



We are pleased to announce that Harris County will be implementing a new Enterprise Resource Planning System, STARS, using the PeopleSoft platform, in 2019. This new system includes a new Supplier Portal for our current and future business partners. The Supplier Portal provides self-service functionality, enabling suppliers to view information online as well as perform many tasks online.

### **Benefits of a New Supplier Portal**

In addition to online bidder registration and online viewing of open solicitations that suppliers are able to do with our current system, there are many new online features:

- Ability to perform the following functions online:
  - Enter solicitations
  - Enter ASNs (Shipment Notifications)
  - File a claim (invoice dispute)
  - Update Supplier contact and address information
- Ability to view the following online:
  - Purchase Orders
  - Receipts
  - Invoices
  - Payments

### **What this means to you**

As a current business partner, you will be able to take advantage of the many benefits listed above. In addition, with the implementation of the new system, you will:

- Have the ability to utilize the self-service functionality to access information directly instead of contacting Harris County
- Have the ability to administer your own users

### **What you need to do now**

With the new system, when submitting invoices, you will be required to submit the purchase order number **and** the purchase order line number. Although this is not a new process, we sometimes receive invoices without the line number. To help with a smooth transition, beginning today, we request you include the purchase order line number along with the purchase order number when submitting invoices.

Please stay tuned for more information.