School District of Philadelphia MWBE
Manage MWBE Attachments

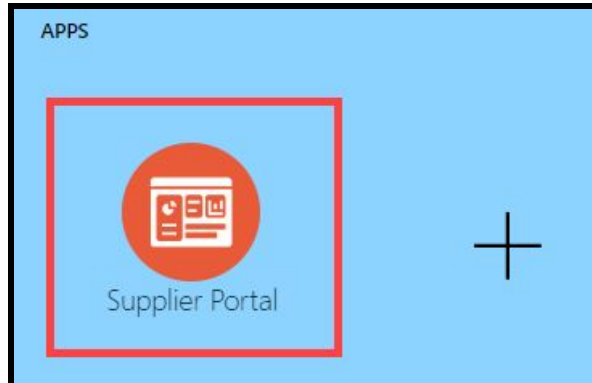## *Guidelines*

Managing Attachments is an important part of MWBE administration.
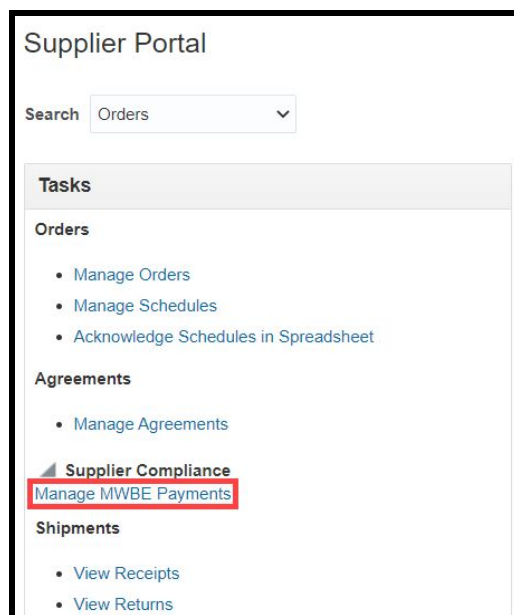
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Navigation

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.

3. The MWBE Homepage will load. From here you can access the Attachment Search by clicking the *Triple Bar* **icon** in the top right and selecting *Attachment Search* from the dropdown.
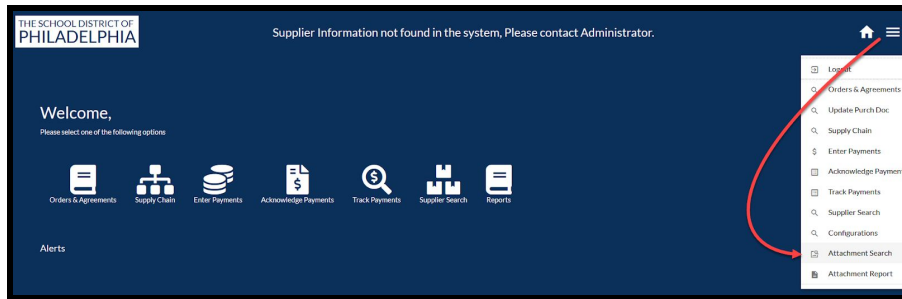
4. Enter the Search Criteria necessary to find the Attachment(s) for which you would like to search. Then click *Search*.

    You do not need to enter all criteria - only enough to find the attachments for which you're looking.

   a. **Supplier Name** - Name of the Supplier
   b. **Contract** - Contract Number
   c. **Purchase Document** - PO or Agreement Number
   d. **Attachment Type**
      i. **Report**
      ii. **Participation Plan**
   e. **Attachment Status**
      i. **Not Reviewed**
      ii. **Reviewed**
      iii. **Approved**
      iv. **Rejected**
      v. **Deleted**
   f. **Reporting Period**
   g. **Upload Date Range**
   h. **Report Name**
      i. **MWBE Payment Report**
      ii. **Quarterly Report**
      iii. **Cumulative Report**

5. The Search Results display based on the Search Criteria entered.

Attachment Search:

Supplier Name	Green	Attachment Status	
Contract	Contract	Reporting Period	YYYY-MM-DD
Purchase Document	Purchase Document	Upload Date Range	YYYY-MM-DD YYYY-MM-DD
Attachment Type		Report Name	

Search   Reset

Doc ID	Supplier Name	Contract	Purchase Document	Attachment Type	Report Name	Attachment Status	Reporting Period	Uploaded Date	Last Updated By	Last Updated Date
752	Green Architecture	2	PUR10008	Report	Cumulative Report	DELETED	Sep 30, 2020	Oct 8, 2020	Jenkins, Jack	Oct 8, 2020
754	Green Architecture	2	PUR10008	Participation Plan		Not Reviewed	Sep 30, 2020	Oct 8, 2020	Jenkins, Jack	Oct 8, 2020
771	Green Architecture	2	PUR10008	Report	Quarterly Report	DELETED	Sep 30, 2020	Oct 13, 2020	Jenkins, Jack	Oct 14, 2020
773	Green Architecture	2	PUR10008	Report	MWBE Payment Report	Rejected	Jun 30, 2020	Oct 14, 2020	AdminUser	Oct 14, 2020

NOTE: You can also see Deleted Documents this way.

6. Click the ***Doc ID* hyperlink** to open the detail of the Document for which you are searching.

Attachment Attributes:

Contract:	2	Attachment Type	Participation Plan
Purchase Document:	PUR10008	Report Name	
Supplier Name	Green Architecture		
Tree Node ID	PUR10008_2	Reporting Period	8/1/2020
Download Att	2_ParticipationPlan_2020-09-30.docx	Attachment Status	Not Reviewed

Update   Cancel

    a. You can Download the attachment by clicking the ***Download Att* hyperlink**.

    b. You can change the attachment status via the ***Attachment Status* dropdown**, then clicking the ***Update* button**.