

RIFANS Supplier Portal



How does the RIFANS Supplier Portal Benefit Suppliers?

- Easy-to-use interface in a self-service environment with minimal training
- Real-time access to procure-to-pay information
- Easy access through a standard web browser
- Information transparency across the procure-to-pay cycle, from the moment the purchase order is available, to the final payment
- Ability to generate invoices against purchase orders
- Email notifications with messaging integration
- Ability to provide better customer service while working more efficiently



Email Alerts:

- Automatic Bid Notifications Based on Commodity Code Selection
- Automatic Notifications of Purchase Orders
- Password Resets

Supplier Transaction Options:

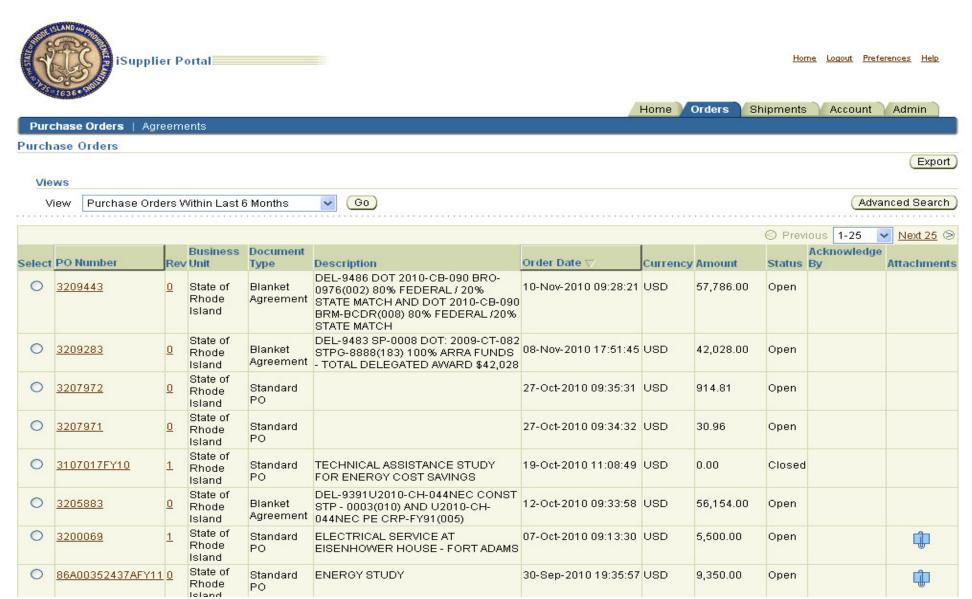
- Add and Edit Contact Information
- Create Invoices Against Purchase Orders
- Create Credit Memos
- Export Data to Excel

Supplier Views with Advanced Search Capability:

- View Contact Information
- View Invoices
- View Payments
- View Purchase Orders
- View Receipt History

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Sample View of Purchase Order History



Sample View of Invoice Summary

iSupplier							Н	ome \ Or	ders \ S	<u>Hor</u> hipments		Preference	es <u>Help</u> Imin
Create Invoices View Inv	roices View Payments												
Invoice Summary													(Export)
Simple Search													Lxpoit
Simple Search												Advance	d Search)
Invoice Number		PO Number											
Payment Number		Payment Status											
Gross Amount From	In	voice Date From											
Gross Amount To		Invoice Date To											
		Due Date From											
Amount Due From		Due Date To											
Amount Due To		Due Date 10											
	Go Clear												
										○ Previous P	ous 1-25	5 <u>~ N</u>	lext 25 🥯
Invoice Number	Description	Invoice Date ▽	PO	Currency	Gross	Amount Due	Due Date	Status	Payment Number		Available Discount		Туре
	Acct#907170101 5M#0505190		Mulliber	USD	593.32	0.00	09-Nov-2010		882846 -		Discount	Suh	Standard
	081710 to 091610Acct#90717010100000								Check				
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	82001 Quonset Oct ElectricMeter04206613 00000							Process					
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11 405 102010 10 014 1	27 Oct 10Act#29044130030000 Act#2812888003 23 Sept 10 to			USD	27.69	0.00	09-Nov-2010	Approved	Check				Standard
11 400 102010 10 014 1	MUI#2012000003 23 3891 10 10	09-Nov-2010		OOD	27.09	0.00	09-1404-5010	Approved	002040 -				otanuaru



Sample View of Payment Summary

Home Logout Preferences Help Home Orders Shipments Account Admin											
Create Invoices View Invoices View Payments											
Payment Summary										(Export)	
Simple Search										(
Simple Search										(Advanced Search)	
PO Number	Payment N	umber								(Iminioon oonioii)	
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	PO								Supplier		
Payment Invoice	Number	Paymen	nt Date 🗸	Currency	Amount	Stopped	Cleared			Supplier Address	
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11 405 102810 10 014 1,11 405 110910 10 014 5, 11 973 110510 10 081 05,											
11 973 110510 10 081 09											
877083 63427-85000;SEPT3,2010	3200069	05-Nov-	2010 USD		325.56				08	WOBURN MA	
<u>875749</u> <u>11 973 102710 10 081 11,</u>		03-Nov-	2010	USD	1,012.94				03	NEWARK NJ	
<u>11 973 102710 10 081 13</u>											



We Look Forward to Your Registration!

Please contact Trainer for further details on the registration process.

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