

iSupplier - Supplier Users
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iSupplier - Supplier Users

After you have completed the iSupplier - Supplier Users course, you will learn to:

- Register and Access the iSupplier Portal
- Make Changes to your Company Profile
- View your transaction with both Hillsborough County and the City of Tampa

NOTE: To complete this course, you should have the applicable log in responsibility that allows you to access the functionality listed above.

Navigation

Suppliers

After you have completed the Supplier section, you will be able to:

- Submit Prospective Supplier Requests and Log in
- Update Organization Details and Business Classifications for your company
- Make Changes to your Address Book
- Make Changes to your Contacts
- Make Changes to your NIGP Category Codes
- Inquire on your Orders
- Inquire on your Shipments
- Inquire on your Finances
- Respond to Registration Invitations (Existing Suppliers Only)

Prospective Supplier Requests

After you have completed the Prospective Supplier section, you will be able to:

- Submit your Registration through the Registration Process
- Receive Registration E-mail and Log In for the First Time

Registration Submission

Procedure

After completing this exercise, you will be able to submit your registration with the City of Tampa and Hillsborough County.

City of Tampa and Hillsborough County Common Prospective Supplier Registration

* Indicates required field TIP Please Only Click the "Continue" Button Once

Submitting this registration will enroll you with both the City of Tampa and Hillsborough County.
Please have your Address and Products & Services (that you provide) ready to submit this registration.

Company Details

* Company Name/Supplier Name
(Maximum 40 characters. If exceeds continue on Line 1 of the Address Book.)

Tax Country
Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

EIN/FEIN
Format: XXX-XXXXXX

SSN Number (if no EIN/FEIN provided)
Format: XXX-XX-XXXX

Either a EIN/FEIN Number or SSN Number is required to be able to complete the registration request.

Contact Information

Please enter a valid email address. The email address entered here will be your username to access your information. Please ensure that City of Tampa/Hillsborough County emails are not marked as spam by your email provider.

* Email

* First Name

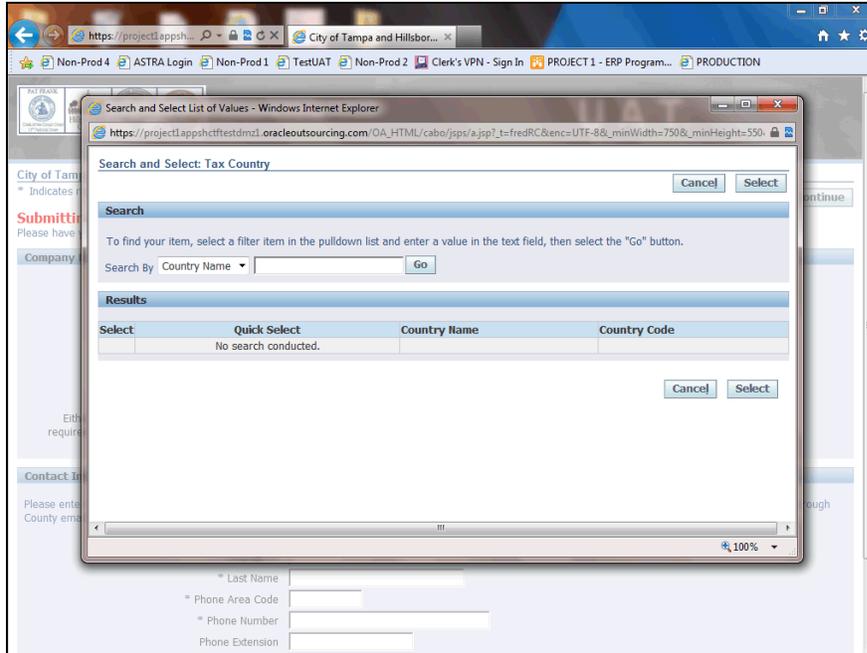
* Last Name

* Phone Area Code

* Phone Number

Phone Extension

| Step | Action |
|------|--|
| 1. | The <i>City of Tampa and Hillsborough County Common Prospective Supplier Registration</i> window now appears. Click in the Company Name/Supplier Name field. |
| 2. | Enter the desired information into the Company Name/Supplier Name field. In this example, enter " Training Company ". |
| 3. | Click in the Tax Country field.  |
| 4. | Click the Search for Tax Country magnifying glass button. This will open a new window.  |



| Step | Action |
|------|--|
| 5. | The <i>Search and Select: Tax Country</i> window now appears. Click in the Search By field.  |
| 6. | Enter the desired information into the Search By field. In this example, enter " United States ". |
| 7. | Click the Go button to start your search.  |
| 8. | Click the Quick Select button for your Country. In this example click the Quick Select button for "United States"  |

| Step | Action |
|------|---|
| 9. | You are now back in the <i>City of Tampa and Hillsborough County Common Prospective Supplier Registration</i> window. Click in the EIN/FEIN field. <input type="text"/> |
| 10. | If you do not have a EIN/FEIN Number, Please enter your SSN Number in the text field below. Enter the desired information into the EIN/FEIN field. In this example, enter " 12-0101011 ". |
| 11. | Now you are going to be entering contact information. This is just the basic contact information that will be captured during this part of the registration. Additional contacts and additional information for this contact can be added at a later time during the registration. All required information is denoted by an *. |
| 12. | Click in the Email field. <input type="text"/> |
| 13. | Enter the desired information into the Email field. In this example, enter " user1@trainingcompany.com ". |
| 14. | Click in the First Name field. <input type="text"/> |
| 15. | Enter the desired information into the First Name field. In this example, enter " John ". |

| Step | Action |
|------|--|
| 16. | Click in the Last Name field. <input type="text"/> |
| 17. | Enter the desired information into the Last Name field. In this example, enter " Doe ". |
| 18. | Click in the Phone Area Code field. <input type="text"/> |
| 19. | Enter the desired information into the Phone Area Code field. In this example, enter " 813 ". |
| 20. | Click in the Phone Number field. <input type="text"/> |
| 21. | Enter the desired information into the Phone Number field. In this example, enter " 092-1234 ". |
| 22. | Click in the Phone Extension field. (Optional) <input type="text"/> |
| 23. | Enter the desired information into the Phone Extension field. In this example, enter " 123 ". |
| 24. | Click the scrollbar to view your entire registration page if necessary |
| 25. | Click the Continue button. *Important* Only click the "Continue" button once. <input type="button" value="Continue"/> |

iSupplier Portal **UAT**
Close Preferences

Prospective Supplier Registration: Additional Details
Blank label for instruction text

Company Name **Training Company**
Tax Country **United States**
EIN/FEIN **12-0101011**
SSN Number
Note to Approver

Address Book
At least one entry is required.

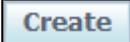
| Address Details | Purpose | Update | Delete |
|-------------------|---------|--------|--------|
| No results found. | | | |

Contact Directory
At least one entry is required.

| First Name | Last Name | Phone | Email | Requires User Account | Update | Delete |
|------------|-----------|------------------|---------------------------|-----------------------|---------------------------------------|---------------------------------------|
| John | Doe | 813-092-1234-123 | user1@trainingcompany.com | ✓ | <input type="button" value="Update"/> | <input type="button" value="Delete"/> |

Products and Services
At least one entry is required.

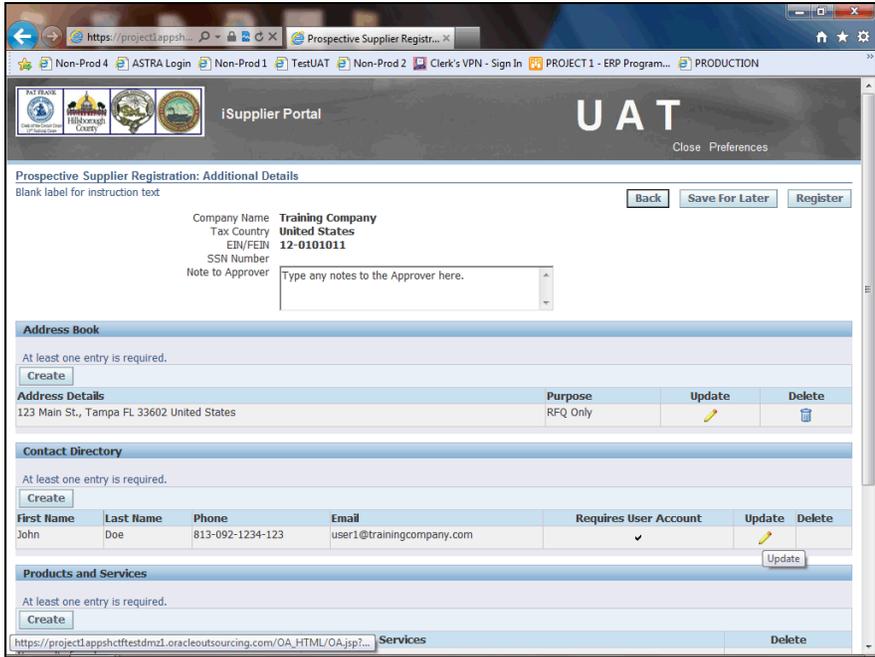
| Code | Products and Services | Delete |
|-------------------|-----------------------|--------|
| No results found. | | |

| Step | Action |
|------|---|
| 26. | The <i>Prospective Supplier Registration: Additional Details</i> window now appears. Click in the Note to Approver field. (Optional) |
| 27. | Enter the desired information into the Note to Approver field. In this example, enter " Type any notes to the Approver here. ". |
| 28. | Now you will create an Address for your profile. Click the Create button under Address Book.  |

| Step | Action |
|------|---|
| 29. | The <i>Create Address</i> window now appears. Click in the Address Name field. You will give your address a name such as Headquarters, Main Office, XXXX Division, etc.  |
| 30. | Enter the desired information into the Address Name field. In this example, enter " Headquarters ". |
| 31. | Click in the Address Line 1 field. |

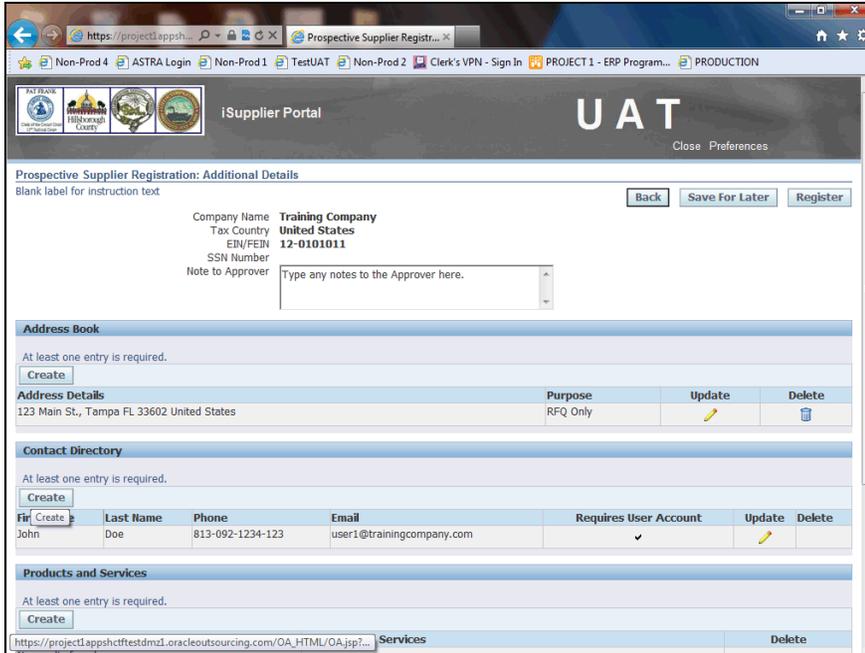
| Step | Action |
|------|---|
| 32. | Enter the desired information into the Address Line 1 field. In this example, enter " 123 Main St. ". |
| 33. | Click in the City/Town/Locality field. <input type="text"/> |
| 34. | Enter the desired information into the City/Town/Locality field. In this example, enter " Tampa ". |
| 35. | Click in the County field. (Optional) <input type="text"/> |
| 36. | Enter the desired information into the County field. In this example, enter " Hillsborough ". |
| 37. | Click in the State/Region field. <input type="text"/> |
| 38. | Enter the desired information into the State/Region field. In this example, enter " FL ". |
| 39. | Click in the Postal Code field. <input type="text"/> |
| 40. | Enter the desired information into the Postal Code field. In this example, enter " 33602 ". |
| 41. | The Phone Number, Fax Number and Email Address in this window are for your address. This is not the contact phone number. For example, this would be a reception desk phone & fax number or a general company email address. These fields are optional. |
| 42. | Click in the Phone Area Code field. (Optional) <input type="text"/> |
| 43. | Enter the desired information into the Phone Area Code field. In this example, enter " 813 ". |
| 44. | Click in the Phone Number field. (Optional) <input type="text"/> |
| 45. | Enter the desired information into the Phone Number field. In this example, enter " 908-1234 ". |
| 46. | Click in the Fax Area Code field. (Optional) <input type="text"/> |
| 47. | Enter the desired information into the Fax Area Code field. In this example, enter " 813 ". |
| 48. | Click in the Fax Number field. (Optional) <input type="text"/> |
| 49. | Enter the desired information into the Fax Number field. In this example, enter " 908-1235 ". |

| Step | Action |
|------|---|
| 50. | Click the Apply button.  |
| 51. | Follow the previous steps to create additional addresses for your company. If no more addresses are necessary, please continue. |



| Step | Action |
|------|---|
| 52. | You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window. Click the Update button for the existing contact under the "Contact Directory" portion of the window.  |

| Step | Action |
|------|--|
| 53. | <p>The <i>Update Contact</i> window now appears.</p> <p>In this window you can fill in any additional information for this contact. This is the same contact that was copied over from the first portion of the registration.</p> <p>Once all updates are made, click the Apply button.</p> <div data-bbox="440 1163 553 1205" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e0e0e0;">Apply</div> |



| Step | Action |
|------|--|
| 54. | <p>You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window.</p> <p>Next we will create another contact. If no additional contact is needed, please continue to the Add Products and Services portion of this document.</p> <p>Click the Create button under the "Contact Directory" portion of the window.</p> <p>Create</p> |

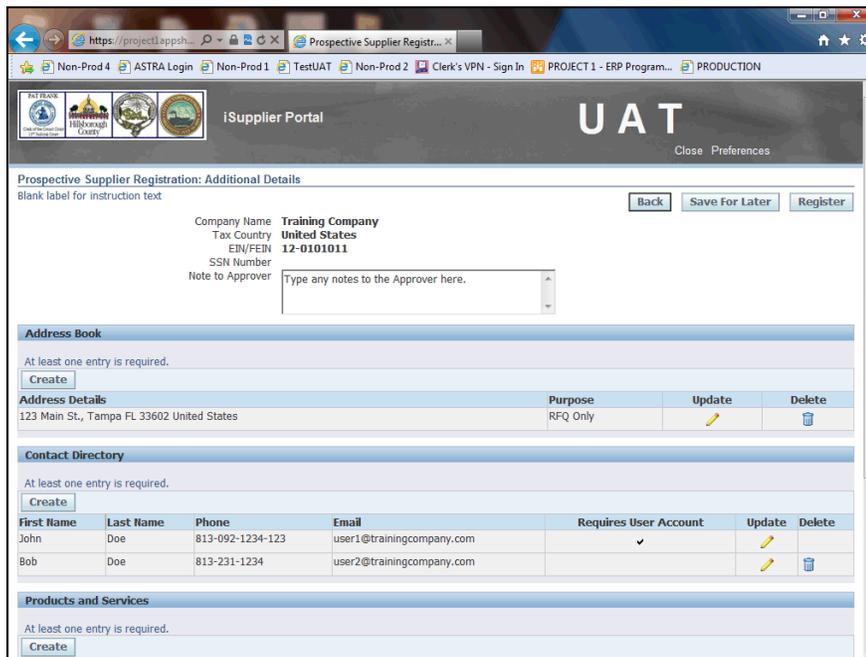
The screenshot shows a web browser window titled "Create Contact" within the "iSupplier Portal". The page has a header with "UAT" and "Close Preferences" links. Below the header, there's a "Create Contact" section with a note: "* Indicates required field". There are "Cancel" and "Apply" buttons. The form contains the following fields:

- Contact Title (dropdown menu)
- * First Name (text input)
- Middle Name (text input)
- * Last Name (text input)
- Alternate Name (text input)
- Job Title (text input)
- Department (text input)
- Contact Email (text input)
- URL (text input)
- * Phone Area Code (text input)
- * Phone Number (text input)
- Phone Extension (text input)
- Alternate Phone Area Code (text input)
- Alternate Phone Number (text input)
- Fax Area Code (text input)
- Fax Number (text input)

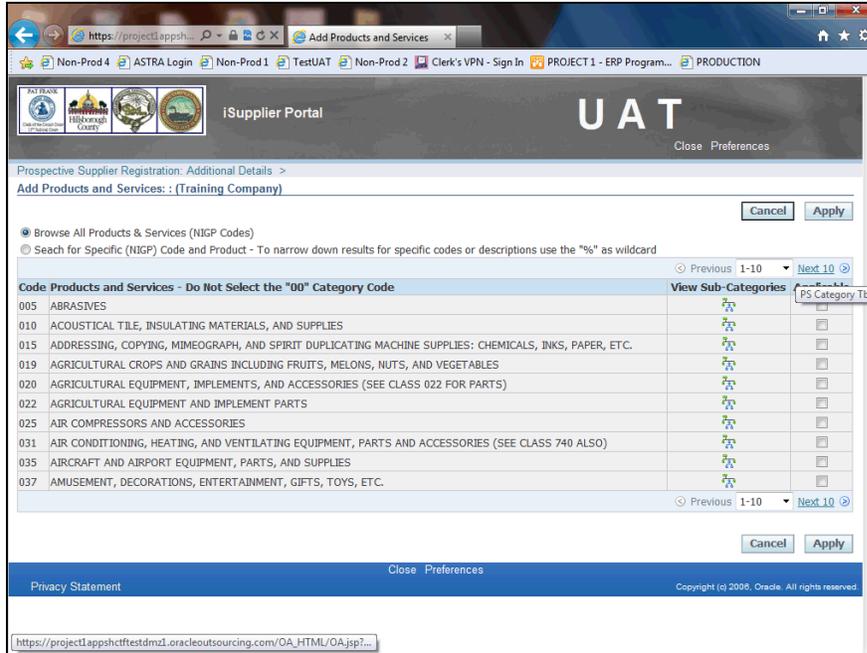
Below the form is a "Supplier User Account" section with a checkbox "Create User Account For The Contact" and "Cancel" and "Apply" buttons. At the bottom, there's a "Privacy Statement" link and "Close Preferences" link, along with a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

| Step | Action |
|------|---|
| 55. | The <i>Create Contact</i> window now appears. Any required information is denoted by a *. All other fields are optional. Click in the First Name field.  |
| 56. | Enter the desired information into the First Name field. In this example, enter " Bob ". |
| 57. | Click in the Last Name field.  |
| 58. | Enter the desired information into the Last Name field. In this example, enter " Doe ". |
| 59. | Click in the Contact Email field. (Optional)  |
| 60. | Enter the desired information into the Contact Email field. In this example, enter " user2@trainingcompany.com ". |
| 61. | Click in the Phone Area Code field.  |
| 62. | Enter the desired information into the Phone Area Code field. In this example, enter " 813 ". |
| 63. | Click in the Phone Number field.  |

| Step | Action |
|------|--|
| 64. | Enter the desired information into the Phone Number field. In this example, enter " 231-1234 ". |
| 65. | If this contact requires a User Account, click the "Create User Account For The Contact." In order for a User Account to be created a valid email address must be provided. Click the Apply button.  |

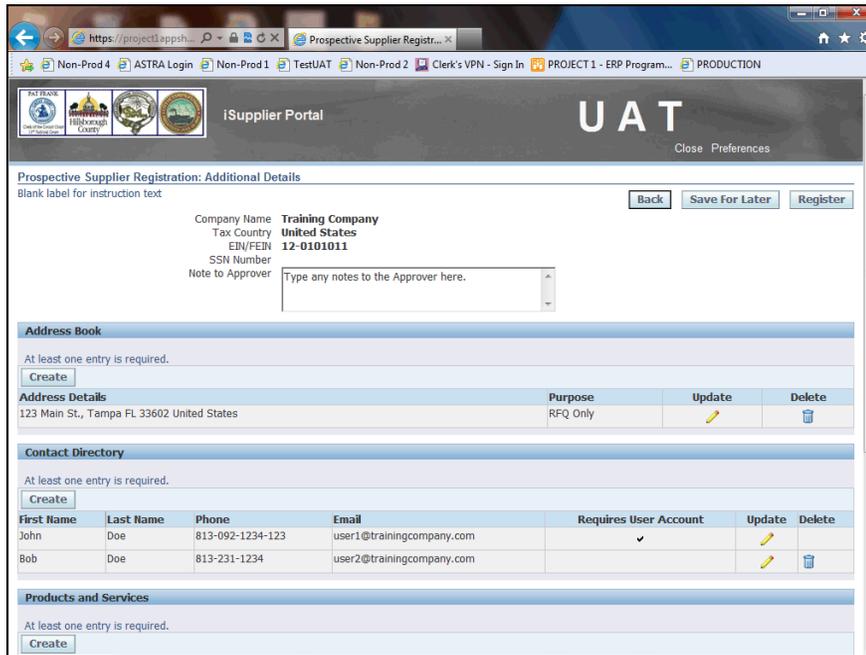


| Step | Action |
|------|---|
| 66. | You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window. Click the scrollbar to scroll down to the "Products and Services" portion of the window. |
| 67. | Click the Create button under the "Products and Services" portion of the window. This is a required step to register.  |



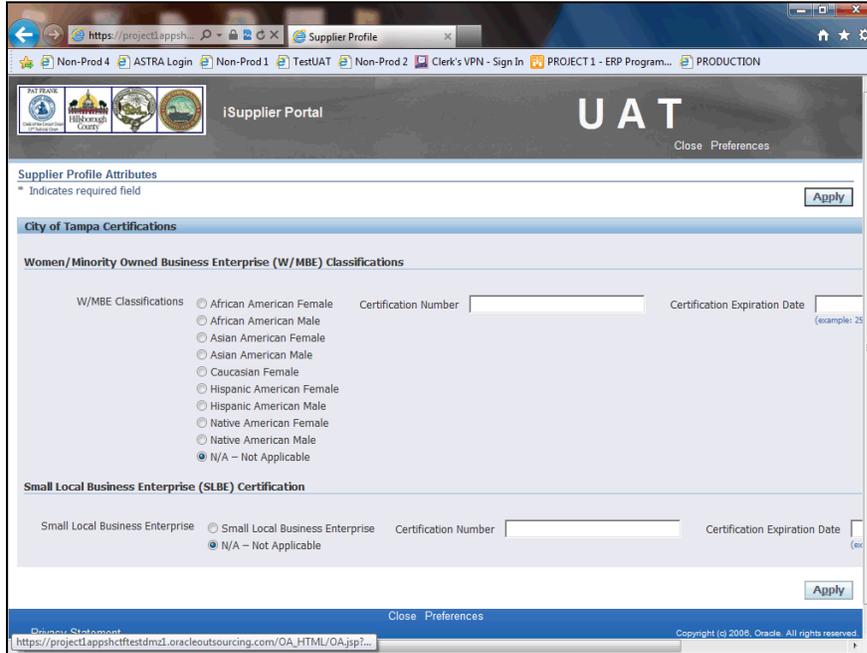
| Step | Action |
|------|---|
| 68. | <p>The <i>Add Products and Services: (Company Name)</i> window now appears.</p> <p>You will land in the "Browse" section for Products and Services.</p> <p>Use the Next 10 link to continue to look through the Products and Services.</p> <p>You can also use the search feature by clicking the "Search for Specific (NIGP) Code and Product" radio button.</p> <p>Click the Next 10 link to continue.</p> <p>Next 10</p> |
| 69. | <p>Click the View sub-categories button for the Product and Services that need to be added to your profile.</p> <p></p> |
| 70. | <p>Click the Applicable checkbox for all products and services for which your company provides.</p> <p>In this example, click the Applicable checkbox for Class 1 Trucks to continue.</p> <p></p> |
| 71. | <p>Click the Applicable checkbox for all products and services for which your company provides.</p> <p>In this example, click the Applicable checkbox for Class 2 Trucks to continue.</p> <p></p> |

| Step | Action |
|------|---|
| 72. | <p>Click the Applicable checkbox for all products and services for which your company provides.</p> <p>In this example, click the Applicable checkbox for Class 3 Trucks to continue.</p>  |
| 73. | <p>Once you have selected all of the Products and Services for this Category, click the Apply button.</p>  |

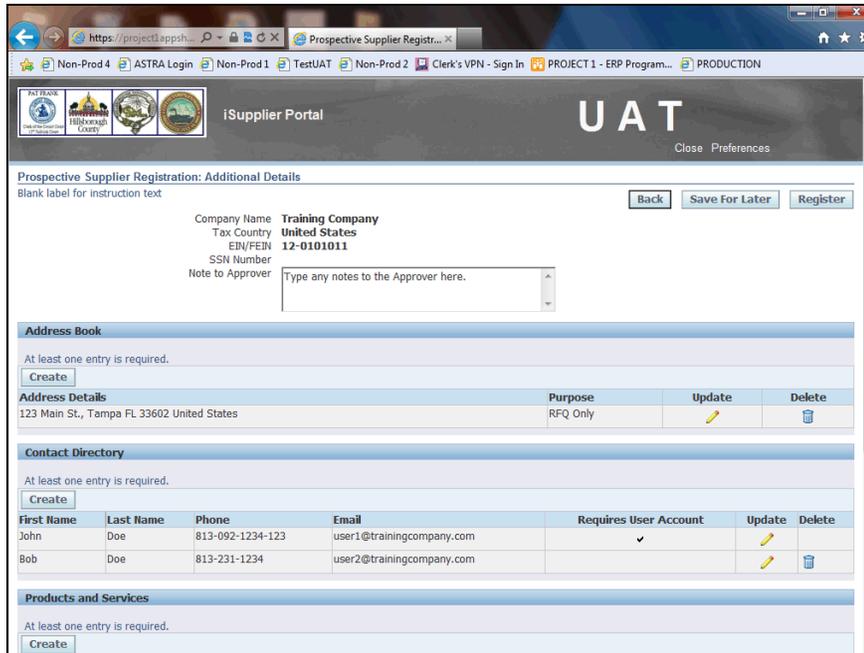


| Step | Action |
|------|---|
| 74. | <p>You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window.</p> <p>Click the scrollbar and scroll down to the Minority Certifications section of the window. The following steps are optional. If no Minority Certifications are necessary, continue to the submission portion of the recording.</p> |
| 75. | <p>To register for Minority Certification for Hillsborough County, please click the "Here" button for County Certifications. This will open a new browser where you can apply for Minority Certifications with Hillsborough County.</p> <p>To self-declare minority status with the City of Tampa, please continue to follow the training document.</p> |

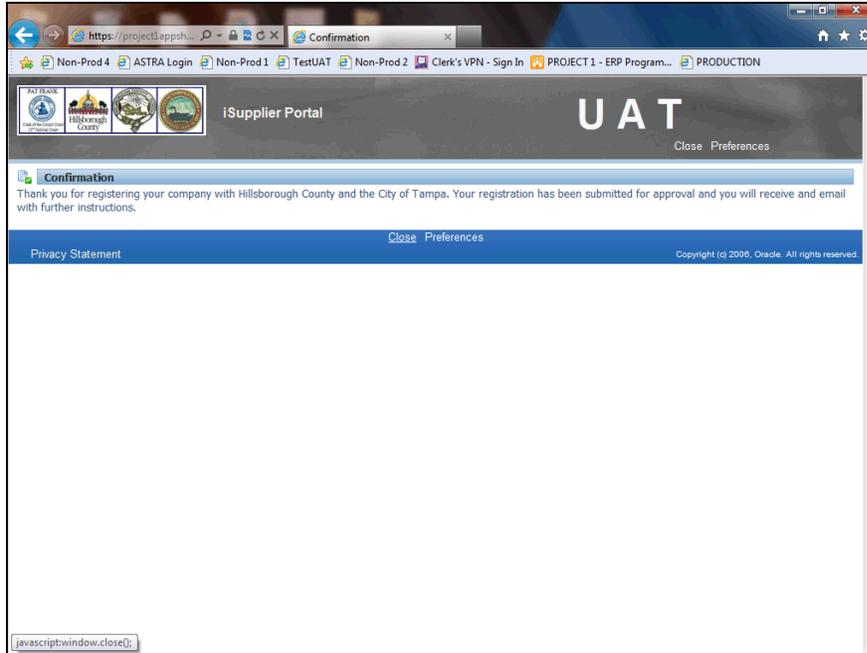
| Step | Action |
|------|--|
| 76. | Click the Update button (Pencil Icon) on the right side of the Page for City of Tampa Minority Certifications.  |



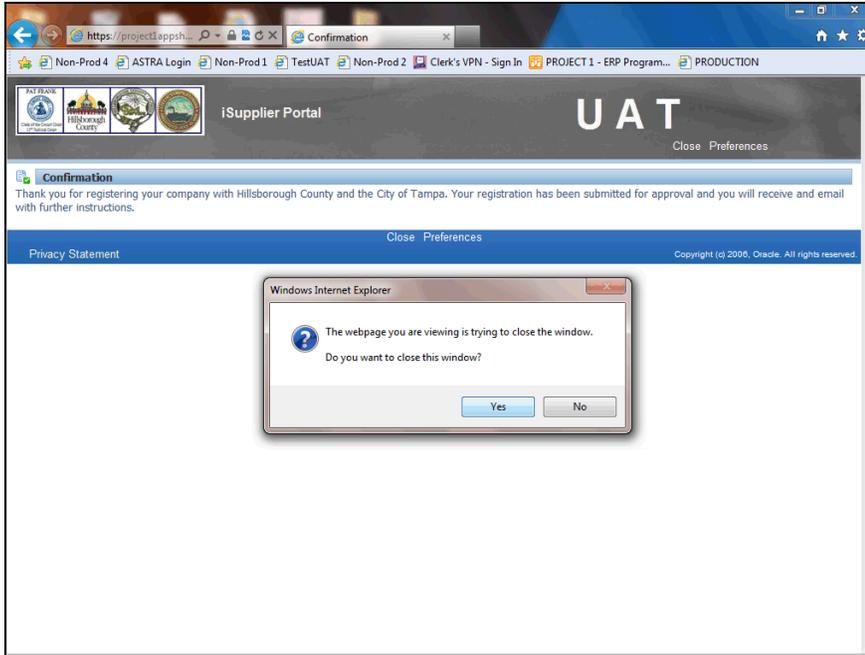
| Step | Action |
|------|--|
| 77. | The <i>City of Tampa Certifications</i> window now appears. Once you fill this page out with your self declaration information, click the Apply button.  |

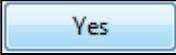


| Step | Action |
|------|---|
| 78. | <p>You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window.</p> <p>Click the scrollbar to review your profile before registering.</p> |
| 79. | <p>Once everything looks good, click the Register button.</p> <p></p> |



| Step | Action |
|------|--|
| 80. | <p>A Confirmation is given that your registration has been submitted for approval. An email will be sent to your email address once the registration has been approved by the City of Tampa and Hillsborough County.</p> <p>Click the Close link.</p>  |

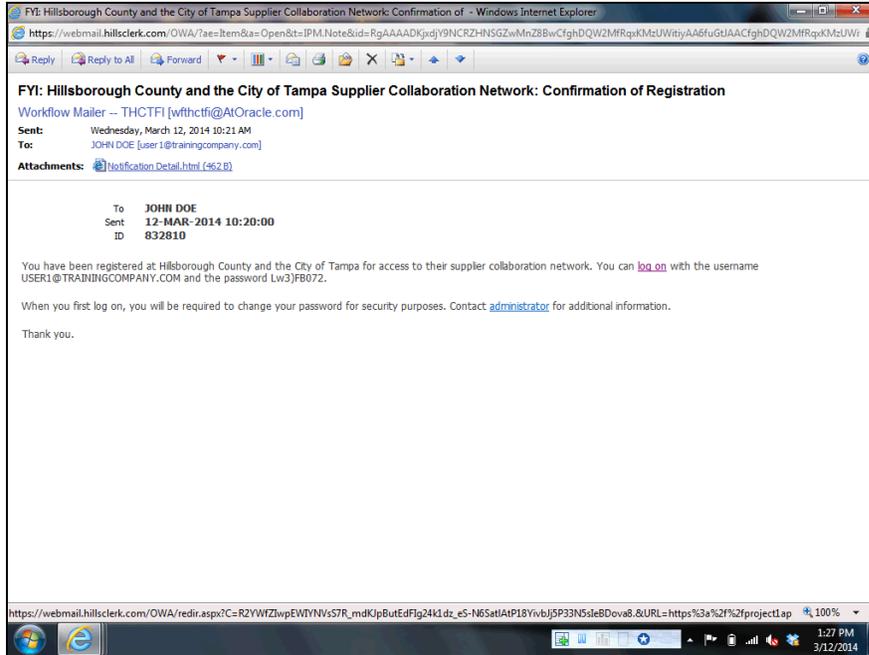


| Step | Action |
|------|---|
| 81. | Click the Yes button.  |
| | <i>or</i> Press [Alt+Y] . |
| 82. | You have now completed the Registration Submission exercise. You can now successfully submit your registration with the City of Tampa and Hillsborough County. End of Procedure. |

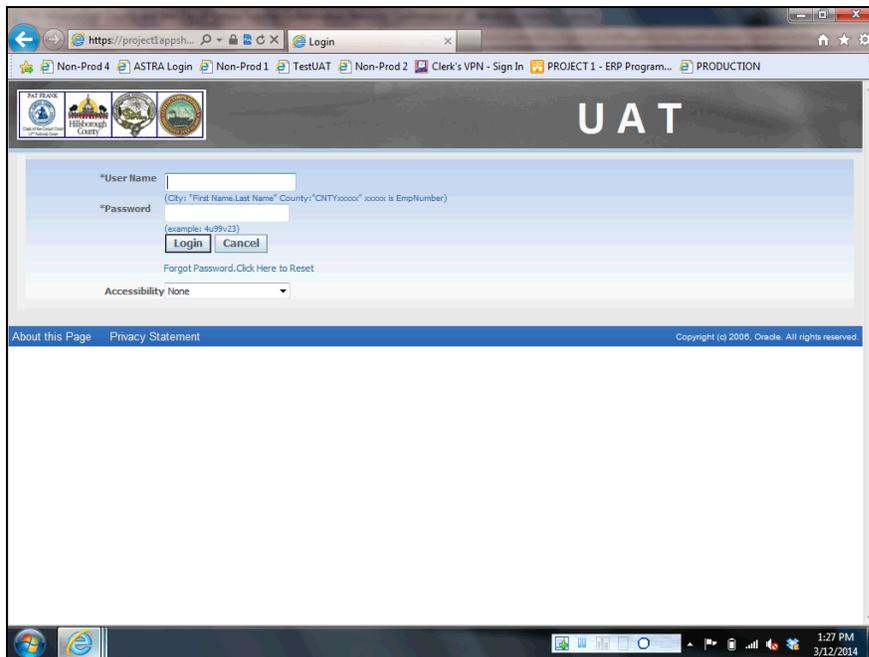
First Time Access

Procedure

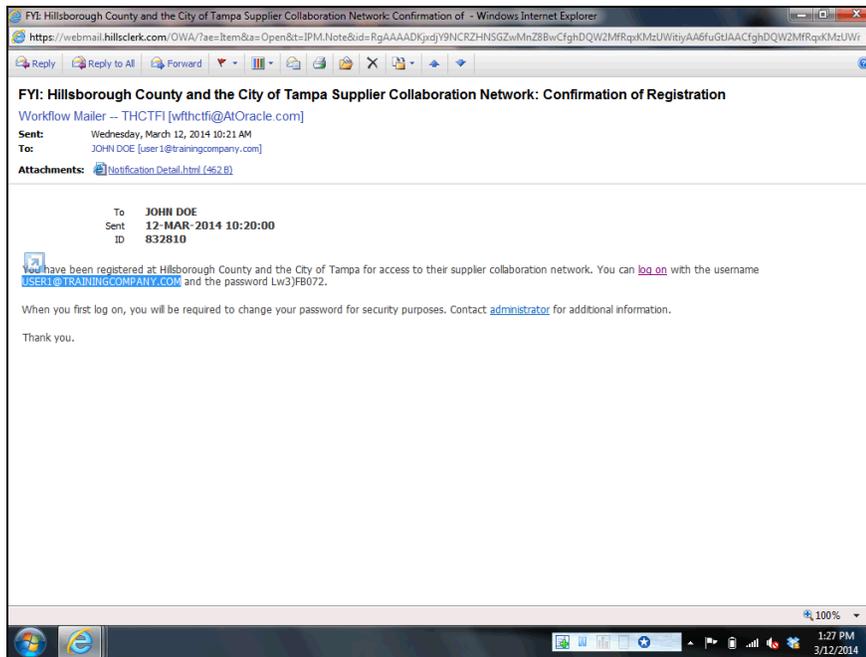
After completing this exercise, you will be able to log-in to iSupplier Portal and change your password.



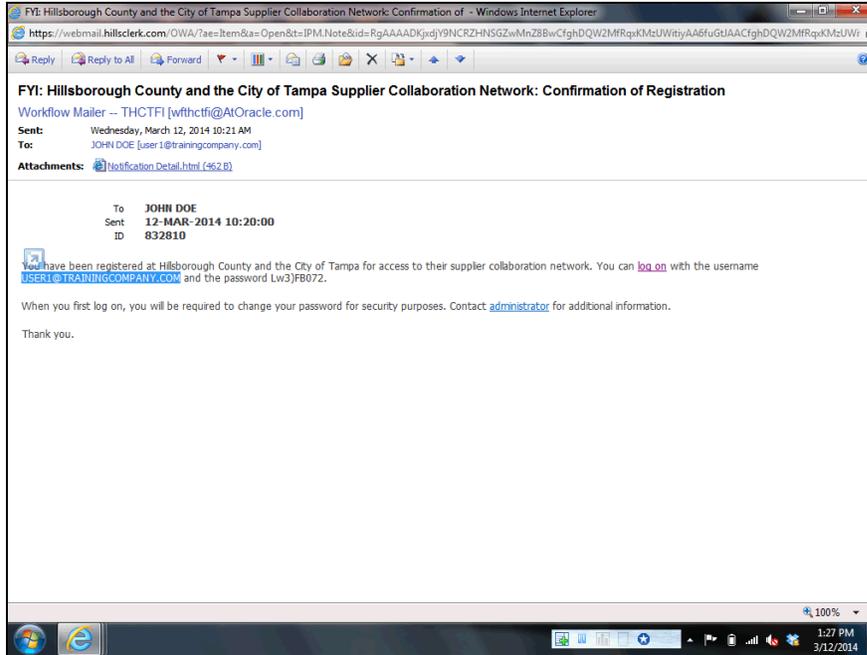
| Step | Action |
|------|---|
| 1. | <p>You will receive an email with a log-in link, your username and your temporary password.</p> <p>Click the log on link to launch the iSupplier Portal.</p> <p>log on</p> |



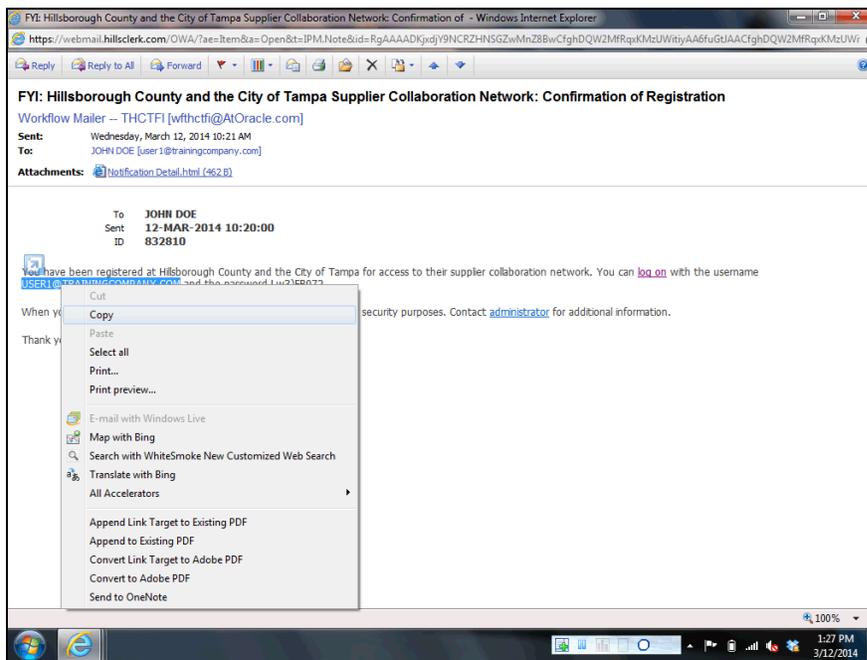
| Step | Action |
|------|--|
| 2. | <p>Once the application log-in page opens. You will need to go back to your email to retrieve your username.</p> <p>Open your Email by clicking back on your email application.</p>  |



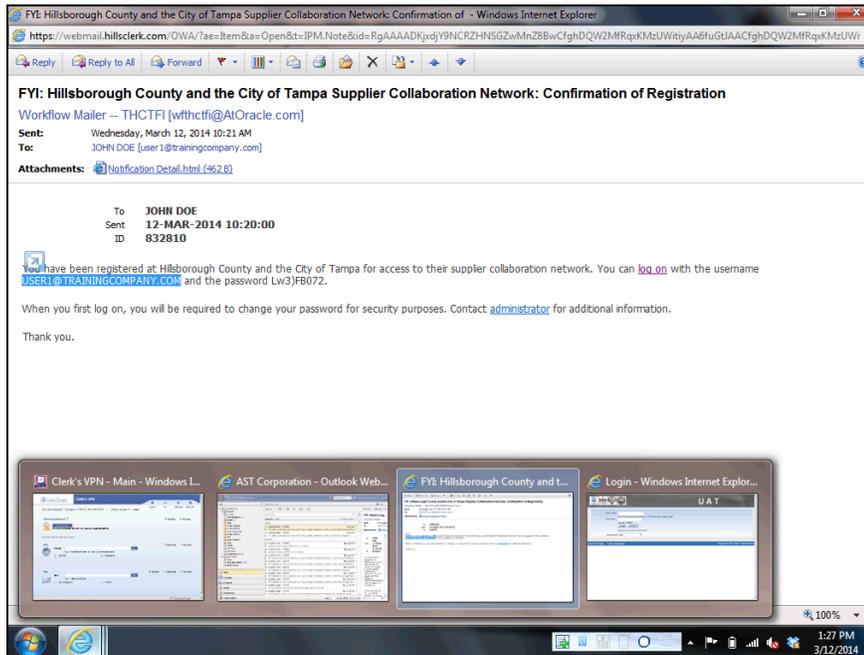
| Step | Action |
|------|---|
| 3. | When back in your email, highlight your username. |



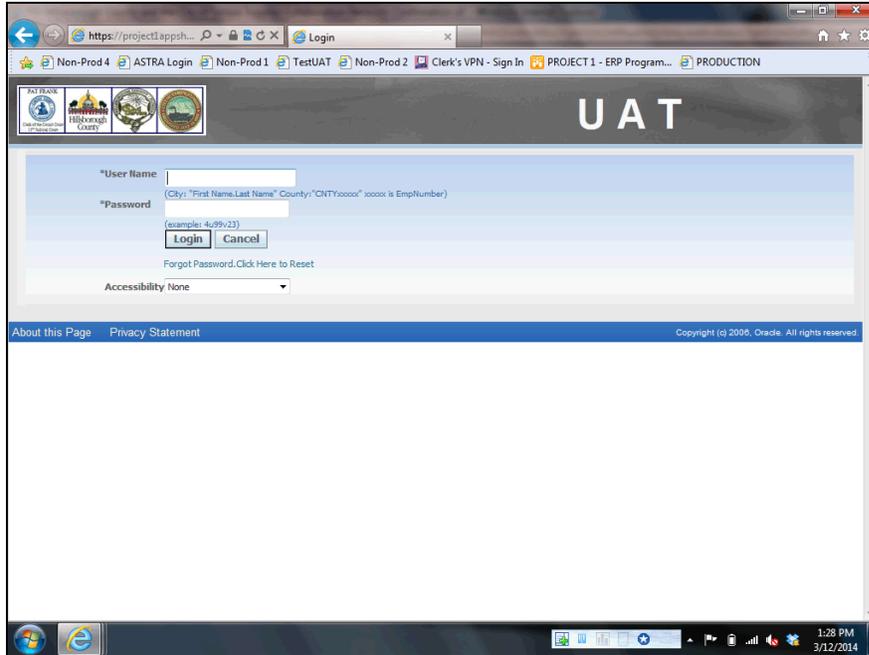
| Step | Action |
|------|---|
| 4. | Right-click on the highlighted Username. USER1@TRAININGCOMPANY.COM |



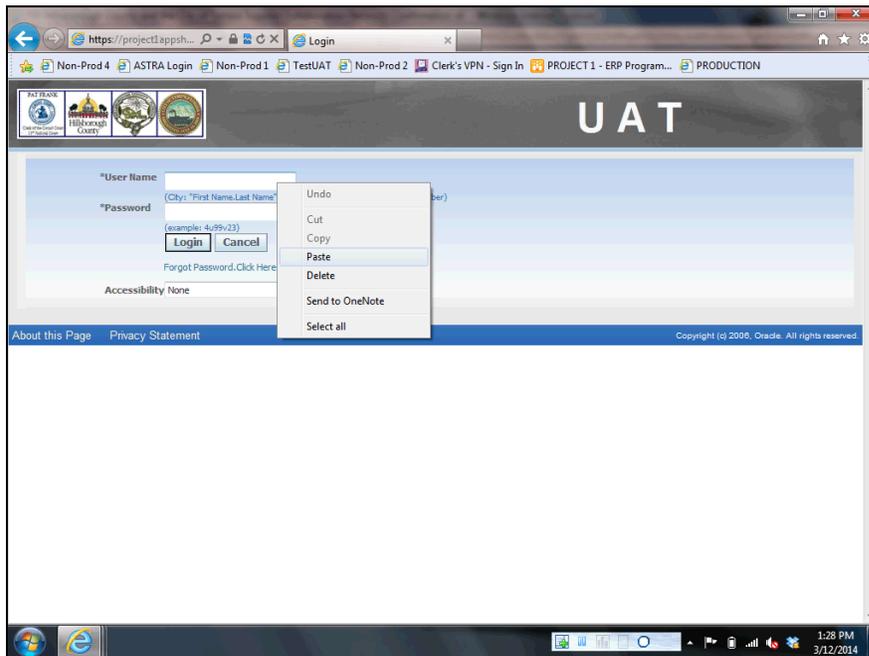
| Step | Action |
|------|--|
| 5. | <p>Click the Copy menu item.</p> <p>You can also use the [Ctrl+C] to copy the username.</p> |



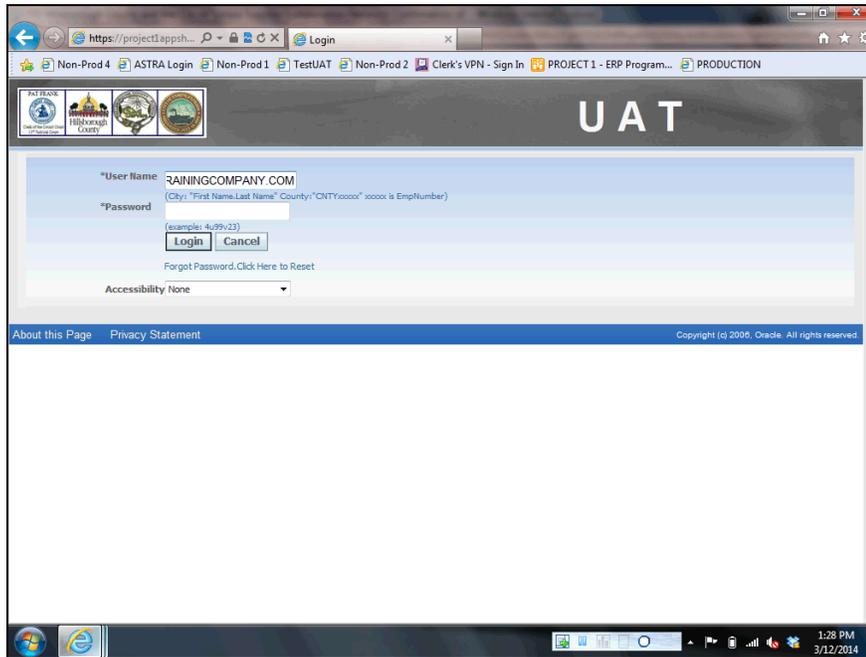
| Step | Action |
|------|--|
| 6. | <p>Open the Login by clicking back on your internet browser in which the application is open.</p>  |



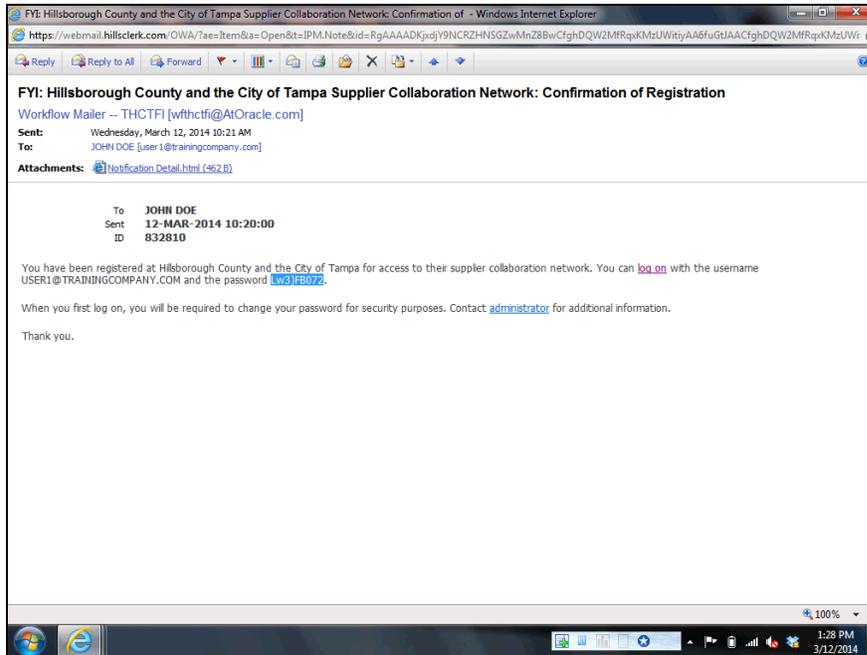
| Step | Action |
|------|---|
| 7. | When you are back in the application log-in screen, right-click in the User Name field.  |



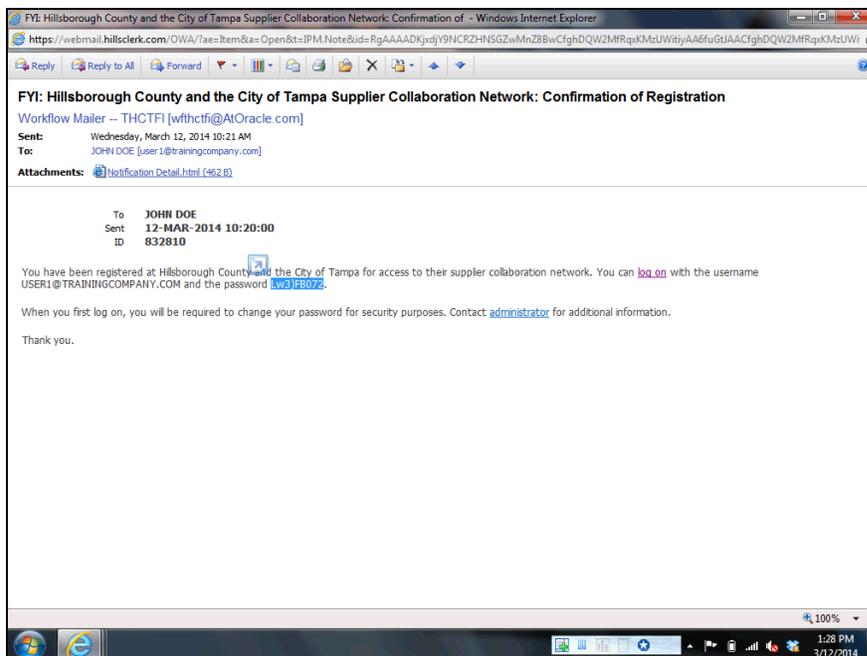
| Step | Action |
|------|--|
| 8. | <p>Click the Paste menu item.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> <div data-bbox="345 369 695 422" style="border: 1px solid black; padding: 2px; display: inline-block;"> Paste </div> |



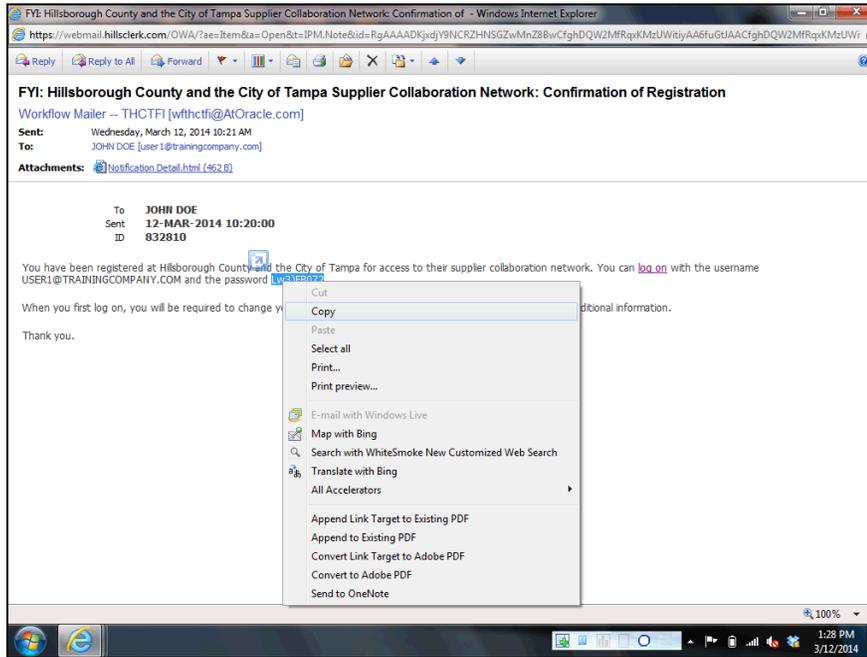
| Step | Action |
|------|--|
| 9. | <p>Open your Email again by clicking back on your email application.</p> <div data-bbox="345 1276 488 1360" style="border: 1px solid black; padding: 2px; display: inline-block;">  </div> |



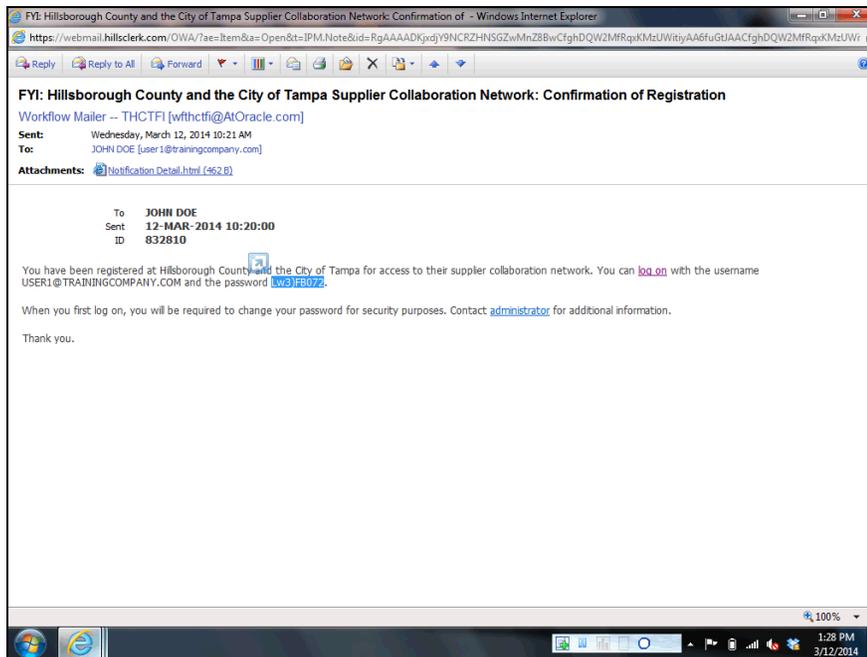
| Step | Action |
|------|---|
| 10. | When back in your email, highlight your temporary password. |



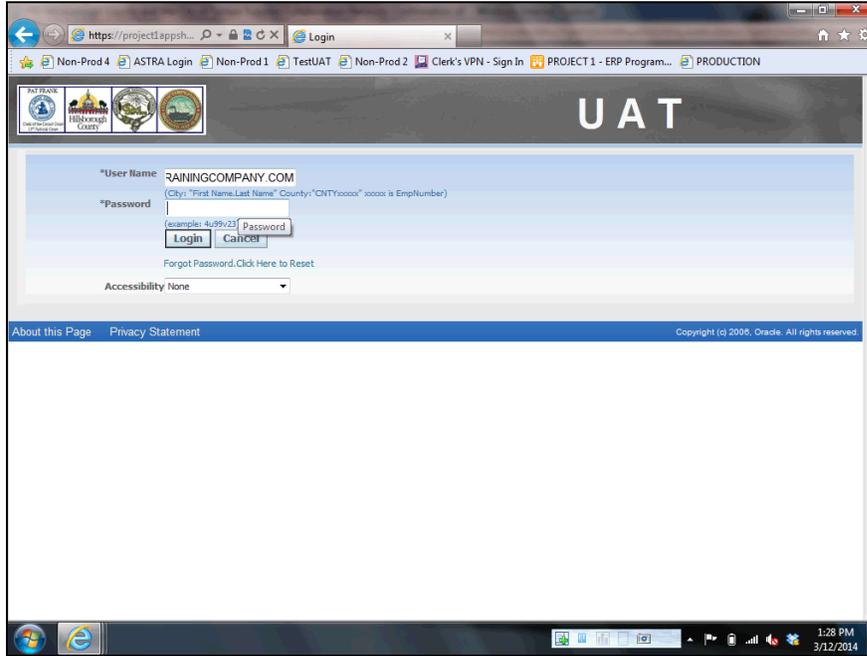
| Step | Action |
|------|---|
| 11. | Right-click the highlighted Temporary Password object. Lw3)FB072 |



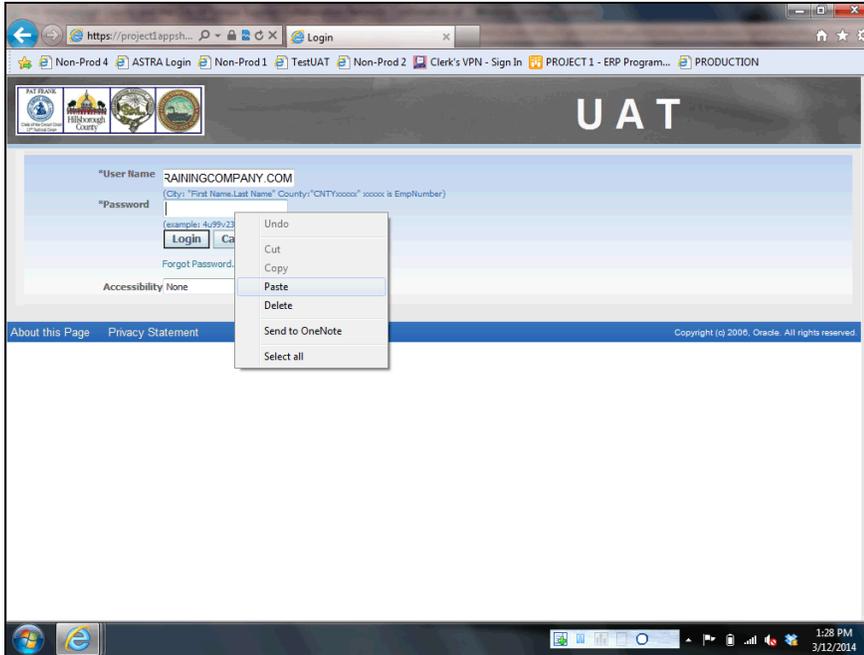
| Step | Action |
|------|--|
| 12. | <p>Click the Copy menu item.</p> <p>You can also use the [Ctrl+C] to copy the username.</p> |



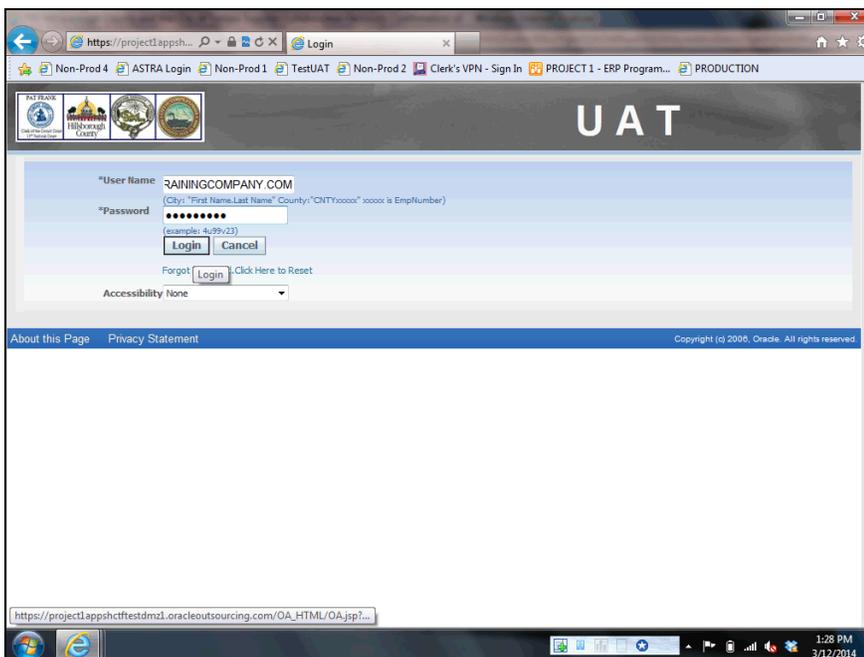
| Step | Action |
|------|--|
| 13. | Open the Login again by clicking back on your internet browser in which the application is open.  |



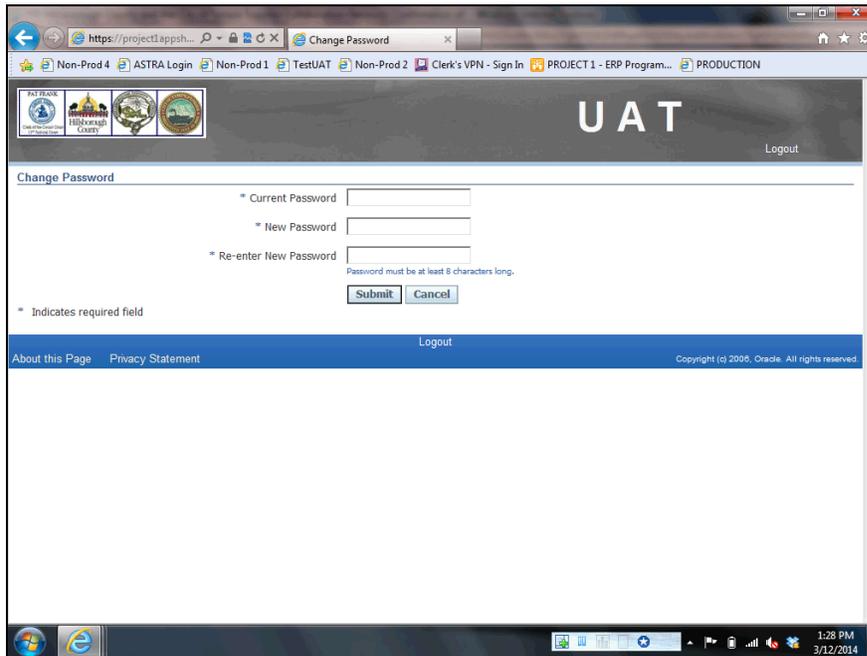
| Step | Action |
|------|--|
| 14. | When you are back in the application log-in screen, Right-click in the Password field.  |



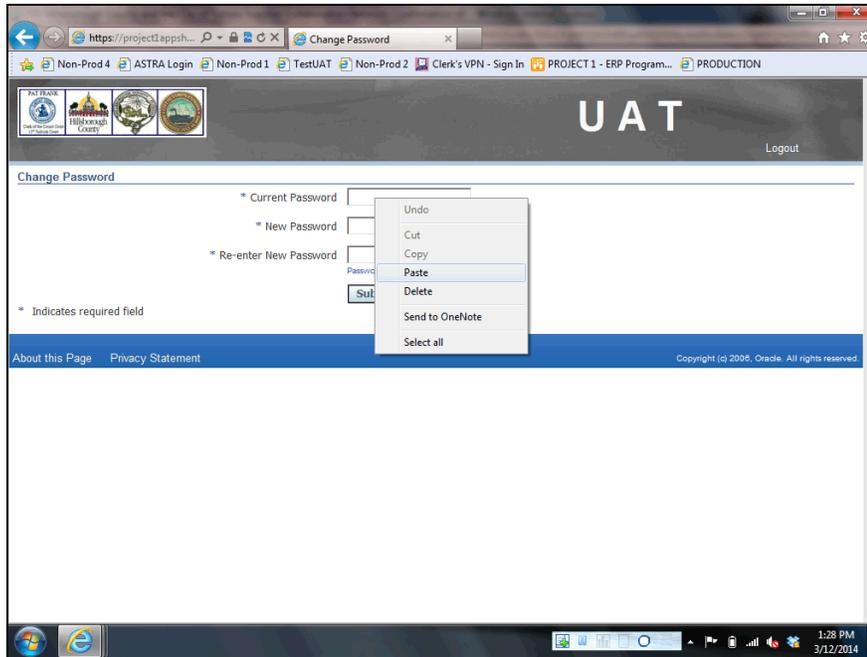
| Step | Action |
|------|---|
| 15. | <p>Click the Paste menu item.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Paste</div> |



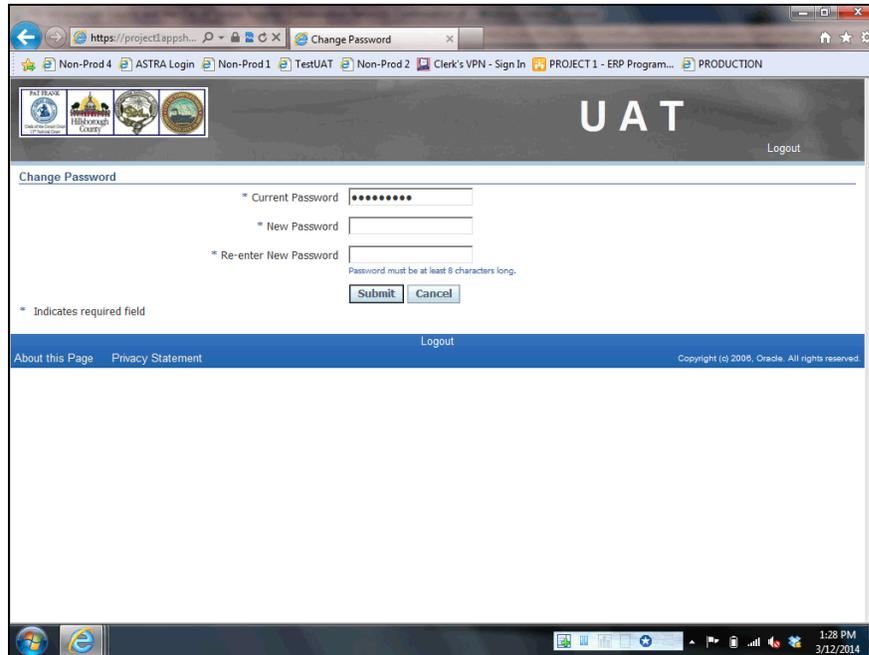
| Step | Action |
|------|--|
| 16. | Click the Login button. You will be asked to change your password the first time you log-in.  |



| Step | Action |
|------|--|
| 17. | The <i>Change Password</i> window now appears. Right-click in the Current Password field.  |



| Step | Action |
|------|--|
| 18. | <p>Click the Paste menu item. You current password should still be stored in your background. If it is not, go back to the email and copy the temporary password again.</p> <p>You can also use the [Ctrl+V] to paste the username.</p> <div data-bbox="345 1129 695 1171" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Paste</div> |



| Step | Action |
|------|---|
| 19. | Click in the New Password field. <input type="text"/> |
| 20. | This is where you will enter your own personal password. Enter the desired information into the New Password field. In this example, enter " welcome1 ". |
| 21. | Click in the Re-enter New Password field. <input type="text"/> |
| 22. | Re-enter your new password. Enter the desired information into the Re-enter New Password field. In this example, enter " welcome1 ". |
| 23. | Click the Submit button. <input type="button" value="Submit"/> |
| 24. | You have now landed at your iSupplier Portal Home Page. Here you will be able to access City of Tampa information and Hillsborough County information. You will also have access to your profile. Use the additional training guides to learn how to further navigate within iSupplier Portal. |
| 25. | You have now completed the First Time Access exercise. You can now successfully log-in to the iSupplier Portal application for the first time. End of Procedure. |

Prospective Supplier Requests Conclusion

You have successfully completed the Prospective Supplier Request section and have learned how to:

- Submit your Registration through the Registration Process
- Receive Registration E-mail and Log In for the First Time

Organization Details

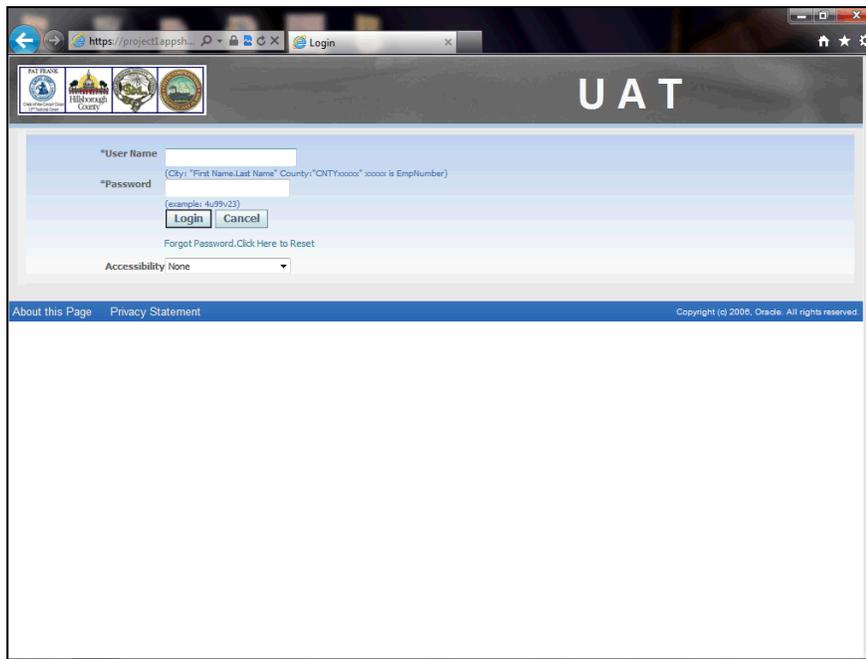
After you have completed the Organization Details section, you will be able to:

- Update your Organization Details
- Update your Organization Business Classifications

Update Organization Details

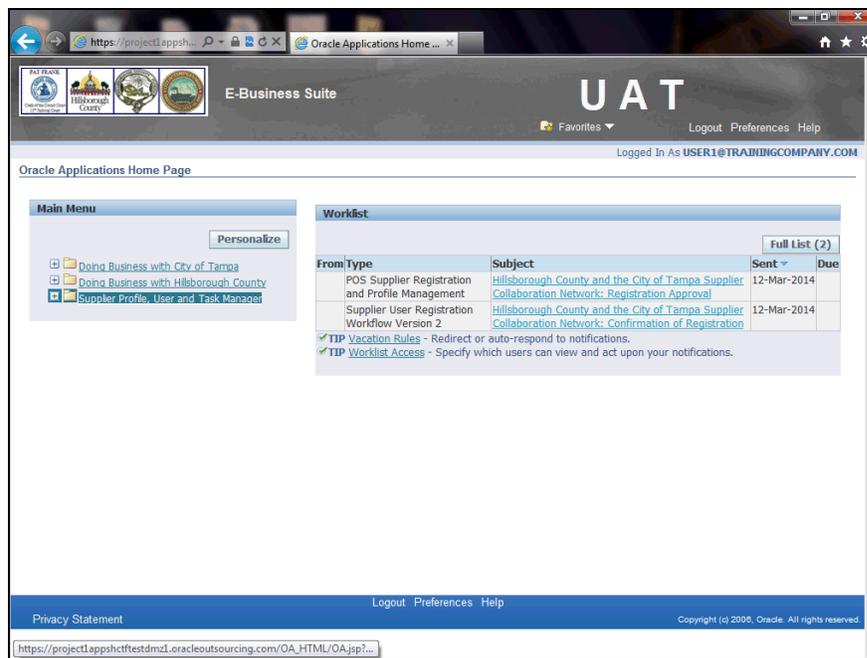
Procedure

After completing this exercise, you will be able to Update Organization Details for your company.

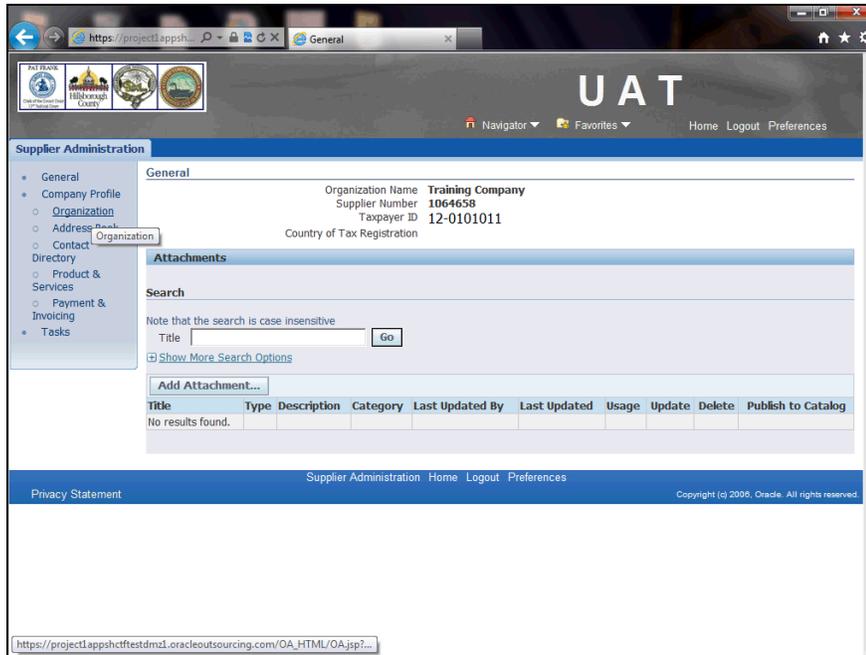


| Step | Action |
|------|--|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field. <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div> |

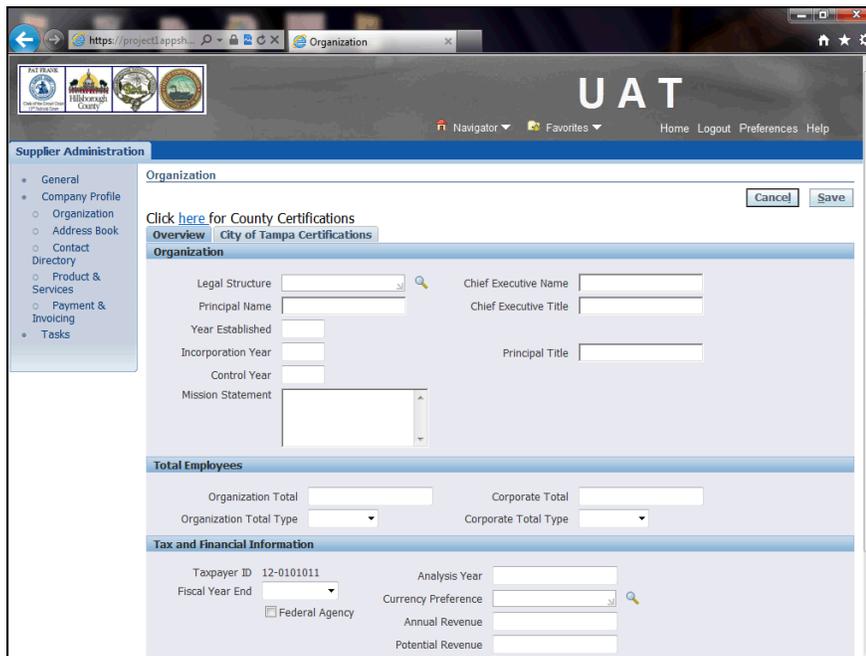
| Step | Action |
|------|---|
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link to access your profile. </p> |



| Step | Action |
|------|--|
| 7. | <p>The <i>General Profile</i> window now appears.</p> <p>Click the Organization link on the left side toolbar.</p> <p>Organization</p> |

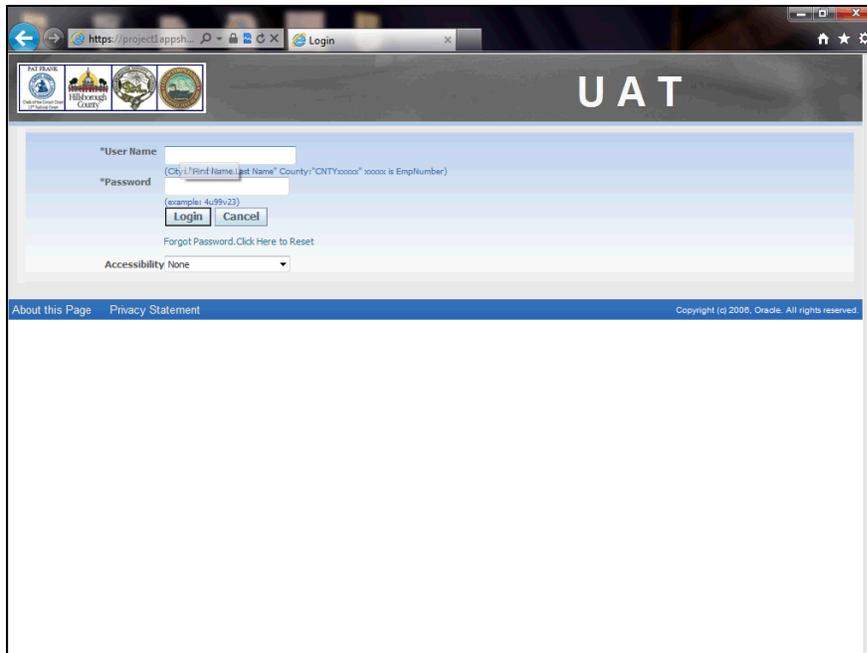


| Step | Action |
|------|---|
| 8. | <p>The <i>Organization</i> window now appears.</p> <p>Click the scrollbar to view your entire Organization details.</p> <p>This page will be mostly blank the first time you log-in. You can update any of these fields if you wish. These are all optional fields and do not need to be entered.</p> |
| 9. | <p>Once you have made all of your changes, click the Save button.</p>  |
| 10. | <p>Click the Home link to return to the Home Page.</p>  |
| 11. | <p>You have now completed the Update Organization Details exercise.</p> <p>You now can successfully update your company organization details. End of Procedure.</p> |

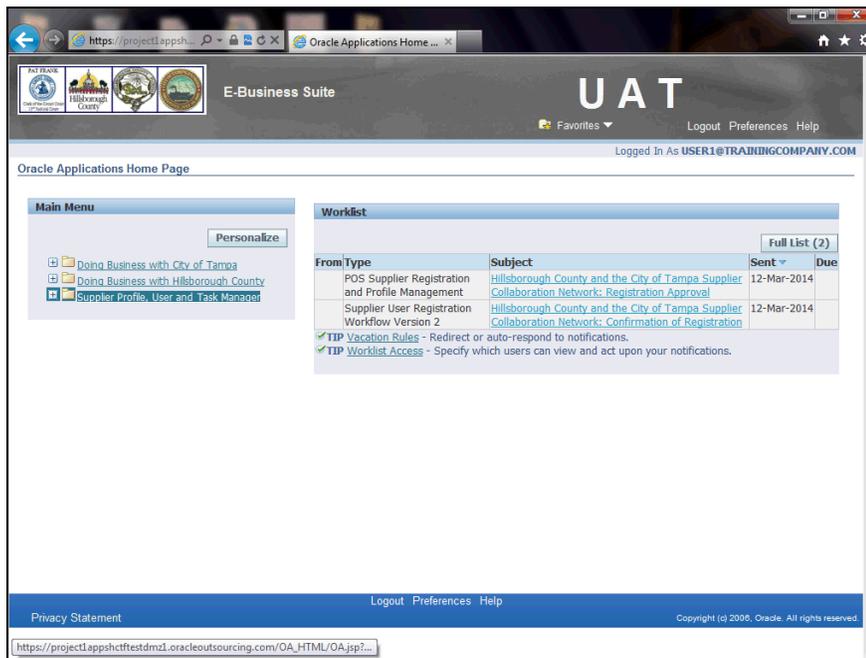
Update Business Classifications - (Self Declare)

Procedure

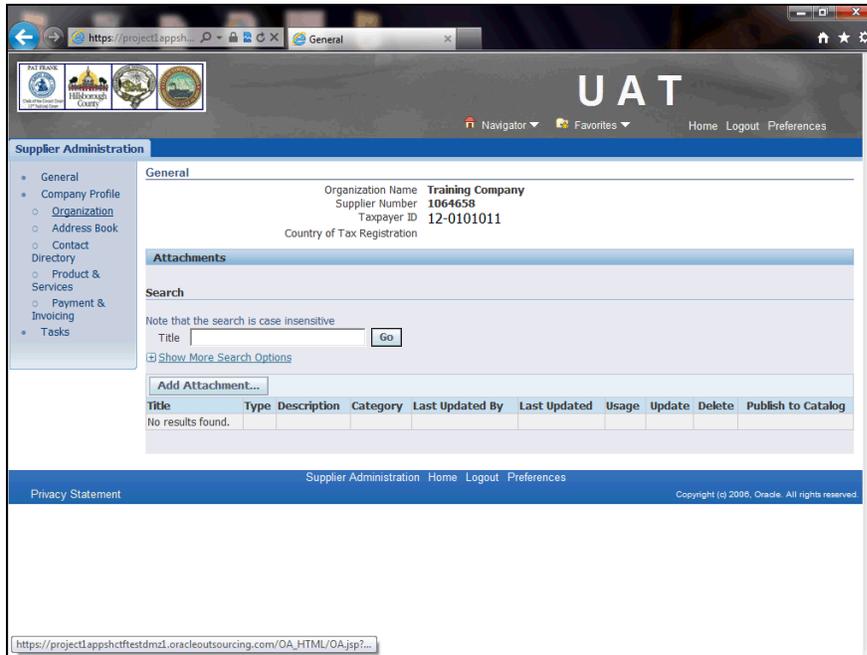
After completing this exercise, you will be able to Update Business Classifications. This is a self declaration for the City of Tampa. There is also a link for Hillsborough County Certifications.



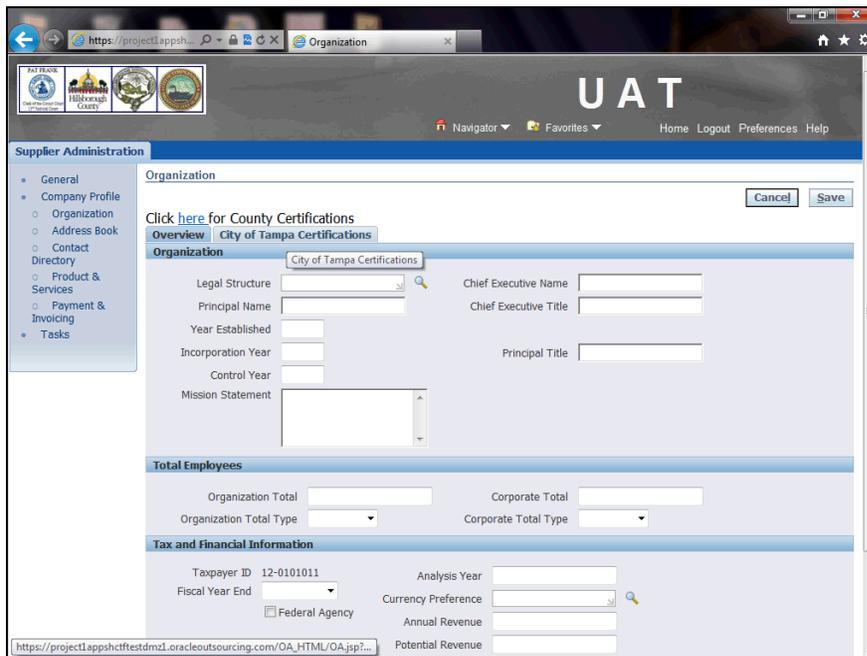
| Step | Action |
|------|--|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link to access your profile. </p> |



| Step | Action |
|------|--|
| 7. | <p>The <i>General Profile</i> window now appears.</p> <p>Click the Organization link on the left side toolbar.</p> <p>Organization</p> |



| Step | Action |
|------|---|
| 8. | <p>Click the City of Tampa Certifications tab.</p> <p>You can also click on the "here" button to access County Certifications.</p>  |
| 9. | <p>Here you can self-declare for the City of Tampa Certifications. Fill out any of the necessary fields.</p> <p>You may need to use the scrollbar to see the entire page. Click the scrollbar to continue.</p> |
| 10. | <p>Once you have made all of the necessary changes, click the Save button.</p>  |
| 11. | <p>Click the Home link to return to the Home Page.</p>  |
| 12. | <p>You have now completed the Update Business Classifications (Self Declare) exercise.</p> <p>You now can successfully self declare for City of Tampa Certifications. You can also access the link to Hillsborough County certifications.</p> <p>End of Procedure.</p> |

Organization Details Conclusion

You have successfully completed the Organization Details section and have learned how to:

- Update your Organization Details
- Update your Organization Business Classifications

Make Changes to Address Book

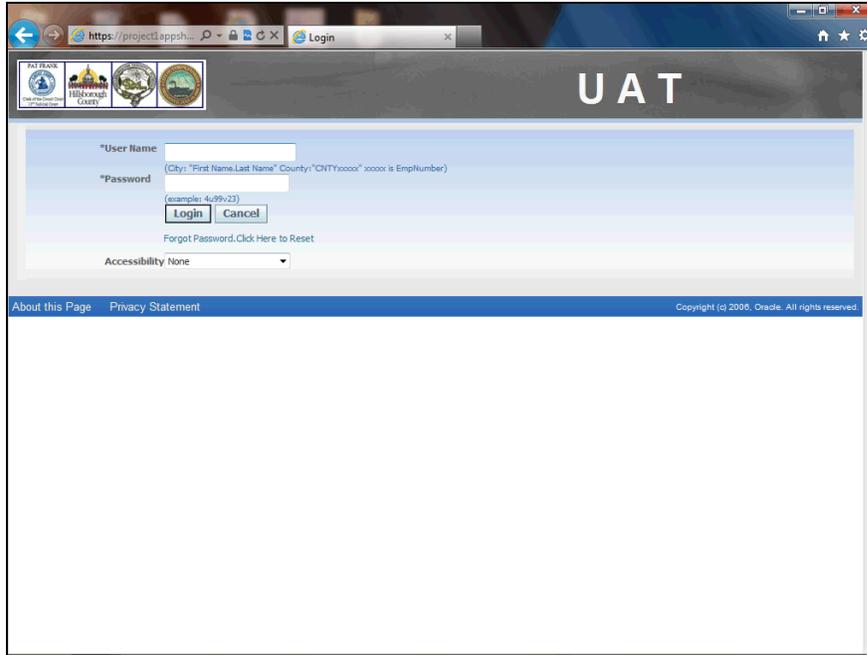
After you have completed the Make Changes to Address Book section, you will be able to:

- Create a New Address
- Delete an Existing Address

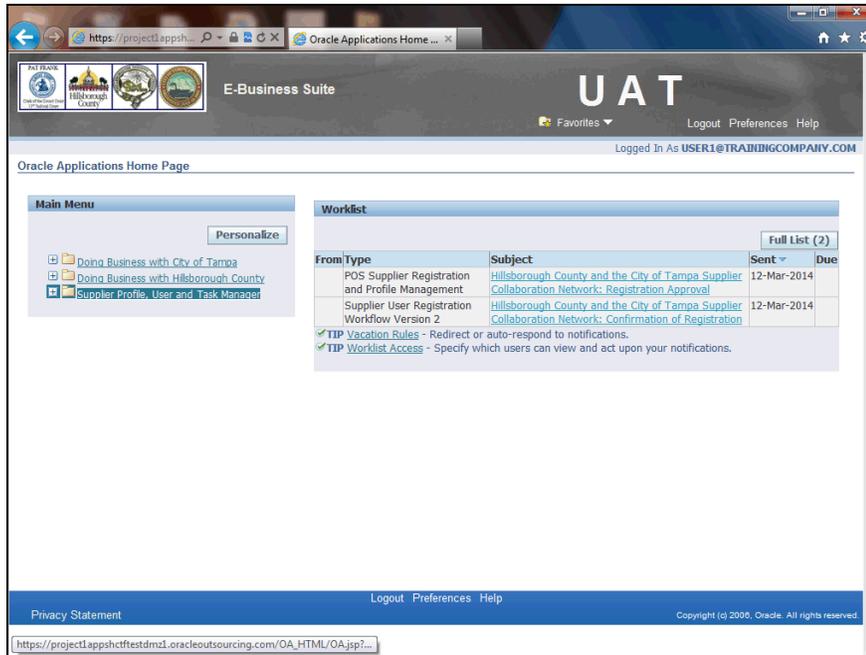
Create New Address

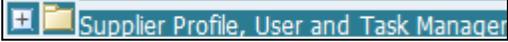
Procedure

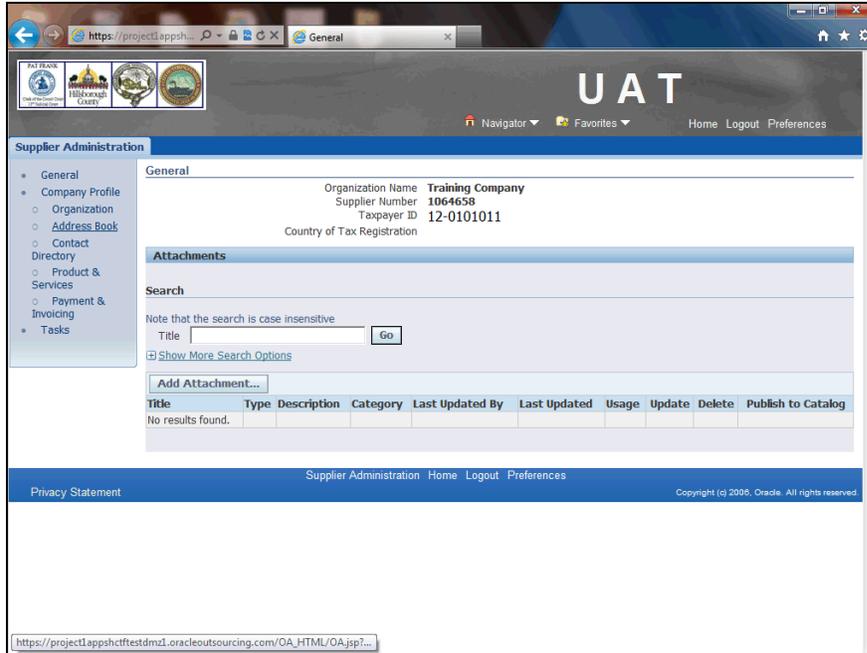
After completing this exercise, you will be able to Create a New Address for your company. Once created, this address will be sent for approval.



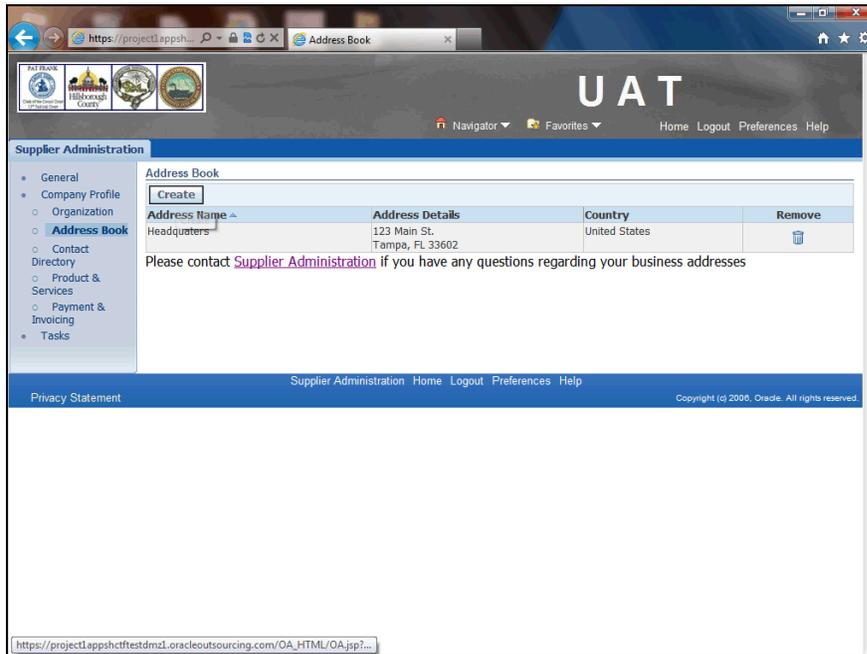
| Step | Action |
|------|--|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field. Click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



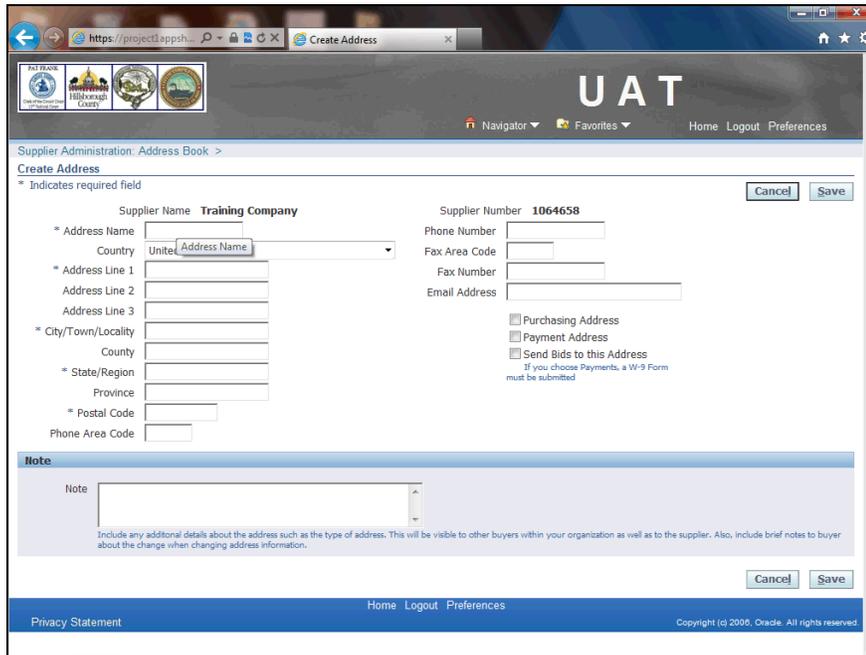
| Step | Action |
|------|--|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link to access your profile.</p>  |



| Step | Action |
|------|---|
| 7. | <p>The <i>General Profile</i> window now appears.</p> <p>Click the Address Book link on the left side toolbar.</p> <p>Address Book</p> |

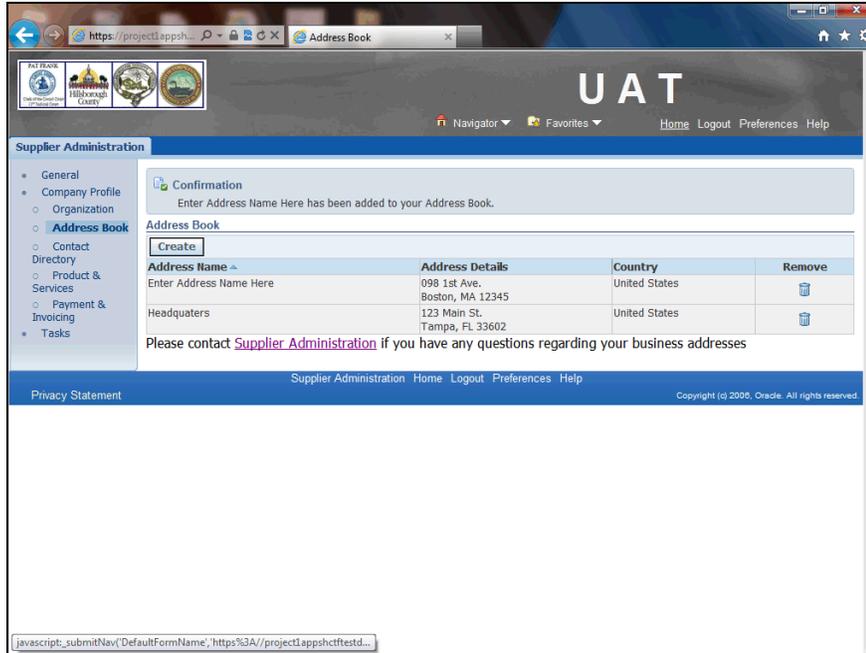


| Step | Action |
|------|---|
| 8. | <p>The <i>Address Book</i> window now appears.</p> <p>Click the Create button to create a new address.</p>  |



| Step | Action |
|------|---|
| 9. | <p>The <i>Create Address</i> window now appears.</p> <p>All required fields are denoted by a *.</p> <p>Click in the Address Name field.</p> <p>This is the name for your address such as Headquarters, Main Office, etc.</p>  |
| 10. | <p>Enter the desired information into the Address Name field. In this example, enter "Enter Address Name Here".</p> |
| 11. | <p>Click in the Address Line 1 field.</p>  |
| 12. | <p>Enter the desired information into the Address Line 1 field. In this example, enter "098 1st Ave.".</p> |
| 13. | <p>Click in the City/Town/Locality field.</p>  |

| Step | Action |
|------|---|
| 14. | Enter the desired information into the City/Town/Locality field. In this example, enter " Boston ". |
| 15. | Click in the State/Region field.  |
| 16. | Enter the desired information into the State/Region field. In this example, enter " MA ". |
| 17. | Click in the Postal Code field.  |
| 18. | Enter the desired information into the Postal Code field. In this example, enter " 12345 ". |
| 19. | Click in the Phone Area Code field.  |
| 20. | Enter the desired information into the Phone Area Code field. In this example, enter " 278 ". |
| 21. | Click in the Phone Number field.  |
| 22. | Enter the desired information into the Phone Number field. In this example, enter " 123-2012 ". |
| 23. | Click the Purchasing Address option. Choose this option if this is a Purchasing address. <input data-bbox="440 1157 483 1199" type="checkbox"/> |
| 24. | Click the Payment Address option. Choose this option if this is a payment address. If this is a payment address a W-9 must be submitted to the City of Tampa and Hillsborough County. <input data-bbox="440 1350 483 1392" type="checkbox"/> |
| 25. | Click in the Note field. |
| 26. | Enter the desired information into the Note field. In this example, enter " Type any notes to the approver in this box ". |
| 27. | Click the Save button. This address will be submitted for approval.  |

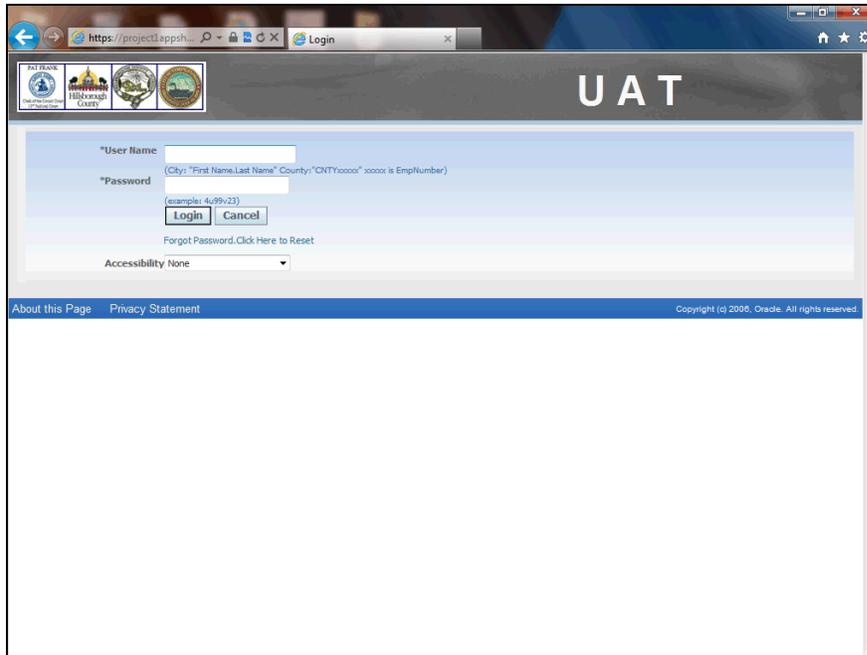


| Step | Action |
|------|--|
| 28. | Confirmation is given that the Address has been created. Click the Home link to return to the Home Page. Home |
| 29. | You have now completed the Create New Address exercise. You now can successfully create a new address for your company. End of Procedure. |

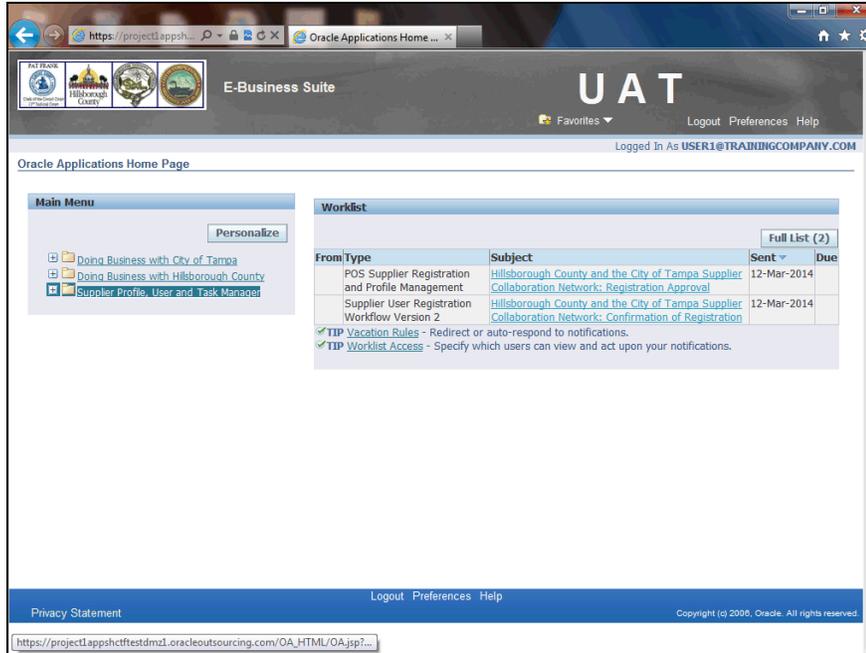
Delete Existing Address

Procedure

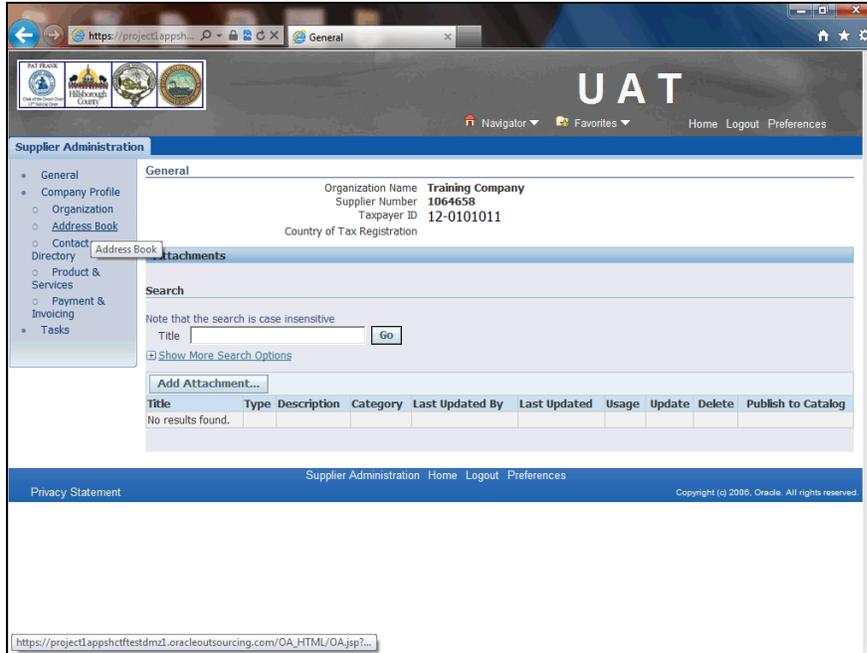
After completing this exercise, you will be able to Delete an existing address from your profile.



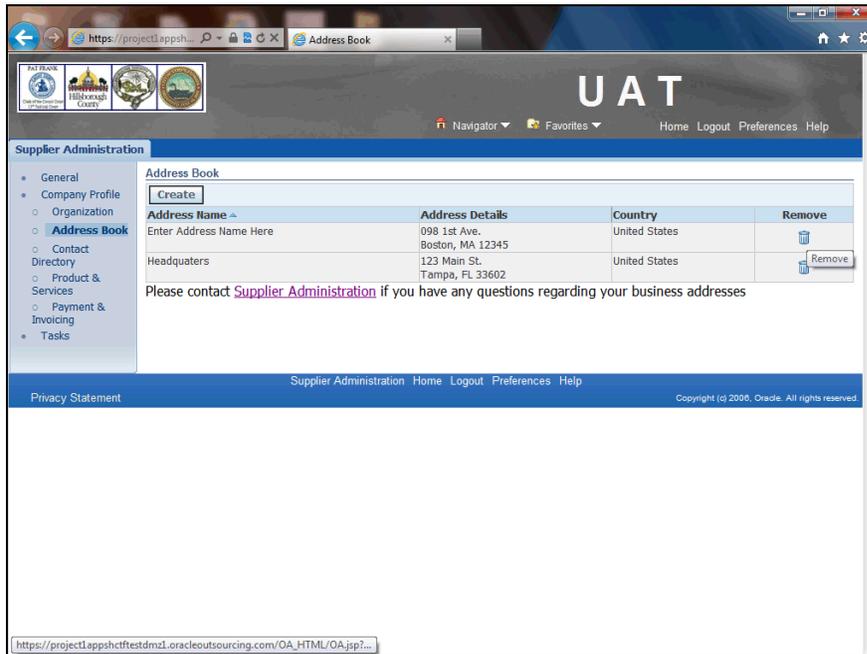
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



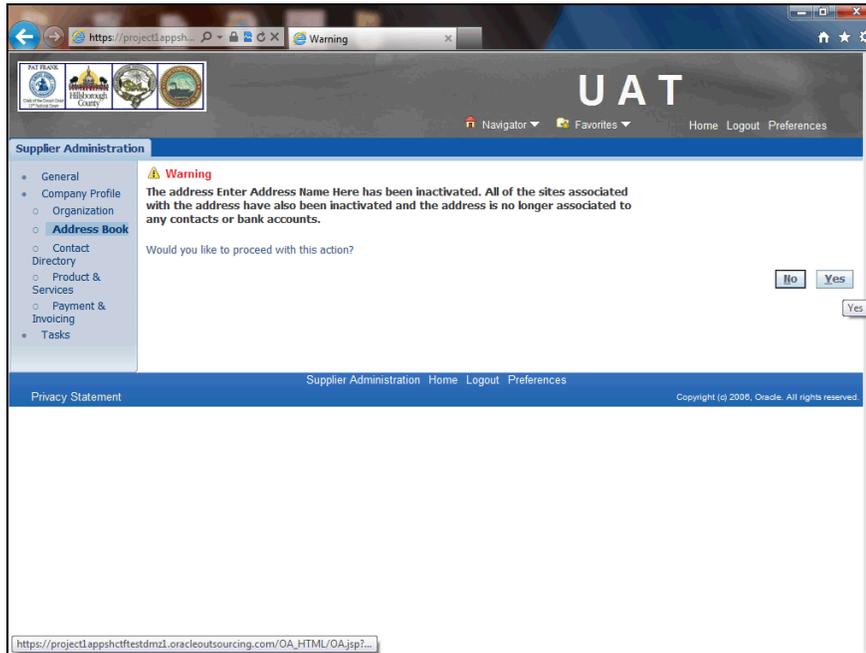
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p>  |



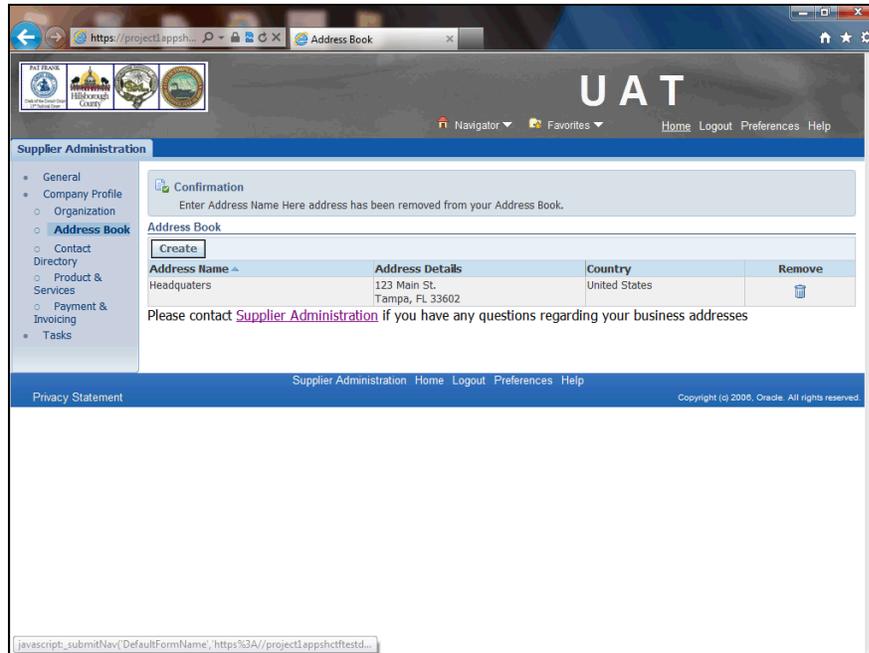
| Step | Action |
|------|--|
| 7. | <p>The <i>General Profile</i> window now appears.</p> <p>Click the Address Book link on the left side toolbar.</p> <p>Address Book</p> |



| Step | Action |
|------|---|
| 8. | Find the Address that needs to be deleted. Then click the Remove (Trash Can Icon) button for the address to be deleted.  |



| Step | Action |
|------|---|
| 9. | A Warning message will appear confirming that you wish to delete this address. Click the Yes button to confirm the delete.  |



| Step | Action |
|------|---|
| 10. | <p>Notice the address is no longer in existence.</p> <p>Click the Home link to return to the Home Page.</p> <p>Home</p> |
| 11. | <p>You have now completed the Delete Existing Address exercise.</p> <p>You now can successfully delete an existing address from your company profile.</p> <p>End of Procedure.</p> |

Make Changes to Address Book Conclusion

You have successfully completed the Make Changes to Address Book section and have learned how to:

- Create a New Address
- Delete an Existing Address

Make Changes to Contacts

After you have completed the Make Changes to Contacts section, you will be able to:

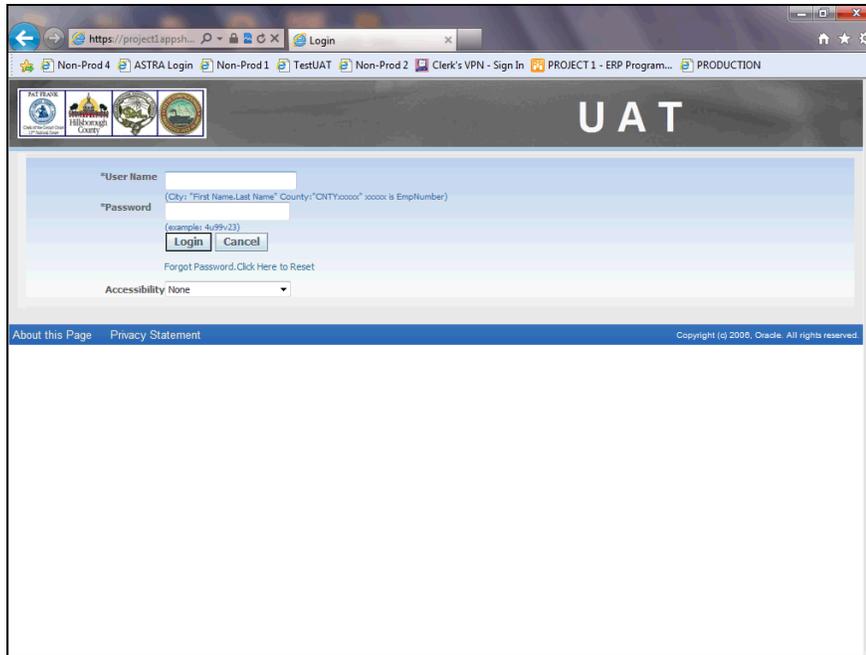
- Create New Contacts and Give Them Access to iSupplier Portal with Username and Password

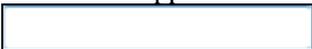
- Update Existing Contacts and Give Them Access to iSupplier Portal with Username and Password
- Delete Existing Contacts

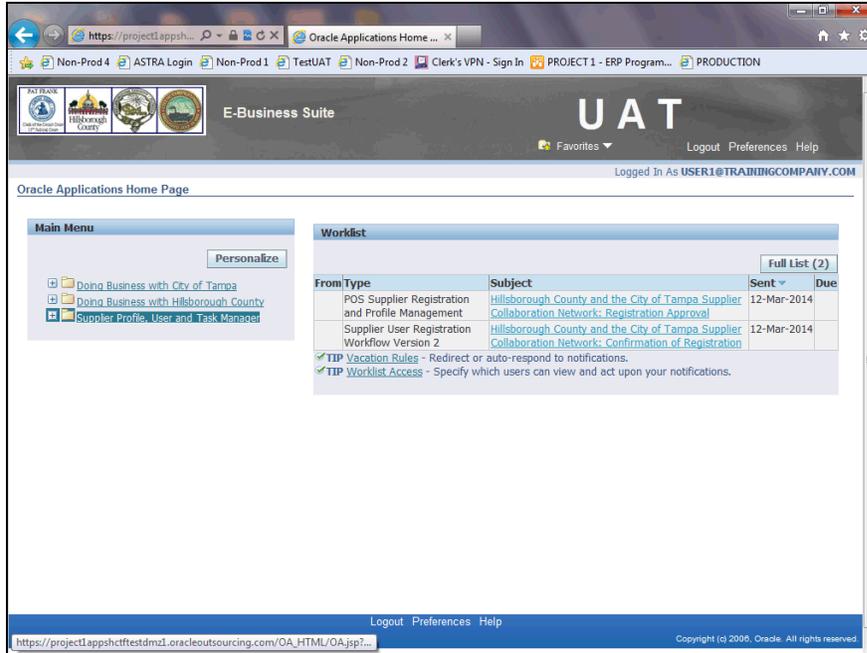
Create New Contact

Procedure

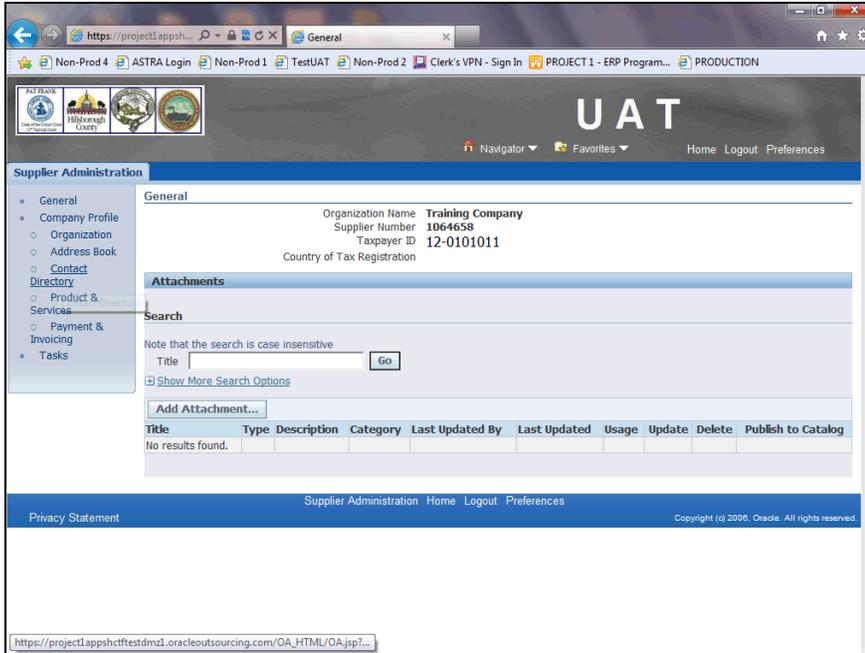
After completing this exercise, you will be able to Create a New Contact.



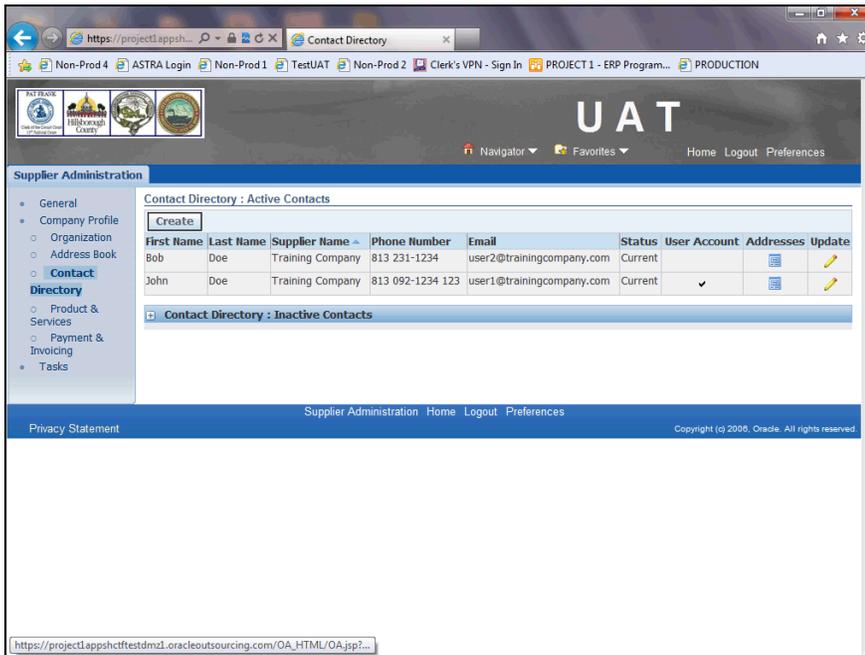
| Step | Action |
|------|--|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p>  |



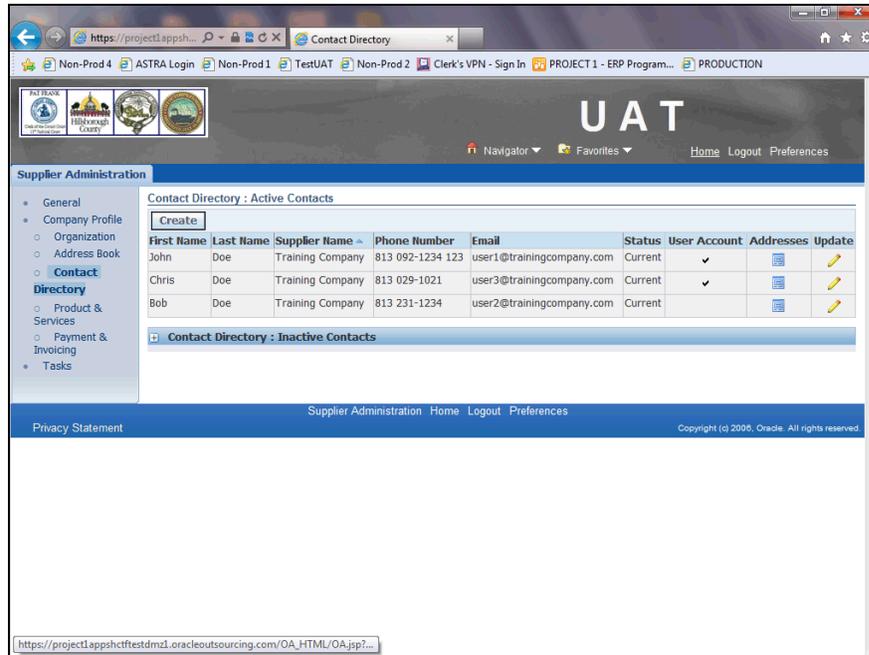
| Step | Action |
|------|---|
| 7. | The <i>General Profile</i> window now appears. Click the Contact Directory link on the left side toolbar. |



| Step | Action |
|------|--|
| 8. | <p>The <i>Contact Directory : Active Contacts</i> window now appears.</p> <p>Click the Create button to create a new contact.</p>  |

| Step | Action |
|------|--|
| 9. | <p>The <i>Create Contact</i> window now appears.</p> <p>All required fields are denoted by a *.</p> <p>Click in the First Name field.</p>  |
| 10. | <p>Enter the desired information into the First Name field. In this example, enter "Chris".</p> |
| 11. | <p>Click in the Last Name field.</p>  |
| 12. | <p>Enter the desired information into the Last Name field. In this example, enter "Doe".</p> |
| 13. | <p>Click in the Email Address field.</p>  |
| 14. | <p>Enter the desired information into the Email Address field. In this example, enter "user3@trainingcompany.com".</p> |

| Step | Action |
|------|---|
| 15. | Click in the Phone Area Code field.  |
| 16. | Enter the desired information into the Phone Area Code field. In this example, enter " 813 ". |
| 17. | Click in the Phone Number field.  |
| 18. | Enter the desired information into the Phone Number field. In this example, enter " 029-1021 ". |
| 19. | You can also fill any of the optional fields out to complete this contact. If this contact does not need a User Name and Password, stop here and click the Apply button. If a User Name and Password are required for this contact, please continue the training document. |
| 20. | Click the Create User Account for this Contact option.  |
| 21. | The Username will default from the email address. If it does not please copy and paste or re-type the email address in the Username field. Click in the Supplier Name field.  |
| 22. | Search for your company name as this will be the only option. Enter the desired information into the Supplier Name field. In this example, enter " training company ". |
| 23. | Click the Certification Reminders option only if you want this user to receive notifications about expiring certifications.  |
| 24. | Click the scrollbar to scroll to the "Responsibilities" section of the window. |
| 25. | You will need to add the appropriate responsibilities to the contact. Click the Doing Business with City of Tampa option to select it.  |
| 26. | Click the Doing Business with Hillsborough County option to select it.  |
| 27. | Click the Apply button to create your new contact.  |

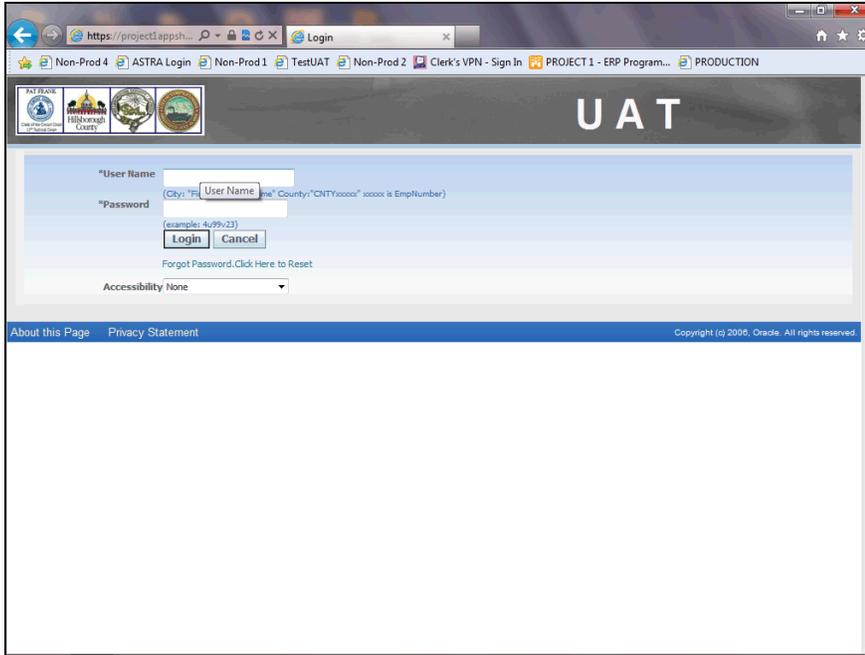


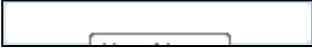
| Step | Action |
|------|---|
| 28. | <p>You will see the new contact created in a "Current" status.</p> <p>Click the Home link to return to the Home Page.</p> <p>Home</p> |
| 29. | <p>You have now completed the Create New Contact exercise.</p> <p>You now can successfully create a new contact for your company and give them access to the iSupplier Portal for your company.</p> <p>End of Procedure.</p> |

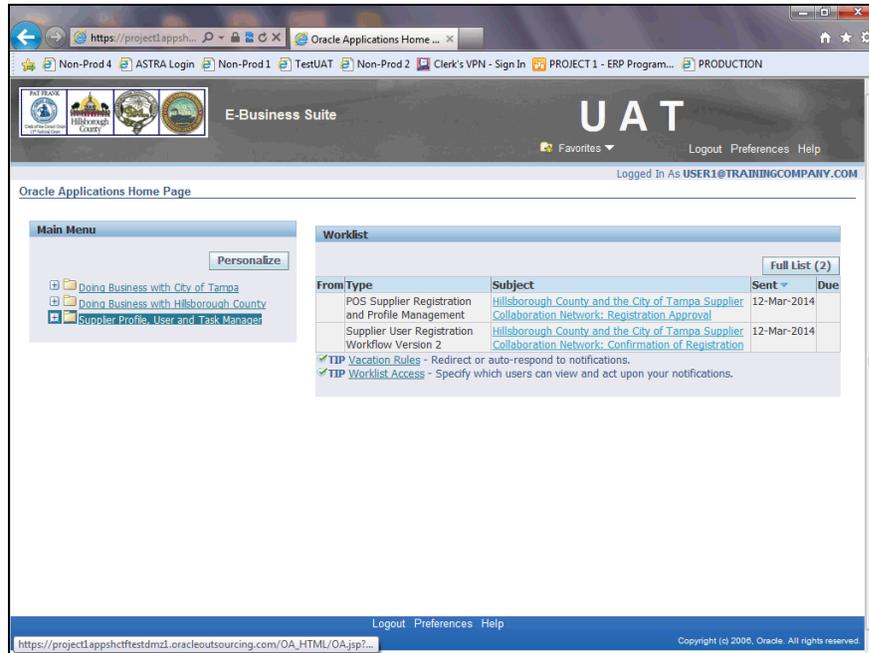
Update Existing Contact

Procedure

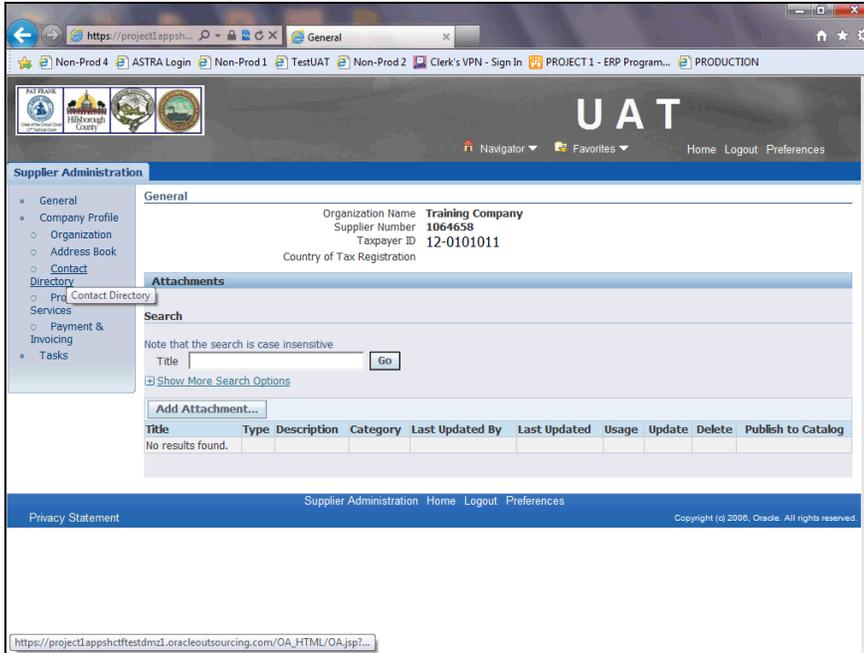
After completing this exercise, you will be able to Update an Existing Contact.



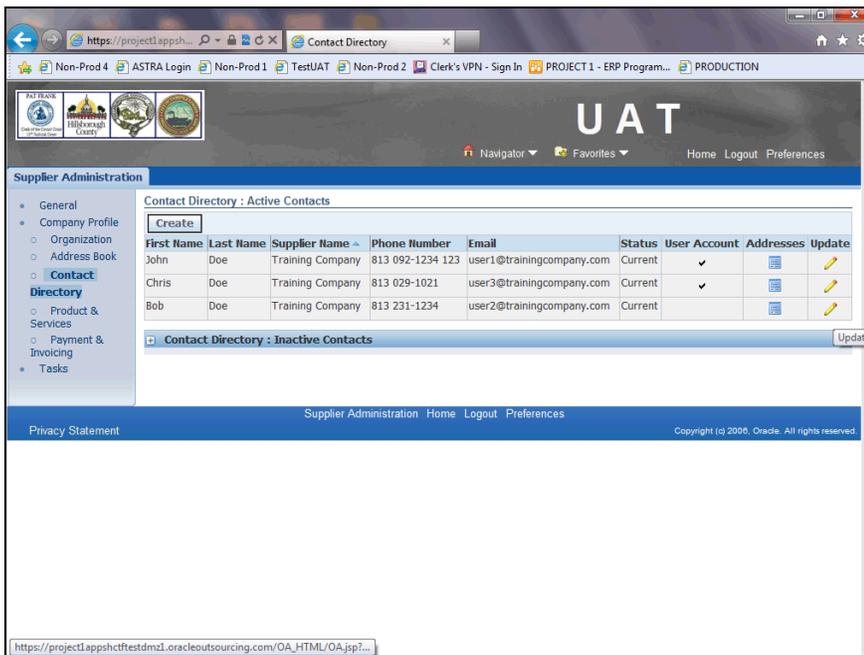
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p>  |



| Step | Action |
|------|---|
| 7. | The <i>General Profile</i> window now appears. Click the Contact Directory link on the left side toolbar. |



| Step | Action |
|------|---|
| 8. | Click the Update (Pencil Icon) button for the contact that needs to be updated.  |

| Step | Action |
|------|---|
| 9. | The <i>Update Contact</i> window now appears. Here you will make any updates to the contact profile. In this example we are just going to update the Department for the contact and give this contact a User Account. Click in the Department field.  |
| 10. | Enter the desired information into the Department field. In this example, enter " Sales ". |
| 11. | You can also fill any of the other fields out to complete this contact update. If this contact does not need a User Name and Password, stop here and click the Apply button. If a User Name and Password are required for this contact, please continue the training document. |
| 12. | Click the Create User Account for this Contact option.  |

The screenshot shows the 'Update Contact' form in the UAT application. The 'Email Address' field is highlighted. The form contains the following fields and sections:

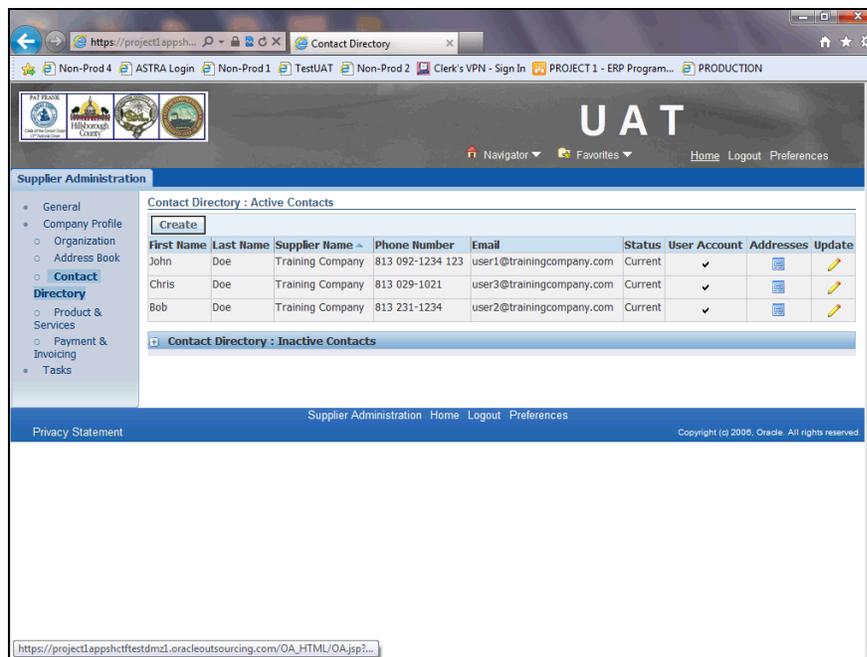
- Update Contact:** Contact Title, * First Name (Bob), Middle Name, * Last Name (Doe), Alternate Name, Job Title, Department (Sales), Email Address (2@trainingcompany.com), Url, * Phone Area Code (813), * Phone Number (231-1234), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, Inactive Date.
- User Account:** Create User Account for this Contact (checked), * Supplier Name, * Username.
- User Notifications:** Certification Reminders (unchecked).
- Responsibilities:** Select All, Select None, Select Responsibility table with columns for Responsibility and Application.

| Step | Action |
|------|---|
| 13. | Highlight the Email Address for this contact. |

This screenshot is identical to the previous one, showing the 'Update Contact' form with the 'Email Address' field highlighted in blue.

| Step | Action |
|------|---|
| 14. | Press [Ctrl+C] or right click and select Copy. |

| Step | Action |
|------|---|
| 15. | Click in the Username field.  |
| 16. | Press [Ctrl+V] or right click and select Paste. |
| 17. | Click in the Supplier Name field.  |
| 18. | Search for your company name as this will be the only option. Enter the desired information into the Supplier Name field. In this example, enter " training company ". |
| 19. | Click the Certification Reminders option only if you want this user to receive notifications about expiring certifications.  |
| 20. | Click the scrollbar to scroll to the "Responsibilities" section of the window. |
| 21. | You will need to add the appropriate responsibilities to the contact. Click the Doing Business with City of Tampa option to select it.  |
| 22. | Click the Doing Business with Hillsborough County option to select it.  |
| 23. | Click the Apply button to save changes to your existing contact.  |

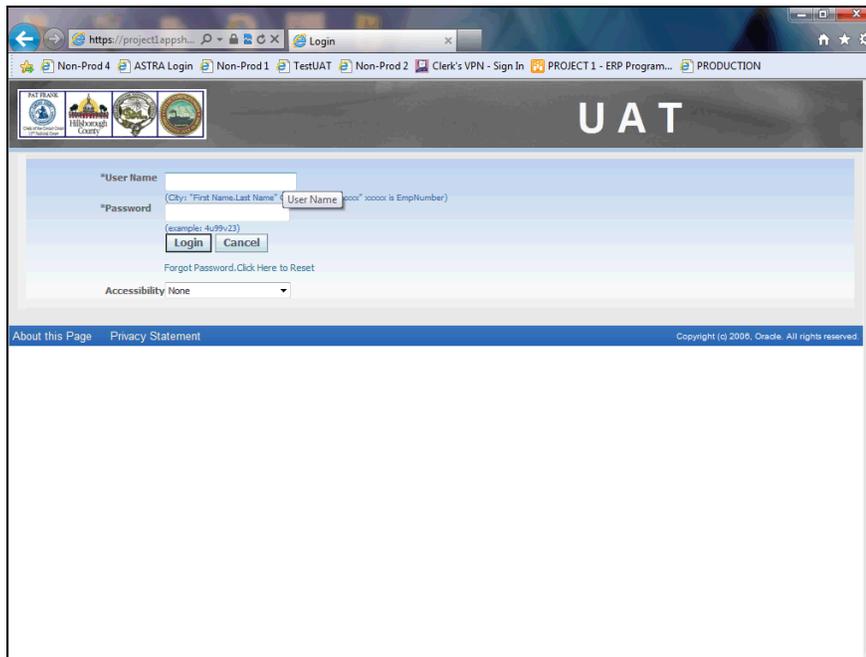


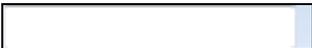
| Step | Action |
|------|---|
| 24. | Click the Home link to return to the Home Page.  |
| 25. | You have now completed the Update Existing Contact exercise. You now can successfully update an existing contact for your company. End of Procedure. |

Inactivate Existing Contact

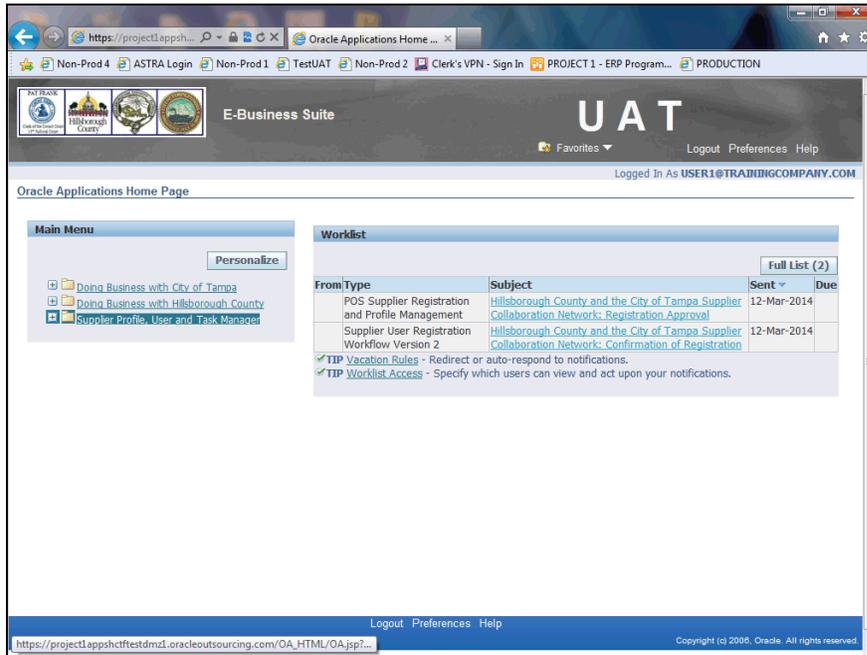
Procedure

After completing this exercise, you will be able to Inactivate an Existing Contact.

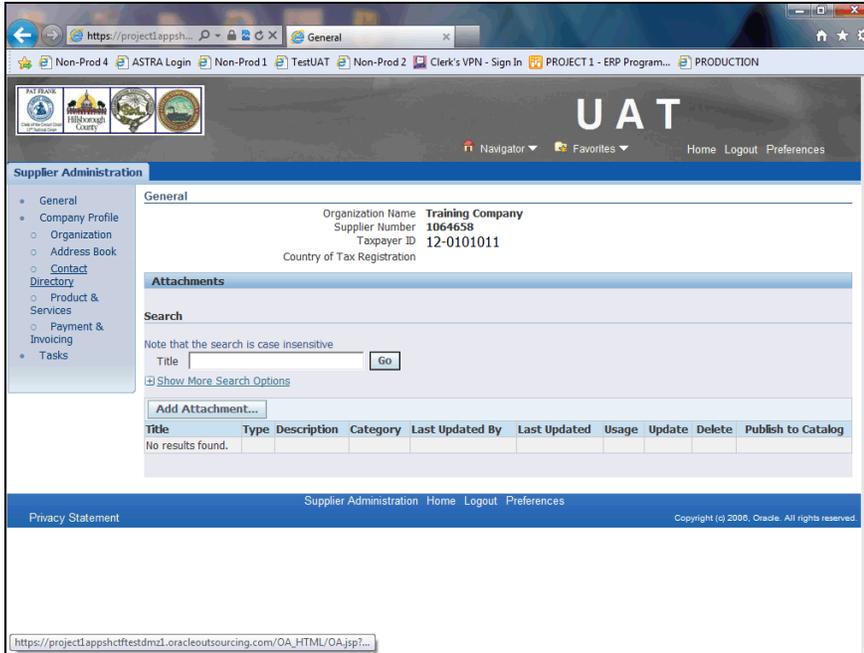


| Step | Action |
|------|--|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |

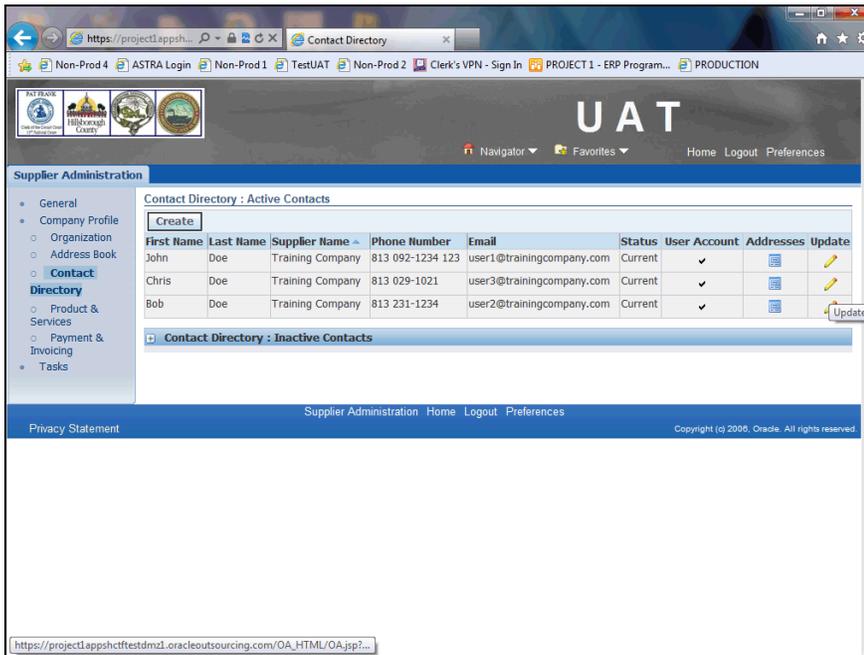
| Step | Action |
|------|---|
| 5. | Click the Login button.  |



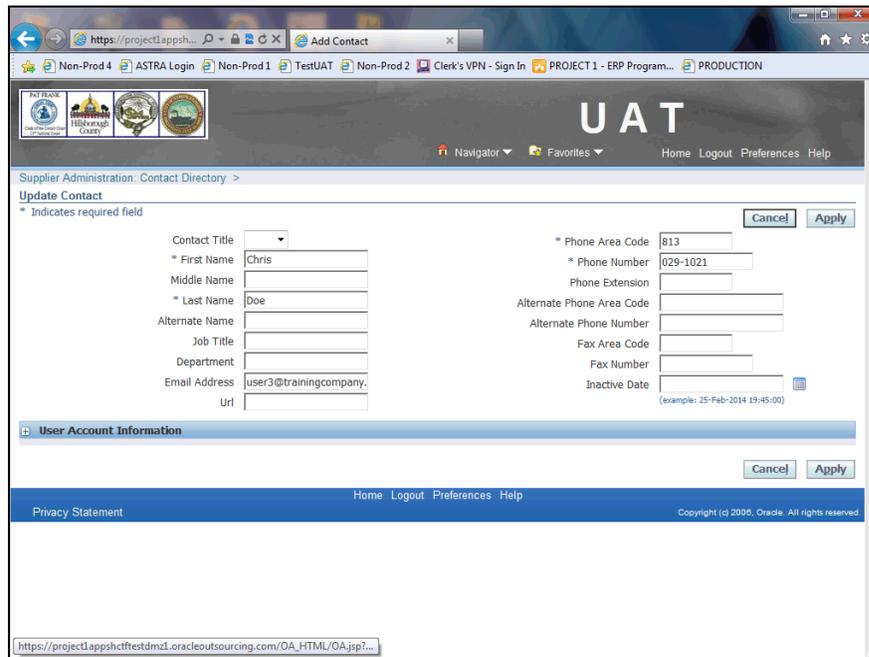
| Step | Action |
|------|--|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link. </p> |



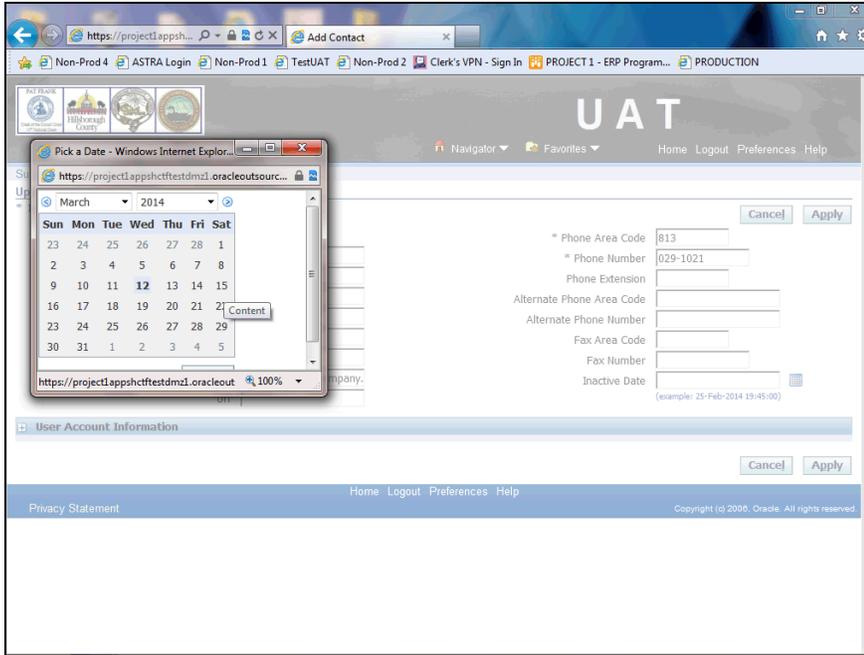
| Step | Action |
|------|---|
| 7. | The <i>General Profile</i> window now appears. Click the Contact Directory link on the left side toolbar. |



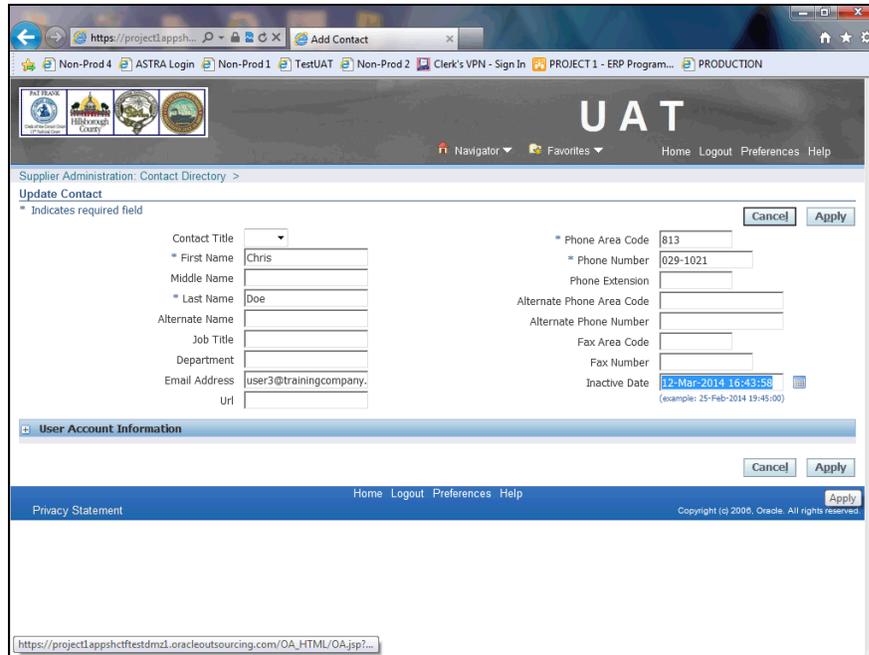
| Step | Action |
|------|---|
| 8. | Click the Update button for the Contact that needs to be deleted/end dated.  |



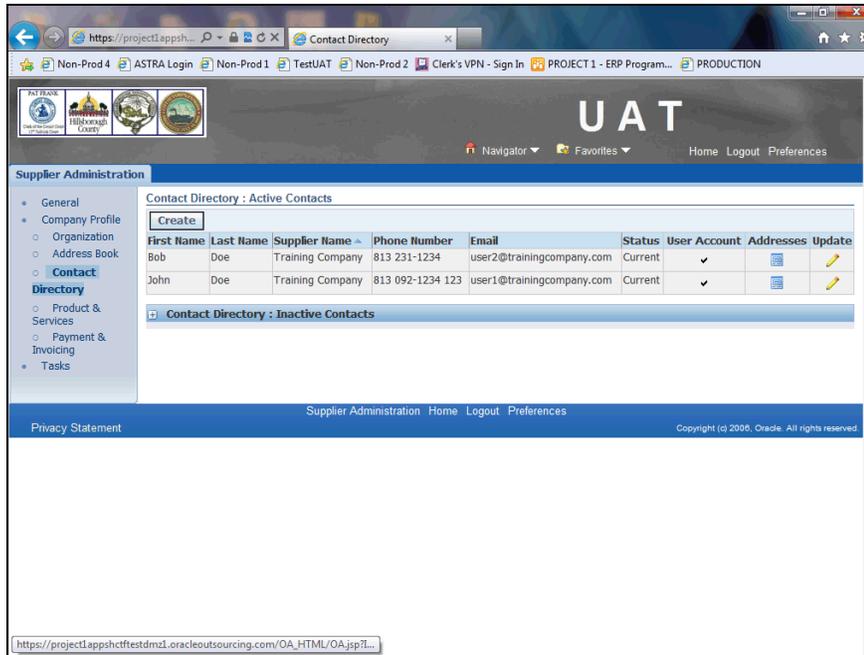
| Step | Action |
|------|--|
| 9. | The <i>Update Contact</i> window now appears. Click the Inactive Date (Calendar Icon) button. This is the last field on the right side of the page.  |



| Step | Action |
|------|--|
| 10. | <p>The <i>Pick a Date</i> window now appears.</p> <p>You can choose the date by clicking on the specific date number.</p> <p>In this example, click the 12 link to make the Inactive Date March 12th, 2014.</p> <div data-bbox="347 1129 396 1180" style="border: 1px solid black; padding: 2px; display: inline-block;">12</div> |



| Step | Action |
|------|---|
| 11. | <p>You are now back in the <i>Update Contact</i> window.</p> <p>Click the Apply button.</p>  |
| 12. | <p>A Warning Message will be displayed to confirm your want to inactivate this contact.</p> <p>Click the Confirm button.</p>  |



| Step | Action |
|------|--|
| 13. | Click the Select to show information button under the "Contact Director : Inactive Contacts" to expand that section of the window;  |
| 14. | You will now see that contact has appeared under this section. If you put a date in the future, you will not see this contact there until the date has arrived. Click the Home link to return to the Home Page.  |
| 15. | You have now completed the Inactivate Existing Contact exercise. You now can successfully Inactive an existing contact from your company profile. End of Procedure. |

Make Changes to Contacts Conclusion

You have successfully completed the Make Changes to Contacts section and have learned how to:

- Create New Contacts and Give Them Access to iSupplier Portal with Username and Password
- Update Existing Contacts and Give Them Access to iSupplier Portal with Username and Password
- Delete Existing Contacts

Make Changes to NIGP Category Codes

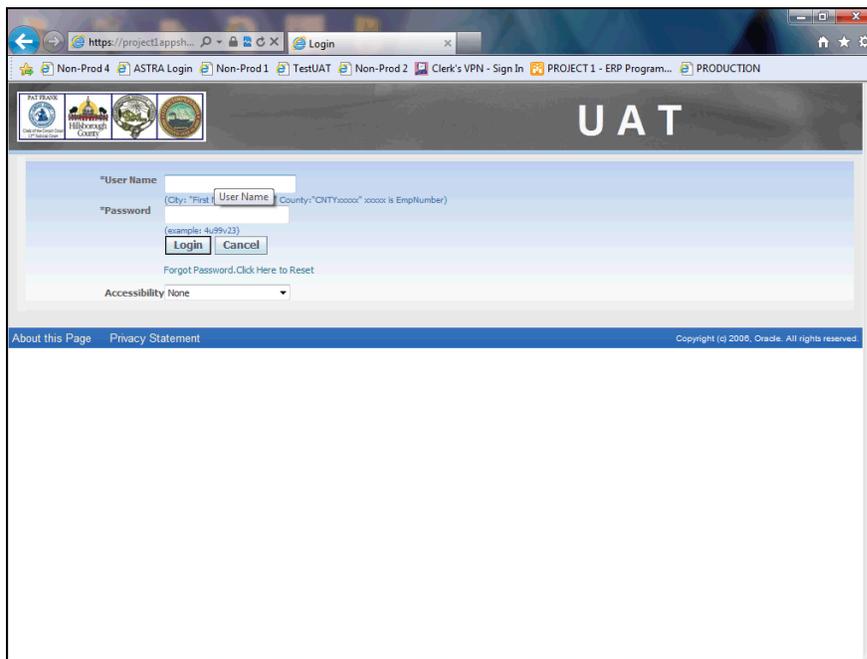
After you have completed the Make Changes to NIGP Category Codes section, you will be able to:

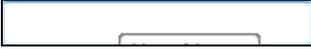
- Add Category Codes to your Profile
- Delete Existing Category Codes from your Profile

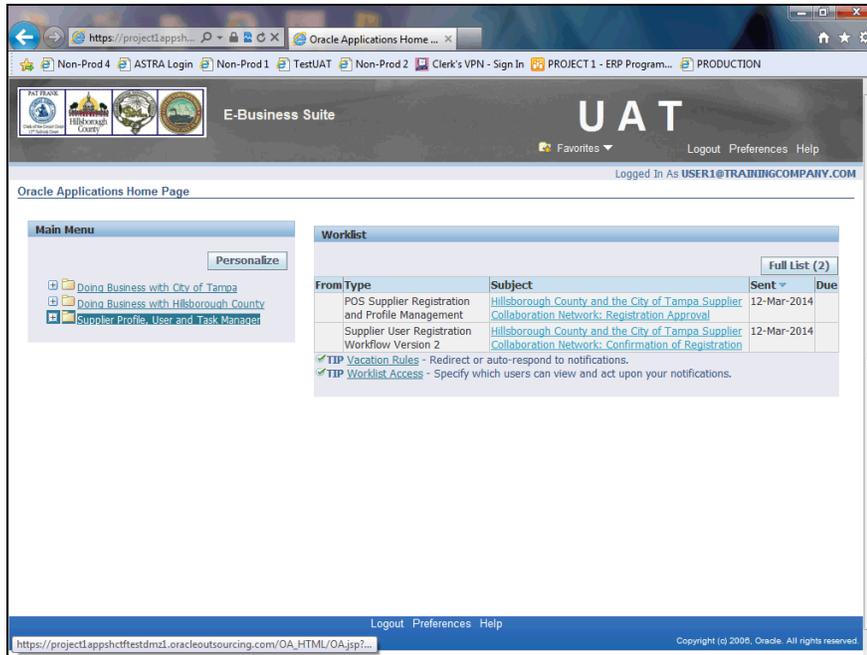
Add Category Code

Procedure

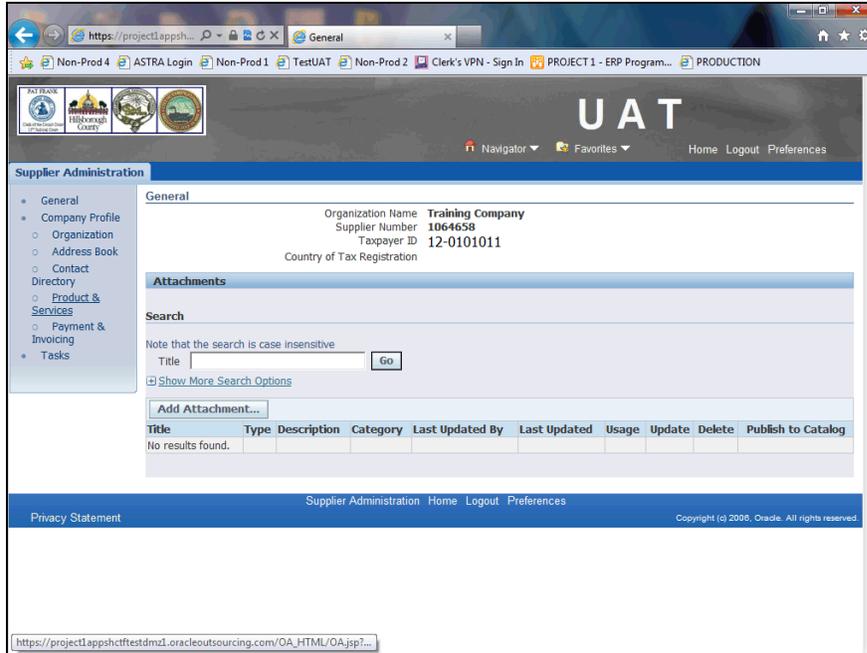
After completing this exercise, you will be able to Add a (NIGP) Category Code to your profile.



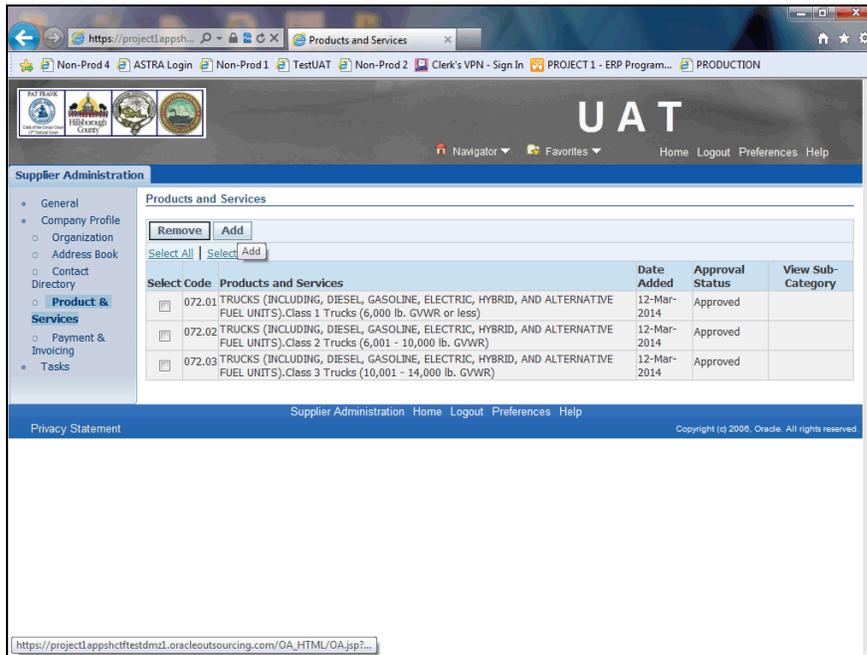
| Step | Action |
|------|--|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



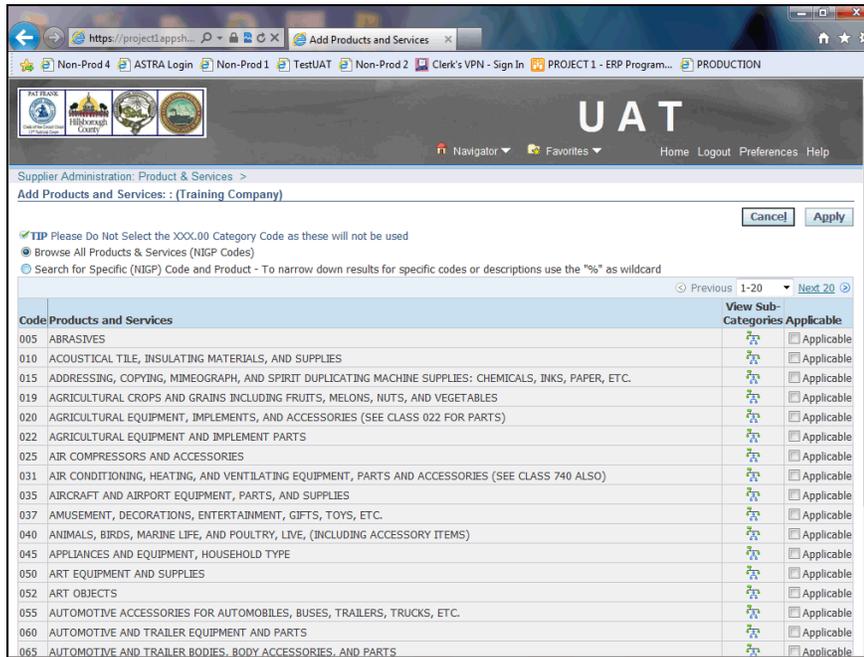
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p>  |



| Step | Action |
|------|--|
| 7. | The <i>General Profile</i> window now appears. Click the Product & Services link on the left side toolbar. |

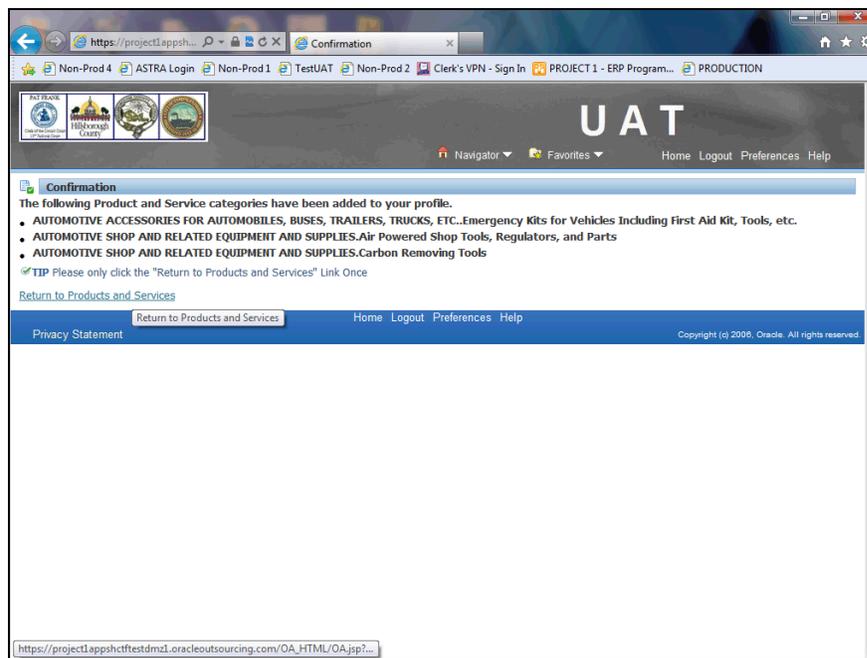


| Step | Action |
|------|--|
| 8. | <p>The <i>Products and Services</i> window now appears.</p> <p>Click the Add button to add new Products and Services to your profile.</p>  |

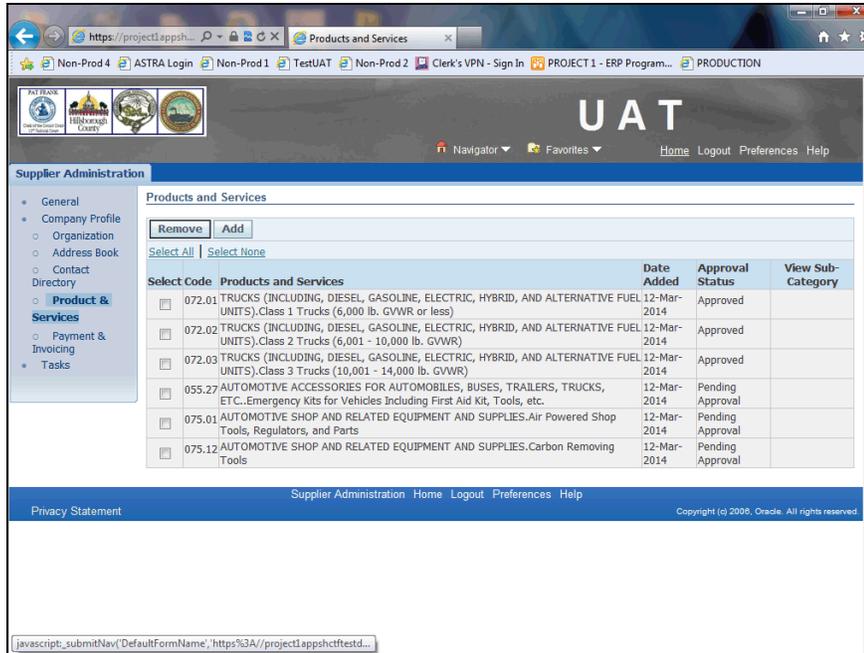


| Step | Action |
|------|---|
| 9. | <p>The <i>Add Products and Services : (Company Name)</i> window now appears.</p> <p>Click the Search for Specific (NIGP) Code and Product option.</p> <p>You can also Browse All Products and Services and select from the Sub-Categories.</p>  |
| 10. | <p>Click in the Description field.</p>  |
| 11. | <p>To search for Key words include them in between a wildcard (%). For example, search for %Tools% or %Uniforms%. By adding the wildcard (%) to your search, the system will find all Products and Services which include the word inserter between the wildcard (%).</p> <p>Note: This search is not case sensitive.</p> |
| 12. | <p>Enter the desired information into the Description field. In this example, enter "%Tools%".</p> |

| Step | Action |
|------|---|
| 13. | Click the Go button to begin your search.  |
| 14. | Click the Applicable check box for any Products and Services that need to be added. In this example, click the Applicable check box for Automotive Accessories.  |
| 15. | In this example, click the Applicable check box for Automotive Shop and Related Equipment.  |
| 16. | In this example, click the Applicable check box for Automotive Shop and Related Equipment. Click the Applicable option.  |
| 17. | Once you have selected all of the Products and Services to be added, click the Apply button.  |



| Step | Action |
|------|--|
| 18. | <p>Confirmation is given that the Products and Services have been added.</p> <p>Click the Return to Products and Services link.</p> <p>Note: Only click the "Return to Products and Services" link once.</p> <p>Return to Products and Services</p> |

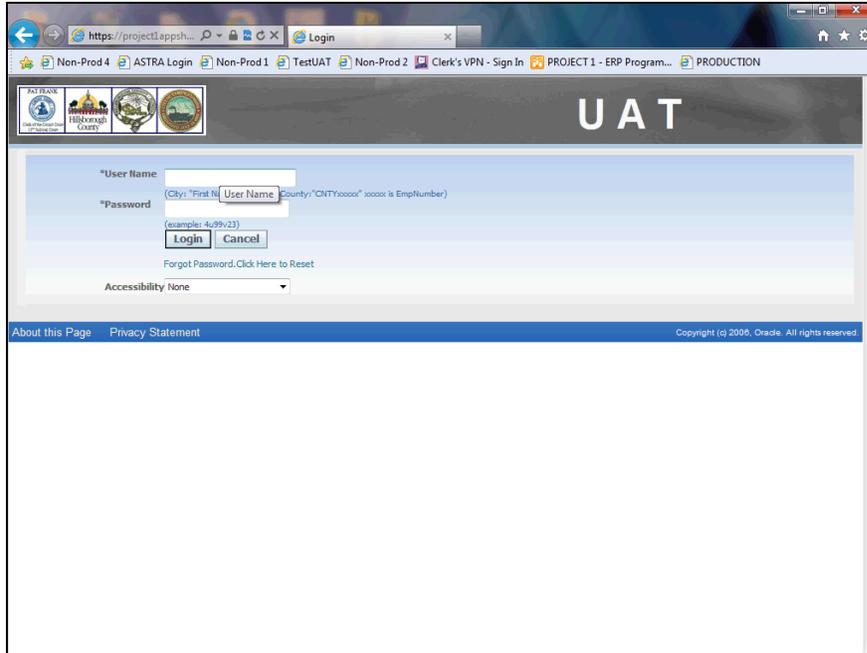


| Step | Action |
|------|---|
| 19. | <p>You will notice that the Products and Services have been added to your profile. They will be in "Pending Approval" status until they are approved by the City of Tampa and Hillsborough County.</p> <p>Click the Home link to return to the Home Page.</p> <p>Home</p> |
| 20. | <p>You have now completed the Add Category Code exercise.</p> <p>You now can successfully add (NIGP) category codes to your company profile.</p> <p>End of Procedure.</p> |

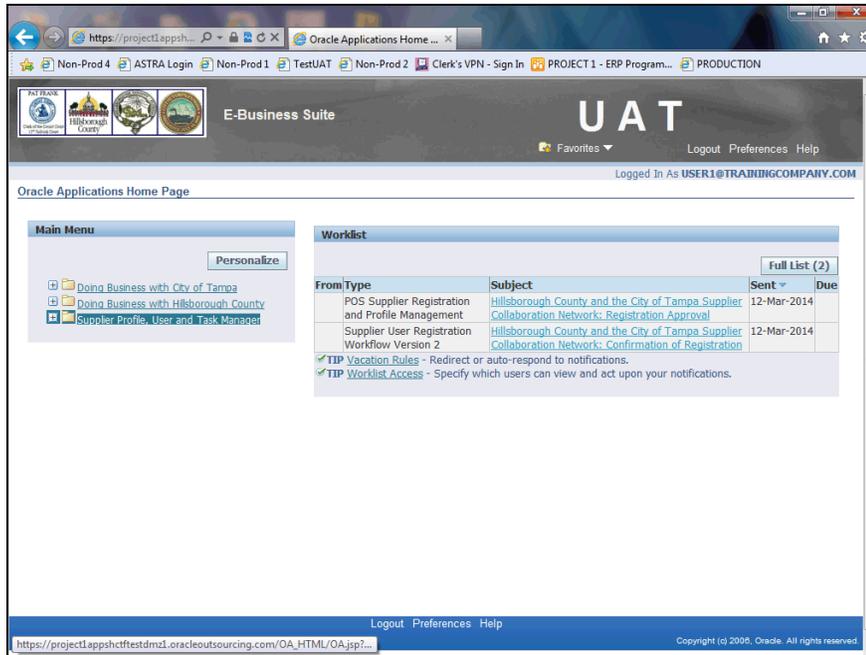
Remove Category Code

Procedure

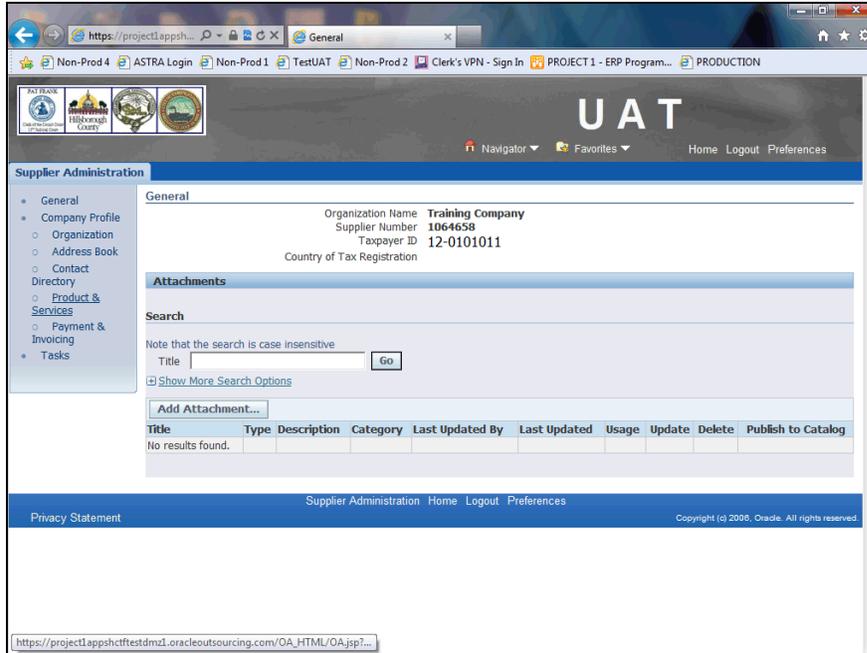
After completing this exercise, you will be able to Remove (NIGP) Category Codes from your profile.



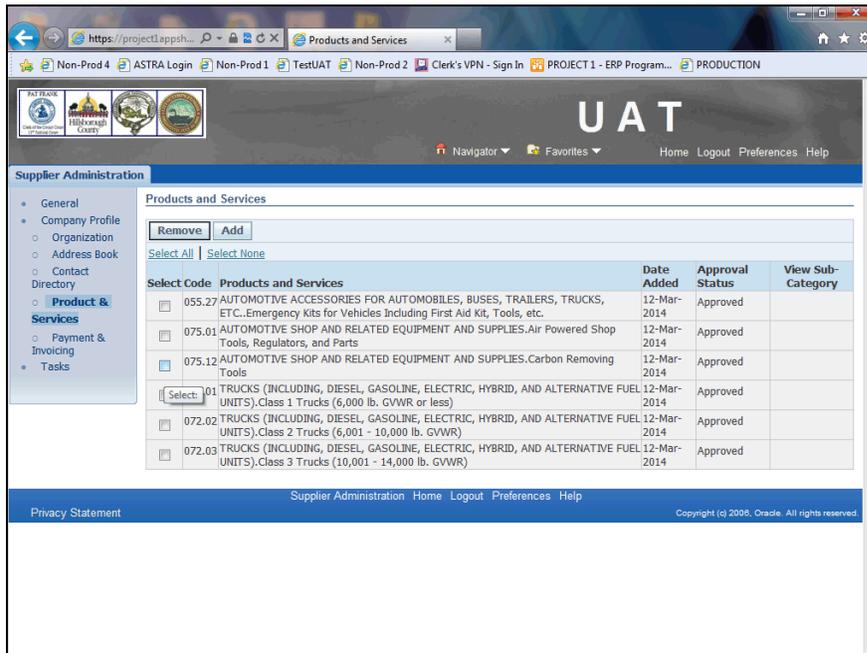
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



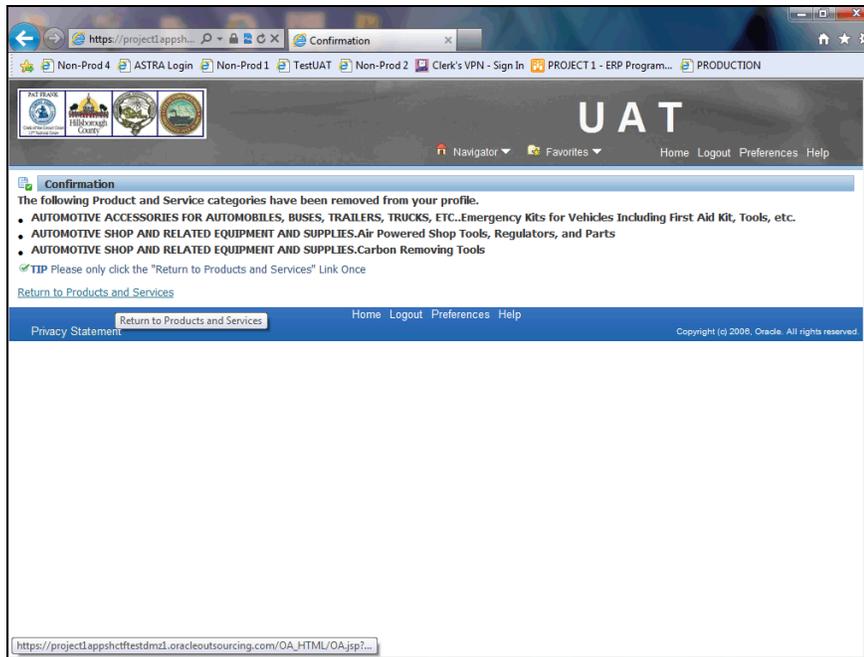
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p>  |



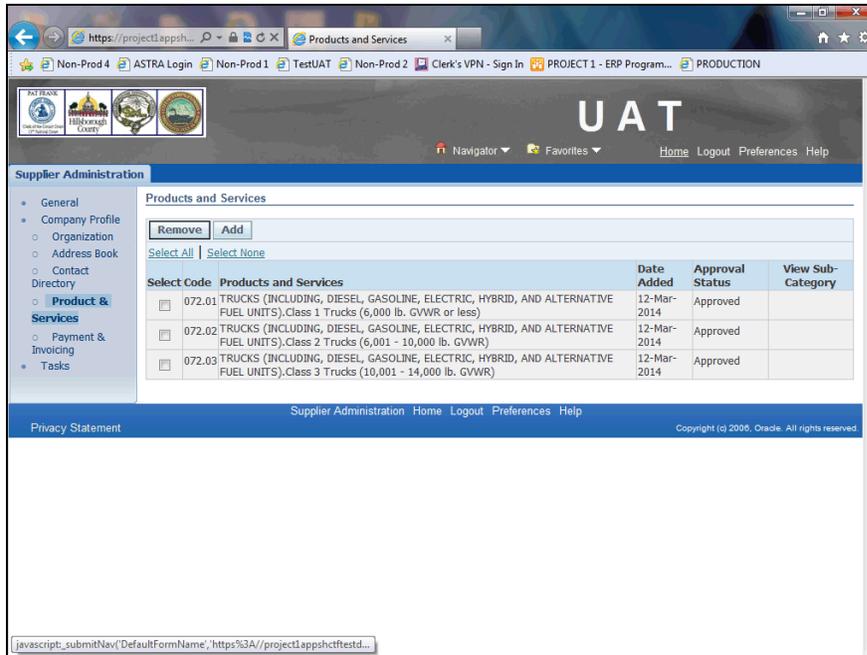
| Step | Action |
|------|--|
| 7. | The <i>General Profile</i> window now appears. Click the Product & Services link on the left side toolbar. |



| Step | Action |
|------|--|
| 8. | <p>The <i>Products and Services</i> window now appears.</p> <p>Click the Select check box for the Products and Services that need to be removed from your profile.</p> <p>In this example, click the Select check box for Code 075.12.</p>  |
| 9. | <p>In this example, click the Select check box for Code 075.01.</p>  |
| 10. | <p>In this example, click the Select check box for Code 055.27.</p>  |
| 11. | <p>Click the Remove button to remove these Products and Services from your profile.</p>  |



| Step | Action |
|------|--|
| 12. | <p>You will receive confirmation that these Products and Services have been removed from your profile.</p> <p>Click the Return to Products and Services link.</p> <p>Note: Only click the "Return to Products and Services" link once.</p>  |



| Step | Action |
|------|---|
| 13. | <p>Notice that those Products and Services have been removed from your profile.</p> <p>Click the Home link to return to the Home Page.</p> <p>Home</p> |
| 14. | <p>You have now completed the Remove Category Code exercise.</p> <p>You now can successfully remove(NIGP) category codes from your company profile.</p> <p>End of Procedure.</p> |

Make Changes to NIGP Category Codes Conclusion

You have successfully completed the Make Changes to NIGP Category Codes section and have learned how to:

- Add Category Codes to your Profile
- Delete Existing Category Codes from your Profile

Inquiry: Orders

After you have completed the Inquiry: Orders section, you will be able to:

- View all of your Purchase Orders
- View all of your Agreements

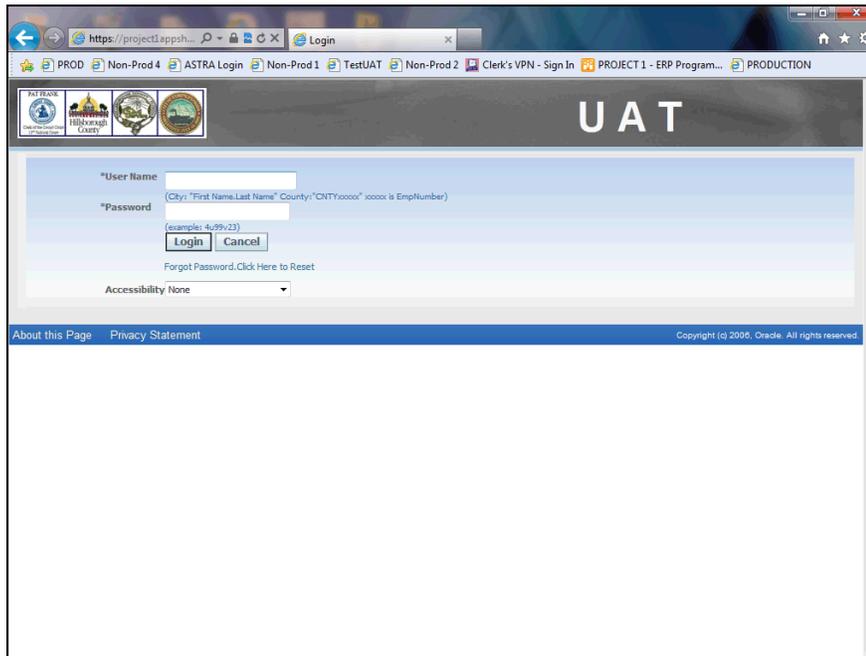
- View your Purchase History

View Purchase Orders

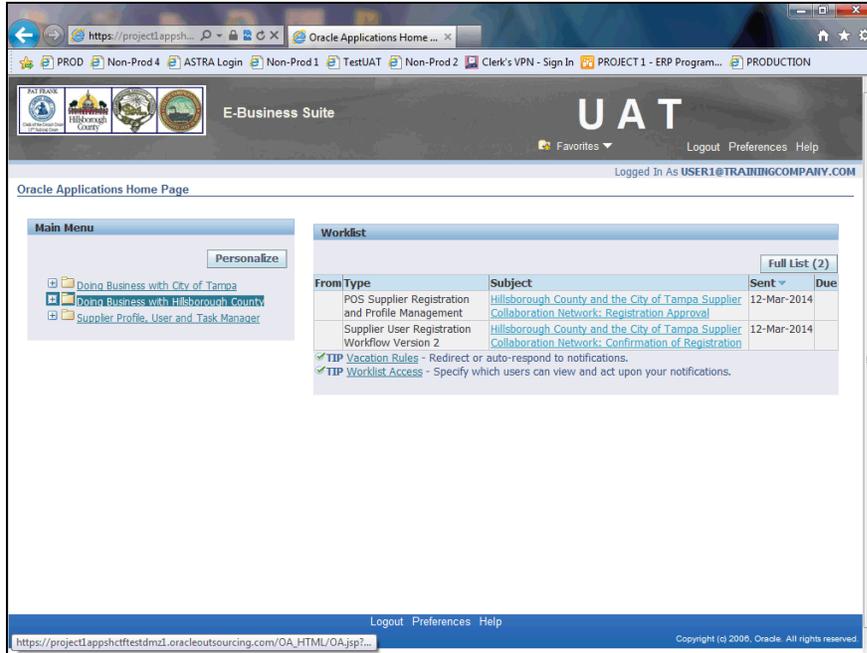
Procedure

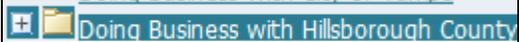
After completing this exercise, you will be able to View your Purchase Orders from the City of Tampa and Hillsborough County.

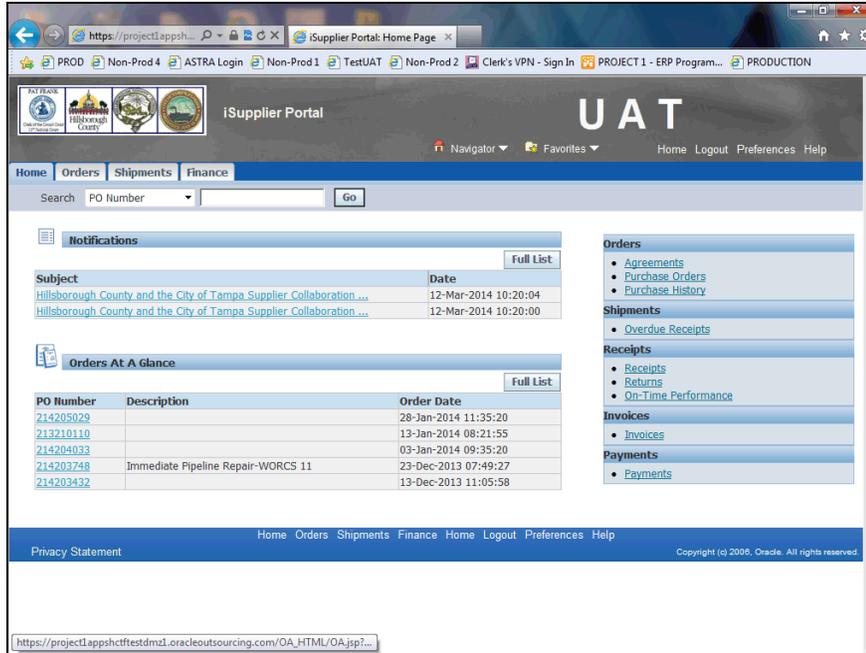
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



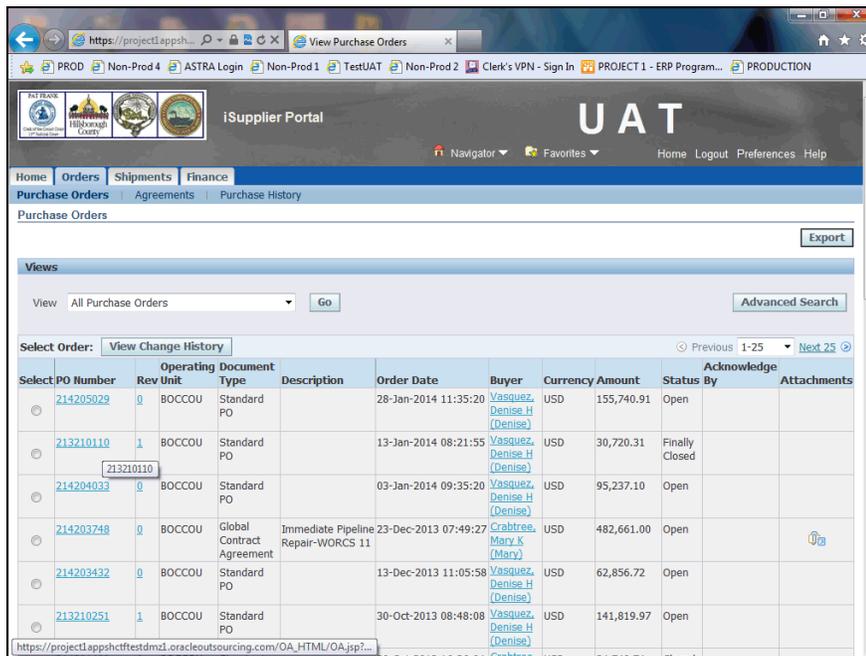
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field. <input type="text"/> |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field. <input type="text"/> |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button. <input type="button" value="Login"/> |



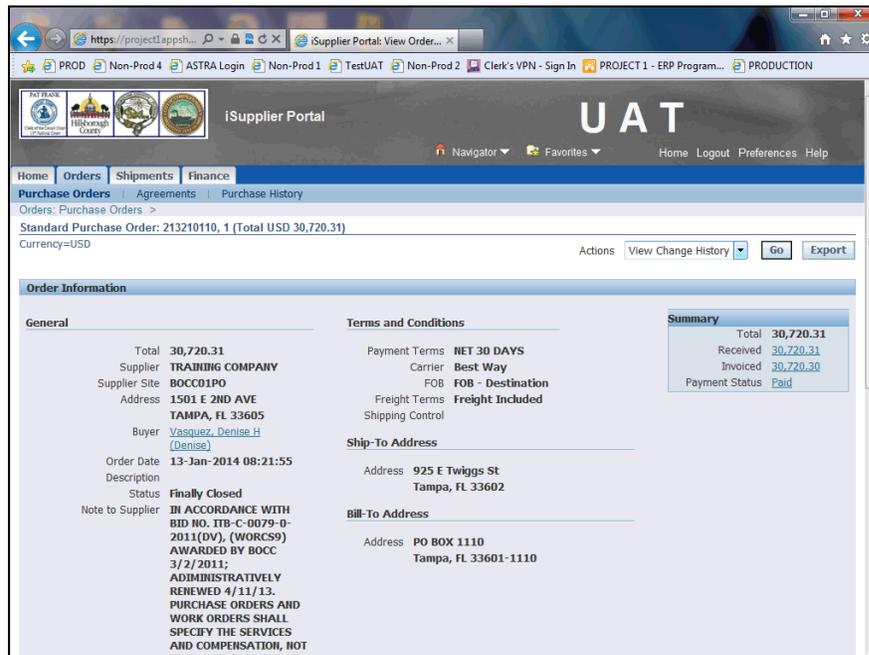
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



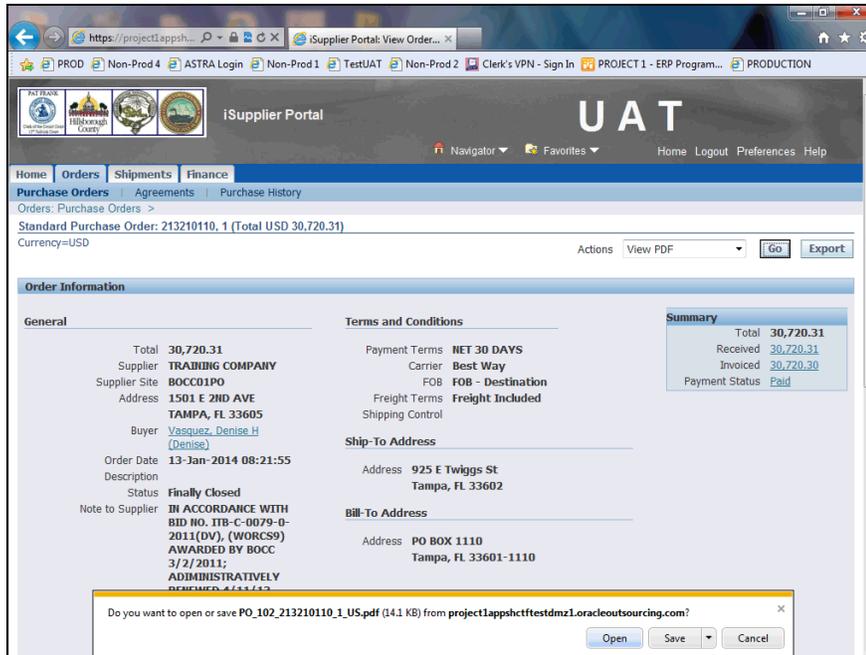
| Step | Action |
|------|--|
| 8. | <p>The <i>Home</i> window now appears.</p> <p>Click the Orders tab at the top of the page.</p> <p>Orders</p> |



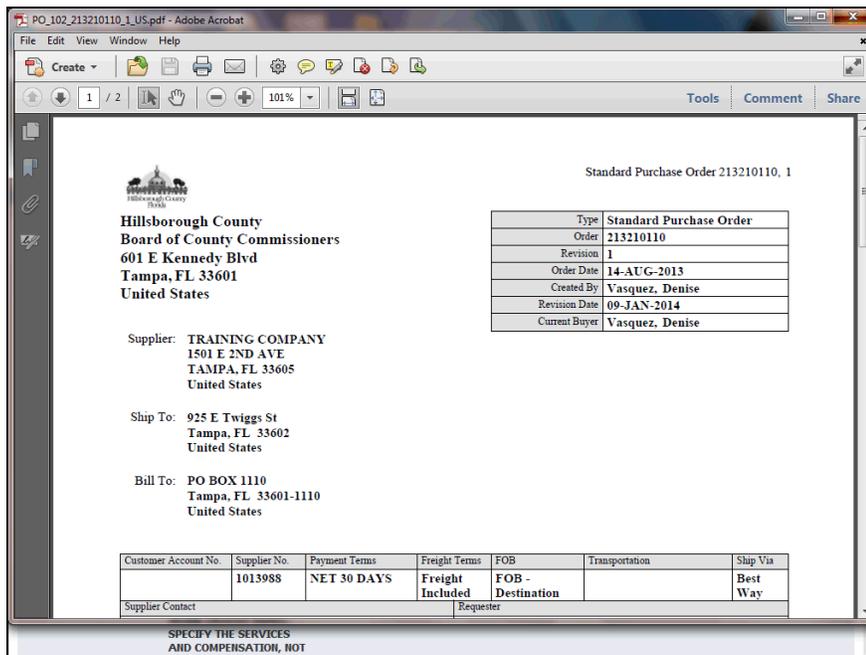
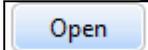
| Step | Action |
|------|--|
| 9. | <p>The <i>Purchase Order</i> window now appears.</p> <p>You can now see all of your existing Purchase Orders.</p> <p>Click the PO Number link to view the entire Purchase Order.</p> <p>In this example, click the PO Number link for 213210110.</p> <p>213210110</p> |



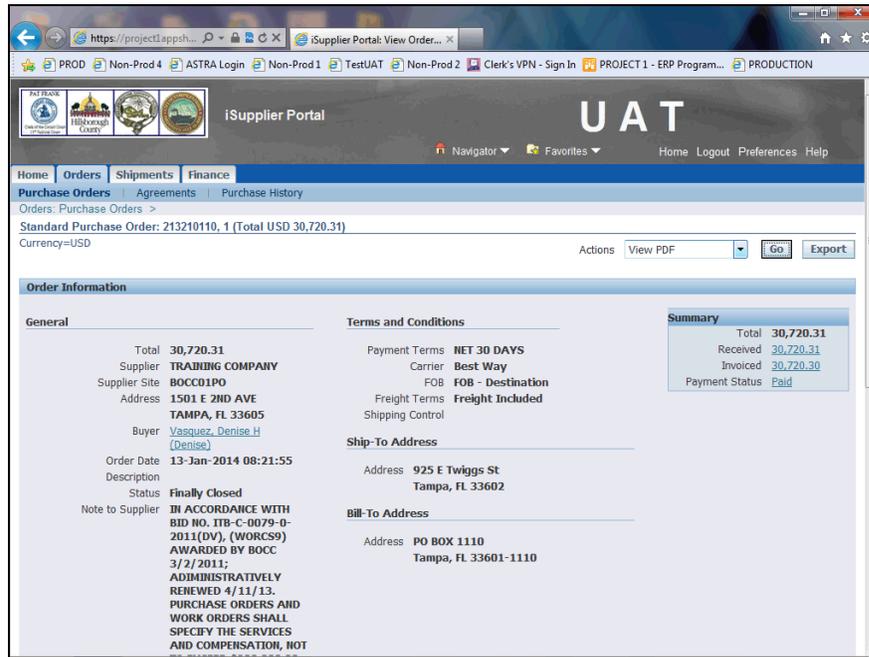
| Step | Action |
|------|--|
| 10. | <p>The <i>Standard Purchase Order: (PO Number)</i> window now appears.</p> <p>Click the Actions drop down list.</p> <p>View Change History</p> |
| 11. | <p>Click the View PDF list item.</p> <p>View PDF</p> |
| 12. | <p>Click the Go button to view the PDF Purchase Order.</p> <p>Go</p> |



| Step | Action |
|------|---|
| 13. | Click the Open button if necessary to open the PDF file. |

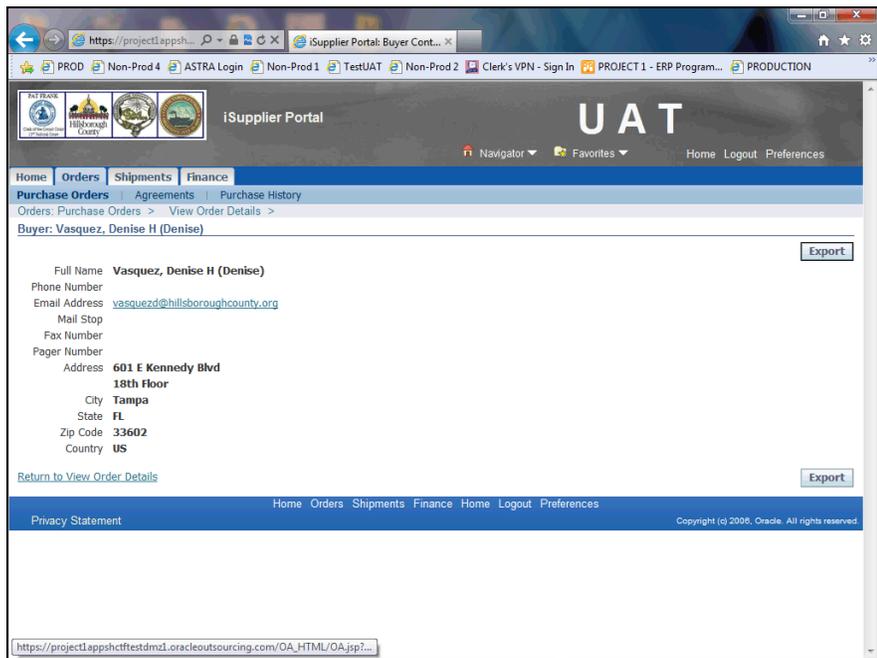


| Step | Action |
|------|--|
| 14. | You can use the scroll bar to move throughout the PDF Document. Once you have reviewed or printed this document, click the Close button to return to the iSupplier Portal.  |

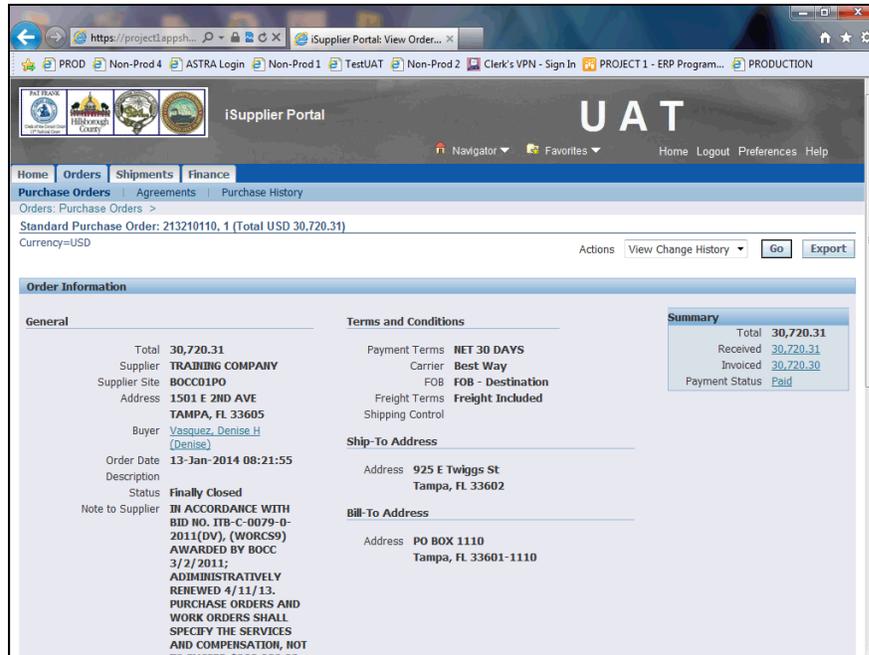


| Step | Action |
|------|---|
| 15. | You are now back in the <i>Standard Purchase Order: (PO Number)</i> window. Click the Actions drop down list.  |
| 16. | Click the View Receipts list item to view any Receipts associated to this Purchase Order. Please see the View Receipts training document for further instructions on viewing Purchase Orders.  |
| 17. | Click the View Invoices list item to view any invoices associated to this Purchase Order. Please see the View Invoices training document for further instructions on viewing Purchase Orders.  |

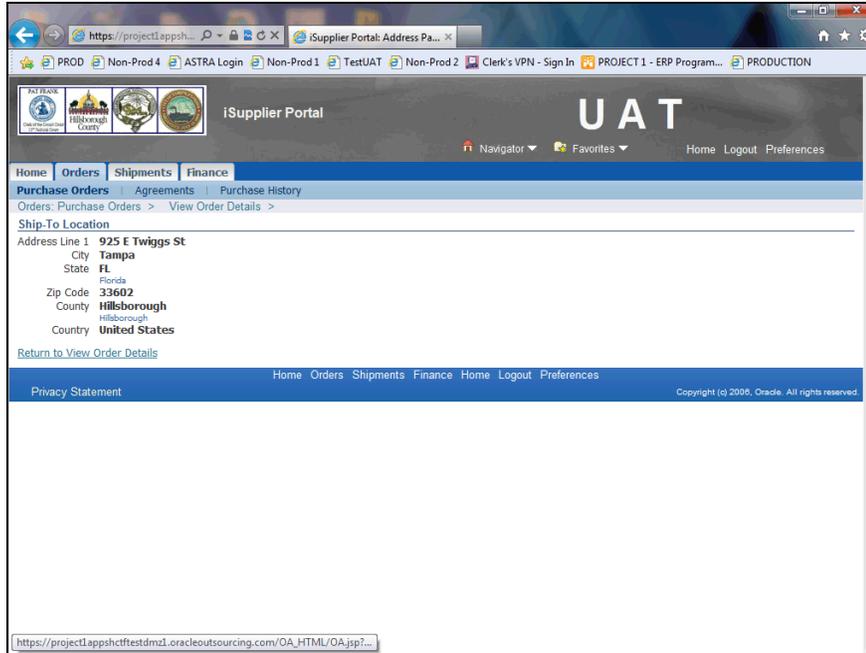
| Step | Action |
|------|--|
| 18. | <p>Click the View Payments list item to view any Payments associated to this Purchase Order.</p> <p>Please see the View Payments training document for further instructions on viewing Purchase Orders.</p> <p>View Payments</p> |
| 19. | <p>Click the Buyer link to see the contact information for the Buyer for this Purchase Order.</p> |



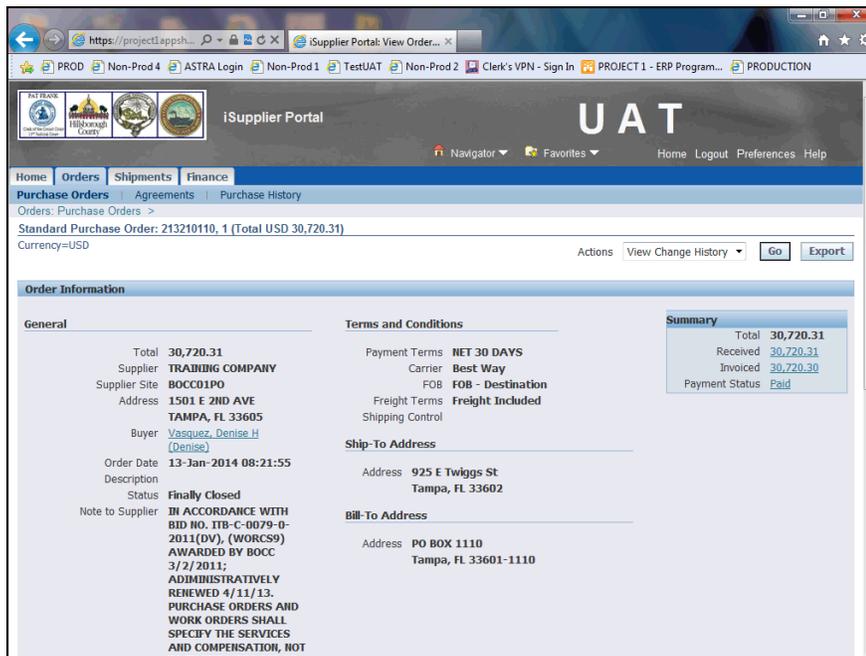
| Step | Action |
|------|--|
| 20. | <p>The <i>Buyer: (Buyer Name)</i> window now appears.</p> <p>Click the Return to View Order Details link.</p> <p>Return to View Order Details</p> |



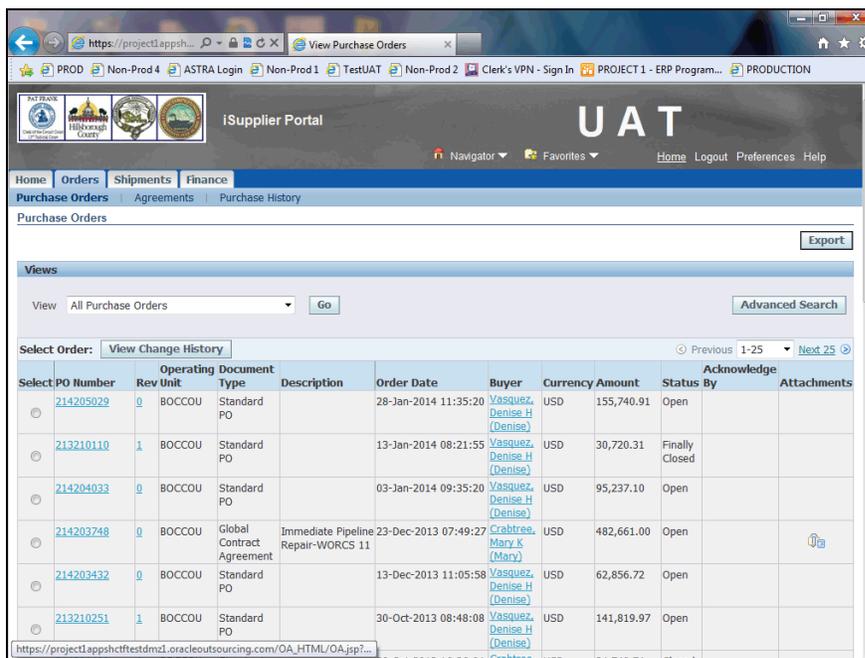
| Step | Action |
|------|--|
| 21. | You are now back in the <i>Standard Purchase Order: (PO Number)</i> window. Click the scrollbar to scroll to the "PO Details" section of the page. |
| 22. | Click the Select to show information (+) button for one of the line items.  |
| 23. | Click the Work Location link to see information relating to the Ship-To address. |



| Step | Action |
|------|---|
| 24. | <p>The <i>Ship-To Location</i> window now appears.</p> <p>Click the Return to View Order Details link.</p> <p>Return to View Order Details</p> |



| Step | Action |
|------|---|
| 25. | Click the scrollbar to scroll to the bottom of the page. |
| 26. | Click the Return to Orders: Purchase Orders link. Return to Orders: Purchase Orders |



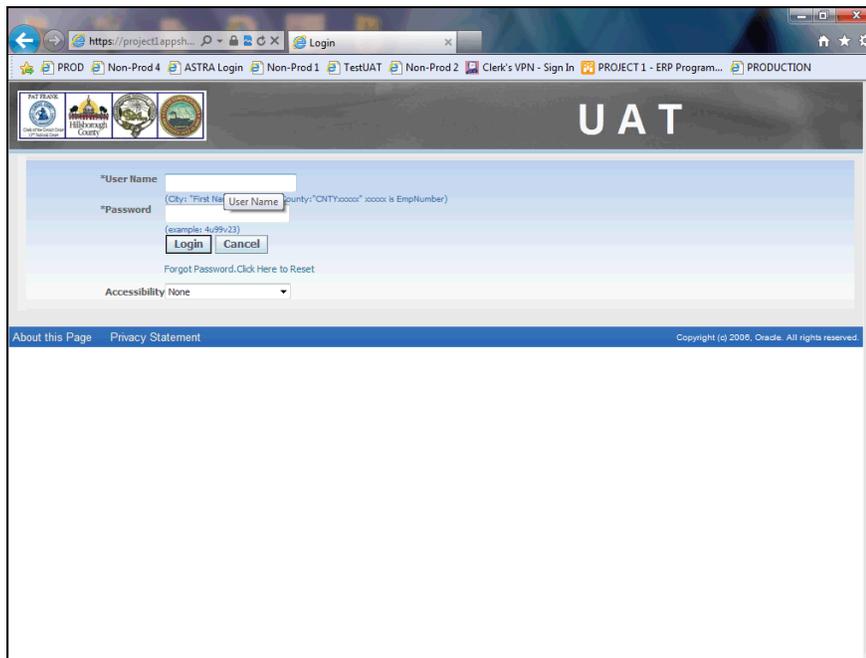
| Step | Action |
|------|--|
| 27. | You are now back in the <i>Purchase Orders</i> window. You can follow the training document from the beginning to view additional purchase orders. Click the Home link to return to the Home Page. Home |
| 28. | You have now completed the View Purchase Orders exercise. You now can successfully view your companies purchase orders from the City of Tampa and Hillsborough County. End of Procedure. |

View Agreements

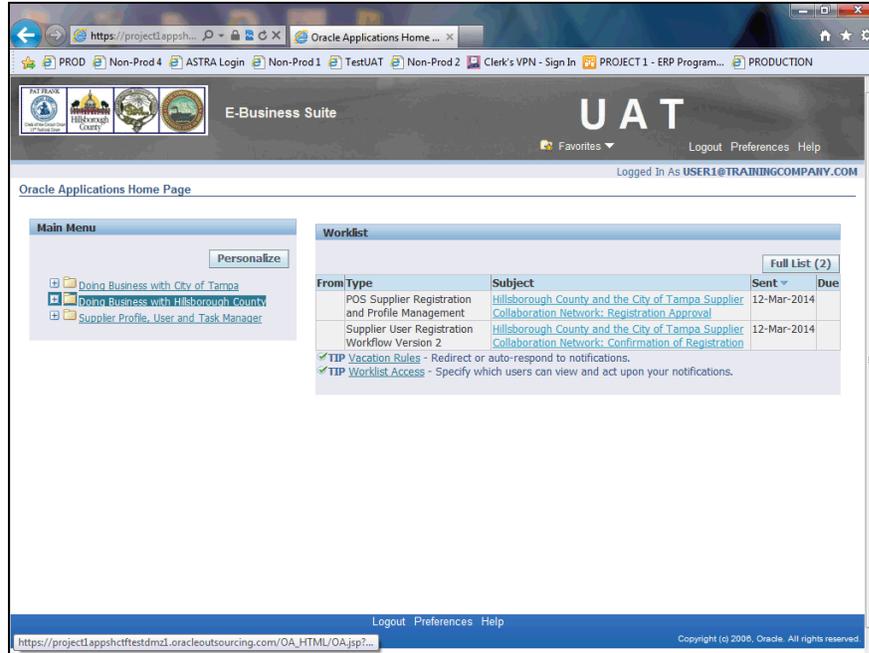
Procedure

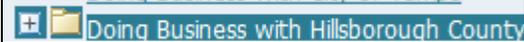
After completing this exercise, you will be able to View your Agreements from the City of Tampa and Hillsborough County.

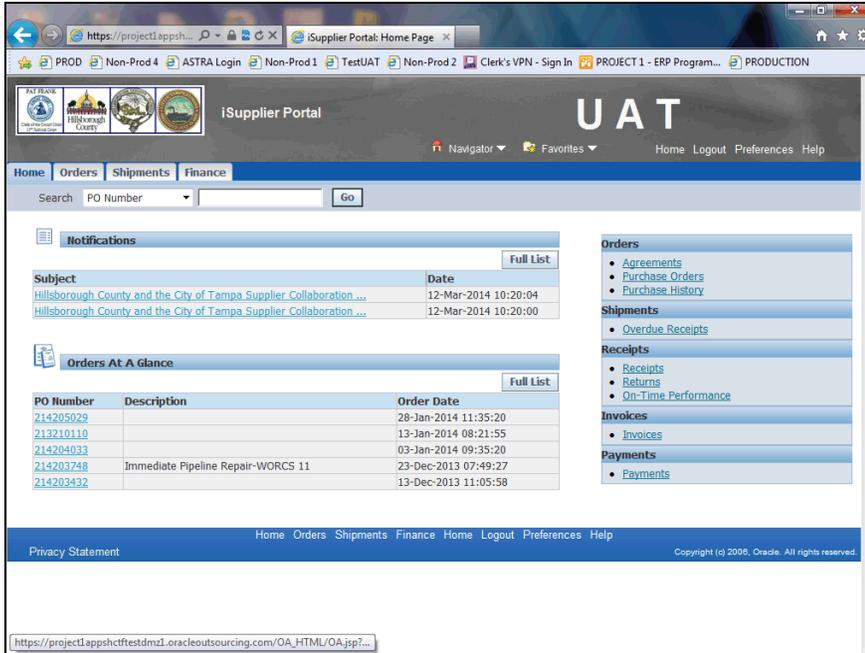
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



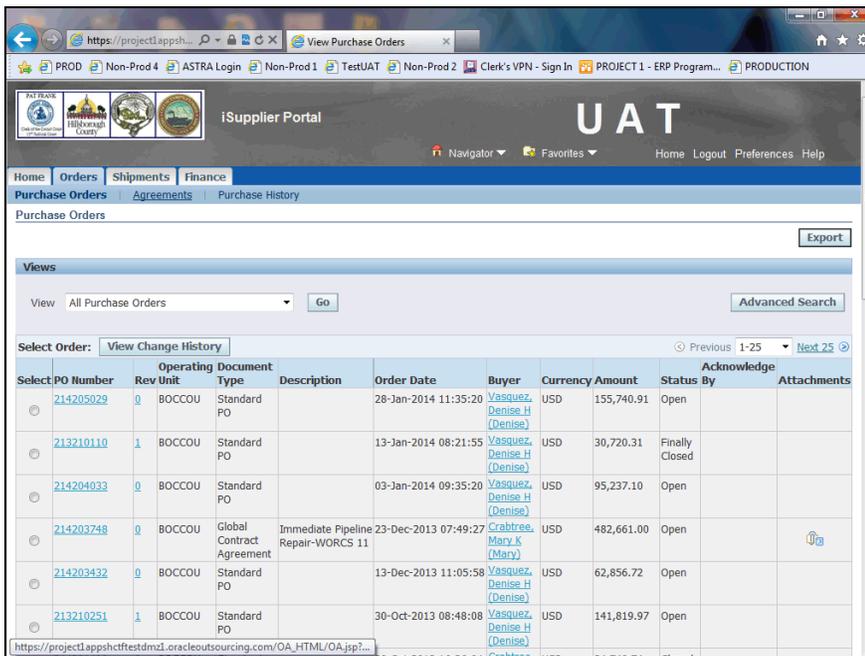
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field. <input type="text"/> |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field. <input type="password"/> |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button. <input type="button" value="Login"/> |



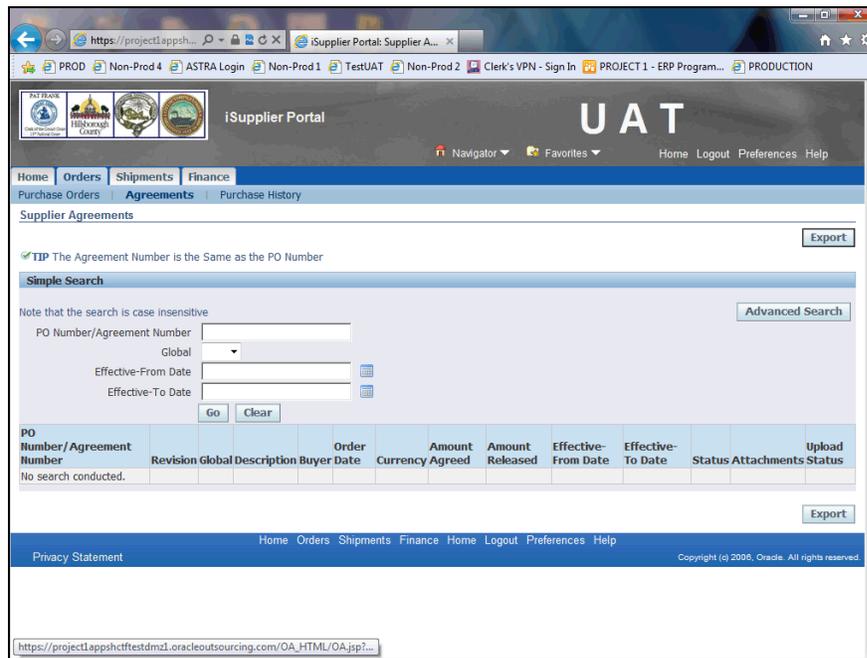
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



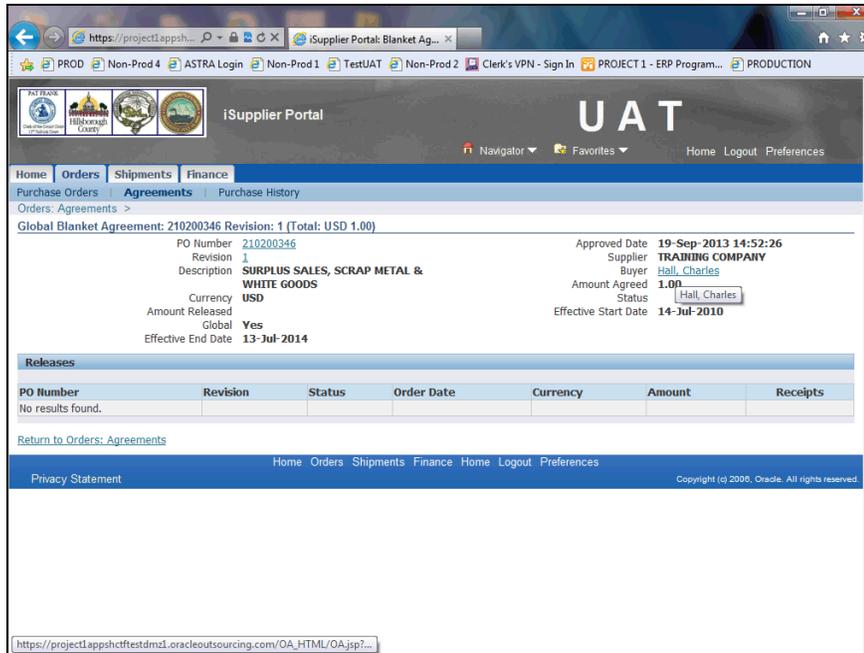
| Step | Action |
|------|--|
| 8. | <p>The <i>Home</i> window now appears.</p> <p>Click the Orders tab at the top of the page.</p> <p>Orders</p> |



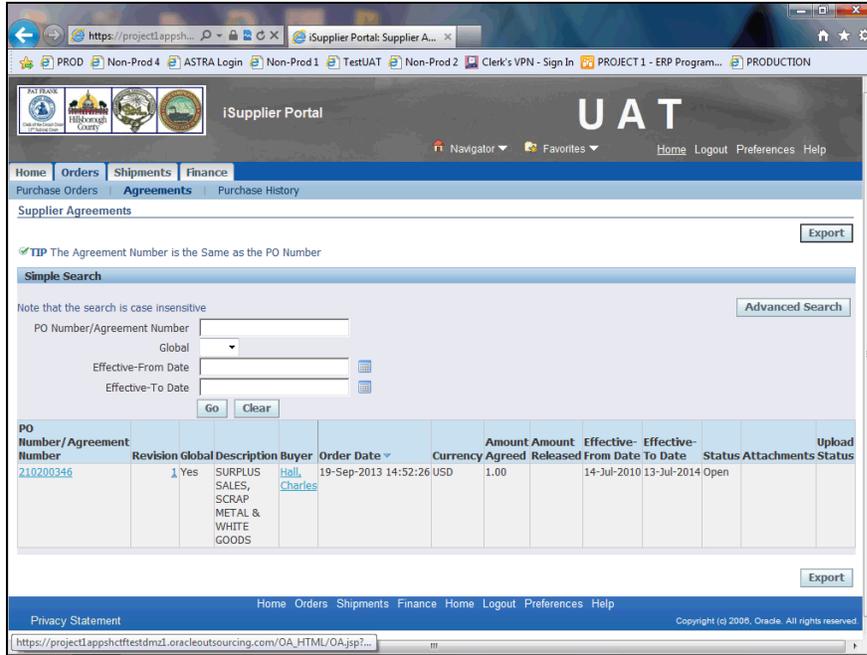
| Step | Action |
|------|---|
| 9. | <p>The <i>Purchase Order</i> window now appears.</p> <p>Click the Agreements link.</p> <p>Agreements</p> |



| Step | Action |
|------|--|
| 10. | <p>The <i>Supplier Agreements</i> window now appears.</p> <p>You can fill out any of the search criteria before clicking Go. In order to see all of your Agreements, click the Go button.</p> <p>Go</p> |
| 11. | <p>Your search results are displayed below the "Search Criteria."</p> <p>Click the PO Number/Agreement Number link for the Agreement in which you would like to inquire further about.</p> <p>In this example, click the PO Number/Agreement Number link for 210200346.</p> <p>210200346</p> |



| Step | Action |
|------|---|
| 12. | The <i>Global Blanket Agreement: (Agreement Number)</i> window now appears. Click the Buyer link to see the contact information for the Buyer. Hall, Charles |
| 13. | Click the Revision link to see the revisions made to this Agreement. 1 |
| 14. | Once you are finished reviewing this Agreement, click the Return to Orders: Agreements link at the bottom of the page. Return to Orders: Agreements |



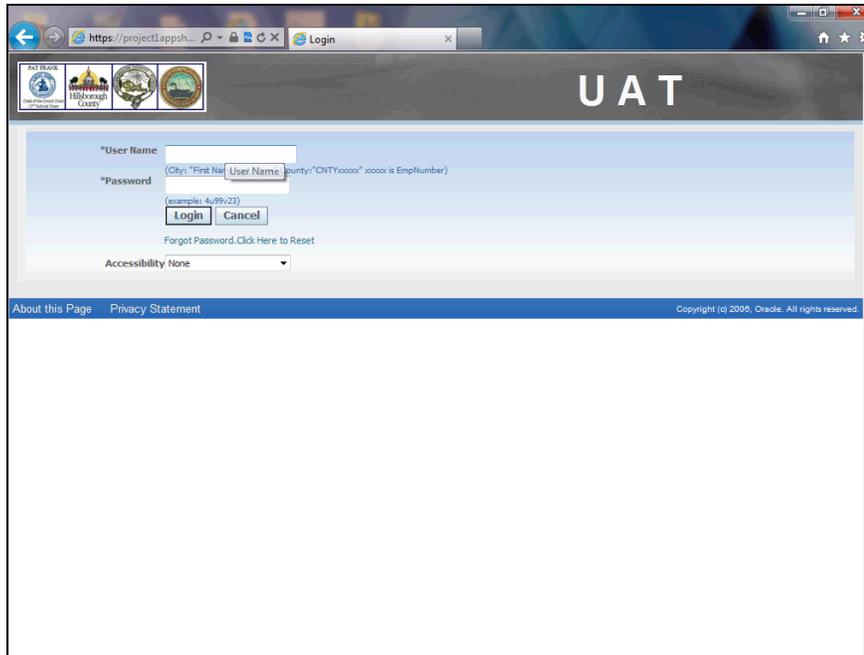
| Step | Action |
|------|--|
| 15. | <p>You are now back in the <i>Supplier Agreements</i> window.</p> <p>You can follow the training document from the beginning to view additional agreements.</p> <p>Click the Home link to return to the Home Page.</p> <p>Home</p> |
| 16. | <p>You have now completed the View Agreements exercise.</p> <p>You now can successfully view your companies agreements from the City of Tampa and Hillsborough County.</p> <p>End of Procedure.</p> |

View Purchase History

Procedure

After completing this exercise, you will be able to View your Purchase History with the City of Tampa and Hillsborough County.

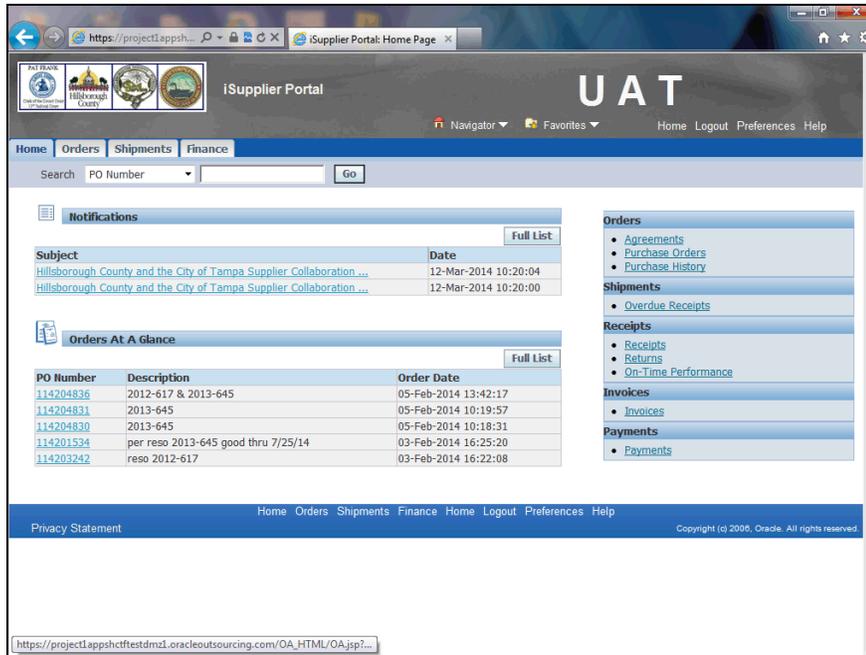
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



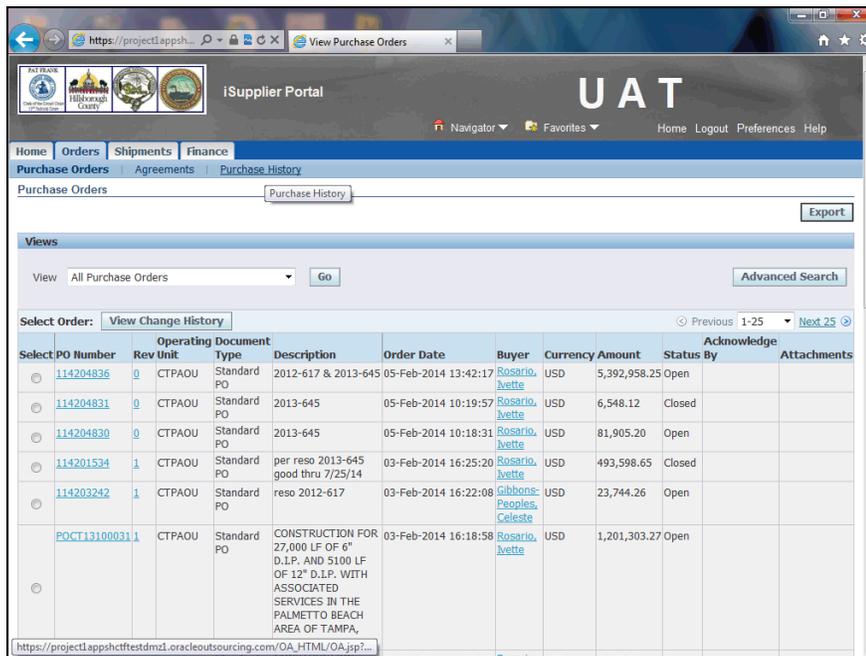
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



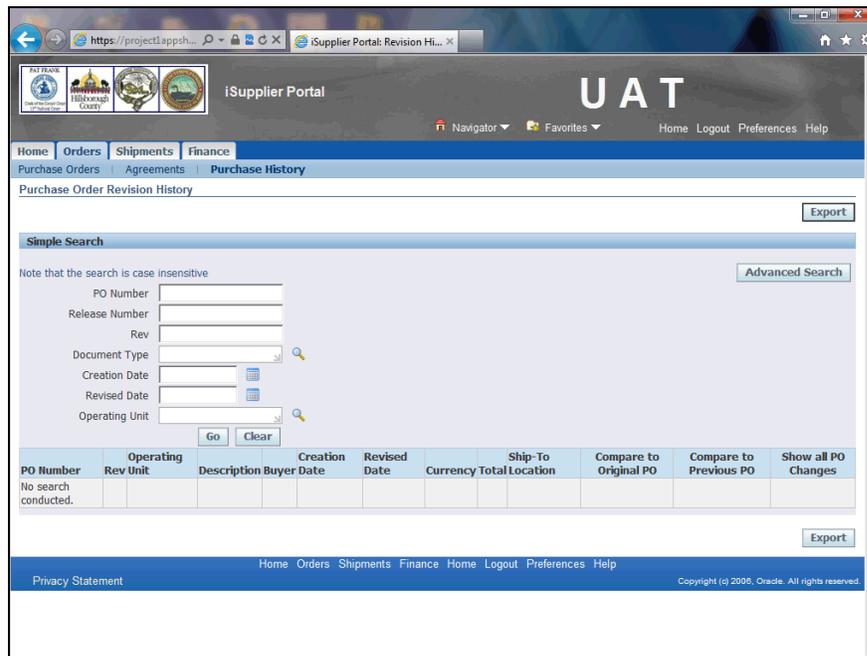
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with City of Tampa link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



| Step | Action |
|------|---|
| 8. | The <i>Home</i> window now appears. Click the Orders tab at the top of the page. Orders |

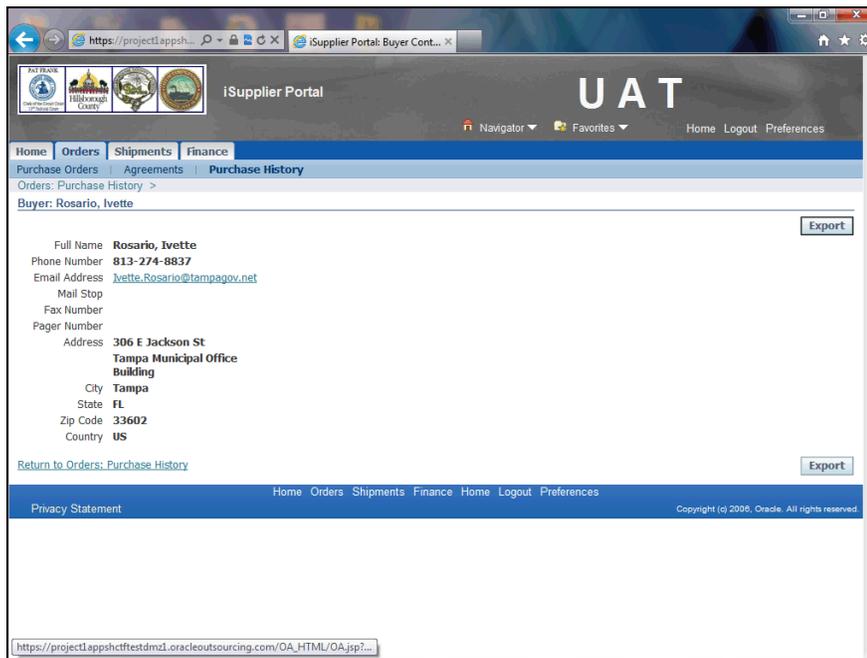


| Step | Action |
|------|--|
| 9. | <p>The <i>Purchase Order</i> window now appears.</p> <p>Click the Purchase History link.</p> <p>Purchase History</p> |

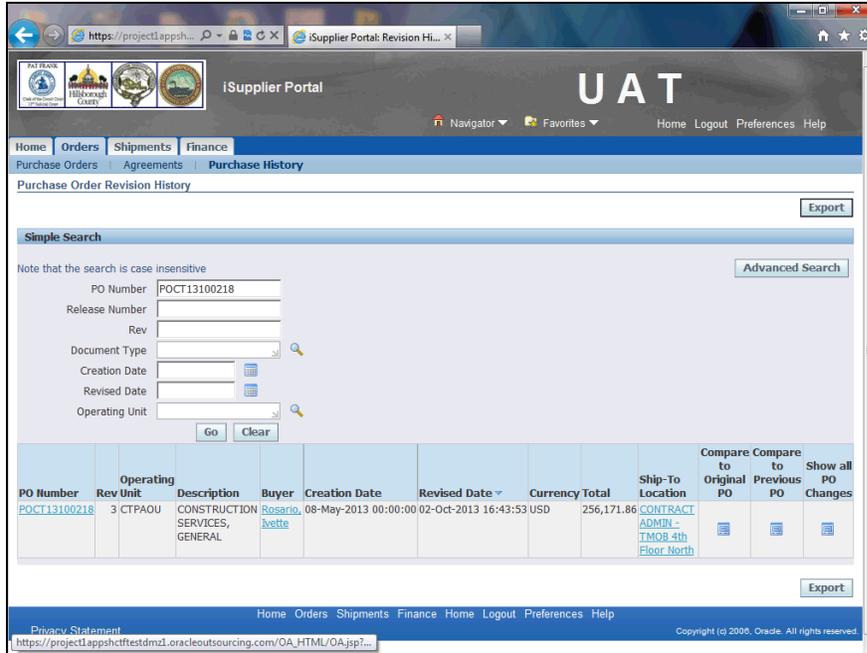


| Step | Action |
|------|--|
| 10. | <p>The <i>Purchase Order Revision History</i> window now appears.</p> <p>You can click the "Go" button to see all of your Purchase History. In this example we are going to use search criteria to find a Purchase Order.</p> <p>Click in the PO Number field in the Simple Search section of the page.</p> <p><input type="text"/></p> |
| 11. | <p>Enter the desired information into the PO Number field. In this example, enter "POCT13100218".</p> |
| 12. | <p>Click the Go button to execute your search.</p> <p>Go</p> |

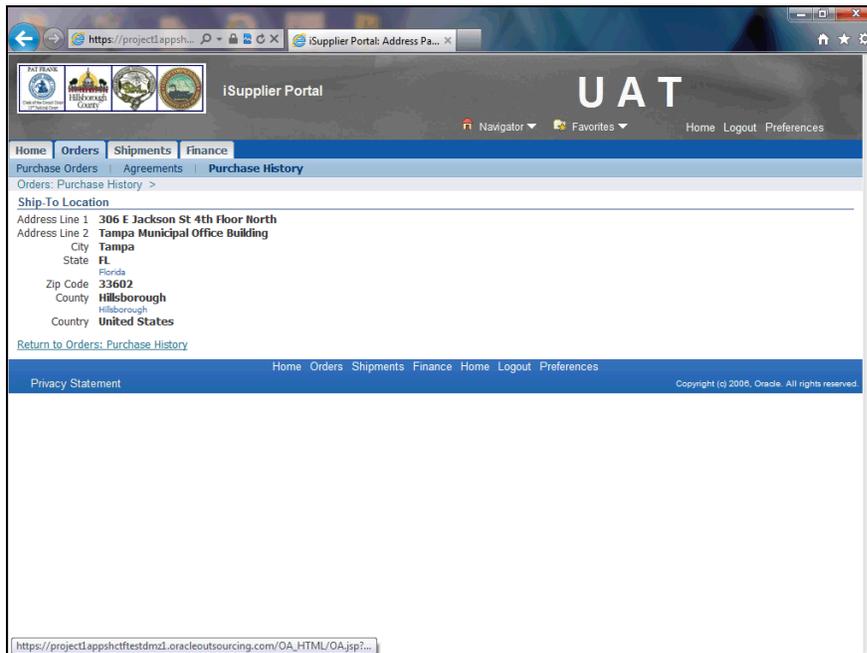
| Step | Action |
|------|--|
| 13. | <p>Your search results are displayed below the "Search Criteria."</p> <p>Click the PO Number link to see the Purchase Order.</p> <p>Please see the View Purchase Orders training document for further instructions on viewing Purchase Orders.</p> <p>POCT13100218</p> |
| 14. | <p>Click the Buyer link to see additional contact information for the Buyer.</p> |



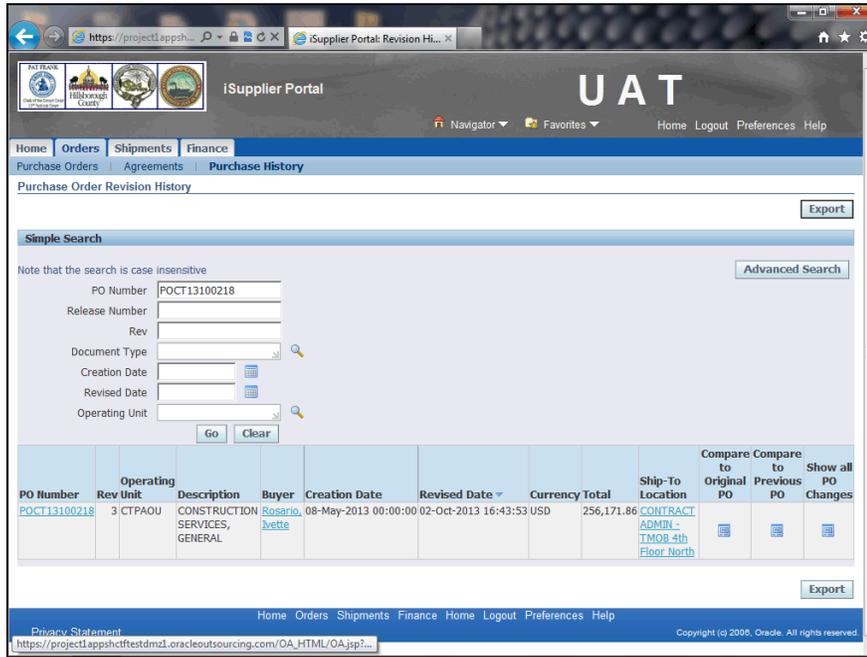
| Step | Action |
|------|--|
| 15. | <p>The <i>Buyer: (Buyer Name)</i> window now appears.</p> <p>Click the Return to Orders: Purchase History link.</p> <p>Return to Orders: Purchase History</p> |



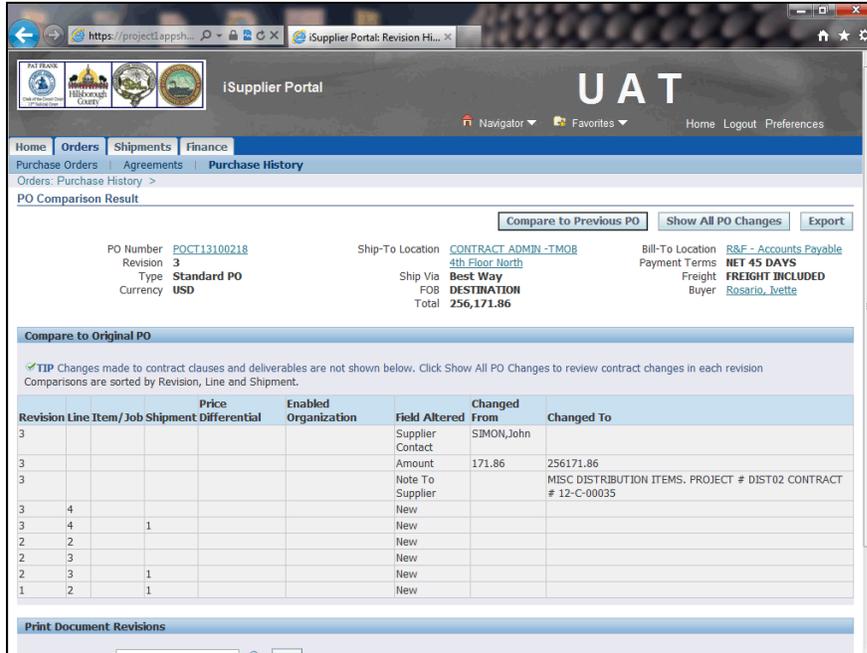
| Step | Action |
|------|--|
| 16. | You are now back in the <i>Purchase Order Revision History</i> window. Click the Ship-To Location link to see additional information regarding this address. |



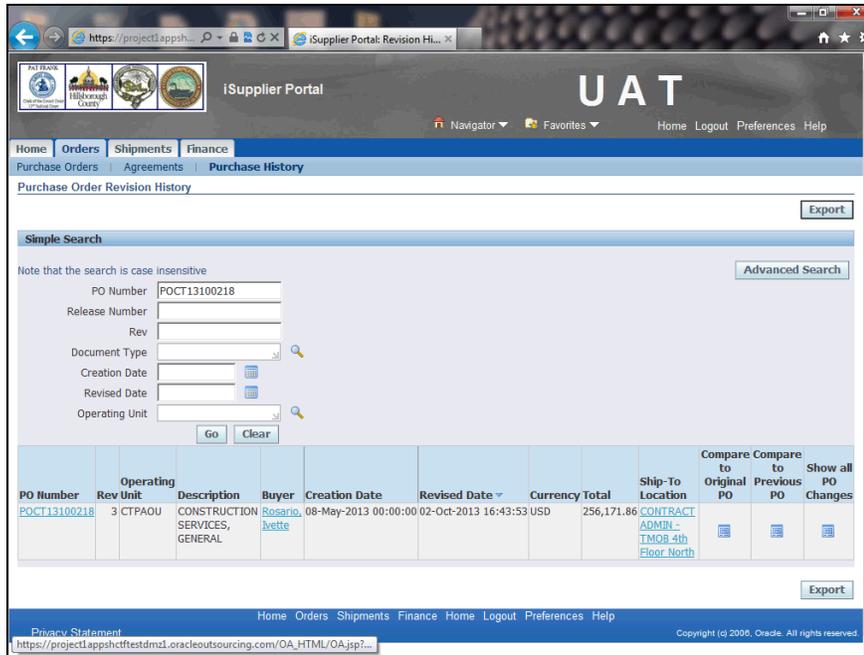
| Step | Action |
|------|---|
| 17. | <p>The <i>Ship-To Location</i> window now appears.</p> <p>Click the Return to Orders: Purchase History link.</p> <p>Return to Orders: Purchase History</p> |



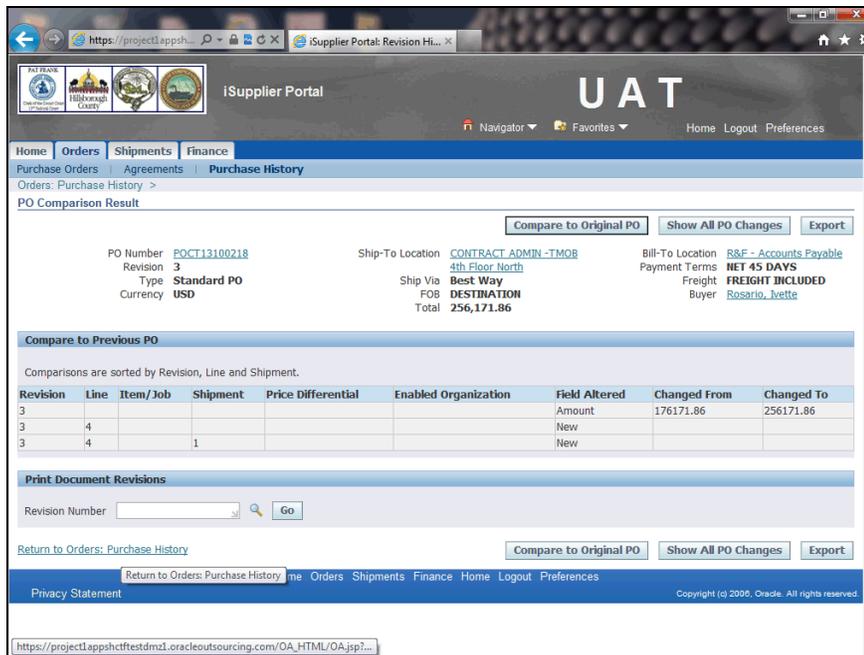
| Step | Action |
|------|---|
| 18. | <p>You are now back in the <i>Purchase Order Revision History</i> window.</p> <p>Click the Compare to Original PO button for the Purchase Order your are reviewing.</p> <p></p> |



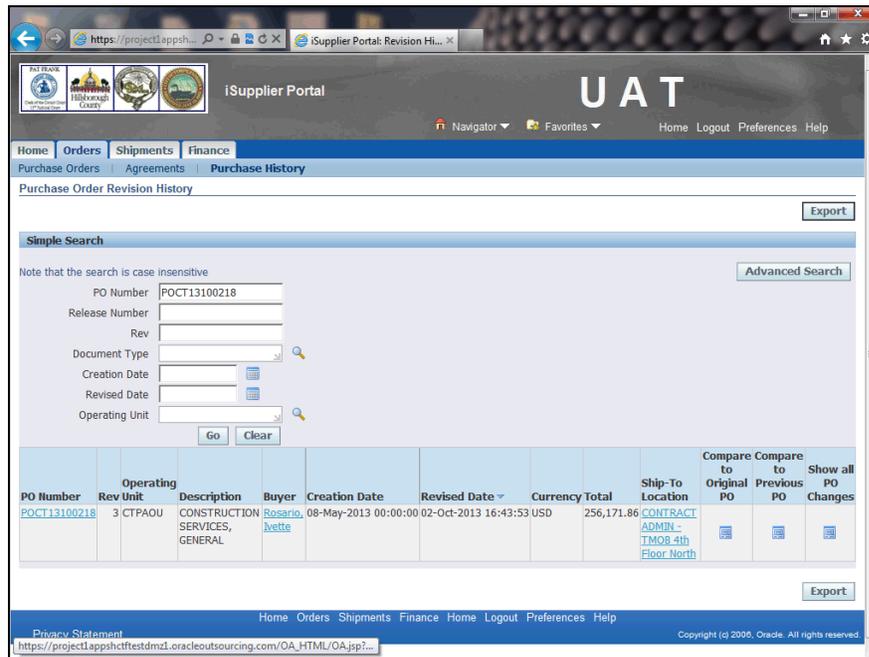
| Step | Action |
|------|--|
| 19. | <p>The <i>PO Comparison Result</i> window is now displayed.</p> <p>You now can compare the most recent version of the Purchase Order to the Original version of the Purchase Order.</p> <p>Click the scrollbar to view all of the changes.</p> |
| 20. | <p>Once you are finished reviewing, click the Return to Orders: Purchase History link at the bottom of the page.</p> <p>Return to Orders: Purchase History</p> |



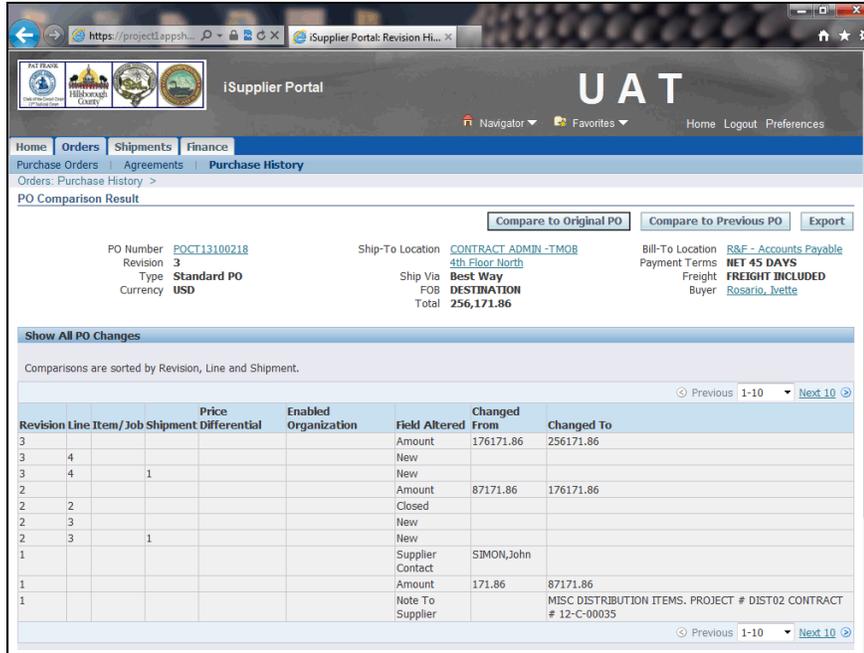
| Step | Action |
|------|--|
| 21. | <p>You are now back in the <i>Purchase Order Revision History</i> window.</p> <p>Click the Compare to Previous PO button for the Purchase Order your are reviewing.</p>  |



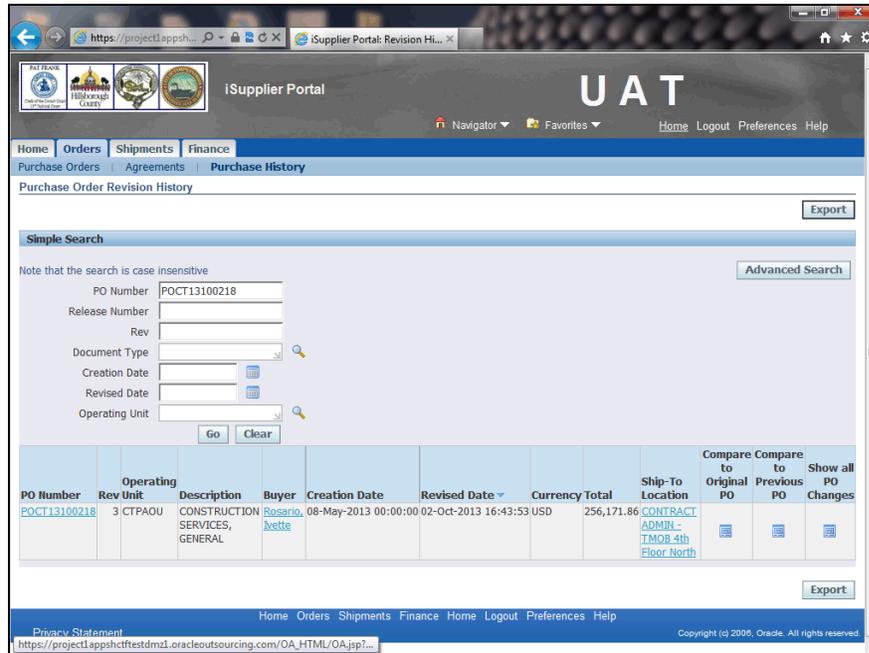
| Step | Action |
|------|---|
| 22. | <p>The <i>PO Comparison Result</i> window is now displayed.</p> <p>You now can compare the most recent version of the Purchase Order to the previous version of the Purchase Order.</p> <p>Once you are finished reviewing, click the Return to Orders: Purchase History link at the bottom of the page.</p> <p>Return to Orders: Purchase History</p> |



| Step | Action |
|------|---|
| 23. | <p>You are now back in the <i>Purchase Order Revision History</i> window.</p> <p>Click the Show all PO Changes button for the Purchase Order you are reviewing.</p> <p></p> |



| Step | Action |
|------|--|
| 24. | <p>The <i>PO Comparison Result</i> window is now displayed.</p> <p>You now can compare all versions of this Purchase Order.</p> <p>Click the scrollbar to view all of the changes.</p> |
| 25. | <p>Once you are finished reviewing, click the Return to Orders: Purchase History link at the bottom of the page.</p> <p>Return to Orders: Purchase History</p> |



| Step | Action |
|------|--|
| 26. | <p>You are now back in the <i>Purchase Order Revision History</i> window. You can follow the training document from the beginning to view purchase history.</p> <p>Click the Home link to return to the Home Page.</p> <p></p> |
| 27. | <p>You have now completed the View Purchase History exercise.</p> <p>You now can successfully view your companies purchase history from the City of Tampa and Hillsborough County.</p> <p>End of Procedure.</p> |

Inquiry: Orders Conclusion

You have successfully completed the Inquiry: Orders section and have learned how to:

- View all of your Purchase Orders
- View all of your Agreements
- View your Purchase History

Inquiry: Shipments

After you have completed the Inquiry: Shipments section, you will be able to:

- View all of your Receipts

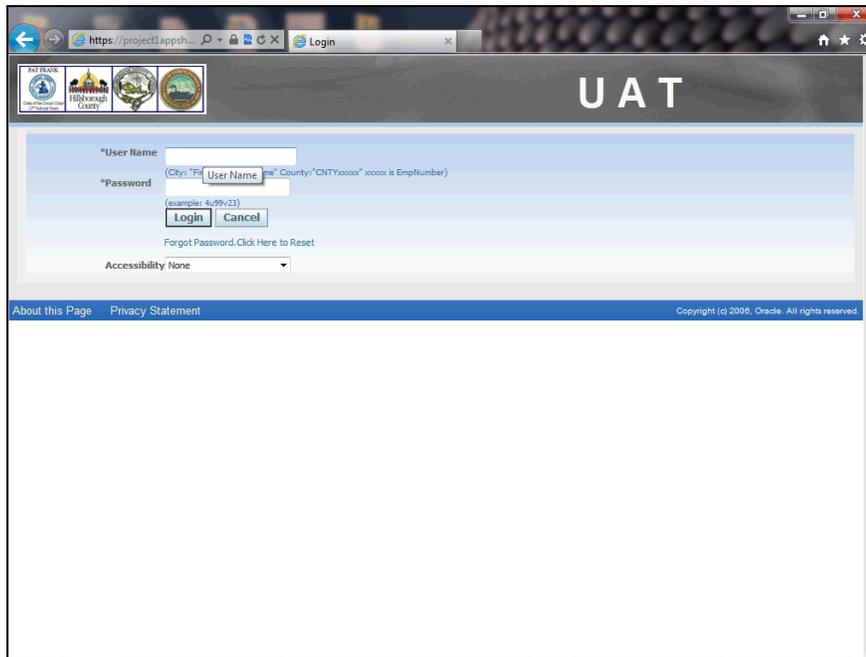
- View all of your Returns
- View all of your Overdue Receipts
- View your On-Time Performance

View Receipts

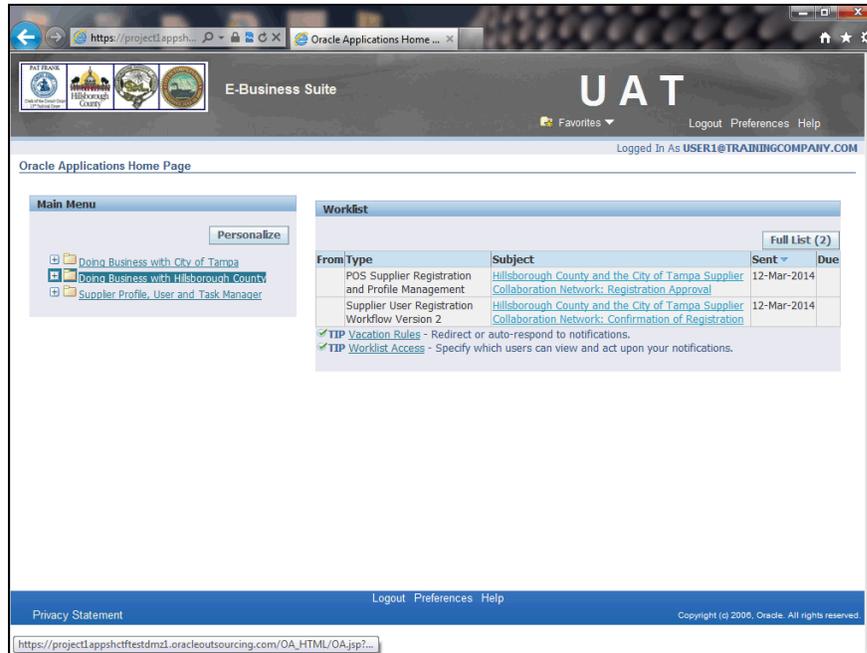
Procedure

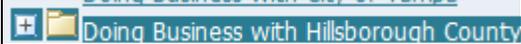
After completing this exercise, you will be able to View your Receipts from the City of Tampa and Hillsborough County.

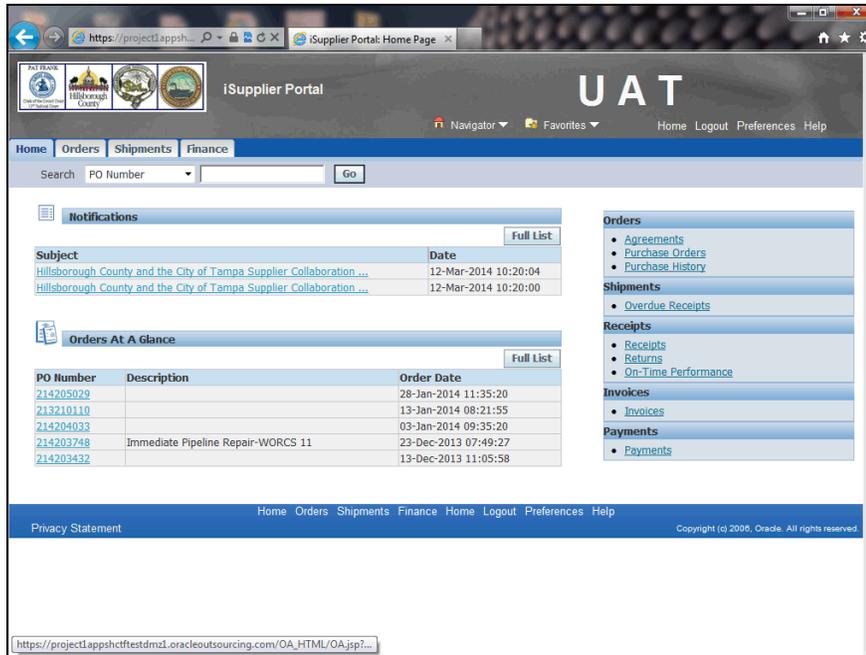
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



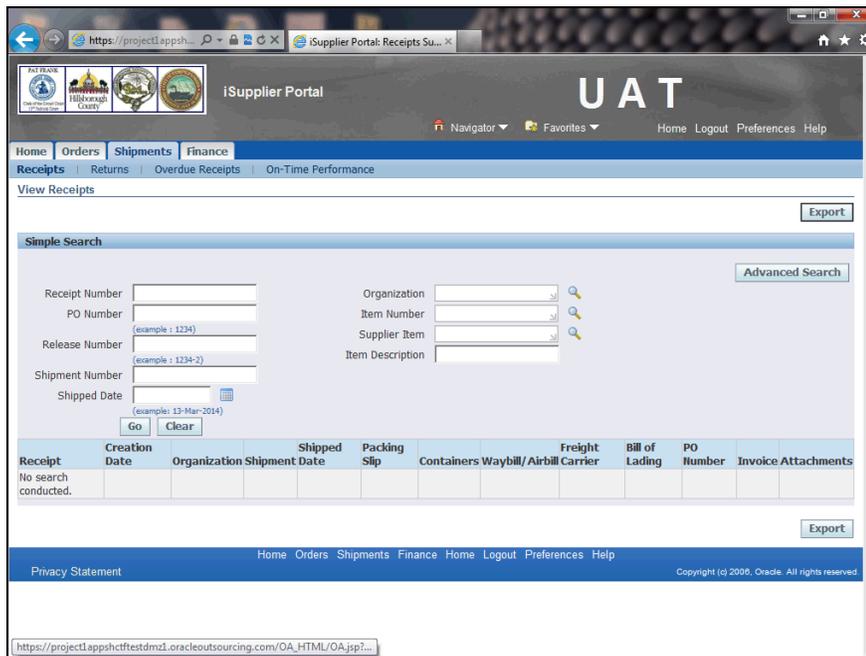
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field. <input type="text"/> |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field. <input type="password"/> |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button. <input type="button" value="Login"/> |



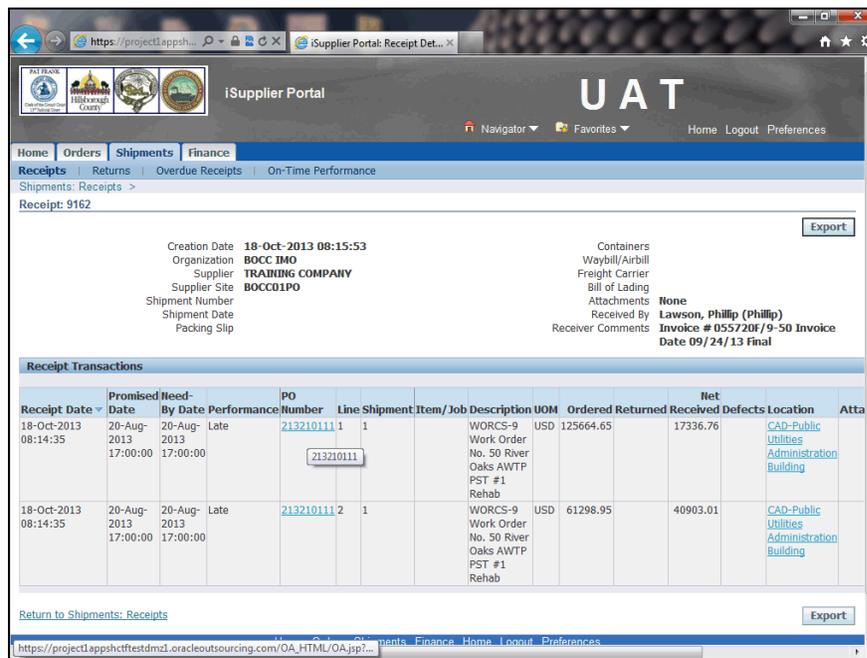
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



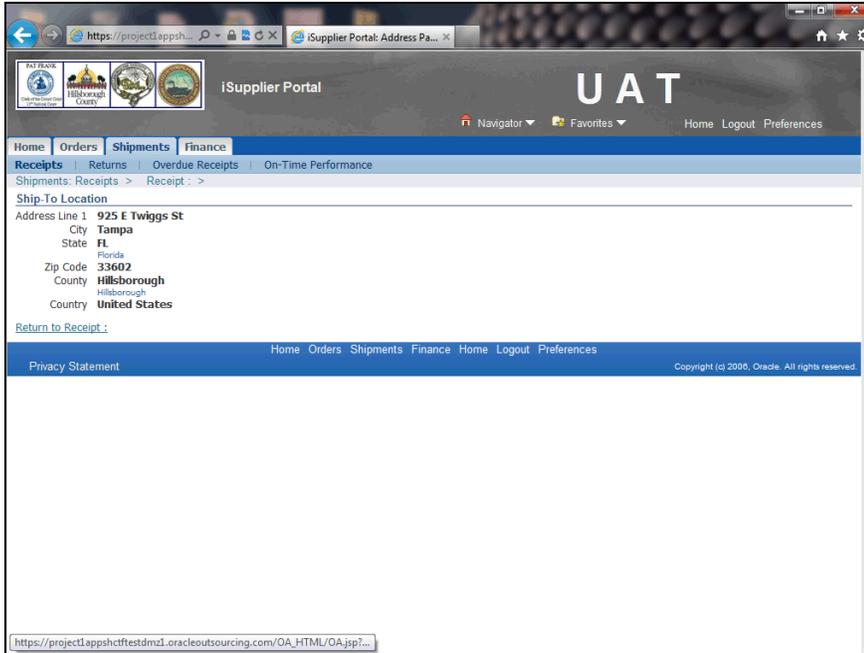
| Step | Action |
|------|--|
| 8. | <p>The <i>Home</i> window now appears.</p> <p>Click the Shipments tab at the top of the page.</p> <p>Shipments</p> |



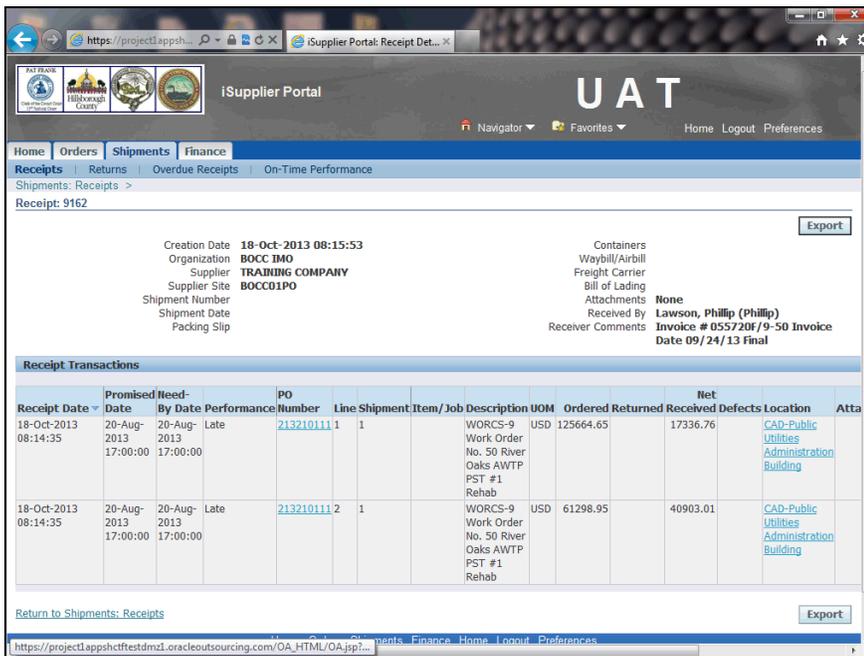
| Step | Action |
|------|---|
| 9. | <p>The <i>View Receipts</i> window now appears.</p> <p>You can fill out any of the search criteria before clicking Go. In order to see all of your Receipts, click the Go button.</p> <p></p> |
| 10. | <p>Your search results are displayed below the "Search Criteria."</p> <p>Click the Receipt link for the receipt in which you would like to inquire further about.</p> <p>In this example, click the Receipt link for 9162.</p> <p></p> |



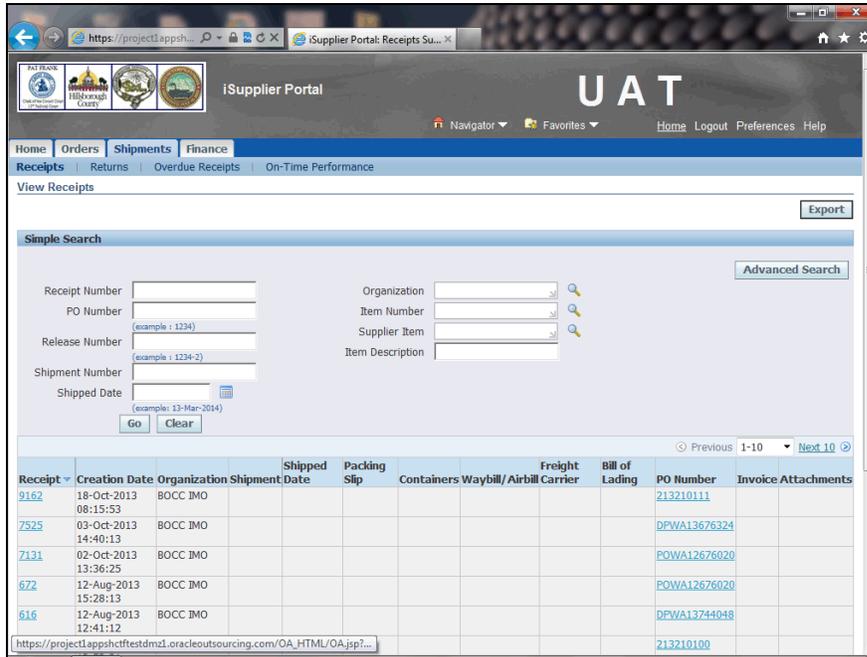
| Step | Action |
|------|---|
| 11. | <p>The <i>Receipts: (Receipt Number)</i> window now appears.</p> <p>Click the PO Number link to see the Purchase Order associated to this Receipt.</p> <p>Please see the View Purchase Orders training document for further instructions on viewing Purchase Orders.</p> <p>Click the PO Number link.</p> <p></p> |
| 12. | <p>Click the Location link to find out more details about the Ship-To address.</p> |



| Step | Action |
|------|---|
| 13. | <p>The <i>Ship-To Location</i> window now appears.</p> <p>Click the Return to Receipt : link.</p> <p>Return to Receipt :</p> |



| Step | Action |
|------|--|
| 14. | <p>You are now back in the <i>Receipt: (Receipt Number)</i> window.</p> <p>Once you are finished reviewing this Receipt, click the Return to Shipments: Receipts link at the bottom of the page.</p> <p>Return to Shipments: Receipts</p> |



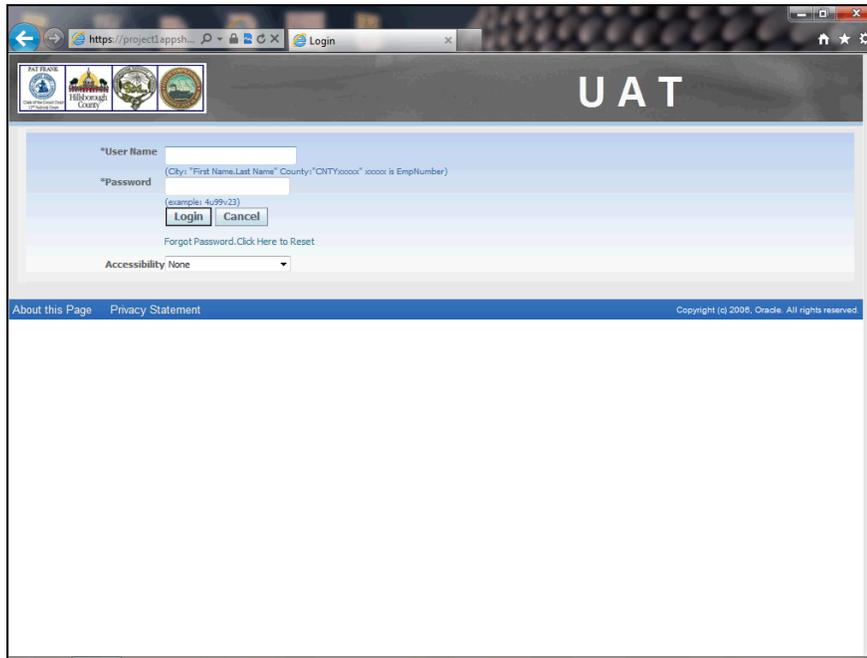
| Step | Action |
|------|--|
| 15. | <p>You are now back in the <i>View Receipts</i> window. You can follow the training document from the beginning to view additional receipts.</p> <p>Click the Home link to return to the Home Page.</p> <p>Home</p> |
| 16. | <p>You have now completed the View Receipts exercise.</p> <p>You now can successfully view your companies receipts from the City of Tampa and Hillsborough County.</p> <p>End of Procedure.</p> |

View Returns

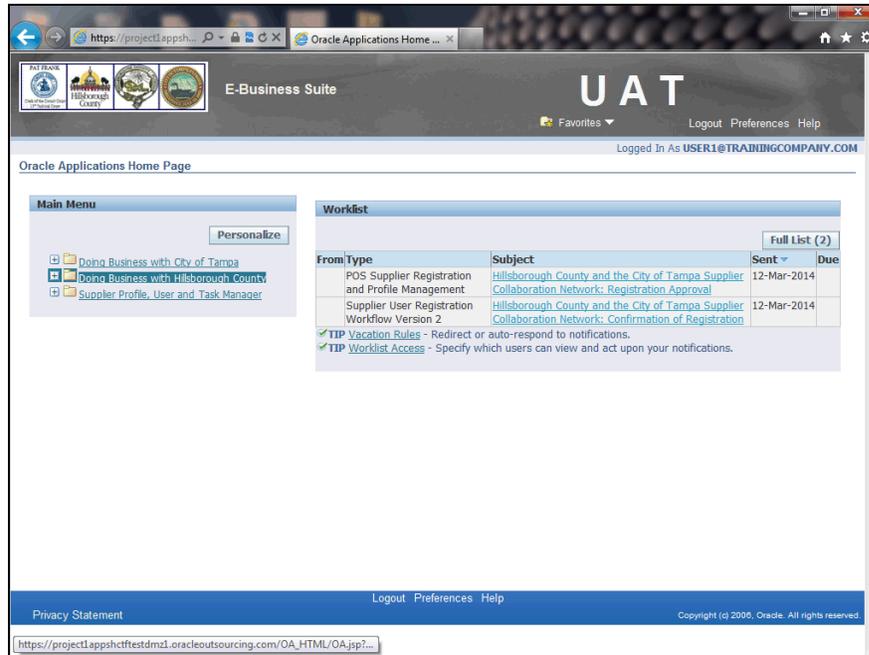
Procedure

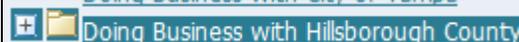
After completing this exercise, you will be able to View your Returns from the City of Tampa and Hillsborough County.

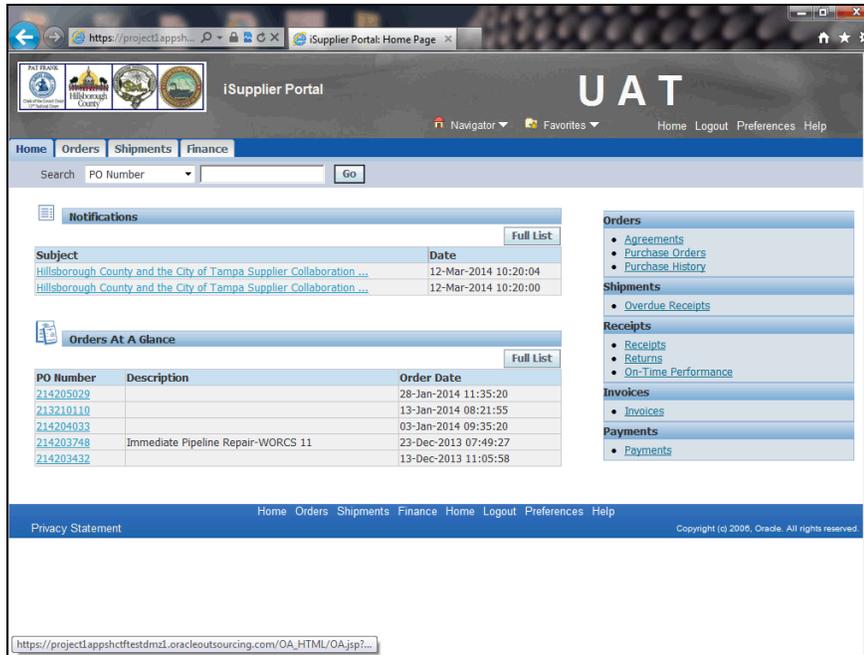
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



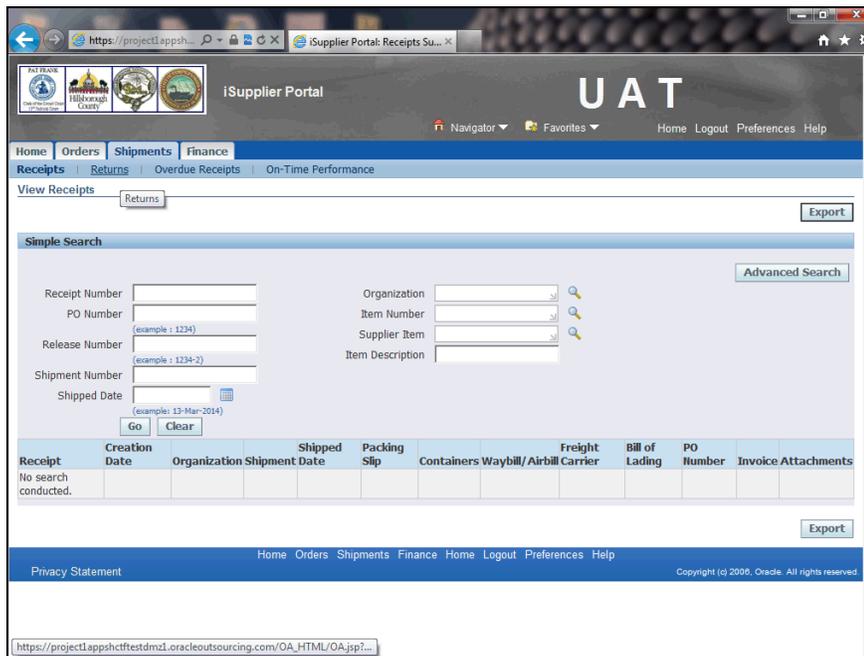
| Step | Action |
|------|--|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



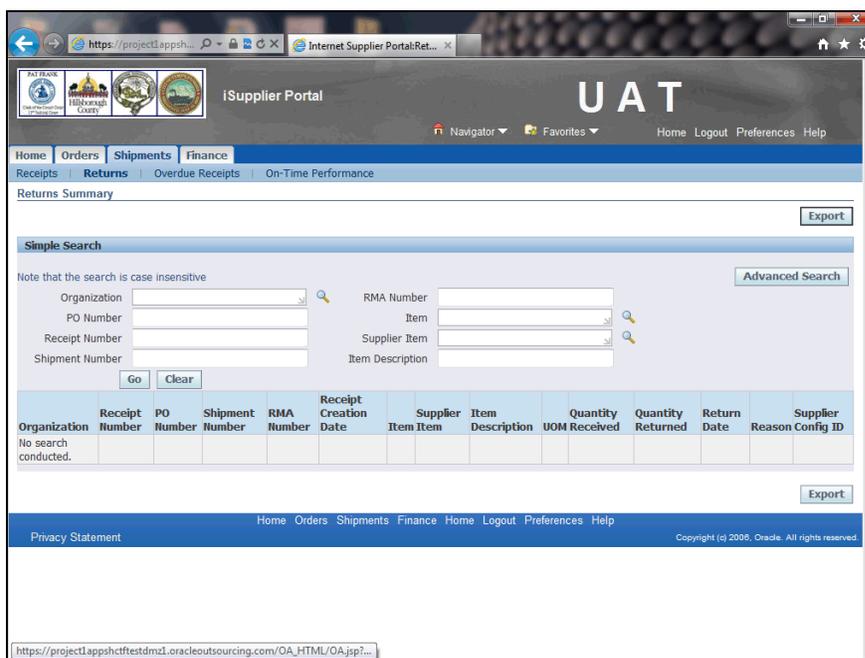
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



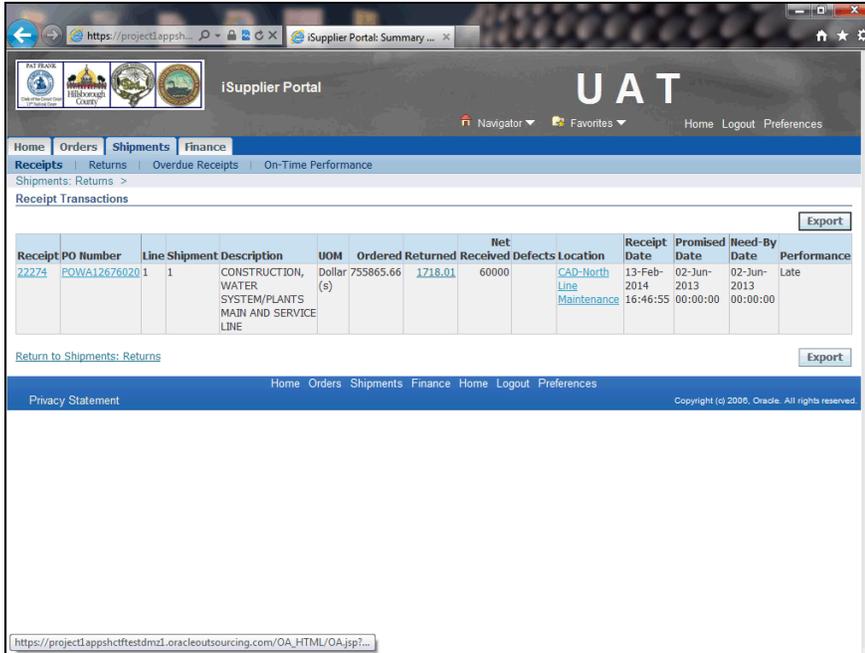
| Step | Action |
|------|--|
| 8. | <p>The <i>Home</i> window now appears.</p> <p>Click the Shipments tab at the top of the page.</p> <p>Shipments</p> |



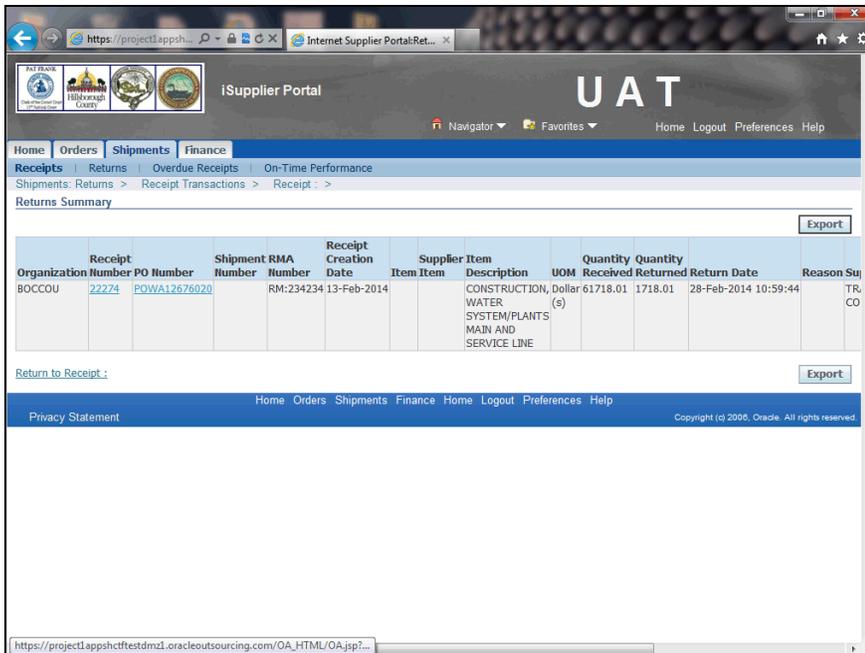
| Step | Action |
|------|--|
| 9. | <p>The <i>View Receipts</i> window now appears.</p> <p>Click the Returns link.</p> <p>Returns</p> |



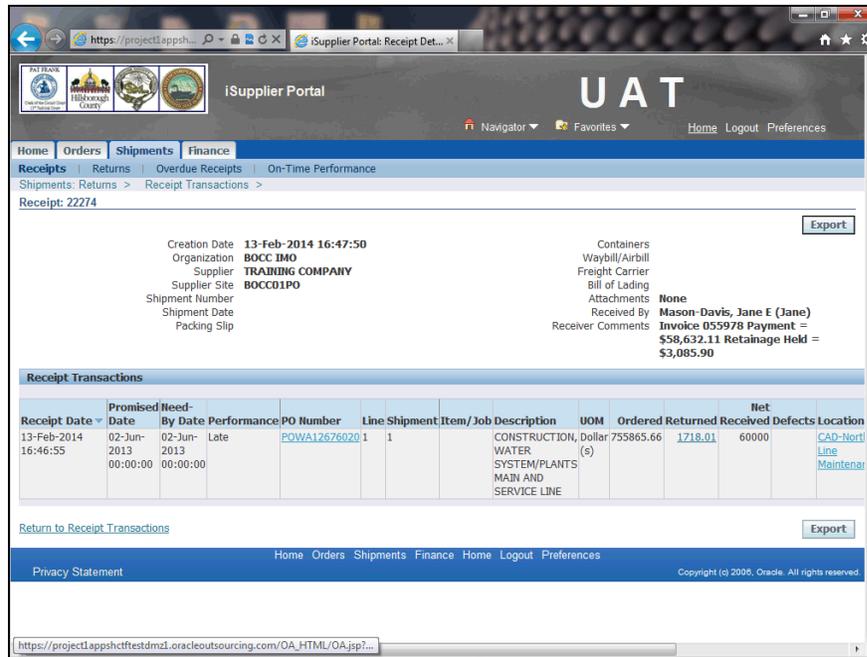
| Step | Action |
|------|--|
| 10. | <p>The <i>Return Summary</i> window now appears.</p> <p>You can fill out any of the search criteria before clicking Go. In order to see all of your Returns, click the Go button.</p> <p>Click the Go button.</p> <p>Go</p> |
| 11. | <p>Your search results are displayed below the "Search Criteria."</p> <p>Click the Receipt link for the receipt in which you would like to inquire further about with the Return.</p> <p>In this example, click the Receipt link for 22274.</p> <p>22274</p> |



| Step | Action |
|------|---|
| 12. | <p>The <i>Receipt Transactions</i> window now appears.</p> <p>Click the Returned Number link to view Return information.</p> <p>In this example, click on the Returned Number link 1718.01.</p> <p>1718.01</p> |



| Step | Action |
|------|--|
| 13. | <p>The <i>Returns Summary</i> window now appears.</p> <p>Click the PO Number link to see the Purchase Order associated to this Return.</p> <p>Please see the View Purchase Orders training document for further instructions on viewing Purchase Orders.</p> <p>Click the PO Number link.</p> <p>POWA12676020</p> |
| 14. | <p>Click the Return to Receipt : link.</p> <p>Return to Receipt :</p> |



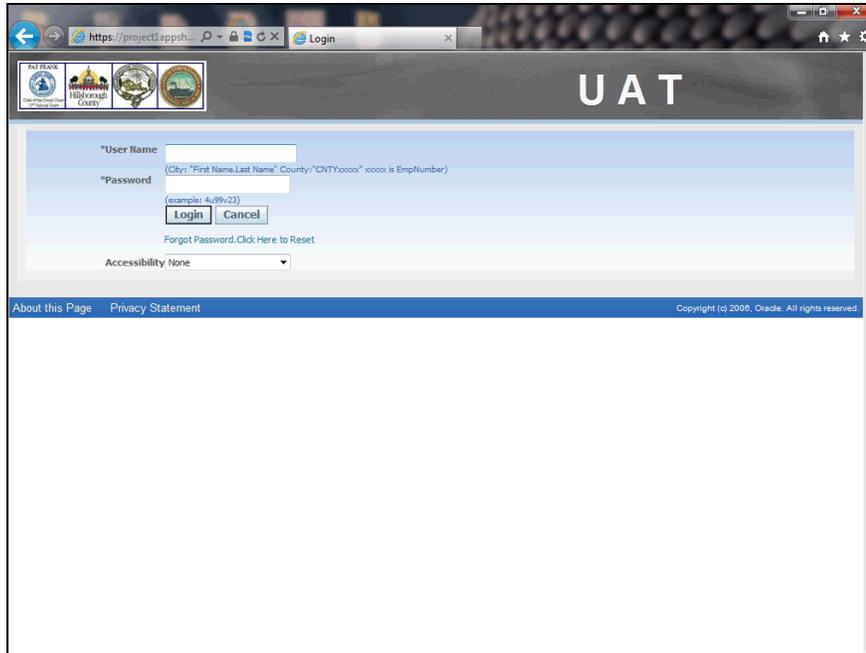
| Step | Action |
|------|---|
| 15. | <p>You are now back in the <i>Receipt: (Receipt Number)</i> window. You can follow the training document from the beginning to view additional returns.</p> <p>Click the Home link to return to the Home Page.</p> <p>Home</p> |
| 16. | <p>You have now completed the View Returns exercise.</p> <p>You now can successfully view your companies returns from the City of Tampa and Hillsborough County.</p> <p>End of Procedure.</p> |

View Overdue Receipts

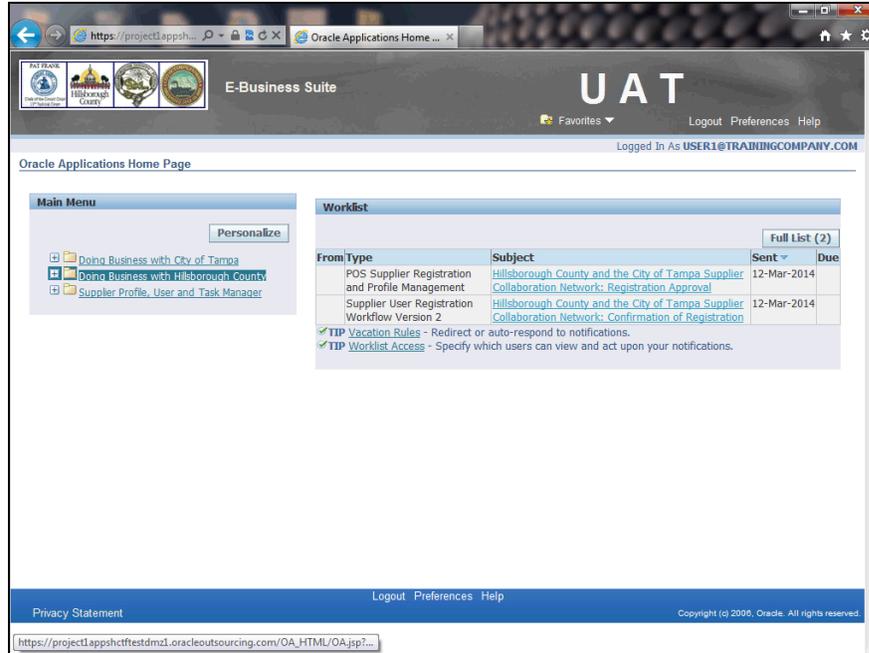
Procedure

After completing this exercise, you will be able to View your Overdue Receipts from the City of Tampa and Hillsborough County.

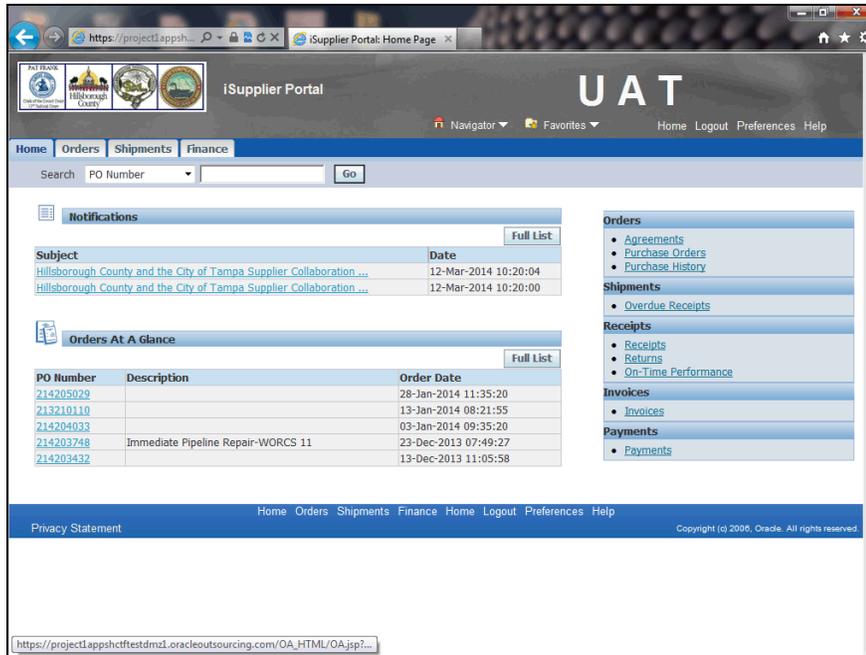
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



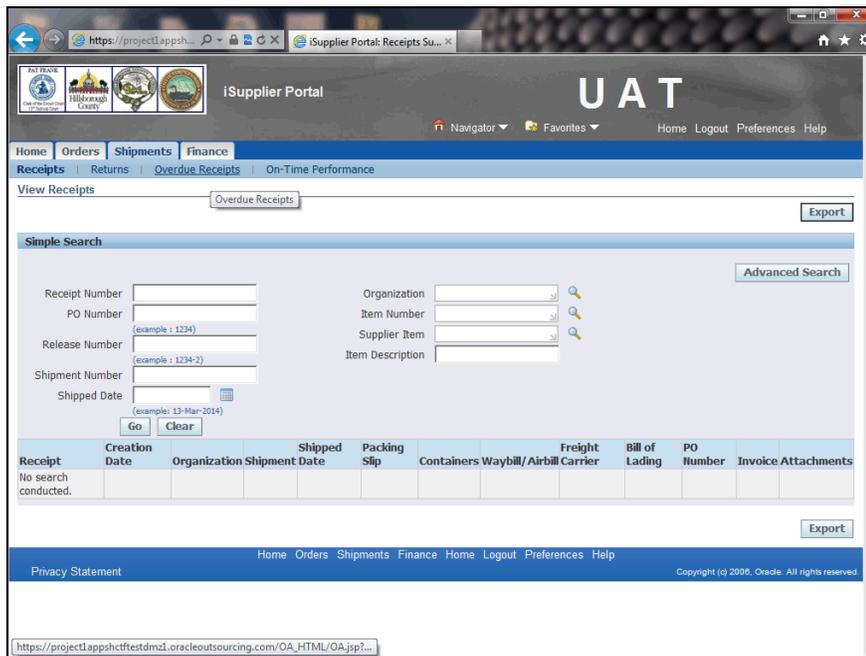
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field. <input type="text"/> |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field. <input type="password"/> |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button. <input type="button" value="Login"/> |



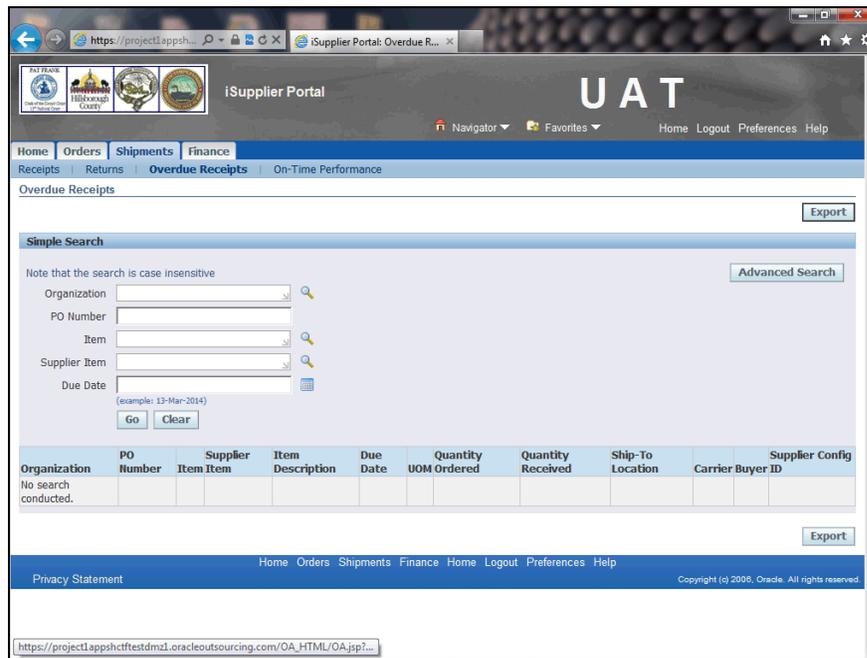
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



| Step | Action |
|------|--|
| 8. | <p>The <i>Home</i> window now appears.</p> <p>Click the Shipments tab at the top of the page.</p> <p>Shipments</p> |

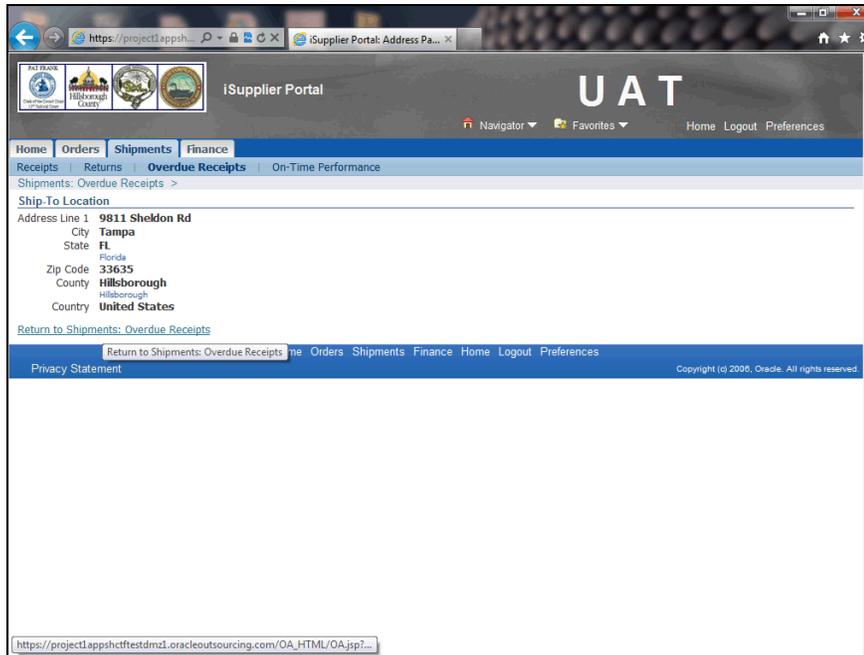


| Step | Action |
|------|--|
| 9. | <p>The <i>View Receipts</i> window now appears.</p> <p>Click the Overdue Receipts link.</p> <p>Overdue Receipts</p> |

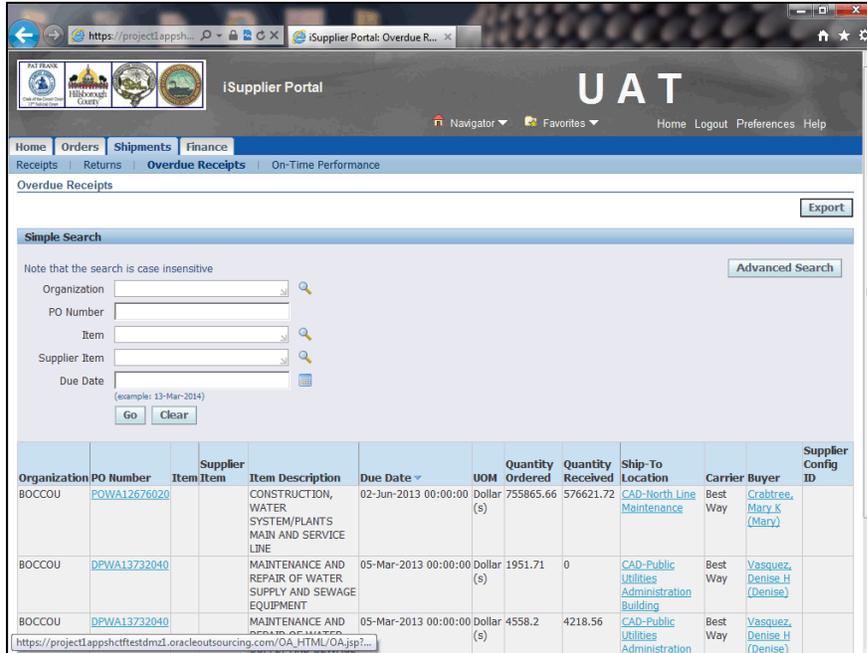


| Step | Action |
|------|--|
| 10. | <p>The <i>Overdue Receipts</i> window now appears.</p> <p>You can fill out any of the search criteria before clicking Go. In order to see all of your Overdue Receipts, click the Go button.</p> <p>Click the Go button.</p> <p>Go</p> |
| 11. | <p>Your search results are displayed below the "Search Criteria."</p> <p>All of your Overdue Receipts will be displayed.</p> <p>Click the PO Number link to see the Purchase Order associated to this Overdue Receipt.</p> <p>Please see the View Purchase Orders training document for further instructions on viewing Purchase Orders.</p> <p>POWA12676020</p> |

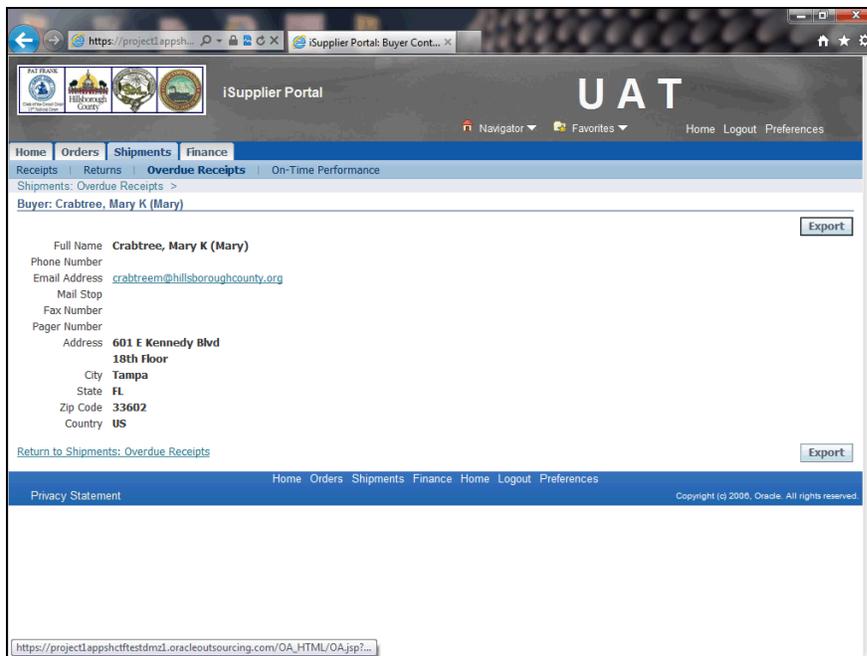
| Step | Action |
|------|---|
| 12. | <p>Click the Ship-To Location link to see additional details about the Ship-To Location.</p> <p>In this example, click on the Ship-To Location link for CAD-North Line Maintenance.</p> |



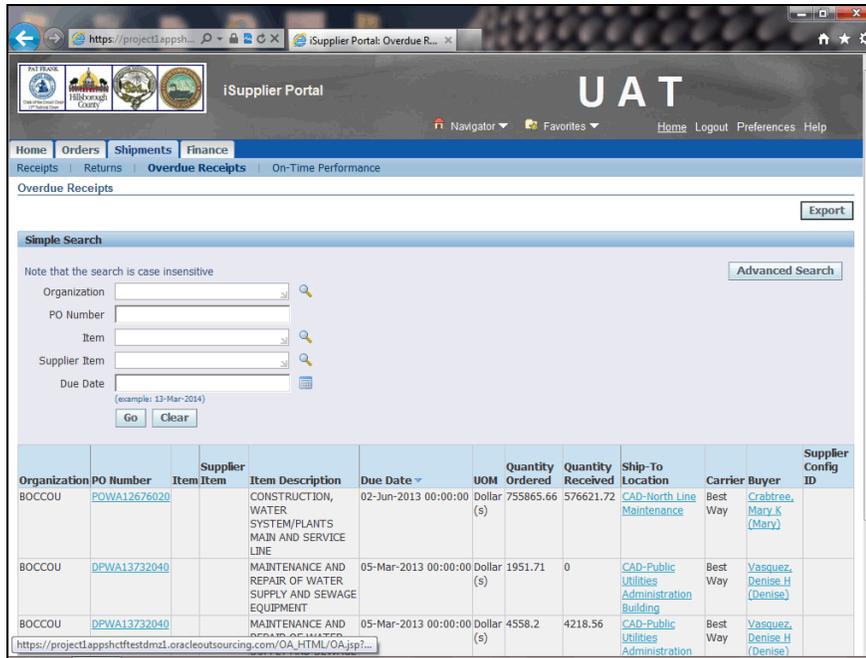
| Step | Action |
|------|---|
| 13. | <p>The <i>Ship-To Location</i> window now appears.</p> <p>Click the Return to Shipments: Overdue Receipts link.</p> <p>Return to Shipments: Overdue Receipts</p> |



| Step | Action |
|------|---|
| 14. | <p>You are now back in the <i>Overdue Receipts</i> window.</p> <p>Click the Buyer link to see the contact information for the Buyer for this Purchase Order.</p> <p>In this example, click the Buyer link for Crabtree, Mary K.</p> |



| Step | Action |
|------|--|
| 15. | <p>The <i>Buyer: (Buyer Name)</i> window now appears.</p> <p>Click the Return to Shipments: Overdue Receipts link.</p> <p>Return to Shipments: Overdue Receipts</p> |



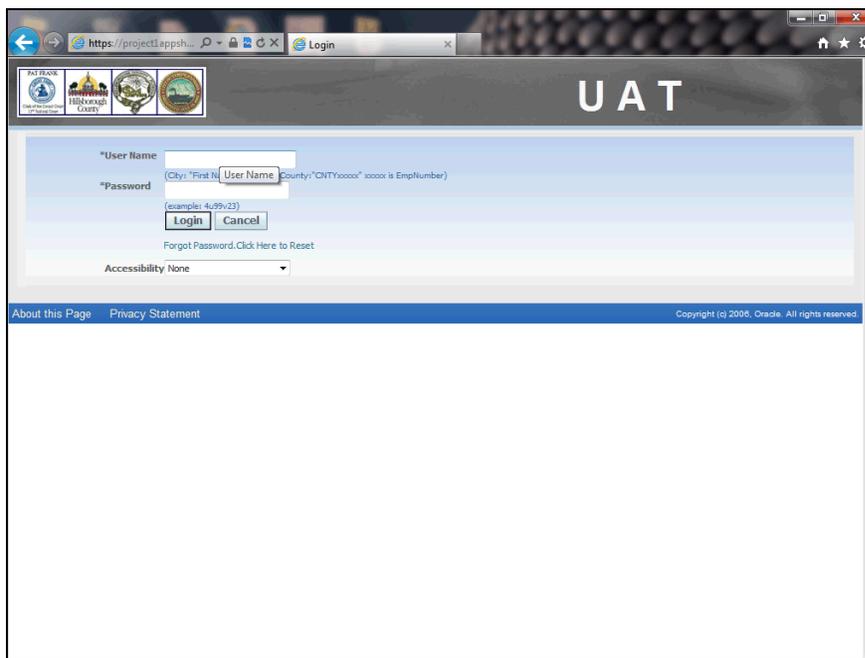
| Step | Action |
|------|---|
| 16. | <p>You are now back in the <i>Overdue Receipts</i> window. You can follow the training document from the beginning to view additional overdue receipts.</p> <p>Click the Home link to return to the Home Page.</p> <p>Home</p> |
| 17. | <p>You have now completed the View Overdue Receipts exercise.</p> <p>You now can successfully view your companies overdue receipts from the City of Tampa and Hillsborough County.</p> <p>End of Procedure.</p> |

View On-Time Performance

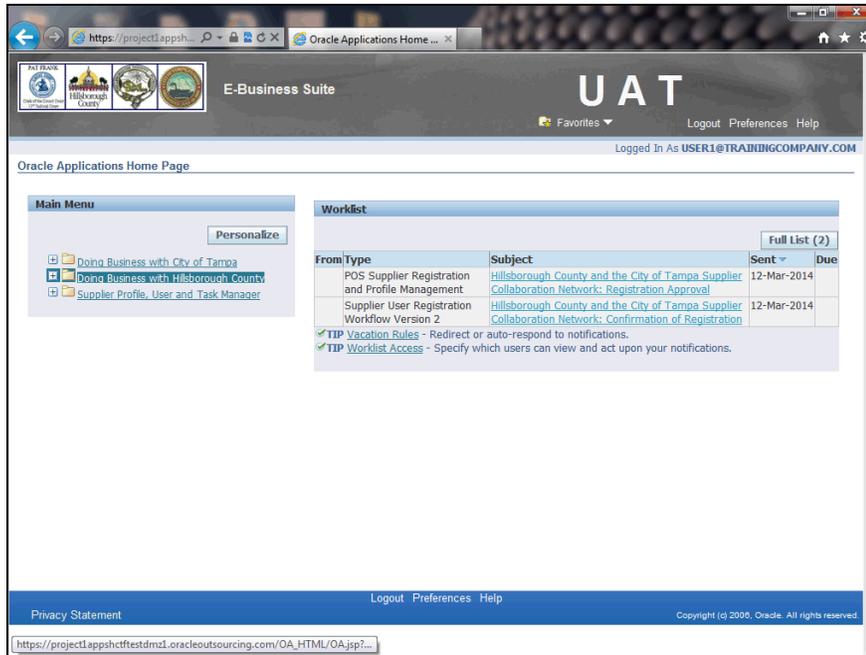
Procedure

After completing this exercise, you will be able to View your On-Time Performance from the City of Tampa and Hillsborough County.

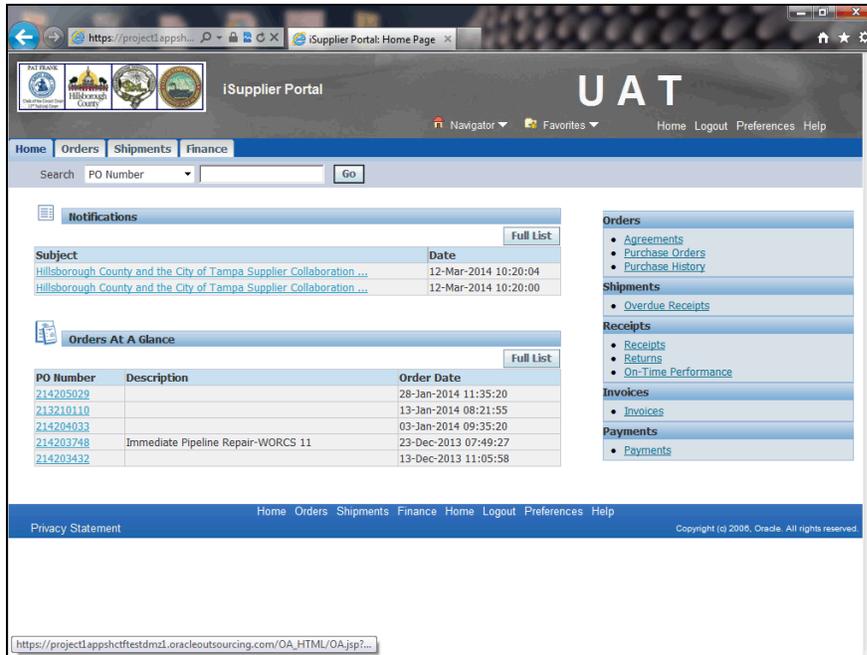
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



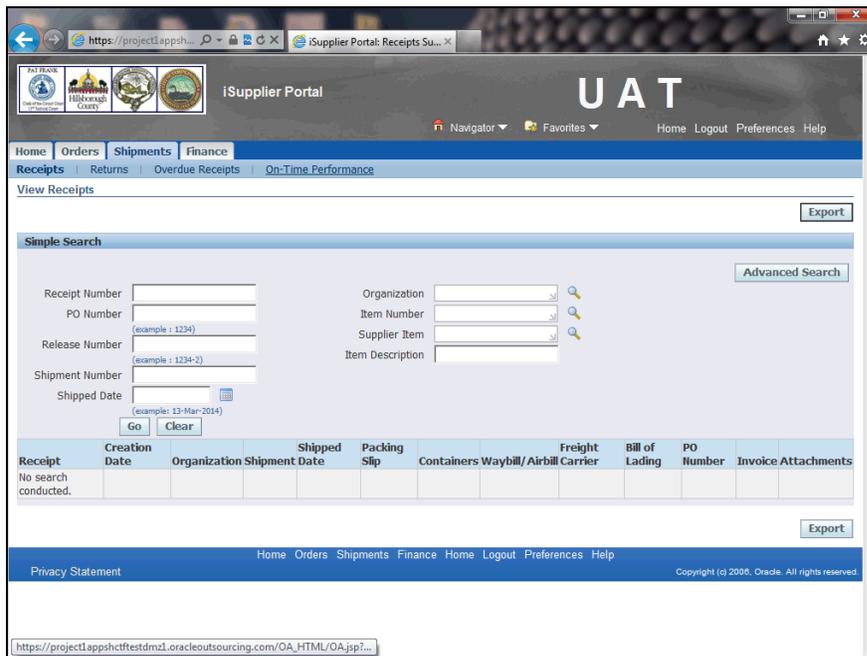
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field. <input type="text"/> |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field. <input type="password"/> |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button. <input type="button" value="Login"/> |



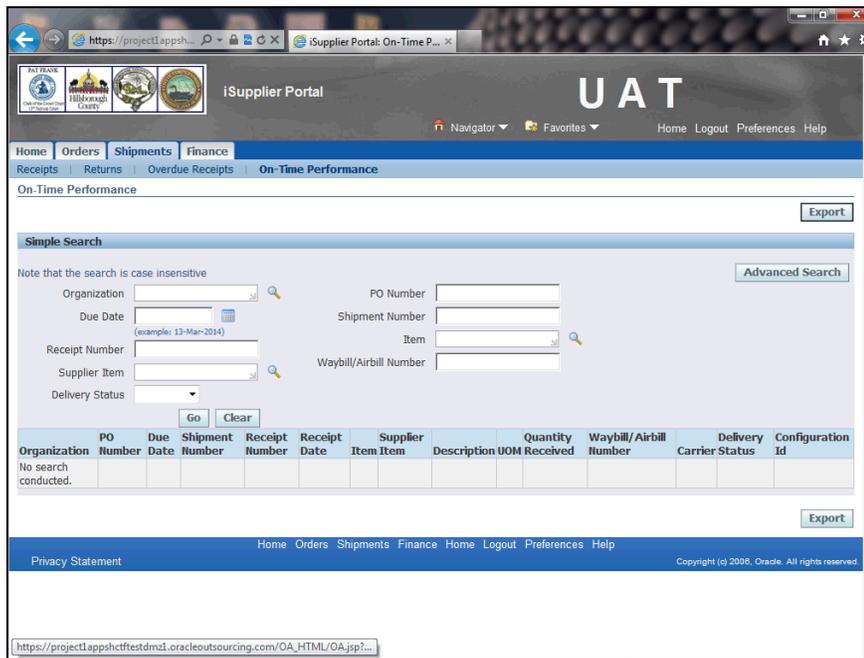
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



| Step | Action |
|------|--|
| 8. | <p>The <i>Home</i> window now appears.</p> <p>Click the Shipments tab at the top of the page.</p> <p>Shipments</p> |



| Step | Action |
|------|--|
| 9. | <p>The <i>View Receipts</i> window now appears.</p> <p>Click the On-Time Performance link.</p> <p>On-Time Performance</p> |



| Step | Action |
|------|--|
| 10. | <p>The <i>On-Time Performance</i> window now appears.</p> <p>You can fill out any of the search criteria before clicking Go. In order to see all of your On-Time Performance, click the Go button.</p> <p>Go</p> |
| 11. | <p>Your search results are displayed below the "Search Criteria."</p> <p>Your On-Time Performance is displayed with your Delivery Status.</p> <p>Click the PO Number link to see the Purchase Order associated to this Performance.</p> <p>Please see the View Purchase Orders training document for further instructions on viewing Purchase Orders.</p> <p>Click the PO Number link.</p> <p>213210110</p> |

| Step | Action |
|------|--|
| 12. | Click the Receipt Number link to see the Receipts associated to this Performance. Please see the View Receipts training document for further instructions on viewing Receipts.  |
| 13. | You can follow the training document from the beginning to view additional On-Time Performances. Click the Home link to return to the Home Page.  |
| 14. | You have now completed the View On-Time Performance exercise. You now can successfully view your on-time performance with the City of Tampa and Hillsborough County. End of Procedure. |

Inquiry: Shipments Conclusion

You have successfully completed the Inquiry: Shipments section and have learned how to:

- View all of your Receipts
- View all of your Returns
- View all of your Overdue Receipts
- View your On-Time Performance

Inquiry: Finance

After you have completed the Inquiry: Finance section, you will be able to:

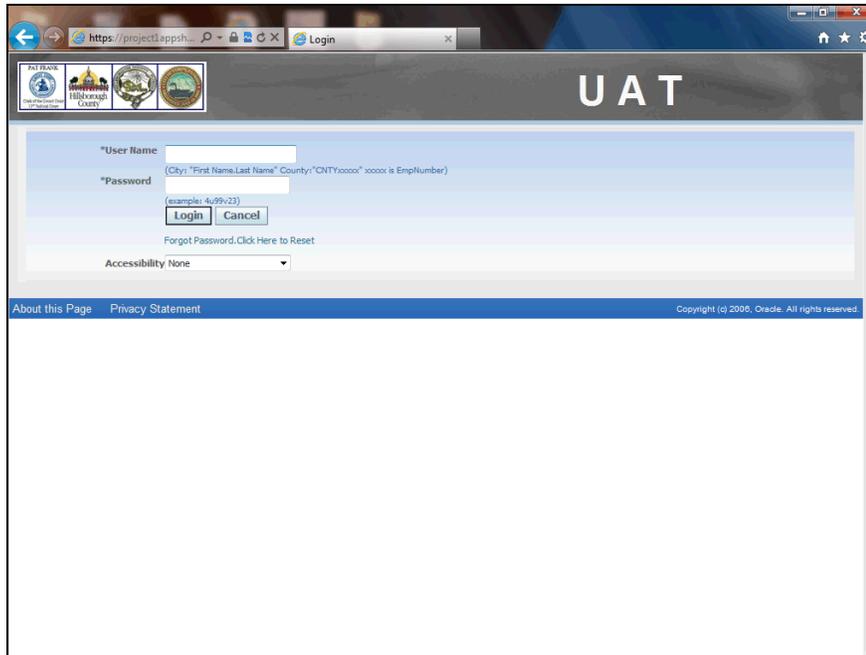
- View all of your Invoices
- View all of your Payments

View Invoices

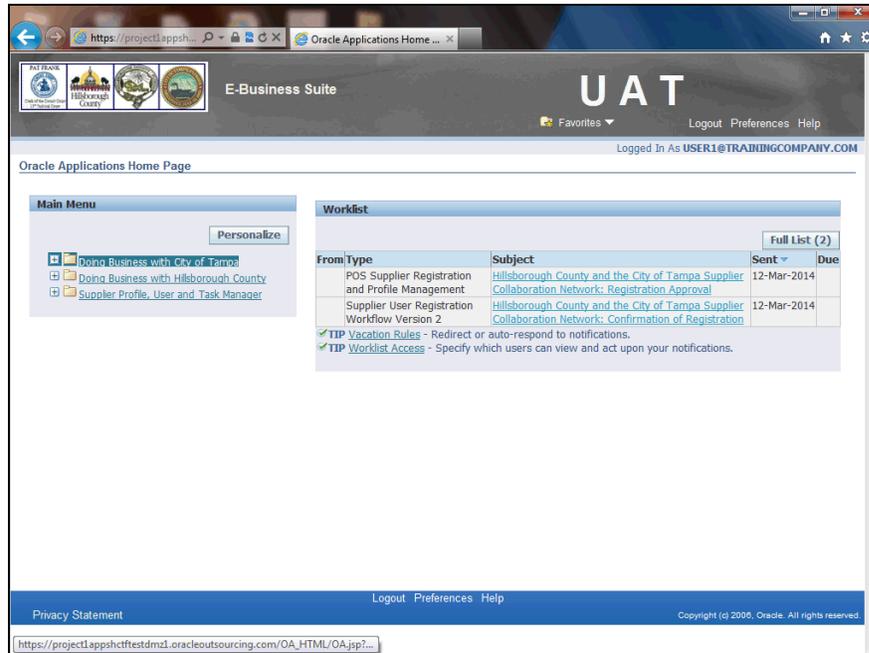
Procedure

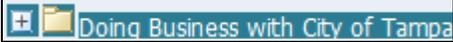
After completing this exercise, you will be able to View your Invoices from the City of Tampa and Hillsborough County.

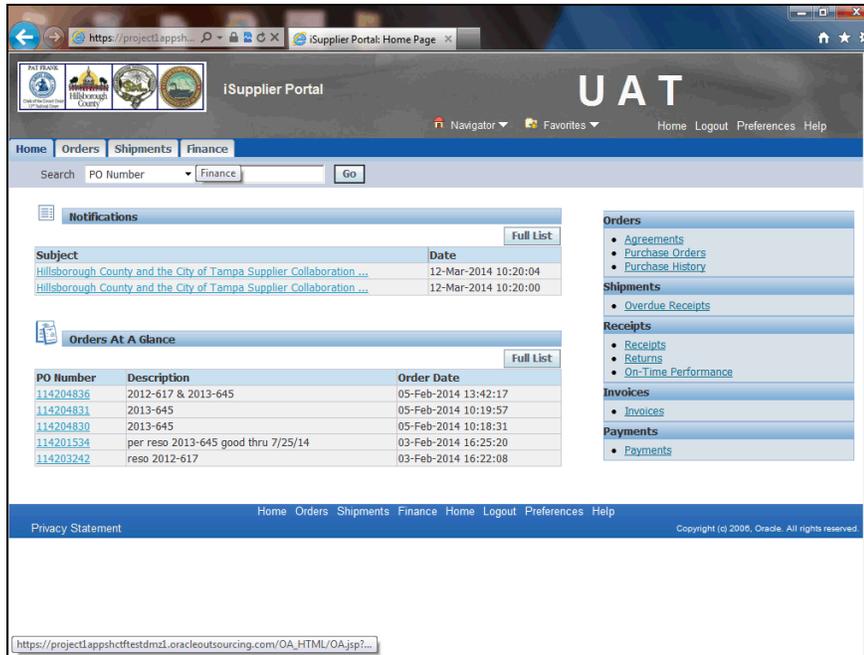
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



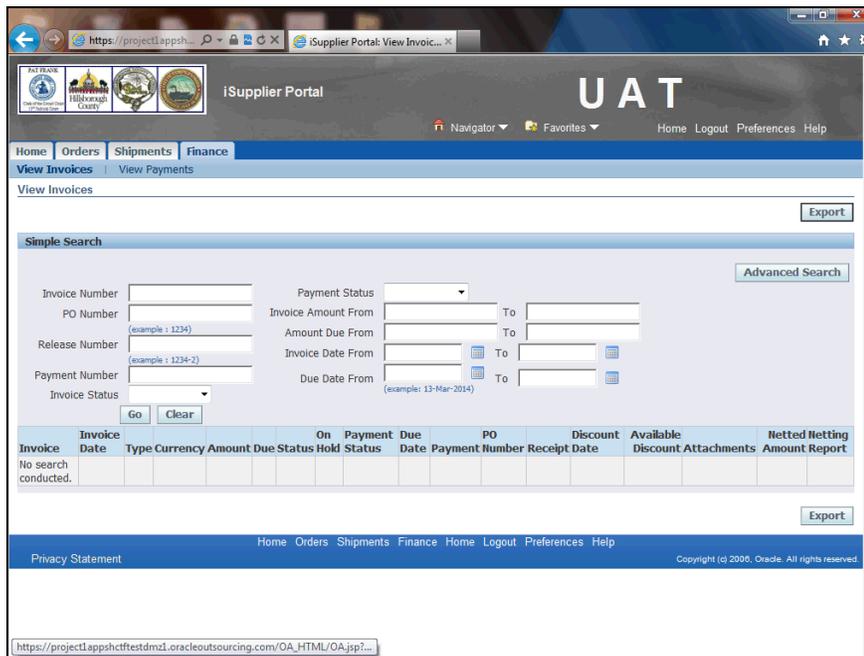
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



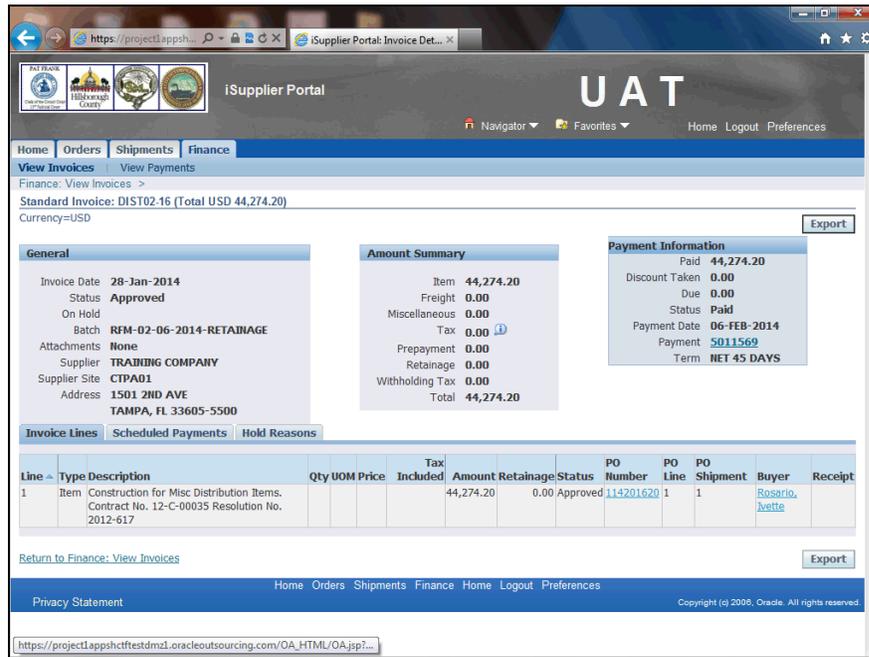
| Step | Action |
|------|--|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>In this example, click the Doing Business with City of Tampa link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



| Step | Action |
|------|--|
| 8. | <p>The <i>Home</i> window now appears.</p> <p>Click the Finance tab at the top of the page.</p> <p>Finance</p> |

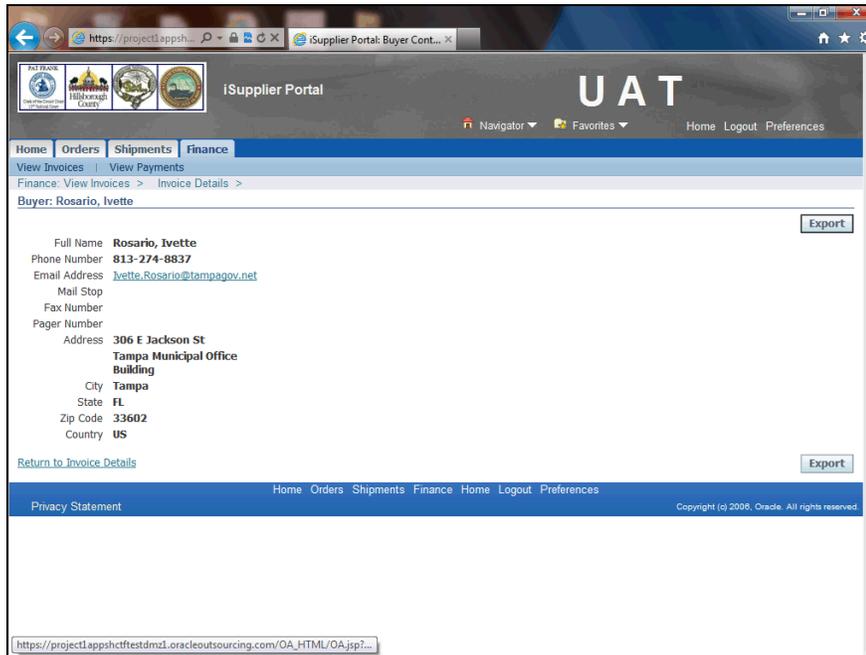


| Step | Action |
|------|---|
| 9. | <p>The <i>View Invoices</i> window now appears.</p> <p>You can fill out any of the search criteria before clicking Go. In order to see all of your Invoices click the Go button.</p> <p>Go</p> |
| 10. | <p>Your search results are displayed below the "Search Criteria."</p> <p>Click the Invoice link for the invoice in which you would like to inquire further about.</p> <p>In this example, click the Invoice link for DIST02-16.</p> <p>DIST02-16</p> |

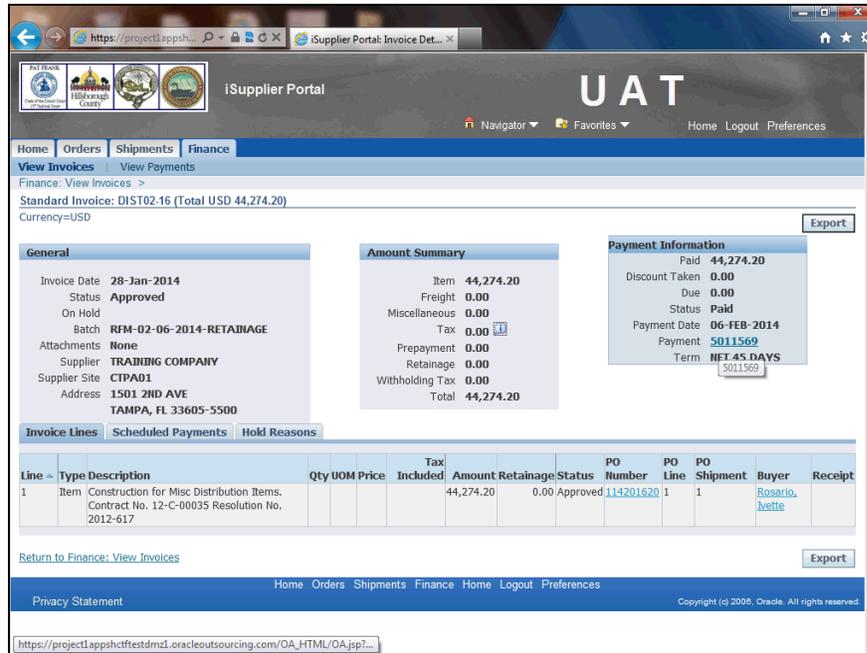


| Step | Action |
|------|---|
| 11. | <p>The <i>Standard Invoice: (Invoice Number)</i> window now appears.</p> <p>This page will give you an overview of this invoice.</p> <p>Click the Scheduled Payments link to see any payments that are scheduled with this invoice.</p> <p>Scheduled Payments</p> |
| 12. | <p>Click the Hold Reasons link to see if there are any holds on this invoice.</p> <p>Hold Reasons</p> |

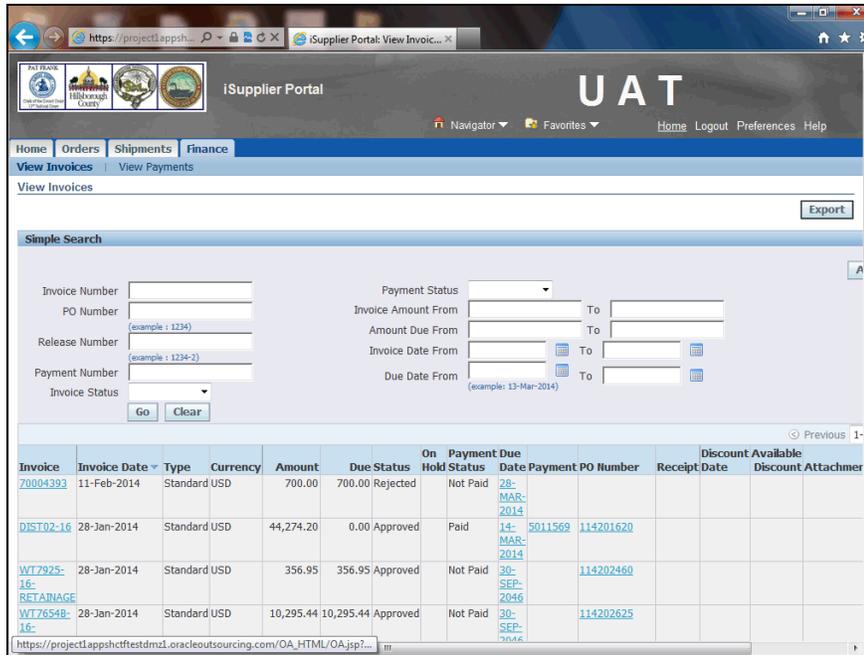
| Step | Action |
|------|---|
| 13. | Click the Invoice Lines link to see the invoice lines associated with this invoice. Invoice Lines |
| 14. | Click the Buyer's name link to see the information related to the Buyer associated to the Purchase Order. |



| Step | Action |
|------|--|
| 15. | The <i>Buyer: (Buyer Name)</i> window now appears. Here you will see all of the contact information for the Buyer. Click the Return to Invoice Details link. Return to Invoice Details |



| Step | Action |
|------|--|
| 16. | <p>You are now back in the <i>Standard Invoice: (Invoice Number)</i> window.</p> <p>Click the Payment Number link to see the Payments associated to this invoice.</p> <p>Please see the View Payments training document for further instructions on viewing Payments.</p> <p>5011569</p> |
| 17. | <p>Click the PO Number link to see the Purchase Order associated to this invoice.</p> <p>Please see the View Purchase Orders training document for further instructions on viewing Purchase Orders.</p> <p>114201620</p> |
| 18. | <p>Once you are finished reviewing this invoice, click the Return to Finance: View Invoices link at the bottom of the page.</p> <p>Return to Finance: View Invoices</p> |



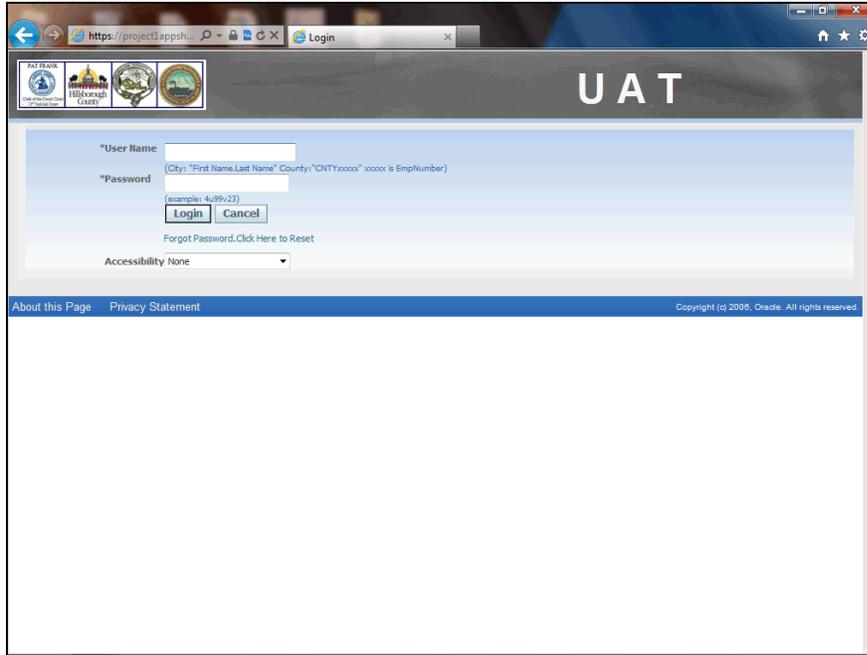
| Step | Action |
|------|---|
| 19. | <p>You are now back in the <i>View Invoices</i> window. You can follow the training document from the beginning to view additional invoices.</p> <p>Click the Home link to return to the Home Page.</p> <p></p> |
| 20. | <p>You have now completed the View Invoices exercise.</p> <p>You now can successfully view your companies invoices from the City of Tampa and Hillsborough County.</p> <p>End of Procedure.</p> |

View Payments

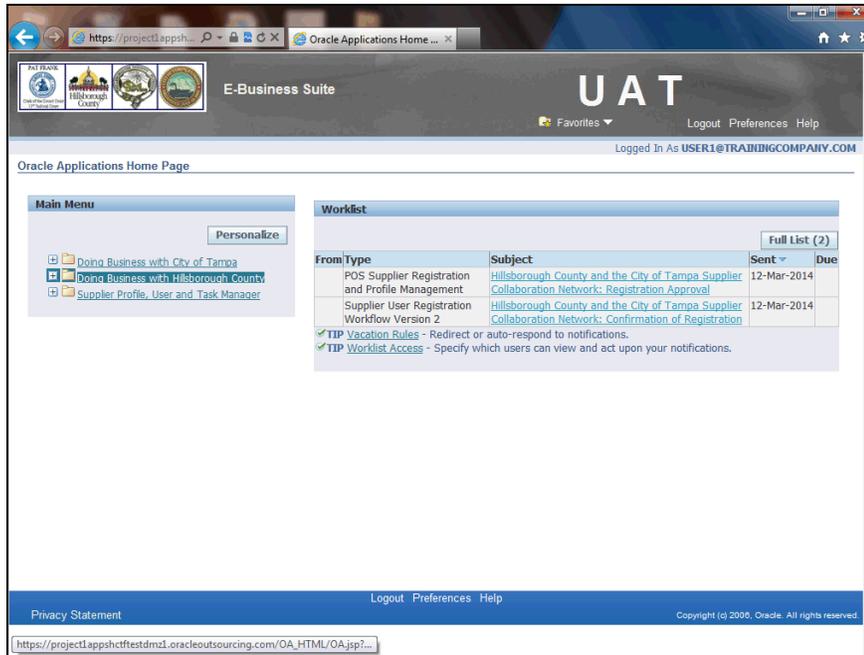
Procedure

After completing this exercise, you will be able to View your Payments from the City of Tampa and Hillsborough County.

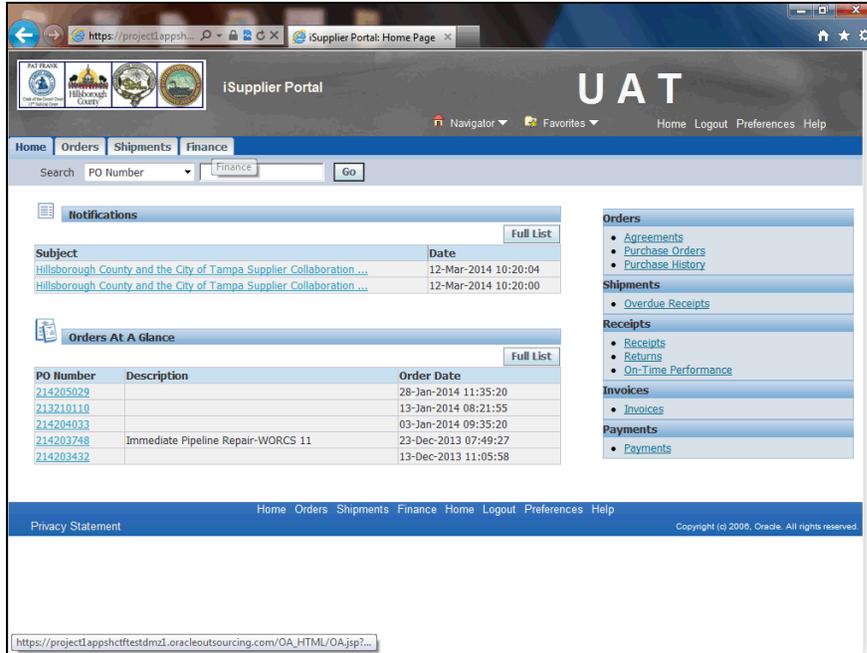
This process is the same for both Doing Business with City of Tampa and Doing Business with Hillsborough County.



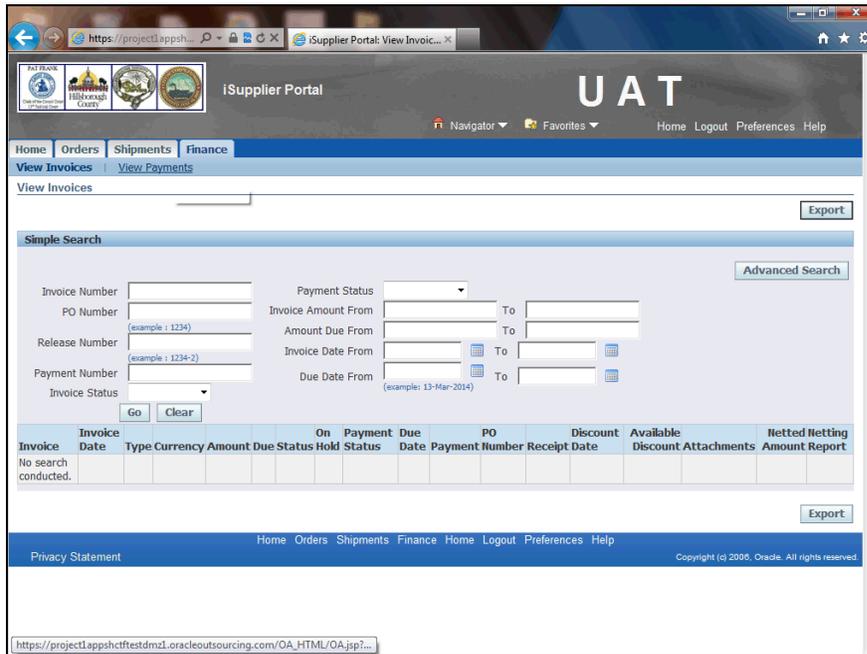
| Step | Action |
|------|---|
| 1. | From the iSupplier Portal Log-in Page, click in the User Name field.  |
| 2. | Enter the desired information into the User Name field. In this example, enter " user1@trainingcompany.com ". |
| 3. | Click in the Password field.  |
| 4. | Enter the desired information into the Password field. In this example, enter " welcome1 ". |
| 5. | Click the Login button.  |



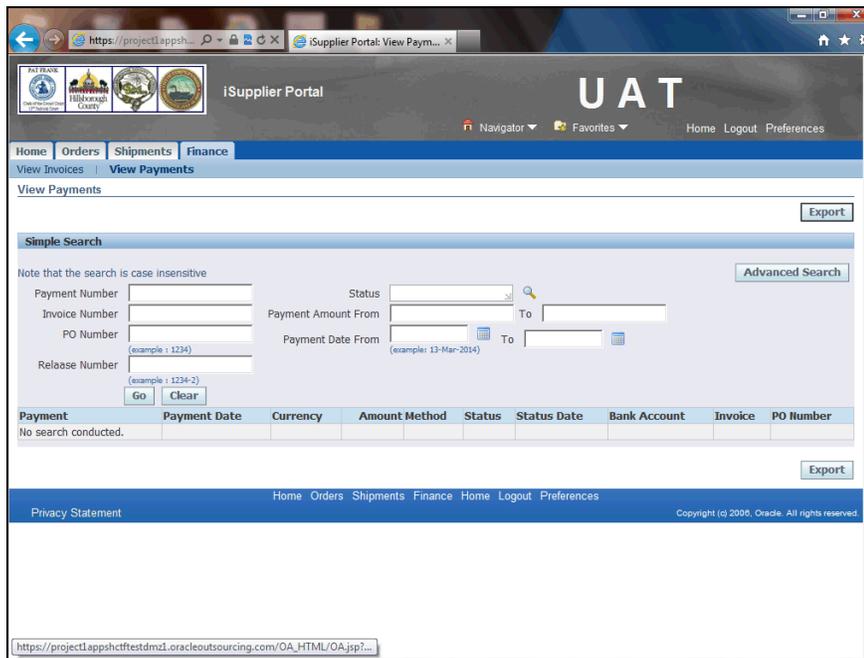
| Step | Action |
|------|---|
| 6. | <p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have three choices: Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p>  |
| 7. | <p>This is your Transaction Home Page. Notifications can be seen under the "Notifications" portion of the window. The "Orders At A Glance" portion of the window will have your most recent Purchase Orders.</p> <p>On the right hand side of the window are quick links to all of your Orders, Shipments, Receipts, Invoices and Payments.</p> |



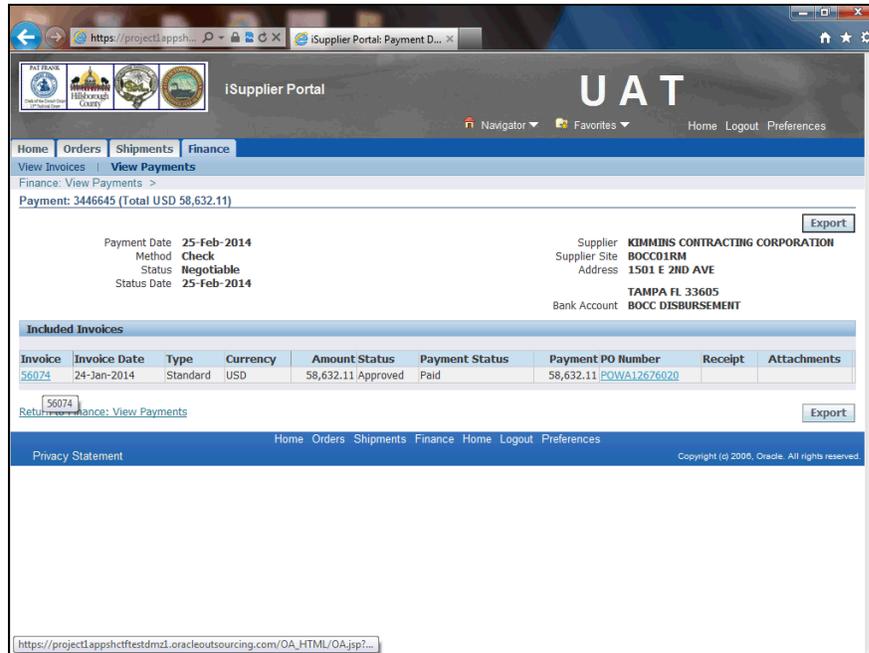
| Step | Action |
|------|--|
| 8. | <p>The <i>Home</i> window now appears.</p> <p>Click the Finance tab at the top of the page.</p> <p>Finance</p> |



| Step | Action |
|------|---|
| 9. | <p>The <i>View Invoices</i> window now appears.</p> <p>Click the View Payments link.</p> <p>View Payments</p> |



| Step | Action |
|------|---|
| 10. | <p>The <i>View Invoices</i> window now appears.</p> <p>You can fill out any of the search criteria before clicking go. In order to see all of your Payments click the Go button.</p> <p>Go</p> |
| 11. | <p>Your search results are displayed below the "Search Criteria."</p> <p>Click the Payment link for the payment in which you would like to inquire further about.</p> <p>In this example, click the Payment link for 3446645.</p> <p>Click the Payment link.</p> <p>3446645</p> |



| Step | Action |
|------|---|
| 12. | <p>Click the Invoice Number link to view the Invoice associated to this payment.</p> <p>Please see the View Invoices training document for further instructions on viewing Invoices.</p> <p>56074</p> |
| 13. | <p>Click the PO Number link to see the Purchase Order associated to this invoice.</p> <p>Please see the View Purchase Orders training document for further instructions on viewing Purchase Orders.</p> <p>POWA12676020</p> |
| 14. | <p>Once you are finished reviewing this Payment, click the Return to Finance: View Payments link.</p> <p>Return to Finance: View Payments</p> |
| 15. | <p>You have now completed the View Payments exercise.</p> <p>You now can successfully view your companies payments from the City of Tampa and Hillsborough County.</p> <p>End of Procedure.</p> |

Inquiry: Finance Conclusion

You have successfully completed the Inquiry: Finance section and have learned how to:

- View all of your Invoices
- View all of your Payments

Course Conclusion

You have successfully completed the iSupplier: Supplier course and have learned how to:

- Submit Prospective Supplier Requests and Log in
- Update Organization Details and Business Classifications for your company
- Make Changes to your Address Book
- Make Changes to your Contacts
- Make Changes to your NIGP Category Codes
- Inquire on your Orders
- Inquire on your Shipments
- Inquire on your Finances
- Respond to Registration Invitations (Existing Suppliers Only)