

**Miami-Dade County** 

eSupplier Portal – Change Request

Version 1.0



### **TABLE OF CONTENTS**

TABLE OF CONTENTS	.2
PURPOSE AND DESCRIPTION	.2
Purpose	. 2
Description	. 2
CHANGE REQUEST	.3

## **PURPOSE AND DESCRIPTION**

#### **Purpose**

This document explains the key activities involved in initiating an eSupplier Portal Change Request. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

### **Description**

The key activities involved in initiating an eSupplier Portal Change Request.



# **CHANGE REQUEST**





	Supplier Portal	
Welcome to Supplier Portal Welcome W W INC Miami-Dade County Internal Services Department is dedicated to customer service and timely acquisition and provision of goods and services. Click here for more details.		Purchase Orders
Receipts	View Awarded Contract	Invoices
<b>.</b>		
01 Rejected Receipt Lines		
Payments	Manage Profile	Bidding Opportunities
	Update your Registration and Profile	0 Events
Announcements	FAQs   Contact Us	
01 Announcements	Get helpful information here.	
Select the Manage Profile	e tile.	



	/ Sumilia Datal Managa Drafila
	C supplier Ponal Manage Prome
	Welcome         Company Profile         Addresses         Contacts         Payment Profile         Categorization         Affidavits
	Exit Save for Later   { Previous Next }
	Welcome Review Changes
	Welcomel
	Select from the train stops above to view and modify your information. You can submit for approval when you're all done, or save and return later to complete your request.
5	
5.	Ext Save for Later   < Previous Next >
	Select Supplier Change Request to view and change/update any of the company
	information.
	K Supplier Portal Manage Profile
	Supplier Change Request
	Welcome Company Profile Addresses Contacts Payment Profile Categorization Affidavits
	Welcome Kanges
	and the second sec
	Welcome! Select from the train stops above to view and modify your information. You can submit for approval when you're all done, or save and return later to
	complete your request.
	tigt
	Exit Save for Later   < Previous Next >
6	<b>NOTE</b> : The landing page is the <b>Welcome</b> page. A supplier can select any of the train
0.	stops to change what is needed.
	• Company Profile: contains TIN, IRS Classification, Profile Questions, Comments,
	and the ability to add attachments.
	<ul> <li>Addresses: contains all addresses on file, description, edit option.</li> </ul>
	Contacts: contains name and address for each contact.
	<ul> <li>email address within Contacts is used for all electronic notifications sent</li> </ul>
	to company from Miami Dade County.
	Payment Profile: contains all navment information including navment methods
	- regiment rolle. contains an payment mormation including payment methods,
	payment notifications, remit to address, bank accounts, comments, and the
	ability to provide any financial attachments requested by Miami Dade County.



	Categorization: provides the ability to add categories the company would like to			
	be notified for future bidding opportunities.			
	Affidavit: contains all the affidavits required by Miami Dade County to do			
	business with the County.			
	• Additional Information: provides the ability to attach documents required by			
	Miami Dade County from its supplier community.			
	• Submit: provides the ability to review all changes made to the profile and			
	submit to Miami Dade County			
	Submit to Miami Dade County.			
	Ι ΕGEND Αναμαρίε ην έαch τραίν στορ			
	Colort Fuit to loove the Drofile reason without source on shares			
	• Select <b>Exit</b> to leave the Profile page without saving any changes.			
	• Select Save for Later to save changes but complete and submit at another time.			
	<ul> <li>Select <b>Previous</b> or <b>Next</b> to move from one train stop to the next in sequential</li> </ul>			
	order.			
	• Select the <b>Review Changes</b> hyperlink to view changes made to selected page.			
7.	THE FOLLOWING IS A SAMPLE OF A SUPPLIER UPDATING A CURRENT ADDRESS.			
	< Supplier Portal Manage Profile			
	Supplier Change Request			
	Welcome Company Profile Addresses Contacts Payment Profile Categorization Alfidavits			
	Welcome Berger Review Changes			
0	Welcome! Select from the train stops above to view and modify your information. You can submit for approval when you're all done, or save and return later to complete your request.			
0.				
	Review Changes			
	Exit Save for Later & Previous Next >			
	Select the Addresses train stop			
	Welcome         Company Profile         Addresses         Contacts         Payment Profile         Categorization         Attidavits           Fxit         Save for Later         Let Previous         Next         Next			
	Addresses for Review Changes			
	Description Address Line 1 Change Action Change Effective Edit			
٥	01 PURCHASE ORDER ADDRESS 2255 NW 89TH PLACE			
9.	01 REMIT TO ADDRESS PO BOX 419267			
	Add New Address			
	bal Review Changes			
	Exit Save for Later     Previous Next			
	• Select the <b>Pencil</b> icon under the edit column to update an existing address.			
	<ul> <li>Select the Add New Address if a new address is to be added to the profile</li> </ul>			



	Address Information for 01 REMIT TO ADDRESS ×	
	Help	
	Address	
	Country USA Q. United States	
	Address 1 PO BOX 419267	
	Address 2 DEPT 815511407	
	Address 3:	
	CITY KANSAS CITY	
	County Postal 64141-6267	
	State MO Q Missouri	
	Email ID change_me@oracle.com	
	Phone Information	
	Phone Type Location Prefix Telephone Extension Remove	
10.		
	Add Phone	
	Approved Changes Take Effect   Approval Date  C Future Date	
	OK Cancel	
	• Type in the new address information over the address that is no long	er to he used
	Select Add Phone as needed	
	Celest the Ammuned Changes Take Effect button	
	• Select the Approved Changes Take Effect button.	
	<ul> <li>Approval Date will update the change when Central Finance.</li> </ul>	Approves the
	Change Request.	
	<ul> <li>Future Date allows supplier to select from a calendar the dat</li> </ul>	e they would
	like for the change to take effect.	
	Select OK	
	Welcome Company Profile Addresses Contacts Payment Profile Categorization Affidavits	
	Exit Save for Later V Previous Next	
	Addresses for	
	Description Address Line 4 Change Effective Edit	
11.		
	01 PURCHASE ORDER ADDRESS 2255 NW 891H PLACE	
	on Remit TO AUDRESS 42 Main St Update Update	
	Add New Addless	
	Review Changes	
	Exit Save for Later V Previous Next V	
	Select Review Changes.	



		Review Page for	×
12.	Expand All Collapse All V Address Information Type Information Address: 01 REMIT TO ADD KESS Update Update Return PO BOX 41 CUrrent USA PO BOX 41 DEPT 015 KANSAS CI Missouri e Select Return.	ro ADDRESS 1967 1970 1977 194141-6267 Proposed changes and Date to Change s	sections.
13.	Welcome Company Profile Addresses for Description 01 PURCHASE ORDER ADDRESS 01 REMIT TO ADDRESS Add New Address Select the Scroll	Addresses       Contacts       Payment Profile       Categorization       Affidavits         Exit       Save for Later       Image Previous       Next         bit       Review Change       Image Previous       Next         Address Line 1       Change Action       Change Effective       Edit         2255 NW 89TH PLACE       Image Previous       Image Previous       Next         42 Main St       Update       06/14/2021       Image Previous       Next         Exit       Save for Later       Image Previous       Next         Bight icon to view the Submit train stop       Next	-1) == == >
14.	Addresses for  Description  A O1 PURCHASE ORDER ADDRESS  O1 REMIT TO ADDRESS  Add New Address  Select Submit.	Main St     Update     Op/14/2021       Exit     Save for Later <ul> <li>Previous</li> <li>Next</li> <li>Section Change Effective</li> <li>Edit</li> <li>255 NW 89TH PLACE</li> <li>Update</li> <li>Op/14/2021</li> <li>Save for Later</li> <li>Previous</li> <li>Next</li> <li>Section Changes</li> <li>Exit</li> <li>Save for Later</li> <li>Previous</li> <li>Next</li> <li>Section Changes</li> <li>Save for Later</li> <li>Previous</li> <li>Next</li> <li>Save for Later</li> <li>Previous</li> <li>Next</li> </ul>	



15.	Addresses Contacts Payment Profile Categorization Affidavits Additional Information Submit Exit Save for Later    Previous Next > Review and Submit Changes for Use the "Review" button to review changed information. Use the "Submit" button to submit your change request. Emai communication regarding this request will be sent to: ichange me@oracle.com *Audit Reason Address Update Code Comments 254 characters remaining Review Withdraw Submit Exit Save for Later    Previous Next >		
	<ul> <li>Enter email address that will receive change communication.</li> <li>Select the reason for the change request from the Audit Reason Code drop-down.</li> <li>Select the Comments field and enter any additional information.</li> <li>Select the Confirm Changes check box.</li> <li>Select Review to verify all changes.</li> <li>Select Submit.</li> </ul>		
16.	Supplier Change Request Submit Confirmation         Pending Approval         You have successfully submitted your Supplier Change Request         Your Change Request ID       000000816         Any email regarding the request status will be sent to:         change_me@oracle.com         Return to Supplier Change Request Selection Page         Return to Supplier Home Page         The Supplier Change Request Submit Confirmation page displays the Change Request ID number assigned.		
	The Supplier should also receive a confirmation e-mail when the Change Request has been approved by County Staff.		
17.	End of process.		