

# Vendor Access – Walkthrough

## Welcome Screen

Welcome!

FRANKS AIR CONDITIONING & HEATING, LLC

Jessica Carter

Update profile

Announcements

Welcome to the City of Zephyrhills

Vendor Access

01/24/2024

Vendor Access will provide you with information on 1099 Data, purchase orders, invoices, contracts and checks paid.

Contact Us!

11/02/2023

Any issues signing in or if you need your vendor number please contact Jessica Carter at [jcarter@ci.zephyrhills.fl.us](mailto:jcarter@ci.zephyrhills.fl.us).

Invoices

Number	Entry Date	Total Amount	Status
FacadeGrant2023	01/18/2023	5,000.00	Paid

All invoices

Checks

Check Number	Date	Amount	Status
209514	01/20/2023	5,000.00	Cleared

All checks

Purchase Orders

Number	Open Amount	Total Amount	Entry Date	Status
20230408	0.00	5,000.00	01/17/2023	Closed

All purchase orders

Vendor Access

Home

Vendor profile

Commodities

Purchase Orders

Invoices

Checks

Form 1099

Contracts

Welcome!

FRANKS AIR CONDITIONING & HEATING, LLC

Jessica Carter

Update profile

Announcements

Purchase Orders

The Vendor can update their contact information, add or update their ACH banking information and upload new documents. Any vendor updates will come to Finance to be verified and approved before posting.

Vendor profile

Locations Attachments

Location

FRANKS AIR CONDITIONING & HEATING, LLC

Name

FRANKS AIR CONDITIONING & HEATING, LLC

Remit Address

5531 6TH STREET  
ZEPHYRHILLS, FL 33542

Address Type

Main Address

Accepted delivery methods

Accounts payable

☒

Mail

Purchasing

☒

Mail

Business owner



Vendor email  
FRANKSCOOLING@GMAIL.COM

Bank information

Update my bank account

Contacts

Zephyrhills

Vendor profile

Locations Attachments

Type	Required	Description	Quantity	Actions
ACH Agreement	<input checked="" type="checkbox"/>	Vendor ACH Agreement	0	<div><div></div><div></div></div>
Vendor Attachment	<input checked="" type="checkbox"/>	Vendor Attachment	0	<div><div></div><div></div></div>
Vendor W-9	<input checked="" type="checkbox"/>	Vendor W-9	1	<div><div></div><div></div></div>

The vendor can view all purchase orders entered under their vendor number and they are available in PDF.

Purchase Orders

My purchase orders

Last 7 Days

Last 30 Days

Filter

Number ↑	Description	Date	Total Amount	Status	
20230408	Commercial Facade Grant - 5531 6th Street	01/17/2023	5,000.00	Closed	>

Rows per page: 25 1-1 of 1 < >

Overview

You have 0 open PO's

Open amount

\$0.00

Total amount

\$5,000.00

Amounts as of Jan 24, 2024

← Purchase Order #20230408

View Document

General

Related transactions

Summary

Addresses

Bill To

City of Zephyrhills

City Hall

Zephyrhills, FL

Ship To

City of Zephyrhills

City Hall

Zephyrhills, FL

Purchase order balance

Subtotal

\$5,000.00

Tax

\$0.00

Amount paid

(\$5,000.00)

Open amount

\$0.00

Available amount

\$0.00

Details

Entry date01/17/2023

Line items (1)

Number	Description	Quantity	Open Amount	Total Amount
1	Commercial Facade Grant 5531 6th Street - Franks Air Conditioning	1.00	.00	5000.00

The vendor can view all invoices paid under their vendor number and they are available in PDF.

Invoices

My Invoices

Last 7 Days

Last 30 Days

Filter

Number	Description	Date ↓	Total Amount	
FacadeGrant2023	Commercial Facade Grant - 5531 6th Street	01/18/2023	5000.00	>

Rows per page: 25 1-1 of 1 < >

Overview

You have 1 Invoices

Total amount

\$5,000.00

Amounts as of Jan 24, 2024

Recently submitted invoices

No matching records found

← Invoice FacadeGrant2023

View Document

1

General

Related transactions

Line items

Invoice number	Description	PO number	Amount	Discount amount	Sales tax amount	Use tax amount
1	Commercial Facade Grant - 5531 6th Street	20230408	5000.00	.00	.00	.00

Amount Due

\$5,000.00

Line totals

Subtotal	\$5,000.00
Sales Tax	\$0.00
Use Tax	\$0.00
Discount Total	\$0.00
Total	\$5,000.00

Location

5531 6TH STREET  
ZEPHYRHILLS, FL 33542

The vendor can view all checks issued under their vendor number and they are available in PDF.

Checks

My Checks

Last 7 Days

Last 30 Days

Filter

Check Number ↑	Date	Type	Status	Comment	Amount	Actions
209514	01/20/2023	Print	Cleared	Commercial Facade Grant - 5531	5,000.00	<div><div></div><div>↑</div></div>

Invoice Number: FacadeGrant2023  
Description: Commercial Facade Grant - 5531 6th Street  
Amount: \$5,000.00

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