

## Adding and Managing Vendors

PaymentWorks is a vendor portal where vendors will add and manage the majority of their information themselves. To send an invite, only basic information is needed. To begin the process, log in to PaymentWorks via the following link:

<https://www.paymentworks.com/login/saml/?idp=jhu>

You cannot bookmark this link directly - please edit your bookmark after creating it.

In the screen that appears, click the blue “Send Invitation” button at the bottom left to provide basic information about the vendor you would like to add.

| ONBOARD START | UPDATED    | VENDOR NAME           | INVITATION    | VENDOR ACCOUNT  | NEW VENDOR REGISTRATION  | % COMPLETE |
|---------------|------------|-----------------------|---------------|-----------------|--------------------------|------------|
| 12/08/2017    | 12/08/2017 | 1207 18               | Clicked       | Email Validated | Approved                 |            |
| 12/08/2017    | 12/08/2017 | 1207 13               | Clicked       | Email Validated | Approved                 |            |
| 12/04/2017    | 12/05/2017 | 20171204a             | Clicked       | Email Validated | Complete Vendor # 102512 |            |
| 12/01/2017    | 12/02/2017 | Test 20171201         | Undeliverable | No Account      | Not Started              |            |
| 11/28/2017    | 11/29/2017 | Communication is Key  | Clicked       | Email Validated | Approved                 |            |
| 10/31/2017    | 11/06/2017 | Digging Deeper        | Clicked       | Email Validated | Approved                 |            |
| 10/19/2017    | 11/03/2017 | Simple Vendor         | Clicked       | Email Validated | Approved                 |            |
| 10/31/2017    | 11/02/2017 | Treadle On            | Clicked       | Email Validated | Approved                 |            |
| 10/31/2017    | 11/01/2017 | Keeping the lights on | Delivered     | No Account      | Not Started              |            |
| 10/31/2017    | 11/01/2017 | Zacks Tips Unlimited  | Clicked       | Email Validated | Approved                 |            |

You will be asked to provide some basic details about the vendor. A list of the information you will need is shown at right. When you are done, click “Send.”

Your request will appear in the list on the right side of the page, along with a status update on what stage your request is at.

The flowchart below describes the basic steps that a request may take as it moves through the enrollment process.

When the vendor is fully added, a vendor number will be generated and displayed in the “New Vendor Registration” column on the right side of the table.

### Company or Individual Name

The name of the vendor.

### Contact E-Mail

The vendor’s email address. The invitation will be sent to this address.

### Name of Invitation Sender

Your name.

### Purchasing Organization

JHU or JHHS as appropriate.

### Business Area

The area you are requesting for.

### Vendor Type

Disregard this field, it will be expanded later.

### Description of Product/Service

A short description of the vendor’s services.

### Anticipated Spend

The amount you intend to spend, in USD.

### Services Provided

What type of product or service the vendor will provide.

