- 1. Login using Active Directory and Single Sign on Verification method
- 2. The Setup and Manage Supplier Portal should not be utilized to search for vendors since PeopleSoft is still the system of record for vendors.
- 3. To send an invitation, click on Vendor Master Updates

VIDEO C TUTORIAL	Setup and Manage Supplier Portal	VIDEO	Messaging
VIDEO .	Vendor Master Updates	VIDEO	Dynamic Discounting

4. Next click "Send Invitation" icon at the bottom of the screen

Paymen	tWørks	Vendor Ma	Vendor Master Updates			— Ka Va		
n Home 0	New Vendors							
• SHOW: Onboardi	ngs 🔻							
		ONBOARD START	UPDATED -	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REC	
Filter Results:							5	
Vendor Name: 🔎								
Vendor #:								
Contact E-Mail:								
Invitation Approval:	•							
Invitation Delivered:	•							
Account Created:	Ť							
Registration Form:	•							
Source:	T							
Invitation P								
Clear Filters								
Clear Fillers								

5. Fill in required fields as indicated

Company/Individual Name:*	
Contact E-Mail:*	
Verify Contact E-Mail:*	
Is this a Purchase Order Vendor?:*	
- Choose One -	Ŧ
Is this a technology purchase?:*	
Choose One -	٣
Canc	el
Department:*	
Extension:*	
*Required Field	

## 6. Click Send

7. The following message appears, letting you know that your invitation is pending buyer approval>click ok nextl



8. The "Invitation" status will read "Pending Approval" until it is approved by a buyer

ONBOARD START	UPDATED •	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/04/2018	05/04/2018	kaylee Brown	Pending Approval	No Account	Not Started	

## 9. Upon buyer approval, the invitation status will change to "Delivered"

ONBOARD START	UPDATED •	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/04/2018	05/04/2018	kaylee Brown	Delivered	No Account	Not Started	

## 10. Once the vendor registers and complete the form you will be notified.