

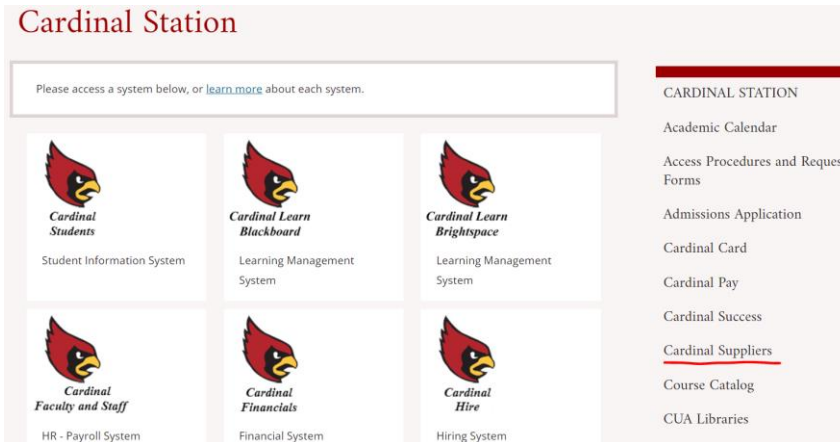
Cardinal Suppliers:

TITLE: Supplier Invitation Status Check in PaymentWorks

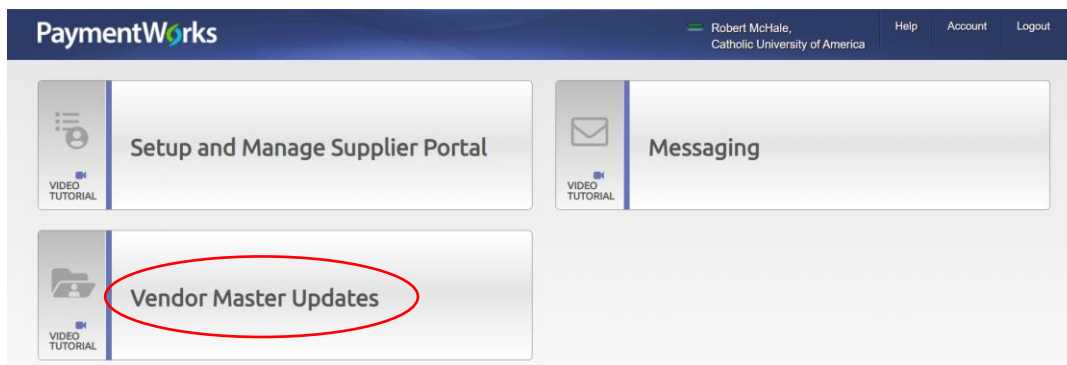


Prerequisite: Vendor providing goods and/or services to the University who has received an invitation from PaymentWorks that was initiated by CUA personnel.

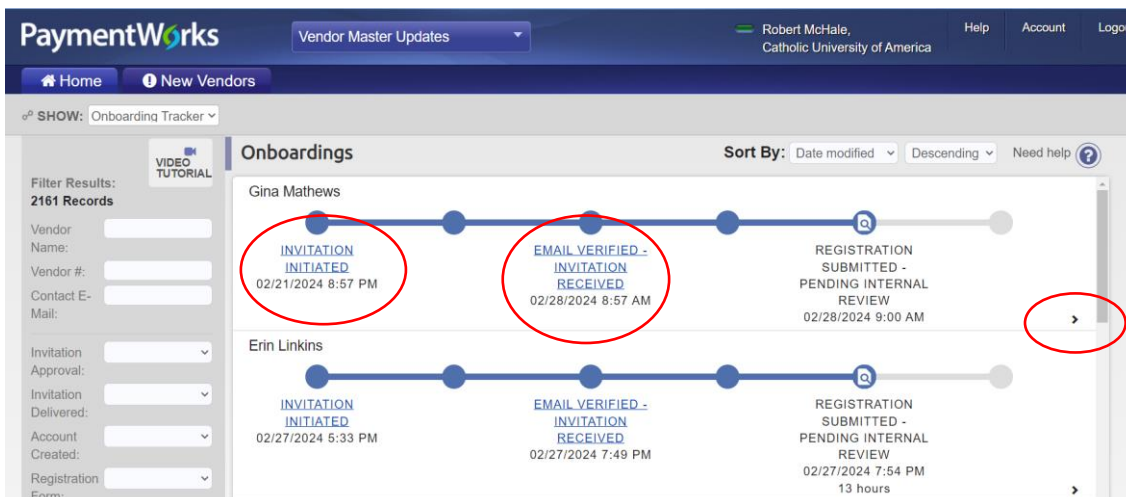
1. From Cardinal Station, click on the words, “**Cardinal Suppliers**”. Enter you username and password in the Single Sign On utility page.



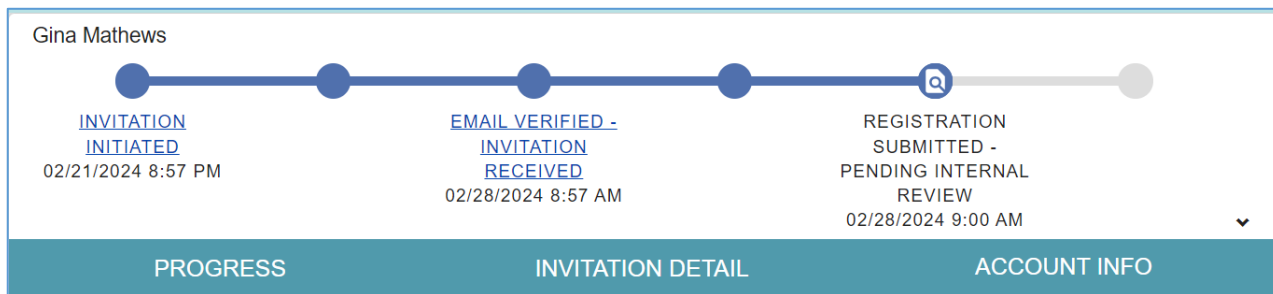
2. In PaymentWorks, click on the “Vendor Master Updates” tile.



3. In Vendor Master Updates, you search for Supplier Invitations using the Filter Ribbon on the left side of the page and by Vendor Name. Once located you can reference the visual representation of the invitation’s progress.



4. In the Supplier's Invitation, clicking on any of the highlighted status's or the arrow in the lower right, will provide more detailed information about the invitation;



5. PROGRESS



6. INVITATION DETAIL

PROGRESS	INVITATION DETAIL	ACCOUNT INFO						
<p>Invitation Details</p> <table border="0"> <tr> <td>Initiator: Jordan Blackwell (blackwellj@cua.edu)</td> <td>Vendor Name: Gina Mathews</td> <td>Contact E-mail: gina_mathews@rcab.org</td> <td>Initiated: 02/21/2024</td> <td>Email Sent: 02/22/2024</td> <td>Invitation Reminders: Enabled</td> </tr> </table> <p>Personalized Message</p> <p>Dear Gina, please follow the instructions provided in this email to facilitate payment from Catholic University in reference to your work with Daryl Hagan, Director of the Institute for the Transformation of Catholic Education. Thank you (Jordan Blackwell, A&S Dean's Office)</p> <p>Initiator Fields:</p> <p>Description of Goods and Services: Honoraria Initiator Name (first and last): Jordan Blackwell Initiator Email: blackwellj@cua.edu Initiator Department: Arts and Sciences Initiator Phone Number: 2023194635 Reason for inviting this supplier: Service New or Existing Vendor: New Vendor</p>			Initiator: Jordan Blackwell (blackwellj@cua.edu)	Vendor Name: Gina Mathews	Contact E-mail: gina_mathews@rcab.org	Initiated: 02/21/2024	Email Sent: 02/22/2024	Invitation Reminders: Enabled
Initiator: Jordan Blackwell (blackwellj@cua.edu)	Vendor Name: Gina Mathews	Contact E-mail: gina_mathews@rcab.org	Initiated: 02/21/2024	Email Sent: 02/22/2024	Invitation Reminders: Enabled			

7. ACCOUNT INFO

PROGRESS	INVITATION DETAIL	ACCOUNT INFO
<p>Account Details</p> <p>User Name: Gina Mathews - gmmath@verizon.net Account Created: 02/28/2024 8:55 AM Company Name: Gina Marie Mathews</p>		