

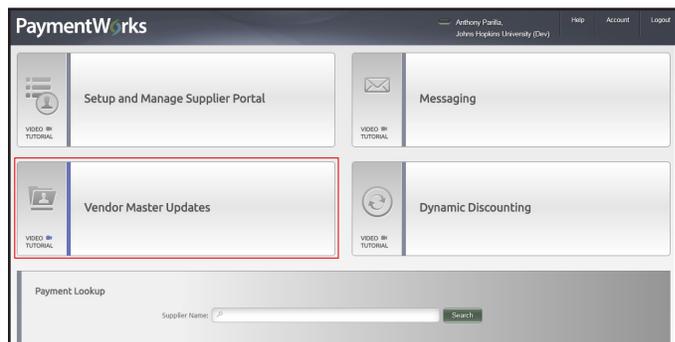
Adding and Managing Vendors

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 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 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.

The screenshot shows the 'Vendor Master Updates' screen with a table of vendor onboarding progress. The table has columns for 'ONBOARD START', 'UPDATED', 'VENDOR NAME', 'INVITATION', 'VENDOR ACCOUNT', 'NEW VENDOR REGISTRATION', and '% COMPLETE'. A 'Send Invitation' button is highlighted in blue at the bottom left.

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
12/08/2017	12/08/2017	1207 16	Clicked	Email Validated	Approved	100%
12/08/2017	12/08/2017	1207 13	Clicked	Email Validated	Approved	100%
12/04/2017	12/05/2017	20171204a	Clicked	Email Validated	Complete Vendor # 1022512	100%
12/01/2017	12/02/2017	Test 20171201	Undeliverable	No Account	Not Started	0%
11/28/2017	11/28/2017	Communication is KEy	Clicked	Email Validated	Approved	100%
10/31/2017	11/06/2017	Digging Deeper	Clicked	Email Validated	Approved	100%
10/19/2017	11/03/2017	Simple Vendor	Clicked	Email Validated	Approved	100%
10/31/2017	11/02/2017	Treadle On	Clicked	Email Validated	Approved	100%
10/31/2017	11/01/2017	Keeping the lights on	Delivered	No Account	Not Started	0%
10/31/2017	11/01/2017	Zacks Tips Unlimited	Clicked	Email Validated	Approved	100%

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.