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.

Login To DEMES
- [Vendor Portal](#)

Steps to Create Quote

1. Navigate to the **RFQs** tab in the main menu to see active Requests for Quotation (RFQ).

2. Choose the RFQ you wish to respond to by clicking on its name (blue link) under **RFQ Name** column**.**

3. RFQ information will appear for you to review. Click the **Create Quote** button to start your quote submission.

4. Enter details requested to initiate the quote process. Click **Next**.

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.

6. Select **Good** or **Service** and click **Next**.

7. Fill in the required information for the item. Click **Save** to record the item to your quote.

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

Steps to Submit Quote

A. Review quote 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 quote. Keep this for your records.

1 VENDOR CONTACTS | **RFQS** | RFQ CHANGE ORDERS | SUBMITTED QUOTES | PURCHASE

2

	RFQ Name	Mission
1	PO Request: 550kW Generator to SEOC	00007

3 + Follow | **Create Quote** | Printable View

4 Create Quote

Resource Description

Resource Location/Point of Origin

Available Date of Delivery/Work Start
* Date   * Time

5 Next

Quote Line Items (1)
1 item • Updated a few seconds ago   New

	Quote Line Ite...	Description	Quantity	Charge Type	Usage Amount	Unit of Meas...	Rate	Total Price
1	QL-00328	Test	1	One-Time	1.00	Each	$100.00	$100.00

6 New Quote Line Item

Select a record type
○ Good
○ Service

Cancel | Next

7 New Quote Line Item: Good

* = Required Information

Information

Quote Line Item Number   * Quote
                                 Q-00127   ×

* Description   * Quantity
                                 1

Comments   * Rate

* Charge Type
One-Time
View all dependencies

* Unit of Measurement
Each
View all dependencies

Cancel | Save & New | Save

A Edit | Delete | **Submit Quote** | ▼

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.

Login To DEMES
- Vendor Portal

Steps to Create Invoice
1. Navigate to the **Purchase Order** tab in the main menu to view completed purchases eligible for invoicing.

2. Choose the purchase order related to the goods or services you provided by clicking on its name (blue link)**.**

3. Review the purchase order information. Click the **New Invoice** button to generate a new invoice form.

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**.

5. An invoice will be generated.

Steps to Submit Invoice
A. From the invoice page, upload any required documents such as delivery receipts or order confirmations that support the invoice claims.

B. Carefully review all the details in your invoice to ensure accuracy. Click the **Submit for Approval** button to send your invoice to the FDEM finance team for processing. Add any comments and Click **Next**.

1

| | VENDOR CONTACTS | RFQS | RFQ CHANGE ORDERS | SUBMITTED QUOTES | **PURCHASE ORDERS** | PEND |

2

Purchase Orders
All

	Record N...	PO Nu...	P...	Vendor
1	PO-011490			American Hea...

3

| Print PO with T&C | New Invoice | Printable View |

4

New Invoice

Please specify following invoice details.

* Vendor Invoice Number
123

* Date of Shipment
Jul 4, 2024

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.

it Price	Unit Total	Units Available	Units to Invoice	Status
,005.00	2.00	2	1	New
5.00	3.00	3	2	New

Next

Note: Image will vary depending on required information needed for either a good or service

5

Invoice
VTest18

A

Files (0)

⬆ Upload Files

B

| Submit for Approval | Printable View | Edit | ▼ |

Notes
- 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.

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.

Login To DEMES
- Vendor Portal

Steps

1. Click the **RFQ Change Orders** tab (header bar) to access the **change order requests.**

2. Click the appropriate **RFQ Name** (blue link) located on the left side of the screen.

3. Click the **Create Change Order Quote** to adjust the details, as necessary.

4. If there is an active Change Order Quote on the RFQ, a reminder message will appear. Click **Next**.

5. Scroll down to the **Quote Line Items** and click the **New** button to proceed.

6. Choose between the Good or Service then select **Next.**

7. Fill in the appropriate information. Click **Save.**

Steps to Submit Quote

A. Review quote 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
- 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 the routing of the request to the appropriate FDEM procurement representative for review and action.