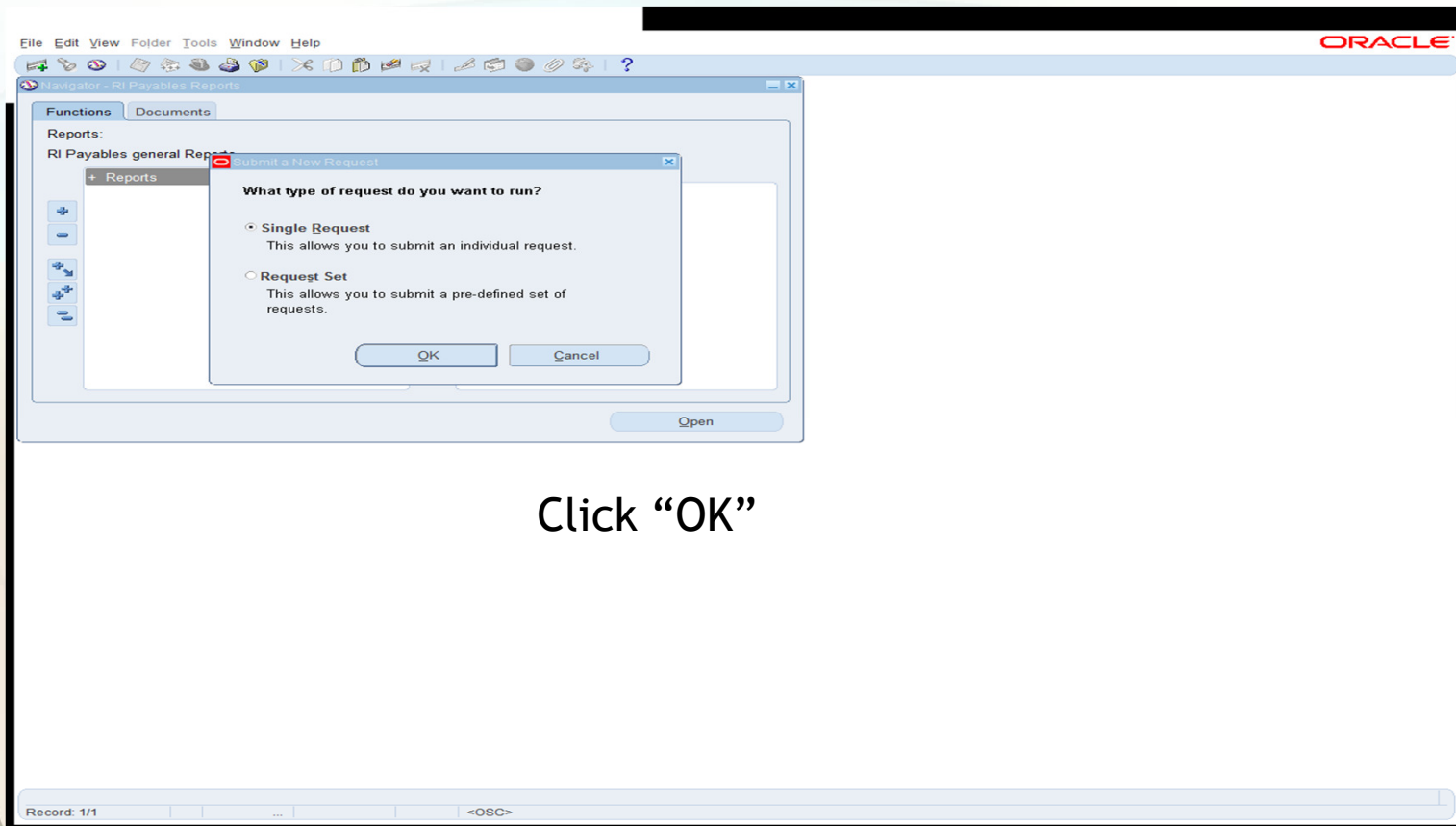


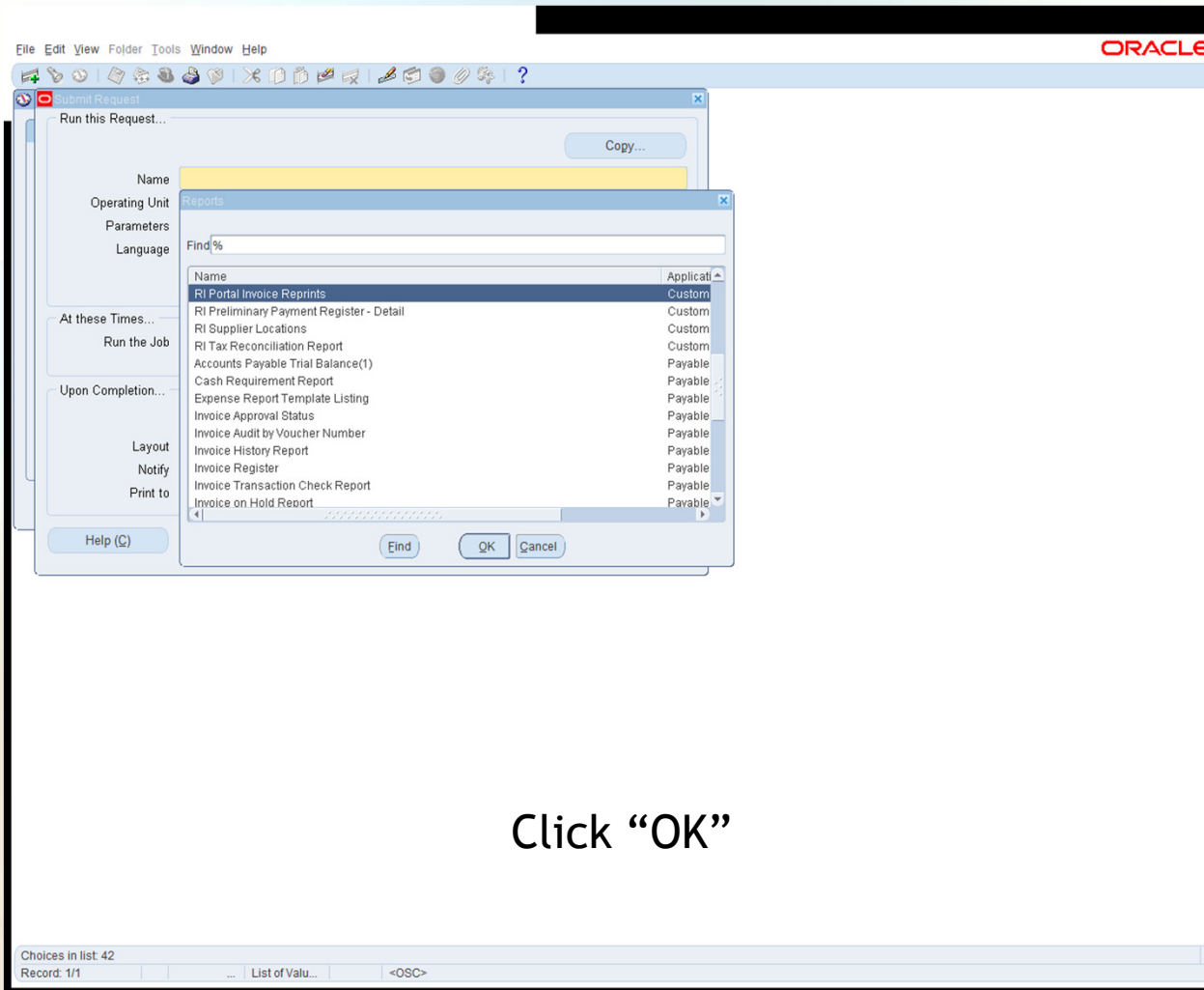


INSTRUCTIONS TO PRINT SUPPLIER PORTAL INVOICES

- 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:



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



Under Parameters, enter the “Invoice Number”.

The screenshot shows the Oracle 'Submit Request' dialog box. The main dialog has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and an Oracle logo. It contains several sections: 'Run this Request...' with a 'Copy...' button; 'Name' (RI Portal Invoice Reprints), 'Operating Unit' (State of Rhode Island), 'Parameters' (empty), and 'Language' (American English) with 'Language Settings...' and 'Debug Options' buttons; 'At these Times...' with 'Run the Job' (As Soon as Possible) and 'Schedule...' buttons; 'Upon Completion...' with a checked 'Save all Output Files' checkbox; and 'Layout' (XXRI_INV_R), 'Notify' (empty), and 'Print to' (noprint) with a 'Help (G)' button. A 'Parameters' sub-dialog is open over the 'Parameters' field, showing 'Invoice Number' (74162) and 'Supplier Name' (empty) with 'OK', 'Cancel', 'Clear', and 'Help' buttons. The bottom status bar shows 'Record: 1/1', a list of values, and '<OSC>'.

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.

The screenshot displays the Oracle Applications - PRODUCTION window. The main menu includes File, Edit, View, Folder, Tools, Window, and Help. The Oracle logo is in the top right corner. A 'Submit Request' dialog box is open, showing the following fields:

- Name: RI Portal Invoice Reprints
- Operating Unit: State of Rhode Island
- Parameters: (empty)
- Language: American English

Buttons: Copy..., Language Settings..., Debug Options.

At these Times...
Run the Job: As Soon as Possible

Upon Completion...
☒ Save all Output Files

Layout: XXRI_INV_R
Notify: (empty)
Print to: noprint

Help (G)

A 'Parameters' sub-dialog box is open, showing:

- Invoice Number: 74162
- Supplier Name: AIRWICK PROFESSIONAL PRODUCTS OF RI INC

Buttons: OK, Cancel, Clear, Help.

At the bottom of the Oracle Applications window, the status bar shows: Record: 1/1, List of Valu..., <OSC>

Click “OK”

Oracle Applications - PRODUCTION

File Edit View Folder Tools Window Help

ORACLE

Submit Request

Run this Request...

Copy...

Name RI Portal Invoice Reprints

Operating Unit State of Rhode Island

Parameters 74162-AIRWICK PROFESSIONAL PRODUCTS OF RI INC

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout XXRI_INV_REPRINT

Options...

Notify

Delivery Opts

Print to noprint

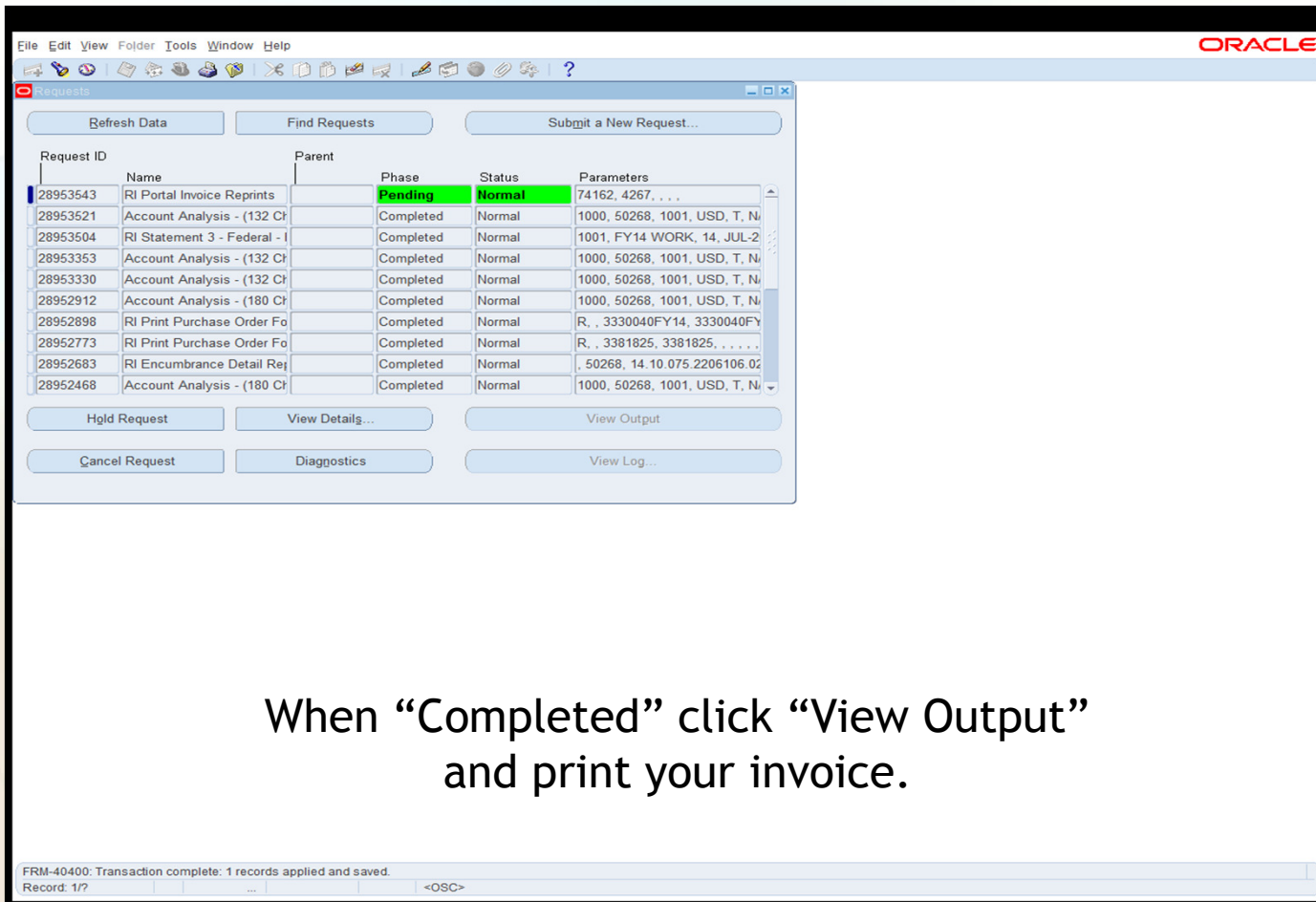
Help (C) Submit Cancel

Record: 1/1

<OSC>

Click "Submit"

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



The screenshot shows the Oracle Requests window. At the top, there is a menu bar (File, Edit, View, Folder, Tools, Window, Help) and the Oracle logo. Below the menu bar, there are three buttons: "Refresh Data", "Find Requests", and "Submit a New Request...". The main area contains a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a green background, showing "Pending" Phase and "Normal" Status. Below the table, there are six buttons: "Hold Request", "View Details...", "View Output", "Cancel Request", "Diagnostics", and "View Log...". At the bottom, there is a status bar that reads "FRM-40400: Transaction complete: 1 records applied and saved. Record: 1/2" and a "<OSC>" button.

Request ID	Name	Parent	Phase	Status	Parameters
28953543	RI Portal Invoice Reprints		Pending	Normal	74162, 4267, . . .
28953521	Account Analysis - (132 Ct		Completed	Normal	1000, 50268, 1001, USD, T, N
28953504	RI Statement 3 - Federal - I		Completed	Normal	1001, FY14 WORK, 14, JUL-2
28953353	Account Analysis - (132 Ct		Completed	Normal	1000, 50268, 1001, USD, T, N
28953330	Account Analysis - (132 Ct		Completed	Normal	1000, 50268, 1001, USD, T, N
28952912	Account Analysis - (180 Ct		Completed	Normal	1000, 50268, 1001, USD, T, N
28952898	RI Print Purchase Order Fo		Completed	Normal	R, , 3330040FY14, 3330040FY
28952773	RI Print Purchase Order Fo		Completed	Normal	R, , 3381825, 3381825, . . .
28952683	RI Encumbrance Detail Re		Completed	Normal	, 50268, 14, 10, 075.2206106.02
28952468	Account Analysis - (180 Ct		Completed	Normal	1000, 50268, 1001, USD, T, N

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/2 <OSC>

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


The invoice will have this format.

http://rifansap.doit.ri.gov:8010/OA_CGL/FNDWRR.exe?temp_id= Oracle Applications Home Page Oracle Applications R12 ri.gov

File Edit Go to Favorites Help

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