

Resending Invitation

PaymentWorks sends automated reminders to vendors who haven't completed their registration. **Depending on the progress of the invitation, you will be able to edit and resend it.** 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. To search for a vendor, filter and narrow down results by entering data in the search fields.
3. Click on the "**Invitation**" status link to review the details.
4. Select the green "**Resend Invitation**" button.

Onboardings

Sports Merch LLC

INVITATION INITIATED 07/27/2022 2:32 PM

INVITATION EMAIL OPENED 07/27/2022 2:30 PM 8 days and 18 hours

PROGRESS

INVITATION DETAIL

Invitation Details

Initiator: Diana Espino
Vendor Name: Sports Merch LLC
Contact E-mail: sportsmerchllc@test.com
Initiated: 07/27/2022
Email Sent: 07/27/2022

Personalized Message

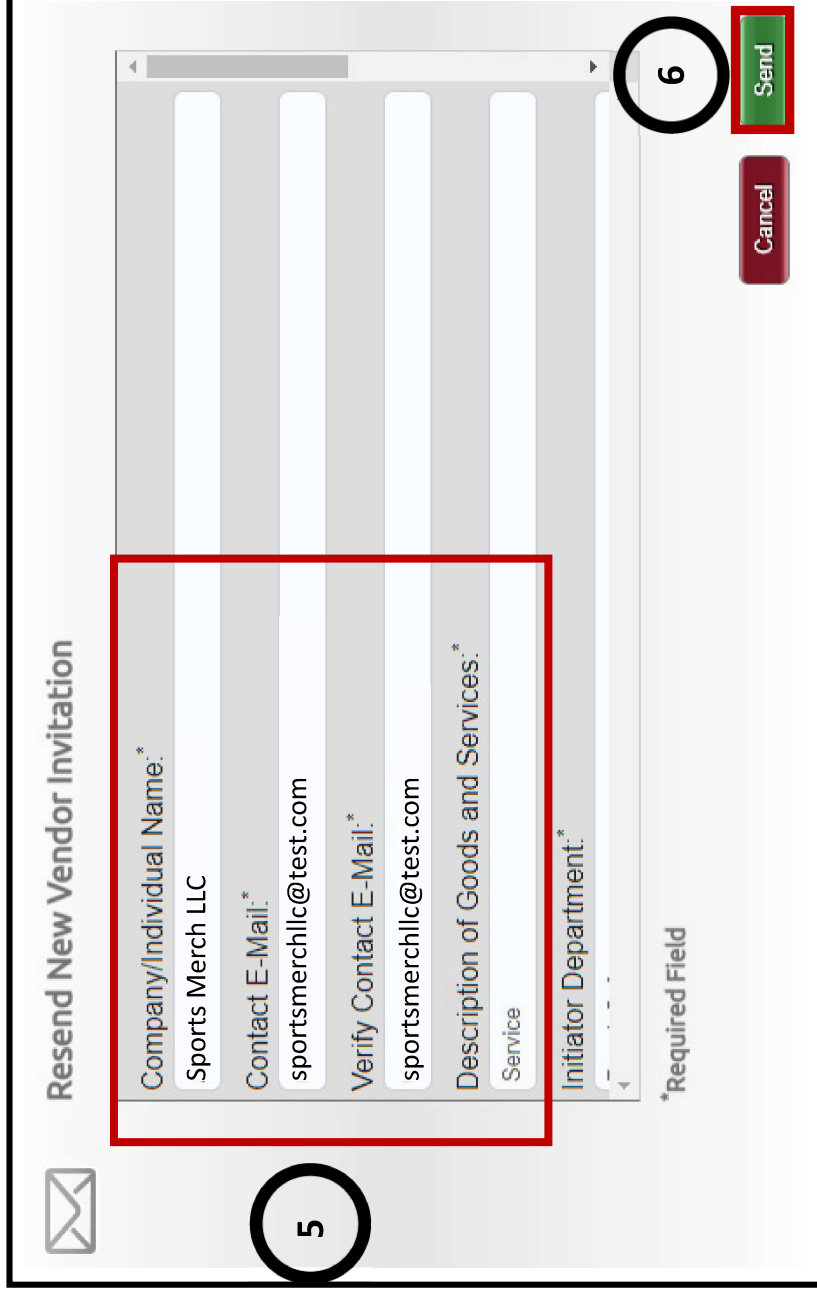
Good afternoon. As discussed during our meeting, please complete the PaymentWorks registration.

Initiator Fields:

Description of Goods and Services: Sports equipment
Initiator Department: Purchasing
Initiator Phone Number: 9157475000
Reason for Inviting this Supplier: Products

Resend Invitation

- Continued



The form is titled "Resend New Vendor Invitation" and contains several input fields. A red box highlights the "Company/Individual Name:" field, which contains "Sports Merch LLC". Below it are "Contact E-Mail:" (sportsmerchllc@test.com) and "Verify Contact E-Mail:" (sportsmerchllc@test.com). The "Description of Goods and Services:" field is empty, with "Service" written below it. The "Initiator Department:" field is also empty. At the bottom right, there are "Cancel" and "Send" buttons. A circled number 5 is next to an envelope icon on the left, and a circled number 6 is next to the "Send" button.

Resend New Vendor Invitation

Company/Individual Name:*
Sports Merch LLC

Contact E-Mail:*
sportsmerchllc@test.com

Verify Contact E-Mail:*
sportsmerchllc@test.com

Description of Goods and Services:*
Service

Initiator Department:*

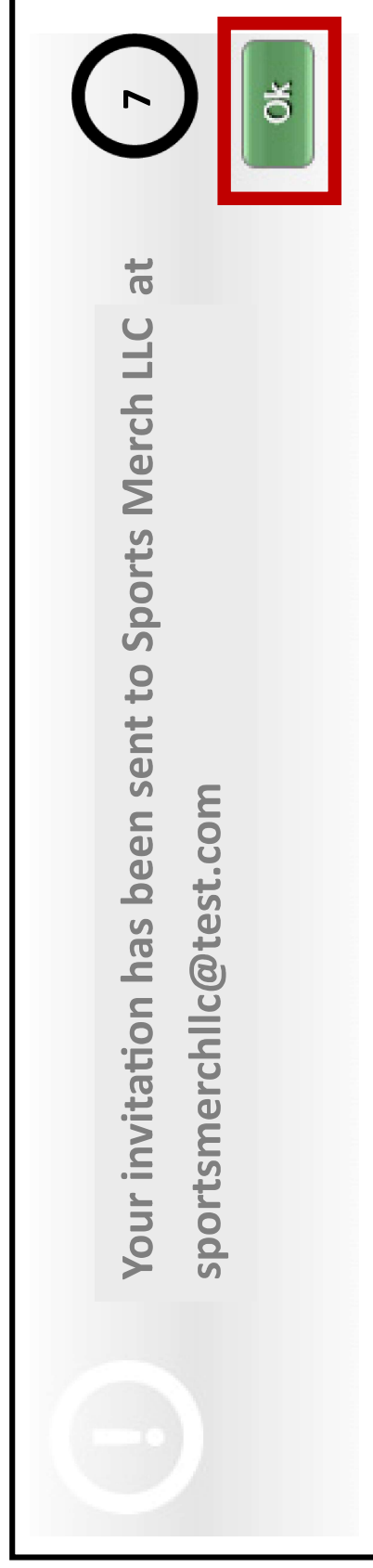
*Required Field

Cancel Send

5. If needed, update the invitation details. ****This will be your opportunity to send it to a different email address if necessary.**

6. Select **"Send"** to resend.

7. Click **"OK"** to finalize and view the invitation.



The dialog box has a title bar with a circled number 7. The main text reads "Your invitation has been sent to Sports Merch LLC at sportsmerchllc@test.com". At the bottom right is a green "Ok" button, which is highlighted with a red box.

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Your invitation has been sent to Sports Merch LLC at
sportsmerchllc@test.com

Ok