

View Invoices, Payments, POs, Contracts, BPAs and Receipts in Supplier Portal FRC

\Xi 🔹 Centerpoint		6) 🔍 🦘 🛧 🖷	② JOHN DOEABC →
	JOHN DOEABC	Social Getting Started Worklist	
	0 0 0 Conversations Following Followers 0 Employee News		
	0 My Flags 💮		

Step	Action
1.	Click the Supplier Portal button.



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ummary Orders Agreements Schedules					
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✓ Worklist					
My Tasks 🔻 Actions 👻 💿 💿 Assigned 💙 < >					Ð
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■ Title	Number Creator	Ass	gned	Pri	ority
Supplier Contact User Account for Citizens Property Insurance Corporation was Created	202621	2/15	17 2:51 PN	1 3	~
Watchlist Suppl	ier Performance Reports				
Defeate Start Time 2/2017 44-20 AM	d for user to path /shared/Procurement/Analytic Li	brary/Embedded	Content/Su	pplier	
Agreements	er Performance Report.				
Changed or canceled in the last 7 days (1)					
Expiring (0)					
Opened in the last 7 days (2)					
Pending acknowledgment (0)					
Pending authoring (0)					
A Depotiations					
Closing in next 7 days (0)					
Closing today (0)					
Open invitations (0)					
⊿ 🔤 Orders					
Changed or canceled in the last 7 days (0)					
Opened in the last 7 days (4)					
Pending acknowledgment (0)					
⊿ bage Questionnaires					
Overdue and due within 7 days (0)					
Requiring attention (0)					
Responses requiring resubmission (0)					
⊿ Eacherstein and a second se					
Disqualified (0)					
Drafts (0)					

Step	Action
2.	The supplier portal summary page displays, including the Watchlist.
	Click the Orders tab.
	Drders
3.	Note: Purchase Orders can be viewed in the Opened or Changed/Canceled tabs. Also, notice the Activity Since date. It may need to be reset for your search.
	Find the PO. Click the View PDF button for that PO.



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	ders with Reco	-		Supplier Site		~	0					Refresh	
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Acti	ons 👻 View 👻	Format 👻 🥒 🖇	F III F	reeze 📰 De	tach 🚽 Wr	ap							
	Sold-to Legal Entity	Order	Revision	Order Date	Last Activity	Last Activity Date	Supplier Site		Ord	ered ount	Currency	View PDF	
	Citizens Propert	50063	0	2/21/17	Opened	2/21/17	CORPORATE		65,00	00.00	USD	8	
	Citizens Propert	50057	0	2/21/17	Opened	2/21/17	CORPORATE		3,25	50.00	USD	8	
	Citizens Propert	50058	0	2/21/17	Opened	2/21/17	CORPORATE		3,25	50.00	USD	23	
	Citizens Propert	50056	0	2/21/17	Opened	2/21/17	CORPORATE		2,60	00.00	USD		
Col	umns Hidden 2												
uppli	nding Change er Site ring Action Pen	Orders											
Acti	ons 👻 View 👻 I	Format 👻 🎵	Freeze	Detach									
	Sold-to Legal Entity	Change Order Number	Change Order Status	Change D	escription			Amount Last Change Updated	Supplier Site		Ordere Amour	d Currency	
	sults found. umns Hidden 2												
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Step	Action
4.	Click the Open button.
	Open

ummary Orders Agreements Schedules	Purchase Order 50056	(
Orders with Recent Activity Activity Since 2/15/17	To : Company ABC COMPANY Oontact JOHN DOEABC Addres T3X NO ROAD TALLAHMOSEE, FL 32308	Refresh
Opened Changed or Canceled Actions ▼ View ▼ Format ▼ Image: Conceled	From : Company Citizens Property Insurance Corporation	
Sold-to Legal Order Ro	Contact Marous Elliot Address 2101 MARYLAND CIRCLE TALLAHASSEE, FL 32303 Phone	View PDF
Citizens Propert 50083 0	E-mail noreply20@citizensfla.com	23
Citizens Propert 50057 0	This Purchase Order authorizes the delivery of goods and/or services and is a binding commitment of ABC COMPANY and Citizens Property Insurance Corporation.	20
Citizens Propert 50058 0	Except as expressly stated in the Special Conditions section of this Purchase Order, Citizens' Standard Terms and Conditions located at https://www.citizensfla.com/b2b shall have priority over any conflicting terms and conditions in any attachment to this	23
Citizens Propert 50056 0 Columns Hidden 2	Purchase Order. Include the Purchase Order number on all shipping and billing documents.	121
Columns Hidden 2	To ensure faster payment, submit invoices through the Citizen's Central Supplier Portal (link). Alternatively, submit directly to Accounts Payable either by Email or mail:	
Pending Change Orders Supplier Site Y Requiring Action Panding Buyer Approval	Eust ² Accounts payable liverance Corporation ATT: Accounts Payable Insurance Corporation PO Bos: (1749 Talabassee, FL 3200.2749 Fax: 850-513-3005	
Actions View Format Image Order Ci Sold-to Legal Change Order O Entity St		d t Currency
No results found. Columns Hidden 2		



Step	Action
5.	The PO is displayed. In the live system, you would scroll down to see the second page. For this topic, just click on the PO number to view the second page.
	Click the Purchase Order 50056 object.
	Purchase Order 50056
б.	View the second page of the Purchase Order.
7.	Click the 50056 Order link.
	alula:
8.	Review the PO details.
	Click the Scrollbar to view the bottom of the page.
9.	Click the View Details button.
	View Details
10.	Review the Order Life Cycle details.
	Click the 10020 Receipt link.
	10020
11.	Review the receipts detail.
	Click the Done button.
	Dgne
12.	Click the INV-50056 Invoice link.
	INVERDING
13.	Review the invoice detail.
	Click the Payments tab.
14.	Review the payments detail.
	Click the 1000000 Number link.
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Step	Action
15.	Review the payment detail.
	Click the Done button.
	Done
16.	Click the Done button.
	Done
17.	Click the Done button.
	Done
18.	Click the Done button.
	Done
19.	Click the Agreements tab.
	Agreement
20.	The recent Agreements are displayed.
	Note: If needed, you can click the Agreement Number to see details. For this topic, you
	will now view Invoices.
	Click the Tasks button.
21.	Click the View Invoices link.
	View Invoices
22.	Click the Supplier list.
	•
23.	You can only select your company as the supplier, but you must select it.
	Click the ABC COMPANY list item.
	ABC COMPANY
24.	Click the Search button.
	Search
25.	Review the Invoices. This includes all invoices by your company. If needed, you can click on the Invoice Number link for more details.
	Note: This data can be exported to Excel by using the icon under Search Results.
	Click the Done button.
	Done



Step	Action
26.	Click the Tasks button.
27.	Click the View Payments link.
	View Payments
28.	Click the Supplier list.
	·
29.	You can only select your company as the supplier, but you must select it.
	Click the ABC COMPANY list item.
	ABC COMPANY
30.	Note: On this page, you can set search filters as needed.
	Click the Search button.
	Search
31.	Review the payments This includes all payments to your company.
	Note: This data can be exported to Excel by using the icon under Search Results.
	Click the Done button.
	Done
32.	This topic covered:
	- View PO's and agreements
	- View invoices and payments
	- View receipts
	End of Procedure.