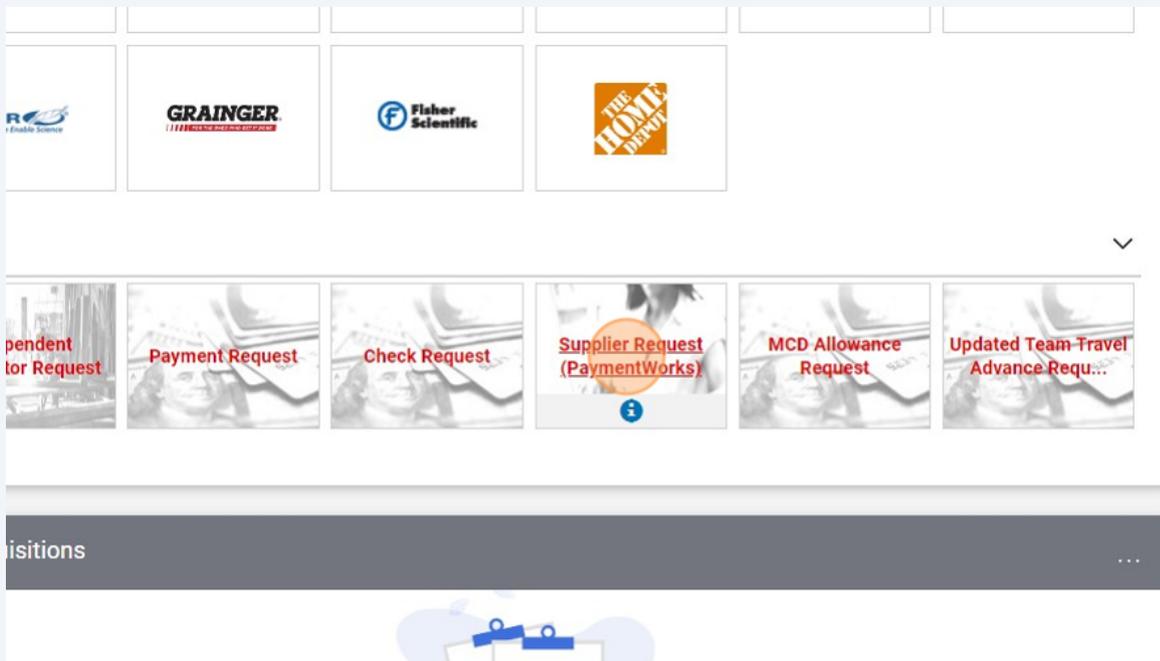


# Guide to Invite a Vendor to PaymentWorks

1 Navigate to Jaggaer

2 Click "Supplier Request (PaymentWorks)"



### 3 Click "Next>"

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

Next >

### 4 Click this dropdown and select PaymentWorks Invite

Shopping Home

[Back to Shopping Home](#)

#### Supplier Request (PaymentWorks)

Form Number: 13314790  
Purpose: Generic Request  
Status: Incomplete

Instructions

Questions 

Review and Submit

Discussion

Form Approvals

#### Questions - Supplier Details

##### Request Details

What action would you like to complete? \*

Supplier Name \*

Supplier Email Address \*

## 5 Enter Vendor name and email address

incomplete

mit

Request Details

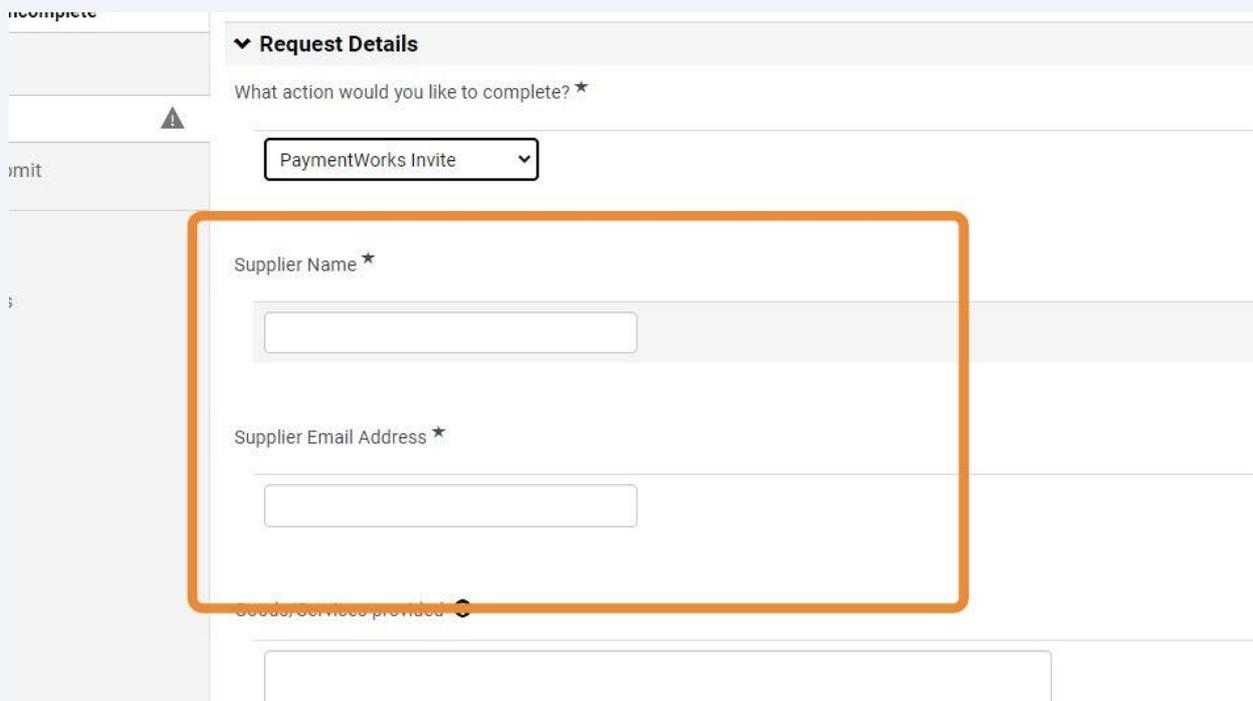
What action would you like to complete? \*

PaymentWorks Invite

Supplier Name \*

Supplier Email Address \*

Goods, services provided



## 6 Click "Next"

Address \*

Goods, services provided ⓘ

Information if available; not required

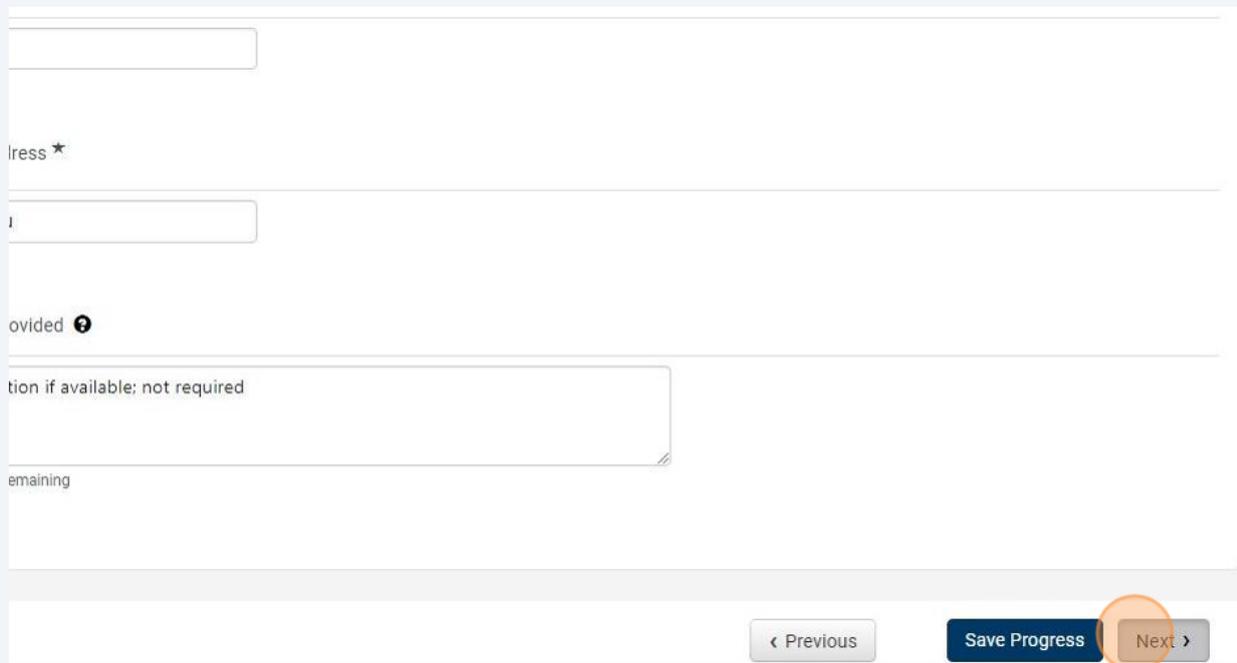
Remaining

< Previous

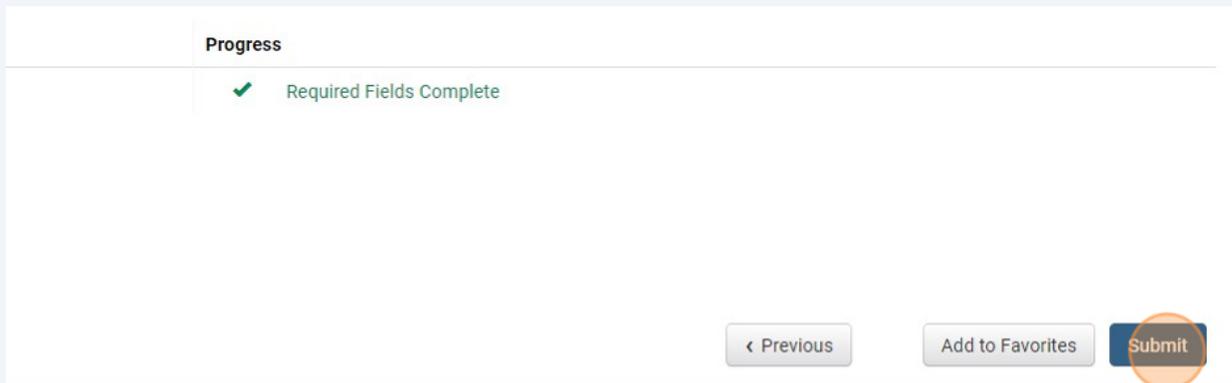
Save Progress

Next >

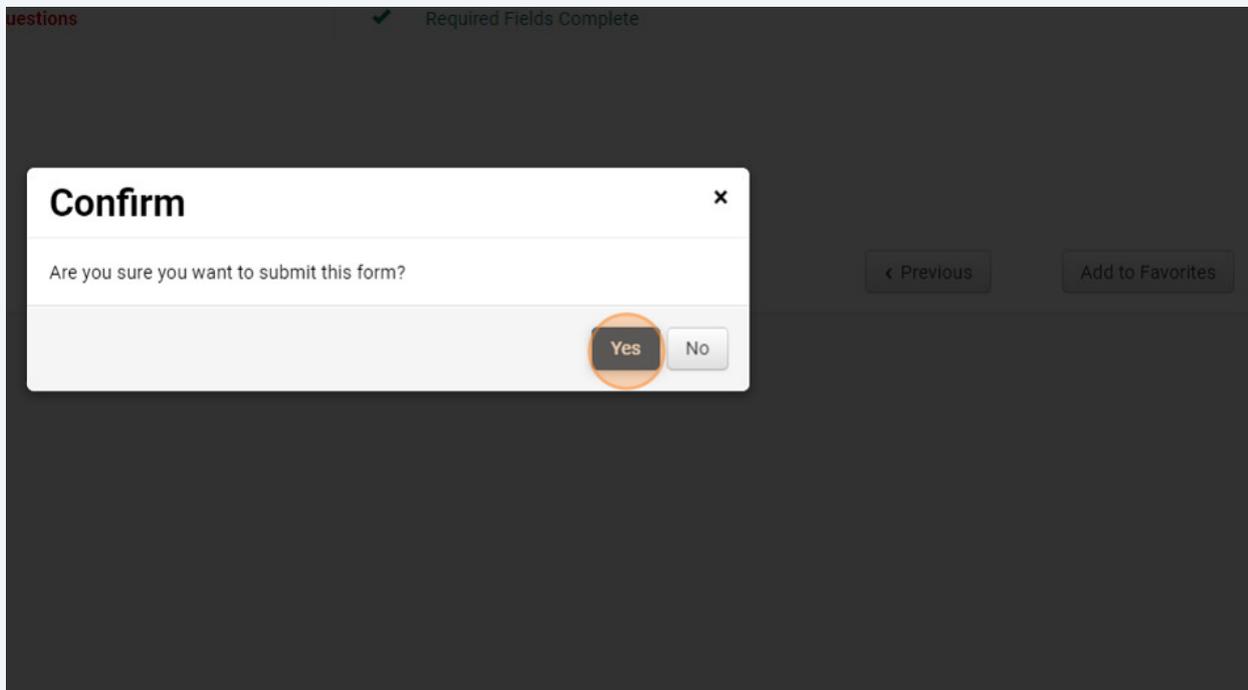
Powered by JAGGAER | Privacy Policy



7 Click "Submit"



8 Click "Yes"





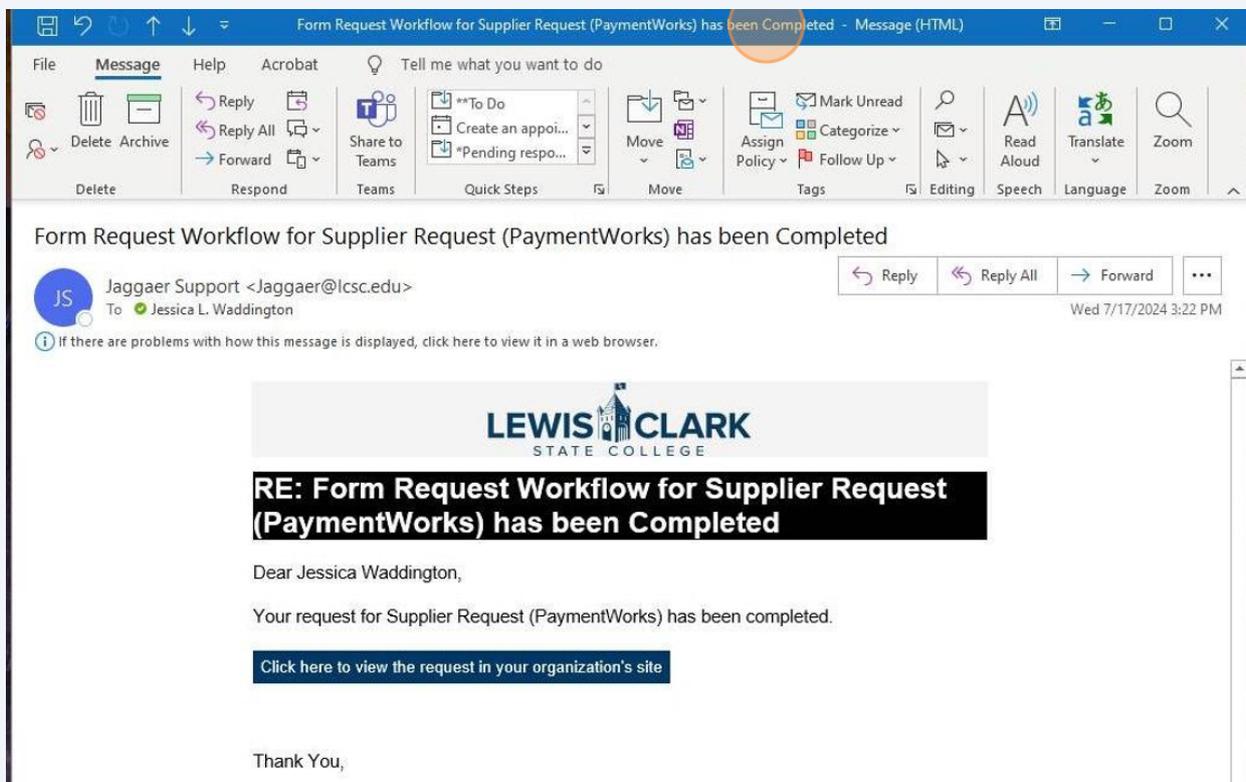
Purchasing will initiate the vendor's invite to PaymentWorks.



Note that the PaymentWorks registration process may take several business days to complete, due to factors such as vendor response time and PaymentWorks verification steps.

9

Once the vendor's PaymentWorks registration is complete, Purchasing will complete the Supplier Request you submitted, and you will receive an email confirmation.



10

Click on the "Click here to view the request in your organization's site" link to open the Supplier Request form in Jaggaer.

 If there are problems with how this message is displayed, click here to view it in a web browser.



**RE: Form Request Workflow for Supplier Request (PaymentWorks) has been Completed**

Dear Jessica Waddington,

Your request for Supplier Request

<https://solutions.sciquest.com/apps/router/viewformrequestredirect?requestid=13314790&authuser=10278712&orgname=lcsc&tmstmp=1721254931381>  
Click or tap to follow link.

leted.

[Click here to view the request in your organization's site](#)

Thank You,

Lewis-Clark State College

Support Team Contact Information:

+1 208-792-2288

11

The Supplier Request form will open, click Next

s form may still be used to request an update to an existing vendor.

Next >

12

View the name of the vendor on the Supplier Request form. This vendor will now be available in Jaggaer to enter a Requisition for.

Questions 

Review and Submit

Discussion

Form Approvals

PaymentWorks Invite

Supplier Name \*

Test Supplier

Supplier Email Address \*

test@lcsc.edu



See the following site for more PaymentWorks information:  
<https://www.lcsc.edu/purchasing/paymentworks>