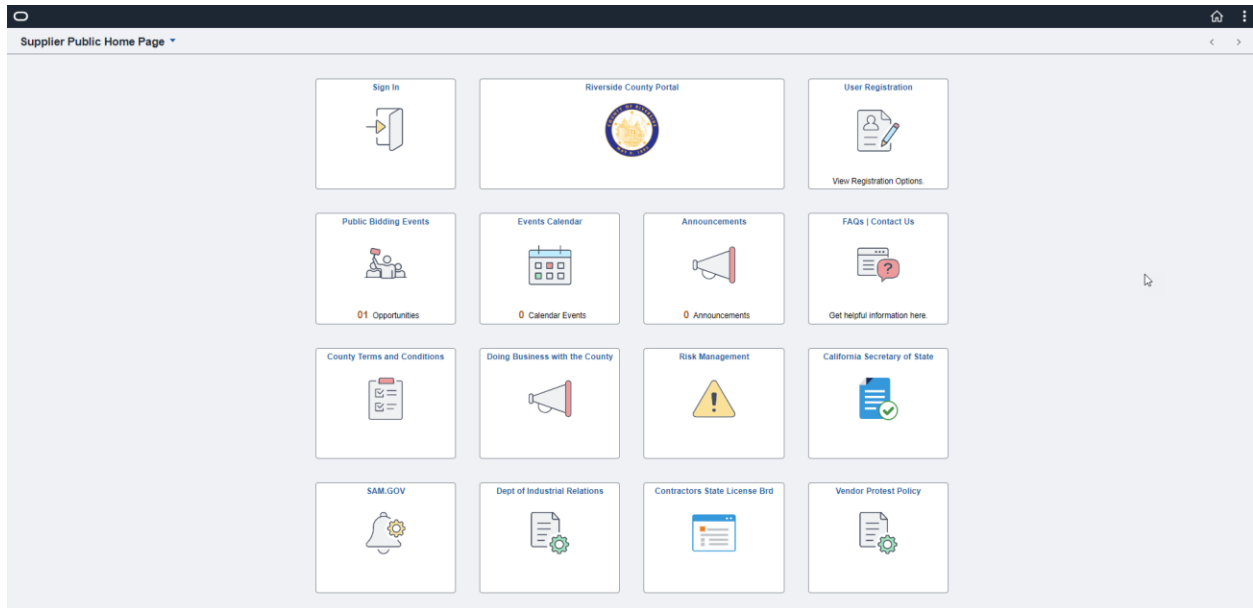
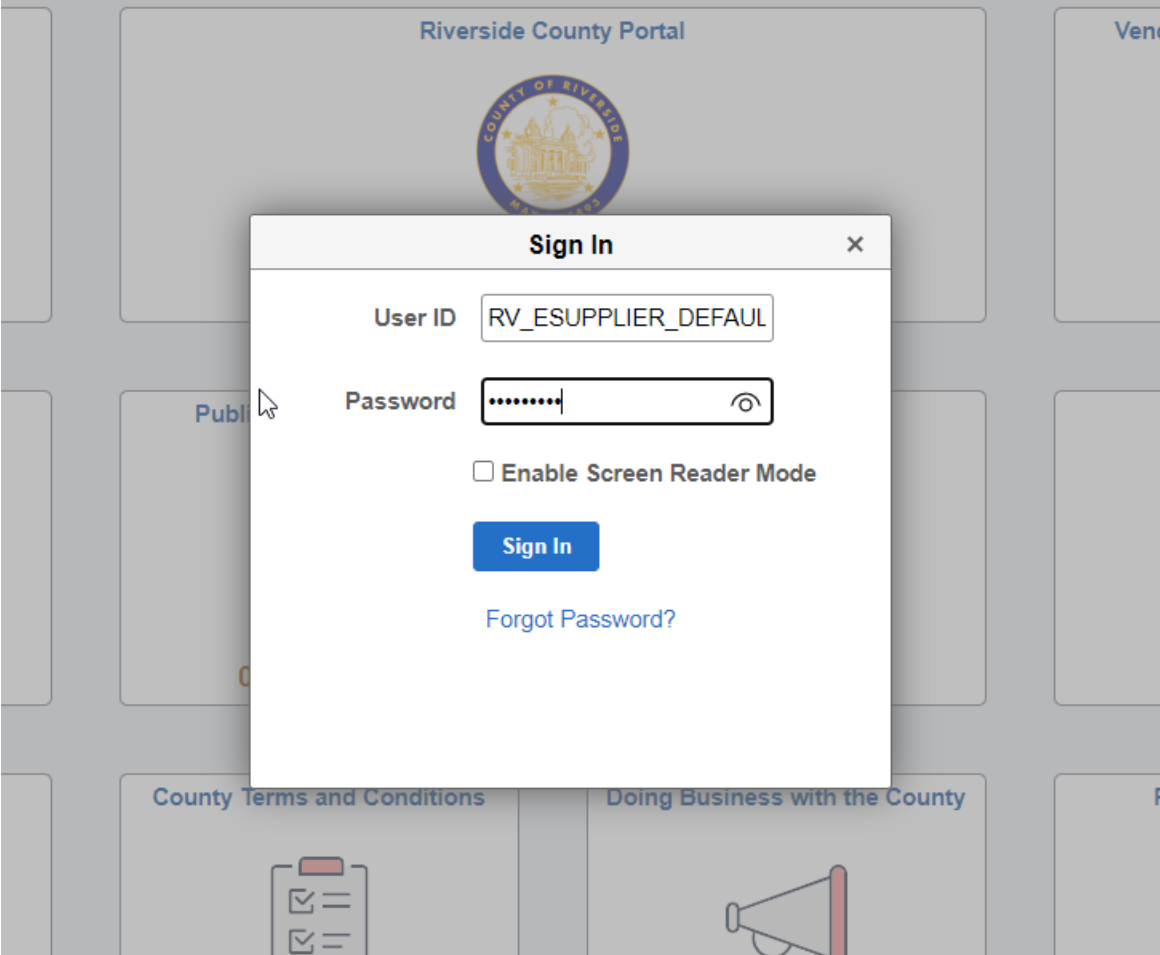


Supplier User Guide



Supplier Portal Landing Page



Supplier enters User Id and Password

Please Enter PIN

Expires 05/09/23 9:45AM

Notify PIN using

 Text Email Phone

Save

Receives MFA (Multi factor Authentication)

Select Text or Email

User Receives Text or Email with a Code

Please Enter PIN

776947

Expires 05/09/23 9:45AM

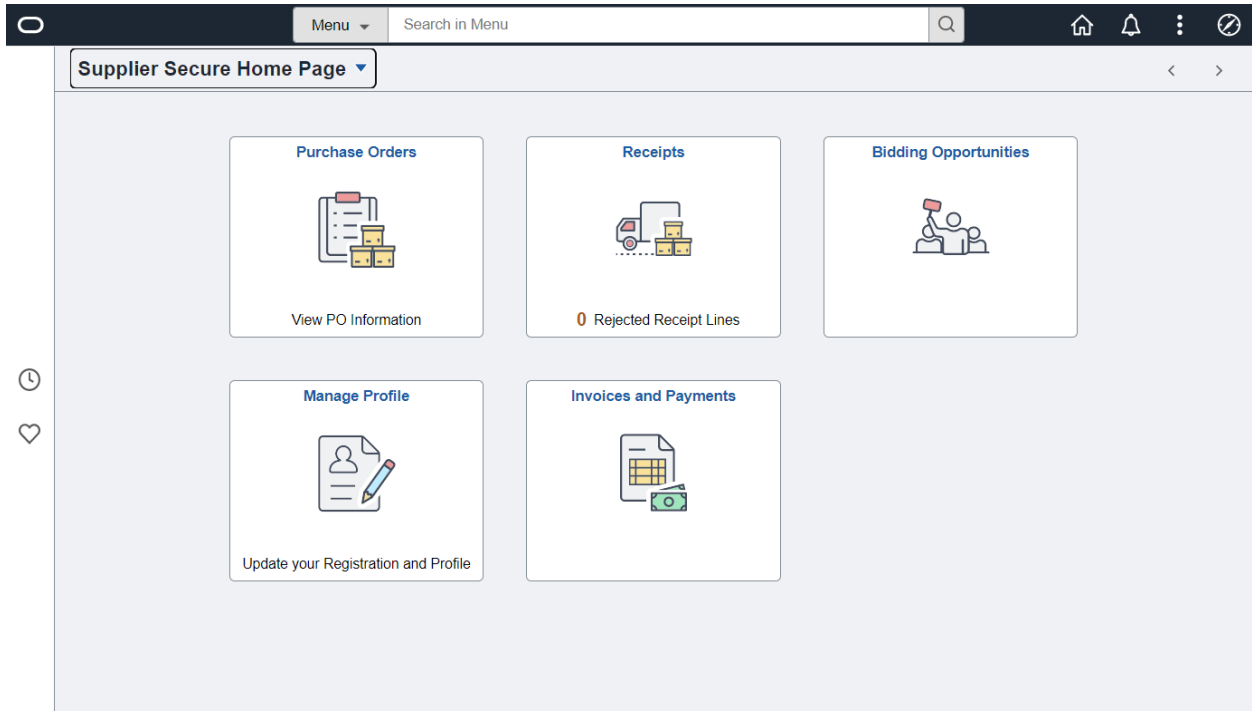
Notify PIN using

Text Email Phone

Save

Enter Code in "Please Enter Pin" field.

Save



Supplier User Page

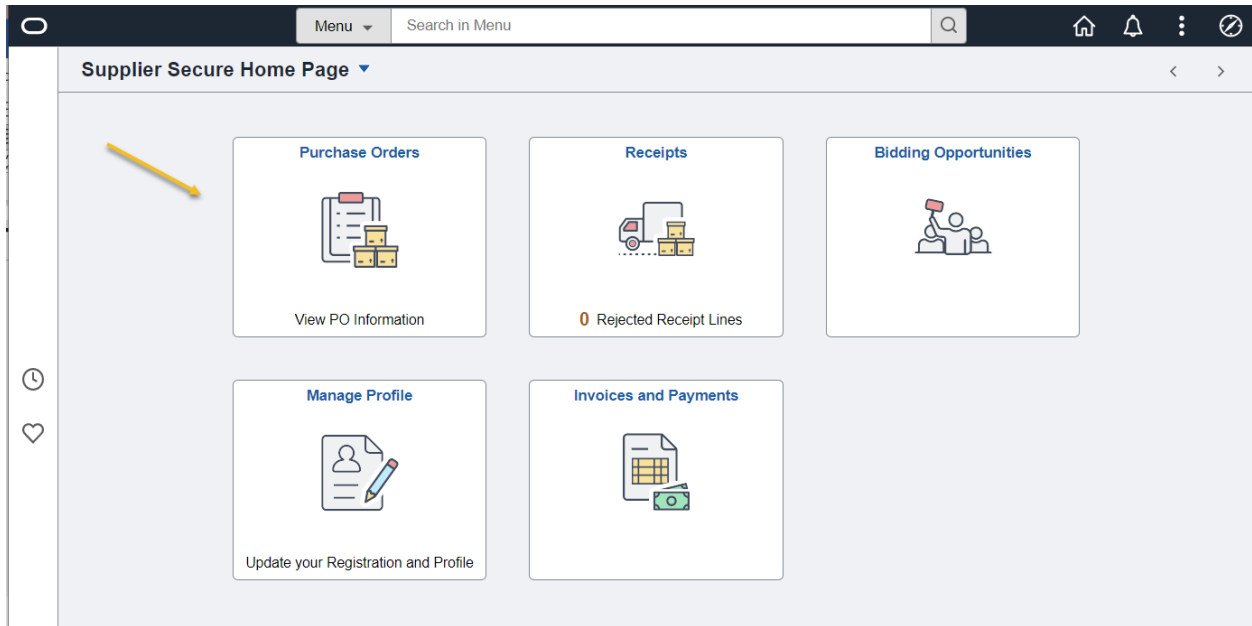
Purchase Orders

Receipts

Bidding Information

Manage Profiles

Invoices and Payments



Purchase Orders

Supplier Secure Home Page Purchase Orders

Staples Business Advantage 136 rows

[Download PO Information](#)

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
RCRMC 0000318488	CCorp - MaterialsACHAcct#4682	01/27/2023	Dispatched	01/27/2023 9:31:47AM	Eddie Lardizabal	204.69 USD	3%10N30	New	⌵	>
RCRMC 0000318417	CCorp - MaterialsACHAcct#4682	01/26/2023	Dispatched	01/26/2023 9:42:32AM	Ureal Stalling	165.02 USD	3%10N30	New	⌵	>
RCRMC 0000318463	CCorp - MaterialsACHAcct#4682	01/26/2023	Dispatched	01/26/2023 2:13:46PM	Eddie Lardizabal	214.14 USD	3%10N30	New	⌵	>
RCRMC 0000318418	CCorp - MaterialsACHAcct#4682	01/26/2023	Dispatched	01/26/2023 3:35:51PM	Stephanie Johnson	503.32 USD	3%10N30	New	⌵	>
DETENTION HEALTH SERVICES 0000006708	CCorp - MaterialsACHAcct#4682	01/25/2023	Dispatched	01/25/2023 3:28:20PM	Antoinette Griffin	250.07 USD	3%10N30	New	⌵	>
DETENTION HEALTH SERVICES 0000006709	CCorp - MaterialsACHAcct#4682	01/25/2023	Dispatched	01/25/2023 3:48:21PM	Antoinette Griffin	78.00 USD	3%10N30	New	⌵	>
DETENTION HEALTH SERVICES 0000006710	CCorp - MaterialsACHAcct#4682	01/25/2023	Dispatched	01/25/2023 4:11:12PM	Antoinette Griffin	123.82 USD	3%10N30	New	⌵	>

Listing of POs based on Criteria for Supplier

Supplier Secure Home Page Purchase Orders

Staples Business Advantage

Download PO Information 136 rows

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
RCRMC 0000318488	CCorp - MaterialsACHAcct#4682	01/27/2023	Dispatched	01/27/2023 9:31:47AM	Eddie Lardizabal	204.69 USD	3%10N30	New		>
RCRMC 0000318417	CCorp - MaterialsACHAcct#4682	01/26/2023	Dispatched	01/26/2023 9:42:32AM	Ureal Stalling	165.02 USD	3%10N30	New		>
RCRMC 0000318463	CCorp - MaterialsACHAcct#4682	01/26/2023	Dispatched	01/26/2023 2:13:46PM	Eddie Lardizabal	214.14 USD	3%10N30	New		>
RCRMC 0000318418	CCorp - MaterialsACHAcct#4682	01/26/2023	Dispatched	01/26/2023 3:35:51PM	Stephanie Johnson	503.32 USD	3%10N30	New		>
DETENTION HEALTH SERVICES 0000006708	CCorp - MaterialsACHAcct#4682	01/25/2023	Dispatched	01/25/2023 3:28:20PM	Antoinette Griffin	250.07 USD	3%10N30	New		>
DETENTION HEALTH SERVICES 0000006709	CCorp - MaterialsACHAcct#4682	01/25/2023	Dispatched	01/25/2023 3:48:21PM	Antoinette Griffin	78.00 USD	3%10N30	New		>
DETENTION HEALTH SERVICES 0000006710	CCorp - MaterialsACHAcct#4682	01/25/2023	Dispatched	01/25/2023 4:11:12PM	Antoinette Griffin	123.82 USD	3%10N30	New		>

Select Filter to Change Criteria for PO Display

Supplier Secure Home Page Purchase Orders

Staples Business Advantage

Download PO Information 136 rows

Filters

POs Dispatched Between 01/01/2023 - 05/09/2023

From PO ID

To PO ID

Buyer

Supplier Location

Item Category

Item ID

Item Description

Supplier Item ID

Contract ID

Contract Version

Release Number

Reset

After Criteria is selected

Select Done

Supplier Secure Home Page Purchase Orders

Staples Business Advantage

Download PO Information 136 rows

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
RCRMC 0000318488	CCorp - MaterialsACHAcct#4682	01/27/2023	Dispatched	01/27/2023 9:31:47AM	Eddie Lardizabal	204.69 USD	3%10N30	New		>
RCRMC 0000318417	CCorp - MaterialsACHAcct#4682	01/26/2023	Dispatched	01/26/2023 9:42:32AM	Ureal Stalling	165.02 USD	3%10N30	New		>
RCRMC 0000318463	CCorp - MaterialsACHAcct#4682	01/26/2023	Dispatched	01/26/2023 2:13:46PM	Eddie Lardizabal	214.14 USD	3%10N30	New		>

Select PO Details for more Detail on PO

Review Purchase Orders

Purchase Order Details

PO Number 000012626 Purchase Order Date 12/09/2022 Change Order Number 1

PO Status Dispatched Last Dispatch 01/17/23 9:38:08AM [View PO Change History](#)

Buyer Karina Montiel

Billing Location 6572-33216

Payment Terms 3%10N30

View

Purchase Order Total

Merchandise Amount	54.98
Freight/Tax/Misc.	4.26
Total Amount	59.24 USD

& Header Comments

Purchase Order Lines

Line Information Extension Line Details Contract Info

Line	Status	Item ID	Description	Quantity	Merchandise Amt	Change Order
1	Active	61572	Mind Reader 3-Compartment Wire Mesh File Organizer, Black (LETDIV-BLK) Model #: LETDIVBLK, Item #: 24428426	2.0000 EA	54.98 USD	View PO Changes

Invoice List

Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
3525875388	12/18/2022	59.24 USD	12/18/2022	Approved	00042432

Detail of PO is listed

Receipts and Invoices will be listed if they have been entered

User can drill-down to the transactions to see status

Invoice Details

Invoice Number 3525875388
Gross Invoice Amount \$59,240

Invoice Date 12/18/2022
Due Date 12/18/2022

Invoice Lines

Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount
61572	Mind Reader 3-Compartment Wire		EA 27.49000	\$54.98 USD

Payment Schedule

Scheduled to Pay	Payment	Amount	Discount	Method	Status	On Hold	Withd Hold
01/19/2023	0000197461	\$59.24 USD	\$0.00	ACH	Paid	No	No

[Return to Purchase Order Details](#)

Detail of Invoice from PO

In this example the Invoice has been paid and the Payment number is shown

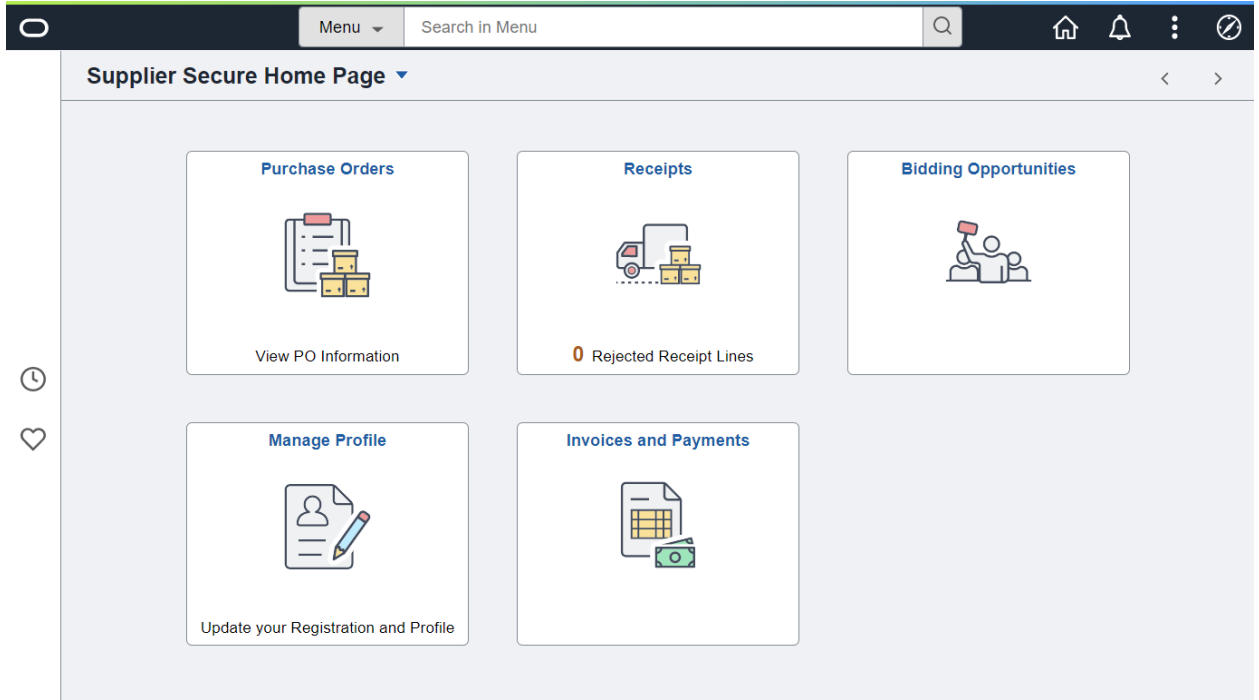
Supplier Secure Home Page | Purchase Orders

Staples Business Advantage

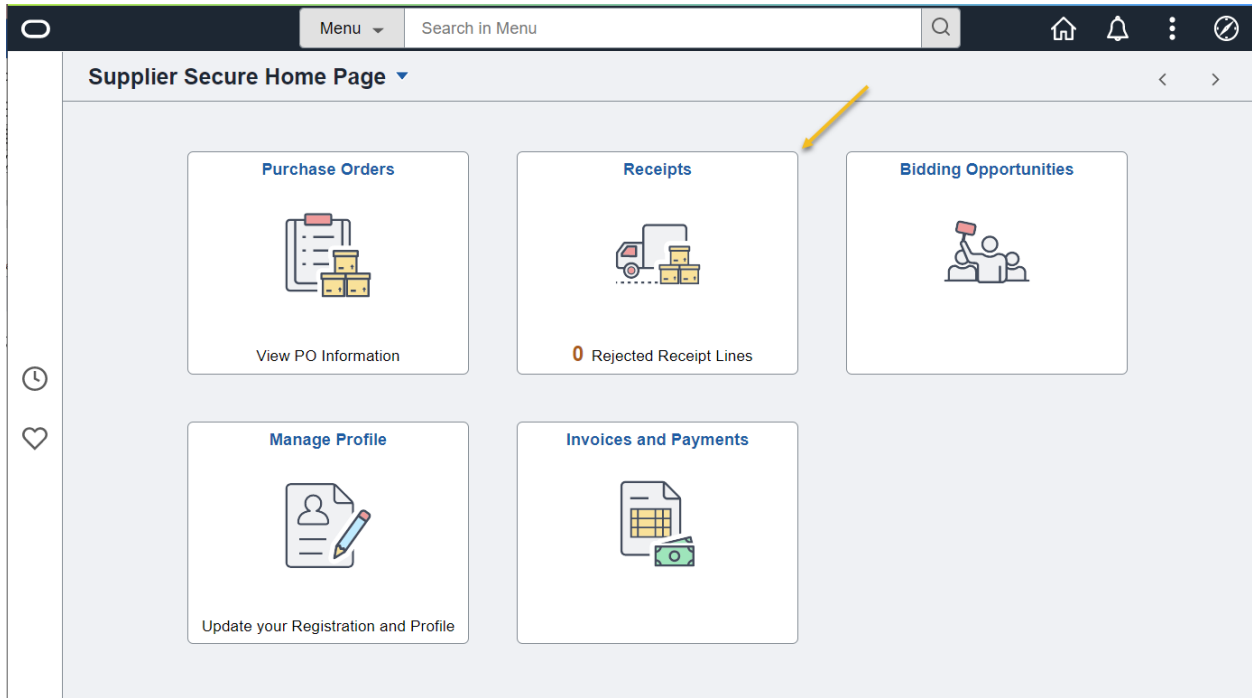
Download PO Information

Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
RCRMC 0000317335	CCorp - MaterialsACHAcct#4682	12/30/2022	Dispatched	01/03/2023 8:40:37AM	Eddie Lardizabal	278.43 USD	3%10N30	New		>
RCRMC 0000316763	CCorp - MaterialsACHAcct#4682	12/16/2022	Dispatched	01/13/2023 12:10:18PM	Dorothy Tayag	86.25 USD	3%10N30	New		>
RCRMC 0000316727	CCorp - MaterialsACHAcct#4682	12/15/2022	Change Order -1	01/03/2023 7:57:49AM	Karina Montiel	150.25 USD	3%10N30	New		>
Health Care System 0000012626	CCorp - MaterialsACHAcct#4682	12/09/2022	Change Order -1	01/17/2023 9:38:08AM	Karina Montiel	59.24 USD	3%10N30	New		>
WORKFORCE DEVELOPMENT CENTER 000004851	CCorp - MaterialsACHAcct#4682	11/30/2022	Dispatched	01/23/2023 2:43:55PM	Pearl Rodriguez	4,356.53 USD	3%10N30	New		>
Health Care System 0000012455	CCorp - MaterialsACHAcct#4682	11/10/2022	Change Order -1	01/20/2023 8:12:28AM	Karina Montiel	143.85 USD	3%10N30	New		>
OFFICE ON AGING 23-0015232	CCorp - MaterialsACHAcct#4682	10/25/2022	Change Order -2	01/13/2023 3:19:40PM	RVJAGGAER	1,503.54 USD	3%10N30			>
OFFICE ON AGING 23-0015051	CCorp - MaterialsACHAcct#4682	10/24/2022	Change Order -5	01/17/2023 8:29:58AM	RVJAGGAER	725.70 USD	3%10N30	New		>
OFFICE ON AGING	CCorp -	10/20/2022	Change Order -3	01/13/2023 3:45:00PM	RVJAGGAER	942.06	3%10N30			>

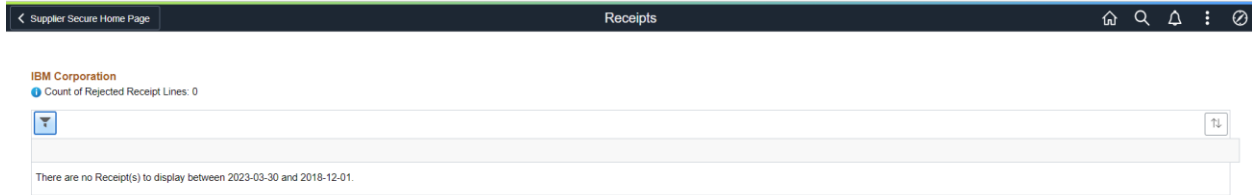
Select Home Icon at any time to be taken to the Home Page



Supplier Home Page

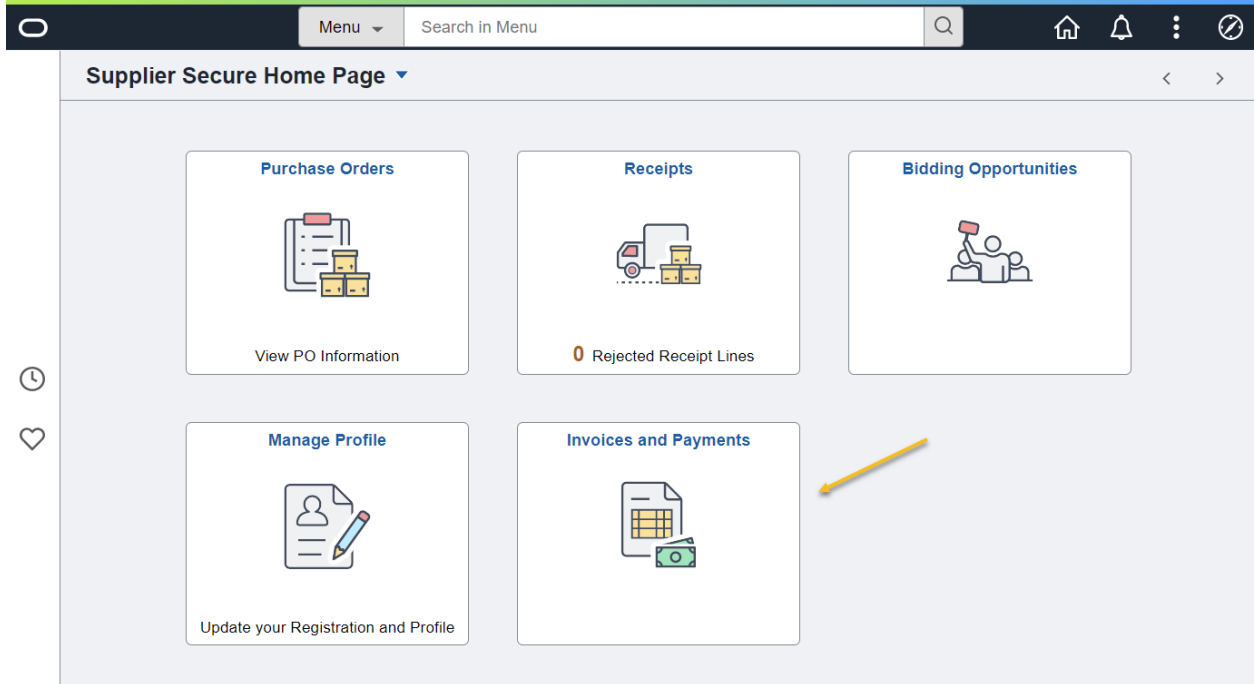


Receipts

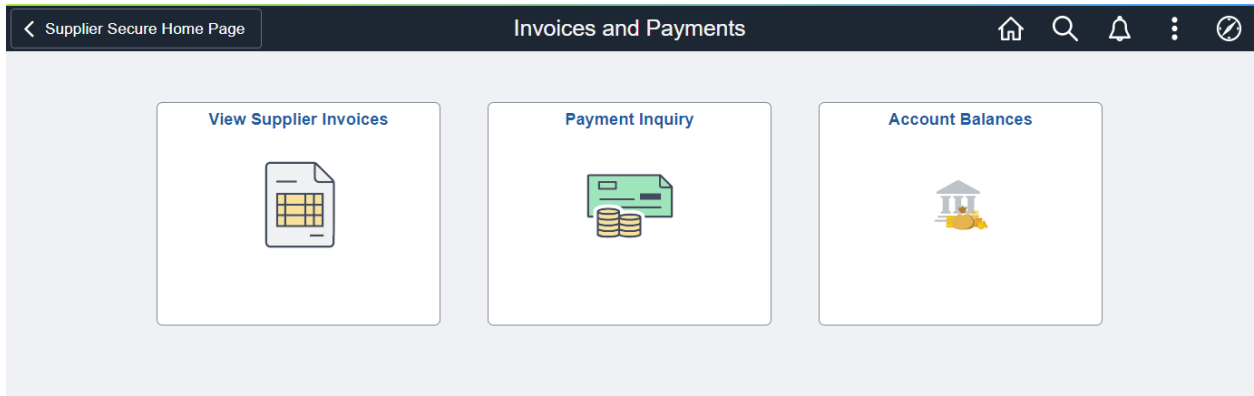


Shows receipts for the Criteria in the filter.

This supplier had no receipts listed



Invoice and Payments






Invoice Inquiry

Payment Inquiry

Account Balance

Payment Inquiry

Invoices and Payments		Payment Inquiry					
Payments from 12/30/2022 to 3/30/2023							2 rows
Buying Organization	Payment Reference	Payment Amount	Currency	Date	Status	Payment Method	
DEPARTMENT OF ANIMAL SERVICES	0000195606	8,880.00	USD	01/09/2023	Paid	Automated Clearing House	
DEPARTMENT OF ANIMAL SERVICES	0000195225	372.00	USD	01/03/2023	Paid	Automated Clearing House	

Supplier Secure Home Page		Invoices and Payments					
<p>View Supplier Invoices</p> 	<p>Payment Inquiry</p> 	<p>Account Balances</p> 					


Payment Inquiry

Payment Inquiry		Payment Details					
<p>Payment Status: Paid</p> <p>Payment Date: 01/09/2023</p> <p>Payment Reference: 0000195606</p> <p>Payment Method: Automated Clearing House</p> <p>Payment Amount: 8,880.00 USD</p> <p>Created: 01/05/2023</p> <p>Comments:</p>							
<p>Remit Supplier: IBM Corporation</p> <p>Address: PO Box 645510</p> <p>Pittsburgh PA 15264-5253</p> <p>Cancel Date:</p> <p>Cancel Action: No Cancel Action</p>							
<p>Payment Advice Details</p>							
Buying Org	Invoice	Voucher ID	Advice Date	Discount Amount	Paid Amount	Currency	Advice Seq
ANARC	6809054915	R0215592	10/06/2020	0.000	4,080.00	USD	1
ANARC	6809208335	R0215594	10/06/2021	0.000	4,800.00	USD	1


Payment Detail for listed Payment

Supplier Secure Home Page Invoices and Payments Home Search Bell Menu Refresh


View Supplier Invoices



Payment Inquiry



Account Balances



Account Balance

Invoices and Payments Account Balances Home Bell Menu Refresh New Window | Help | Personalize Page

Account Balances

Invoice List

IBM Corporation

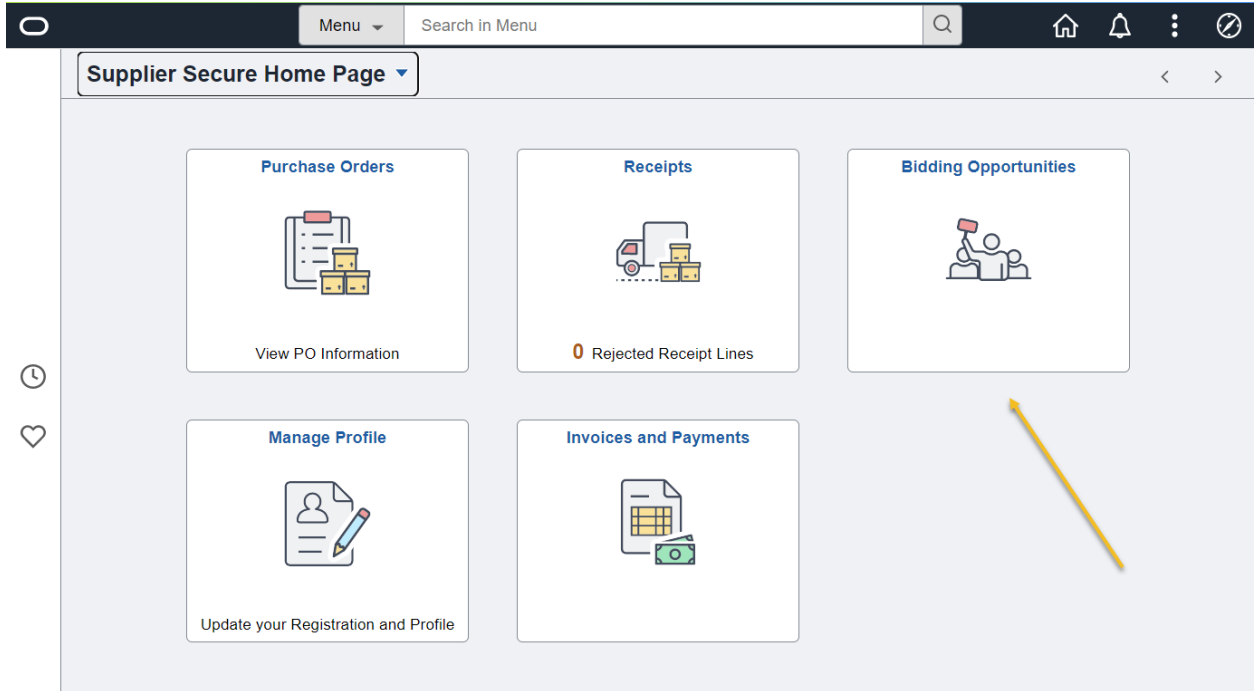
Amount \$384.00 USD

Invoice List

1-1 of 1

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
4074509	01/04/2023	\$384.00 USD	02/03/2023	Approved	00024741

Account Balance



Bidding Opportunities

Supplier Secure Home Page | Bidding Opportunities

Time Zone: Pacific Time (US) | Date Format: MMDDYY | Apply

Bidding Event Information

Invited Events | **Public Events**

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
Test	AUDITOR-CONTROLLER 23-0007	Sell RFx	03/28/2023 11:49 AM PDT 03/30/2023 11:49 AM PDT	Ending Soon 0 hours, 37 mins	New	>

Bidding Opportunities Page

Note: There are two tabs for "All"

Invited Bids – Bids your company is specifically invited to through the portal

Public Bids - Bids for any company to bid on posted on the portal

Event Details

[Bid on Event](#)
[Accept Invitation](#)

Bidding Event Information

Event Name	Test	Event Ends In	0hrs,15mins,14secs
Business Unit	AUDITOR-CONTROLLER	Event Start Date	03/28/2023 11:49 AM PDT
Event ID	23-0007	Event End Date	03/30/2023 11:49 AM PDT
Event Status	Posted	Event Round	1
Buyer Name	Jeremy Gross	Event Version	1
Sealed Event	Yes	Event Format	Sell
Payment Terms		Event Type	RFX
Contact Information	Jeremy Gross	Billing Location	AC General Accounting
Description	Test	Event Currency	US Dollar
		Multiple Bids	Allowed
		Edits to Submitted Bids	No

[View Bid Package](#)
[View Discussion Forum](#)

Lines 1 row

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Start Price / Currency Code	Extended Price / Currency Code	Comments and Attachments
1	No	Test	1.0000 Each	1000.00000 USD	1000.00000 USD	


Event Details

Review Event

If Interested in the Event, select Accept Invitation to simply accept the event and Bid on this later, or select Bid on Event to accept and Enter Bidding information at this time.


Supplier Secure Home Page

Purchase Orders




View PO Information

Receipts




0 Rejected Receipt Lines

Bidding Opportunities




Manage Profile

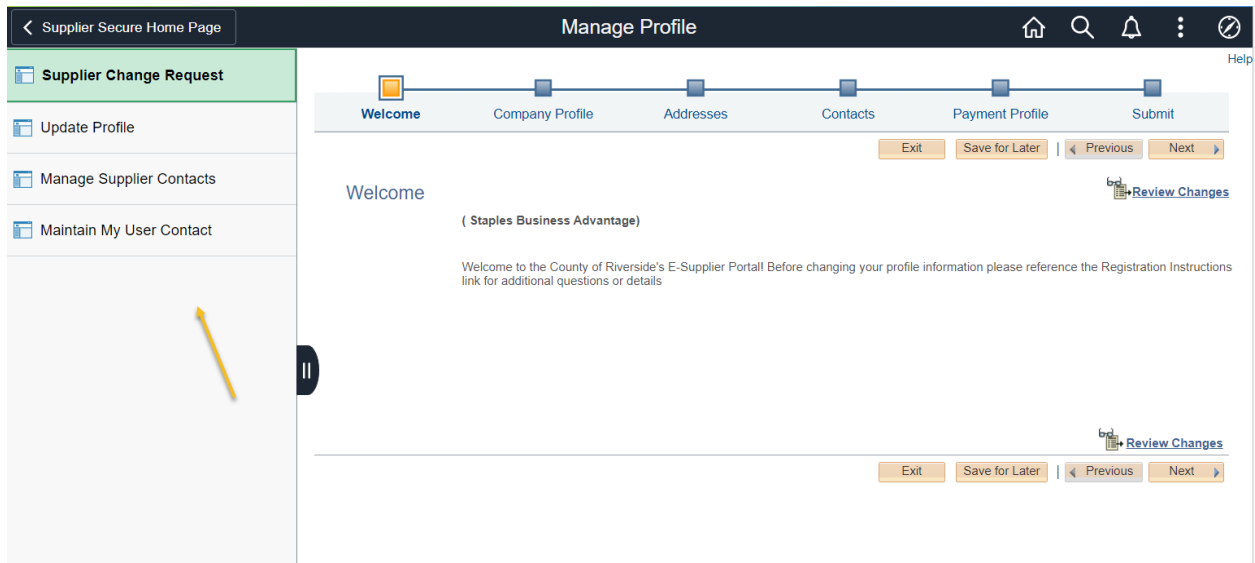


Update your Registration and Profile

Invoices and Payments



Manage Profile



Manage Supplier Tile Content

Supplier Change Request

Update Profile

Manage Supplier Contacts

Maintain My User Contacts



Supplier Change Request

Initiate a Supplier Change Request by selecting this tile

Change Can include:

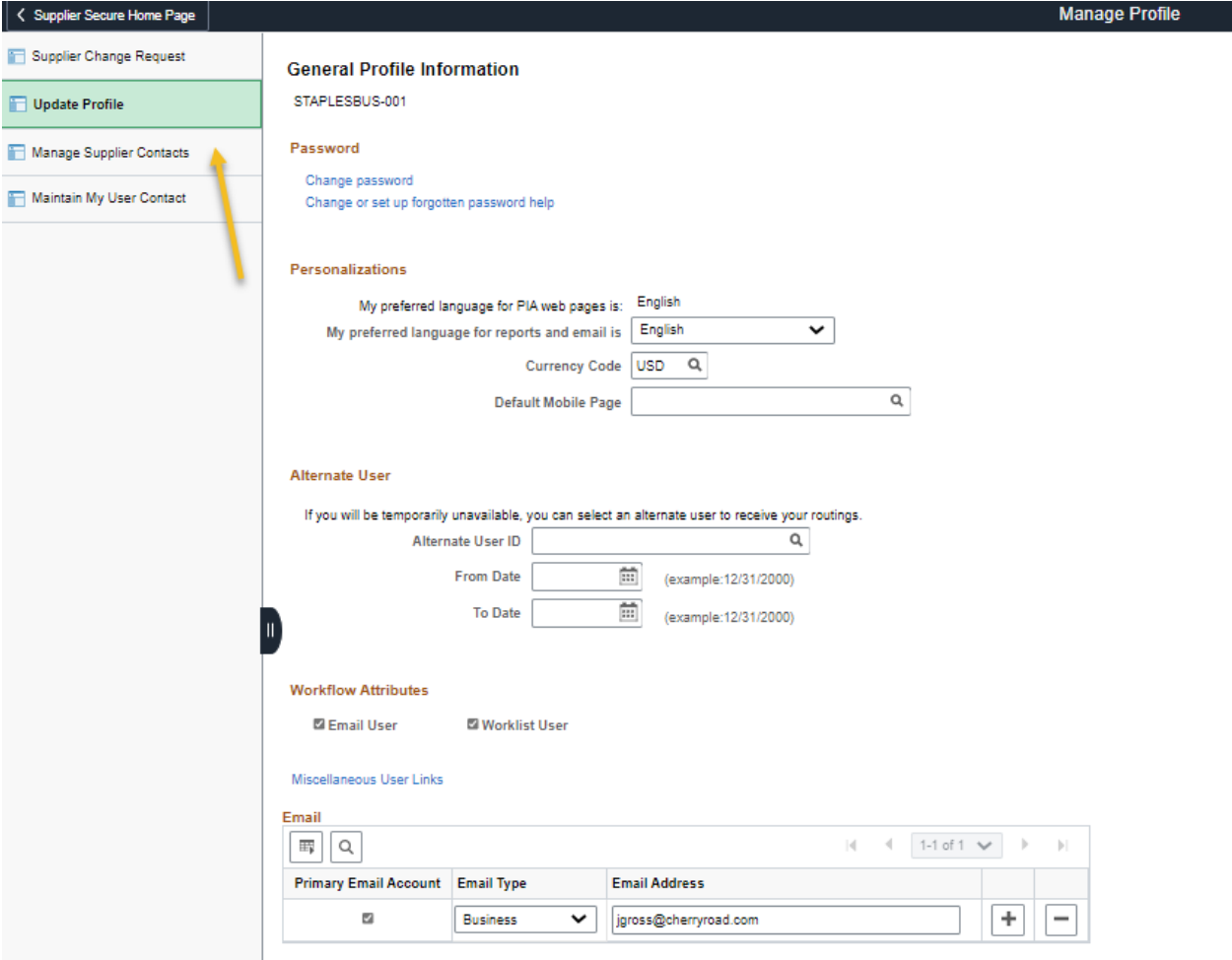
Company Profile Update

Address Updates

Contact Updates

Payment Information Updates

This Supplier Change Request initiates changes to the supplier record. The User will receive a notification after the request is submitted into approval. Once the Approval is complete, the user will be notified that the change was approved, denied, or if additional information is requested to complete the change.



Update Profile

User can Change Password and update User ID email

Supplier Secure Home Page | Manage Profile | New Window | Help | Personalize Page

Supplier Change Request | Update Profile | **Manage Supplier Contacts** | Maintain My User Contact

Maintain Contacts
Current Contacts
Staples Business Advantage

Current Contacts

Description	Name		
Corp - Products		Edit	Delete
Kevin James	Kevin James	Edit	Delete
Jill Jones	Jill Jones	Edit	Delete

Add a New Contact

Manage Supplier Contact

Supplier Secure Home Page | Manage Profile | New Window | Help | Personalize Page

Supplier Change Request | Update Profile | **Manage Supplier Contacts** | Maintain My User Contact

Maintain Contacts
Current Contacts
Staples Business Advantage

Current Contacts

Description	Name		
Corp - Products		Edit	Delete
Kevin James	Kevin James	Edit	Delete
Jill Jones	Jill Jones	Edit	Delete

Add a New Contact

User can Add a New Contact, Edit and Existing Contact, or delete a contact that is no longer needed.

Contacts are used in selecting and receiving Bidding Event Opportunities from the system. If you wish to receive Bidding Event Opportunities please add your contact information through Add a New Contact.

Note: When you register as a New Supplier User, you are creating a new User ID. A New Contact is not created at that time. Please add the contact details if your Contact for the User ID is not listed as a contact.

Supplier Security **Supplier Contacts**

Maintain Contacts

Contact Information

Staples Business Advantage

Description

Name

Email ID

URLID

Location

Role

Status

Telephone Information

1-1 of 1

*Type	Prefix	Phone	Ext
<input type="text" value="Business Phone"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Return to Contact List](#) [Future Contacts](#)

Add Contact Information

Supplier Security **Supplier Contacts**

Maintain Contacts

Contact Information

Staples Business Advantage

Description

Name

Email ID

URLID

Location

Role

Status

Telephone Information

1-1 of 1

*Type	Prefix	Phone	Ext
<input type="text" value="Business Phone"/>	<input type="text" value="1"/>	<input type="text" value="555/555-5555"/>	<input type="text"/>

[Return to Contact List](#) [Future Contacts](#)

Save

Supplier Secure Home Page | Manage Profile | New Window | Help | Personalize Page

Supplier Change Request | Update Profile | **Manage Supplier Contacts** | Maintain My User Contact

Maintain Contacts

Current Contacts
Staples Business Advantage

Current Contacts

Description	Name		
Corp - Products		Edit	Delete
Kevin James	Kevin James	Edit	Delete
Jill Jones	Jill Jones	Edit	Delete
Tom Smith	Tom Smith	Edit	Delete

Add a New Contact

Contact was successfully added

Supplier Secure Home Page | Manage Profile | New Window | Help | Personalize Page

Supplier Change Request | Update Profile | Manage Supplier Contacts | **Maintain My User Contact**

Maintain Sourcing Contact Information

Please select your contact name with the prompt button in the list of companies.

User ID SUP_TOM_STAPLES
Name

Company Contacts

	Bidder Type	*Contact Sequence Number	
Staples Business Advantage	Supplier	<input type="text"/>	<input type="text"/>

Save

Maintain My User Contact

Supplier Secure Home Page | Manage Profile | New Window | Help | Personalize Page

Supplier Change Request | Update Profile | Manage Supplier Contacts | **Maintain My User Contact**

Maintain Sourcing Contact Information

Please select your contact name with the prompt button in the list of companies.

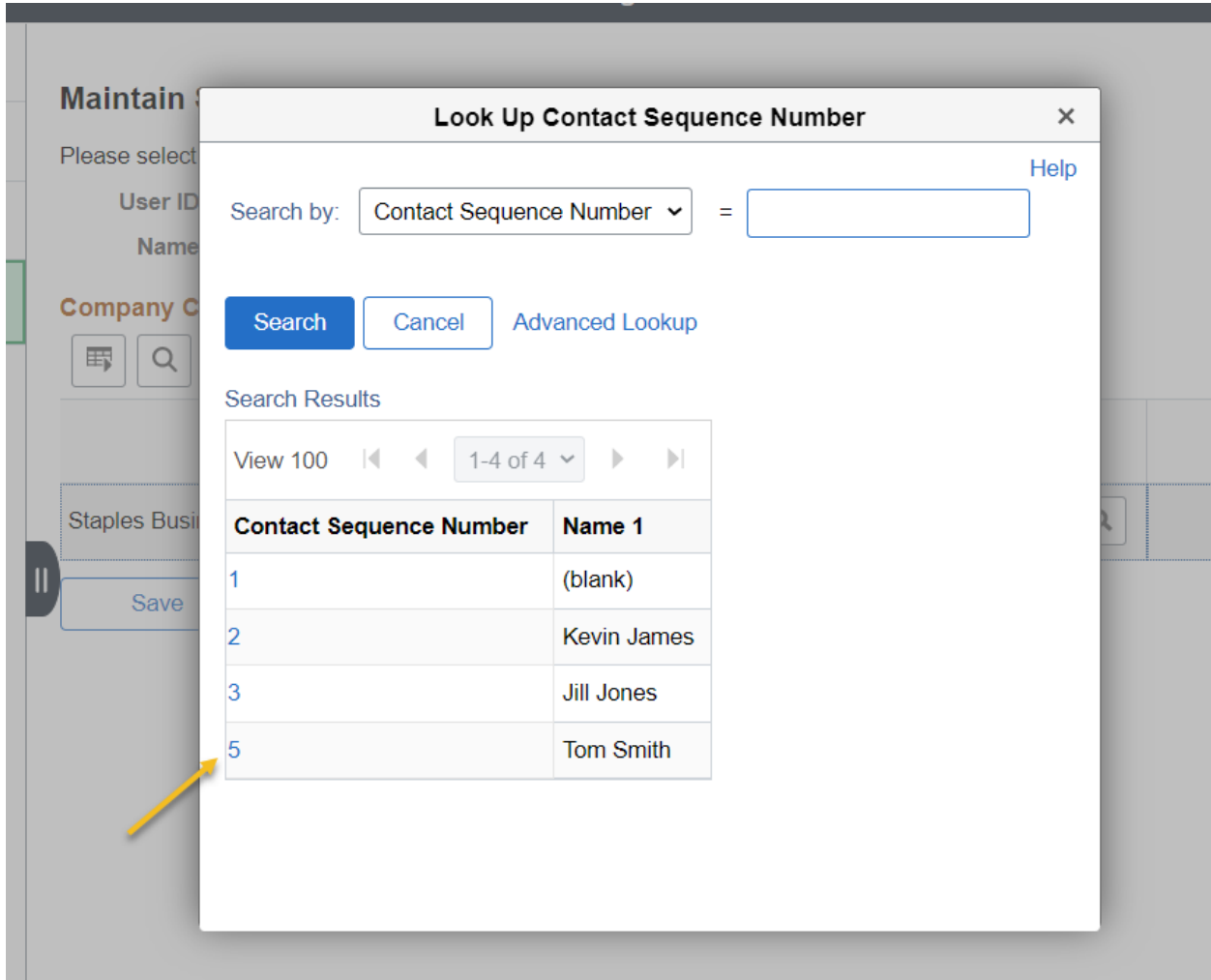
User ID SUP_TOM_STAPLES
Name

Company Contacts

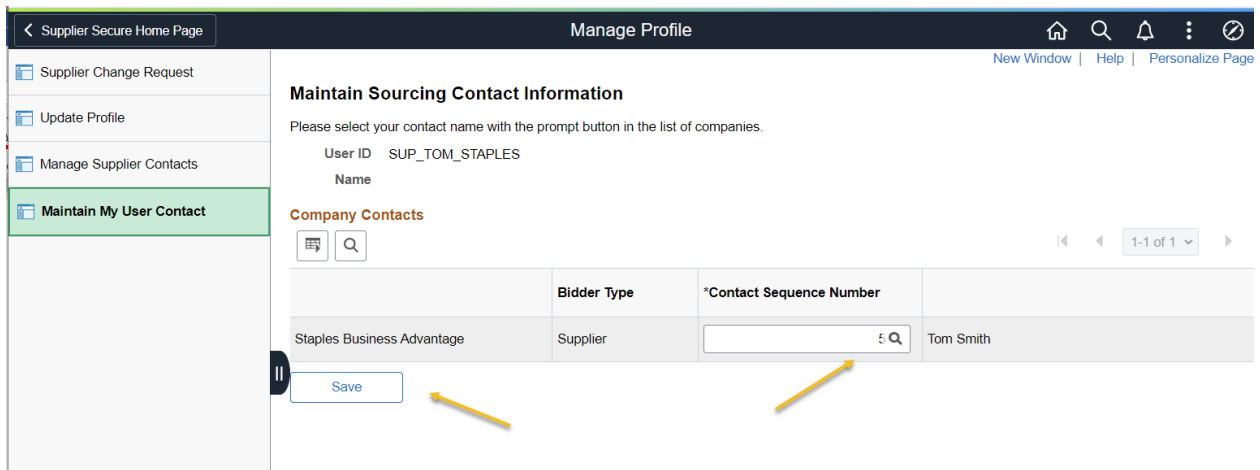
	Bidder Type	*Contact Sequence Number	
Staples Business Advantage	Supplier	<input type="text"/>	<input type="text"/>

Save

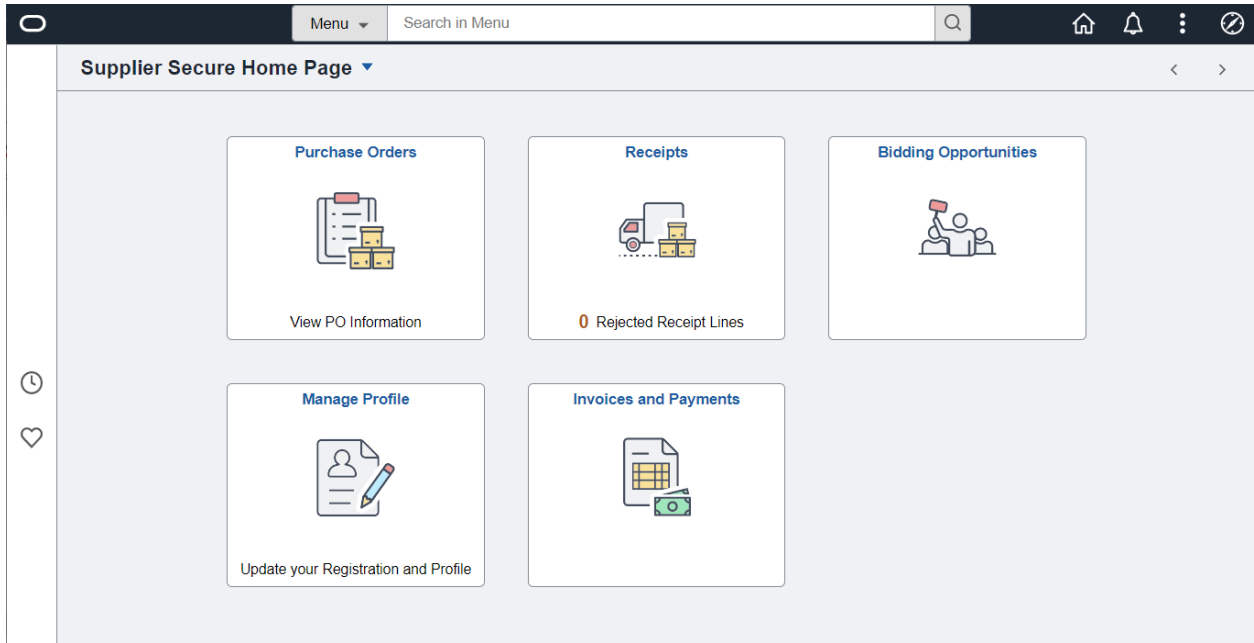
Select the Contact Sequence Number for the Contact to associate the Contact to the User ID



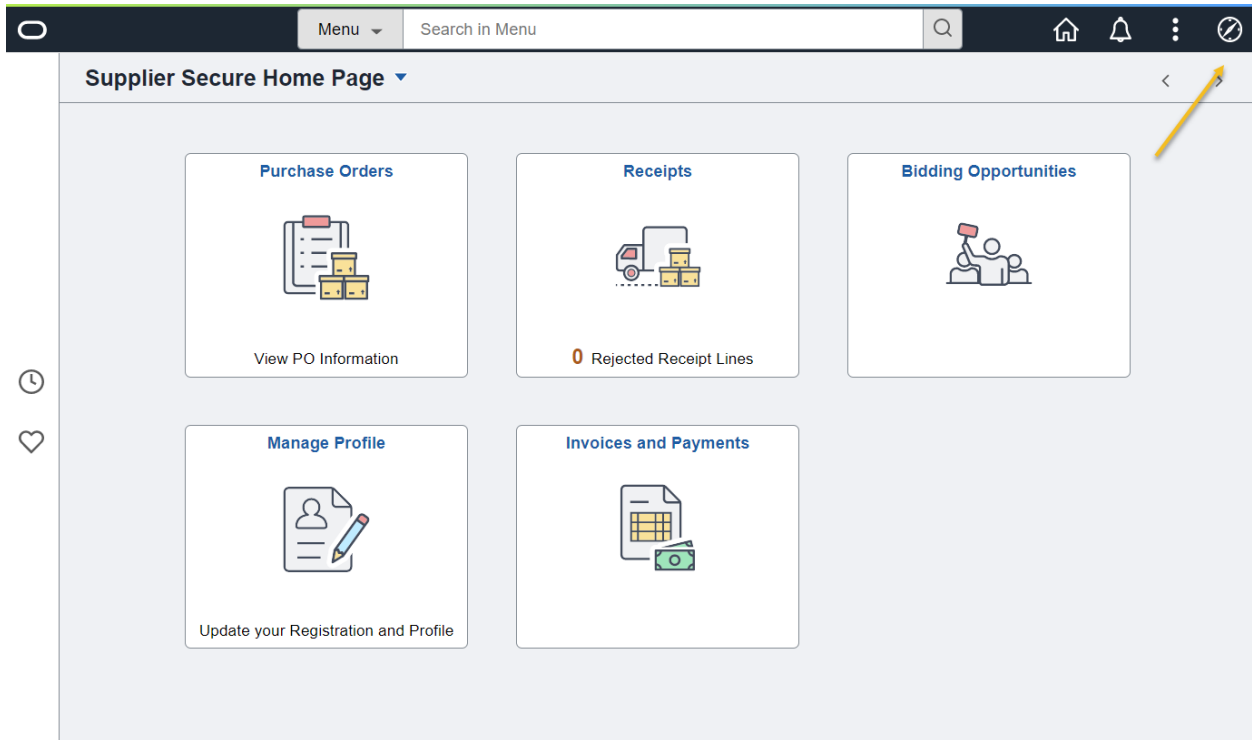
Note: This step is needed to associate the User ID to the contact.



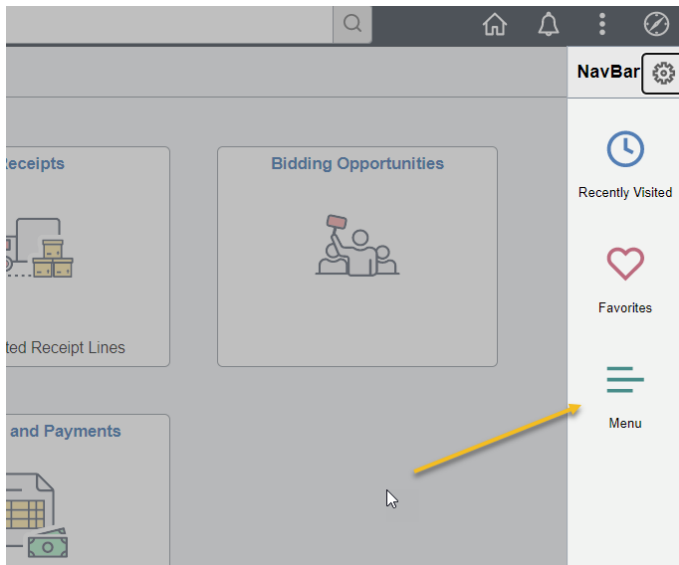
Save



Supplier Home Page

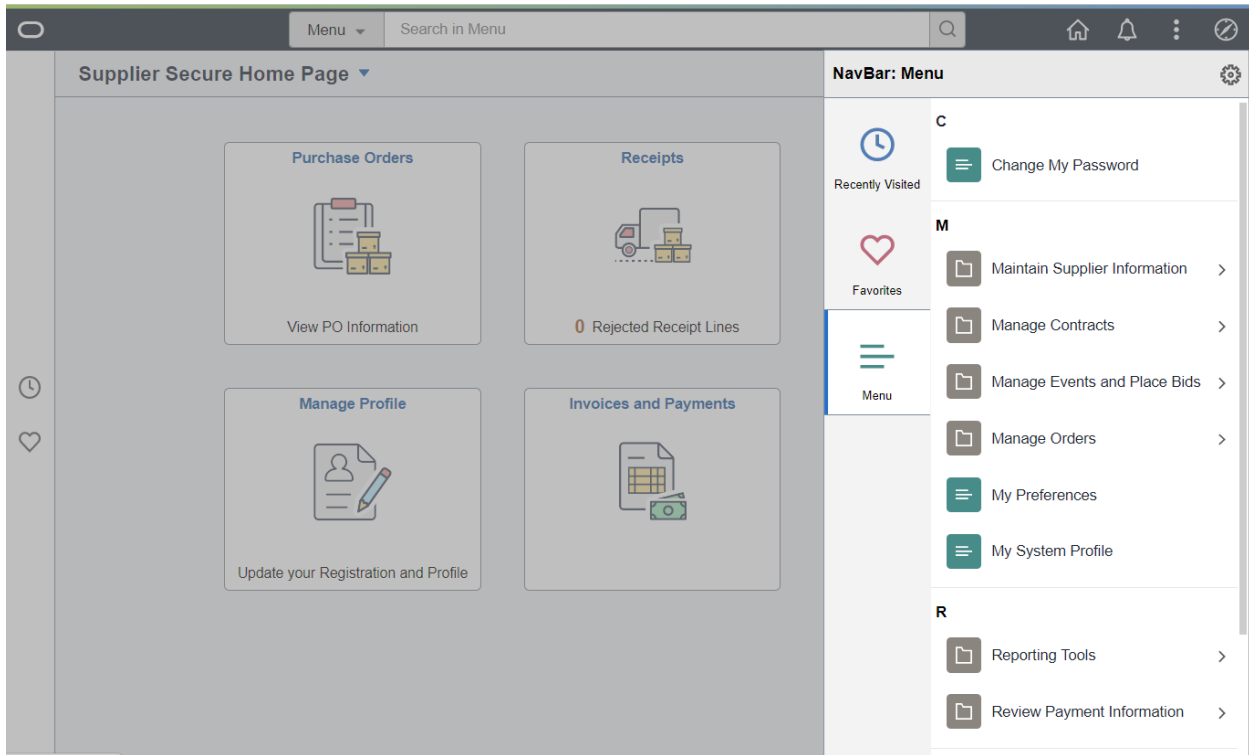


Supplier Homepage Menu Options



Select Menu to see additional menu options













Note: Many of the items listed in the Menu will be the same pages as are listed in the Tiles



Menu

NavBar: Menu



 Recently Visited	C  Change My Password
 Favorites	M  Maintain Supplier Information >  Manage Contracts >  Manage Events and Place Bids >  Manage Orders >  My Preferences  My System Profile
 Menu	R  Reporting Tools >  Review Payment Information >

Menu Options

Change Password

User ID RV_ESUPPLIER_DEFAULT

Description Supplier User Default


*Current Password

*New Password


*Confirm Password


[Change Password](#)


Change My Password

NavBar: Menu 



Menu

 Recently Visited

 Favorites

 Menu

Maintain Supplier Information

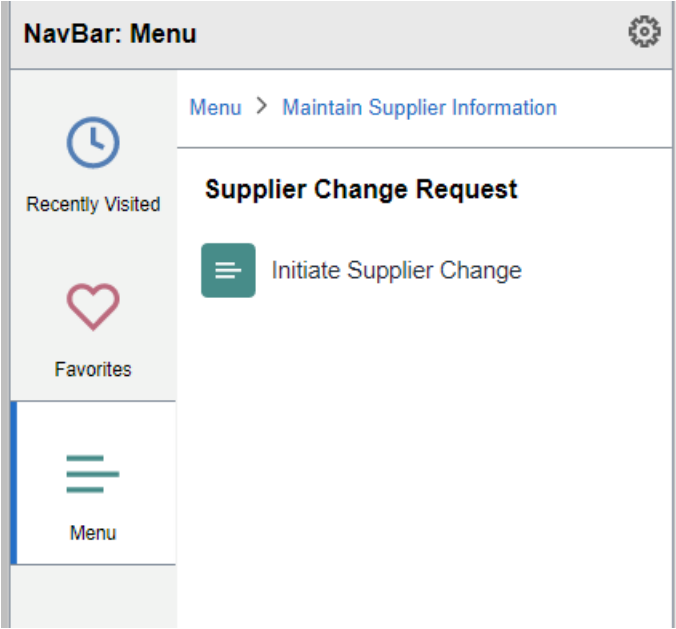
-  Manage Supplier Contacts
-  Supplier Change Request >

Maintain Supplier Information

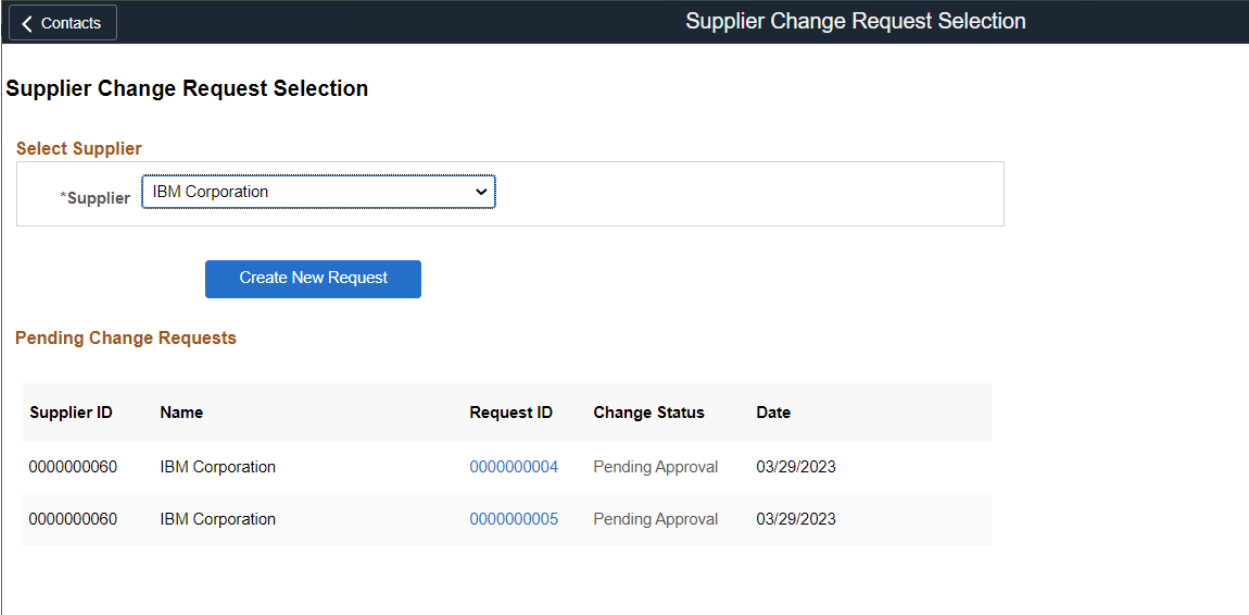
Manage Supplier Contacts

Supplier Change Request

See Detail on Previous Pages. This is the same information as the Supplier Home Page Tile Details section.



Initiate Change Request



Create New Request or View Pending Request

See Detail on Previous Pages. This is the same information as the Supplier Home Page Tile Details section.



Recently Visited



Favorites



Menu

Menu

Manage Events and Place Bids



Bidding Homepage



Discussion Forums



Maintain My User Contact





My Event Activity





View Events and Place Bids

Manage Events and Place Bids

NavBar: Menu 







 Recently Visited





 Favorites

 Menu

Menu

Manage Events and Place Bids

-  Bidding Homepage 
-  Discussion Forums
-  Maintain My User Contact
-  My Event Activity
-  View Events and Place Bids

[Supplier Search Events](#) Staples Business Advantage Bidding Home Page    

[New Window](#) | [Help](#) | [Personalize Page](#)

Welcome, Staples Business Advantage
User: SUP_TOM_STAPLES

Staples Business Advantage Bidding Home Page

[Click here to place a bid on Event: ITARC - 23-0017 RFP - TEST IT SERVICES](#)

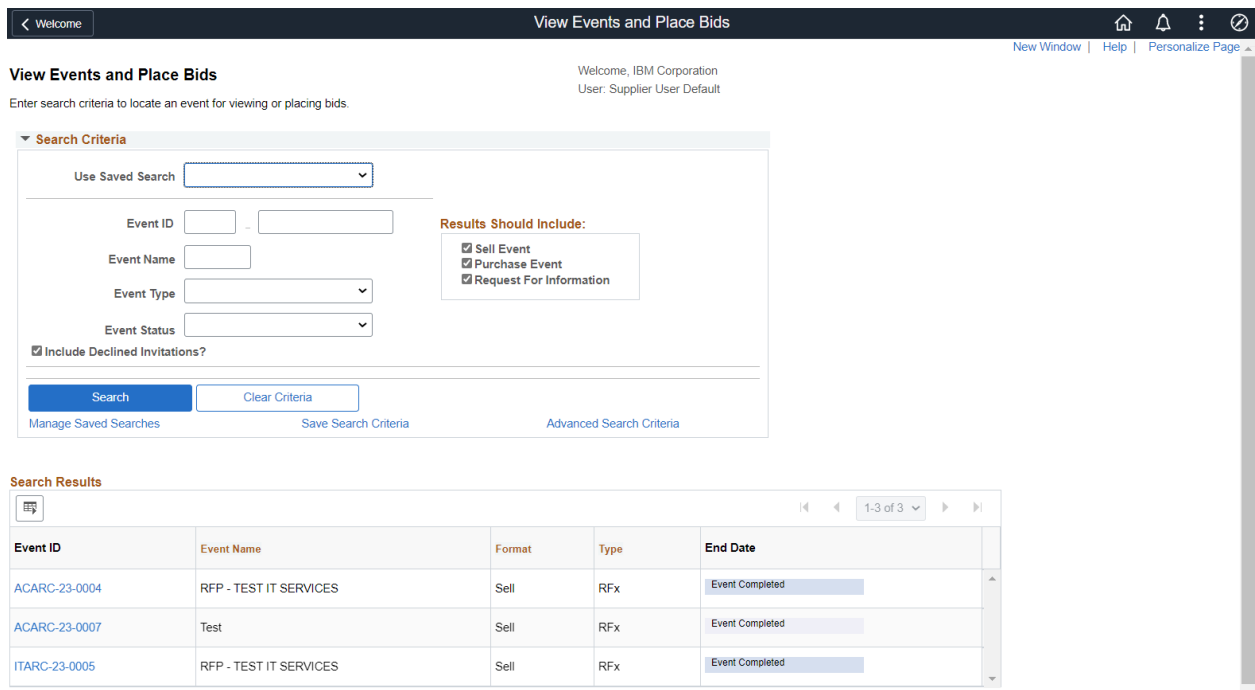
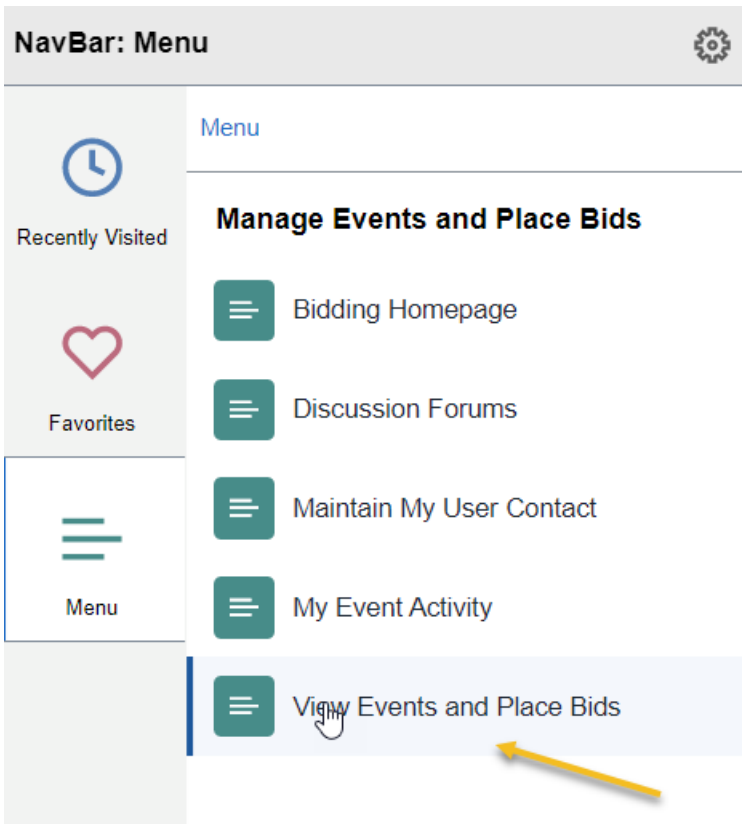
[Click here to access details on Event: ITARC - 23-0017 RFP - TEST IT SERVICES](#)

[Click here for other inquiries or other events](#)

[Click here for administrative items such as updates to your profile or categorizations](#)

Bidding Home Page

Summary of Active Bids and links to Event Details



View Events and Place Bids

Review Event by selection the link for the Event

Bid on the Desired Events

NavBar: Menu



Recently Visited



Favorites



Menu

Menu

Manage Events and Place Bids



Bidding Homepage



Discussion Forums



Maintain My User Contact



My Event Activity



View Events and Place Bids

[User Contact](#) Event Activity Home Notifications More Close

[New Window](#) | [Help](#) | [Personalize Page](#)

Welcome, Staples Business Advantage
User: SUP_TOM_STAPLES

Event Activity

Event Activity Summary

Click on number to view events below

Events Invited To: 1	Events Bid On: 0	Events Awarded: 0
-----------------------------------	-------------------------------	--------------------------------

Search Criteria

Event Format:

Event Type:

Events Invited To Events Bid On Events Awarded

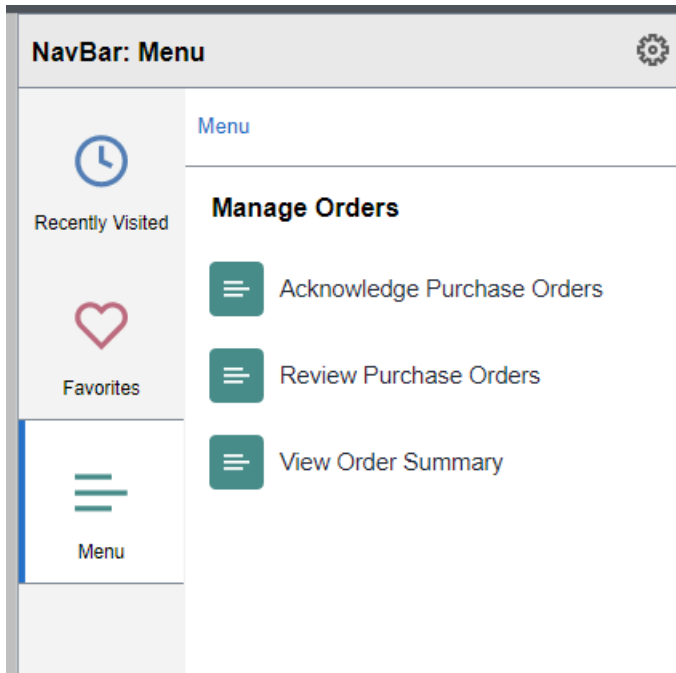
Date Range: From Through

Legend

[Return to My Bid Activity](#)

Event Details

Current and Historical View of Events. Different than other pages through similar information



Manage Orders

Supplier Search Events | Review Purchase Orders | New Window | Help | Personalize Page

Purchase Orders

Filter Options

IBM Corporation

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID PO's Waiting Acknowledgement

To PO ID

Item ID

Supplier Item ID

From Date (example: 01/31/2000)

To Date (example: 01/31/2000)

Buyer

Contract ID

Contract Version

Release

Set Filter Options to find desired PO

Search

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status	
<input type="checkbox"/> 0000005482	Dispatched	01/24/2023 2:10:16PM	1	384.00 USD	New	View PDF
<input type="checkbox"/> 0000190857	Dispatched	07/28/2022 5:28:25PM	2	26,575.01 USD	New	View PDF
<input type="checkbox"/> 0000071430	Change Order -1	07/25/2022 11:12:24AM	1	23,925.00 USD	New	View PDF
<input type="checkbox"/> 0000301820	Compl	11/18/2021 4:11:32PM	1	2,100.00 USD		View PDF
<input type="checkbox"/> 0000187130	Change Order -1	10/27/2021 10:48:03AM	2	31,168.46 USD	New	View PDF
<input type="checkbox"/> 0000181644	Change Order -2	07/14/2021 10:39:42AM	1	30,704.03 USD		View PDF
<input type="checkbox"/> 0000071095	Compl	07/01/2021 4:35:18PM	1	19,970.00 USD		View PDF
<input type="checkbox"/> 0000010410	Change Order -1	01/14/2021 11:32:58AM	1	0.00 USD		View PDF
<input type="checkbox"/> 21-0003999	Change Order -3	12/14/2020 11:15:54AM	1	180,000.00 USD		View PDF
<input type="checkbox"/> 0000070883	Change Order -1	10/02/2020 11:08:20AM	1	0.00 USD		View PDF

Review PO Summary

Select Link for PO for PO Details

Purchase Order Details		Purchase Order Total	
PO Number	0000301820	Merchandise Amount	2,100.00
PO Status	Complete	Freight/Tax/Misc.	0.00
Buyer	Taylor Crivello	Total Amount	2,100.00 USD
Billing Location	4125-85100		
Payment Terms	Net 30		

&Header Comments
<p>PROCESSED INVOICE MI65639 DATED: 11/12/21 FOR FISCAL SERVICES</p> <p>OKAY BY JEANETTE BATES</p> <p>PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Net 30. FOB Destination, price includes shipping and handling.</p> <p>In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.</p> <p>Please refer to http://www.purchasing.co.riverside.ca.us/ to view/print County Terms and Conditions</p> <p>*116-200 General Terms *116-210 General Conditions - Materials and/or Services</p> <p>PURCHASE ORDER NOT TO EXCEED DOLLAR AMOUNT. NO CHANGES MADE WITHOUT PRIOR PURCHASING APPROVAL</p> <p>Taylor Crivello, Buyer II PHONE: (951) 486-5471 FAX: (951) 486-5515 EMAIL: T.crivello@ruhealth.org</p>

Purchase Order Lines

Line	Status	Item ID	Description	Quantity		Merchandise Amt	
1	Closed	95635	INVOICE # MI65639 DATED: 11/12/21	1.0000	DOL	2,100.00	USD

Invoice List

Invoice	Invoice Date	Amount		Due Date	Appr Stat	Voucher
MI65639	11/12/2021	2,100.00	USD	11/12/2021	Approved	00482464

[Return to Purchase Order List](#)

Displays Invoices

Select Link for Invoice Detail

[Supplier Search Events](#) **Review Purchase Orders** [New Window](#) [Help](#) [Personalize Page](#)

Purchase Orders

Invoice Details

IBM Corporation

Invoice Number MI65639 Invoice Date 11/12/2021
Gross Invoice Amount \$2,100.000 Due Date 11/12/2021

▼ Invoice Lines


Item ID	Description	Statistic Amount		Unit Price	Merchandise Amount	
95635	INVOICE # MI65639 DATED: 11/12		DOL	2,100.00000	\$2,100.00	USD

▼ Payment Schedule


Scheduled to Pay	Payment	Amount		Discount	Method	Status	On Hold	Withd Hold
11/18/2021	0000164983	\$2,100.00	USD	\$0.00	ACH	Paid	No	No


[Return to Purchase Order Details](#) [Return to Purchase Order List](#)


Invoice Detail

NavBar: Menu 




Menu

 Recently Visited

 Favorites

 Menu

Manage Orders

-  Acknowledge Purchase Orders
-  Review Purchase Orders
-  View Order Summary

Review Order Summary

[< Search Payments](#) [View Order Summary](#)

View Order Summary

Filter Options

IBM Corporation

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Include PO Data

Include Planned POs

PO Status

Planned Order Status

From Date  (example: 01/31/2000)

To Date  (example: 01/31/2000)

Item ID 

Supplier Item ID 

Enter Filter Criteria

View Order Summary

Order Schedule

IBM Corporation
[Set filter options](#)

Schedules

☰ Q

Due Date	Item ID	Description	Quantity		Business Unit	PO Number	Type	Status	Ship To
03/21/2023	20913	11/2022 Overage Fee X96 IBM Essential Ste (SaaS) Managed Client Device 4074509 01/04/23	96.0000	EA	DEPARTMENT OF ANIMAL SERVICES	0000005482	PO	Dispatched	Department of Animal
02/03/2023		Usage/Subscription Fee IBM MaaS360 Essential Suites (SaaS) Manage Client Device Overage Overage Rate: \$4.00 Total Monthly Overages. VARIOUS INVOICES SENT TO THE WRONG ADDRESS.	1.0000	EA	DEPARTMENT OF ANIMAL SERVICES	23-0021838	PO	Dispatched	Department of Animal
09/02/2022	20800	Quote #27253600 IBM SPSS Statistics Base Concurrent User License + SW Subscription & Support 1 2 Months	23,925.0000	EA	DEPARTMENT OF PUBLIC HEALTH	0000071430	PO	Dispatched	Pub Health 14539 Inn
10/28/2021	MH92045-00177	FY2122 SSJ SPSS SOFTWARE MAIN, INV 3596733 ANNUAL RENEWAL	1.0000	DOL	MENTAL HEALTH	0000187130	PO	Dispatched	MH Fiscal Svc Rvrsd
11/26/2021	MH92045-00177	FY2122 SSJ SPSS SOFTWARE MAIN, INV 3596733 ANNUAL RENEWAL	1.0000	DOL	MENTAL HEALTH	0000187130	PO	Dispatched	MH Fiscal Svc Rvrsd
07/28/2022	MH92045-00181	INVOICE# 3928542 06/29/2022 FY2223 SSJ SPSS SOFTWARE MAIN \$12,730.70 NON TAXED	1.0000	DOL	MENTAL HEALTH	0000190857	PO	Dispatched	MH Fiscal Svc Rvrsd

View Order Summary

General Profile Information

Supplier User Default

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is:

Currency Code:

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

Workflow Attributes

- Email User
- Worklist User

[Miscellaneous User Links](#)

My System Profile

NavBar: Menu



Recently Visited



Favorites



Menu

Menu

Reporting Tools



Query



Report Manager

Reporting Tool

< List Query Viewer New Window | Help | Personalize Page

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Query Viewer

- List
- Explorer
- Administration
- Archives

View Reports For

Folder Instance to Refresh
 Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Save

List | Explorer | Administration | Archives

Report Manager

NavBar: Menu ⚙️

🕒

Recently Visited

❤️

Favorites

☰

Menu

Menu

Review Payment Information

- ☰ Account Balances
- ☰ Review Supplier Payments
- ☰ View Supplier Invoices

Review Payment Information

[< List](#) Account Balances

Account Balances

Invoice List

IBM Corporation

Amount \$384.00 USD

Invoice List

1-1 of 1

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
4074509	01/04/2023	\$384.00 USD	02/03/2023	Approved	00024741

Account Balance

[< Account Balances](#) Review Supplier Payments

Review Payments

Filter Options

IBM Corporation

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number
 Payment Reference
 From Payment Date (example: 12/31/2000)
 To Payment Date (example: 12/31/2000)

Review Supplier Payments

Review Payments

Payments Made

IBM Corporation

[Set filter options](#)

Payments Made

Reference	Invoice Number	Payment Date	Amount	
0000120063	S160252	03/24/2020	\$33,321.68	USD
0000120063	S160253	03/24/2020	\$33,321.68	USD
0000120063	S160254	03/24/2020	\$33,321.68	USD
0000120063	S160255	03/24/2020	\$33,321.68	USD
0000121332	S160256	04/09/2020	\$2,976.84	USD
0000122975	S160257	05/04/2020	\$2,976.84	USD
0000122976	6809046839	05/04/2020	\$17.00	USD
0000123542	Q8474KI	05/11/2020	\$179,940.97	USD
0000125377	6809048060	06/03/2020	\$20.40	USD

Payments Made

Select Link to see Details

Review Payments

Payment Details

IBM Corporation
0000120083

Invoice Number	S180252	Payment Date	03/24/2020
Method	ACH	Pay Status	Paid
Amount	\$33,321.88	Currency	USD
Paid To	IBM Corporation		

Country USA United States
Address 1 IBM Global Services International
Address 2 Business Machines Corporation
Address 3 PO Box 878873

City Dallas
County Postal 75267-6873
State TX Texas

From UNION BANK

Payment Advice

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
S180255	2,978.84 USD	0.00 USD	0.00 USD	2,978.84 USD
S180255	0.00 USD	0.00 USD	0.00 USD	0.00 USD
S180254	13,884.00 USD	0.00 USD	0.00 USD	13,884.00 USD
S180254	0.00 USD	0.00 USD	0.00 USD	0.00 USD
S180253	13,884.00 USD	0.00 USD	0.00 USD	13,884.00 USD
S180253	0.00 USD	0.00 USD	0.00 USD	0.00 USD
S180252	2,978.84 USD	0.00 USD	0.00 USD	2,978.84 USD
S180252	0.00 USD	0.00 USD	0.00 USD	0.00 USD

[Return to Payments Made](#)

Review Payments – Payment Details


Review Invoices


Filter Options


IBM Corporation


Enter search criteria and click on Search. Leave blank for all values.


Search Criteria


From Invoice Number 

To Invoice Number 

Item ID 


Supplier Item ID 

From Date  (example: 01/31/2000)

To Date  (example: 01/31/2000)

From Amount

To Amount

Approval Status 

Search

Review Invoices

Select Filter Criteria

Search

Review Invoices

Invoice List

IBM Corporation

[Set filter options](#)

Invoice List

Invoice Number	Invoice Date	Gross Amt		Approval Status	Due Date	Voucher
4074509	01/04/2023	\$384.00	USD	Approved	02/03/2023	00024741
4046931	12/04/2022	\$372.00	USD	Approved	01/03/2023	R0213686
4026428	11/04/2022	\$364.00	USD	Approved	12/04/2022	R0211293
Q20830B	11/01/2022	\$179,940.97	USD	Approved	11/01/2022	R0203641
4019272	10/25/2022	\$9,360.00	USD	Approved	11/24/2022	R0209702
4005148	10/04/2022	\$364.00	USD	Approved	11/03/2022	R0199631
4005271	10/04/2022	\$4,800.00	USD	Approved	11/03/2022	R0205591
3982107	09/04/2022	\$356.00	USD	Approved	10/04/2022	R0194954
3980997	09/01/2022	\$12,096.00	USD	Approved	09/01/2022	R0195950
3959357	08/04/2022	\$348.00	USD	Approved	09/03/2022	R0194557
Q9548L0	08/01/2022	\$179,940.97	USD	Approved	08/31/2022	R0190752

javascript:submitAction_win0(document.win0,'PO SSREVINV WRK SEARCH BUTTON');

Invoice List based on Search Criteria

Select Link to see Details

Account Balances View Supplier Invoices

Review Invoices

Invoice Details

IBM Corporation

<p>Invoice Number: 4074509</p> <p>Invoice Date: 01/04/2023</p> <p>Due Date: 02/03/2023</p> <p>Discount End Date:</p> <p>Approval Status: Approved</p> <p>Payment Status: To be Paid</p> <p>Terms: Net 30 Days</p>	<p>Invoice Total</p> <table border="0" style="width: 100%;"> <tr> <td>Gross Amount</td> <td style="text-align: right;">\$384.00 USD</td> </tr> <tr> <td>Discount</td> <td style="text-align: right;">\$0.00 USD</td> </tr> <tr> <td>Net Amount</td> <td style="text-align: right;">\$384.00 USD</td> </tr> </table>	Gross Amount	\$384.00 USD	Discount	\$0.00 USD	Net Amount	\$384.00 USD
Gross Amount	\$384.00 USD						
Discount	\$0.00 USD						
Net Amount	\$384.00 USD						

Invoice Line Details

1-1 of 1 | [View All](#)

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt
20913	11/2022 Overage Fee X96 IBM Es		EA	4.00000	\$384.00 USD

Payment Schedule

1-1 of 1 | [View All](#)

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
02/03/2023		\$384.00 USD	\$0.00 USD	ACH	Unselected	No	No

Invoice Details

Invoices Worklist

New Window | Help | Personalize Page

Worklist

Worklist for RV_ESUPPLIER_DEFAULT: Supplier User Default

[Summary View](#) | Worklist Filters: | [Feed](#)

Worklist Items

1-1 of 1

From	Date From	Work Item	Priority	Worked By Activity	Business Process Name	Link	Timed Out Dttm	Previo

[Refresh](#)

Worklist