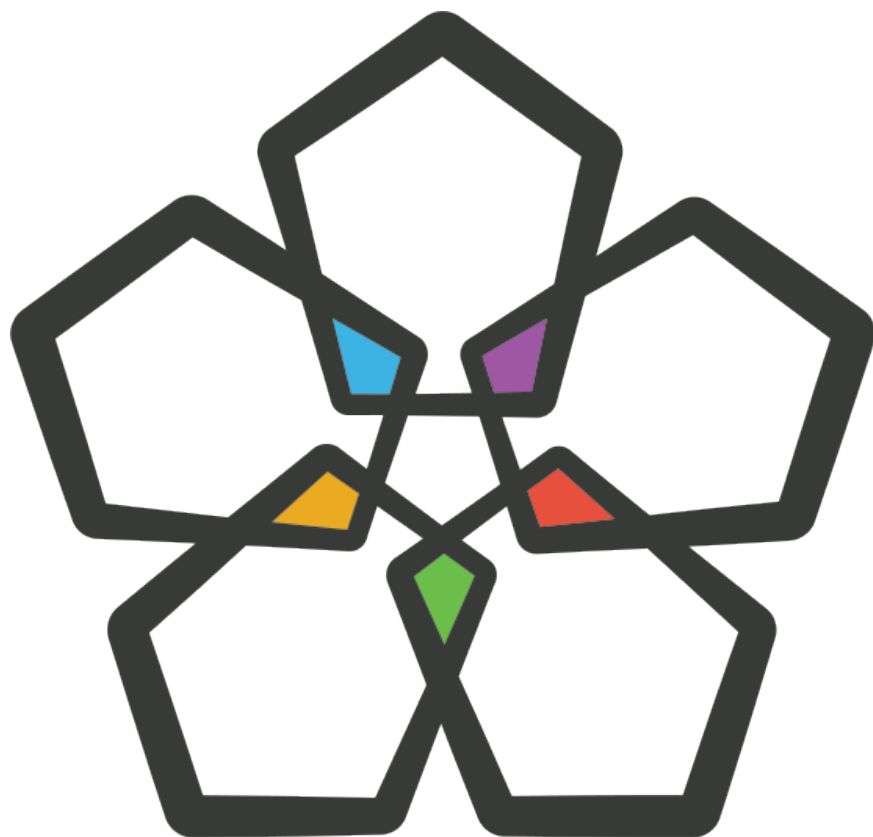




PROSPER PORTLAND

Mwongozo kwa Watumiaji wa Prosper Portland

Ulisasishwa: Machi 2025

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Muhtasari

Utaanzia kwa mchakato wa hatua mbili ili kufungua wasifu wako wa Tovuti ya Wauzaji (Vendor Portal). Tafadhali rejelea kurasa zinazofuata za hati hii upate hatua za kina zaidi za kila mchakato.

Hatua ya 1. Anza kwa kujiandikisha kwa kuweka jina lako la kwanza na jina la mwisho la kisheria, Kitambulisho cha Ushuru cha Shirikisho, na anwani ya barua pepe kwenye Tovuti ya Wauzaji (Vendor Portal). Utapokea barua pepe ya mwaliko wa kukubali kufunguliwa kwa wasifu wako kwenye Tovuti ya Wauzaji (Vendor Portal) ambayo pia itakuwa na msimbo wa tarakimu 8 wa kutumia mara moja ili kukamilisha usajili wako. Ukiingia kwa kutumia msimbo huo, utasasisha jina la biashara yako na pia taarifa za mawasiliano pamoja na kupakia W-8 au W-9 yako (rejelea ukurasa wa 1-16).

Hatua ya 2. Wafanyakazi wa Huduma kwa Wauzaji (Vendor Services) kisha wataidhinisha uundaji wako wa wasifu ndani ya siku 2-5 za kazi. Baada ya kuidhinishwa, utaweza kurudi kwenye Huduma kwa Wauzaji (Vendor Portal) ili kukamilisha usajili wako kwa kuweka maelezo yako ya benki ili kupokea malipo kupitia ACH, kupakia hati zako za usajili za Jiji la Portland (City of Portland) na Katibu wa Jimbo la Oregon (Oregon Secretary of State) (rejelea kurasa za 16-24).

Hongera! Umekamilisha usajili wako wa Tovuti ya Wauzaji (Vendor Portal) na kusanidi wasifu wako. Utatumiwa barua pepe ya kukukaribisha kutoka Huduma kwa Wauzaji wa Prosper Portland (Prosper Portland Vendor Services) hivi punde. Kazi ikianza, unaweza kufikia Tovuti (Portal) ili kutafuta na kukagua maagizo ya ununuzi na ankara zako zozote zinazohusiana (rejelea ukurasa wa 26-30).

Kumbuka: Prosper Portland itathibitisha Kitambulisho cha Kodi cha Kitaifa (Federal Tax ID) kupitia Huduma ya Kodi ya Kitaifa (Internal Revenue Service (IRS)). Ikiwa Kitambulisho cha Kodi cha Kitaifa (Federal Tax ID) hakitalingana na jina la biashara yako, mchakato wa kusajili wa muuzaji unaweza kuchelewa.

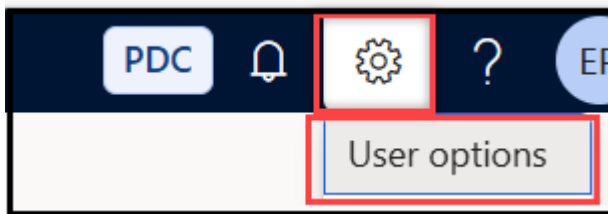
Unaweza kukipata Kitambulisho cha Kodi cha Kitaifa (Federal Tax ID) (, pia kinachojulikana kama Nambari ya Kitambulisho ya Mwajiri (Employer Identification Number, EIN) kwa njia kadhaa: angalia barua yako ya uthibitishaji wa EIN, kagua hati za biashara yako (k.m., Ripoti za malipo ya kodi, leseni na vibali au hati za malipo kama 1099) au uwasiliane na Huduma ya IRS ya Biashara na Kodi Maalum (IRS Business and Specialty Tax Line) kwa 1-800-829-4933.

Usaidizi wa Tafsiri ya Lugha

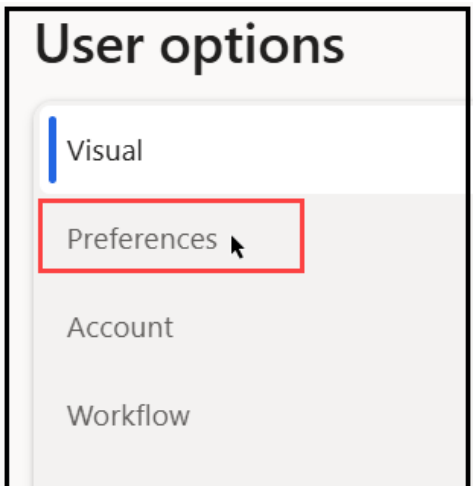
Kumbuka: Programu ya usaidizi wa tafsiri inapatikana na kulingana na upendeleo wako wa lugha utaweza kufanya chaguo lako kwenye ukurasa wako wa kwanza wa Tovuti ya Wauzaji (Vendor Portal) na ndani ya wasifu wako wa Huduma za Prosper Portland.

Hatua ya 1. Ingia katika [Vendor Portal \(Tovuti ya Wauzaji\) ya Prosper Portland](https://prosperportlandvendorservices.powerappsportals.us/) au uweke anwani ifuatayo katika kivinjari chako: <https://prosperportlandvendorservices.powerappsportals.us/>

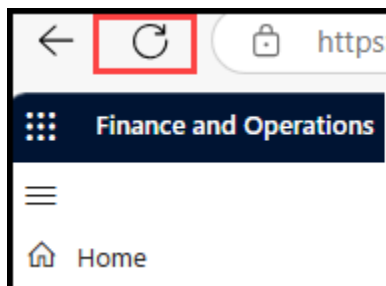
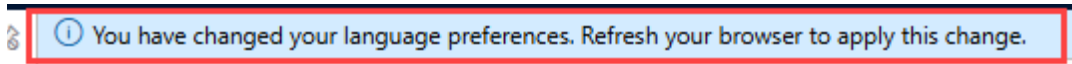
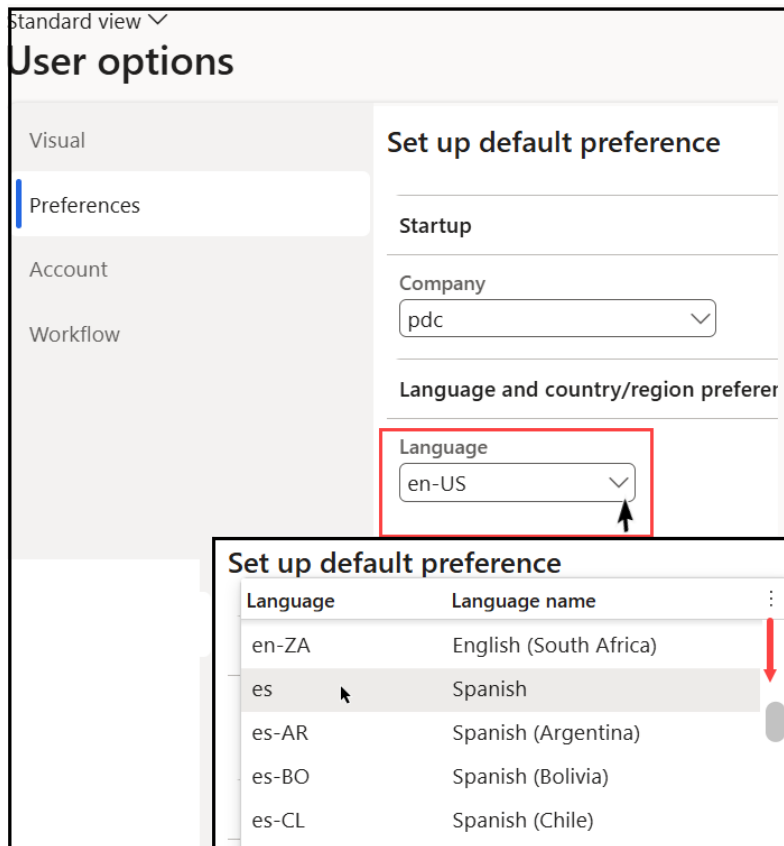
Hatua ya 2. Bofya kitufe cha mipangilio kwenye utepe mweusi wa juu



Hatua ya 3. Teua Machaguo ya Watumiaji > Mapendeleo (User options > Preferences)



Hatua ya 4. Teua menyu kunjuzi ya Lugha (Language) kwenye sehemu ya mapendeleo ya Lugha na nchi/eneo



Akaunti Zinazotumika ili Kuingia katika Huduma za Wauzaji (Vendor Services)

Huduma kwa Wauzaji za Prosper Portland (Prosper Portland Vendor Services) zinawapendekezea wauzaji kujisajili kwa kutumia barua pepe zao za biashara/kazi.

Vivinjari Vinavyopendekezwa kwa Tovuti ya Wauzaji (Vendor Portal)

Tovuti ya Wauzaji (Vendor Portal) hushirikiana na vivinjari vingi vikuu vya mtandao kama vile Chrome, Edge na Safari. Hatushauri kutumia Internet Explorer

Kusajili Muuzaji Mpya au Muuzaji Uliopo

Wauzaji wa Prosper Portland wanaweza kusajili kama muuzaji mpya kwa hatua zinazorekodiwa hapo chini katika Tovuti ya Wauzaji (Vendor Portal) ya Prosper Portland D365. Wauzaji waliopo wa Prosper Portland wanaweza kusajili kama mtumiaji na kuunganisha na akaunti yao ya muuzaji ya awali, wanaweza kufuata hatua sawa isipokuwa inaelezwa.

Kusajili

Hatua ya 1. Tembelea [Tovuti ya Wauzaji \(Vendor Portal\) ya Prosper Portland](https://prosperportlandvendorservices.powerappsportals.us/) au uingize Anwani ifuatayo katika kivinjari chako: <https://prosperportlandvendorservices.powerappsportals.us/>

Hatua ya 2. Bofya kitufe cha Sajili (Register) kilicho kwenye utepe mweusi wa juu



Hatua ya 3. Jaza sehemu zote za taarifa zinazohitajiwa kwa usajili ikiwemo anwani ya barua pepe ya kazi/biashara yako na Nambari yako ya Kitambulisho cha Kodi cha Kitaifa (Federal Tax ID), kisha uchague Sajili. Hatua ya 3 kwa Muuzaji Aliyepo kwa maelekezo zaidi:

PLEASE NOTE: Prosper Portland Vendor Services does not allow user registration with a "Group" email address in compliance with security standards. Examples may include bds@xyz.com, quotes@xyz.com where more than one individual accesses a mailbox. Registration will not complete if a group email address is used. Please register using your regular user email address to gain access to Vendor Services. You will be able to enter the "Group" email address under Vendor Contact information and City communications for RFQs, POs, etc. will be delivered to this address.

INDEPENDENT CONTRACTORS (INSTRUCTORS, ARTISTS, REFEREES, etc...):
Are you offering individual private contractor services to the Prosper Portland (for example as an Art Teacher or Referee)? If so, **please enter your SSN in the Federal TAX ID field below.** For Business Line, if you don't see a relevant category, select Specialty Trade Contractors.

Name *
First Name Last Name

Email *
Business Email

Business Line *
--Select Business Line--

Company Name * **Federal Tax ID/SSN ***
Company Name Federal Tax ID

Register

Already registered? Click here to login.

Ujumbe wakati unachakatwa

Please wait while we
process your request...

Ujumbe wakati unakamilika



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.

Nenda kwenye hatua ya 4.

Hatua ya 3. Wauzaji Waliopo

Jaza sehemu za taarifa zinazohitajiwa kwa usajili isipokuwa sehemu zifuatazo

- Barua Pepe ya Biashara (Tumia Anwani ya Barua Pepe ya Kazi ya Mtu Binafsi – (yaani **mtu**@company.com)
- Kitambulisho cha Kodi cha Kitaifa
 - Tumia Nambari ya Kitambulisho cha Kodi ya Kitaifa kinachohusiana na akaunti ya biashara yako na ya muuzaji wa awali.

Kisha bonyeza Sajili (Register).

Akaunti ya Muuzaji ikipatikana, ujumbe utaonekana ukisema kwamba Kitambulisho cha Kodi cha Kitaifa (Federal Tax ID) tayari kipo. Chagua Ongeza kama mwasiliani (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**

Thibitisha anwani yako ya msingi ya barua pepe na nambari yako ya simu. Chagua Add as contact

(Ongeza kama mwasiliani).

Please provide details

Primary Email*	Primary Email
Primary Phone Number*	Primary Phone Number

Registration successful!

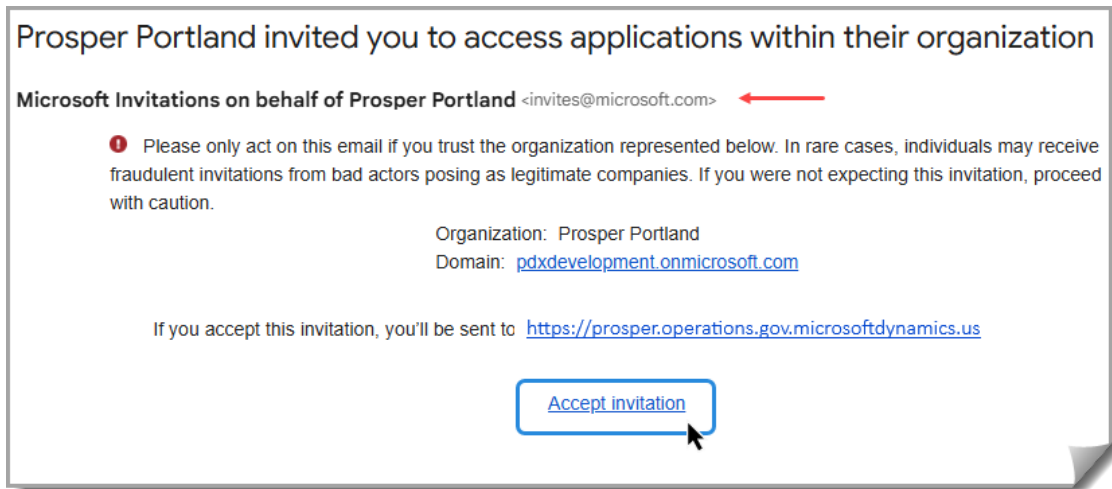
Status:	Thank you for submitting your registration details. You will receive an email shortly on the email ID provided for further instructions on completing the registration process.
----------------	---

Nenda kwenye Hatua ya 4.

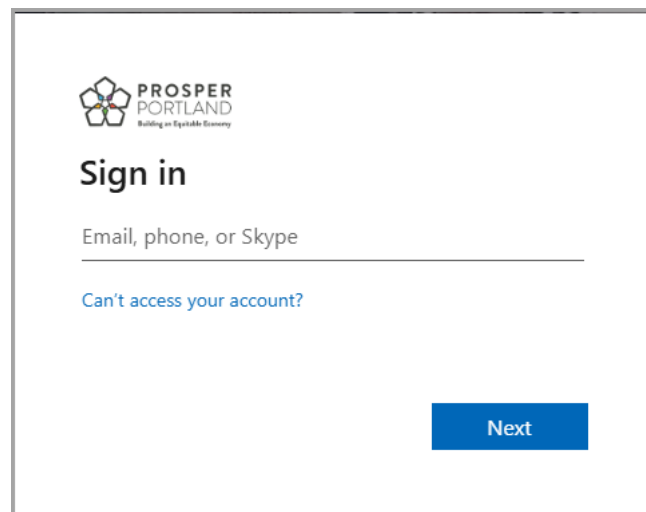
Hatua ya 4. Kiungo cha usajili kitatumwa kwa anwani ya barua pepe uliyoingiza wakati wa kusajili.

Kumbuka: Tafadhali subiri hadi dakika 15 ili barua pepe ifike. Hakikisha unaangalia folda ya (za) BARUA TAKA (SPAM/JUNK) uone barua pepe itakayotumwa kutoka invites@microsoft.com. Ikiwa hujapokea barua pepe hii, sitisha shughuli na uwasiliane na Huduma kwa Wauzaji wa Prosper Portland (Prosper Portland Vendor Services) kupitia VendorServices@ProsperPortland.us upate usaidizi zaidi.

Hatua ya 5. Chagua kitufe/kiungo cha Kubali Mwaliko (Accept Invitation) katika barua pepe ya kusajili.

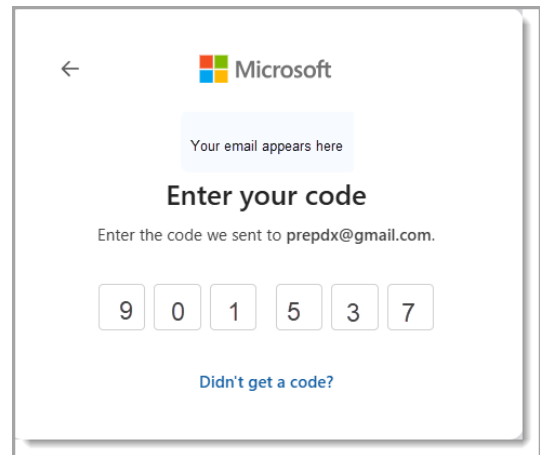
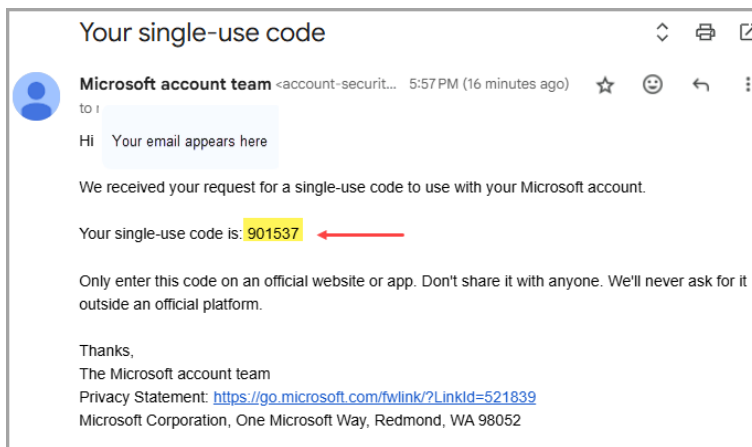


Hatua ya 6. Ingia (Sign In) kwenye Akaunti yako iliyoko ya Microsoft kwa kutumia anwani ya barua pepe uliyotumia wakati wa kusajili, au uunde akaunti mpya ya Microsoft kwa anwani hiyo ya barua pepe ikiwa utaombwa.



Kumbuka: Ikiwa barua pepe yako ya kazi/biashara imeunginishwa na Microsoft, **nenosiri la akaunti yako linaweza kuwa nenosiri la barua pepe/kazi/mtandao kwa biashara yako**. Kwa sababu za usalama, HATUNA ufikiaji kwa manenosiri yoyote. Manenosiri hudhibitiwa kati yako na Microsoft na/au biashara yako. Hatuwezi kuweka upya manenosiri yoyote. Ukiunda akaunti mpya ya Microsoft, hakikisha kwamba unaweka machaguo ya kurejesha akaunti wakati wa usajili ili uweze kuweka upya nenosiri ikiwa inahitajika.

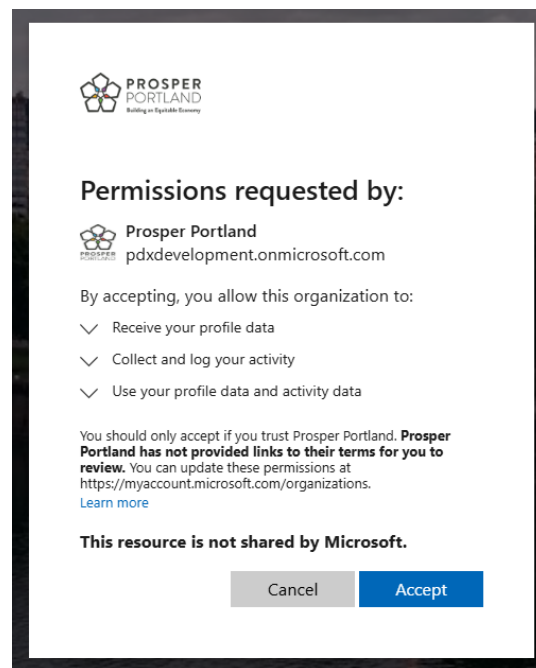
Hatua ya 7. Baada ya kuweka nenosiri lako lililoko au kuunda nenosiri jipya uliloombwa, thibitisha akaunti yako kwa kutumia msimbo wa uthibitisho utakaotumwa kwa anwani ya barua pepe yako iliyotolewa.



Hatua ya 8. Ukidokezwa, chagua Nchi/Mkoa ambapo unafanyia biashara.

Hatua ya 9. Soma na ukubali Sheria na Masharti yoyote na ukamilishe masharti yoyote ya usalama yanayooombwa.

Hatua ya 10. Chagua Kubali (Accept) ili kuunganisha Akaunti yako ya Microsoft na Huduma za Muuzaji.



Usajili wa Muuzaji

Hatua ya 11. Chagua Mbele (NextMbele) ili kuanza kujaza usajili.

Standard view ▾

Vendor registration

Complete the registration process. Click Next to continue.

Back Next Cancel

Nchi/mkoa

Hatua ya 12. Chagua Nchi/mkoa unaofaa au uandike ufupisho wake kwenye sehemu ya kichujio. Kwa mfano, USA ikifuatwa na Enter (Weka) kwenye kibodi italeta Marekani.

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

Country/region

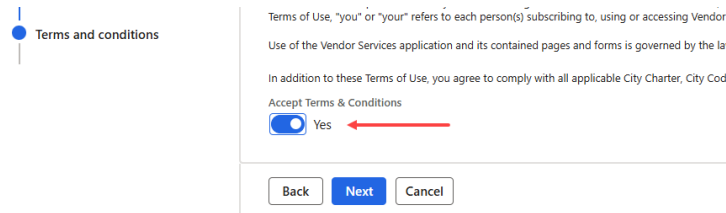
USA

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

highlight shows it is selected

Sheria na Masharti ya Matumizi

Hatua ya 13. Soma Sheria na Masharti ya Matumizi Baada ya kupatana nayo, bonyeza/washa kitufe chini ya Kubali Sheria na Masharti (Accept Terms and Conditions) ili kuendelea.



Terms and conditions

Terms of Use, "you" or "your" refers to each person(s) subscribing to, using or accessing Vendor Use of the Vendor Services application and its contained pages and forms is governed by the la

In addition to these Terms of Use, you agree to comply with all applicable City Charter, City Cod

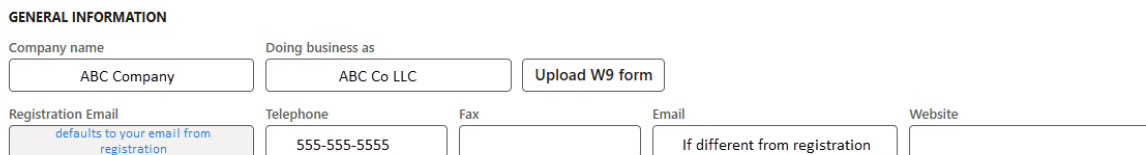
Accept Terms & Conditions

☒ Yes

Back Next Cancel

Taarifa za kampuni

Hatua ya 14. Chini ya sehemu ya Taarifa za Jumla (General Information), jaza sehemu zifuatazo:



GENERAL INFORMATION

Company name: ABC Company

Doing business as: ABC Co LLC

Upload W9 form

Registration Email: defaults to your email from registration

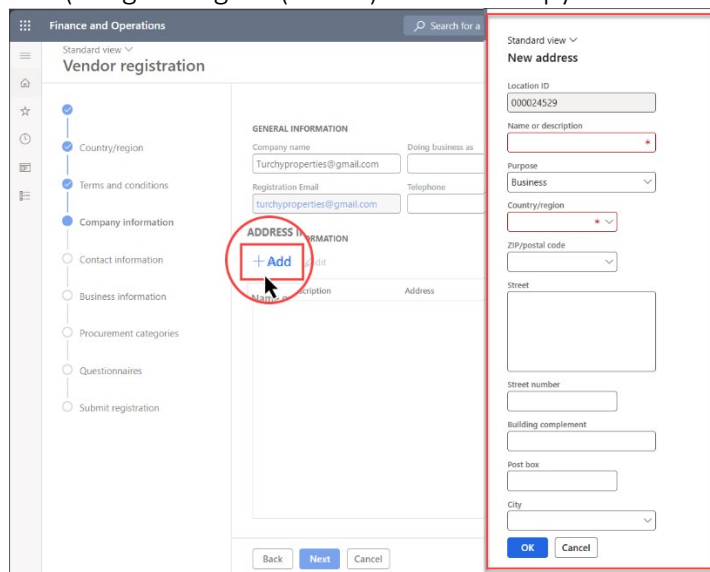
Telephone: 555-555-5555

Fax:

Email: If different from registration

Website:

- Kufanya biashara kama
- Simu
- Barua Pepe (Barua Pepe ya Kampuni/Biashara) - Barua pepe ni ya arifa za biashara na inaweza kuwa tofauti na Anwani ya Anwani ya barua pepe ya usajili.
- Anwani (Chagua Ongeza ("Add") ili kuunda mpya



Finance and Operations

Standard view

Vendor registration

GENERAL INFORMATION

Company name: Turchyproperties@gmail.com

Doing business as:

Registration Email: turchyproperties@gmail.com

Telephone:

ADDRESS INFORMATION

+ Add

NEW ADDRESS

Location ID: 000024529

Name or description:

Purpose: Business

Country/region:

ZIP/postal code:

Street:

Street number:

Building complement:

Post box:

City:

OK Cancel

- e. Weka sehemu ya Jina au maelezo (“Name or description”): (mifano: Kuu, Mahali, Malipo, Biashara, Mmiliki...)
- f. Wauzaji wanapaswa kuongeza anwani ya msingi na ya malipo ikionyeshwa kwa kutumia sehemu za Madhumuni na sehemu za Msingi.
- g. Bonyeza Sawa (“OK”)

The screenshot shows a form for adding a location. It includes fields for Location ID, Name or description, Purpose, Country/region, ZIP/postal code, Street, City, and State. At the bottom, there are two toggle switches: 'Primary' and 'Primary for country/region'. Red arrows point to the 'Name or description' field, the 'Purpose' dropdown, the 'Primary' toggle (which is currently 'Yes'), and the 'Primary for country/region' toggle (which is currently 'No'). Red text instructions are also present: 'At least one address must be primary' pointing to the 'Primary' toggle, and 'Leave as "No"' pointing to the 'Primary for country/region' toggle. The 'OK' button is highlighted in blue.

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

Hatua ya 15. Bonyeza kitufe cha Upload W9 form (Pakia fomu ya W9) ili kupakia fomu ya W9 au W8 kwa kampuni.

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. Fomu ya W9 inahitajika kabla Agizo la Ununuzi kuweza kutolewa au kabla ya kazi kutendwa na muuzaji.

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'

Taarifa za Mawasiliano

Hatua ya 16. Weka maelezo ya taarifa za mawasiliano kwa mwasiliani wa msingi kwenye akaunti ya muuzaji

- Jina la Kwanza, Jina la Kati (ukipenda), Jina la Mwisho
- Simu
- Annani (Ikiwa Anwani ni sawa na ya biashara, bofya/washa chaguo la Anwani ni sawa na ya Biashara (Address same as Business). Vinginevyo, chagua Ongeza (Add) ili

Address same as Business

☒ **No**

kuongeza anwani tofauti ya Mwasiliani.

Taarifa za Biashara

Hatua ya 17. Weka taarifa zote muhimu kuhusu Umiliki wa Biashara, Namba ya Usajili wa Jiji ya sehemu ya Kitambulisho cha Jiji, Chagua Jina la kutumia kwenye 1099 na Kitambulisho cha kodi ya Jimbo na Jimbo.

Aina za ununuzi

Hatua ya 18. Haifanyi kazi tena, utahamia kiotomatiki kwenye hatua inayofuata.

Dodoso

Hatua ya 19. Kagua Taarifa na viungo muhimu kuhusu Dodoso Utakapokuwa tayari, chagua "Jaza dodoso" ("Complete questionnaire") ili kujibu maswali.

- Kitufe cha Maliza ("End") (Maliza) kitaonekana kwenye swali la mwisho, litakapokamilika, bofya End (Kamilisha) na Hali ya dodoso itaonyesha Umekamilisha (Finished) bofya Mbele (Next) ili kwenda kwenye hatua ya mwisho ya usajili.

Status
Finished

Wasilisha usajili

Hatua ya 20. Ukimaliza kujaza taarifa zote za usajili, bofya Kamilisha (Finish)

- a. Ni muhimu kuwasilisha usajili ulio sahihi na kamili kadiri inavyowezekana.

Submit registration	When you have submitted your registration, you cannot modify the information. Click Finish to submit.
	Back Finish Cancel

Hatua ya 21. Muuzaji aliyesajiliwa atapokea barua pepe inayothibitisha usajili baada ya ukaguzi wa Prosper Portland kukamilika. Hii inaweza kuchukua siku 2 – 5 za kazi.

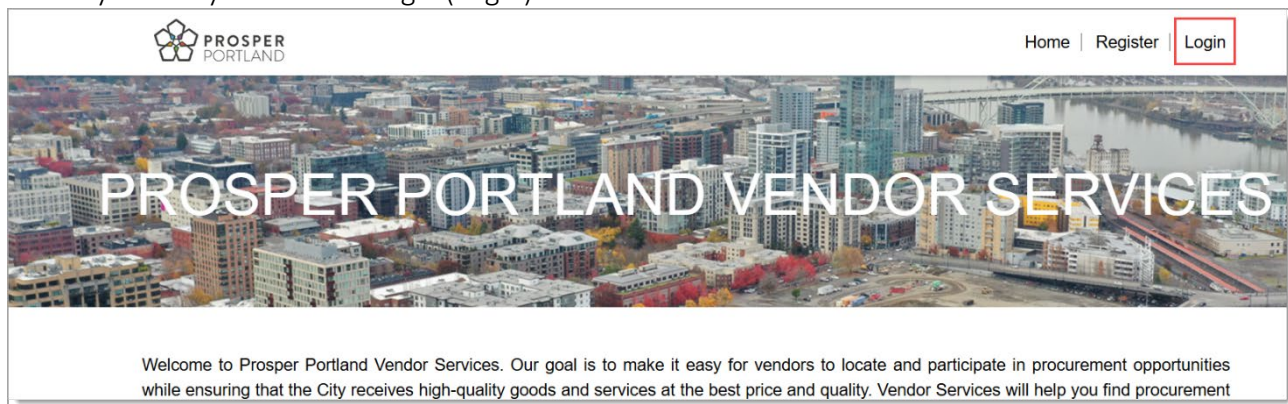
Vendor registration	
	Congratulations! You have completed your registration. Your application is currently being reviewed. Upon approval you will receive a welcome letter by email within 2-5 business days. For any questions, please contact us at VendorServices@ProsperPortland.us.

Kuingia kwenye Huduma kwa Wauzaji za Prosper Portland

Wauzaji wa Prosper Portland wanaweza kuingia katika Huduma kwa Wauzaji kwa hatua zinazorekodiwa hapo chini katika Tovuti ya Wauzaji (Vendor Portal) ya Prosper Portland D365.

Hatua ya 1. Tembelea [Tovuti ya Wauzaji \(Vendor Portal\) ya Prosper Portland](https://prospertestvendorportal.powerappsportals.us/) au uingize Anwani ifuatayo katika kivinjari chako: <https://prospertestvendorportal.powerappsportals.us/>

Hatua ya 2. Bofya kitufe cha Ingia (Login)



Hatua ya 3. Weka taarifa za kuingia zilizotumiwa wakati wa usajili.

The image shows the 'Sign in' page of the Prosper Portland Vendor Services portal. At the top, there is the Prosper Portland logo. Below the logo, the text 'Sign in' is displayed in a bold font. Underneath, there is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field, there is a link that says 'Can't access your account?'. At the bottom right of the page, there is a blue button labeled 'Next'.

Hatua ya 4. Thibitisha kwa kuweka msimbo uliotumwa kwenye barua pepe yako. Bofya kitufe cha Ingia (Sign inIngia).



← YourEmail@mail.co

Enter code

We just sent a code to: YourEmail@mail.co

Enter code

Sign in

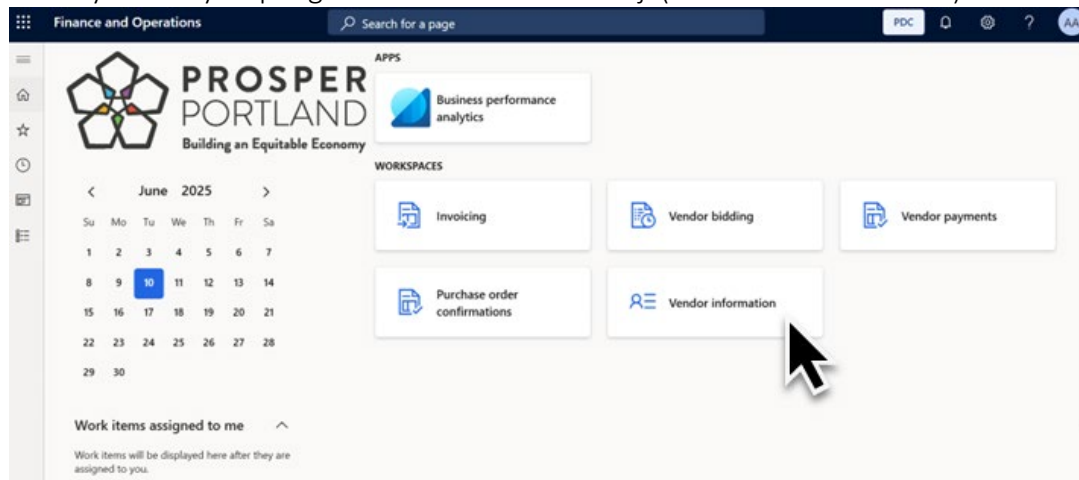
Kupakia Viambatisho na Taarifa za Benki kwenye Rekodi ya Muuzaji

Wauzaji wa Prosper Portland wanaweza kuongeza viambatisho kwenye Wasifu wao wa Muuzaji kwa kutumia hatua hizi zilizo hapo chini katika Tovuti ya Wauzaji (Vendor Portal) ya Prosper Portland D365.

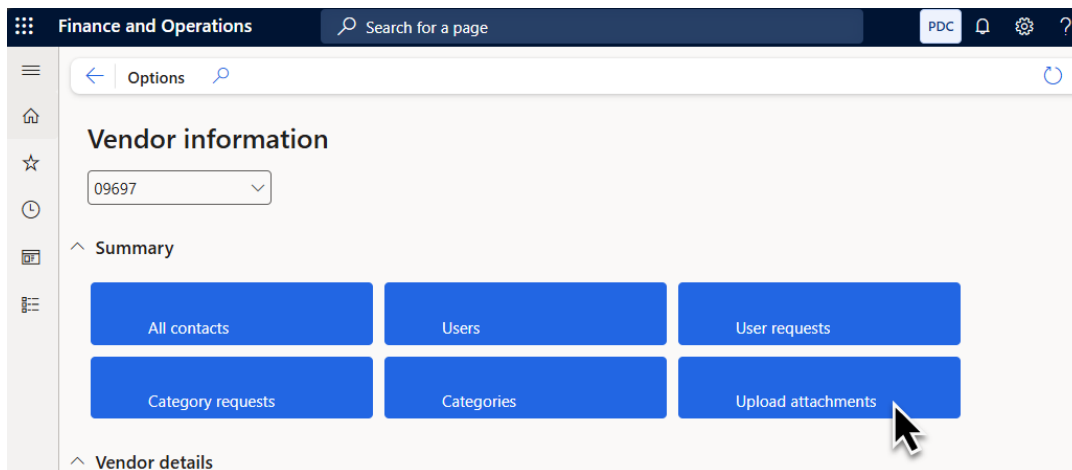
Njia ya Menyu: Mwanzo > Taarifa za muuzaji

Hatua ya 1. Ingia kwenye Tovuti ya Huduma za Wauzaji wa Prosper Portland (Angalia [Kuingia kwenye Huduma za Wauzaji za Prosper Portland](#) upate Msaada zaidi.)

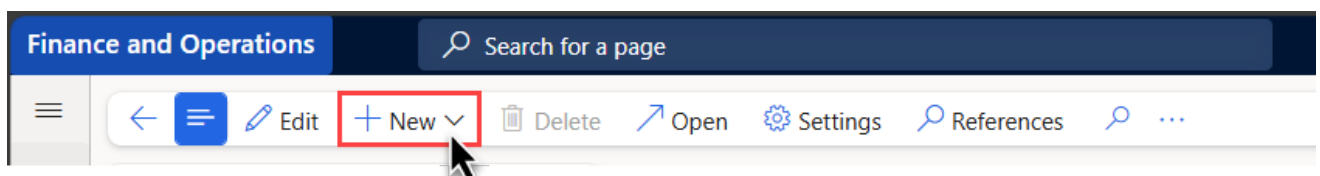
Hatua ya 2. Bofya kipengele cha Taarifa za muuzaji ("Vendor information")



Hatua ya 3. Chagua kipengele cha Pakia viambatisho ("Upload attachments")



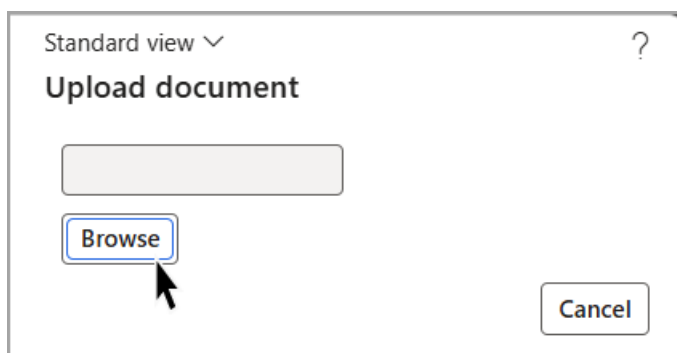
Hatua ya 4. Chagua kitufe cha Kipya (“New”)



Hatua ya 5. Chagua Hati

- a. Kwa kuchagua Hati utakayokuwa ukipakia hati zako za benki, W-9, usajili wa Jiji la Portland, na usajili wa Katibu wa Jimbo la Oregon. Rudia mchakato huu kwa kila hati inayopakikiwa.

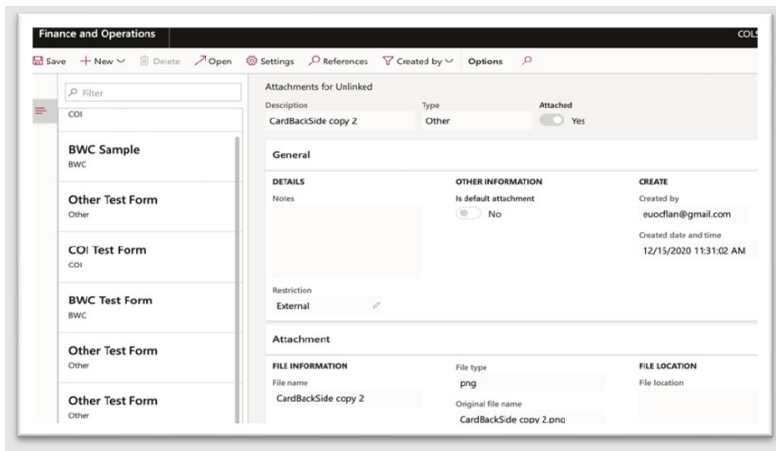
Hatua ya 6. Bofya kituo cha Vinjari (Browse)



Hatua ya 7. Chagua hatua inayotakiwa ili

kupakia Hatua ya 8 Maelezo ya Hati

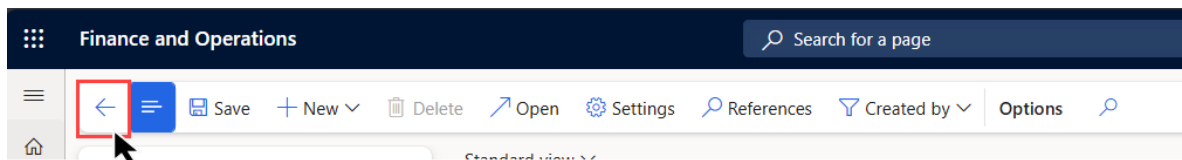
yataonekana kwenye skrini



Hatua ya 9. Utaona kiambatisho kilichoorodheshwa kwenye skrini.

Rudia Hatua 3 – 9 kwa kila kiambatisho kingine cha ziada.

Hatua ya 10. Ukimaliza, chagua kitufe cha kurudi nyuma) ili kufunga dirisha



Sasisha Wasifu wako wa Muuzaji

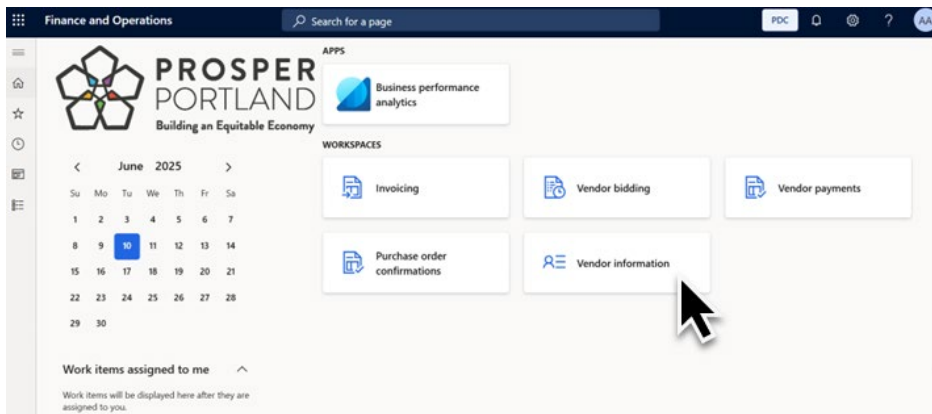
Sasisha Anwani

Wauzaji wanaweza kusasisha anwani yao kwa kutumia hatua zilizoandikwa hapo chini katika Tovuti ya Wauzaji wa

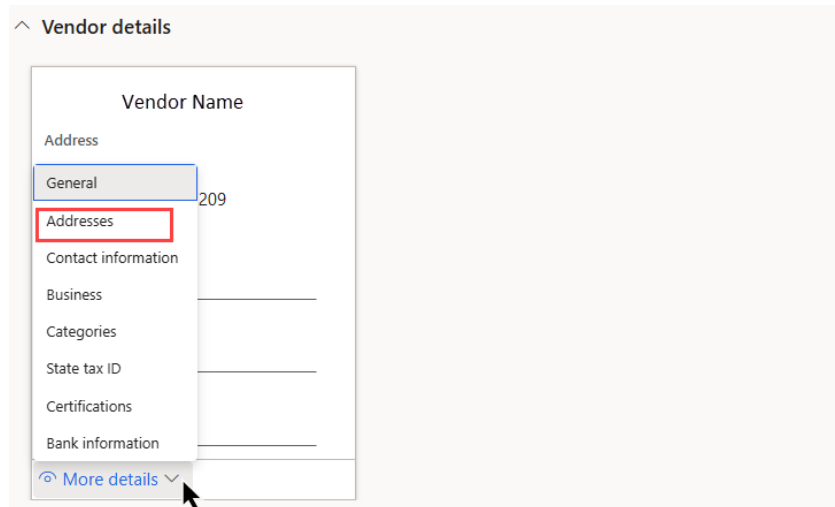
Tovuti ya Wauzaji (Vendor Portal) ya D365.

Njia ya Menu: Mwanzo > Taarifa za muuzaji

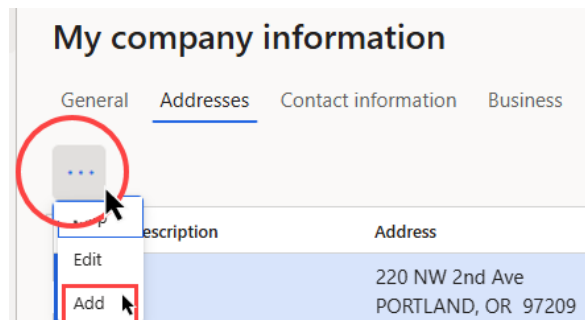
Hatua ya 1. Chagua kipengele cha Taarifa za muuzaji (Vendor information)) kutoka ukurasa wa mwanzo



Hatua ya 2. Chagua Maelezo Zaidi > Anwani (More Details > Addresses) kutoka menyu inayoshuka



Hatua ya 3. Bofya alama ya nukta tatu upande wa kushoto ili kuchagua Ongeza (Add) kutoka menyu kunjuzi



Hatua ya 4. Chagua Madhumuni (Purpose) ya anwani

Hatua ya 5. Weka Anwani ya biashara yako kwa kutumia sehemu za Nchi (Country), Mtaa (Street), Msimbo wa Posta (Zip Code), City (Jiji) na State (Jimbo).

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

Hatua ya 6. Bofya kitufe cha Sawa (OK)

a. Anwani mpya itaonekana katika sehemu ya Anwani.

032222 : SAMPLE VENDOR

My company information

General **Addresses** Contact information Business Categories State Tax Id Certifications

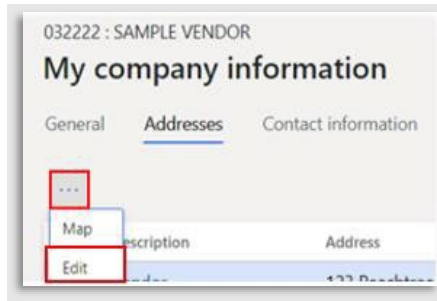
...

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

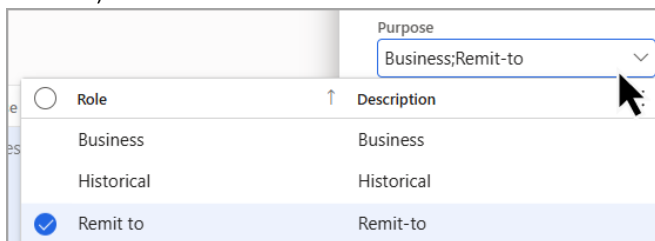
Kusasisha taarifa za Anwani ya Malipo ya Muuzaji, fuata hatua zilizo hapo

chini: Hatua ya 1. Chagua Anwani (Addresses)

Hatua ya 2. Bofya alama ya nukta tatu upande wa kushoto ili kuchagua Hariri (Edit) kwenye menyu kunjuzi

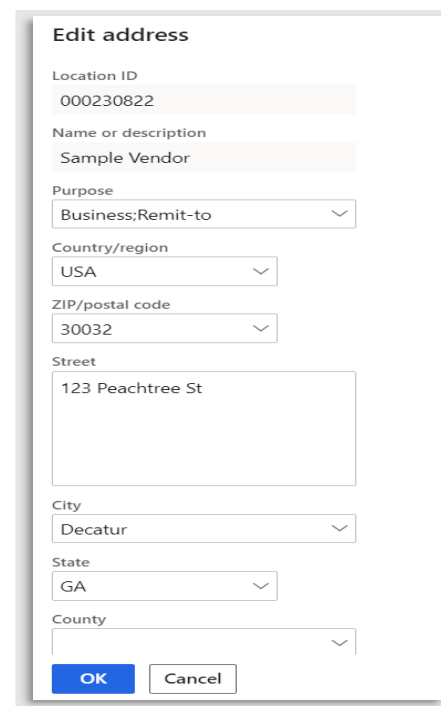


Hatua ya 3. Kutoka orodha ya menyu inayoshuka chini ya Madhumuni (Purpose), chagua Tuma Malipo kwa (Remit to)



a. Sasisha Taarifa za Mawasiliano ya Kampuni kama inavyohitajiwa:

- a. Nchi/mkoa
- b. Posta/Msimbo wa posta
- c. Mtaa
- d. Jiji
- e. Jimbo
- f. Acha sehemu ya Nchi ikiwa



Tupu

Hatua ya 4. Bofya Sawa (OK)

Sasisha Contact Information (Taarifa za Mawasiliano) na Banking Information (Taarifa za Benki)

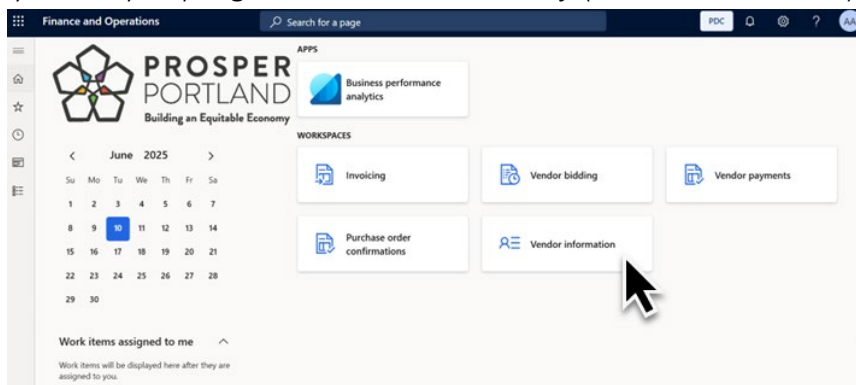
Wauzaji wanaweza kusasisha taarifa zao za mawasiliano katika Tovuti ya Wauzaji (Vendor Portal) kwa kutumia hatua zilizo hapo chini katika Tovuti ya Wauzaji (Vendor Portal) ya Prosper Portland D365.

Njia ya Menyu: Mwanzo > Taarifa za Muuzaji

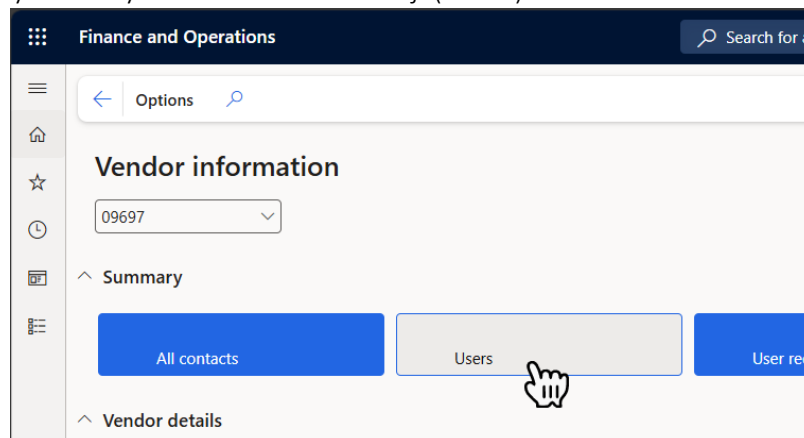
(Homepage (Mwanzo) > Vendor information)

Hatua ya 1. Fikia Tovuti ya Wauzaji (Vendor Portal)

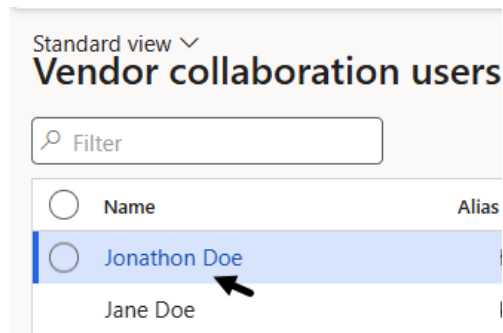
Hatua ya 2. Bofya kipengele cha Taarifa za muuzaji (Vendor information)



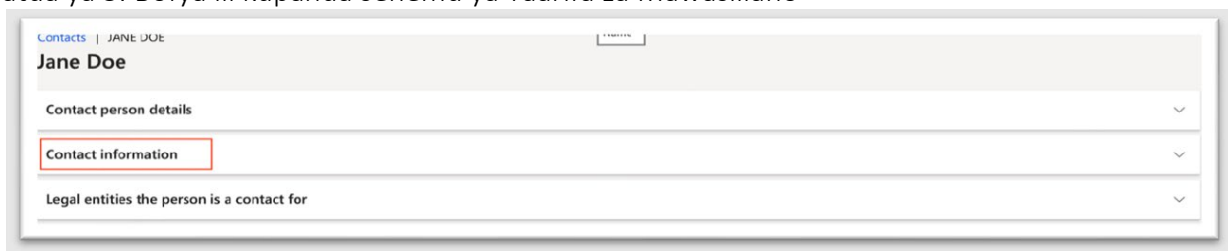
Hatua ya 3. Bofya kitufe cha Watumiaji (Users)



Hatua ya 4. Bofya kiungo cha bluu kwa wasifu unaotaka



Hatua ya 5. Bofya ili kupanua sehemu ya Taarifa za Mawasiliano

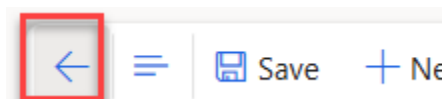


Hatua ya 6. Tafuta sehemu chini ya safu unayotaka ya kuhariri na ubofye katika kisanduku cha seli ili kuhariri taarifa zinazohitajika zilizo katika sehemu

Contact information					
+ Add Remove					
⌂	Description	Type	Contact number/address	Extension	Primary ↓
	Work Email	Email address	Update field here		☒
	Cell Phone	Phone	123456789		☐

- Ikiwa anwani nyingi zinatolewa, chagua kisanduku cha kuweka tiki cha Msingi (Primary) kwa anwani ya muuaji ambayo itaorodheshwa kama mwasiliani wa msingi.

Hatua ya 8. Bofya kitufe kurudi nyuma ili kuhifadhi taarifa na kufunga skrini ya taarifa za Wauzaji

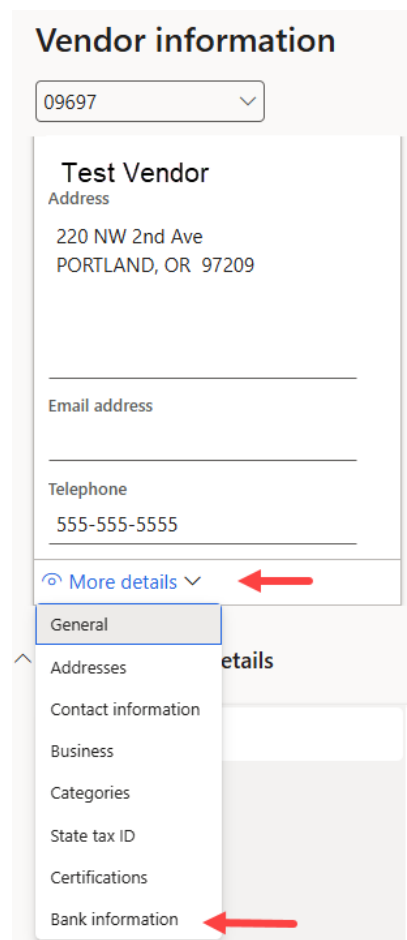
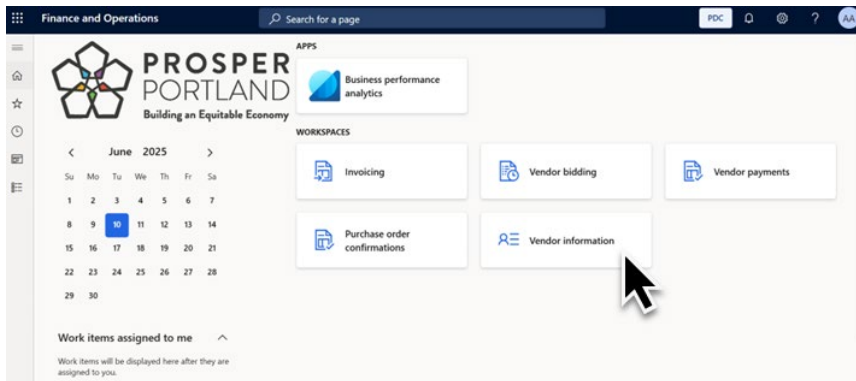


Wauzaji wanaweza kusasisha taarifa zao za mawasiliano katika Vendor Portal (Tovuti ya Wauzaji) kwa kutumia hatua zilizo hapo chini katika Tovuti ya Wauzaji (Vendor Portal) ya Prosper Portland D365.

Njia ya Menu: Mwanzo > Taarifa za muuzaji (Homepage > Vendor information)

Hatua ya 1. Fikia Tovuti ya Wauzaji (Vendor Portal)

Hatua ya 2. Bofya kipengele cha Taarifa za muuzaji (Vendor information)



Hatua ya 1.

Bonyeza menyu kunjuzi ya Maelezo zaidi ("More details") na uchague Maelezo ya benki ("Bank

information”)

Hatua ya 2. Bofya kitufe cha Ongeza (“Add”)

kwenye ukurasa wa Taarifa ya Kampuni

(Company Information)

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

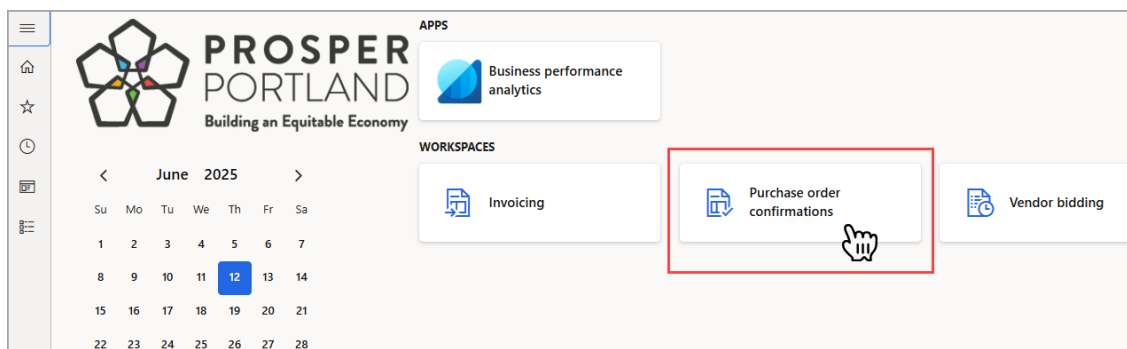
Hatua ya 3. Weka taarifa yako ya benki kwa malipo ya ACH

Wauzaji Waliopo: Tazama na chapisha Maagizo ya Ununuzi

Wauzaji wanaweza kutazama maagizo ya ununuzi yaliyothibitishwa, viambatanisho, na kuchapisha uthibitisho wa PO kwa kufuata hatua zinazofuata hapo chini katika Tovuti ya Wauzaji (Vendor Portal) Prosper Portland D365.

Wauzaji watapokea arifa ya barua pepe wakati agizo la ununuzi litakapokuwa limetumwa. Barua pepe hii itatumwa kwenye Anwani ya barua pepe inayohusiana na akaunti ya muuzaji. Tazama sehemu ya [Sasisha Taarifa za Mawasiliano](#) ili kubadilisha barua pepe inayohusiana na rekodi yako ya muuzaji.

Ufikiaji Kupitia Njia ya Menyu: Mwanzo > Uthibitisho wa agizo la ununuzi Hatua ya 1. Bofya kipengele cha uthibitisho wa agizo la ununuzi (purchase order confirmation)



Hatua ya 2. Jarida la Uthibitisho wa Agizo la Ununuzi litafunguka. Angazia Agizo la Ununuzi unalotaka na uchague Hakiki/Chapisha (Preview/ Print). Chagua Hakiki ya Awali.

Finance and Operations									
Options									
Standard view									
Purchase order confirmations									
Overview Lines									
Preview/Print Purchase order request									
	Invoice account	Purchase order	Purchase journal	Accounting date	Date	Buyer group	Cur...	Amount	Order send status
☒	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	

Hatua ya 3. Uthibitisho wa PO utaonyeshwa

Hatua ya 4. Chagua orodha ya menyu

inayoshuka ya Pakua

Hatua ya 5. Chagua aina ya faili unayotaka kwenye menyu kunjuzi ili kupakua uthibitisho Agizo la Ununuzi (PO). Baada ya kupakuliwa kwenye kompyuta yako, unaweza kuchapisha uthibitisho wa Agizo la Ununuzi (PO).

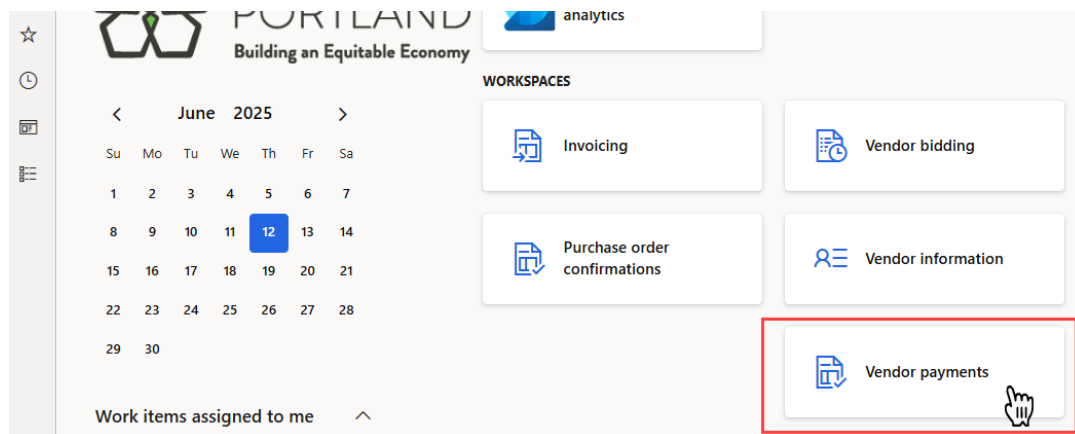
Wauzaji Waliopo: Tazama Hali ya Malipo na Taarifa ya Malipo

Wauzaji wanaweza kutazama hali ya malipo yote ambayo wamefanya pamoja na maelezo kama vile nambari ya hundi, mpokeaji, na tarehe ya kila malipo yaliyofanywa na maelezo ya Agizo la Ununuzi malipo yaliyofanyiwa kwa hatua zilizo hapa chini katika Tovuti ya Wauzaji (Vendor Portal) wa Prosper Portland D365.

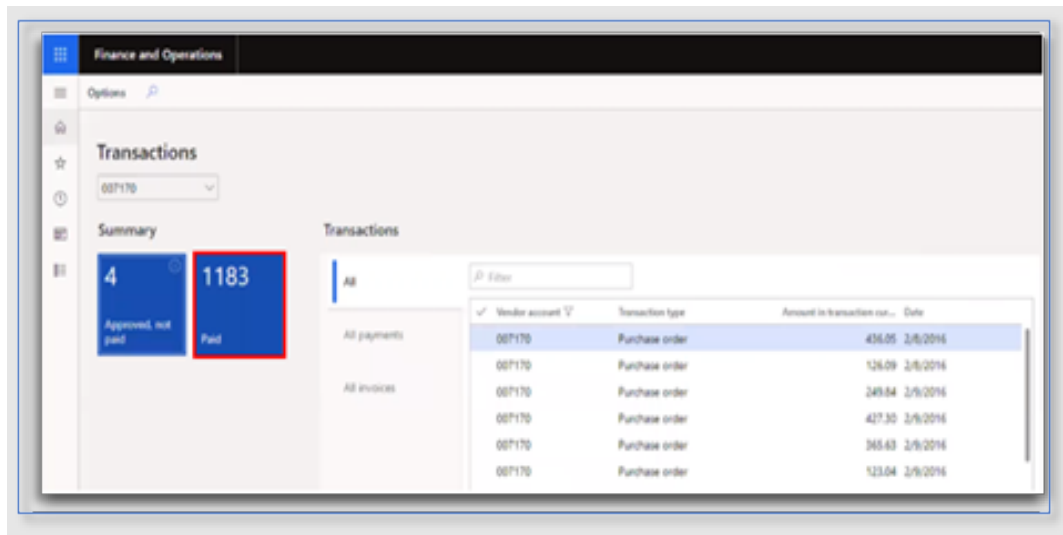
Ufikiaji Kupitia Njia ya Menyu: Mwanzo > Malipo ya

Muuzaji (Home page > Vendor payments) Hatua ya 1.

Bofya Malipo ya Muuzaji (Vendor Payments) kwenye ukurasa wa mwanzo.



Hatua ya 2. Bofya kipengele cha Yamelipwa (Paid)



Hatua ya 3. Ukurasa wa Ankara/Hundi (Invoices/Checks) unaonekana. Taarifa zifuatazo zitaorodheshwa kwa muuzaji:

- Akaunti ya Benki
- Tarehe
- Nambari ya hundi
- Hali
- Mpokeaji
- Sarafu
- Kiasi

DATE RANGE							
Filter							
From date To date							
12/1/2015 11/25/2020							
Overview General Remittance							
Bank account T	Date T	Check number	Status	Recipient T	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	6/9/2020	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	YESENIA AGUILAR	2248 FERRIS RD	✓
CHASEWARR	10/5/2020	21439459	Paid	028301	Susan Wollenhaupt	888 Thurber Drive West Apt F	✓

Hatua ya 4. Kutoka kwenye jedwali, chagua laini inayotakwa ya malipo

DATE RANGE							
Filter							
From date To date							
12/1/2015 11/25/2020							
Overview General Remittance							
Bank account T	Date T	Check number	Status	Recipient T	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	6/9/2020	1	Paid	000014	Nomar Enterprises LLC	DBA Rugged Depot	✓
CHASEWARR	10/5/2020	21439461	Paid	022323	ROBERT YORK	8150 CREEKSTONE LN	✓

Hatua ya 5. Bofya kichupo cha Jumla (General) ili kutazama maelezo ya malipo kwa msitari uliochaguliwa

- a. Akaunti ya Benki
- b. Nambari ya hundi
- c. Sarafu
- d. Kiasi
- e. Aina ya mpokeaji
- f. Mpokeaji
- g. Jina la mpokeaji
- h. Akaunti za kampuni
- i. Vocha
- j. Msimbo wa sababu
- k. Maoni ya sababu

Checks

DATE RANGE
From date
To date

Filter
12/1/2015
11/25/2020

Overview
General
Remittance

Bank account
CHASEWARR
Check number
21439461
Currency
USD
Amount
240.00

Recipient type
Vendor
Recipient
022323
Recipient name
ROBERT YORK
Company accounts
cols

Voucher
APPY140849...
Bridging posting
Yes
Cleared date
Reason code

Reason comment
STATUS
Paid
Date
10/5/2020
Voucher
APPY140849...

Created date and time
11/19/2020 02:34:47 PM
Created by
DeepakVOA
Modified date and time
11/19/2020 02:34:47 PM
Modified by
DeepakVOA

Hatua ya 6. Bofya Kichupo cha Malipo (Remittance)

Hatua ya 7. Tazama Eneo na Anwani ya Malipo ya Muuzaji kwa msitari wa malipo uliochaguliwa

The screenshot shows a software window with three tabs: 'Overview', 'General', and 'Remittance'. The 'Remittance' tab is selected and highlighted with a red box. Below the tabs, the word 'REMITTANCE' is displayed in bold. Underneath, there are two sections: 'Remittance location' with the value 'ROBERT YORK' and 'Address' with the value '8150 CREEKSTONE LN, Blacklick, OH 43004, USA'. Both sections are enclosed in a red rectangular border.

Hatua ya 8. Bofya X ili kuondoka kwenye ukurasa

The screenshot shows a software window titled 'Checks'. At the top, there are several buttons: 'Invoices', 'Delete checks', 'Print check copy', 'Create blank checks', and 'Options'. Below these buttons, there is a 'DATE RANGE' section with 'From date' set to '12/1/2015' and 'To date' set to '11/25/2020'. A red box highlights the 'X' button in the top right corner of the window, which is used to close the application.

Hatua ya 9. Bofya kwenye kipengele cha Imeidhinishwa (Approved), sio kwenye kipengele cha Imelipwa (Paid)

The screenshot shows a software window titled 'Transactions'. On the left, there is a 'Summary' section with two buttons: '4 Approved, not paid' and '1183 Paid'. The 'Approved, not paid' button is highlighted with a red box. To the right of the summary, there is a 'Transactions' table. The table has columns for 'Vendor account', 'Transaction type', 'Amount in transaction currency', and 'Date'. The table contains several rows of data, all of which are 'Purchase order' transactions.

Vendor account	Transaction type	Amount in transaction currency	Date
007170	Purchase order	436.05	2/6/2016
007170	Purchase order	126.09	2/6/2016
007170	Purchase order	249.54	2/6/2016
007170	Purchase order	427.30	2/6/2016
007170	Purchase order	365.63	2/6/2016
007170	Purchase order	123.04	2/6/2016

Hatua ya 10. Ukurasa wa miamala ya Imeidhinishwa lakini haijalipwa (Approved, not paid) utaonyeshwa. Taarifa zifuatazo zitaorodheshwa kwa muuzaji:

- Nambari ya Ankara
- Nambari ya agizo la ununuzi
- Tarehe ya ankara
- Tarehe ya mwisho ya ankara
- Hali ya ankara (iliyolipwa dhidi ya haijalipwa)
- Namba ya akaunti ya muuzaji

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

Kumbuka: Muuzaji anaweza kuona maelezo ya agizo la Ununuzi kwa kubofya kiungo cha PO katika msitari wa Malipo uliochaguliwa

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 coveralls			

Usaidizi wa Tovuti ya Wauzaji (Vendor Portal)

Una Maswali kuhusu Usajili?

Wauzaji wa Jijini Waliopo

Je, umefanya biashara awali na Prosper Portland kwa kutumia Tovuti ya awali wa Huduma za Wauzaji? Ikiwa ndiyo, tunaomba kwamba wauzaji wote wasajili upya kwa kutukia Anwani yako ya msingi ya kazi. Hatuhitaji tena matumizi ya mtoa huduma mwingine wa barua pepe kama Google au Yahoo. Chagua Jisajili (Sign Up) juu ya ukurasa ili kuanza.

Je, Wewe ni Mpya kwa Kufanya Biashara Pamoja na Prosper Portland?

Kusajili ni haraka na rahisi. Utahitaji Anwani yako ya msingi ya barua pepe ya kazi, Nambari ya Kitambulisho cha Kodi cha Kitaifa/EIN na nakala ya W9 yako. Chagua Jisajili (Sign Up) juu ya ukurasa ili kuanza.

Bado unahitaji msaada? Wasiliana nasi kwa barua pepe au simu:

Barua pepe: VendorServices@prosperportland.us

Simu: 503-823-3276