PaymentWorks Invitation & Registration Status Quick Guide

You can monitor the status of the invitation directly in the portal.

Invitation Status:

- **Pending Approval** – All invitations are pending Purchasing’s approval before the link is released to the vendor.
- **Delivered** – The invitation & link to the portal were delivered to the vendor.
- **Opened** – The vendor has opened the email inviting them to register but has not taken any action.
- **Clicked** – The vendor has clicked the link to the portal.

Vendor Account Status:

- **No Account** – The vendor has not created their username and password to the portal.
- **Email Validated** – The vendor created a username and password to access the portal.

New Vendor Registration Status:

- **Not Started** – The vendor has not started their BGSU registration form.
- **In Progress** – The vendor is in the process of completing their BGSU registration form.
- **Submitted** – The vendor has submitted their registration form and it is routing through the BGSU approval process. **You can click on “submitted” to view their registration. This will show you who the registration is pending with for approval.**
- **Returned** – The registration form was returned for additional information or for the vendor to make a correction. Please contact Purchasing to inquire about the return. You will not be able to view the message sent to the vendor.
- **Rejected** – The registration form was rejected. Please contact Purchasing to inquire about the rejection.
- **Complete** – The vendor’s information has been connected in our system and been assigned a vendor number. You can submit your Payment Request or Non-Catalog request for a PO to be issued.

You can also monitor the BGSU approval workflow after a registration has been submitted directly in the portal. **If you are on the onboarding section, click “submitted” under the new vendor registration status. This will take you to the requests tab to monitor the workflow of the registration and show the pending approver.**

- **Bank Validation Group** – The registration is being reviewed by the PaymentWorks team for their validation process.
- **FRR Check Approval Group** – The registration is being reviewed by the PaymentWorks team for their validation process.
- **Vendor Screener (individual/sole proprietor or single member company only)** – The registration is being reviewed by Purchasing for the proper documentation.
- **HR (individual/sole proprietor or single member company only)** – The registration is being reviewed by the HR Department.

Revised 5/18/2021
- **Controller (individual/sole proprietor or single member company only)** – The registration is being reviewed by the Controller.

- **Vendor Approver** – The registration is being reviewed by Purchasing once all approvals have been completed to load the data into the BGSU system.

- **Processed/Connected** - The vendor’s information has been connected in our system and been assigned a vendor number. You can submit your Payment Request or Non-Catalog request for a PO to be issued.