


From our website, <https://www.pdx.edu/financial-services/accounts-payable#vendor-setup>

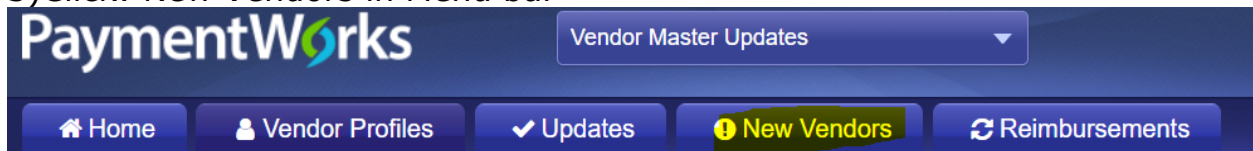
1)click on PaymentWorks@PSU

Resources

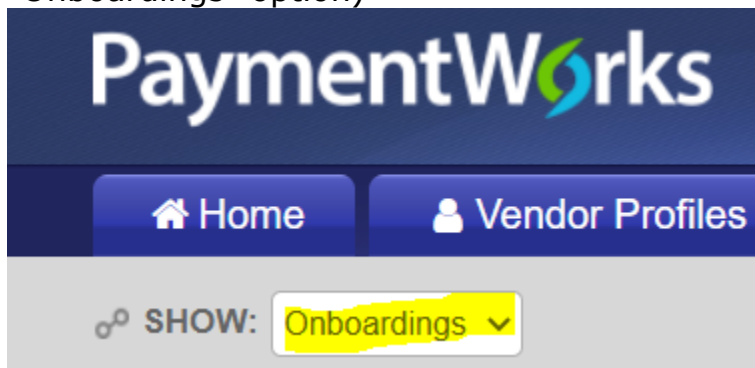
- [PaymentWorks@PSU](#)
- [Intro to PaymentWorks - How it works](#)
- [PaymentWorks Initiator Training Slides](#)
- [PaymentWorks Initiator Training Video](#)
- [PaymentWork@PSU FAQ](#)

2)Click: 

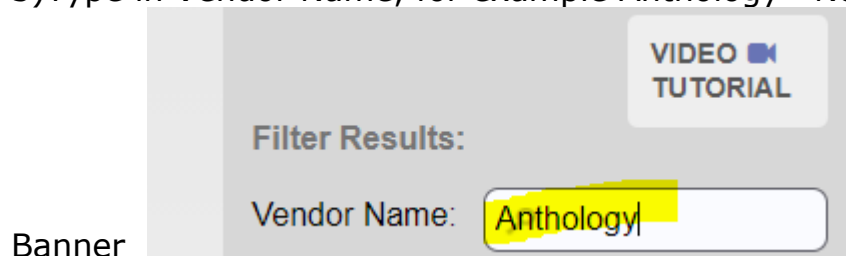
3)Click: New Vendors in Menu bar



4)Click: Top left SHOW (Dropdown might be set to "Requests", if so choose "Onboardings" option)



5)Type in Vendor Name, for example Anthology No Wildcard needed like in



6) You will see the status of your vendor

ONBOARD START	UPDATED ~	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
03/29/2021	04/07/2021	Anthology	Clicked	Email Validated	Approved	

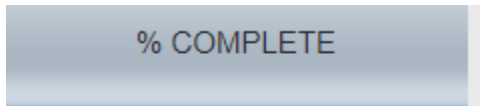
7) What are the various status definitions?



Status	Explanation
Not Started	Vendor has not entered information on their registration.
In Progress	Vendor has started entering information on the registration but has not submitted.
Submitted	Vendor has submitted their registration.
Returned	The registration has been returned to the vendor in order for a correction to be made. The vendor will be emailed directly with the requested correction. They will also receive a message in their "Messages" tab.
Approved	The registration has been approved.
Rejected	Vendor has rejected the registration.
Complete	The vendor has been notified of their approval, the vendor record has been created, and the vendor number has been issued. The vendor number will appear under "New Vendor Registration".
Processed	The registration has been processed and sent to your system of record.

Workflow from Start to Finish

Department invites Vendor: NOT STARTED
 Vendor chose to not complete registration: REJECTED
 Vendor receives invitation and works on registration: IN PROGRESS
 Vendor completes registration and submits to PW: SUBMITTED
 If more information is needed by PW from Vendor: RETURNED
 Registration has passed PW validation and approved by CAS: APPROVED
 Registration has been processed and sent to Banner: PROCESSED
 Vendor/department invitee is notified of Vendor Approval/#: COMPLETE



it is completed.

Is just the % of completion. It does not mean

We can only estimate the time from "Approved" to "Completed". Once we approve the vendor, a "connected" file is sent to PaymentWorks. We send a "connected" file every afternoon. The following day the vendor and department invitee should receive the automated email stating approval and vendor number. The other status conditions rely on the vendor and PaymentWorks.

We hope this helps!