PROCUREMENT AND PAYMENT SERVICES - GUIDANCE

Cardinal	TITLE: Supplier Invitation Status Check in PaymentWorks	
Suppliers:	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.

Payme	entWorks		Robert McHale, Help A Catholic University of America	Account Logout
VIDEO TUTORIAL	Setup and Manage Supplier Portal	VIDEO TUTORIAL	Messaging	
VIDEO	Vendor Master Updates			

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.



PROCUREMENT AND PAYMENT SERVICES - GUIDANCE Procuring Catholic's Promise Together.

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;

Gina Mathews		
INVITATION INITIATED 02/21/2024 8:57 PM	EMAIL VERIFIED - INVITATION RECEIVED 02/28/2024 8:57 AM	REGISTRATION SUBMITTED - PENDING INTERNAL REVIEW 02/28/2024 9:00 AM
PROGRESS	INVITATION DETAIL	ACCOUNT INFO
5. PROGRESS	PROGRESS Initiated by: Jordan Blackwell (blackwellj@cua.edu) 02/21/2024 8:57 PM Initiated by: Jordan Blackwell (blackwellj@cua.edu) 02/21/2024 8:57 PM INVITATION APPROVED & SENT Approved By: Sandra Alegria (alegria@cua.edu) 02/22/2024 5:06 PM EMAIL VERIFIED - INVITATION RECEIVED Verified By: Gina Mathews (gmmath@verizon.net) 02/28/2024 8:57 AM REGISTRATION SUBMITTED Submitted By: Gina Mathews (gmmath@verizon.net) 1 submissions 02/28/2024 9:00 AM Registration Submitted - PENDING INTERNAL REVIEW 02/28/2024 9:00 AM Time in status: ONBOARDING COMPLETION	

6. INVITATION DETAIL

PROGRESS		INVITATION	INVITATION DETAIL			
Invitation Details 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	
Personalized Message 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)						
Initiator Fields: Description of Goods Initiator Name (first a Initiator Email: blackv Initiator Department: Initiator Phone Numb Reason for inviting th New or Existing Vend	s and Services: H Ind last): Jordan E vellj@cua.edu Arts and Sciences per: 2023194635 his supplier: Servi dor: New Vendor	onoraria lackwell ce				

7. ACCOUNT INFO

PROGRESS	INVITATION DETAIL	ACCOUNT INFO	
Account Details			
User Name: Gina Mathews - gmmath@veria	zon.net		