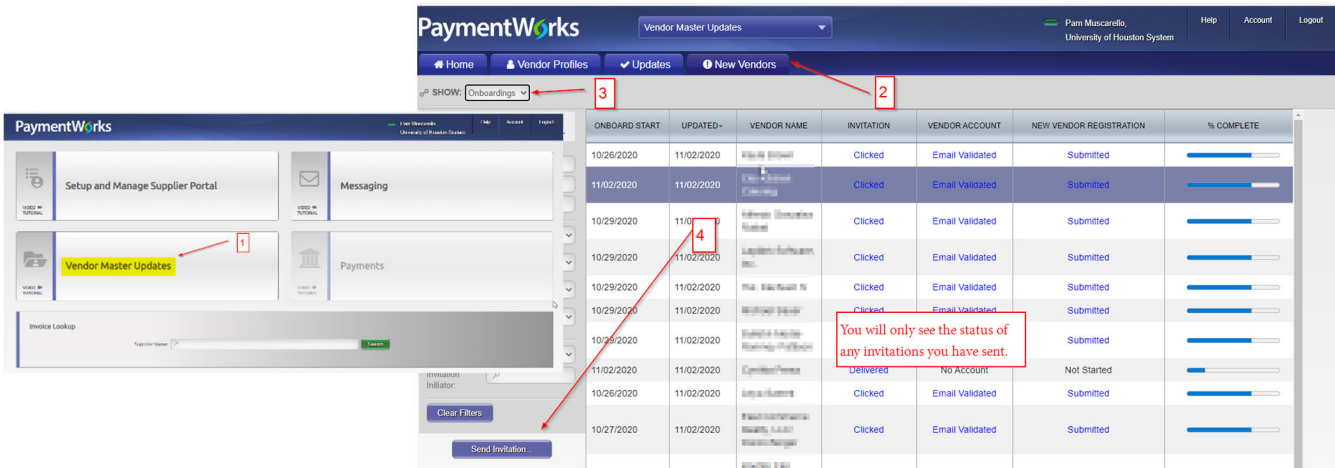


UH System Staff Can Invite Vendors in These 3 Easy Steps

- Navigate** www.uh.edu/finance – Departments - AP General – PaymentWorks – click your institution’s link. Then click Vendor Master Updates (1), New Vendors (2), verify you are on Onboardings (3), and click Send Invitation (4).



- Invite** Complete the vendor invitation form and click send. Reason for inviting is not material—just select the most appropriate. The personalized message will be sent to the vendor as part of the invitation.

- Monitor** Monitor the progress on that page in PaymentWorks and watch for a vendor number when the process is complete. The timeline varies (most cases 1-2 weeks from vendor’s application); some steps cannot be rushed to allow us to verify that we can do business with the vendor based the documentation provided.

| ONBOARD START | UPDATED | VENDOR NAME | INVITATION | VENDOR ACCOUNT | NEW VENDOR REGISTRATION | % COMPLETE |
|---------------|------------|--------------------|------------|-----------------|----------------------------------|--------------|
| 10/27/2020 | 11/02/2020 | Amor... [redacted] | Opened | No Account | Not Started | Progress bar |
| 10/27/2020 | 11/02/2020 | Pr... [redacted] | Clicked | Email Validated | Submitted | Progress bar |
| 10/28/2020 | 11/02/2020 | Al... [redacted] | Clicked | Email Validated | In Progress | Progress bar |
| 10/28/2020 | 11/02/2020 | Lu... [redacted] | Opened | No Account | Not Started | Progress bar |
| 10/21/2020 | 11/02/2020 | Al... [redacted] | Clicked | Email Validated | Complete Vendor #: 0000153782 | Progress bar |
| 10/27/2020 | 11/02/2020 | Al... [redacted] | Clicked | Email Validated | Complete Vendor #: 0000149158 | Progress bar |
| 10/22/2020 | 11/02/2020 | Al... [redacted] | Clicked | Email Validated | Complete Vendor #: 0000147912 | Progress bar |
| 10/26/2020 | 11/02/2020 | Al... [redacted] | Clicked | Email Validated | Complete Vendor #: 0000157008 | Progress bar |
| 10/29/2020 | 11/02/2020 | Al... [redacted] | Opened | No Account | Not Started | Progress bar |
| 10/28/2020 | 11/02/2020 | Al... [redacted] | Clicked | No Account | Not Started | Progress bar |

This is a quick version of the procedures. For more in-depth procedures or troubleshooting information, visit <https://uh.edu/office-of-finance/ap-general/> in the PaymentWorks section.