



Account Payable Information

- ✓ □ Introduction to iSupplier



Vendor Registration



Orders Tab



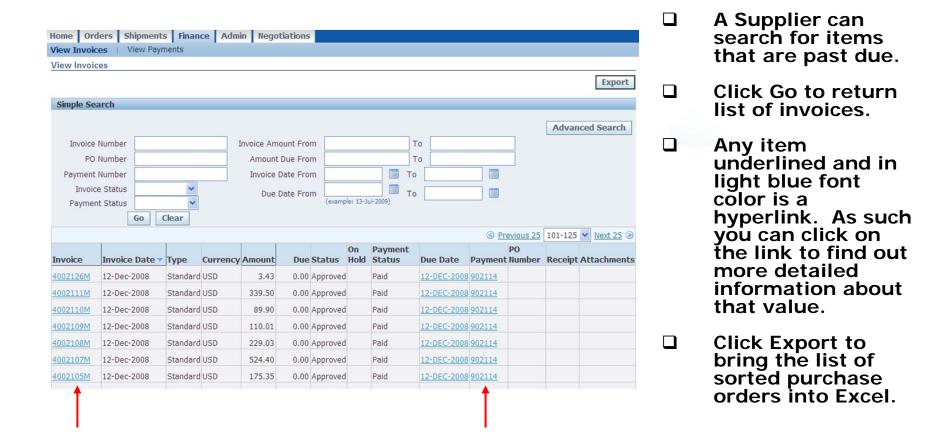
- □ Shipments Tab
- □ Account Tab
 - View invoices
 - View payments
 - Submit invoices for payment
 - This functionality is not yet available but will be in the coming weeks, at which time the materials will be updated for your use and reference.
- □ Admin
- Negotiations







Find Supplier Invoices

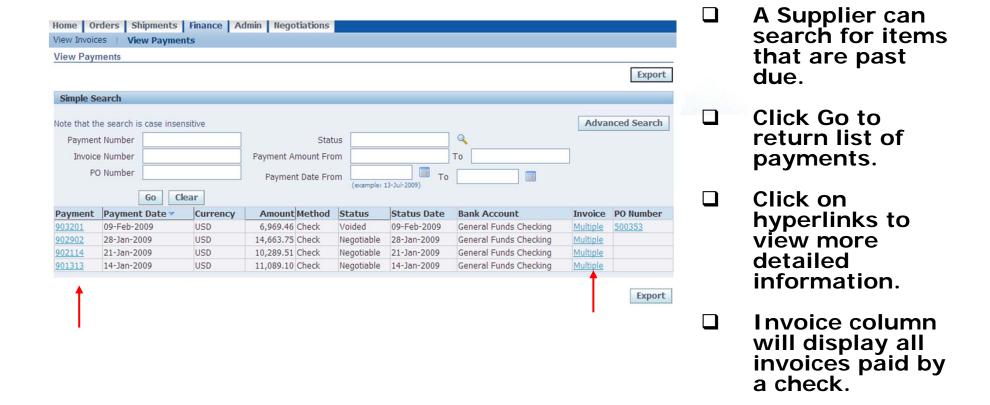








Find Supplier Payments







Questions, Assistance & Clarification



Still need assistance or have questions. Please utilize the following;

- 1. Follow the links on the County's website which will take you to video tutorial of the scenarios on YouTube. Each of these scenarios was done in Oracle just as you, the Supplier will be completing them. They are a great tool and as such the County encourages you to utilize them.
- 2. Contact the Purchasing Department via email at purchasing@countyofberks.com or via phone at 610.478.6168. For questions regarding iSupplier follow the prompts pertaining to questions regarding purchase orders.

Clarification: The County of Berks Purchasing Department is managing iSupplier due to negotiations/solicitations. Any questions or issues regarding electronic funds transfer, payments or accounts as a result of information viewed in iSupplier should be directed to the County of Berks Controllers Office via email at controller@countyofberks.com or via phone at 610.478.6150.

