Registration invites can only be sent by UTEP employees. Suppliers must complete the registration in PaymentWorks. Once approved, a Supplier/Vendor ID will be generated and available in PeopleSoft.

Registration invites are for suppliers that have not registered for PaymentWorks. If a vendor is needed in MinerMall, they must select “Yes” to accepting Purchase Orders when completing registration.

Before you begin, verify if the supplier has already completed their registration by following the steps on the Supplier Search guide. If you see the supplier is already connected you do not need to send an invitation. If the supplier has already received an invitation you do not need to send a duplicate invite (refer to the Review Invite Status guide for more information).

1. Access the PaymentWorks site and login using your UTEP credentials.
2. From the PaymentWorks home page, select the Vendor Master Updates option.
3. The page will display supplier registrations with their respective statuses. To continue, under the search options, select the Send Invitation button.
4. On the pop-up, enter the required fields: Company/Individual Name, Contact E-mail, Description of Goods and Services and etc.

5. We encourage you to include a personalized message which will be displayed on the invite. If a vendor is needed in MinerMall, please instruct the vendor to select “Yes” to accepting Purchase Orders when completing registration.

6. Once you validate the information entered is correct, select Send. The contact e-mail will receive the registration invite with further instructions.

**Please note:**
If the supplier does not take immediate action they will receive multiple reminders. After 28 days, if the supplier has failed to take action the reminders