



eSupplier

Afraid you receive too many State payments to keep them straight? Worried about not getting the information you need to process the payment? Sign up for the Wisconsin eSupplier Portal!

This *FREE*, online tool provides...



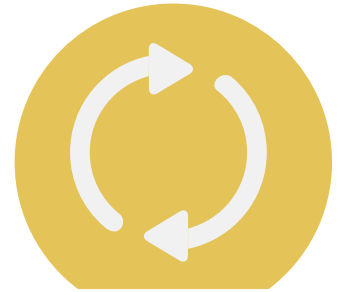
Payment Contact
Information



Remittance
Information



Purchase Order
Information



Invoices in
Progress

What we need from you -

- 1 Tax Identification Number
- 2 Supplier ID
(located in the upper right quarter of the payment advice)
- 3 Email Address receiving remittance info
(Must match what we have on file)

Contact WIVendors@wisconsin.gov

State of Wisconsin eSupplier



eSupplier

eSupplier Home Page Elements

The screenshot shows the Wisconsin eSupplier Home Page. At the top, a blue header bar contains the 'Welcome' message and the user's name 'Harris Adams'. To the right of the header are buttons for 'HOME', 'HELP', and 'SIGN OUT'. Below the header is a navigation bar with 'Suppliers' and 'Bidders' tabs. The main content area is divided into several sections: 'SUPPLIER ANNOUNCEMENTS' (1), 'My Info' (6), 'RECENT PAYMENTS' (7), 'RECENTLY DISPATCHED PO's' (8), 'RECENT INVOICES' (9), 'QUICK LINKS' (10), and 'SUPPLIER HELP DESK' (11). Each section contains specific information relevant to suppliers, such as announcements, contact details, payment history, purchase orders, invoices, quick links to various services, and help resources.

1 Welcome Header

Display the user's first and last name, and the company they represent

2 Home Button

Click from any page to return to the home page

3 Help Button

Supplies a list of help documents

4 Sign Out Button

Signs out of eSupplier

5 Supplier Announcements

Any important announcements will be posted here

6 My Info

Supplier ID, Name, and Main Remit to Address

7 Recent Payments

Displays most recent payments. Click on a reference number to view more details, or click View More Payments to search for a specific payment.

8 Recently Dispatched PO's

Displays most recently dispatched Purchase Orders. Click on a PO ID to view more details or click View More PO's to search for a specific PO.

9 Recent Invoices

Displays the most recent invoices in the system. Click on an invoice number to view more details or click View More Invoices to search for a specific invoice.

10 Quick Links

Set list of quick links to view account information, manage users, view your balance, and review contacts.

11 Supplier Helpdesk

Lists contacts for eSupplier questions