

INSTRUCTIONS TO PRINT SUPPLIER PORTAL INVOICES

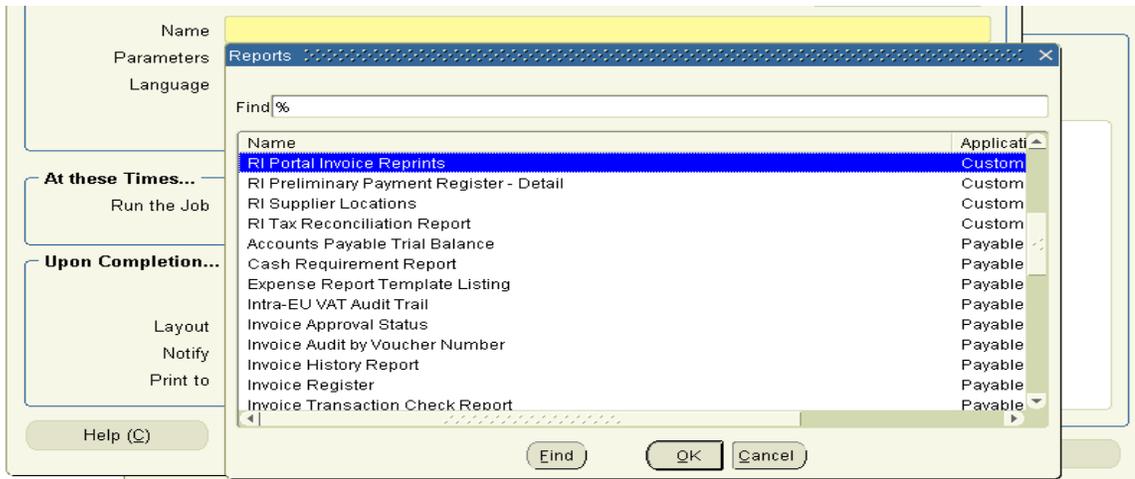
In “Inquiry, Inquiry” the report is found under RI Payables Reports. For Initiators and Approvers, the report should be under your “Requests” “Run” option.

From the “Submit a New Request” window, run a single request:



Click “OK”

Choose “RI Portal Invoice Reprints” from the LOV button.



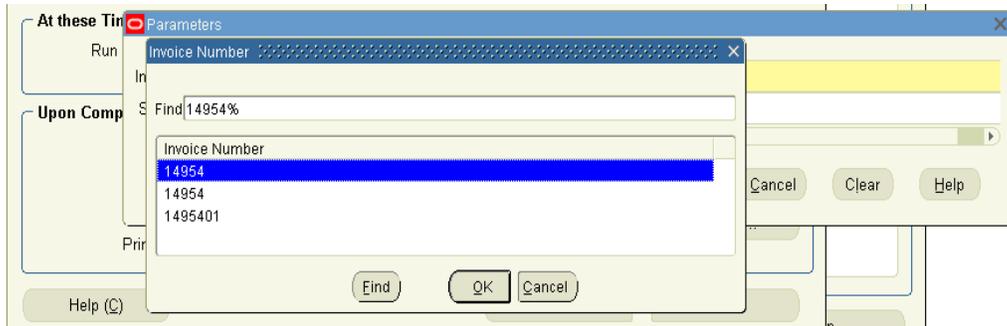
Click “OK”

Input the “Invoice Number”. Only invoices entered through the portal can be printed this way. If the invoice is not available here, check FileNet or check to be sure the invoice was entered by a Supplier.

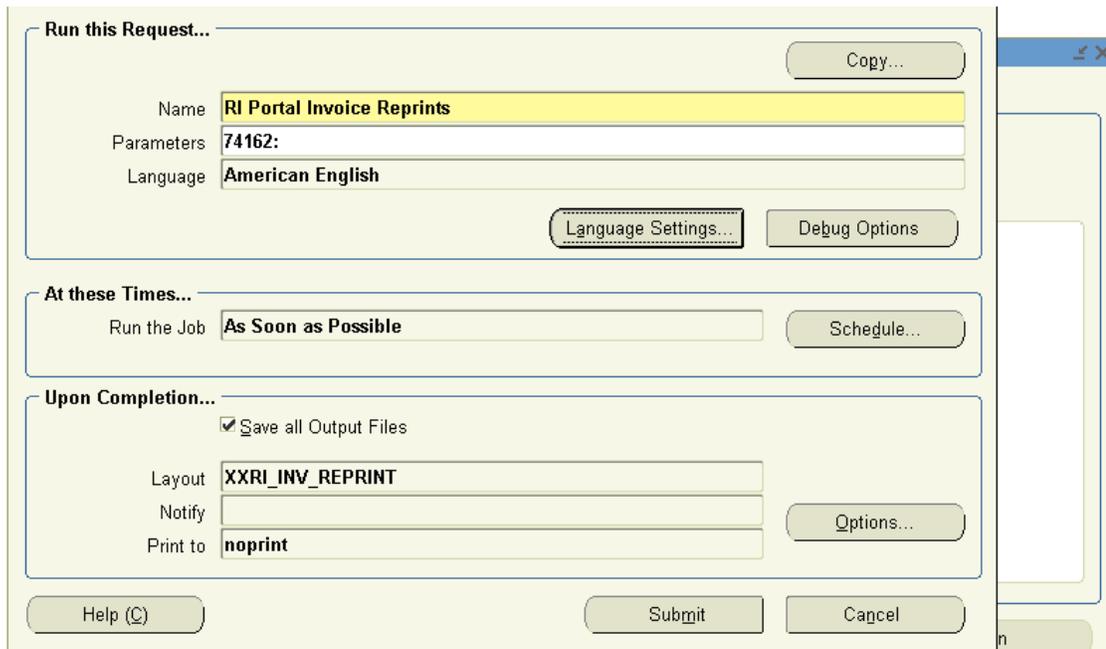


Click “OK”

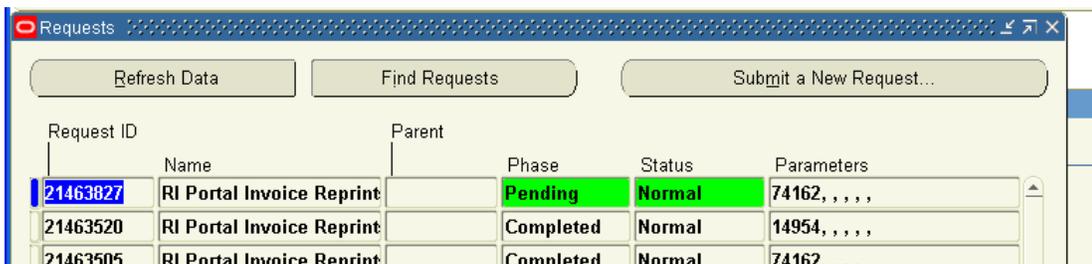
If more than one invoice comes up with the same number, highlight one and click “OK”. Input the “Supplier Name” in addition to the invoice number.



Click “OK”



Click “Submit”



Click “Refresh Data” until the Phase is “Completed” and Status is “Normal”.

Refresh Data		Find Requests		Submit a New Request...	
Request ID	Name	Parent	Phase	Status	Parameters
21463827	RI Portal Invoice Reprint		Completed	Normal	74162, , , ,
21463520	RI Portal Invoice Reprint		Completed	Normal	14954, , , ,
21463505	RI Portal Invoice Reprint		Completed	Normal	74162, , , ,
21454933	RI RIFANS iSupplier Port		Completed	Normal	37
21446996	RI RIFANS iSupplier Port		Completed	Normal	37
21420967	RI RIFANS iSupplier Port		Completed	Normal	37
21420844	RI RIFANS iSupplier Port		Completed	Error	37
21410155	RI RIFANS iSupplier Port		Completed	Error	37

When "Completed" click "View Output"

Print your invoice.

State of Rhode Island & Providence Plantations
 Office of Accounts and Controls
Invoice Printing *** RIFANS Portal**

Invoice #: 74162
Original \$: \$3,331.78
Run Date: 18-NOV-11



Supplier Name:	AIRWICK PROFESSIONAL PROD OF RI INC		
Address Line 1:	PO BOX 16100		
Address Line 2:			
Address Line 3:			
City, State:	EAST PROVIDENCE, RI		
Vendor ID:	4267	Invoice type:	STANDARD
Source:	ISP	Creation Date:	08-MAR-11
Invoice Date:	08-MAR-11	Created By:	ANDREW@AIRWICKRI.COM
PO Number:	3221684	Release Number:	
Description:	BHDDH-ESH, MATHIAS BLDG. JANITORIAL SUPPLIES, SANIFECT & MINT CLEANER, FULLER FOAM CLEANER, LAV GLO BOWL CLEANER, AQUARESS HAND & BODY SHAMPOO		