

School District of Philadelphia MWBE

MWBE Payments

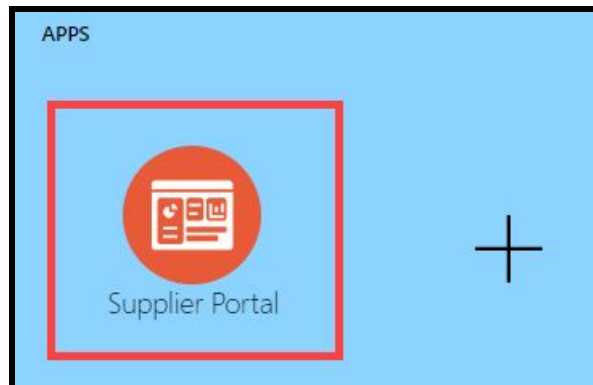
Guidelines

Accessing the Payments function of the MWBE System is integral in ensuring that the MWBE commitment for your contracts with SDP are tracked properly.

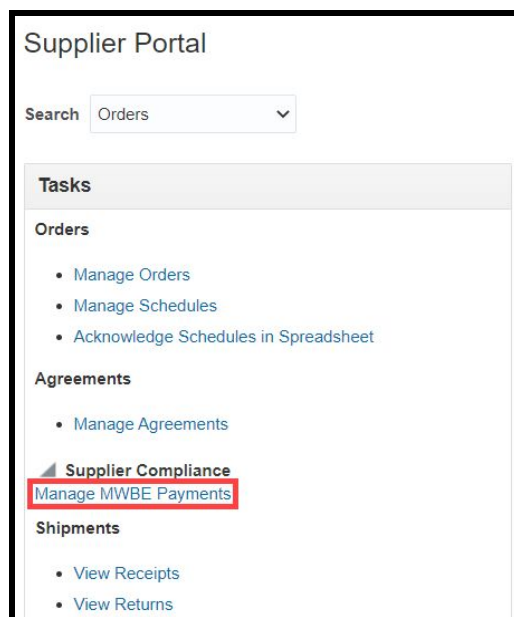
- Entering a Payment alerts the Sub-Prime Supplier you are paying that they should be expecting funds.
- Acknowledging a payment alerts your Prime that you have received or are disputing a payment.
- Tracking a Payment allows you to see which payments you've made to which Sub-Prime Suppliers or how much you've been paid by Prime Suppliers.

Enter a Payment

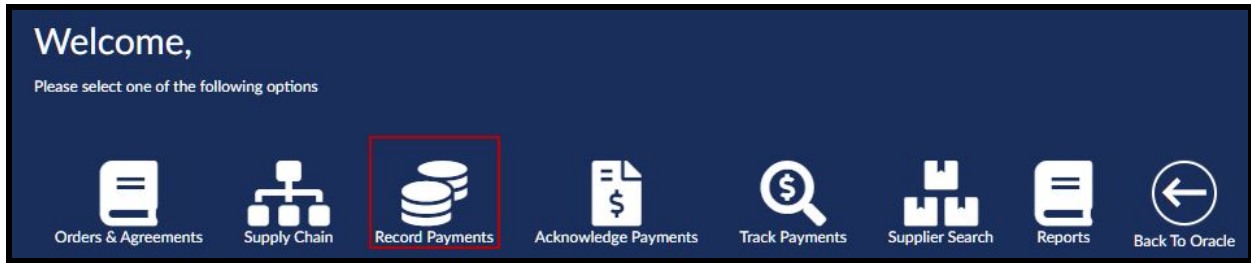
1. While on the Springboard, click the **Supplier Portal** icon.



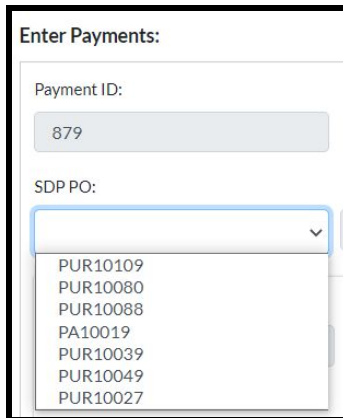
2. When the Supplier Portal has loaded, click on the **Manage MWBE Payments** Link in the Tasks Pane on the left hand side of the screen.



3. The MWBE Homepage will load. From here you can access the Payments page by clicking the **Record Payments** icon.



4. Choose the Purchase Order or Purchase Agreement for which you'd like to enter a payment from the **SDP PO** drop down.



5. Enter the following information

- a. Buyer PO
 - b. Buyer Payment Date
 - c. Buyer Payment Amount
 - d. Method of Payment
 - e. Seller Supplier ID
 - f. Seller Invoice
 - g. Seller Invoice Date
 - h. Seller Invoice Amount
6. Click **Submit** to submit your payment.



7. An Alert will be generated for the Supplier to whom you have made a Payment.

Alerts

A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: [529](#)

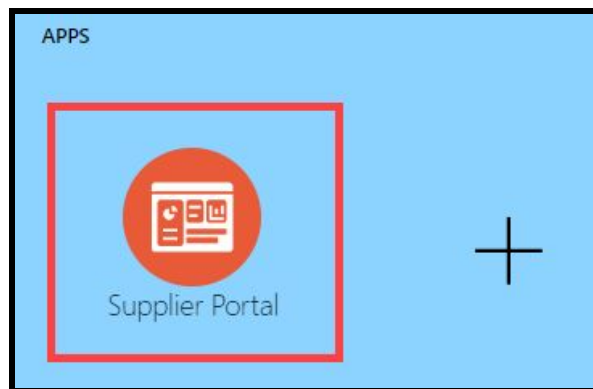
A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: [560](#)

A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: [579](#)

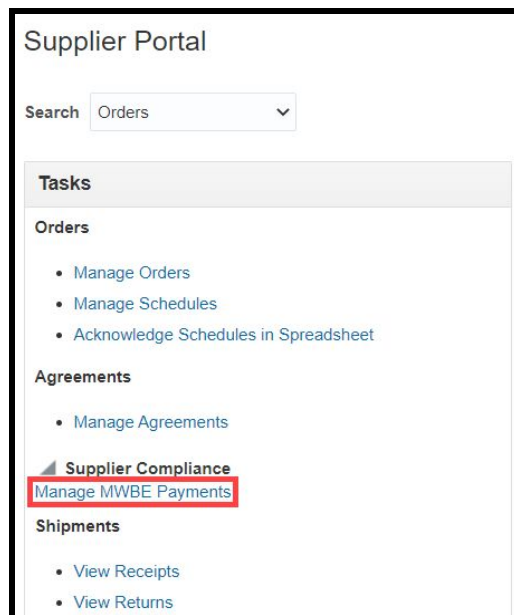
A new payment to your organization has been submitted and needs to be acknowledged. Click on this link to navigate to that payment: [879](#)

Acknowledge a Payment

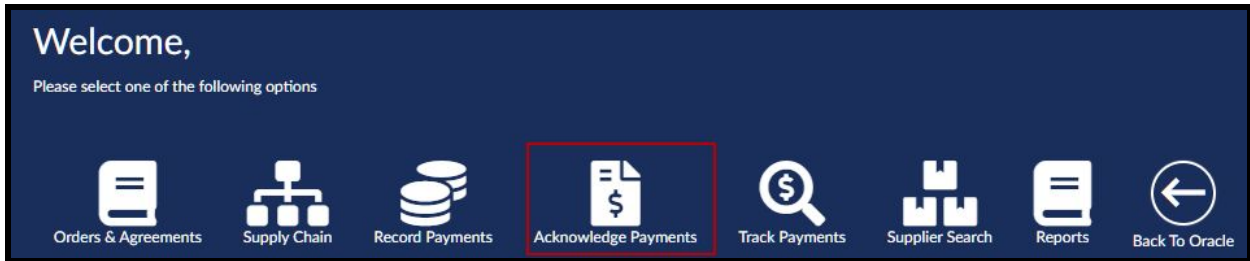
1. While on the Springboard, click the **Supplier Portal icon**.



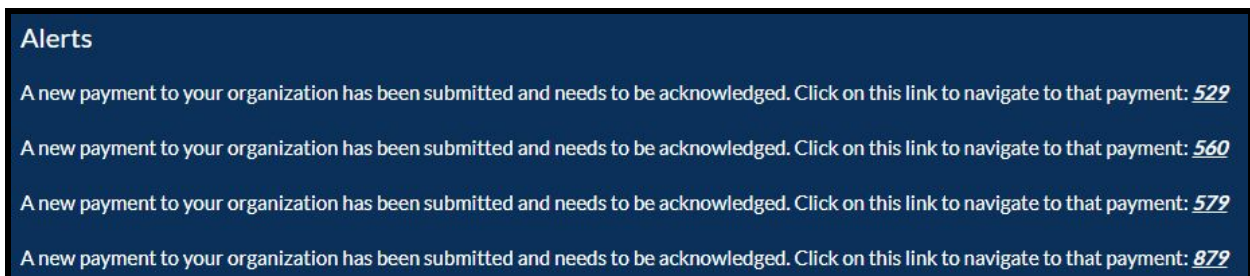
2. When the Supplier Portal has loaded, click on the **Manage MWBE Payments Link** in the Tasks Pane on the left hand side of the screen.



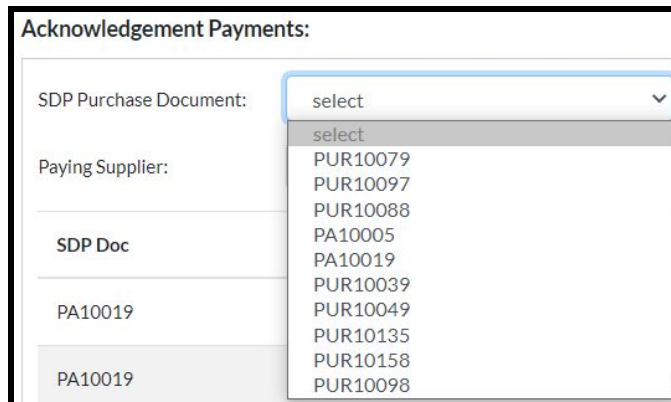
3. The MWBE Homepage will load. From here you can access the Payments page by clicking the **Acknowledge Payments** icon.



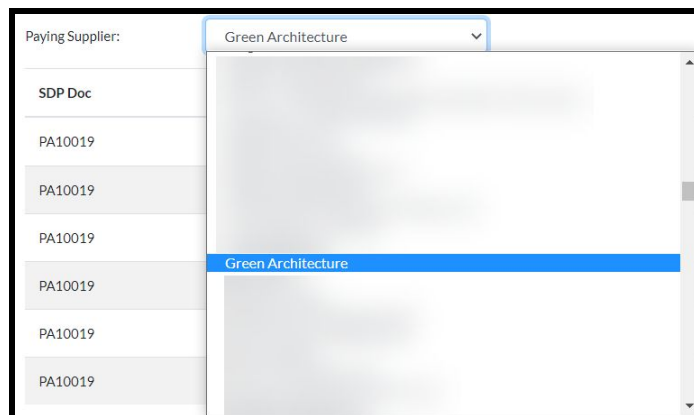
- a. Alternatively, you can click on the **Alert** for the Payment which you would like to acknowledge.
 - i. If you access your Payment this way **skip to Step 7**.



4. Choose your SDP Purchase Document from the **SDP Purchase Document** drop down.



5. Choose the Supplier from whom you've received a payment from the **Paying supplier** drop down.



6. Click **Search**.

Acknowledgement Payments: Save

SDP Purchase Document: PA10019 SDP Document Status: select

Paying Supplier: Green Architecture Search Reset

7. In line with the payment you'd like to acknowledge, choose the correct status from the **Pay Status** drop down.

SDP Doc	PayID	Paying Supplier	Pay Date	Pay Amount	Seller Name	Pay Status
PA10019	879	Green Architecture	Oct 28, 2020	\$ 1,000.00	Blue Electric Inc	Notified
PA10019	594		Jul 17, 2020	\$ 3,000.00		Notified
PA10019	352		Apr 30, 2020	\$ 12,000.00		Notified

Note: The dropdown menu for the first row shows options: Notified, Acknowledged, Disputed, Wrong Amount, Disputed, Did Not Receive, Disputed, Work Not Performed.

a. If you wish to dispute a payment for any reason, select the reason here.

8. Click **Save**.

Acknowledgement Payments: Save

SDP Purchase Document: PUR10079 SDP Document Status: select

Paying Supplier: Search Reset

SDP Doc	PayID	Paying Supplier	Pay Date	Pay Amount	Seller Name	Pay Status
PA10019	879	Green Architecture	Oct 28, 2020	\$ 1,000.00	Blue Electric Inc	Acknowledged

9. Your **Pay Status** will now show as Acknowledged.

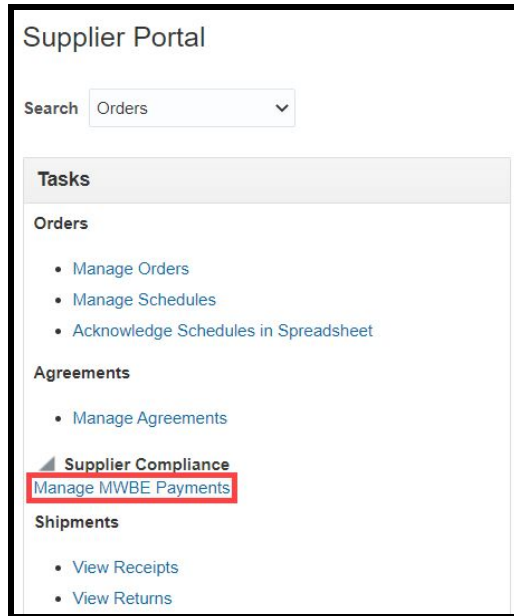
SDP Doc	PayID	Paying Supplier	Pay Date	Pay Amount	Seller Name	Pay Status
PA10019	879	Green Architecture	Oct 28, 2020	\$ 1,000.00	Blue Electric Inc	Acknowledged

Track a Payment

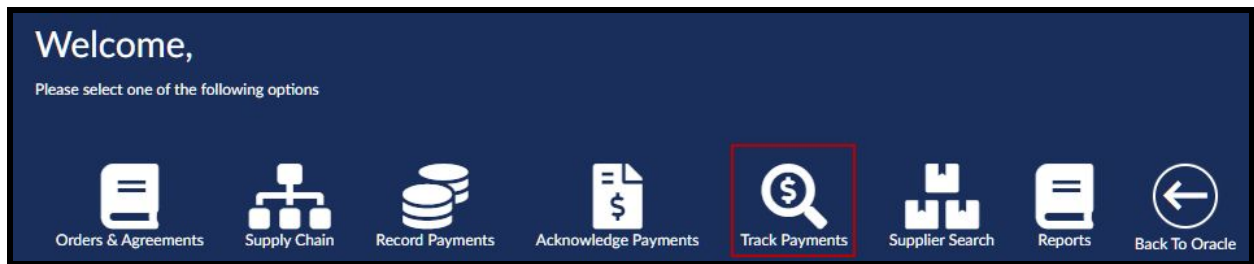
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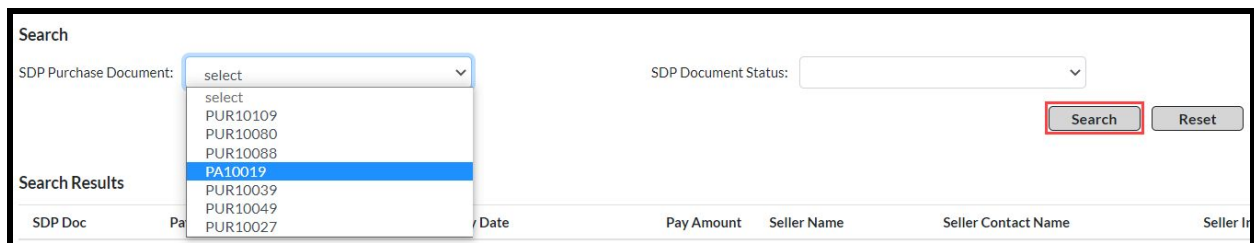
2. When the Supplier Portal has loaded, click on the **Manage MWBE Payments Link** in the Tasks Pane on the left hand side of the screen.



3. The MWBE Homepage will load. From here you can access the Payments page by clicking the **Track Payments icon**.



4. Choose the SDP Purchase Document for which you'd like to track payments from the **SDP Purchase Document drop down**. Then click **Search**.




5. From here you can see your results and search for the payment you'd like to check.

PA10019	342		Feb 28, 2020	\$ 15,000.00		Feb 15, 2020	Acknowledged
PA10019	344		Mar 30, 2020	\$ 15,000.00		Mar 15, 2020	Acknowledged
PA10019	346		Apr 30, 2020	\$ 15,000.00		Apr 15, 2020	Acknowledged
PA10019	348		Feb 28, 2020	\$ 12,000.00		Feb 15, 2020	Acknowledged
PA10019	350		Mar 30, 2020	\$ 12,000.00		Mar 15, 2020	Acknowledged
PA10019	352		Apr 30, 2020	\$ 12,000.00		Apr 15, 2020	Acknowledged
PA10019	354		Feb 28, 2020	\$ 8,000.00		Feb 15, 2020	Acknowledged
PA10019	356		Mar 30, 2020	\$ 8,000.00		Mar 15, 2020	Acknowledged
PA10019	358		Apr 30, 2020	\$ 8,000.00		Apr 15, 2020	Acknowledged
PA10019	367		May 29, 2020	\$ 20,000.00		May 14, 2020	Disputed, Wrong Amount
PA10019	369		Jun 30, 2020	\$ 20,000.00		Jun 15, 2020	Notified
PA10019	377		Jul 30, 2020	\$ 20,000.00		Jul 15, 2020	Notified
PA10019	381		Aug 30, 2020	\$ 20,000.00		Aug 15, 2020	Notified
PA10019	383			\$ 123.00			Saved As Draft
PA10019	385			\$ 1,234.00		Sep 15, 2020	Saved As Draft
PA10019	388		Sep 29, 2020	\$ 20,000.00		Sep 15, 2020	Saved As Draft
PA10019	591		Jul 29, 2020	\$ 1,111.00		Jul 15, 2020	Saved As Draft
PA10019	594		Jul 17, 2020	\$ 3,000.00		Jul 1, 2020	Acknowledged
PA10019	621		Aug 18, 2020	\$ 1,000.00		Aug 2, 2020	Notified
PA10019	879	Green Architecture	Oct 28, 2020	\$ 1,000.00	Blue Electric Inc	Oct 28, 2020	Acknowledged

- For additional information on an individual payment, click the **Pay ID** hyperlink for that payment.
- If you would like to download all of your tracking information for your payments, click the **Download CSV** button above your search results.

Search

SDP Purchase Document: SDP Document Status:

Search Results 

SDP Doc	Pay Id	Buyer Name	Pay Date	Pay Amount	Seller Name	Seller Contact Name	Seller Invoice Date	Payment Status
PA10019	303		Jan 29, 2020	\$ 23,000.00			Jan 14, 2020	Acknowledged
PA10019	305		Jan 29, 2020	\$ 17,000.00			Jan 14, 2020	Acknowledged