PaymentWorks– Supplier Search

You can validate whether or not the Supplier has completed the registration by searching for the Supplier in PaymentWorks. The Supplier must have a green dot which indicates that the Supplier is connected and available in PeopleSoft.

1. Access the PaymentWorks site and login using your UTEP credentials. From the PaymentWorks home page, select the **Setup and Manage Supplier Portal**.

2. Next, select the **Suppliers** tab located above the Welcome Page.
3. On the left side of the table, the **Supplier Name** with the respective **Supplier/Vendor Number** and contact information will be displayed.

4. In the **Connected** column, any supplier with a **connected green dot** has completed the registration and is available in PeopleSoft. Suppliers without a green dot may be available in PeopleSoft, but have not completed PaymentWorks registration.

5. If you do not immediately see the supplier you are looking for, you can also filter and narrow down results by entering data in the search field.