



## Miami-Dade County

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eSupplier Portal – Payment & Invoice Inquiries

**Version 1.0**

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## PURPOSE AND DESCRIPTION

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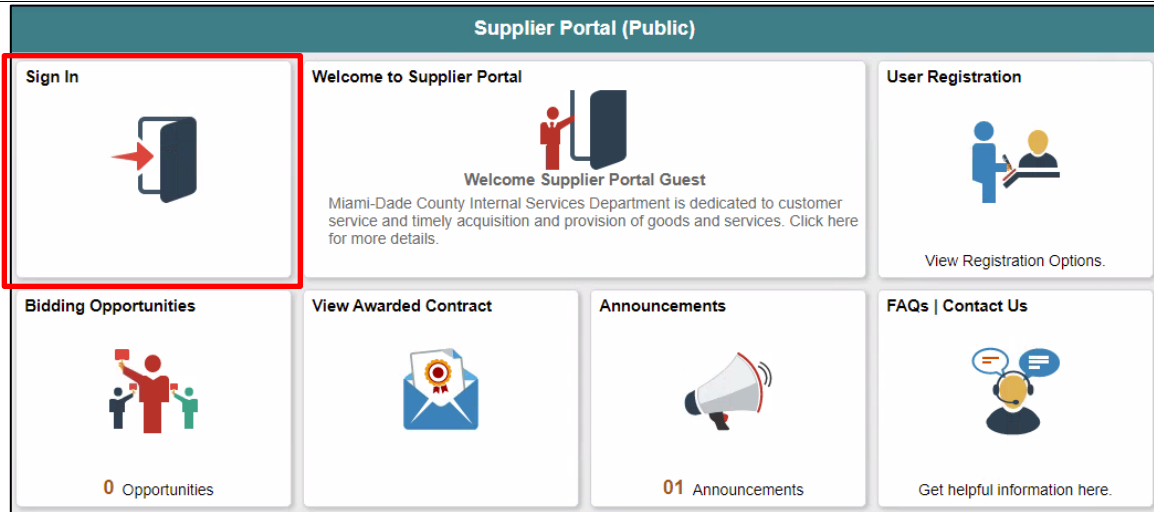
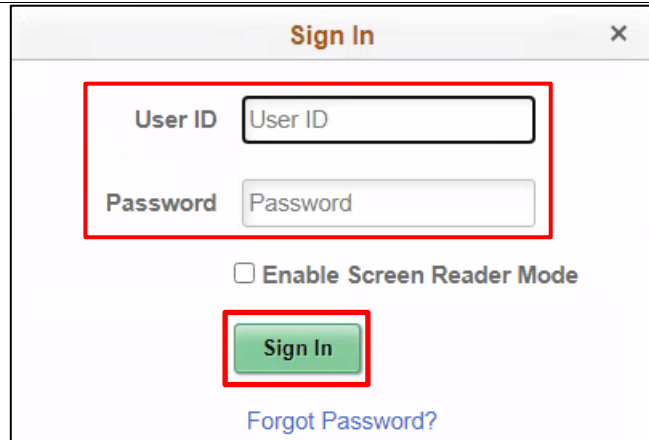
### **Purpose**

This document explains the key activities involved in managing eSupplier Portal Inquiries. 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 for performing a Payment Status Inquiry and Invoice Inquiry.


## PAYMENT INQUIRY

| Step | Action   |
|------|--|
| 1.   | <p>Log in to the INFORMS eSupplier (Vendor) Portal.</p> <p>For Payments made in INFORMS, the new supplier portal is located at: <a href="http://supplier.miamidade.gov">supplier.miamidade.gov</a></p>   |
| 2.   |  <p>Supplier Portal (Public)</p> <p><b>Sign In</b></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"> <li>Select the <b>Sign In</b> tile.</li> </ul> |
| 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><b>Sign In</b></p> <p><a href="#">Forgot Password?</a></p> <ul style="list-style-type: none"> <li>Enter <b>User ID</b> and <b>Password</b>.</li> <li>Select <b>Sign In</b>.</li> </ul>   |

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 **Payments** tile.

5.

**Review Payments**

**Filter Options**


W W [redacted] INC


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

**Search Criteria**

Invoice Number

Payment Reference

From Payment Date 04/05/2021  (example: 12/31/2000)

To Payment Date 06/04/2021  (example: 12/31/2000)

**Search**

- Enter a payment date range to see all payments within the select range.
- Select **Search**.

**NOTE:** The earliest date is April 5, 2021 – INFORMS Go-Live.

6.

Review Payments

**Payments Made**

W W [REDACTED] INC

[Set filter options](#)

**Payments Made**

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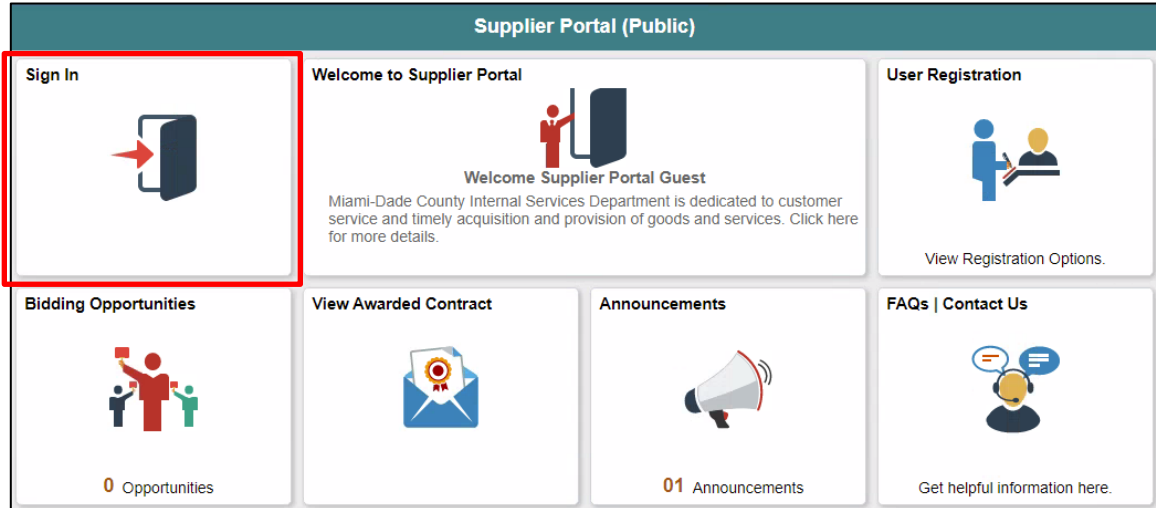
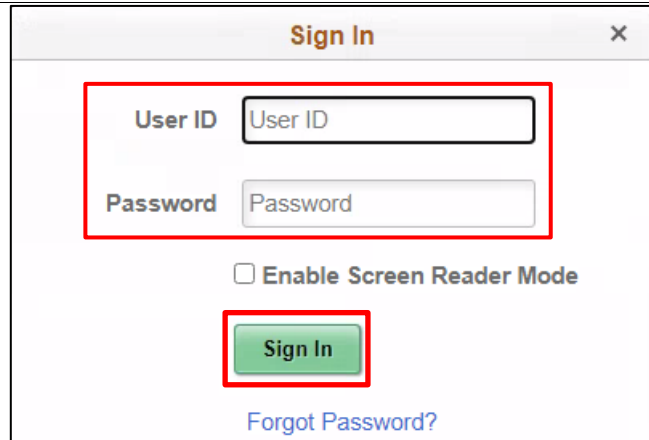
| Reference                | Invoice Number | Payment Date | Amount▲    |     |
|--------------------------|----------------|--------------|------------|-----|
| <a href="#">50702009</a> | 9899016332     | 05/18/2021   | \$51.70    | USD |
| <a href="#">50702009</a> | 9892204083     | 05/18/2021   | \$51.70    | USD |
| <a href="#">50702135</a> | 9728607186     | 05/20/2021   | \$88.16    | USD |
| <a href="#">50702135</a> | 9829469635     | 05/20/2021   | \$88.16    | USD |
| <a href="#">50702211</a> | 9838100643     | 05/24/2021   | \$117.06   | USD |
| <a href="#">50702389</a> | 9832412937     | 05/24/2021   | \$159.13   | USD |
| <a href="#">50701039</a> | 9859677800     | 05/05/2021   | \$201.26   | USD |
| <a href="#">50702395</a> | 9852210468     | 05/26/2021   | \$228.77   | USD |
| <a href="#">50701003</a> | 9844676909     | 05/04/2021   | \$462.74   | USD |
| <a href="#">50701003</a> | 9842008964     | 05/04/2021   | \$462.74   | USD |
| <a href="#">50702603</a> | 9891560980     | 05/26/2021   | \$822.22   | USD |
| <a href="#">50701626</a> | 9845077941     | 05/13/2021   | \$1,353.08 | USD |
| <a href="#">50701626</a> | 9846447903     | 05/13/2021   | \$1,353.08 | USD |

The results display the Payments Made and provide details and information such as

- The Reference (Check/ACH) number\*
- The Invoice Number
- Payment Date
- Amount (\$)
- Select the **Reference** number blue hyperlink to view payment details.

|    |  |
|----|--|
| 7. | <div> <div>Review Payments</div> <div>Payment Details</div> <div>50702009</div> <div> <div>Invoice Number 9899016332</div> <div>Payment Date 05/18/2021</div> <div>Method ACH</div> <div>Pay Status Paid</div> <div>Amount \$51.70</div> <div>Currency USD</div> <div>Paid To</div> </div> <div> <div>Country USA United States</div> <div>Address 1</div> <div>Address 2</div> <div>Address 3:</div> <div>City KANSAS CITY</div> <div>County</div> <div>Postal 64141-6267</div> <div>State MO Missouri</div> </div> <div>From Wells Fargo</div> <div>Payment Advice</div> <div> <div> <div>Invoice</div> <div>Gross Amount</div> <div></div> <div>IG Fee</div> <div>UAP Fee</div> <div>Discount</div> <div></div> <div>Net Amount</div> <div></div> </div> <div> <div>9892204083</div> <div>\$24.52 USD</div> <div></div> <div>\$0.06</div> <div>\$0.49</div> <div>\$0.00 USD</div> <div></div> <div>\$23.97 USD</div> </div> <div> <div>9899016332</div> <div>\$28.37 USD</div> <div></div> <div>\$0.07</div> <div>\$0.57</div> <div>\$0.00 USD</div> <div></div> <div>\$27.73 USD</div> </div> </div> <div>Return to Payments Made</div> </div> <p>The <b>Payment Detail</b> page displays Payment information including:</p> <ul style="list-style-type: none"> <li>➤ Invoice Number</li> <li>➤ Payment Date</li> <li>➤ Payment Method</li> <li>➤ Pay Status</li> <li>➤ Payment Amount</li> </ul> <p>The <b>Payment Advice</b> section highlights the invoices paid by date and amount.</p> <p><b>Note:</b> One or many Invoices may be paid on a single Reference (Check/ACH) number. Thus, the Amount (\$) will total across the Invoices referenced on the <b>Payment Advice</b> section.</p> |
| 8. | <ul style="list-style-type: none"> <li>• Select the <b>Return to Payments Made</b> hyperlink to view additional payments or, close the browser to exit the eSupplier Portal.</li> </ul>  |
| 9. | <ul style="list-style-type: none"> <li>• End of Process.</li> </ul>  |

## INVOICE INQUIRY


| Step | Action  |
|------|---|
| 1.   | <p>Log in to the INFORMS eSupplier (Vendor) Portal.</p> <p>For Payments made in INFORMS, the new supplier portal is located at: <a href="http://supplier.miamidade.gov">supplier.miamidade.gov</a></p>              |
| 2.   |  <p>Select the <b>Sign In</b> tile.</p>   |
| 3.   |  <ul style="list-style-type: none"> <li>• Enter <b>User ID</b> and <b>Password</b>.</li> <li>• Select <b>Sign In</b>.</li> </ul> |



4.

### Supplier Portal

#### Welcome to Supplier Portal



Welcome W W [redacted] INC


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#### Purchase Orders




View PO Information

#### Receipts



01 Rejected Receipt Lines


#### View Awarded Contract



#### Invoices




#### Payments




Update your Registration and Profile

#### Bidding Opportunities




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01 Announcements

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Get helpful information here.


- Select the **Invoices** tile.

9

5.

**Review Invoices**

**Filter Options**


W W  INC


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**

- Enter information in the applicable **Search Criteria** fields to view desired results.
- Select **Search**.

**NOTE:** The earliest date is April 5, 2021 – INFORMS Go-Live.

6.

Review Invoices

**Invoice List**

W W   INC

[Set filter options](#)

**Invoice List**

1-27 of 27

| Invoice Number             | Invoice Received Date | Gross Amt |     | Approval Status | Due Date   | Voucher  |
|----------------------------|-----------------------|-----------|-----|-----------------|------------|----------|
| <a href="#">9916856801</a> | 05/29/2021            | \$376.05  | USD | Pending         | 06/28/2021 | 00000467 |
| <a href="#">9859520323</a> | 06/01/2021            | \$120.60  | USD | Approved        | 07/01/2021 | 00011715 |
| <a href="#">9878469635</a> | 06/01/2021            | \$16.98   | USD | Approved        | 07/01/2021 | 00011635 |
| <a href="#">9859520331</a> | 06/01/2021            | \$69.48   | USD | Approved        | 07/01/2021 | 00011835 |
| <a href="#">9862266625</a> | 06/01/2021            | \$140.96  | USD | Approved        | 07/01/2021 | 00011825 |
| <a href="#">9862266633</a> | 06/01/2021            | \$50.20   | USD | Approved        | 07/01/2021 | 00011831 |
| <a href="#">9871312238</a> | 06/01/2021            | \$127.38  | USD | Approved        | 07/01/2021 | 00011656 |
| <a href="#">9871312246</a> | 06/01/2021            | \$220.02  | USD | Approved        | 07/01/2021 | 00011713 |
| <a href="#">9906271300</a> | 05/28/2021            | \$124.80  | USD | Approved        | 06/27/2021 | 00011156 |
| <a href="#">9890850127</a> | 06/01/2021            | \$14.91   | USD | Approved        | 07/01/2021 | 00011850 |
| <a href="#">9906626578</a> | 05/28/2021            | \$222.98  | USD | Approved        | 06/27/2021 | 00011182 |
| <a href="#">9872964276</a> | 06/01/2021            | \$38.27   | USD | Approved        | 07/01/2021 | 00011847 |

The results display the Invoices received and provide details and information such as

- Invoice Number
- Received Date
- Gross Amount (\$)
- Approval Status
- Due Date
- Voucher Number
- Select the **Invoice** number blue hyperlink to view Invoice details.

7.

[Review Invoices](#)

### Invoice Details

W W            INC

Invoice Number 9908210702

Invoice Received Date 06/01/2021

Due Date 07/01/2021

Discount End Date

Approval Status Approved

Terms

**Invoice Total**

|              |              |
|--------------|--------------|
| Gross Amount | \$283.14 USD |
| Discount     | \$0.00 USD   |
| IG Fee       | \$0.71 USD   |
| UAP Fee      | \$5.66 USD   |
| Net Amount   | \$276.77 USD |

### Invoice Line Details

1-3 of 3 | [View All](#)

| Item ID | Description            | Statistic Amount | UOM | Unit Price | Merchandise Amt |
|---------|------------------------|------------------|-----|------------|-----------------|
|         | 30HE89 SPRAYER         |                  | EA  | 28.66000   | \$28.66 USD     |
|         | 30HE90 SPRAYER         |                  | EA  | 29.52000   | \$59.04 USD     |
|         | 443T80 ABSORBENT SHEET |                  | EA  | 48.86000   | \$195.44 USD    |

### Payment Schedule

1-3 of 3 | [View All](#)

| Scheduled to Pay | Payment Number | Net Amount   | IG Fee | UAP Fee | Discount   | Method | Status     | On Hold |
|------------------|----------------|--------------|--------|---------|------------|--------|------------|---------|
| 07/01/2021       | 0000006042     | \$276.77 USD | \$0.71 | \$5.66  | \$0.00 USD | ACH    | Paid       | No      |
| 07/01/2021       |                | \$0.00 USD   | \$0.00 | \$0.00  | \$0.00 USD | Check  | Unselected | No      |

### Payments Made

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

| Reference | Date       | Amount         |
|-----------|------------|----------------|
| 50702897  | 06/03/2021 | \$4,390.79 USD |

### Purchase Orders

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

| Purchase Order | PO Date    | Status     |
|----------------|------------|------------|
| 0000008662     | 05/20/2021 | Dispatched |

### Receipts

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

| Received Date | Receipt Number | Bill of Lading | Packing Slip |
|---------------|----------------|----------------|--------------|
| 05/31/21      | 0000010661     |                | 9908210702   |

[Return to Invoice List](#)

The **Invoice Details** page displays additional information in the following sections:

- Invoice Total Details
- Invoice Line Details

|    |   |
|----|---|
|    | <ul style="list-style-type: none"><li>➤ Payment Schedule</li><li>➤ Payments Made</li><li>➤ Purchase Orders</li><li>➤ Receipts</li></ul> <p><b>Note:</b> Select the <b>Reference</b>, <b>Purchase Order</b>, or <b>Receipts Received Date</b> hyperlinks to view additional details.</p> |
| 8. | Select the <b>Return to Invoice List</b> hyperlink to view additional invoices or, close the browser to exit the eSupplier Portal.  |
| 9. | End of Process.   |