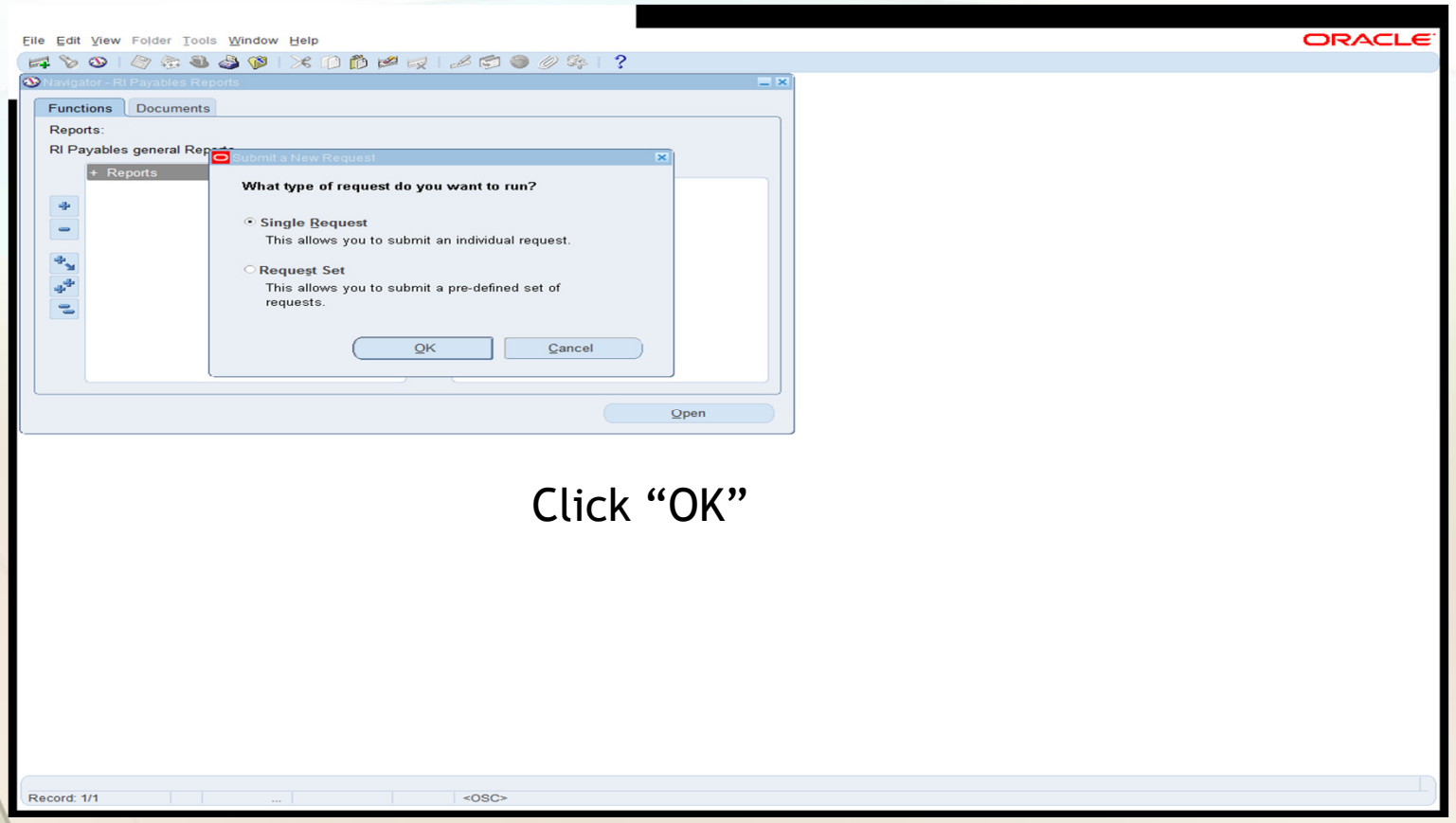
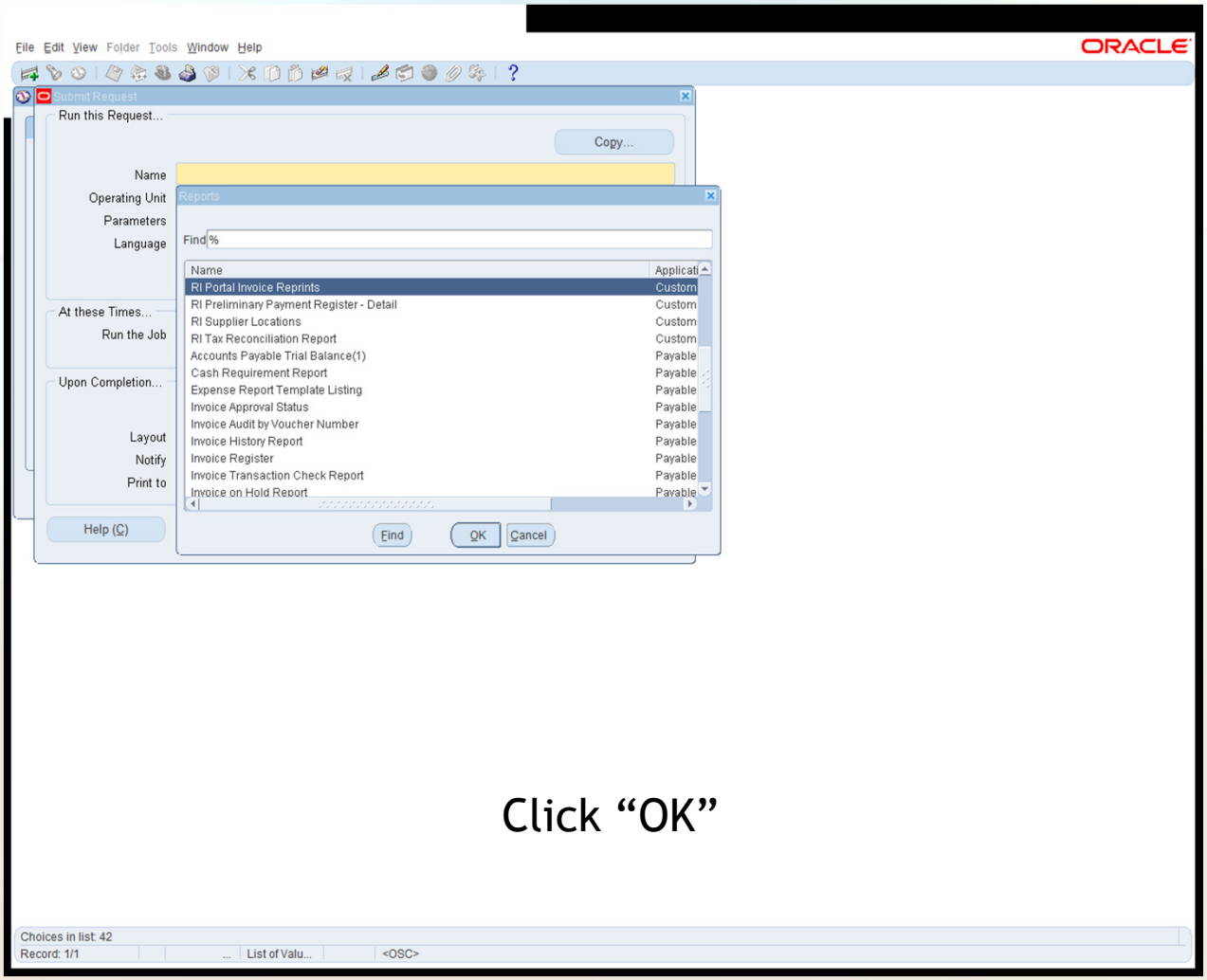
INSTRUCTIONS TO PRINT SUPPLIER PORTAL INVOICES

- For Initiators and Approvers, the report should be under your “Requests” “Run” option. If using “Inquiry, Inquiry”, the report is found under RI Payables Reports.
- From the “Submit a New Request” window, run a single request:



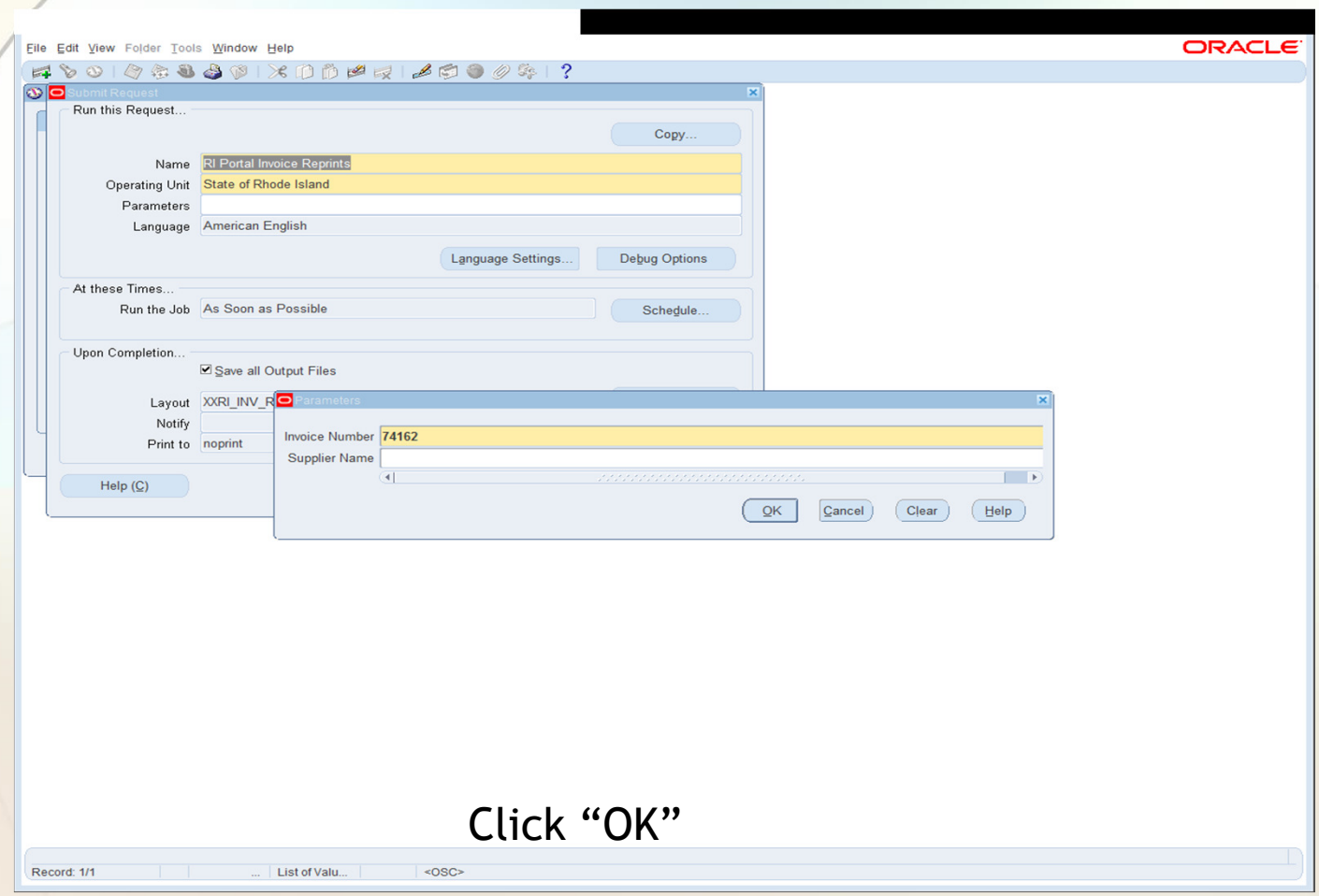
Click “OK”

Choose “RI Portal Invoice Reprints” from the LOV (List of Values) button.



Click “OK”

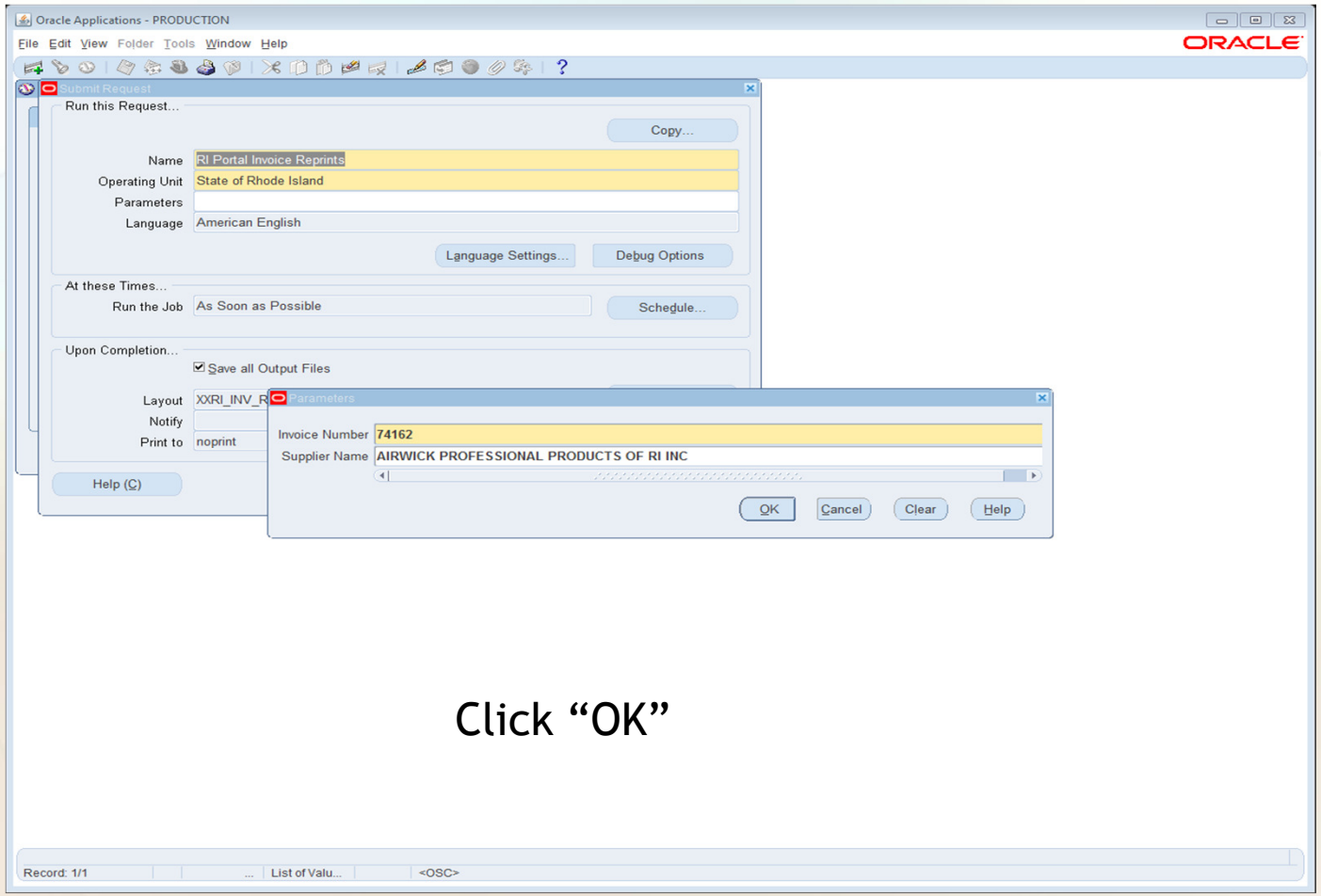
Under Parameters, enter the “Invoice Number”.



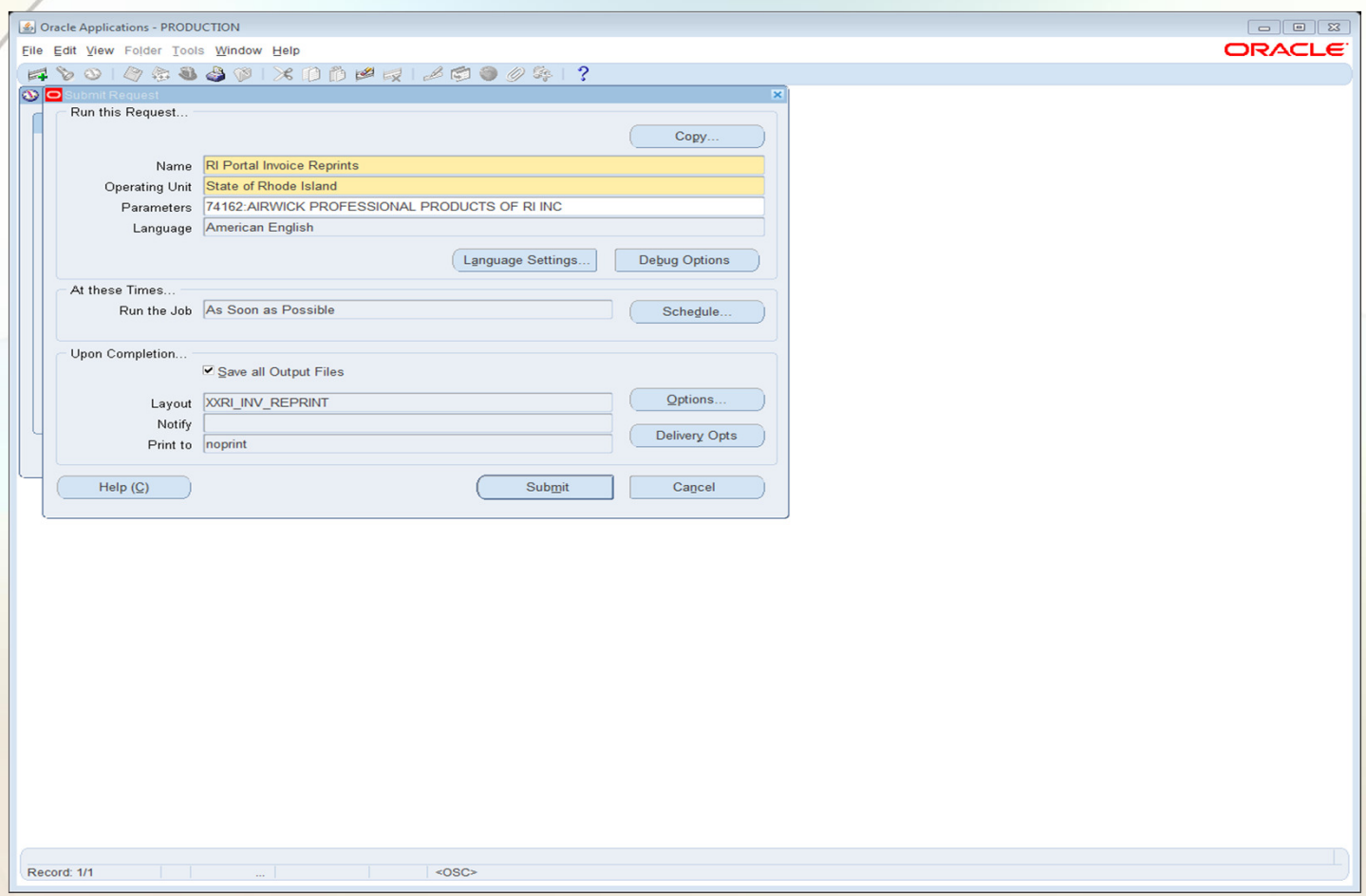
Click “OK”

Note: Only invoices entered through the portal can be printed this way. If the invoice is not available here, check the invoice attachments by clicking the paperclip on the invoice inquiry screen, or check to be sure the invoice was entered by a Supplier by clicking “Help” and “Record History” on the invoice inquiry screen.

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

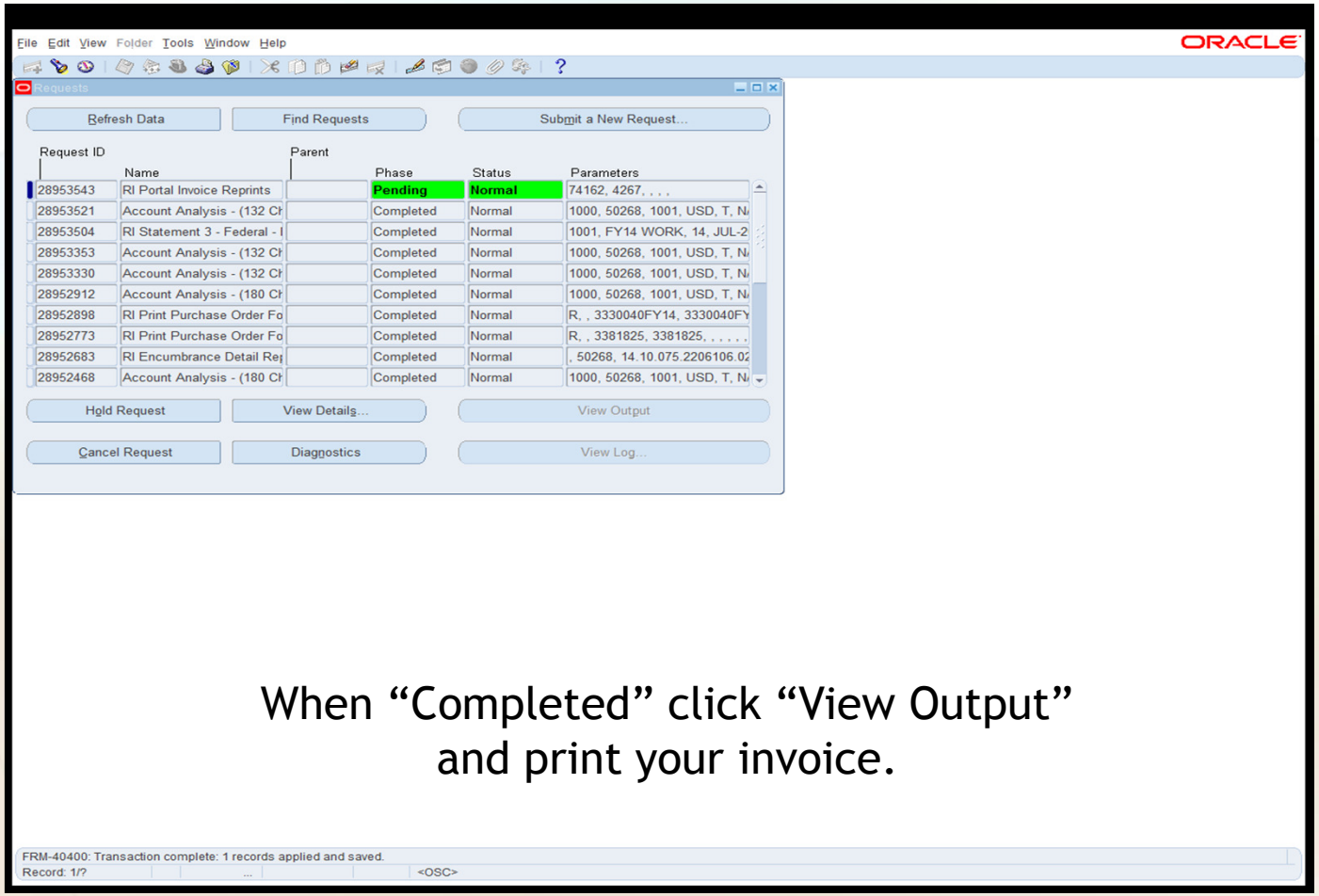


Click “OK”



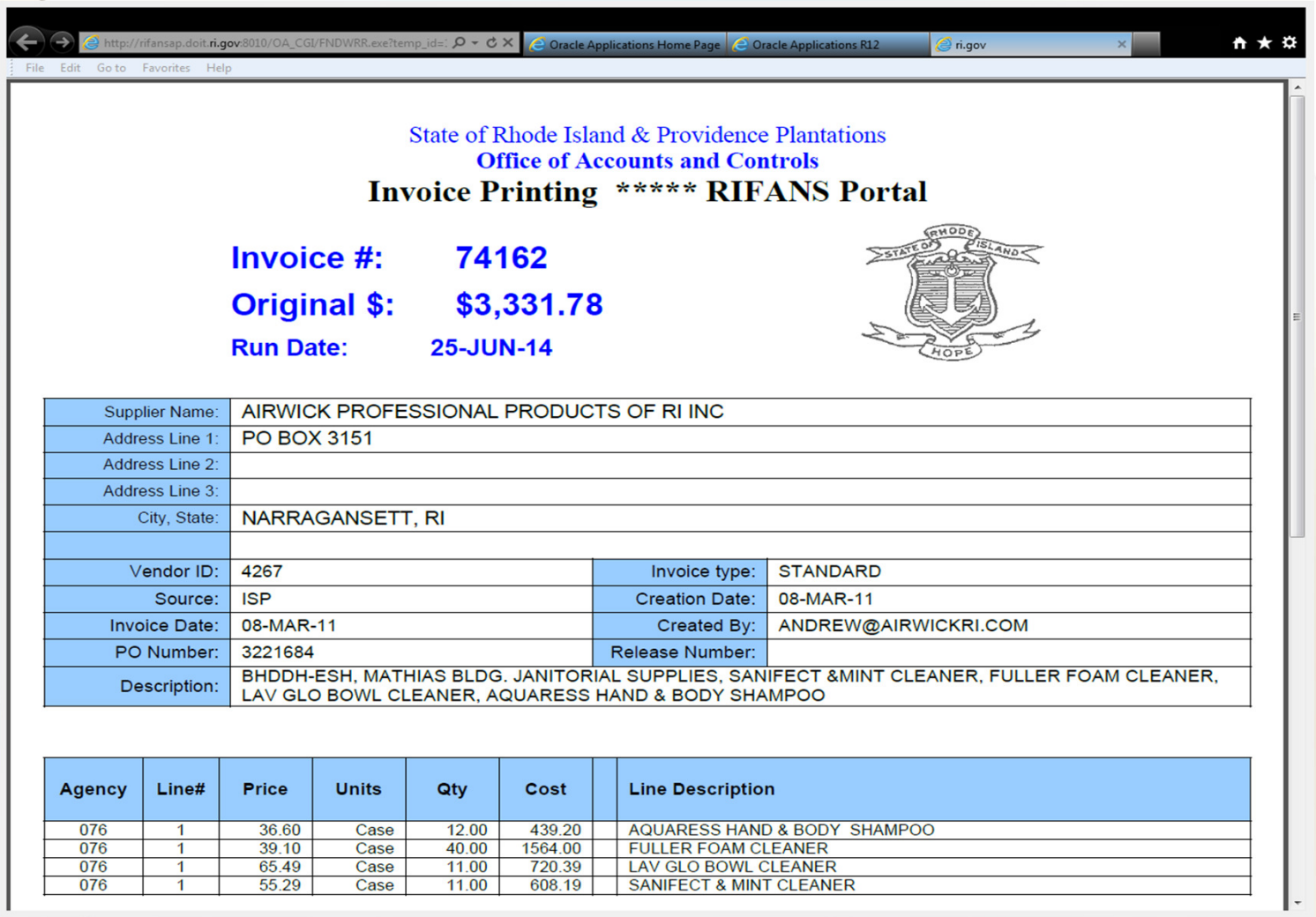
Click “Submit”

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



When “Completed” click “View Output” and print your invoice.

The invoice will have this format.



State of Rhode Island & Providence Plantations

Office of Accounts and Controls

Invoice Printing *** RIFANS Portal**

Invoice #: 74162

Original $: $3,331.78

Run Date: 25-JUN-14

Supplier Name:	AIRWICK PROFESSIONAL PRODUCTS OF RI INC		
Address Line 1:	PO BOX 3151		
Address Line 2:			
Address Line 3:			
City, State:	NARRAGANSETT, 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		

Agency	Line#	Price	Units	Qty	Cost		Line Description
076	1	36.60	Case	12.00	439.20		AQUARESS HAND & BODY SHAMPOO
076	1	39.10	Case	40.00	1564.00		FULLER FOAM CLEANER
076	1	65.49	Case	11.00	720.39		LAV GLO BOWL CLEANER
076	1	55.29	Case	11.00	608.19		SANIFECT & MINT CLEANER