



Vendor Self Service Overview

This job aid provides an overview of the new Vendor Self Service functionality, and describes the main pages that you will be using when you log in.

The screenshot shows the Vendor Self Service Home page. It features a header with the Core-CT logo and navigation menus. The main content area is divided into several sections:

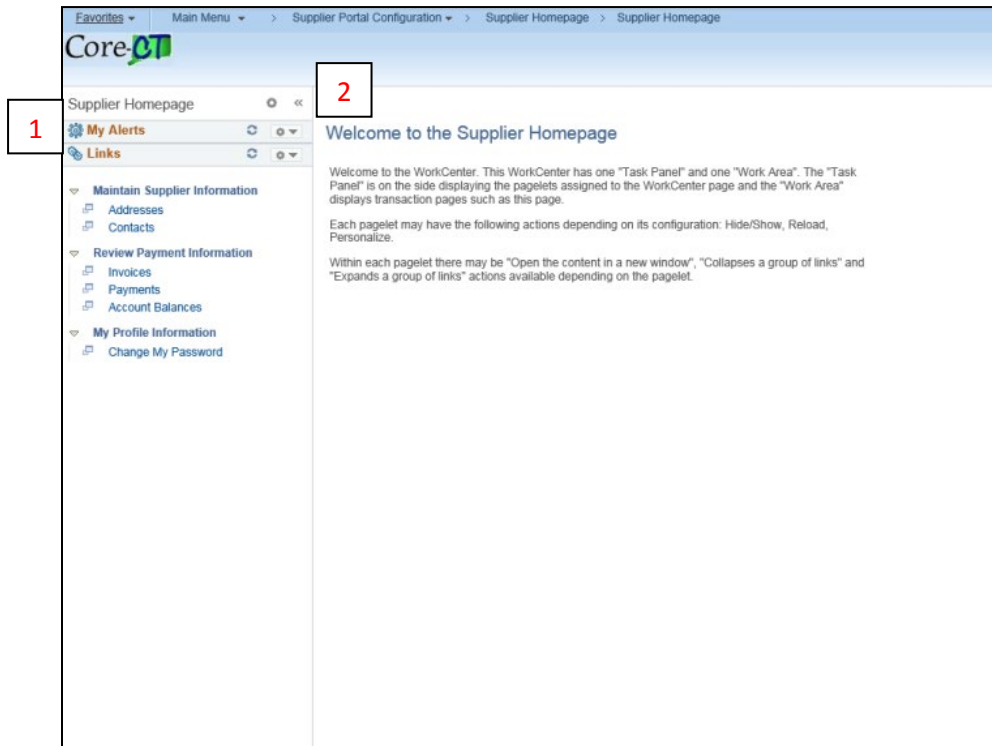
- Welcome:** Contains the Office of the State Comptroller logo and text: "OFFICE of the STATE COMPTROLLER Accounts Payable Division Supplier Portal". A welcome message states: "Welcome to the new State of Connecticut Supplier Portal, as of March 2018 this portal replaces the Vendor Self Service (VSS). Changes include enhanced security features, new format, and additional content."
- Supplier Login:** Includes input fields for "User ID" and "Password", a "Sign In" button, and a "Forgot Password?" link.
- Announcements:** A section with a red callout box labeled "2". It contains a "Helpful Links" section with links to "IRS W-9 Form", "Doing Business with the State", "State Agency Contacts - Accounts Payable", "State Agency Contacts - Purchasing", and "Direct Deposit (ACH) Application Instructions".
- Contact Us:** A section with a red callout box labeled "1". It provides contact information: "E-mail: osc.apdvf@ct.gov", "Telephone: (860) 702-3400", "Hours of Help Desk Availability: Monday - Friday: 8am - 4pm", and "Hours of Supplier Portal Access: Monday - Friday: 6am - 7pm, Saturday: 6am - 4pm".
- FAQs:** A section with a red callout box labeled "3". It lists frequently asked questions under categories: "General Information" (Who is a Supplier Administrator?), "Problems/Issues" (Who do I contact with a question about payments due to me?, Who do I contact with a question about my vendor data?), and "Registration" (Why is it necessary to register as a Supplier?, How do I submit a Supplier Registration Request?, How long does it typically take for a new supplier to complete the registration process?).

Shown above is the Vendor Self Service Homepage.

1. **Contact Us** - Contains the email address, telephone number, and hours of availability of the help desk
2. **Announcements** – Contains a link to the Supplier Homepage (next page), also contains a Helpful Links Section
3. **FAQs** – Contains frequently asked questions about general information, as well as a link to the job aids and training.



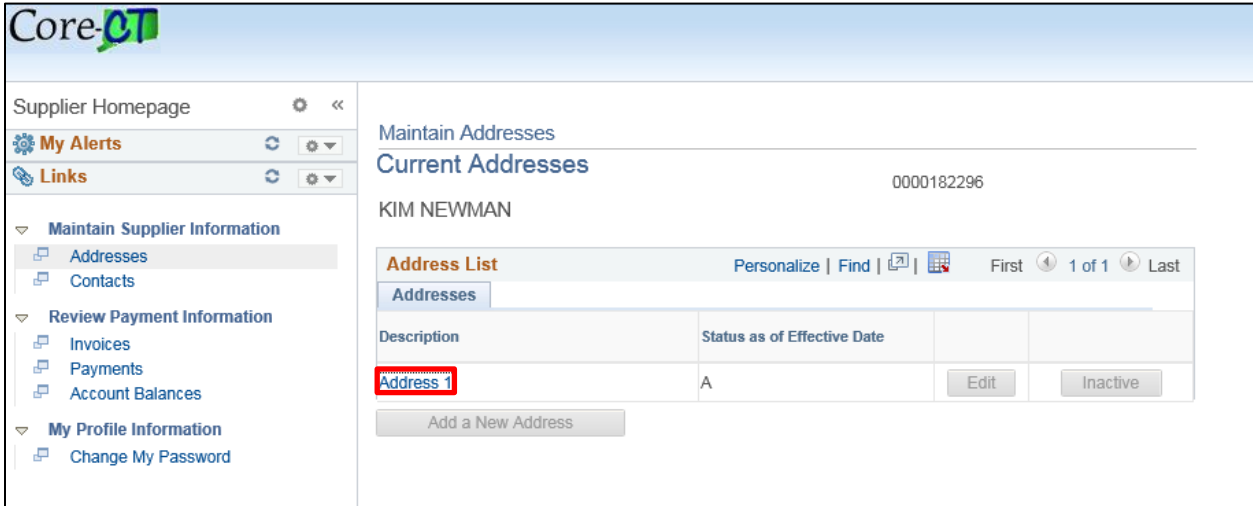
Clicking on the **Supplier Homepage** will bring the Supplier to the following screen



The Work Center is broken down into a Task Panel (1) and a Work Area (2). The Task Panel is what is shown as a column on the left side of the page. Clicking on any of the links in the Task Panel will bring up a Work Area associated with that link. The Work Area will take up the majority of the screen where Suppliers can complete different tasks.

The following screenshots will show what appears in the Work Area when clicking each link from the Task Panel:

Addresses



Supplier Homepage

My Alerts

Links

Maintain Supplier Information

- Addresses
- Contacts

Review Payment Information

- Invoices
- Payments
- Account Balances

My Profile Information

- Change My Password

Maintain Addresses

Current Addresses 0000182296

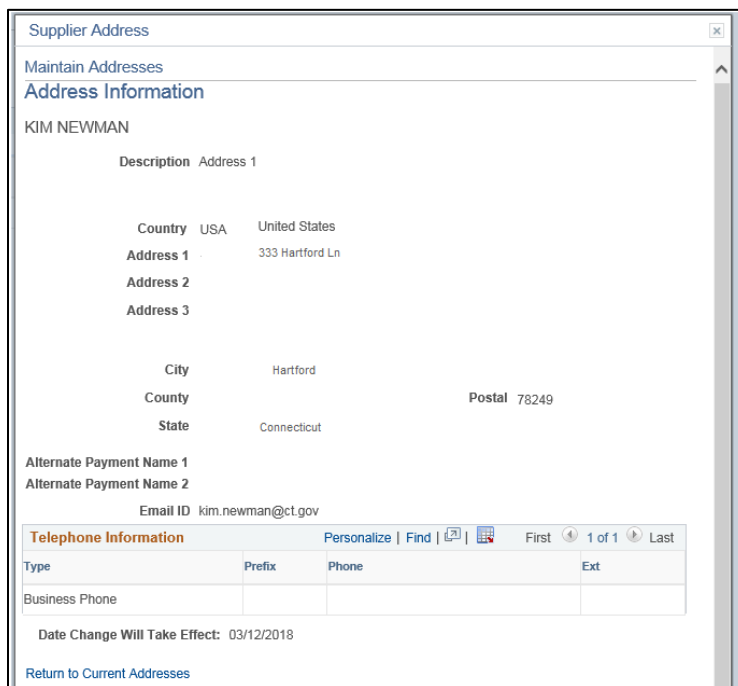
KIM NEWMAN

Address List Personalize | Find | First 1 of 1 Last

Description	Status as of Effective Date		
Address 1	A	Edit	Inactive

Add a New Address

Clicking on the **Address 1** link in the description section displays the address of the Supplier.



Supplier Address

Maintain Addresses

Address Information

KIM NEWMAN

Description Address 1

Country USA United States

Address 1 333 Hartford Ln

Address 2

Address 3

City Hartford

County Postal 78249

State Connecticut

Alternate Payment Name 1

Alternate Payment Name 2

Email ID kim.newman@ct.gov

Telephone Information Personalize | Find | First 1 of 1 Last

Type	Prefix	Phone	Ext
Business Phone			

Date Change Will Take Effect: 03/12/2018

Return to Current Addresses

Contacts

Supplier Homepage

My Alerts

Links

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My Profile Information

- Change My Password

Maintain Contacts

Current Contacts

KIM NEWMAN

Current Contacts Personalize | Find | First 1 of 1 Last

Description	Name		
Contact 1	KIM NEWMAN	Edit	Delete

Add a New Contact

Clicking on the **Contact 1** link in the description section displays the contact information of the Supplier.

Supplier Contacts

Maintain Contacts

Contact Information

KIM NEWMAN

Description Contact 1

Name KIM NEWMAN

Email ID kim.newman@ct.gov

URLID http://

Location Address 1

Role Accounts Payable

Status Active

Telephone Information Personalize | Find | First 1-2 of 2 Last

Type	Prefix	Phone	Ext
Business Phone		210/687-8838	
FAX			

[Return to Contact List](#) [Future Contacts](#)

Invoices

Suppliers can search for a range of invoices or a specific invoice. When the Supplier clicks **Search**, the following page displays the invoices gathered from the search query.

Invoice Number	Invoice Date	Gross Amt	Approval Status	Scheduled Pay Date	Business Unit	Voucher	Paid Status

Payments

Suppliers can search for payments based on Invoice Number or Payment Reference. When the Supplier clicks **Search**, the following page displays the payment gathered from the search query.

Reference	Invoice Number	Payment Date	Amount	Payment Status

Account Balances

Supplier Homepage

My Alerts

Links

Maintain Supplier Information

- Addresses
- Contacts

Review Payment Information

- Invoices
- Payments
- Account Balances

My Profile Information

- Change My Password

Account Balances

Balances by Currency

KIM NEWMAN

Balances by Currency Personalize | Find | First 1 of 1 Last

Gross Amount	Discount

No Balances Found

The balances would be displayed in the Work Area above.

Change My Password

Supplier Homepage

My Alerts

Links

Maintain Supplier Information

- Addresses
- Contacts

Review Payment Information

- Invoices
- Payments
- Account Balances

My Profile Information

- Change My Password

Change Password

User ID: NEWMAN11046

Description: ES-NEWMAN,KIM

*Current Password:

*New Password:

*Confirm Password:

Change Password