Resending an invitation in PaymentWorks

For individual, sole proprietor or single member companies that provide a service to BGSU a fully executed Independent Contractor Agreement (ICA) with an Attachment A describing the services will need to be attached to the ICA upload field on the invitation. For all other vendors, you do not need to upload an ICA contract to your invitation. **Please note, you will want to use the Independent Contractor Agreement template from our Purchasing website which is the most updated version of this agreement.**

Purchasing will review the invitation and make sure the ICA contains the information above before approving the request. Once the request is approved, your vendor will receive their link to the portal.

If the information above is not attached to the invitation, Purchasing will reject the invitation and contact you to provide instructions on what is needed.

**To attach an ICA contract to the rejected invitation for independent contractors, follow the steps below.**

1. Go to the New Vendors tab and select “Onboardings” in the Show field. Search for the vendor name on the left side to filter results.

2. Click on the blue hyperlink “Invitation Rejected” under the “Invitation” column.
3. The invitation will expand. Click “Resend Invitation” at the bottom right corner.

![Resend Invitation](image)

4. The original invitation box will appear. If an agreement is required for an independent contractor, scroll down and “Choose file” to upload the correct agreement and click send. You will need to make a change within the invitation in order to resend. I recommend adding a period in the description of services field to allow the system to resend your invitation.

![Resend New Vendor Invitation](image)

5. The invitation will be pending with the Purchasing department for review before the link is released to the vendor.

![Vendor Invitation Status](image)

*You can resend an invitation at any time as long as the vendor contact has not clicked on their invitation. Please note, if you resend an invitation to an individual, you will need to attach your ICA contract to your invitation again.