

PaymentWorks

Overview and Training

Agenda

- Introduction
- What is PaymentWorks?
- Benefits of Using PaymentWorks
- Payee Onboarding Process
- Demo – Sending Invitations to Payees
- Process Changes
- Vendor Information
- Additional Information – Training & Communication, Launch Plan
- Q&A

What is PaymentWorks?

PaymentWorks is a platform that verifies payee identity and automate the collection of payee banking details and tax ID information eliminating manual and paper-based processes.



Payee Onboarding Portal – Allow projects to invite individuals and businesses to complete an online onboarding process



Focus on Higher Education – Used at UCSD, UCLA, San Jose State University, Rutgers, and other Ivy League universities



Global Information Model – Core registration information (tax, address, payments, contact information) can be shared with all of the payee's clients that utilize this platform

Benefits of Using PaymentWorks

- **Eliminate Payments Fraud** – verification of identity
- **Ensures Compliance** – TIN verification, sanction list alerts and screenings
- **Trust Payee Identity Information** – information provided in a secure environment
- **Payee Management Solution** – self-service portal allows for payee driven updates; view payment status
- **Visibility to Payee Registration** – onboarding tracker
- **Streamlines Registration Process**– manual to automated verification process; replaces paper-based forms

Payee Onboarding Process

Roles and Responsibilities

Initiator (Project/Dept)

- Invites vendor
- Monitors invite status

Vendor / Payee

- Completes registration
- Updates vendor information
- Grants access to other company users

PaymentWorks

- Validation of TINs & verification of banking info
- Checks sanction lists
- Provide technical support

Accounts Payable

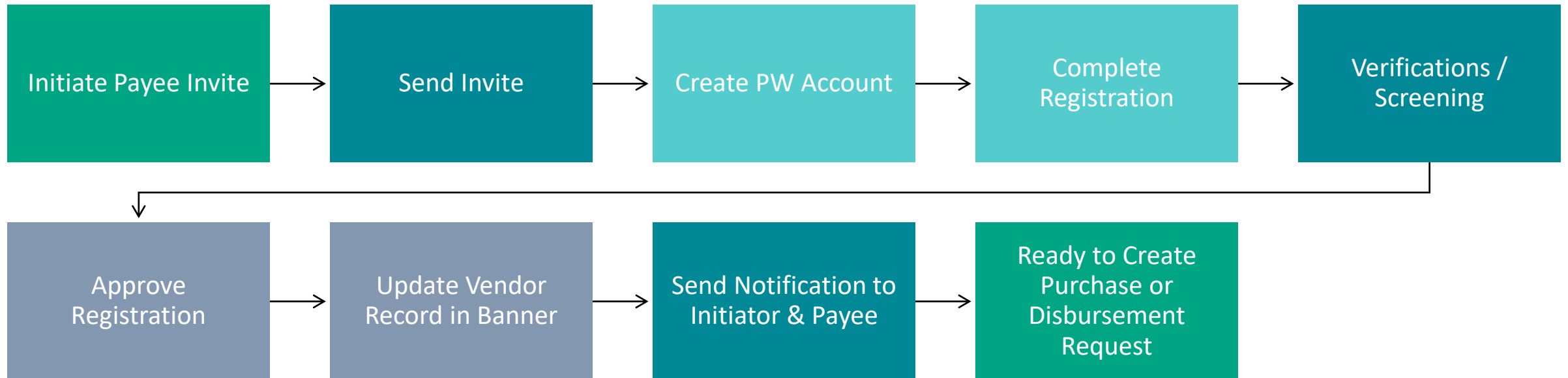
- Reviews and approves registration
- Creates or updates vendor record in financial system

Initiator (Project/Dept)

- Submits disbursement request or purchase requisition in MyRF

Payee Onboarding Process

Process Flowchart



Project/Dept

A/P

PaymentWorks

Vendor

Initiator Role

MyRF users will have access to PaymentWorks.

Once users log in, the role defaults to the Initiator Role.

Invitations sent to first time payees only.

Initiator Responsibilities



INVITE
SUPPLIERS



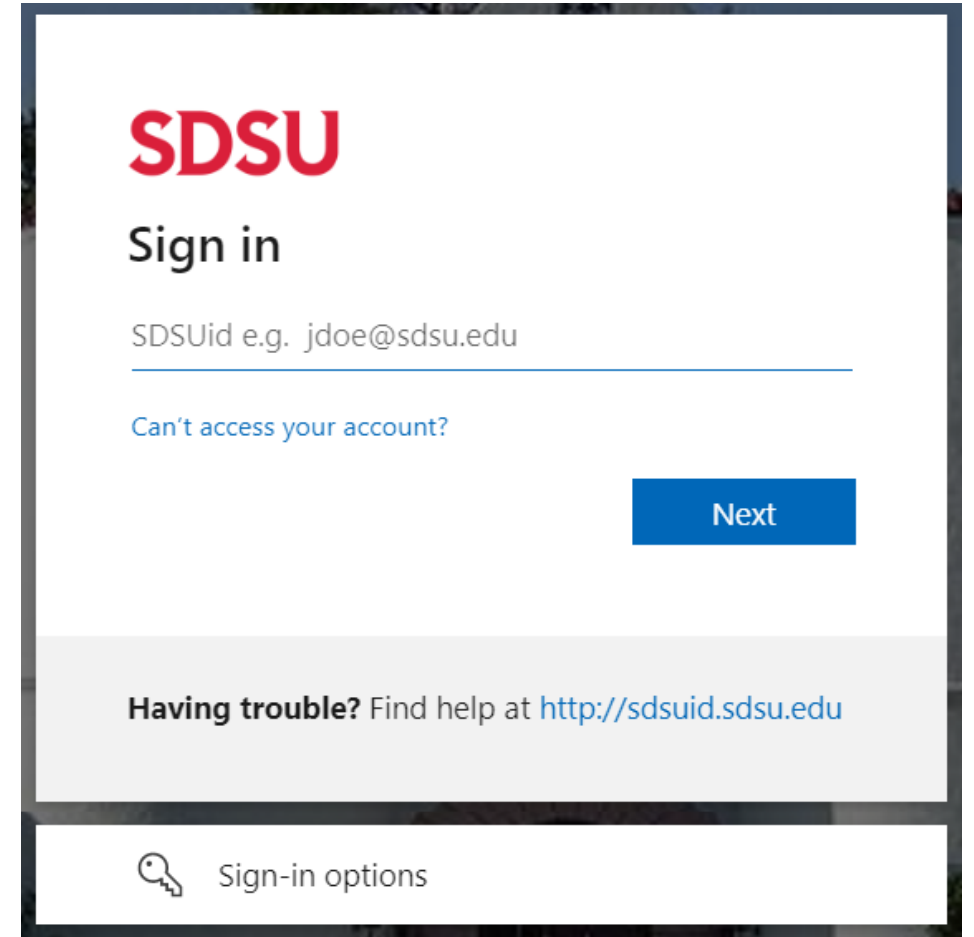
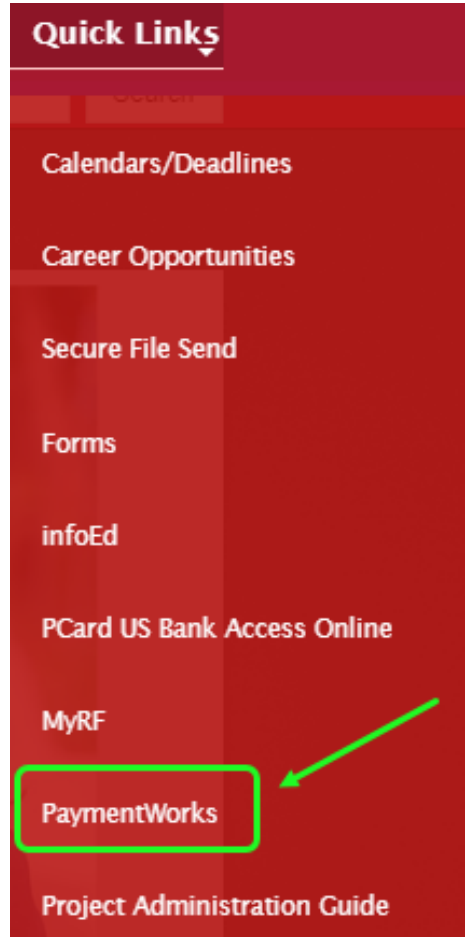
TRACK
ON-BOARDING



A valid vendor email address is required

How to Invite a Payee (Demo)

Access Onboarding Portal
through [PaymentWorks link](#)



Payee Onboarding Invitation Email



To: [Vendor Email]

Subject: **SDSU Research Foundation – New Vendor Registration**

Dear [Vendor Name]:

[SDSURF Initiator] has invited you to register as a new vendor to SDSU Research Foundation.

[Personal Message]

In order for SDSU Research Foundation (Test) to establish you or your company as a payee or vendor, please [click here](#) to register on PaymentWorks, SDSU Research Foundation's vendor portal.

Before you begin the registration process, be sure to have the following information available:

1. A valid tax ID (either an EIN or SSN)
2. A copy of a voided check or bank statement if you prefer to set up direct deposit (ACH) payments (U.S. bank only)

Process Changes

	Current Process	PaymentWorks
New Payees Vendors	<ul style="list-style-type: none"> • Complete multiple forms (W9/VIF, Direct Deposit, Foreign National Information) • Send sensitive banking & tax info to the project via email • Contact multiple departments for payment status 	<ul style="list-style-type: none"> • One online registration form to complete • Provides secure electronic repository for collection of vendor documents. • Check payment status at anytime
Projects Departments	<ul style="list-style-type: none"> • Email multiple forms or email links to payee • Send follow up emails for payee to complete or status 	<ul style="list-style-type: none"> • Send vendor invitation link to register; No more paper forms • Reminder email notifications are automatically generated
Existing Vendors	<ul style="list-style-type: none"> • Emails project or Accounts Payable if banking info changes 	<ul style="list-style-type: none"> • Receive an invitation to update information in secure environment • Vendor will complete registration in PaymentWorks

Vendor Information

ONBOARDING COMPLETE

Vendor Number: SANTOU

Company Legal Name: San Diego Tourism and Hospitality

DBA: San Diego Old Town Trolley Tours

Registration Submitted By: Jake Perry (sdsurfpw2019+jakeperry@gmail.com)

04/28/2023 12:54 PM

PROGRESS

INVITATION DETAIL

Onboarding Progress



INVITATION INITIATED

Initiated by: Evan Rubin (erubin@sdsu.edu)

04/21/2023 2:16 PM



INVITATION APPROVED & SENT

04/21/2023 2:16 PM



EMAIL VERIFIED - INVITATION RECEIVED

Verified By: Jake Perry (sdsurfpw2019+jakeperry@gmail.com)

04/24/2023 9:41 AM



REGISTRATION SUBMITTED

Submitted By: Jake Perry (sdsurfpw2019+jakeperry@gmail.com)

1 submissions

04/24/2023 9:51 AM



REGISTRATION APPROVED

Approved By: Vendor Approver (sdsurfpw2019+vendorapprover@gmail.com)

04/28/2023 12:24 PM



ONBOARDING COMPLETE

Vendor Number: SANTOU

Company Legal Name: San Diego Tourism and Hospitality

DBA: San Diego Old Town Trolley Tours

Registration Submitted By: Jake Perry (sdsurfpw2019+jakeperry@gmail.com)

04/28/2023 12:54 PM

Additional Information

- Training & Communication
 - **May 19** – Communication sent to existing vendors
 - **May 31, June 2 & 8** – Virtual walkthrough sessions
 - **Available Now** – Tools and resources available in Accounts Payable website
- Launch Plan
 - **June 15** – Adobe VIF, ACH and Foreign National Form links disabled
 - **June 19** – PaymentWorks is live
 - **June 20 thru 30** – Accounts Payable Office Hours
 - Monday 1pm – 2pm, Wednesday & Friday 9am – 10am
 - Link to office hours will be available in Accounts Payable website
- Q&A

Thank You

Accounts Payable Team

Jennie Davis, Administrative Support Coordinator

sdsurfap@sdsu.edu

Dulce Loo, Service Associate II

dloo@sdsu.edu

Femi de Ala, Supervisor

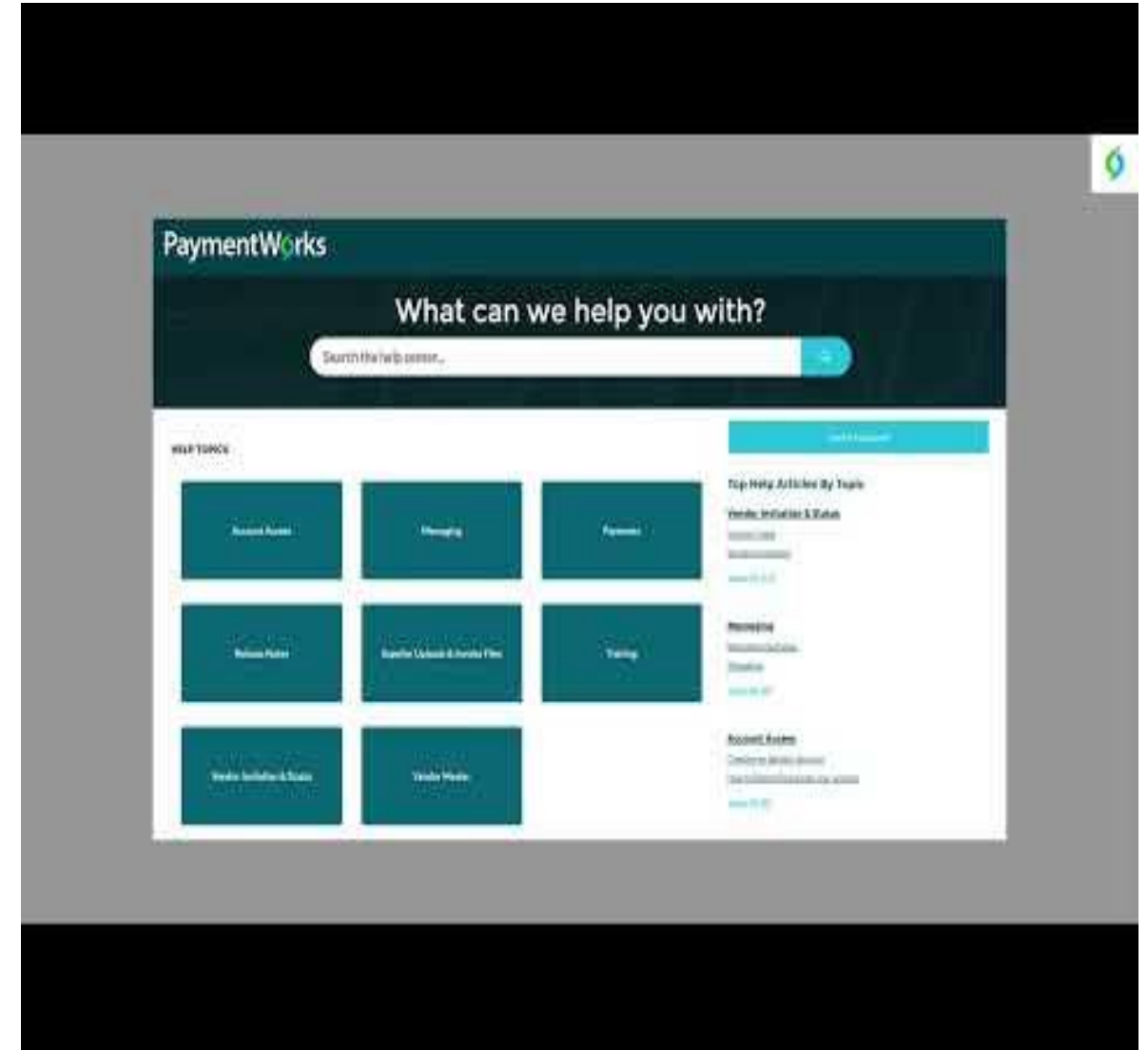
fdeala@sdsu.edu



SLIDES WITHOUT DEMO

Initiator Onboarding

[Training Video](#) and
[Documentation](#)



Searching for a Payee

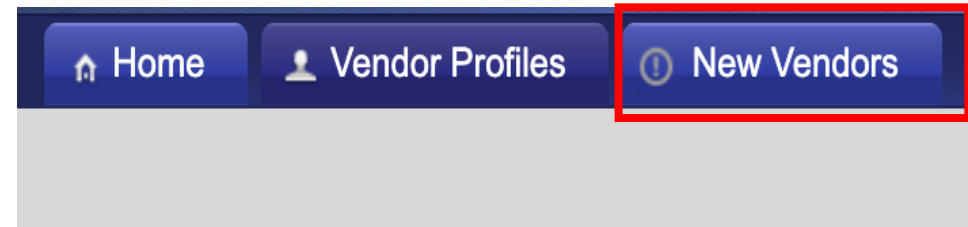
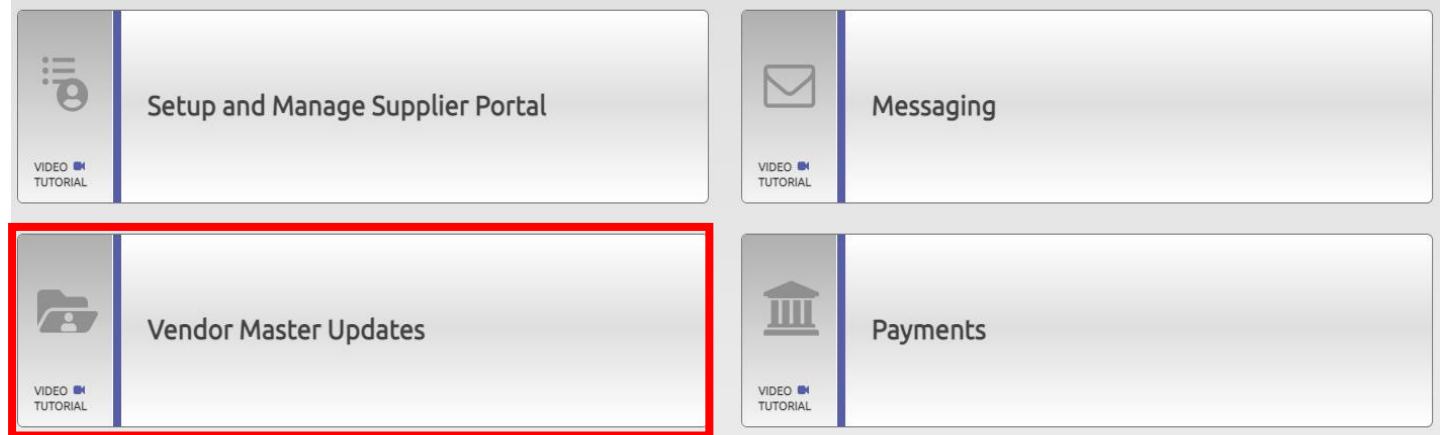
Step 1:

Once logged into PaymentWorks, click on Vendor Master Updates.

Step 2:

Next click on the New Vendors tab.

* Initiators will be defaulted to the New Vendors tab.



Searching for a Payee

A full repository of all invitations sent by users in your PaymentWorks instance.

The screenshot displays the 'Onboardings Tracker' interface. At the top, there are navigation tabs: Home, Vendor Profiles, Updates, New Vendors, and Reimbursements. Below these is a 'SHOW:' dropdown set to 'Onboarding Tracker'. The main content area is titled 'Onboardings' and includes a 'Sort By:' dropdown set to 'Date modified' and 'Descending', along with a 'Need help?' link. The interface shows a list of vendors with their onboarding progress represented by a horizontal timeline with colored dots and labels. The vendors listed are Kimberly Clerk, Eugene Levy, Danny Ocean, John Doe, Jessica's Baking Company, The Great Bean Coffee, and Noah Smith. A filter sidebar on the left allows for searching by Vendor Name, Vendor #, Contact E-Mail, Invitation Approval, Invitation Delivered, Account Created, and Registration Form. It also includes a 'Show Cancelled Only' checkbox, a 'Source' dropdown, and an 'Invitation Initiator' field. A 'Send Invitation...' button is located at the bottom of the filter sidebar. A 'VIDEO TUTORIAL' link is also present.

Vendor Name	Invitation Initiated	Email Verified - Invitation Received	Registration Submitted - Pending Internal Review	Onboarding Complete
Kimberly Clerk	11/01/2022 1:01 PM	12/30/2022 8:19 AM		
Eugene Levy	02/03/2023 3:30 PM	02/03/2023 3:33 PM	02/03/2023 3:36 PM 23 days and 20 hours	
Danny Ocean	12/30/2022 8:06 AM	01/03/2023 11:43 AM		01/06/2023 1:00 PM Vendor Number: 9561234
John Doe	11/01/2022 1:24 PM	12/29/2022 3:44 PM	12/29/2022 3:49 PM 59 days and 20 hours	
Jessica's Baking Company	12/12/2022 7:43 PM	12/14/2022 12:46 PM	12/14/2022 2:31 PM 74 days and 21 hours	
The Great Bean Coffee	12/12/2022 7:44 PM	12/12/2022 7:44 PM 76 days and 16 hours		
Noah Smith				

Searching for a Payee

Step 3:

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

Next Steps:

This will bring any matching search results along with any corresponding information. If you do not see an invitation or any matches to your search, you will need to invite the Payee.

The screenshot shows a web application interface for searching payees. At the top, there are navigation tabs for 'Home' and 'Vendor Profiles'. Below the navigation, there is a 'SHOW:' dropdown menu set to 'Onboarding Tracker'. A 'VIDEO TUTORIAL' button is visible in the top right corner. The main section is titled 'Filter Results: 9 Records'. A red box highlights the search filters: 'Vendor Name:', 'Vendor #:', and 'Contact E-Mail:'. Below these are several dropdown menus for 'Invitation Approval:', 'Invitation Delivered:', 'Account Created:', and 'Registration Form:'. There is also a 'Show Cancelled Only:' checkbox. At the bottom, there are buttons for 'Clear Filters', a 'csv' download icon, and a 'Send Invitation...' button.

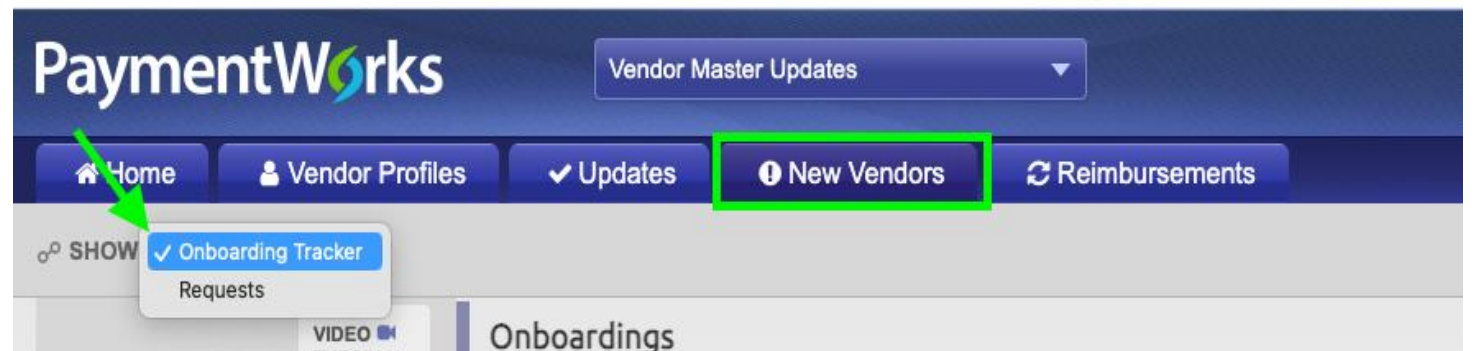
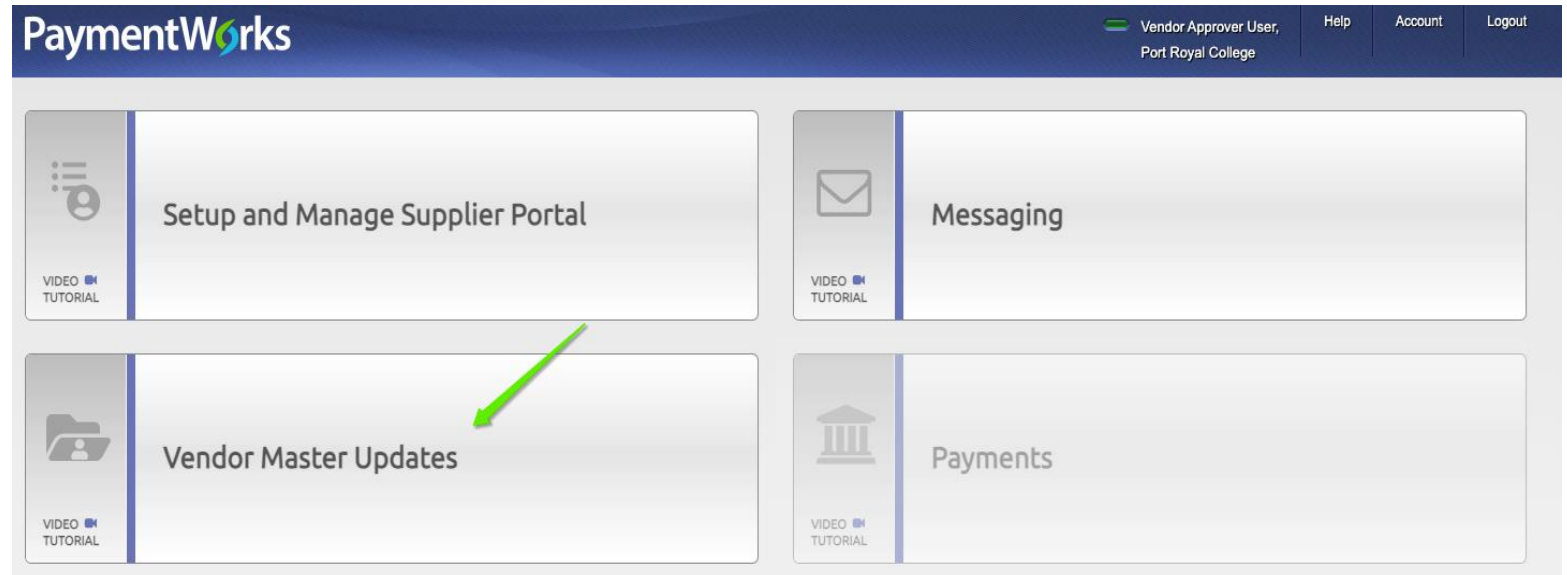
Inviting a Payee

Step 1:

Once logged into PaymentWorks. Click on the Vendor Master Updates tile.

Step 2:

Click on the New Vendors tab. Initiators will be defaulted to this page, all other users will be defaulted to the Vendor Profiles page.



Inviting a Payee

Step 3:

What to have in advance:

- Vendor Name
- Vendor's Email
- Payment reason

Click the **Send Invitation** button.

This will open up the Invite New Vendor form.

Note:

Anything marked with an asterisk is required.

The screenshot displays the 'Onboarding Tracker' interface. On the left is a filter panel with the following fields:

- Filter Results: 86 Records
- Vendor Name: [input field]
- Vendor #: [input field]
- Contact E-Mail: [input field]
- Invitation Approval: [dropdown menu]
- Invitation Delivered: [dropdown menu]
- Account Created: [dropdown menu]
- Registration Form: [dropdown menu]
- Show Cancelled Only:
- Show Easy Cancel:
- Source: [dropdown menu]
- Invitation Initiator: [input field]
- Invitation sent: All Dates [dropdown menu]

Buttons in the filter panel include 'Clear Filters' and a 'csv' export icon. A green arrow points to the 'Send Invitation...' button at the bottom of the filter panel.

The main area shows a list of vendors with their onboarding progress:

Vendor Name	Progress Status	Key Milestones
Dancing Zorba's Restaurant	Partial (blue)	INVITATION INITIATED (05/03/2023 3:17 PM), INVITATION EMAIL OPENED (05/13/2023 12:03 PM, 2 hours)
Smoother Interior Design	Partial (blue)	INVITATION INITIATED (05/04/2023 11:09 AM), EMAIL VERIFIED - INVITATION RECEIVED (05/04/2023 11:09 AM, 9 days and 3 hours)
Sanderson Sisters Inc	Complete (green)	INVITATION INITIATED (04/25/2023 11:42 AM), EMAIL VERIFIED - INVITATION RECEIVED (04/25/2023 2:25 PM)
Jack McFarland	Partial (blue)	INVITATION INITIATED (04/21/2023 3:04 PM), EMAIL VERIFIED - INVITATION RECEIVED (05/10/2023 1:36 PM)
Peter Parker	Partial (blue)	INVITATION INITIATED, INVITATION EMAIL OPENED

Inviting a Payee

Step 4:

On the Invite New Vendor form, fill out the required fields and click “Send”.

Description of Goods and Services:

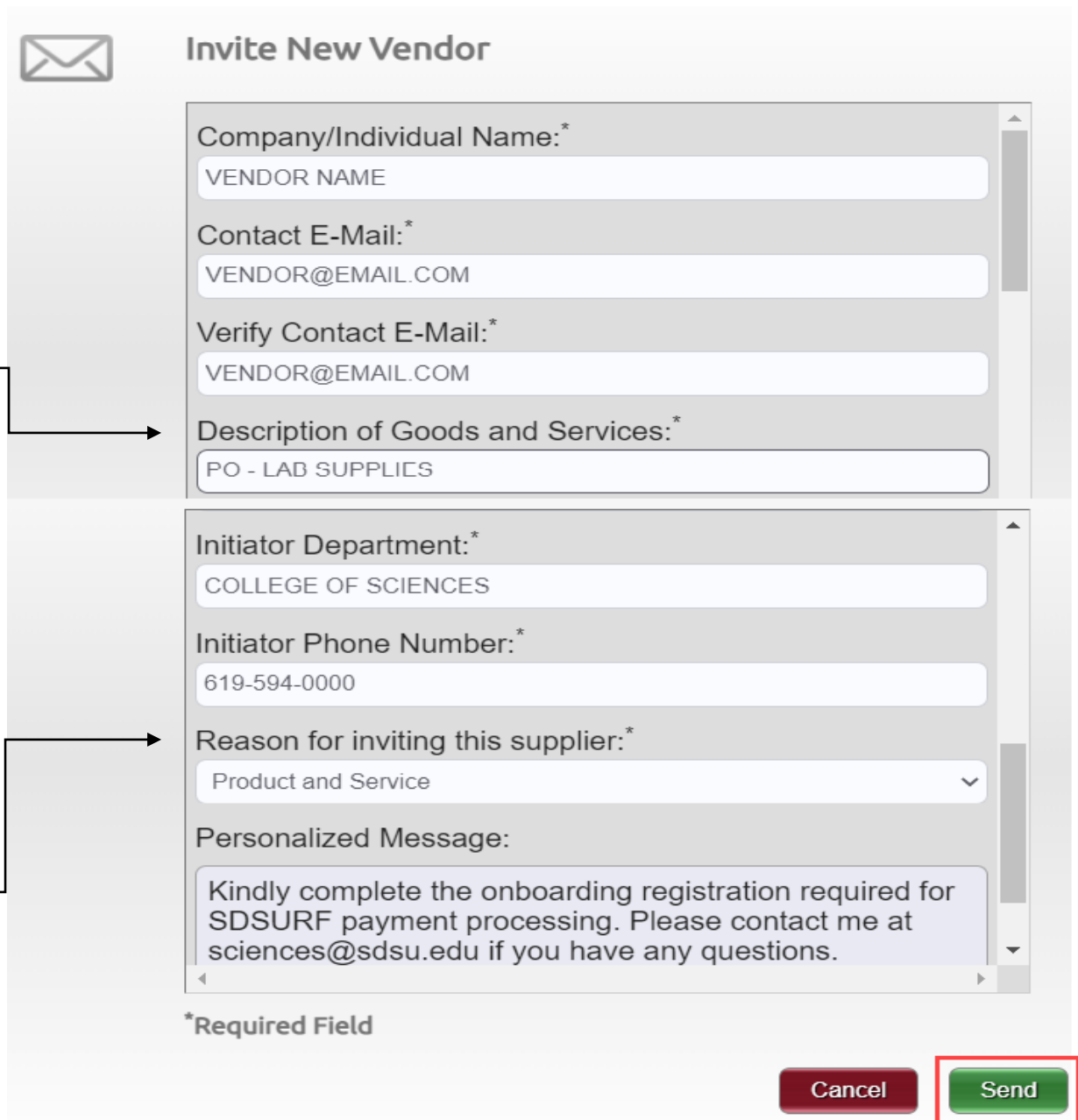
Indicate the how you will be paying the vendor (via Disbursement Request or Purchase Order).

Type “DR” or “PO” & “-” then add payment reason:

- **DR** – Honoraria, Research Participant, Award, Membership/Subscription dues, Guest Speaker, Travel Reimbursement, etc.
- **PO** – Vendor Contract, Performance/Service agreement, Independent Contractor/Consultant agreement, etc.

Reason for inviting this supplier:

Dropdown limited to Product, Service, or both. If your payment does not meet either, by default please select both Product and Service.



The screenshot shows the 'Invite New Vendor' form with an envelope icon in the top left. The form contains several input fields and a dropdown menu. Annotations with arrows point from the text on the left to specific fields in the form:

- An arrow points from 'Description of Goods and Services:' to the 'Description of Goods and Services:*' field, which contains the text 'PO - LAB SUPPLIES'.
- An arrow points from 'Reason for inviting this supplier:' to the 'Reason for inviting this supplier:*' dropdown menu, which is currently set to 'Product and Service'.

The form also includes the following fields:

- Company/Individual Name:* (containing 'VENDOR NAME')
- Contact E-Mail:* (containing 'VENDOR@EMAIL.COM')
- Verify Contact E-Mail:* (containing 'VENDOR@EMAIL.COM')
- Initiator Department:* (containing 'COLLEGE OF SCIENCES')
- Initiator Phone Number:* (containing '619-594-0000')
- Personalized Message: (containing 'Kindly complete the onboarding registration required for SDSURF payment processing. Please contact me at sciences@sdsu.edu if you have any questions.'

At the bottom right, there are two buttons: 'Cancel' and 'Send'. The 'Send' button is highlighted with a red border.

*Required Field

Inviting a Payee

Step 4:

On the Invite New Vendor form, fill out the required fields and click “Send”.

Description of Goods and Services:

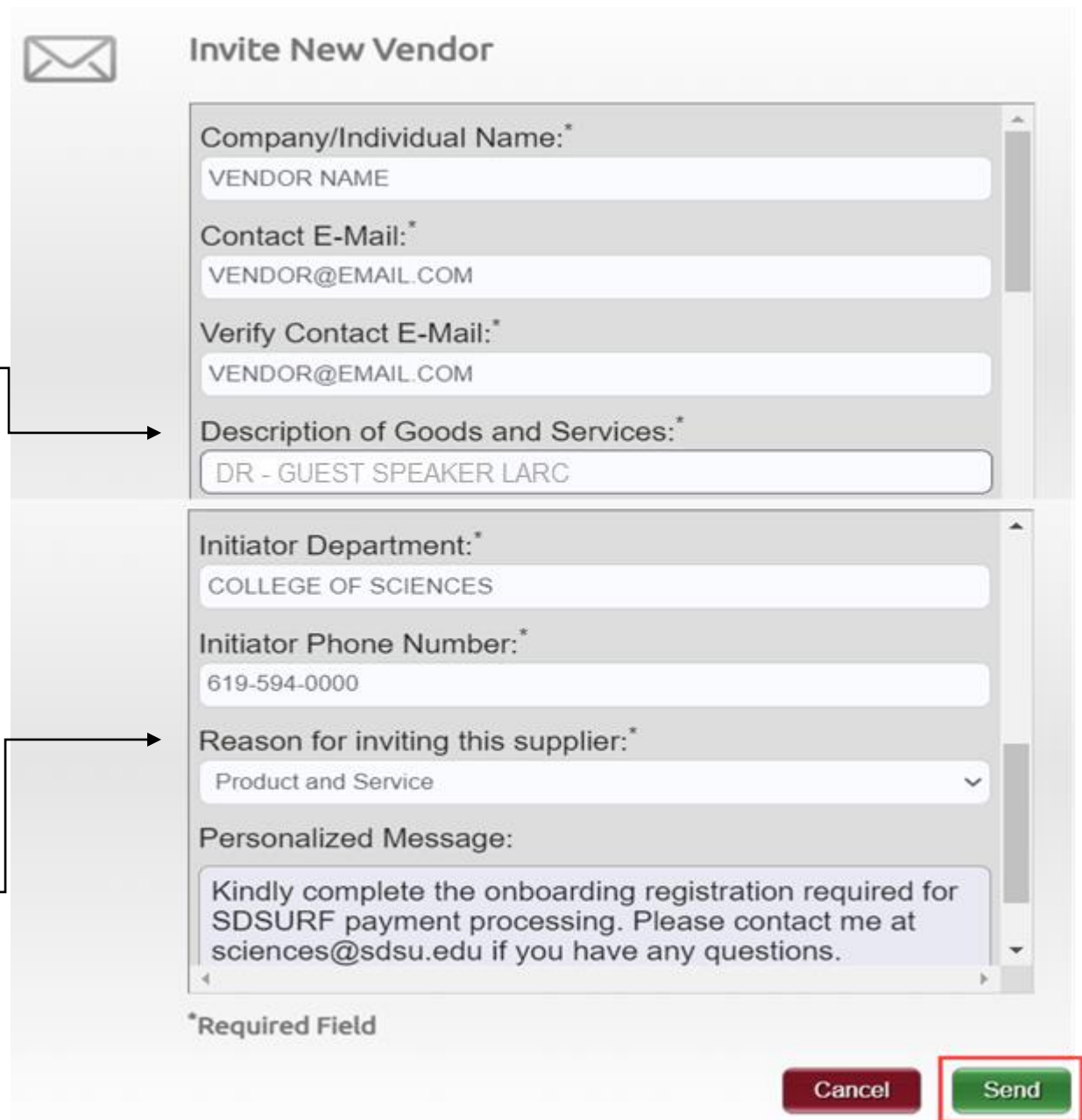
Indicate the how you will be paying the vendor (via Disbursement Request or Purchase Order).

Type “DR” or “PO” & “-” then add payment reason:

- **DR** – Honoraria, Research Participant, Award, Membership/Subscription dues, Guest Speaker, Travel Reimbursement, etc.
- **PO** – Vendor Contract, Performance/Service agreement, Independent Contractor/Consultant agreement, etc.

Reason for inviting this supplier:

Dropdown limited to Product, Service, or both. If your payment does not meet either, by default please select both Product and Service.



The screenshot shows the 'Invite New Vendor' form with an envelope icon in the top left. The form contains several required fields, each marked with an asterisk (*):

- Company/Individual Name:** Input field containing 'VENDOR NAME'.
- Contact E-Mail:** Input field containing 'VENDOR@EMAIL.COM'.
- Verify Contact E-Mail:** Input field containing 'VENDOR@EMAIL.COM'.
- Description of Goods and Services:** Input field containing 'DR - GUEST SPEAKER LARC'. An arrow from the text 'Description of Goods and Services:' on the left points to this field.
- Initiator Department:** Input field containing 'COLLEGE OF SCIENCES'.
- Initiator Phone Number:** Input field containing '619-594-0000'.
- Reason for inviting this supplier:** A dropdown menu currently showing 'Product and Service'. An arrow from the text 'Reason for inviting this supplier:' on the left points to this dropdown.
- Personalized Message:** A text area containing the message: 'Kindly complete the onboarding registration required for SDSURF payment processing. Please contact me at sciences@sdsu.edu if you have any questions.'

At the bottom of the form, there is a legend for '*Required Field'. Two buttons are located at the bottom right: a grey 'Cancel' button and a green 'Send' button, which is highlighted with a red border.

Reviewing Invitation Status

Step 1:

From the New Vendors tab in the Vendor Master Updates file, look at the Onboarding Tracker.

Note:

All statuses update in real time.

Each bubble will have multiple statuses available.

The screenshot displays the PaymentWorks 'Onboardings' page. The interface includes a navigation bar with 'New Vendors' highlighted, a filter sidebar on the left, and a main area showing a progress timeline for five vendors. Each vendor's status is represented by a horizontal line with colored bubbles indicating the current stage of the onboarding process.

Vendor Name	Step 1: Invitation Initiated	Step 2: Email Verified - Invitation Received	Step 3: Registration Submitted - Pending Internal Review	Step 4: Onboarding Complete
Kimberly Clerk	11/01/2022 1:01 PM	12/30/2022 8:19 AM		
Eugene Levy	02/03/2023 3:30 PM	02/03/2023 3:33 PM	02/03/2023 3:36 PM (23 days and 21 hours)	
Danny Ocean	12/30/2022 8:06 AM	01/03/2023 11:43 AM		01/06/2023 1:00 PM (Vendor Number: 9561234)
John Doe	11/01/2022 1:24 PM	12/29/2022 3:44 PM	12/29/2022 3:49 PM (59 days and 21 hours)	
Jessica's Baking Company	12/12/2022 7:43 PM	12/14/2022 12:46 PM	12/14/2022 2:31 PM (74 days and 22 hours)	

What's the Status of My Vendor?

Step 1:

Once logged into PaymentWorks, click on Vendor Master Updates and then click on the New Vendors tab.

Step 2:

Under the Filter Results section, type your name in the Invitation Initiator field to display only the invitations you sent.

*The vendor registration statuses will be displayed by default based on the most recent activity.

The screenshot displays the 'Onboardings' section of the PaymentWorks system. On the left is a filter sidebar with the following elements:

- SHOW: Onboarding Tracker (highlighted with a red box)
- VIDEO TUTORIAL button
- Filter Results: 106 Records
- Vendor Name: [text input]
- Vendor #: [text input]
- Contact E-Mail: [text input]
- Invitation Approval: [dropdown menu]
- Invitation Delivered: [dropdown menu]
- Account Created: [dropdown menu]
- Registration Form: [dropdown menu]
- Show Cancelled Only:
- Show Easy Cancel:
- Source: [dropdown menu]
- Invitation Initiator: Your Name (highlighted with a red box)
- Invitation sent: All Dates [dropdown menu]

The main area shows a list of vendors with their onboarding progress:

- Marlene Chavez Corona:** Progress bar is green with a checkmark. Steps: INVITATION INITIATED (05/17/2023 2:27 PM), EMAIL VERIFIED - INVITATION RECEIVED (05/17/2023 2:41 PM), ONBOARDING COMPLETE (05/19/2023 6:15 PM, Vendor Number: CHAMAR5).
- Richard Ryan:** Progress bar is blue with a magnifying glass icon. Steps: INVITATION INITIATED (05/18/2023 9:17 AM), EMAIL VERIFIED - INVITATION RECEIVED (05/25/2023 11:57 AM), REGISTRATION SUBMITTED - PENDING INTERNAL REVIEW (05/26/2023 6:59 PM, 2 days and 22 hours).
- Hana Foo:** Progress bar is green with a checkmark. Steps: INVITATION INITIATED (05/18/2023 1:52 PM), EMAIL VERIFIED - INVITATION RECEIVED (05/18/2023 10:35 PM), ONBOARDING COMPLETE (05/24/2023 2:29 PM, Vendor Number: 827126320).
- Isaac Torres:** Progress bar is blue with a magnifying glass icon. Steps: INVITATION INITIATED (05/18/2023 9:03 AM), EMAIL VERIFIED - INVITATION RECEIVED (05/21/2023 7:55 PM), REGISTRATION APPROVED (05/26/2023 2:25 PM).
- Patrick Doyle:** Progress bar is blue with a magnifying glass icon. No steps are visible.

At the top right of the main area, there are controls for 'Sort By: Date modified', 'Descending', and a 'Need help?' link.

Onboarding Statuses

Statuses Explained by Area



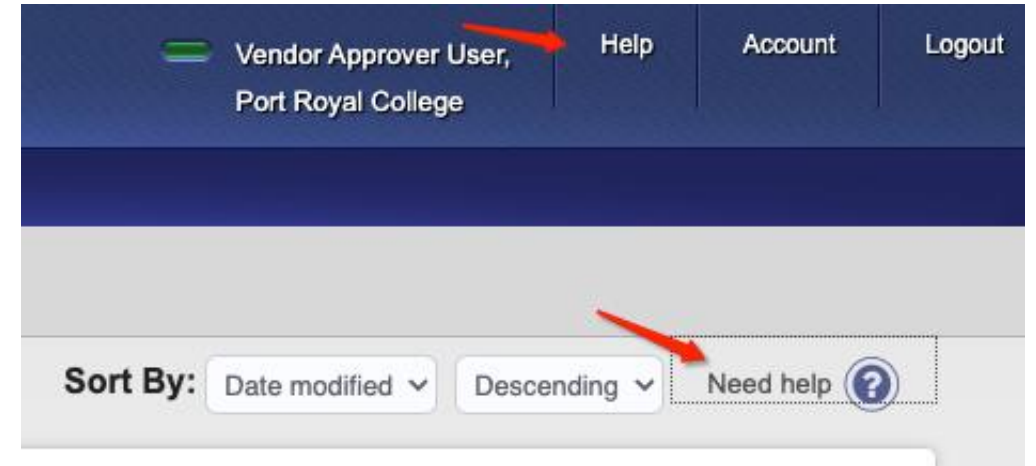


Frequently Asked Questions

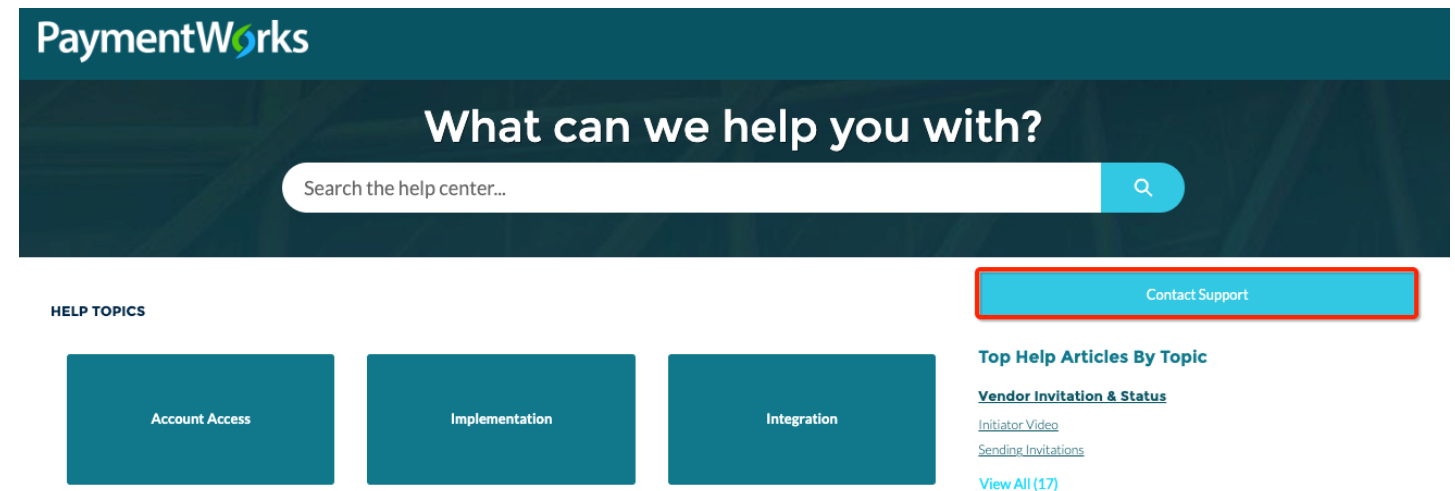
Troubleshooting, Help Center & Customer Support

Help Center & Customer Support

Use the Help button in the top right of the screen or click on the Need Help symbols to access the Help Center and to find articles related to Onboarding.



Create a Support ticket using the Contact Support button in the Help Center



Scenario 1

Situation: My payee deleted their emailed invitation or did not receive their emailed invite.

Solution:

First ,verify that they payee has checked their spam or junk folder

Initiators can resend invitations.

To resend:

- Click the status in the Invitation Receipt bubble (third bubble)
- Click Resend Invitation button

Aaron Hurley

INVITATION INITIATED
03/22/2022 2:54 PM

INVITATION EMAIL OPENED
10/24/2022 12:37 PM
126 days and 3 hours

PROGRESS INVITATION DETAIL

Invitation Details

Initiator: Susie Initiator (somersetpw2019+initiator@gmail.com)	Vendor Name: Aaron Hurley	Contact E-mail: somersetpw2019+aaronhurley@gmail.com	Initiated: 03/22/2022	Email Sent: 07/26/2022	Invitation Reminders: Enabled
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Initiator Fields:

Reason for inviting this supplier: Product and Service
Initiator Email: somersetpw2019+brittany@gmail.com
Initiator Name (first and last): Brittany Smith
Initiator Phone Number: 732-998-5623
Initiator Department: Student Life
Description of Goods and Services: Custom products & swag

Approval History:

Jul 26, 2022 10:10 AM: Approved by Jimmy Procurement <somersetpw2019+procurement@gmail.com> (Procurement)
Message: None

Disable Reminders + Resend Invitation ↻

Scenario 2

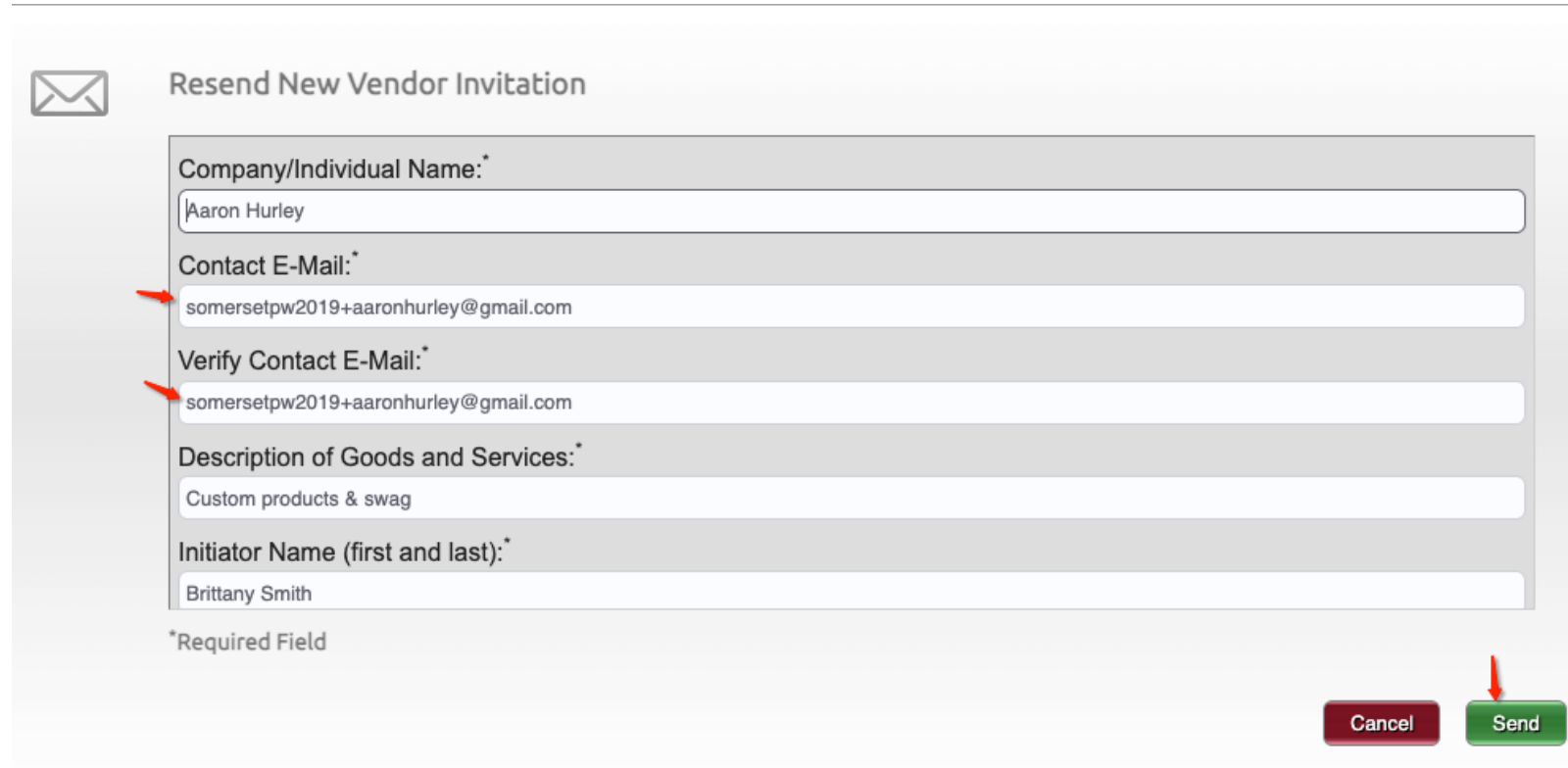
Situation: I entered the wrong email address or made a typo.


Solution:

Departments can correct and resend invitations until the Payee creates their account.

To resend invitation with the correct email address:

- Click on the invitation status.
- Then click on the "Resend Invitation" button.
- Enter correct email address under "Contact E-Mail"
- Click on the "Send" button when finished.



 Resend New Vendor Invitation

Company/Individual Name:*
Aaron Hurley

Contact E-Mail:*
somersetpw2019+aaronhurley@gmail.com

Verify Contact E-Mail:*
somersetpw2019+aaronhurley@gmail.com

Description of Goods and Services:*
Custom products & swag

Initiator Name (first and last):*
Brittany Smith

*Required Field

Cancel Send

Scenario 3

Situation: My payee has not completed their form to register.




Solution:

The payee will receive emails until the registration is completed or the reminders are cancelled.

Reminder email notifications are automatically generated, do not resend invitations unless the payee notifies you that they did not receive the initial email

- 1st reminder – three days
- 2nd reminder – seven days
- 3rd reminder – 14 days
- 4th reminder – 21 days
- 5th reminder – 28 days

PaymentWorks Account Registration Reminder Inbox x

PaymentWorks <do-not-reply@paymentworks.com> Sat, Apr 8, 6:09 PM (10 days ago)   


to sdsurfpw2019+danlevy ▼

Thanks for registering!

It's been 1 day since you registered. Please click on the following link within the next 72 hours to activate your account, and then sign in to complete your registration.

[Verify Your Email and Complete Your Registration](#)

Thank you,
PaymentWorks



If this was sent to you in error, please ignore this email and your address will be removed from our records.

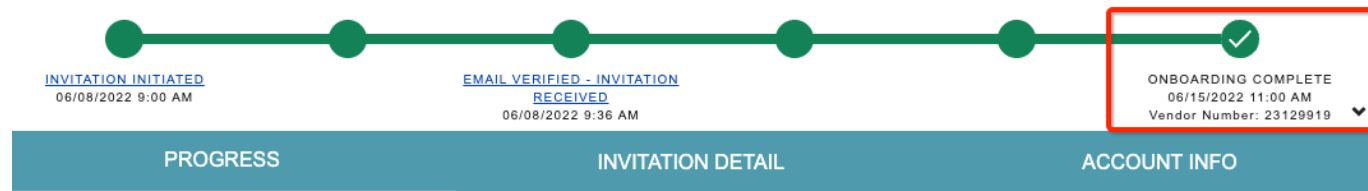
Scenario 4

Situation: I haven't received my vendor number.

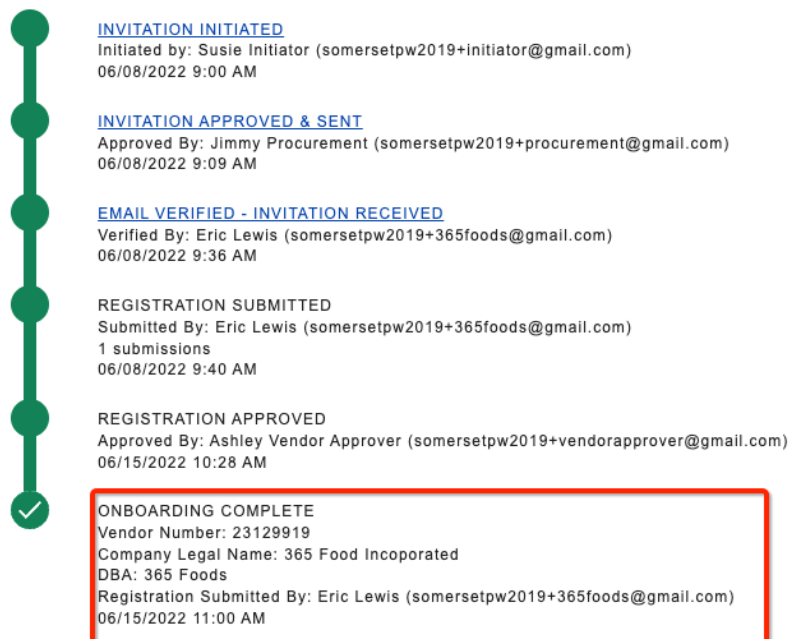
Solution:

You will receive your Vendor # once the payee has been approved and sent to the ERP

365 Foods



Onboarding Progress



Scenario 5

Situation: I no longer need to invite this payee, OR My payee is no longer needed OR How do I cancel an invitation?

Solution:

- Click on the invitation status.
- Then you will want to click on the “Cancel Invitation” button.
- A confirmation screen will appear, click on the “OK” button.

This step can only be done up until the payee creates their account, once created you cannot cancel the invitation.

Aaron Hurley

[INVITATION INITIATED](#)
03/22/2022 2:54 PM

[INVITATION EMAIL OPENED](#)
10/24/2022 12:37 PM
126 days and 3 hours

PROGRESS INVITATION DETAIL

Invitation Details

Initiator: Susie Initiator (somersepw2019+initiator@gmail.com)	Vendor Name: Aaron Hurley	Contact E-mail: somersepw2019+aaronhurley@gmail.com	Initiated: 03/22/2022	Email Sent: 07/26/2022	Invitation Reminders: Enabled
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Initiator Fields:

Reason for inviting this supplier: Product and Service
Initiator Email: somersepw2019+brittany@gmail.com
Initiator Name (first and last): Brittany Smith
Initiator Phone Number: 732-998-5623
Initiator Department: Student Life
Description of Goods and Services: Custom products & swag

Approval History:

Jul 26, 2022 10:10 AM: Approved by Jimmy Procurement <somersepw2019+procurement@gmail.com> (Procurement)
Message: None

Cancel Invitation ✖ Disable Reminders ✖ Resend Invitation ↻

Scenario 6

Situation: I want to stop sending reminders to my payee OR My payee has asked me to stop sending reminders

Solution:

- Click on the invitation status.
- Then you will want to click on the “Disable Reminders” button.
- A confirmation screen will appear, click on the “OK” button.

Aaron Hurley

INVITATION INITIATED
03/22/2022 2:54 PM

INVITATION EMAIL OPENED
10/24/2022 12:37 PM
126 days and 3 hours

PROGRESS **INVITATION DETAIL**

Invitation Details

Initiator: Susie Initiator (somersepw2019+initiator@gmail.com)	Vendor Name: Aaron Hurley	Contact E-mail: somersepw2019+aaronhurley@gmail.com	Initiated: 03/22/2022	Email Sent: 07/26/2022	Invitation Reminders: Enabled
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Initiator Fields:

Reason for inviting this supplier: Product and Service
Initiator Email: somersepw2019+brittany@gmail.com
Initiator Name (first and last): Brittany Smith
Initiator Phone Number: 732-998-5623
Initiator Department: Student Life
Description of Goods and Services: Custom products & swag

Approval History:

Jul 26, 2022 10:10 AM: Approved by Jimmy Procurement <somersepw2019+procurement@gmail.com> (Procurement)

Message: None

Cancel Invitation ✕ Disable Reminders ✕ Resend Invitation ↻