



# RIFANS Supplier Portal



# How does the RIFANS Supplier Portal Benefit Suppliers?

- Easy-to-use interface in a self-service environment with minimal training
- Real-time access to procure-to-pay information
- Easy access through a standard web browser
- Information transparency across the procure-to-pay cycle, from the moment the purchase order is available, to the final payment
- Ability to generate invoices against purchase orders
- Email notifications with messaging integration
- Ability to provide better customer service while working more efficiently



# The Following are the Portal's Main Capabilities

## *Email Alerts:*

- Automatic Bid Notifications Based on Commodity Code Selection
- Automatic Notifications of Purchase Orders
- Password Resets

## *Supplier Transaction Options:*

- Add and Edit Contact Information
- Create Invoices Against Purchase Orders
- Create Credit Memos
- Export Data to Excel

## *Supplier Views with Advanced Search Capability:*

- View Contact Information
- View Invoices
- View Payments
- View Purchase Orders
- View Receipt History

# Sample View of Purchase Order History



iSupplier Portal

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## Purchase Orders

Export

### Views

View

| Select                | PO Number               | Rev               | Operating Unit        | Document Type | Description                            | Order Date           | Currency | Amount    | Status | Acknowledge By | Attachments |
|-----------------------|-------------------------|-------------------|-----------------------|---------------|--|----------------------|----------|-----------|--------|----------------|-------------|
| <input type="radio"/> | <a href="#">3281945</a> | <a href="#">0</a> | State of Rhode Island | Standard PO   |  | 03-Jul-2012 14:49:38 | USD      | 72,000.00 | Open   |                |             |
| <input type="radio"/> | <a href="#">3281941</a> | <a href="#">0</a> | State of Rhode Island | Standard PO   |  | 02-Jul-2012 13:03:00 | USD      | 30,400.00 | Open   |                |             |
| <input type="radio"/> | <a href="#">3281583</a> | <a href="#">1</a> | State of Rhode Island | Standard PO   | DOT; FY12 U2005CH073NEC GARVEE RELEASE | 22-Jun-2012 10:39:27 | USD      | 0.00      | Closed |                |             |
| <input type="radio"/> | <a href="#">3281542</a> | <a href="#">0</a> | State of Rhode        | Standard PO   | DOT; FY12 U2005CB56NEC RELEASE         | 20-Jun-2012 14:08:18 | USD      | 10,345.43 | Open   |                |             |

# Sample View of Invoice Summary



iSupplier Portal

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

[Export](#)

### Simple Search

[Advanced Search](#)

|                |                                   |                       |  |
|----------------|-----------------------------------|-----------------------|--|
| Invoice Number | <input type="text"/>              | Payment Status        | <input type="text" value="▼"/>               |
| PO Number      | <input type="text"/>              | Invoice Amount From   | <input type="text"/> To <input type="text"/> |
|                | <small>(example : 1234)</small>   | Amount Due From       | <input type="text"/> To <input type="text"/> |
| Release Number | <input type="text"/>              | Invoice Date From     | <input type="text"/> To <input type="text"/> |
|                | <small>(example : 1234-2)</small> | Due Date From         | <input type="text"/> To <input type="text"/> |
| Payment Number | <input type="text"/>              |                       | <small>(example: 25-Jul-2012)</small>        |
| Invoice Status | <input type="text" value="▼"/>    |                       |  |
|                | <a href="#">Go</a>                | <a href="#">Clear</a> |  |

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| Invoice                          | Invoice Date ▼ | Type     | Currency | Amount | Due   | Status   | On Hold | Payment Status | Due Date                    | Payment | PO Number               | Receipt | Attachment |
|----------------------------------|----------------|----------|----------|--------|-------|----------|---------|----------------|-----------------------------|---------|-------------------------|---------|------------|
| <a href="#">TESTISP9-7/16/12</a> | 16-Jul-2012    | Standard | USD      | 10.00  | 10.00 | Rejected |         | Not Paid       | <a href="#">16-JUL-2012</a> |         | <a href="#">3273529</a> |         |            |
| <a href="#">TESTISP7-7/2/12</a>  | 02-Jul-2012    | Standard | USD      | 2.00   | 2.00  | Rejected |         | Not Paid       | <a href="#">02-JUL-2012</a> |         | <a href="#">3273529</a> |         |            |
| <a href="#">TESTISP18-7/2/12</a> | 20-Jul-2012    | Standard | USD      | 2.00   | 2.00  | Rejected |         | Not Paid       | <a href="#">20-JUL-2012</a> |         | <a href="#">3273529</a> |         |            |

# Sample View of Payment Summary



iSupplier Portal

Navigator ▾

Favorites ▾

Home Logout Preferences Diagnostics

Home Orders Shipments Admin Finance

Create Invoices | View Invoices | **View Payments**

## View Payments

Export

### Simple Search

Note that the search is case insensitive

Advanced Search

Payment Number

Status

Invoice Number

Payment Amount From  To

PO Number

Payment Date From  To

(example : 1234)

(example: 25-Jul-2012)

Release Number

(example : 1234-2)

Go Clear

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| Payment                 | Payment Date ▾ | Currency | Amount    | Method | Status     | Status Date | Invoice                                  | PO Number                   | Address     | Supplier Site |
|-------------------------|----------------|----------|-----------|--------|------------|-------------|--|-----------------------------|-------------|---------------|
| <a href="#">1184293</a> | 02-Jul-2012    | USD      | 328.97    | Check  | Negotiable | 02-Jul-2012 | <a href="#">63427-85000;6/4/12</a>       | <a href="#">3237979</a>     | WOBURN MA   | 03            |
| <a href="#">1183919</a> | 27-Jun-2012    | USD      | 100.00    | Check  | Negotiable | 27-Jun-2012 | <a href="#">TESTLP7-6/26/12</a>          | <a href="#">3107017FY12</a> | SYRACUSE NY | 11            |
| <a href="#">1182992</a> | 22-Jun-2012    | USD      | 11,152.13 | Check  | Negotiable | 22-Jun-2012 | <a href="#">00049-022885 (2000ET027)</a> | <a href="#">3281500</a>     | NEW YORK NY | 05            |



## **We Look Forward to Your Registration !**

Please contact Accounts & Control for further details on the registration process.

Phone: (401) 222-1888

Email: [Help\\_State\\_Portal@admin.ri.gov](mailto:Help_State_Portal@admin.ri.gov)