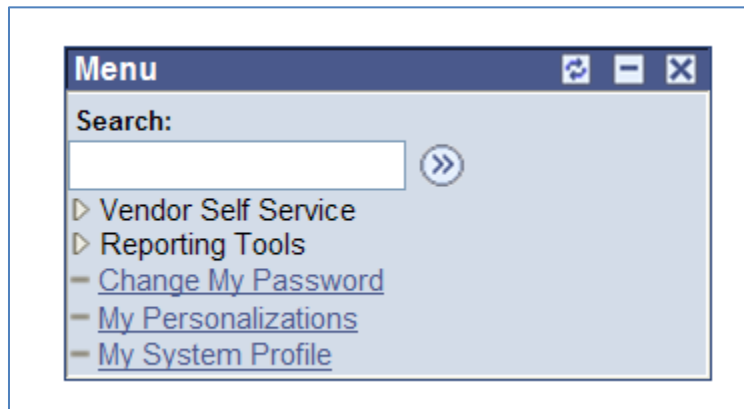


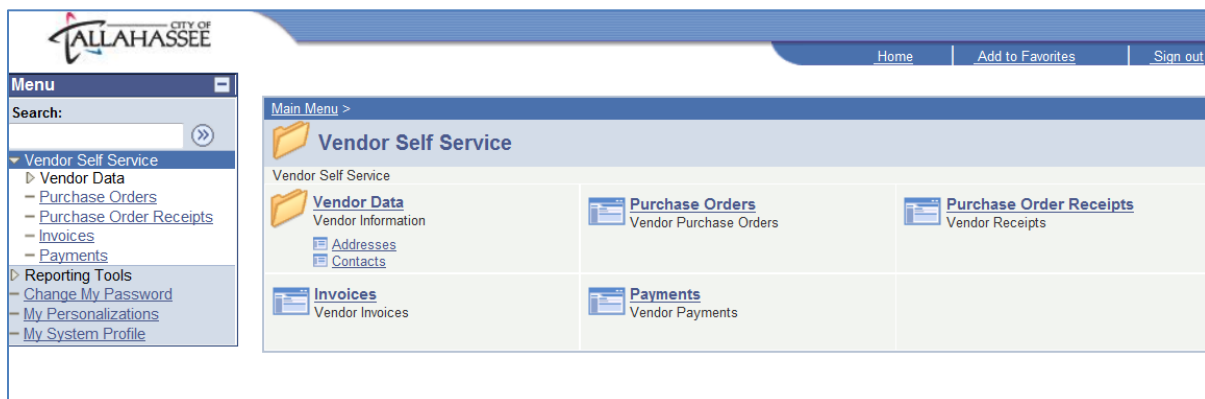
# Getting Started with Self Service

---

Click on the [Vendor Self Service](#) from menu items in the left sidebar.

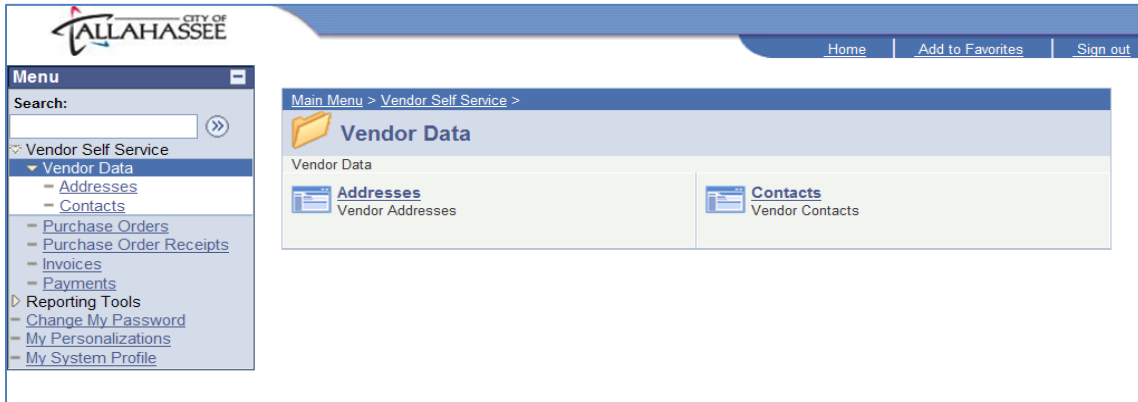


From the expanded menu items, you will be able to view **Vendor Data**, **Purchase Orders**, **Purchase Order Receipts**, **Invoices** and **Vendor Payments**.



## Vendor Data

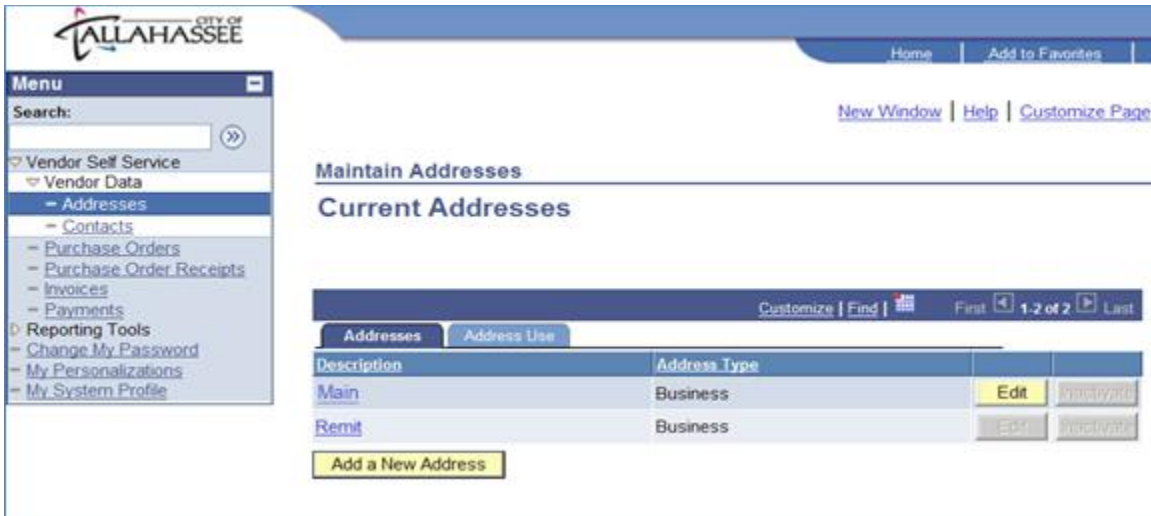
Click on the **Vendor Data** menu item to view or update your vendor data on the BIZ-e system.



The screenshot shows the City of Tallahassee BIZ-e portal. On the left is a 'Menu' sidebar with a search bar and a tree view. The 'Vendor Self Service' section is expanded, and 'Vendor Data' is selected. Under 'Vendor Data', 'Addresses' and 'Contacts' are listed. The main content area shows a breadcrumb trail 'Main Menu > Vendor Self Service >' and a 'Vendor Data' section with two links: 'Addresses' (Vendor Addresses) and 'Contacts' (Vendor Contacts). The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'.

## Vendor Addresses

Select **Addresses** to view your address information.



The screenshot shows the 'Maintain Addresses' page. The left 'Menu' sidebar is the same as the previous screenshot, with 'Addresses' selected under 'Vendor Data'. The main content area has a breadcrumb trail 'Main Menu > Vendor Self Service > Maintain Addresses'. Below this is a 'Current Addresses' section. It features a table with two columns: 'Description' and 'Address Type'. There are two rows: 'Main' (Business) and 'Remit' (Business). Each row has 'Edit' and 'Print' buttons. Below the table is an 'Add a New Address' button. The top navigation bar includes 'Home', 'Add to Favorites', 'New Window', 'Help', and 'Customize Page'. A status bar at the bottom of the table area shows 'Customize | Find | First 1-2 of 2 Last'.

Description	Address Type	Edit	Print
Main	Business	Edit	Print
Remit	Business	Edit	Print

On this page you can view and edit the addresses that are on file with the City. If an address has been designated as your remittance address, the self-service application will not allow you to update this address online. **If you wish to change a Remit address please call Procurement Services at 850-891-8200.**

## Vendor Contacts

The Contacts page gives you the ability to update your contacts within the BIZ-e system. The information provided includes contact description, contact name, address, telephone number and email address. Additional contacts may be added by clicking on the **Add a New Contact** button. The **Edit** button allows you to change an existing contact. The **Inactivate** button allows a vendor contact to be inactivated.




The screenshot shows the BIZ-e Vendor Self Service interface. On the left is a navigation menu with options like Vendor Data, Addresses, Contacts, Purchase Orders, and Reporting Tools. The main content area is titled 'Maintain Contacts' and 'Current Contacts'. It displays a table with one contact: 'April Showers'. Below the table is a button to 'Add a New Contact'.

Current Contacts		Customize	Find	First	1 of 1	Last
Description	Name					
Primary	April Showers	<a href="#">Edit</a> <a href="#">Inactivate</a>				

[Add a New Contact](#)

## Purchase Orders

Enter the Purchase Order number, a range of purchase orders or a range of dates. Click the **Search** button



**Menu**

Search:

- Vendor Self Service
  - Vendor Data
  - Purchase Orders**
    - Purchase Order Receipts
    - Invoices
    - Payments
  - Reporting Tools
    - Change My Password
    - My Personalizations
    - My System Profile

**Vendor Purchase Orders**

**Search Options**

Filter/Search Criteria - Leave blank for all values

From PO ID:

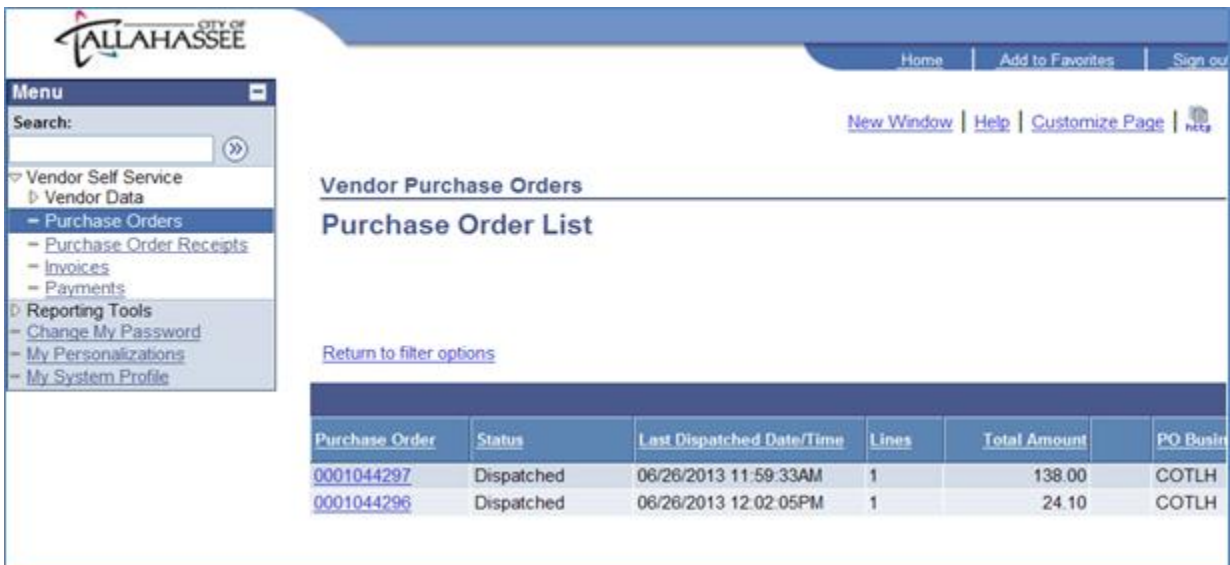
To PO ID:

From Date: 12/06/2012

To Date: 12/06/2013

**Search**

The search results screen will come up.



**Menu**

Search:

- Vendor Self Service
  - Vendor Data
  - Purchase Orders**
    - Purchase Order Receipts
    - Invoices
    - Payments
  - Reporting Tools
    - Change My Password
    - My Personalizations
    - My System Profile


**Vendor Purchase Orders**

**Purchase Order List**

[Return to filter options](#)

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	PO Busin
<a href="#">0001044297</a>	Dispatched	06/26/2013 11:59:33AM	1	138.00	COTLH
<a href="#">0001044296</a>	Dispatched	06/26/2013 12:02:05PM	1	24.10	COTLH

Click on a Purchase Order number to view details.



[Home](#)
[Add to Favorites](#)

**Menu**  
 Search:   
 >>
 

- Vendor Self Service
  - Vendor Data
    - Purchase Orders**
      - Purchase Order Receipts
      - Invoices
      - Payments
  - Reporting Tools
    - Change My Password
    - My Personalizations
    - My System Profile

**Vendor Purchase Orders**  
**Purchase Order Details**

**PO Number:** 0001046094  
**PO Status:** Dispatched  
**Buyer:** Administrator  
**Billing Location:** CH3ACP  
**Payment Terms:** Due Now

**Purchase Order Date:** 10/10/2013  
**Last Dispatch:** 10/11/2013 8:09:04AM

**HDR Comments:**

**Purchase Order Total**  
**Merchandise Amt:** 2,021,022.00  
**Freight/Tax/Misc.:** 0.00  
**Total Amount:** 2,021,022.00 USD

**Purchase Order Lines**

[Customize](#) | [Find](#) | [View All](#) |

[First](#) | [1 of 1](#) | [Last](#)

[Line Information](#) | [Contract Info](#)

Line	Status	Item ID	Description	Quantity	Amount
1	Active	000000000400003106	Purchase	2021022.0000 JB	2,021,022.00 USD

**Invoice List**

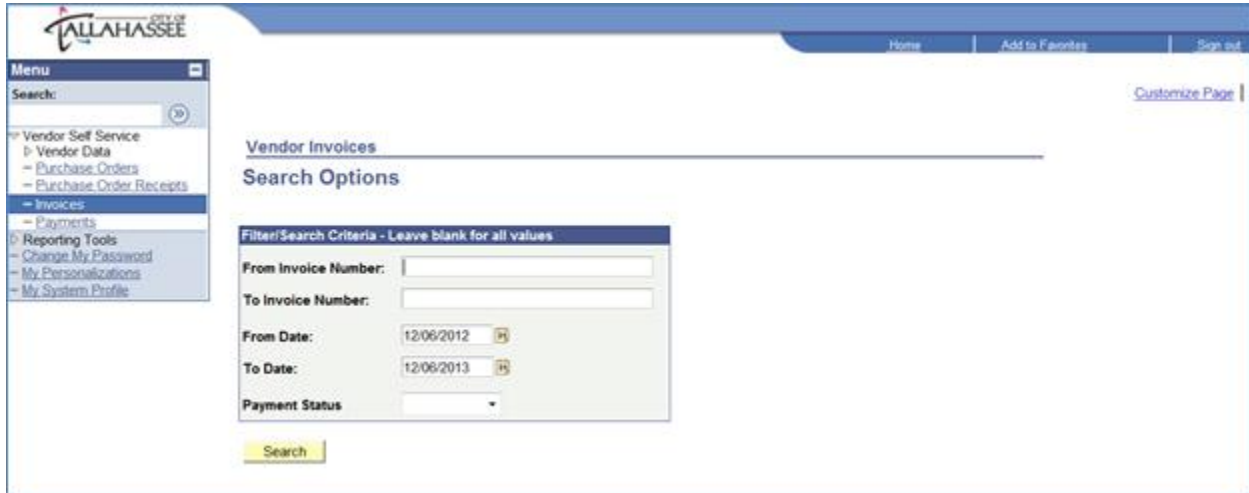
[Customize](#) | [Find](#) | [View All](#) |

[First](#) | [1-16 of 16](#) | [Last](#)

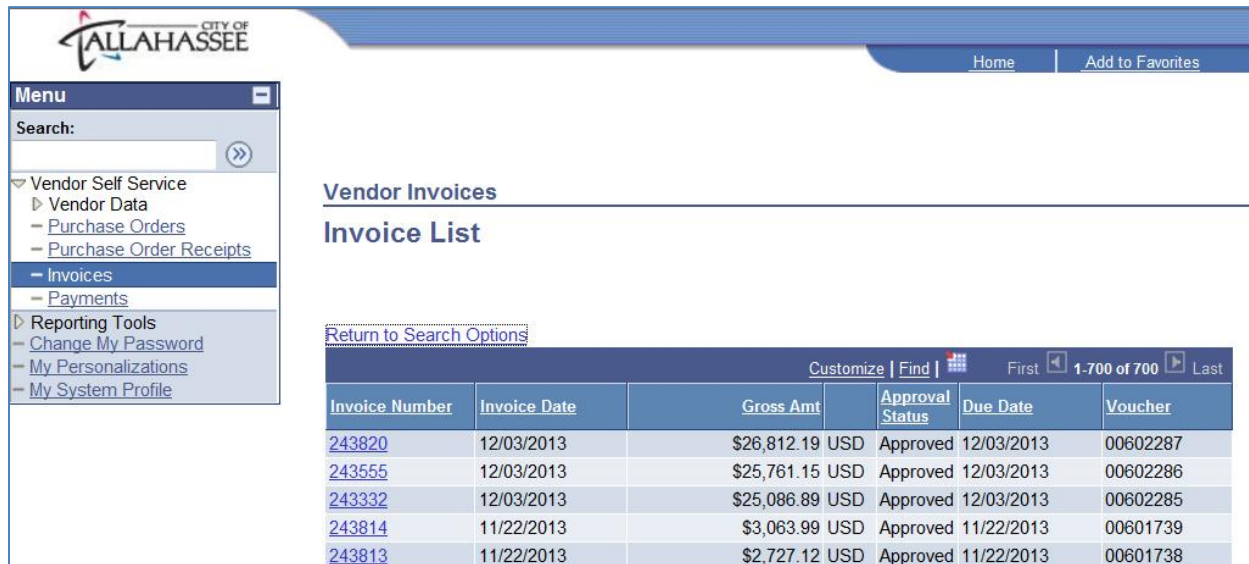
Invoice	Invoice Date	Amount	Due Date	Appr. Stat	Voucher
<a href="#">243555</a>	12/03/2013	25,761.150 USD	12/03/2013	Approved	00602286
<a href="#">243332</a>	12/03/2013	25,086.890 USD	12/03/2013	Approved	00602285
<a href="#">243820</a>	12/03/2013	26,812.190 USD	12/03/2013	Approved	00602287
<a href="#">242259</a>	11/21/2013	25,227.110 USD	11/21/2013	Approved	00601277
<a href="#">242247</a>	11/21/2013	25,524.000 USD	11/21/2013	Approved	00601276

## Vendor Invoices

Enter the invoice number, a range of invoice numbers or a range of dates. If you want to select by payment status, use the drop down. To receive data for all invoices, leave this field blank and click the **Search** button.




A new page will load with your search results.



Invoice Number	Invoice Date	Gross Amt	Approval Status	Due Date	Voucher
<a href="#">243820</a>	12/03/2013	\$26,812.19 USD	Approved	12/03/2013	00602287
<a href="#">243555</a>	12/03/2013	\$25,761.15 USD	Approved	12/03/2013	00602286
<a href="#">243332</a>	12/03/2013	\$25,086.89 USD	Approved	12/03/2013	00602285
<a href="#">243814</a>	11/22/2013	\$3,063.99 USD	Approved	11/22/2013	00601739
<a href="#">243813</a>	11/22/2013	\$2,727.12 USD	Approved	11/22/2013	00601738

View more details on any invoice by clicking on the invoice number.

## Invoice Details



[Home](#)
[Add to Favorites](#)
[Sign out](#)


**Menu**  
 Search:  [»](#)  
 ▾ Vendor Self Service  
   ▸ Vendor Data  
     – [Purchase Orders](#)  
     – [Purchase Order Receipts](#)  
     – **Invoices**  
     – [Payments](#)  
   ▸ Reporting Tools  
     – [Change My Password](#)  
     – [My Personalizations](#)  
     – [My System Profile](#)

### Invoice Details

**Invoice Number:** 243813  
**Invoice Date:** 11/22/2013  
**Due Date:** 11/22/2013  
**Discount End Date:**  
**Approval Status:** Approved for Payment  
**Payment Status:** Paid in Full  
**Terms:** Due Immediately


**Invoice Total**  
**Gross Amount:** \$2,727.12 USD  
**Discount:** \$0.00 USD  
**Net Amount:** \$2,727.12 USD

**Invoice Line Details**

Customize | Find | View All |  First  Last


Item ID	Description	Statistic Amount	UOM	Unit Price	Amount
	FLT --> Vouchers Interface		EA	2,727.12000	\$2,727.12 USD

**Payment Schedule**

Customize | Find | View All |  First  Last

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold
12/02/2013	0000387395	\$2,727.12 USD	\$0.00 USD	ACH	Paid	No

**Payments Made**

Customize | Find | View All |  First  Last

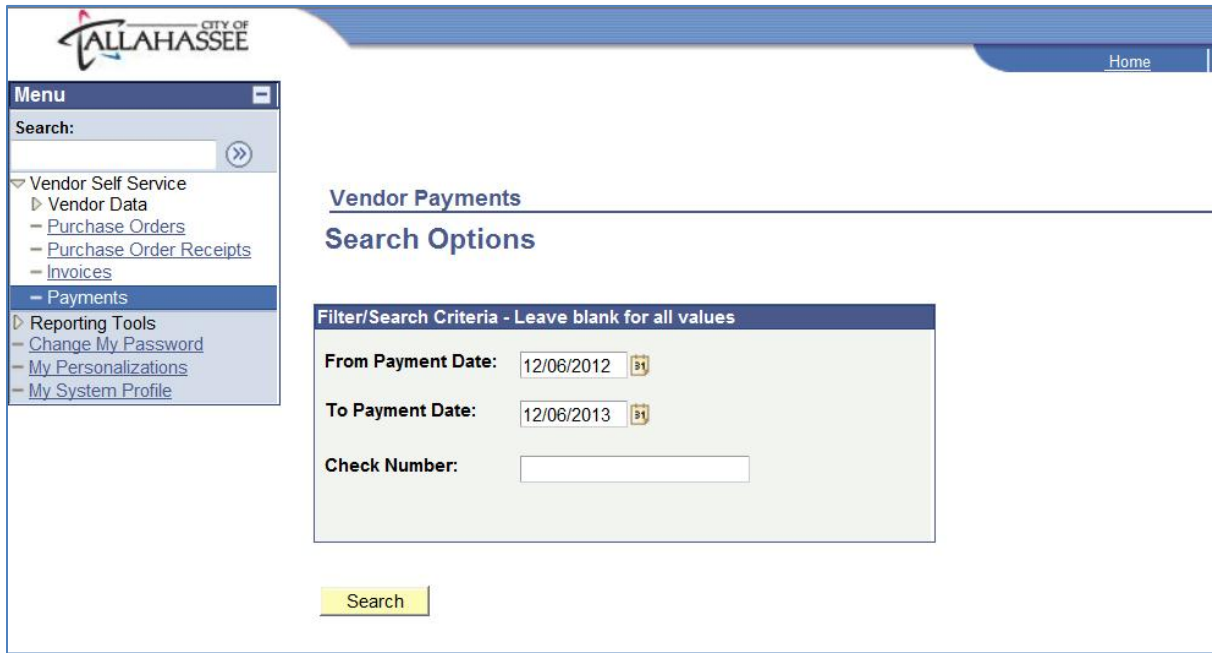
Reference	Date	Amount
<a href="#">0000006505</a>	12/02/2013	\$86,743.42 USD

By clicking on the invoice number link, information is shown for the invoice and any payment information. You can also retrieve payment information via the payment reference number (which is the check number). Note: the check amount may include multiple invoices.



## Vendor Payments

Enter the payment date range or check number (if known) and click the **Search** button.



**Menu**


Search:


- Vendor Self Service
  - Vendor Data
    - Purchase Orders
    - Purchase Order Receipts
    - Invoices
  - Payments
- Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile

**Vendor Payments**

**Search Options**

Filter/Search Criteria - Leave blank for all values

From Payment Date:  

To Payment Date:  

Check Number:

**Search**

A new page will load with your search results. View more details on any check by clicking on the check number.



**Menu**

Search:

- Vendor Self Service
  - Vendor Data
    - Purchase Orders
    - Purchase Order Receipts
    - Invoices
  - Payments
- Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile

**Vendor Payments**

**Payments List**

[Return to filter options](#)

Customize | Find |  First  Last

Check Number	Payment Date	Payment Amount	Payment Currency
<a href="#">0000006505</a>	12/02/2013	\$86,743.42	USD
<a href="#">0000006495</a>	11/25/2013	\$125,222.35	USD
<a href="#">0000006472</a>	11/18/2013	\$170,276.27	USD
<a href="#">0000006464</a>	11/08/2013	\$226,863.66	USD
<a href="#">0000376623</a>	11/06/2013	\$740.25	USD



## Payment Details



**Menu**

Search:

- ▼ Vendor Self Service
  - ▶ Vendor Data
    - [Purchase Orders](#)
    - [Purchase Order Receipts](#)
    - [Invoices](#)
    - **Payments**
  - ▶ Reporting Tools
    - [Change My Password](#)
    - [My Personalizations](#)
    - [My System Profile](#)

[Home](#) | [Add to Favorites](#)

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### Vendor Payments

#### Payment Details

0000376623

**Invoice Number:**

**Payment Date:** 11/06/2013

**Method:** Check

**Pay Status:** Paid

**Amount:** \$740.25 USD

**Paid To:** Administrator

**Country:** USA United States

**Address 1:** 1234 Business Lane

**Address 2:**

**Address 3:**

**City:** TALLAHASSEE

**County:**

**Postal:** 32310

**State:** FL Florida

**From:** Bank of Tallahassee

Payment Advice				
Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
240994	740.24 USD	0.00 USD	0.00 USD	740.24 USD
240994	0.01 USD	0.00 USD	0.00 USD	0.01 USD

**Please note:** there may be multiple invoices paid on one check.