

# RIFANS Supplier Portal User's Guide

## Orders Tab

This section displays the most recent purchase orders the State of Rhode Island has issued to your company. Automatic retrieval of the most recent 25 purchase orders, in summary form, is shown if they exist.

**iSupplier Portal**

Home **Orders** Shipments Admin Finance

Purchase Orders | Agreements

Purchase Orders

**A** Export

**Views**

View: All Purchase Orders **B** Go Advanced Search

PO Select Number	Operating Rev Unit	Document Type	Description	Order Date	Currency	Amount	Status	By	Attachments
<b>C</b> 3272418	0	Standard PO	DOT; FY12 U2003-CB-032NEC/REHAB CONSTRUCTION	30-Mar-2012 08:20:40	USD	32,707.67	Open		
3272334	0	Standard PO	DOT; FY12 U2003-CB-032NEC CONSTRUCTION	29-Mar-2012 12:42:01	USD	34,123.00	Open		
3272224	0	Standard PO	DOT; FY12 U2003CB029; MAPLEVILLE BRIDGE #337	29-Mar-2012 08:36:16	USD	15,067.77	Open		
3271313	1	Standard PO	DOT; FY12 U93130NEC; PAWTUCKET BRIDGE #550	27-Mar-2012 09:11:44	USD	0.00	Closed		

To export the list into an Excel spreadsheet, click on the **[Export]** Button. **A**

Open drop-down window to select from other pre-defined views of purchase order data. Select **"All Purchase Orders"** from list and click **[Go]**. **B**

Click on the **Purchase Order Number** link to drill down to order detail from this window. **C**

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## Orders Tab

### Purchase Order Detail

Home | **Orders** | Shipments | Admin | Finance

**Purchase Orders** | Agreements

Orders: Purchase Orders >

Standard Purchase Order: 3259189, 0 (Total USD 1,250,293.37)

Currency=USD

Actions View PDF Go Export

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**Order Information**

General	Terms and Conditions	Summary
Total <b>1,250,293.37</b>	Payment Terms <b>NET 30</b>	Total <b>1,250,293.37</b>
Supplier <b>HARR ELECTRIC CO/NATIONAL GRID</b>	Carrier	Received <a href="#">1,122,669.38</a>
Supplier Site <b>99</b>	FOB <b>Destination</b>	Invoiced <a href="#">1,122,670.38</a>
Address <b>280 MELROSE ST PROVIDENCE, RI 02901</b>	Freight Terms <b>Paid</b>	Payment Status <a href="#">Partially Paid</a>
Order Date <b>13-Dec-2011 09:55:48</b>	Shipping Control	
Description <b>ARRA SP-0042 - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE FUELS (FY/11)</b>	<b>Ship-To Address</b>	
	Address <b>DOA-CS STATE ENERGY OFFICE ONE CAPITOL HILL, 2ND FLOOR SMITH ST PROVIDENCE, RI 02908</b>	

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Status	<b>Open</b>	<b>Bill-To Address</b>
Note to Supplier		Address <b>DOA CONTROLLER ONE CAPITOL HILL, 4TH FLOOR SMITH ST PROVIDENCE, RI 02908</b>
Operating Unit	<b>State of Rhode Island</b>	
Sourcing Document		
Supplier Order Number		
Attachments	<b>None</b>	

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**PO Details**

[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job	Supplier	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
<a href="#">Show</a>	1	Goods			ARRA - WEATHERIZATION OF DWELLING UNITS USING DELIVERABLE FUELS (FY/11)	Each	1250293.37	1	1,250,293.37	Open		

Return to: Purchase Orders

Actions View PDF Go Export

- Review purchase order detail – shows total amount and what has been received and invoiced against it.

- Scroll down screen to review detail PO information, and use the **Show** link to access and show shipment detail information (see next page).

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## Orders Tab

### Purchase Order Detail

DELIVERABLE FUELS (FY/11)	SMITH ST PROVIDENCE, RI 02908
Status Open	Bill-To Address
Note to Supplier	Address
Operating Unit State of Rhode Island	DOA CONTROLLER
Sourcing Document	ONE CAPITOL HILL, 4TH FLOOR
Supplier Order Number	SMITH ST
Attachments None	PROVIDENCE, RI 02908

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status
1	Code			USING DELIVERABLE FUELS (FY/11)		1250293.37	1	1,250,293.37	Open

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Supplier Status	Status Line
		Ordered	Received	Invoiced	Ordered	Received	Invoiced					
1	<a href="#">06800-026</a>	1250293.37	1122669.38	1122670.38	1,250,293.37	<a href="#">1,122,669.38</a>	<a href="#">1,122,670.38</a>		05-Dec-2011 09:26:53	Partially Paid	Open	

[Return to Orders: Purchase Orders](#)

Actions [View PDF](#) [Go](#) [Export](#)

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## Orders Tab

### Agreements

Purchase Orders | **Agreements**

Supplier Agreements Export

**Simple Search**

Note that the search is case insensitive Advanced Search

PO Number  A

Global

Effective-From Date

Effective-To Date

B

Previous 1-25 Next 25

PO Number	Revision	Global	Description	Order Date	Currency	Effective-From Date	Effective-To Date	Status	Attachments	Upload
<a href="#">3270456</a>	0	No	DEL-10822; DOT; FY 12; U2011CB096NEC	15-Mar-2012 14:42:29	USD	15-Nov-2010	14-Nov-2015			
<a href="#">3265857</a>	0	No	ARRA - SP0042 GR-10926 STATE ENERGY CONSERVATION CODE COMPLIANCE BASELINE STUDY - TOTAL AMOUNT \$150,000	06-Feb-2012 14:58:45	USD	01-Feb-2012	30-Apr-2012			
<span>C</span> <a href="#">1</a>	No		DEL-10712 DOT; U2011CB083NEC	07-Dec-2011 19:24:06	USD	24-Oct-2011	23-Oct-2016			
1	No		DEL-10578 U2011CB090NEC. CONST. PORTION	19-Oct-2011 16:24:24	USD	26-Sep-2011	25-Sep-2016			

- Use the **Agreements** section on the Orders Page to access agreement information. Enter Agreement (PO) number. A The other fields do not have to be filled in.
- Click **[Go]** to retrieve record. B
- Note the summary information related to agreement listed. To view detail, click on the **Agreement** (PO Number) link. C