



## Supplier Administration

- Introduction to iSupplierVendor Registration
- Orders Tab
- Shipments Tab
- Account Tab
  - Admin
    - Supplier Details
    - Address book
      - Enter/Edit one or multiple sites for purchasing, payment and invoicing for the County to utilize with your company.
    - Contacts
      - Enter/Edit contact information for individuals at your company the County should contact for topics such as sales/purchasing, questions regarding invoices or payments to your company etc.
    - Products and Services
      - Enter/Edit commodity codes for the good and/or services your company provides in order to potentially receive notification on negotiations/solicitations (i.e. RFQs, ITBs & RFPs). Failure to do so may result in potential missed opportunities for sales for your company.
    - Bank Accounts
      - Enter/Edit account information regarding payments









Home Orders Ship	Iome Orders Shipments Finance Admin Negotiations			
Profile Management				
General Company Profile Organization Address Book Contact Directory Product & Services Banking Details Payment & Invoicing	General  Organization Name Supplier Number Supplier Number Alias Parent Supplier Number Parent Supplier Number  Attachments  Search  Note that the search is case insensitive Title Go  Show More Search Options  Add Attachment  Title Type Description Category Last Updated By Last Updated Usage Update Delete Publish to Catalog No results found.			
Address Book     Contact     Directory     Product &     Services     Banking Details     Payment &	Alias Parent Supplier Name Parent Supplier Number  Attachments  Search  Note that the search is case insensitive Title  Go  Show More Search Options  Add Attachment  Title  Type Description Category Last Updated By Last Updated Usage Update Delete Publish to Cata			

- General section has basic supplier information.
- Use this default page to navigate to other admin functions or to add attachments.





#### Address Book





- ☐ This page can also be used by supplier to edit/add sites.
- Enter/Edit one or multiple sites for purchasing, payment and invoicing for the County to utilize with your company. The sites can be for one or multiple purposes, i.e. purchasing, payment or invoicing. For example if you select purchasing for a site this will be used for negotiations/solicitations and issuance of purchase orders. A payment site, would be a site where payments/checks from the County would be issued. Please be advised that multiple sites for each purpose can be created.
- Please be advised that whenever a change is made in iSupplier it will be submitted to the County for review just as a new request. Such change will not be affective until such time it is approved by the County. Any request rejected will result in the iSupplier registration remaining unchanged.









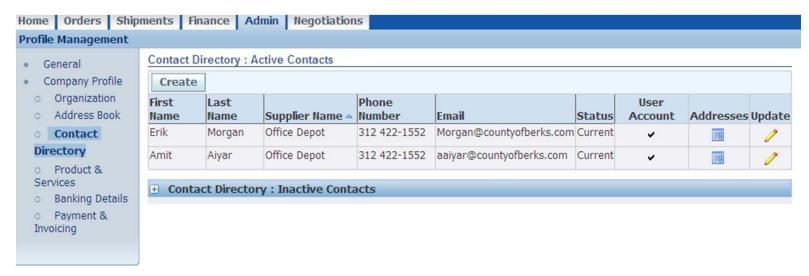
Admin: Profile Manageme	ent: Address Book >				ч	nama
Create Address						name.
* Indicates required field				Cancel Save	_	_
Supplier	r Name Office Depot	Supplier Number	26028			Enter address,
* Address Name		Phone Area Code				city, state and
Country	United States	Phone Number				postal code.
* Address Line 1		Fax Area Code				postal oddo.
Address Line 2		Fax Number				Fuctor for
Address Line 3		Email Address			Ц	Enter fax
Address Line 4			Purchasing Address	<del></del>		number and
* City/Town/Locality			Payment Address			other optional
County			RFQ Only Address			information.
State/Region						imormation.
Province					_	
* Postal Code						Select address
Note						type.
note						- 3 1-
Note						Click Apply
		(a)				Click Apply.
Include any a	additonal details about the addres	ss such as the type of address. This will be visible to other bu	yers within your organization as well as to th	e supplier.		
				Cancel Save		











- ☐ This page can also be used by supplier to
  - Edit/add contacts.
    - Enter/Edit contact information for individuals at your company the County should contact for topics such as sales/purchasing, questions regarding invoices or payments to your company etc.
    - > Use Create for New Contracts or select the pencil under the contact to update the specific contact information.
  - Reset passwords
  - Add Users
- You are able to give another individual in your company access to iSupplier. New user accounts and password resets can be done from the update page.





### **Add Contact**



Phone Area Code Phone Number Phone Extension	Appl
Phone Area Code Phone Number	Аррі
Phone Number	
Phone Extension	
Fax Area Code	
Fax Number	
Inactive Date	
(example: 13-Jul-2009)	
ame	
iSupplier Portal	
er will be able to access all the data for this supplier.	
16	Inactive Date

Enter available information and click Apply.

☐ The Create User Account for this Contact box is not checked by default. Check this box to create a user based on the Information entered above









Profile Management					
General Company Profile Organization Address Book Select All Select None					
o Contact Directory	Select	Products and Services	Date Added	Approval Status	View Sub- Category
o Product & Services		Abrasives.Steel Wool, Aluminum Wool, Copper Wool, And Lead Wool	28-May- 2009	Approved	
Banking Details		Abrasives.Abrasive Equipment And Tools	21-Apr- 2009	Approved	
o Payment & Invoicing		Abrasives.Recycled Abrasives Products And Supplies	28-May- 2009	Approved	
		Library And Archival Equipment, Machines, And Supplies .Binders, Covers, Jackets, Protectors, Sticks, Etc. (For Books, Magazines, Newspapers, Pamphlets, Photographs, Etc.)	24-Jun- 2009	Pending Approval	
		Library And Archival Equipment, Machines, And Supplies .Book Cards, Date Slips, Pockets, Protectors, Etc.	24-Jun- 2009	Pending Approval	
		Aircraft And Airport Equipment, Parts, And Supplies	03-Jun- 2009	Pending Approval	4

- This page can be used to add and remove purchasing categories. The County of Berks is utilizing five digit NIGP commodity codes (XXX.XX), the first three digits representing the class and the second two representing the item.
- Enter/Edit commodity codes for the good and/or services your company provides in order to potentially receive notification on negotiations/solicitations (i.e. RFQs, ITBs & RFPs). Failure to do so may result in potential missed opportunities for sales for your company.
- Please be advised that whenever a change is made in iSupplier it will be submitted to the County for review just as a new request. Such change will not be affective until such time it is approved by the County. Any request rejected will result in the iSupplier registration remaining unchanged.





# Add Categories



Add Products and Services: (Office Depot)		
	Cancel Apply	
	⊗ Previous 1-10 V Next 10 ≫	
Products and Services	View Sub- Categories Applicable	
Default	Applicable	
Abrasives	₹ □ Applicable	
Acoustical Tile, Insulating Materials, And Supplies	Applicable	
Addressing, Copying, Mimeograph, And Spirit Duplicating Machine Supplies: Chemicals, Inks,	Paper, Etc. Applicable	
Agricultural Crops And Grains Including Fruits, Melons, Nuts, And Vegetables	Applicable	
Agricultural Equipment, Implements, And Accessories (See Class 022 For Parts)	Add Products and Services: Abrasives (Office Depot)	
Agricultural Equipment And Implement Parts		Cancel Apply
Air Compressors And Accessories		View Sub-
Air Conditioning, Heating, And Ventilating Equipment, Parts And Accessories (See Class 740	Products and Services	Categories Applicable
Aircraft And Airport Equipment, Parts, And Supplies	Default	Applicable
	Abrasive Equipment And Tools	Applicable
	Abrasives, Coated: Cloth, Fiber, Sandpaper, Etc.	Applicable
	Abrasives, Tumbling (Wheel)	Applicable
	Recycled Abrasives Products And Supplies	Applicable
	Steel Wool, Aluminum Wool, Copper Wool, And Lead Wool	Applicable
	Return to Parent Category	
		Cancel Apply

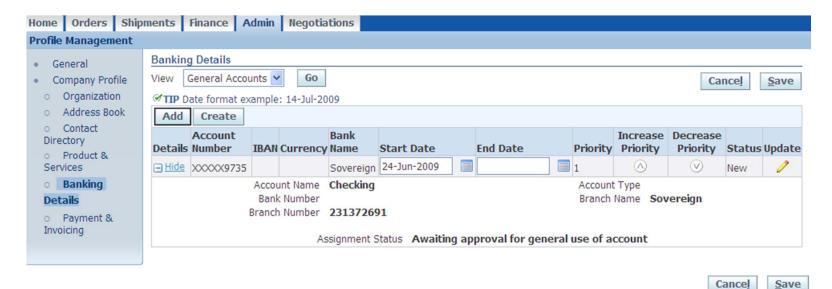
- From this page suppliers can add by Class and/or I tem. Anything that has a viewable sub categories is considered a class. If you select the entire class then it will automatically select all the items within. If your company only sells select items within a class be sure to drill into subcategories. You can always use the search function find classes and/or items for which to select.
- Once you do so select the record using the applicable check box and then click Apply.





#### **Bank Accounts**





- ☐ This page can also be used by suppliers to add bank account information. Please proceed to the next page for further instructions to complete.
- Please be advised that whenever a change is made in iSupplier it will be submitted to the County for review just as a new request. Such change will not be affective until such time it is approved by the County. Any request rejected will result in the iSupplier registration remaining unchanged.





### Add Bank Account



Create Bank Account	
	United States Account is used for foreign payments  Account definition must include bank and branch information.
Bank	Branch
New Bank  Bank Name  Bank Number  Show Bank Details	New Branch Existing Branch Branch Name Branch Number BIC Branch Type ABA
ank Account	
* Account Number  Check Digits  IBAN  B Show Account Details	Account Name  Currency  Account Status New
Comments	
Note to Buyer	
	Cancel Save

Select an existing bank or create a new bank Select an existing or create a new branch. To create a new branch

- Bank Number (Identification number of the bank)
- Branch Number (ABA Number)
- Bank Account Number
- Currency

#### **Enter Account Details.**

- Account Number
- Account Name





# 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 <a href="mailto:purchasing@countyofberks.com">purchasing@countyofberks.com</a> 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 <a href="mailto:controller@countyofberks.com">controller@countyofberks.com</a> or via phone at 610.478.6150.

