



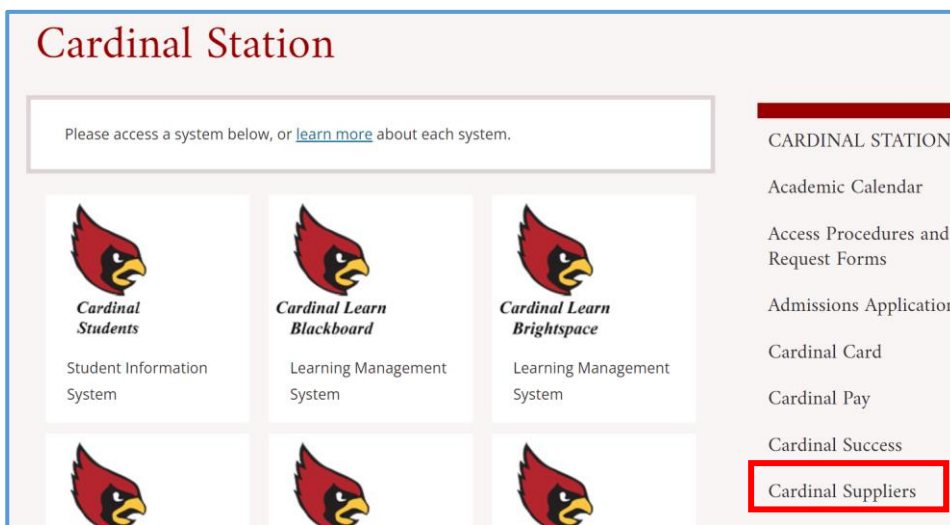
## Supplier / Vendor Invoice Status can be checked in PaymentWorks (Cardinal Suppliers)



Payment Status for a supplier / vendor's invoice can be tracked by **both** CUA employees and Suppliers / Vendors using PaymentWorks!

### For CUA Employees:

1. From *Cardinal Station*, click on: **Cardinal Suppliers** and enter your CUA single sign on (SSO) credentials.



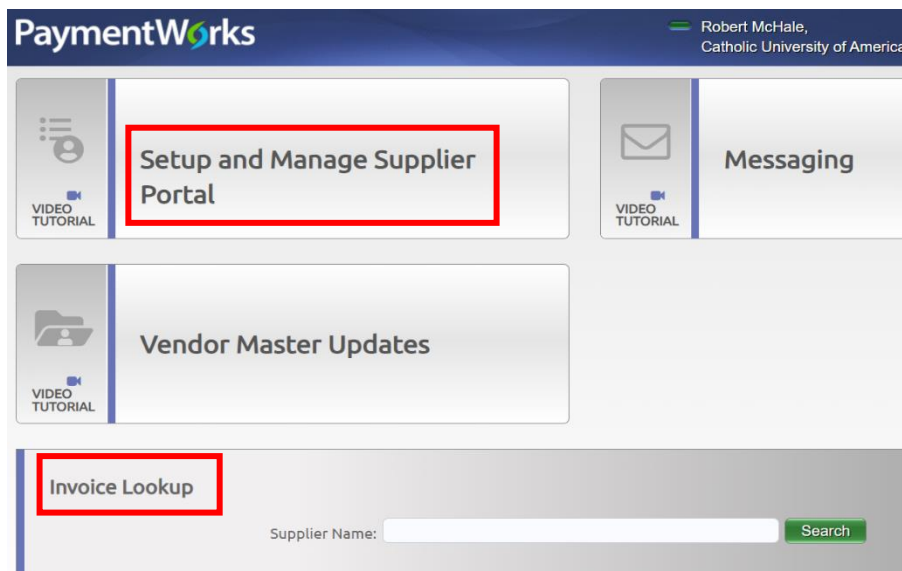
2. In *PaymentWorks*, enter the **Supplier Name** at the bottom in:

**Invoice Lookup** to search for that supplier's invoices or click on:

**Setup and Manage Supplier Portal**

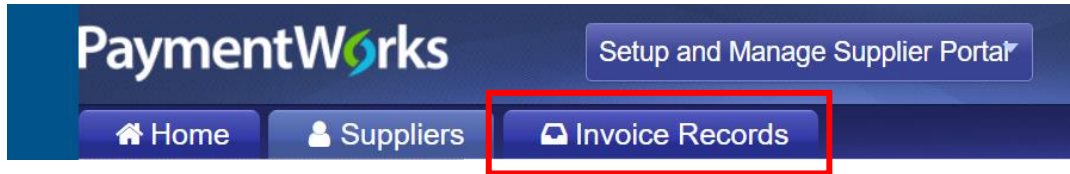
to search for the supplier to obtain that supplier's invoices.

Seems simple enough, ...pilgrim.



# PROCUREMENT AND PAYMENT SERVICES INFORMATION BULLETIN

3. From *Setup and Manage Supplier Portal*, click on: **Invoice Records**



4. Search for the Invoice Record by **Vendor Number** or **Supplier Name** or **Invoice Number** (from the Supplier) or **Purchase Order** (PO# in Cardinal Financials).

A screenshot of the PaymentWorks 'Invoice Records' page. The page has a dark blue header with the 'PaymentWorks' logo and a 'Setup and Manage Supplier Portal' button. Below the header is a navigation bar with 'Home', 'Suppliers', and 'Invoice Records' buttons. The 'Invoice Records' button is highlighted with a red box. On the left side of the page, there is a 'Filter Results: 2 Records' section. This section contains several search filters: 'Date Type' (set to 'Invoice Date'), 'Date Range' (set to 'All'), 'Start Date' and 'End Date' (both set to 'mm/dd/yyyy'), 'Vendor Number' (with a red box around the label), 'Supplier Name' (with a red box around the label and the value 'datagain'), 'Invoice Number' (with a red box around the label), and 'Purchase Order' (with a red box around the label). The main content area displays a table of invoice records. The table has columns: 'Supplier Name', 'Vendor Number', 'Site Code', 'Invoice Number', 'Date', 'Amount', 'Paid Amount', 'Purchase Order', 'Status', and 'Scheduled Pay Date'. There are two rows of data, both for 'Datagain Inc.' with 'Vendor Number' 0000051931 and 'Site Code' 1. The first row has 'Invoice Number' 13301, 'Date' 02/28/2024, 'Amount' USD \$1,993.25, 'Paid Amount' USD \$1,993.25, 'Purchase Order' 0000105732, 'Status' Paid, and 'Scheduled Pay Date' 03/04/2024. The second row has 'Invoice Number' 13023, 'Date' 01/31/2024, 'Amount' USD \$1,315.20, 'Paid Amount' USD \$1,315.20, 'Purchase Order' 0000105732, 'Status' Paid, and 'Scheduled Pay Date' 02/19/2024.

**Remember**...CUA Payment Policy is we pay "Net 30" - thirty days from the date of the invoice.

## **For Suppliers / Vendors:**

**Remind**...Suppliers to monitor their invoice's payment status in their PaymentWorks account.

1. From their PaymentWorks Home Page, they click on **Invoices**

A screenshot of the PaymentWorks 'Home' page. The page has a light purple header with the 'PaymentWorks' logo. Below the header is a navigation sidebar on the left with buttons: 'Home' (with a house icon), 'Customers' (with a group of people icon), 'Invoices' (with a document icon and a red box around it), 'Remittances' (with a document icon), 'News' (with a calendar icon), and 'Messages' (with an envelope icon). The main content area is titled 'Home' and contains a section for 'Customers' with the text 'View your customers and pending registrations'. Below this is a table with columns: 'Customer', 'Registration Submission Date', and 'Status'. There is one row of data for 'Catholic University of America (Dev)' with 'Registration Submission Date' 11/30/2023 and 'Status' 'Connected' (with a green checkmark icon). To the right of the 'Status' column is a 'View/Edit Form' link.

- Suppliers can then see their invoice's payment status and information from CUA.


PaymentWorks

Invoices

View your connected customer-uploaded invoices

[Filter](#)

[Go to Classic Invoices Page](#)



Customer	Invoice Number	Invoice Date	Paid Amount	Purchase Order	Invoice Status	Scheduled Pay Date
Catholic University of America (Dev)	0000105961TA	02/07/2024	USD \$2,370.00	0000105961	Paid	02/19/2024

## Save the date!....

# ROADSHOW '24



**Wednesday March 20<sup>th</sup> 2:00 – 3:00pm**

**Friday March 22<sup>nd</sup> 1:30 – 2:30pm**

**Tuesday March 26<sup>th</sup> 2:00 – 3:00pm (Live and on ZOOM)**

The **ROADSHOW** is open to anyone in the university community. Locations and further details will be sent out in the next couple of days. Stay tuned!

*We hope to see you at the show!*