Supplier Portal
If you are an approved supplier for Rice University, you will have access to our Supplier Portal. The Supplier Portal provides full visibility to transactions, offers closed loop collaboration, and enables electronic invoicing with Rice University. The supplier work area provides a summary of activity and transactions that require attention. You can access agreements, purchase orders, invoices, and negotiations allowing you to respond to Rice University’s business needs.

Please note: Creating Non-PO invoices in the Supplier Portal is against Rice University’s terms and conditions and will not be paid or accepted.

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1. Navigating to the Supplier Portal

1. Click on the link to change your password and gain access to the Supplier Portal.

2. You should see the screen below appear in your browser.

3. Enter your desired password and click Submit.
4. Now, log in. The email has your username and you just created your password. Your username is the email you submitted in your supplier registration. Type them in and click **Sign In**.

```
Username
Password
```

![Sign In](image)

5. Welcome to the Supplier Portal!

![Supplier Portal](image)

6. From here, click on the **Supplier Portal** tab then click on the **Supplier Portal** module.
2. Using the Supplier Portal

1. On the left side of the screen you can see various categories of the business you do with Rice University. Here are some that will be applicable to you:
   a. **Manage Orders**: view orders submitted to your company/organization by Rice University.
   b. **Manage Agreements**: view agreements between your company/organization by Rice University.
   c. **Create Invoice**: create an invoice on behalf of your company/organization to be paid by Rice University.
   d. **View Invoices**: view invoices submitted on behalf of your company/organization to be paid by Rice University.
   e. **View Payments**: view payments to you made by Rice University.
   f. **View Active Negotiations**: view any negotiations for sourcing events hosted by Rice University.
   g. **Manage Responses**: respond to negotiations hosted by Rice University.
   h. **Manage Profile**: update your company/organization’s profile information.

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2. In this example, select **Manage Orders**.

3. Click **Search**. You will be able to see all Purchase Orders submitted to you from Rice University. Please note: these orders will also come to you via email or other formats as outlined on your supplier profile.

4. Orders will appear.

5. Click on the **Order Number** to view more information.
6. If you want to see if Rice University received your invoice, click View Details.

7. Scroll down to the Invoices section. If it is blank (like the screenshot below), Rice University has not received an invoice.
8. If you scroll up, you can see all of the details on the order. When you are finished reviewing, click **Done**.

9. Click **Done** again.

10. Click **Done** again.

11. Now that you are back on the main page, let’s explore other functionality of the Supplier Portal. Scroll down to the bottom and select **Manage Profile**.
12. If you would like to make changes to your contacts, click **Edit**.

13. Click **Yes**.

14. Enter the **description of your change** and then click the **pencil** to make the change.

15. Make changes as you wish and then click **OK**.

16. Click **Save and Close** when you are done.

17. Click **OK**.
18. Click **Done**.

19. Now, let’s explore creating an invoice. Click on **Create Invoice** from the tasks list.

20. Create an invoice for one of the POs you have received from Rice University. Populate the required fields below in the Create Invoice Section.
21. Scroll down to the items section and click **select and add**.

22. Highlight the line, click **Apply**, then click **OK** to add the PO lines you would like to invoice.

23. Add shipping if needed by click the + and changing the **amount**.
28. Scroll to the top and click **Submit**.

24. Your invoice will be processed and paid according to Rice University’s payment terms.

25. Click **Done**.