

RIFANS SUPPLIER PORTAL

The State is moving toward a "paperless" environment in the centralized accounting offices. This initiative is intended to improve customer service and efficiency through the use of emerging technology. As part of this initiative, the Accounts Payable staff is encouraging vendors to utilize the existing RIFANS Supplier Portal to enter invoices against existing purchase orders. This reduces paper and postage, eliminates the need to scan and file documents, and speeds the payment process. Vendors have the ability to attach backup documentation to invoices, including PDF documents, files and any other backup required to justify the expenditure.

What is the Supplier Portal?

The RIFANS Supplier Portal is an internet tool by which suppliers can view their purchase orders, invoices and payment status. Suppliers can maintain their account information such as address changes and contact information. This Portal also allows the State of Rhode Island to send suppliers electronic bid notifications for the commodity categories the suppliers have indicated in their supplier profiles.

Proper Purchase Order Procedure

It is and has been the policy and procedure of the Purchasing Department and Accounts and Control for agencies to provide a vendor with a purchase order and/or release number before goods or services are provided. This initiative will not be successful if the vendor is not provided this information at the time services and /or goods are requested. Wherever possible, agencies should create Standard Purchase Orders, MPA and/or APA Releases for their vendors at the beginning of the fiscal year using an estimate for the total goods and services to be spent for the year. Following this procedure will help speed the procurement process for the agencies and eliminate past due vendor payments.

How are Supplier Portal Invoices Processed?

Once a vendor enters an invoice through the Portal, the agency will be able to see the invoice in the RIFANS system almost immediately. Requisitioners receive automatic notifications when an invoice created by the supplier is automatically uploaded to RIFANS. Goods and services need to be received by the agency both physically and electronically, and the agency must electronically approve the invoice in RIFANS before payment will be made to the vendor. If an invoice is on hold for an SFA-12 or if it is "pending internal review" the invoice is handled in the same manner as an invoice entered by Accounts and Control staff and it will appear on the "Open Invoice Report".

How do I know an invoice was entered via the Portal?

You may verify whether or not an invoice has been entered via the portal by looking up who created the document:

- From the Invoice Header, Click the "Help" drop-down at the top of your screen
 - Choose "Record History"
 - If the "Created by" field contains an email address, the invoice has been entered via the portal.
- If you have any questions about the invoice or if you require additional backup, you may email this contact person.

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Approving/Rejecting a Portal Invoice for Payment:

If at any time, an invoice approver does not agree with the charges on a particular invoice, please enter an explanation in the "Note" section of the approval notification, and click "Reject". This will send a notification to the invoice creator including any information entered into the "Note" field. Upon receipt of the notification, the user can take appropriate action and/or contact you for additional information. **Do not reject invoices solely because there is no "invoice" attached - you may print an invoice by running the "RI Portal Invoice Reprints" from any invoice responsibility (see "Instructions to print iSupplier Portal Invoice").**

If you need assistance with a portal supplier or invoice, you can contact doa.stateportalhelp@doa.ri.gov or call 401-222-1888.