



# RIFANS Supplier Portal User's Guide

## Table of Contents

<b>Introduction</b> .....	1
<b>Registering in the Portal</b> .....	2
Register as a New Supplier, as an Existing Supplier	
<b>Password Maintenance</b> .....	5
Change Your Password	
<b>How to Navigate</b> .....	6
Login and Navigate Through the Portal	
<b>Admin Tab</b> .....	9
Add Attachments, Supplier Details, Address Book, Contact Directory, Business Classifications, Products and Services and User Accounts	
<b>Orders Tab</b> .....	21
View Purchase Orders and Agreements	
<b>Shipments Tab</b> .....	24
View Receipt Information	
<b>Account Tab</b> .....	25
Create Invoices and Credit Memos, Update Saved Invoices, View Invoices and View Payments	

# RIFANS Supplier Portal User's Guide

## Introduction

The State of Rhode Island has upgraded its RIFANS Purchasing system by implementing a new RIFANS Supplier Portal. This User's Guide is intended to help suppliers understand and use this new on-line tool.

The RIFANS Supplier Portal is the internet interface by which suppliers can view their purchase orders, deliveries, invoices, and payment status. Suppliers can also maintain their account information such as address changes and maintain their contacts. This system also allows the State of Rhode Island to send suppliers electronic notification of bid opportunities for the commodity categories the suppliers have indicated on their supplier profiles.

The RIFANS Supplier Portal is a completely electronic interface. No special software, aside from an up-to-date web browser such as Microsoft's Internet Explorer, is required to access this system.

You must be logged on to the internet in order to access the RIFANS Supplier Portal. If you do not have internet access of your own, our site can be accessed using any public computer such as at your public library or one of the computers available in the Purchasing Department at the Department of Administration.

The following conventions are used in this Guide:

<b><u>Links</u></b>	Clicking a link will take you to another location or drill down to other information.
<b>[Buttons]</b>	Clicking a button will perform an operation.

# RIFANS Supplier Portal User's Guide

## Registering in the Portal

### New Suppliers

A link to the URL for new suppliers can be found by going to <http://www.purchasing.ri.gov>.

1. Click on the RIFANS Portal link which will bring you to the proper page.
2. Enter your company details. Field names that have an asterisk (“\*”) are mandatory fields and must be completed in order to register.
3. Please be sure to enter your business name in capital letters.

**Supplier Registration - Microsoft Internet Explorer**

Address: [https://dev1.rifansportal.ri.gov/OA\\_HTML/OA.jsp?page=/foracle/apps/pos/suppreg/webui/PosSRegPG&OAHF=POS\\_GUEST\\_REG\\_HP&OASF=POS\\_SUPPREG](https://dev1.rifansportal.ri.gov/OA_HTML/OA.jsp?page=/foracle/apps/pos/suppreg/webui/PosSRegPG&OAHF=POS_GUEST_REG_HP&OASF=POS_SUPPREG)

**Supplier Registration**  
Please enter the details for your company and then press **Register** to submit your request. At least one tax id is required to complete the registration.  
\* Indicates required field  
✔ TIP PLEASE ENTER ALL INFORMATION IN CAPITAL LETTERS. THANK YOU.

**Company Details**  
Personalize "Company Details"  
Enter the details for your company and provide an address that is suitable for receiving RFQ documents.

\* Company Name   
Taxpayer ID   
Tax Registration Number   
DUNS Number   
\* Address Name   
PLEASE NOTE: If you are making a change to your primary site (01), you must submit an updated W-9 form as your primary site and your W-9 form must match in order for your invoices and payments to be processed.  
Country: United States  
\* Address   
\* City/Town/Locality   
County   
\* State/Region   
Province   
\* Postal Code

**Note**  
Personalize "Note"  
Note to Approver   
Include any additional details about the address (such as the type of address) that will be useful to the registration approver.

**User Details**  
Personalize "User Details"  
Enter user's personal information.

\* Email Address   
Your email address will be your UserID for the system.  
\* First Name   
\* Last Name   
\* Phone Number   
Phone Extension

**Business Classifications**  
Personalize "Business Classifications"  
To qualify as a Minority Owned Business, a business is at least 51% owned and controlled by one or more minorities/women. The State of Rhode Island certifies businesses for the above Minority Business Enterprises (MBE), Women Business Enterprise (WBE), and/or Disadvantaged Business Enterprise (DBE) programs. To obtain certification information, please contact the State of Rhode Island MRF Administrator for details and certification forms or on to

4. Click **[Register]** after completing all fields. Your company's detailed information will be submitted to the RIFANS Supplier Administrator for approval.

# RIFANS Supplier Portal User's Guide

## Registering in the Portal

### *New Suppliers*

5. Before the State of Rhode Island can approve your supplier registration, your company must fill in and submit by fax, email or mail the following form:

- **Form W-9 Request for Taxpayer Identification Number and Certification** can be found by going to <http://www.purchasing.ri.gov>>Vendor Information>General Information>Standard Forms>IRS W9

When approved, you will receive an email confirmation with your RIFANS Supplier Portal username and password.

Future changes to your business's profile will require approval by the State of Rhode Island. You will receive an email confirmation of such approvals.

# RIFANS Supplier Portal User's Guide

## Registering in the Portal

### *Existing Suppliers*

If you are already a supplier with the State of Rhode Island, you will need to contact the Department of Accounts & Control at [Help\\_State\\_Portal@admin.ri.gov](mailto:Help_State_Portal@admin.ri.gov) or 401-222-1888, and they will send you a username and password to begin using the Supplier Portal.

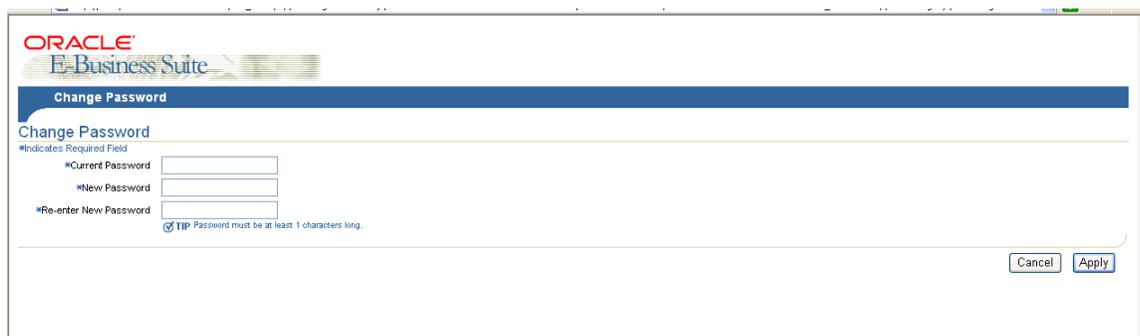
# RIFANS Supplier Portal User's Guide

## Password Maintenance

You will be required to change your password the first time you log in. The password requirements are:

- Password must be at least 8 characters long.
- Password must contain at least one letter and at least one number.
- Password cannot contain the username.
- Password cannot contain consecutively repeating characters.
- Password is case sensitive.

The password is set to expire every 90 days. The same password cannot be used for another 20 times once changed.



The screenshot shows the Oracle E-Business Suite 'Change Password' form. At the top left, the Oracle logo and 'E-Business Suite' are visible. Below that, a blue header bar contains the text 'Change Password'. The main form area is titled 'Change Password' and includes a legend for required fields. There are three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. A tip icon indicates that the password must be at least 8 characters long. At the bottom right of the form, there are 'Cancel' and 'Apply' buttons.

To change the password, do the following:

1. Enter old password.
2. Enter new password.
3. Repeat new password entry.
4. Click **[Apply]** to save your changes.

**\*\*Important Note:** Your account will be locked after 4 failed tries to log in. If this happens, please email the RIFANS Supplier Portal Administrator at [Help\\_State\\_Portal@admin.ri.gov](mailto:Help_State_Portal@admin.ri.gov) to have your account unlocked.

# RIFANS Supplier Portal User's Guide

## How to Navigate

### Login

1. Click on the link provided in the registration email.
2. You may also gain access to the portal login page by typing <https://rifansportal.ri.gov> directly into your Internet Explorer or web browser address field.

The first time you log in, you will need the username and password that was sent to you by the State of Rhode Island in the email confirming your registration.

The screenshot displays the RIFANS Supplier Portal interface. It features three main sections: 'Worklist', 'Favorites', and 'Navigator'. The 'Worklist' section contains a table with columns for 'From', 'Subject', and 'Sent'. The 'Favorites' section includes a message about selecting favorites and an 'Edit Favorites' button. The 'Navigator' section shows a list of links, including 'RIFANS Sourcing Supplier' and 'RIFANS Supplier Portal', with a red 'A' box highlighting the latter. At the bottom, there are links for 'Logout', 'Preferences', 'Help', and 'Privacy Statement'.

From	Subject	Sent
Autocreate, *	State of Rhode Island - Standard PO 3207972_0	27-Oct-2010
Autocreate, *	State of Rhode Island - Standard PO 3207971_0	27-Oct-2010

**Navigator**

- RIFANS Sourcing Supplier
- RIFANS Supplier Portal

Please select a responsibility.

Click **RIFANS Supplier Portal** link to open the Home Page A (Shown on next page)

# RIFANS Supplier Portal User's Guide

## How to Navigate

### Portal Home Page

The RIFANS Supplier Portal Home Page is the central repository for all supplier related data and functions. You can click on the information displayed on the Home Page to drill down to recent data and information related to Orders, Shipments, Receipts, and Payments. The percent sign (%) is used as the wildcard character in any search field within this application.

The screenshot shows the RIFANS Supplier Portal Home Page. At the top left is the State of Rhode Island logo and the text "Supplier Portal". To the right are links for "Home", "Logout", "Preferences", and "Help". Below this is a navigation bar with "Home", "Orders", "Shipments", "Account", and "Admin". A search bar labeled "Search" contains "PO Number" and a "Go" button, with callout A. Below the search bar is a "Notifications" section with callout B, containing a table of notifications with columns "Subject" and "Date". Below that is an "Orders At A Glance" section with callout C, containing a table of orders with columns "PO Number", "Description", and "Order Date". On the right side is a "Quick Links" section with callout D, containing a vertical list of links: "Orders", "Agreements", "Purchase Order", "Receipts", "Receipts", "Invoices", "Invoices", "Payments", and "Payments". At the bottom of the page are copyright and privacy statement links.

Subject	Date
State of Rhode Island - Blanket Agreement 3209443_0	10-Nov-2010 09:28:58
State of Rhode Island - Blanket Agreement 3209283_0	08-Nov-2010 17:52:15
State of Rhode Island - Standard PO 3207972_0	27-Oct-2010 09:35:45
State of Rhode Island - Standard PO 3207971_0	27-Oct-2010 09:34:49

PO Number	Description	Order Date
3209443	DEL-9486 DOT 2010-CB-0003(002) 80% FEDERAL / 20% STATE MATCH AND DOT 2010-CB-090 BRM-BCDR(008) 80% FEDERAL /20% STATE MATCH	10-Nov-2010 09:28:21
3209283	DEL-9483 SP-0008 DOT: 2009-CT-082 STPG-8888(183) 100% ARRA FUNDS - TOTAL DELEGATED AWARD \$42,028	08-Nov-2010 17:51:45
3207972		27-Oct-2010 09:35:31
3207971		27-Oct-2010 09:34:32
3205883	DEL-9391U2010-CH-044NEC CONST STP - 0003(010) AND U2010-CH-044NEC PE CRP-FY91(005)	12-Oct-2010 09:33:58

### Quick Search at Top of Page

Use this field to directly view a specific purchase order, invoice, receipt or payment.

### Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the Notification Details Page. To see the complete list, click on the **[Full List]** button for each section.

### At A Glance

This section lists the most recent items for each of those categories.

### Quick Links

Use the Quick Links in the box at the right of the screen to link directly to desired functions.

# RIFANS Supplier Portal User's Guide

## How to Navigate

### *Using RIFANS Supplier Portal Tabs*

The RIFANS Supplier Portal tabs are available on every screen and help you navigate to the various data screens. The relevant information from each tab is explained in detail later in this Guide.

- **Home:** Takes you back to the Home Page.
- **Orders:** Takes you to your POs and agreements.
- **Shipments:** View a summary of your receipts.
- **Account:** Enter invoices and credit memos and view the status of invoices and payments.
- **Admin:** Update your supplier and contact information. (\*\*This tab is very important and should be setup first.)



# RIFANS Supplier Portal User's Guide

## Admin Tab

### Supplier Details

The screenshot shows the RIFANS Supplier Portal interface. At the top left is the logo for the State of Rhode Island and the text "iSupplier Portal". Navigation links include Home, Logout, Preferences, and Help. A secondary navigation bar contains Home, Orders, Shipments, Account, and Admin (highlighted with a red box). The main content area is titled "Profile Management" and "Supplier Details". The supplier information for "NARR ELECTRIC CO NATIONAL GRID" is displayed, including Supplier Number 1056, Taxpayer ID 050187805, and DUNS Number. A "New to Supplier Profile Management?" message is present. Below this is a search bar with a "Go" button and a "Show More Search Options" link. A table titled "Attachments" is shown with columns: File Name, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows "No results found." A red box labeled "A" highlights the "Attachments" section, and another red box labeled "B" highlights the "Add Attachments" button.

### **A** Attachments

This page is used to upload documents pertinent to your business with the State of Rhode Island, such as the W-9 Form, price lists, a link to your website, etc. Both the Supplier Administrator and suppliers can attach documents, spreadsheets, pdfs, diagrams, internet links (url), or text notes in this section.

**B** Click on the **[Add Attachment]** Button to open the Add Attachment Page.

# RIFANS Supplier Portal User's Guide

## Admin Tab

### Supplier Details

Supplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management

Admin: Profile Management: Supplier Details >

Add Attachment

Cancel Add Another Apply

**Attachment Summary Information**

\* Indicates required field

**C** \* Description

Category From Supplier

**Define Attachment**

Type  File  URL  Text

Browse...

Name

(Optional: provide a name to Text attachment)

**E**

Cancel Add Another Apply

Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

**C** Enter a Description of the type of attachment being added, i.e. Company Website, Price List, etc. **Please use all caps when typing in the portal.**

**D** Select the type of attachment being added. For a file (Word document, spreadsheet, PDF, etc), click on the **[Browse]** Button to select the file being attached. To attach a link, key the web address for the site in the URL field. To type the information into the form directly, select Text and key the information in the Text Box.

**E** When finished, click the **[Apply]** Button, or if you have another attachment to add, click on the **[Add Another]** Button.

# RIFANS Supplier Portal User's Guide

## Admin Tab

### Address Book

Supplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management

Supplier Details

Address Book

Contact Directory

Business Classifications

Products and Services

User Accounts

Admin: Profile Management: Supplier Details >

Address Book

Details of changes you make to your Address Book will be routed to a buyer for review. [Learn more...](#)

(Add)

Address Name ▲	Address Details	Remove	Edit
01	280 MELROSE ST PROVIDENCE, RI, 02901 United States		
02	CUSTOMER SERVICE DEPT STATE OF RI ACCOUNTS 55 BEARFOOT RD NORTHBOROUGH, MA, 01532		

To change your company address, do the following:

1. Review your company address information by clicking on the **Address Book** link.
2. If needed, click on the **Edit** icon. **A**

Supplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management

Supplier Details

Address Book

Contact Directory

Business Classifications

Products and Services

User Accounts

Admin: Profile Management: Supplier Details > Address Book >

Edit Address

\* Indicates required field

**TIP** PLEASE ENTER ALL INFORMATION IN CAPITAL LETTERS. THANK YOU.

**TIP** PLEASE NOTE: If you are making a change to your primary site (01), you must submit an updated W-9 form as your primary site and your W-9 form must match in order for your invoices and payments to be processed.

\* Address Name   
Provide a suitable nickname for the address.

Country

\* Address

\* City/Town/Locality   
County

\* State/Region   
Province

\* Postal Code   
Note   
Include any additional details about the address such as the type of the address

Phone Area Code   
Phone Number   
Fax Area Code   
Fax Number   
Email Address

Copyright (c) 2006, Oracle. All rights reserved.

Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help

Privacy Statement

3. Make applicable edits. **B**

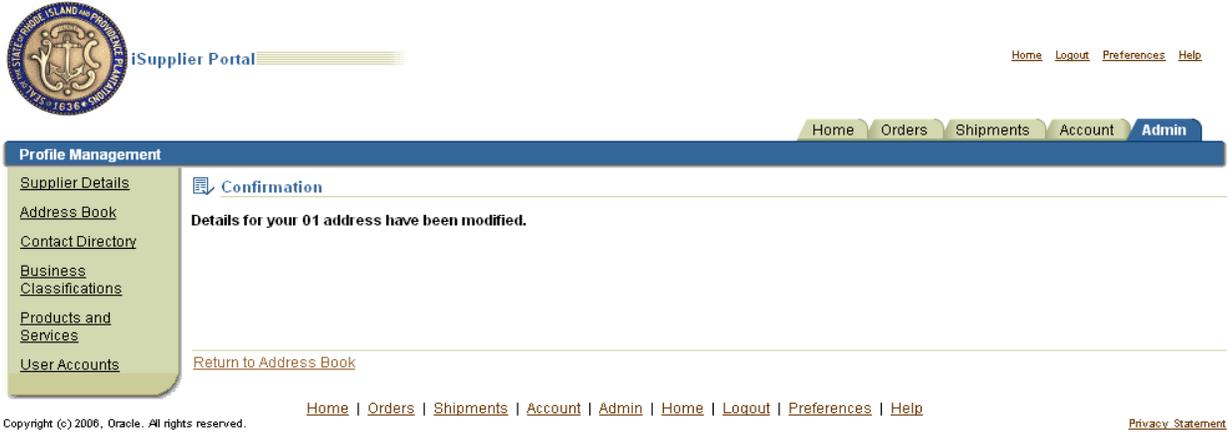
4. Click **[Apply]**. **C**

# RIFANS Supplier Portal User's Guide

## [Admin Tab](#)

### [Address Book](#)

5. Receive confirmation that your address has been changed.



The screenshot shows the RIFANS Supplier Portal interface. At the top left is the logo of the State of Rhode Island and Providence Planters, featuring an anchor and the text "STATE OF RHODE ISLAND AND PROVIDENCE PLANTERS 1790-1842". To the right of the logo is the text "Supplier Portal". In the top right corner, there are links for "Home", "Logout", "Preferences", and "Help". Below this is a navigation bar with tabs for "Home", "Orders", "Shipments", "Account", and "Admin". The "Admin" tab is selected. On the left side, there is a "Profile Management" menu with links for "Supplier Details", "Address Book", "Contact Directory", "Business Classifications", "Products and Services", and "User Accounts". The "Address Book" link is highlighted. The main content area shows a "Confirmation" message: "Details for your 01 address have been modified." Below the message is a link "Return to Address Book". At the bottom of the page, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

# RIFANS Supplier Portal User's Guide

## Admin Tab

### Contact Directory

View your contact information and make updates if needed.

The screenshot shows the RIFANS Supplier Portal interface. At the top left is the logo for the State of Rhode Island and Providence Plantings. The page title is "iSupplier Portal". Navigation links include Home, Logout, Preferences, and Help. A secondary navigation bar contains Home, Orders, Shipments, Account, and Admin. The main content area is titled "Profile Management" and includes a sidebar with links to Supplier Details, Address Book, Contact Directory (highlighted), Business Classifications, Products and Services, and User Accounts. The "Contact Directory" section shows a table with one contact: RACHEL HENSCHEL, with email RACHEL.HENSCHEL@US.HGRID.COM and phone 781-907-1555. An "Add" button is above the table. An "Edit" icon (pencil) is highlighted with a red box labeled "A".

To change your contact information, do the following:

1. Review your contact information by clicking on the **Contact Directory** link.
2. If needed, click on the **Edit** icon. A

The screenshot shows the "Edit Contact" page in the RIFANS Supplier Portal. The page title is "Admin: Profile Management: Contact Directory > Edit Contact". A note indicates that an asterisk (\*) denotes a required field. The form contains the following fields: Contact Title (dropdown), First Name (RACHEL), Middle Name, \* Last Name (HENSCHEL), Job Title (ANALYST), Email Address (RACHEL.HENSCHEL@US.HG), Phone Area Code (781), Phone Number (907-1555), Phone Extension, Fax Area Code (781), and Fax Number (907-5705). "Cancel" and "Apply" buttons are at the top right and bottom right. A red box labeled "B" highlights the "Apply" button.

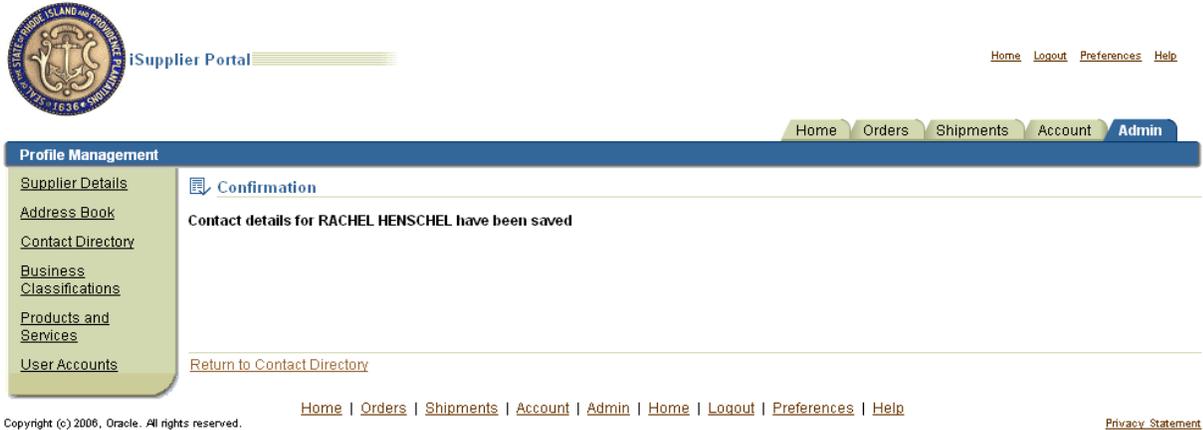
3. Make applicable edits.
4. Click **[Apply]**. B

# RIFANS Supplier Portal User's Guide

## Admin Tab

### *Contact Directory*

5. Receive confirmation that your contact information has been changed.



The screenshot shows the RIFANS Supplier Portal interface. At the top left is the logo for the State of Rhode Island and Providence Planters, featuring an anchor and the text "STATE OF RHODE ISLAND AND PROVIDENCE PLANTERS 1639". To the right of the logo is the text "iSupplier Portal". In the top right corner, there are links for "Home", "Logout", "Preferences", and "Help". Below this is a navigation bar with tabs for "Home", "Orders", "Shipments", "Account", and "Admin", with "Admin" being the active tab. The main content area is titled "Profile Management" and contains a sidebar with links: "Supplier Details", "Address Book", "Contact Directory", "Business Classifications", "Products and Services", and "User Accounts". The "Contact Directory" link is highlighted. The main content area displays a "Confirmation" message: "Contact details for RACHEL HENSCHEL have been saved". Below the message is a link: "Return to Contact Directory". At the bottom of the page, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link.

# RIFANS Supplier Portal User's Guide

## Admin Tab

### **Business Classification**

This section displays the supplier's business classification information. The State of Rhode Island certifies businesses for Minority Business Enterprises (MBE), Women Business Enterprise (WBE), and/or Disadvantaged Business Enterprise (DBE) programs. To obtain certification information, please contact the State of Rhode Island MBE Administrator for details and certification forms or go to [www.mbe.ri.gov](http://www.mbe.ri.gov). Identify the classifications that apply to your company.

To add or update your Business Classification, do the following:

Supplier Portal Home Logout Preferences Help

Home Orders Shipments Account **Admin**

**Profile Management**

- Supplier Details
- Address Book
- Contact Directory
- Business Classifications**
- Products and Services
- User Accounts

**Business Classifications**  
Identify those classifications that apply to your company. Revert Save

**Certification**  
 **TIP** To qualify as a Minority Owned Business, a business is at least 51% owned and controlled by one or more minorities/women. The State of Rhode Island certifies businesses for the above Minority Business Enterprises (MBE), Women Business Enterprise (WBE), and/or Disadvantaged Business Enterprise (DBE) programs. To obtain certification information, please contact the State of Rhode Island MBE Administrator for details and certification forms or go to [www.mbe.ri.gov](http://www.mbe.ri.gov).

I certify that I have reviewed the classification below and they are current and accurate.  
Last Certified By

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Construction and Engineering to DOT	<input type="checkbox"/>				
Disabled Owned Business Enterprise	<input type="checkbox"/>	<b>A</b>			
Hub Zone	<input type="checkbox"/>				
Minority Business Enterprise-Asian	<input type="checkbox"/>				
Minority Business Enterprise-Black	<input type="checkbox"/>				
Minority Business Enterprise-Hispanic	<input type="checkbox"/>				
Minority Business Enterprise-Native American	<input type="checkbox"/>				
Minority Business Enterprise-Portuguese	<input type="checkbox"/>				
Minority Owned	<input type="checkbox"/>				
Rehab Facility Disabled Products	<input type="checkbox"/>				
Service-disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Veteran Owned	<input type="checkbox"/>				
Women Owned	<input type="checkbox"/>				

Revert Save **B**

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

1. Click on the **Business Classification** link.
2. Check the Applicable Box after the Classification that applies to your business. Complete all applicable fields. **A**
3. Click **[Save]**. **B**

# RIFANS Supplier Portal User's Guide

## Admin Tab

### *Business Classification*

4. Receive a confirmation message.



The screenshot displays the RIFANS Supplier Portal interface. At the top left is the logo of the State of Rhode Island and Providence Planters, featuring a shield with an anchor and the text "STATE OF RHODE ISLAND AND PROVIDENCE PLANTERS 1790". To the right of the logo is the text "Supplier Portal". In the top right corner, there are links for "Home", "Logout", "Preferences", and "Help". Below the logo and text is a navigation bar with tabs for "Home", "Orders", "Shipments", "Account", and "Admin", with "Admin" currently selected. On the left side, there is a "Profile Management" sidebar with links for "Supplier Details", "Address Book", "Contact Directory", "Business Classifications", "Products and Services", and "User Accounts". The main content area shows a "Confirmation" message with a checkmark icon and the text "Your classifications have been saved." Below the message is a link "Return to Business Classifications". At the bottom of the page, there is a footer with the text "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link. A secondary navigation bar at the bottom contains links for "Home", "Orders", "Shipments", "Account", "Admin", "Home", "Logout", "Preferences", and "Help".

# RIFANS Supplier Portal User's Guide

## Admin Tab

### Products and Services

This section displays the supplier's commodity codes that are registered in the RIFANS Supplier Portal. By registering the commodity codes for the goods and services your business provides, your company will be electronically notified when the State of Rhode Island is in need of those products or services; and you will have an opportunity to submit a bid or proposal as required.



The screenshot shows the 'Supplier Portal' interface. The 'Admin' tab is selected. The 'Products and Services' section is active, displaying a table with columns: 'Select', 'Code', 'Products and Services', 'Effective Date', and 'View Sub-Category'. The table currently shows 'No results found.' A red box labeled 'A' highlights the 'Add' button above the table.

To add your company's products and services, do the following:

1. Click on the **Products and Services** link.
2. Click **[Add]** to add and view sub-categories.



The screenshot shows the 'Add Products and Services' form. The 'Browse All Products & Services' radio button is selected. A table of commodity codes is displayed with columns: 'Code', 'Products and Services', 'View Sub-Categories', and 'Applicable'. A red box labeled 'B' highlights the 'Browse All Products & Services' radio button. A red box labeled 'C' highlights the 'Next 10' link at the bottom of the table.

3. Find the Commodity Code(s) that relate to your business:

To Browse the Full List:

1. Select **Browse All Products and Services**.
2. Click on the **Next 10** Link to see additional pages.



# RIFANS Supplier Portal User's Guide

## Admin Tab

### Products and Services

Supplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management

Supplier Details  
Address Book  
Contact Directory  
Business Classifications  
Products and Services  
User Accounts

Admin: Profile Management: Products and Services >  
Add Products and Services: : (NARR ELECTRIC CO/NATIONAL GRID)

Browse All Products & Services **D**  
 Search for Specific Products & Services

Search  
Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code  
Description: %APPLIANCE% **E**  
Go Clear

Code	Description	Applicable
No search conduc		<input checked="" type="checkbox"/>

Cancel Apply

Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

To Look for a Specific Commodity Code:

1. Select **Search for Specific Products and Services**. **D**
2. Enter the name of the service or product. You can also enter a partial name of the service or product using the % wildcard character (i.e. **%APPLIANCE %**). **E**
3. Click **[Go]** and review the results. **F**

Code	Products and Services	View Sub-Categories	Applicable
941	EQUIPMENT MAINTENANCE, RECONDITIONING, REPAIR, AND RELATED SERVICES - POWER GENERATION		<input checked="" type="checkbox"/>
918	CONSULTING SERVICES		<input type="checkbox"/>
080	BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.		<input type="checkbox"/>
095	BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES		<input type="checkbox"/>
005	ABRASIVES		<input type="checkbox"/>
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES		<input type="checkbox"/>
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.		<input type="checkbox"/>
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE		<input type="checkbox"/>
265	DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE)		<input type="checkbox"/>
285	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)		<input type="checkbox"/>

Previous 10 161-170 Next 10

Apply **H**

**G**

4. Select the proper service or product by clicking on the **Applicable** box for all items that you want to add. Choose the main code (codes ending in .00) rather than the sub-category code. **G**
5. Click **[Apply]**. **H**

# RIFANS Supplier Portal User's Guide

## Admin Tab

### *Products and Services*

6. You will receive a confirmation message that the service or product has been added to your profile.



Supplier Portal

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Home](#) [Orders](#) [Shipments](#) [Account](#) [Admin](#)

#### Profile Management

[Supplier Details](#)  
[Address Book](#)  
[Contact Directory](#)  
[Business Classifications](#)  
[Products and Services](#)  
[User Accounts](#)

#### Confirmation

The following Product and Service categories have been added to your profile.

- APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE

[Return to Products and Services](#)

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)

# RIFANS Supplier Portal User's Guide

## [Admin Tab](#)

### [User Accounts](#)

This section displays users from your company that have access to the RIFANS Supplier Portal. If you need to add or delete a user, contact the Department of Accounts & Control at [Help\\_State\\_Portal@admin.ri.gov](mailto:Help_State_Portal@admin.ri.gov) or 401-222-1888.



Supplier Portal

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Home](#) [Orders](#) [Shipments](#) [Account](#) [Admin](#)

#### Profile Management

[Supplier Details](#)

[Address Book](#)

[Contact Directory](#)

[Business](#)

[Classifications](#)

[Products and](#)

[Services](#)

[User Accounts](#)

[Admin: Profile Management: Products and Services >](#)

#### User Accounts

The following people have active accounts and can access the portal on behalf of your company.

User Name	Email	First Name	Middle Name	Last Name	Phone Number	Job Title
RACHEL.HENSCHEL@US.HGRID.COM	RACHEL.HENSCHEL@US.HGRID.COM	Rachel		Henschel	222-222-2222	

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

[Privacy Statement](#)

Copyright (c) 2006, Oracle. All rights reserved.

# RIFANS Supplier Portal User's Guide

## Orders Tab

This section displays the most recent purchase orders the State of Rhode Island has issued to your company. Automatic retrieval of the most recent 25 purchase orders, in summary form, is shown if they exist.

The screenshot shows the RIFANS Supplier Portal interface. At the top left is the State of Rhode Island logo and the text "iSupplier Portal". On the right are links for Home, Logout, Preferences, and Help. Below this is a navigation bar with tabs for Home, **Orders** (highlighted with a red box), Shipments, Account, and Admin. Under the Orders tab, there is a "Purchase Orders" section with an "Export" button (callout A). Below that is a "Views" section with a dropdown menu set to "Purchase Orders Within Last 6 Months" and a "Go" button (callout B), along with an "Advanced Search" button. The main content is a table of purchase orders with columns: Select, PO Number, Rev, Business Unit, Document Type, Description, Order Date, Currency, Amount, Status, Acknowledge By, and Attachments. The first row has a PO Number of 3209443, which is highlighted with a red box and callout C. The table lists various orders, including Blanket Agreements and Standard POs, with their respective descriptions, dates, and amounts.

Select	PO Number	Rev	Business Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">3209443</a>	0	State of Rhode Island	Blanket Agreement	DEL-9486 DOT 2010-CB-090 BRO-0976(002) 80% FEDERAL / 20% STATE MATCH AND DOT 2010-CB-090 BRM-BCDR(008) 80% FEDERAL /20% STATE MATCH	10-Nov-2010 09:28:21	USD	57,786.00	Open		
<input type="radio"/>	<a href="#">3209283</a>	0	State of Rhode Island	Blanket Agreement	DEL-9483 SP-0008 DOT: 2009-CT-082 STPG-8888(183) 100% ARRA FUNDS - TOTAL DELEGATED AWARD \$42,028	08-Nov-2010 17:51:45	USD	42,028.00	Open		
<input type="radio"/>	<a href="#">3207972</a>	0	State of Rhode Island	Standard PO		27-Oct-2010 09:35:31	USD	914.81	Open		
<input type="radio"/>	<a href="#">3207971</a>	0	State of Rhode Island	Standard PO		27-Oct-2010 09:34:32	USD	30.96	Open		
<input type="radio"/>	<a href="#">3107017FY10</a>	1	State of Rhode Island	Standard PO	TECHNICAL ASSISTANCE STUDY FOR ENERGY COST SAVINGS	19-Oct-2010 11:08:49	USD	0.00	Closed		
<input type="radio"/>	<a href="#">3205883</a>	0	State of Rhode Island	Blanket Agreement	DEL-9391U2010-CH-044NEC CONST STP - 0003(010) AND U2010-CH-044NEC PE CRP-FY91(005)	12-Oct-2010 09:33:58	USD	56,154.00	Open		
<input type="radio"/>	<a href="#">3200069</a>	1	State of Rhode Island	Standard PO	ELECTRICAL SERVICE AT EISENHOWER HOUSE - FORT ADAMS	07-Oct-2010 09:13:30	USD	5,500.00	Open		
<input type="radio"/>	<a href="#">86A00352437AFY11</a>	0	State of Rhode Island	Standard PO	ENERGY STUDY	30-Sep-2010 19:35:57	USD	9,350.00	Open		

To export the list into an Excel spreadsheet, click on the **[Export]** Button.

Open drop-down window to select from other pre-defined views of purchase order data. Select **"All Purchase Orders"** from list and click **[Go]**.

Click on the **Purchase Order Number** link to drill down to order detail from this window.

# RIFANS Supplier Portal User's Guide

## Orders Tab

### Purchase Order Detail



Supplier Portal

Home Logout Preferences Help

Home **Orders** Shipments Account Admin

Purchase Orders | Agreements

Orders: Purchase Orders >

Standard PO : 3204086 Revision 0 (Total USD 2,000,000.00)

Printable View Export

#### Order Information

##### General Information

Standard PO **3204086**  
 Total **2,000,000.00 (USD)**  
 Supplier **NARR ELECTRIC**  
**CO NATIONAL GRID**  
 Supplier Site **99**  
 Address **280 MELROSE ST**  
**PROVIDENCE, RI 02901**  
 Order Date **22-Sep-2010 18:14:43**  
 Description **ARRA - SP0042**  
**WEATHERIZATION OF**  
**DWELLING UNITS USING**  
**DELIVERABLE FUELS (FY/11)**  
 Status **Open**  
 Note to Supplier  
 Organization **State of Rhode Island**  
 Sourcing Document  
 Supplier Order Number  
 Attachments **None**

##### Terms and Conditions

Payment Terms **IMMEDIATE**  
 Carrier  
 FOB **Destination**  
 Freight Terms **Paid**  
 Shipping Control

##### Bill-To Address

Bill-To Address **DOA CONTROLLER**  
**ONE CAPITOL HILL, 4TH FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**

##### Ship-To Address

Ship-To Address **DOA-CS STATE ENERGY OFFICE**  
**ONE CAPITOL HILL, 2ND FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**

##### Related Info

[Receipts](#)  
[Invoices](#)  
[Payments](#)



#### PO Details

**TIP** Click on the Show link to view shipment details of a line.

Indicates new values

Indicates cancellation request

Show All Hide All

Details	Line	Type	Item	Job	Supplier	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Show	1	Goods				ARRA - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE	Each	2000000	1	2,000,000.00		Open				



- Review purchase order detail – you use **Related Information** links for receipts, invoices, and payments as applicable. 

- Scroll down screen to review detail PO information, and use the **Details** link to access and show shipment detail information (see below). 

General Information

Standard PO **3204086**  
 Total **2,000,000.00 (USD)**  
 Supplier **NARR ELECTRIC**  
**CO NATIONAL GRID**  
 Supplier Site **99**  
 Address **280 MELROSE ST**  
**PROVIDENCE, RI 02901**  
 Order Date **22-Sep-2010 18:14:43**  
 Description **ARRA - SP0042**  
**WEATHERIZATION OF**  
**DWELLING UNITS USING**  
**DELIVERABLE FUELS (FY/11)**  
 Status **Open**  
 Note to Supplier  
 Organization **State of Rhode Island**  
 Sourcing Document  
 Supplier Order Number  
 Attachments **None**

Terms and Conditions

Payment Terms **IMMEDIATE**  
 Carrier  
 FOB **Destination**  
 Freight Terms **Paid**  
 Shipping Control

Bill-To Address

Bill-To Address **DOA CONTROLLER**  
**ONE CAPITOL HILL, 4TH FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**

Ship-To Address

Ship-To Address **DOA-CS STATE ENERGY OFFICE**  
**ONE CAPITOL HILL, 2ND FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**

Related Information

[Receipts](#)  
[Invoices](#)  
[Payments](#)

PO Details

**TIP** Click on the Show link to view shipment details of a line.

Indicates new values

Indicates cancellation request

Show All Hide All

Details	Line	Type	Item	Job	Supplier	Description	UOM	Quantity	Price (USD)	Amount (USD)	Contractor Name	Status	Reason	Global Agreement	Attachments	Price Differentials
Hide	1	Goods				ARRA - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE FUELS (FY/11)	Each	2000000	1	2,000,000.00		Open				

Shipments

Shipment	Quantity Ordered	Quantity Received	Amount(USD)	Promised Date	Need-By Date	Supplier Order Line	Ship-To Location	Status	Reason	Split	Attac
1	2000000	99584.1	2,000,000.00		20-Sep-2010 00:00:00		06800-026	Open			

# RIFANS Supplier Portal User's Guide

## Orders Tab

### Agreements



Supplier Portal

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Home](#) [Orders](#) [Shipments](#) [Account](#) [Admin](#)

[Purchase Orders](#) | **Agreements**

Supplier Agreements

[Export](#)

#### Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

[Advanced Search](#)

PO Number

Global

Effective-From Date

Effective-To Date

PO Number	Revision	Global	Description	Order Date	Currency	Effective-From Date	Effective-To Date	Status	Attachments
<a href="#">320944</a>	0	No	DEL-9486 DOT 2010-CB-090 BRO-0976(002) 80% FEDERAL / 20% STATE MATCH AND DOT 2010-CB-090 BRM-BCDR(008) 80% FEDERAL /20% STATE MATCH	10-Nov-2010 09:28:21	USD	20-Oct-2010	19-Oct-2015		
<a href="#">320928</a>	0	No	DEL-9483 SP-0008 DOT: 2009-CT-082 STPG-8888(183) 100% ARRA FUNDS - TOTAL DELEGATED AWARD \$42,028	08-Nov-2010 17:51:45	USD	08-Oct-2010	30-Sep-2015		
<a href="#">3205883</a>	0	No	DEL-9391 U2010-CH-044NEC CONST STP - 0003(010) AND U2010-CH-044NEC PE CRP-FY91(005)	12-Oct-2010 09:33:58	USD	10-Sep-2010	09-Sep-2015		
<a href="#">3200799</a>	0	No	DEL-9252 DOT 2010-CH-083 VER 3RD PARTY (203) - TOTAL DELEGATED AWARD \$95,934.40	31-Aug-2010 15:47:16	USD	05-Aug-2010	04-Aug-2015		
<a href="#">3200916</a>	0	No	DEL-9267 2010-CH-083 NEC TRANSMISSION 3RD PARTY (203) - TOTAL DELEGATED AWARD \$250,000	31-Aug-2010 15:47:12	USD	04-Aug-2010	03-Aug-2015		
<a href="#">3200917</a>	0	No	DEL-9268 2010 CH-083 NEC DISTRIBUTION 3RD PTRY (203)- TOTAL DELEGATED AWARD \$390,294	31-Aug-2010 15:47:07	USD	04-Aug-2010	03-Aug-2015		
<a href="#">3200222</a>	0	No	DEL-9229 7/1/2010 - 9/30/2015 DOT 2010-CH-021 STP-RESF (157) 100% ARRA - TOTAL DELEGATED AWARD \$4,140	27-Aug-2010 09:12:57	USD	01-Jul-2010	30-Sep-2015		
<a href="#">3200292</a>	0	No	DEL-9245 7/26/2010 - 7/25/2015 DOT - 2010-CH-047 BRO-1950 (069) GARVEE - TOTAL DELEGATED AWARD \$65,810	27-Aug-2010 09:12:33	USD	26-Jul-2010	25-Jul-2015		
<a href="#">3185864</a>	0	No	DEL-8961 2009-CH-081 STP-RESF(175) 100% ARRA - TOTAL DELEGATED AWARD \$3,140.00	12-May-2010 15:00:46	USD	26-Apr-2010	30-Sep-2015		

- Use the **Agreements** section on the Orders Page to access agreement information. Enter Agreement (PO) number. **A**
- Click **[Go]** to retrieve record. **B**
- Note the summary information related to agreement listed. To view detail, click on the **Agreement** (PO Number) link. **C**

# RIFANS Supplier Portal User's Guide

## Shipments Tab

Utilize the Shipments Page to access all receipt information. Under receipts, users can view items received by the State of Rhode Island. Both simple and advanced searches can be performed for receipt transactions.

**Supplier Portal** Home Logout Preferences Help

Home Orders **Shipments** Account Admin

**Receipts**

**Receipt Transactions**  
IF YOU HAVE QUESTIONS REGARDING THE RECEIPT INFORMATION BELOW, PLEASE CONTACT THE INDIVIDUAL NAMED ON THE RELATED PURCHASE ORDER. THANK YOU.

**Simple Search**  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization

Receipt Number

Receipt Date

PO Number

Item

Supplier Item

Receipt ID

**B**

**A**

Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location	View Attachments	Supplier Organization ID
State of Rhode Island	<b>C</b> <a href="#">165371</a>	19-Oct-2010 12:06:25	<a href="#">3204086</a>			ARRA - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE FUELS (FY11)	Each	82376.02	06800-026		597
State of Rhode Island	<a href="#">165117</a>	18-Oct-2010 12:02:38	<a href="#">3200069</a>	ELECTRIC		FY11 -- ELECTRIC SERVICE AT EISENHOWER HOUSE, 1 LINCOLN DR,	Each	325.56	02700-		597

• Enter search criteria. Use **[Advanced Search]** for additional query fields. **A**

• Click **[Go]** to execute search. **B**

• To view detail, click on the **Receipt Number** link. **C**

# RIFANS Supplier Portal User's Guide

## Account Tab

### Summary

This page is where invoices and credit memos are created and where invoices and payments are displayed. Please note: DOT invoices and credit memos may NOT be entered through the RIFANS Supplier Portal. Please submit invoices to RIDOT, 2 Capitol Hill, Providence, RI 02908.

Invoices and credit memos entered into the RIFANS Supplier Portal are electronically submitted to Accounts Payable and follow the same processing and approval steps as those entered manually. An invoice must be entered against an open purchase order.

### Create Invoices

Supplier Portal

Home Logout Preferences Help

Home Orders Shipments **Account** Admin

Create Invoices | View Invoices | View Payments

Invoices

Find saved, unsubmitted invoices so you can update and submit them. Select View Invoices from the Account tab to review processed invoices.

Create Credit Memo Invoice Create Standard Invoice

Search

Search By Invoice Number  Go

Saved Invoices

Supplier	Invoice Number	Date	Currency	Invoice Amount	Purchase Order	View Attachments	Update	Delete
No search conducted.								

Create Credit Memo Invoice Create Standard Invoice

Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

Click on the [Create Standard Invoice] Button.

Supplier Portal

Home Logout Preferences Help

Home Orders Shipments **Account** Admin

Create Invoices | View Invoices | View Payments

Purchase Orders Lines to Invoice General Information Review and Submit

Create Invoice: Purchase Orders

PLEASE NOTE: Department of Transportation Invoices may NOT be entered in this portal. Please submit invoices to RIDOT, 2 Capitol Hill, Providence, RI 02908.

Cancel Step 1 of 4 Next

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Supplier

Purchase Order Number

Purchase Order Date  (example: 15-Nov-2010)

Buyer

Organization

Go Clear

Select	Quick Invoice	Supplier Number	Line	Shipment Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
No search conducted.														

TIP For one item select Quick Invoice. Quantities or amounts will be specified later.

Cancel Step 1 of 4 Next

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

- Enter the first few letters of the supplier name.

- Click [Go].



# RIFANS Supplier Portal User's Guide

## Account Tab

### Create Invoices

**Create Invoice: Lines to Invoice**

\* Indicates required field  
 USD = US Dollar  
 Supplier Name **NARR ELECTRIC CO/NATIONAL GRID**

F

**Purchase Order Items Selected**

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ship To	Quantity Ordered	Quantity Received	Quantity Invoiced	Quantity to Invoice	UOM	Unit Price	Amount	Taxable	Remove
3204086	1	1	ARRA - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE FUELS (FY11)			06800-026	2000000	99584.1	99584.1	<input type="text" value="1"/>	Each	1.00	1.00	<input type="checkbox"/>	

**Other Charges**

PLEASE do not enter in the fields below. Additional freight, taxes, and /or miscellaneous are NOT allowed. Entry into these fields will result in your invoice being rejected.

Line Charge Type	Amount (USD)	Description	Remove
Tax	<input type="text"/>	<input type="text"/>	
Freight	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>			
Miscellaneous	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>			

**Invoice Summary**

	Subtotal	1.00
	Tax	0.00
	Freight	0.00
	Miscellaneous	0.00
	.....	
<input type="button" value="Calculate"/>	Total (USD)	1.00

G

H

Review the Quantity to Invoice. F You can enter an amount equal to or less than the difference between the Quantity Ordered and the Quantity Invoiced. All other information will default from the purchase order. If the purchase order did not have lines for Taxes, Freight or Miscellaneous charges, DO NOT add them here or your invoice will be rejected.

Click the **[Calculate]** Button at the bottom of the page to update the invoice total. G

Click on the **[Next]** Button to proceed. H

# RIFANS Supplier Portal User's Guide

## Account Tab

### Create Invoices

**Create Invoice: General Information**

\* Indicates required field

TIP Please attach all pertinent backup including progress payment documentation, signed delivery slips, and/or receipt documentation.

\* Invoice Number  **I**

\* Invoice Date  **J**  
(example: 29-Oct-2010)

Invoice Description  **K**

Attachment **None**  **L**

Remit To

Name **NARR ELECTRIC CO-NATIONAL GRID**

Address **PO BOX 1049**

Bank Account **WOBURN MA 01807-1049**  **M**

Step 3 of 4

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

Enter your invoice number. The system will reject duplicate invoice numbers, so this number must be unique each time. **I**

Enter the invoice date. **J**

Enter a description for your invoice. **K**

Attach any required back-up documentation for your invoice such as delivery confirmation, time sheets, progress payment documentation, etc. **L**

Click on the **[Next]** Button to review your invoice. **M**

# RIFANS Supplier Portal User's Guide

## Account Tab

### Create Invoices



iSupplier Portal

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Home](#) [Orders](#) [Shipments](#) **[Account](#)** [Admin](#)

**Create Invoices** | [View Invoices](#) | [View Payments](#)



#### Create Invoice: Review and Submit

[Cancel](#) [Save](#) [Back](#) Step 4 of 4 [Finish](#)

Supplier Name **NARR ELECTRIC CO NATIONAL GRID**  
Supplier Number **1056**  
Remit To **PO BOX 1049**  
**WOBURN MA 01807-1049**

Invoice Number **INV NO.**  
Invoice Date **29-Oct-2010**  
Invoice Description  
PO-Line-Shipment **3204086-1-1**

Item Description	Item Number	Supplier Item Number	Unit of Quantity	Measure	Unit Price (USD)	Amount (USD)
ARRA - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE FUELS (FY11)			1	Each	1.00	1.00

**N**

Subtotal **1.00**  
Tax **0.00**  
Freight **0.00**  
Miscellaneous **0.00**  
.....  
Total (USD) **1.00**

**O**

[Cancel](#) [Save](#) [Back](#) Step 4 of 4 [Finish](#)

Click on the **[Save]** Button if you are not ready to submit the invoice. It will be available for later submission.

**N**

If you are satisfied with your invoice, click on the **[Finish]** Button to submit.

**O**

# RIFANS Supplier Portal User's Guide

## [Account Tab](#)

### [Create Invoices](#)

## Receive Confirmation



Supplier Portal

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

[Home](#) [Orders](#) [Shipments](#) [Account](#) [Admin](#)

### Confirmation

Invoice INV NO. was submitted to our Accounts Payable department on 29-Oct-2010. The confirmation number for this invoice is the invoice number. After the invoice has been processed, you can query its status by using the Account tab.

Invoice: INV NO.

[Printable Page](#)

[Create Another](#)

Supplier Name **NARR ELECTRIC CO/NATIONAL GRID**  
 Supplier Number **1056**  
 Remit To **PO BOX 1049**  
**WOBURN MA 01807-1049**

Invoice Number **INV NO.**  
 Invoice Date **29-Oct-2010**  
 Invoice Description  
 PO-Line-Shipments **3204086-1-1**

Item Description	Item Number	Supplier Item Number	Quantity	Unit of Measure	Unit Price (USD)	Amount (USD)
ARRA - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE FUELS (FY11)			1	Each	1.00	1.00

Subtotal **1.00**  
 Tax **0.00**  
 Freight **0.00**  
 Miscellaneous **0.00**  
 Total (USD) **1.00**

[Return to Invoices](#)

[Printable Page](#)

[Create Another](#)

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

# RIFANS Supplier Portal User's Guide

## Account Tab

### Update Saved Invoices

The screenshot shows the RIFANS Supplier Portal interface. At the top left is the logo for the State of Rhode Island and Providence Plantings. The main navigation bar includes 'Home', 'Orders', 'Shipments', 'Account', and 'Admin'. The 'Account' tab is selected. Below the navigation bar, there are buttons for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Create Invoices' button is highlighted with a red box and labeled 'A'. Below this, there is a search section with a 'Search By' dropdown set to 'Invoice Number', a text input field containing 'SAVE INV', and a 'Go' button labeled 'B'. To the right of the search section is an 'Update' icon labeled 'C'. Below the search section is a table titled 'Saved Invoices' with columns: Supplier, Invoice Number, Date, Currency, Invoice Amount, Purchase Order, View Attachments, Update, and Delete. The table contains one row for 'NARR ELECTRIC CO/NATIONAL GRID' with an invoice number of 'SAVE INV', date of '29-Oct-2010', and amount of '1 3204086'. Below the table are buttons for 'Create Credit Memo Invoice' and 'Create Standard Invoice'. At the bottom of the page, there is a copyright notice and a privacy statement link.

To find a saved invoice, click on Create Invoices. A

Search for the invoice by entering the invoice number, or click on the **[Go]** Button to see all saved invoices. B

Click on the **Update** Icon to complete and submit the invoice. C

Invoices created in the RIFANS Supplier Portal are automatically uploaded to RIFANS on a periodic basis. Invoices will not be visible in the View Invoices Page until the upload process is complete. If an invoice fails validation or is rejected, it will not be visible in the Portal. You will be contacted by a member of the Accounts & Control team if an invoice cannot be processed. If you have any invoicing questions, please contact Accounts & Control at [Help\\_State\\_Portal@admin.ri.gov](mailto:Help_State_Portal@admin.ri.gov).

# RIFANS Supplier Portal User's Guide

## Account Tab

### View Invoices

Use the View Invoices search screen to find invoice information for processed invoices.

Supplier Portal

Home Logout Preferences Help

Create Invoices **View Invoices** View Payments

Invoice Summary Export

Simple Search Advanced Search

Invoice Number  PO Number

Payment Number  Payment Status

Gross Amount From  Invoice Date From

Gross Amount To  Invoice Date To

Amount Due From  Due Date From

Amount Due To  Due Date To

Invoice Number	Description	Invoice Date	PO Number	Currency	Gross Amount	Amount Due	Due Date	Status	Payment Number	Discount	Available	Packing	Type
11 405 092410 10 014 14	Acc#907170101 5M#05051900 081710 to 091610Acct#907170101000000	09-Nov-2010		USD	593.32	0.00	09-Nov-2010	Approved	882846 - Check				Standard
11 427 110510 10 014 02	Meter04206613 Acct40893-82001 Quonset Oct ElectricMeter04206613 000000	09-Nov-2010		USD	29,153.52	29,153.52	09-Nov-2010	In-Process					Standard
11 405 110910 10 014 5	Act#2904413003 28 Sept 10 to 27 Oct 10Act#2904413003000000	09-Nov-2010		USD	7,001.34	0.00	09-Nov-2010	Approved	882846 - Check				Standard
11 405 102810 10 014 1	Act#2812888003 23 Sept 10 to	09-Nov-2010		USD	27.69	0.00	09-Nov-2010	Approved	882846 -				Standard

## Invoice Search

- Enter search criteria using listed fields. Use **[Advanced Search]** for additional query fields.
- Click **[Go]** to execute search. **A**

## Invoice Summary

- Review summary invoice information by clicking on **Invoice Number** link. **B** Note Status column for invoices On Hold. Note Payment Number column for paid invoice information.
- To review invoice with Status of "On Hold" click on the **On Hold** link to drill down to hold detail information (see Page 33 for descriptions).

## Invoice Payment Information

- Review invoice payment information by clicking on **Payment Number** link. **C**
- Review payment information – note **Invoice Number** cross-reference link at bottom of screen.

# RIFANS Supplier Portal User's Guide

## [Account Tab](#)

### [View Payments](#)

Use the View Payments search screen to find payment information related to invoices.

Supplier Portal

Home Logout Preferences Help

Home Orders Shipments **Account** Admin

Create Invoices | View Invoices **View Payments**

Payment Summary Export

Simple Search Advanced Search

PO Number  Payment Number

Payment Date From  Payment Amount From

Payment Date To  Payment Amount To

Payment	Invoice	PO Number	Payment Date	Currency	Amount	Stopped	Cleared	Voiced	Supplier Site	Supplier Address
882846	11 405 092410 10 014 14, 11 405 102810 10 014 1,11 405 110910 10 014 5, 11 973 110510 10 081 05, 11 973 110510 10 081 09		12-Nov-2010	USD	8,058.94				03	NEWARK NJ
877083	63427-85000:SEPT3,2010	3200069	05-Nov-2010	USD	325.56				08	WOBURN MA
875749	11 973 102710 10 081 11, 11 973 102710 10 081 13		03-Nov-2010	USD	1,012.94				03	NEWARK NJ

## Payment Search

- Search criteria are used for payment queries.
- Click **[Advanced Search]** to search by invoice number.

## Query by Invoice Number

- Enter invoice number.
- Click **[Go]** to execute search.

## Query Results and Payment Detail

- Review results of query - summary payment information. Click on **Payment** link to access payment detail information.
- Review payment information – note **Invoice Number** cross-reference at bottom of screen.