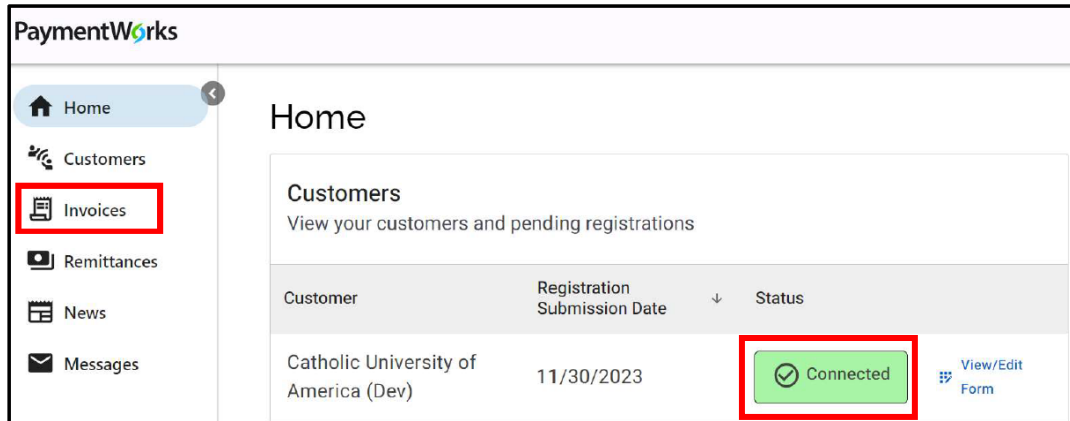
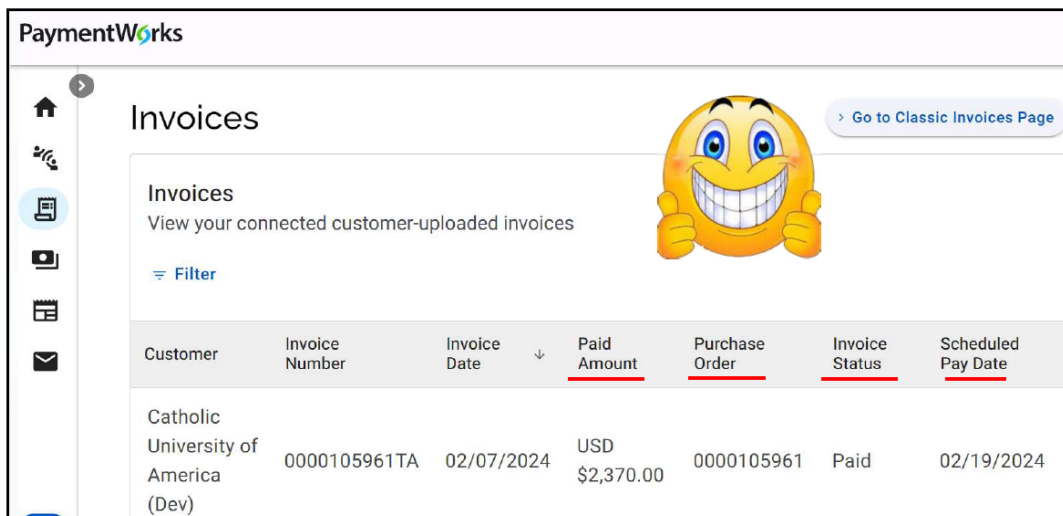
 <p>Cardinal Suppliers:</p>	<p style="text-align: center;"><u>TITLE:</u></p> <p style="text-align: center;">Suppliers checking the payment status of their invoice:</p>
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1. The Supplier / Vendor must go to their Paymentworks account and be **"Connected"** to Catholic University of America. On the left hand side click on the icon labeled **"Invoices"**



2. The Vendor can review their submitted invoices by Invoice Number and review the **"Paid Amount"**, **"(CUA) Purchase Order"**, **"Invoice Status"**, and **"Scheduled Pay Date"**.



3. Vendor invoices must have been sent electronically to CUA-AccountsPayable@cua.edu, with a CUA PO# to be tracked in PaymentWorks for the vendor.