School District of Philadelphia MWBE MWBE Payments

Guidelines

Accessing the Payments function of the MWBE System is integral in ensuring that the MWBE commitment for your contracts with SDP are tracked properly.

- Entering a Payment alerts the Sub-Prime Supplier you are paying that they should be expecting funds.
- Acknowledging a payment alerts your Prime that you have received or are disputing a payment.
- Tracking a Payment allows you to see which payments you've made to which Sub-Prime Suppliers or how much you've been paid by Prime Suppliers.

Enter a Payment

1. While on the Springboard, click the *Supplier Portal* icon.



2. When the Supplier Portal has loaded, click on the *Manage MWBE Payments* Link in the Tasks Pane on the left hand side of the screen.

Supp	lier Portal		
Search	Orders	~	
Tasks	5		
Orders	5		
• M	lanage Orders		
• M	lanage Schedule	S	
• A	cknowledge Sch	edules in Spreadshee	t
Agree	ments		
• M	lanage Agreeme	nts	
Manag	pplier Complian e MWBE Payme	ints	
Shipm	ents		
• V	iew Receipts		
• V	iew Returns		

3. The MWBE Homepage will load. From here you can access the Payments page by clicking the *Record Payments* icon.

Welcome, Please select one of the folk	owing options						
Orders & Agreements	Supply Chain	Record Payments	Acknowledge Payments	S Track Payments	Supplier Search	Reports	Back To Oracle

4. Choose the Purchase Order or Purchase Agreement for which you'd like to enter a payment from the *SDP PO* drop down.

Payment ID:	
879	
DP PO-	
	~
PUR10109	~
PUR10109 PUR10080	~
PUR10109 PUR10080 PUR10088	~
PUR10109 PUR10080 PUR10088 PA10019	~
PUR10109 PUR10080 PUR10088 PA10019 PUR10039	~
PUR10109 PUR10080 PUR10088 PA10019 PUR10039 PUR10049	~

5. Enter the following information

Enter Payments:			Done Save Cancel Submit
Payment ID:			
879			
SDP PO:		Payment Status:	
PA10019 ~		Not Submitted	
Buyer Supplier ID		Seller Supplier ID	
11022148	Green Architecture	~	
Buyer PO	Administrative Contact	Seller Invoice	Administrative Contact
	Jack, Jenkins		
Buyer Payment Date	jjenkins@Fake.com	Seller Invoice Date	
10/28/2020	215-555-5555	10/28/2020	
Buyer Payment Amount	Method of Payment	Seller Invoice Amount	
\$	O Paper Check O Electronic	\$	

- a. Buyer PO
- b. Buyer Payment Date
- c. Buyer Payment Amount
- d. Method of Payment
- e. Seller Supplier ID
- f. Seller Invoice
- g. Seller Invoice Date
- h. Seller Invoice Amount
- 6. Click *Submit* to submit your payment.



7. An Alert will be generated for the Supplier to whom you have made a Payment.



Acknowledge a Payment

1. While on the Springboard, click the *Supplier Portal* icon.

APPS	~
Supplier Portal	+

2. When the Supplier Portal has loaded, click on the *Manage MWBE Payments* Link in the Tasks Pane on the left hand side of the screen.

Supplie	er Portal			
Search (Orders	~		
Tasks				
Orders				
• Man	age Orders			
• Man	age Schedules			
Acki	nowledge Scheo	dules in Sprea	dsheet	
Agreeme	nts			
• Man	age Agreement	s		
Manage N	lier Complianc	ts		
Shipmen	ts			
Viev	Receipts			
Viev	Returns			

3. The MWBE Homepage will load. From here you can access the Payments page by clicking the *Acknowledge Payments* icon.



- a. Alternatively, you can click on the *Alert* for the Payment which you would like to acknowledge.
 - i. If you access your Payment this way **skip to Step 7**.

Alerts

A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: <u>529</u> A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: <u>560</u> A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: <u>579</u> A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: <u>579</u> A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: <u>579</u>

4. Choose your SDP Purchase Document from the *SDP Purchase Document* drop down.

Acknowledgement Paymer	nts:	
SDP Purchase Document:	select	~
	select	
Paying Supplier:	PUR10079	
	PUR10097	
	PUR10088	
SDP Doc	PA10005	
SDF DOC	PA10019	
	PUR10039	
PA10019	PUR10049	
	PUR10135	
	PUR10158	
PA10019	PUR10098	

5. Choose the Supplier from whom you've received a payment from the *Paying supplier* **drop down**.

Paying Supplier:	Green Architecture 🗸	
SDP Doc		•
PA10019		
PA10019		
PA10019	Cause Applitudeur	
PA10019	Green Architecture	
PA10019		
PA10019		

6. Click *Search*.

Acknowledgement Paymen	nts:				
SDP Purchase Document:	PA10019	~	SDP Document Status:	select	~
Paying Supplier:	Green Architecture	~			

7. In line with the payment you'd like to acknowledge, choose the correct status from the *Pay Status* drop down.

SDP Doc	PayID	Paying Supplier	Pay Date	Pay Amount	Seller Name	Pay Status
PA10019	<u>879</u>	Green Architecture	Oct 28, 2020	\$ 1,000.00	Blue Electric Inc	Notified V Acknowledged
PA10019	<u>594</u>		Jul 17, 2020	\$ 3,000.00		Notified Disputed, Wrong Amount Disputed Did Not Receive
PA10019	352		Apr 30, 2020	\$ 12,000.00		Disputed, Work Not Perfomed

a. If you wish to dispute a payment for any reason, select the reason here.

8. Click *Save*.

Acknowledgement Payme	ents:							Save
SDP Purchase Document:	PUR10079	~	SDP Document Status:	select	~			
Paying Supplier:		~					Search Re	set
SDP Doc	PayID	Paying Supplier		Pay Date	Pay Amount	Seller Name	Pay Status	Ł
PA10019	<u>879</u>	Green Architecture		Oct 28, 2020	\$ 1,000.00	Blue Electric Inc	Acknowlec 🗸	

9. Your *Pay Status* will now show as Acknowledged.

SDP Doc	PayID	Paying Supplier	Pay Date	Pay Amount	Seller Name	Pay Status
PA10019	879	Green Architecture	Oct 28, 2020	\$ 1,000.00	Blue Electric Inc	Acknowledged

Track a Payment

1. While on the Springboard, click the *Supplier Portal* icon.



2. When the Supplier Portal has loaded, click on the *Manage MWBE Payments* Link in the Tasks Pane on the left hand side of the screen.

Supplier	Portal				
Search Orde	rs	~			
Tasks					
Orders					
Manage	Orders				
Manage	Schedules				
Acknow	ledge Sched	ules in Sp	oreadshe	et	
Agreements					
Manage	Agreements	5			
Manage MW	Compliance BE Payment	5			
Shipments					
View Re	ceipts				
View Re	turns				

3. The MWBE Homepage will load. From here you can access the Payments page by clicking the *Track Payments* icon.

Welcome, Please select one of the foll	lowing options						
Orders & Agreements	Supply Chain	Record Payments	Acknowledge Payments	Track Payments	Lei Lei Supplier Search	Reports	Back To Oracle

4. Choose the SDP Purchase Document for which you'd like to track payments from the *SDP Purchase Document* drop down. Then click *Search*.

Search					
SDP Purchase Document:	select	~	SDP Document Status:	~	
	select PUR10109 PUR10080 PUR10088			Search	Reset
Search Results	PA10019				
	PUR10039				
SDP Doc Pa	PUR10049 PUR10027	/ Date	Pay Amount Seller Name	Seller Contact Name	Seller Ir

PA10019	342		Feb 28, 2020	\$15,000.00		Feb 15, 2020	Acknowledged
PA10019	344		Mar 30, 2020	\$ 15,000.00		Mar 15, 2020	Acknowledged
PA10019	346		Apr 30, 2020	\$ 15,000.00		Apr 15, 2020	Acknowledged
PA10019	348		Feb 28, 2020	\$ 12,000.00		Feb 15, 2020	Acknowledged
PA10019	350		Mar 30, 2020	\$ 12,000.00		Mar 15, 2020	Acknowledged
PA10019	352		Apr 30, 2020	\$ 12,000.00		Apr 15, 2020	Acknowledged
PA10019	354		Feb 28, 2020	\$ 8,000.00		Feb 15, 2020	Acknowledged
PA10019	356		Mar 30, 2020	\$ 8,000.00		Mar 15, 2020	Acknowledged
PA10019	358		Apr 30, 2020	\$ 8,000.00		Apr 15, 2020	Acknowledged
PA10019	367		May 29, 2020	\$ 20,000.00		May 14, 2020	Disputed, Wror
PA10019	369		Jun 30, 2020	\$ 20,000.00		Jun 15, 2020	Notified
PA10019	377		Jul 30, 2020	\$ 20,000.00		Jul 15, 2020	Notified
PA10019	381		Aug 30, 2020	\$ 20,000.00		Aug 15, 2020	Notified
PA10019	383			\$ 123.00			Saved As Draft
PA10019	385			\$ 1,234.00		Sep 15, 2020	Saved As Draft
PA10019	388		Sep 29, 2020	\$ 20,000.00		Sep 15, 2020	Saved As Draft
PA10019	591		Jul 29, 2020	\$ 1,111.00		Jul 15, 2020	Saved As Draft
PA10019	594		Jul 17, 2020	\$ 3,000.00		Jul 1, 2020	Acknowledged
PA10019	621		Aug 18, 2020	\$ 1,000.00		Aug 2, 2020	Notified
PA10019	<u>879</u>	Green Architecture	Oct 28, 2020	\$ 1,000.00	Blue Electric Inc	Oct 28, 2020	Acknowledged

5. From here you can see your results and search for the payment you'd like to check.

- a. For additional information on an individual payment, click the *Pay ID* hyperlink for that payment.
- b. If you would like to download all of your tracking information for your payments, click the *Download CSV* button above your search results.

Search										
SDP Purchase Document: PUR10109 V			~	SDP Document Status:						
						Search Reset				
Search Result	s								Ł	
SDP Doc	Pay Id	Buyer Name	Pay Date	Pay Amount	Seller Name	Seller Contact Name	Seller Invoice Date	Payment Status	14	
PA10019	303		Jan 29, 2020	\$ 23,000.00			Jan 14, 2020	Acknowledged		
PA10019	305		Jan 29, 2020	\$ 17,000.00			Jan 14, 2020	Acknowledged		