



Miami-Dade County

eSupplier Portal – Change Request

Version 1.0

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PURPOSE AND DESCRIPTION

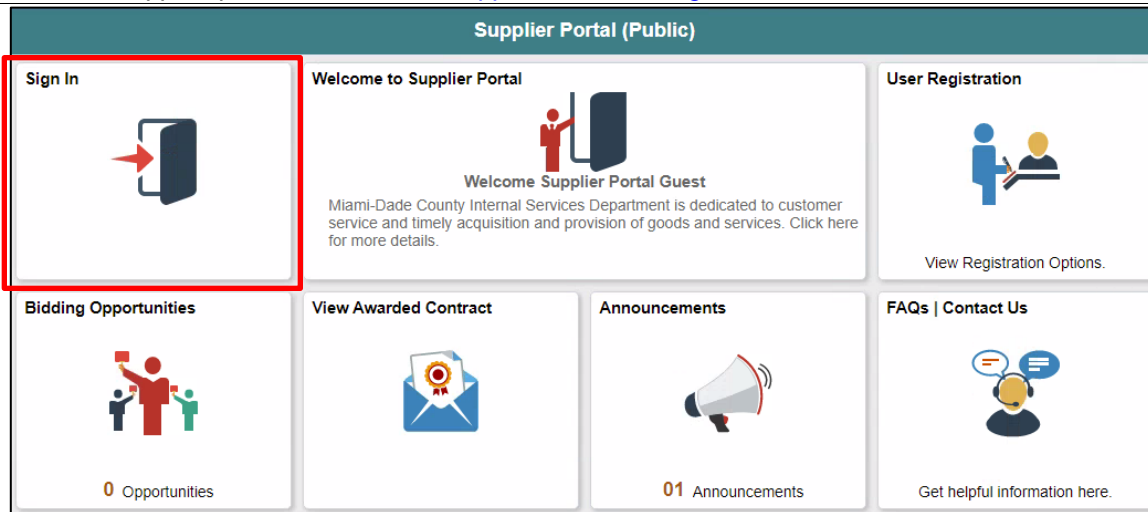
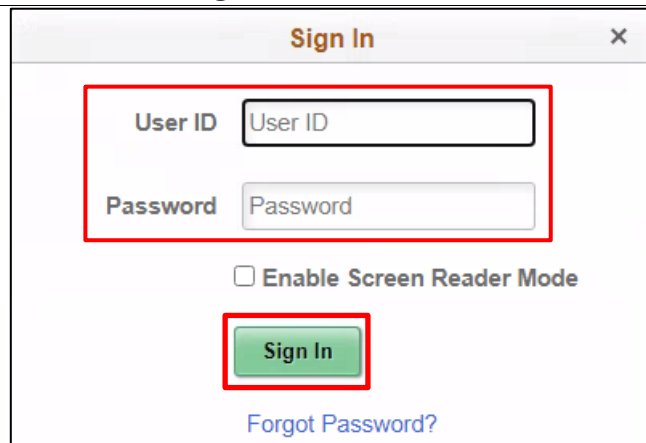
Purpose

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.	<p>Log in to the INFORMS eSupplier (Vendor) Portal.</p> <p>The new supplier portal is located at: supplier.miamidade.gov</p>
2.	 <p>• Select the Sign In tile.</p>
3.	 <p>• Enter User ID and Password.</p> <p>• Select Sign In.</p>

4.

Supplier Portal


Welcome to Supplier Portal



Welcome W W [redacted] 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




View PO Information

Receipts




01 Rejected Receipt Lines


View Awarded Contract




Invoices



Payments




Manage Profile




Update your Registration and Profile

Bidding Opportunities




0 Events

Announcements



01 Announcements

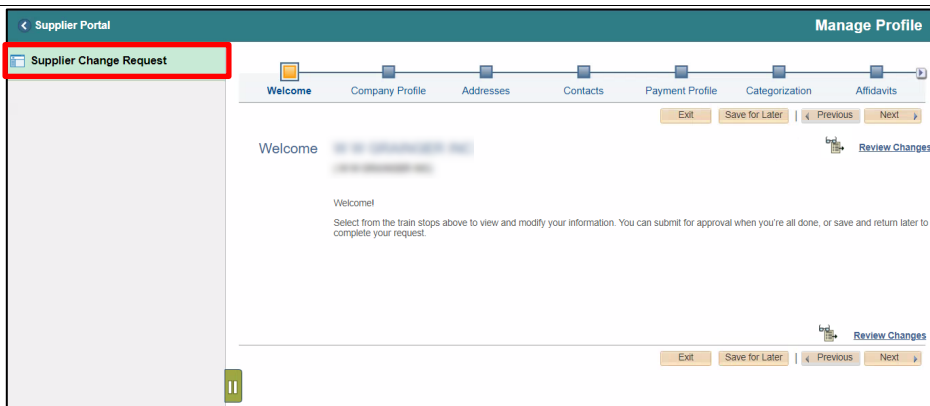
FAQs | Contact Us



Get helpful information here.

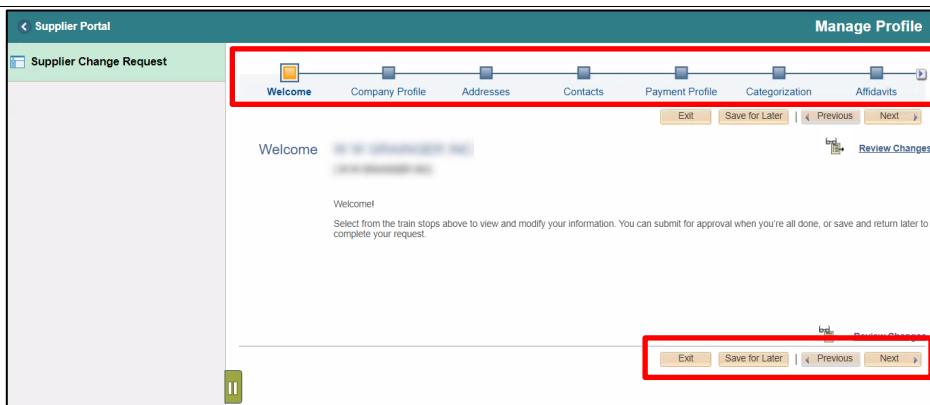
- Select the **Manage Profile** tile.

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.

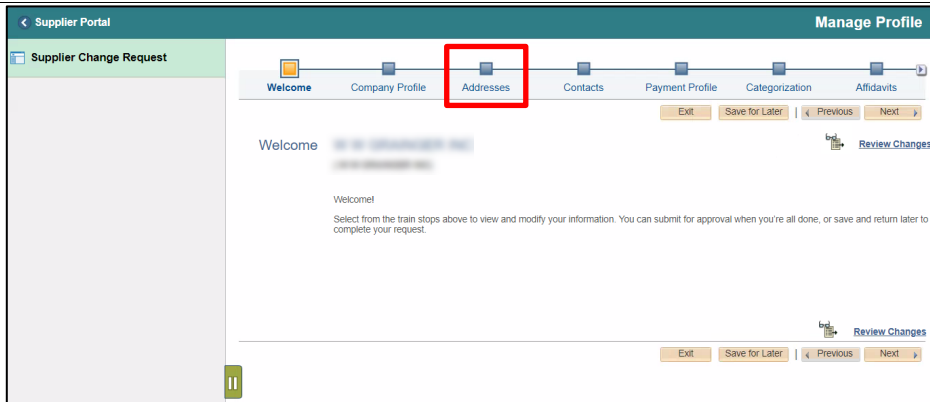
- **Categorization:** provides the ability to add categories the company would like to be notified for future bidding opportunities.
- **Affidavit:** contains all the affidavits required by Miami Dade County to do business with the County.
- **Additional Information:** provides the ability to attach 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.

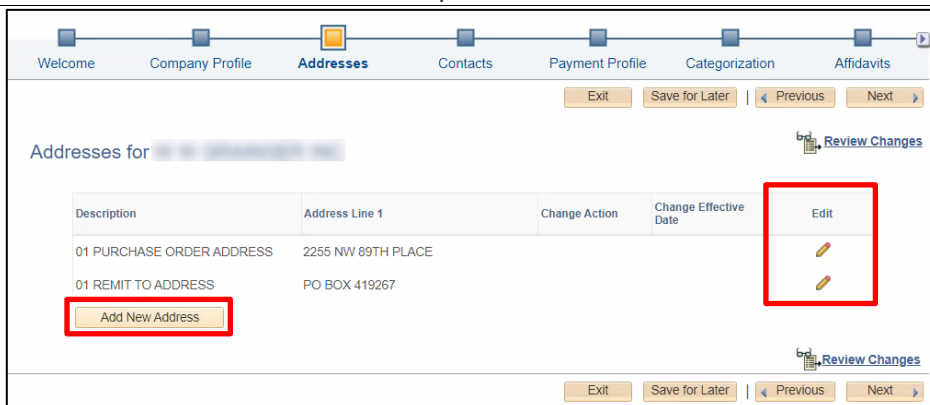
7. THE FOLLOWING IS A SAMPLE OF A SUPPLIER UPDATING A CURRENT ADDRESS.

8.



- Select the **Addresses** train stop

9.



Description	Address Line 1	Change Action	Change Effective Date
01 PURCHASE ORDER ADDRESS	2255 NW 89TH PLACE		
01 REMIT TO ADDRESS	PO BOX 419267		

- 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 × Help

☐ Remove Address

Address Information

Description: 01 REMIT TO ADDRESS

Country:

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

Email ID:

Phone Information

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

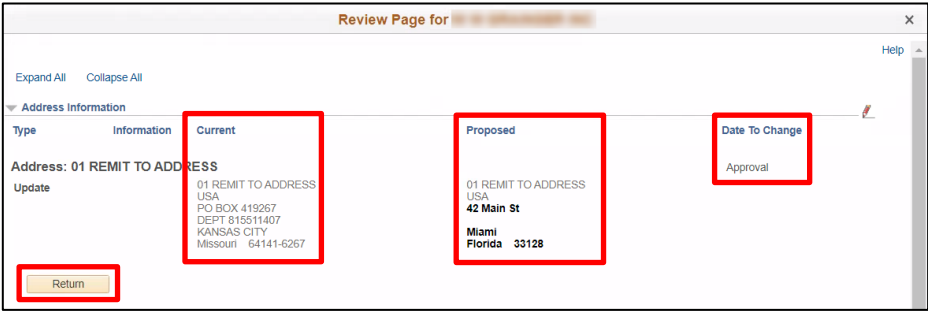
Navigation: Welcome | Company Profile | **Addresses** | Contacts | Payment Profile | Categorization | Affidavits

Addresses for

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 Page for [Supplier Name]

Expand All Collapse All

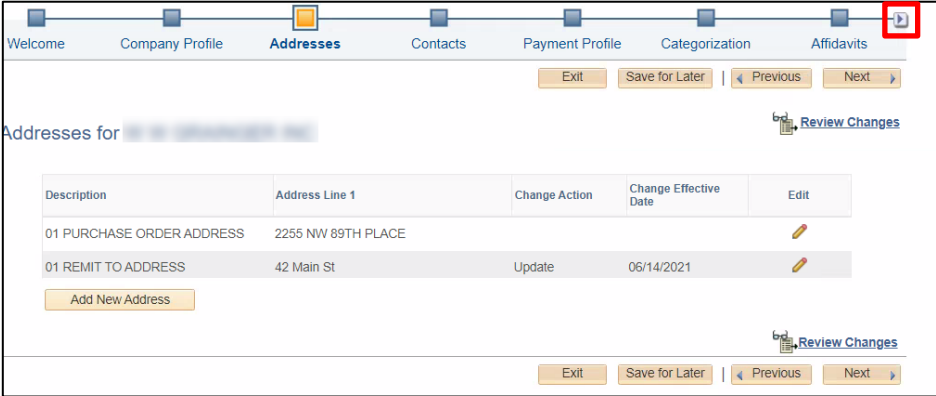
Address Information

Type	Information	Current	Proposed	Date To Change
Address: 01 REMIT TO ADDRESS	Update	01 REMIT TO ADDRESS USA PO BOX 419267 DEPT 815511407 KANSAS CITY Missouri 64141-6267	01 REMIT TO ADDRESS USA 42 Main St Miami Florida 33128	Approval

Return

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

13.



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

Exit Save for Later Previous Next

Addresses for [Supplier Name]

Review Changes

Description	Address Line 1	Change Action	Change Effective Date	Edit
01 PURCHASE ORDER ADDRESS	2255 NW 89TH PLACE			
01 REMIT TO ADDRESS	42 Main St	Update	06/14/2021	

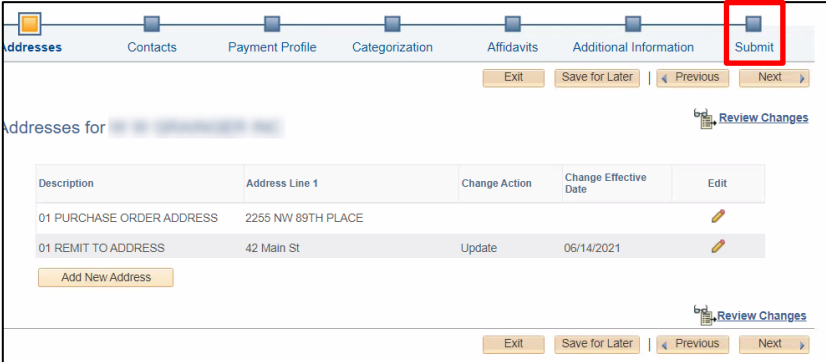
Add New Address

Review Changes

Exit Save for Later Previous Next

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

14.



addresses Contacts Payment Profile Categorization Affidavits **Additional Information** **Submit**

Exit Save for Later Previous Next

addresses for [Supplier Name]

Review Changes

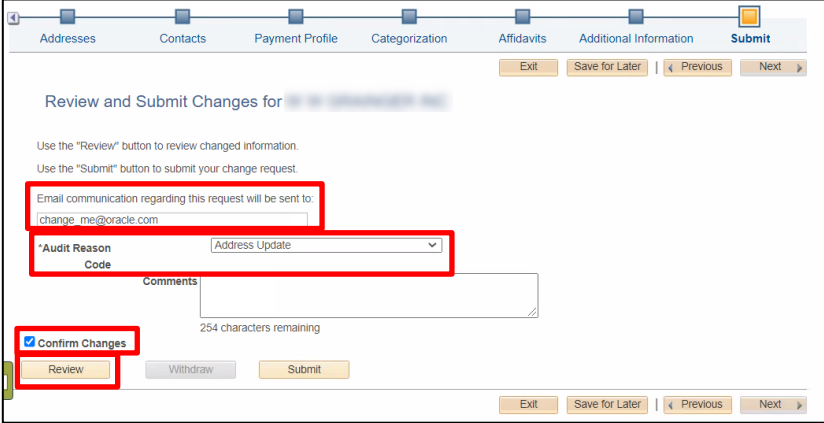
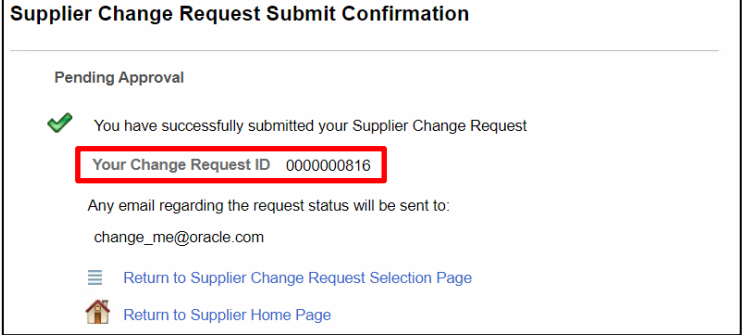
Description	Address Line 1	Change Action	Change Effective Date	Edit
01 PURCHASE ORDER ADDRESS	2255 NW 89TH PLACE			
01 REMIT TO ADDRESS	42 Main St	Update	06/14/2021	

Add New Address

Review Changes

Exit Save for Later Previous Next

- Select **Submit**.

15.	 <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.
16.	 <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>
17.	End of process.