



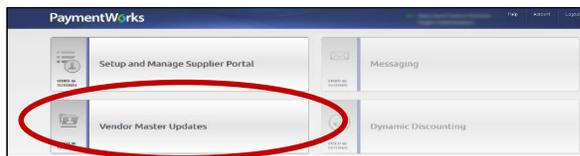
PaymentWorks Training: How to Conduct a Search

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

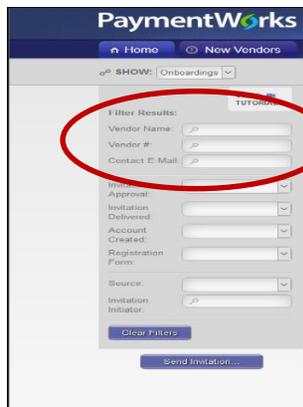
1. Click on the “Rutgers Supplier Portal” app under Finance and Purchasing within My Apps



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



3. Type in the vendor’s name in the “Vendor Name” field.



The “Vendor Name” search field is not case sensitive, but it is period and space sensitive

You can type:

- legal name of your vendor
- full name
- partial name
- “doing business as” name
- acronym



4. To search for a vendor using their email address, type the vendor’s email address or the company’s domain in the “Contact Email” field.

Filter Results:	ONBOARD START	UPDATED*	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION
Vendor Name: <input type="text"/>	08/05/2019	08/19/2019	Red Mug	Clicked	Email Validated	Complete Vendor #: u13527929
Vendor #: <input type="text"/>	08/17/2019	08/19/2019	DH1	Clicked	Email Validated	In Progress
Contact E-Mail: <input type="text"/>	08/17/2019	08/19/2019	RY1	Clicked	Email Validated	Submitted
Invitation Approval: <input type="text"/>	08/15/2019	08/19/2019	AirIT	Opened	No Account	Not Started

- If the supplier is found, and their New Vendor Registration status is “**Complete**”, the supplier is registered in PaymentWorks. You are able to shop using this supplier in Rutgers Marketplace. An invitation is not necessary
- If the supplier is found and their New Vendor Registration status is anything other than “**Complete**”, a new invitation is not necessary. However, you are **not** able to shop using this supplier in Rutgers Marketplace, until the supplier finishes the onboarding process in PaymentWorks
- If the supplier is not found through the various search options in this video, **you will need to create a new vendor registration invitation**. Please see training video or job aid #1 for further instructions

