

# School District of Philadelphia MWBE

## Manage MWBE Reports

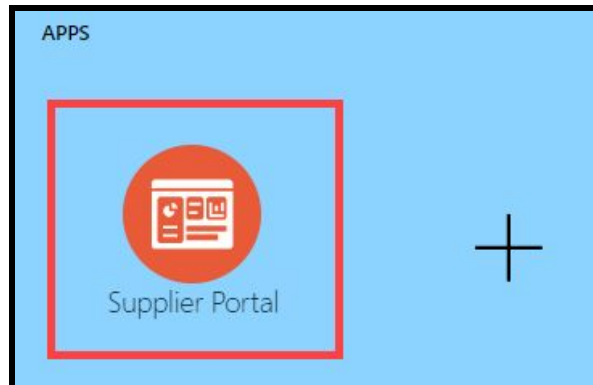
### Guidelines

Managing Reports is an important part of MWBE administration.

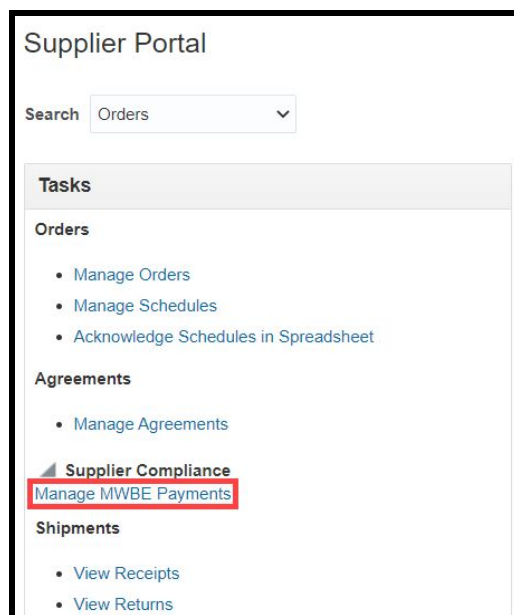
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### Navigation

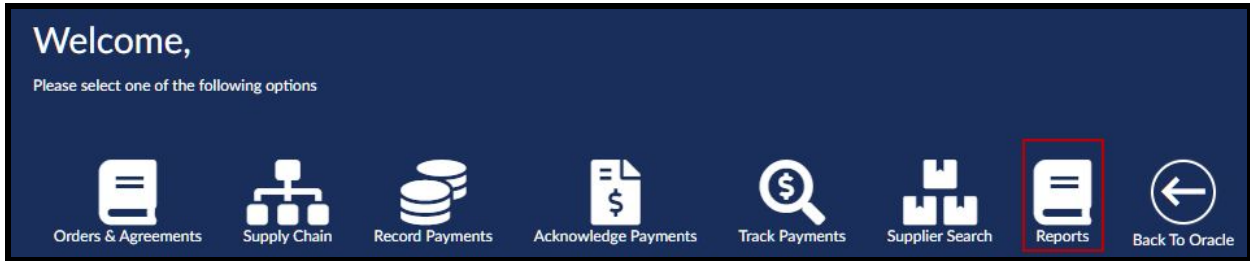
1. While on the Springboard, click the **Supplier Portal icon**.



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 Reporting Tool by clicking the **Reports icon**.



4. Enter the Reporting Criteria necessary to generate the report you would like. Then click the **Generate Report button**.

A screenshot of the "MWBE Reports:" form. The form is white with a black border. It contains four dropdown menus: "Select Report Name:", "Select SDP Purchase Document:", "Select Fiscal Year End:", and "Select Quarter:". Each dropdown menu has a small downward arrow on the right side. Below the dropdown menus is a grey button labeled "Generate Report".

- a. **Report Name**
    - i. **Payments**
    - ii. **Quarterly**
    - iii. **Cumulative Payments**
    - iv. **Participation Summary**
      1. Only available for SDP Admins
  - b. **SDP Purchasing Document** - Purchase Order or Purchasing Agreement Number
  - c. **Fiscal Year End**
  - d. **Quarter**
5. The Report will generate based on the criteria given and be available wherever your browser saves downloads.