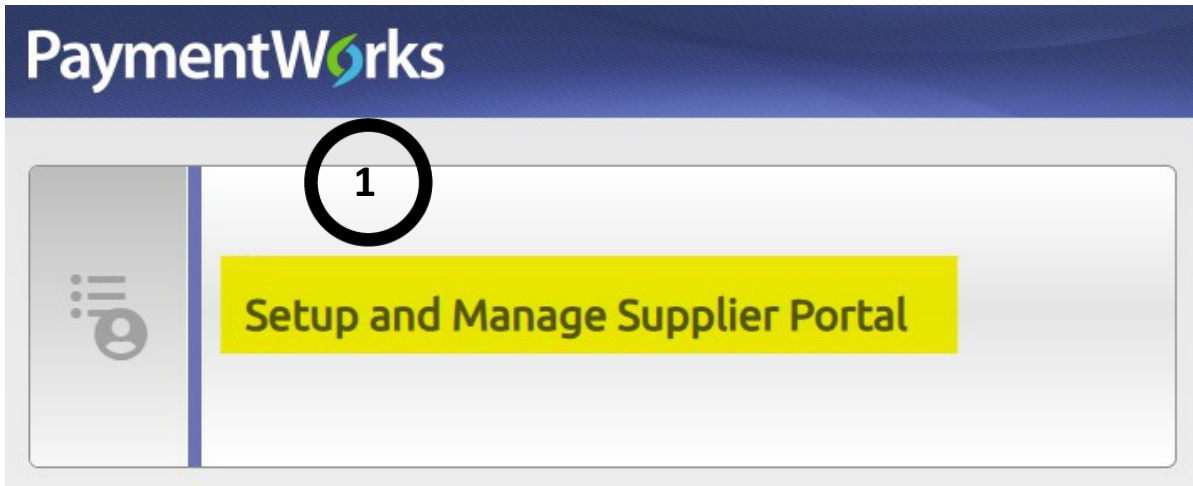
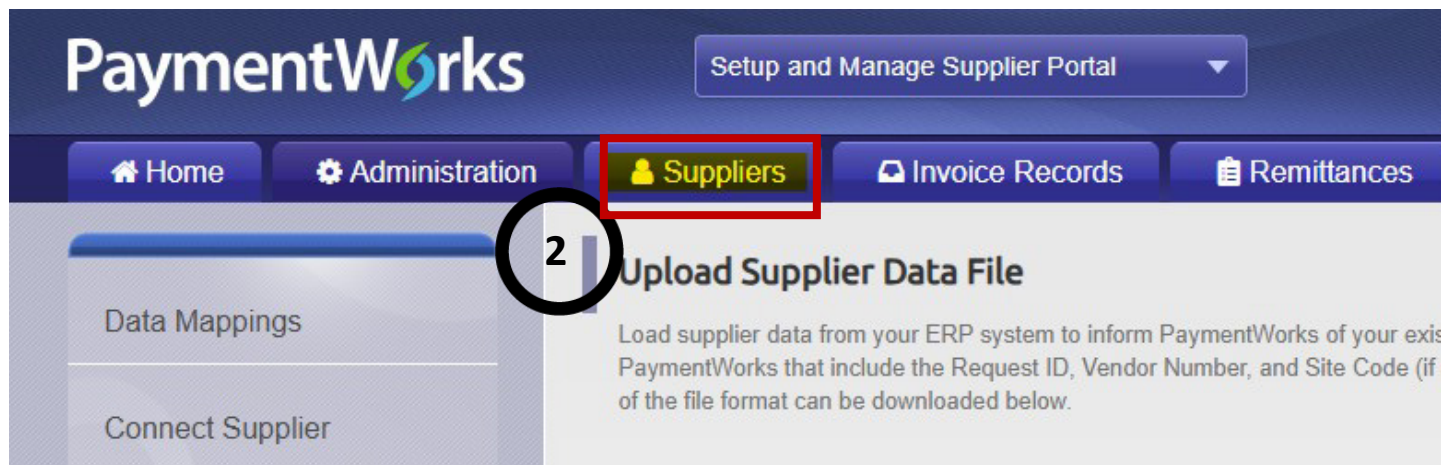


Supplier Search

You can confirm if a supplier (vendor) already completed and connected a PaymentWorks registration for our university. Access the PaymentWorks site at utep.edu/purchasing-and-general-services/paymentworks/ and enter your UTEP credentials.



1. From the PaymentWorks home page, select "**Setup and Manage Supplier Portal**".



2. Select the "**Suppliers**" tab.

Continued -

Need help ?

Supplier ID:

Supplier Name:

Vendor Number:

Site Code:

Tax ID:

3. On the left side of the table, please enter either the name of the vendor in "**Supplier Name**" field or the 10-digit Vendor ID number in the "**Vendor Number**" field.

4. A vendor with a **green dot** under "**Connected**" has completed a PaymentWorks registration for our university.

SUPPLIER ID	SUPPLIER NAME ^	VENDOR NUM	SITE CODE	STREET	CITY	ST/ PRV	ZIP CODE	COUNTRY	CONNECTED
			UTEP 1		El Paso	TX	79912-4339	US	
			UTEP 9		DALLAS	TX	75218-1366	US	

CONNECTED



5. If the vendor doesn't show a green dot, they may be available in PeopleSoft but have not completed a PaymentWorks registration for our university. Please move forward with sending an invitation so they may register to ensure we have the most up to date information on record.