Steps for Vendors needing updates for Accounts Payable (AP)

- When invoice comes from campus staff to AP, AP notifies staff to request a vendor update (whether in PW or not) if invoice does not match SAP. AP will send the department an email to request update before invoice can be processed.
- Departments will send invite from PW if vendor is not already set up in PW. If vendor already has PW account, then department will send email for them to go back into their account at www.paymentworks.com to update their information.
- Once they have updated and are approved, department will get email stating they completed the update. Vendor requests will also keep an eye on pending updates and let AP know once they are done.

If needed, there is a forgot password link.

If vendor has problems, they need to click the HELP button in the top right corner, vendor requests is unable to assist until vendor has submitted/connected to Texas State.
Sending PW invite to a vendor
See VM Self Service website for more information and PW link

1. Log into PW
2. Click Vendor Master updates
3. Make sure SHOW: is on Onboardings
4. Click Send Invitation button
5. Complete Information in the Invite New Vendor Box

6. Hit Send
7. You will receive confirmation email when completed.

Registration process for a vendor

1. Vendors will receive PW invite with link to set up their account.
   (Let them know it may go into their Spam folder)

2. The link takes them to the PW homepage, they click Join Now.

3. Vendor completes account set up information, checks terms of service and clicks Join Now.
   They will then receive an account verification email containing a link.
   Vendors need to click this link to activate their PW account.

4. Vendors are asked to sign in after their account is activated.
   Upon signing in, they will be directed to the Texas State vendor registration form.

5. The vendor fills out the registration form and clicks the “submit” button at the bottom of the page to send the registration to Texas State.
   Vendors will see message indicating a successful submission.

6. Once the registration form is submitted, it will be placed in queue to be reviewed by Texas State. If their information is acceptable, they will be approved and issued a vendor number. If any corrections are needed, their registration will be returned to them for revisions. Vendors should monitor their in-box for any updates regarding their approval.