PaymentWorks– Resending Registration Invite

PaymentWorks will automatically send 5 registration reminders during the course of 28 days, if the supplier fails to complete the registration during this time period but still needs to register, you may resend the invitation. If the recipient has changed e-mails, you may also resend the invitation to the corrected e-mail address.

Departments can re-send and change supplier e-mails with the following invitation statuses: Sent, Delivered, Not Deliverable.

1. Access the PaymentWorks site and login using your UTEP credentials. From the PaymentWorks home page, select the Vendor Master Updates option.
2. If you do not immediately see the supplier you are looking for you can narrow down results by entering data on the search fields.
3. Click on the Invitation status link.
4. Select the Resend Invitation button.

Good afternoon, as discussed during our meeting please complete the PaymentWorks registration.

Description of Goods and Services: Sports equipment
Initiator Phone Number: 9157475000
Initiator Department: Purchasing
Reason for Inviting this Supplier: Products
5. If applicable, update the e-mail address from the pop-up.
6. Select **Send** to resend the notice.
7. Click **Ok** to continue.
8. Use the **dropdown** on the top right corner to exit and complete the process.