

RIFANS Supplier Portal User's Guide

Admin Tab

General

iSupplier Portal

Home Orders Shipments **Admin** Finance

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Surveys

General

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

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

Title	Type	Description	Category	Last Updated	Usage	Update	Delete	Publish to Catalog
Undefined	Short Text		Miscellaneous	12-Nov-2009	One-Time			

A

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.

B

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

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Add Attachment

Home | Orders | Shipments | Admin | Finance

Profile Management

Add Attachment

Cancel | Add Another | Apply

Add Desktop File/ Text/ URL

C

Attachment Summary Information

Title

Description

Category From Supplier

D

Define Attachment

Type ☒ File ☐ URL ☐ Text

Browse...

E

- 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

The screenshot shows the 'iSupplier Portal' interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. The 'Admin' tab is selected. Below this, the 'Profile Management' section is active, with a sidebar menu listing 'General', 'Company Profile', and 'Organization' (which is highlighted). The 'Organization' form contains fields for 'D-U-N-S Number', 'Legal Structure', 'Principal Name', 'Year Established', 'Incorporation Year', 'Control Year', 'Mission Statement', 'Chief Executive Name', 'Chief Executive Title', and 'Principal Title'. There are 'Cancel' and 'Save' buttons at the top right of the form. A red 'A' in a box is placed next to the 'Save' button. Below the main form, there's a 'Total Employees' section with 'Organization Total', 'Corporate Total', 'Organization Total Type', and 'Corporate Total Type' fields. A red 'A' in a box is also present next to the 'Save' button in the 'Total Employees' section.

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

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Address Book

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Address Book

Create Previous 1-10 Next 10

Address Name	Address Details	Country	Update	Remove
01	280 MELROSE ST PROVIDENCE, RI 02901	United States		
02	CUSTOMER SERVICE DEPT STATE OF RI ACCOUNTS 55 BEARFOOT RD NORTHBOROUGH, MA 01532	United States		
03	PROCESSING CTR	United States		

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

Admin: Profile Management: Address Book >

Update Address

* Indicates required field

TIP PLEASE ENTER ALL INFORMATION IN CAPITAL LETTERS. THANK YOU.

TIP PLEASE NOTE: If you are making a change to your primary site (01), you must submit an updated W-9 form as your primary site and your W-9 form must be submitted in order for your invoices and payments to be processed.

Supplier Name **NARR ELECTRIC CO/NATIONAL GRID** Supplier Number **1056**

* Address Name 01

Country United States

* Address Line 1 280 MELROSE ST

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality PROVIDENCE

County

State/Region RI

Province

* Postal Code 02901

Phone Area Code 718

Phone Number 403-2000

Fax Area Code

Fax Number

Email Address

☒ Purchasing Address

☒ Payment Address

☐ RFQ Only Address

Cancel Save

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

B

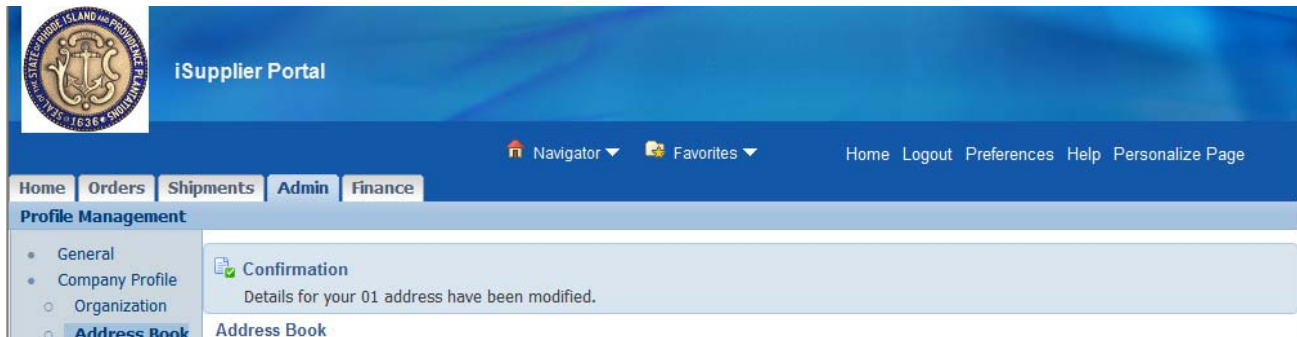
C

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[Admin Tab](#)

[Address Book](#)

5. Receive confirmation that your address has been changed.



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Admin Tab

Contact Directory

View your contact information and make updates if needed.

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 - Contact Directory**
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Confirmation
H has been removed from your Contact Directory.

Contact Directory : Active Contacts

Create

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				
PHILLIPPE	MONTILLER			Current				
KATE	RINGE-WELCH	401 784-7161		Current				

Contacts Table

Contact Directory : Inactive Contacts

A

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

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Update Contact

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Job Title

Department

Contact Email

Phone Area Code

Phone Number

Phone Extension

Fax Area Code

Fax Number

Cancel Save

B

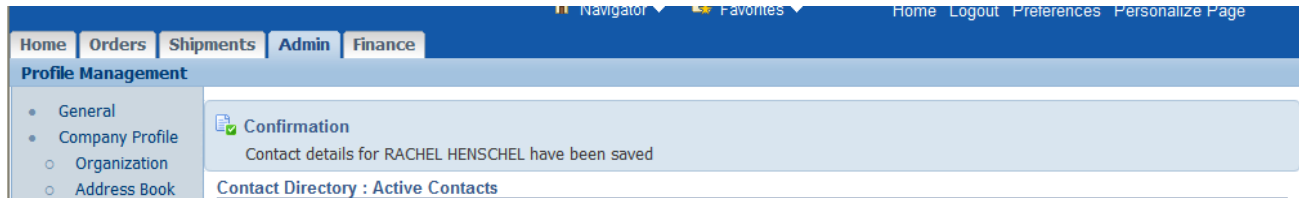
4. Make applicable edits.
5. Click **[Save]**. B

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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:

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Business Classifications

Cancel Save

Certification

✓ **TIP** To qualify as a Minority Owned Business, a business is at least 51% owned and controlled by one or more minorities/women. The State of Rhode Island certifies businesses for the above 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.

☐ I certify that I have reviewed the classification below and they are current and accurate.
Last Certified **22-Jul-2011** By **Rachel Henschel**

✓ **TIP** Date format example: 17-Apr-2012

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Construction and Engineering to DOT	<input type="checkbox"/>				
Disabled Owned Business Enterprise	<input type="checkbox"/>				
Hub Zone	<input type="checkbox"/>	A			
Minority Business Enterprise-Asian	<input type="checkbox"/>				
Minority Business Enterprise-Black	<input type="checkbox"/>				
Minority Business Enterprise-Hispanic	<input type="checkbox"/>				

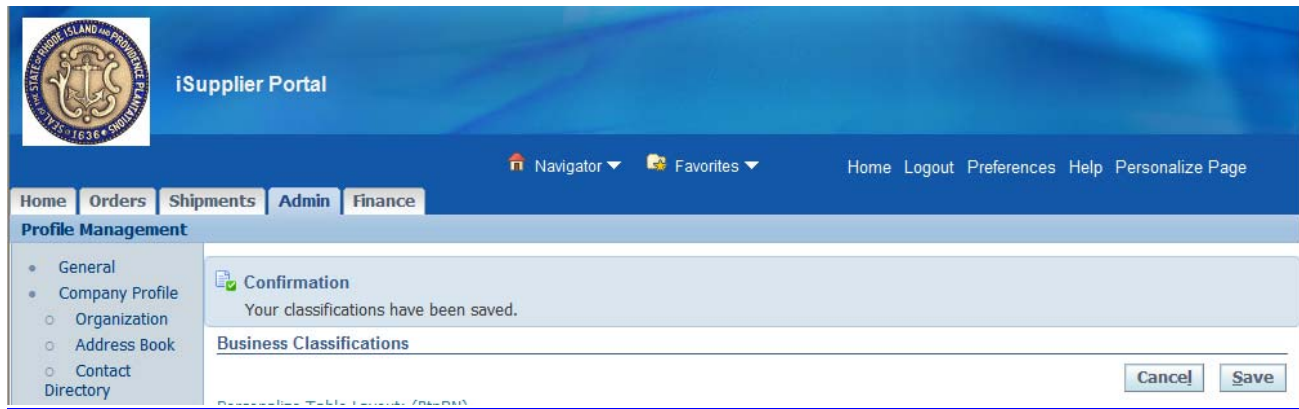
1. Click on the **Business Classifications** link.
2. Check the Applicable Box after the Classification that applies to your business. Complete all applicable fields. **A**
3. Click **[Save]**. **B**

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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.

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Products and Services

✓ **TIP** Commodity Code Additions: Your Commodity Codes selections are particularly important. These are used for a variety of functions including automatically sending e-mails to registered suppliers regarding new RFQs. When completing the Commodity Code section it is best to choose the parent code (that is, codes ending in .00) rather than a sub-code. If you only select the sub-codes you will not receive automatic notifications for RFQs based on related sub-codes. Choosing the parent code will insure that you will receive all notifications that may be related to your business. You can still respond to or ignore any notification concerning an RFQ that you receive.

Remove Add

Select All Select None

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> 990	SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES	24-May-2011	Approved	

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

1. Click on the **Product and Services** link.
2. Click **[Add]** to add and view sub-categories.

Admin: Profile Management: Product & Services >

Add Products and Services: : (NARR ELECTRIC CO/NATIONAL GRID)

Cancel Apply

☒ Browse All Products & Services

☐ Search for Specific Product & Service

Code	Products and Services	View Sub-Categories	Applicable
005	ABRASIVES		<input type="checkbox"/> Applicable
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES		<input type="checkbox"/> Applicable
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.		<input type="checkbox"/> Applicable
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES		<input type="checkbox"/> Applicable
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)		<input type="checkbox"/> Applicable
022	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS		<input type="checkbox"/> Applicable
025	AIR COMPRESSORS AND ACCESSORIES		<input type="checkbox"/> Applicable
031	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)		<input type="checkbox"/> Applicable
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES		<input type="checkbox"/> Applicable
037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.		<input type="checkbox"/> Applicable

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

To Browse the Full List:

1. Select **Browse All Products and Services**.
2. Click on the **Next 10** Link to see additional pages.

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Product and Services

Admin: Profile Management: Product & Services >

Add Products and Services: : (NARR ELECTRIC CO/NATIONAL GRID)

☐ Browse All Products & Services D

☒ Search for Specific Product & Service

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description E

Code	Description	Applicable
No search conducted. F		

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

Description

Previous 1-10 Next 10

Code	Description	Applicable
045	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	<input type="checkbox"/>
045.22G2	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.APA:DOE - Cookware and Bakeware, Household (Not otherwise listed)	<input type="checkbox"/>
045.92H6	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.APA:URI - Washers and Dryers, Coin-Operated Type	<input type="checkbox"/>
045.00	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE	<input type="checkbox"/>
045.06	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.Appliances, Small, Electric (Not Otherwise Classified)	<input type="checkbox"/>
045.12	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.Appliances, Small, Non-Electric (Not Otherwise Classified)	<input type="checkbox"/>
045.14	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.Blenders, Household	<input type="checkbox"/>
045.15	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.Bread Makers	<input type="checkbox"/>
045.17	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.Can Openers, Household	<input type="checkbox"/>
045.18	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE.Cleaners and Sweepers, Hand-Operated	<input type="checkbox"/>

Previous 1-10 Next 10 H

G

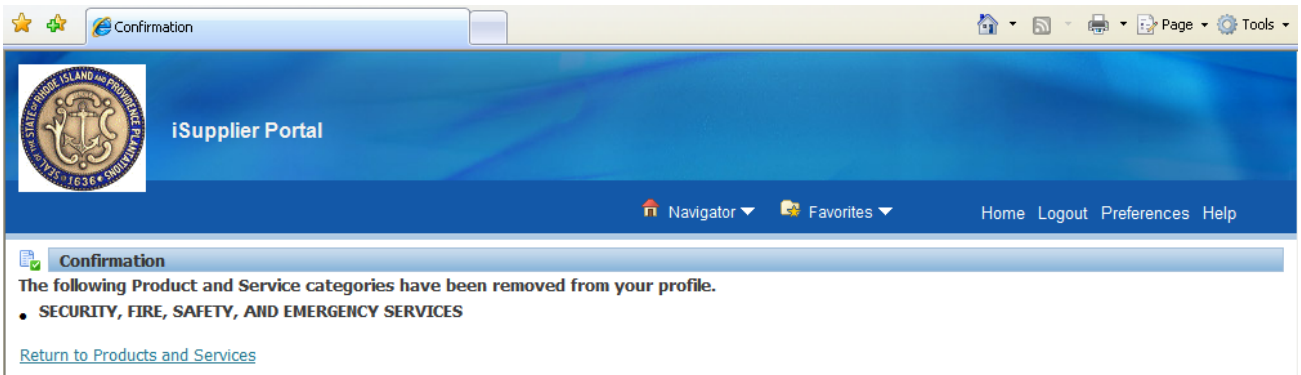
4. Select the proper service or product by clicking on the **Applicable** box for all items that you want to add. Choose the main code (codes ending in .00) rather than the sub-category code. G
5. Click **[Apply]**. H

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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.

The screenshot shows a web browser window displaying the RIFANS Supplier Portal. The browser's address bar shows "Surveys". The page header features the State of Rhode Island seal and the text "iSupplier Portal". Below the header is a navigation bar with tabs: Home, Orders, Shipments, Admin, and Finance. The "Admin" tab is selected. On the left side of the Admin tab, there is a "Profile Management" section with a list of links: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, and Surveys. The "Surveys" link is highlighted. The main content area displays the title "Update NARR ELECTRIC CO/NATIONAL GRID - 1056: Surveys" above a table. The table has three columns: "Subject", "Last Update By", and "Last Update Date". The table content shows "No results found."

Subject	Last Update By	Last Update Date
No results found.		