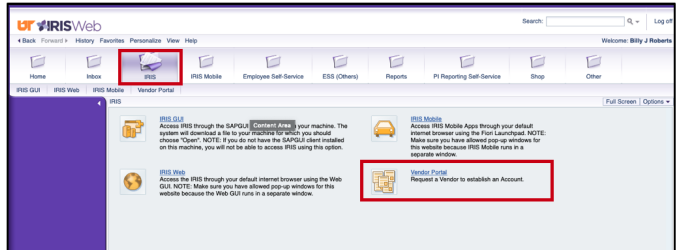# PaymentWorks

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.
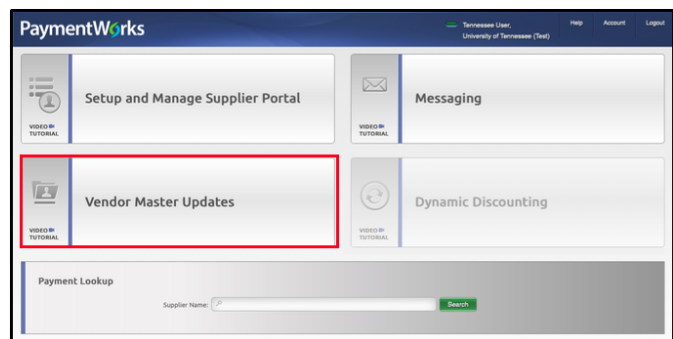
In the screen that appears, click the blue "Send Invitation" button at the bottom left to provide basic information about the vendor you would like to add.
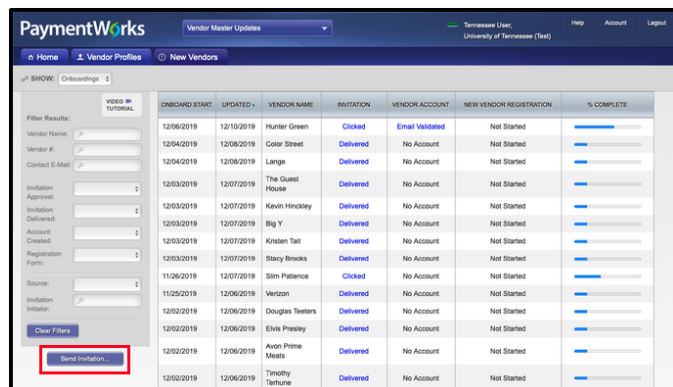
You will be asked to provide some basic details about the vendor. A list of the information you will need is shown at right. When you are done, click "Send."

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.

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.