



“All the news for those who onboard vendors in PaymentWorks”

You can view the onboarding status of your vendors

Before contacting the [Finance Service Center](#) to inquire about the status of your vendor invitations, you can track the progress of their onboarding status in PaymentWorks.

- [Log into PaymentWorks](#) using Single Sign On (SSO).
- Select the **Vendor Master Updates** tile. The Onboardings screen displays the status of the vendors you have invited.

The screenshot shows the 'Onboardings' screen with a list of vendors and their onboarding progress. The vendors listed are Terry Test, IBANSAPCE, SMLLCEIN, Gold Star Industries, and Scenario 15 Full Name. Each vendor's progress is shown as a horizontal timeline with colored dots representing different stages. Terry Test's timeline shows 'INVITATION INITIATED' (05/02/2023 10:05 AM), 'INVITATION EMAIL OPENED' (05/03/2023 10:31 AM), and 'ONBOARDING COMPLETE' (01/19/2023 3:40 PM). The 'INVITATION EMAIL OPENED' stage is highlighted with a red box. Other vendors like IBANSAPCE and SMLLCEIN show 'ONBOARDING COMPLETE' status. Gold Star Industries shows 'ONBOARDING IN PROGRESS'.

The Onboardings screen.

You can click a link on the Onboardings timeline for a vendor to get additional details. You can Resend or Cancel an invitation to the vendor, if necessary.

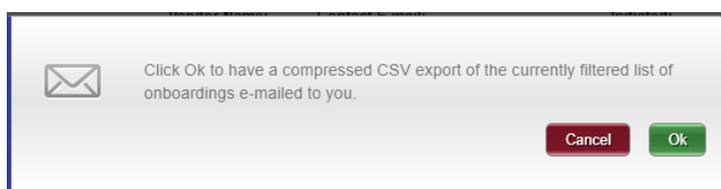
The screenshot shows the 'Invitation Details' for the vendor Terry Test. The details include Initiator, Vendor Name, Contact E-mail, Initiated, Email Sent, and Invitation Reminders. The 'Invitation Details' section is expanded, showing fields like Initiator Email, Initiator Department, Description of Goods and Services, Initiator Name, Initiator Phone Number, and Reason for inviting this supplier. The 'Cancel Invitation' and 'Resend Invitation' buttons are visible at the bottom.

Export Your Onboardings List

You will not be able to view the onboarding status of vendors that have been invited by others, and your colleagues will not be able to view your onboardings list.

However, you can export a list of vendors you have invited along with their onboarding status and other information to an Excel file. You can then share the Excel file with colleagues to apprise them of your vendor onboardings if you are planning to be out of the office. In addition, you can create a rule in your email application to forward your PaymentWorks email alerts to your colleague(s).

1. Click the **CSV** download  icon from the left panel and click **OK** in the confirmation dialog box. You can use the filters in the panel to limit the data exported.



The CSV download confirmation.

A link to the file will be sent to your email. The size of the vendor list might affect the time that the email is sent.



The CSV download email.

2. Click the link in the email to download the file.

Where do I go if I still have questions?

If you still have questions about PaymentWorks that are not addressed in any of the guidance materials available from the [Vendor Management website](#), please contact the [Finance Service Center](#). You can use a [self-service web form](#), or you can contact the Service Center by phone at (212) 854-2122 Monday, Tuesday and Thursday, 9:00 am – 5:00 pm; Wednesday 9:30 am – 5:00 pm; Friday 9:00 am – 4:00 pm.

Note: *If your School or department has users who are inviting vendors through PaymentWorks and they are not ARC users, please forward this message to those individuals.*