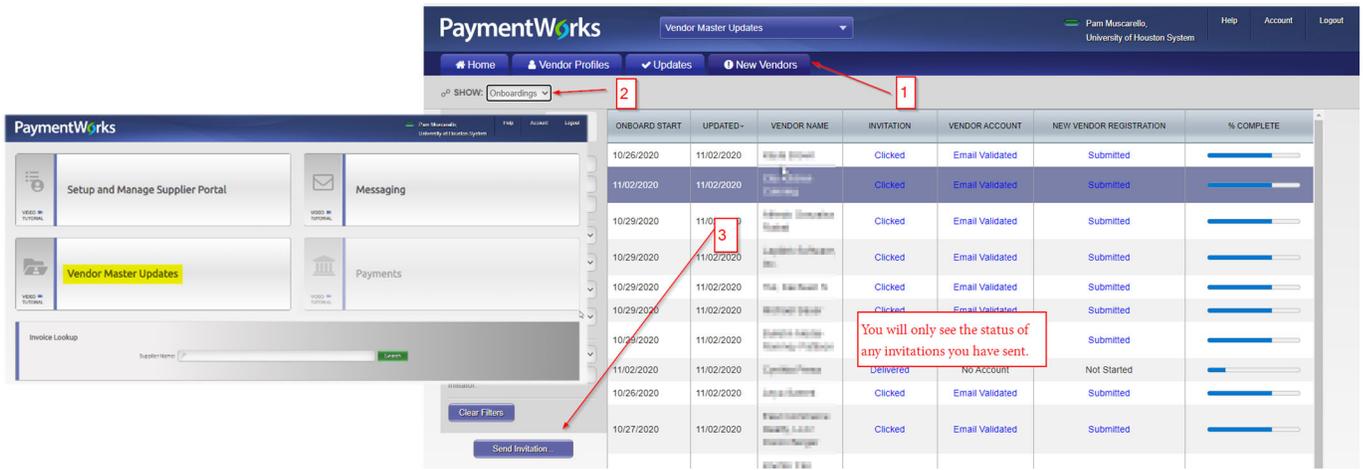


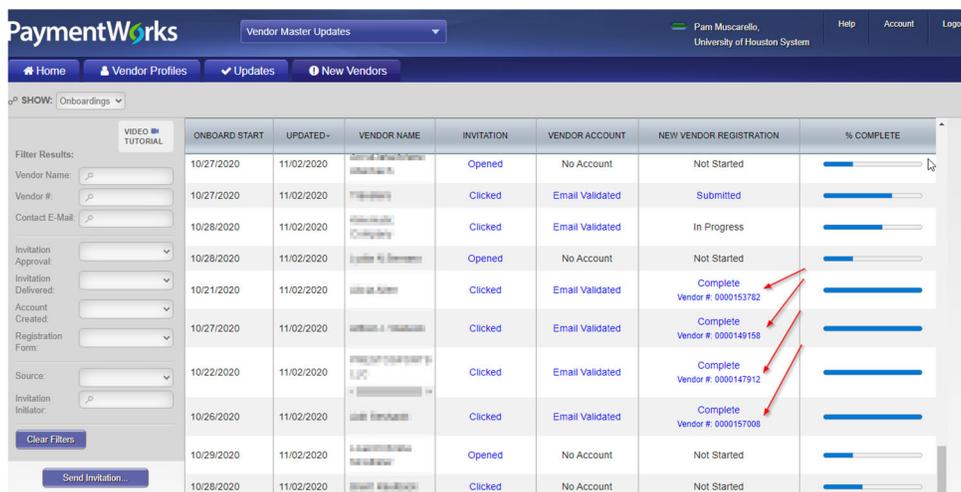
UH System Staff Can Invite Vendors in These 3 Easy Steps

- Navigate** <https://uh.edu/office-of-finance/> – Departments – Accounts Payable – AP General, then under the header PaymentWorks, sub-header Authorized UH System personnel, click your institution’s link. Then click Vendor Master Updates, New Vendors tab (1), verify you are on Onboardings (2), and click Send Invitation (3).



- Invite** Complete the vendor invitation form and click send. Reason for inviting is not material—just select the most appropriate. The personalized message will be seen by the vendor as part of the invitation.

- Monitor** Monitor the progress on that page in PaymentWorks and watch for a vendor number when the process is complete. The timeline varies (most cases 1-2 weeks from vendor’s application); some steps cannot be rushed to allow us to verify that we can do business with the vendor based the documentation provided.



This is a quick version of the procedures. For more in-depth procedures or troubleshooting information, visit <https://uh.edu/office-of-finance/ap-general/> in the PaymentWorks section.