

Vendor Access – Walkthrough

Welcome Screen



Announcements	Purchase Orders																
<p>Welcome to the City of Zephyrhills Important</p> <p>Vendor Access Read more</p> <p>01/24/2024</p> <p>Vendor Access will provide you with information on 1099 Data, purchase orders, invoices, contracts and checks paid.</p>	<table><thead><tr><th>Number</th><th>Open Amount</th><th>Total Amount</th><th>Entry Date</th><th>Status</th></tr></thead><tbody><tr><td>20230408</td><td>0.00</td><td>5,000.00</td><td>01/17/2023</td><td>Closed</td></tr></tbody></table>	Number	Open Amount	Total Amount	Entry Date	Status	20230408	0.00	5,000.00	01/17/2023	Closed						
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20230408	0.00	5,000.00	01/17/2023	Closed													
<p>Contact Us! Read more</p> <p>11/02/2023</p> <p>Any issues signing in or if you need your vendor number please contact Jessica Carter at jcarter@ci.zephyrhills.fl.us</p>	<p>All purchase orders</p>																
<p>Invoices</p> <table><thead><tr><th>Number</th><th>Entry Date</th><th>Total Amount</th><th>Status</th></tr></thead><tbody><tr><td>FacadeGrant2023</td><td>01/18/2023</td><td>5,000.00</td><td>Paid</td></tr></tbody></table>	Number	Entry Date	Total Amount	Status	FacadeGrant2023	01/18/2023	5,000.00	Paid	<p>Checks</p> <table><thead><tr><th>Check Number</th><th>Date</th><th>Amount</th><th>Status</th></tr></thead><tbody><tr><td>209514</td><td>01/20/2023</td><td>5,000.00</td><td>Cleared</td></tr></tbody></table>	Check Number	Date	Amount	Status	209514	01/20/2023	5,000.00	Cleared
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≡  Vendor Access

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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	Purchasing	<input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/> Mail	
Contacts			
Name	Type	Email	Actions
DEBBIE FRANKS	General Contacts	FRANKSCOOLING@GMAIL.COM	 
Jessica Carter	General Contacts	JECCA5621@GMAIL.COM	  
Zephyrhills 			

Vendor profile

Locations **Attachments**

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

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 >

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← Purchase Order #20230408 View Document 1

General Related transactions

Summary

Addresses	Purchase order balance
Bill To	Subtotal \$5,000.00
City of Zephyrhills	Tax \$0.00
City Hall	Amount paid (\$5,000.00)
Zephyrhills, FL	Open amount \$0.00

Available amount  \$0.00

Details  Entry date 01/17/2023

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
FaçadeGrant2023	Commercial Façade Grant - 5531 6th Street	01/18/2023	5000.00 >

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← Invoice FaçadeGrant2023 View Document 1

General Related transactions

Line items

Invoice number	Description	PO number	Amount	Discount amount	Sales tax amount	Use tax amount
1	Commercial Façade 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
<hr/>	
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 Façade Grant - 5531	5,000.00	< ^

Invoice Number: FaçadeGrant2023
Description: Commercial Façade Grant - 5531 6th Street
Amount: \$5,000.00

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