



**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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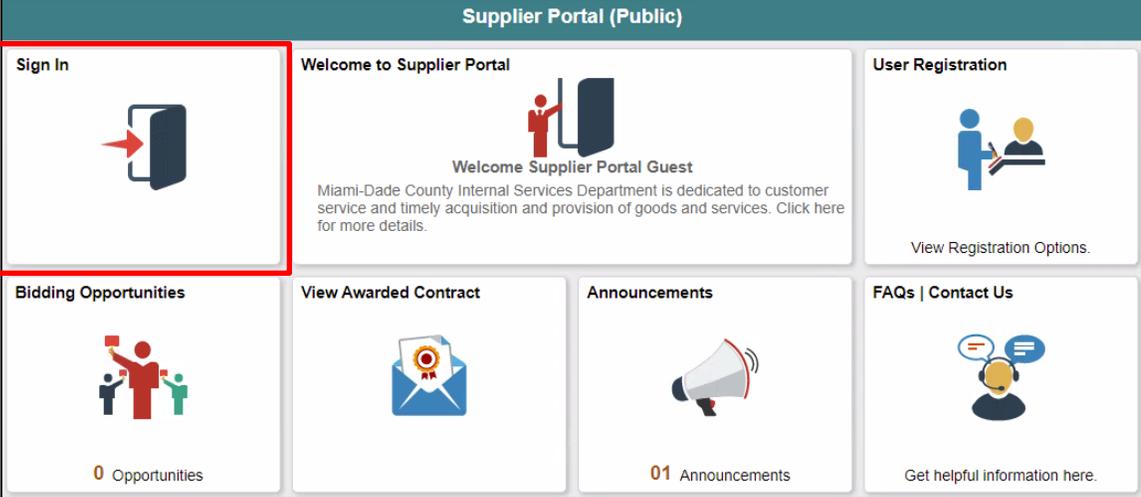
### **Purpose**

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>The screenshot shows the 'Supplier Portal (Public)' homepage. The 'Sign In' tile is highlighted with a red box. Below the main navigation, there are four tiles: 'Bidding Opportunities' (0 Opportunities), 'View Awarded Contract', 'Announcements' (01 Announcements), and 'FAQs   Contact Us'.</p> <ul style="list-style-type: none"> <li>• Select the <b>Sign In</b> tile.</li> </ul>
3.	 <p>The screenshot shows the 'Sign In' form. The 'User ID' and 'Password' input fields, and the 'Sign In' button, are highlighted with red boxes. Below the form, there is a checkbox for 'Enable Screen Reader Mode' and a link for 'Forgot Password?'.</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		
<b>Welcome to Supplier Portal</b>  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.	<b>Purchase Orders</b>  View PO Information	
<b>Receipts</b>  01 Rejected Receipt Lines	<b>View Awarded Contract</b> 	<b>Invoices</b> 
<b>Payments</b> 	<b>Manage Profile</b>  Update your Registration and Profile	<b>Bidding Opportunities</b>  0 Events
<b>Announcements</b>  01 Announcements	<b>FAQs   Contact Us</b>  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)

- 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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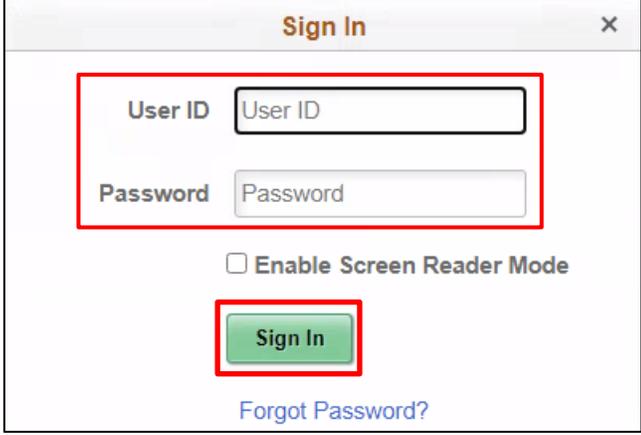
Reference	Invoice Number	Payment Date	Amount▲	
<a href="#">50702009</a>	9899016332	05/18/2021	\$51.70	USD
<a href="#">50702009</a>	9892204083	05/18/2021	\$51.70	USD
<a href="#">50702135</a>	9728607186	05/20/2021	\$88.16	USD
<a href="#">50702135</a>	9829469635	05/20/2021	\$88.16	USD
<a href="#">50702211</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.

<p>7.</p>	<p><a href="#">Review Payments</a></p> <p><b>Payment Details</b></p> <p>50702009</p> <table border="1"> <tr> <td>Invoice Number</td> <td>9899016332</td> <td>Payment Date</td> <td>05/18/2021</td> </tr> <tr> <td>Method</td> <td>ACH</td> <td>Pay Status</td> <td>Paid</td> </tr> <tr> <td>Amount</td> <td>\$51.70</td> <td>Currency</td> <td>USD</td> </tr> <tr> <td>Paid To</td> <td colspan="3">[REDACTED]</td> </tr> </table> <p>Country USA United States</p> <p>Address 1 [REDACTED]</p> <p>Address 2 [REDACTED]</p> <p>Address 3:</p> <p>City KANSAS CITY</p> <p>County Missouri Postal 64141-6267</p> <p>State MO Missouri</p> <p>From Wells Fargo</p> <p><b>Payment Advice</b></p> <table border="1"> <thead> <tr> <th>Invoice</th> <th>Gross Amount</th> <th>IG Fee</th> <th>UAP Fee</th> <th>Discount</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>9892204083</td> <td>\$24.52 USD</td> <td>\$0.06</td> <td>\$0.49</td> <td>\$0.00 USD</td> <td>\$23.97 USD</td> </tr> <tr> <td>9899016332</td> <td>\$28.37 USD</td> <td>\$0.07</td> <td>\$0.57</td> <td>\$0.00 USD</td> <td>\$27.73 USD</td> </tr> </tbody> </table> <p><a href="#">Return to Payments Made</a></p> <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>	Invoice Number	9899016332	Payment Date	05/18/2021	Method	ACH	Pay Status	Paid	Amount	\$51.70	Currency	USD	Paid To	[REDACTED]			Invoice	Gross Amount	IG Fee	UAP Fee	Discount	Net Amount	9892204083	\$24.52 USD	\$0.06	\$0.49	\$0.00 USD	\$23.97 USD	9899016332	\$28.37 USD	\$0.07	\$0.57	\$0.00 USD	\$27.73 USD
Invoice Number	9899016332	Payment Date	05/18/2021																																
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<p>8.</p>	<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>																																		
<p>9.</p>	<ul style="list-style-type: none"> <li>• End of Process.</li> </ul>																																		

## INVOICE INQUIRY

Step	Action
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<b>Announcements</b>  01 Announcements	<b>FAQs   Contact Us</b>  Get helpful information here.	

- Select the **Invoices** tile.

5.

**Review Invoices**

**Filter Options**

W W [redacted] 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

- 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**

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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 [redacted] 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**

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**

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**

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

**Purchase Orders**

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

**Receipts**

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.