

Department	
Responsibility/Role	
File Name	Entering Subcontractor Payment Info_SPD
Revision	
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Entering Subcontractor Payment Info

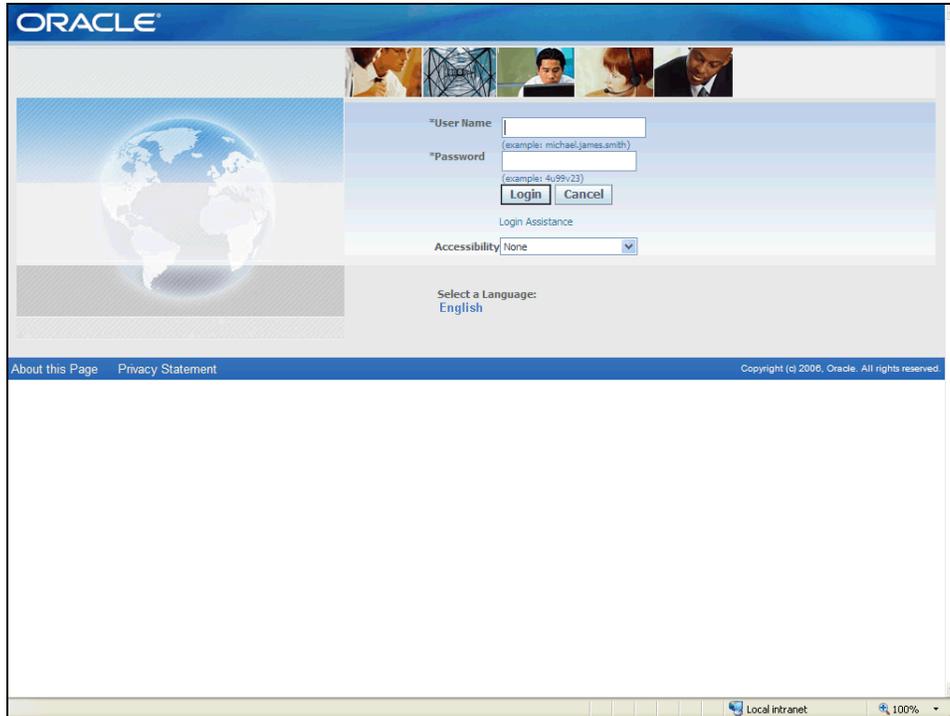
Trigger:

Required Field(s)	Comments

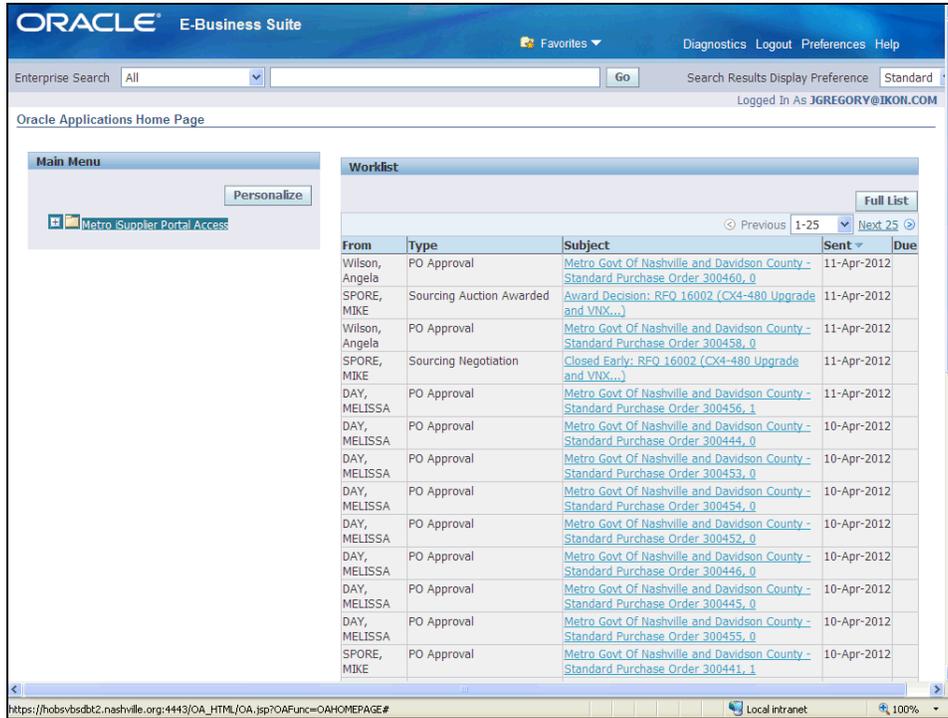
Output - Result(s)	Comments

Additional Information

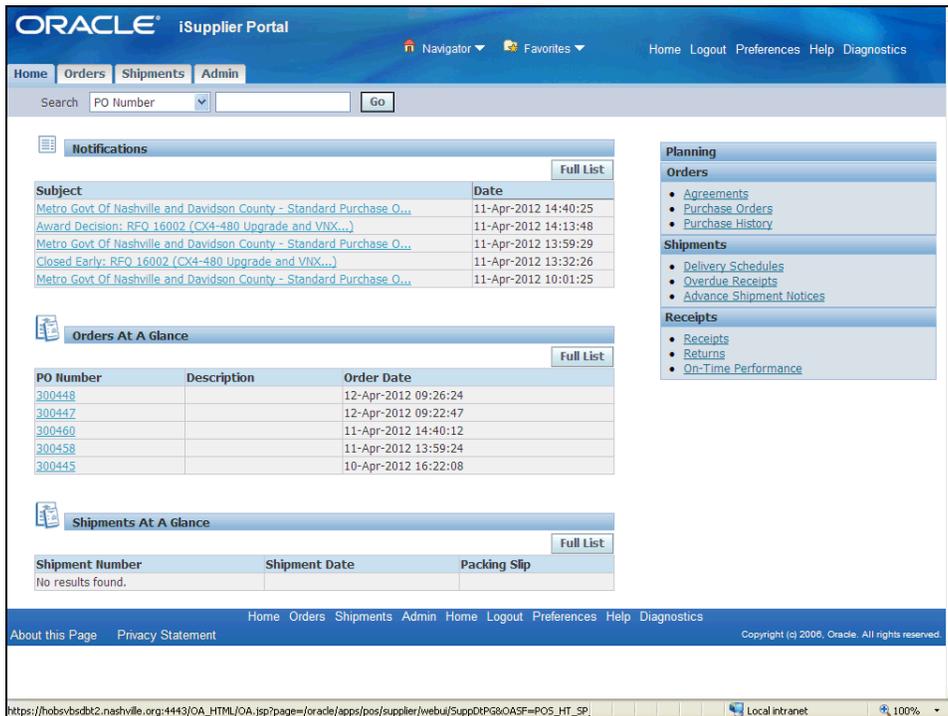
Procedure



Step	Action
1.	Enter your companies User Name Example: Enter " jgregory@ikon.com "
2.	Click in the Password field. 
3.	Enter your companies Password Example: Enter " Metrogov1 "
4.	Click Login 



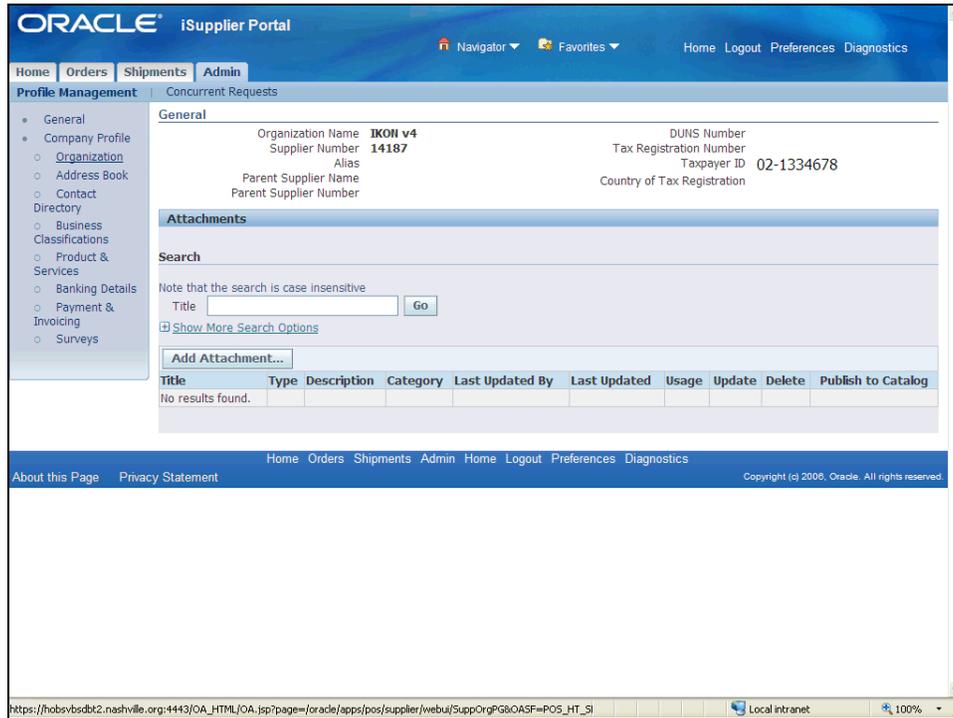
Step	Action
5.	You will need to expand the iSupplier Portal Access 
6.	Click the Home link.



System Process Document

Entering Subcontractor Payment Info

Step	Action
7.	Click Admin 



Step	Action
8.	Click Organization 
9.	Click Subcontractors Payments 
10.	To add the payments, Click Add Another Row 
11.	Add the PO Number in the provided field Example: Enter " 300470 ".
12.	Click in the Subcontractor Name field 
13.	Enter the Subcontractor Name Example: Enter " barge "

Step	Action
14.	Make your selection 
15.	Click in the Pay Request field. 
16.	Enter the Subcontractor's Pay Request Number (Invoice Number) into the Pay Request field. Example: Enter " 12 "
17.	Click in the Pay Month field. 
18.	Enter the month you made the payment to the Sub Example: Enter " April "
19.	Click in the Check Number field. 
20.	Enter the check number that was used to make the payment to the subcontractor Example: Enter " 1234 "
21.	Click in the Invoice Amount field. 
22.	Enter the amount of the invoice that was received from the subcontractor in the Invoice Amount field Example: Enter " 1200 "
23.	You will need to add the Check Date Click the calendar 
24.	Choose the Month, Date and Year
25.	Click in the Invoice No field 
26.	Enter the subcontractor's invoice number Example: Enter " 155 "
27.	You will need to add the Invoice Date Click the Calendar 

System Process Document

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Step	Action
28.	Choose the Month, Date, and Year
29.	Enter the Payment Amount that was made to the Subcontractor Example: Enter " 600 "
30.	Once you have finished entering all the information Click Save 
31.	End of Procedure.