Howard County Public School System

Supplier Portal Instructions

As a Supplier you will receive two emails, one with your Login and the website and another with a Temporary Password.

	Your	Workday account
Î	H	hcpss@myworkday.com Today. 10:40 AM Craig Blackwell 🗧
		Test DNR
		An account has been created in the Workday system for you. Your password has been sent in a separate email.
		URL: https://www.myworkday.com/hcpss/login.flex?redirect=n
		Username: TestDNR
	Informatic	n about your Workday account
	hcps Today, Craig	s@myworkday.com 10:40 AM Blackwell %
	0	rkda
	Down	load Save to OneDrive - Howard County Public School System
	Test	DNR
	Here	's a temporary password for your Workday account: [RIaV2Ug
	Pleas	e logon to the system by following the link https://www.myworkday.com/hcpss/login.flex?redirect=n and reset your password.
	wo	orkday.
	Wor	<u>kday</u>

Below is what you will see after the first time you log in



You can make changes to your company's information, view Invoices, Payments, and Purchase Orders for your company by clicking on the appropriate button. You will only have access to your data and there is no configuration on your part.

Contact and Banking Information

From the Contact and Banking button, you can change/update company specific data. This would be a good time to review the data we have on file and make changes as you see fit. All changes will need to be approved by the HCPSS Purchasing Office, and additional changes can only be made if there are no pending changes on your account. If you have trouble accessing an area, it is most likely because a prior change has not been fully approved.

<u>W-9</u>

Please attach a current copy of your company's W-9 in the Manage Attachments button below. Even if there is a document in there, we want to have the most up-to-date version in our system.

and Banking		
Change	View	
Change Contact Information	Contact Information	
Change Settlement Bank Accounts	Settlement Bank Accounts	
Change Alternate Names	Alternate Names	
Change Classifications	Classifications	
Manage Attachments		

Purchase Orders

If you click on the POs and Catalogs button you will see Purchase Orders that were created against your company and the number and dollar amount of Purchase Orders that have not been fully spent down.

lost Recent Purchase Orders			දරුප	Uninvoiced POs			
Purchase Order	Document Date	Status	Amount	4	5		
PO-10008873	03/13/2018	Issued	303.82	Partially Invoiced	Uninvoiced		
P0-10008757	03/02/2018	Issued	199.48				
PO-10008071 01/05/2018 Issue		Issued	67.08	841.30			
P0-10007634	11/21/2017	Issued	501.38	Uninvoiced Amount			
P0-10007314	10/31/2017	Issued	1,568.6 7				
PO-10007183	10/24/2017	Issued	287.83	Currency USD			
PO-10006913	10/05/2017	Issued	475.68				
PO-10006843	09/29/2017	Issued	93.12				
PO-10006844	09/29/2017	Issued	8.95				
P0-10006442	09/07/2017	Issued	2,249.5				

Invoices and Payments

If you click on the Invoices and Payments button, you will see the Most Recent Payments that we have processed and the Most Recent Invoices that have been entered into our system against your Purchase Orders. From this page you can track the progress of any invoice and look up check or payment reference numbers and dates.

← Invoices and Payments

Payment	View	Payment Amount	Currency	Payment Date	Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status
Supplier Payment: Really Good Stuff: 03/01/2018	View	984.78	USD	03/01/2018	SINV-10039100	6334204	63.84	USD	03/09/2018	Åpproved
Supplier Payment: Really Good Stuff: 11/30/2017	View	1,568.67	USD	11/30/2017	SINV-10039026	6313593	486.34	USD	02/09/2018	Approved
11/30/2017		010.41	1100	11/01/0017	SINV-10032487	6280289	1,568.67	USD	12/07/2017	Approved
Supplier Payment: Really Good Stuff: 11/21/2017	View	812.41	050	11/21/2017	SINV-10031120	6275450	279.91	USD	11/30/2017	Approved
Supplier Payment: Really Good Stuff:	View	279.91	USD	11/14/2017	SINV-10031585	6268104	335.52	USD	11/22/2017	Approved
11/14/2017					SINV-10031584	6264029	476.89	USD	11/16/2017	Approved
Supplier Payment: Really Good Stuff: 10/19/2017	View	2,249.50	USD	10/19/2017	SINV-10033361	6260028	104.93	USD	11/11/2017	Canceled
Supplier Payment: Really Good Stuff:	View	1,474.07	USD	10/10/2017	SINV-10029169	6236998	2,249.50	USD	10/21/2017	Approved
10/10/2017					SINV-10028076	6223632	1,474.07	USD	10/12/2017	Approved
Supplier Payment: Really Good Stuff: 09/14/2017	View	125.93	USD	09/14/2017	SINV-10026484	6199381	125.93	USD	09/28/2017	Approved
Supplier Payment: Really Good Stuff:	View	695.88	USD	09/05/2017	4 View More Details					•
09/05/2017										
Supplier Payment: Really Good Stuff: 07/25/2017	View	287.54	USD	07/25/2017						
Supplier Payment: Really Good Stuff:	View	3,213.72	USD	06/29/2017						

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