

Changes Between V11 and V12 in RIFANS Supplier Portal

How to Navigate

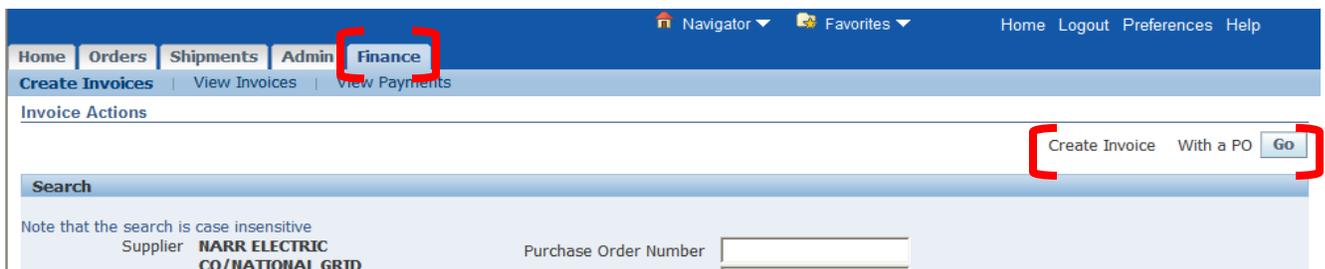
Using RIFANS Supplier Portal Tabs



The tabs are in different order. The Admin tab is no longer last. The Account tab has been changed to the Finance tab. That is at the end.

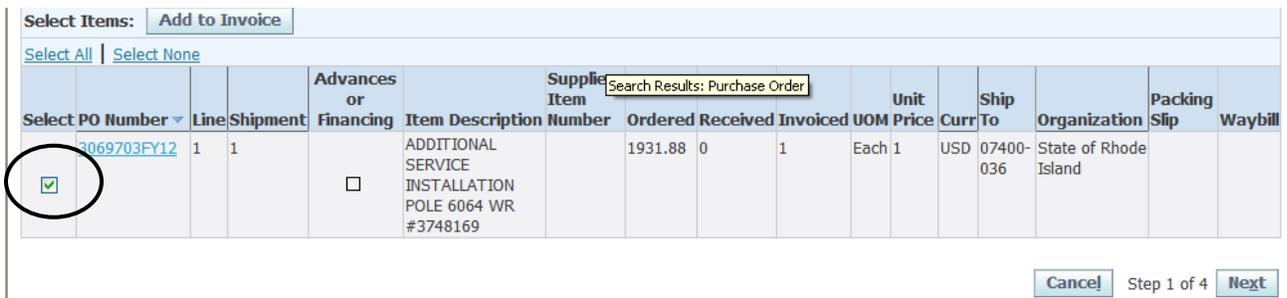
Finance Tab

Create Invoices



There are changes to the invoice screen. To create an invoice, you must first click the **Go** button next to “With a PO” on the invoice screen.

You will be prompted for the purchase order number. That is the only field that has to be populated.



When creating invoices, you must select a purchase order number even if it is the only one that defaults. The **Select** box must be checked. Click the **Next** button.

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	3130031-151	3.3	1	<input type="checkbox"/>	MPA-41 7/1/11-1/15/12 ELECTRICIAN STRAIGHT TIME		52	0	0	Hour	69	USD	01400-026	State of Rhode Island		
<input type="checkbox"/>	3130031-151	61.3	3	<input type="checkbox"/>	MPA-41 7/1/11-1/15/12 MATERIALS ARE TO BE PROVIDED AT COST PLUS THE FOLLOWING (APPLICABLE) FEE FOR OVERHEAD, PICKUP AND DELIVERY. NO ADDITIONAL CHARGES WILL BE ACCEPTABLE.		3408	0	0	Total	1	USD	01400-026	State of Rhode Island		
<input checked="" type="checkbox"/>	3130031-151	40.3	2	<input type="checkbox"/>	MPA-41 7/1/11-1/15/12 BUCKET TRUCK RENTAL CHARGES		1	0	0	Day	400	USD	01400-026	State of Rhode Island		

If there is more than one line on a purchase order to be invoiced, you must check the appropriate **Select** box before each line. Click the **Add to Invoice** button. Click the **Next** button.

Purchase Orders
Details
Manage Tax
Review and Submit

Create Invoice: Details

* Indicates required field

Step 2 of 4

TIP Please attach all pertinent backup including progress payment documentation, signed delivery slips, and/or receipt documentation.
 TIP PLEASE ENTER ALL INFORMATION IN CAPITAL LETTERS. THANK YOU.
[Personalize Table Layout: \(InvHeaderRN\)](#)

Supplier

[Personalize "Supplier"](#)

* Supplier **NARR ELECTRIC CO/NATIONAL GRID**

Tax Payer ID

* Remit To

Address **PO BOX 1049 WOBURN MA 01807-1049**

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

[Personalize "Invoice"](#)

* Invoice Number

* Invoice Date
(example: 21-Feb-2012)

Invoice Type

Currency **USD**

Invoice Description

Attachment

The **Create Standard Invoice** and **Create Credit Memo** buttons have changed to a drop-down menu. They have been moved to the screen where the invoice number is entered, Step 2 of 4.

You must be careful when entering invoices to be sure the correct **Invoice Type** shows in the drop-down menu. The default should be **Invoice**, but sometimes this defaults to **Credit Memo** and will cause a problem if you don't want to do a credit memo. If you have an issue with the recalculated total, it may be because credit memo defaulted. The invoice will have to be canceled, and you will have to start over.

Admin Tab

General

The screenshot shows the 'Admin' tab selected in the top navigation bar. The 'Profile Management' section on the left has a 'General' link highlighted. The main content area displays the following information:

Organization Name	HARR ELECTRIC CO/NATIONAL	DUNS Number	
Supplier Number	GRID	Tax Registration Number	
Alias	1056	Taxpayer ID	597
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below this information are sections for 'Attachments' and 'Search'.

The **Admin** tab has changed. The **General** link is a general overview.

Admin Tab

Organization

The screenshot shows the 'Admin' tab selected in the top navigation bar. The 'Profile Management' section on the left has an 'Organization' link highlighted. The main content area displays the following form fields:

Organization

D-U-N-S Number	<input type="text"/>	Chief Executive Name	<input type="text"/>
Legal Structure	<input type="text"/>	Chief Executive Title	<input type="text"/>
Principal Name	<input type="text"/>	Principal Title	<input type="text"/>
Year Established	<input type="text"/>		
Incorporation Year	<input type="text"/>		
Control Year	<input type="text"/>		
Mission Statement	<input type="text"/>		

Total Employees

Organization Total	<input type="text"/>	Corporate Total	<input type="text"/>
Organization Total Type	<input type="text"/>	Corporate Total Type	<input type="text"/>

Tax and Financial Information

Taxpayer ID	<input type="text"/>	Analysis Year	<input type="text"/>
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Buttons:

The screen in the **Organization** link can be filled out but nothing on this screen is mandatory. Click the **Save** button to save any changes.

Admin Tab

Contact Directory

The screenshot shows the 'Admin' tab selected in the top navigation bar. The left sidebar is titled 'Profile Management' and includes a 'Contact Directory' link. The main content area is titled 'Contact Directory : Active Contacts' and contains a table with the following data:

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Rachel	Henschel	222-222-2222	ACCTCONTROL@DOA.RI.GOV	Current	✓			
RACHEL	HENSCHEL	781 907-1555		Current				

The **User Account** is now reflected on the Contact Directory screen rather than a link of its own in the Profile Management menu.

Admin Tab

Surveys

The screenshot shows the 'Admin' tab selected in the top navigation bar. The left sidebar is titled 'Profile Management' and includes a 'Surveys' link. The main content area is titled 'Update NARR ELECTRIC CO/NATIONAL GRID - 1056: Surveys' and contains a table with the following data:

Subject	Last Update By	Last Update Date
No results found.		

The **Surveys** link is something that may be used by the Purchasing Department.