Sending an invitation guide

To send an invitation to a vendor or independent contractor, navigate to the PaymentWorks portal.

1. Sign in to myBGSU.
2. Under employees > purchasing > click on PaymentWorks under vendor onboarding.

From the PaymentWorks home page, select “Vendor Master Updates”.

Select the “New Vendors” tab at the top.
SHOW will default to “Requests” to list all of the registrations that have been submitted. Click the dropdown to switch SHOW to “Onboardings”.

Click “Send Invitation” below the filter results on the left.
The invitation box will appear to complete the required (*) information in order to send the invitation to purchasing for review.

- Fill in the company name or individual name if onboarding an independent contractor.
- The contact email is the email of the vendor or independent contractor that should receive the invitation.
- Please specify the details for the description of services or products being purchased.
- Select the reason for inviting the supplier.
- Fill in the phone number of the BGSU contact initiating the invitation.
- Please note, if the department is onboarding an independent contractor the executed ICA contract & Attachment A must be merged as one document and uploaded to the invitation in the field below. If the department is onboarding a vendor, the ICA is not required to send the invite. The department can attach a quote or order information if they wish.
- It is encouraged to type a personalized message to the vendor or independent contractor to complete their registration in order for BGSU to process payment.
Click “Send” to submit the invitation to purchasing for review. Purchasing reviews all invitations before they are released to the vendor.