



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



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Purchase Orders | [Agreements](#)

Purchase Orders

[Export](#)

Views

View Purchase Orders Within Last 6 Months [Go](#)

[Advanced Search](#)

Select	PO Number	Rev	Business Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	3209443	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"/>	3209283	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"/>	3207972	0	State of Rhode Island	Standard PO		27-Oct-2010 09:35:31	USD	914.81	Open		
<input type="radio"/>	3207971	0	State of Rhode Island	Standard PO		27-Oct-2010 09:34:32	USD	30.96	Open		
<input type="radio"/>	3107017FY10	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"/>	3205883	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"/>	3200069	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"/>	86A00352437AFY11	0	State of Rhode Island	Standard PO	ENERGY STUDY	30-Sep-2010 19:35:57	USD	9,350.00	Open		

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Sample View of Invoice Summary



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Invoice Summary

[Export](#)

Simple Search

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Invoice Number	<input type="text"/>	PO Number	<input type="text"/>
Payment Number	<input type="text"/>	Payment Status	<input type="text" value="v"/>
Gross Amount From	<input type="text"/>	Invoice Date From	<input type="text"/>
Gross Amount To	<input type="text"/>	Invoice Date To	<input type="text"/>
Amount Due From	<input type="text"/>	Due Date From	<input type="text"/>
Amount Due To	<input type="text"/>	Due Date To	<input type="text"/>

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Invoice Number	Description	Invoice Date	PO Number	Currency	Gross Amount	Amount Due	Due Date	Status	Payment Number	Discount Date	Available Discount	Packing Slip	Type
11 405 092410 10 014 14	Acct#907170101 5M#05051900 081710 to 091610Acct#90717010100000	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 00000	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#290441300300000	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

Sample View of Payment Summary



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Payment Summary

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Simple Search

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PO Number	<input type="text"/>	Payment Number	<input type="text"/>
Payment Date From	<input type="text"/>	Payment Amount From	<input type="text"/>
Payment Date To	<input type="text"/>	Payment Amount To	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Clear"/>			

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Payment	Invoice	PO Number	Payment Date	Currency	Amount	Stopped	Cleared	Voided	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



We Look Forward to Your Registration !

Please contact Trainer for further details on the registration process.

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