## Adding and Managing Vendors

PaymentWorks is a vendor portal where vendors will add and manage the majority of their information themselves. To send an invite, only basic information is needed. To begin the process, log in to Payment-Works 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 begin adding a vendor, click the tile labeled "Vendor Master Updates." If you do not see this screen, proceed to the next instruction.
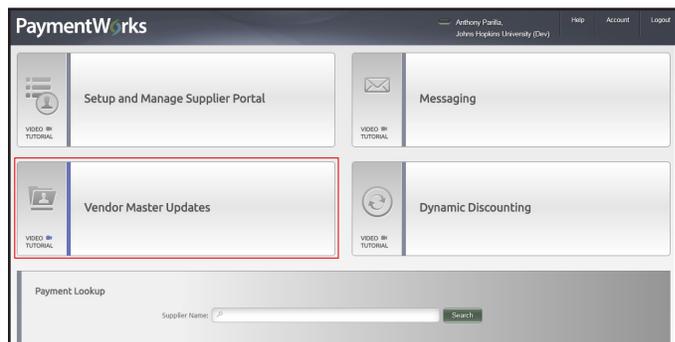
In the screen that appears, click the blue "Send Invitation" button at the bottom left to provide basic information about the vendor you would like to add.

You will be asked to provide some basic details about the vendor. A list of the information you will need is shown at right. When you are done, click "Send."

Your request will appear in the list on the right side of the page, along with a status update on what stage your request is at.

When the vendor is fully added, a vendor number will be generated and displayed in the "New Vendor Registration" column on the right side of the table.

Company or Individual Name
   The name of the vendor.
Contact E-Mail
   The vendor's email address. The invitation will be sent to this address.
Name of Invitation Sender
   Your name.
Purchasing Organization
   JHU or JHHS as appropriate.
Business Area
   The area you are requesting for.
Vendor Type
   Disregard this field, it will be expanded later.
Description of Product/Service
   A short description of the vendor's services.
Anticipated Spend
   The amount you intend to spend, in USD.
Services Provided
   What type of product or service the vendor will provide.