

# RIFANS Supplier Portal User's Guide

## Finance Tab

### Summary

This page is where saved invoices and credit memos can be retrieved and worked on. It is also where invoices and credit memos are created and where invoices and payments are displayed. Please note: DOT invoices and credit memos may NOT be entered through the RIFANS Supplier Portal. Please submit invoices to RIDOT, 2 Capitol Hill, Providence, RI 02908.

Invoices and credit memos entered into the RIFANS Supplier Portal are electronically submitted to Accounts Payable and follow the same processing and approval steps as those entered manually. An invoice must be entered against an open purchase order.

### Update Saved Invoices

The screenshot shows the 'Finance' tab in the RIFANS Supplier Portal. The 'Create Invoices' button is highlighted with a red box. Below it, the 'Invoice Actions' section includes a 'Create Invoice' button and a 'With a PO' button. The search area contains a note that the search is case insensitive, a 'Supplier' dropdown menu with 'NARR ELECTRIC CO/NATIONAL GRID' selected (labeled 'A'), an 'Invoice Number' input field with 'DJO-test4-10' (labeled 'A'), an 'Invoice Date From' calendar picker, an 'Invoice Date To' calendar picker, an 'Invoice Status' dropdown menu, and a 'Go' button (labeled 'B'). To the right of the search area are input fields for 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To', and 'Currency', with a 'Go' button (labeled 'C') below them. Below the search area is a table with the following data:

Invoice #	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
DJO-test4-10	10-Apr-2012	USD	1.00	<a href="#">3259189</a>	In Process				

To find a saved invoice, input the invoice number. A

Or click on the **[Go]** Button to see all saved invoices. B

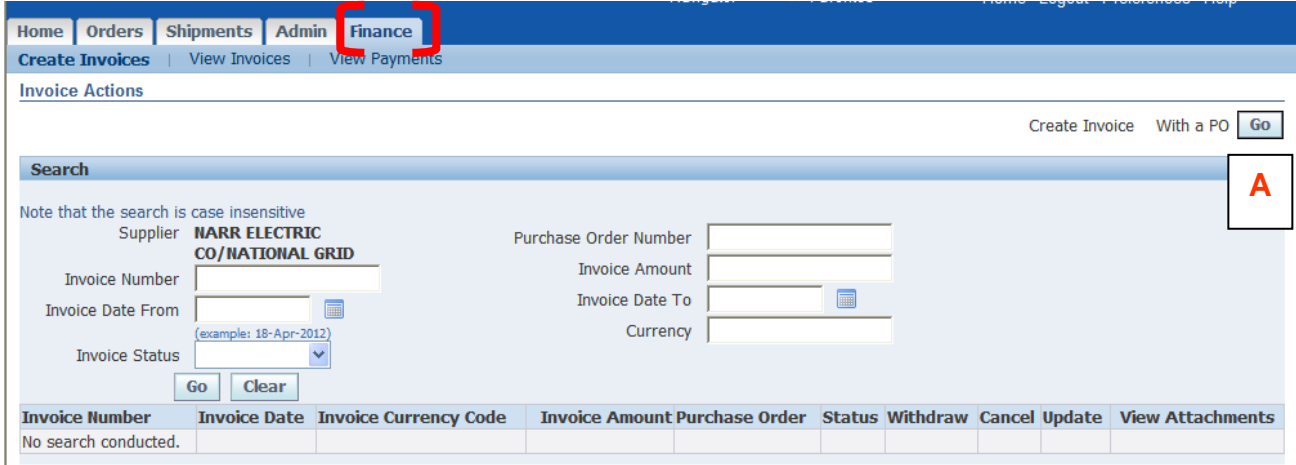
Click on the **Update** Icon to complete and submit the invoice. C

Invoices created in the RIFANS Supplier Portal are automatically uploaded to RIFANS on a periodic basis. Invoices will not be visible in the View Invoices Page until the upload process is complete. If an invoice fails validation or is rejected, it will not be visible in the Portal. You will be contacted by a member of the Accounts & Control team if an invoice cannot be processed. If you have any invoicing questions, please contact Accounts & Control at [doa.stateportalhelp@doa.ri.gov](mailto:doa.stateportalhelp@doa.ri.gov)

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## Finance Tab

### Create Invoices



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

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice With a PO **Go**

**Search**

Note that the search is case insensitive

Supplier **NARR ELECTRIC CO/NATIONAL GRID**

Invoice Number

Invoice Date From  (example: 18-Apr-2012)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

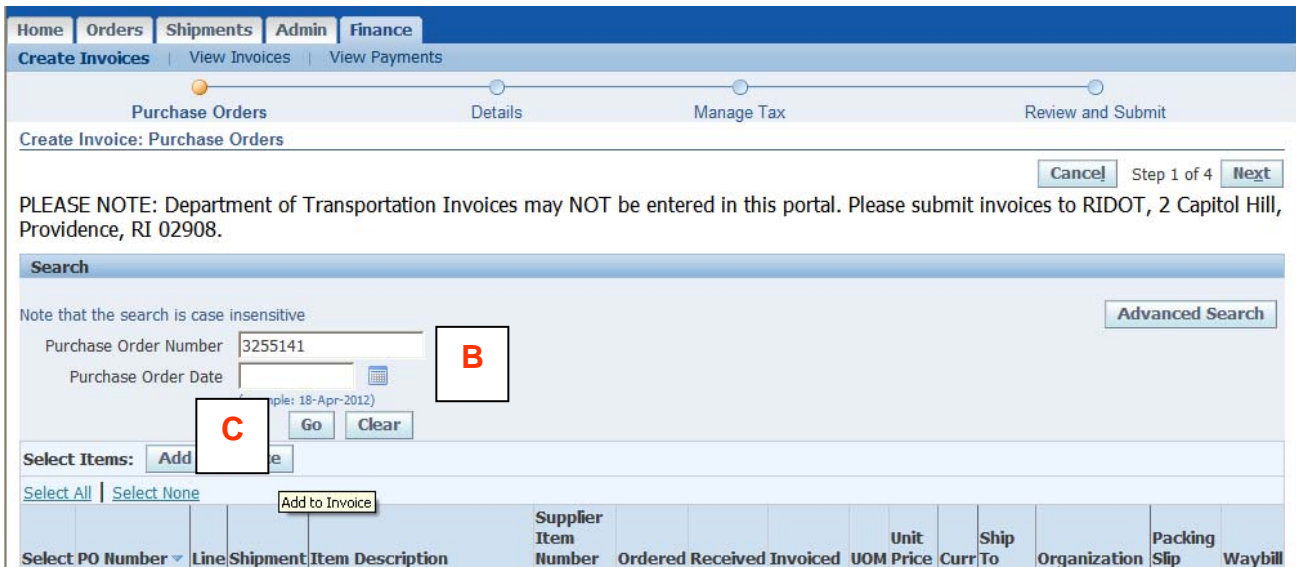
Currency

**Go** **Clear**

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Look for Create Invoice With a PO. Click the **[Go]** Button.

**A**



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

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

**Cancel** Step 1 of 4 **Next**

PLEASE NOTE: Department of Transportation Invoices may NOT be entered in this portal. Please submit invoices to RIDOT, 2 Capitol Hill, Providence, RI 02908.

**Search**

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

**Go** **Clear**

Select Items: **Add** **Remove**

Select All | Select None

**Add to Invoice**

Select PO Number	Line	Shipment	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Unit	Price	Curr	Ship To	Organization	Packing Slip	Waybill
------------------	------	----------	------------------	----------------------	---------	----------	----------	------	-------	------	---------	--------------	--------------	---------

Input the purchase order number or purchase order date.

**B**

Click **[Go]**.

**C**

# RIFANS Supplier Portal User's Guide

## Finance Tab

### Create Invoices

Search

Note that the search is case insensitive Advanced Search

Purchase Order Number

Purchase Order Date   
(example: 18-Apr-2012)

Select Items:

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	<a href="#">3069703FY12</a>	1	1	ADDITIONAL SERVICE INSTALLATION POLE 6064 WR #3748169		1931.88	0	0	Each	1	USD	07400-036	State of Rhode Island		

Step 1 of 4

Select the purchase order and or purchase order line(s) to be invoiced by clicking the **Select** Box (this must be checked) at the beginning of the line next to the PO Number link. If there is only one line, you can select it and click **[Next]**.



You may select more than one line as long as all lines are on the same purchase order. If you have selected by purchase order number, then you can click on the **Select All** link to invoice for all lines on that purchase order. Each invoice can only have one purchase order number. Once you have identified all of the lines to be included, click on the **[Add Items to Invoice List]** Button.

Select Items:

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	<a href="#">3130031-151</a>	3.3	1	<input type="checkbox"/>	MPA-41 7/1/11-1/15/12 ELECTRICIAN STRAIGHT TIME		52	0	0	Hour	69	USD	01400-026	State of Rhode Island		
<input type="checkbox"/>	<a href="#">3130031-151</a>	61.3	3	<input type="checkbox"/>	MPA-41 7/1/11-1/15/12 MATERIALS ARE TO BE PROVIDED AT COST PLUS THE FOLLOWING (APPLICABLE) FEE FOR OVERHEAD, PICKUP AND DELIVERY. NO ADDITIONAL CHARGES WILL BE ACCEPTABLE.		3408	0	0	Total	1	USD	01400-026	State of Rhode Island		
<input checked="" type="checkbox"/>	<a href="#">3130031-151</a>	40.3	2	<input type="checkbox"/>	MPA-41 7/1/11-1/15/12 BUCKET TRUCK RENTAL CHARGES		1	0	0	Day	400	USD	01400-026	State of Rhode Island		

Step 1 of 4

Click on the **[Next]** Button to continue.



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### Create Invoices

**G** Enter your invoice number. The system will reject duplicate invoice numbers, so this number must be unique each time.

Enter the invoice date. It can be a previous date. **H**

Be sure the invoice type drop down is correct. **I** This is where the credit memo can be chosen.

Enter a description for your invoice. **J**

Attach any required back-up documentation for your invoice such as delivery confirmation, time sheets, progress payment documentation, etc.

Review the Quantity to Invoice. **L** You can enter an amount equal to or less than the Available Quantity. All other information will default from the purchase order. **K**

Click on the **[Next]** Button to proceed. **M**

# RIFANS Supplier Portal User's Guide

## Finance Tab

### Create Invoices

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
3069703FY12	1		ADDITIONAL SERVICE INSTALLATION POLE 6064 WR #3748169		07400-036	1931.88	1.00	Each	1.00	1.00

**Invoice Summary**

Items	1.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Recalculate Total</b>	<b>Total (USD) 1.00</b>

Step 3 of 4



Click the **[Recalculate Total]** Button at the bottom of the page to update the invoice total. Be sure this is the amount to invoice.



Click on the **[Next]** Button to review your invoice.

**Supplier**

[Personalize "Supplier"](#)

- \* Supplier **NARR ELECTRIC CO/NATIONAL GRID**
- Tax Payer ID
- \* Remit To **08**
- Address
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Digit

**Invoice**

[Personalize "Invoice"](#)

- \* Invoice Number **USER'S GUIDE TEST**
- \* Invoice Date **23-Feb-2012**
- Invoice Type **Standard**
- \* Currency **USD**
- Invoice Description **FOR VERSION 12 USER'S GUIDE**
- Attachment **None**

**Customer**

[Personalize "Customer"](#)

- \* Customer Tax Payer ID **SYS11976**
- Customer Name **State of Rhode Island**
- Address

**Items**

[Personalize "Items"](#)

[Personalize "Item Lines Table"](#)

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
3069703FY12	1		ADDITIONAL SERVICE INSTALLATION POLE 6064		07400-	1931.88	1.00	Each	1.00	1.00

Done

Internet 100%

# RIFANS Supplier Portal User's Guide

## Finance Tab

### *Create Invoices*

Description	Amount
Items	1.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	1.00

Cancel Save Back Step 4 of 4 Submit

Click on the **[Save]** Button if you are not ready to submit the invoice. It will be available for later submission.



If you are satisfied with your invoice, click on the **[Submit]** Button to submit.




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## [Finance Tab](#)

### [Create Invoices](#)

### Receive Confirmation

 **Confirmation**  
Invoice USER'S GUIDE TEST was submitted to our Accounts Payable department on 03-May-2012. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: USER'S GUIDE TEST

[Printable Page](#) [Create Another](#)

Supplier	Invoice
* Supplier <b>NARR ELECTRIC CO/NATIONAL GRID</b>	* Invoice Number <b>USER'S GUIDE TEST</b>

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## Finance Tab

### View Invoices

Use the View Invoices search screen to find invoice information for processed invoices.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment Number	PO	Receipt Attachments
<a href="#">12 825 1227</a>	27-Dec-2011	Standard	USD	4,034,678.20	0.00	Approved	Paid	27-DEC-2011	1094244		
<a href="#">12 405 1215</a>	21-Dec-2011	Standard	USD	930.56	0.00	Approved	Paid	21-DEC-2011	1091762		
<a href="#">12 405 1215</a>	21-Dec-2011	Standard	USD	2,791.68	0.00	Approved	Paid	21-DEC-2011	1091762		
<a href="#">12 513 121911 10 074 3</a>	19-Dec-2011	Standard	USD	45.06	0.00	Approved	Paid	19-DEC-2011	1093161		
<a href="#">12 139 121911 44 068 1</a>	19-Dec-2011	Standard	USD	987,174.78	0.00	Approved	Paid	19-DEC-2011	1091771		
<a href="#">12 973 121511 10 081 08</a>	15-Dec-2011	Standard	USD	233.83	0.00	Approved	Paid	15-DEC-2011	1091762		
<a href="#">12 399 121511 10 049 1</a>	15-Dec-2011	Standard	USD	1,896.66	0.00	Approved	Paid	15-DEC-2011	1089869		
<a href="#">12 405 120611 10 014 12</a>	14-Dec-2011	Standard	USD	367.14	0.00	Approved	Paid	14-DEC-2011	1088858		
<a href="#">12 405 120611 10 014 13</a>	14-Dec-2011	Standard	USD	367.14	0.00	Approved	Paid	14-DEC-2011	1088858		
<a href="#">12 405 120711 10 014 4</a>	13-Dec-2011	Standard	USD	57.85	0.00	Approved	Paid	13-DEC-2011	1087323		
<a href="#">12 405 120711 10 014 5</a>	13-Dec-2011	Standard	USD	26.23	0.00	Approved	Paid	13-DEC-2011	1087323		
<a href="#">12 405 120711 10 014 2</a>	13-Dec-2011	Standard	USD	8,751.92	0.00	Approved	Paid	13-DEC-2011	1087323		
<a href="#">1254WEA0016</a>	09-Dec-2011	Standard	USD	40.49	0.00	Approved	Paid	21-DEC-2011	1091762		
<a href="#">1254WEA0015</a>	09-Dec-2011	Standard	USD	1,128.90	0.00	Approved	Paid	21-DEC-2011	1091762		

### Invoice Search

- Enter search criteria using any listed fields. Use **[Advanced Search]** for additional query fields. Click **[Go]**.
- Or just click **[Go]** to execute search.

### Invoice Summary

- Review summary invoice information by clicking on **Invoice Number** link. Note Status column for invoices On Hold. Note Payment Number column for paid invoice information.
- To review invoice with Status of On Hold click on the **On Hold** link to drill down to hold detail information (see Page 33 for descriptions).

### Invoice Payment Information

- Review invoice payment information by clicking on **Payment Number** link.
- Review payment information – note **Invoice Number** cross-reference link at bottom of screen.



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## [Finance Tab](#)

### [View Payments](#)

Use the View Payments search screen to find payment information related to invoices.

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Invoice	PO Number	Address	Supplier Site
<a href="#">1141602</a>	30-Mar-2012	USD	559.86	Check	Negotiable	30-Mar-2012	<a href="#">12 405 032312 10 014 07</a>		NEWARK NJ	03
<a href="#">1140115</a>	29-Mar-2012	USD	10,659.40	Check	Negotiable	29-Mar-2012	<a href="#">00049-021907 (93130)</a>	<a href="#">3271776</a>	NEW YORK NY	05
<a href="#">1120764</a>	28-Mar-2012	USD	0.86	Check	Negotiable	28-Mar-2012	<a href="#">12 757 023112 10 076 2</a>		WABUJON MA	00

### Payment Search

- Search criteria are used for payment queries. All fields do not have to be filled in.
- Click [**Advanced Search**] to search by invoice number. **A**

### Query by Invoice Number

- Enter invoice number. Click [**Go**].
- Or just click [**Go**] to execute search.

### Query Results and Payment Detail **B**

- Review results of query - summary payment information. Click on **Payment** link to access payment detail information.
- Review payment information – note **Invoice Number** cross-reference at bottom of screen.