

Instructions for Supplier Portal Landing Page

1) You will receive an email from Vassar with your username and password. Once you log in you will see the following landing page:

The screenshot shows the Vassar Supplier Portal landing page. At the top, there is a navigation bar with a 'MENU' icon, the 'VASSAR' logo, a search bar containing 'announcement', and three icons: a bell for 'Notifications', an envelope for 'Inbox', and a person icon for 'Profile'. Below the navigation bar is a large banner image of a Vassar campus. The main content area is titled 'Let's Get Started' and includes a date 'It's Monday, November 28, 2022'. There are three main sections: 'Awaiting Your Action' (with a sub-message 'You're all caught up on your inbox items.'), 'Timely Suggestions' (with a sub-message 'Here's where you'll get updates on your active items.'), and 'Your Top Apps'. The 'Your Top Apps' section contains four items: 'Invoices and Payments', 'Contact and Banking', 'POs and Catalogs', and 'Help', each with a corresponding icon. Below this is a 'View All Apps' link. At the bottom, there is an 'Announcements' section with a 'Supplier Portal Instructions' link and a sub-message 'The link below will guide you through options of the Supplier P...'. Three callout boxes on the right side of the page provide instructions for the 'Invoices and Payments', 'Contact and Banking', and 'Pos and Catalogs' links.

Notifications

Inbox

Profile

Invoices and Payments will show you status of invoices and payment information

Contact and Banking this is where you can view/update your contact and banking information. You can also add attachments such as W-9

Pos and Catalogs this is where you can view purchase orders and their status

Notifications – This is where you will receive notifications kicked off by a business process. This box will be rarely used

Inbox – This is where you will receive communication from Vassar employees regarding changes or requests you have submitted.

Profile – You can change your password through here. When you want to get back to your Home screen, click the cloud and the Home.

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2) Invoices and Payment – This section will list your most recent invoices and payments. If you would like to search using specific criteria, such as date or amount, select the View More Details. You can click on any item in blue to view more details.

← Invoices and Payments

Most Recent Payments

Payment	View	Payment Amount	Currency	Payment Date	Transaction Reference	Invoices
Supplier Payment : 11/22/2022	View	5,667.00	USD	11/22/2022	00279329 (EFT/ACH)	1
Supplier Paymen. : 10/27/2022	View	6,600.00	USD	10/27/2022	00274781 (EFT/ACH)	1
Supplier Paymen. : 10/21/2022	View	2,400.00	USD	10/21/2022	00273544 (EFT/ACH)	1
Supplier Paymen : 07/28/2022	View	12,885.00	USD	07/28/2022	00262804 (EFT/ACH)	2
Supplier Paymen : 03/24/2022	View	2,120.00	USD	03/24/2022	00243841 (EFT/ACH)	1
Supplier Payment : 02/17/2022	View	5,440.00	USD	02/17/2022	00237903 (EFT/ACH)	1
Supplier Paymen : 01/20/2022	View	5,900.00	USD	01/20/2022	00233283 (EFT/ACH)	1
Supplier Payment : 11/18/2021	View	11,437.00	USD	11/18/2021	00222933 (EFT/ACH)	2
Supplier Payment : 09/23/2021	View	1,900.00	USD	09/23/2021	00215048 (EFT/ACH)	1
Supplier Payment : 07/29/2021	View	2,950.00	USD	07/29/2021	00209389 (EFT/ACH)	1

[View More Details...](#)

Most Recent Invoices

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status	Payment Status
SINV-0699	95404	5,667.00	USD	12/14/2022	Approved	Paid
SINV-06906	954036	6,600.00	USD	11/18/2022	Approved	Paid
SINV-0689	95400	2,400.00	USD	08/26/2022	Approved	Paid
SINV-06585	95396	1,931.00	USD	06/22/2022	Approved	Paid
SINV-06586	95396	954.00	USD	06/22/2022	Approved	Paid
SINV-06156	95390	2,120.00	USD	02/20/2022	Approved	Paid
SINV-05970	95389	5,900.00	USD	02/12/2022	Approved	Paid
SINV-06066	95385	5,440.00	USD	11/14/2021	Approved	Paid
SINV-05814	95384	430.00	USD	10/22/2021	Approved	Paid
SINV-0582	95384	1,007.00	USD	10/22/2021	Approved	Paid

[View More Details...](#)

3) Contact and Banking – When you click this screen you can click the More (4) to see all options.

← Contact and Banking

Change

- [Create Contact Information](#)
- [Create Settlement Bank Accounts](#)
- [Create Alternate Names](#)
- [Create Classifications](#)
- [Change Contact Information](#)

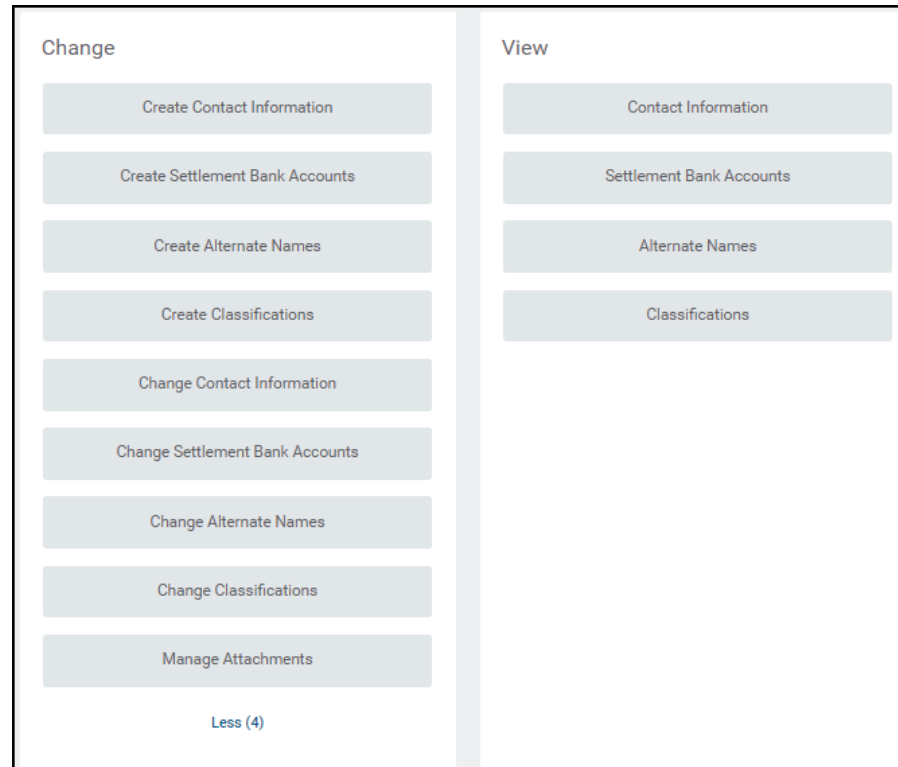
[More \(4\)](#)

View

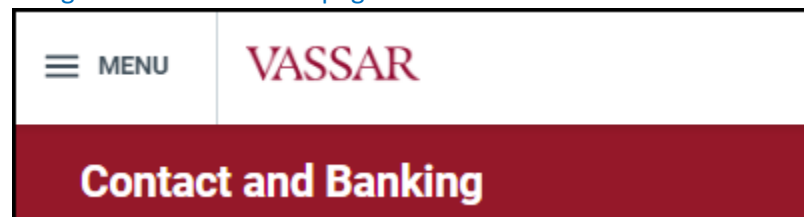
- [Contact Information](#)
- [Settlement Bank Accounts](#)
- [Alternate Names](#)
- [Classifications](#)

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From this screen you can change your contact or banking information if needed. You can also select Manage Attachments and upload documents that are need for your account. You *cannot* upload invoices through this section.




4) You can click the Vassar logo from any screen to get back to the home page.



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5) Pos and Catalogs – From this screen you can pull up all POs on your account.

← POs and Catalogs

Most Recent Purchase Orders 

Purchase Order	Document Date	Status	Amount
PO-019198	11/28/2022	Issued	25,000.00

[View More Details...](#)


Uninvoiced POs 

0 Partially Invoiced

0 Uninvoiced

0.00 Uninvoiced Amount

Currency USD

 Purchase Order

Find Purchase Orders