

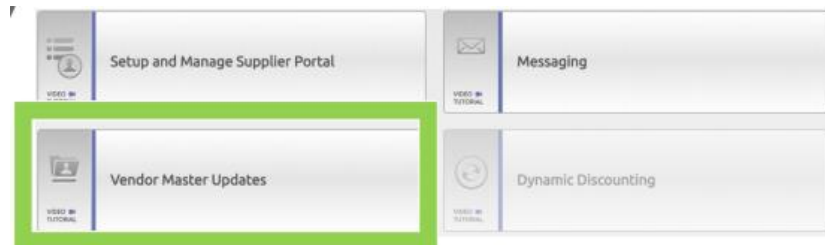
## Search for a Payee Overview

This Quick Reference Guide (QRG) is designed to walk a **user** through the **Search for a Payee** in our PaymentWorks supplier management portal. If you are wanting to procure goods or services from a new supplier, or you need to create a Supplier Invoice Request for a new individual payee, you may want to verify if they have yet registered in our PaymentWorks supplier management system. This can be done through this search for payee process. If they are not yet registered, or a invitation to register has not yet been sent to them, an invitation can be sent to them, which is shown on the PaymentWorks: Invite a Payee QRG.

## Procedure

Once logged into PaymentWorks:

1. Click on **Vendor Master Updates**



2. Click on the **New Vendors** tab.



3. Under the **Filter Results** section, you can search for the payee via their email address or vendor name.

Home Vendor Profiles

SHOW: Onboardings

**Filter Results:**

Vendor Name:

Vendor #:

Contact E-Mail:

Invitation:

Approval:

Invitation Delivered:

Account Created:

Registration Form:

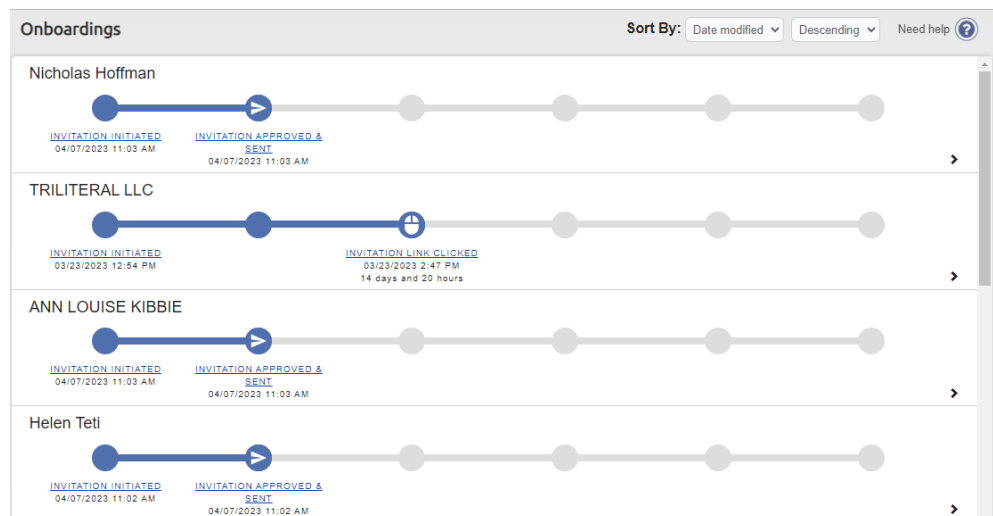
Source:

Invitation Initiator:

Clear Filters

Send Invitation...

- This will bring up the request and provide you with a status of their profile. If no results are found, you will need to invite the payee to register.



You have successfully completed this task.