PaymentW₀rks

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 Payment-Works the IRIS Web Portal at irisweb.tennessee.edu

Log in with your NetID and password. Click " IRIS", then "Vendor Portal"

Once logged in, you may see a screen with four tiles, some of which may be grayed out. To begin adding a vendor, click the tile labeled "Vendor Master Updates." If you do not see this screen, proceed to the next instruction.

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.

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.

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.



Payme	entWør	'ks	Vendor Master Updates				Tennessee User, University of Tennessee (Test)	Help Account	Legout
A Home	A Home 1 Vendor Profiles		w Vendors						
o ^o SHOW: On	boardings (
VIDEO .		onso/	NRD START UPDA	VENDOR NAM	E INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE	
Filter Results:		12/06/	2019 12/10/	2019 Hunter Green	Clicked	Email Validated	Not Started		-
Vendor Name:	ndor Name:		2019 12/08/	2019 Color Street	Delivered	No Account	Not Started	_	
Contact E-Mail:	Centert E-Mail: 0		2019 12/08/	2019 Lange	Delivered	No Account	Not Started	_	
Invitation		0 12/03/	2019 12/07/	2019 The Guest House	Delivered	No Account	Not Started	_	
Approval: Invitation		12/03/	2019 12/07/	2019 Kevin Hinckley	Delivered	No Account	Not Started	-	
Delivered:		12/03/	2019 12/07/	2019 Big Y	Delivered	No Account	Not Started	-	
Created:		12/03/	2019 12/07/	2019 Kristen Tait	Delivered	No Account	Not Started	-	
Registration		12/03/	2019 12/07/	2019 Stacy Brooks	Delivered	No Account	Not Started	_	
-		11/26/	2019 12/07/	2019 Slim Patience	Clicked	No Account	Not Started		
Source:		11/25/	2019 12/06/	2019 Verizon	Delivered	No Account	Not Started	_	
Initiator:		12/02/	2019 12/06/	2019 Douglas Teete	rs Delivered	No Account	Not Started	-	
Clear Filters		12/02/	2019 12/06/	2019 Elvis Presley	Delivered	No Account	Not Started	_	
Ser	d Invitation	12/02/	2019 12/06/	2019 Avon Prime Meats	Delivered	No Account	Not Started	-	
		12/02/	2019 12/06/	2019 Timothy Terhune	Delivered	No Account	Not Started	-	-

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.							
Description of Goods and Services							
A short description of the vendor's services.							
Initiator Department							
The initiating department's name.							
Initiator Phone Number							
The initiating department's phone number.							
Reason for Inviting this Supplier							
Initiators Select one: Product, Service, Product and							
Service							
Personalized Message:							
Initiators can enter a message for the vendor. This is							
included in the invitation email.							