

How To Submit A New Supplier Request In PaymentWorks

Learn the process for submitting new supplier invitations and student independent contractor requests through the PaymentWorks dashboard. This guide walks you through the required fields and submission steps to ensure your requests are processed correctly.

Adding a Company or Individual as a Vendor

1 Click "Supplier Request (PaymentWorks)."

The screenshot displays the PaymentWorks dashboard interface. On the left is a vertical navigation menu with options: Contracts, Accounts Payable, Suppliers, Reporting, Administer, Setup, and Menu Search. The main content area is divided into three sections: 'Showcases' (containing a grid of supplier logos like Amazon Business, ANIXER, BH, CDW, DELL, HENRY SCHEIN, MCK, MEDITE, odp, STAPLES, VWR, and GRAINGER), 'Forms' (containing five request type tiles: Payment Request, Check Request, MCD Allowance Request, Supplier Request (PaymentWorks) which is highlighted with an orange circle, and Updated Team Travel Advance Request), and 'My Requisitions'. On the right side, there is a 'My Resources' panel with contact information for the Product Release Library.

2 Click "Next"

The screenshot shows the 'Supplier Request (PaymentWorks)' form in the 'Review And Submit' step. The 'Next' button in the top right corner is circled in orange. The 'Instructions' section contains the following text:

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. Select the PaymentWorks Invite option on the next screen.

If you need to enter a Requisition to pay a student as an Independent Contractor, select the **Student as Independent Contractor** option on the next screen and include the W-9.

The 'Summary' panel on the right shows the following details:

- Supplier Request (PaymentWorks)** (Incomplete)
- Created Date: 3/31/2026
- Form Number: 21763931
- Purpose: Generic Request

What's next?

Workflow: ...

Show skipped steps

Draft (Active)

Supplier Management (Future)

Finish (Future)

3 Select the "PaymentWorks Invite" option.

The screenshot shows the 'Supplier Request (PaymentWorks)' form in the 'Questions' step. The 'PaymentWorks invite' option in the dropdown menu is circled in orange. The 'Request Details' section contains the following fields:

- What action would you like to complete? ★: **PaymentWorks invite** (dropdown)
- Supplier Name ★: [Text Input]
- Supplier Email Address ★: [Text Input]
- Goods/Services provided ★ ●: [Text Area, 2000 characters remaining]
- Supplier ID ●: [Text Input]

★ Response Is Required

The 'Summary' panel on the right shows the following details:

- Supplier Request (Payme** (Incomp)
- Created Date
- Form Number
- Purpose

What's next?

Workflow

Show skipped step

Draft (Active)

Supplier Managen (Future)

Finish (Future)

4 Click the "Supplier Name" field.

The screenshot shows the Lewis Clark Supplier Request interface. On the left is a dark blue navigation sidebar with icons for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The top header includes the Lewis Clark logo, 'Purchase Orders' dropdown, search bar, and '0.00 USD' with a shopping cart icon. The breadcrumb trail reads 'Generic Request > Supplier Request (PaymentWorks)'. Below this are three progress steps: 'Instructions' (checked), 'Questions' (active), and 'Review And Submit'. The main content area is titled 'Supplier Details' and contains a 'Request Details' form. The form has several fields: 'What action would you like to complete?' with a dropdown menu showing 'PaymentWorks Invite'; 'Supplier Name' with a text input field highlighted by an orange circle; 'Supplier Email Address'; 'Goods/Services provided' with a large text area and a '2000 characters remaining' indicator; and 'Supplier ID'. A legend at the bottom left indicates that a red star means 'Response Is Required'. On the right side, there is a 'Summary' panel with a sub-header 'Supplier Request (Payme)' and a 'What's next?' section showing a workflow with steps: 'Draft' (Active), 'Supplier Managen' (Future), and 'Finish' (Future). A 'Show skipped step' toggle is also present.

5 Type name of company or individual.

6 Click the "Supplier Email Address" field.

The screenshot displays a web application interface for a 'Supplier Request (PaymentWorks)'. The top navigation bar includes a 'Shop' icon, a back arrow, the title 'Generic Request • Supplier Request (PaymentWorks)', and buttons for 'Save Progress' and 'Prev'. Below the navigation bar, there are three steps: 'Instructions', 'Questions', and 'Review And Submit'. The main content area is titled 'Supplier Details' and contains a 'Request Details' form. The form includes the following fields:

- 'What action would you like to complete? ★': A dropdown menu with 'PaymentWorks Invite' selected.
- 'Supplier Name ★': A text input field containing 'ABC Test Company'.
- 'Supplier Email Address ★': A text input field, which is highlighted with an orange circle.
- 'Goods/Services provided ★ ●': A large text area with a '2000 characters remaining' indicator.
- 'Supplier ID ●': A text input field.

A legend at the bottom left indicates that a red star (★) means 'Response Is Required'. On the right side, there is a 'Summary' panel with a status of 'Incomp' and a 'Supplier Request (Payme)' section. Below this, there is a 'What's next?' section with a 'Workflow' diagram showing steps: 'Draft' (Active), 'Supplier Managen' (Future), and 'Finish' (Future). A 'Show skipped step' toggle is also present.

7 Type email address.

8 Click the "Goods/Services provided" field.

The screenshot shows a web application interface for 'Supplier Details'. On the left is a dark blue sidebar with icons for Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The top navigation bar includes 'Instructions', 'Questions', and 'Review And Submit'. The main content area is titled 'Request Details' and contains several form fields: 'What action would you like to complete?' (dropdown menu set to 'PaymentWorks Invite'), 'Supplier Name' (text box with 'ABC Test Company'), 'Supplier Email Address' (text box with 'test@lsc.edu'), 'Goods/Services provided' (text area with an orange circle around it and a '2000 characters remaining' indicator), and 'Supplier ID' (text box). A red star icon and 'Response Is Required' text are located below the 'Supplier ID' field. On the right side, there is a 'Summary' panel with a status indicator 'Incomp', a title 'Supplier Request (Payme)', and a 'What's next?' section showing a workflow with steps: Draft (Active), Supplier Managen (Future), and Finish (Future).

9 Type a brief description of what we will paying this company/individual for.

10 Click "Next"

The screenshot shows the 'Supplier Request (PaymentWorks)' form in the 'Questions' step. The form is titled 'Request Details' and contains the following fields:

- What action would you like to complete? ★: **PaymentWorks Invite** (dropdown)
- Supplier Name ★: **ABC Test Company** (text input)
- Supplier Email Address ★: **test@lsc.edu** (text input)
- Goods/Services provided ★: **test items** (text area, 1990 characters remaining)
- Supplier ID: (empty text input)

Below the form, there is a note: ★ Response Is Required.

On the right side, there is a 'Summary' panel with the following information:

- Supplier Request (PaymentWorks)** (Incomplete)
- Created Date: 3/31/2026
- Form Number: 21763931
- Purpose: Generic Request

Below the summary, there is a 'What's next?' section with a workflow diagram:

- Workflow: ...
- Show skipped steps:
- Draft: Active
- Supplier Management**: Future
- Finish: Future

The 'Next' button is highlighted with an orange circle.

11 Click "Submit"

The screenshot shows the 'Supplier Request (PaymentWorks)' form in the 'Review And Submit' step. The form is titled 'Review and Submit' and contains the following information:

- Questions: Questions
- Supplier Details: Supplier Details (with an 'Edit' button)

On the right side, there is a 'Summary' panel with the following information:

- Supplier Request (PaymentWorks)** (Incomplete)
- Created Date: 3/31/2026
- Form Number: 21763931
- Purpose: Generic Request

Below the summary, there is a 'What's next?' section with a workflow diagram:

- Workflow: ...
- Show skipped steps:
- Draft: Active
- Supplier Management**: Future
- Finish: Future

The 'Submit' button is highlighted with an orange circle.

Making a (current) Student an Independent Contractor

12 Click "Supplier Request (PaymentWorks)"

The screenshot shows a procurement portal homepage. At the top right, contact information is displayed: "Purch@lcsc.edu | Phone: +1 208-792-2288" and a "Site Map" link. The main content area is divided into "Showcases" and "Forms". Under "PunchOut Catalogs", there is a grid of logos for various vendors: amazonUSPRESS, ANIXER, B&H, CDW, DELL, HENRY SCHEIN, MCK, MEDLINE, ocp, STAPLES, VWR, and GRAINGER. Below this, the "Forms" section contains five cards: "Payment Request", "Check Request", "MCD Allowance Request", "Supplier Request (PaymentWorks)", and "Updated Team Travel Advance Requ...". The "Supplier Request (PaymentWorks)" card is circled in orange. At the bottom left, there is a "My Requisitions" section. A footer at the bottom right states "Powered by JAGGAER | JAGGAER Service P".

13 Click "Next"

The screenshot shows the "Supplier Request (PaymentWorks)" form. The top navigation bar includes the "EQUIS CLARK" logo, "Purchase Orders" dropdown, "Search (Alt+Q)", "0.00 USD", and notification icons for 26 and 121. The breadcrumb trail reads "Generic Request > Supplier Request (PaymentWorks)". The form progress bar shows three steps: "1 Instructions", "2 Questions", and "3 Review And Submit". The "Instructions" section contains the following text: "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. Select the PaymentWorks Invite option on the next screen. If you need to enter a Requisition to pay a student as an Independent Contractor, select the **Student as Independent Contractor** option on the next screen and include the W-9." The "Summary" section on the right shows the form is "Incomplete" and provides details: "Supplier Request (PaymentWorks)", "Created Date: 3/31/2026", "Form Number: 21764009", and "Purpose: Generic Request". The "What's next?" section shows a workflow with three steps: "Draft" (Active), "Supplier Management" (Future), and "Finish" (Future). The "Next" button is circled in orange.

14 Select the "Student as an Independent Contractor" option.

The screenshot shows the 'Supplier Request (PaymentWorks)' form in the Lewis & Clark State College system. The page is titled 'Generic Request • Supplier Request (PaymentWorks)'. The navigation bar includes 'Home', 'Shop', 'Orders', 'Contracts', 'Accounts Payable', 'Suppliers', 'Reporting', 'Administer', and 'Setup'. The form is in the 'Questions' step of a three-step process. The 'Request Details' section contains the following fields: 'What action would you like to complete? ★' (dropdown menu with 'Student as an Independent Contractor' selected and highlighted by an orange circle), 'Supplier Name ★', 'Supplier Email Address ★', and 'W-9 ★' (with a 'No File Attached' label and an 'Upload' button). A 'Response Is Required' note is present below the W-9 field. The right sidebar shows a 'Summary' section with 'Supplier Request (PaymentWorks)' and a 'What's next?' workflow diagram with steps: Draft (Active), Supplier Management (Future), and Finish (Future).

15 Click the "Supplier Name" field.

This screenshot is identical to the one above, showing the 'Supplier Request (PaymentWorks)' form. In this view, the 'Supplier Name ★' input field is highlighted with an orange circle, indicating the next step in the process. The rest of the form and the right sidebar remain the same as in the previous screenshot.

16 Type student's name.

17 Click the "Supplier Email Address" field.

Shop

Generic Request · Supplier Request (PaymentWorks)

Save Progress Prev

Instructions Questions Review And Submit

Supplier Details

Request Details

What action would you like to complete? ★ Student as an Independent

Supplier Name ★ Theo Higgins

Supplier Email Address ★

W-9 ★ No File Attached Upload

★ Response Is Required

Summary

Incomp

Supplier Request (Payme)

Created Date

Form Number

Purpose

What's next?

Workflow

Show skipped step

Draft Active

Supplier Managen Future

Finish Future

18 Type email address.

19 Click "Upload."

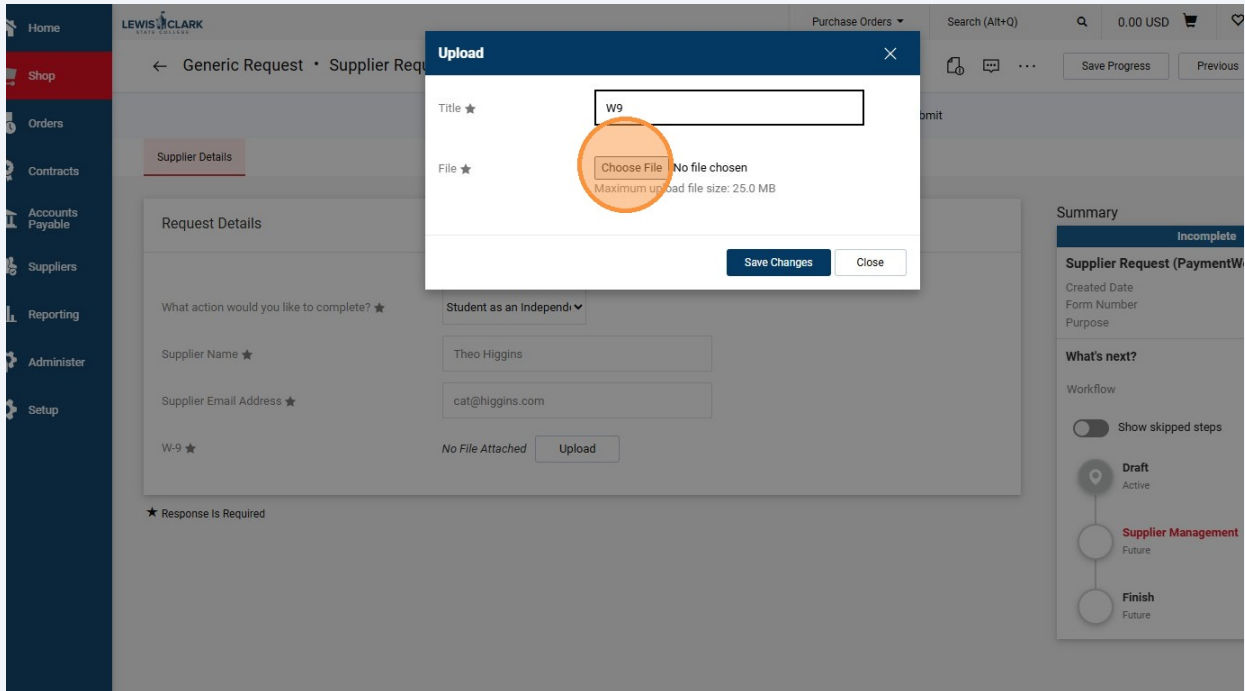
The screenshot shows a web application interface for 'Supplier Details'. On the left is a dark blue sidebar with icons for Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area has a top navigation bar with 'Instructions', 'Questions', and 'Review And Submit'. Below this is a 'Supplier Details' form with the following fields: 'What action would you like to complete?' (dropdown menu set to 'Student as an Independi'), 'Supplier Name' (text input with 'Theo Higgins'), 'Supplier Email Address' (text input with 'cat@higgins.com'), and 'W-9' (text input with 'No File Attached'). An orange circle highlights the 'Upload' button next to the W-9 field. A 'Summary' panel on the right shows 'Supplier Request (Payme)' with details like 'Created Date', 'Form Number', and 'Purpose'. Below the summary is a 'What's next?' section with a workflow diagram showing 'Draft' (Active), 'Supplier Managen' (Future), and 'Finish' (Future). A 'Show skipped step' toggle is also present.

20 Click the "Title" field.

The screenshot shows the same 'Supplier Details' form as in step 19, but with an 'Upload' modal window open in the foreground. The modal has a dark blue header with the title 'Upload' and a close button. It contains a 'Title' field (text input) which is highlighted with an orange circle, and a 'File' field (file selection button) with the text 'Choose File' and 'No file chosen'. Below the file field, it says 'Maximum upload file size: 25.0 MB'. At the bottom of the modal are 'Save Changes' and 'Close' buttons. The background form is dimmed, showing the same fields as in step 19.

21 Type "W9."

22 Click this file field to upload student's W-9.



i Remember: Never email a W-9 containing a Social Security Number.

23 Click "Save Changes."

The screenshot shows the 'Generic Request' form for 'Supplier Request (PaymentWorks)'. An 'Upload' modal is open, displaying the title 'W9' and a file selection area with 'Choose File' and 'LC26-225 IT ...9430, etc..pdf'. The 'Maximum upload file size: 25.0 MB' is noted. The 'Save Changes' button in the modal is circled in orange. The background form includes fields for 'Supplier Name' (Theo Higgins), 'Supplier Email Address' (cat@higgins.com), and 'W-9' (No File Attached). A 'Summary' sidebar on the right shows the request status as 'Incomplete' and a workflow with steps: Draft (Active), Supplier Management (Future), and Finish (Future).

24 Click "Next."

The screenshot shows the 'Generic Request' form for 'Supplier Request (PaymentWorks)'. The 'Next' button in the top right corner is circled in orange. The form is now fully visible, showing the 'Request Details' section with 'What action would you like to complete?' set to 'Student as an Independent', 'Supplier Name' (Theo Higgins), 'Supplier Email Address' (cat@higgins.com), and 'W-9' (W9). The 'Summary' sidebar on the right shows the request status as 'Incomplete' and a workflow with steps: Draft (Active), Supplier Management (Future), and Finish (Future).

25

Click "Submit."

The screenshot displays the Ewis Clark Supplier Request (PaymentWorks) interface. At the top, the navigation bar includes the Ewis Clark logo, a 'Purchase Orders' dropdown, a search bar, and a currency indicator '0.00 USD'. The breadcrumb trail shows 'Generic Request > Supplier Request (PaymentWorks)'. Below the breadcrumb, there are three tabs: 'Instructions', 'Questions', and 'Review And Submit', with 'Review And Submit' being the active tab. A 'Submit' button is highlighted with an orange circle. The main content area is divided into two sections: 'Review and Submit' on the left and 'Summary' on the right. The 'Review and Submit' section shows a progress indicator for 'Questions' and 'Supplier Details', with an 'Edit' button. The 'Summary' section shows the request details, including 'Created Date: 3/31/2026', 'Form Number: 21764009', and 'Purpose: Generic Request'. It also includes a 'What's next?' section with a workflow diagram showing 'Draft' (Active), 'Supplier Management' (Future), and 'Finish' (Future).

EWIS CLARK
Supplier Request (PaymentWorks)

Purchase Orders Search (Alt+Q) 0.00 USD

Generic Request · Supplier Request (PaymentWorks)

Save Progress Previous Submit

Instructions Questions Review And Submit

Review and Submit

Questions

Supplier Details Edit

Summary Incomplete

Supplier Request (PaymentWorks)

Created Date 3/31/2026
Form Number 21764009
Purpose Generic Request

What's next?

Workflow ...

Show skipped steps

Draft Active

Supplier Management Future ...

Finish Future