

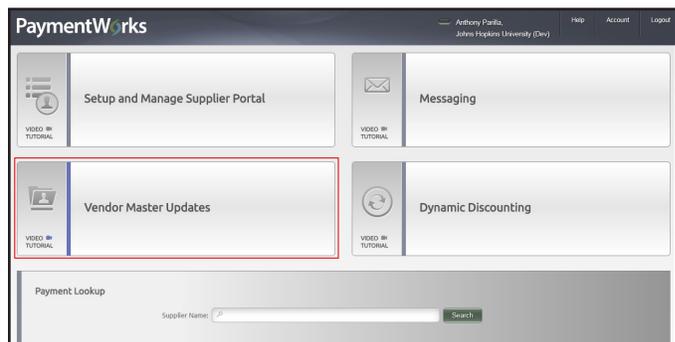
Approving Vendor Invitations

PaymentWorks is a vendor portal where vendors will add and manage the majority of their information themselves. These requests are sent to designated approvers for review. To view your approvals, log in to PaymentWorks via the following link:

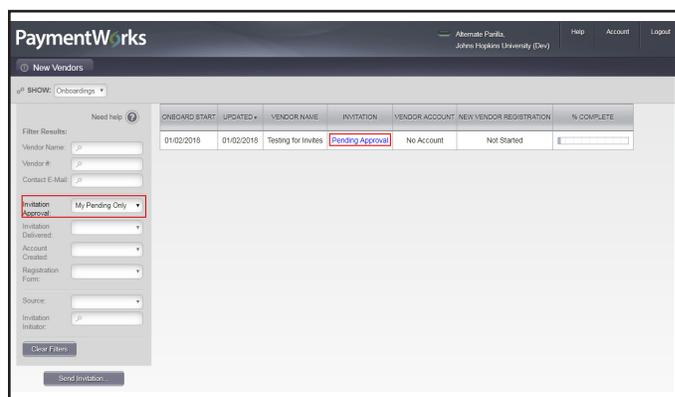
<https://www.paymentworks.com/login/saml/?idp=jhu>

You cannot bookmark this link directly - please edit your bookmark after creating it.

Log in with your standard JHED ID and password. Once logged in, you may see a screen with four tiles, some of which may be greyed out. To see your pending approvals, click the tile labeled “Vendor Master Updates.” If you do not see this screen, proceed to the next instruction.



In the screen that appears, click on the “New Vendors” tab if it is not already selected. In the subsequent screen, ensure that the “SHOW” menu is set to “Onboardings”.



You may wish to filter your approval items by setting “Invitation Approval” at the left to “My Pending Only.” Click on the “Pending Approval” link in the table to view a record for approval.

After you have clicked on a record, you will see the basic information provided by the requestor in the expanded listing area. Clicking the buttons at the bottom will allow you to reject or approve the invitation, which will be sent to the email listed under the “Contact E-mail” field.

