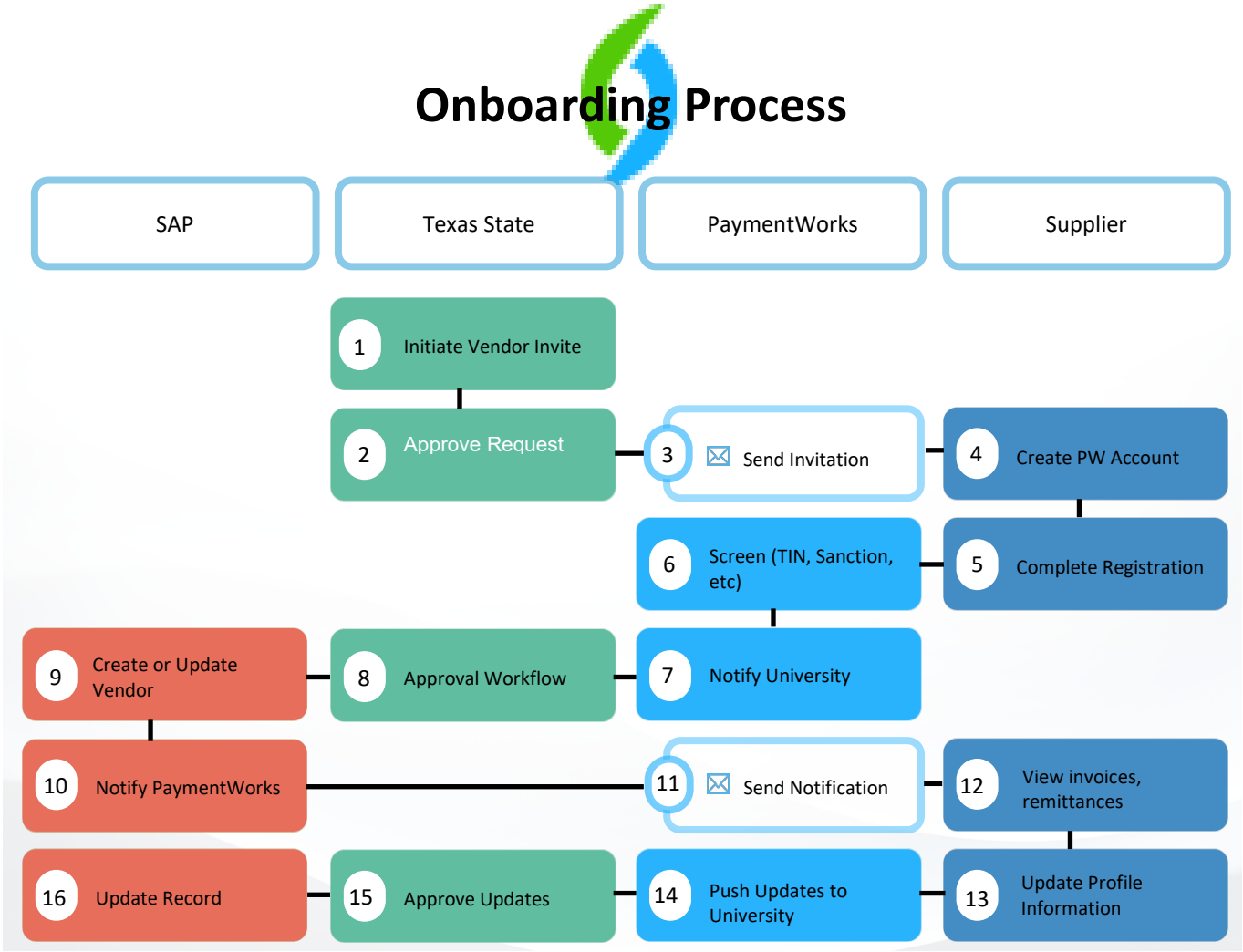
# Vendor Self-Service Portal (PaymentWorks)

PaymentWorks is the electronic replacement for the paper FS-01 Vendor Request form. If a vendor is not set up in SAP a representative of the University will send an invitation to the vendor via the PaymentWorks portal. The vendor will then create an account and enter their information. This is then electronically sent to the office of University Procurement Services for approval and migration into SAP. If an existing vendor needs to make changes to their profile, they will log into PaymentWorks and make the changes. If they have not set up an account, an invitation will need to be sent by a representative of the University.




**If you have questions, contact the Purchasing Office at (512) 245-2521.**

# Vendor Self-Service Portal (PaymentWorks)

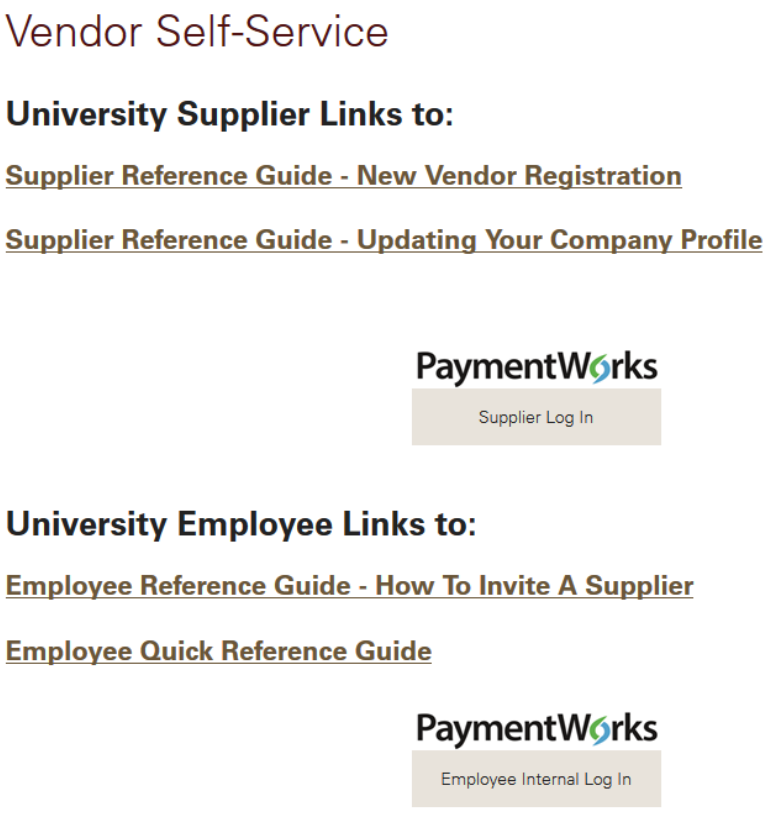
**Step 1:** On the Purchasing Office website, click on the **FORMS** tab.

**Step 2:** Scroll down to the **Vendor Maintenance** section and click on the **Vendor Self Service** link.

**Step 3:** Click on PaymentWorks to access the portal.

**https://www.txstate.edu/procurement/resources/VENDOR-Self-Service.html**



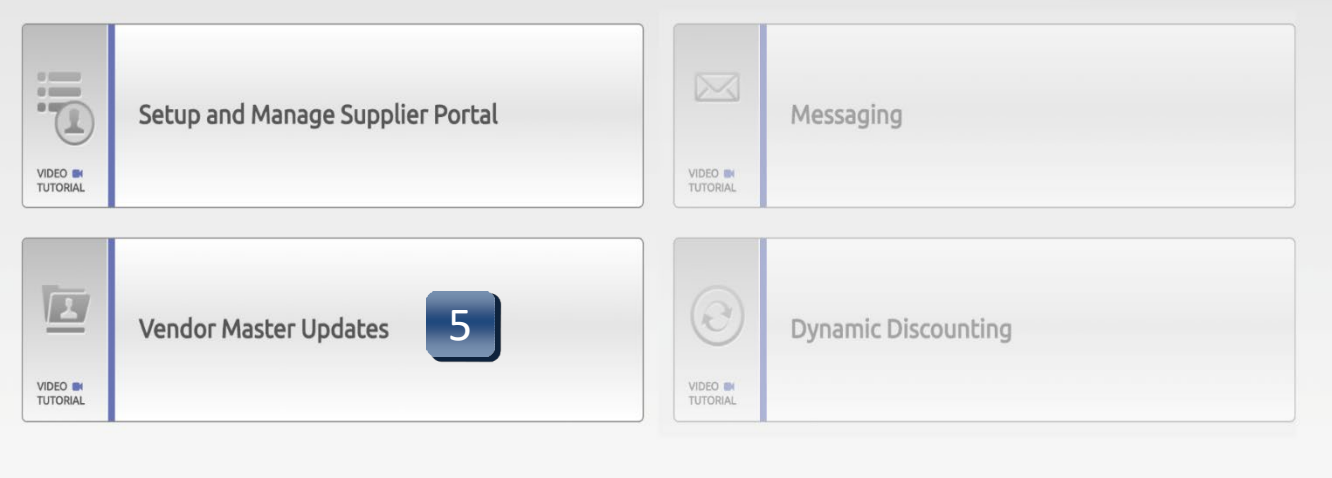



# Vendor Self-Service Portal (PaymentWorks)

**Step 4:** Log into the system.

**Step 5:** Inviting a Vendor. Click on Vendor Master Updates to access the onboardings screen.

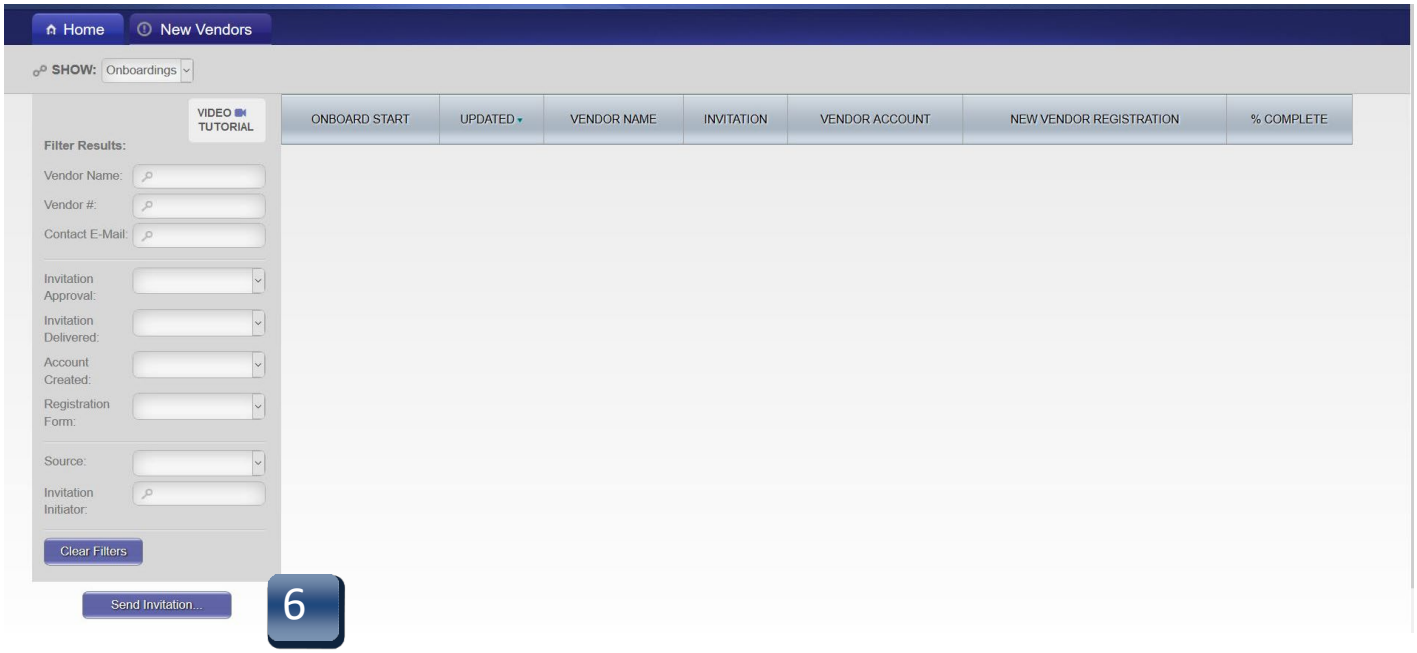


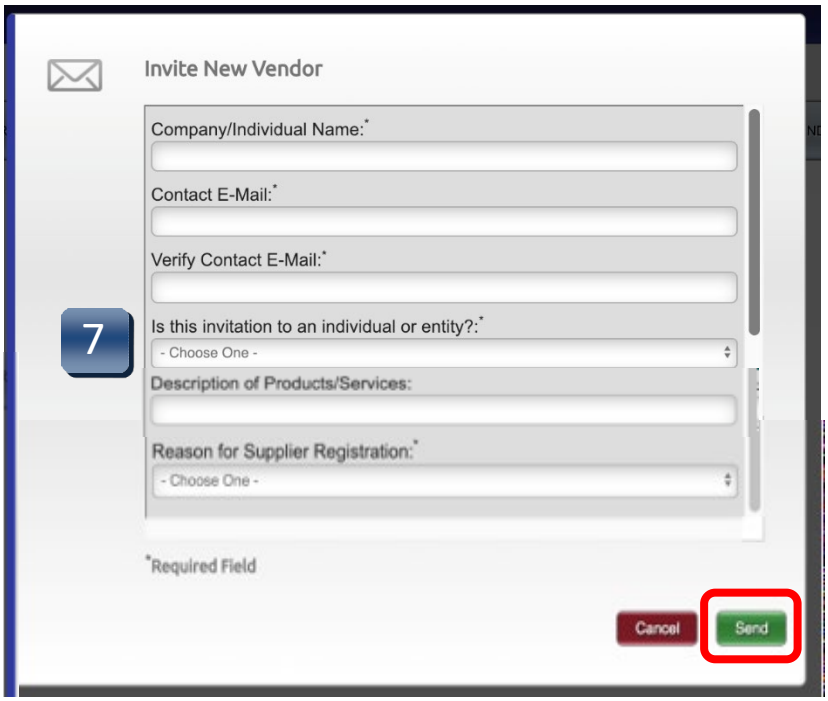



# Vendor Self-Service Portal (PaymentWorks)

**Step 6:** Click **Send Invitation** to access the invitation request form

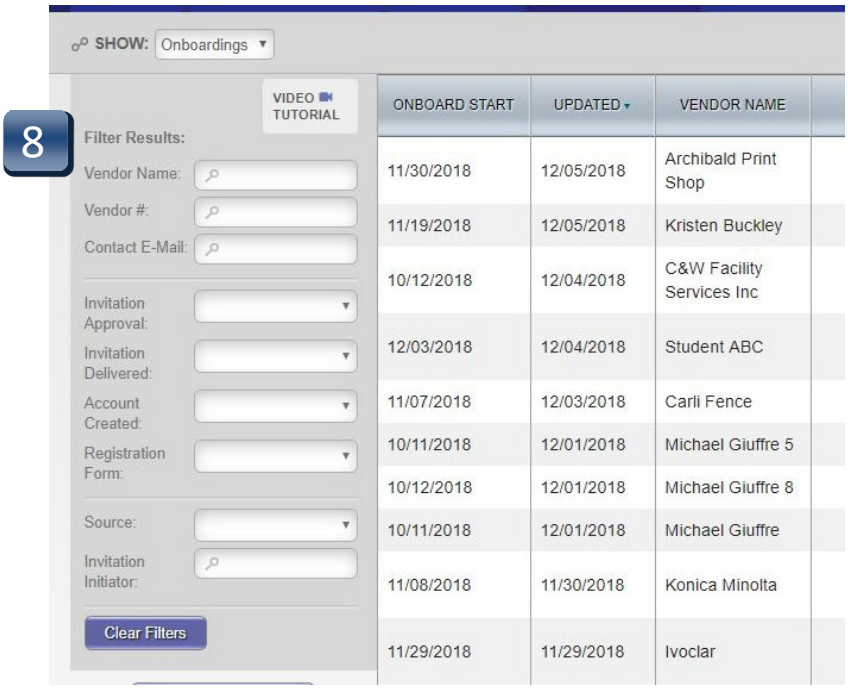
**Step 7:** Complete the vendor information. Click on the **Send** button.



# Vendor Self-Service Portal (PaymentWorks)

**Step 8:** Tracking Onboardings. Use the search on the Onboardings page and enter the payee's email address. This will bring up the request and you can provide the status of the request. If the request has been completed, you can provide the payee ID.

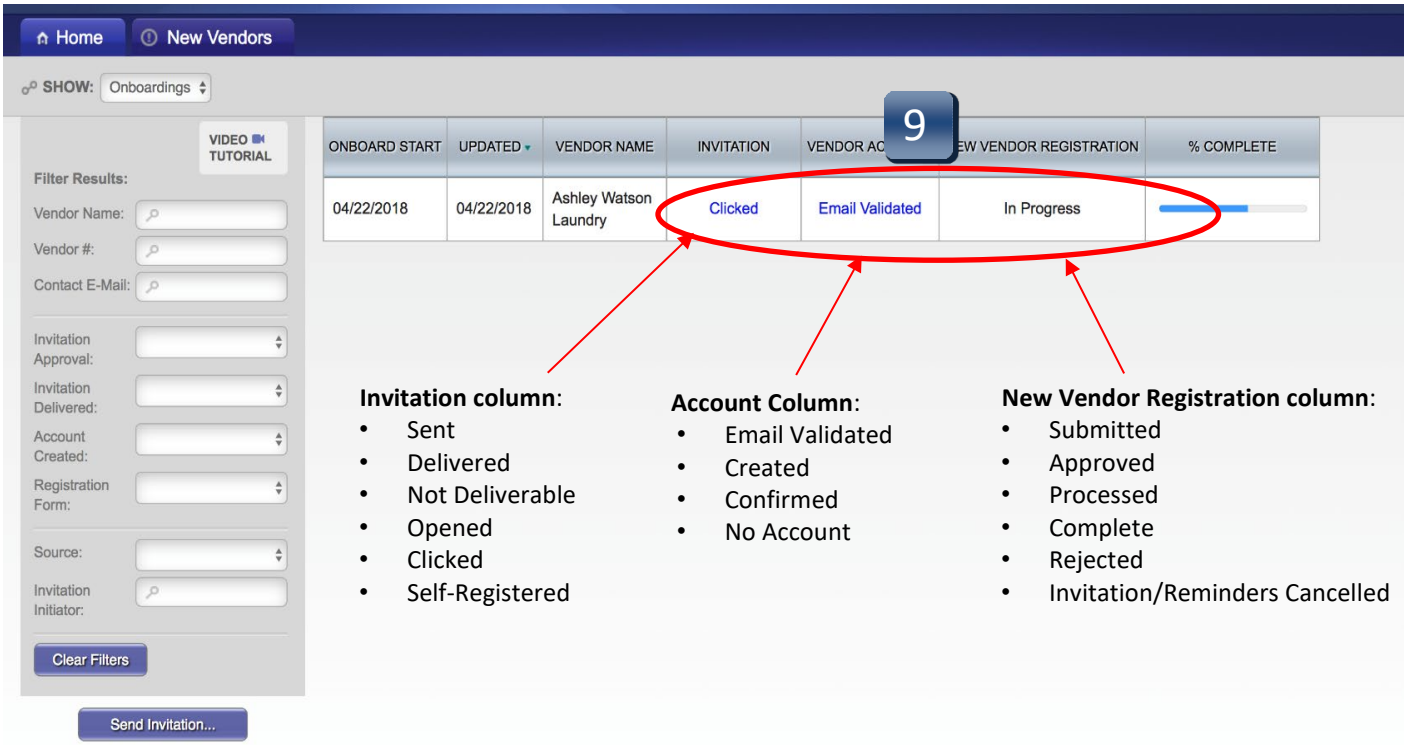


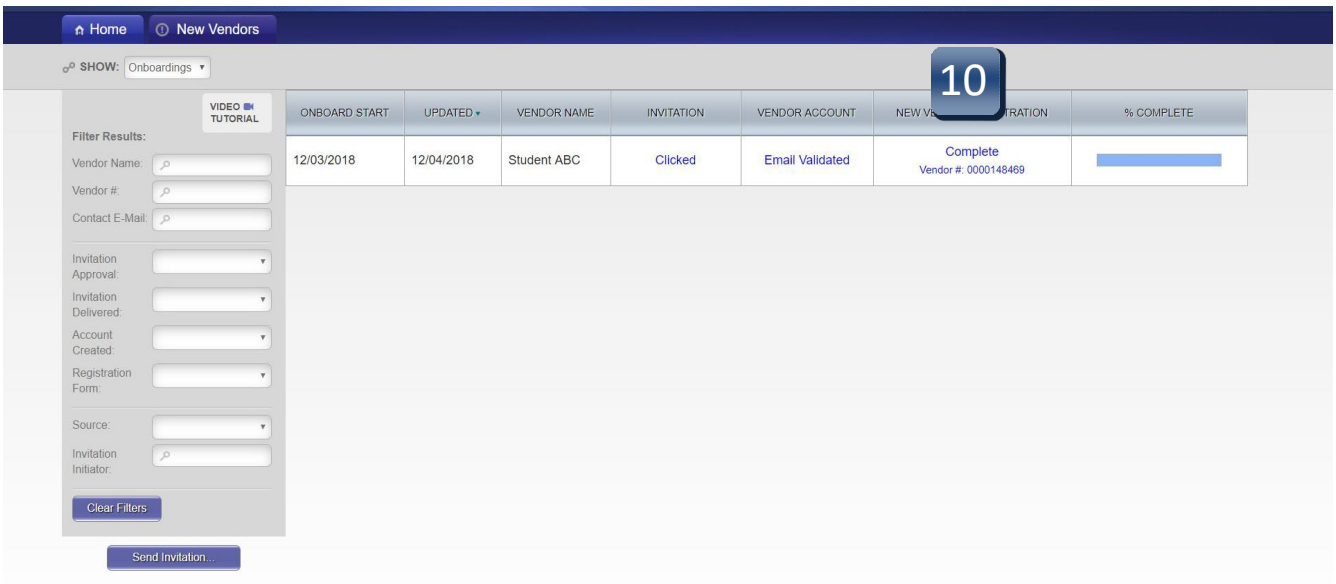

**NOTE:** The notification will not come from a Texas State University email account. If the vendor states they have not received the invitation, have them check their spam or junk mail.

# Vendor Self-Service Portal (PaymentWorks)

**Step 9:** The initiator can view the progress for their sent invitations. This allows for follow up with the vendor to determine if they are having any issues accessing the system

**Step 10:** After a vendor account has been approved, the initiator can verify the assigned vendor number using the onboardings screen

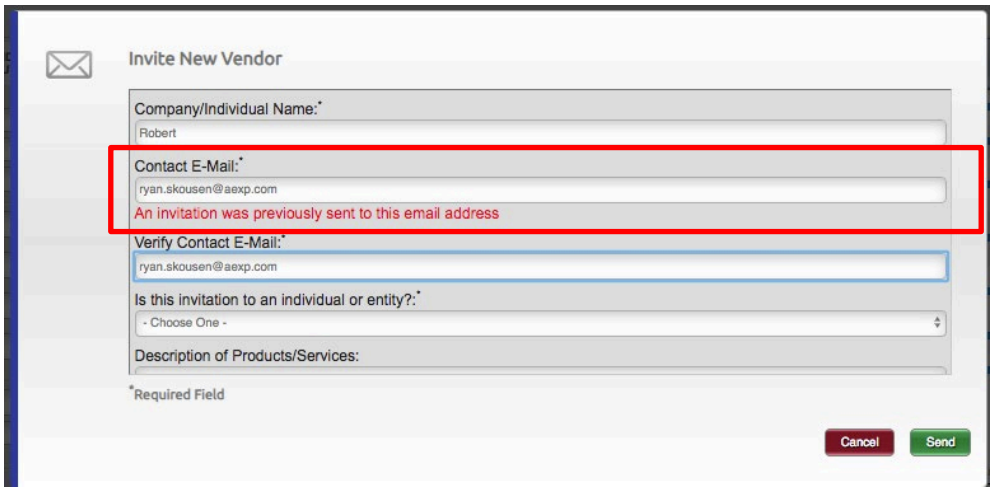


# Vendor Self-Service Portal (PaymentWorks)

**Question: Why can I not send an invite, it states that; "An invitation was previously sent to this email address" and I did not send one?**

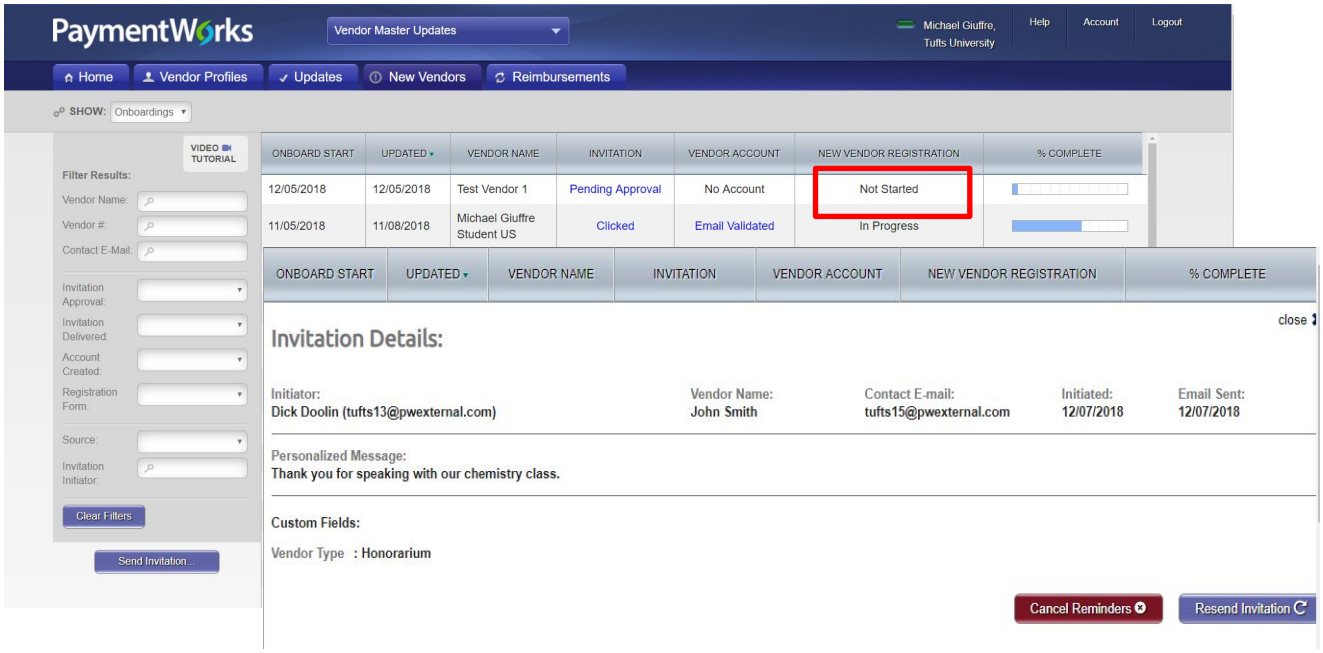
**Answer:** PaymentWorks does not allow multiple invitations to be sent to the same email. Someone else may have previously sent the invite.




**Question: My payee did not receive the invite, what do I do?**

**Answer:**

- Verify that the payee has checked their spam folder. The invitation email will come from PaymentWorks and not Texas State.
- Initiators have the ability to re-send an invitation

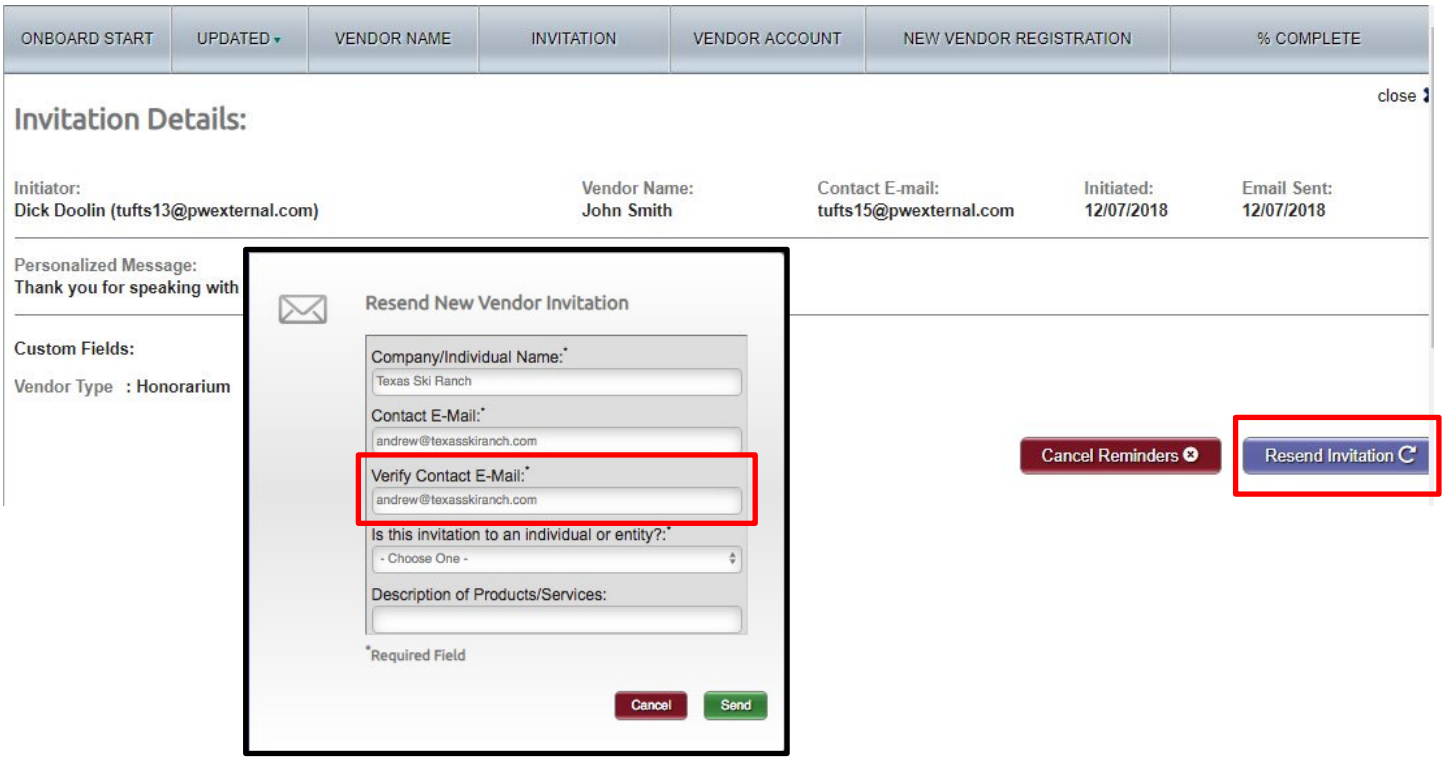


# Vendor Self-Service Portal (PaymentWorks) - FAQ

**Question: I entered the wrong email address, now what?**

**Answer:**

- Departments can correct and re-send invitations with the following invitation statuses: Sent, Delivered, Not Deliverable
- By clicking on the invitation status, you will be given action options: Cancel Reminders, Resend Invitations



# Vendor Self-Service Portal (PaymentWorks) - FAQ

**Question:** **My payee has not completed the forms can I send them another invitation?.**

**Answer:** The payee will receive emails until the registration is completed or the reminders
are cancelled

**Note:** Reminder email notifications are automatically generated, do not re-send invitations unless the payee notifies you that they did not receive the initial email

- 1st reminder – three days
- 2nd reminder – seven days
- 3rd reminder – 14 days

**If you have further questions, contact the Purchasing Office at (512) 245-2521 Or email vendorrequests@txstate.edu**