"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 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.

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.
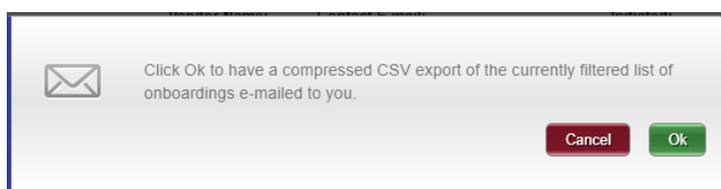
The CSV download confirmation.

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.*