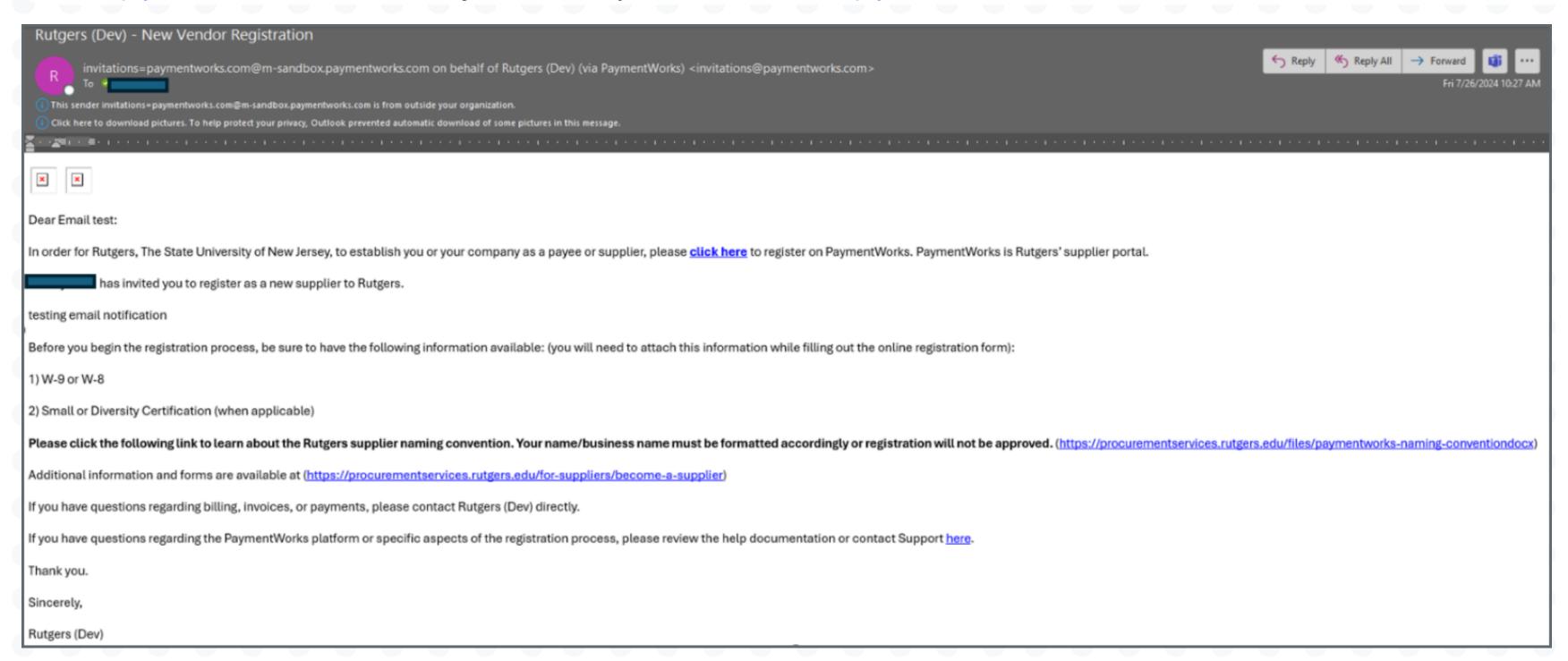
## Paymentworks Invitation Email to Supplier

Below are the various emails a supplier will receive during the Paymentworks invitation/registration process.

<u>Sometimes, these emails route to the Spam or Junk folder, please alert the supplier of this.</u>

• The first email to the supplier is the Invitation to setup their Paymentworks account with user ID and password from <a href="mailto:invitations=paymentworks.com">invitations=paymentworks.com</a>@members.com

sandbox.paymentworks.com; on behalf of; Rutgers (Dev) (via PaymentWorks) <a href="mailto:invitations@paymentworks.com">invitations@paymentworks.com</a>:



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## Paymentworks Invitation Email to Supplier

• Once the account is set up, the supplier will receive the email below to complete their registration from do-not-reply@paymentworks.com:



PaymentWorks <do-not-reply@paymentworks.com>

10:37 AM (0 minutes ago)







to RUPSPWTEST+email 🔻

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.

Verify Your Email and Complete Your Registration

Thank you, PaymentWorks



If this was sent to you in error, please ignore this email and your address will be removed from our records.

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# Paymentworks Invitation Email to Supplier

#### • Once registration is complete:

## Rutgers (Dev) New Vendor Registration Inbox x



Rutgers (Dev) <no-reply@paymentworks.com> to RUPSPWTEST+grass ▼

Your new vendor registration request has been approved by Rutgers (Dev).

To view the status of submitted invoices, access remittance advices, and update your company information, navigate to the following link:

#### **PaymentWorks**

Please note, this is not authorization to perform services.

### **Additional Training Material:**

### For the Vendor/Supplier:

- Completing Your Registration
- Payee Help Center

#### **Additional Resources:**

• PaymentWorks Contact Support

### **On the University Procurement Website:**

• Become a Supplier

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