How to Search for a Vendor
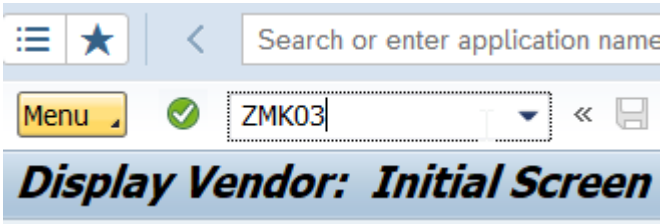
For Texas State Employee Use
Email VendorRequests@txstate.edu for additional help!

TEXAS ★ STATE
UNIVERSITY ®

The rising STAR of Texas
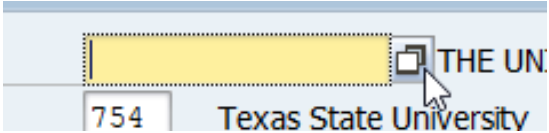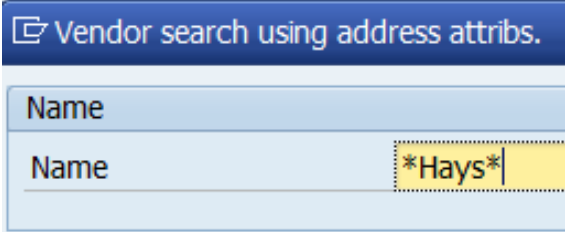
How to Search for a vendor in SAP

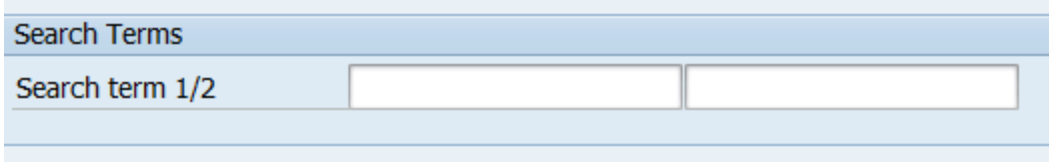❖ Log into SAP Portal

❖ 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 to ask about blocked vendors.
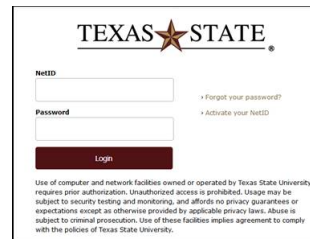
How to Search for a vendor in PW

❖ Go to Vendor Self-Service Website
https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html
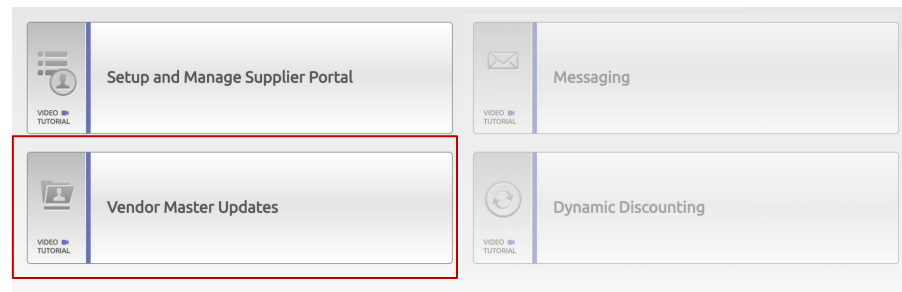
❖ Click employee PW link

❖ Log in

❖ Click Vendor Master Update
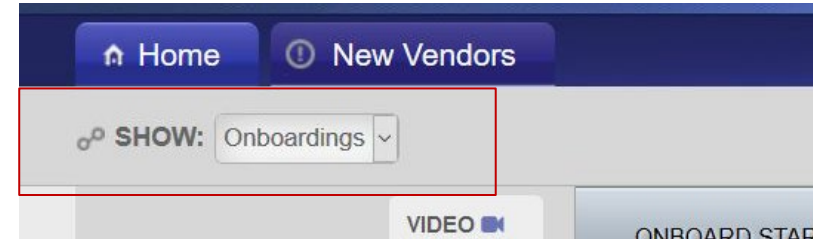
❖ Click on New Vendors Tab
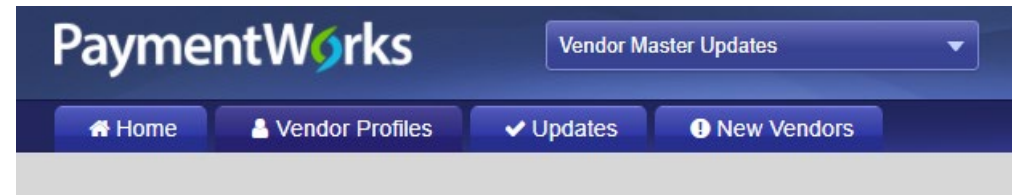
❖ Make sure SHOW is on Onboardings

SHOW: Onboardings

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

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

You can email vendorrequests@txstate.edu to ask about vendors in PaymentWorks.

Vendor Invite Status

❖ SHOW: Onboardings shows invite status

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

Tracking Onboardings

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 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.