

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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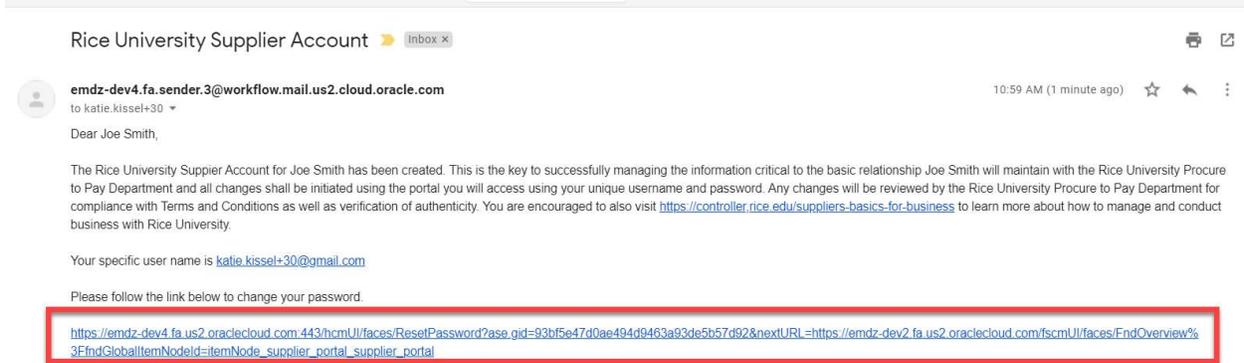
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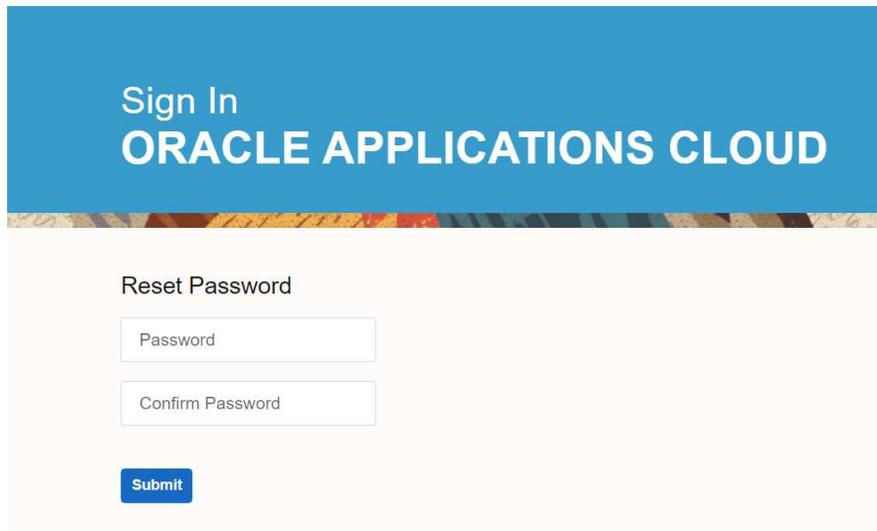


I. Navigating to the Supplier Portal

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**.

_____ or _____

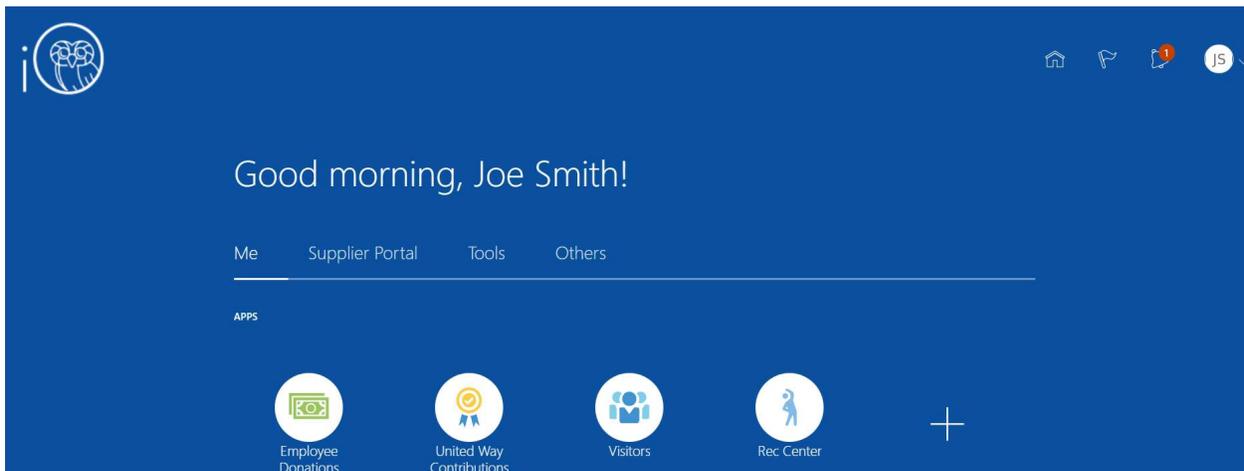
katie.kissel+30@gmail.com

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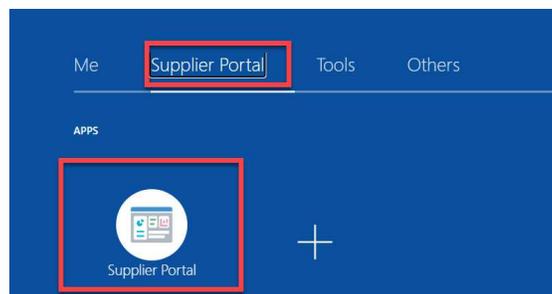
[Forgot Password](#)

Sign In

5. Welcome to the Supplier Portal!



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



2. Using the Supplier Portal

- I. 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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Supplier Portal

Search Order Number

Tasks

- Contract Manufacturing
 - Manage Production Reports
- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts

Recent Activity
Last 30 Days

Orders opened	1
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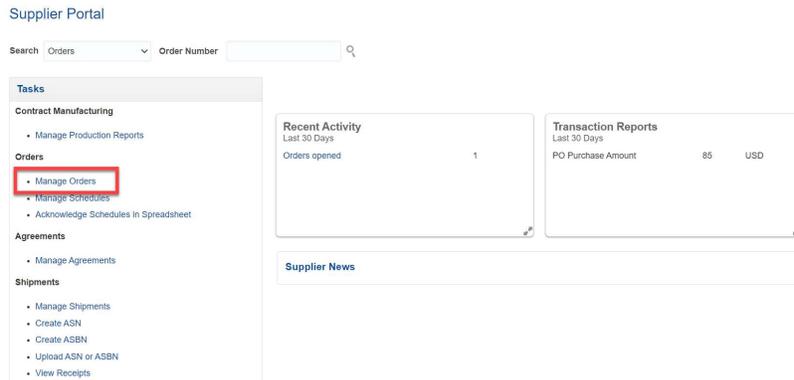
Transaction Reports
Last 30 Days

PO Purchase Amount	85	USD
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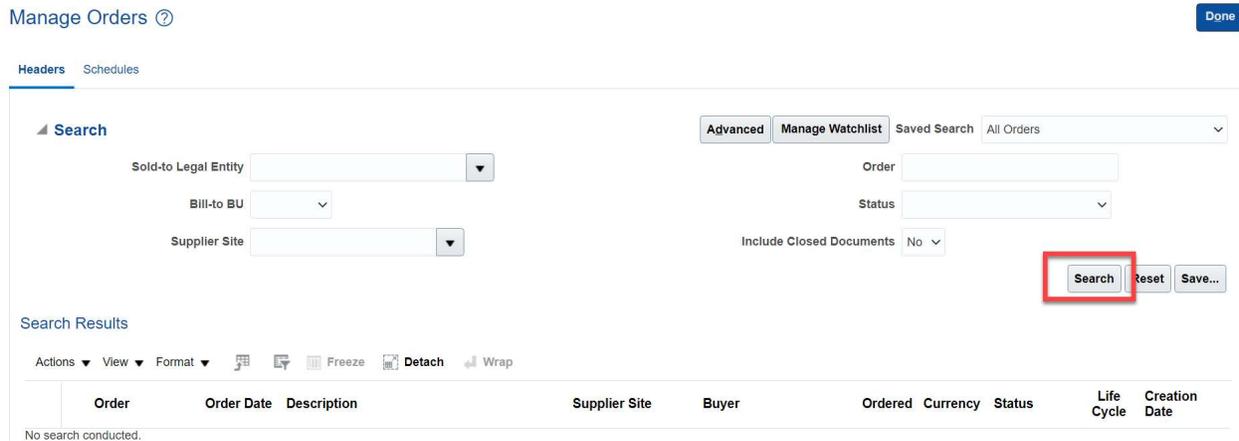
Supplier News



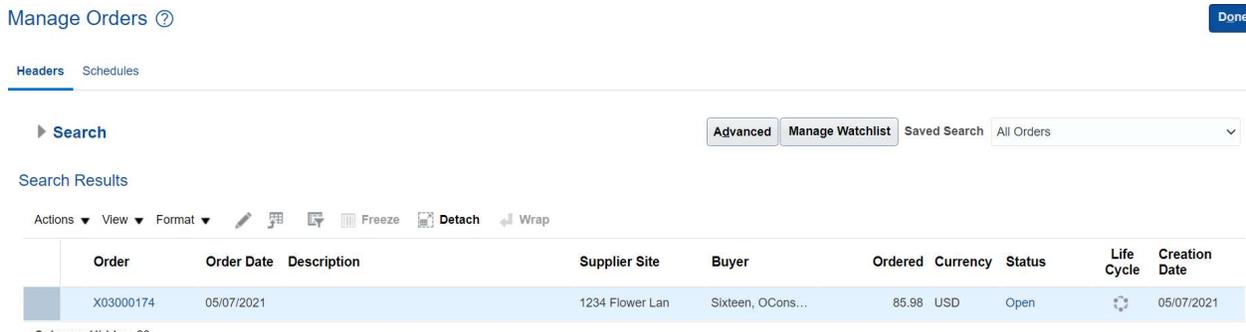
2. In this example, select **Manage Orders**.



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.

Main

General

Sold-to Legal Entity William Marsh Rice University LE	Supplier ABC Florals	Ordered 85.98 USD
Bill-to BU GENERAL	Supplier Site 1234 Flower Lan	Description
Order X03000174	Supplier Contact	Source Agreement
Status Open	Bill-to Location Payables Bill To	Supplier Order
Buyer Sixteen	Ship-to Location Abercromble/01/A127-07	
Creation Date 05/07/2021		

Terms Notes and Attachments

Required Acknowledgment None	Shipping Method Best Way	<input type="checkbox"/> Pay on receipt
Payment Terms Net 30	Freight Terms None	<input type="checkbox"/> Confirming order
	FOB None	

Additional Information



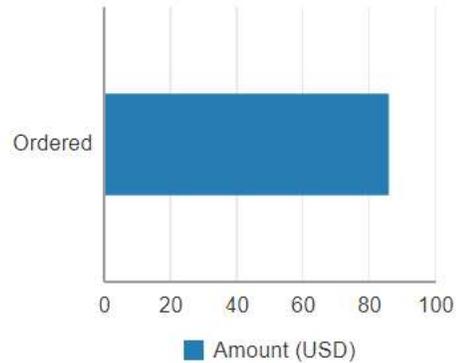
6. If you want to see if Rice University received your invoice, click **View Details**.

Ordered 85.98 USD

Description

Source Agreement

Supplier Order



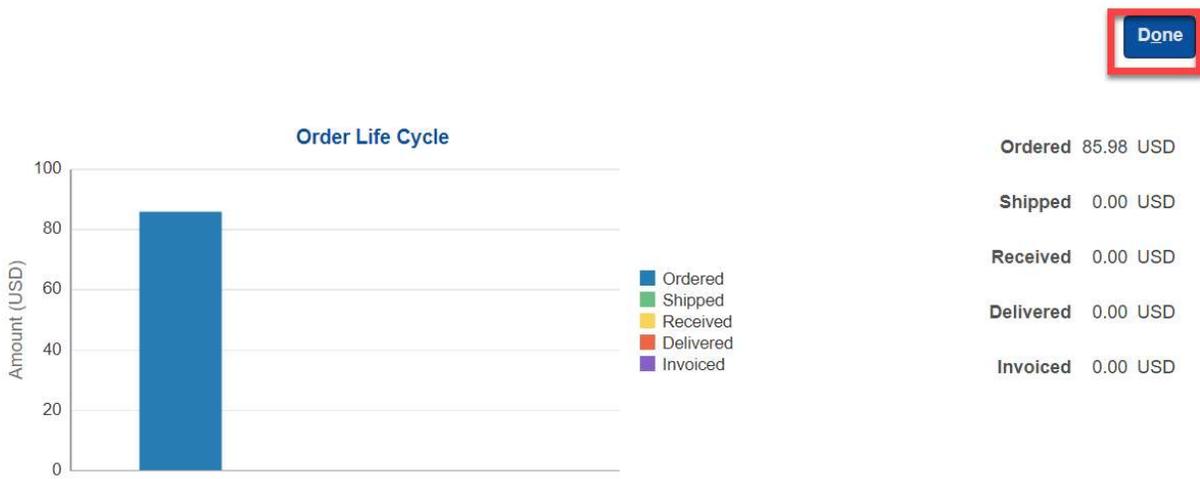
7. Scroll down to the **Invoices** section. If it is blank (like the screenshot below), Rice University has not received an invoice.

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.



10. Click **Done** again.



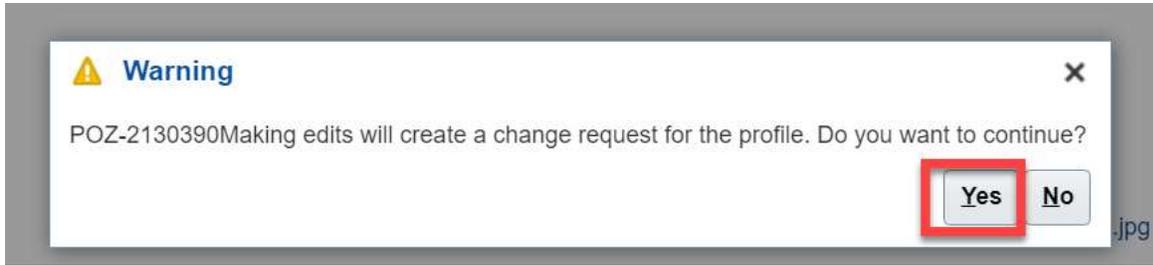
11. Now that you are back on the main page, let's explore other functionality of the Supplier Portal. Scroll down to the bottom and select **Manage Profile**.

- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile**

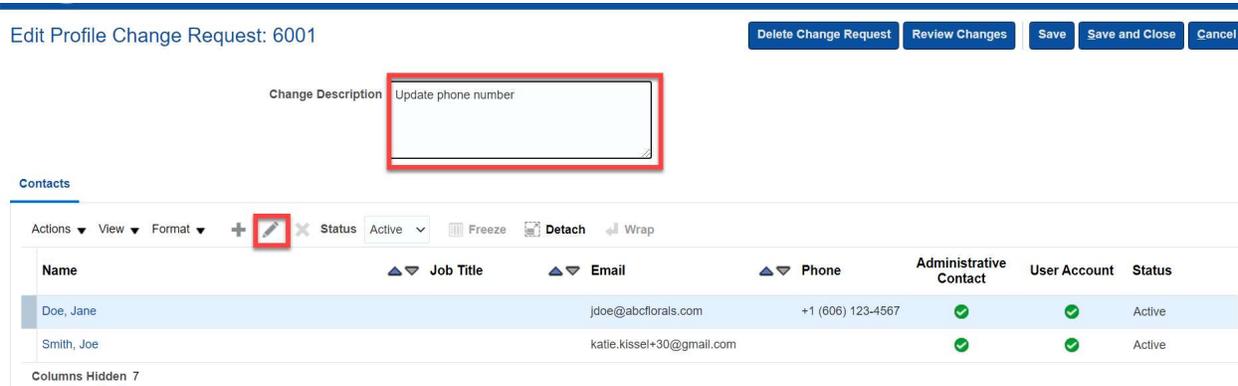
12. If you would like to make changes to your contacts, click **Edit**.



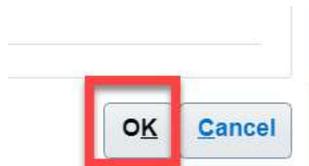
13. Click **Yes**.



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



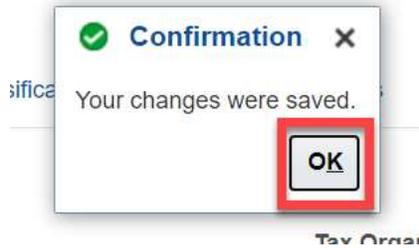
15. Make changes as you wish and then click **OK**.



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.

Create Invoice ?

Submit Cancel

* Identifying PO: X03000174
Supplier: ABC Florals
Taxpayer ID: 999999999
* Supplier Site: 1234 Flower Lan
Address: 1234 Flower Lane, HOUSTON, WALLERTEXAS 77494
Remit-to Bank Account: XXXXXXXXXXXX9871
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Supplier Tax Registration Number:
* Number: FLORALSINV12345
* Date: 05/07/2021
* Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar
Description: Invoice for Rice flowers
Attachments: None +

Customer

* Customer Taxpayer ID: 74-1109620
Name: William Marsh Rice University LE

Address

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

Items

View Calculate Tax

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price
* Number	* Line	* Schedule	Number	Line						
No data to display.										

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 Detach

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
X03000174	1	1				Plants for Rice grad...	Abercrombie/01/A1...	85.98

Apply OK Cancel

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

Shipping and Handling

View ▾ **+** ✕

* Charge Type	* Amount	Description
Freight ▾	<input type="text" value="2.00"/>	Invoice for Ric

28. Scroll to the top and click **Submit**.

Submit **Cancel**

* Number

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

25. Click **Done**.

Printable Page **Create Another** **Done**