



Loudoun County Government

www.loudoun.gov/procurement

and

Loudoun County Public Schools

[www.lcps.org/procurement services](http://www.lcps.org/procurement%20services)



iSupplier Guide for Suppliers

Launch: May 12, 2014
Guide Revised: July 12, 2022

Table of Contents

Background	1
Introduction.....	1
What are iSupplier and Sourcing?.....	1
Supplier Types.....	2
Prospective (New) Suppliers.....	2
Existing Suppliers (not in iSupplier).....	2
Registered iSupplier Users.....	2
Oracle iSupplier Tips.....	3
How to Register	4
Prospective (New) Supplier	4
Add Company Details and Contact Information	4
Add Additional Details	7
Create Additional Contact.....	10
Registration Confirmation.....	14
Prospective Supplier Registration Status	15
First Time Access.....	15
Accessing the iSupplier System.....	15
Registered Suppliers Login	16
Manage Supplier Profile Information.....	18
Forgot Password or User Name	18
Update Business Classifications	20
Update Address Book.....	24
Update Contact Information	29
Adding a New Contact.....	33
Update Products and Services.....	38
Add Category Code.....	38
Remove Category Code	42
Document Inquiry	47
View Purchase Orders.....	47
View Agreements.....	54
Track Payments.....	57
Solicitations (Bid Opportunities)	63
Loudoun County Government – Launched June 2014.....	63
Loudoun County Public Schools - TBD.....	63
Contacts for Assistance.....	64
Loudoun County Government - Procurement	64
Loudoun County Public Schools - Procurement	64

Background

On July 1, 2013, Loudoun County Government (County) and Loudoun County Public Schools (LCPS) successfully launched the first phase of their new Enterprise Resource Planning (ERP) software system, Oracle E-Business Suite software. The system, scheduled to be implemented in three phases, replaced the financial and procurement systems that had been in place for more than 30 years.

Advanced Procurement, Phase 3 of the implementation project, includes iSupplier and the Sourcing programs. iSupplier was successfully launched by the County and Schools on Monday, May 12, 2014. The Sourcing program will be launched on May 23, 2014, and in early June the County and Schools will begin publishing solicitations (bid opportunities). **We are very excited to launch new tools for the vendor community!**

Introduction

What are iSupplier and Sourcing?

The iSupplier system is a secure web-based tool allowing Suppliers (bidders) self-service capability to register and maintain their company profile as a source for bidding opportunities. Since the database is a shared tool between the County and LCPS, Suppliers only have to register their company once. Multiple contacts (users) can be assigned online access if desired.

Registered Suppliers login to iSupplier and receive the benefits of the Sourcing program. Sourcing includes additional online capabilities; receipt of solicitation invites, viewing solicitations, and online bidding. The iSupplier system allows Portal access for Suppliers, who are issued orders and/or payments by the County or LCPS, to view online documents and transactions.

iSupplier and Sourcing Programs

- Self-Service Registration
- Maintain Company Profile and Users
- Solicitation Notices
- View Solicitations
- Online Bidding
- View Orders
- Track Payments

Supplier Types

Prospective (New) Suppliers

A new bidder must register their company as a Prospective Supplier. Once the registration is submitted and approved, the contact will receive an email to check the online status of the registration. Once the registration is approved, the contact(s) registered for online access will receive an email with a temporary password. The approval process only takes a few minutes as you are only registering information for your bidder profile.

Company profile requires the following:

- Company Name (DBA): Legal name on W-9 tax form
- Taxpayer ID: The system allows one registration per federal tax id (9-digit).
- Main Contact: Name, Email, and Phone Number
- Address: Request for Quote (RFQ) address.
- Contact: If desired, additional contacts may be added to gain online user access.
- Business Classification: Only if applicable.
- Products and Services: Minimum of at least one selection is required.

Loudoun County utilizes the National Institute of Governmental Purchasing (NIGP) Commodity/Services Codes. We use the 5-digit hierarchy (3-digit class and 2-digit commodity). Additional information can be found below.

Existing Suppliers (not in iSupplier)

You may be an Oracle supplier with the County or Schools, but not registered in iSupplier. The Supplier Administrator must send an invite to a company contact's email to establish an online user account. Complete and submit the required contact information and allow up to three (3) business days for approval. Once the user account is approved, you will receive a user name and temporary password. As a registered user, you should update the company profile. For example, if you are interested in receiving solicitation notices (bid opportunities) you will need to register Products & Services (commodity codes) for your company. You will also benefit from the online capabilities listed below for iSupplier users.

Registered iSupplier Users

Upon registration approval, online users must change their temporary password to a permanent one. Then, Suppliers have online access to update their company profile and request online access for additional users. In addition, suppliers can view solicitation invites, view solicitations, and bid online.

Portal access allows awarded suppliers the ability to view orders. In the future, we will phase in the ability to view payments.

Oracle iSupplier Tips

Special Note: The screens depicted have a box denoting a test instance.

Back Button: DO NOT USE WEB BROWSER BACK BUTTON FOR SYSTEM NAVIGATION.

System Requirements: iSupplier requires the use of the latest version of Edge, Chrome, and Fire Fox

Unexpected Error: If you receive the following error message, *"You have encountered an unexpected error. Please contact the System Administrator for assistance."* you must close your web browser.



Home Page Overview

Responsibilities are assigned to registered suppliers.

Always click Logout link to exit the system.

Sourcing Supplier is available for all suppliers to register and manage their company profile, receive solicitation notices, view bid documents, and submit bid responses.

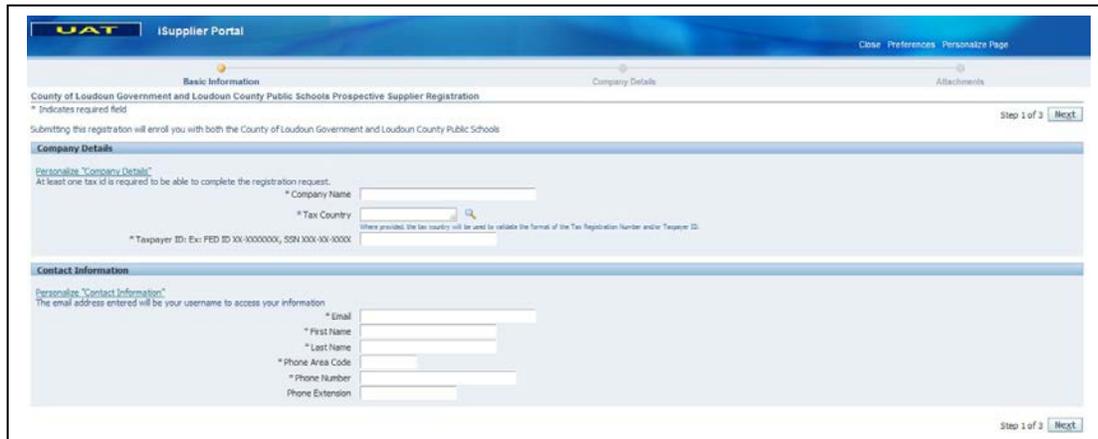
iSupplier Portal Full Access is available once a supplier has received an order from the County or LCPS and allows the supplier to maintain their company profile, view purchase orders, and receive payment status online.

How to Register

Prospective (New) Supplier

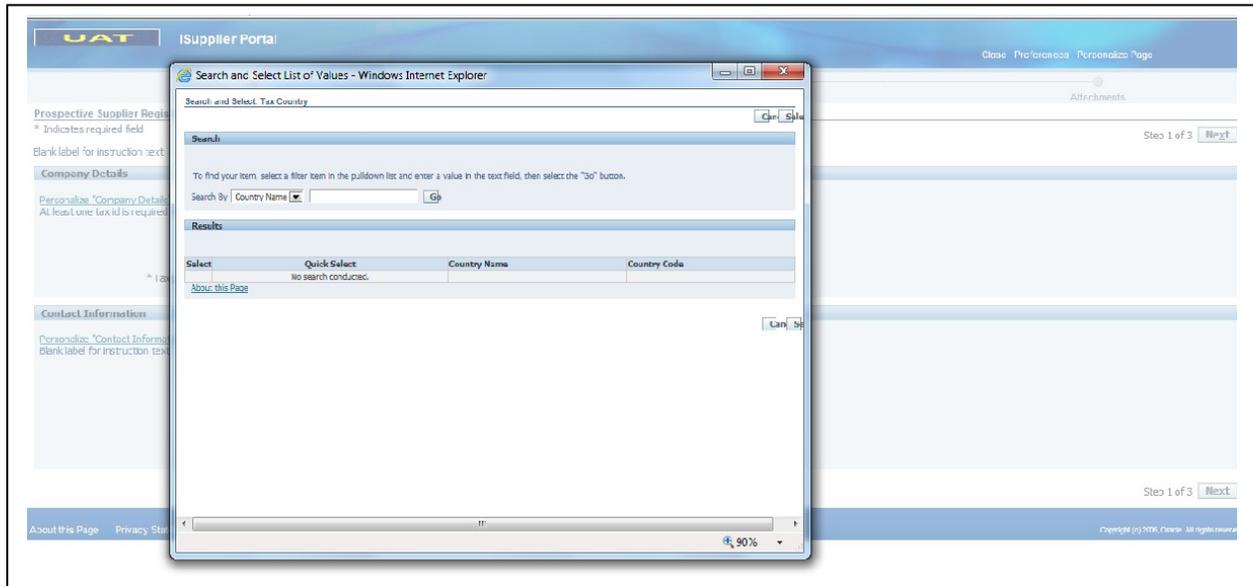
You may begin the registration process with Loudoun County– Government or Schools. Although the database is shared, there is a link on each of our Procurement websites to get you started with a new registration.

Add Company Details and Contact Information



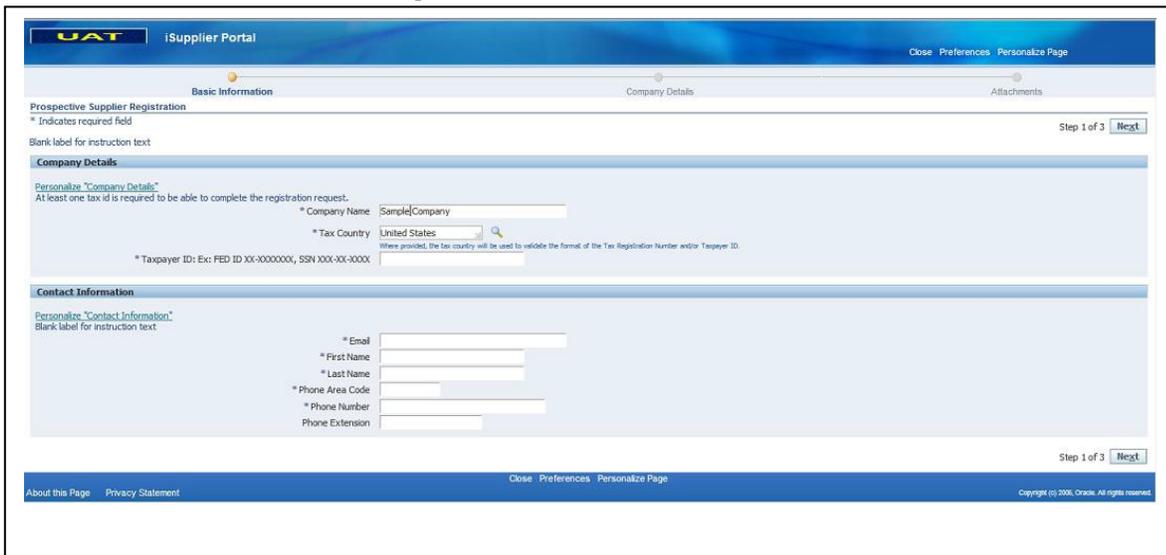
Step	Action
1.	<p>After you click on the link to begin a new registration, the iSupplier Portal window will appear “<i>Loudoun County Government and Loudoun County Public Schools Prospective Supplier Registration</i>”.</p> <p>All required information is denoted by an *. Click in the Company Name field and enter your Company Name preferably in ALL CAPS</p>
2.	<p>Click in the Tax Country field.</p>
3.	<p>Click the Tax Country magnifying glass and a new window will open.</p>

Search and Select: Tax Country



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

Return Selected: Tax Country



Enter Taxpayer ID and Contact Information:

Step	Action
8.	You are now returned to the <i>Prospective Supplier Registration</i> window. Click in the Taxpayer ID field.
9.	Enter information into the TAXPAYER ID field. Format including hyphens: FEIN #: xx-xxxxxxx SSN: xxx-xx-xxxx
10.	Enter basic contact information during this part of the registration. Additional contacts and additional information for this contact can be added at a later time during the registration.
11.	Click in the Email field and enter Email address. This email address will be your username. Note: The email address must be unique. It can only be used once for a Loudoun County-Government or Schools iSupplier Main Contact.
12.	Click in the First Name field and enter First Name .
13.	Click in the Last Name field and enter Last Name .
14.	Click in the Phone Area Code field and enter Area Code .
15.	Click in the Phone Number field and enter Phone Number with hyphen. For example, 999-9999.
16.	Click in the Phone Extension field and enter Extension . (Optional)
17.	Click the scrollbar to view your entire registration page if necessary
18.	Click the Next button.

Add Additional Details

Prospective Supplier Registration: Additional Details
 Blank label for instruction text

Save For Later | Back | Step 2 of 3 | Next

Company Name: **Sample Company**
 Tax Country: **United States**
 Tax Registration Number:
 Taxpayer ID: **999-88-7777**
 DUNS Number:
 Alternate Supplier Name:
 Note to Buyer:
 Note to Supplier:

Address Book
 Personalize "Address Book"
 At least one entry is required.
 Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory
 Personalize "Contact Directory"
 At least one entry is required.
 Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Doe	555-555-5555-9234	john.doe@yahoo.com	✓		

Step	Action
19.	The <i>Prospective Supplier Registration: Additional Details</i> window now appears. Click in the Note to Buyer field and enter notes. (Optional)
20.	Now you will need to complete the following sections: Address Book for bidding address Contact Directory for additional contacts if desired Business Classifications if applicable Products & Services (commodity codes)

Create Address

Step	Action
21.	Click the Create button under Address Book. The <i>Create Address</i> window now appears. Click in the Address Name field and enter RFQ , for the Request for Quote (bidding) address.
22.	Click in the Address Line 1 field and enter Address in ALL CAPS .
23.	Click in the City/Town/Locality field and enter City/Town/Locality in ALL CAPS .
24.	Click in the State/Region field and enter State/Region in ALL CAPS ..
25.	Click in the Postal Code field and enter Postal Code .
26.	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.
27.	Click in the Phone Area Code field and enter Area Code .
28.	Click in the Phone Number field and enter Phone Number with hyphen. For example, 999-9999.
29.	Click in the Fax Number field and enter Fax Number with hyphen. (Optional) For example, 999-999-9999.
30.	Click in the Email field and enter Email address.
31.	Click the Apply button.

Contact Directory: Create Contact

The screenshot shows the 'Prospective Supplier Registration: Additional Details' window in the iSupplier Portal. The window has a blue header with the UAT logo and 'iSupplier Portal' text. Below the header, there are three tabs: 'Basic Information', 'Company Details', and 'Attachments'. The 'Company Details' tab is active. The main content area shows the following information:

- Company Name: Sample Company
- Tax Country: United States
- Tax Registration Number: 999-88-7777
- Taxpayer ID: 999-88-7777
- DUNS Number: [Empty]
- Alternate Supplier Name: [Empty]
- Note to Buyer: [Empty]
- Note to Supplier: [Empty]

Below the company details, there are two sections:

- Address Book:** A section with a 'Create' button and a table with columns: Address Name, Address Details, Purpose, Update, and Delete. The table is empty with the text 'No results found.'
- Contact Directory:** A section with a 'Create' button and a table with columns: First Name, Last Name, Phone, Email, Requires User Account, Update, and Delete. The table contains one entry:

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Doe	555-555-5555-9234	john.doe@yahoo.com	✓	[Pencil icon]	[X icon]

Step	Action
32.	<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 Business Classifications portion of this document.</p> <p>Click the Create button under the "Contact Directory" portion of the window.</p>

Create Additional Contact

Step	Action
33.	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 and enter First Name ALL CAPS
34.	Click in the Last Name field and enter Last Name .
35.	Click in the Contact Email field and enter Email Address .
36.	Click in the Phone Area Code field and enter Area Code .
37.	Click in the Phone Number field and enter Phone Number with hyphen. For example, 999-9999.
38.	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.

Select Business Classifications

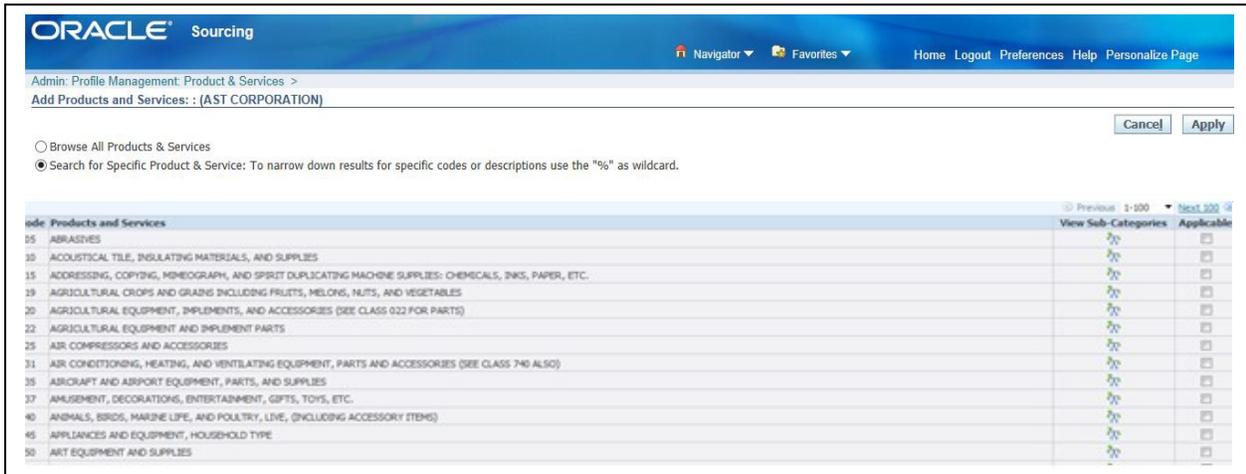
The screenshot shows a web application interface. At the top is a 'Contact Directory' section with a 'Personalize "Contact Directory"' link and a note 'At least one entry is required.' Below this is a 'Create' button and a table with columns: First Name, Last Name, Phone, Email, Requires User Account, Update, and Delete. Two entries are listed: John Doe and Jane Smith. Below the contact directory is a 'Business Classifications' section with a table. The table has columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The 'Classification' column lists various categories like Contractor Cert, Hub Zone, Independent Contractor, Loudoun County, Minority Owned, Service-disabled Veteran Owned, Small Business, Veteran Owned, Virginia, and Women Owned. The 'Applicable' column has checkboxes, and the 'Minority Type' column has a dropdown menu.

Step	Action
39.	You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window. Click the scrollbar to scroll down to the "Business Classification" portion of the window.
40.	Select Applicable Classifications . Note: Minority Owned requires a selection of Default from the drop down list in the Minority Type column.

Create Products & Services (Commodity Codes)

41.	Continue to Products and Services section.
42.	Click the Create button under the "Products and Services" portion of the window. This is a required step to register.

Add Products and Services



Step	Action
43.	<p>The <i>Add Products and Services: (Company Name)</i> window now appears.</p> <p>You can "Browse" section for Products and Services.</p> <p>Use the Next 100 link to continue to look through the Products and Services.</p> <p><i>Or</i></p> <p><i>You can use the search feature by clicking the "Search for Specific Code and Product" radio button. Enter search criteria in Description field and click Go button. For example, %PRINTER% will return all products which contain the PRINTER sequence of letters.</i></p> <p><i>Or</i></p> <p><i>You can use the search feature by clicking the "Search for Specific Code and Product" radio button. If search fields contain criteria, click Clear button. Enter commodity code in Code field and click Go button. For example, 204-76.</i></p> <p>To select specific products and services in a category, click the View sub-categories button for the Product and Services that need to be added to your profile. </p> <p>Click the Applicable checkbox to select specific products and services under category.</p> <p>Click Apply button and return to <i>Prospective Supplier Registration: Additional Details</i> window.</p>

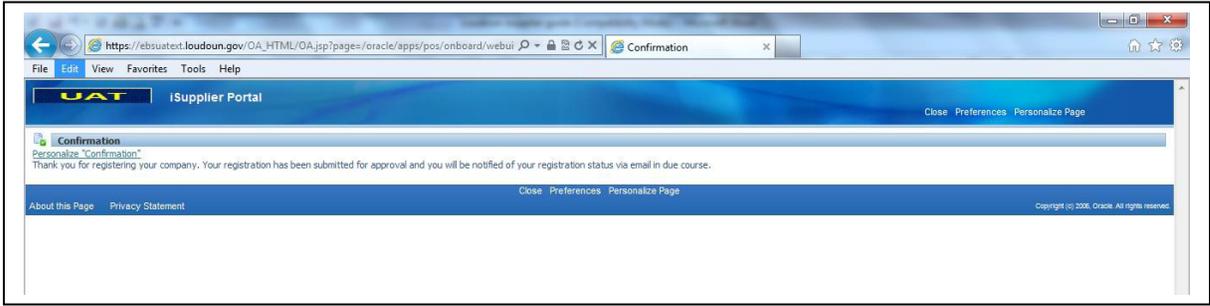
Verify Products and Services

Step	Action
44.	You are now back in the <i>Prospective Supplier Registration: Additional Details</i> window. Verify the selected Products & Services. You can delete any that you do not wish to keep. To add additional selections, start with step #42. Click the scrollbar to review your profile before registering.
45.	Once information is reviewed, click the Next button.

Registration Submission

Step	Action
46.	At this point attachments are not needed, Click the Submit button.

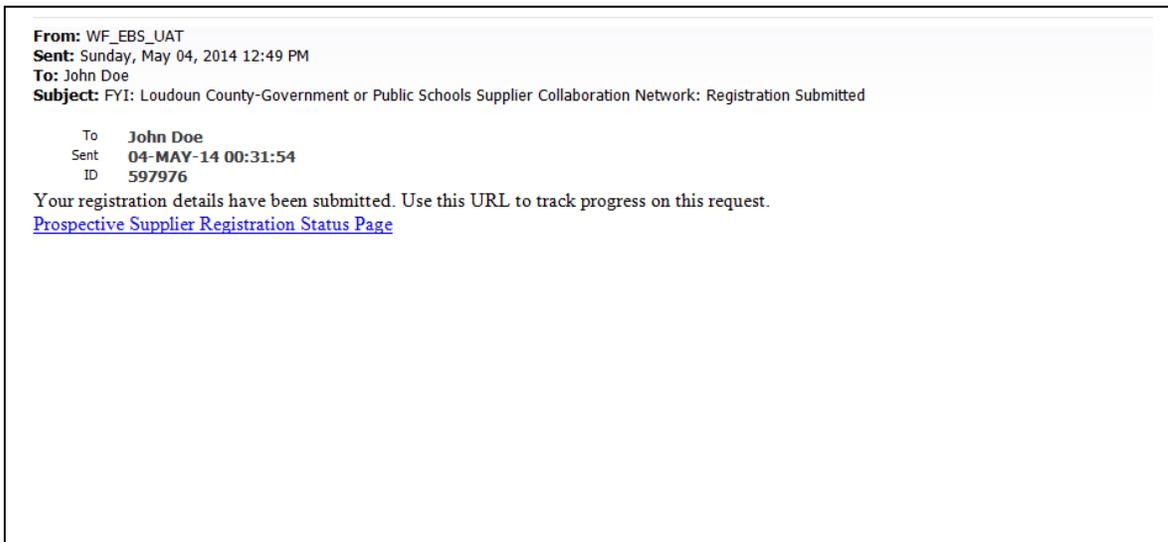
Registration Confirmation



Step	Action
47.	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. Click the Close link
48.	Click the Yes button.

Confirmation Email

The following email will be sent to your email address once the registration has been submitted.



Prospective Supplier Registration Status

Click on Prospective Supplier Registration Status Page link to see the status of your registration.

Prospective Supplier Registration: Current Status

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status			
Company Name	SAMPLE COMPANY	Status	Approved
Contact Information			
Email	john.doe@yahoo.com	Phone Area Code	555
First Name	John	Phone Number	555-5555
Last Name	Doe	Phone Extension	9234

Status History		
Date	Status	Note
04-MAY-2014	Approved	
04-MAY-2014	Submitted	

[Close](#) [Preferences](#) [Personalize Page](#)

[About this Page](#) [Privacy Statement](#) Copyright (c) 2006, Oracle. All rights reserved.

Accessing the iSupplier System

From: WF_EBS_UAT
Sent: Sunday, May 04, 2014 12:49 PM
To: JOHN DOE
Subject: FYI: Loudoun County-Government or Public Schools Supplier Collaboration Network: Confirmation of Registration

To: JOHN DOE
 Sent: 05/04/2014 00:32:50
 ID: 597979

You have been registered at Loudoun County-Government or Public Schools for access to their supplier collaboration network. You can [log on](#) with the username JOHN.DOE@YAHOO.COM and the password Do1:0E.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

Step	Action
1.	You will receive an email once your registration has been approved with a log-in link, your username and your temporary password. Click the log on link to launch the iSupplier Portal.

Registered Suppliers Login



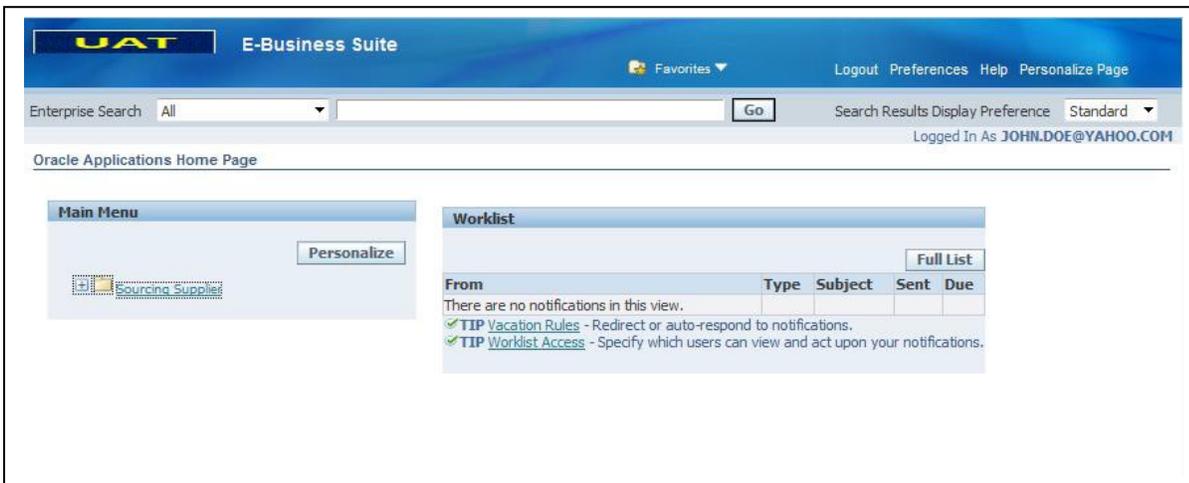
Step	Action
2.	Enter Username and Password provided in Email.
3.	Click the Login button. You will be asked to change your password the first time you log-in.



Step	Action
4.	The <i>Change Password</i> window now appears. Click in Current Password and enter the Password provided in the email.
5.	Click in New Password field and enter New Password which will be your own personal password.

Step	Action
6.	Click in the Re-enter New Password field and enter Password from previous step.
7.	Click the Submit button.
8.	You will be directed back to the <i>Oracle Applications Home Page</i> . Here you will be able to access Loudoun County Government and Loudoun County Public Schools information. You will also have access to your profile.

Home Page



Step	Action
9.	Click on the Logout link at the top of the page. The guide will now give instructions on how to manage your profile.

Manage Supplier Profile Information

Forgot Password or User Name



Step	Action
1.	Click Login Assistance link to receive email with user name or temporary password.

Login Assistance

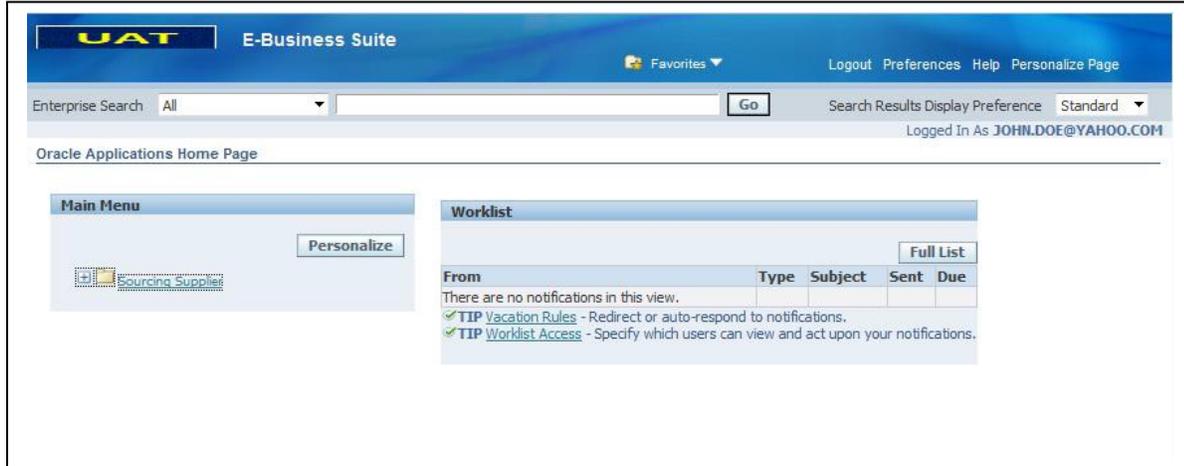
Step	Action
2.	Forgot Password: Click in User Name field and enter User Name . Click Forgot Password button to receive email with temporary password.
3.	Forgot User Name: Click in Email field and enter Email . Click Forgot User Name button to receive email with temporary password.

Update Business Classifications



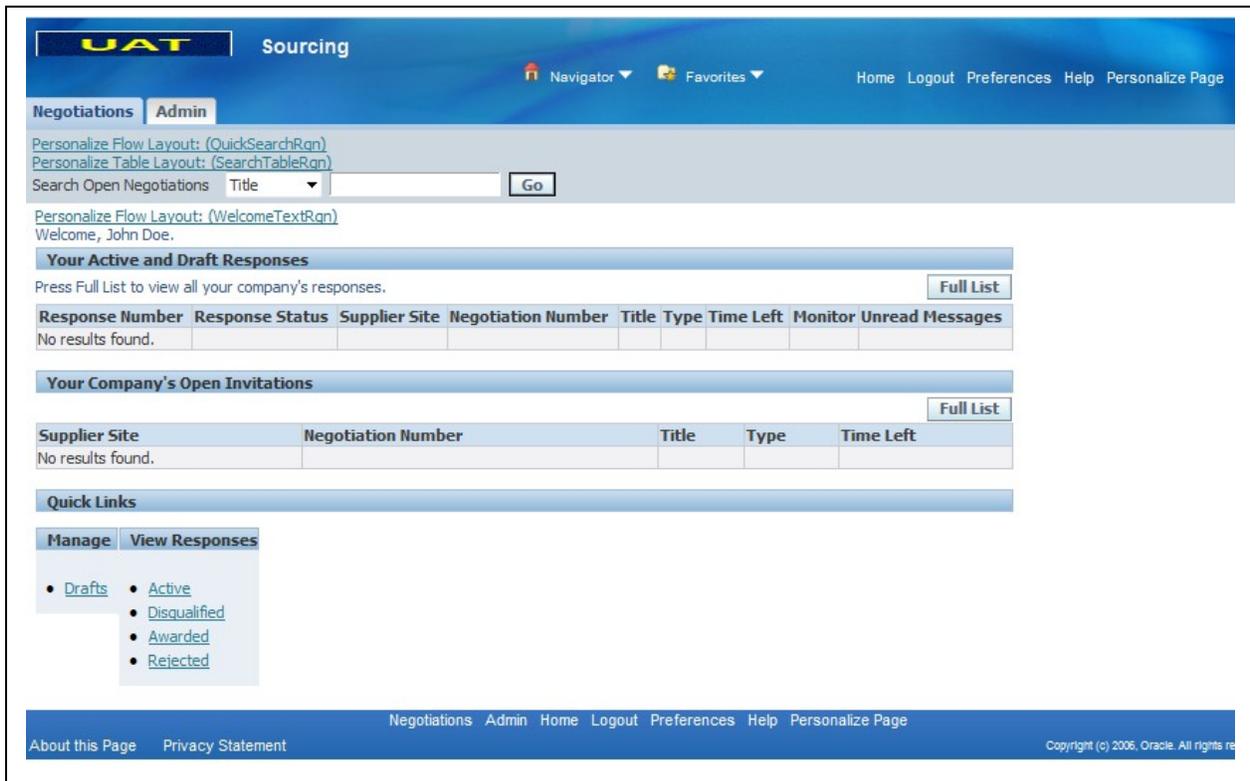
Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page



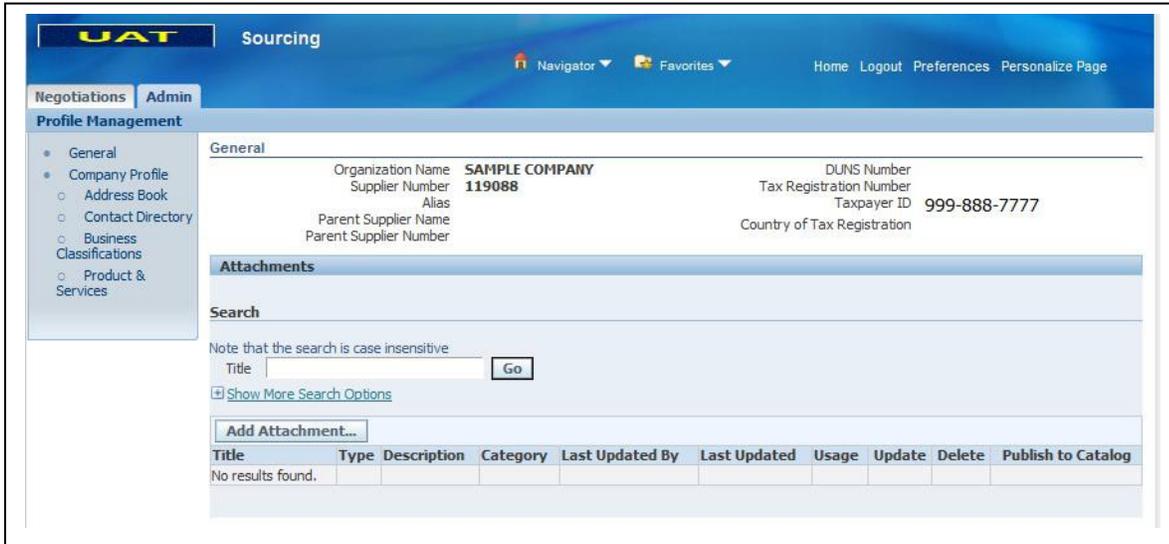
Step	Action
4.	<p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Click the Sourcing Supplier link.</p> <p>Click the Sourcing link.</p> <p>Click the Sourcing Home Page link to access your profile.</p>

Sourcing Home Page



Step	Action
5.	<p>The <i>Sourcing</i> window now appears.</p> <p>Click the Admin tab to access the Profile Management menu.</p>

Admin Tab (Profile Management)



Step	Action
6.	<p>The <i>General</i> window now appears. The company's Name and Taxpayer ID will be displayed.</p> <p>Click the Business Classifications link on the left side of the screen to open the <i>Business Classifications</i> window.</p>

Business Classifications

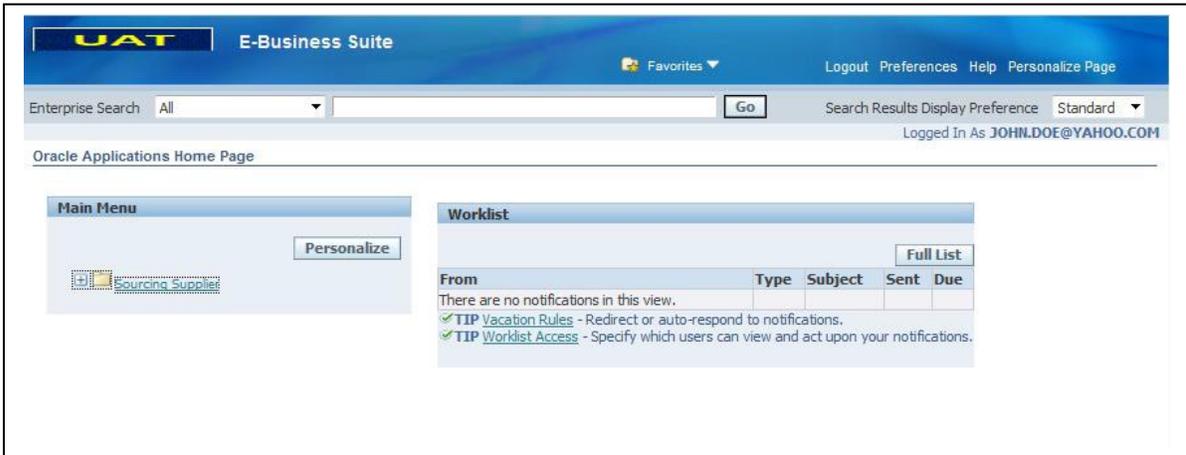
Step	Action
7.	Here you can review and update Business Classifications for your company.
8.	Once you completed your review and made all of the necessary changes, click the checkbox under the Certification section which states, “I certify that I have reviewed the classification below and they are current and accurate.”
9.	Click the Save button

Update Address Book



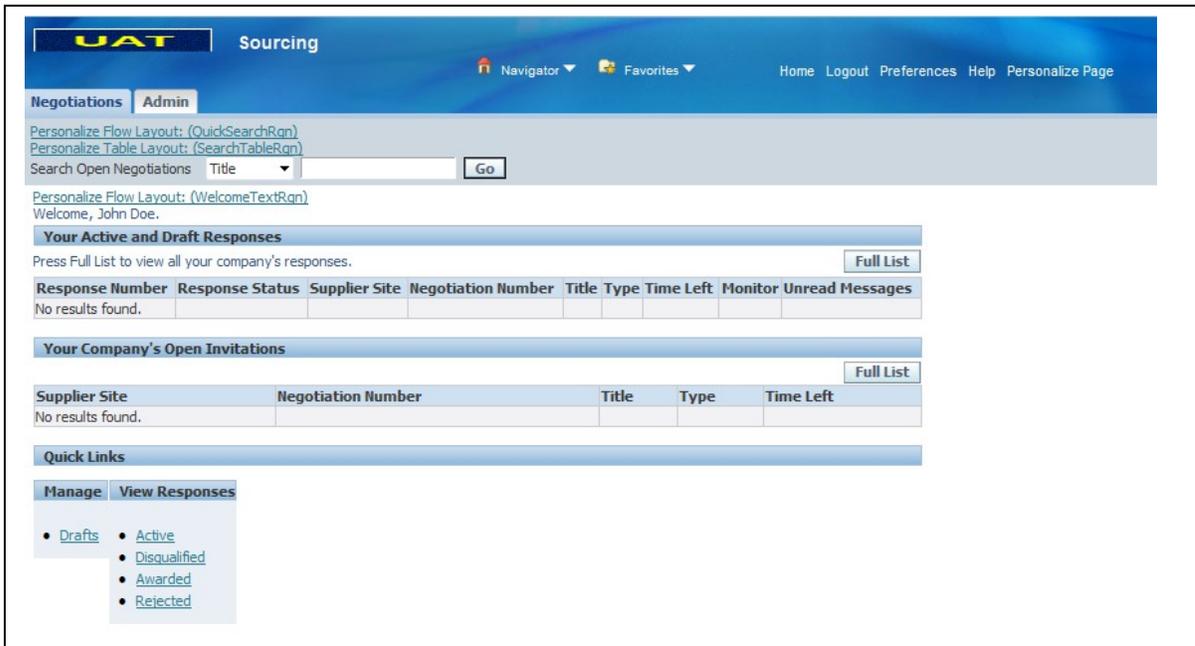
Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page



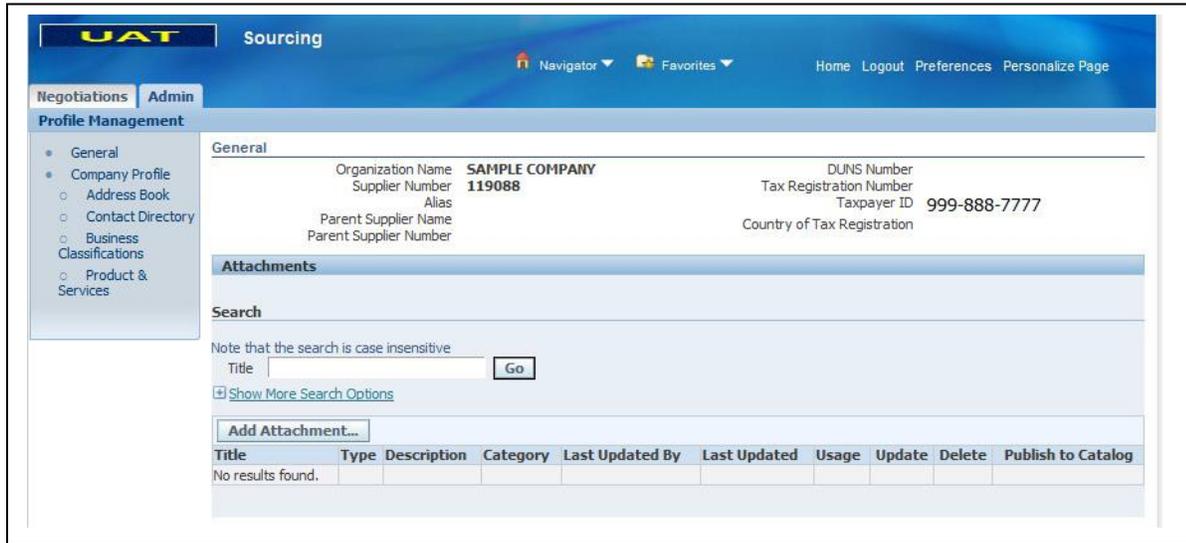
Step	Action
4.	<p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Click the Sourcing Supplier link.</p> <p>Click the Sourcing link.</p> <p>Click the Sourcing Home Page link to access your profile.</p>

Sourcing Home Page



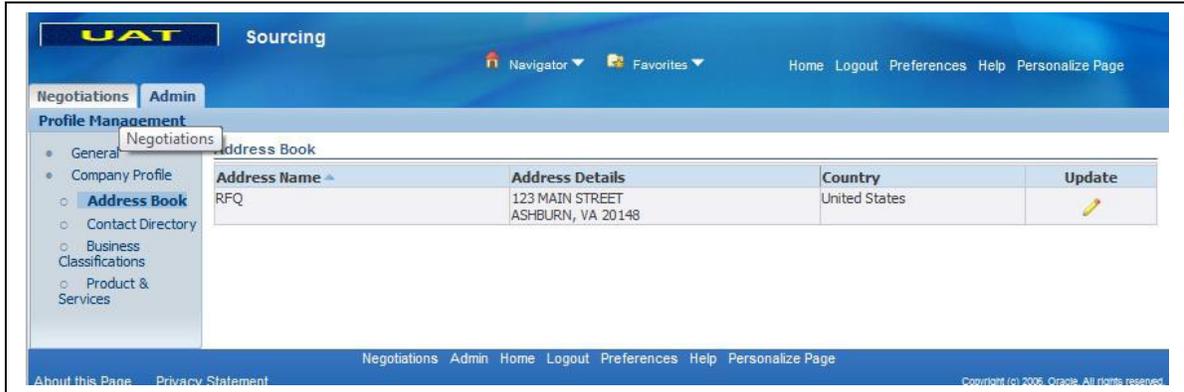
Step	Action
5.	The <i>Sourcing</i> window now appears. Click the Admin tab.

Admin Tab (Profile Management)



Step	Action
6.	The <i>General</i> window now appears. Click the Address Book link on the left side of the screen.

Address Book

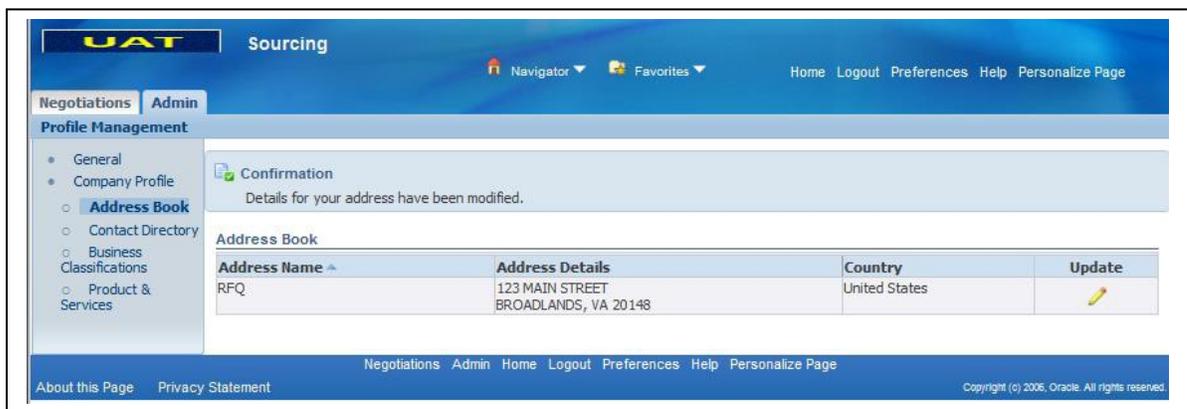


Step	Action
7.	The <i>Address Book</i> window now appears and displays the addresses on file for your company.
8.	To update an address click on the Pencil icon. 

Update Address Book

Step	Action
9.	Update the desired information in the fields. Fields with a * are required.
10.	Click in the Note field.
11.	Enter a reason for the change into the Note field.
12.	Click the Save button. This address change will be submitted for approval.

Address Confirmation



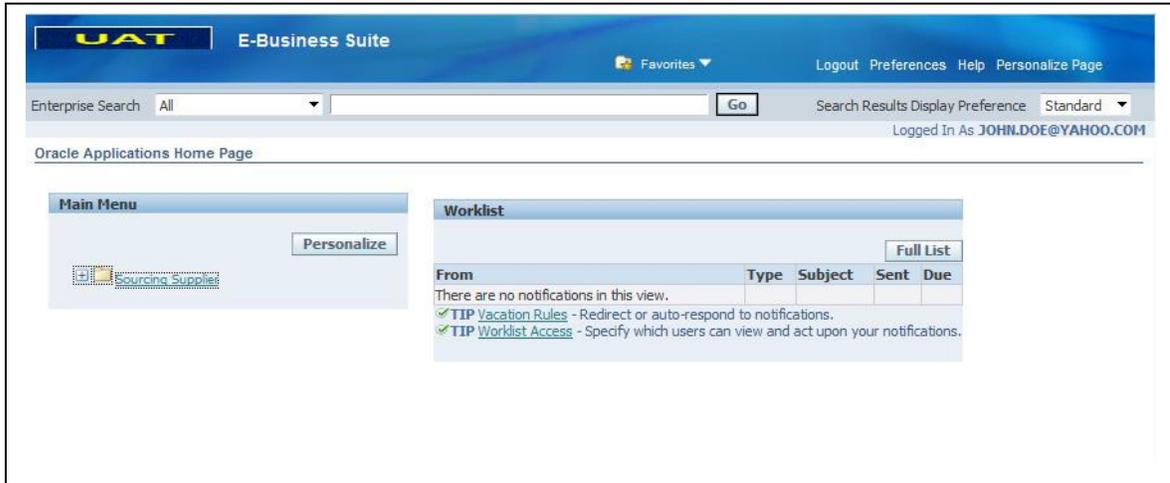
Step	Action
13.	Confirmation is given that the Address has been modified. Click the Home link to return to the Home Page or Logout to exit Oracle.

Update Contact Information



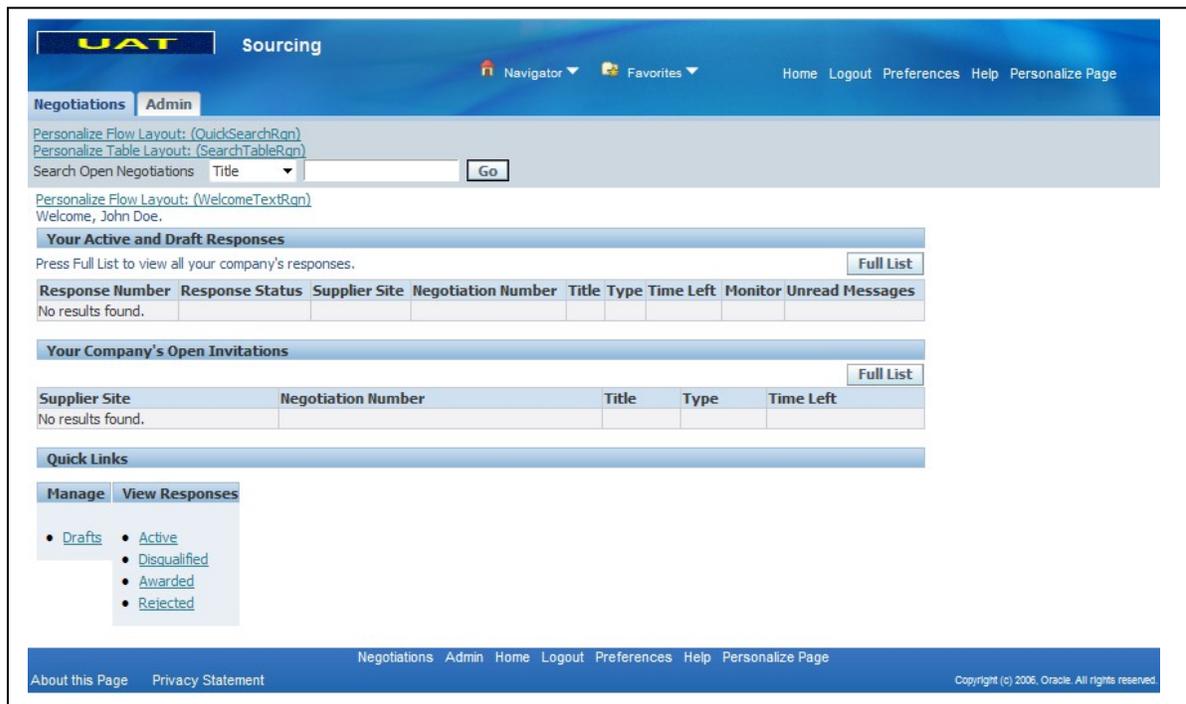
Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page



Step	Action
4.	<p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Click the Sourcing Supplier link.</p> <p>Click the Sourcing link.</p> <p>Click the Sourcing Home Page link to access your profile.</p>

Sourcing Home Page



Step	Action
5.	The <i>Sourcing</i> window now appears. Click the Admin tab.

Admin Tab (Profile Management)

The screenshot shows the 'Admin' tab selected in the 'Profile Management' section. The 'General' sub-tab is active, displaying the following information:

- Organization Name: **SAMPLE COMPANY**
- Supplier Number: **119088**
- DUNS Number: [Blank]
- Tax Registration Number: [Blank]
- Alias: [Blank]
- Taxpayer ID: **999-888-7777**
- Parent Supplier Name: [Blank]
- Country of Tax Registration: [Blank]
- Parent Supplier Number: [Blank]

Below the general information, there is a search section with a text input field for 'Title' and a 'Go' button. A checkbox for 'Show More Search Options' is also present. An 'Add Attachment...' button is located above a table that currently shows 'No results found.' The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog.

Step	Action
6.	The <i>General</i> window now appears. Click the Contact Directory link on the left side of the screen.

Contact Directory: Active Contacts

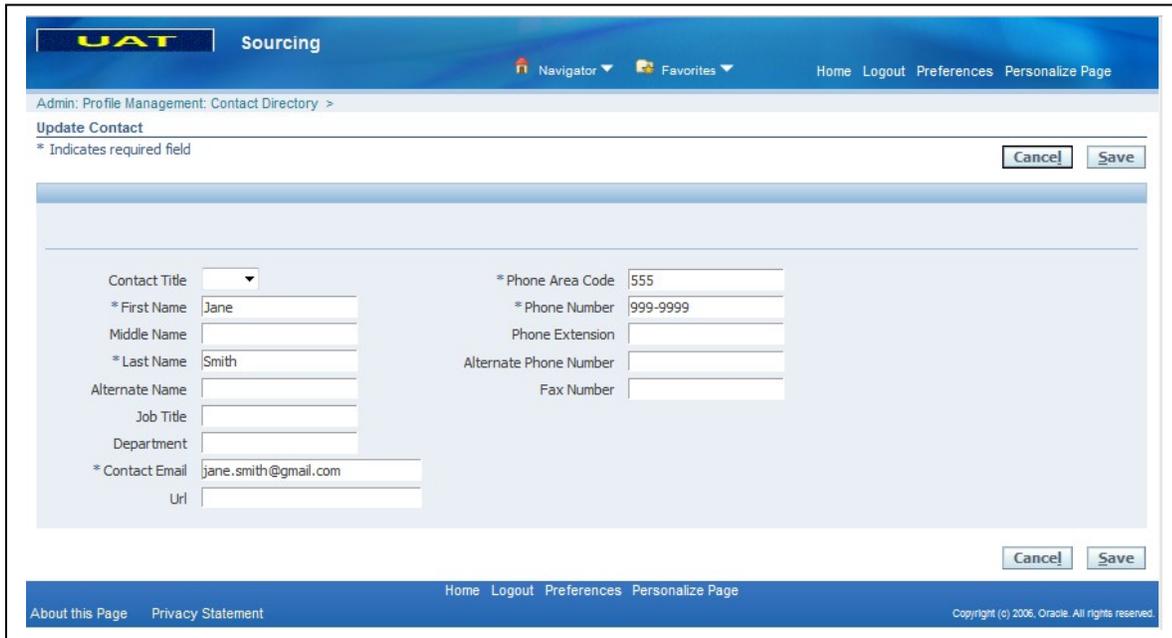
The screenshot shows the 'Contact Directory : Active Contacts' page. A 'Create' button is at the top left. The table below lists the following active contacts:

First Name	Last Name	Phone Number	Email	Status	User Account	Update
John	Doe	555 555-5555 9234	john.doe@yahoo.com	Current	✓	
Jane	Smith	555 999-9999	jane.smith@gmail.com	Current	✓	

Below the active contacts table, there is a section for 'Contact Directory : Inactive Contacts' which is currently empty. The footer of the page includes 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

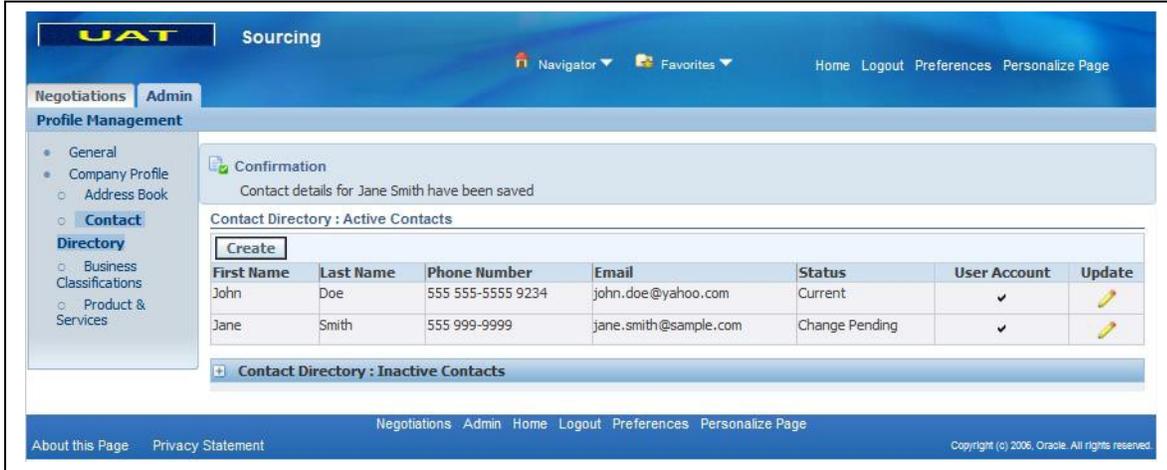
Step	Action
7.	The <i>Contact Directory: Active Contacts</i> window now appears and displays the active contacts on file for your company.
8.	To update a contact click on the Pencil icon. 

Update Contact



Step	Action
9.	Update the desired information in the fields. Fields with a * are required.
10.	Click the Save button.

Confirmation of Contact Update



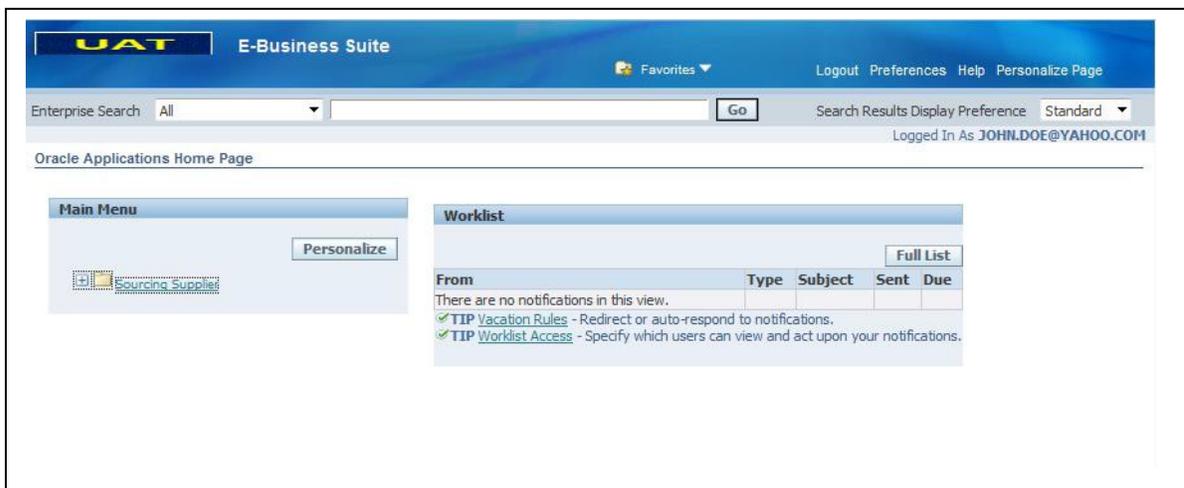
Step	Action
11.	Confirmation is given that contact details have been saved and the status of the contact is Change Pending. Click the Home link to return to the Home Page or Logout to exit Oracle.

Adding a New Contact



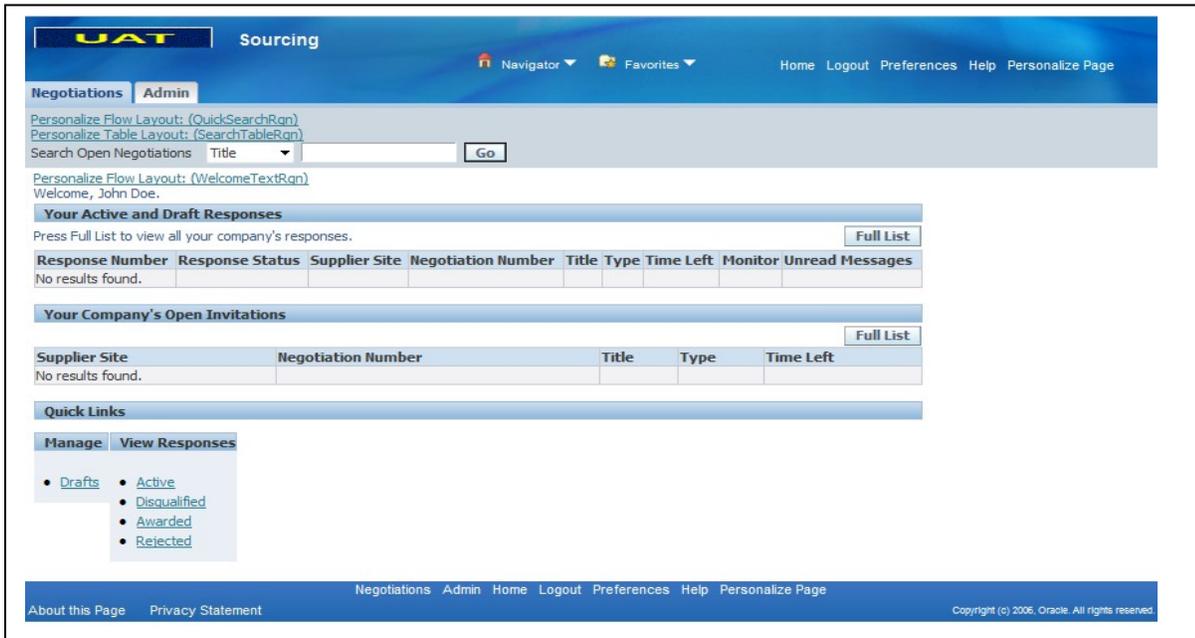
Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page

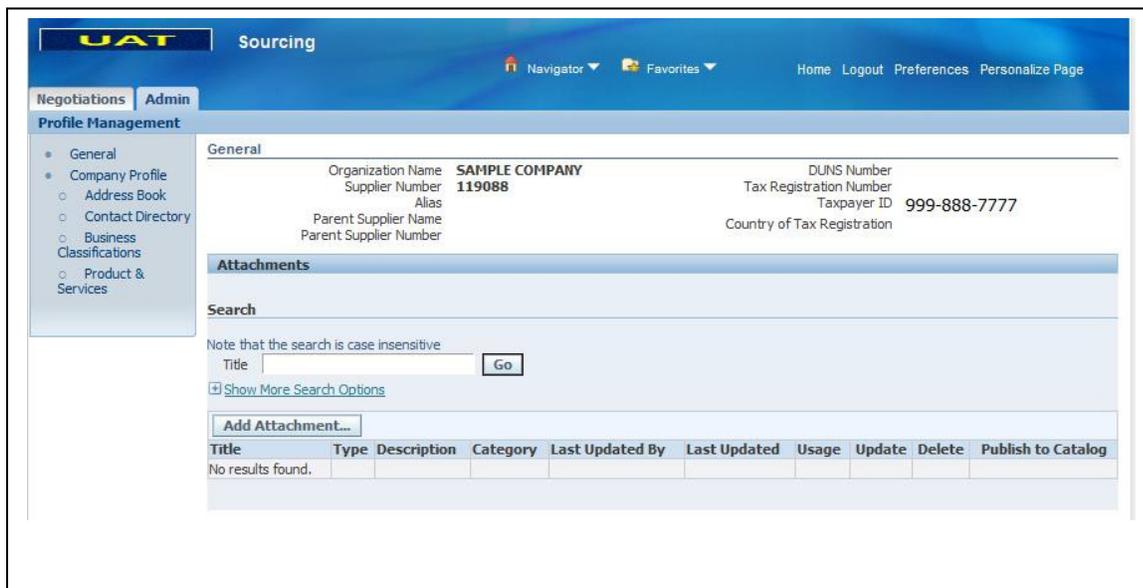


Step	Action
4.	<p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Click the Sourcing Supplier link.</p> <p>Click the Sourcing link.</p> <p>Click the Sourcing Home Page link to access your profile.</p>

Sourcing Home Page



Step	Action
5.	The <i>Negotiations</i> window now appears. Click the Admin tab at the top of the screen.



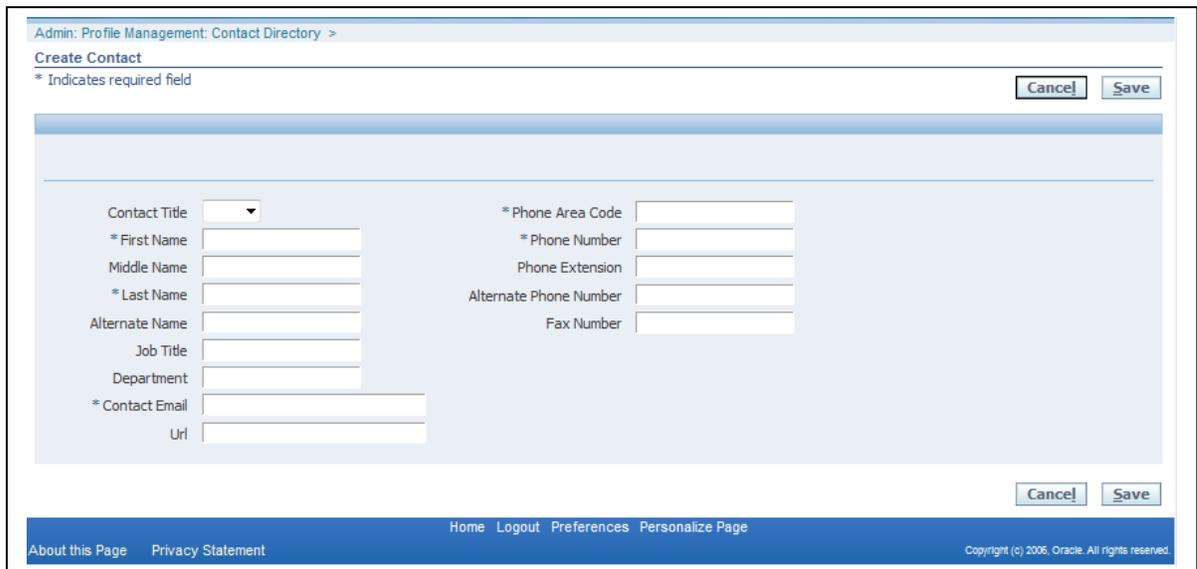
Step	Action
6.	The <i>General Profile</i> window now appears. Click the Contact Directory link on the left side toolbar.

Contact Directory: Active Contacts



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

Create Contact



Step	Action
8.	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 and enter First Name .
9.	Click in the Last Name field and enter Last Name .
10.	Click in the Contact Email field and enter Email Address .
11.	Click in the Phone Area Code field and enter Area Code .
12.	Click in the Phone Number field and enter Phone Number with hyphen. For example, 999-9999.
13.	Click the Save button.

Confirmation of New Update

The screenshot shows the Oracle iSupplier interface. At the top, there are navigation links: Home, Logout, Preferences, and Personalize Page. Below this, there are tabs for Negotiations and Admin. The main content area is titled "Profile Management" and includes a sidebar with options like General, Company Profile, Address Book, Contact, and Directory. A confirmation message states: "Confirmation: Mary Johnson has been added to your Contact Directory." Below this, there is a section for "Contact Directory : Active Contacts" with a "Create" button and a table of contacts.

First Name	Last Name	Phone Number	Email	Status	User Account	Update
John	Doe	555 555-5555 9234	john.doe@yahoo.com	Current	✓	
Mary	Johnson	543 222-1567	mjohnson@gmail.com	Pending		
Jane	Smith	555 999-9999	jane.smith@sample.com	Change Pending	✓	

Below the table, there is a section for "Contact Directory : Inactive Contacts". At the bottom of the page, there are links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step	Action
14.	You will see the new contact created in a "Pending" status. Click the Home link to return to the Home Page or Logout to exit Oracle.

Update Products and Services

In this section, learn how to Add, Update, or Remove commodities.

Add Category Code



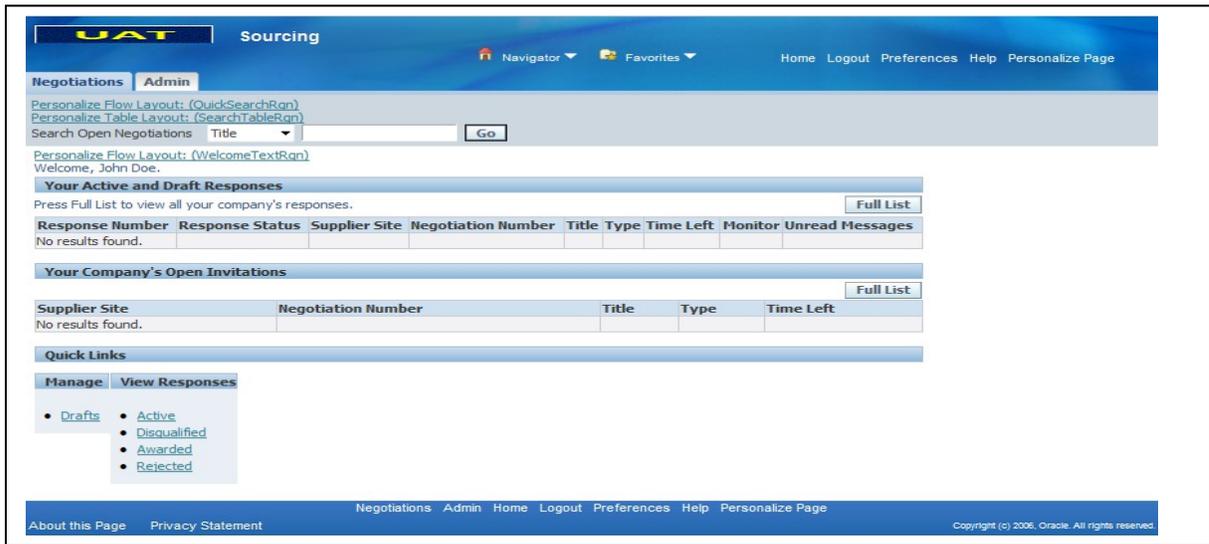
Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page



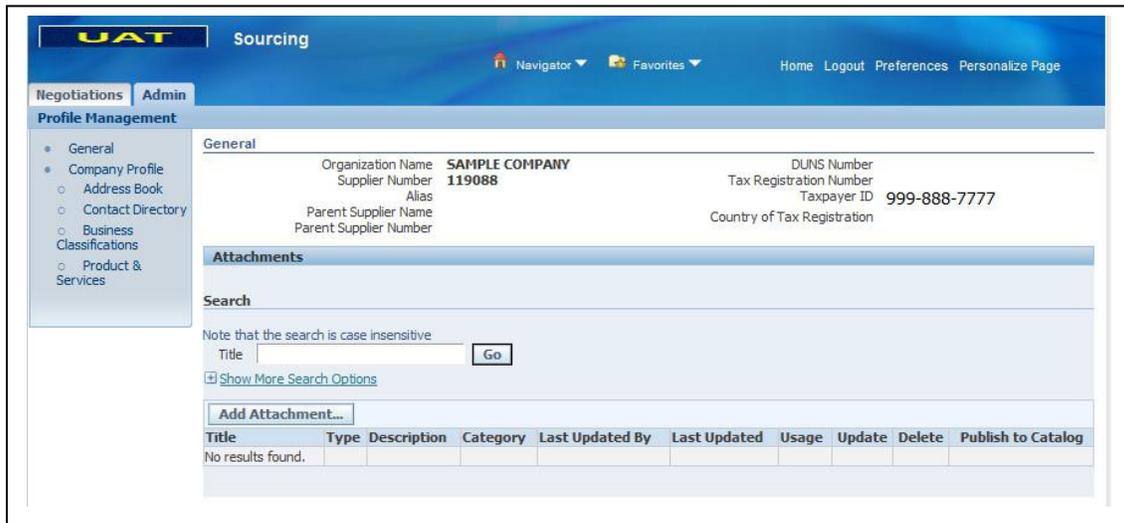
Step	Action
4.	<p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Click the Sourcing Supplier link.</p> <p>Click the Sourcing link.</p> <p>Click the Sourcing Home Page link.</p>

Sourcing Home Page



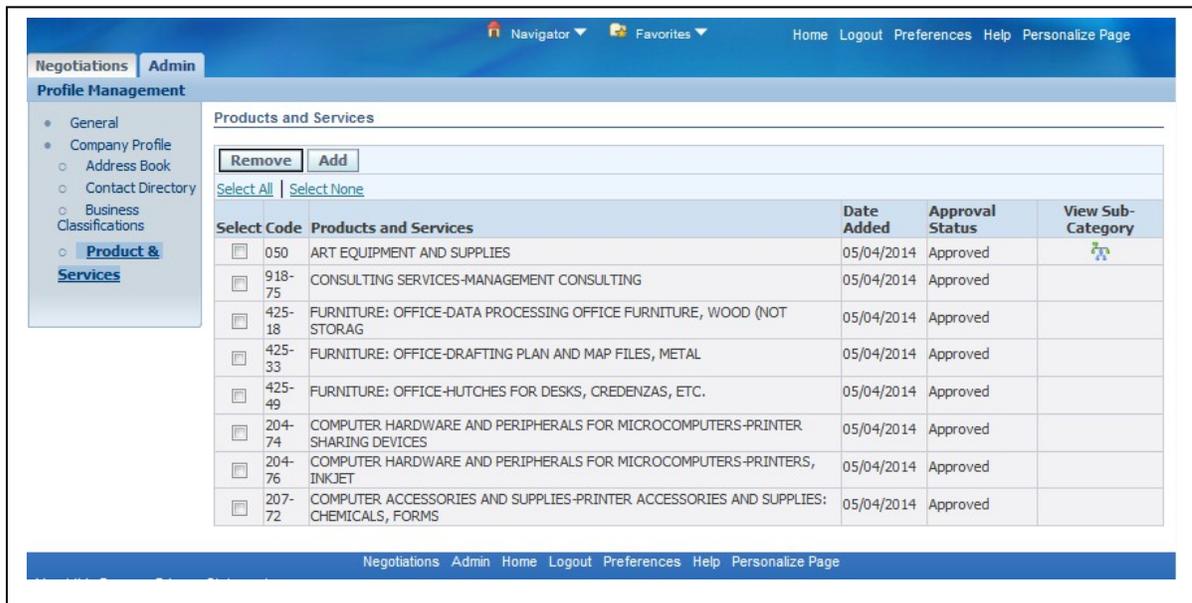
Step	Action
5.	<p>The <i>Negotiations</i> window now appears.</p> <p>Click the Admin tab at the top of the screen.</p>

Admin Tab (Profile Management)



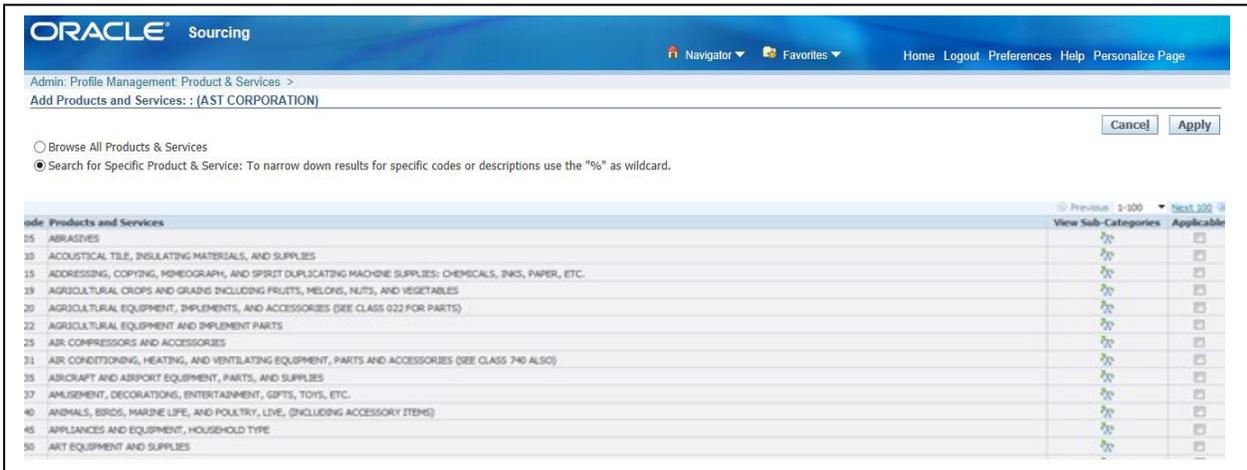
Step	Action
6.	The <i>General</i> window now appears. Click the Products & Services link on the left side toolbar.

Products and Services



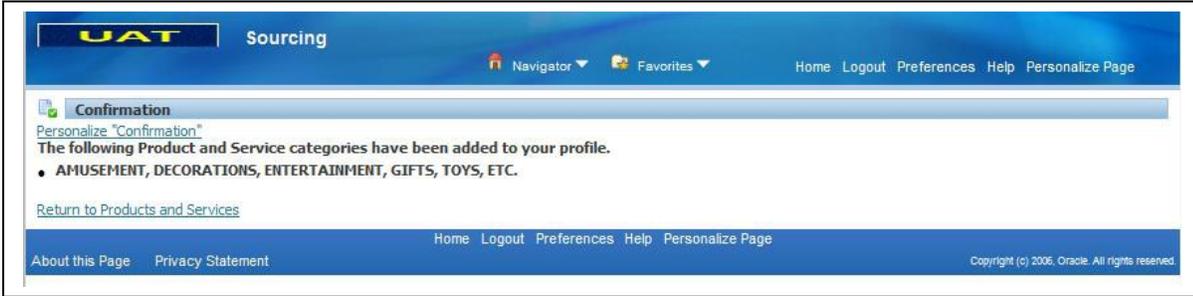
Step	Action
7.	The <i>Products and Services</i> window now appears. Click the Add button to add new Products and Services to your profile.

Add Products and Services (Search)



Step	Action
8.	<p>The <i>Add Products and Services: (Company Name)</i> window now appears.</p> <p>You can "Browse" section for Products and Services.</p> <p>Use the Next 100 link to continue to look through the Products and Services.</p> <p><i>Or</i></p> <p>You can use the search feature by clicking the "Search for Specific Code and Product" radio button. Enter search criteria in Description field and click Go button. For example, %PRINTER% will return all products which contain the PRINTER sequence of letters.</p> <p><i>Or</i></p> <p>You can use the search feature by clicking the "Search for Specific Code and Product" radio button. If search fields contain criteria, click Clear button. Enter commodity code in Code field and click Go button. For example, 204-76.</p> <p>To select specific products and services in a category, click the View sub-categories button for the Product and Services that need to be added to your profile. </p> <p>Click the Applicable checkbox to select specific products and services under category.</p> <p>Click Apply button</p>

Confirmation of Products & Services Added



Step	Action
9.	Confirmation is given that the Products and Services have been added. Click the Return to Products and Services link.
10.	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. Click the Home link to return to the Home Page or Logout to exit Oracle.

Remove Category Code



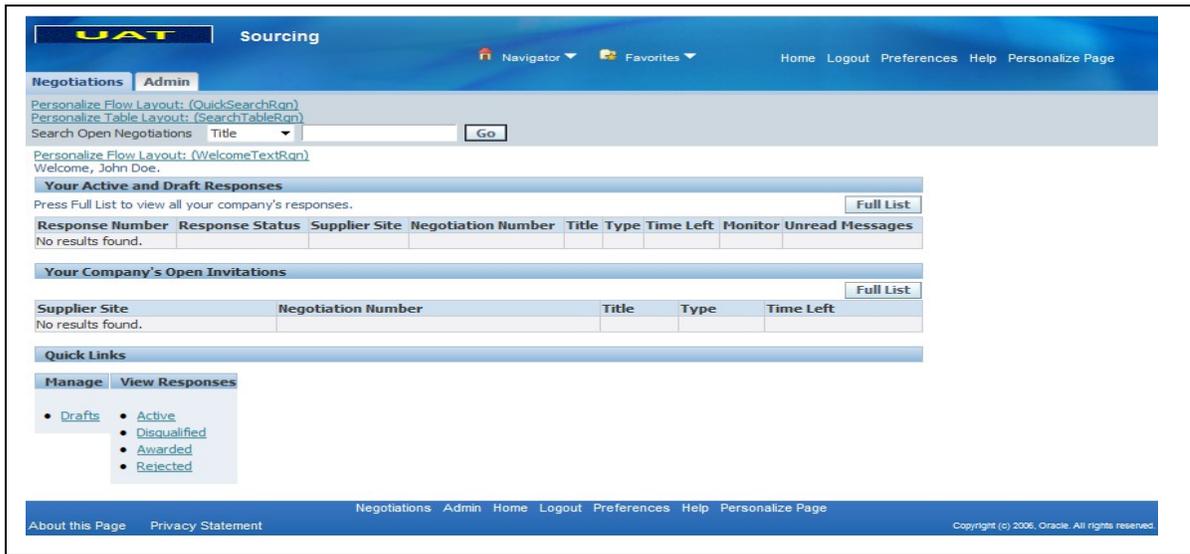
Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page



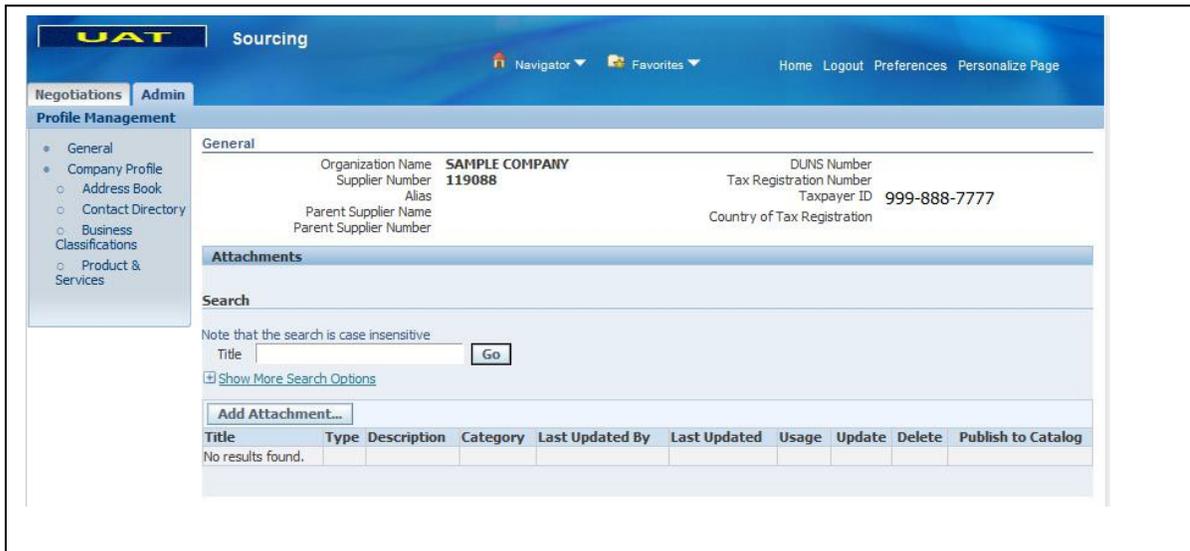
Step	Action
4.	The <i>Oracle Applications Home Page</i> now appears. Click the Sourcing Supplier link. Click the Sourcing link. Click the Sourcing Home Page link.

Sourcing Home Page



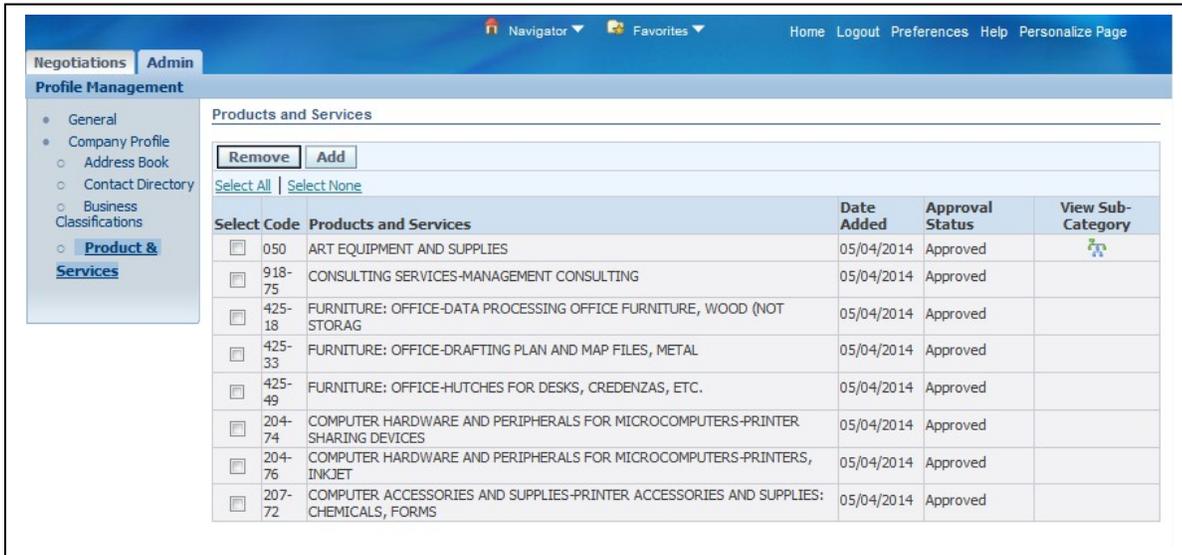
Step	Action
5.	The <i>Negotiations</i> window now appears. Click the Admin tab at the top of the screen.

Admin Tab (Profile Management)



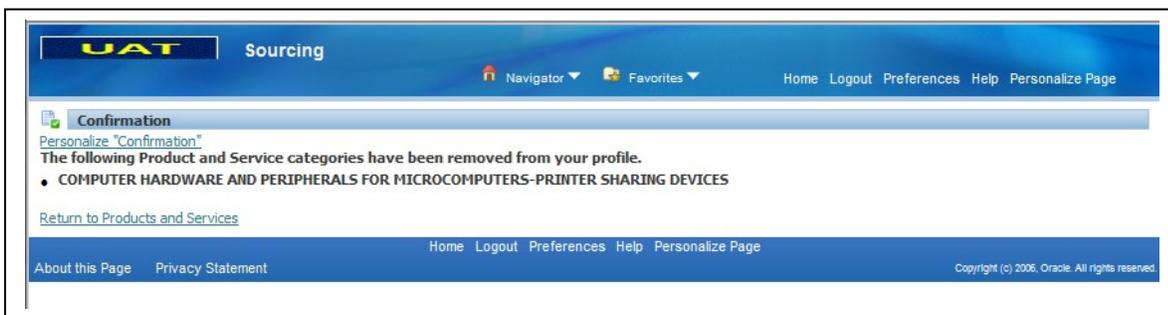
Step	Action
6.	The <i>Profile Management</i> window now appears. Click the Products & Services link on the left side toolbar.

Remove Products & Services



Step	Action
7.	<p>The <i>Products and Services</i> window now appears.</p> <p>Select checkbox(es) of Products and Services to be removed.</p> <p>Click the Remove button to remove selected Products and Services from your profile.</p>

Confirmation of Products & Services Removed



Step	Action
8.	<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>

Current Products & Services

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> 050	ART EQUIPMENT AND SUPPLIES	05/04/2014	Approved	
<input type="checkbox"/> 918-75	CONSULTING SERVICES-MANAGEMENT CONSULTING	05/04/2014	Approved	
<input type="checkbox"/> 425-18	FURNITURE: OFFICE-DATA PROCESSING OFFICE FURNITURE, WOOD (NOT STORAG	05/04/2014	Approved	
<input type="checkbox"/> 425-33	FURNITURE: OFFICE-DRAFTING PLAN AND MAP FILES, METAL	05/04/2014	Approved	
<input type="checkbox"/> 425-49	FURNITURE: OFFICE-HUTCHES FOR DESKS, CREDENZAS, ETC.	05/04/2014	Approved	
<input type="checkbox"/> 204-76	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS-PRINTERS, INKJET	05/04/2014	Approved	
<input type="checkbox"/> 207-72	COMPUTER ACCESSORIES AND SUPPLIES-PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS	05/04/2014	Approved	
<input type="checkbox"/> 037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.	05/06/2014	Approved	

Step	Action
9.	<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 or Logout to exit Oracle.</p>

Document Inquiry

In this section, learn how to view all of your Purchase Orders from Loudoun County Government and Loudoun County Public Schools and related payments. In iSupplier, **Orders** are Purchase Orders and Contract Purchase Agreements used to monitor contract expenditures.

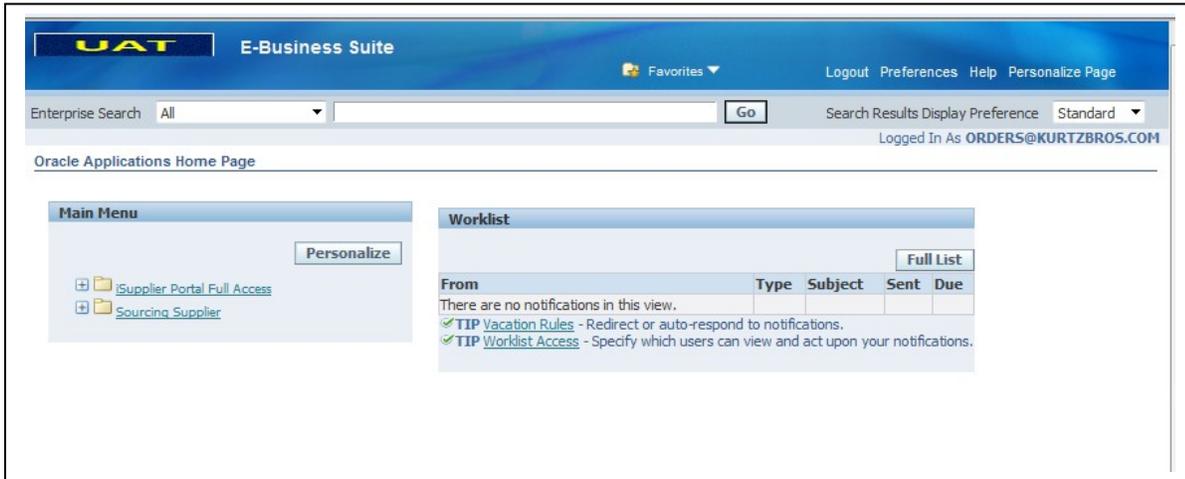
NOTE: Agreements are created FOR INTERNAL USE ONLY AND ARE NOT A VALID ORDER.

View Purchase Orders



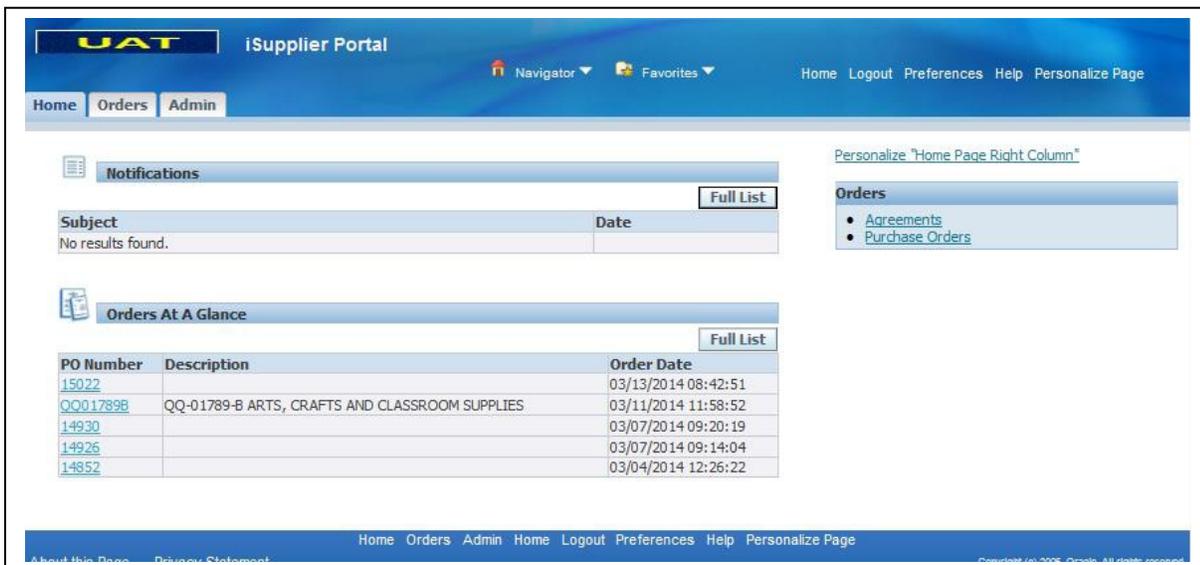
Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page



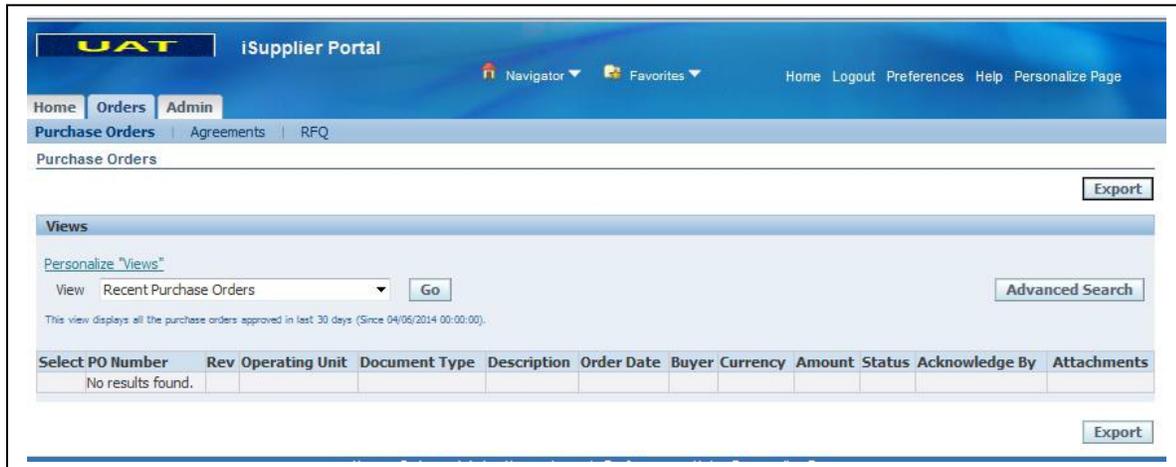
Step	Action
4.	<p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have two choices: iSupplier Portal Full Access Sourcing Supplier</p> <p>Click the iSupplier Portal Full Access link to access your profile.</p>

iSupplier Portal Home Page



Step	Action
5.	<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 Agreements and Purchase Orders.</p> <p>Click the Orders tab.</p>

Orders Tab (Purchase Orders)



Step	Action
6.	<p>The <i>Purchase Order</i> window now appears.</p> <p>You can now see all of your Recent Purchase Orders.</p> <p>To see All Your Purchase Orders and Agreements for Loudoun County Government and Loudoun County Public Schools, click on the dropdown arrow Recent Purchase Orders and select All Purchase Orders from the list.</p> <p>Click the Go button.</p>

Orders

Step	Action
7.	Click the PO Number link to view the entire Purchase Order. The <i>Standard Purchase Order: (PO Number)</i> window now appears.

Order Information/View PDF

Step	Action
8.	Click the Go button.
9.	Click the Open button if necessary to open the PDF file.

Sample of an Official Purchase Order (LCPS)

Standard Purchase Order 14247
Page 1 of 3



Loudoun County Public Schools
Procurement Office: 571-252-1270

The Purchase Order Number must appear on all packages, shipping notices, invoices and correspondence.

P.O. Number	14247
Revision Number	0
P.O. Date	16-JAN-2014
Revision Date	
Contact Name / Phone	Mary Quinn

Supplier:
KURTZ BROS INC
PO BOX 392
CLEARFIELD PA 16830-0392
Phone: 800 252-3811
Fax: 814 765-8690
Email: ORDERS@KURTZBROS.COM

Ship To:
Farmwell Station Middle School
ATTN: Mary Quinn
44281 Gloucester Parkway
Ashburn, VA 20147

Invoice To:
Accounting Office
21000 Education Court
Suite 313
Ashburn, VA 20148
Phone: 571-252-1220
Fax: 571-252-1412
Email: lcpsaccounting@lcps.org

Supplier No	Bid/Quote Number	Payment Terms	FOB
100462		Net 30	

Notes to Supplier:

Line	Qty	Unit	Description	Unit Price	Amount
1	25	Carton	55135: AMACO VERSA CLAY - 50 LB. MOIST - CONE	18.8200	470.50

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

Home
Orders
Admin

Purchase Orders
Agreements
RFQ

Orders: Purchase Orders >

Standard Purchase Order: 14247, 0 (Total USD 615.78)

Currency=USD Actions View PDF

[Personalize "View Order Detail Container"](#)

Order Information

<p>General</p> <p>Total 615.78</p> <p>Supplier KURTZ BROS INC</p> <p>Supplier Site PO-KURTZ BRO-01</p> <p>Address PO BOX 392 CLEARFIELD, PA 16830-0392</p> <p>Buyer Quinn, Mrs. Mary C</p> <p>Order Date 01/16/2014 10:43:07</p> <p>Description</p> <p>Status Closed</p> <p>Note to Supplier</p> <p>Operating Unit Public Schools OU</p>	<p>Terms and Conditions Personalize Stack Layout: (termsstack1)</p> <p>Payment Terms Net 30</p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms Paid</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address 44281 Gloucester Parkway Ashburn, VA 20147</p> <p>Bill-To Address</p> <p>Address 21000 Education Court</p>
--	---

Step	Action
11.	You are now back in the <i>Standard Purchase Order: (PO Number)</i> window. Click the Buyer link to see the contact information for the Buyer for this Purchase Order.

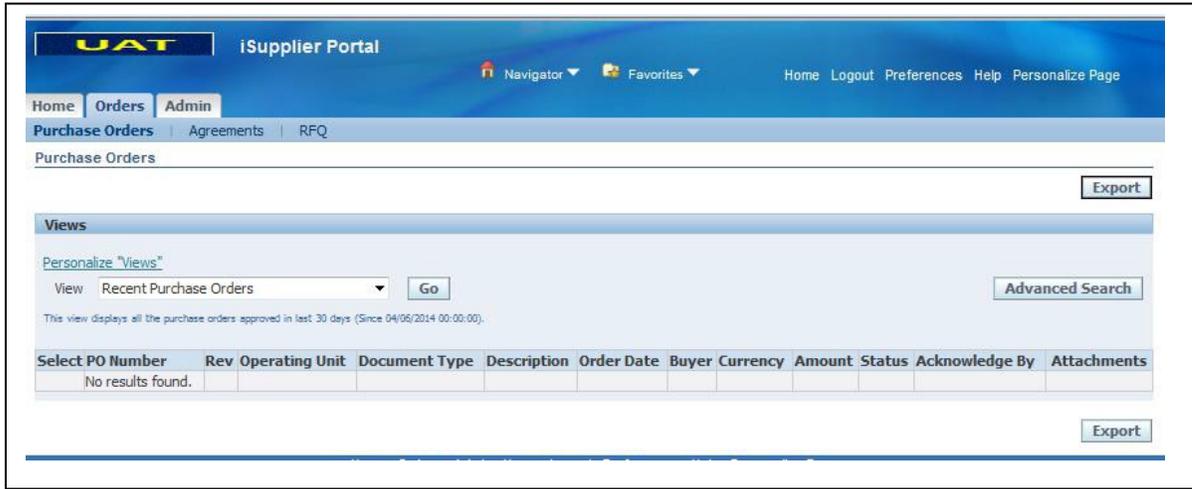
Buyer Window

Step	Action
12.	<p>The <i>Buyer: (Buyer Name)</i> window now appears.</p> <p>Click the Return to View Order Details link.</p> <p>You are now back in the <i>Standard Purchase Order: (PO Number)</i> window.</p>

Orders Tab

Step	Action
13.	Click the scrollbar to scroll to the bottom of the page.
14	Click the Return to Orders: Purchase Orders link.

Orders Tab



Step	Action
15.	<p>You are now back in the <i>Purchase Orders</i> window.</p> <p>Repeat previous steps to view additional purchase orders.</p> <p>Click the Home link to return to the Home Page or Logout to exit Oracle.</p>

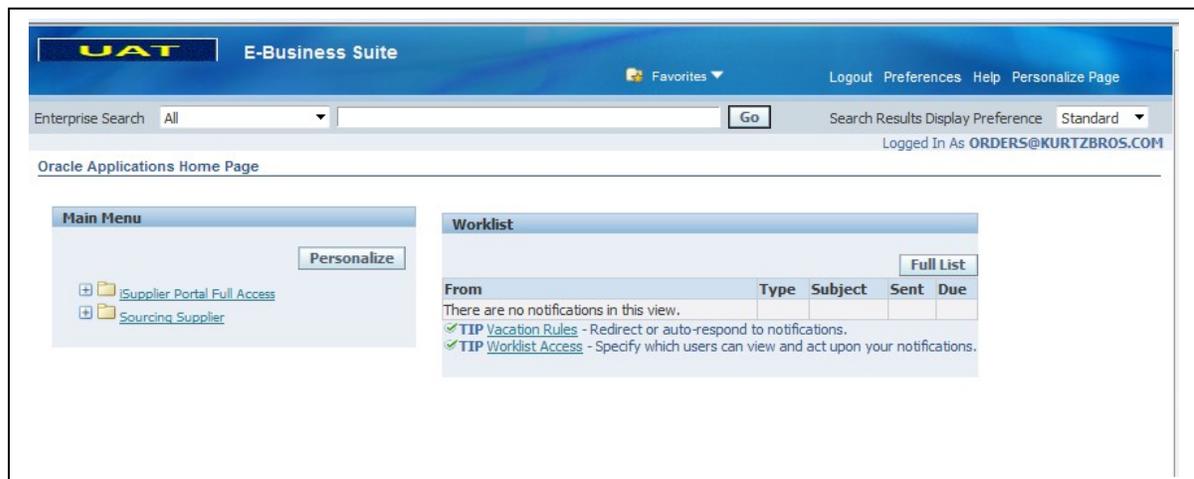
View Agreements

In this section, learn how to view any Blanket Purchase Agreements (BPA) used to set up catalog of contract items and to monitor contract expenditures by Loudoun County Government and Loudoun County Public Schools. **NOTE: Agreements are created FOR INTERNAL USE ONLY AND ARE NOT A VALID ORDER.**



Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page



Step	Action
4.	<p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>Here you have two choices: iSupplier Portal Full Access Sourcing Supplier</p> <p>Click the iSupplier Portal Full Access link to access your profile.</p>

iSupplier Portal Page

Step	Action
5.	Click the Agreements link.

Supplier Agreements

Step	Action
8.	<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>

Supplier Agreement (BPA)

PO Number	Revision	Global	Description	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
12065	2	Yes	RFP 10M R3 INSTRUCTIONAL SUPPLIES	George, Mrs. Judith C	12/09/2013 14:28:14	USD	3,000,000.00	25,526.81	07/01/2013	06/30/2014	Open		
10601	1	Yes	RFP 10M LAMINATING FILM	George, Mrs. Judith C	09/12/2013 11:29:35	USD	250,000.00	5,196.56	07/01/2013	09/11/2013	Open		

Step	Action
9.	<p>Your search results are displayed below the "Search Criteria."</p> <p>Click the PO Number link for the Agreement in which you would like to inquire further about.</p> <p>NOTE: Agreements are created FOR INTERNAL USE ONLY AND ARE NOT A VALID ORDER.</p>

Global Blanket Agreement: 10601 Revision: 1 (Total: USD 250,000.00)	
PO Number	10601
Revision	1
Description	RFP 10M LAMINATING FILM
Currency	USD
Amount Released	5,196.56
Global	Yes
Effective End Date	09/11/2013
Approved Date	09/12/2013 11:29:35
Supplier	KURTZ BROS INC
Buyer	George, Mrs. Judith C
Amount Agreed	250,000.00
Status	
Effective Start Date	07/01/2013

Step	Action
10.	The <i>Global Blanket Agreement: (Agreement Number)</i> window now appears. Click the Buyer link to see the contact information for the Buyer.
11.	Click the PO Number link to see the Agreement.
12.	Once you are finished reviewing this Agreement, click the Return to Orders: Agreements link at the bottom of the page.
13.	You are now back in the Supplier Agreements window. Click the Home link to return to the Home Page or Logout to exit Oracle.

Track Payments

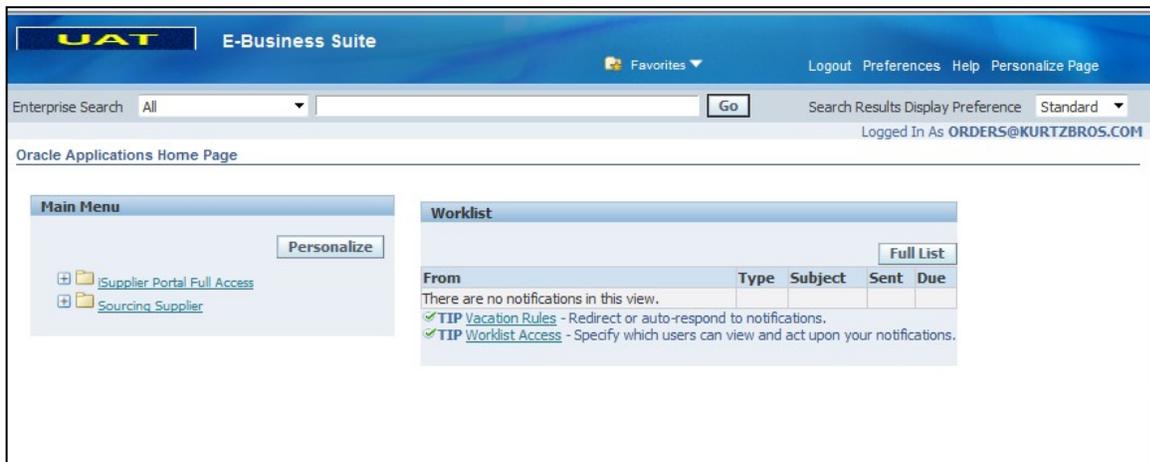
In this section, learn how to view payments made by Loudoun County Government and Loudoun County Public Schools. **NOTE: If you do not see the payment you are looking for listed in iSupplier, please contact the department in which you have contracted services.**

Registered Suppliers Login



Step	Action
1.	From the iSupplier Portal Log-in Page, click in the User Name field and enter User Name .
2.	Click in the Password field and enter Password .
3.	Click the Login button.

Home Page



Step	Action
4.	<p>The <i>Oracle Applications Home Page</i> now appears.</p> <p>There are two choices: iSupplier Portal Full Access Sourcing Supplier</p> <p>Click the iSupplier Portal Full Access link to access your profile.</p>

iSupplier Portal Page

	Action
5.	Click the Payments link.

View Payments

Step	Action
6.	The <i>Supplier Payments</i> window now appears. You can fill out any of the search criteria before clicking Go. In order to see all of your payments, click the Go button.

View Payments: List

Payment	Payment Date	Amount Method	Status	Status Date	Invoice	PO Number
41753742	09/16/2014	6,823.14 WFB - Operating Check	Negotiable	09/16/2014	LVHS82514	

Step	Action
7.	<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.</p> <p>The <i>Status</i> of our checks is updated on a daily basis. For payments made via ACH, the <i>Status</i> is updated monthly. There are three statuses: Negotiable, Cleared, and Voided.</p> <p>NOTE: For inquiries regarding payments with a payment <i>Method</i> listed as WFB- Operating Check, please call the County at (703) 777-0290. If the payment <i>Method</i> is WFB- School Operating Check, please call (571) 252-1220.</p>

View Payments

Step	Action
8.	The <i>Payments</i> window now appears. Click the Invoice link to see details for a specific invoice.

View Payments: Details

Step	Action
9.	Once you are finished reviewing this Invoice, click the Return to Payment Details link at the bottom of the page.

View Payments

Home Orders Finance Admin Navigator Favorites Home Logout Preferences Personalize Page

View Payments

Finance: View Payments >
 Payment: 41753742 (Total USD 6,823.14)

Payment Date 09/16/2014 Address 340 N MAPLE AVE
 Method WFB - Operating Check LOUDOUN VALLEY HIGH SCHOOL
 Status Negotiable PURCELLVILLE VA 20132
 Status Date 09/16/2014

Included Invoices

Invoice	Invoice Date	Type	Amount	Payment PO Number	Receipt	Attachments
LVHS82514	08/25/2014	Standard	6,823.14	6,823.14		

[Return to Finance: View Payments](#) Export

Home Orders Finance Admin Home Logout Preferences Personalize Page

Step	Action
10.	<p>You are now back to the Payments window. To go back to the View Payments window to review additional payments, click Return to View Payments.</p> <p>Click the Home link to return to the Home Page or Logout to exit Oracle.</p>

Solicitations (Bid Opportunities)

Loudoun County Government – Launched June 2014

Loudoun County's Division of Procurement in the Department of Management & Financial Services launched Oracle's Sourcing program on June 2, 2014. The new program will allow online response for bids/quotes for the vendor community. This guide will outline the solicitation documents in Oracle, online advertisement and viewing, registered bidder notices, and online response.

It is very important you read additional guide to understand the entire process for solicitations. Click [here](#) for our detailed guide.

Loudoun County Public Schools - TBD

Contacts for Assistance



Loudoun County Government - Procurement

1 Harrison Street, SE, 4th Floor Leesburg, VA
20175

Email: procurement@loudoun.gov

Phone: 703-777-0403

Hours: Monday – Friday, 8:30am-5pm



Loudoun County Public Schools - Procurement

21000 Education Court, Suite 301
Ashburn, VA 20148

Email: lcpspurchase@lcps.org

Phone: 571-252-1270

Hours: Monday – Friday, 8:00am-5pm