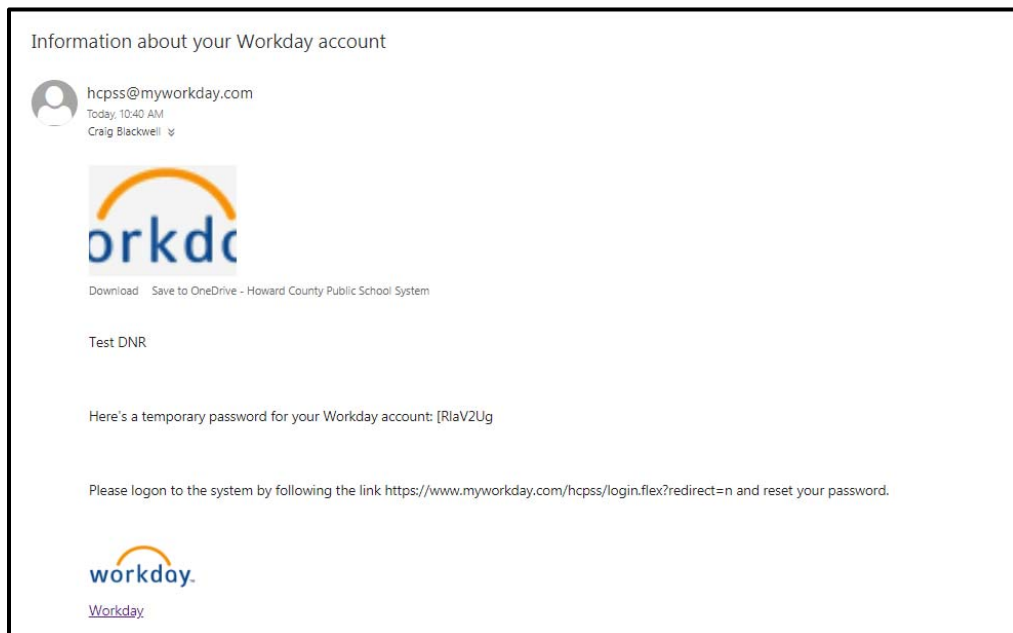
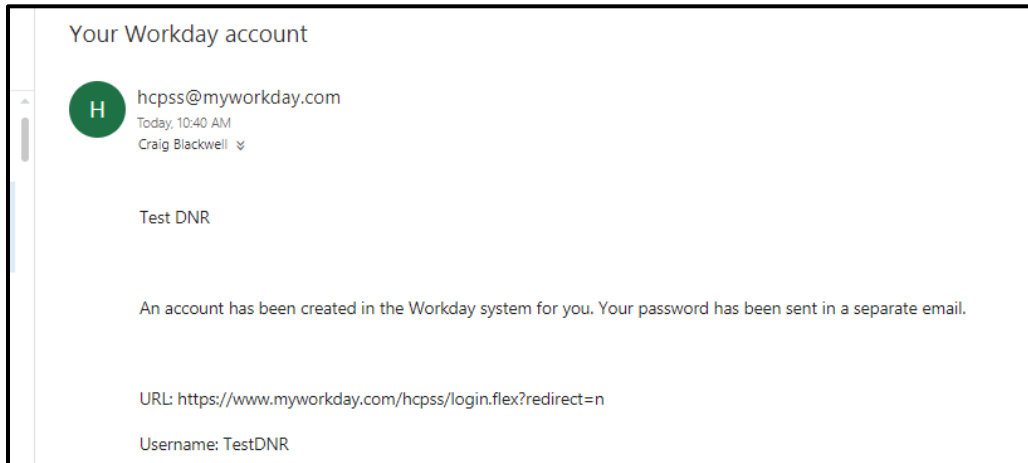


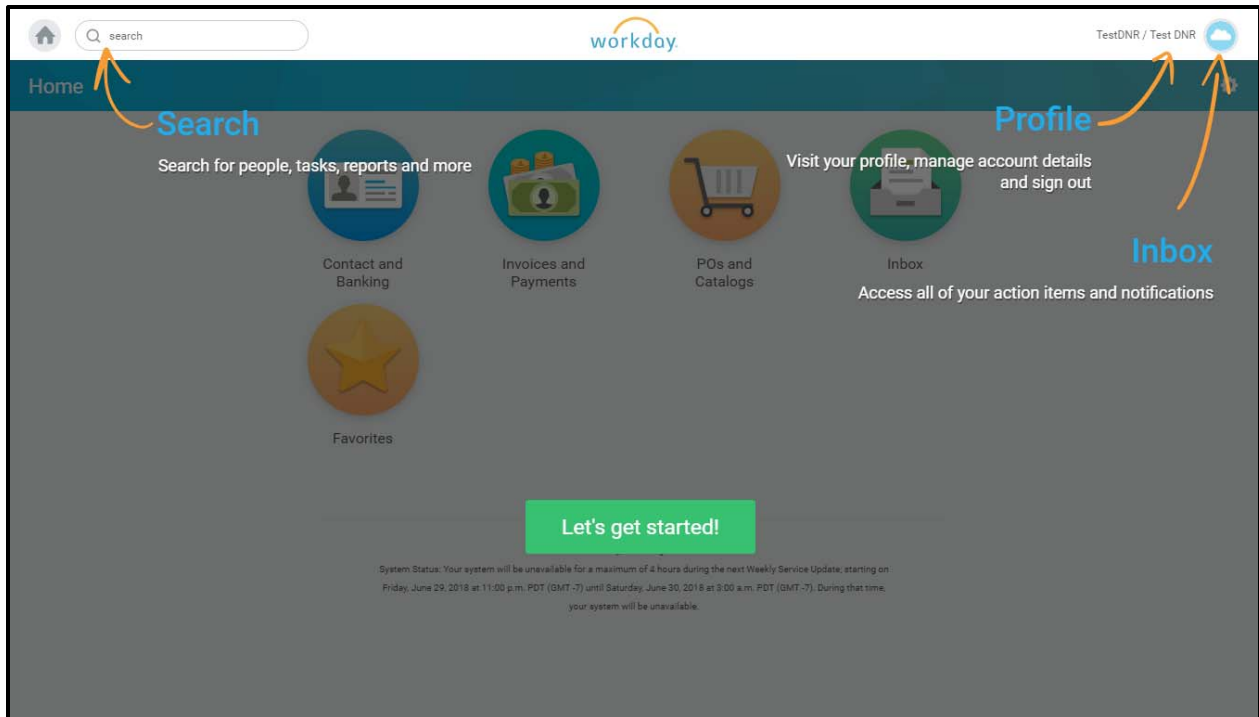
Howard County Public School System

Supplier Portal Instructions

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



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



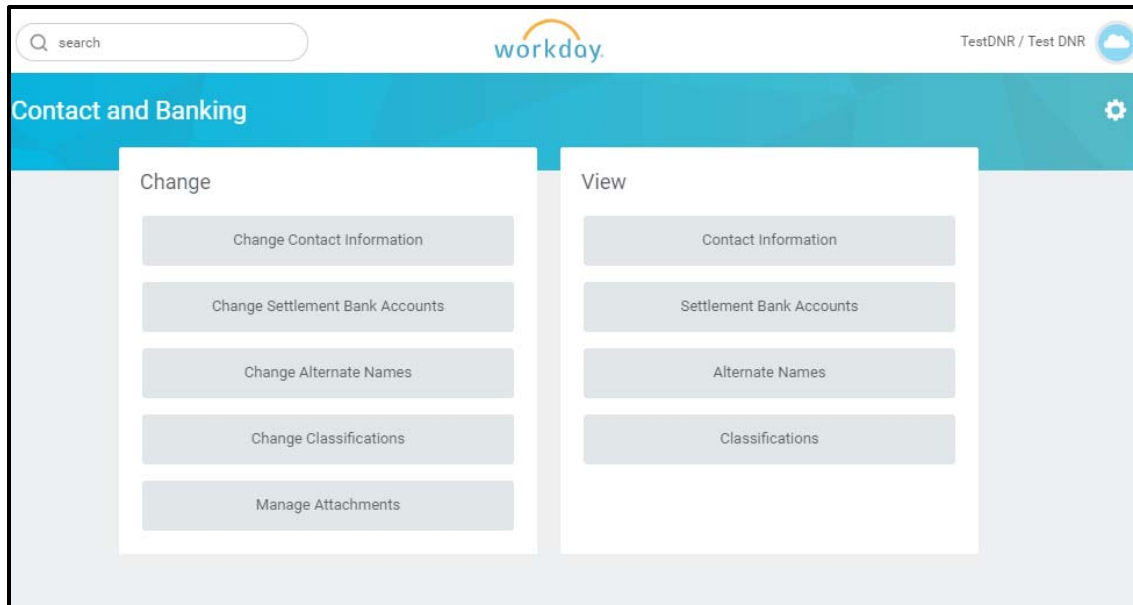
You can make changes to your company's information, view Invoices, Payments, and Purchase Orders for your company by clicking on the appropriate button. You will only have access to your data and there is no configuration on your part.

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.

W-9

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.



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.

Purchase Order	Document Date	Status	Amount
PO-10008873	03/13/2018	Issued	303.82
PO-10008757	03/02/2018	Issued	199.48
PO-10008071	01/05/2018	Issued	67.08
PO-10007634	11/21/2017	Issued	501.38
PO-10007314	10/31/2017	Issued	1,568.67
PO-10007183	10/24/2017	Issued	287.83
PO-10006913	10/05/2017	Issued	475.68
PO-10006843	09/29/2017	Issued	93.12
PO-10006844	09/29/2017	Issued	8.95
PO-10006442	09/07/2017	Issued	2,249.50

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



Most Recent Payments



Payment	View	Payment Amount	Currency	Payment Date
Supplier Payment: Really Good Stuff: 03/01/2018	View	984.78	USD	03/01/2018
Supplier Payment: Really Good Stuff: 11/30/2017	View	1,568.67	USD	11/30/2017
Supplier Payment: Really Good Stuff: 11/21/2017	View	812.41	USD	11/21/2017
Supplier Payment: Really Good Stuff: 11/14/2017	View	279.91	USD	11/14/2017
Supplier Payment: Really Good Stuff: 10/19/2017	View	2,249.50	USD	10/19/2017
Supplier Payment: Really Good Stuff: 10/10/2017	View	1,474.07	USD	10/10/2017
Supplier Payment: Really Good Stuff: 09/14/2017	View	125.93	USD	09/14/2017
Supplier Payment: Really Good Stuff: 09/05/2017	View	695.88	USD	09/05/2017
Supplier Payment: Really Good Stuff: 07/25/2017	View	287.54	USD	07/25/2017
Supplier Payment: Really Good Stuff: 06/29/2017	View	3,213.72	USD	06/29/2017

Most Recent Invoices



Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status
SINV-10039100	6334204	63.84	USD	03/09/2018	Approved
SINV-10039026	6313593	486.34	USD	02/09/2018	Approved
SINV-10032487	6280289	1,568.67	USD	12/07/2017	Approved
SINV-10031120	6275450	279.91	USD	11/30/2017	Approved
SINV-10031585	6268104	335.52	USD	11/22/2017	Approved
SINV-10031584	6264029	476.89	USD	11/16/2017	Approved
SINV-10033361	6260028	104.93	USD	11/11/2017	Canceled
SINV-10029169	6236998	2,249.50	USD	10/21/2017	Approved
SINV-10028076	6223632	1,474.07	USD	10/12/2017	Approved
SINV-10026484	6199381	125.93	USD	09/28/2017	Approved

[View More Details...](#)