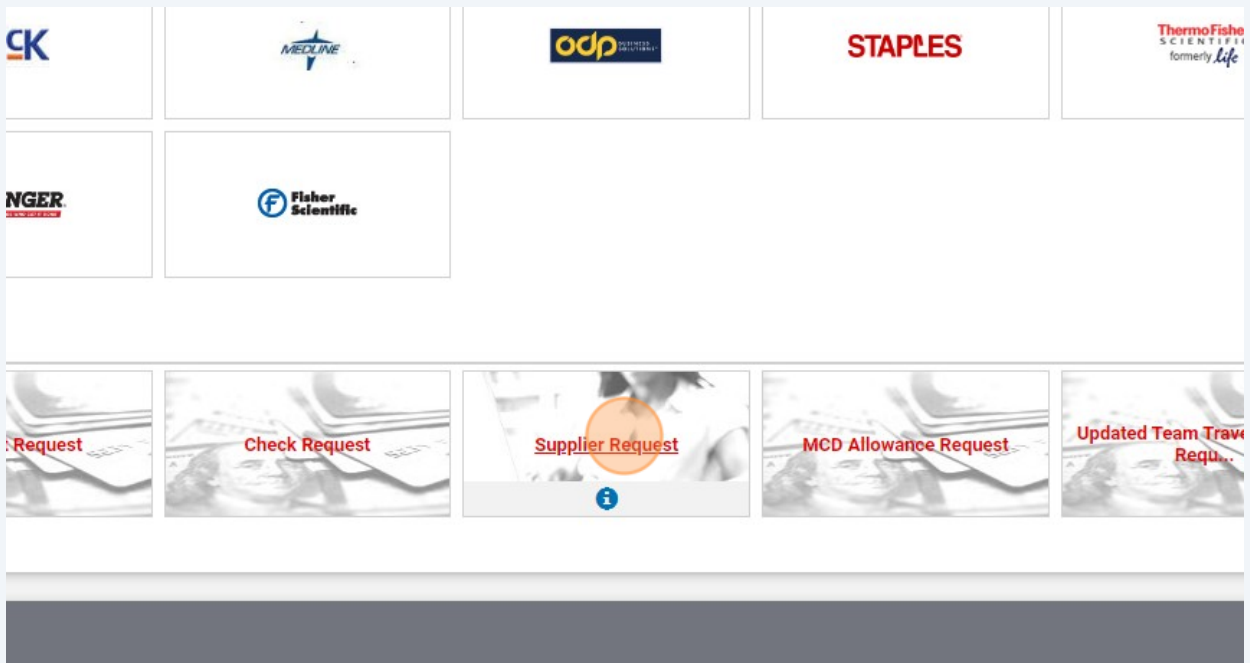


# Request a Vendor Invite to PaymentWorks

1 Navigate to Jaggaer.

2 Under the Forms section on the homepage, click "Supplier Request".



### 3 View the Instructions and click Next.

Supplier Request (PW)

12287004  
Generic Request  
Incomplete

#### Instructions

Request Actions | History | ?

Use this form to request a **PaymentWorks** invite be sent to a vendor. W-9's do not need to be requested from vendors being invited to PaymentWorks, as they will enter the information during the PaymentWorks registration process.

While PaymentWorks is being implemented (May-July 2024), this form may still be used to request an update to an existing vendor.

Next >

### 4 Click on the dropdown and select PaymentWorks Invite.

Supplier Request (PW)

Form Number 12287004  
Purpose Generic Request  
Status Incomplete

#### Questions - Supplier Details

▼ Request Details

What action would you like to complete? \*

Supplier Name \*

Supplier Email Address \*

**5** Enter the vendor name in the Supplier Name field.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Status' (labeled 'Incomplete'), 'Instructions', 'Questions' (with a warning icon), 'Review and Submit', 'Discussion', and 'Form Approvals'. The main content area is titled 'Request Details' and contains the following fields: 'What action would you like to complete?' with a dropdown menu set to 'PaymentWorks Invite'; 'Supplier Name' with an empty text input field highlighted by an orange circle; 'Supplier Email Address' with an empty text input field; and 'Goods/Services provided' with an empty text area and an information icon.

**6** Enter the vendor's email address in the Supplier Email Address field.

This screenshot shows the same web form as above, but with the 'Supplier Email Address' field filled with the text 'vendor@lcsc.edu'. The text input field is highlighted with an orange circle. The 'Supplier Name' field now contains the text 'Vendor Name'. The 'Goods/Services provided' field is empty, and a note at the bottom indicates '2000 characters remaining'.

7

Enter a description of the goods and/or services that the vendor provides.

Supplier Email Address \*

vendor@lsc.edu

Goods/Services provided \* ⓘ

2000 characters remaining

The screenshot shows a form with two main sections. The first section is labeled 'Supplier Email Address \*' and contains a text input field with the value 'vendor@lsc.edu'. The second section is labeled 'Goods/Services provided \*' and contains a large text area with a placeholder orange circle and a '2000 characters remaining' indicator. The form is set against a light gray background.

8

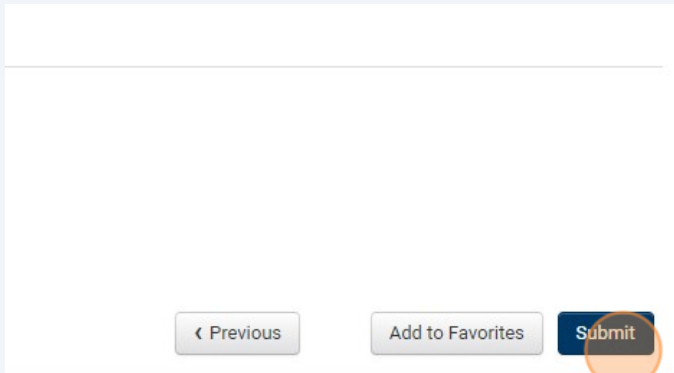
Click "Next"

Previous Save Progress Next

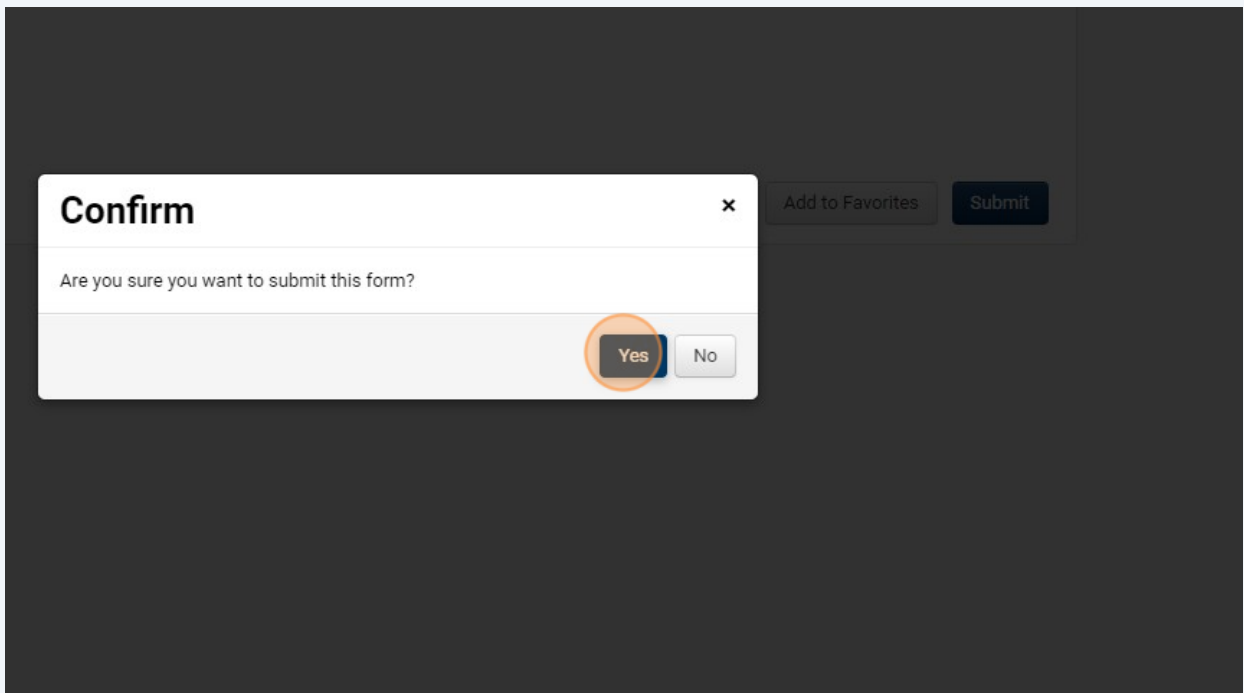
The screenshot shows the bottom portion of a form. It features three navigation buttons: a light gray 'Previous' button with a left arrow, a dark blue 'Save Progress' button, and a light gray 'Next' button with a right arrow. The 'Next' button is highlighted with an orange circle. The form area above the buttons is mostly empty, with a small text input field visible on the left side.

Powered by

9 Click "Submit"



10 Click "Yes"





The PaymentWorks Invite request has been submitted. Purchasing will submit the invite to the vendor through the PaymentWorks platform.