

# 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.