Introduction

The Supplier Portal is built on MCCCD Financial Management System (FMS), designed to provide suppliers with convenient access to information about their financial interactions with MCCCD. The Supplier Portal is easy to use, accessible across multiple devices (e.g., computers, smartphones, and tablets), and efficiently enables self-service functionality.

New suppliers can register at MCCCD Supplier Registration Portal. Existing suppliers can update their company's information and access status of Purchase Orders and Invoices. It delivers a more secure and private experience for users during online interactions with MCCCD.

The Supplier Portal is meant to be explored, so make yourself at home. We encourage you to sign up for a Suppler ID, log in, add your business to your account (either as a new or existing supplier), and begin clicking around (more details for each of these activities are found in this document). If an item looks clickable, it likely is. Most information you need (such as invoices, purchase orders, payments – and the financial details in them) is only a few clicks away. Every page has a top menu bar (Train Stops) where you can simply click to move quickly to the section you want to update.

If you run into challenges – or want to tell us your favorite part of the site – don't hesitate to reach out by email (supplier.mgmt@domail.maricopa.edu) or phone (480) 731-8526

Welcome to the Supplier Change Portal

Companies already registered to do business with MCCCD can follow these instructions to change certain company information. As financial transactions with MCCCD occur, you will be able to view information about the associated invoices, purchase orders, and payments for these transactions in the Supplier Portal. You will also be able to print a PDF copy of your Purchase Orders. You will need to login with your UserID and password. Your User ID is your email address (NOTE: If your email address is more than 30 characters, it is truncated to the first 30). If you have forgotten your password, please email supplier.mgmt@domail.maricopa.edu to request a new password.

Exploring the Supplier Change Portal

The Supplier Portal is designed to make it quick and easy to navigate through information about your financial transactions with MCCCD and find the details you need. The ways you move around the site are like other popular websites today, with common features including:

- A top menu bar that that is consistent on pages across the site
- A search function that makes it easy to find specific invoices, purchase orders, and payments
- Links in lists and details that give you quick access to move between associated invoices, purchase orders, and payments

Perhaps the most important rule to remember in using these features is that you are encouraged to explore – the Supplier Portal is designed for you to move throughout the site, with multiple ways to get to most information and find the details you need. Feel free to click around the site to find the ways of using it that work best for you.

The rest of this section provides some overall guidance for navigating the site and using its features. The sections that follow will provide more information about the details pages for invoices, purchase orders, & payments and the functions that can be accessed through Supplier Portal.

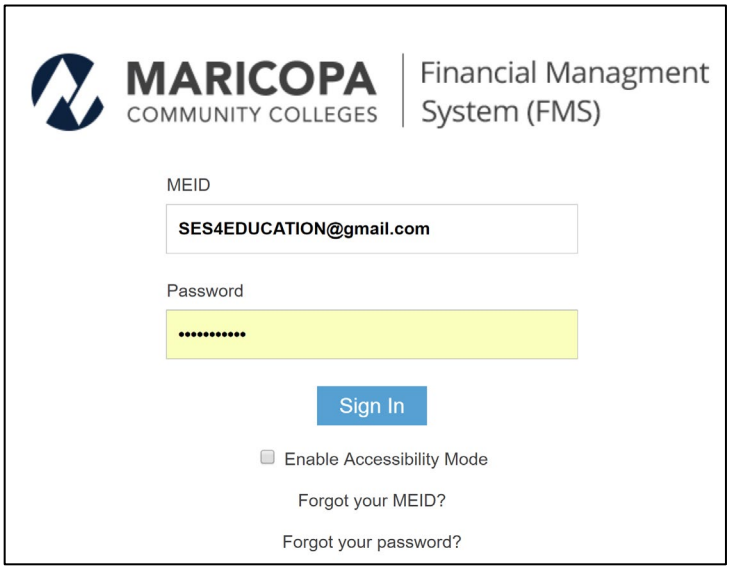
Navigating Supplier Portal Using the Menu Bar

The menu bar at the top of each page allows you single-click access from anywhere on the site to the pages and features of the Supplier Portal. No matter where you are in the site, you can use the Menu Bar to quickly navigate to another main page within the site. For example, you can go from an invoice list or purchase order detail directly back to the main menu.

From the MCCCD Purchasing webpage, as an existing Supplier with a UserID, you can update your information on-line via https://finoprod.maricopa.edu/psp/PMCPAK/SUPPLIER/ERP/?&cmd=login&languageCd=ENG&

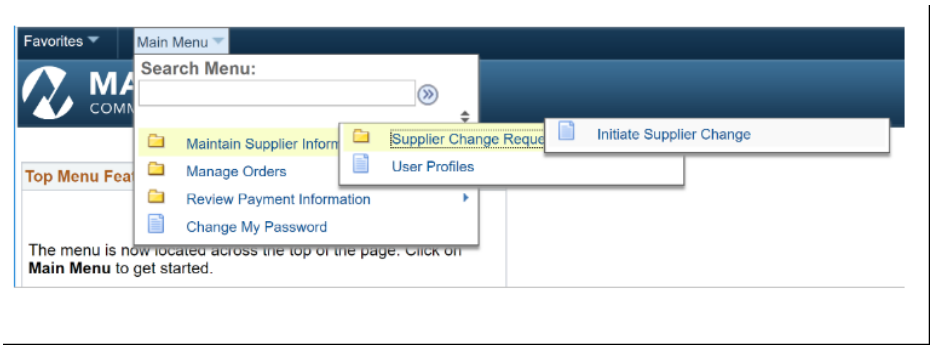
Existing Suppliers can request a UserID via email request to supplier.mgmt@domail.maricopa.edu

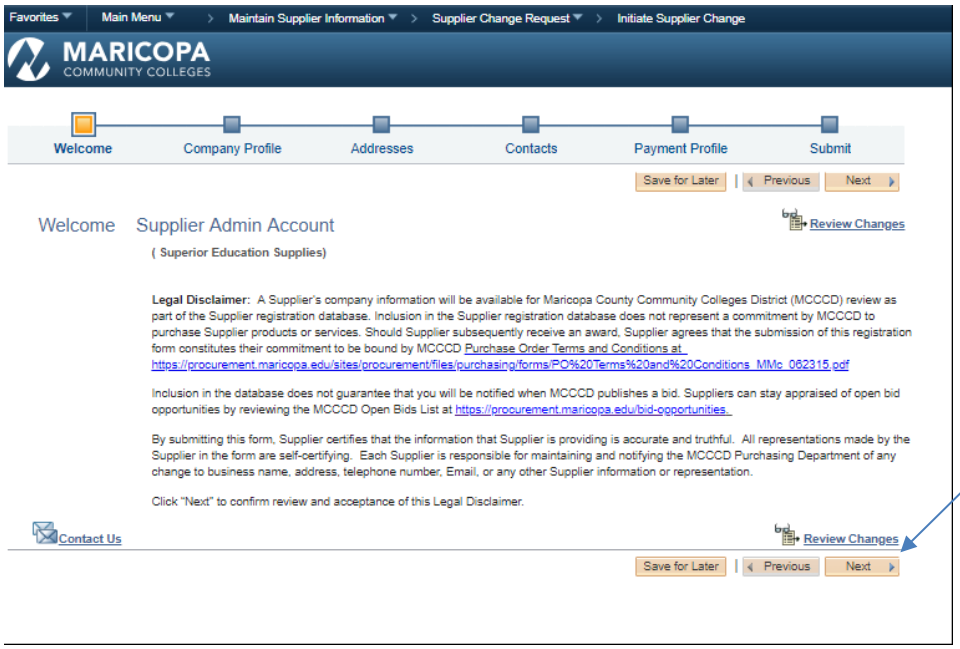
Enter your UserID in the MEID field and your password in the Password field. Press the Sign In button.



After logging in, select Main Menu and start navigating.

To make changes to your profile information, select Main Menu, Maintain Supplier Information, Supplier Change Request, Initiate Supplier Change

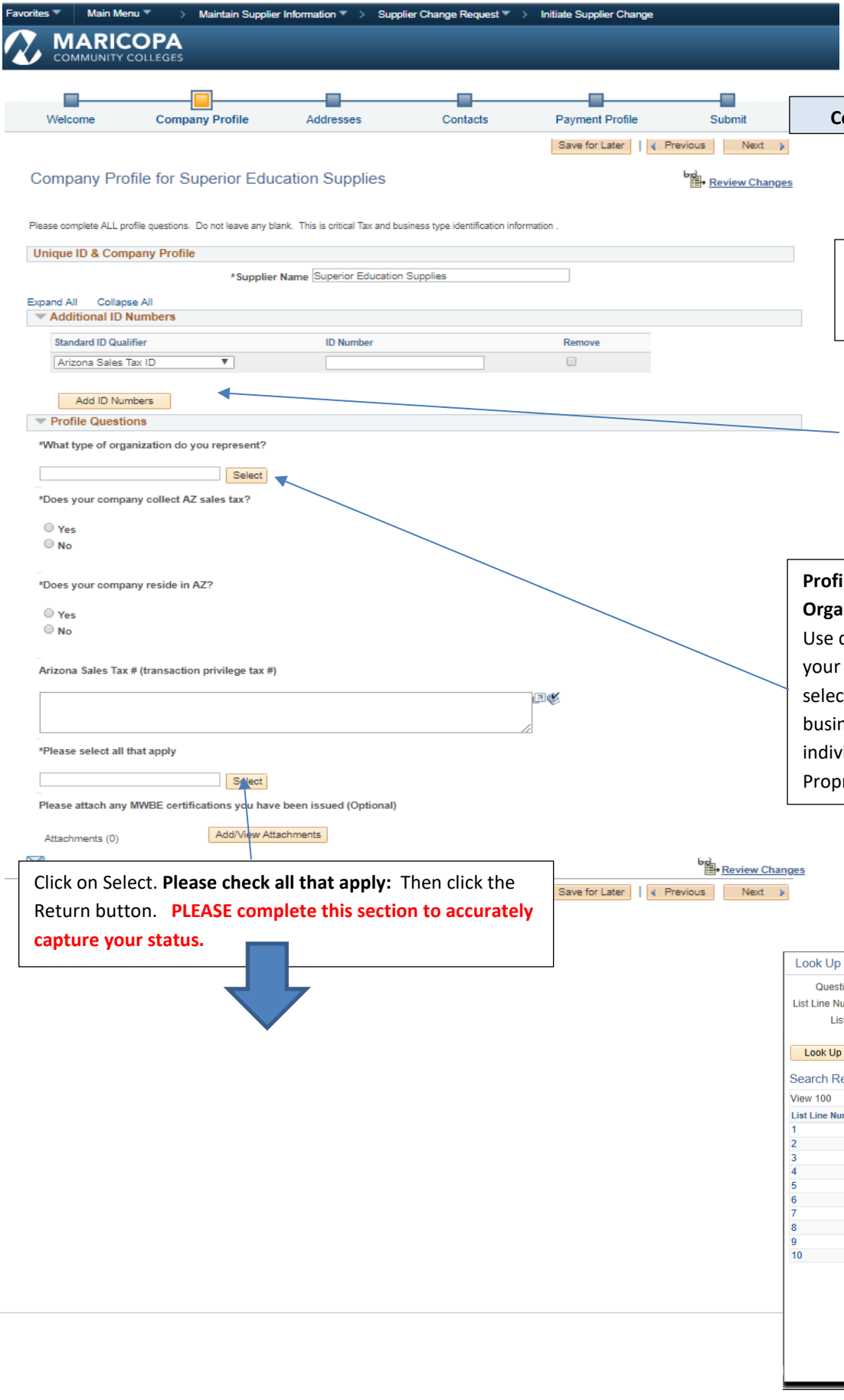




Welcome Train Stop

Read Legal Disclaimer and click the Next button to accept all the Terms and Conditions

SUPPLIER PORTAL NAVIGATIONAL GUIDE



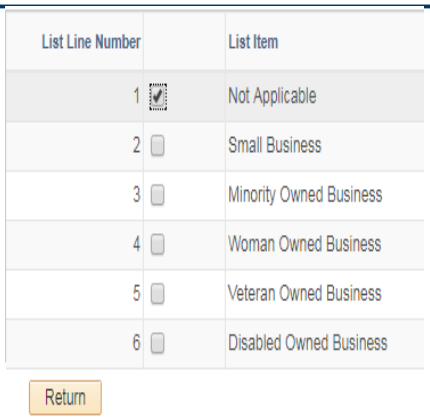
Company Profile Train Stop

Supplier Name will default to your current ID. Edit Supplier name if required.

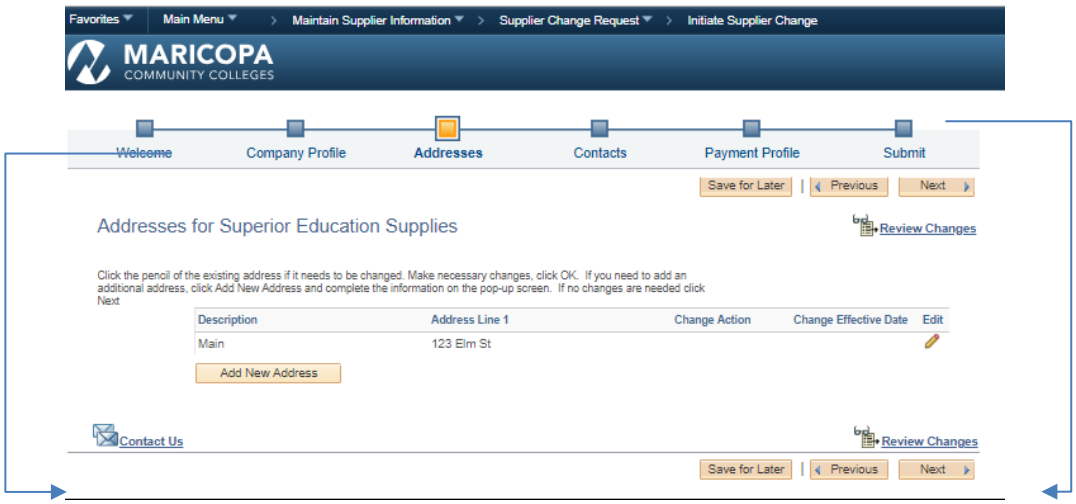
Does your company collect AZ sales tax? If your company collects AZ sales tax, input your sales tax number.

Profile Questions: What type of Organization do you represent? Use drop down menu to identify your business structure. Click on select to change current business type. If you are an individual, you will pick #2 Sole Proprietor.

Click on Select. **Please check all that apply:** Then click the Return button. **PLEASE complete this section to accurately capture your status.**



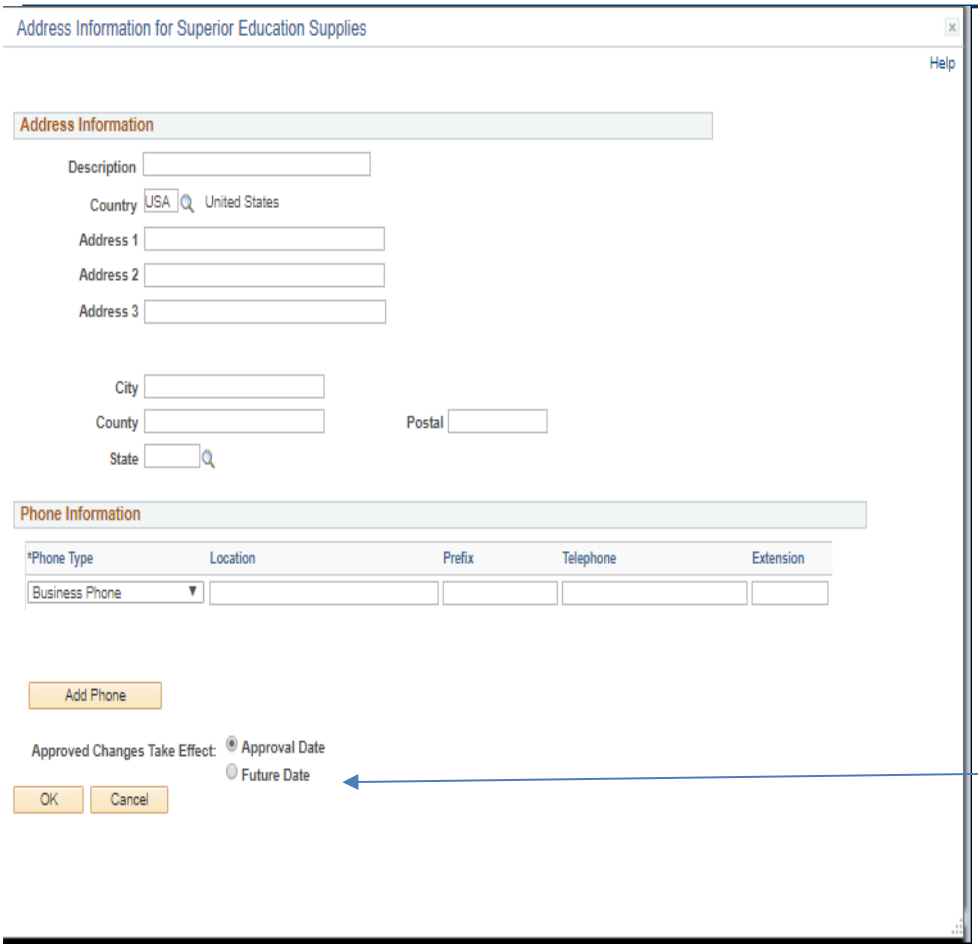
Addresses Train Stop



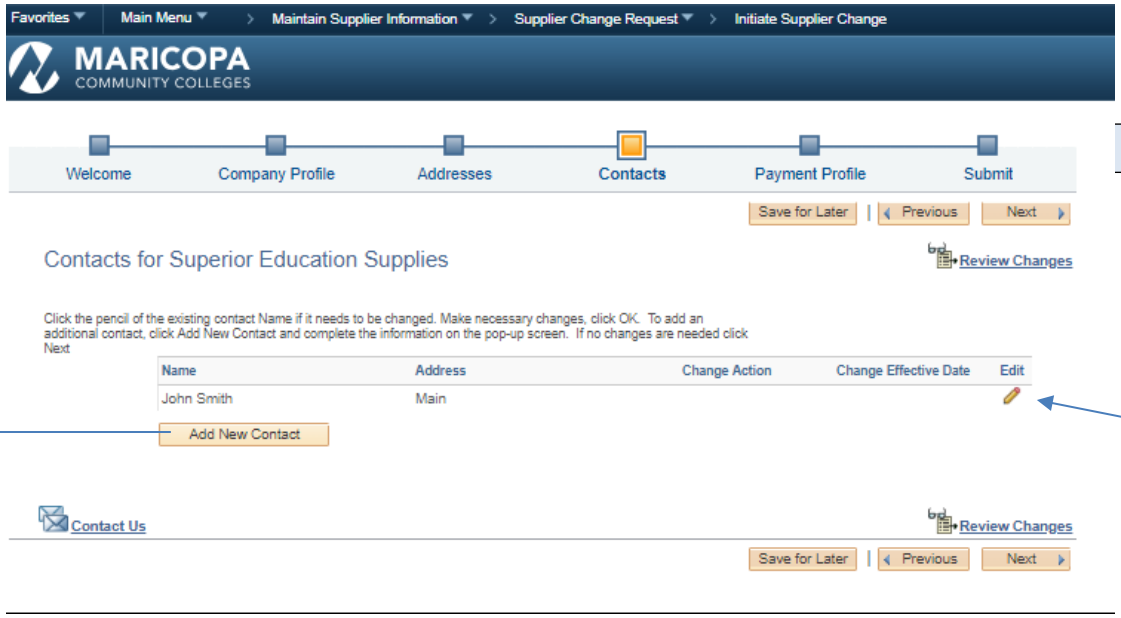
Address 1: All existing addresses will show here. Click on to make changes to existing addresses in the pop-up screen and click OK

OR

Add New Address: Click on **Add New Address**, complete pop-up screen and click **OK.**



Supplier can make all changes effective upon approval or at a future date.

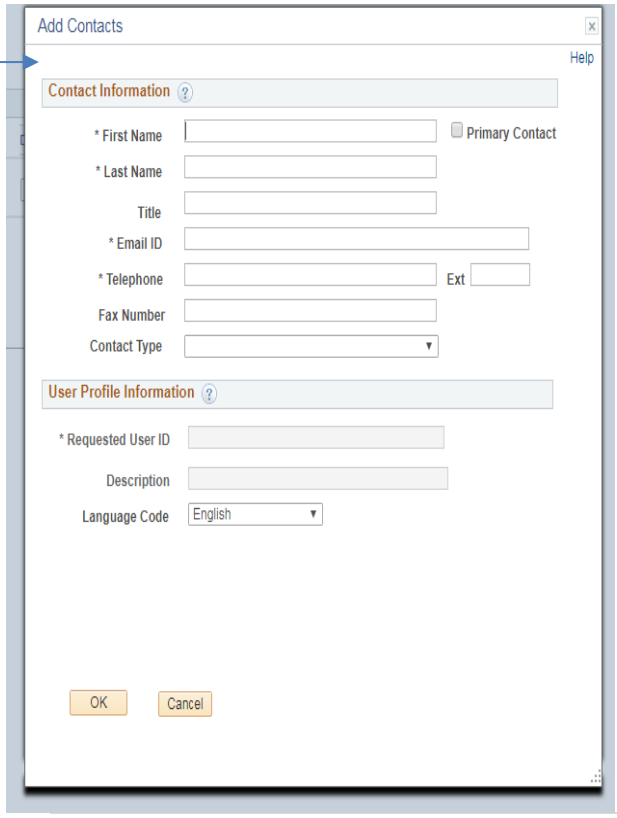


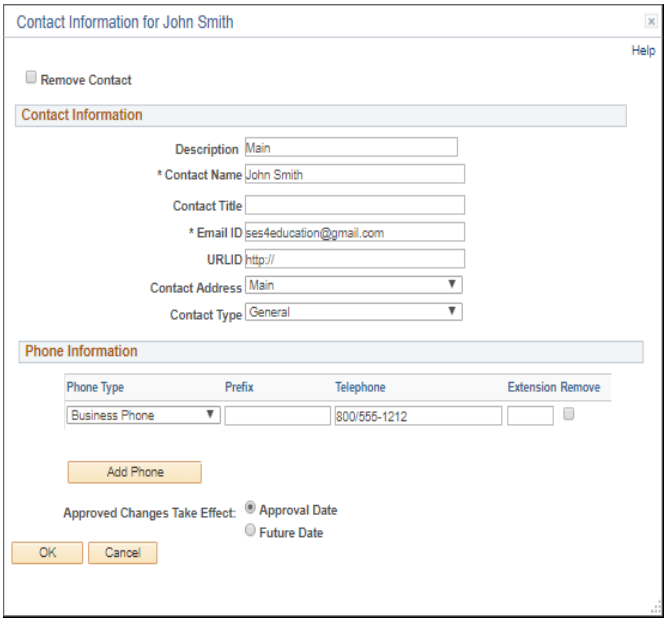
Contacts Train Stop

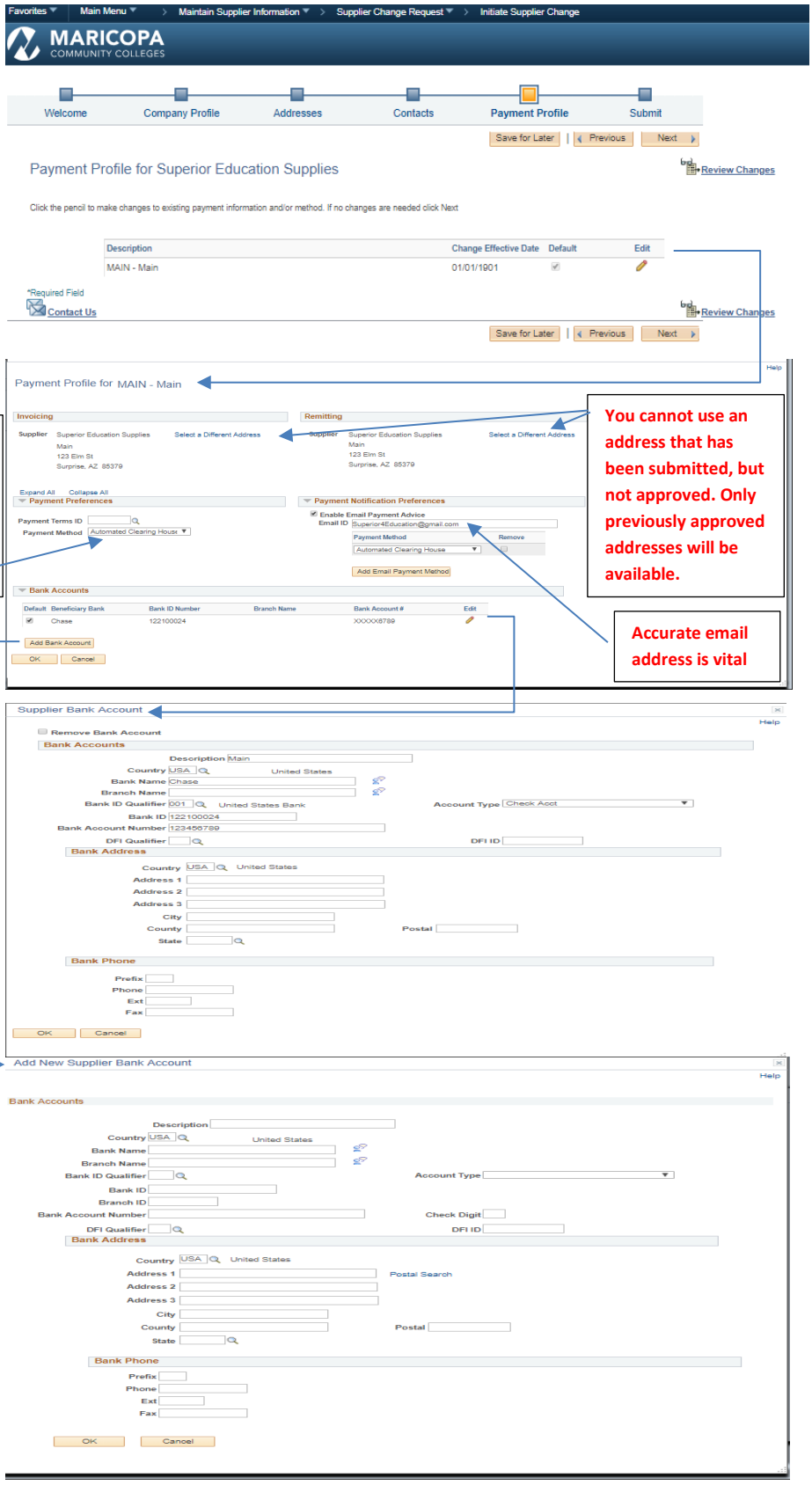
Click on to make changes to the current contact. **Make sure the email address field is completed.**

Make necessary changes on pop-up screen and click **OK.**

To add an additional contact, click on the **Add New Contact** and complete information on the pop-up screen and click **OK**. **Make sure the email address field is completed.**







Payment Profile Train Stop

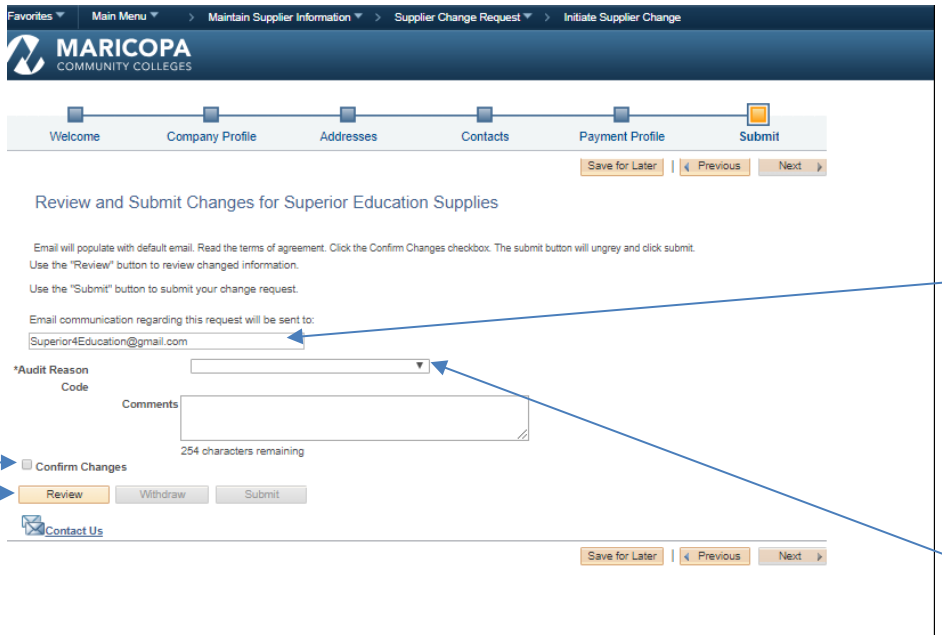
Select Automated Clearing House for electronic payments

You cannot use an address that has been submitted, but not approved. Only previously approved addresses will be available.

Accurate email address is vital

Edit Payment Information: Click on the ✎ to make changes to existing payment profile. Make required changes in the pop-up screen. If Bank Accounts need changing, click on the ✎ and make necessary changes on pop-up screen and click **OK.** Click **OK** again to accept in Payment Profile.

Add New Supplier Bank Account: Add new Bank information on pop-up screen and click OK



Submit Train Stop

Email will prepopulate with default email.

Use drop down menu and pick the most appropriate reason for the change submission. One reason must be picked.

To review your information prior to submission, click Review

Check Confirm Changes box to ungrey the Submit button. Click Submit button to complete submission.

All Terms and Conditions on the original registration remain in effect and unchanged.

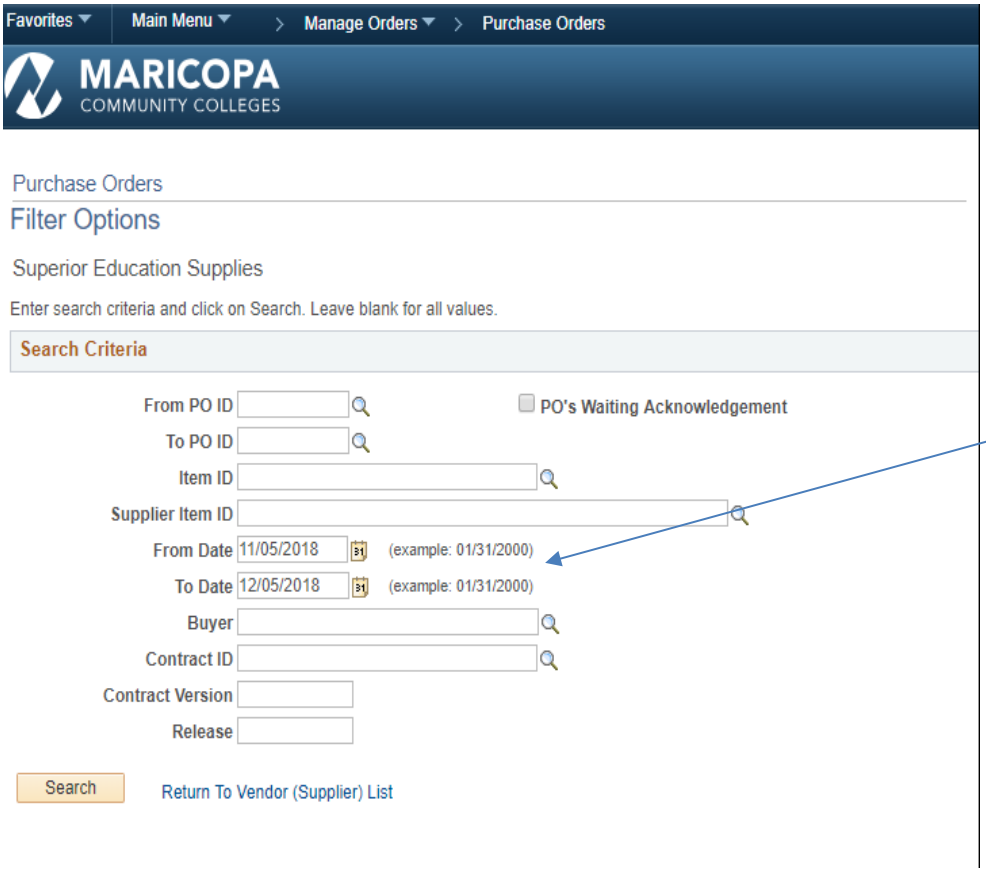
Understanding the Financial Details Pages

The Supplier Portal displays information from individual invoices, purchase orders, and payments, pulled directly from MCCCD's accounting system at the time that you load the detail page. The three sections below highlight key features, define the fields displayed, and provide additional guidance on understanding the information on each details page.

Purchase Orders

To view/print purchase orders, select Main Menu, Manage Orders, Purchase Orders

Multiple options to search for list of dispatched and completed orders.

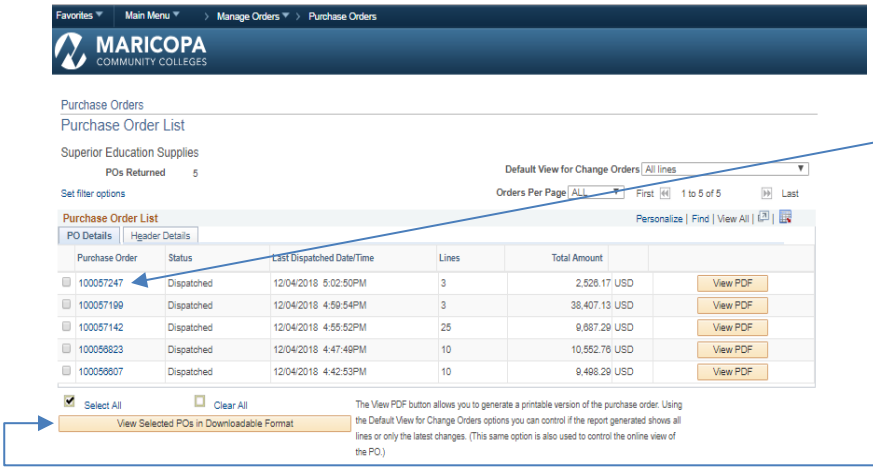


Each magnifying glass will provide the option to search by the field. Quickest way to capture all orders with in a particular time frame. Is to put a range in the date field.

Click on Search

View Purchase Orders

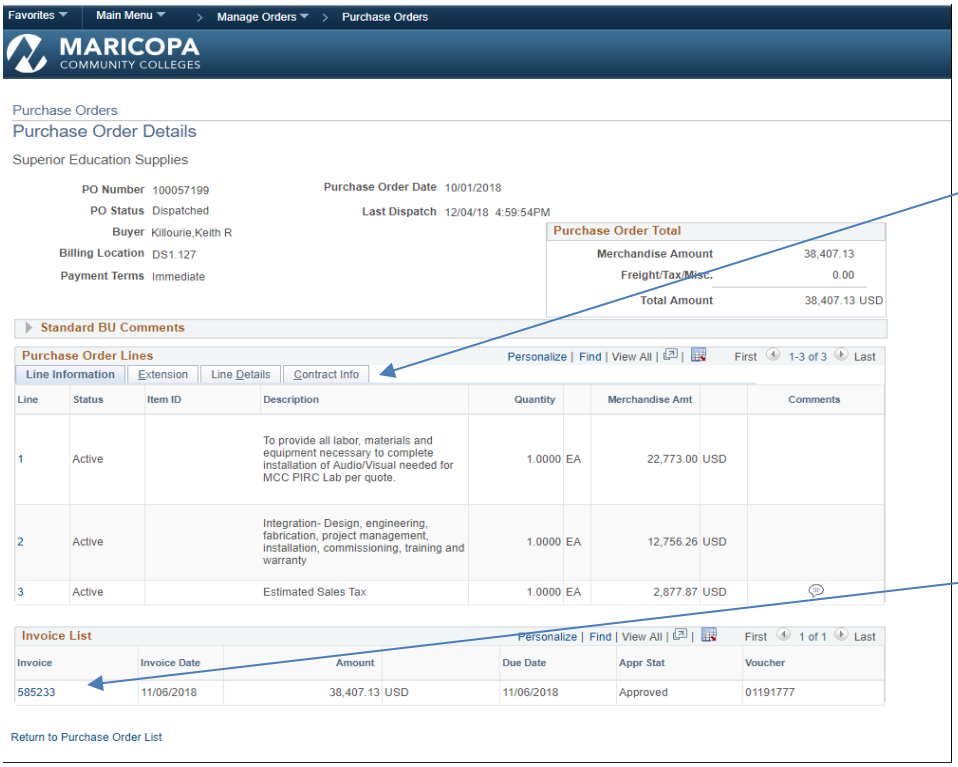
The Purchase Order List page displays a list of all Dispatched purchase orders. Users can view the access Purchase Order Details pages by selecting a specific purchase order from a list in the 'Purchase Orders' page.



Click on the order number to see details

To view multiple orders, select some or all by checking the box, then select "View Selected PO's in Downloadable Format" Note: If you cannot view the PDF, please make sure your pop-up blocker is off.

The Purchase Order Details page displays the details of the selected Purchase Orders.

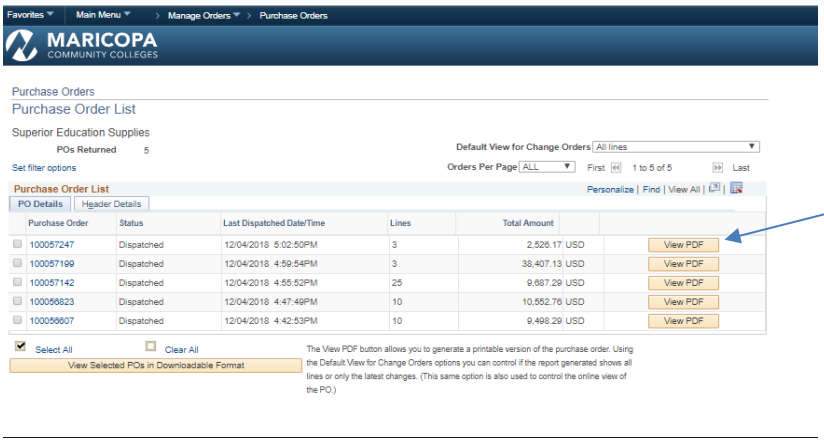


Click on tabs to see Line Information, Extensions, Line Details and Contact Information

Click on Invoice number to see Invoice Details

Print a copy of Purchase Orders

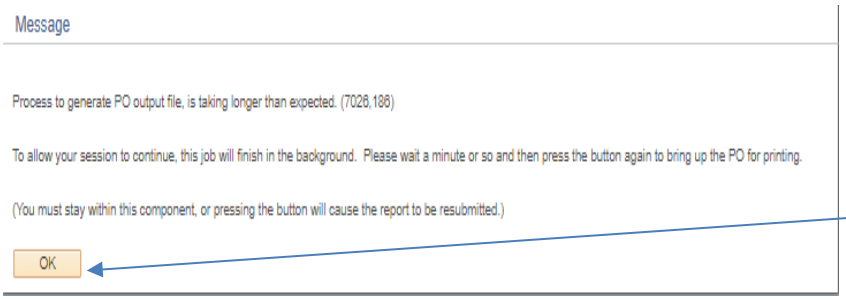
The Purchase Order List page displays a list of all Dispatched purchase orders. Users access Purchase Order Details pages by selecting a specific purchase order from a list in the 'Purchase Orders' page.



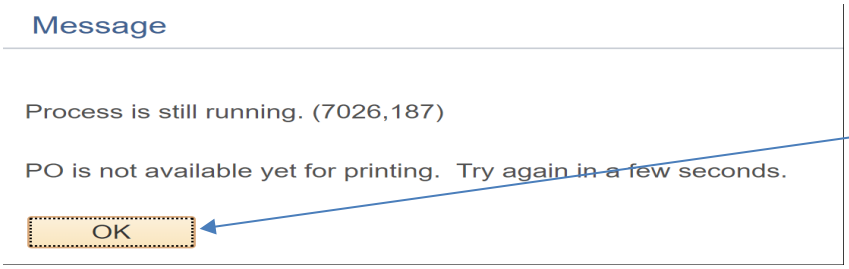
Click on "View PDF" to generate a copy of the Purchase Order
Note: If you cannot view the PDF, please make sure your pop-up blocker is off.

Important Messages:

When you click on "View PDF" may receive one of the following messages:



Click on OK and wait a few minutes before clicking on View PDF again. Copy of PO should appear



Click on OK and wait a few minutes before clicking on View PDF again. Copy of PO should appear

Close Error 404 tab window and click on View PDF again. Copy of PO should appear

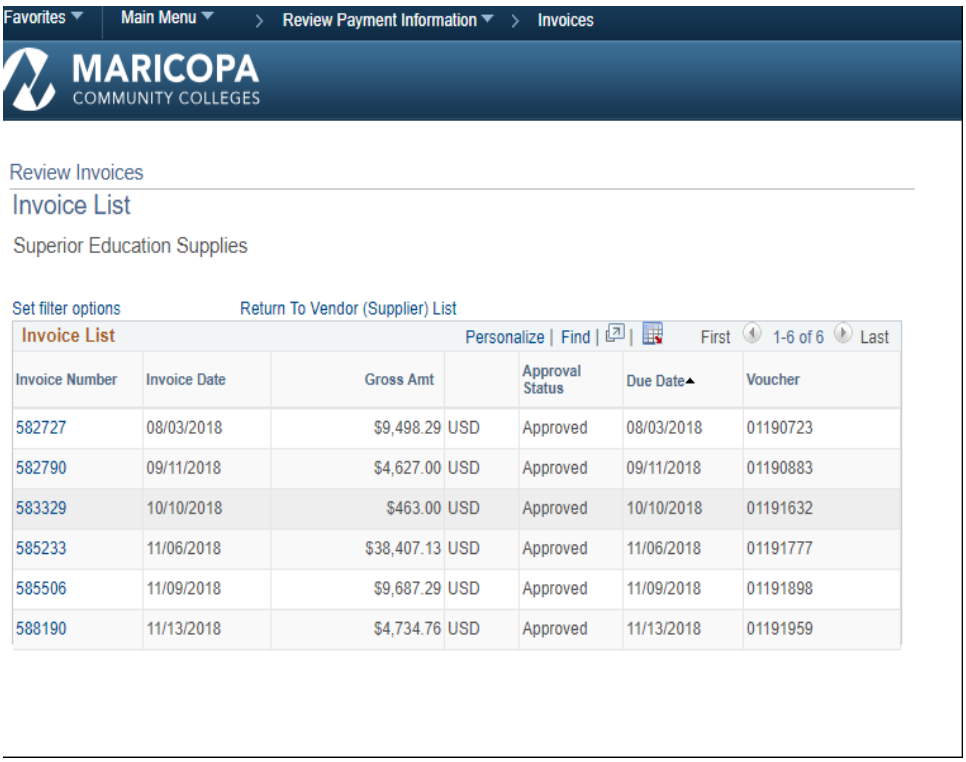
Key Terms and Field Definitions:

Term	Definition
PO #	The ID assigned to the purchase order in MCCCD's Financial Management System
Status	The purchase order status can be: - *Dispatched* – PO has been approved and sent to the supplier - *Canceled* – PO has been canceled by MCCCD
Buyer	Name of the responsible MCCCD Buyer
Payment Terms	The timeframe in which the supplier will be paid, based on the contract agreement
Last Dispatch Date	The date when the PO was finalized and ready to send to the supplier
PO Date	The date when the PO was entered into MCCCD's Financial Management System
Billing Location	MCCCD used code
Purchase Order Total	The total amount of the PO
Line Items	This section displays information about each of the line items that was included in the PO. The status of each line item can be: - *Active* – the line still has an available balance that can be billed against - *Closed* – the line item has been fully received and paid for by MCCCD
Invoice List	Summary information about each invoice that has been linked to this PO. Click on the 'Invoice ID' link to view more details for each invoice.
View PDF	Create a PDF copy of the purchase order
View Selected PO's In Downloadable Format	Check PO box or "Select All" to download PO information into a excel style format

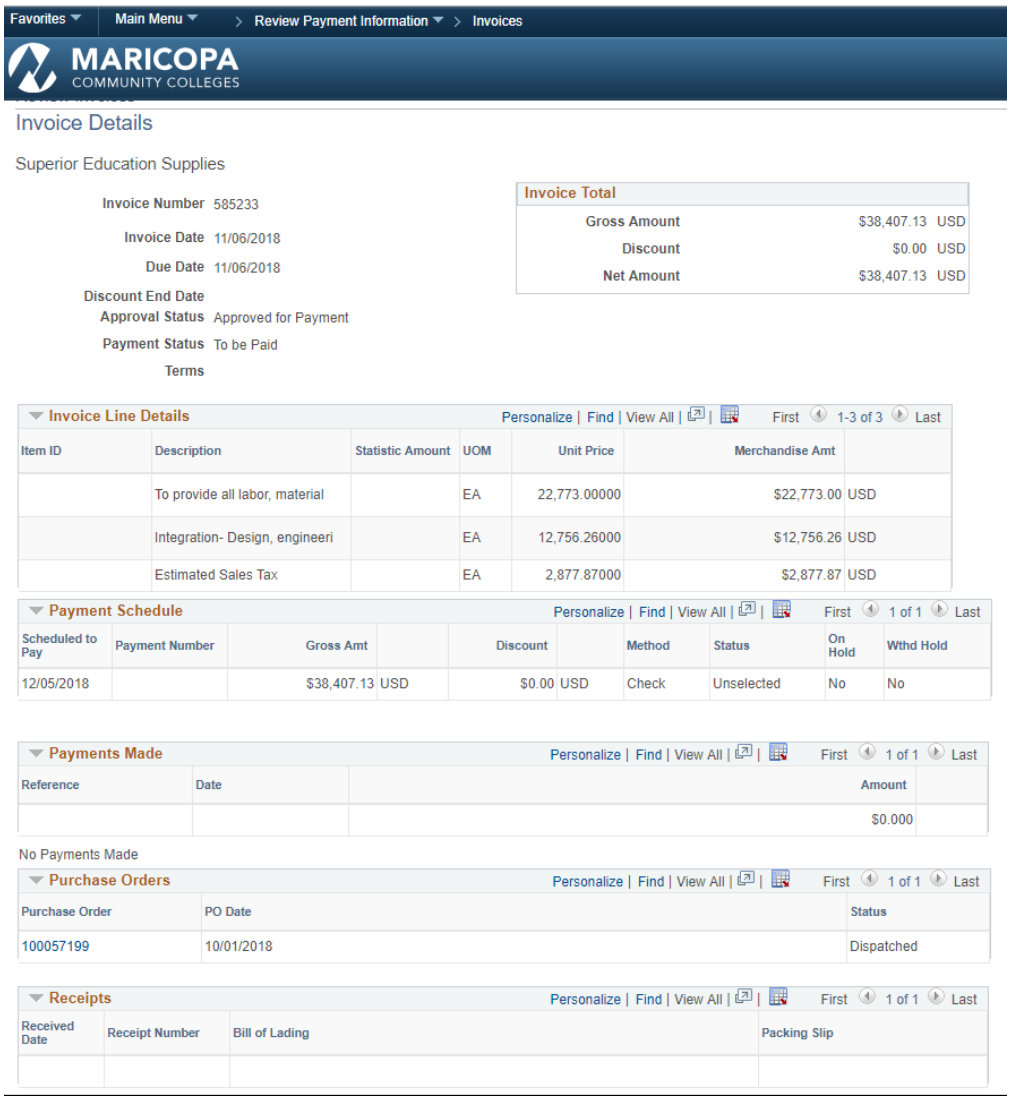
Invoice Details

The Invoice Details page displays the full details for a single invoice as shown here. Users access Invoice Details pages through either selecting a specific Invoice from a list in the 'Invoices' page or clicking on the invoice hyperlink in an associated purchase order or payment.

To view invoice details, select Main Menu, Review Payment Information, Invoices



The Invoice Details page displays the full details for a single invoice as shown here.

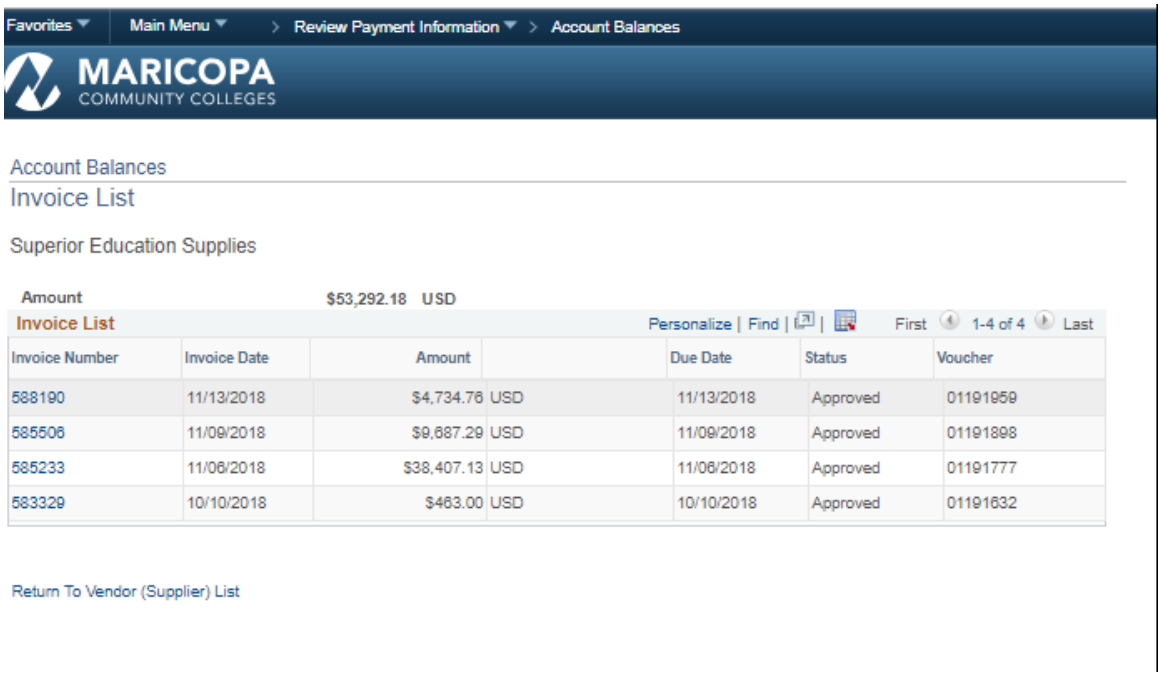


Key Terms and Field Definitions:

Term	Definition
Invoice Number	The number assigned to the invoice when it was entered into MCCCD's accounting system. Usually the supplier's invoice number.
Invoice Date	The date on the invoice that was sent to MCCCD by the supplier
Due Date	The date MCCCD payment is due

Discount End Date	Not used by MCCCD
Approval Status	The invoice status can be: - *Completed* = Invoice fully processed and payment complete - *Approved for Payment* = Invoice fully processed, payment approved but not yet sent - *Open* = Invoice approved, but payment not yet processed - *Pending* = Invoice received, but not yet approved
Payment Status	Approved for Payment = Invoice approved by MCCCD and set-up for payment
Terms	PO Payment Terms
Invoice Total	The total dollar amount of the invoice
Discounts	Not used by MCCCD
Item ID	An ID associated with each item. If a purchase order is associated with the invoice and an item ID is populated on the purchase order, this is the item ID from the purchase order
Description	Line Item description from the PO
U O M	Unit of Measure for the item (e.g., ea, dozen, box, etc.)
Merchandise Amt	The quantity times the unit price for the line item
Scheduled to Pay	Date MCCCD is scheduled to make payment
Method	Invoice Payment Method as set-up in your supplier profile = Check, Credit Card or ACH
Payment Status	Possible values are: - Selected – the payment is approved but not yet paid - *Paid* – the payment was made to the supplier

Account Balances

The Account Balances page displays the active invoices that have not been paid.

To view invoice details, select Main Menu, Review Payment Information, Account Balances