

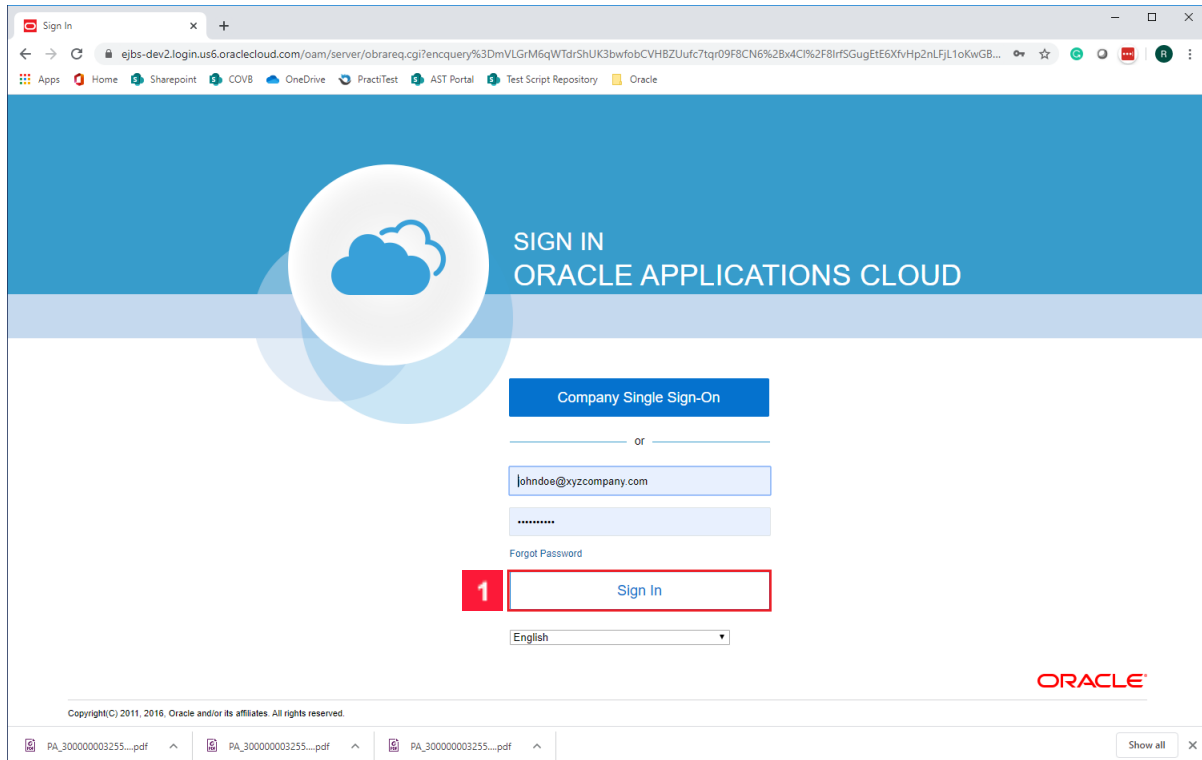
View Agreement in Supplier Portal

As a Supplier for the City of Virginia Beach, you have the ability to view your agreements in the Supplier Portal. This user guide will walk you through the steps to view your company's agreements.

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1 Sign into Supplier Portal

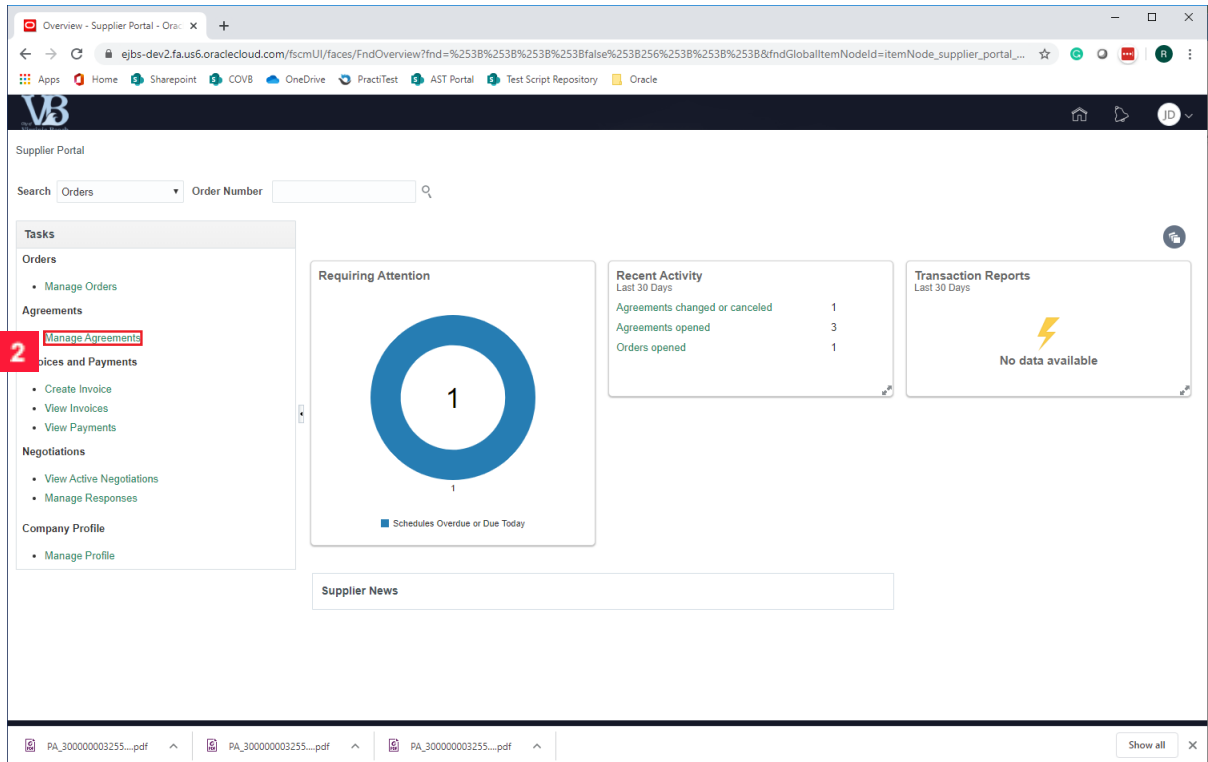


Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

- Your user ID was sent to you in an email from the City of Virginia Beach when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

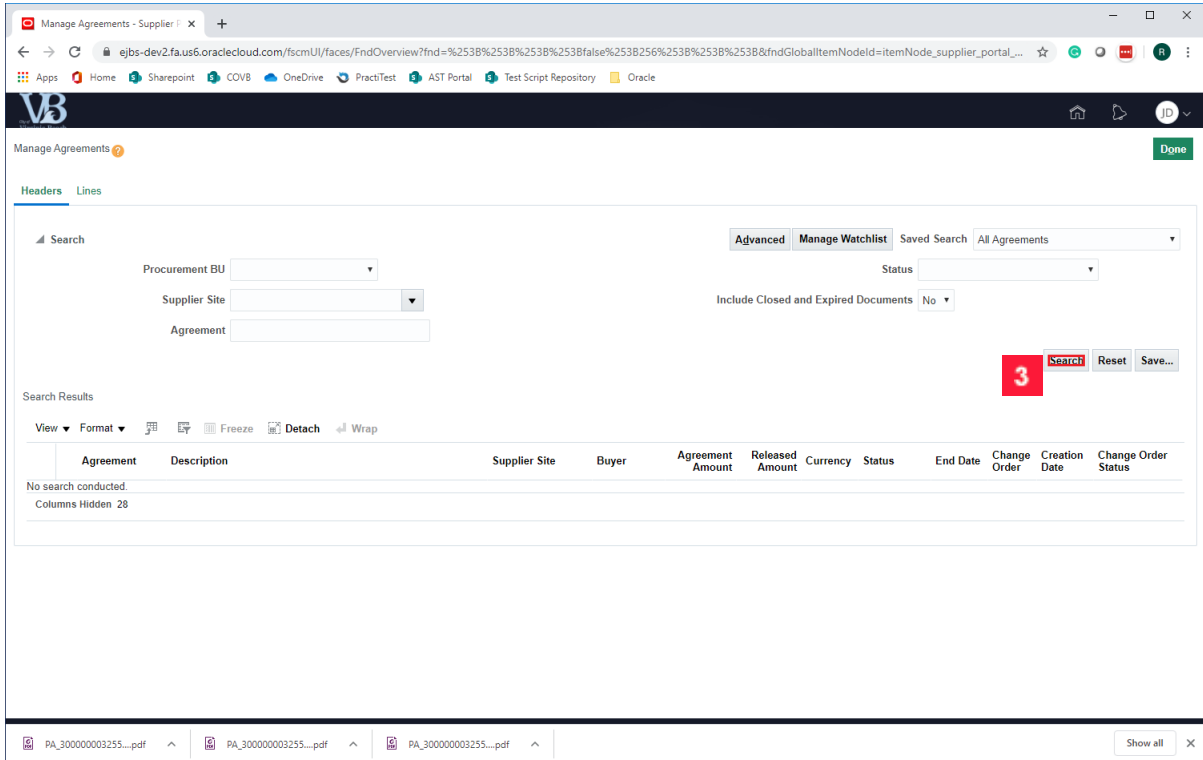
1 Click the **Sign In** button.

2 Supplier Portal Dashboard



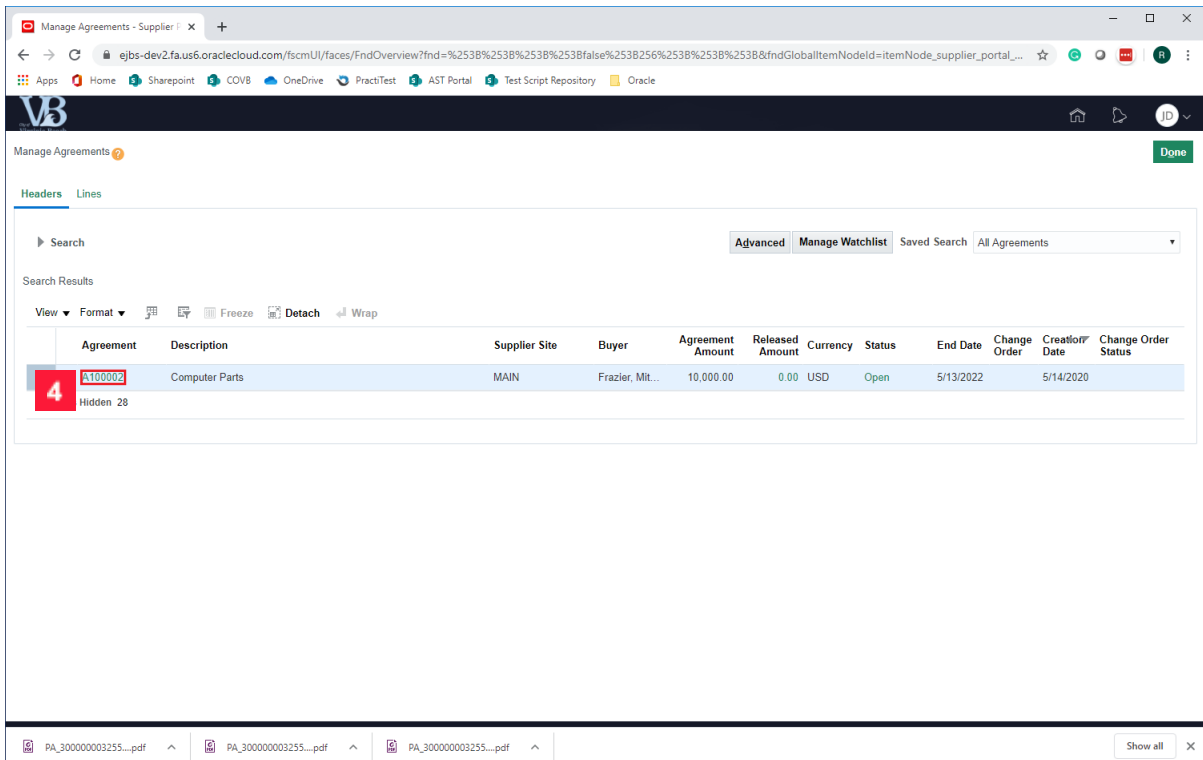
2 Click the **Manage Agreements** link in the **Tasks** menu

3 Search for and View Agreements



3 Click **Search** to search all agreements.

Alternatively, you may enter other search criteria by entering information the **Procurement BU, Supplier Site, Agreement, Status and/or Include Close and Expired Documents** fields.



4 Click the **Agreement** number link.

4 View Agreement Details

Blanket Purchase Agreement: A100002

Buyer: Mitchell Frazier
Supplier Site: MAIN
Supplier Contact: JANE DOE
End Date: 5/13/22
Agreement Amount: 10,000
View PDF Done

Creation Date: 5/14/2020
Communication Method: None
Minimum Release Amount
Released Amount: 0.00 USD
Description: Computer Parts

Terms | Notes and Attachments

Required Acknowledgment: None
Payment Terms: 2% 20 Net 30
Shipping Method: — Pay on receipt
Freight Terms: PP&ADD/INSIDE DELIVERY
— Confirming order
FOB Destination

Additional Information

PURCHASE TYPE: General Purchase
BOND WAIVERS
SURETY: Context Prompt

Lines

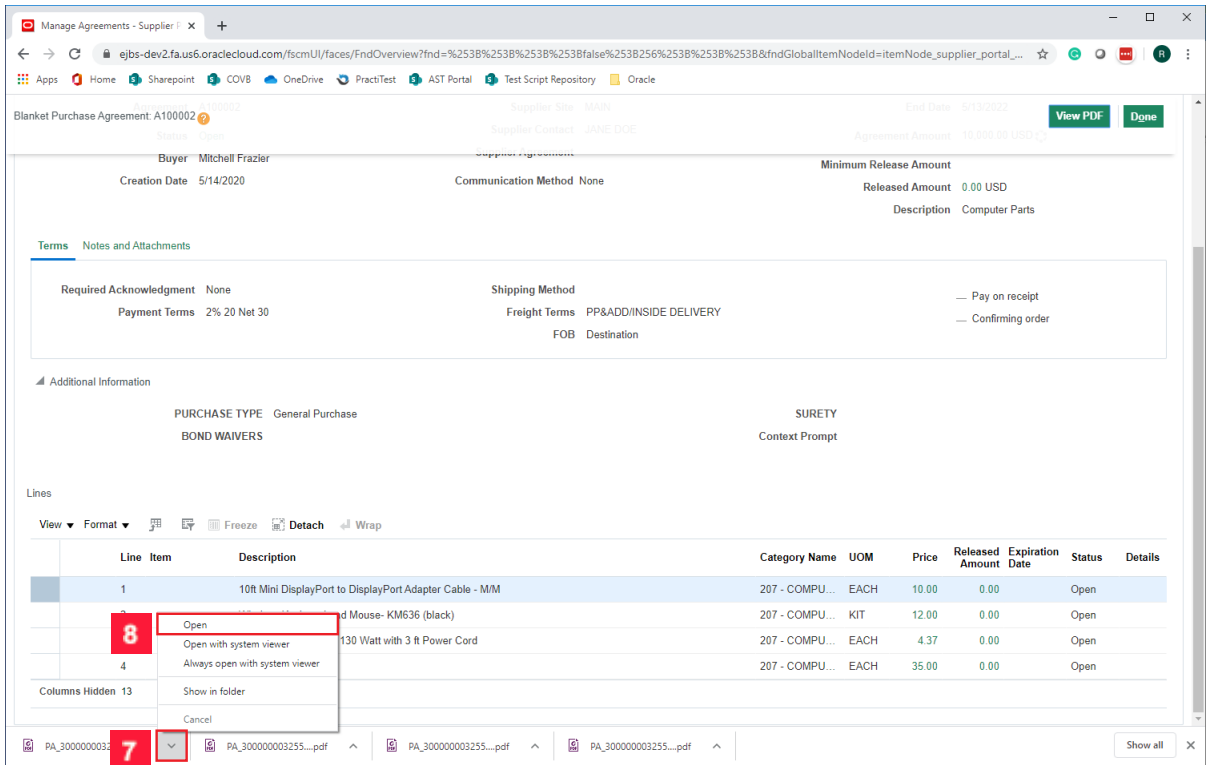
Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
1		10ft Mini DisplayPort to DisplayPort Adapter Cable - M/M	207 - COMPU...	EACH	10.00	0.00		Open	
2		Wireless Keyboard and Mouse- KM636 (black)	207 - COMPU...	KIT	12.00	0.00		Open	
3		Slim Power Adapter - 130 Watt with 3 ft Power Cord	207 - COMPU...	EACH	4.37	0.00		Open	
4		20 inch Monitor	207 - COMPU...	EACH	35.00	0.00		Open	

Columns Hidden: 13

PA_300000003255...pdf PA_300000003255...pdf PA_300000003255...pdf Show all

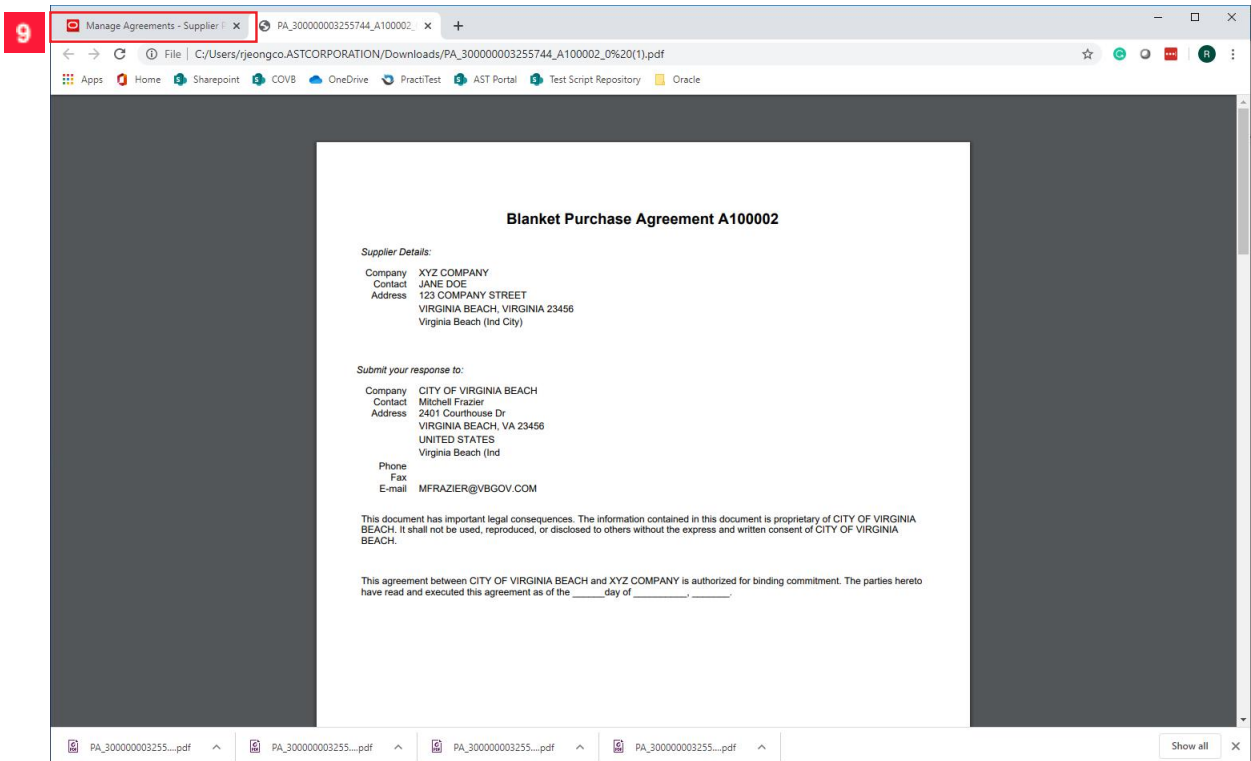
View the details of the agreement. Notice the Terms section. Scroll down the page to view any lines, if applicable. You may also click the Notes and Attachments tab to view any additional information.

6 Click **View PDF** to view or print the agreement for your own records.



7 The PDF is immediately downloaded. Click the **Options** drop-down arrow.

8 Select how you would prefer to view the PDF. In this example, we click the **Open** menu item.



The PDF opens a separate browser tab to view the PDF.

9 To return to the Agreement details page, click the **Manage Agreements** tab.

Blanket Purchase Agreement: A100002

Supplier Site: MMN
Supplier Contact: JANE.DOE

Buyer: Mitchell Frazier
Creation Date: 5/14/2020

Agreement Amount: 10,000.00 USD
End Date: 5/13/2022

Minimum Release Amount: 0.00 USD
Released Amount: 0.00 USD
Description: Computer Parts

Terms: Notes and Attachments

Required Acknowledgment: None
Payment Terms: 2% 20 Net 30

Shipping Method: Pay on receipt
Freight Terms: PP&ADD/INSIDE DELIVERY
FOB Destination: Confirming order

Additional Information

PURCHASE TYPE: General Purchase
BOND WAIVERS

SURETY: Context Prompt

Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
1		10ft Mini DisplayPort to DisplayPort Adapter Cable - M/M	207 - COMPU...	EACH	10.00	0.00		Open	
2		Wireless Keyboard and Mouse- KM636 (black)	207 - COMPU...	KIT	12.00	0.00		Open	
3		Slim Power Adapter - 130 Watt with 3 ft Power Cord	207 - COMPU...	EACH	4.37	0.00		Open	
4		20 inch Monitor	207 - COMPU...	EACH	35.00	0.00		Open	

10 Click the **Done** button.

Manage Agreements

Search

Procurement BU:
Supplier Site:
Agreement:

Status:
Include Closed and Expired Documents:

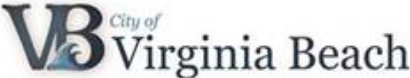
Advanced Manage Watchlist Saved Search All Agreements

Search Reset Save...

Search Results

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date	Change Order Status
No search conducted.											

11 Click the **Done** button again.



5 Supplier Portal Support

You have successfully viewed invoices in Supplier Portal. If you have questions or need additional assistance, please contact us at SupplierPortal@vbgov.com or (757) 385-4438.