

## Vendor Self Service Overview

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

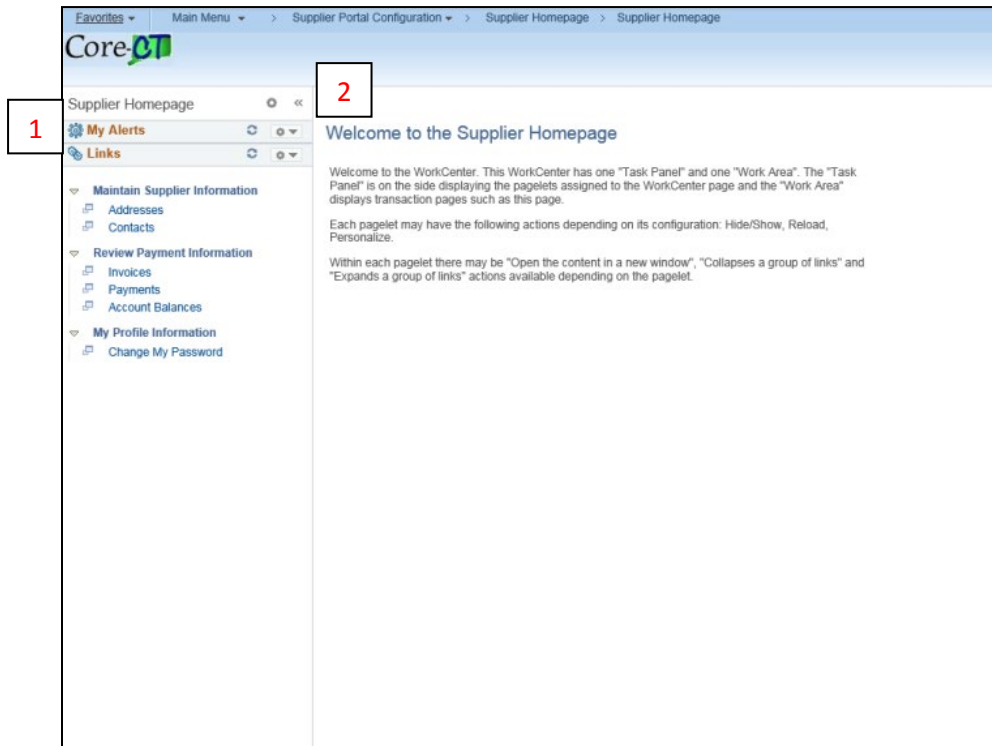
The screenshot shows the Vendor Self Service Homepage. At the top left is the Core-CT logo. Below it is a 'Welcome' section with the Office of the State Comptroller logo and the text: 'OFFICE of the STATE COMPTROLLER Accounts Payable Division Supplier Portal'. A 'Welcome' message states: 'Welcome to 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.' To the right is a 'Supplier Login' section with fields for 'User ID' and 'Password', a 'Sign In' button, and a 'Forgot Password?' link. Below the login section is an 'Announcements' section with a red box containing the number '2'. Underneath are 'Helpful Links' including: 'IRS W-9 Form', 'Doing Business with the State', 'State Agency Contacts - Accounts Payable', 'State Agency Contacts - Purchasing', and 'Direct Deposit (ACH) Application Instructions'. At the bottom left is a 'Contact Us' section with a red box containing the number '1'. It lists: 'E-mail: [osc.apdvf@ct.gov](mailto: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'. At the bottom right is an 'FAQs' section with a red box containing the number '3'. It includes sections for 'General Information', 'Problems/Issues', and 'Registration' with several questions listed.

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.



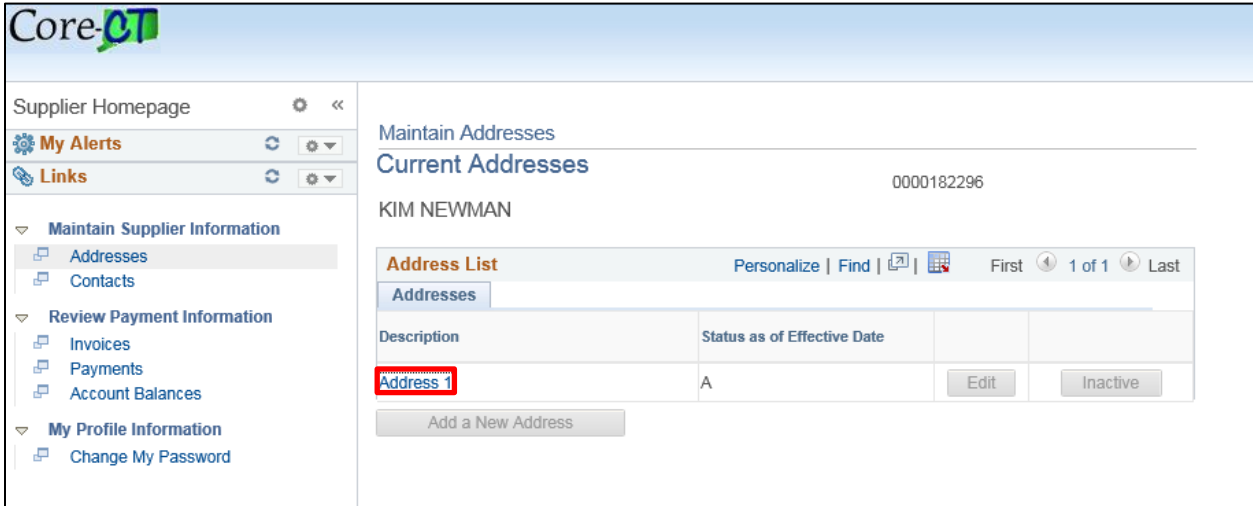
Clicking on the **Supplier Homepage** will bring the Supplier to the following screen



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

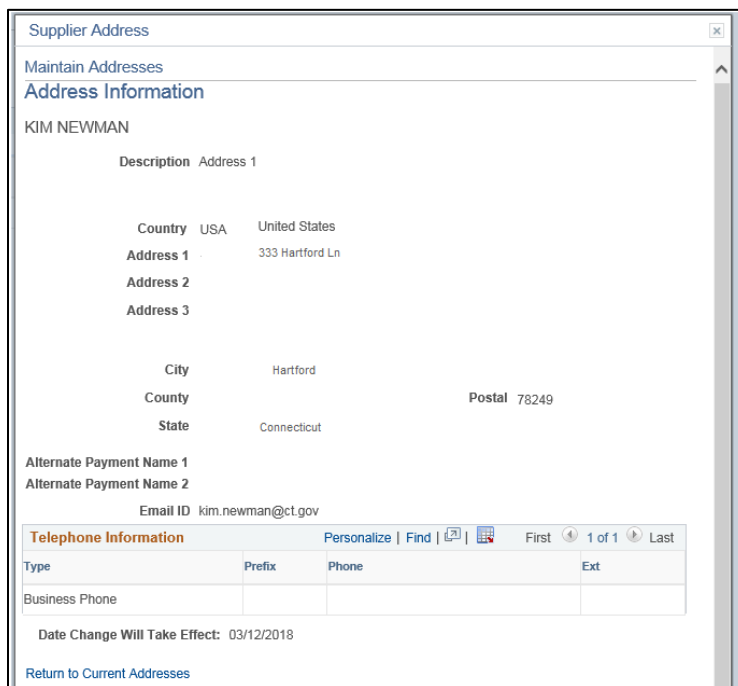
KIM NEWMAN

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

Maintain Supplier Information

- Addresses
- Contacts

Review Payment Information

- Invoices
- Payments
- Account Balances

My Profile Information

- Change My Password

Maintain Contacts

Current Contacts

KIM NEWMAN

Current Contacts Personalize | Find | First 1 of 1 Last

Description	Name		
<a href="#">Contact 1</a>	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

Supplier Homepage

- My Alerts
- Links
- Maintain Supplier Information
  - Addresses
  - Contacts
- Review Payment Information
  - Invoices
  - Payments
  - Account Balances
- My Profile Information
  - Change My Password

Review Invoices

Filter Options

KIM NEWMAN

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

From Invoice Number

To Invoice Number

From Date  (example: 01/31/2000)

To Date  (example: 01/31/2000)

From Amount

To Amount

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.

Supplier Homepage

- My Alerts
- Links
- Maintain Supplier Information
  - Addresses
  - Contacts
- Review Payment Information
  - Invoices
  - Payments
  - Account Balances
- My Profile Information
  - Change My Password

Review Invoices

Invoice List

KIM NEWMAN

Supplier ID: 0000182296

[Set filter options](#)

**Invoice List** [Personalize](#) | [Find](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

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

## Payments

Supplier Homepage

**My Alerts**

**Links**

- Maintain Supplier Information
  - Addresses
  - Contacts
- Review Payment Information
  - Invoices
  - Payments**
  - Account Balances
- My Profile Information
  - Change My Password

**Review Payments**

**Filter Options**

KIM NEWMAN

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

Invoice Number

Payment Reference

From Payment Date  (example: 12/31/2000)

To Payment Date  (example: 12/31/2000)

**Search**

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.

Supplier Homepage

**My Alerts**

**Links**

- Maintain Supplier Information
  - Addresses
  - Contacts
- Review Payment Information
  - Invoices
  - Payments**
  - Account Balances
- My Profile Information
  - Change My Password

**Review Payments**

**Payments Made**

KIM NEWMAN Supplier ID: 0000182296

[Set filter options](#)

**Payments Made** Personalize | Find | First 1 of 1 Last

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