



Miami-Dade County

eSupplier Portal – Change Request

Version 1.0

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PURPOSE AND DESCRIPTION

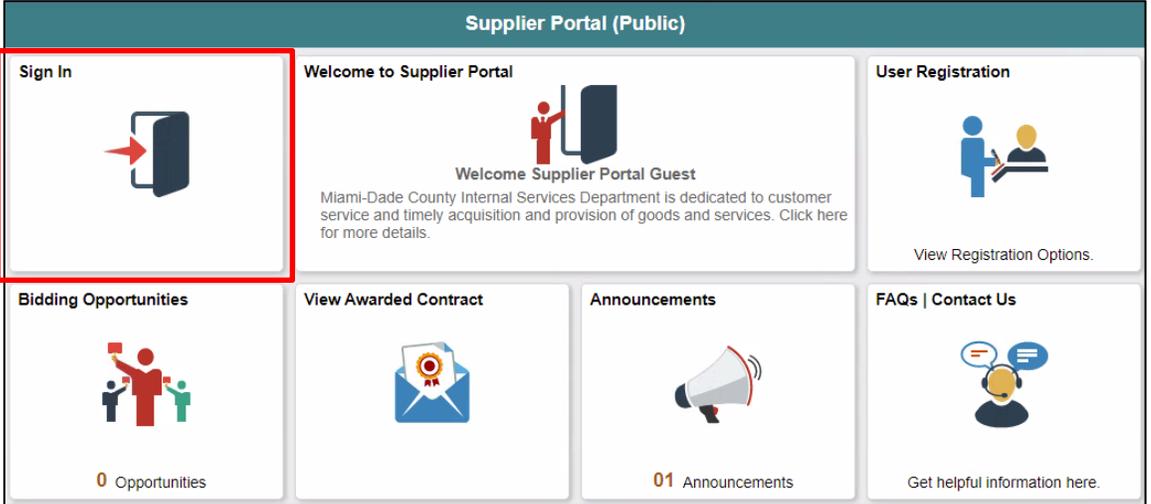
Purpose

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

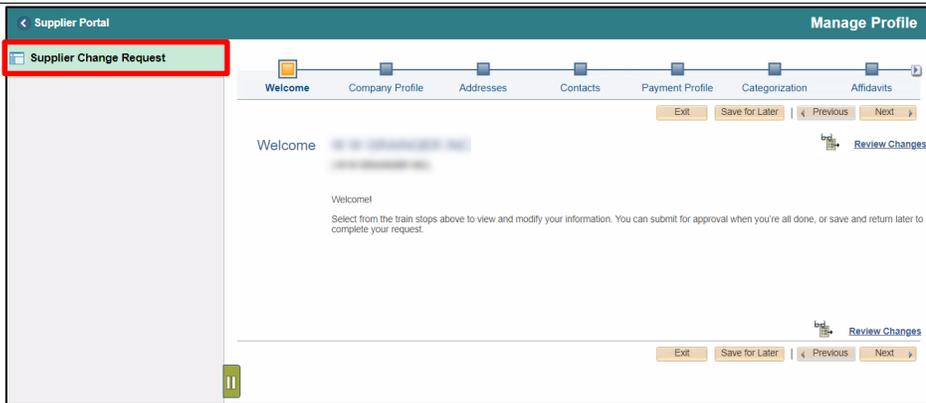
Step	Action
1.	Log in to the INFORMS eSupplier (Vendor) Portal. The new supplier portal is located at: supplier.miamidade.gov
2.	 <p>Supplier Portal (Public)</p> <p>Sign In</p> <p>Welcome to Supplier Portal</p> <p>Welcome Supplier Portal Guest</p> <p>Miami-Dade County Internal Services Department is dedicated to customer service and timely acquisition and provision of goods and services. Click here for more details.</p> <p>User Registration</p> <p>View Registration Options.</p> <p>Bidding Opportunities</p> <p>0 Opportunities</p> <p>View Awarded Contract</p> <p>Announcements</p> <p>01 Announcements</p> <p>FAQs Contact Us</p> <p>Get helpful information here.</p> <ul style="list-style-type: none">• Select the Sign In tile.
3.	 <p>Sign In</p> <p>User ID <input type="text" value="User ID"/></p> <p>Password <input type="password" value="Password"/></p> <p><input type="checkbox"/> Enable Screen Reader Mode</p> <p>Sign In</p> <p>Forgot Password?</p> <ul style="list-style-type: none">• Enter User ID and Password.• Select Sign In.

4.

Supplier Portal		
<p>Welcome to Supplier Portal</p> <p>Welcome W W [redacted] INC</p> <p>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.</p>	<p>Purchase Orders</p> <p>View PO Information</p>	
<p>Receipts</p> <p>01 Rejected Receipt Lines</p>	<p>View Awarded Contract</p>	<p>Invoices</p>
<p>Payments</p>	<p>Manage Profile</p> <p>Update your Registration and Profile</p>	<p>Bidding Opportunities</p> <p>0 Events</p>
<p>Announcements</p> <p>01 Announcements</p>	<p>FAQs Contact Us</p> <p>Get helpful information here.</p>	

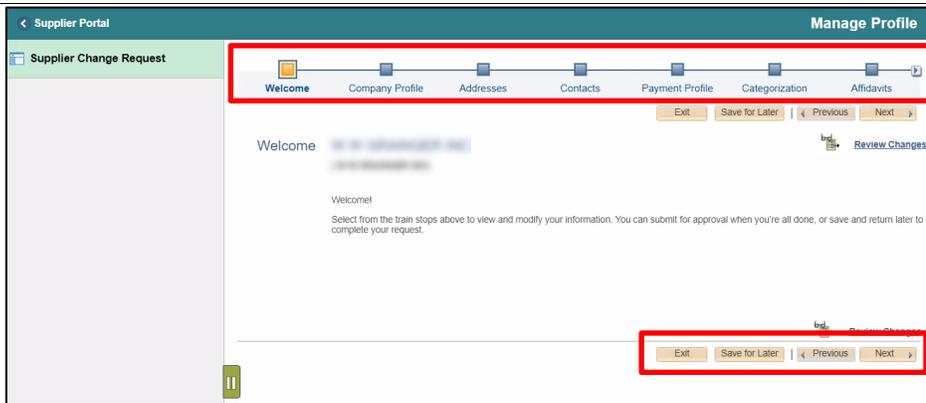
- Select the **Manage Profile** tile.

5.



- Select **Supplier Change Request** to view and change/update any of the company information.

6.



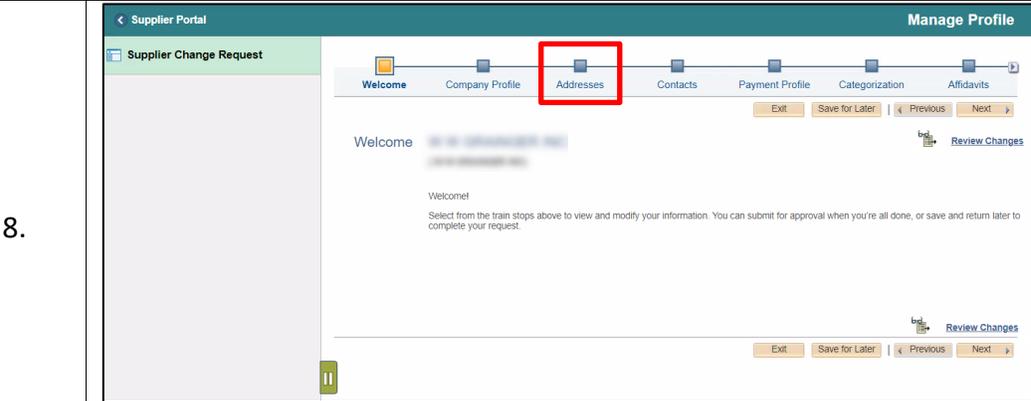
NOTE: The landing page is the **Welcome** page. A supplier can select any of the train stops to change what is needed.

TRAIN STOPS:

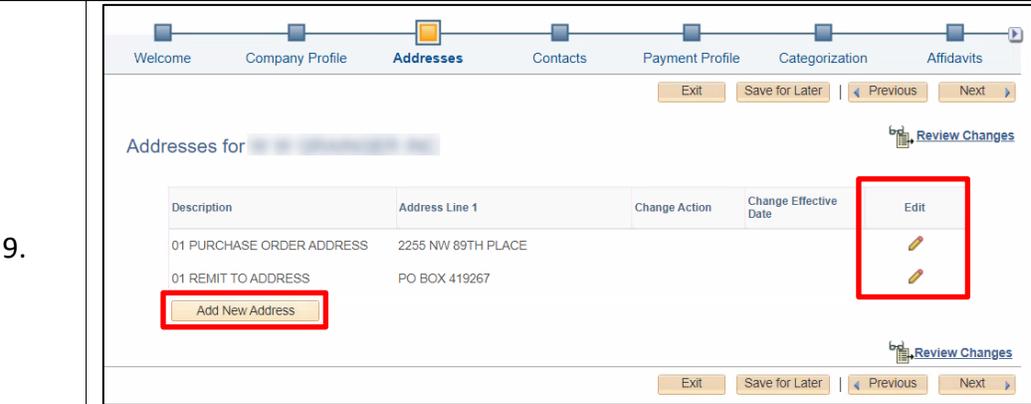
- **Company Profile:** contains TIN, IRS Classification, Profile Questions, Comments, and the ability to add attachments.
- **Addresses:** contains all addresses on file, description, edit option.
- **Contacts:** contains name and address for each contact.
 - email address within Contacts is used for all electronic notifications sent to company from Miami Dade County.
- **Payment Profile:** contains all payment information 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.
- LEGEND AVAILABLE IN EACH TRAIN STOP**
- Select **Exit** to leave the Profile page without saving any changes.
 - Select **Save for Later** to save changes but complete and submit at another time.
 - Select **Previous** or **Next** to move from one train stop to the next in sequential order.
 - Select the **Review Changes** hyperlink to view changes made to selected page.

7. **THE FOLLOWING IS A SAMPLE OF A SUPPLIER UPDATING A CURRENT ADDRESS.**



- Select the **Addresses** train stop



- Select the **Pencil** icon under the edit column to update an existing address.
- Select the **Add New Address** if a new address is to be added to the profile

10.

Address Information for 01 REMIT TO ADDRESS

Remove Address Help

Address Information

Description: 01 REMIT TO ADDRESS
Country: USA United States
Address 1: PO BOX 419267
Address 2: DEPT 815511407
Address 3:
City: KANSAS CITY
County:
Postal: 64141-6267
State: MO Missouri
Email ID: change_me@oracle.com

Phone Information

Phone Type	Location	Prefix	Telephone	Extension	Remove
					<input type="checkbox"/>

Approved Changes Take Effect: Approval Date Future Date

- Type in the new address information over the address that is no longer to be used.
- Select **Add Phone** as needed.
- Select the **Approved Changes Take Effect** button.
 - **Approval Date** will update the change when Central Finance Approves the Change Request.
 - **Future Date** allows supplier to select from a calendar the date they would like for the change to take effect.
- Select **OK**.

11.

Welcome Company Profile **Addresses** Contacts Payment Profile Categorization Affidavits

Addresses for **01 REMIT TO ADDRESS**

Description	Address Line 1	Change Action	Change Effective Date	Edit
01 PURCHASE ORDER ADDRESS	2255 NW 89TH PLACE			<input type="button" value="Edit"/>
01 REMIT TO ADDRESS	42 Main St	Update	06/14/2021	<input type="button" value="Edit"/>

- Select **Review Changes**.

12.

- Review the **Current** and **Proposed** changes and **Date to Change** sections.
- Select **Return**.

13.

- Select the **Scroll Right** icon to view the **Submit** train stop.

14.

- Select **Submit**.

<p>15.</p>	<ul style="list-style-type: none"> • Enter email address that will receive change communication. • Select the reason for the change request from the Audit Reason Code drop-down. • Select the Comments field and enter any additional information. • Select the Confirm Changes check box. • Select Review to verify all changes. • Select Submit.
<p>16.</p>	<p>The Supplier Change Request Submit Confirmation page displays the Change Request ID number assigned.</p> <p>The Supplier should also receive a confirmation e-mail when the Change Request has been approved by County Staff.</p>
<p>17.</p>	<p>End of process.</p>