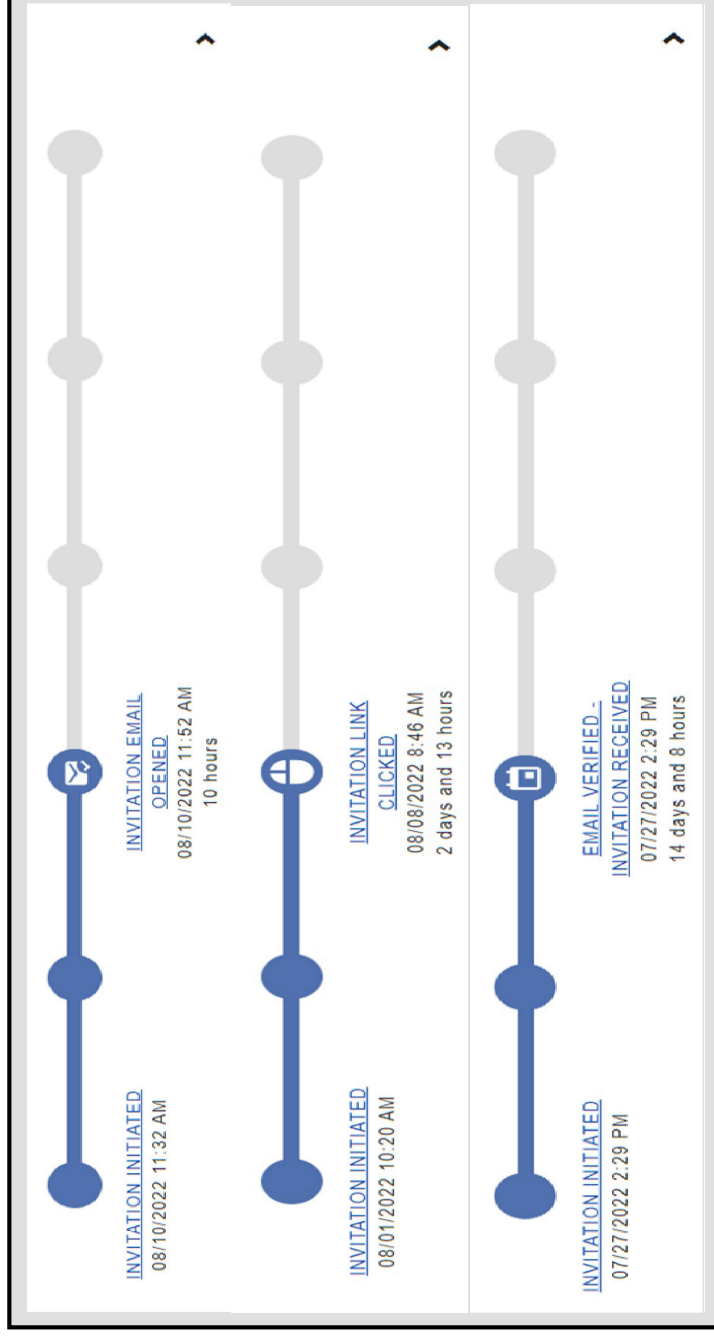


INVITATION INITIATED INVITATION APPROVED

08/05/2022 8:40 AM & SENT

08/05/2022 8:40 AM

Continued -



3rd Circle:

- **Invitation Undeliverable:** The invitation could not be delivered to that email.
- **Invitation Email Opened:** Payee opened the invitation email.
- **Invitation Link Clicked:** Payee clicked on the link in the invitation email.
- **Email Verified - Invitation Received:** Payee set up/created an account with and verified their email address.



4th Circle:

- **Registration in Progress:** Payee began to fill out their registration and has not submitted yet.
- **Registration Returned - Pending Resubmission:** The registration was returned for corrections and needs to resubmitted for review and approval.

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5th Circle:

- **Registration Submitted - Pending PaymentWorks Review:** Payee completed and submitted their registration. PaymentWorks is reviewing their banking information.
- **Registration Submitted - Pending Payee Response:** Payee completed and submitted their registration. PaymentWorks called the payee, left a message, and the payee needs to return the phone call.
- **Registration Submitted - Pending Internal Review:** Payee completed and submitted their registration and is in queue to be reviewed internally by UTEP.
- **Registration Rejected:** The registration was reviewed and rejected by UTEP.
- **Registration Approved:** The registration was approved by UTEP.



6th Circle:

- **Onboarding Complete:** The registration is complete, the vendor was assigned a Vendor ID number and is connected in PeopleSoft.

