

Login To DEMES

Overview: The Vendor Portal within DEMES allows vendors to submit quotes for goods or services directly. This process involves entering detailed information about the quoted items, which is then reviewed by the appropriate FDEM procurement team member. This facilitates accurate and efficient procurement processes.

•	Vendor Portal	
Ste 1.	Pps to Create Quote Navigate to the RFQs tab in the main menu to see active Requests for Quotation (RFQ).	2 RFQ 1 <u>PO R</u>
2.	Choose the RFQ you wish to respond to by clicking on its name (blue link) under RFQ Name column.	3 + Follow 4
3.	RFQ information will appear for you to review. Click the Create Quote button to start your quote submission.	Resource Description
4.	Enter details requested to initiate the quote process. Click Next .	Available Date of D • Date
5.	Quote record is created and ready for quote details and line items to be added. Under the Quote Line Items section, click the New button to add an item to your quote.	S Quote Line Iter 1 item • Updated a few secon
6.	Select Good or Service and click Next.	Quote Line Ite \ 1 <u>QL-00328</u>
7.	Fill in the required information for the item. Click Save to record the item to your quote.	6 Select a record ty

Note: Repeat Steps 5-7, as needed, to add additional line items to the quote.

Steps to Submit Quote

A. Review guote details and line items associated with the quote. When complete, click Submit Quote button to send the quote to the FDEM procurement team for review. A confirmation message will appear. Click Finish.

Notes

- Ensure that all fields are filled out completely to avoid delays in processing. Incomplete quotes may be returned for revision.
- Be aware of the validity period for your quote as specified in the RFQ details. Quotes submitted outside this timeframe may not be accepted.
- Upon submission, you will receive a confirmation email acknowledging receipt of your guote. Keep this for your records.

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Overview: The Vendor Portal in DEMES simplifies the invoice submission process, allowing vendors to efficiently submit invoices for services rendered or goods delivered. This ensures timely payments and helps maintain accurate financial records.

Lo •	gin To DEMES Vendor Portal	1 ENDOR CONTACTS RFQS RFQ CHANGE ORDERS SUBMITTED QUOTES PURCHASE ORDERS PEN
St (eps to Create Invoice Navigate to the Purchase Order tab in the main menu to view completed purchases eligible for invoicing.	2 Purchase Orders All \checkmark \clubsuit Record N \checkmark PO Nu \checkmark P \checkmark Vendor \checkmark 1 <u>PO-011490</u> American Hea
2.	Choose the purchase order related to the goods or services you provided by clicking on its name (blue link).	Print PO with T&C New Invoice Printable View 4 New Invoice Note: Image will
3.	Review the purchase order information. Click the New Invoice button to generate a new invoice form.	Please specify following invoice details. vary depending on required information 123 information *bit of Shipment. needed for either a good or service
4.	Fill out the invoice form with all required details such as invoice number, date of shipment (goods) or start & end date (service), and units to invoice (column). Scroll to view all columns. Click Next .	Please select the purchase order line items for which you want to create an invoice and set the Amount to invoice value for each line. You can only invoice Amount that is less than or equal to the Uninvoiced Amount for each line item. int Price \vee Unit Total \vee Units Available \vee Units to invoice \vee Status \vee 1.005.00 2.00 2 1 New 1.00 3.00 3 2 New
5.	An invoice will be generated.	Next
Sto A.	Eps to Submit Invoice From the invoice page, upload any required documents such as delivery	5 Invoice VTest18
	receipts or order confirmations that support the invoice claims.	A Files (0)
B.	Carefully review all the details in your invoice to ensure accuracy. Click the Submit for Approval button to send your	⊥ Upload Files
	invoice to the FDEM finance team for processing. Add any comments and Click	Submit for Approval Printable View Edit 💌

Notes

Next.

- Ensure that all details in the invoice match those in the original purchase order to prevent delays in payment.
- Attach all necessary supporting documents to validate the invoice claims. Missing documentation can lead to delays or non-payment.
- Upon successful submission, you will receive a confirmation number. Use this number to track the status of your invoice processing within the Vendor Portal.

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the routing of the request to the appropriate FDEM

procurement representative for review and action.

Overview: The Vendor Portal allows vendors to request contract modifications in DEMES. Vendors must provide specific change details, such as quantities or pricing adjustments, which are then routed to the appropriate FDEM procurement team member. The team member reviews the request, liaises with the vendor, and processes the change. Vendors can track the status of their change order directly in the portal.

VENDOR CONTACTS RFQS **RFQ CHANGE ORDERS** SUBMITTED QUOTES PURCHAS Login To DEMES **Vendor Portal RFQ** Name Steps 1. Click the RFQ Change Orders tab (header bar) to access the change order requests. 3 + Follow Create Change Order Quote Reject RFQ Printable View 2. Click the appropriate **RFQ Name** (blue link) Create Change Order Quote located on the left side of the screen. 4 3. Click the Create Change Order Quote to There is already an Open Quote associated to this Request for Quote. Click the 'Next' button to navigate to the Open Ouote. adjust the details, as necessary. Next 4. If there is an active Change Order Quote on the RFQ, a reminder message will Quote Line Items (1) 4 itom • Undated a few seconds ago appear. Click Next. Ouote Line Ite... V Description Charge Type ✓ Usage Amount ✓ Unit of Meas... ✓ Rate ✓ Quantity Total Price QL-00328 Test 1 One-Time 1.00 Each \$100.00 \$100.00 5. Scroll down to the Quote Line Items and click the New button to proceed. New Quote Line Item 6 6. Choose between the Good or Service then Good select Next. Service Cancel Next 7. Fill in the appropriate information. Click Save. New Quote Line Item, Good **Steps to Submit Quote** Information A. Review quote details and line items Q-00127 •Qu associated with the quote. When complete, click Submit Quote button to send the quote to the FDEM procurement team for review. A confirmation message One-Time View all d will appear. Click Finish. Each View all der Notes Save & New Save Cancel The fields for specifying change order details such as quantities, pricing, or deadlines depend on the original contract conditions selected in the Vendor Portal. Entries in the change order details directly influence

Edit

Delete

Submit Quote