
Supplier Portal Quick Reference Guide

after 9/1/2018

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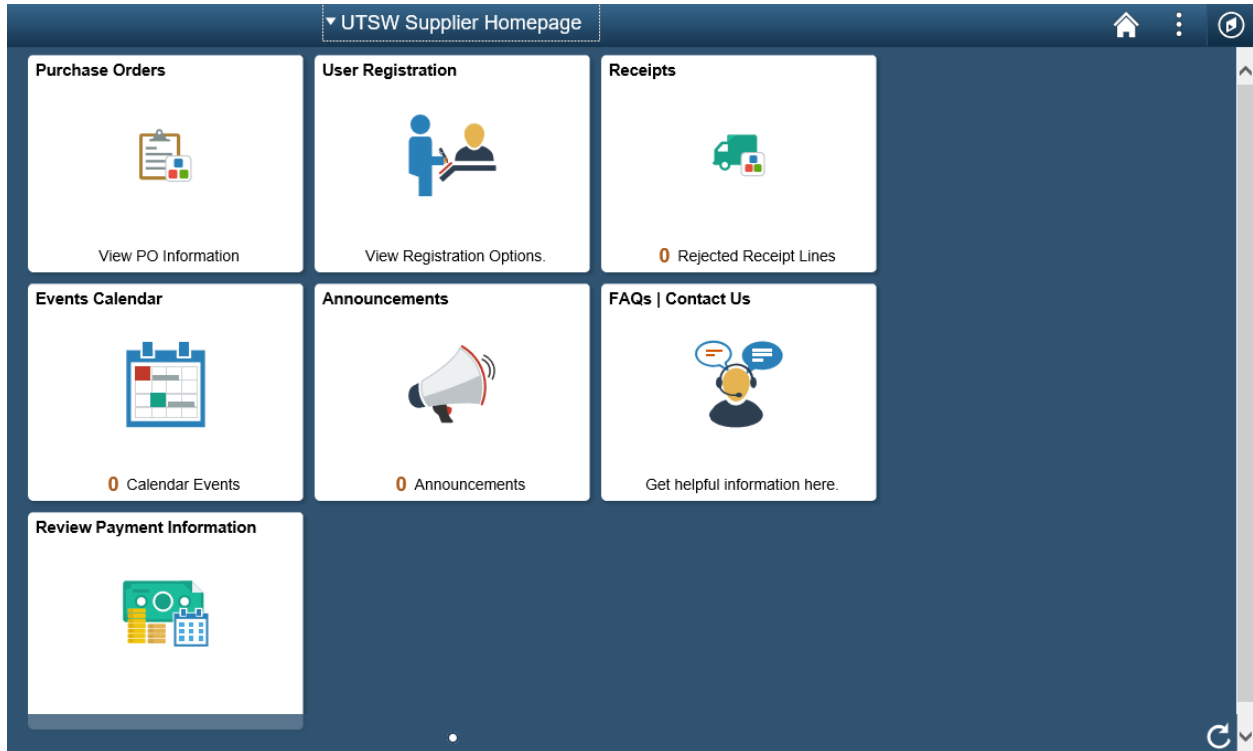
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Supplier Portal Quick Reference

Overview

Supplier Portal quick reference describes the main functional areas of the Supplier dashboard. For additional assistance or questions about using the Supplier Portal, contact utswaccounting@utsouthwestern.edu.

UTSW Supplier Homepage



Add Users / Change Password

Navigation: Click on User Registration Tile & Register Now. Follow appropriate prompts.

Register New User



User Registration

[More...](#)

Register now

Review Payment Information

Description

- Entering an invoice number will provide the payment reference that paid the invoice in question or status of the invoice if it's pending payment.
- Entering a specific payment reference number such as check number, ACH number or SUA number will provide you with a list of invoices paid by that reference number.

< UTSW Supplier Homepage
Review Payment Information

<ul style="list-style-type: none"> <li style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> Invoices <li style="background-color: #d9ead3; padding: 5px; margin-bottom: 5px;"><input checked="" type="checkbox"/> Payments <li style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> Account Balances 	<p>Review Payments</p> <hr/> <p>Filter Options</p> <p>Enter search criteria and click on Search. Leave blank for all values.</p> <div style="background-color: #e6e6e6; padding: 5px; margin-bottom: 5px;">Search Criteria</div> <p>A Invoice Number <input style="width: 100%;" type="text"/></p> <p>B Payment Reference <input style="width: 100%;" type="text"/></p> <p>From Payment Date <input style="width: 100px;" type="text" value="08/23/2018"/> <input style="width: 20px;" type="button" value="31"/> (example: 12/31/2000)</p> <p>To Payment Date <input style="width: 100px;" type="text" value="09/06/2018"/> <input style="width: 20px;" type="button" value="31"/> (example: 12/31/2000)</p> <p style="text-align: center;"><input type="button" value="Search"/></p> <p style="text-align: right;">Return To Vendor (Supplier) List</p>
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A. Enter Invoice Number OR/AND

B. Enter Payment Reference.

Note: Make sure From and To Payment Date is blank.

Leaving invoice number blank returns results of all invoices on record.

Review Invoice Information

Description

View detailed information about invoice payment status, amount paid, and/or payment reference ID number.

Navigation

Click in menu bar under UT Southwestern Logo - **Main Menu>Review Payment Information>Invoices**

< UTSW Supplier Homepage
Review Payment Information

Invoices

Payments

Account Balances

Review Invoices

Filter Options

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

[Return To Vendor \(Supplier\) List](#)

- A. Enter To and From Invoice Number (you may leave To Invoice Number blank)
- B. Enter dates if desired.
- C. Click Search. (This may take some time to populate information. You will see a “spinning wheel” while the information is being processed). Screen shot of results on next page.

Review Payment Information

Review Invoices

Invoice List

Set filter options

Return To Vendor (Supplier) List

Invoice List							Personalize	Find	First	1-15 of 15	Last
Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher						
2474084M	08/15/2018	\$3,989.05 USD	Approved	09/14/2018	00000658						
653559A	08/15/2018	\$300.00 USD	Approved	09/14/2018	00000689						
649062A	08/14/2018	\$216.00 USD	Approved	09/13/2018	00000553						
649383A	08/14/2018	\$114.42 USD	Approved	09/13/2018	00000559						
645066A	08/13/2018	\$533.10 USD	Approved	09/12/2018	00000372						
640862a	08/10/2018	\$967.08 USD	Approved	09/09/2018	00000280						
642096A	08/10/2018	\$569.22 USD	Approved	09/09/2018	00000794						
640791A	08/10/2018	\$126.84 USD	Approved	09/09/2018	00000803						
640862A	08/10/2018	\$967.08 USD	Pending	09/09/2018	00000280						

- A. Click Invoice number to view specific invoice detail.
- B. Click 'grid' symbol to download results into a spreadsheet. You can then sort by date or invoice number to further analyze your information.

Review Payment Information

Invoice Number 2474084M

Invoice Date 08/15/2018

Due Date 09/14/2018

Discount End Date

Approval Status Approved for Payment

Payment Status To be Paid

Terms

Invoice Total

Gross Amount	\$3,989.05	USD
Discount	\$0.00	USD
Net Amount	\$3,989.05	USD

Invoice Line Details

Personalize | Find | View All | First 1 of 1 Last

Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt
	MOTION CONTROL NURSE CALL		EA	398.47000	\$3,984.70 USD

Payment Schedule

Personalize | Find | View All | First 1 of 1 Last

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
09/14/2018		\$3,989.05 USD	\$0.00 USD	ACH	Unselected	No	No

Payments Made

Personalize | Find | View All | First 1 of 1 Last

Reference	Date	Amount
		\$0.000

No Payments Made

Purchase Orders

Personalize | Find | View All | First 1 of 1 Last

Purchase Order	PO Date	Status
3000520298	08/14/2018	Dispatched

- A. Payment status.
- B. Amount of invoice paid.
- C. Payment reference ID.
- D. Method of payment.
- E. Total of payment (may include additional invoices paid on same payment).
- F. Click hyperlink on reference ID to see additional invoices paid with same reference ID.
See example below.

[Favorites](#)
[Main Menu](#)
[Review Payment Information](#)
[Invoices](#)

Review Invoices
Payment Details

040358

Invoice Number:	9947817012015	Payment Date:	02/12/2015
Method:	ACH	Pay Status:	Paid
Amount:	\$65,944.93	Currency:	USD
Paid To:			

Country: USA United States
Address 1: P O BOX
Address 2:
Address 3:
STN Mail Code:
City: ATLANTA
County: Zip Code: 30384
State: GA Georgia

From: BANK OF AMERICA

Payment Advice								Personalize	Find	First	1-244 of 244	Last
Invoice	Gross Amount		Discount		Discount Taken		Paid Amount					
5934577042014	619.76	USD	0.00	USD	0.00	USD	619.76	USD				
6963525082014	129.63	USD	0.00	USD	0.00	USD	129.63	USD				
0033862102014	109.80	USD	0.00	USD	0.00	USD	109.80	USD				
0356493102014	37.79	USD	0.00	USD	0.00	USD	37.79	USD				
0539505102014	559.40	USD	0.00	USD	0.00	USD	559.40	USD				

Review Purchase Order Information

Description

Clicking on Purchase Orders tile then the > under PO Details will provide the status, all invoices associated with that the PO, and the related payment reference ID.

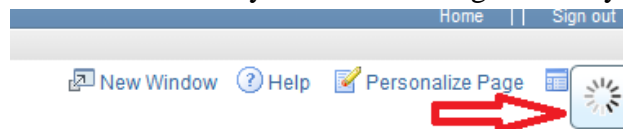
11 rows

Download PO Information
↕

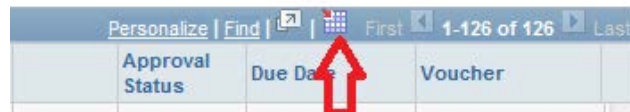
Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Acknowledgement Status	Actions	PO Details
UTSW Med Center 3000523141	MAIN LOCATION	08/27/2018	Dispatched	09/01/2018 8:33:31PM	Alishia Biddlecome	474.60 USD	NET30	i New	✔	>
UTSW Med Center 3000523201	MAIN LOCATION	08/27/2018	Dispatched	09/01/2018 8:33:31PM	Lakisha S. Carson	284.76 USD	NET30	i New	✔	>
UTSW Med Center 3000522194	MAIN LOCATION	08/22/2018	Dispatched	09/01/2018 8:33:31PM	Alishia Biddlecome	237.30 USD	NET30	i New	✔	>
UTSW Med Center 3000519166	MAIN LOCATION	08/09/2018	Dispatched	09/01/2018 8:33:31PM	Robin Jacob	2,385.00 USD	NET30	i New	✔	>
UTSW Med Center 3000517492	MAIN LOCATION	08/01/2018	Dispatched	09/01/2018 8:33:31PM	Lakisha S. Carson	562.00 USD	NET30	i New	✔	>

Tips and Tricks

- Spinning Wheel** – Indicates the system is retrieving the data you requested.



- Download Grid** – This button allows you to download your search results into a spreadsheet. Once downloaded you can sort your data in whatever manner you need, you may add columns for notes or additional information.



- Find Feature** – This button will allow a search feature within the on-line results. Helpful when search returns with a large number of transactions.



4. **Search by date range:** - Do not enter an invoice, enter range of dates. This search will provide a list of all invoices on record between dates entered.
5. Invoice numbers are case sensitive. Generally invoices are entered into our system with all caps.