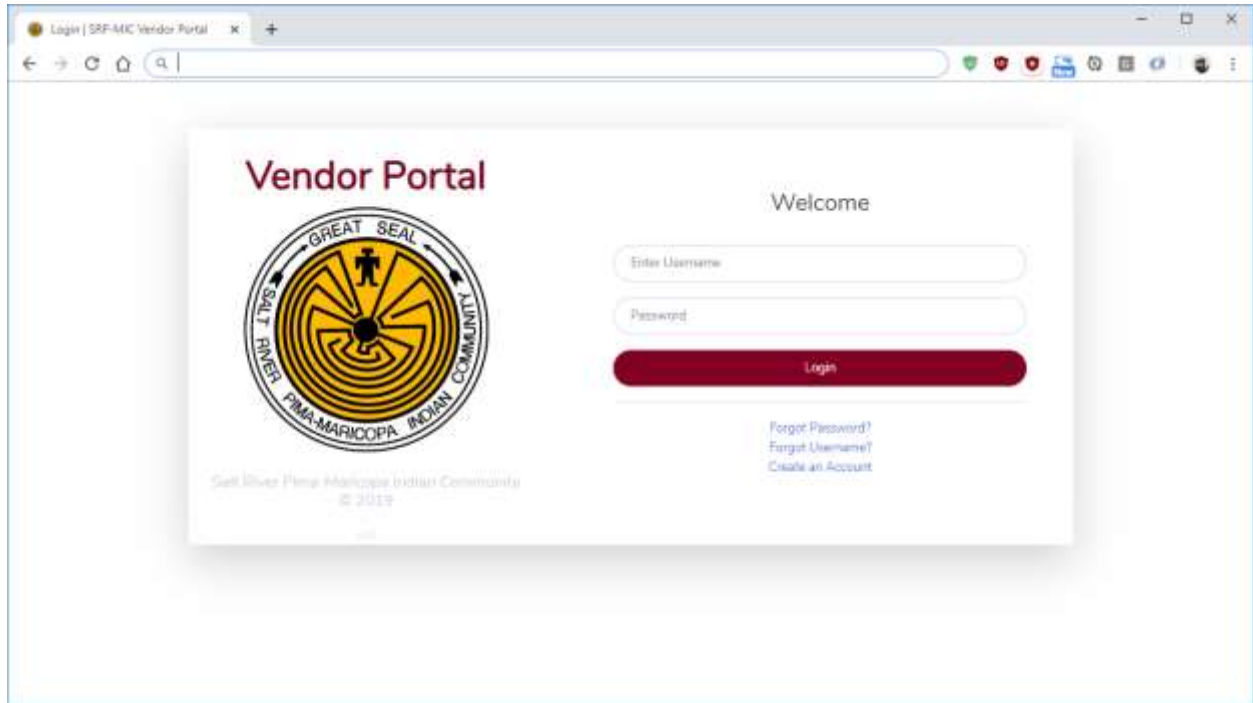


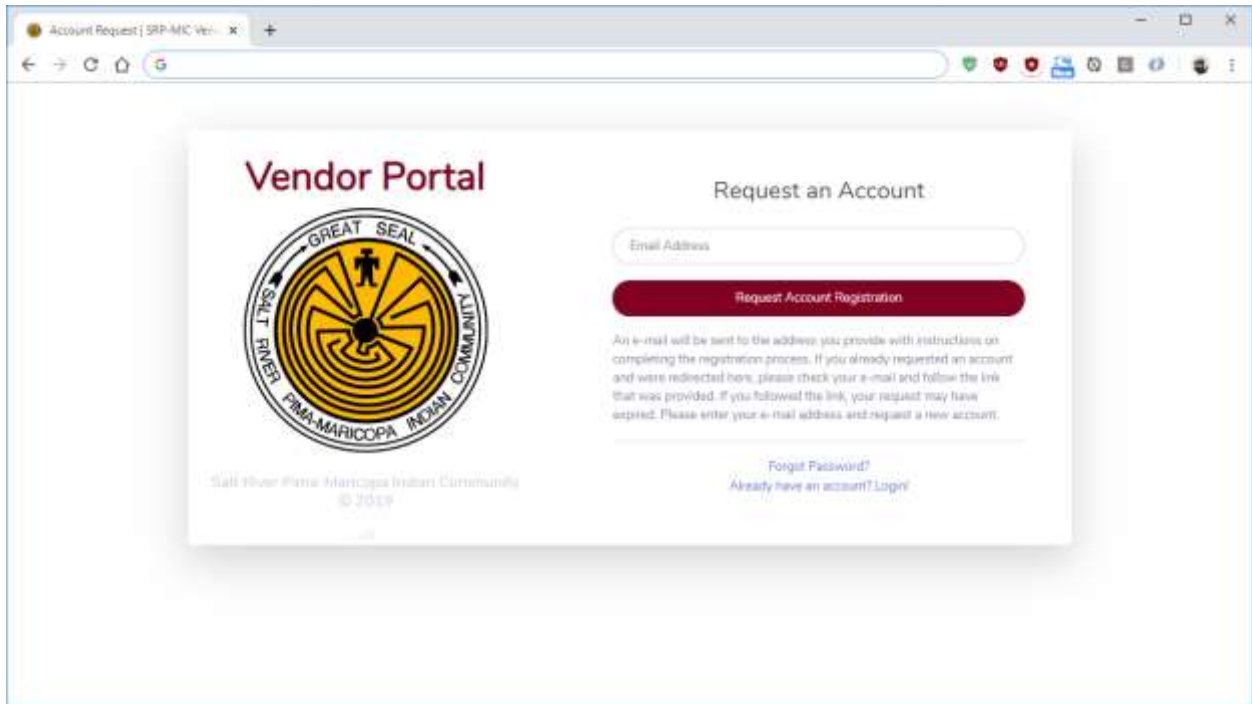
# SRP-MIC Vendor Portal

The SRP-MIC vendor portal allows vendors to register their account, reset forgotten passwords, and login to access the application features.



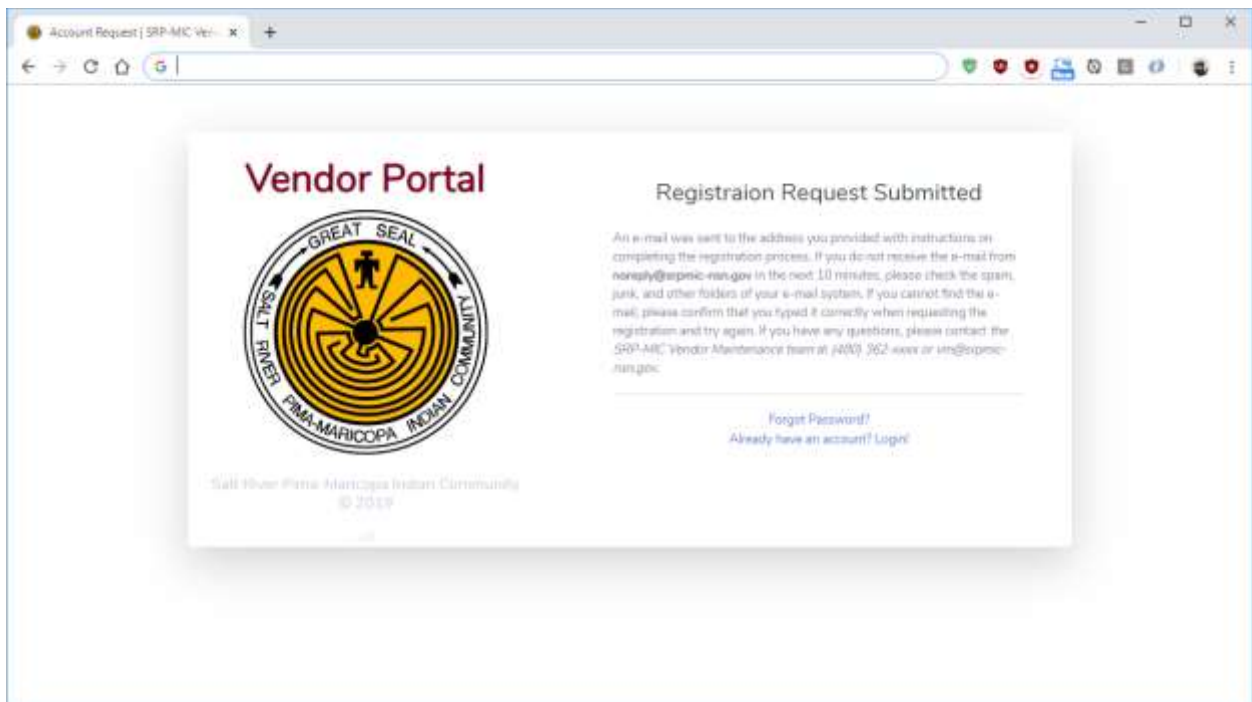
## Create an Account (Register)

Click the “Create an Account” link.



The screenshot shows a web browser window with the title 'Account Request | SRP-MIC Ver...'. The page features the 'Vendor Portal' logo on the left, which includes the 'GREAT SEAL' of the Salt River Pima-Maricopa Indian Community. On the right, the heading 'Request an Account' is displayed above an 'Email Address' input field and a red 'Request Account Registration' button. Below the button, a paragraph of text explains that an e-mail will be sent with instructions, and users who have already requested an account should check their e-mail and follow the provided link. At the bottom of the registration area, there are links for 'Forgot Password?' and 'Already have an account? Login!'.

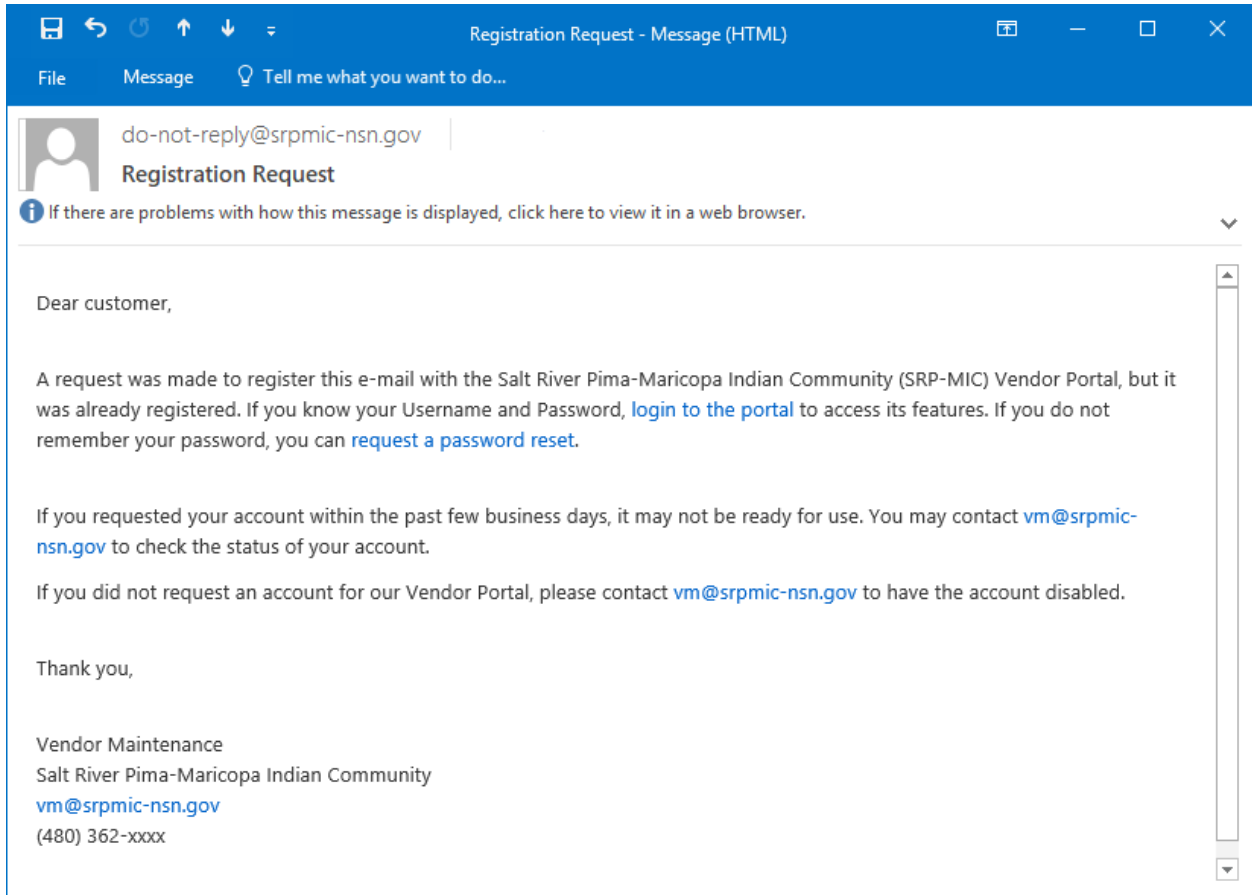
Enter a valid e-mail address to receive the registration request and click the “Request Account Registration” button. A link will be sent with a unique code for that registration that expires in 24 hours.



The screenshot shows the same web browser window, but the page content has changed to 'Registration Request Submitted'. The 'Vendor Portal' logo remains on the left. The main heading is 'Registration Request Submitted'. The text below explains that an e-mail was sent to the provided address with instructions. It advises that if the e-mail is not received within 10 minutes, users should check their spam, junk, and other folders. It also notes that users should confirm they typed the registration correctly and try again if they have any questions. Contact information for the SRP-MIC Vendor Maintenance team is provided: j440\_362-xxx or vnt@sprmic-nm.gov. At the bottom, there are links for 'Forgot Password?' and 'Already have an account? Login!'.

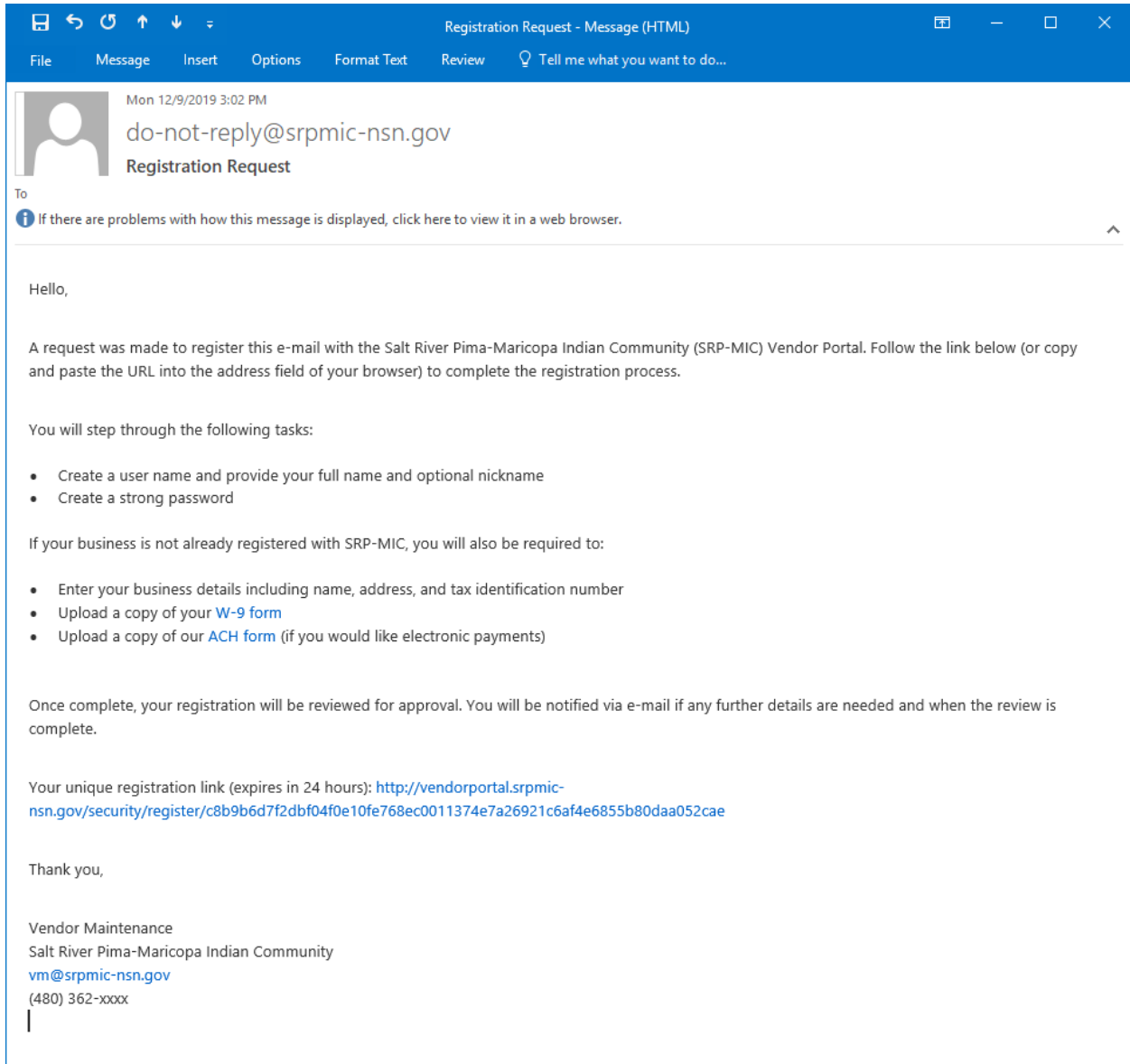
## E-Mail Address Already Registered

If an e-mail address is entered that has already registered, an e-mail will be sent to that address notifying the user that a request was made and instructing them on next steps.



## New E-mail Address Registration


If the e-mail address has not previously been registered, an e-mail will be sent to that address with a link to continue the registration process.



The screenshot shows an email client window titled "Registration Request - Message (HTML)". The message is from "do-not-reply@srpmic-nsn.gov" and is titled "Registration Request". It was received on "Mon 12/9/2019 3:02 PM". The email body contains the following text:

Mon 12/9/2019 3:02 PM  
do-not-reply@srpmic-nsn.gov  
Registration Request

To

 If there are problems with how this message is displayed, click here to view it in a web browser.

Hello,

A request was made to register this e-mail with the Salt River Pima-Maricopa Indian Community (SRP-MIC) Vendor Portal. Follow the link below (or copy and paste the URL into the address field of your browser) to complete the registration process.

You will step through the following tasks:

- Create a user name and provide your full name and optional nickname
- Create a strong password

If your business is not already registered with SRP-MIC, you will also be required to:

- Enter your business details including name, address, and tax identification number
- Upload a copy of your [W-9 form](#)
- Upload a copy of our [ACH form](#) (if you would like electronic payments)

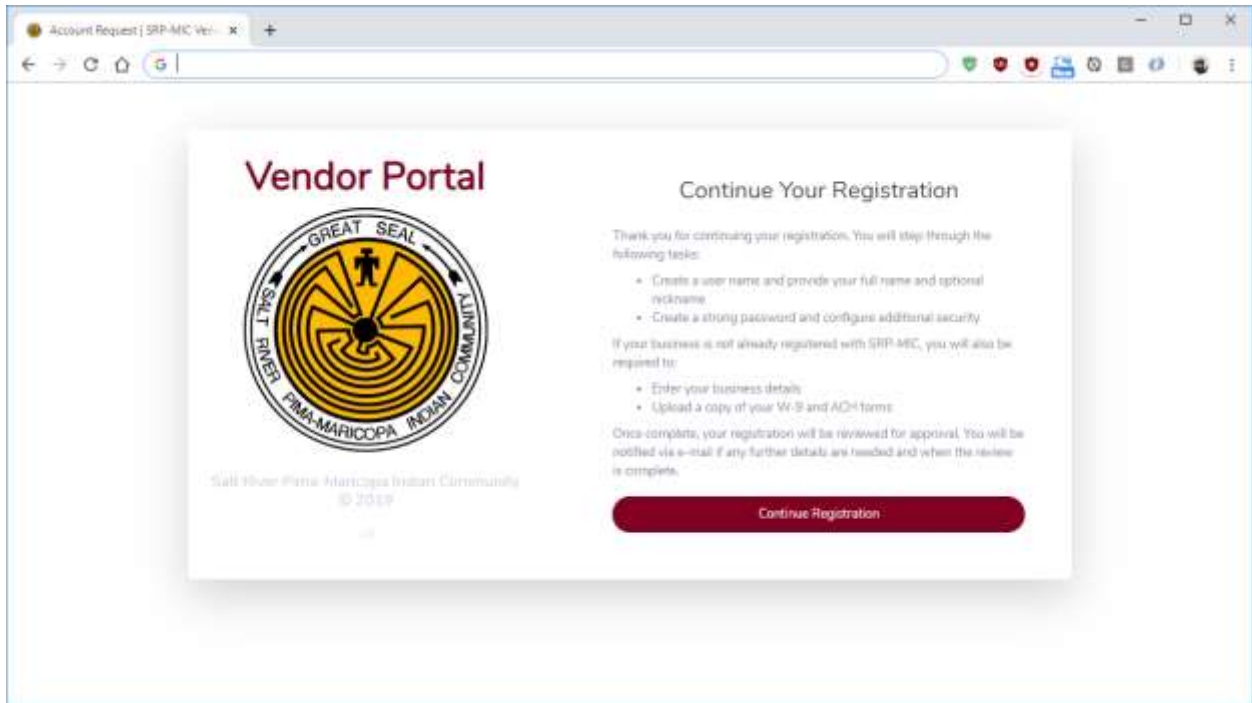
Once complete, your registration will be reviewed for approval. You will be notified via e-mail if any further details are needed and when the review is complete.

Your unique registration link (expires in 24 hours): <http://vendorportal.srpmic-nsn.gov/security/register/c8b9b6d7f2dbf04f0e10fe768ec0011374e7a26921c6af4e6855b80daa052cae>

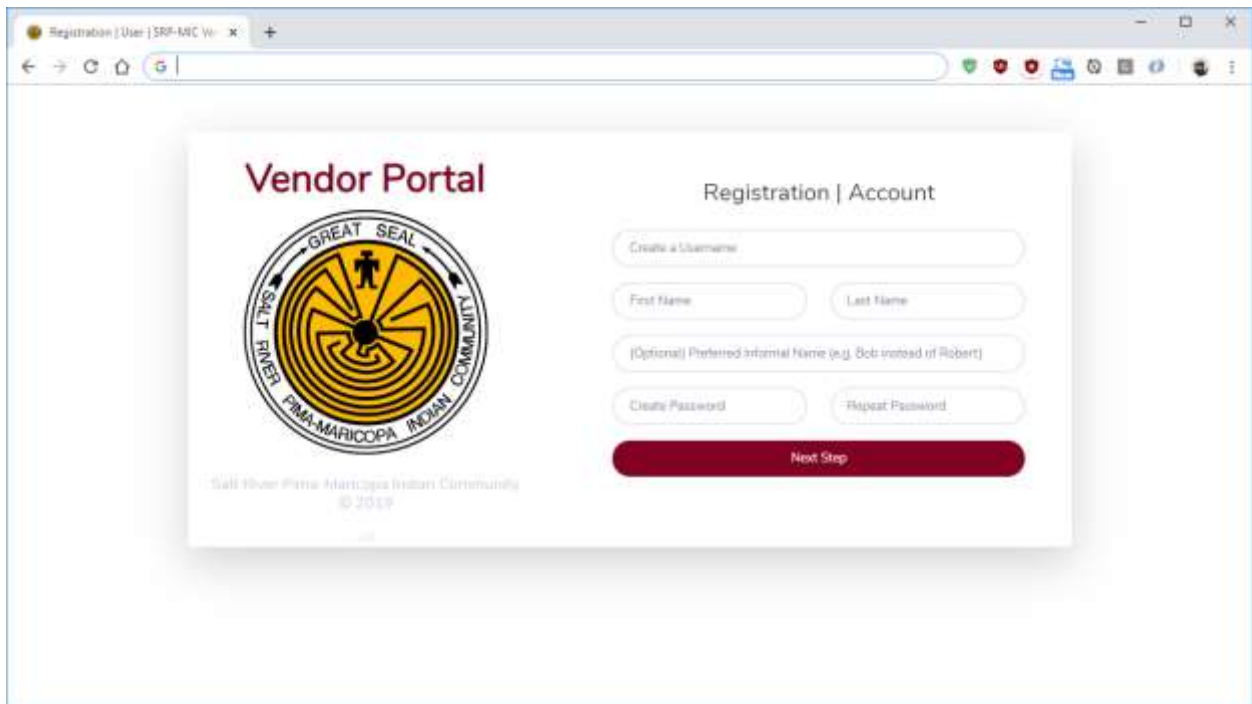
Thank you,

Vendor Maintenance  
Salt River Pima-Maricopa Indian Community  
[vm@srpmic-nsn.gov](mailto:vm@srpmic-nsn.gov)  
(480) 362-xxxx  
|

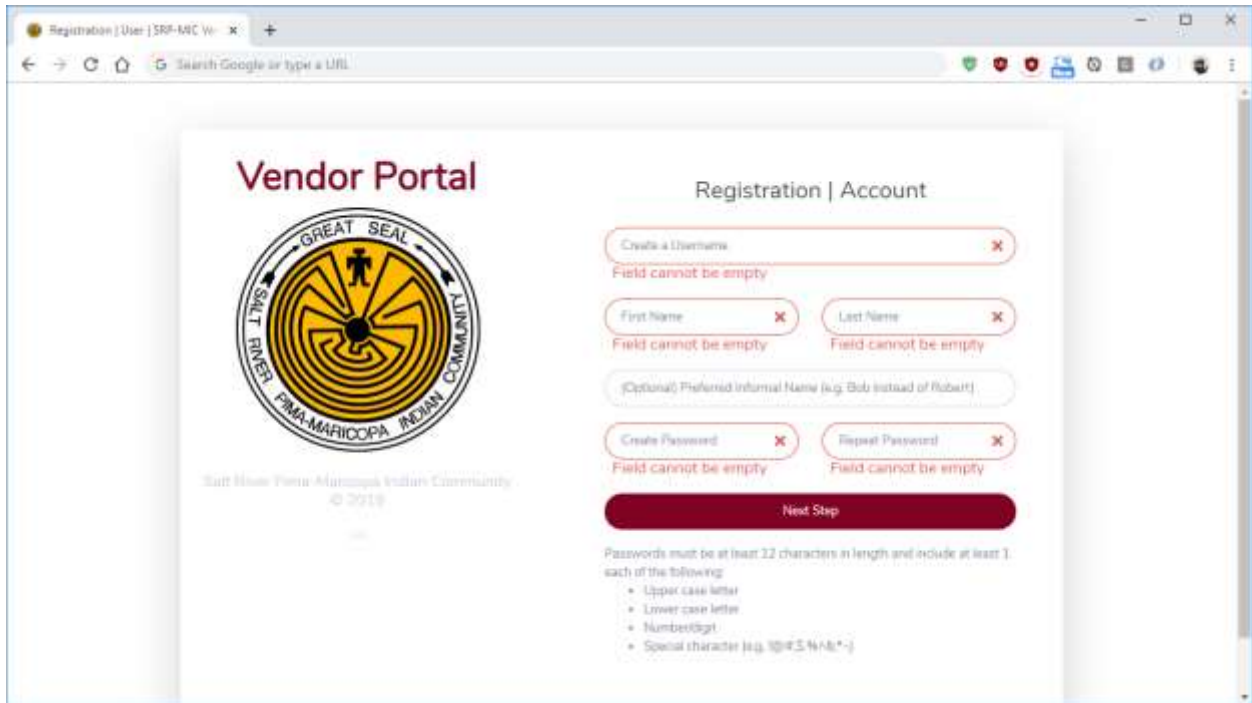
Following the unique registration link will land the person on a page with further instructions



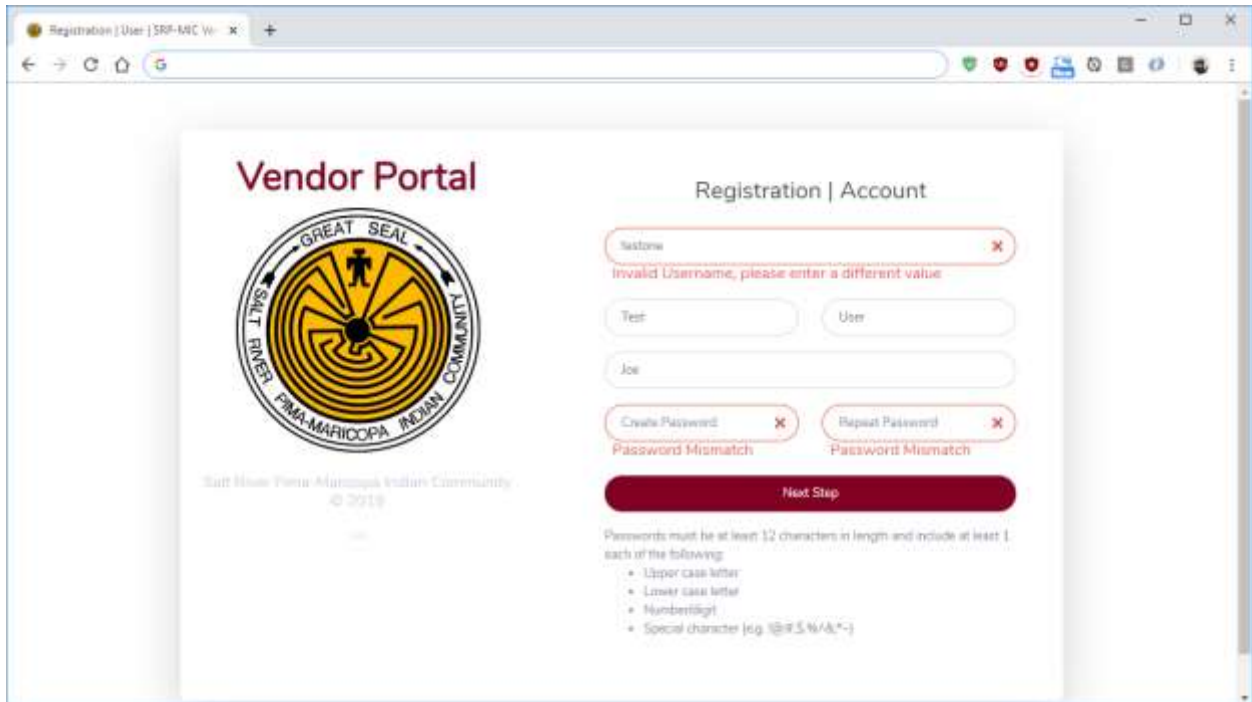
Click the “Continue Registration” button.



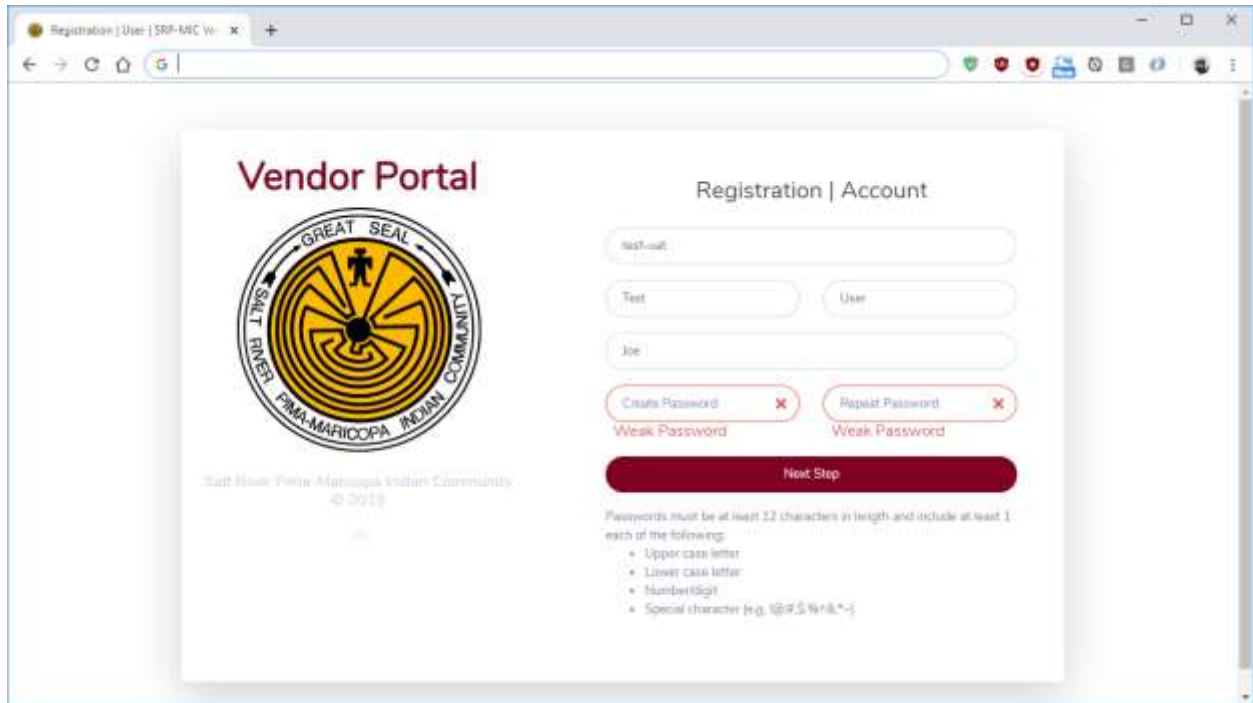
Enter a unique username, your first and last name, an optional nickname, and a secure unique password for this website. Any warnings will be displayed on this screen and will require the user to correct them before proceeding to the “Next Step.”



Username, first name, last name, password and repeated password must be provided.



You will be warned if a username is invalid or if the password and repeated password do not match. Username must not already exist, must be no longer than 20 characters, and may not include spaces or special characters.



You will be warned if your password does not pass the strength requirements, and those requirements will be shown on the screen. They are:

- At least 12 characters in length and include at least 1 each of the following
  - Upper case letter
  - Lower case letter
  - Number/digit
  - Special character (e.g. [!@:#,\\$.%^&\\*~](#))

The screenshot shows a web browser window with the title "Registration | User | SRP-MIC W-...". The page features the "Vendor Portal" logo on the left, which includes a circular seal with a figure and the text "GREAT SEAL", "SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY", and "© 2019". The main form is titled "Registration | Account" and contains the following fields: a "first-name" text input, "last" and "first" dropdown menus, an "(Optional) Preferred Informal Name (e.g. Bob instead of Robert)" text input, two password fields (indicated by asterisks), and a red "Next Step" button.

Click the “Next Step” button, and if everything passes the requirements, you will continue.

The screenshot shows a web browser window with the title "Registration | Business Detail | SRP-MIC W-...". The page features the same "Vendor Portal" logo as the previous screenshot. The main form is titled "Registration | Business Detail" and contains the following fields: a "first-name" text input (disabled), "Business Name (DBA - Doing Business As)" text input, "Legal W-9 Business Name (if different than DBA)" text input, a "Select Tax Identification Number (TIN) Type" dropdown menu, a "Tax Identification Number (TIN)" text input, and a question "Is this business already a registered SRP-MIC vendor/supplier?" with radio buttons for "Yes" and "No". A red "Next Step" button is located at the bottom.

Enter the name of the business or “doing business as” if it is different than the business’ legal name. Enter the legal name from the W-9 unless it is the same as the DBA. Choose the tax identification number (TIN) type that will be provided and enter the TIN. Finally, indicate whether this business is already registered with SRP-MIC as a supplier. Most businesses that register will do so for the first time.

Any warnings will be displayed on this screen and will require the user to correct them before proceeding to the “Next Step.”

The screenshot shows a web browser window with the URL "Registration | Business Detail | 1". The page title is "Vendor Portal" and the sub-header is "Registration | Business Detail". On the left is the Great Seal of the Salt River Pima-Maricopa Indian Community. The form contains the following fields and errors:

- Business Name (DBA - Doing Business As): Field cannot be empty.
- Legal W-9 Business Name (if different than DBA):
- Select Tax Identification Number (TIN) Type: Select Tax Identification Number (TIN) Type.
- Tax Identification Number (TIN): Field cannot be empty.

At the bottom, there is a question: "Is this business already a registered SRP-MIC vendor/supplier?" with radio buttons for "Yes" and "No". A "Next Step" button is located at the bottom of the form.

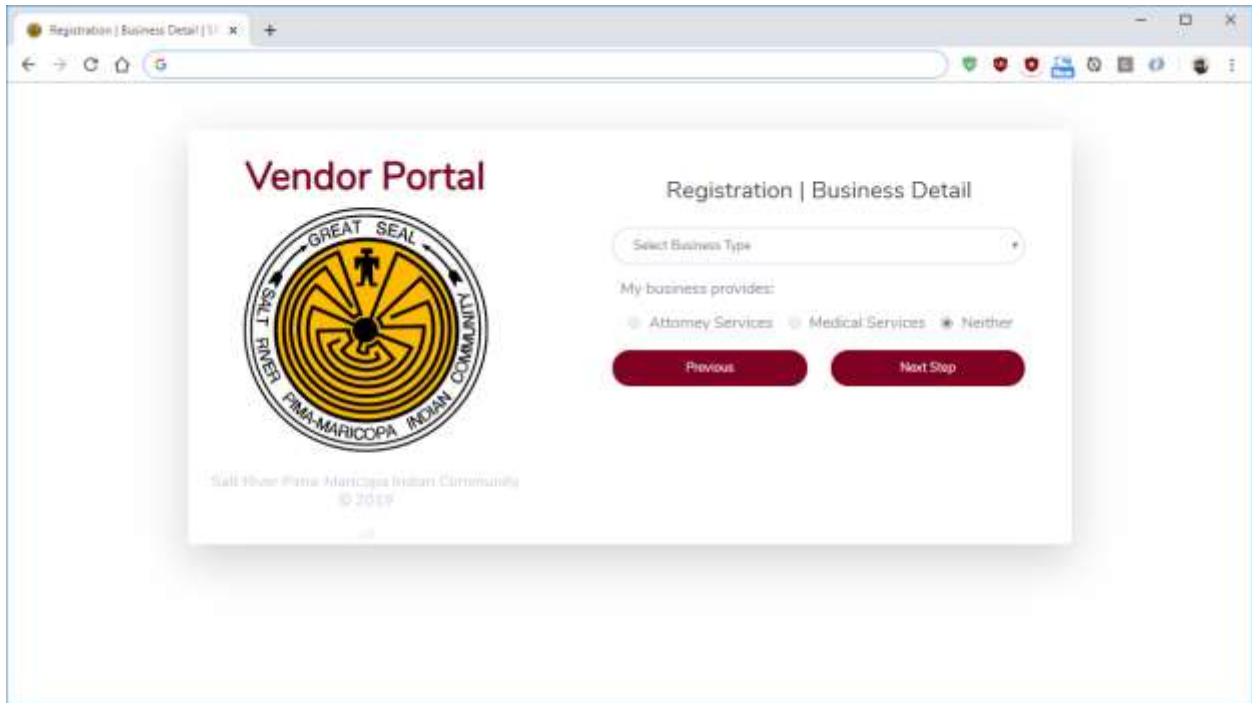
Business name, tax identification type, and a tax identification number must be provided.

The screenshot shows the same "Registration | Business Detail" form, but with valid data entered:

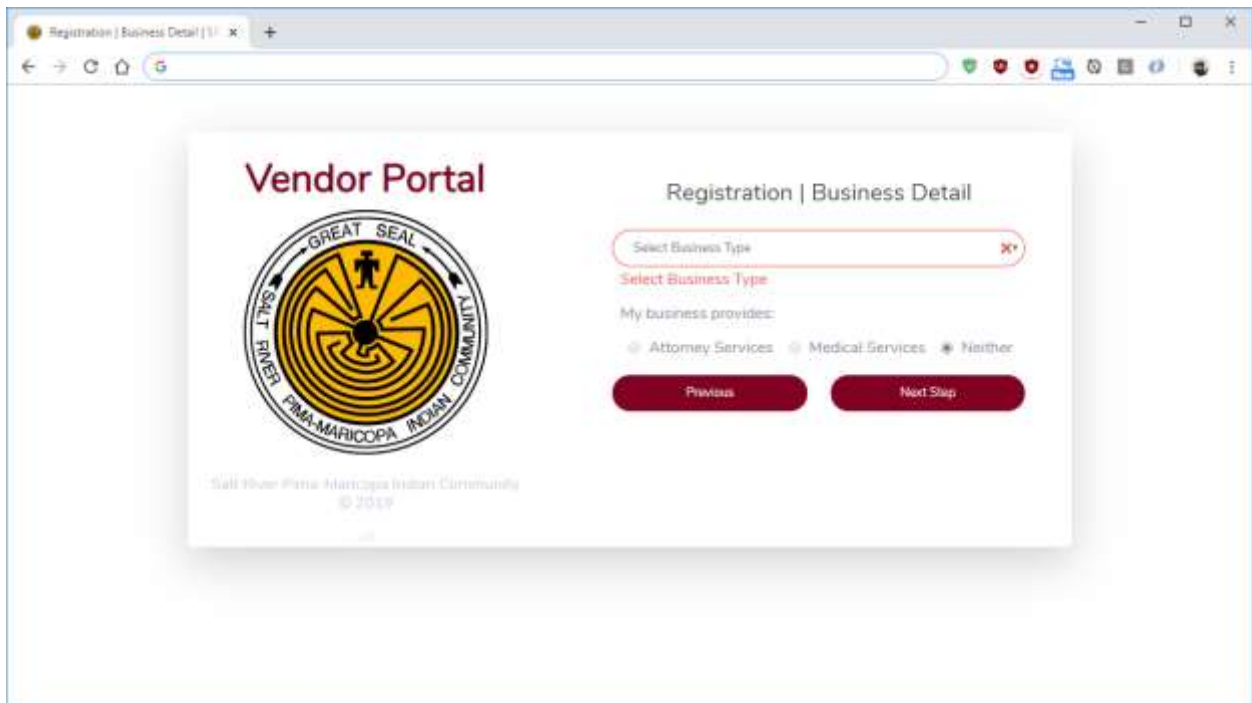
- Business Name (DBA - Doing Business As): My Test Business
- Legal W-9 Business Name (if different than DBA): The Test Business Company Inc.
- Select Tax Identification Number (TIN) Type: Employer Identification Number
- Tax Identification Number (TIN): 123456789

The "Is this business already a registered SRP-MIC vendor/supplier?" question has the "No" radio button selected. The "Next Step" button is still present at the bottom.

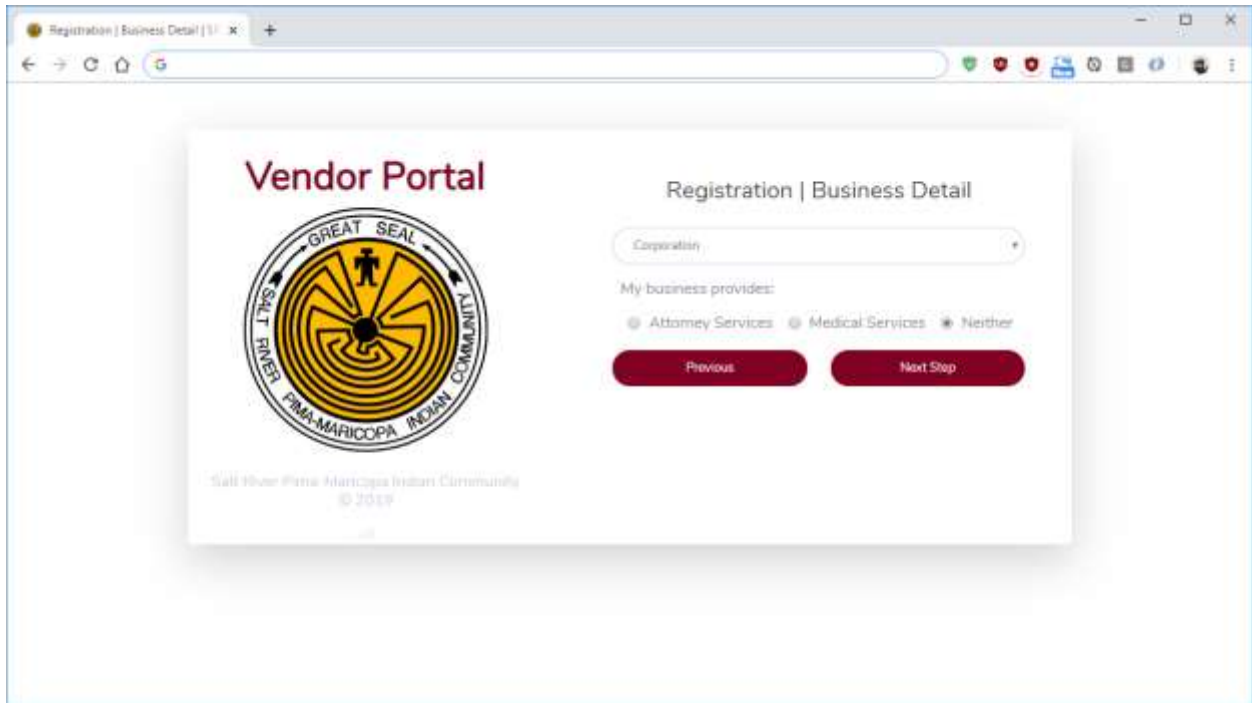
Click the “Next Step” button, and if everything passes the requirements, you will continue.



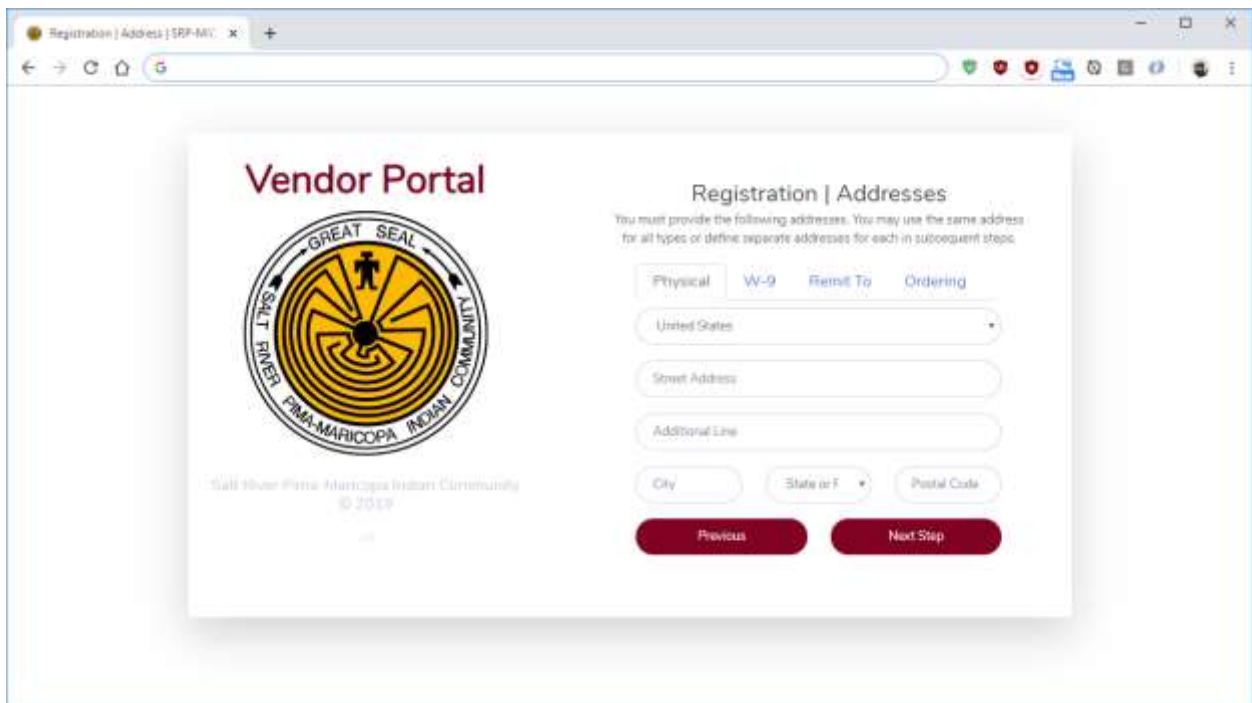
Choose the type of business. Depending on the type chosen, you may need to choose whether that business provides attorney or medical services. The default is neither. Not every business type will allow selection of attorney or medical services.



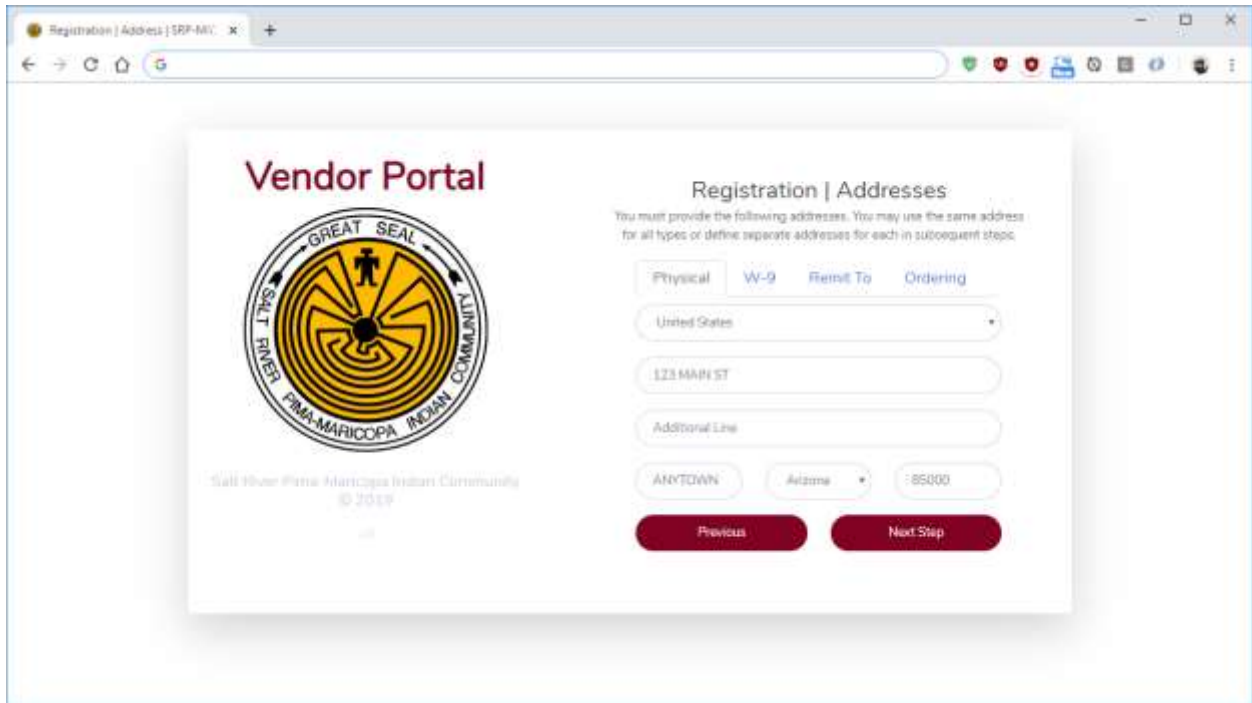
Business type must be provided.



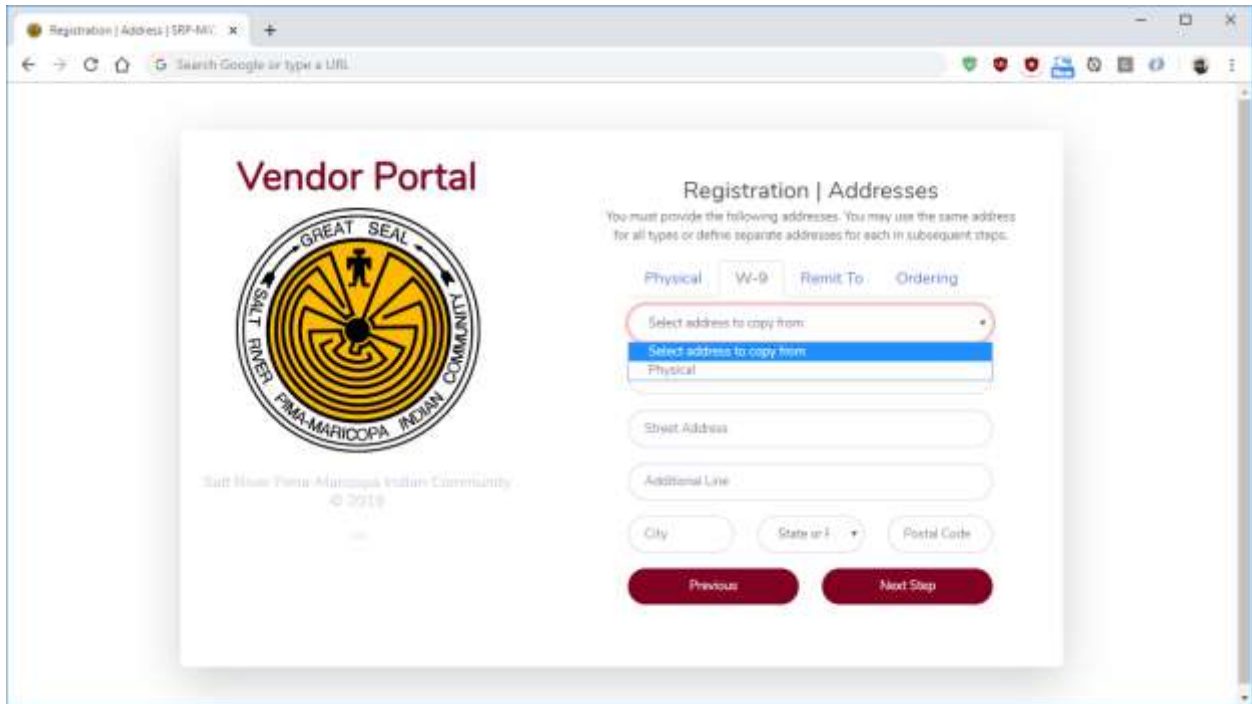
You can click the “Previous” button to return to the business name screen, or click the “Next Step” button to proceed with the registration.



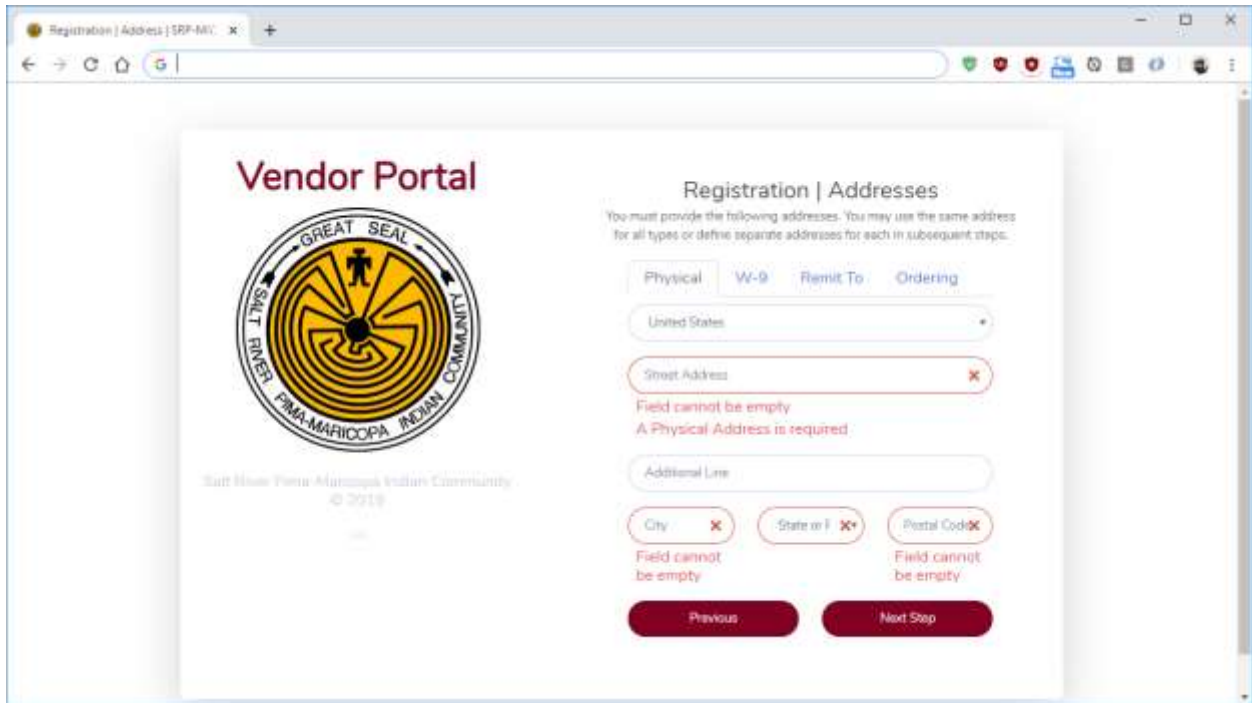
You must provide a physical address at a minimum. You have the option to provide additional addresses for ordering, remittance, or from your W-9. The do not need to be added if they are the same as the physical address.



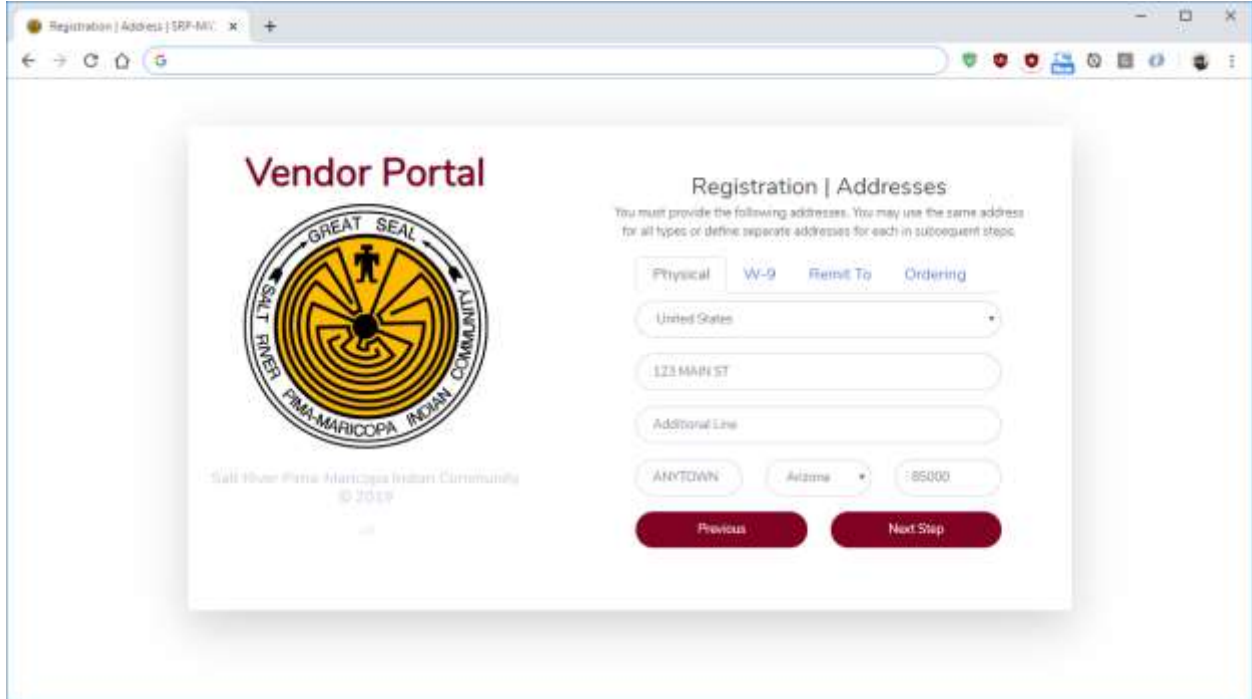
If you choose to add additional addresses, click on the appropriate tab.



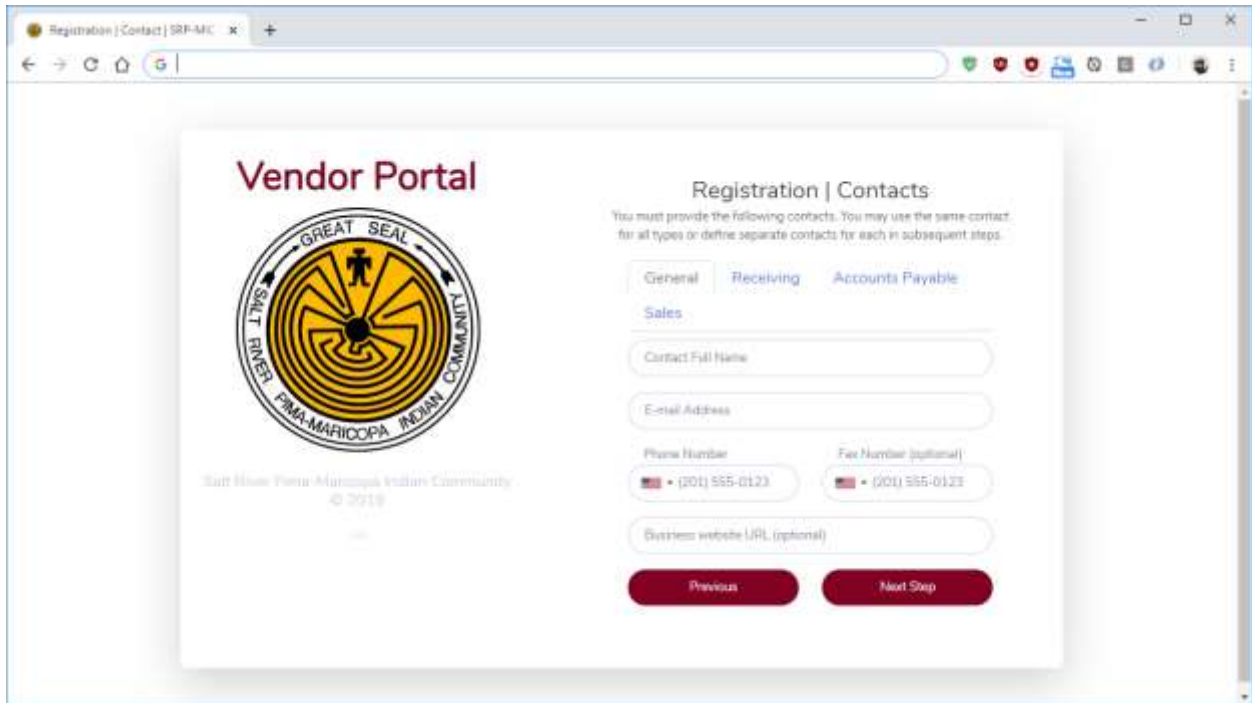
On the extra tabs, you have the option to copy from another address that you have already provided (e.g. Physical) to provide a starting place for adding that address. Remember, you don't have to copy the physical address to each of the other addresses if they are all the same address.



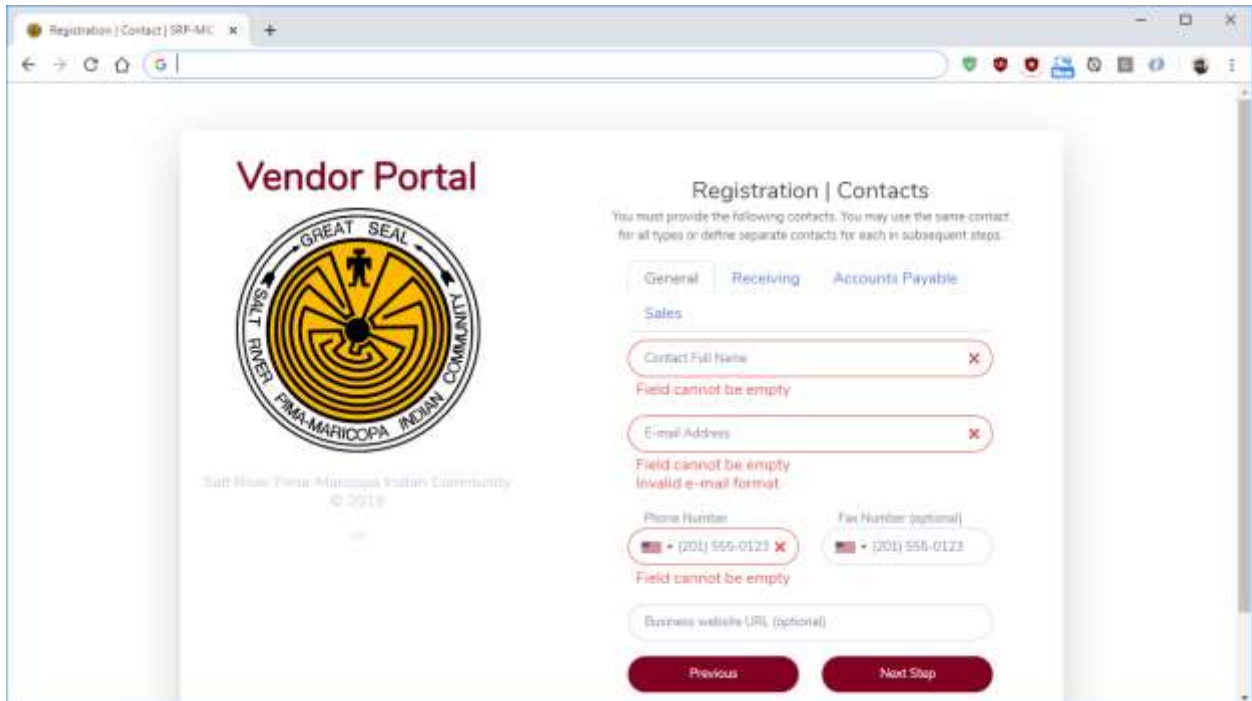
A physical address must be provided and must include a street address (traditionally address line 1), a city, a state or province (depending on the country), and a postal code. You may provide an additional address line for details such as suit number, department, or stop.



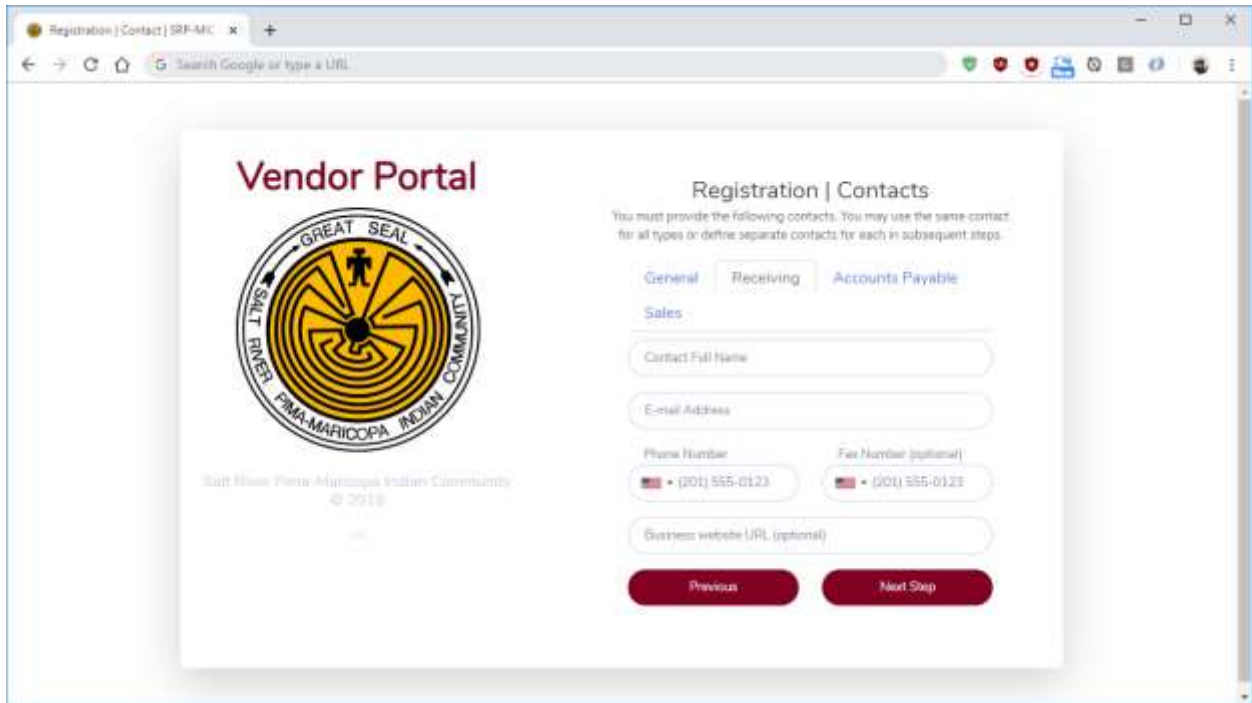
Click the "Next Step" button when you have provide all of the addresses necessary.



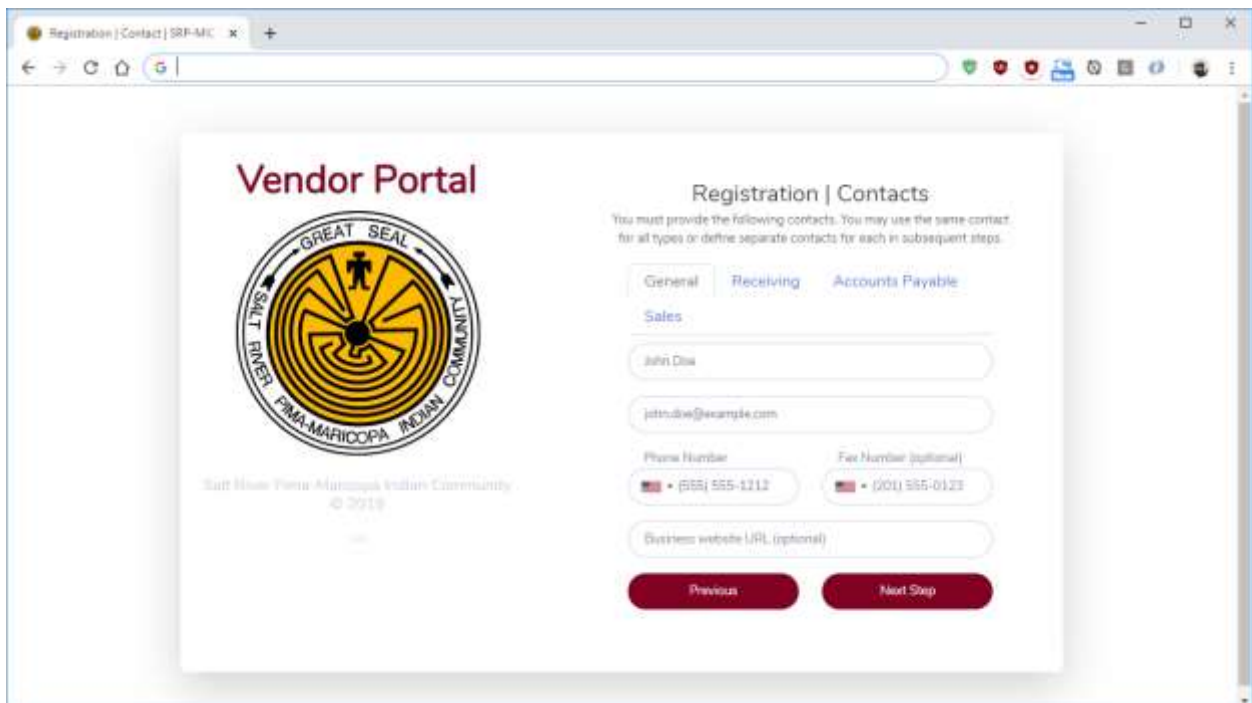
You must provide a general contact at a minimum. You have the option to provide additional contacts for receiving, accounts payable, or sales. The do not need to be added if they are the same as the general contact or if you do not have a contact for those areas.



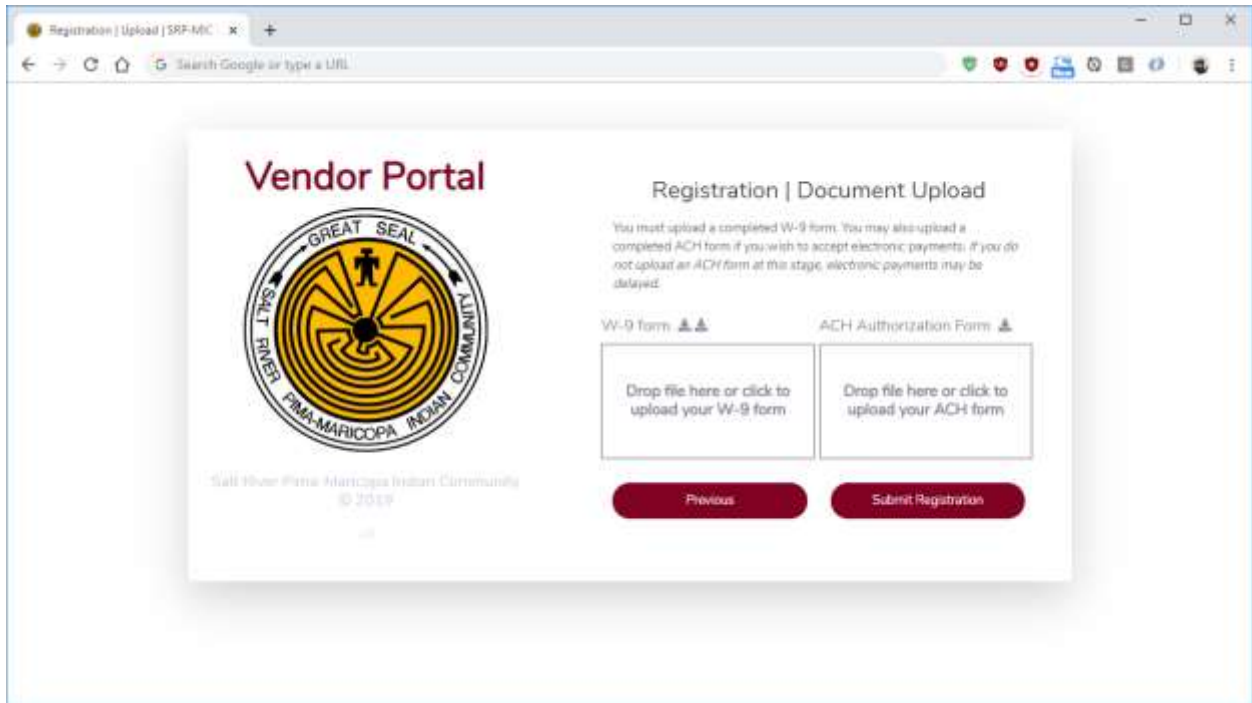
A general contact must be provided and must include a full name, e-mail address, and phone number. You may optionally provide a fax number and a business website URL.



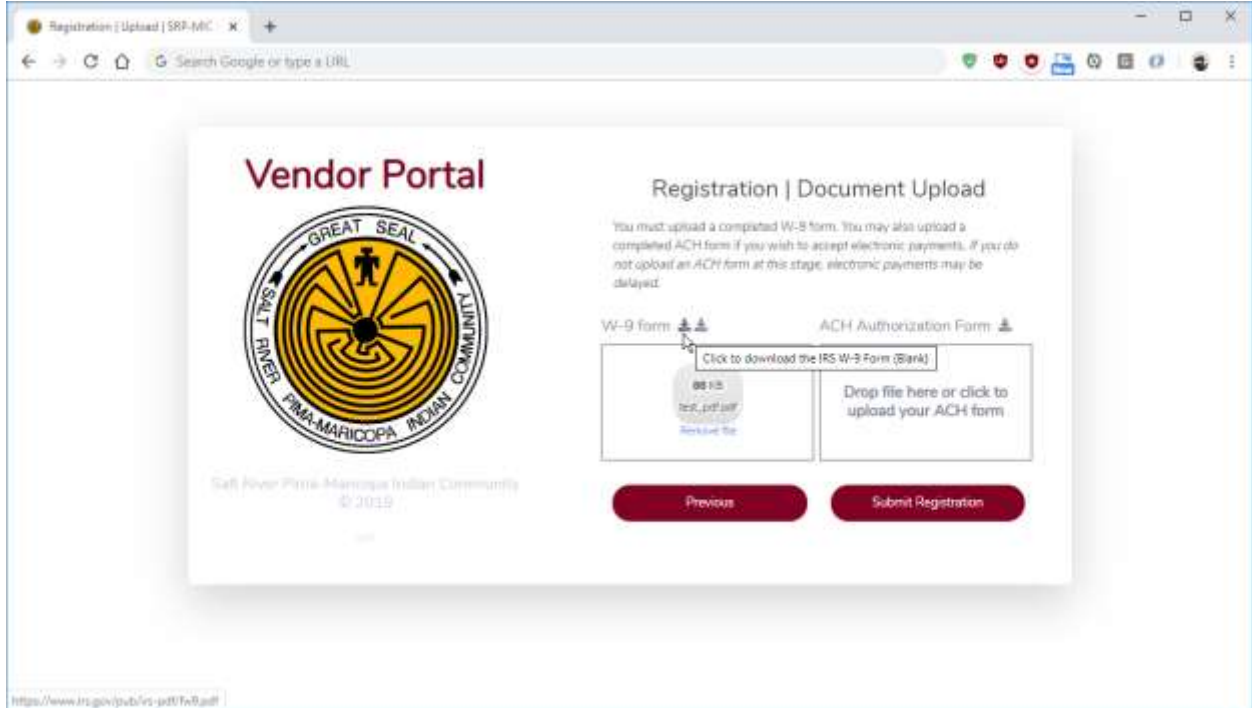
You may provide additional contacts on each of the other tabs if the details differ from the General contact.



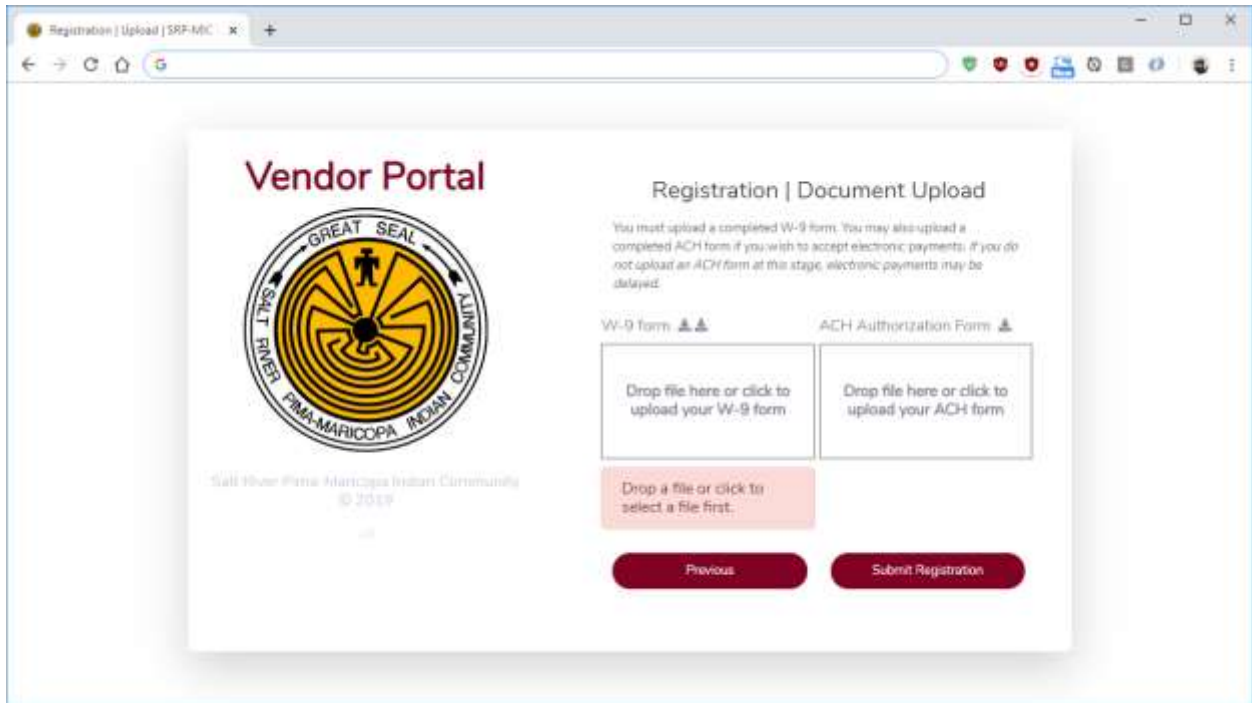
Click the "Next Step" button when you have provide all of the contacts necessary.



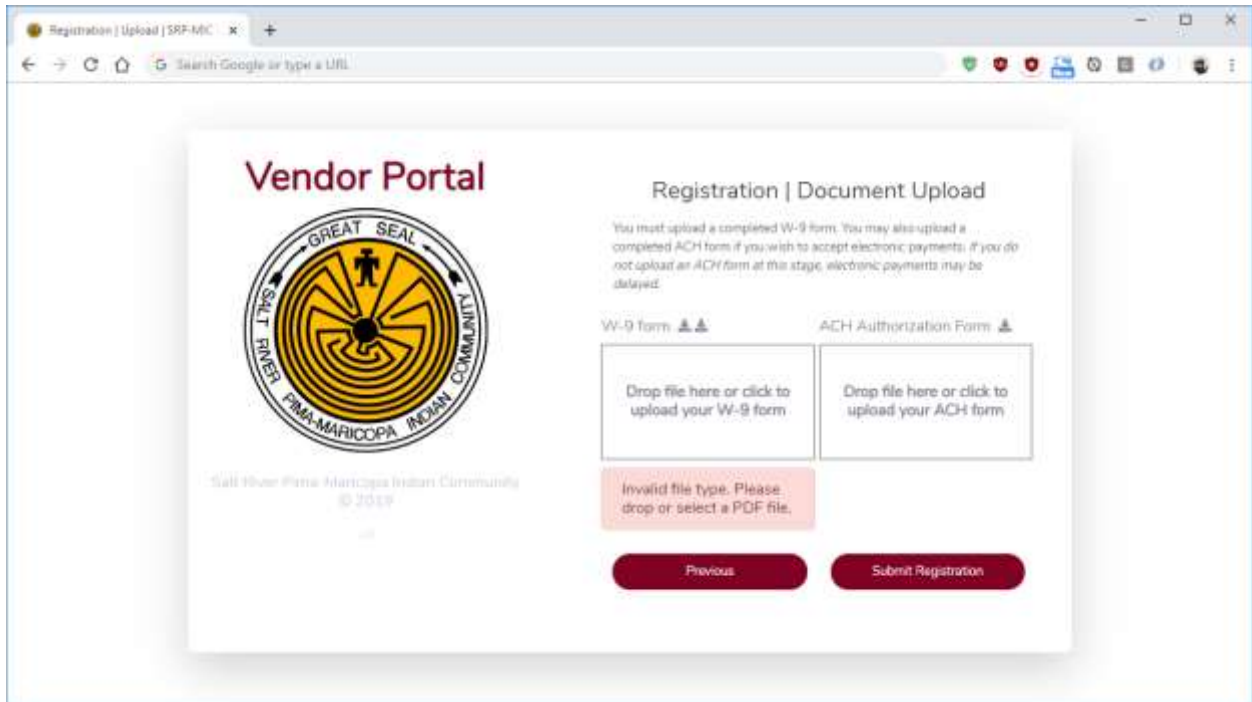
Finally, you must upload a copy of your completed W-9. You may also upload a completed ACH Authorization form if you wish to accept electronic payments. If you do not upload an ACH form at this stage, electronic payments may be delayed.



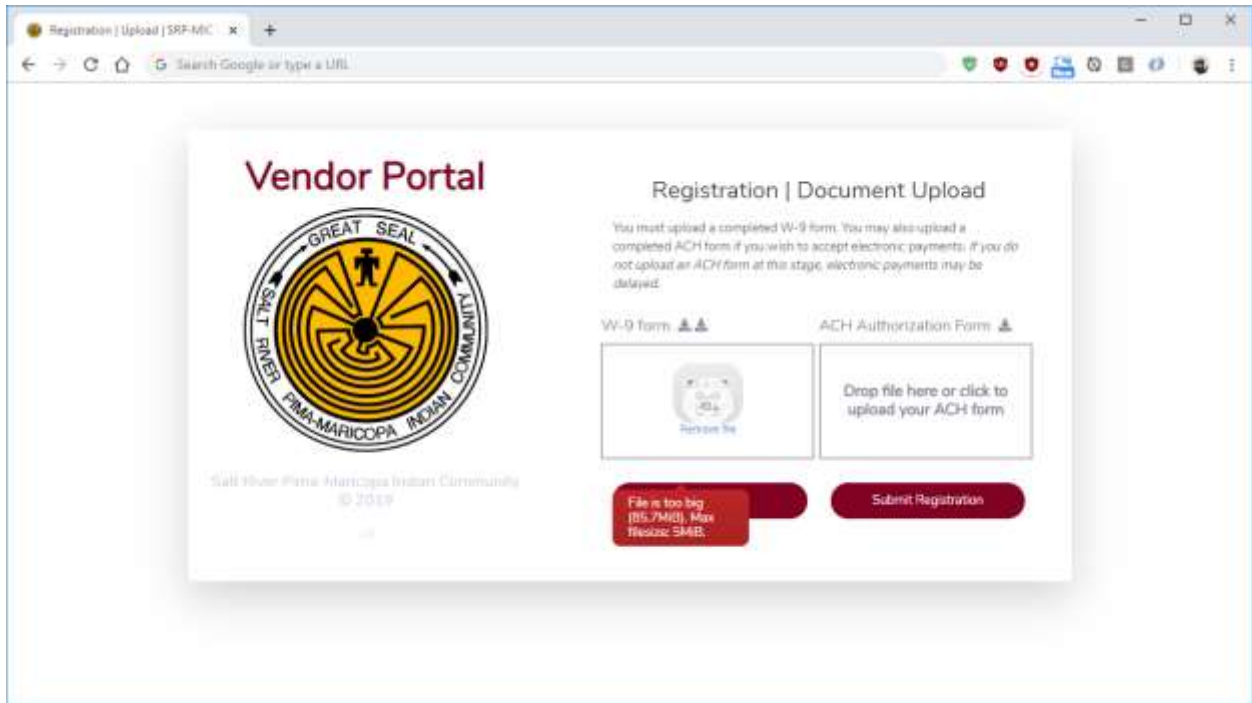
There are links to the IRS W-9 form and to custom SRP-MIC W-9 and ACH forms.



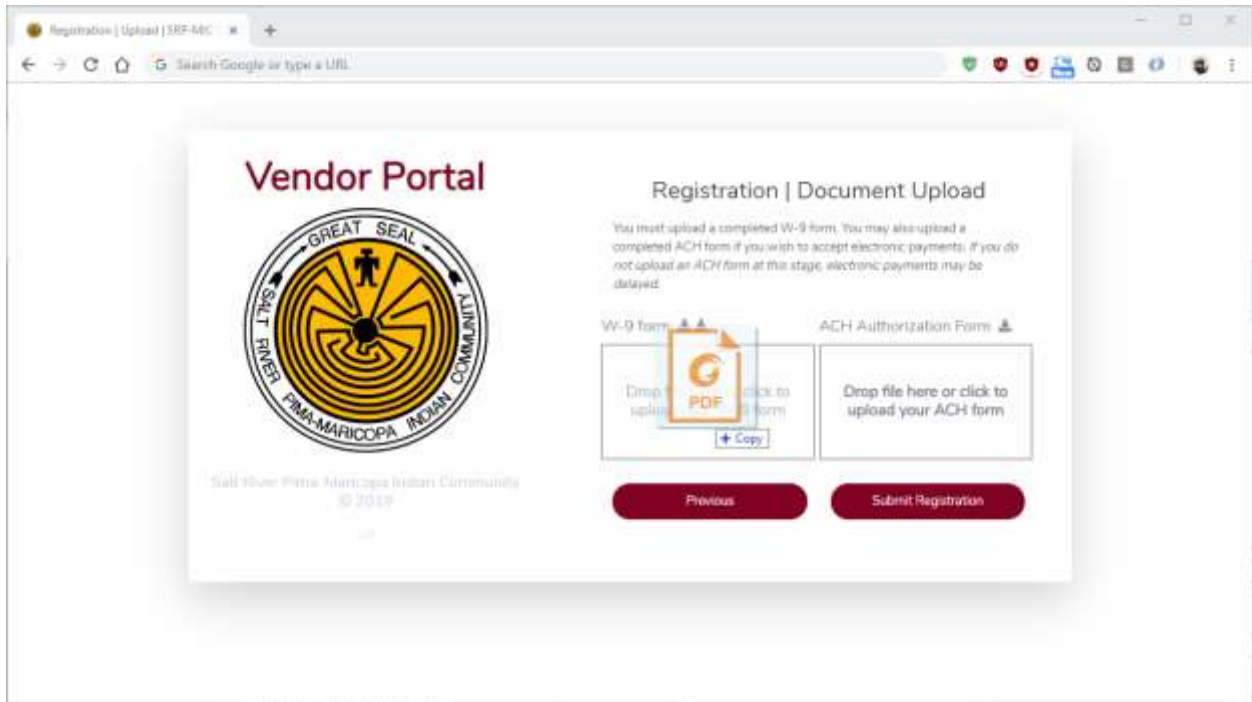
A completed W-9 form must be provided.



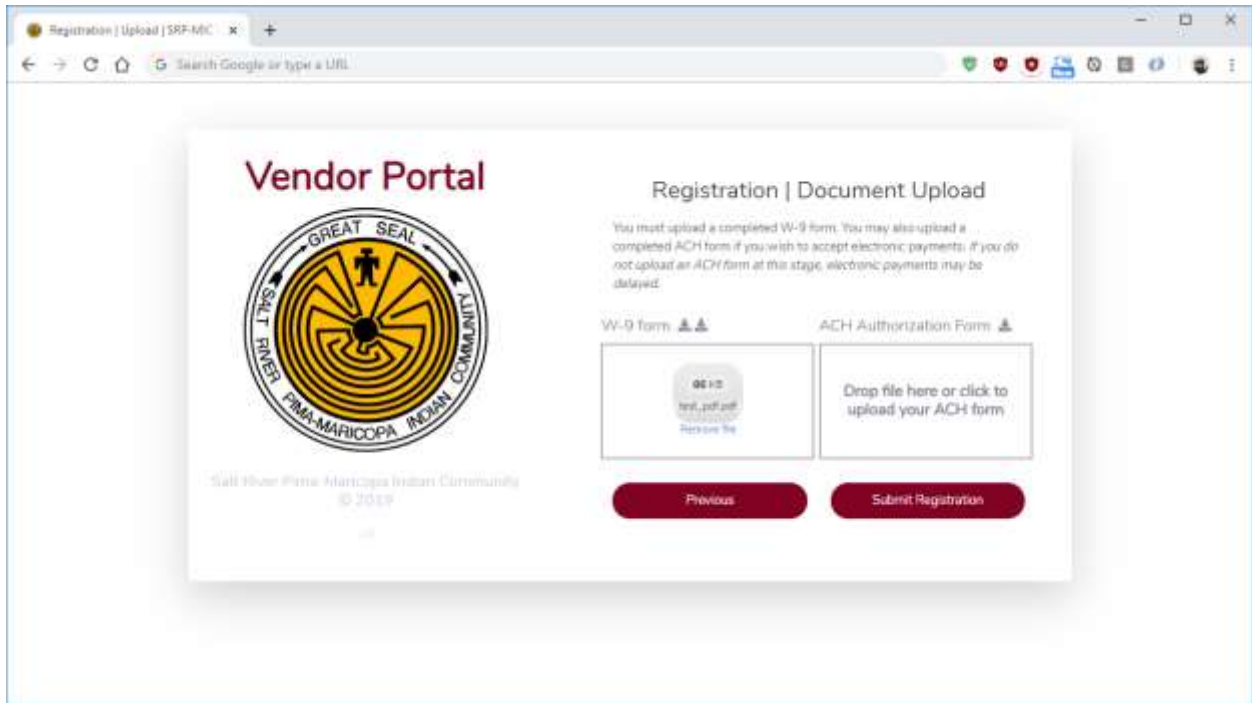
Uploaded files must be a PDF file type.



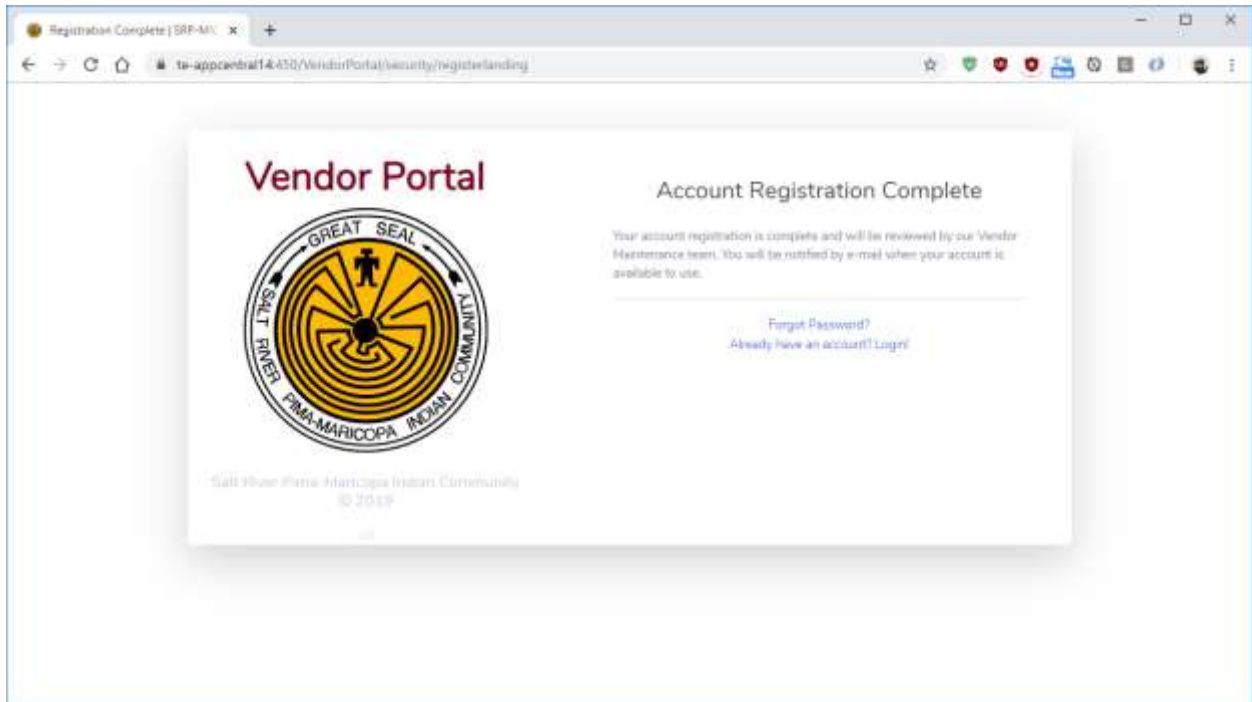
Uploaded files must not exceed 5MB in size.



You can click on the box to select a file or drag and drop the file from your desktop.



Click the “Submit Registration” button to complete the registration request.



Your account registration will be reviewed, and you will be notified when your account is available to use.

## Forgot/Reset Password

When a *forgot password* reset is initiated, you will be asked for your user id and the SRP-MIC supplier/vendor id associated with your company.

**Vendor Portal**

**Forgot Your Password?**

Simply complete this form to begin the reset process. If you configured two-factor authentication, you will need your token generator handy.

Enter Your User ID...

Enter Your SRP/MIC Vendor ID...

**Continue**

[Forgot Username?](#)  
[Create an Account](#)  
[Already have an account? Login](#)

Salt River Pima-Maricopa Indian Community  
© 2019

You can find your supplier id in the header of a recent SRP-MIC purchase order sent to your company. If you have logged into this version of the vendor portal in the past, you will also see it displayed near the top of the browser window.

**Purchase Order**

**Salt River Pima-Maricopa Indian Community**  
10005 E OSBORN RD  
SCOTTSDALE AZ 85256  
United States

Supplier: **0000000000**

To ensure prompt payment, the PO number must appear on both the invoice and the packing slip.

Purchase Order	Date	Revision	Page
			1

Payment Terms	Freight Terms	Ship Via

Buyer	Phone	Currency

Ship To:

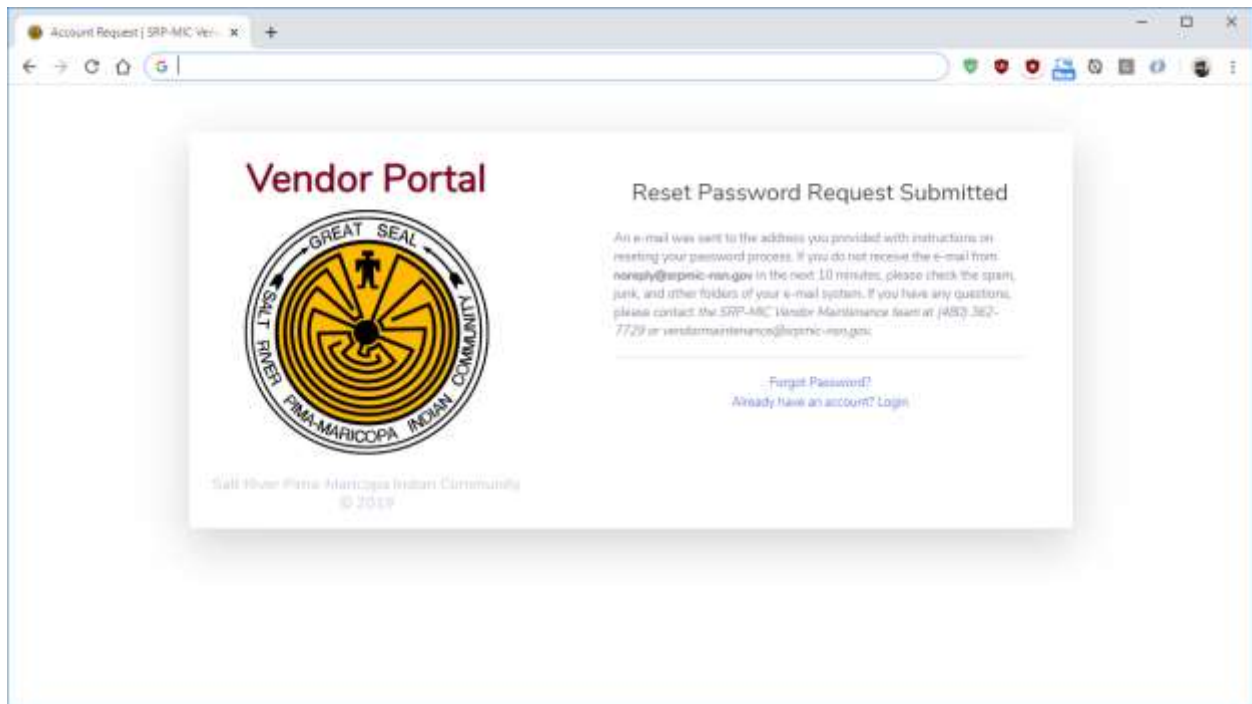
Attention: Not Specified

Bill To: All invoices must be submitted via upload to:  
<https://srmic.com/portal>

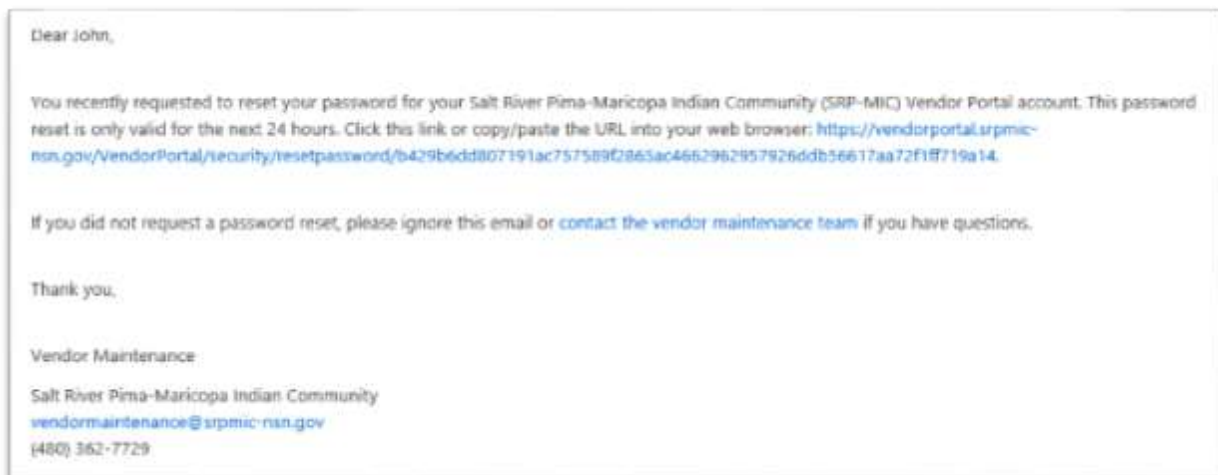
1 - Supplier/vendor id highlighted on Purchase Order header



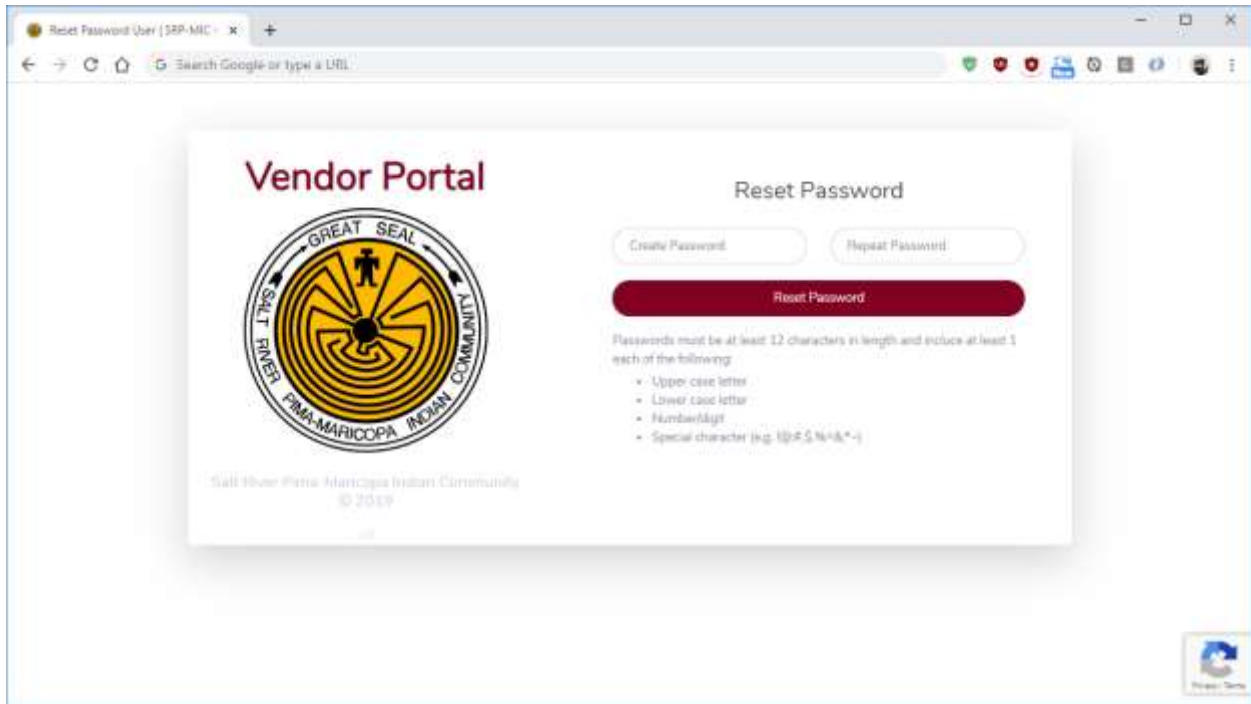
2 - Supplier/vendor id highlighted from inside the Vendor Portal application



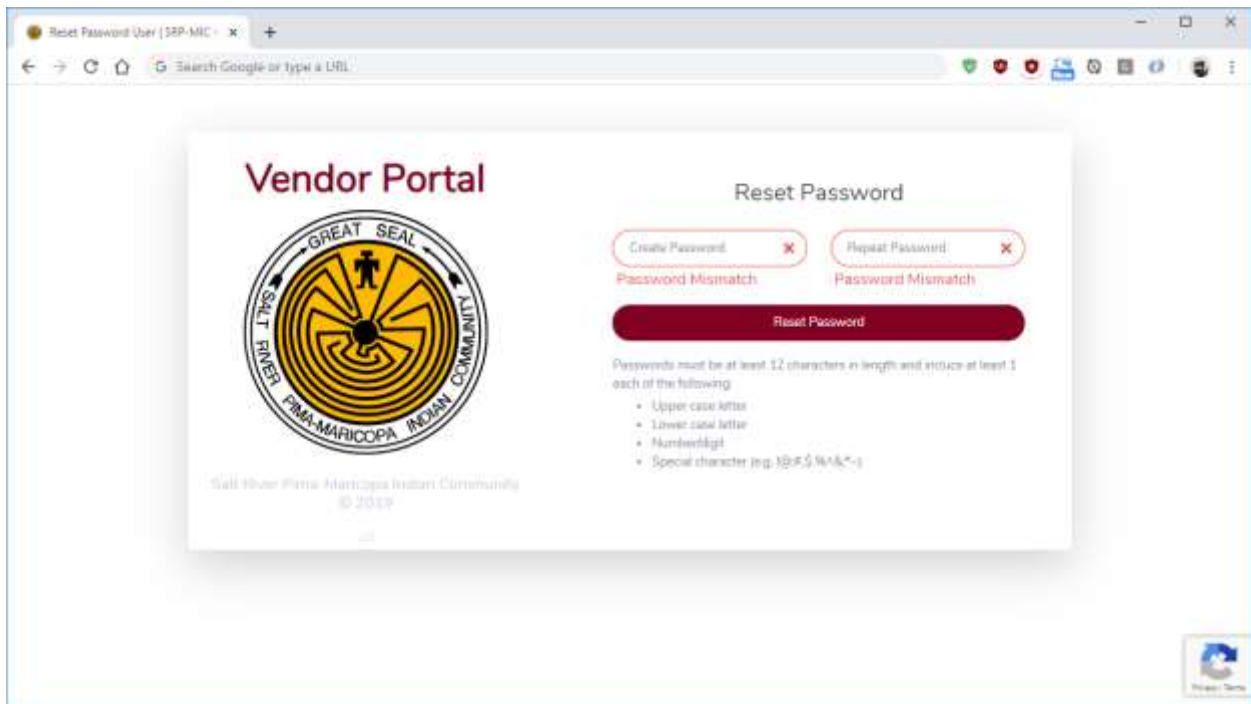
If your user id and vendor id match the records in our system, you will receive an e-mail at the address associated with that user id.



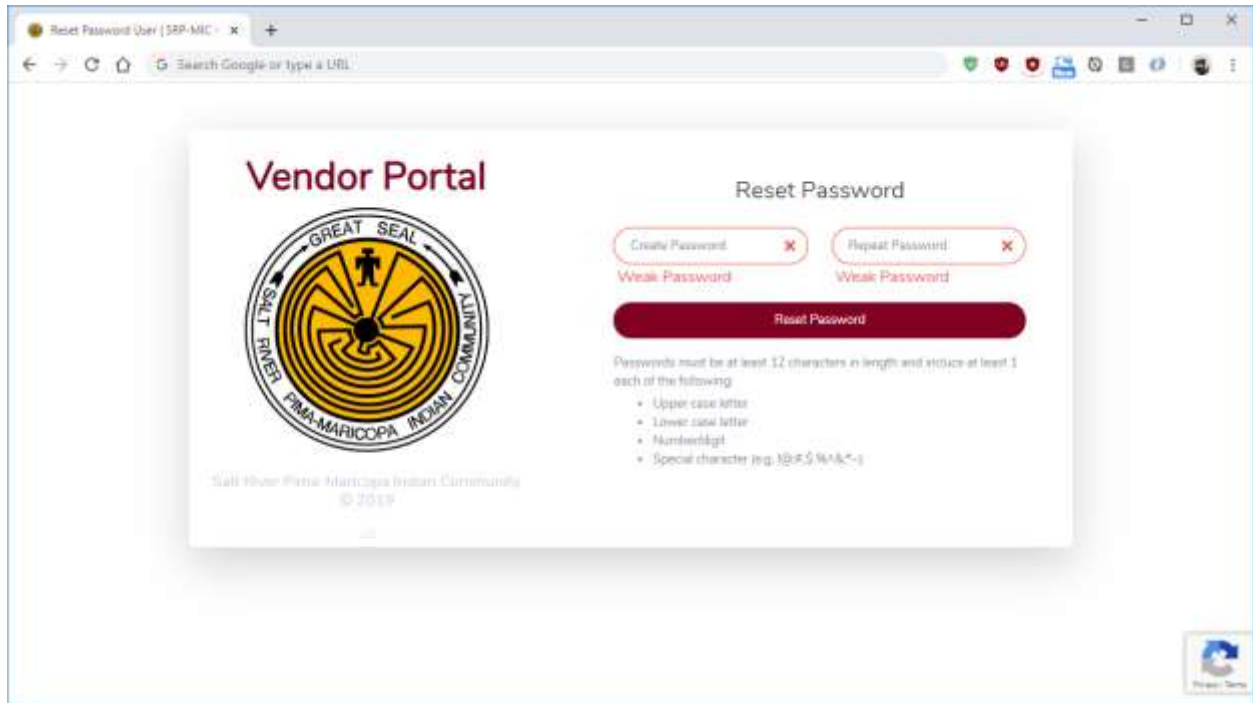
The e-mail will contain a link to begin the reset process using a unique one-time code that will expire in 24 hours. If you ever see this e-mail without having requested a password reset, it should be safe to ignore it. Without that unique code, your password cannot be reset.



Enter your new password and repeat it.

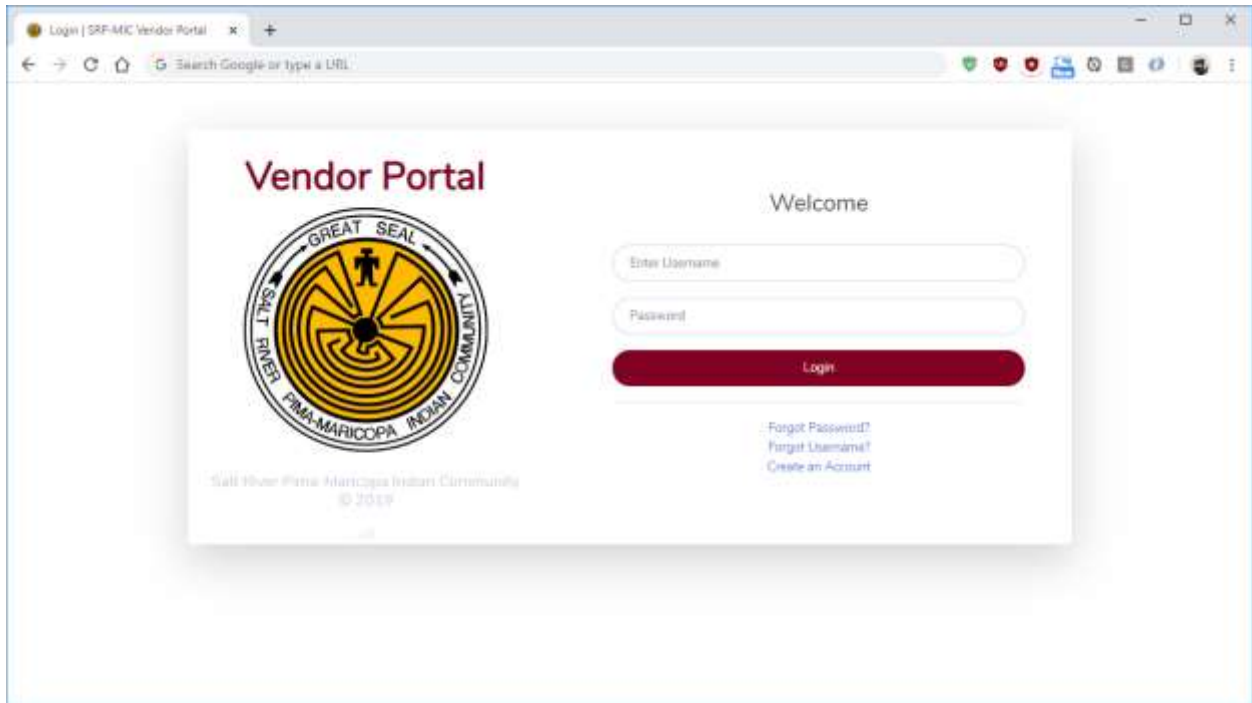


You will be warned if the password and repeated password do not match.



You will be warned if your password does not pass the strength requirements, and those requirements will be shown on the screen. They are:

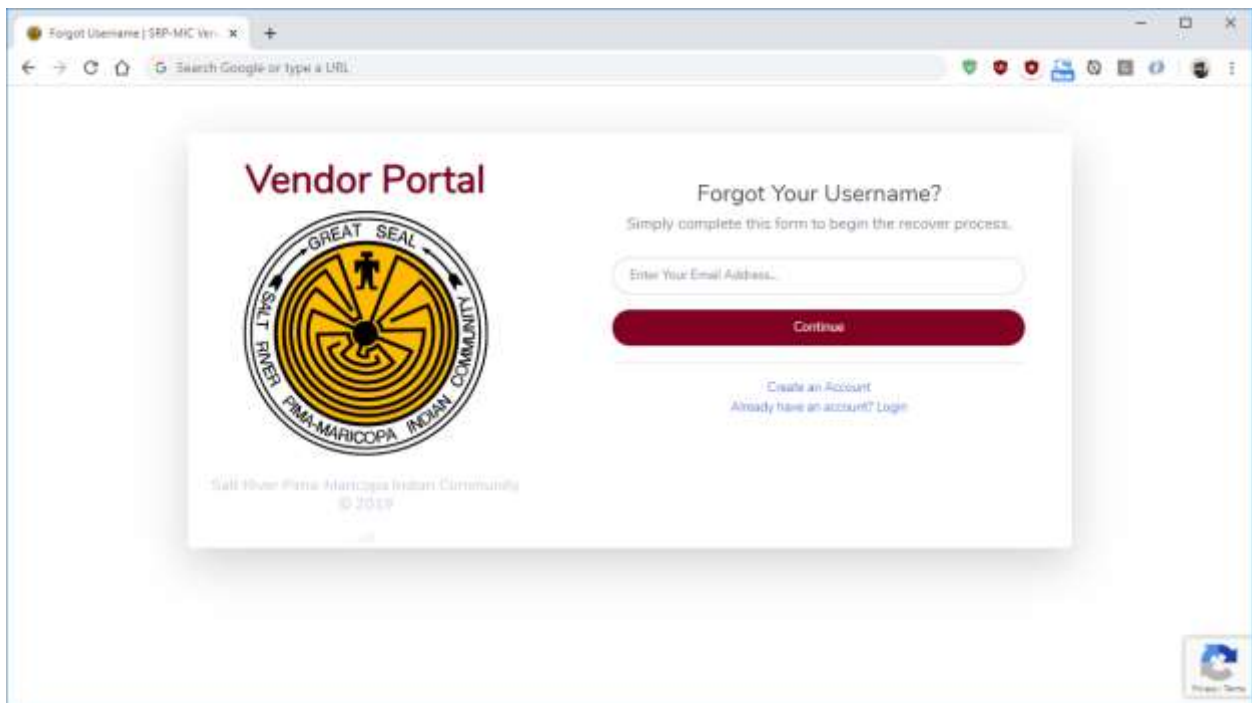
- At least 12 characters in length and include at least 1 each of the following
  - Upper case letter
  - Lower case letter
  - Number/digit
  - Special character (e.g. [!@:#\\$.%^&\\*~](#))



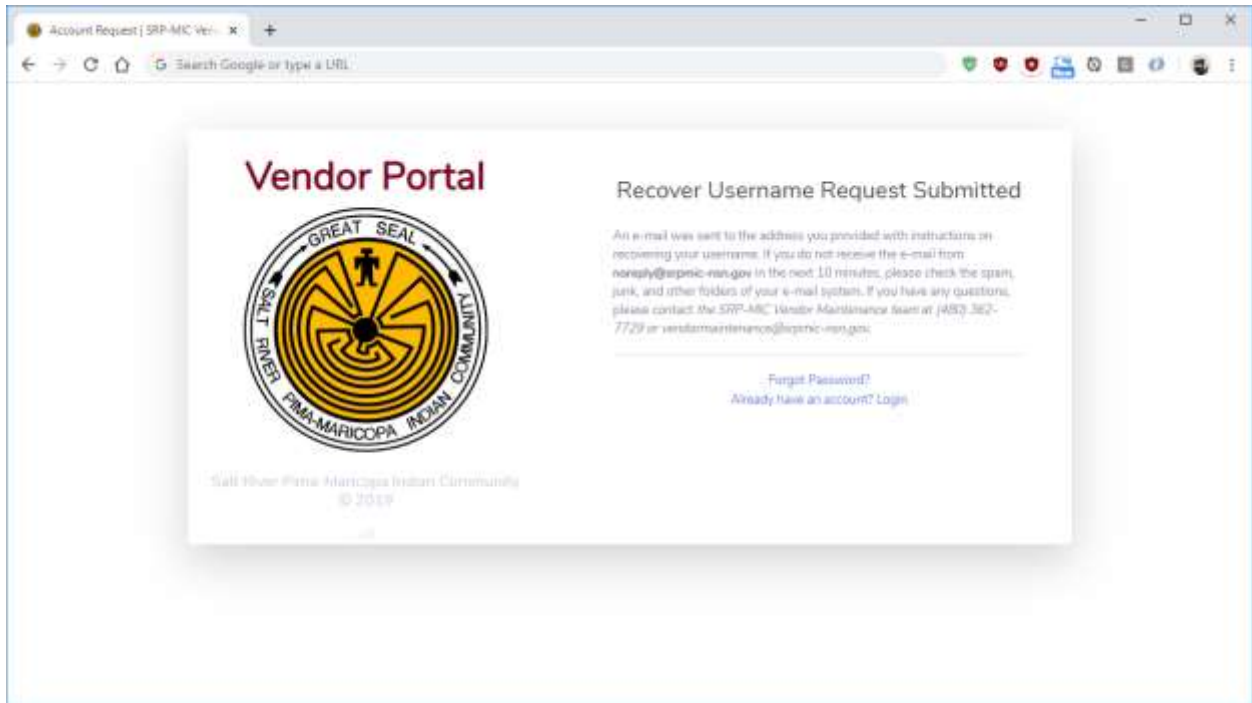
If the password is accepted, you will be redirected to the login page where you can login to the system.

## Forgot Username

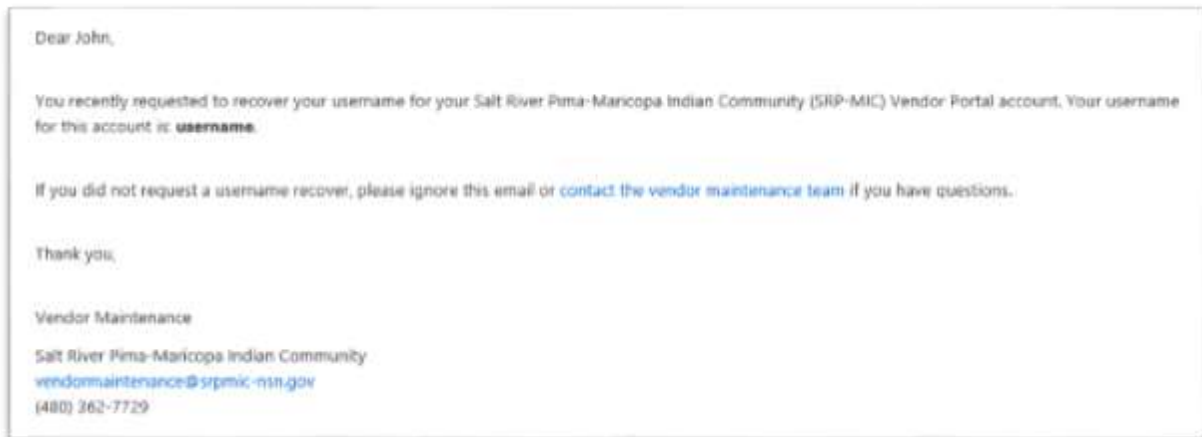
When you have forgotten your username, you can click on the *forgot username* link from the login page to begin the recovery process.



You will enter the e-mail address associated with your user id and click continue.



If the e-mail address you provided matches our records, an e-mail will be sent to you with your user id.

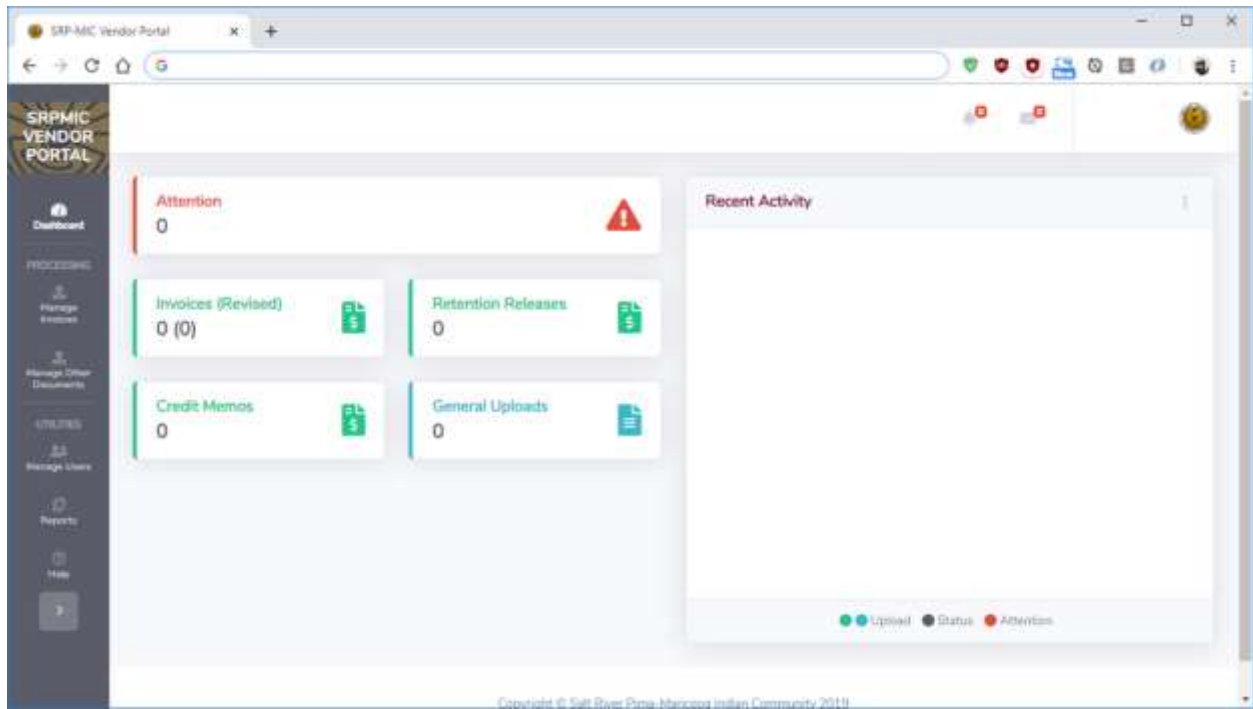


You can now go to the Vendor Portal website and login or recover your password if you have forgotten that as well.

## Basic Navigation

This section covers the basic features and navigation of the system.

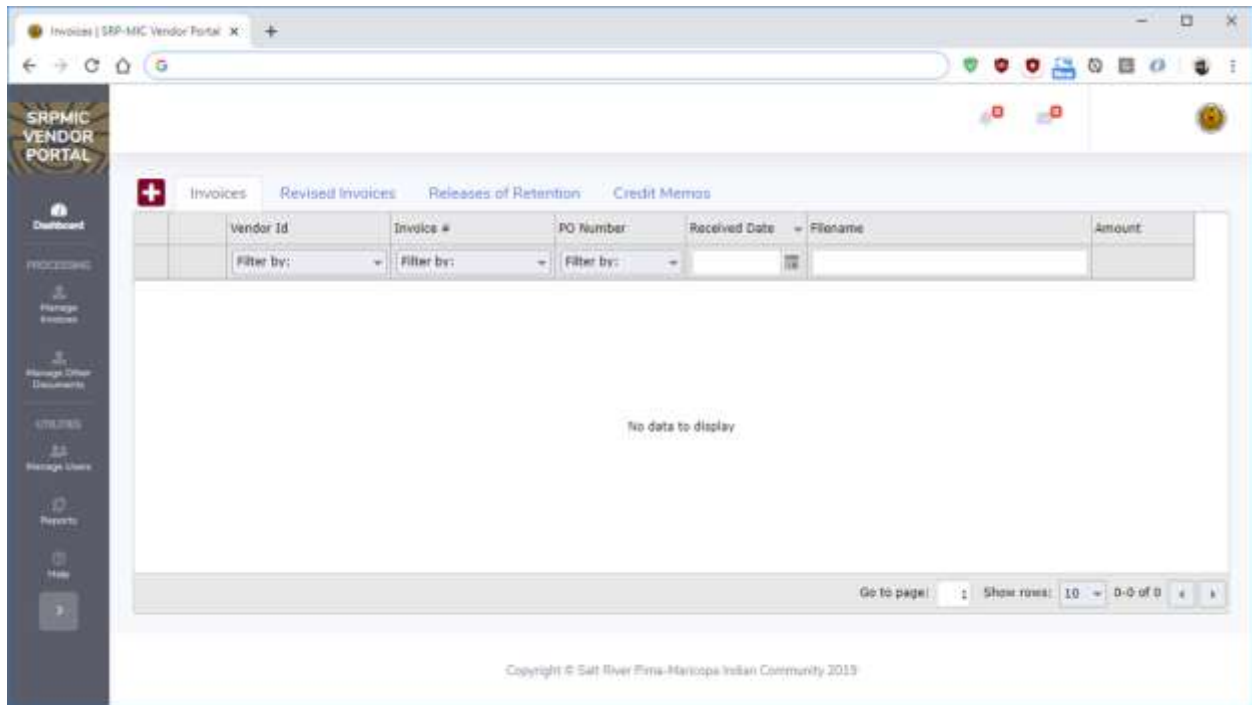
### Dashboard



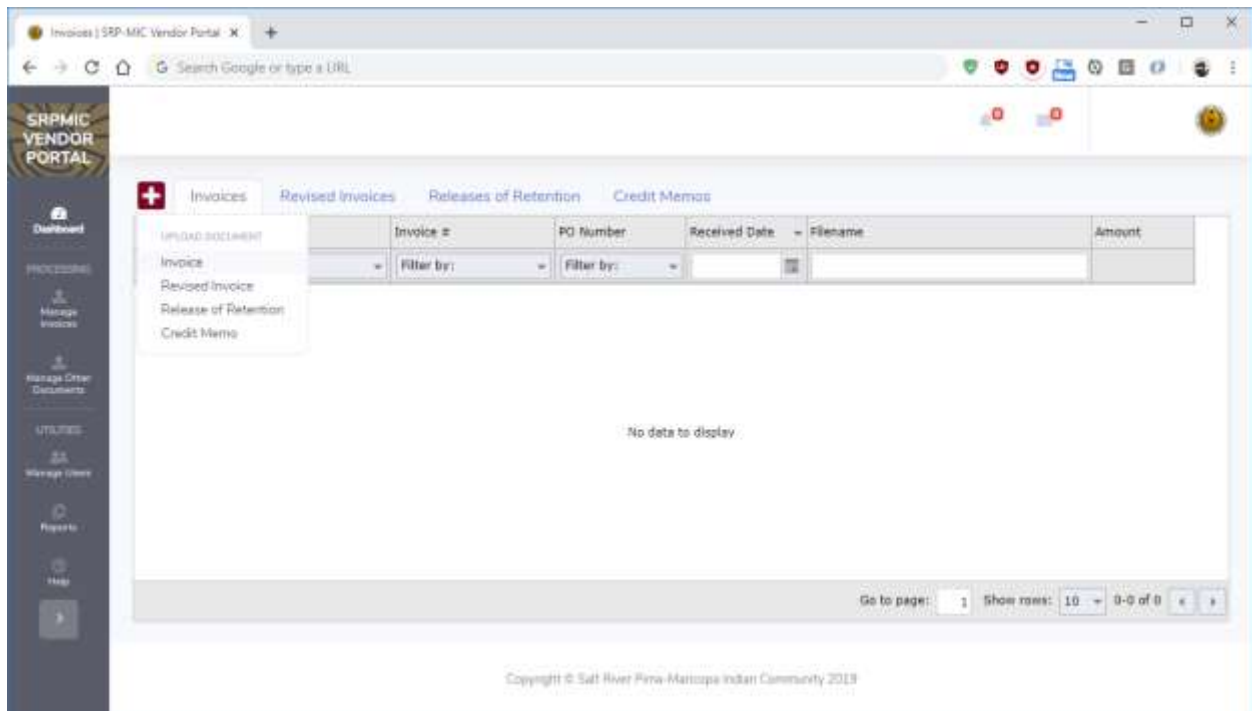
This screen gives you an overview of the activity in the system. You will see a summary of alerts needing attention, number of documents uploaded by type, and recent system activity. You can also manage alerts and messages and adjust your profile.

## Manage Invoices

This screen is where most of the activity will take place. It is where invoices and other documents can be uploaded and reviewed.

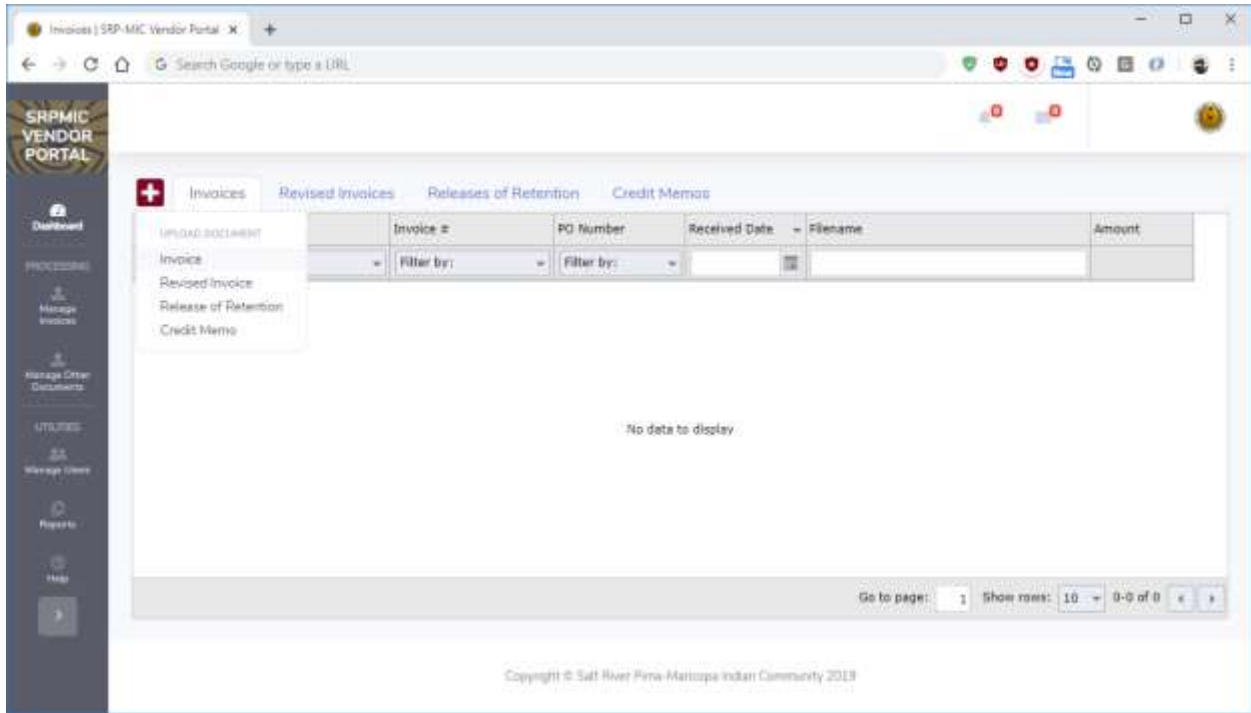


The “Invoices” tab shows all invoices that have been uploaded to the system for this vendor. Clicking the red and white “+” icon to the top left of the grid allows you to upload additional documents.

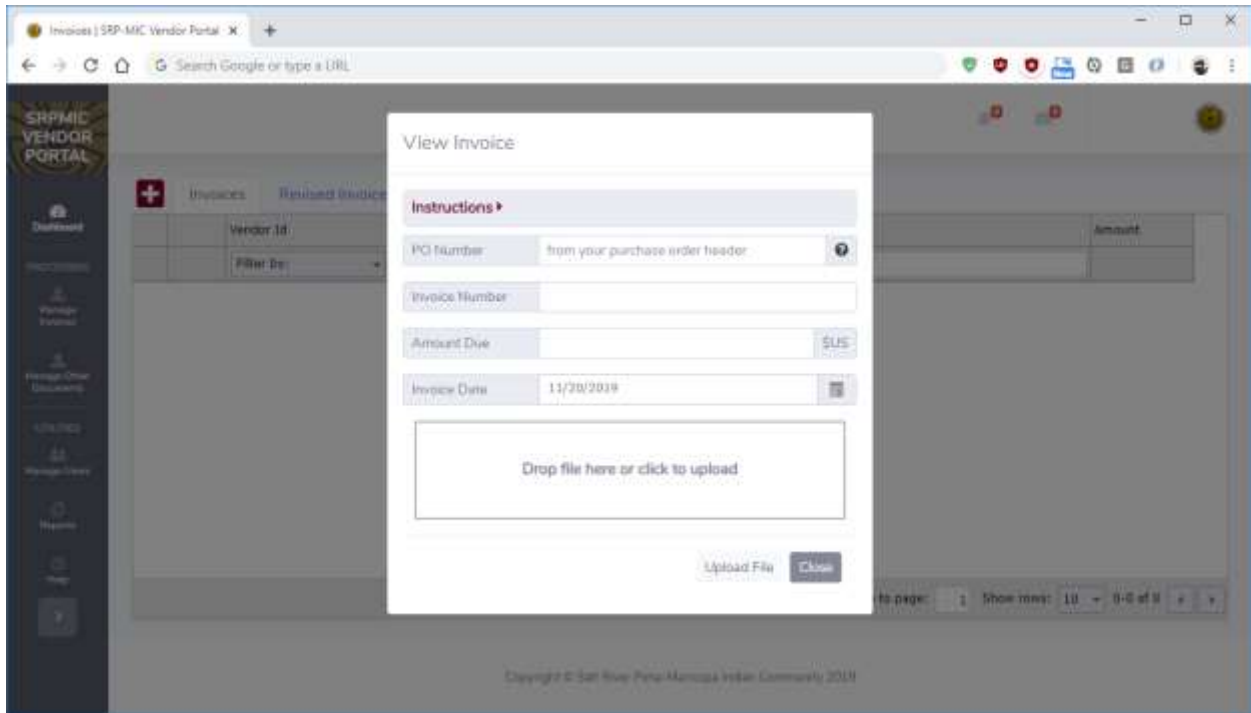


You can upload an Invoice, a Revised Invoice, a Release of Retention, or a Credit Memo from this screen.

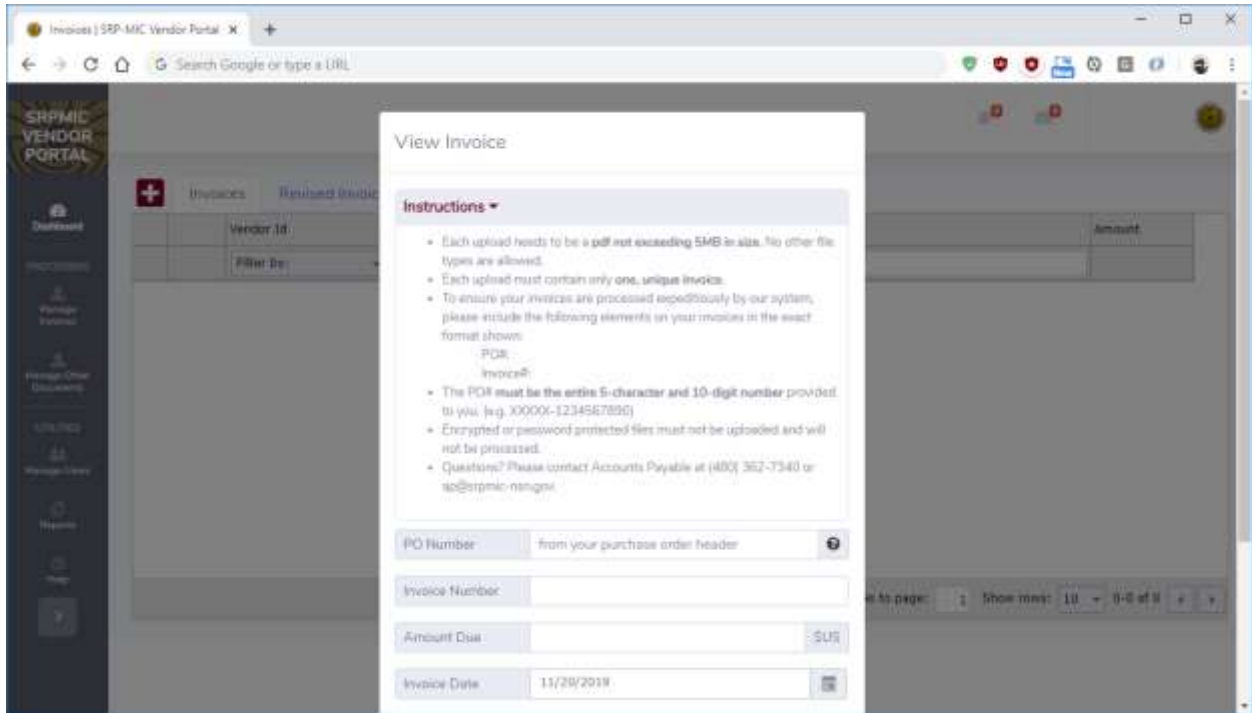
### Upload Invoice



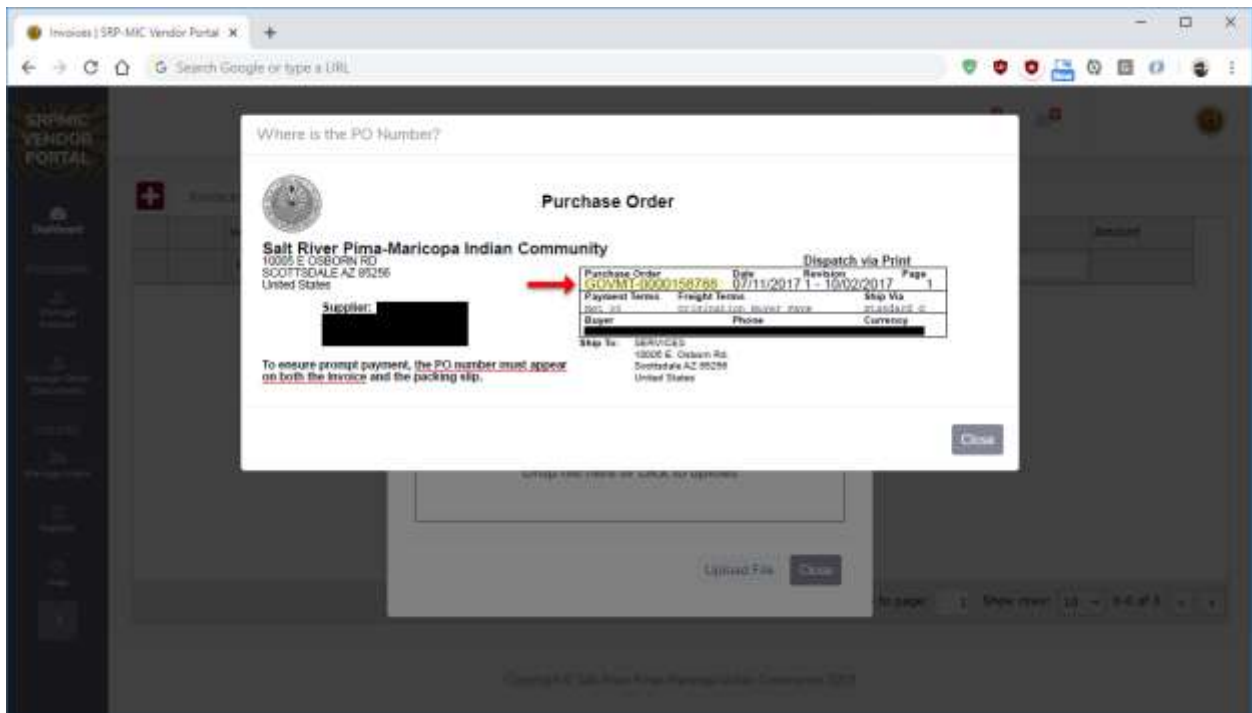
Click the red/white “+” icon and choose “Invoice.”



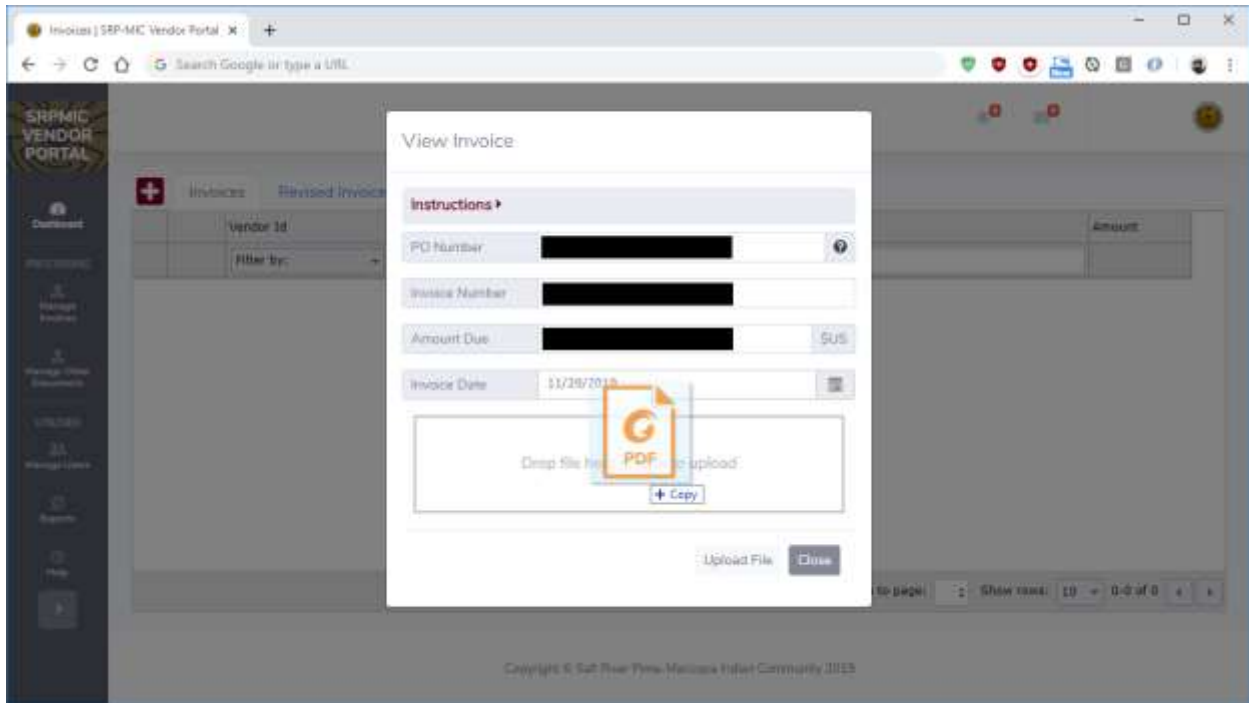
You can click the “Instructions” bar to show/hide further details and rules about the invoice upload process.



You can click the “?” icon next to PO Number to learn about the PO format and where to find the number on your SRP-MIC purchase order.

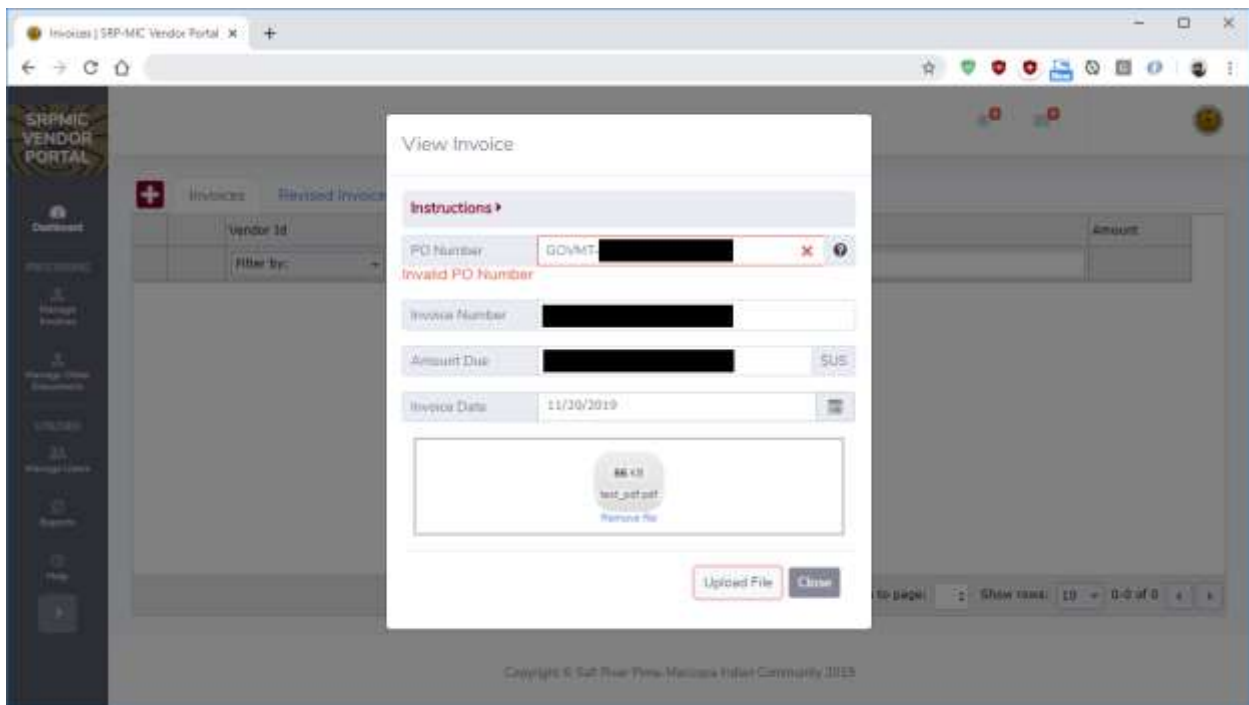


The entire purchase order number, including the leading alphabetic characters and the dash, are required to find a match in the system. Failure to provide the valid purchase order number will prevent you from uploading an invoice.

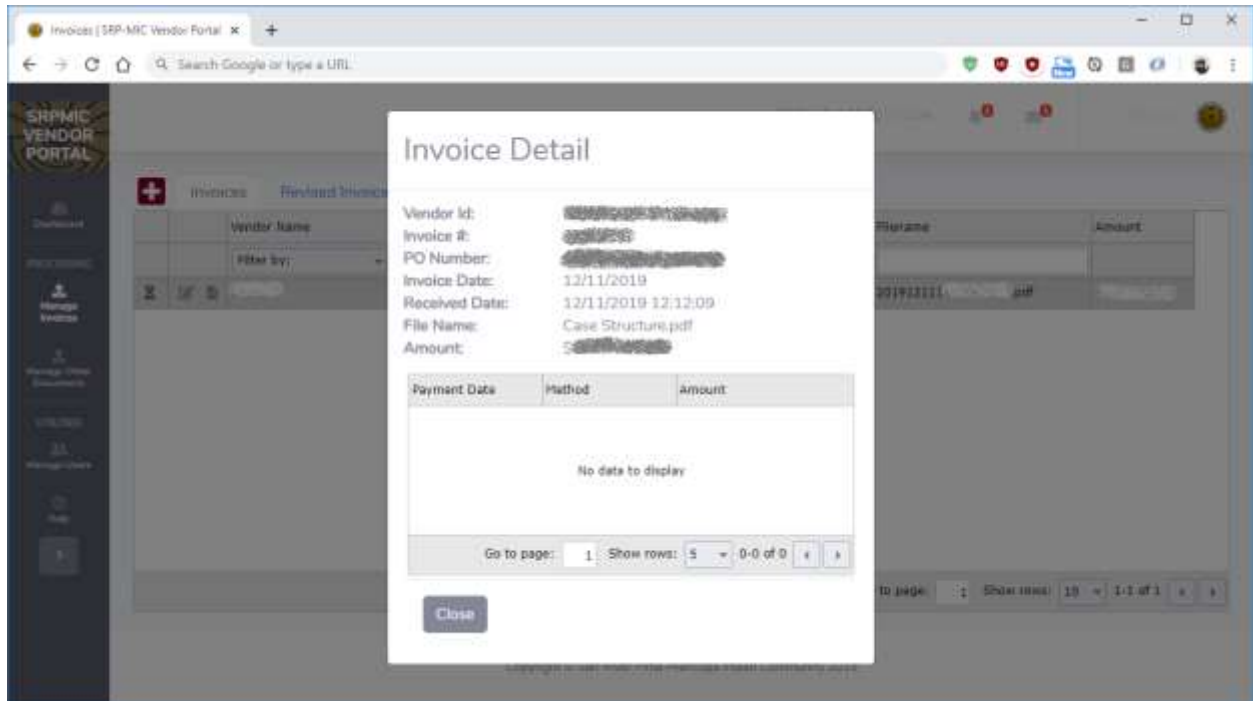


After entering the details of the invoice, including the PO Number, Invoice Number, Amount Due, and Invoice Date, you can click the box or drag and drop a file to upload your invoice.

Click the “Upload File” button.





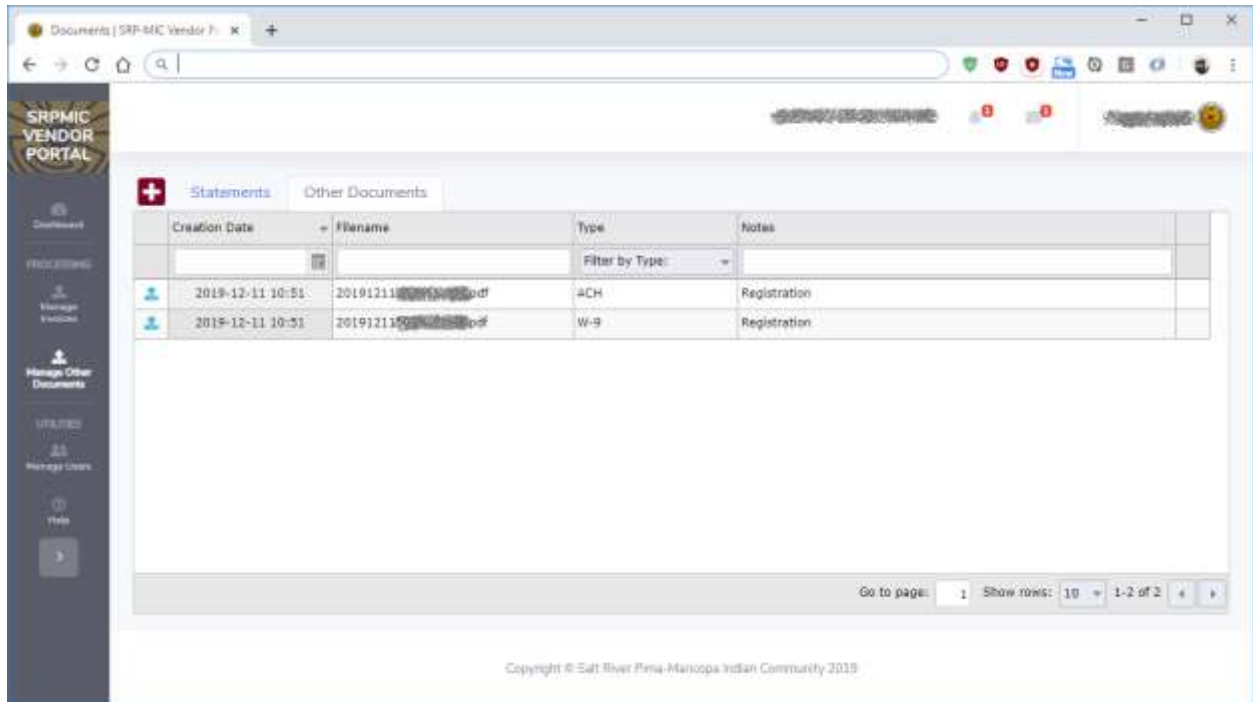


The details include your SRP-MIC Vendor ID, the Invoice number, the PO Number, the Invoice Date, the Received (Uploaded) Date, the original file name, and the Amount of the Invoice. You can also see any payment details here once a payment is applied to the invoice.

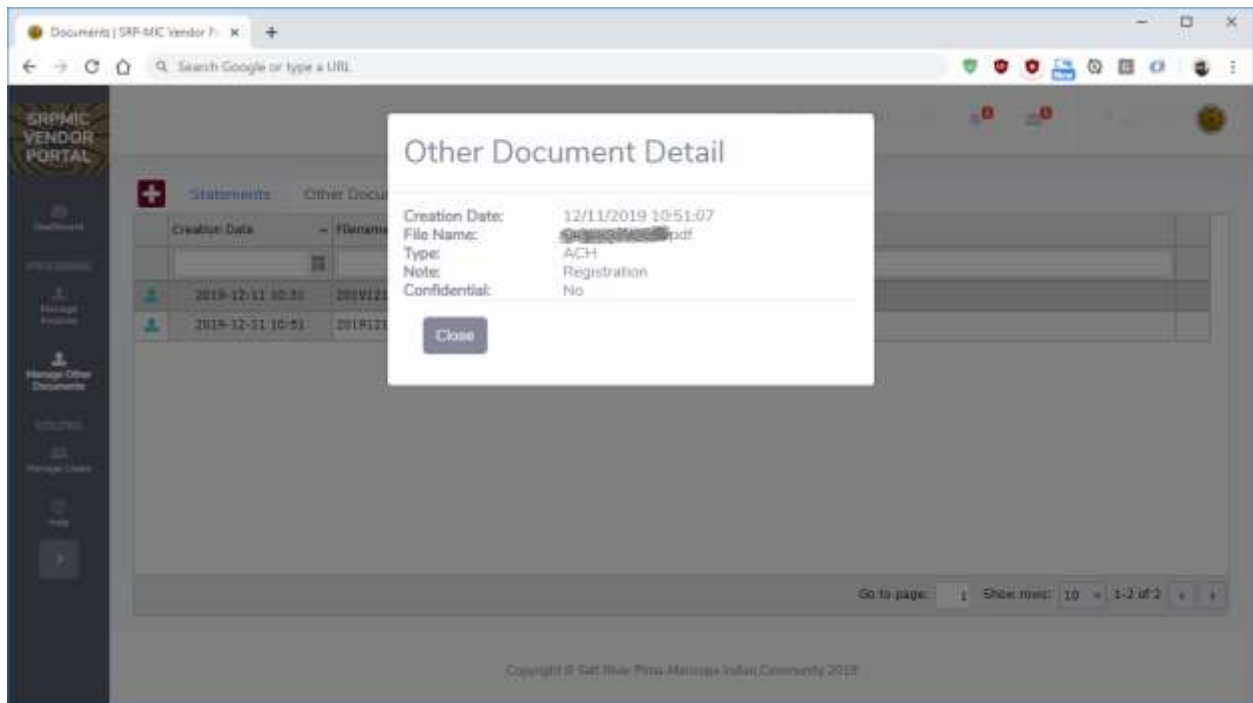
The filename in the document list will be a link to display the document if it was uploaded fewer than 5 days earlier.

You will see similar details in the Revised Invoices, Releases of Retention, and Credit Memos tabs when clicking the status icon.

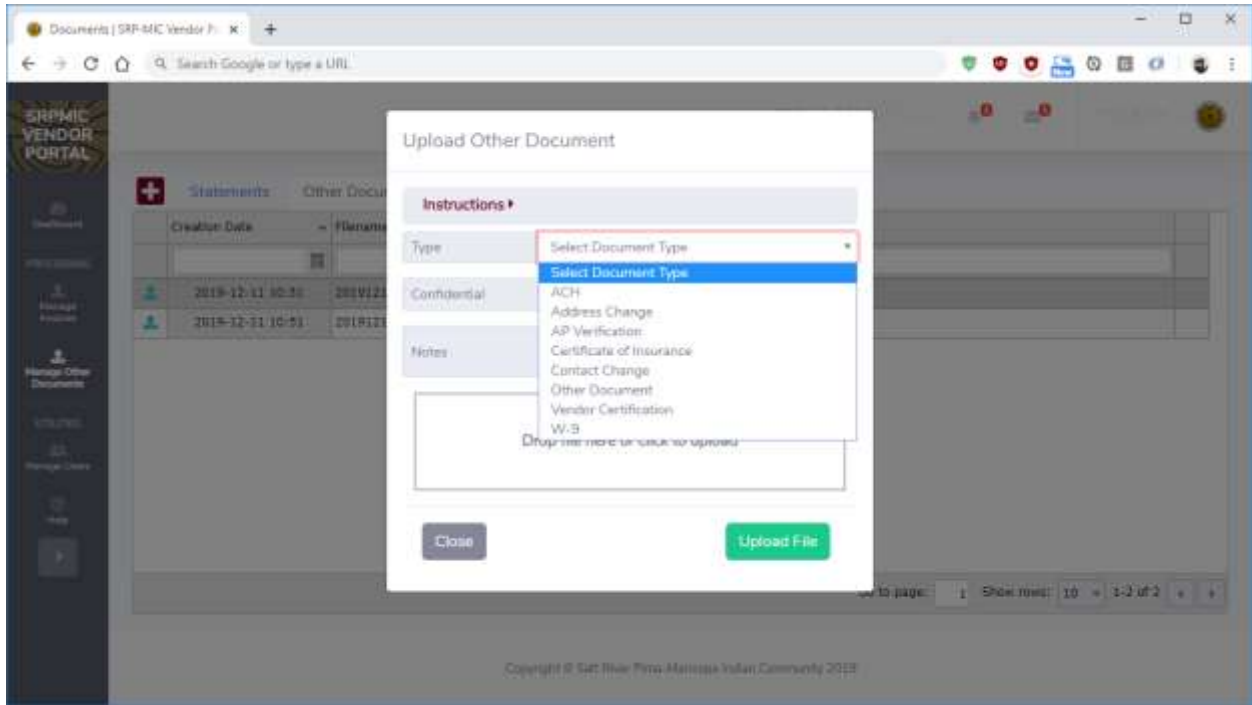
## Manage Other Documents



Under manage other documents, you will upload Statements and Other documents. The status in the left hand column of the list will always be Uploaded. You can click the status icon to view the document details.

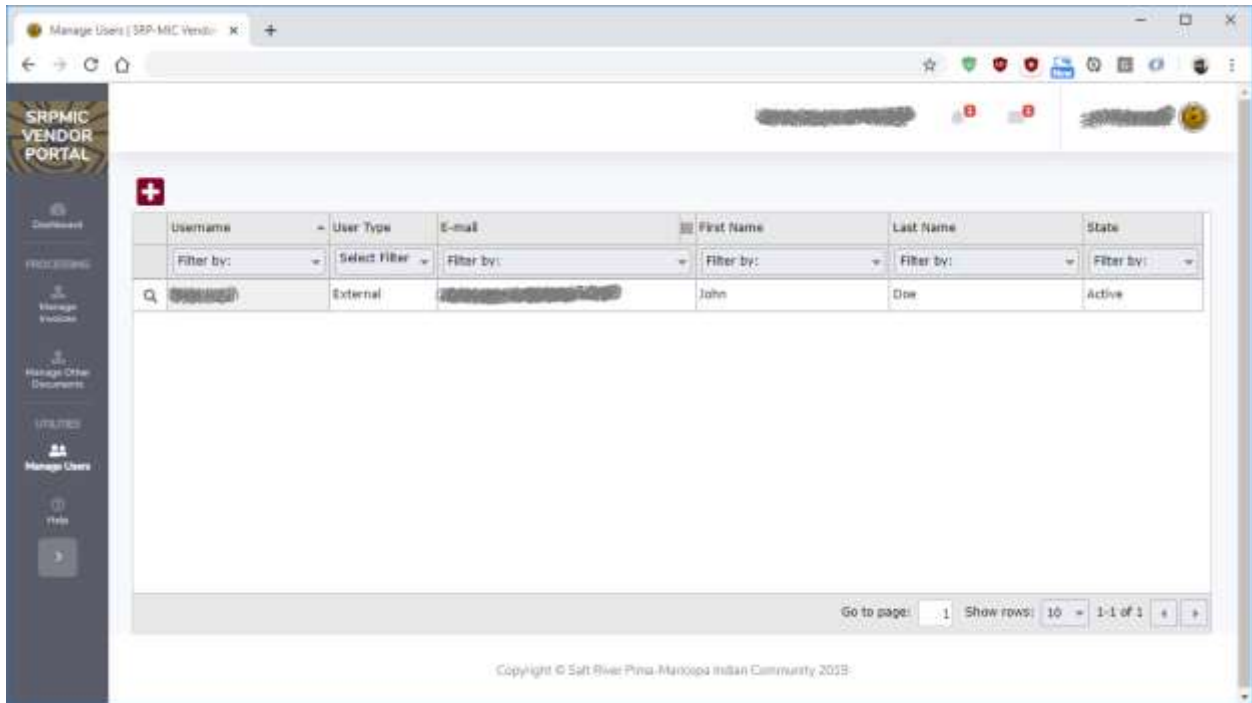


Details show the document Creation (Uploaded) Date, the original file name, the Document Type, and any Notes associated with the document.

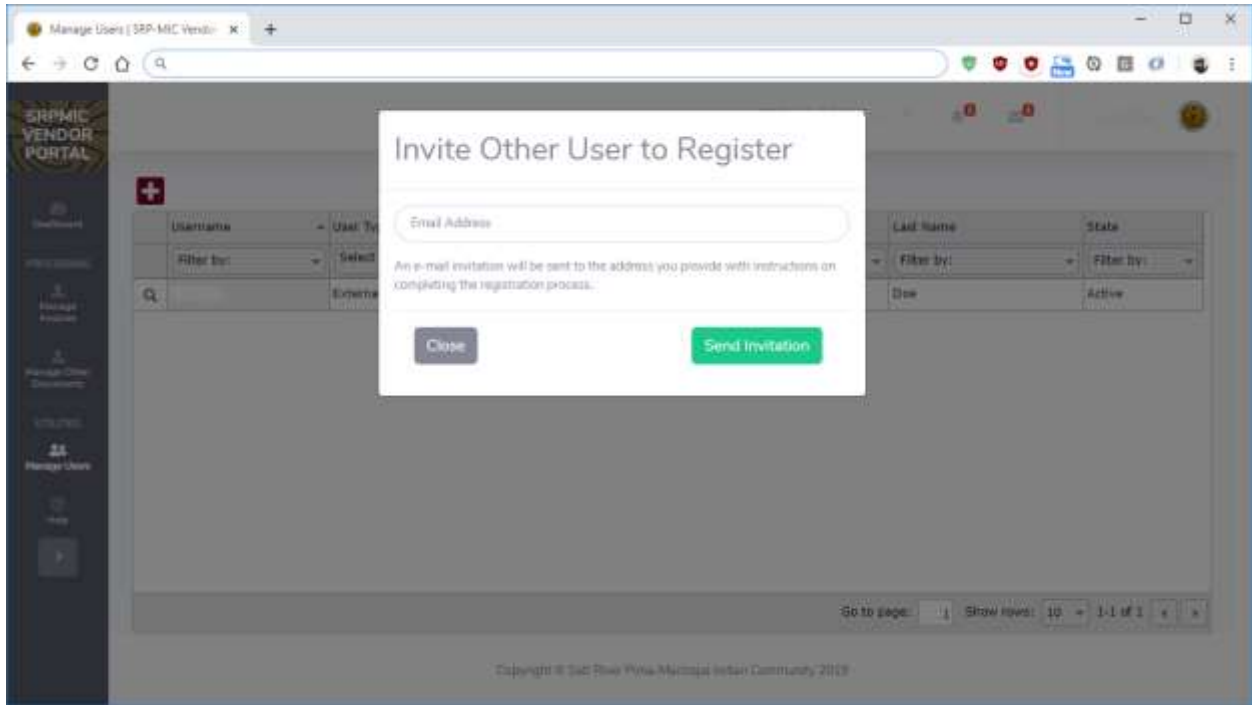


The types of documents you may upload include ACH documents for electronic payment, Address or Contact Change details, AP Verification forms, Certificates of Insurance, Vendor Certification forms, updated W-9 forms, or general “Other” documents.

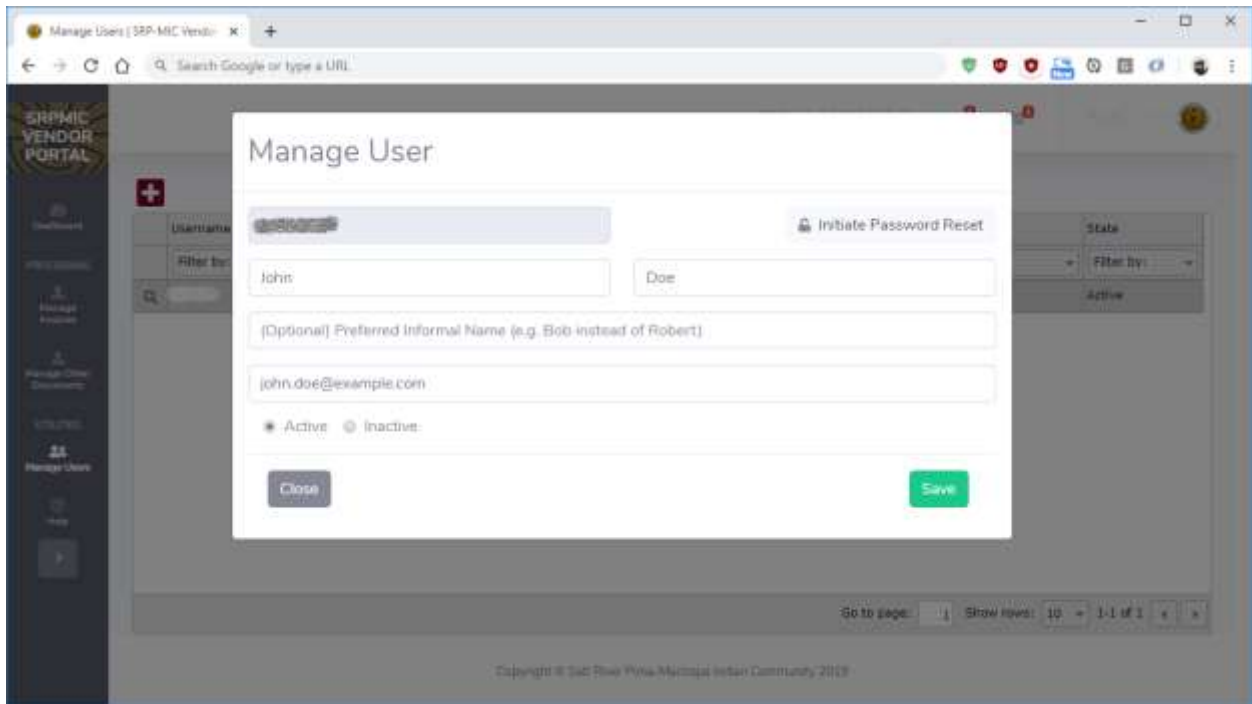
## Manage Users



Finally, under Manage Users you may add and edit users that can access the application for your company.



Clicking the red plus icon near the top left of the user list will open a dialog box. Enter an email address and click Send Invitation to invite another user to register for the portal. They will need to provide the Business Name and Tax Identification Number (EIN/TIN/SSN) during the registration process for verification.



Clicking the magnifying glass icon next to a user account allows you to edit the account. You can activate/deactivate the account, and change the first name, last name, an optional informal name, and email address. Be sure to save your changes.

You may also initiate the password reset process for that account.