

# How to Search for a Vendor

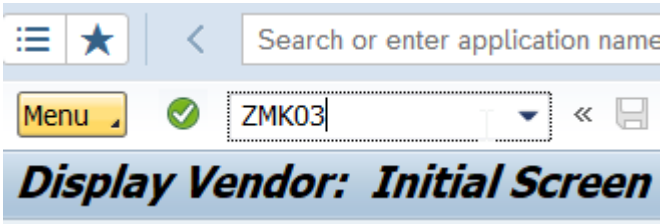
*For Texas State Employee Use*  
Email [VendorRequests@txstate.edu](mailto:VendorRequests@txstate.edu) for additional help!



*The rising STAR of Texas*

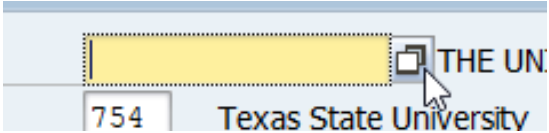
# How to Search for a vendor in SAP

- ❖ Log into SAP Portal



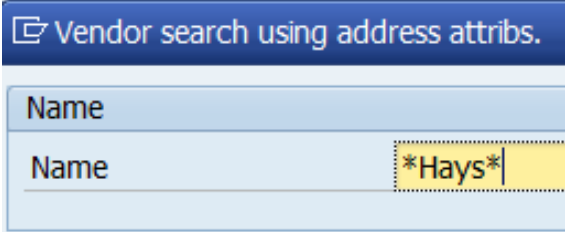
- ❖ Go to ZMK03 or FK03

- ❖ Click on Search Box

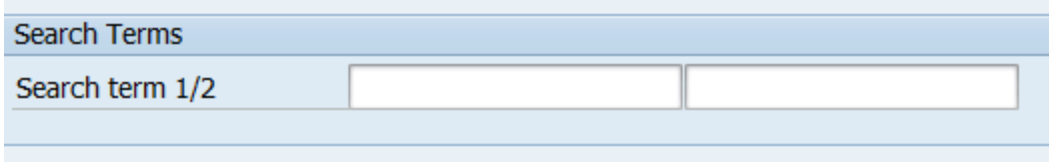


- ❖ Add Search word between asterisks in desired place (name, address, city, etc)

Hit Enter



Or



Note: A blocked vendor will not come up in this search.

If comments line in SAP has a PW next to date, vendor is good to go.

If comments line in SAP doesn't have PW next to date, vendor will need to be updated.

**You can email [vendorrequests@txstate.edu](mailto:vendorrequests@txstate.edu) to ask about blocked vendors.**

# How to Search for a vendor in PW

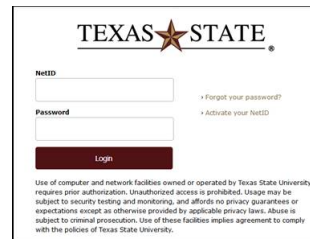
- ❖ Go to Vendor Self-Service Website  
<https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html>

- ❖ Click employee PW link

PaymentWorks

Employee Internal Log In

- ❖ Log in



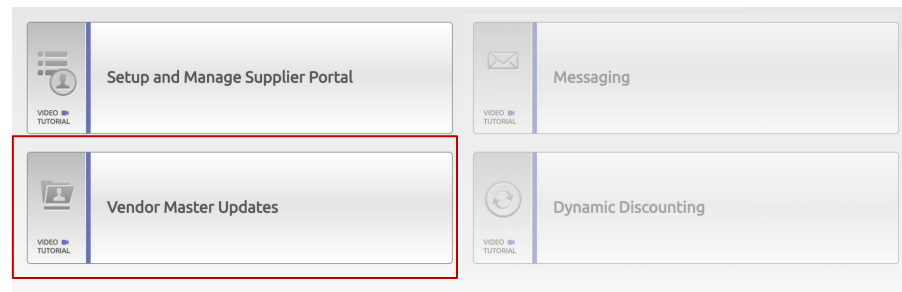
TEXAS STATE

NetID  [Forgot your password?](#)

Password  [Activate your NetID](#)

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- ❖ Click Vendor Master Update



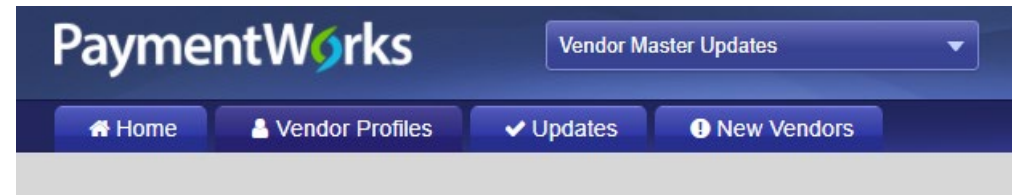
Setup and Manage Supplier Portal

Messaging

Vendor Master Updates

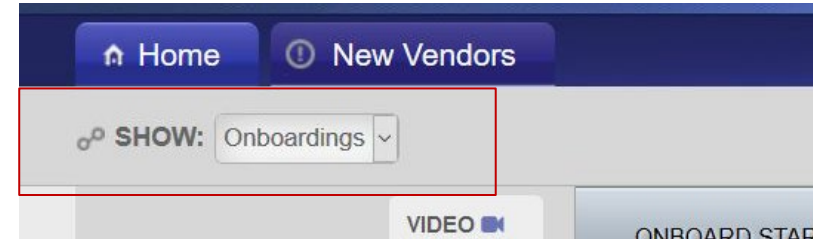
Dynamic Discounting

- ❖ Click on New Vendors Tab



- ❖ Make sure SHOW is on Onboardings

SHOW: Onboardings



- ❖ Enter Vendor Name **or** Number  
Can also search partial email

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

- ❖ If not found, they will need to be sent an invite to **connect** to Texas State.

**You can email [vendorrequests@txstate.edu](mailto:vendorrequests@txstate.edu) to ask about vendors in PaymentWorks.**

# Vendor Invite Status

- ❖ SHOW: Onboardings shows invite status

The screenshot shows a web application interface for managing vendor invites. At the top, there are navigation buttons for 'Home' and 'New Vendors'. Below this is a 'SHOW:' dropdown menu set to 'Onboardings'. On the left side, there is a 'Filter Results:' section with several input fields: Vendor Name, Vendor #, Contact E-Mail, Invitation Approval, Invitation Delivered, Account Created, Registration Form, Source, and Invitation Initiator. A 'VIDEO TUTORIAL' button is also present. The main area is a table with the following data:

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
12/03/2018	12/03/2018	Student ABC	Delivered	No Account	Not Started	<div style="width: 20%; height: 10px; background-color: green;"></div>

- ❖ You can search for only your invites, by adding your Net ID in Invitation Initiator box at the bottom of the Filter Results:

Invitation Initiator:

# Tracking Onboardings

Home New Vendors

SHOW: Onboardings

VIDEO TUTORIAL

Filter Results:

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation Approval:

Invitation Delivered:

Account Created:

Registration Form:

Source:

Invitation Initiator:

Clear Filters

Send Invitation...

ONBOARD START	UPDATED	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
04/22/2018	04/22/2018	Ashley Watson Laundry	Clicked	Email Validated	In Progress	<div style="width: 50%;"></div>

**Invitation column:**

- Sent
- Delivered
- Not Deliverable
- Opened
- Clicked
- Self Registered

**Account Column:**

- Email Validated
- Created
- Confirmed
- No Account

**New Vendor Registration column:**

- Submitted
- Approved
- Processed
- Complete
- Rejected
- Invitation/Reminders Cancelled

# Additional Comments

- ❖ Please email [VendorRequests@txstate.edu](mailto:VendorRequests@txstate.edu) with **ANY** questions you have. Easier to answer lots of emails then fix problems later. 😊
- ❖ If a vendor sits in APPROVED status for over 24 hours, PW & SAP may not have 'connected' correctly. Vendor should be in SAP.
- ❖ With other Universities using PW now, it's important to send email invite to the correct person so they can have one account with everyone. Also, it is best if a generic email is used.
- ❖ Bank validation is a critical part of the PW process. Registrations will be kicked back if PW is not able to reach them to validate the LAST FOUR of their bank account number. This is to protect both us and the vendor.