

PROSPER PORTLAND

Prosper Portland User Guide

Updated: March 2025

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Summary

You will begin with a two-step process to set-up your Vendor Portal. Please see subsequent pages of this document for a more detailed walk through of each step of the process.

Step 1. Start by registering yourself by entering your legal first name and last name, Federal Tax ID, and email address into the Vendor Portal. You will receive an invitation email to accept your Vendor Portal creation that will include an 8-digit single-use code to complete your registration. When you login with that code, you will update your business name and contact information as well as upload your W-8 or W-9 (see pages 1-16).

Step 2. Vendor Services staff will then approve your registration creation within 2-5 business days. Once you have been approved, you will be able to enter back into your Vendor Portal to finalize your setup by entering your banking information to receive payments via ACH and to upload your City of Portland and Oregon Secretary of State registration documents (see pages 16-24).

Congratulations! You have completed your Vendor Portal registration and set-up your profile. A welcome email from Prosper Portland Vendor Services will be forthcoming shortly after. Once work begins, you can access the Portal to look up and review purchase orders and any of your related invoices (see pages 26-30).

Note: Prosper Portland will confirm your Federal Tax ID with the Internal Revenue Service (IRS). If your Federal Tax ID does not match the business name, your vendor setup process could be delayed.

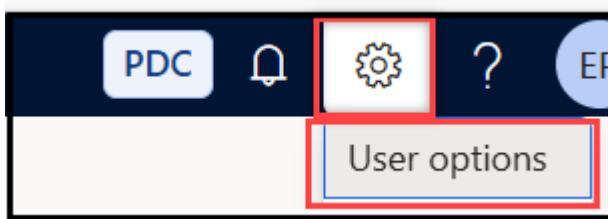
You may locate your Federal Tax ID, also known as your Employer Identification Number (EIN) in a few ways: check your EIN confirmation letter, review your business documents (e.g., Tax returns, licenses and permits or payroll paperwork like 1099s) or contact the IRS Business and Specialty Tax Line at 1-800-829-4933.

Language Translation Assistance

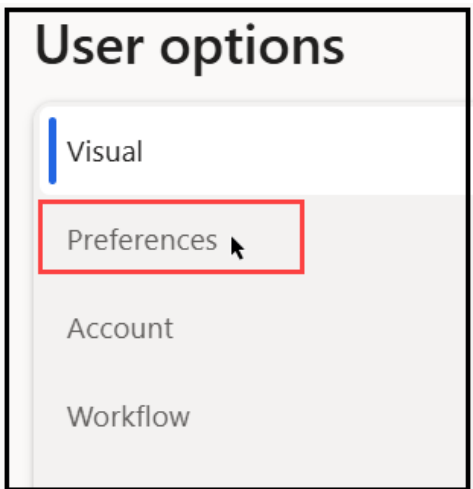
Note: Translation support software is available and based on your language preference you will be able to make your selection on your Vendor Portal homepage and within your Prosper Portland Vendor Services profile.

Step 1. Login to the [Prosper Portland Vendor Portal](https://prosperportlandvendorservices.powerappsportals.us/) or enter the following address in your browser: <https://prosperportlandvendorservices.powerappsportals.us/>

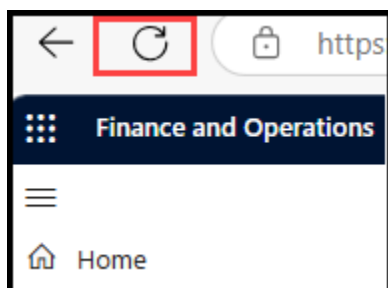
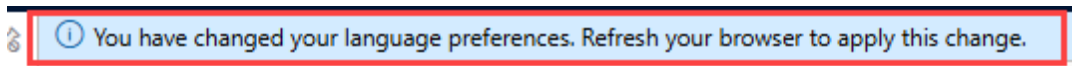
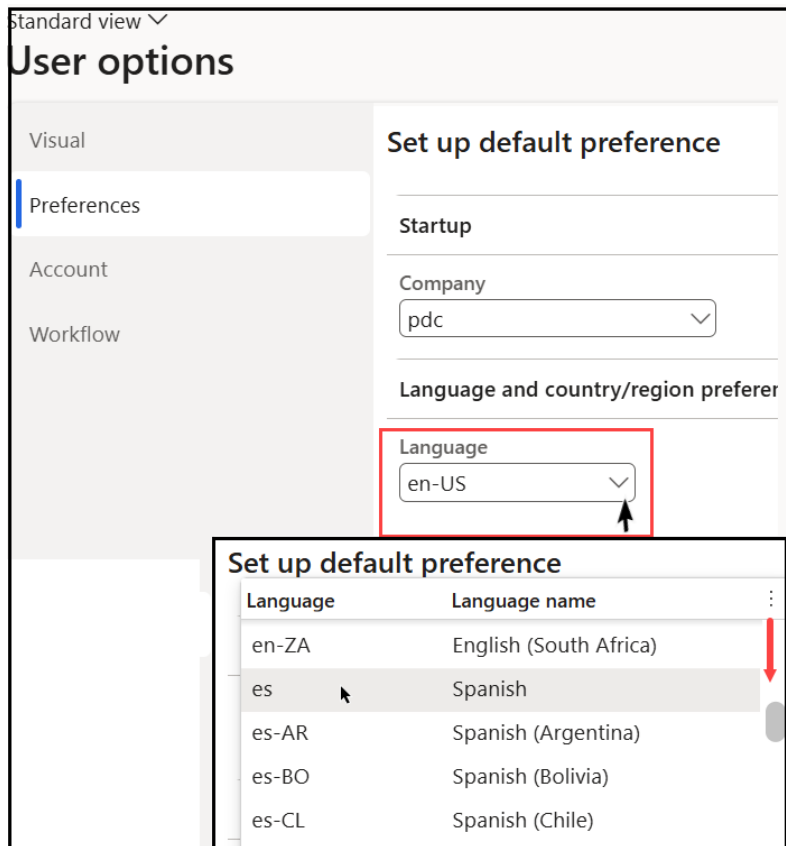
Step 2. Click the gear setting button on the top black ribbon



Step 3. Select User options > Preferences



Step 4. Select Language dropdown from the Language and country/region preferences section



Accounts Used to Login to Vendor Services

Prosper Portland Vendor Services recommends vendors register with their business/work email address.

Recommended Browsers with Vendor Portal

The Vendor Portal works with most major web browsers such as Chrome, Edge, and Safari. We do not advise using Internet Explorer.

Registering A New Vendor or Existing Vendor

Prosper Portland vendors may register as a new vendor with the documented steps below in the Prosper Portland D365 Vendor Portal. Existing Prosper Portland vendors may register as a user and be associated with their existing vendor account, may follow the same steps except where indicated.

Registering

Step 1. Navigate to the [Prosper Portland Vendor Portal](https://prosperportlandvendorservices.powerappsportals.us/) or enter the following address in your browser: <https://prosperportlandvendorservices.powerappsportals.us/>

Step 2. Click the Register button on the top black ribbon



Step 3. Complete the requested registration information fields including your work/business email address and Federal Tax ID, then select Register. Step 3 for Existing Vendor for additional instruction:

A screenshot of the Prosper Portland Vendor Services registration form. The form is titled 'PROSPER PORTLAND VENDOR SERVICES' and includes a navigation bar with 'Home', 'Register', and 'Login'. Below the header, there is a 'PLEASE NOTE' section and an 'INDEPENDENT CONTRACTORS' section. The main registration form is enclosed in a red border and contains the following fields: 'Name' (First Name and Last Name), 'Email' (Business Email), 'Business Line' (a dropdown menu), 'Company Name', and 'Federal Tax ID/SSN' (Federal Tax ID). A 'Register' button is located at the bottom of the form. A link 'Already registered? Click here to login.' is also present.

Message while processing

Please wait while we process your request...

Message when complete



Registration details submitted.

Name *

First Name Last Name

Email *

Business Email

Business Line *

--Select Business Line--

Company Name *

Company Name

Federal Tax ID/SSN *

Federal Tax ID

Register

Already registered? Click here to login.

Continue to step 4.

Step 3. Existing Vendors

Complete the requested registration information fields with the following field exceptions

- Business Email (Use an Individual Work Email Address – (i.e. **person**@company.com)
- Federal Tax ID
 - Use the Federal Tax ID # that is associated with your business and previous vendor account

Then click Register.

If the Vendor Account is located, a message will appear stating that the Federal Tax ID already exists. Select Add as contact.

Federal Tax ID already exists

Message: The Federal Tax ID you entered is already registered with Prosper Portland. You will be added as a contact for this Vendor. Do you want to continue?

Cancel **Add as contact**

Validate your primary e-mail address and phone number. Select Add as contact

Please provide details

Primary Email*	<input type="text" value="Primary Email"/>
Primary Phone Number*	<input type="text" value="Primary Phone Number"/>

Registration successful!

Status:	Thank you for submitting your registration details. You will receive an email shortly on the email ID provided for further instructions on completing the registration process.
----------------	---


Continue to Step 4.


Step 4. A registration link will be sent to the e-mail address entered during registration.

Note: Please allow up to 15 minutes for the email to arrive. Be sure to check SPAM/Junk Folder(s) for the email that which will arrive from invites@microsoft.com. If you do not receive this email, stop and contact Prosper Portland Vendor Services at VendorServices@ProsperPortland.us for further assistance.

Step 5. Select the Accept Invitation button/link in the registration email


Prosper Portland invited you to access applications within their organization

Microsoft Invitations on behalf of Prosper Portland <invites@microsoft.com> 

 Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

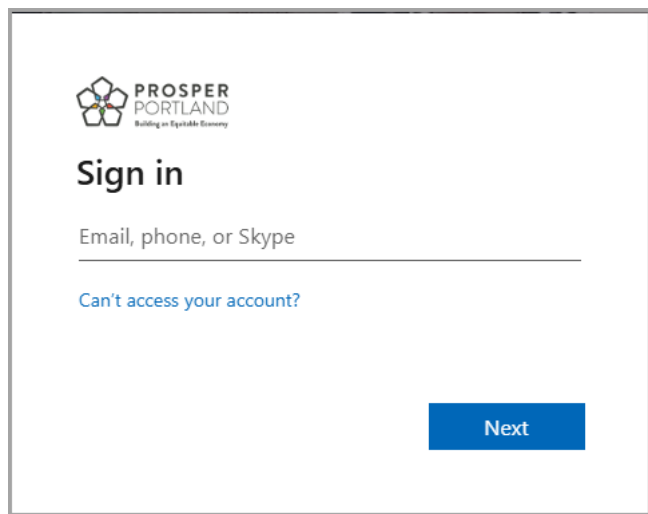
Organization: Prosper Portland
Domain: pdxdevelopment.onmicrosoft.com

If you accept this invitation, you'll be sent to <https://prosper.operations.gov.microsoftdynamics.us>



Step 6. Sign In to your existing Microsoft Account using the email address used during

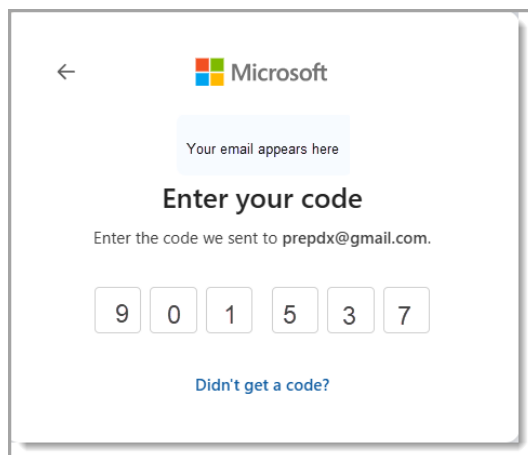
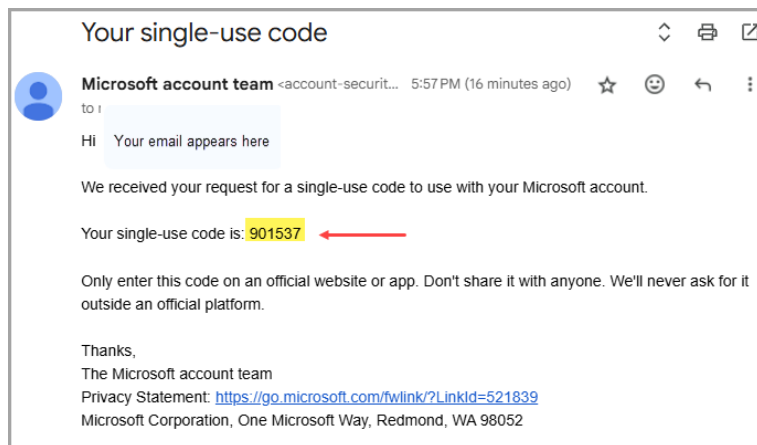
registration or create a new Microsoft account for that email address if prompted.



The image shows a 'Sign in' screen for Prosper Portland. At the top left is the Prosper Portland logo with the tagline 'Building an Equitable Economy'. Below the logo, the text 'Sign in' is prominently displayed. Underneath, there is a text input field labeled 'Email, phone, or Skype'. Below the input field is a blue link that says 'Can't access your account?'. At the bottom right, there is a blue button labeled 'Next'.

Note: If your work/business email is set up with Microsoft, **your account password may be your email/work/network password for your business**. For security purposes, we do NOT have access to any passwords. Passwords are managed between you and Microsoft and/or your business. We are unable to reset any passwords. If you create a new Microsoft account, be sure to setup account recovery options when registering so you can reset the password if needed.

Step 7. After entering your existing password or creating a password if prompted, validate your account using the confirmation code sent to your provided email address.



The image shows a Microsoft account verification screen. At the top is the Microsoft logo. Below it, there is a text input field labeled 'Your email appears here'. The main heading is 'Enter your code'. Below the heading, it says 'Enter the code we sent to prepdx@gmail.com.'. There is a row of six input boxes containing the digits 9, 0, 1, 5, 3, and 7. At the bottom, there is a blue link that says 'Didn't get a code?'.

Step 8. If prompted, select the Country/region where you conduct business.

Step 9. Read and accept any Terms and conditions and complete any security prompts.

Step 10. Select Accept to link your Microsoft Account with Vendor Services.



Permissions requested by:



Prosper Portland
pdxdevelopment.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Prosper Portland. **Prosper Portland has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>.
[Learn more](#)

This resource is not shared by Microsoft.

Cancel

Accept

Vendor Registration

Step 11. Select Next to begin populating registration.

Standard view ▾

Vendor registration

Complete the registration process. Click Next to continue.

Country/region

Terms and conditions

Company information

Contact information

Business information

Procurement categories

Questionnaires

Submit registration

Back Next Cancel

Country/region

Step 12. Select the applicable Country/region or enter an abbreviation in the filter field. For example, USA followed by enter on the keyboard will bring up United States.

Select the country or region from where you conduct business, and then click Next

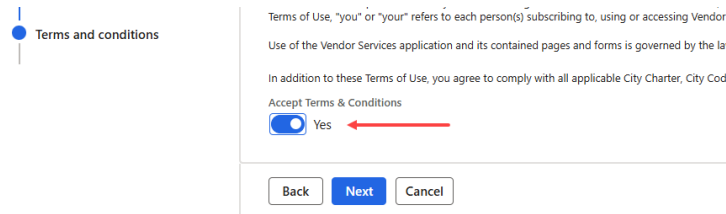
USA

Country/region	Long name
URY	Oriental Republic of Uruguay
USA	United States of America

highlight shows it is selected

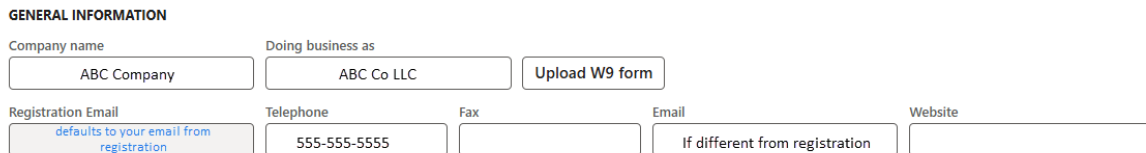
Terms and Conditions of Use

Step 13. Read the Terms and Conditions of Use. Upon your agreement, click/switch the button under Accept Terms and Conditions to continue.

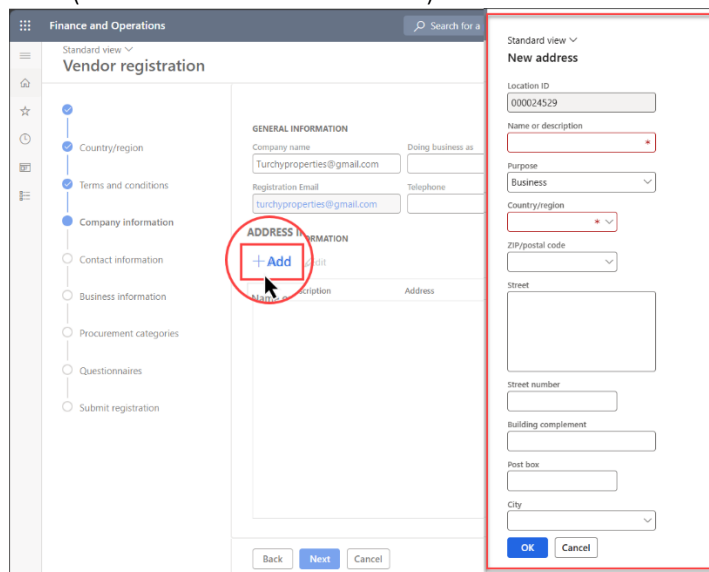


Company information

Step 14. Under the General Information section, complete the following fields:




- Doing business as
- Telephone
- Email (Company/Business Email) - This email is for business notifications and can be different from the registration email address.
- Address (Select “Add” to create new)




- Enter a “Name or description” field (examples: Main, Location, Payment, Business, Owner...)

- f. Vendors must add a primary and remit address indicated using the Purpose and Primary fields.
- g. Click “OK”

Location ID
000024529

Name or description 
Business

Purpose 
Business;Remit-to



Country/region
USA



ZIP/postal code
97209

Street
220 NW 2nd Ave

City
PORTLAND

State
OR

Primary  Yes  At least one address must be primary

Primary for country/region
 No  Leave as "No"

OK Cancel

Step 15. Click the Upload W9 form button to upload a W9 or W8 form for the company.

GENERAL INFORMATION

Company name ABC Company	Doing business as ABC Co LLC	Upload W9 form
Registration Email defaults to your email from registration	Telephone 555-555-5555	Fax
	Email If different from registration	Website

ADDRESS INFORMATION

+ Add Edit

Name or description	Address	Purpose	Primary	
Business	220 NW 2nd Ave PORTLAND, OR 97209	Remit-to	Yes	

- a. A W9 is required before a Purchase Order can be issued by the City or work can be performed by a vendor.

Standard view

Upload document

File to upload
fw9.pdf

Browse

Notes
W9 for my business

Name
fw9

Document Type
W9/W8

Upload

File uploaded as 'fw9.pdf'

Contact Information

Step 16. Enter contact information fields for the primary contact on the vendor account

- First name, Middle name (optional), Last name
- Telephone
- Address (If the address is the same as the business address, click/switch Address same as Business. Otherwise, select Add to add the separate address for the Contact.

Address same as Business

☐ No

Business Information

Step 17. Enter all relevant information regarding Ownership Profile, City Registration number

under City ID, Select Name to use on 1099 and State tax ID and State.

Procurement categories

Step 18. No longer used, you will automatically move to next step.

Questionnaires

Step 19. Review Information and helpful links about the Questionnaire. When you are ready to, select “Complete questionnaire” to answer questions.

- a. An “End” button will appear on the last question, when complete, click End and the questionnaire Status will show “Finished” click next to go to final registration step.

Submit registration

Step 20. When you have completed all registration information, click Finish

- a. It is important to submit registration as accurate and complete as possible

<div>● Submit registration</div>	When you have submitted your registration, you cannot modify the information. Click Finish to submit.
	<div><div>Back</div><div>Finish</div><div>Cancel</div></div>

Step 21. The registered vendor will receive an email confirming registration once Prosper Portland’s review is complete. This can take 2 – 5 business days.

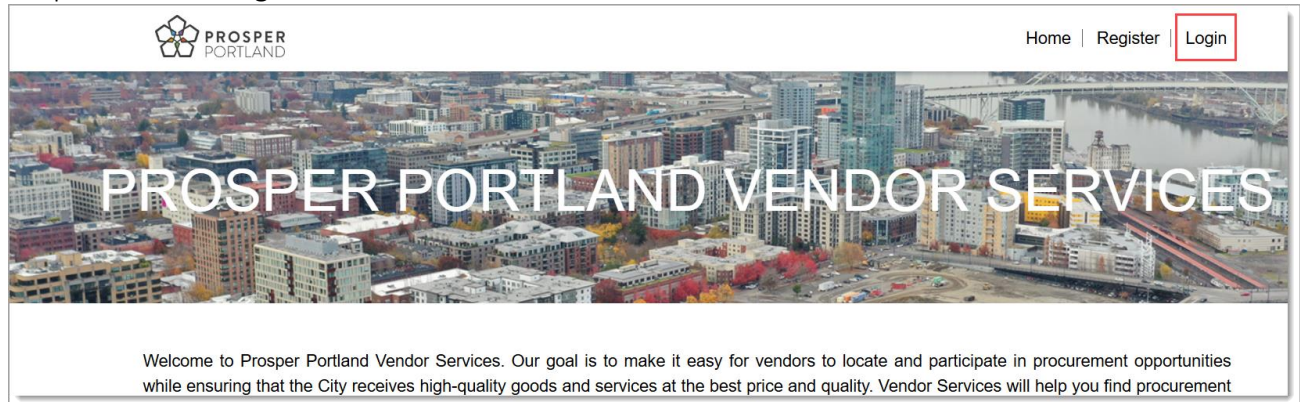
Vendor registration	
<div>●</div>	Congratulations! You have completed your registration. Your application is currently being reviewed. Upon approval you will receive a welcome letter by email within 2-5 business days. For any questions, please contact us at VendorServices@ProsperPortland.us .

Logging into Prosper Portland Vendor Services

Prosper Portland vendors may log into Vendor Services with the documented steps below in the Prosper Portland D365 Vendor Portal.

Step 1. Navigate to the [Prosper Portland Vendor Portal](https://prospertestvendorportal.powerappsportals.us/) or enter the following address in your browser: <https://prospertestvendorportal.powerappsportals.us/>

Step 2. Click the Login button



Step 3. Enter login credentials used during registration.

The screenshot shows the Prosper Portland Sign in page. It features the Prosper Portland logo at the top left. Below the logo is the heading "Sign in". Underneath is a text input field labeled "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".

Step 4. Validate by entering code sent to your email. Click the Sign in button.

The screenshot shows the Prosper Portland Enter code page. It features the Prosper Portland logo at the top left. Below the logo is a back arrow and the text "YourEmail@mail.co". Underneath is the heading "Enter code". Below the heading is a message: "We just sent a code to: YourEmail@mail.co". Underneath is a text input field labeled "Enter code". At the bottom right is a blue button labeled "Sign in".

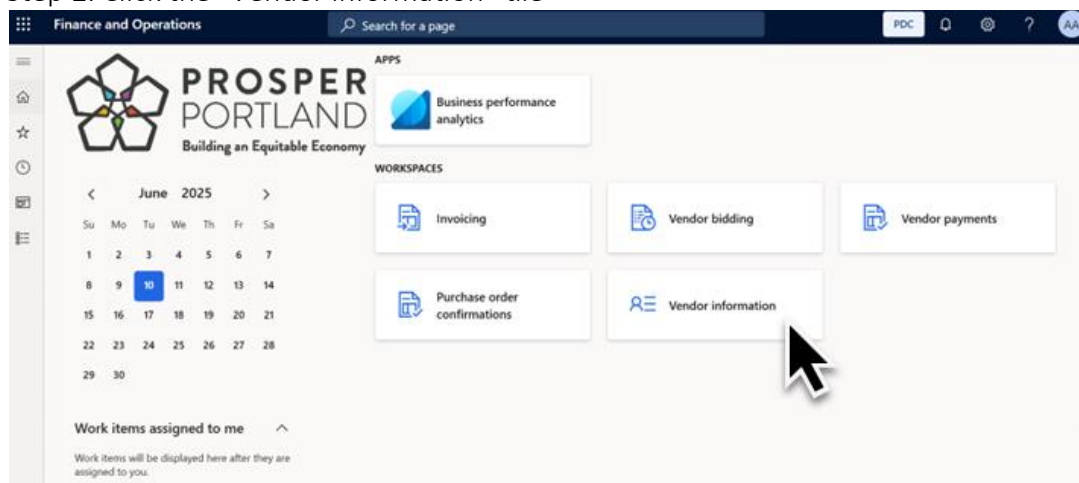
Uploading Attachments and Banking Information to Vendor Record

Prosper Portland vendors may add attachments to their Vendor Profile with the documented steps below in the Prosper Portland D365 Vendor Portal.

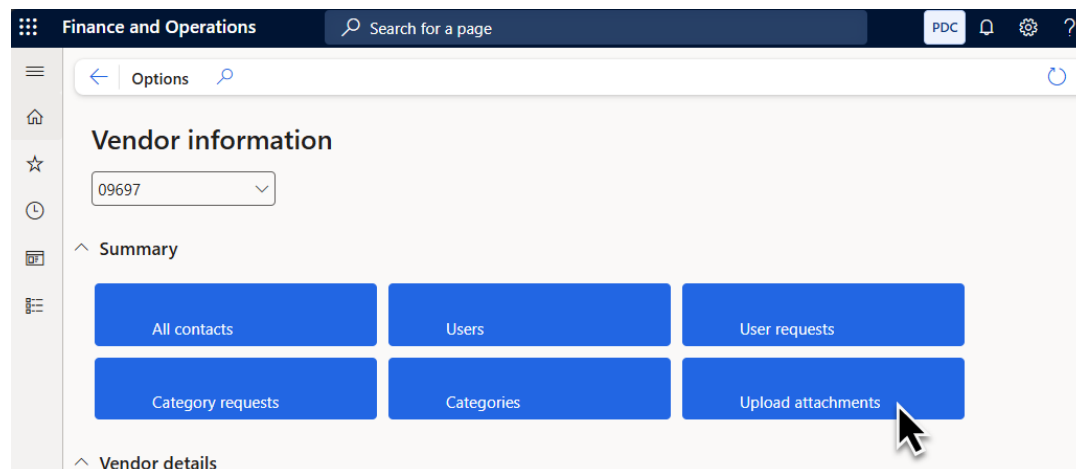
Menu Path: Homepage > Vendor information

Step 1. Login to the Prosper Portland Vendor Services Site (See [Logging into Prosper Portland Vendor Services](#) for additional Assistance.)

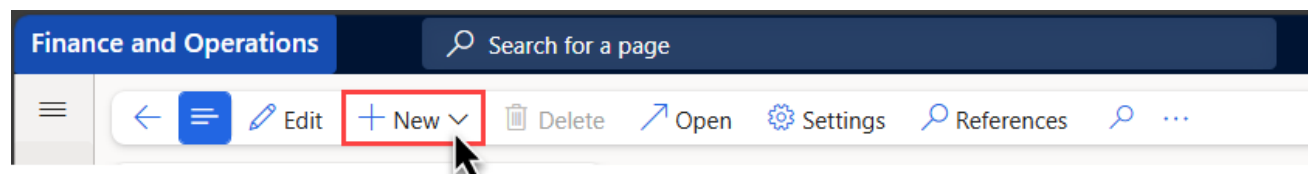
Step 2. Click the “Vendor information” tile



Step 3. Select the “Upload attachments” tile



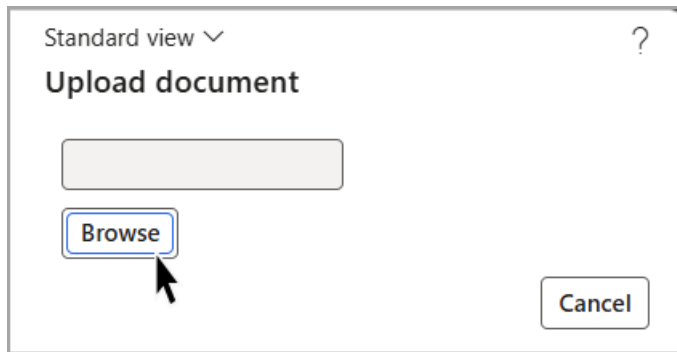
Step 4. Select the “New” button



Step 5. Select Document

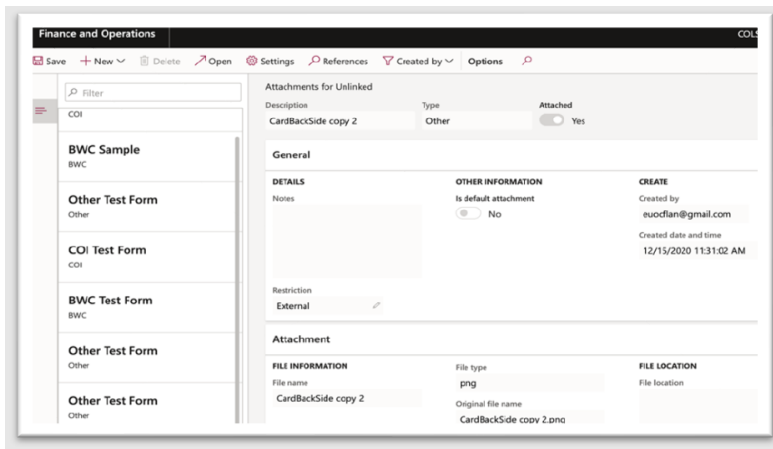
- a. Be selecting Document you will be uploading your banking documents, W-9, City of Portland registration, and Oregon Secretary of State registration. Repeat this same process for each document uploaded.

Step 6. Click the Browse button



Step 7. Select desired document to upload

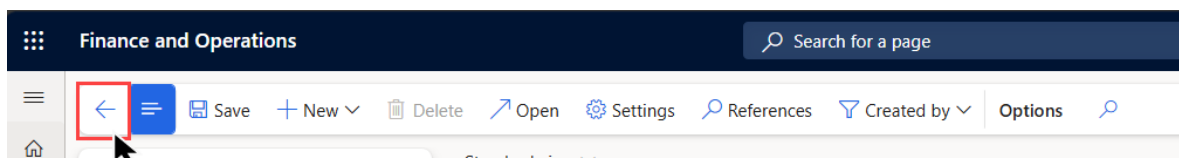
Step 8. Document details will appear on screen



Step 9. You will see the attachment listed on the screen.

Repeat Step 3 – 9 for each additional attachment.

Step 10. When done, select the arrow back button to close the window



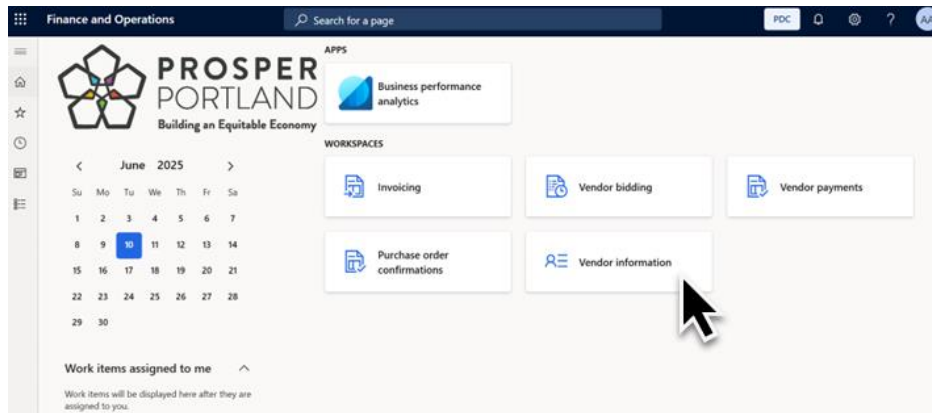
Update your Vendor Profile

Update Address

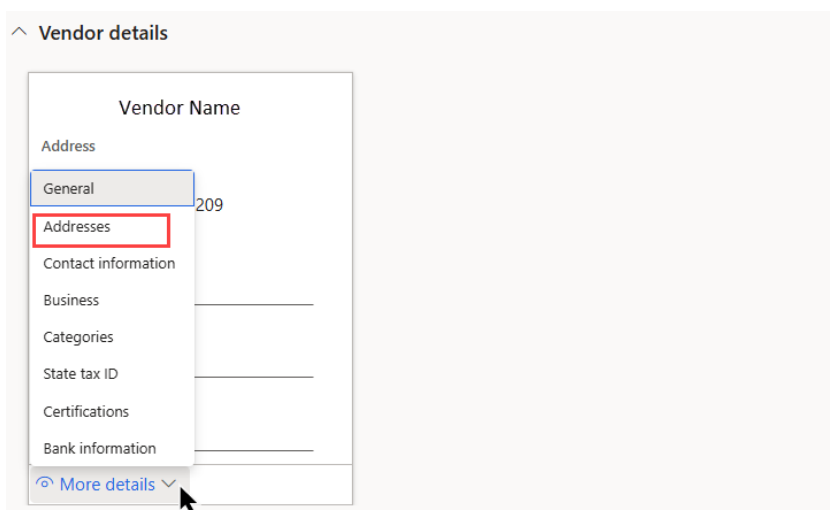
Vendors may update their address with the documented steps below in the Prosper Portland D365 Vendor Portal.

Menu Path: Homepage > Vendor information

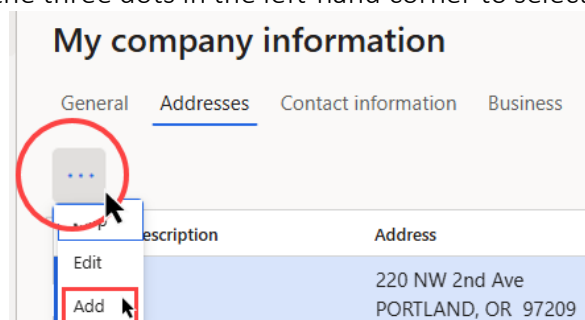
Step 1. Select the Vendor information tile from the homepage



Step 2. Select More Details > Addresses from the dropdown



Step 3. Click the three dots in the left-hand corner to select Add from the dropdown



Step 4. Select the Purpose of the address.

Step 5. Enter an address for your business using the Country, Street, Zip Code, City, and State fields.

Location ID
000024529

Name or description ←
Business

Purpose ←
Business;Remit-to

Country/region
USA

ZIP/postal code
97209

Street
220 NW 2nd Ave

City
PORTLAND

State
OR

Primary ← At least one address must be primary
☒ Yes

Primary for country/region ← Leave as "No"
☐ No

OK Cancel

Step 6. Click the OK button

- a. The new address will be displayed in the Addresses section.

032222 : SAMPLE VENDOR

My company information

General Addresses Contact information Business Categories State Tax Id Certifications

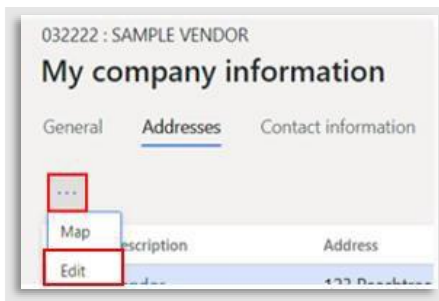
...

Name or description	Address	Purpose	Primary ↓
Sample Vendor	123 Peachtree St Decatur, GA 30032 USA	Business;Remit-to	Yes

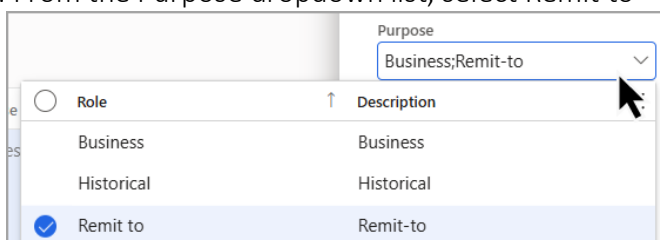
To update the Vendor Remit address information, follow the steps below:

Step 1. Select Addresses

Step 2. Click the three dots in the left-hand corner to select Edit button from the dropdown



Step 3. From the Purpose dropdown list, select Remit to



a. Update the Company Contact Information as necessary:

- a. Country/region
- b. Zip/postal code
- c. Street
- d. City
- e. State
- f. Leave County Blank

A screenshot of a web application form titled "Edit address". The form contains the following fields:

- Location ID: 000230822
- Name or description: Sample Vendor
- Purpose: Business;Remit-to (dropdown menu)
- Country/region: USA (dropdown menu)
- ZIP/postal code: 30032 (dropdown menu)
- Street: 123 Peachtree St (text input)
- City: Decatur (dropdown menu)
- State: GA (dropdown menu)
- County: (empty dropdown menu)

At the bottom of the form are "OK" and "Cancel" buttons.

Step 4. Click OK

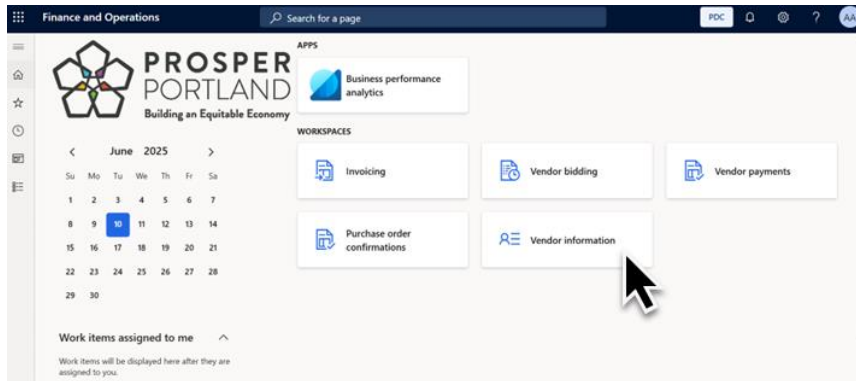
Update Contact Information and Banking Information

Vendors may update contact information in the Vendor Portal with the documented below in the Prosper Portland D365 Vendor Portal.

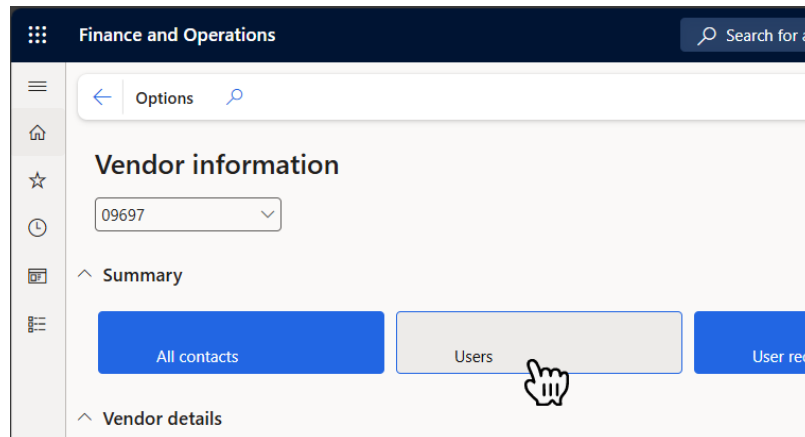
Menu Path: Homepage > Vendor information

Step 1. Access the Vendor Portal

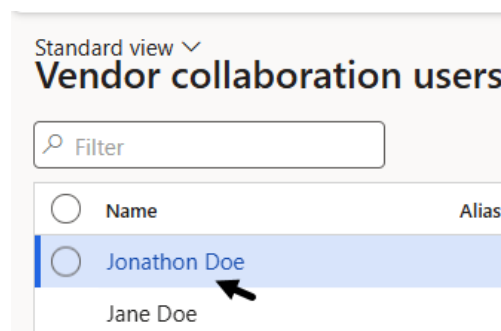
Step 2. Click the Vendor information tile



Step 3. Click the Users button



Step 4. Click the blue hyperlink for the desired profile



Step 5. Click to expand the Contact information section

Contacts | JANE DOE

Jane Doe

Contact person details

Contact information

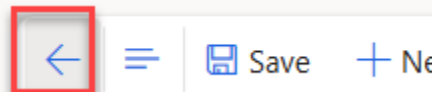
Legal entities the person is a contact for

Step 6. Find the field under desired column to edit and click in cell block to edit desired field information

Contact information					
+ Add Remove					
↻	Description	Type	Contact number/address	Extension	Primary ↓
	Work Email	Email address	Update field here		<input checked="" type="checkbox"/>
	Cell Phone	Phone	123456789		<input type="checkbox"/>

- If multiple contacts are provided, select the Primary checkbox for the vendor contact that will be listed as the primary contact.

Step 8. Click the arrow back button to save information and close the Vendor information screen

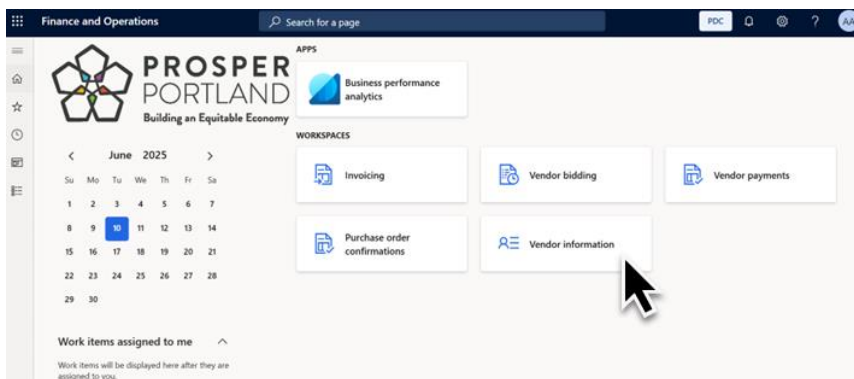


Vendors may update banking information in the Vendor Portal with the documented below in the Prosper Portland D365 Vendor Portal.

Menu Path: Homepage > Vendor information

Step 1. Access the Vendor Portal

Step 2. Click the Vendor information tile



Vendor information

09697

Test Vendor
Address
220 NW 2nd Ave
PORTLAND, OR 97209

Email address

Telephone
555-555-5555

More details ▾

General

Addresses

Contact information

Business

Categories

State tax ID

Certifications

Bank information

Step 1. Click the

“More details” drop down and select “Bank information”

Step 2. Click the “Add” button on the Company Information page

My company information

General Addresses Contact information Business Categories State Tax Id

+Add Edit Documents

Bank account Bank name Bank account number

?

Standard view ▾

Bank information

 Documents

Bank account

Bank name

 *

Bank account number

 *

Routing number

 *

IBAN

 *

SWIFT code

 *

Effective date

 * 

Expiration date

Comments

OK

Cancel

Step 3. Input your banking information for ACH payments

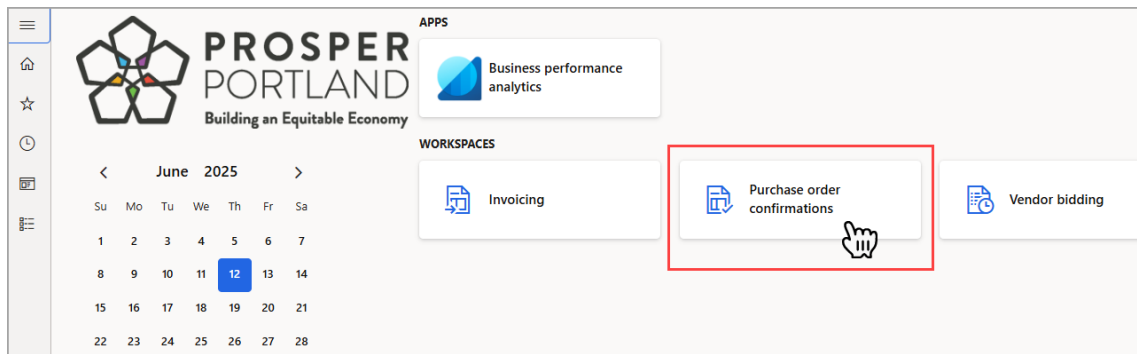
Active Vendors: View and print Purchase Orders

Vendors may view confirmed purchase orders, attachments, and print PO confirmations with the steps documented below in the Prosper Portland D365 Vendor Portal.

Vendors will receive an email notification when a purchase order has been issued. This email will be sent to the email address associated with the vendor's account. See the section [Update Contact Information](#) to change the email address associated with your vendor record.

Access Via Menu Path: Home page > Purchase order confirmation

Step 1. Click the purchase order confirmation tile



Step 2. Purchase Order Confirmations Journal will open. Highlight desired Purchase Order and select Print/Preview. Select Original Preview.

Finance and Operations									
Options									
Standard view									
Purchase order confirmations									
Overview Lines									
Preview/Print Purchase order request									
<input type="radio"/>	Invoice account	Purchase order	Purchase journal	Accounting date	Date	Buyer group	Cur...	Amount	Order send status
<input checked="" type="radio"/>	034412	PO290096	PO290096-2	9/30/2021	9/30/2021		USD	10,850.00	Waiting
	034412	PO290109	PO290109-1	10/5/2021	10/5/2021		USD	2,500.00	
	034412	PO290110	PO290110-1	10/6/2021	10/6/2021		USD	1,890.00	

Step 3. The PO confirmation will be displayed

Step 4. Select the Export dropdown list

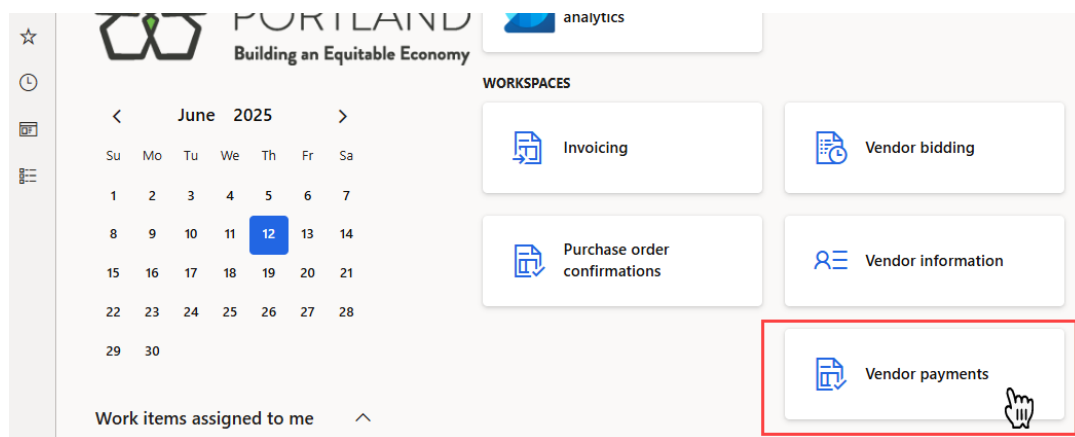
Step 5. Select a file type from the dropdown to download the PO confirmation. Once downloaded to your local computer the PO confirmation can be printed.

Active Vendors: View Payment Status and Payment Information

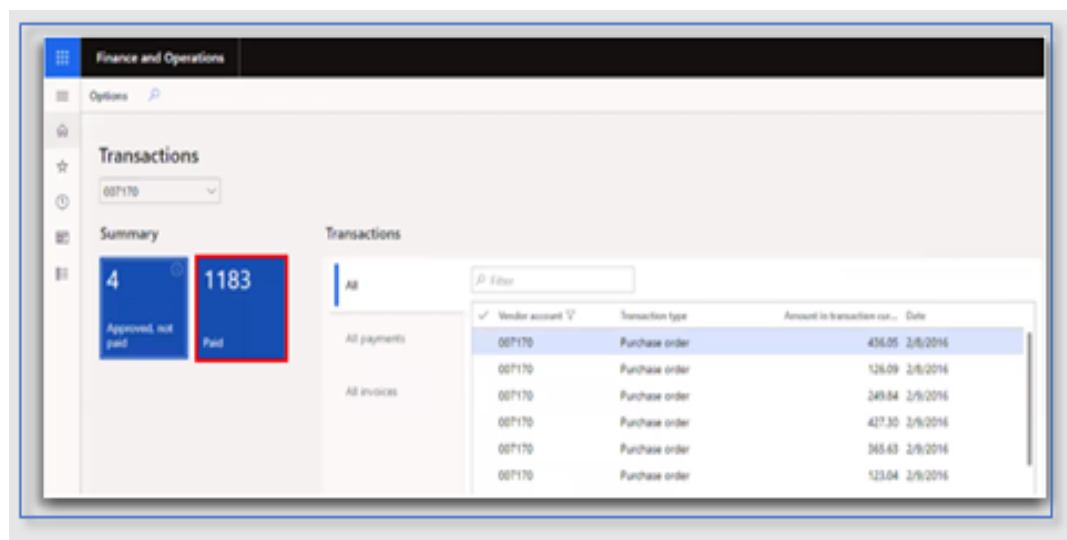
Vendors may view the status of all payments they have made as well as information such as check number, recipient, and date for each payment made and the details of the Purchase Order the payment was made towards with the documented steps below in the Prosper Portland D365 Vendor Portal.

Access Via Menu Path: Home page > Vendor payments

Step 1. Click the Vendor Payments tile on the homepage



Step 2. Click on the Paid tile



Step 3. The Invoices/Checks page is displayed. The following information will be listed for the vendor:

- Bank Account
- Date
- Check number
- Status
- Recipient
- Currency
- Amount

Bank account	Date	Check number	Status	Recipient	Remittance location	Address	Bridging
BankTest 1	6/12/2020	7	Paid	000022	Production Components, Inc.	P.O. Box 748	✓
BankTest 1	6/12/2020	6	Paid	000006	Premier Marketing Group, Inc.	6 Rockwood Drive P.O. Box 540	✓
BankTest 1	6/11/2020	5	Paid	000013	Turning Technologies, Utc	255 West Federal Street	✓
BankTest 1	6/11/2020	4	Paid	000013	Turning Technologies, Utc	255 West Federal Street	✓
BankTest 1	6/11/2020	3	Paid	000013	Turning Technologies, Utc	255 West Federal Street	✓
BankTest 1	6/11/2020	2	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
BankTest 1	6/6/2020	1	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
CHASEWARR	10/5/2020	21439461	Paid	022323	ROBERT YORK	8150 CREEKSTONE LN	✓
CHASEWARR	10/5/2020	21439460	Paid	X081407	YESENA AGUILAR	2248 FERRIS RD	✓
CHASEWARR	10/5/2020	21439459	Paid	028301	Susan Wollenhaupt	888 Thurber Drive West Apt F	✓

Step 4. From the table, select the desired payment line

Bank account	Date	Check number	Status	Recipient	Remittance location	Address	Bridging
BankTest 1	6/12/2020	7	Paid	000022	Production Components, Inc.	P.O. Box 748	✓
BankTest 1	6/12/2020	6	Paid	000006	Premier Marketing Group, Inc.	6 Rockwood Drive P.O. Box 540	✓
BankTest 1	6/11/2020	5	Paid	000013	Turning Technologies, Utc	255 West Federal Street	✓
BankTest 1	6/11/2020	4	Paid	000013	Turning Technologies, Utc	255 West Federal Street	✓
BankTest 1	6/11/2020	3	Paid	000013	Turning Technologies, Utc	255 West Federal Street	✓
BankTest 1	6/11/2020	2	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
BankTest 1	6/6/2020	1	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
CHASEWARR	10/5/2020	21439461	Paid	022323	ROBERT YORK	8150 CREEKSTONE LN	✓

Step 5. Click the General Tab to view payment details for the payment line selected

- Bank Account
- Check number
- Currency
- Amount
- Recipient type
- Recipient
- Recipient name
- Company accounts
- Voucher
- Reason code
- Reason comment

Bank account	Recipient type	Voucher	Reason comment	Created date and time
CHASEWARR	Vendor	APPY140649...		11/19/2020 02:34:47 PM
Check number	Recipient	Bridging posting	STATUS	Created by
21439461	022323	Yes	Paid	DeepakVQA
Currency	Recipient name	Cleared date	Status	Modified date and time
USD	ROBERT YORK		Paid	11/19/2020 02:34:47 PM
Amount	Company accounts	Reason code	Date	Modified by
240.00	coll		10/5/2020	DeepakVQA
			Voucher	
			APPY140649...	

Step 6. Click the Remittance Tab

Step 7. View the Vendor Remittance Location and Address for the payment line selected

Overview General **Remittance**

REMITTANCE

Remittance location
ROBERT YORK

Address
8150 CREEKSTONE LN
Blacklick, OH 43004
USA

Step 8. Click the X to exit out of the page

Invoices Delete checks Print check copy Create blank checks Options

Checks

DATE RANGE
From date 12/1/2015 To date 11/25/2020

Filter

Step 9. Click on the Approved, not paid tile

Finance and Operations

Options

Transactions

Summary

4 Approved, not paid 1183 Paid

Transactions

All payments All invoices

Vendor account	Transaction type	Amount to transaction date	Date
007170	Purchase order	406.05	2/6/2016
007170	Purchase order	126.09	2/6/2016
007170	Purchase order	249.84	2/6/2016
007170	Purchase order	427.30	2/6/2016
007170	Purchase order	368.63	2/6/2016
007170	Purchase order	123.04	2/6/2016

Step 10. The Approved, not paid transactions page is displayed. The following information will be listed for the vendor:

- a. Invoice #
- b. Purchase order #
- c. Invoice date
- d. Invoice due date
- e. Invoice status (paid versus unpaid)
- f. Vendor account number

Approved, not paid

filter

✓ Invoice #	Purchase order	Date	Due date	Invoice status
9426662251	PO209974	2/11/2020	2/28/2020	Unpaid
9426697307	PO208422	2/11/2020	2/28/2020	Unpaid
9426981370	PO210913	2/11/2020	2/28/2020	Unpaid
DVTest-0007	PO212604	9/4/2020	10/4/2020	Unpaid

Note: The vendor can view Purchase order details by clicking the PO link in a selected Payment line

9426662251	PO209974	2/11/2020	2/28/2020	Unpaid
9426697307	PO208422	2/11/2020	2/28/2020	Unpaid
9426981370	PO210913	2/11/2020	2/28/2020	Unpaid
DVTest-0007	PO212604	9/4/2020	10/4/2020	Unpaid

All purchase orders

PO209974 : 007170 - Grainger

Lines Header Invoiced Confirmed

Purchase order header

Purchase order lines

+ Add line + Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Work details

✓ T...	Budget check s...	Line number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit
✓		10		CARHARTT, J140-BRN XLG TLLT...	Protective coats			
✓		20		CARHARTT, R41-BRN 40 36TK37...	Protective coversalls			

Vendor Portal Support

Registration Questions?

Existing City Vendors

Have you previously done business with Prosper Portland using the previous Vendor Services Portal? If so, we ask that all vendors re-register using your primary work address. We no longer require the use of a third-party email provider like Google or Yahoo. Select Sign Up at the top of the page to get started.

New to Doing Business with Prosper Portland?

Registering is quick and easy. You will need your primary work email address, Federal Tax ID/EIN and a copy of your W9. Select Sign Up at the top of the page to get started.

Still need help? Connect with us by email or phone:

Email: VendorServices@prosperportland.us

Phone: 503-823-3276