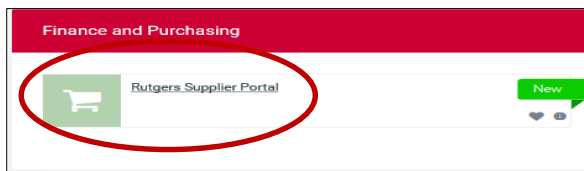




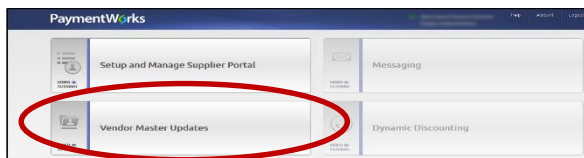
PaymentWorks Training: How to Invite a Supplier

From the “myRutgers” portal <https://my.rutgers.edu:>

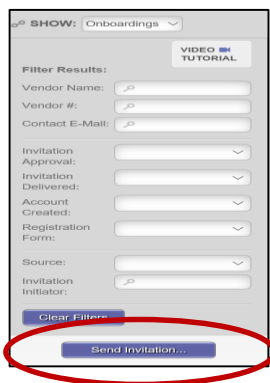
1. Click on the “Rutgers Supplier Portal” app under Finance and Purchasing within My Apps



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



3. Scroll to the bottom of the page and click on “Send Invitation” listed under the Filters and Search bars:



4. The following pop-up will appear. Populate the fields with supplier Information.

The form contains the following fields:

- 1. Company/Individual Name*
- 2. Contact E-Mail*
- 3. Verify Contact E-Mail*
- 4. What goods/service does the supplier provide?*
- 5. Supplier type: (Choose One)
- 6. Initiator Phone Number*
- 7. Personalized Message:

*Required Field

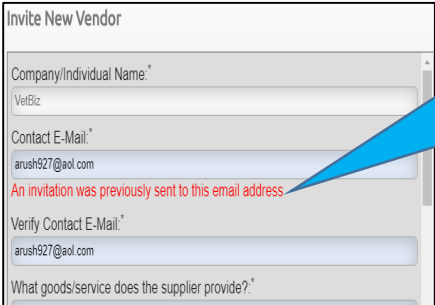
KEY

- 1) Company/Individual Name:** the name of your vendor/supplier.
- 2) Contact E-mail:** best email address to reach the supplier/vendor.
- 3) Verify Contact E-mail:** make sure e-mail address is correct.
- 4) What good/service does the supplier provide?** Enter the category of the goods/services and briefly explain why a current supplier cannot be used. ****If this field is not completed, the invitation will be returned for clarification. ****
- 5) Supplier Type:** Drop down menu has two options- PO Supplier or Check Request. Please refer to [check request matrix](#) found on the procurement website.
- 6) Initiator Phone Number:** Phone number of person sending invite.
- 7) Personalized message:** This is an optional field to include a personal message to the prospective vendor/supplier.





NOTE:
If you enter an email address that has already received an invite into the "Contact E-mail" field, you will get this error message



Invite New Vendor

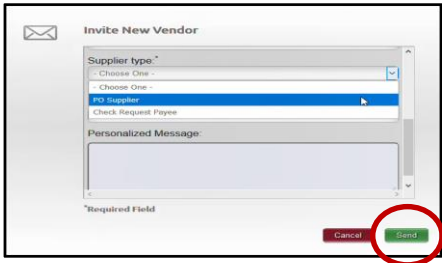
Company/Individual Name:
VeriBiz

Contact E-Mail:
arush927@aol.com
An invitation was previously sent to this email address

Verify Contact E-Mail:
arush927@aol.com

What goods/service does the supplier provide?*

5. Click "Send" when you are done entering Supplier information.



Invite New Vendor

Supplier type:
-- Choose One --
PO Supplier
Check Request Payee

Personalized Message:

*Required Field

Cancel Send