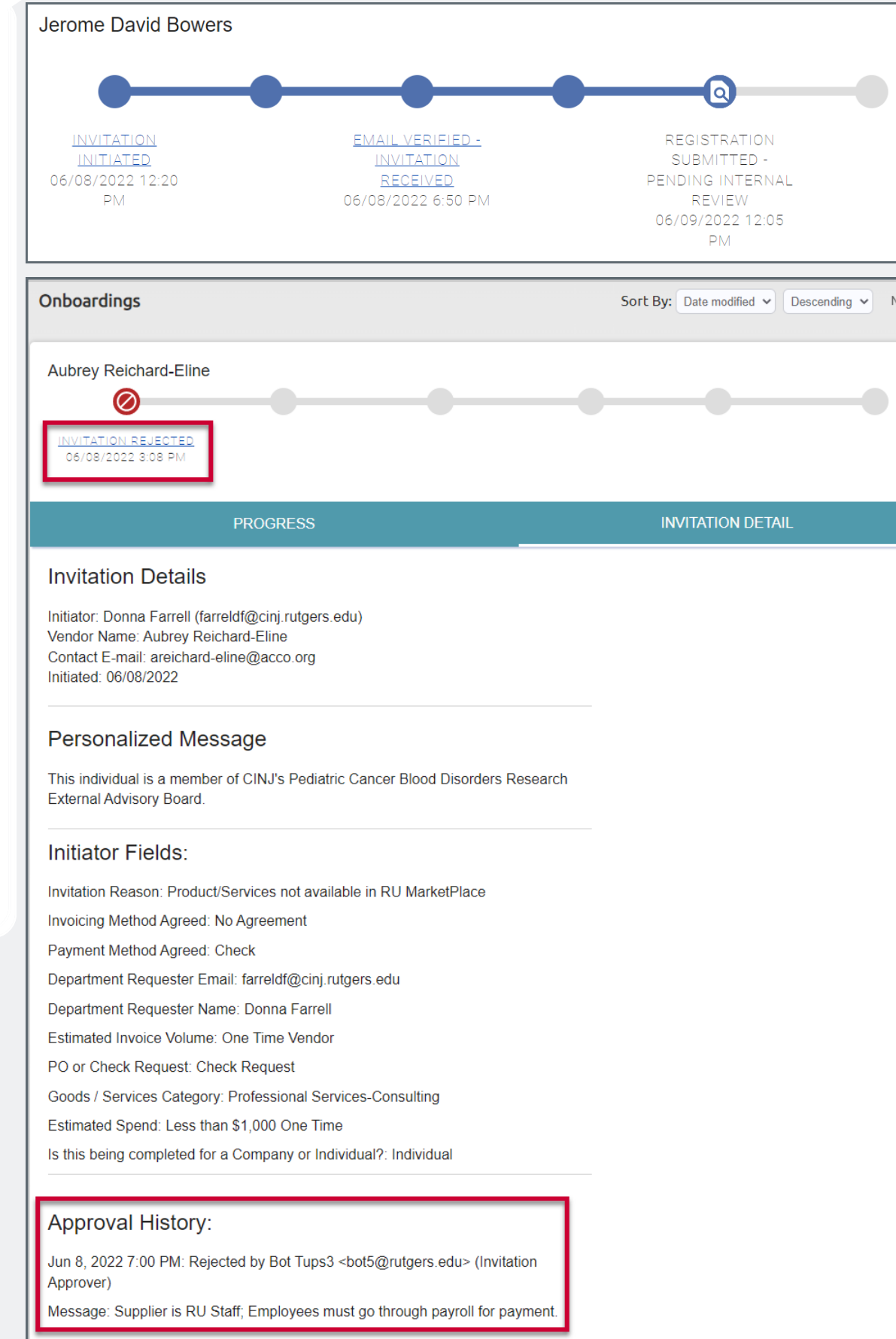
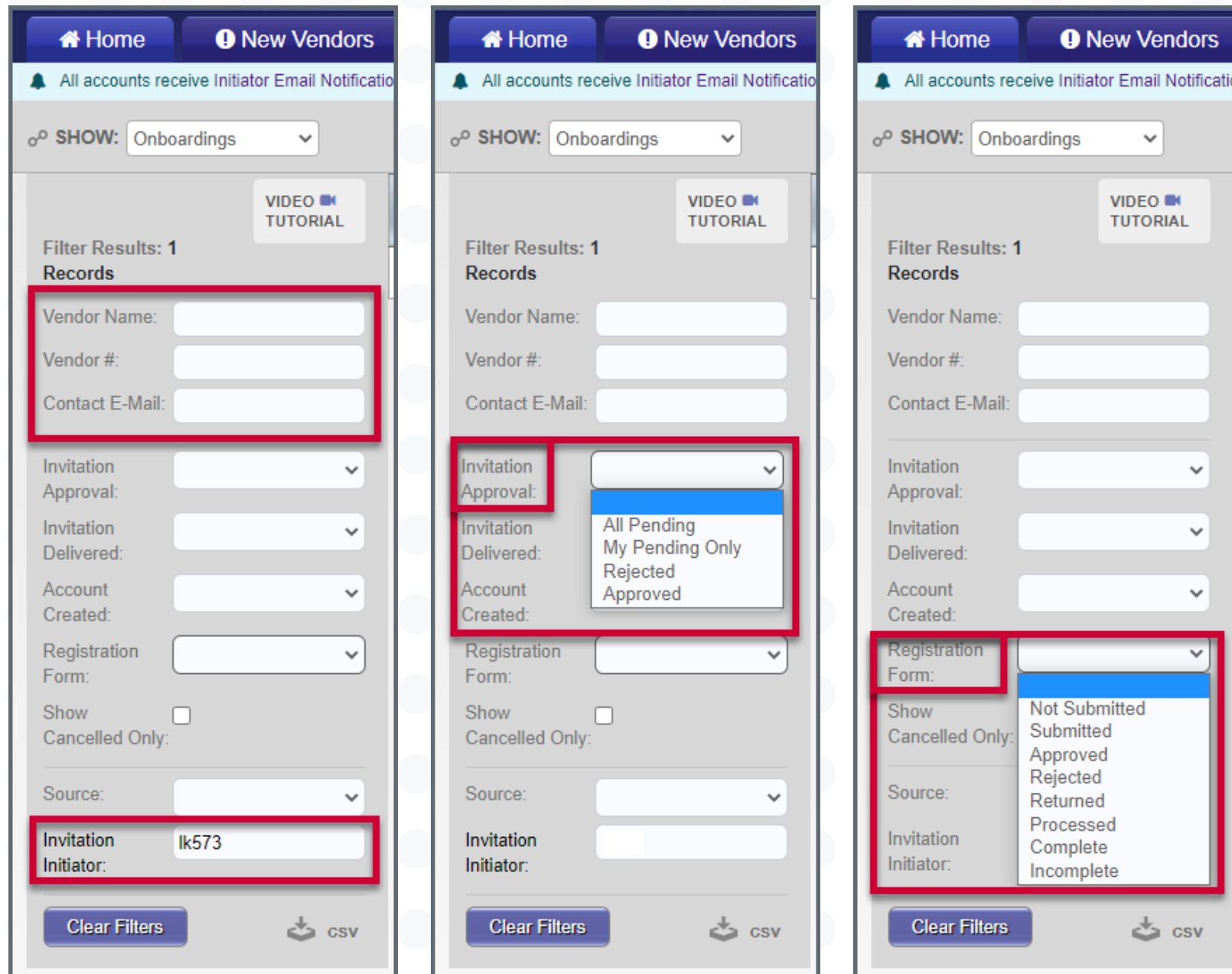


Checking Supplier Onboarding Status

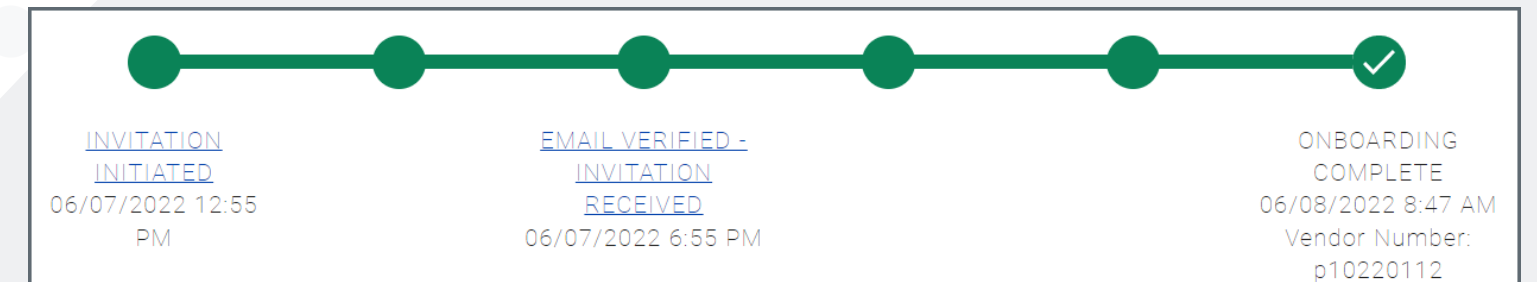
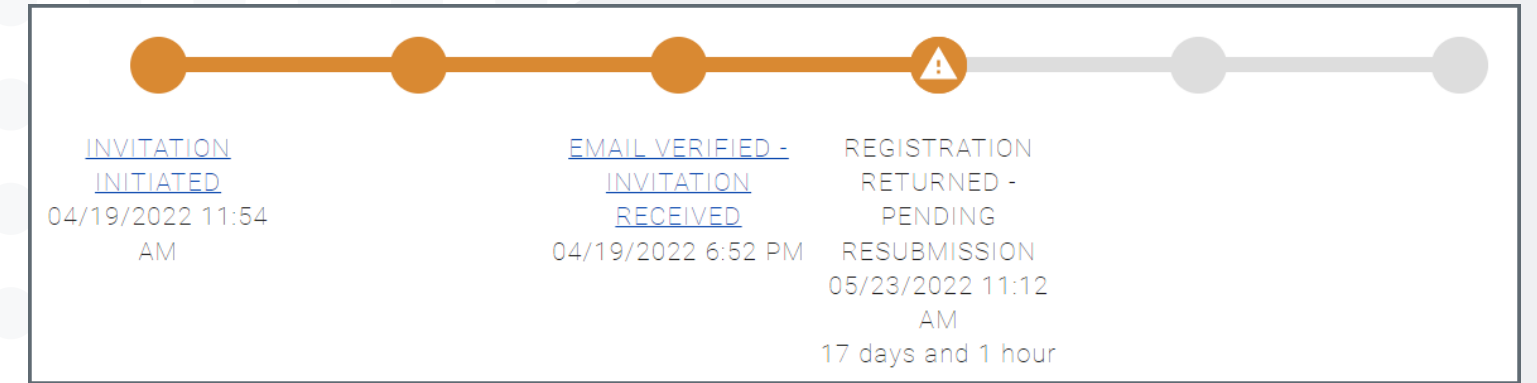
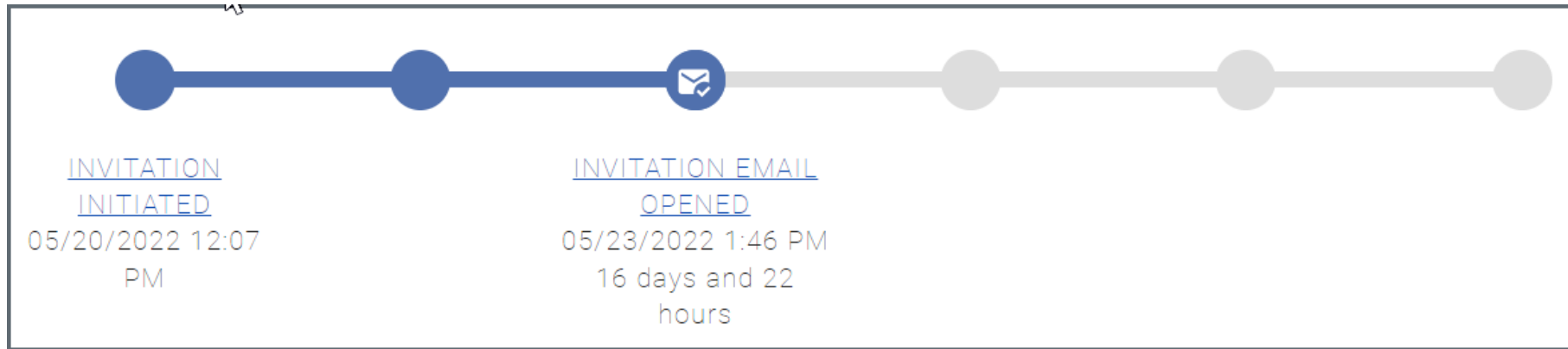
- Come back to PaymentWorks to check the status of your supplier's invitation or onboarding status.
- Under **Vendor Master Updates** you can check the status of your personal vendor by typing in their name, or putting in your ID at the bottom under **'Invitation Initiator'**. You can also further filter by invitation approval status or registration form status for all vendors in PaymentWorks.

- To obtain specific details about the invite or progress click any blue link in the progress bar. For example the **'Invitation'** link. If the invitation was rejected by the Bot, a message as to why will appear at the bottom letting you know what action needs to be taken next. **See Next Slide for details on each status.**



Checking Supplier Onboarding Status

- See all possible Status Explanations for Invitation and Registration. Blue bars are in progress, yellow there are issues/returns, red is rejected, and green is complete.



Status in Invitation Column	Explanation
<u>Pending Approval -</u>	Invite pending Procurement Review & Approval
<u>Invitation Rejected -</u>	Procurement has Rejected the Invite
<u>Approved & Sent -</u>	Procurement has Approved & Email has been sent
<u>Undeliverable -</u>	Email could not be delivered to supplier's server
<u>Received -</u>	Email has reached supplier's inbox
<u>Opened -</u>	Email has been opened
<u>Clicked -</u>	Special invitation link clicked
<u>Cancelled -</u>	Invitation was altered and resent with new Vendor Name & Email

Status in Registration Column	Explanation
<u>Not Started -</u>	Supplier has not begun Registration Form
<u>In Progress -</u>	Supplier has started the registration form, but not completed
<u>Submitted -</u>	Supplier has completed registration form
<u>Returned -</u>	Procurement returned to Supplier to correct information
<u>Approved -</u>	Procurement has Approved supplier's registration form
<u>Rejected -</u>	Procurement has rejected for a variety of reasons; Contact Procurement
<u>Processed -</u>	System integration in process
<u>Complete (w/Vendor #) -</u>	Supplier has been integrated and fully onboarded