Rice University Supplier Onboarding: Supplier Portal

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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I. Navigating to the Supplier Portal

I. 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.

Sig OF	n In RACLE /	APPLIC	ATIONS	CLOUD
Rese	et Password			
Conf	firm Password			
Subm	it			

3. Enter your desired password and click Submit.

Re	eset Password	
	•••••	
	•••••	
s	ubmit	

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

or
katie.kissel+30@gmail.com

Forgot Password
Sign In

5. Welcome to the Supplier Portal!

i®		â	P	ņ	JS V
	Good morning, Joe Smith!				
	Me Supplier Portal Tools Others				
	APPS				

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.

Supplier Portal					
Search Orders V Order Number	Q,				
Tasks					
Contract Manufacturing Manage Production Reports	Recent Activity Last 30 Days		Transaction Reports Last 30 Days		
Orders Manage Orders Manage Schedules	Orders opened	1	PO Purchase Amount	85	USD
Acknowledge Schedules in Spreadsheet Agreements		w ^a			
Manage Agreements Shipments	Supplier News				
Manage Shipments Create ASN Create ASN Upload ASN or ASBN View Receipts					

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.

Manage Orders ⑦						Done
Headers Schedules						
Search			Advanced Manage Watchlis	Saved Search	All Orders	~
Sold-to Lega	I Entity	•	Or	er		
Bi	I-to BU 🗸		Stat	us	~	
Suppl	ier Site		Include Closed Docume	nts No ∽	_	
					Search	Reset Save
Search Results						
Actions View View Format	🕶 🚰 🕎 Freeze 📄 Detach 🧹	Wrap				
Order	Order Date Description	Supplier Site	Buyer Or	lered Currency	Status Life Cyc	e Creation le Date
No search conducted.						
4. Orders	will appear.					
Manage Orders ⑦						Done
Headers Schedules						
Search			Advanced Manage Watchlis	Saved Search	All Orders	~
Search Results						
Actions v View v Format v	💉 🎵 📴 🥅 Freeze 📓 Detacl	h 🚽 Wrap				
Order 0	Order Date Description	Supplier Site	Buyer Or	dered Currency	/ Status Li Cy	fe Creation cle Date
X03000174 0	5/07/2021	1234 Flower Lan	Sixteen, OCons	85.98 USD	Open	05/07/2021
A						

5. Click on the **Order Number** to view more information.

Purchase Order:	X03000174 ⑦			Acknowledge View F	PDF Actions ▼	D <u>o</u> ne	Order Life	Cycle		
Main General Sold-to Legal	William Marsh Rice	Suppliar	ABC Florals				Ordered			
Entity Bill-to BU	University LE	Supplier Site	1234 Elower Lap	Ordered	85.98 USD					
Order	VORDONAZA		1204 Howel Lan	Description			0	20 40	60	80
Order	X03000174	Supplier Contact		Agreement				Am	ount (US	SD)
Status	Open	Bill-to Location	Payables Bill To	Supplier Order						
Buyer	Sixteen	Ship-to Location	Abercrombie/01/A127-07					View De	tails	
Creation Date	05/07/2021									
Terms Notes and Atta	achments									
Require Acknowledgmen	d None	Shipping Method	Best Way							
Payment Term	s Net 30	Freight Terms	None	-	Pay on receipt					
		FOB	None		 Confirming order 					

Additional Information

6. If you want to see if Rice University received your invoice, click **View Details.**

Acknowledge View P	PDF Actions v D <u>o</u> n	e Order Li	fe Cycle
Ordered Description Source Agreement Supplier Order	85.98 USD	Ordered	0 20 40 60 80 100 ■ Amount (USD)
			View Details

7. Scroll down to the **Invoices** section. If it is blank (like the screenshot below), Rice University has not received an invoice.

Invoices				
Actions View	Format 👻 📅 🐺 🔟 Freeze 🛛	Detach 🚽 Wrap		
Invoice	Invoice Date Status	Invoice Total	Paid Matched Amount Receipt	Packing Slip
No results found.				
Columns Hidden 3				

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.

	Acknowledge	View PDF	Actions v	D <u>o</u> ne
10. Click Done again.				
		D <u>o</u> ne		

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.**

Negotiations
View Active Negotiati
Manage Responses
Qualifications
 Manage Questionnai
View Qualifications
Company Profile
Manage Profile

12. If you would like to make changes to your contacts, click Edit.



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

Edit Profile Change Request: 6001			Delete Change Request	Review Changes	Save Save a	and Close C ance
Contacts	ption Update phone number	Etach Wrap				
Name	▲マ Job Title	▲マ Email	▲♥ Phone	Administrative Contact	User Account	Status
Doe, Jane		jdoe@abcflorals.com	+1 (606) 123-4567	٢	0	Active
Smith, Joe		katie.kissel+30@gmail.com		0	0	Active
Smith, Joe		katie.kissel+30@gmail.com		0	0	Active

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



16. Click Save and Close when you are done.

Delete Change Request Review Changes	Save	Save and Close	<u>C</u> ancel
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17. Click **OK.**

	9	Confirmation	×
fica	/oui	changes were sa	ved.
			ок
10			

18. Click Done.



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

Consigned Inventory
Review Consumption Advices
Review Consigned Inventory
Review Consigned Inventory Transactions
Invoices and Payments
Create Invoice
Create Invoice Without PO
View Invoices
View Payments
Negotiations
View Active Negotiations
Manage Responses
Qualifications

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.

Create Invoice ⑦			Sub <u>m</u> it Cancel
* Identifying PO	X03000174	* Number	FLORALSINV12345
Supplier	ABC Florals	* Date	05/07/2021
Taxpayer ID	999999999	* Туре	Invoice V
* Supplier Site	1234 Flower Lan 👻	Invoice Currency	USD - US Dollar
Address	1234 Flower Lane, HOUSTON, WALLERTEXAS 77494	Payment Currency	USD - US Dollar
Remit-to Bank Accoun	XXXXXXXXXXX9871	Description	Invoice for Rice flowers
Unique Remittance Identifier	1		
Unique Remittance Identifier Check Digit		Attachments	None
Supplier Tax Registration Number	v		
Customer			
* Customer Taxpayer ID	74-1109620	Address	
Name	William Marsh Rice University LE		

21. Scroll down to the items section and click select and add.

Items										
View 🗸 🔰	EL Cal	iculate Tax								
	Purchase C	Order	Consun	nption Advice	Supplier Item	Item Description	Ship to Location	Available	Quantity	Linit Price
* Number	* Line	* Schedule	Number	Line	ouppier item	item beschption	Chip-to Eccation	Quantity	addantity	Ginerrice
No data to displ	ay.									
 Total 										*

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

Select and Add: Purchase Orders Search Results View	dor		Concu	motion Advice				1	11	
Search Results View	Selec	t and Add: I	Purchase	Orders						×
View ▼ Image: Search Results View ▼ Image: Search Results View ▼ Image: Search Results Purchase Order Consumption Advice Supplier Item Number Line Consumption Advice Supplier Item Tem Description Ship-to Location Order X03000174 1 1 Plants for Rice grad Abercromble/01/A1 85.										
View Image: Detach Image: Detach	Sea	rch Resu	ilts							
Image: Second	Viev	w 🕶 🔄	Detacl	n						
Purchase Order Consumption Advice Supplier Item Number Item Description Ship-to Location Order Number Line Number Line Plants for Rice grad Abercromble/01/A1 85.	₫									
Number Line Number Line Number Simple Escalution		Pu	rchase Oı	der	Consur	nption Advice	Supplier Item	Item Description	Ship to Location	Ordered
X03000174 1 1 Plants for Rice grad Abercrombie/01/A1 85.		Number	Line	Schedule	Number	Line	Number	ttem Description	Ship-to Eccation	Ordered
		X03000174	1	1				Plants for Rice grad	Abercrombie/01/A1	85.98
		2			4					Þ

23. Add shipping if needed by click the + and changing the **amount.**

Shipping and Handling



28. Scroll to the top and click Submit.

		Sub <u>m</u> it	<u>C</u> ancel
* Number	FLORALSINV12345		
6411			

- 24. Your invoice will be processed and paid according to Rice University's payment terms.
- 25. Click Done.

