RIFANS Supplier Portal User's Guide

Admin Tab
General

 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.

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

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Add Attachment

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.

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Organization

Fill in any field. When finished, click the **[Save]** Button. | A | Nothing on this screen is mandatory.

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Address Book

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 **Update** icon.   A

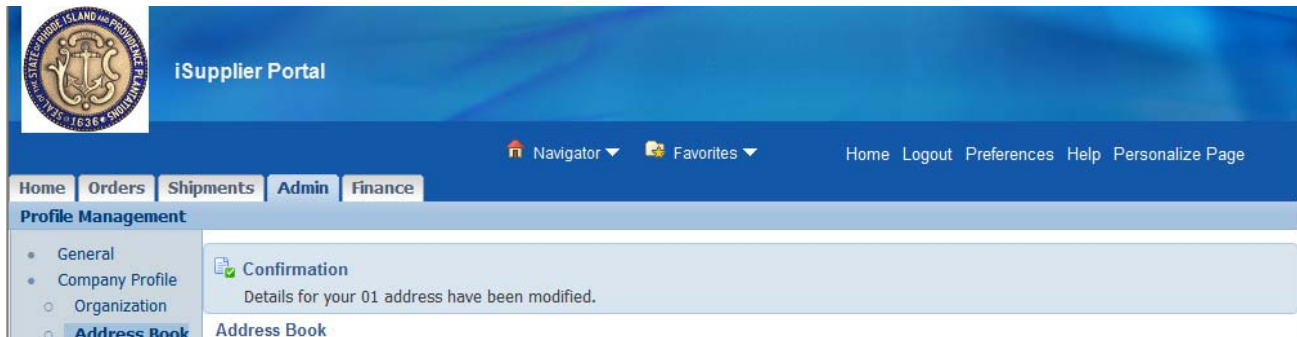
3. Make applicable edits.   B
4. Click **[Save]**.   C

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Address Book

5. Receive confirmation that your address has been changed.

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Contact Directory

View your contact information and make updates if needed.

To change your contact information, do the following:

1. Review your contact information by clicking on the **Contact Directory** link.
2. If the contact has a user account, it will be reflected here. If you need to add or delete a user, contact the Department of Accounts & Control at doa.stateportalhelp@doa.ri.gov or 401-222-1888.
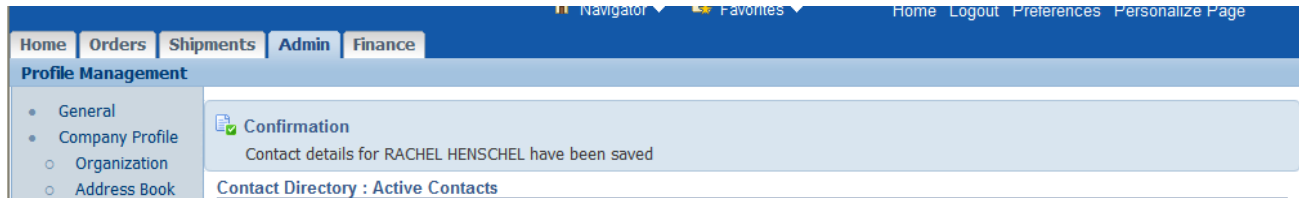3. If needed click on the **Update** icon. | A |

4. Make applicable edits.
5. Click **[Save]**. | B |

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Contact Directory

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

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Business Classifications

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. Identify the classifications that apply to your company.

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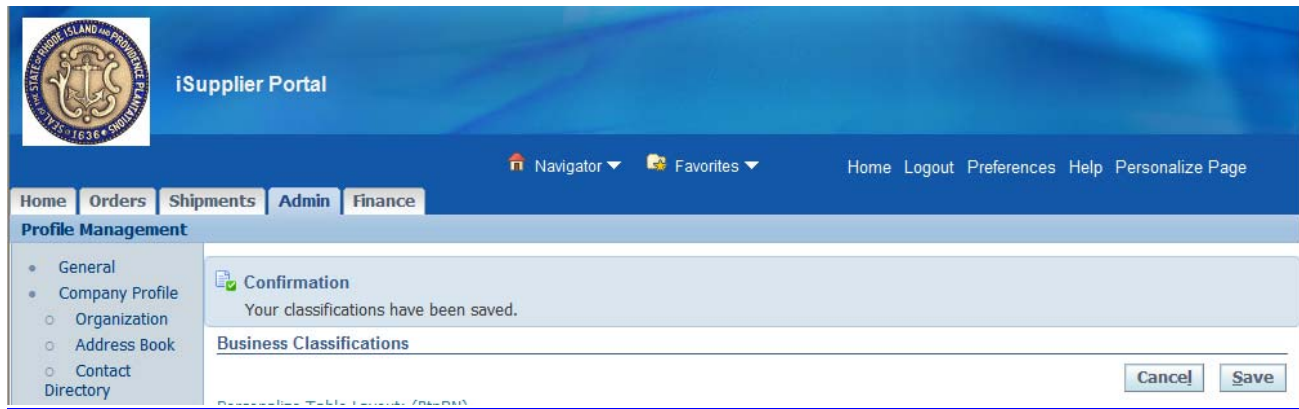

1. Click on the **Business Classifications** link.

2. Check the Applicable Box after the Classification that applies to your business. Complete all applicable fields. **A**

3. Click **[Save]**. **B**

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Business Classifications

4. Receive a confirmation message.

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Product 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.

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

1. Click on the **Product and Services** link.

   A

2. Click **[Add]** to add and view sub-categories.

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

   To Browse the Full List:

   1. Select **Browse All Products and Services**.

      B

   2. Click on the **Next 10** Link to see additional pages.

      C

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Product and Services

To Look for a Specific Commodity Code:

1.   Select **Search for Specific Product & Service**.   **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. **%APPLIANCES%**).   **E**

3.   Click **[Go]** and review the results.   **F**

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**

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Product and Services

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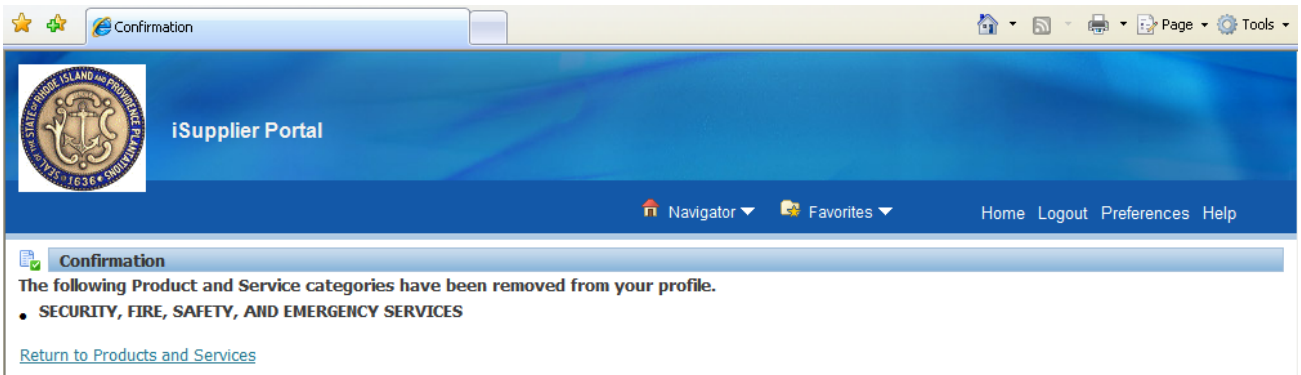
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Surveys

This section would show any surveys the State of Rhode Island would conduct with suppliers.