INSTRUCTIONS TO PRINT SUPPLIER PORTAL INVOICES

In "Inquiry, Inquiry" the report is found under RI Payables Reports. For Initiators and Approvers, the report should be under your "Requests" "Run" option.

From the "Submit a New Request" window, run a single request:

🚳 Navigator -	- RI Payables Reports	l≚ ×
Functine	Submit a New Request Distribution in the second state of the secon	
Repor Subm	What type of request do you want to run?	
	Single Request This allows you to submit an individual request.	
	 Request Set This allows you to submit a pre-defined set of 	
1 1	©K Cancel	

Click "OK"

Choose "RI Portal Invoice Reprints" from the LOV button.

Nomo								
Name								
Parameters	Reports	anananana x						
Language								
	Find %							
	Name	Applicati 📥						
	RI Portal Invoice Reprints	Custom						
At these Times —	RI Preliminary Payment Register - Detail	Custom						
Run the Job	RI Supplier Locations	Custom						
	RI Tax Reconciliation Report	Custom						
	Accounts Payable Trial Balance	Payable 🧭						
Upon Completion	Cash Requirement Report Payable							
	Expense Report Template Listing	Payable						
	Intra-EU VAT Audit Trail	Payable						
Layout	Invoice Approval Status	Payable						
Notifu	Invoice Audit by Voucher Number	Payable						
Notity	Invoice History Report	Payable						
Print to	Invoice Register	Payable						
	Invoice Transaction Check Report	Pavable 💌						
		Ð						
Help (<u>C</u>)								
	Eind QK Cancel							

Click "OK"

Input the "Invoice Number". Only invoices entered through the portal can be printed this way. If the invoice is not available here, check FileNet or check to be sure the invoice was entered by a Supplier.

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At these Tir	😑 Paramet	ers 0.00000000000000	**************	 			0.000000	$\approx \times$
Run				 				
	Invoice Nu	ımber <mark>74162</mark>						
– Upon Comp	Supplier I	Name						
		•		 	,			
				<u>O</u> K	Cancel	Clear	Help)
	Print to no	oprint		<u>o</u> pric				

If more than one invoice comes up with the same number, highlight one and click "OK". Input the "Supplier Name" in addition to the invoice number.

	<u>^</u>
Run Invoice Number Jossonssississississississississississississi	
In	
Upon Comp S Find 14954%	
Invoice Number	
14954	
14954 Lancel Clear He	alb
1495401	
Prir	
Find OK Cancel	

Click "OK"

┌─ Run this Request		
	Сору	≚ ×
Name	RI Portal Invoice Reprints	
Parameters	74162:	
Language	American English	
	Language Settings Debug Options	
┌─ At these Times ─)	
Run the Job	As Soon as Possible Schedule	
- Upon Completion	In Save all Output Files	
Layout	XXRI_INV_REPRINT	
Notify	Options)	
Print to	noprint	
Help (<u>C</u>)	Sub <u>m</u> it Cancel	n

Click "Submit"

🗢 Requests 🔅			********			000000000000000000000000000000000000000	জর্জ স×ী
Refr	esh Data	F	ind Requests			Sub <u>m</u> it a New Request	
Request ID			Parent				
	Name			Phase	Status	Parameters	_
21463827	RI Portal Invoice	Reprint		Pending	Normal	74162, , , , , ,	
21463520	RI Portal Invoice	Reprint		Completed	Normal	14954, , , , , ,	
21463505	RI Portal Invoice	Reprint		Completed	Normal	74162, , , , ,	

Click "Refresh Data" until the Phase is "Completed" and Status is "Normal".

Refr	esh Data F	Find Requests	;	S	ub <u>m</u> it a New Request		
Request ID		Parent					
	Name		Phase	Status	Parameters	-	
21463827	RI Portal Invoice Reprint		Completed	Normal	74162, , , , ,	A	
21463520	RI Portal Invoice Reprint		Completed	Normal	14954, , , , , ,		
21463505	RI Portal Invoice Reprint		Completed	Normal	74162, , , , ,		
21454933	RI RIFANS iSupplier Port		Completed	Normal	37		
21446996	RI RIFANS iSupplier Port		Completed	Normal	37		
21420967	RI RIFANS iSupplier Port		Completed	Normal	37		
21420844	RI RIFANS iSupplier Port		Completed	Error	37		
21410155	RI RIFANS iSupplier Port		Completed	Error	37		
Hold Request View Details)					View Output		

When "Completed" click "View Output"

Print your invoice.

State of Rhode Island & Providence Plantations Office of Accounts and Controls Invoice Printing ***** RIFANS Portal

Invoice #:	74162
Original \$:	\$3,331.78
Run Date:	18-NOV-11



Supplier Name:	AIRWICK PROFESSIONAL PROD OF RI INC					
Address Line 1:	PO BOX 16100					
Address Line 2:						
Address Line 3:						
City, State:	EAST PROVIDENCE, RI					
Vendor ID:	4267	Invoice type:	STANDARD			
Source:	ISP	ISP Creation Date: 08-MAR-11				
Invoice Date:	08-MAR-11	Created By:	ANDREW@AIRWICKRI.COM			
PO Number:	3221684	Release Number:				
Description: BHDDH-ESH, MATHIAS BLDG. JANITORIAL SUPPLIES, SANIFECT & MINT CLEANER, FULLER FOAM CLEANER, LAV GLO BOWL CLEANER, AQUARESS HAND & BODY SHAMPOO						
1 of 1						