

# Supplier Payment Portal Quick Guide

## 1. To create an account go: <https://esuites.bgky.org/eSuite.Supplier>

Select “Click here to create a new account”

*(Your company may have as many accounts as you wish, the City imposes no limit)*

### Required Fields:

**Vendor Name** – begin typing your company or individual name and select the appropriate name from the drop down list

- The name you should enter is the name City payments are made to
- If you are listed as an individual, type your last name – your first name may not appear

**Check Number** – enter a recent check number & amount from the City of Bowling Green

**Tax ID** – enter your Tax ID number (either SSN or Employer ID number)

Click ‘Create Account’ when finished

If you are not able to validate your information, contact us at [accounting@bgky.org](mailto:accounting@bgky.org) or (270)393-3000; the information in our files may need to be updated.

## 2. Update Supplier Account Profile

Enter requested information:

**Desired User Name** – may be anything you desire

**Password** – 7 to 24 characters long, using a-z and special characters

**Email address**

**Checkbox for receiving alerts** – The City will send only business-related alerts

Click ‘Create Account’

## 3. Account has been created – login with info you provided on subsequent screen

Account has been created.

### Supplier Access

Please forward any issues or questions to [accounting@bgky.org](mailto:accounting@bgky.org)

Please login here

User Name

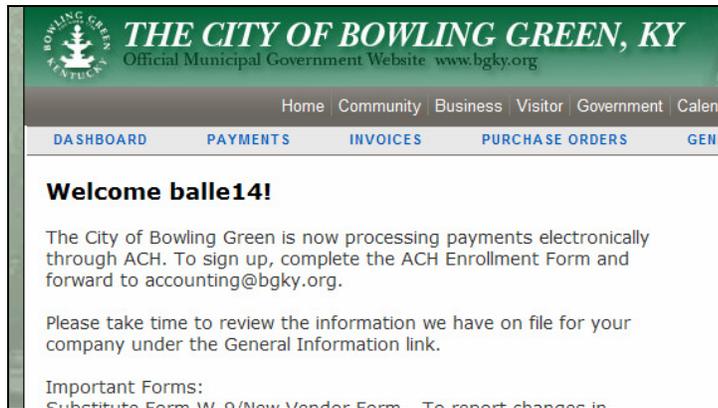
Password

New User? [Click here to create an account](#)

Forgot your password? [Click here to reset it](#)

#### 4. Supplier Website

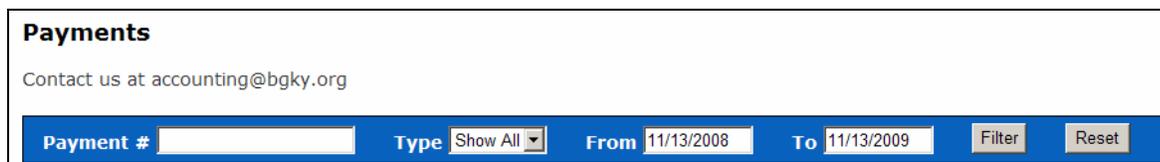
You will see screen similar to this:



#### 5. Accessing Information

Click '**Payments**' to see all check & eft payments since 7/1/07

-Payments for the last 12 months default, to change edit the filter and click '**Filter**'



-To see invoice breakdown of a payment, click the word '**Details...**'

-To see additional invoice detail, click the **underlined Invoice number**

\* You will see the remittance info, dates, and descriptions

Click '**Purchase Orders**' to see all purchasing information

-You will soon be able to print purchase orders directly from this website

Click '**General Information**' to see the company info the City has on file

-You will see the primary contact we have on file, Tax Id number, email, etc

-Click the available contacts shown underlined at the bottom of the screen; you will be able to see bank information here

-You will soon be able to submit contact changes/updates electronically through this website

If you have any questions or issues, please contact us at [accounting@bgky.org](mailto:accounting@bgky.org) or (270)393-3000