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 PaymentWorks via the following link:

https://www.paymentworks.com/login/saml/?idp=jhu

You cannot bookmark this link directly - please edit your bookmark after creating it.

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.

The flowchart below describes the basic steps that a request may take as it moves through the enrollment process.

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.

### Information Requested

- **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.

- **Name of Invitation Sender**
  - Your name.

- **Purchasing Organization**
  - JHU or JHHS as appropriate.

- **Business Area**
  - The area you are requesting for.

- **Vendor Type**
  - Disregard this field, it will be expanded later.

- **Description of Product/Service**
  - A short description of the vendor’s services.

- **Anticipated Spend**
  - The amount you intend to spend, in USD.

- **Services Provided**
  - What type of product or service the vendor will provide.