PaymentWorks Training: Checking Supplier Onboarding Status

From the “myRutgers” portal [https://my.rutgers.edu]:
1. Click on the “Rutgers Supplier Portal” app under Finance and Purchasing within My Apps

2. Click on the “Vendor Master Updates” tab from the PaymentWorks Home page

3. To see the status of all suppliers’ status, leave the “Invitation Initiator” field/ filter blank.

To see only the status of suppliers that only YOU have invited, enter your name in the “Invitation Initiator” field.
4. There are 3 columns with supplier statuses: “Invitation”, “Vendor Account”, & “New Vendor Registration”.

5. To obtain detail for a specific vendor, click on the status links (in blue) to get more details about the invitation.

6. Once a particular supplier is chosen/clicked on, detailed information appears.
If the supplier has a status of "Undeliverable", it is likely that there was an issue/typo in the email address.

<table>
<thead>
<tr>
<th>ONBOARD START</th>
<th>UPDATED</th>
<th>VENDOR NAME</th>
<th>INVITATION</th>
<th>VENDOR ACCOUNT</th>
<th>NEW VENDOR REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/21/2019</td>
<td>08/21/2019</td>
<td>Ocean City Jet ski</td>
<td>Undeliverable</td>
<td>Account</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

Steps to take:
1. Click on the status to expand details
2. Click resend invitation
3. Edit information; update email
4. Resend invitation by clicking on the Send button

- Your role as initiator is to request a supplier invite, which will begin the onboarding process.
- Once University Procurement Services approves the request, the supplier is responsible for completing and submitting the registration and required forms.
- Procurement Services cannot onboard a supplier unless the supplier completes and submits their information correctly.