

Loudoun County Government

www.loudoun.gov/procurement

and



Loudoun County Public Schools

www.lcps.org/procurement services

iSupplier Guide for Suppliers

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

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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

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Error Page You have encountered an unexpected error. Please contact the System Administrator for assistance	
Lo	gout
	Copyright (c) 2006. Oracle. All rights reserved.

Home Page Overview

E-Business Suite	😪 Favorites 🔻		Logout	Preferences He	elp Personalize Page	
Enterprise Search All Oracle Applications Home Page		0	Search I	Results Display Pr Logged In As QR	reference Standard RDERS@KURTZBROS.COM	1
Main Menu Personalize	Worklist From There are no notifications in this view.	Type to notific view and	Subject ations. act upon yo	Full List Sent Due ur notifications.	Alv Log the	ways click gout link to exit system.
Responsibilities are assigned to registered suppliers.						

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

<u>iSupplier Portal Full Access</u> 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

9	0	0
Basic Information	Company Details	Atlachments
County of Loudoun Government and Loudoun County Public Schools Prospective Supplier Regis	stration	
Indicates required field		Step 1 of 3 Next
ubmitting this registration will enroll you with both the County of Loudoun Government and Loudoun County R	Public Schools	
Company Details		
* Tax Country	A	
*Taxpayer ID: Ex: FED ID XX-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	y will be weld by calified the formed of the Teen Registerion Number and or Teoretype 10.	
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*Topoyer ID: Ex: FED ID:XX:000000X, 5591.000-00-0000 Contact Information Personale "Sonial Information" The enal address entered will be your username to access your information "Enal	y old in word by white the form of the Tax Replaced on Number words: Tayope 10.	
*Taypayer ID: Ex: FED ID: 00:0000000, 593:000-00:0000 Contact Information Expensive "Contact Information" the enal address entered will be your usemane to access your information *First Name *First Name	y sil in and in which the form of the first Replacidian Number and in Trappy 12.	
*Texpeyer ID: Ex: FED DD XXX000000, 559 X00-40-400 Contact Information Personite: "Contact Information" the enal address entired will be your username to access your information " First Name " Satt Name	y til in værd in vinken for formed af for Tar Repúblicke Narder værder Tapager 10.	
*Texperger ID: Ex: PED ID: XX-X000000, 5591 XXX-XX-XXX Contact Information Personality: "Contact Information Personali	y old in and in which the form of the Tax Replaced in Name and in Tappyor 10.	

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

Search and Select: Tax Country

Search and Sel	ect List of Values - Windows	Internet Explorer			
Search and Select. T	ax Country				Altachments
				Can Sala	Circ 1 - 62
Search					3651013
To find your Item, s	elect a filter item in the pulldown list a	nd enter a value in the text field, then select i	the "30" button.		
Search By Country	Name 💌	G			
Results					
Salect	Quick Select No search conducted.	Country Name	Country Code		
About this Page					
				Can Se	
					Step 1 of 3

Step	Action
4.	The Search and Select: Tax Country 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

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Basic Information	Company Details	Attachments
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*Email		
* First Name		
* Last Name		
* Phone Area Code		
* Phone Number		
Phone Extension		
		Step 1 of 3 Neg

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

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r Registration: Additional E n text	letails			ompany Details			Attachments	
n text								
	Company Name Tax Country Tax Registration Number Taxpayer ID DUNS Number Alternate Suppler Name Note to Buyer	Sample Company United States 999-88-7777	-			Save For	Later Bac <u>k</u>	Step 2 of 3
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<u>Directory"</u> equired.	Addres	s Details		Purpose		Update		Delete
Directory" equired. Last Name	Addres	s Details	Email	Purpose	Requires Us	Update er Account	Update	Delete
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Step	Action
19.	The Prospective Supplier Registration: Additional Details 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

ate Address					
dicates required field					Cancel Ap
* Address Name			* Phone Area Code		
Country	United States	-	* Phone Number		
* Address Line 1			Fax Number		
Address Line 2			* Email Address		
Address Line 3				Enco o L A U	
Address Line 4				RFQ Only Address	
* City/Town/Locality					
County					
* State/Region					
Province					
* Postal Code					
					Cance <u>I</u> Ap

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

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Basic Information			Cor	Company Details			Attachments		
ank label for instruct	ion text	Details					Save For	Later Back	Step 2 of 3 N
		Company Name Tax Country Tax Registration Number Taxpayer ID DUNS Number	Sample Company United States 999-88-7777	_					
		Alternate Supplier Name Note to Buyer		*					
		Note to Supplier							
Address Book									
Personalize "Address At least one entry is Create	Book" required.								
ddress Name		Addres	s Details		Purpose	a	Undate		Delete
o results found.							oputt		D CICLO
Personalize "Contact	Directory" required.								
At least one entry is						1			
At least one entry is Create				Email		Requires Use	Account	Update	Delete
At least one entry is Create	Last Name	Phone		john dae Guahae com					

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

Create Additional Contact

ndicates required field			Cancel An
sonalize Stack Lavout: (MainRN)			Curice of
	_		
Contact Title	* Phone Area Code		
* First Name	* Phone Number		
Middle Name	Phone Extension		
* Last Name	Alternate Phone Area Code		
Alternate Name	Alternate Phone Number		
Job Title	Fax Area Code		
Department	Fax Number		
* Contact Email			
URL			
pplier User Account			
Create User Account For The Contact			
drosses For the Contact			
adresses for the contact			
rsonalize "Addresses For the Contact"		ALL 0.1.1	2
results found.		Address Details	Remove
Add Another Row			
			Cancel An
			Cancej Ag

Step	Action
33.	The Create Contact 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

Create								
First Name	Last Name	Phone		Email	Requires User	Account	Jpdate	Delete
John	Doe	555-555-5555-9234		john.doe@yahoo.com	v .		1	
Jane	Smith	555-999-9999		jane.smith@gmail.com	~		1	1
Business Classific	ations						_	_
Classification		Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date		
Contractor Cert		D						
lub Zone								
ndependent Contrac	tor	E						
oudoun County		E						
finority Owned		E	•					
ervice-disabled Vete	ran Owned					1		
mall Business						[
eteran Owned						1		
lirginia						Ĵ		
Nomen Owned								

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

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nin: Profile Management: Product & Services >		
d Products and Services: : (AST CORPORATION)		
	Cancel	Appl
	Galicej	VEN
Browse All Products & Services		
Search for Specific Product & Service: To narrow down results for specific codes or descriptions use the "%" as wildcard.		
	Previous 1-100 •	Next 22
Products and Services	View Sub-Categories	Applica
ABRASTVES	hr.	10
ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	hr.	13
ADDRESSING, COPYING, MINEOGRAPH, AND SPIRIT DUPLICATING MADIGNE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.	10	23
AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONG, NUTS, AND VEGETABLES	m	13
AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	h.	10
ASPLOLATURAL EQUIPMENT AND IMPLEMENT PARTS	h	13
AIR COMPRESSORS AND ACCESSORIES	h.	23
AIR CONDITIONING, HEATING, AND VENTELATING EQUIPHENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)	10	5
ARCHAFT IND ADPORT EQUIPMENT, PARTS, AND SUPPLIES	h	13
AMJ SEMENT, DECORATIONS, ENTERTAINMENT, GETS, TOYS, ETC.	hp.	1
ANDMALS, BRIDS, MARDIE LIPE, AND POLITIKY, LINE, DIXLIDDING ACCESSORY ITEMS)	20	23
APRILANCES AND EQUIPMENT, HOUSEHOLD TYPE	the state of the s	
	20	100
WIT EQUIPMENT AND SUPPLIES		

Step	Action
43.	The Add Products and Services: (Company Name) window now appears.
	You can "Browse" section for Products and Services.
	Use the Next 100 link to continue to look through the Products and Services.
	Or
	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.
	Or
	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.
	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.
	Click the Applicable checkbox to select specific products and services under category.
	Click Apply button and return to <i>Prospective Supplier Registration: Additional Details</i> window.

Verify Products and Services

				Close	Preferences Personalize P	age
	0				•	
Basic Information		Company Details		Attachments		
rospective Supplier Regis	tration: Additional Details					
	Company Name Tax Country Tax Registration Number Taxpayer ID DUNS Number Alternate Suppler Name Note to Buyer	SAMPLE COMPANY United States 999-888-7777		L	Save For Later Back	Step 2 of 3 Ne
	Note to Supplier		- -			
Address Book	Note to Supplier		Ĵ.			
Address Book Personalize "Address Book" At least one entry is required. Create	Note to Suppler		2			
Address Book Personalize "Address Book" At least one entry is required. Create ddress Name	Note to Suppler		Q	Purpose	Update	Delete
Address Book Personalize "Address Book" At least one entry is required. Create ddress Name FQ	Note to Suppler Address Details 123 MAIN STREET, ASHBURN VA 201-	48 United States	Q	Purpose RFQ Only	Update J	Delete

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

	0							
	Basic Information			Company Details			Attachments	
							Submit	Back Step
to all an and a								
aciments								
id Attachment								
ld Attachment	Type	Description	Category	Last Undated By	Last Undated	Usage	Update	Delete
Id Attachment	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

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.

Registration D	etails and Statu	5		
	Company Name	SAMPLE COMPANY	Status	Approved
Contact Inform	nation			
	Email First Name Last Name	john.doe@yahoo.com John Doe	Phone Area Code Phone Number Phone Extension	555 555-5555 9234
Status History	1			
Date		Status		Note
04-MAY-2014		Approved		
04-MAY-2014		Submitted		
Date 04-MAY-2014 04-MAY-2014		Status Approved Submitted		Note

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 <u>log on</u> with the username <u>JOHN.DOE@YAHOO.COM</u> and the password Do1:0E. When you first log on, you will be required to change your password for security purposes. Contact <u>administrator</u> 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

UAT	
	*User Name *Password (example: michael.james.smith) (example: 4.09v23) Login Cancel Login Assistance Accessibility None
	Select a Language: English

About this Page Privacy Statement

Copyright (c) 2006, Oracle. All rights reserved.

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

			Fav	ontes V	Logout	Prefere	inces n	teip Persona	alize Page
terprise Search All		÷.		Go	Search	Results I	Display P	Preference	Standard
acle Applications	Home Page					Log	iged In A	As JOHN.DOI	E@YAHOO.C
Main Menu			Worklist						
		Personalize				Fu	ll List		
			Even	Turne	Cubinet	Cart			
E Sourcing S	Supplier		There are no notifications in this view TIP <u>Vacation Rules</u> - Redirect or an TIP <u>Worklist Access</u> - Specify which	uto-respond to notific h users can view and	cations.	Sent our notifi	Due		
			There are no notifications in this view TIP <u>Vacation Rules</u> - Redirect or an TIP <u>Worklist Access</u> - Specify which	, uto-respond to notific h users can view and	act upon yo	Sent	Due ications.		
Step	Action		There are no notifications in this view ≪TIP <u>Vacation Rules</u> - Redirect or an ≪TIP <u>Worklist Access</u> - Specify which	, ato-respond to notific h users can view and	cations. act upon yo	Sent our notifi	Due ications,		

Manage Supplier Profile Information

*User Name *Password (example: michael.james.sml(h)) (example: 4/99/23) Login Assistance Accessibility None
Select a Language: English

Forgot Password or User Name

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

Login Assistance

	Personalize Page
.ogin Assistance	
Indicates required field	
Forgot Password	
Personalize "Forgot Password"	
inter your user name, instructions for how to reset your password will be emailed to you.	
Liser Name Forgot Password	
Forgot User Name	
Forgot User Name	
Forgot User Name <u>Personalize "Forgot User Name"</u> inter the email address associated with your account, your user name will be emailed to you.	
Forgot User Name rersonalize "Forgot User Name" inter the email address associated with your account, your user name will be emailed to you. Fmail Forgot User Name	
Forgot User Name Personalize "Forgot User Name" inter the email address associated with your account, your user name will be emailed to you. Email (Exemple: first.lest@idomein.com) Forgot User Name	
Forgot User Name 'ersonalize "Forgot User Name" inter the email address associated with your account, your user name will be emailed to you. Email Forgot User Name (Email Forgot User Name (Email Forgot User Name	
Forgot User Name Personalize "Forgot User Name." Enter the email address associated with your account, your user name will be emailed to you. Email (Example: first.last@domain.com) Personalize Page	

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

		*User Name *Password (example: 4/99/23) Login Cancel Login Assistance
		Select a Language: English
About this Page	Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved,

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

erprise Search All	× .		Go	Search I	Results [Display Pre	eference	Standard
acle Applications Home Pa	ige				LOG	ged in As	JOHN.DOI	:@YAHOU.CI
Main Menu		Worklist						
	Personalize				Fu	ll List		
E Sourcing Supplier		From	Туре	Subject	Sent	Due		
		There are no notifications in this view.						
		✓TIP <u>Vacation Rules</u> - Redirect or auto-respo ✓TIP <u>Worklist Access</u> - Specify which users co	nd to notific an view and	ations. act upon yo	our notifi	cations.		

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

Sourcing Home Page

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legotiations Adn	nin									
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ersonalize Table Layo earch Open Negotiati	ons Title -	11	Go							
Personalize Flow Layou Welcome, John Doe,	ut: (WelcomeTextRg	n)								
Your Active and D	raft Responses									
Press Full List to view a	all your company's re	esponses.					Fu	Ill List		
Response Number	Response Statu	s Supplier Site	Negotiation Number	Title Type	Time Left	Monitor Un	read Mes	sages		
No results found.										
Supplier Site	Ne	gotiation Numb	er	Title	Туре	Time	Left			
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No results found.										
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<u>Rejec</u>	ted									
e antenna sea		Negotiat	tions Admin Home Log	gout Preferer	nces Help	Personalize F	'age			

Step	Action
5.	The Sourcing window now appears.
	Click the Admin tab to access the Profile Management menu.

Admin Tab (Profile Management)

12					vigator • 🛶 Fav	ontes	Home I	Logout Pre	erences	Personalize Page
egotiations Admin										
rofile Management										
General	General									
Company Profile Address Book		Organiz Supp	ation Name	SAMPLE COM 119088	IPANY	Tax Re	DUNS gistration	Number Number	00.889	-7777
 Contact Directory Business 	Pa Pare	arent Su ent Supp	pplier Name lier Number			Country o	f Tax Regi	stration	/// 000	,,,,,
 Product & Services 	Attachments									
	Note that the search Title	h is case	insensitive	Go						
	Add Attachme	nt	Description	Calanan	1	1		Hadata	Delete	Dublish to Catalan
	Tide	type	Description	Category	Last updated by	Last updated	Usage	opdate	Delete	Publish to Catalog

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

Business Classifications

		n Naviga	ator 🔻 🔒 Favor	ites 🔻 Home	Logout Preferences H	elp Personalize Page
legotiations Admin						
Profile Management						
 General Company Profile Address Book 	Business Classifications					Cance <u> </u> Save
Contact Directory Business Classifications Product & Services	Certification Personalize "Certification" I certify that I have reviewed th Last Certified 05/03/2014	e classification be By John Doe	elow and they are o	urrent and accurate.		
	Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
	Contractor Cert					
	Hub Zone					
	Hub Zone Independent Contractor					
	Hub Zone Independent Contractor Loudoun County					
	Hub Zone Independent Contractor Loudoun County Minority Owned		Default 🔻			
	Hub Zone Independent Contractor Loudoun County Minority Owned Service-disabled Veteran Owned		Default 🔻			
	Hub Zone Independent Contractor Loudoun County Minority Owned Service-disabled Veteran Owned Small Business		Default 🔻			
	Hub Zone Independent Contractor Loudoun County Minority Owned Service-disabled Veteran Owned Small Business Veteran Owned		Default 🔻			
	Hub Zone Independent Contractor Loudoun County Minority Owned Service-disabled Veteran Owned Small Business Veteran Owned Virginia		Default 💌			

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

		*User Name
	And the second	*Password (example: michael.james.amith)
	Call Pro-	(example: 4/09×23) Login Cancel
		Login Assistance
		Accessibility None
		Select a Language: English
About this Page	Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved.

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

erprise Search All	1 -	G	0	Search	Results (Display P	Preference Standard
acle Applications Home Page					Log	ged in A	AS JOHN.DOE@YAHOO.CO
Main Menu		Worklist					
	Personalize				Fu	ll List	
E Sourcing Supplier		From	Туре	Subject	Sent	Due	
		There are no notifications in this view.					
		✓ TIP Vacation Rules - Redirect or auto-respond ✓ TIP Worklist Access - Specify which users can	to notific view and	ations. act upon yo	our notifi	cations.	

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

Sourcing Home Page

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ersonalize Flow Layou ersonalize Table Layou earch Open Negotiatio	it: (QuickSearchRgn) ut: (SearchTableRgn) ons Title ▼		Go						
Personalize Flow Layou Velcome, John Doe,	ut: (WelcomeTextRan)	2							
Your Active and D	raft Responses								
Press Full List to view a	all your company's res	ponses.					Full List		
Response Number No results found.	Response Status	Supplier Site	Negotiation Number	Title Type	Time Left	Monitor Unread	d Messages		
Your Company's O	non Invitations								
rour company s o	pen invitations						Full List		
Supplier Site	Neg	otiation Numb	er	Title	Туре	Time Left	t		
No results found.									
Quick Links									
Quick Links									
Manage View Re	esponses								
• Drafte • Active									
Disqua	= alified								
Award	ded								
<u>Reject</u>	ted								

Step	Action
5.	The Sourcing window now appears.
	Click the Admin tab.

Admin Tab (Profile Management)

anotiations Admin										
ofile Management	Ú.									
General	General									
Company Profile Address Book Contact Directory Business	P Par	Organi: Supp arent Su ent Supp	tation Name ilier Number Alias pplier Name ilier Number	SAMPLE COM 119088	IPANY	Tax Re Country o	DUNS gistration Taxp f Tax Regi	Number Number ayer ID stration	999-888	-7777
 Product & Services 	Attachments Search									
	Note that the search	h is case	insensitive	Go						
	E Show More Sear	ch Optio	ns							
	Add Attachme	nt								
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
	No results found									

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

<mark>Address Book</mark>

otiations Admin		Navigator V Mar Favorites V	Home Logout Preferences He	Ip Personalize Page
file Management Negotiatio	ns ddress Book			
Company Profile	Address Name -	Address Details	Country	Update
Address Book Contact Directory	RFQ	123 MAIN STREET ASHBURN, VA 20148	United States	1
Business Classifications				
Product & Services				

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

lmin: Drofilo Managama	nt: Address Book >					
ullilli. Flutile manageme	III. Address book >					
Indicates required field						
	(1.1.1.m.m.)					Cance <u>i</u> Sav
rsonalize Stack Layout:			Supplier Numb	er 119088		
rsonalize Flow Lavout:	(SeparatorPN)		Supplier Humb	115000		
Address Name	RFQ		* Phone Area Code	555		
Country	United States	•	* Phone Number	999-9999	235	
* Address Line 1	123 MAIN STREET		Fax Area Code			
Address Line 2			Fax Number		332	
Address Line 3			* Email Address		LECO COM	
Address Line 4			Elliar Address	ION DENO GOAININ	2200.0011	
* City/Town/Locality	ASHBURN			RFQ Only Add	dress	
County						
* State/Region	VA					
Province						
* Postal Code	20148					
Note						
Note			<u>_</u>			
			-			

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

legotiations Admin				
rofile Management				
General Company Profile Address Book Contact Directory	Confirmation Details for your address ha	ve been modified.		
 Business Classifications 	Address Name	Address Details	Country	Undate
 Product & Services 	RFQ	123 MAIN STREET BROADLANDS, VA 20148	United States	2

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

	*User Name *Password (example: michael.james.smith) (example: 4u99v23)
	Login Assistance Accessibility None
	Select a Language: English
pout this Page Privacy Statement	Copyright (c) 2006, Oracle. All rights reserve

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

erprise Search All	•		Go	Search	Results [Display Pre	ference S	tandard
					Log	ged In As	JOHN.DOE	PYAHOO.
acle Applications Home Page								
Main Menu		Worklist						
	Personalize							
	Tersonunze				Fu	List		
E Sourcing Supplier		From	Туре	Subject	Sent	Due		
		There are no notifications in this view.						
		TIP Vacation Rules - Redirect or auto-responsed in the Worklist Access - Specify which users can be available to the series of the series o	nd to notific	cations.	ur notifi	cations		
		TIP <u>WORKISE Access</u> - Specify which users ca	in view and	act upon yo		Lauons.		

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

Sourcing Home Page

Negotiations Adm	Sourcir	ng	n Navigator	- 1	🗃 Favor	ites 🔻	Home	Logout Prefe	rences Help	Personalize Page
Personalize Flow Layou Personalize Table Layou Search Open Negotiatio	it: (QuickSearchRgn) ut: (SearchTableRgn) ons Title ▼		Go							
Personalize Flow Layou Welcome, John Doe.	ut: (WelcomeTextRan	1								
Your Active and D	raft Responses									
Press Full List to view a	all your company's res	ponses.						Full List		
Response Number No results found.	Response Status	Supplier Site	Negotiation Number	Title	Type Ti	me Left	Monitor Unrea	ad Messages		
Your Company's O Supplier Site	pen Invitations	otiation Numb	er		Title	Туре	Time Le	Full List		
Quick Links										
Manage View Re Drafts Active Disqua Awarc Reject	esponses alified ded ted									
bout this Page Priv	acy Statement	Negotiat	ions Admin Home Log	jout Pi	reference	s Help	Personalize Pag	e	Copyright	(c) 2006, Oracle. All rights reserve

Step	Action
5.	The Sourcing window now appears.
	Click the Admin tab.

Admin Tab (Profile Management)

12				No. INC.	ivigator 👻 🔤 Favo	xites 👻	Home	Logout Pre	eterences	Personalize Page
gotiations Admin										
ofile Management	10									
General	General									
Company Profile Contact Directory Business Classifications Product & Services		Organi: Supp	ation Name lier Number Alias	SAMPLE COM 119088	IPANY	Tax Re	DUNS gistration Taxp	Number Number ayer ID	999-888	-7777
	Par	ent Supp	pplier Name dier Number			Country o	f Tax Regi	stration		
	Attachments Search									
	Note that the searc	h is case	e insensitive	Go						
	Show More Sear	th Optio	ns							
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog

Step	Action
б.	The General window now appears.
	Click the Contact Directory link on the left side of the screen.

Contact Directory: Active Contacts

			👖 Navigator 🔻	🚽 Favorites 💙	Home Logout	Preferences Persona	lize Page
Profile Management							
General	Contact Direct	ory : Active Cont	acts				
 Company Profile Address Book 	Create First Name	Last Name	Phone Number	Email	Status	User Account	Undate
• Contact	John	Doe	555 555-5555 9234	john.doe@yahoo.com	Current	~	2
 Directory Business 	Jane	Smith	555 999-9999	jane.smith@gmail.com	Current	~	1
Classifications Product & Services	Contact D	irectory : Inactiv	e Contacts				

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

dmin: Profile Managemer	nt: Contact Directory >				
pdate Contact					
Indicates required field					Cancel Save
Contact Title	-	* Phone Area Code	555		
* First Name	Jane	* Phone Number	999-9999		
Middle Name		Phone Extension			
* Last Name	Smith	Alternate Phone Number		-	
Alternate Name		Fax Number			
Job Title					
Department					
* Contact Email	jane.smith@gmail.com	-			
Url					
					Cance <u>i</u> Save

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

Confirmation of Contact Update

rofile Management							
General Company Profile Address Book	Confirmat	tion etails for Jane Sm	ith have been saved				
• Contact	Contact Direc	tory : Active Co	ntacts				
Directory	Create						
o Business	First Name	Last Name	Phone Number	Email	Status	User Account	Update
Product &	John	Doe	555 555-5555 9234	john.doe@yahoo.com	Current	~	1
Services	Jane	Smith	555 999-9999	jane.smith@sample.com	Change Pending	~	1

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

		*User Name *Password (example: michael.james.smith) (example: 4u99v23) Login Cancel Login Assistance
		Accessibility None
		Select a Language: English
About this Page	Privacy Statement	Copyrlight (c) 2006, Oracle. All rights reserved.

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

erprise Search All	•]		Go	Search	Results I Log	Display Prefi ged In As J	erence Sta	ndard -
acle Applications Home Page								
Main Menu								
Them Them		Worklist						
	Personalize				Fu	List		
E Sourcing Supplier		From	Туре	Subject	Sent	Due		
		There are no notifications in this view.						
		TIP Vacation Rules - Redirect or auto-resp	ond to notific	ations.	ur natifi	mbiana		
		TIP <u>worklist Access</u> - Speary which users in 	can view and	act upon yo	our noun	cauons.		

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

Sourcing Home Page

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Negotiations Adm	nin								
Personalize Flow Layou Personalize Table Layou Gearch Open Negotiatio	it: (QuickSearchRor ut: (SearchTableRo ons Title -	<u>ח)</u>	Go						
Personalize Flow Layou Welcome, John Doe.	ut: (WelcomeTextR	<u>an)</u>							
Your Active and D	raft Responses								
Press Full List to view a	all your company's r	esponses.					Full List		
Response Number No results found.	Response Statu	s Supplier Site	Negotiation Number	Title Type 1	ime Left	Monitor Un	read Messages		
Your Company's O)pen Invitations	egotiation Numb	or	Title	Туре	Time	Full List		
No results found.		cyotación namo		THE	Type	THIC	Leit		
Quick Links Manage View Re • Drafts Active • Disque • Award • Reject	esponses alified ded ted								
bout this Page Prive	racy Statement	Negotiat	ions Admin Home Log	jout Preferend	ces Help	Personalize Pa	age	Copyright ((c) 2006, Oracle. All rights reserved.

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

rofile Management										
General	General									
Company Profile		Organiz	ation Name	SAMPLE COM	IPANY	T D	DUNS	Number		
 Address Book 		Supp		119088		Tax Re	gistration	Number	000	7777
 Contact Directory 	Pa	arent Su	pplier Name			Country of	f Tax Regi	stration	333-000	-////
o Business	Pare	ent Supp	lier Number			country of	, taking			
Classifications	Attachments									
 Product & Services 										
Del Viceo	Search									
	Note that the searc	h is case	insensitive							
	Title			Go						
	Show More Search Options									
	Add Attachme	ent								
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
	No results found.									

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

Contact Directory: Active Contacts

egotiations Admin							
rofile Management							
General	Contact Direc	tory : Active Co	ntacts				
Company Profile	Create						
 Address Book 	First Name	Last Name	Phone Number	Email	Status	User Account	Update
 Contact 	John	Doe	555 555-5555 9234	john.doe@yahoo.com	Current	~	1
o Business	Jane	Smith	555 999-9999	jane.smith@sample.com	Change Pending	~	1
 Classifications Product & Services 	Contact I	Directory : Inac	tive Contacts				
SCI VICES							

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

Create Contact

dicates required field				Cancel Sav
				<u>cunci</u> <u>S</u> av
Contact Title	-	* Phone Area Code		
* First Name		* Phone Number		
Middle Name		Phone Extension		
* Last Name		Alternate Phone Number		
Alternate Name		Fax Number		
Job Title				
Department				
* Contact Email				
Url				
				Cancel
				Cancei 2av

Step	Action
8.	The Create Contact 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

Negotiations Admin Profile Management							
Profile Management							
General Company Profile Address Book	Confirmation Mary Johnson has	s been added to you	ur Contact Directo	ory.			
o Contact Co	ontact Directory : A	Active Contacts					
Directory	Create						
o Business Fin	irst Name Last	Name Phone	e Number	Email	Status	User Account	Update
 Product & Joh 	ohn Doe	555 55	55-5555 9234	john.doe@yahoo.com	Current	~	1
Services Ma	1ary Johns	son 543 22	22-1567	mjohnson@gmail.com	Pending		1
Jar	ane Smith	n 555 99	99 <mark>-99</mark> 99	jane.smith@sample.com	Change Pending	~	1
+	Contact Directo	Negotiations	n tacts Admin Home Lo	igout Preferences Personalize	e Page		

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

UA		
		*User Name *Password (example: michael.james.smi(h)) (example: 4u99v23) Login Assistance
		Select a Language: English
About this Page	Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved.

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

erprise Search All	÷.		Go	Search I	Results [Display Pret	Ference Standard -
acle Applications Home Page	3				LOG	ged in As .	IOHN.DUE@YAHUU.CUP
Main Menu		Worklist					
	Personalize				Fu	List	
		From	Туре	Subject	Sent	Due	
		There are no notifications in this view.					
		✓ TIP Vacation Rules - Redirect or auto-res	pond to notific can view and	ations. act upon yo	our notifi	cations.	

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

Sourcing Home Page

UAT	Sourcin	g	n Navigator	- 0	Favorites 🔻	Home I	.ogout Prefere	ences Help Personalize Page	
Negotiations Adm	ain								
Personalize Flow Layou Personalize Table Layou Search Open Negotiatio	it: (OuickSearchRgn) ut: (SearchTableRgn) ons Title -		Go						
Personalize Flow Layou Welcome, John Doe.	<u>.t: (WelcomeTextRqn)</u>	L							
Your Active and D	raft Responses								
Press Full List to view a	all your company's res	ponses.					Full List		
Response Number	Response Status	Supplier Site	Negotiation Number	Title Ty	pe Time Left	Monitor Unrea	d Messages		
Your Company's O	pen Invitations	otiation Numb	er	Tit	le Type	Time Lef	Full List		
No results found.	Neg	otiation Numbe	er	TIC	е туре	e Time Ler			
Quick Links Manage View Re	esponses								
Drafts Active Disqua Awarc Reject	t alified ded ted								
About this Page Priv	acy Statement	Negotiati	ons Admin Home Log	gout Prefe	erences Help	Personalize Page		Copyright (c) 2005, Oracle. All rights re	eserved.

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

Admin Tab (Profile Management)

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egotiations Admin										
rofile Management										
General	General									
Company Profile Address Book Contact Directory Business	Pare	Organiz Supp arent Su ent Supp	ation Name lier Number Alias pplier Name lier Number	5AMPLE COM 119088	IPANY	Tax Re Country of	DUNS gistration Taxp f Tax Regi	Number Number ayer ID stration	999-888	-7777
 Product & Services 	Attachments Search									
	Note that the search Title	h is case	insensitive	Go						
	Add Attachme	nt								
	Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog

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

Products and Services

Profile Management									
General	Produ	cts and	1 Services						
Company Profile Address Book	Ren	nove	Add						
 Contact Directory 	<u>Select</u>	Select All Select None							
 Business Classifications 	Selec	t Code	Products and Services	Date Added	Approval Status	View Sub- Category			
o Product &		050	ART EQUIPMENT AND SUPPLIES	05/04/2014	Approved	Å			
Services	Services 918- 75		CONSULTING SERVICES-MANAGEMENT CONSULTING	05/04/2014	Approved				
425- FURNITURE: 18 STORAG		425- 18	FURNITURE: OFFICE-DATA PROCESSING OFFICE FURNITURE, WOOD (NOT STORAG	05/04/2014	Approved				
		425- 33	FURNITURE: OFFICE-DRAFTING PLAN AND MAP FILES, METAL	05/04/2014	Approved				
		425- 49	FURNITURE: OFFICE-HUTCHES FOR DESKS, CREDENZAS, ETC.	05/04/2014	Approved				
		204- 74	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS-PRINTER SHARING DEVICES	05/04/2014	Approved				
		204- 76	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS-PRINTERS, INKJET	05/04/2014	Approved				
		207- 72	COMPUTER ACCESSORIES AND SUPPLIES-PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS	05/04/2014	Approved				

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.
	Click the Add button to add new Products and Services to your profile.

Add Products and Services (Search)

In Navigator V Stream Pavorites V Home L	Logout Preferences Help Personalize P	Page
Admin: Profile Management: Product & Services >		
Add Products and Services: : (AST CORPORATION)		
	Cancel	Apply
O Browse All Products & Services		
Search for Specific Product & Service: To narrow down results for specific codes or descriptions use the "%" as wildcard.		
e Products and Services	View Sub-Categories	Applical
ARASINES	20	1
ACOUSTICAL TEE, INSULATING MATERIALS, AND SUPPLIES	20	10
ADDRESSING, COPYING, MINEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INCS, PAPER, ETC.	hr.	23
AGRICULTURAL CROPS AND GRAINS INCLIDING FRUITS, MELONS, NUTS, AND VEGETABLES	20	13
AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	hr.	13
	20	13
AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS	the second se	13
AGRICULTURAL EQUIPHENT AND INPLIMENT PARTS AIR COMPRESSORS AND ACCESSORIES		171
AGRICULTURAL EQUIMENT AND IMPRUMENT PARTS AR COMPRESSORS AND ACCESSORIES AR CONDITIONE, REALTING, AND VIENTLATING EQUIMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)	200	
AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS AIR COMMERSISERS AND ACCESSORIES AIR CONDITIONING, HEATING, AND VENTUATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO) AIRCINET AND AUBYORT EQUIPMENT, PARTS, AND SUPPLIES	hr hr	10
AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS ARE COMPRESSORS AND ACCESSORIES ARE COMPRESSORS AND ACCESSORIES ARE COMPRESSORS AND ACCESSORIES (BEE CLASS 740 ALSO) ARECHAPT AND ARPORT EQUIPMENT, PARTS, AND SUPPLIES ANASIMENT, COCONATIONS, INTERTAINMENT, GETS, TOTS, ETC.	ho ho ho	8
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Step	Action					
8.	The Add Products and Services: (Company Name) window now appears.					
	You can "Browse" section for Products and Services.					
	Use the Next 100 link to continue to look through the Products and Services.					
	Or					
	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.					
	Or					
	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.					
	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.					
	Click the Applicable checkbox to select specific products and services under category.					
	Click Apply button					

Confirmation of Products & Services Added

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Confirmation		
ersonalize "Confirmation"		
he following Product and Service categories ha	we been added to your profile.	
AMUSEMENT, DECORATIONS, ENTERTAINMENT,	GIFTS, TOYS, ETC.	
AMUSEMENT, DECORATIONS, ENTERTAINMENT,	GIFTS, TOYS, ETC.	
AMUSEMENT, DECORATIONS, ENTERTAINMENT,	GIFTS, TOYS, ETC.	

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

		*User Name
		*Password (example: michael.james.ami0h)
	and the second second	(example: 4/39x23) Login Cancel
		Login Assistance
		Accessibility None
		Select a Language: English
About this Page	Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved.

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

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		Personalize				Fu	List		
1 Sourcing	Supplier		From	Туре	Subject	Sent	Due		
			There are no notifications in this view.						
			TIP <u>Vacation Rules</u> - Redirect or auto-response TIP <u>Worklist Access</u> - Specify which users care	nd to notific an view and	ations. act upon yo	ur notifi	cations.		

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

Sourcing Home Page

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Your Active and D	raft Responses								
Press Full List to view a	all your company's res	ponses.					Full List		
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bout this Page Priva	acy Statement							Copyright (c)	2006, Oracle. All rights reserved

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

Admin Tab (Profile Management)

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ofile Management										
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Company Profile Address Book Contact Directory Business	P Par	Organiz Supp arent Su ent Supp	ation Name lier Number Alias pplier Name lier Number	AMPLE COM 19088	PANY	Tax Re Country o	DUNS gistration Taxp f Tax Regi	Number Number ayer ID stration	999-888	3-7777
 Product & Services 	Attachments Search									
	Note that the search Title	h is case	insensitive <u>ns</u>	Go						
	Add Attachme	Tvpe	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
	No results found.									,

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

Remove Products & Services

legotiations Admin						
Profile Management						
 General Company Profile Address Book 	Produ	cts and	Add			
 Contact Directory 	Select	All Se	lect None			
 Business Classifications 	Selec	t Code	Products and Services	Date Added	Approval Status	View Sub- Category
o Product &		050	ART EQUIPMENT AND SUPPLIES	05/04/2014	Approved	ير
Services		918- 75	CONSULTING SERVICES-MANAGEMENT CONSULTING	05/04/2014	Approved	
		425- 18	FURNITURE: OFFICE-DATA PROCESSING OFFICE FURNITURE, WOOD (NOT STORAG	05/04/2014	Approved	
		425- 33	FURNITURE: OFFICE-DRAFTING PLAN AND MAP FILES, METAL	05/04/2014	Approved	
		425- 49	FURNITURE: OFFICE-HUTCHES FOR DESKS, CREDENZAS, ETC.	05/04/2014	Approved	
		204- 74	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS-PRINTER SHARING DEVICES	05/04/2014	Approved	
		204- 76	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS-PRINTERS, INKJET	05/04/2014	Approved	
		207- 72	COMPUTER ACCESSORIES AND SUPPLIES-PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS	05 <mark>/</mark> 04/2014	Approved	

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

Confirmation of Products & Services Removed

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COMPUTER HARDWARE AND PERIPHERALS F	FOR MICROCOMPUTERS-PRINTER SHARING DEVICES	

Step	Action
8.	You will receive confirmation that these Products and Services have been removed from your profile.
	Click the Return to Products and Services link.

Current Products & Services

ofile Management						
General	Produ	cts and	d Services			
Company Profile	_					
o Address Book	Ren	nove	Add			
 Contact Directory 	Select	All Se	ect None			
 Busine Address B Classifications 	ook Selec	t Code	Products and Services	Date Added	Approval Status	View Sub- Category
 Product & 		050	ART EQUIPMENT AND SUPPLIES	05/04/2014	Approved	*
Services		918- 75	CONSULTING SERVICES-MANAGEMENT CONSULTING	05/04/2014	Approved	
		425- 18	FURNITURE: OFFICE-DATA PROCESSING OFFICE FURNITURE, WOOD (NOT STORAG	05/04/2014	Approved	
		425- 33	FURNITURE: OFFICE-DRAFTING PLAN AND MAP FILES, METAL	05/04/2014	Approved	
		425- 49	FURNITURE: OFFICE-HUTCHES FOR DESKS, CREDENZAS, ETC.	05/04/2014	Approved	
		204- 76	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS-PRINTERS, INKJET	05/04/2014	Approved	
		207- 72	COMPUTER ACCESSORIES AND SUPPLIES-PRINTER ACCESSORIES AND SUPPLIES: CHEMICALS, FORMS	05/04/2014	Approved	
		037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.	05/06/2014	Approved	20

Step	Action
9.	Notice that those Products and Services have been removed from your profile.
	Click the Home link to return to the Home Page or Logout to exit Oracle.

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

	A-10	*User Name (example: michael_james_amith) *Password (example: 4/99/23) Login Cancel
		Login Assistance
		Select a Language: English
About this Page	Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved.

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

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		TIP Worklist Access - Specify which use	s can view and	act upon vo	ur notifi	cations.		
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Step	Action
4.	The Oracle Applications Home Page now appears.
	Here you have two choices: iSupplier Portal Full Access Sourcing Supplier
	Click the iSupplier Portal Full Access link to access your profile.

iSupplier Portal Home Page

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PO Number 15022 00017898 14930 14926 14852	s At A Glance Description QQ-01789-B ARTS, CRAFTS AND CLASSROOM SUPPLIES	Order Dat 03/13/2014 03/11/2014 03/07/2014 03/07/2014 03/04/2014	Full List ee 08:42:51 411:58:52 409:20:19 409:14:04 412:26:22		

Step	Action
5.	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. On the right hand side of the window are quick links to all of your Agreements and Purchase Orders. Click the Orders tab.

Orders Tab (Purchase Orders)

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Step	Action
6.	The <i>Purchase Order</i> window now appears. You can now see all of your Recent Purchase Orders . 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 \checkmark Go and select All Purchase Orders from the list
	Click the Go button.

<mark>Orders</mark>

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

Order Information/View PDF

Orders: Purchase Orders > Standard Purchase Order: 14247, 0 (Total USD 615.78) Currency=USD Personalize "View Order Detail Container" Order Information General Total 615.78 Supplier KURTZ BROS INC Supplier Fold Address Powent Terms Net Observed Powent Terms Address Powent Terms Powent Terms Payment Terms Supplier KURTZ BROS INC Carrier Fold Powent Terms Paid Address Powent Terms Buyer Outinn, Mrs. Mary C Order Date 01/16/2014 10:43:07 Address 44281 Gloucester Parkway Description Status Status Closed Note to Supplier Bill-To Address	urchase Orders Agre	ements RFQ					
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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)

					S	tandard Purcha	ase Order 1424
							Page 1 of 3
County Data		Pro	Idoun County Public Scho curement Office: 571-252-127	ols O	The Purchase Order Number must appear on a packages, shipping notices, invoices and correspondence.		
1. 28					P.O. Number	14247	
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ablin	- S				P.O. Date	16-JAN-201	4
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					Contact Name / Phor	e Mary Quinn	
KURTZ BF PO BOX 3 CLEARFIE Phone: 80 Fax: 814 7 Email: OR	ROS INC 92 ELD PA 10 0 252-381 765-8690 DERS@K	3830-0392 1 URTZBRO	Farmwell St ATTN: Mary 44281 Glou Ashburn, V/ S.COM	ation Middle Sc Quinn cester Parkway A 20147	hool Acc 210 Sui Ash Pho Fax Em	ounting Office 100 Education Co te 313 100 me: 571-252-122 100 cone: 571-252-1412 101 cone: 571-252-142 101 cone: 571-142 101 cone: 571-142 101	ourt 3 20
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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.

Purchase Orders Agre	ements RFO	
Orders: Purchase Orders >	-	
Standard Purchase Order:	14247, 0 (Total USD 615.78)	
Currency=USD		Actions View PDF Go Export
ersonalize "View Order Detai	Container"	
Order Information		
General		Terms and Conditions <u>Personalize Stack Layout:</u> (termsstack1)
Total	615.78	Payment Terms Net 30
Supplier	KURTZ BROS INC	Carrier
Supplier Site	PO-KURTZ BRO-01	FOB
Address	PO BOX 392	Freight Terms Paid
	CLEARFIELD, PA 16830-	Shipping Control
	0392	Shin-To Address
Buyer	Quinn, Mrs. Mary C	Ship to hadress
Order Date	01/16/2014 10:43:07	Address 44281 Gloucester Parkway
Description		Ashburn, VA 20147
Status	Closed	
Note to Supplier		Bill-To Address

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

urchase Order	Agreements RFQ	
orders: Purchase	Orders > View Order Details >	
Buyer: Quinn, M	rs. Mary C	
		Export
Full Name	Quinn, Mrs. Mary C	
Phone Number		
Email Address	Mary, Quinn@LCPS, ORG	
Mail Stop		
Fax Number		
Pager Number		
Address	44281 Gloucester Parkway	
City	Ashburn	
State	VA	
Zip Code	20147	
Country	US	
atura ta View Or	ler Detaile	Freeset

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

<mark>Orders Tab</mark>

urchase Orders Agre	ements RFO						
orders: Purchase Orders >							
tandard Purchase Order:	14247, 0 (Total USD 615.78)						
urrency=USD			Actions	View DDE	-	Co	Export
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ersonalize view Order Detail	Container						
Order Information							
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General		Terms and Conditions (termssta	<u>ck1)</u>				
Total	615.78	Payment Terms Net 30					
Supplier	KURTZ BROS INC	Carrier					
Supplier Site	PO-KURTZ BRO-01	FOB					
Address	PO BOX 392	Freight Terms Paid					
	CLEARFIELD, PA 16830-	Shipping Control					
	0392	chia Ta Addasa					
Dunner	Quinn, Mrs. Mary C	Ship-To Address					
buyer	01/16/2014 10:43:07	Address 44281 Gloucester Park	way				
Order Date		Ashburn VA 20147					
Order Date Description							
Order Date Description Status	Closed	Asilburn, VA 20147					
Order Date Description Status Note to Supplier	Closed	Bill-To Address					

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

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urchase Orders	Min Agreements F	REO										
urchase Orders		an a										
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Personalize "Views" View Recent Purch	ase Orders	•	Go								Adva	anced Search
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Personalize "Views" View Recent Purch This view displays all the purch	ase Orders ase orders approved in la	st 30 days (Since 04/	Go 06/2014 00:00:00)								Adva	anced Search
Personalize "Views" View Recent Purch This view displays all the purch Select PO Number	ase Orders ase orders approved in la Rev Operatin	st 30 days (Since 04/ g Unit Docur	Go 06/2014 00:00:00) ment Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowle	Adva edge By	anced Search
Personalize "Views" View Recent Purch This view displays all the purch Select PO Number No results found	ase Orders ase orders approved in la Rev Operatin	▼ st 30 deys (Since 04/ g Unit Docur	Go 06/2014 00:00:00) nent Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowle	Adva edge By	Attachments

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

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.

UAT	
A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.	*User Name (example: michael.james.amil/h) *Password (example: 4u99v23) Login Cancel
	Login Assistance Accessibility None
	Select a Language: English

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

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cle Applications Home Page								
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🗄 🛄 iSupplier Portal Full Access		From	Туре	Subject	Sent	Due		
E Sourcing Supplier		There are no notifications in this view.						
		TIP <u>Vacation Rules</u> - Redirect or auto-response	nd to notifi	cations.				
		TIP Worklist Access - Specify which users ca	n view and	act upon yo	our notifi	cations.		

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

iSupplier Portal Page

re orders	Admin		
			Personalize "Home Page Right Column"
Notific	ations	Eu	Orders
Subject		Date	Agreements
No results four	vd	Date	Purchase Orders
Orders	s At A Glance		
Orders	s At A Glance	Ful	dl List
Orders PO Number	s At A Glance Description	Ful Order Date	ill List
PO Number	s At A Glance Description	Ful Order Date 03/13/2014 08:42:	ill List :51
Order: PO Number 15022 00017898	At A Glance Description QQ-01789-B ARTS, CRAFTS AND CLASSROOM SUPPLIES	Ful Order Date 03/13/2014 08:42: 03/11/2014 11:58:	III List :51 :52
PO Number 15022 00017898 14930	Description QQ-01789-B ARTS, CRAFTS AND CLASSROOM SUPPLIES	Ful Order Date 03/13/2014 08:42: 03/11/2014 11:58: 03/07/2014 09:20:	III List :51 :52 :19
Order: PO Number 15022 00017898 14930 14926	S At A Glance Description QQ-01789-B ARTS, CRAFTS AND CLASSROOM SUPPLIES	Ful Order Date 03/13/2014 08:42: 03/11/2014 11:58: 03/07/2014 09:20: 03/07/2014 09:14:	:51 :52 :19 :04
Order: PO Number 15022 20017898 14930 14926	S At A Glance Description QQ-01789-B ARTS, CRAFTS AND CLASSROOM SUPPLIES	Ful Order Date 03/13/2014 08:42: 03/11/2014 11:58: 03/07/2014 09:20: 03/07/2014 09:14:	:51 :52 :04

Step	Action
5.	Click the Agreements link.

Supplier Agreements

Home Orders	Admir	1											
Purchase Orders	Agre	ements	RFQ										
Home >													
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Simple Search	1												
Note that the sea	rch is case	insensitiv	e									Advance	d Searc
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	Global	-											
Effective-	From Date												
Effectiv	e-To Date												
			Go	lear									
PO Number	Revision	Global D	escription	Buverl	Order Date	Currency	Amount	Amount Released	Effective- From Date	Effective-To Date	Status	Attachments	Upload Status
No search													

Step	Action
8.	The Supplier Agreements window now appears.
	You can fill out any of the search criteria before clicking Go. In order to see all of your Agreements, click the Go button.

Supplier Agreement (BPA)

TOTIC	Orders /	Admin											
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Ef	(fective-From Effective-To	Global Date Date	Go	Clear									
Ef PO Number	(fective-From Effective-To Revision G	Global n Date n Date Global	Go	Clear Buyer	Order Date 💌	Currency	Amount Agreed	Amount Released	Effective- From Date	Effective- To Date	Status	Attachments	Upload 5 Status
Ef PO Number 12065	(fective-From Effective-To Revision G	Global n Date o Date Global (es	Go Description RFP 10M R3 INSTRUCTIONAL SUPPLIES	Clear Buyer George, Mrs. Judith C	Order Date 12/09/2013 14:28:14	Currency USD	Amount Agreed 3,000,000.00	Amount Released 25,526.81	Effective- From Date 07/01/2013	Effective- To Date 06/30/2014	Status Open	Attachments	Upload s Status

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

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

Step	Action
10.	The Global Blanket Agreement: (Agreement Number) 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

		*User Name
	10 - 2	*Password (example: michael.james.smith)
	A DAY OF A	(example: 4/49/23) Login Cancel
		Login Assistance
		Accessibility None
		English
About this Page	Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved.

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

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Enterprise Search All	•		io	Search	Results I	Display	Preference	Standard	-
					Logged	In As (ORDERS@I	URTZBRO	S.COM
Oracle Applications Home Pa	age								
Main Menu		Worklist							
	Personalize				Fu	ll List			
🗄 🚞 iSupplier Portal Full	Access	From	Туре	Subject	Sent	Due			
🕀 🚞 Sourcing Supplier		There are no notifications in this view.							
		IP Vacation Rules - Redirect or auto-respond TIP Worklist Access - Specify which users can	to notifiview and	cations. I act upon yo	our notifi	cations	3.		

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

iSupplier Portal Page

🙃 Navigator 👻 😪 F	Home Logout Preferences Help Personalize P
	Percepsize "Home Page Pight Colume"
	Full Orders
Date	List • Adreements • Purchase Orders
09/24/2014 10:16:04	Payments
09/24/2014 08:10:17	Payments - For County inquiries call 703-777
09/19/2014 16:55:34	U290 and for Schools inquiries, call 5/1-252-
09/19/2014 16:38:48	1220.
09/19/2014 16:29:33	
	Full
Order Date	L.M.
04/02/2014 14:5/	·50·21
	Cres 04/02/2014 14

	Action
5.	Click the Payments link.

View Payments

STG I	Supplier Portal	In the second			- Land Def	Denver Denver
Home Orders Finance	Admin	📅 Navigator 🔫	🛃 Favorit	es 🔻	e Logout Piele	rences reisonalize rage
View Payments						
Home >						
View Payments						
						Export
Simple Search						
Note that the search is case in Payment Number Invoice Number PO Number Release Number Go	Payment Ar Payment Ar Payment Payment Payment Clear	Status mount From t Date From (example: 09/28/2014)	орона и стана			Advanced Search
Payment	Payment Date	Amount Method	Status	Status Date	Invoice	PO Number
No search conducted.						
	Home Orders	Finance Admin Home Logout	Preferences	Personalize Page		Export

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

					Home Logout Preferences Personalize Page
Home Orders Finance Admin			Navigator •	Favorites	
View Payments					
Home >					
View Payments					
					Export
Simple Search					
Note that the search is case insensitive Payment Number Invoice Number PO Number Release Number Go Clear	Paymer Payr	Status	To 29/2014)	-	Advanced Search
		La construcción de la construcci			
Payment Payment Date	Amount Method	Status	Status Date I	nvoice	PO Number
<u>41753742</u> 09/16/2014	6,823.14 WFB - Operating Check	Negotiable	09/16/2014 L	VHS82514	

Step	Action
7.	Your search results are displayed below the "Search Criteria."
	Click the Payment link for the payment in which you would like to inquire further.
	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.
	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.

View Payments

					🔒 Novigoto	- Equation -	Home Logou	t Preferences	Personalize Page
Home Orders	Finance Admin								
View Payments									
Finance: View Paym	ents >								
Payment: 41753742	(Total USD 6,823.14)								
		Payment Date 09/1 Method WFB Status Nego Status Date 09/1	6/2014 - Operating Check otiable 6/2014		Address	340 N MAPLE AVE Loudoun Valley Hi Purcellville VA 20	GH SCHOOL 132		Export
Included Invoice	s								
Invoice	Invoice Date	Тупе		Amount	Payment DO Numh	or R	eceint	Attach	ments
LVHS82514	08/25/2014	Standard		6,823.14	6,823.14		coupe	Attacin	icito
<u>Return to Finance: V</u>	iew Payments								Export
		/ H	ome Orders Finance	Admin Home	Logout Preferences Personali	ze Page			

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

View Payments: Details

								Home Logout	Preferences I	Personalize Page
Home Orders	Finance Admin				Navigat	tor 🔻 📑 Fav	vorites 🔽			
View Payments										
Finance: View Pag	/ments > Payment Details >									
Standard Invoice	: LVHS82514 (Total USD 6,823.14)									
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Invoice Date	08/25/2014		IU Faci	0,823.14			Status	Paid		
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Batch	012090914		Miscellaneo	us U.UU			Daymont	Multiple		
Attachments	None			ax 0.00 🛄			Torm	Immediate		
Supplier			Prepaym	ent 0.00			Term	Innediate		
Address	340 N MAPLE AVE		Retaina	ge 0.00						
	LUUDUUN VALLEY HIGH SCHUUL		Withholding 1	ax 0.00						
	PURCELLVILLE, VA 20132		To	tal 6,823.14						
Invoice Lines										
Line A Type	Description	Qty UOM	Price	Tax Included	Amount	Retainage PO	Number PO Lii	ne PO Shipn	nent Buy	er Receipt
1 Item	Boys Basketball #821779-01-02 Attn: Kris Kelican				6,823.14	0.00				
Poture to Daveson	t Detaile									F 1
Recum to Paymen	L Details									Export
	Hom	ne Orders Finance	e Admin Ho	ne Logout Prefe	rences Persona	alize Page				

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	r 🔻 🚱 Favorites 🔻	Home Logout	Preferences	Personalize Page
View Payments									
Finance: View Paym	ents >			_					
Payment: 41753742 (Total USD 6,823.14)									
		Payment Date 0 Method V Status M Status Date 0	9/16/2014 VFB - Operating Check legotiable 9/16/2014		Address	340 N MAPLE AVE Loudoun Valley High S Purcellville VA 20132	SCHOOL		Export
Included Invoice	S								
Invoice	Invoice Date	Туре		Amount	Payment PO Numb	er Receip	ot	Attach	ments
LVHS82514	08/25/2014	Standa	ird	6,823.14	6,823.14				
Return to Finance: V	iew Payments		Home Orders Finance	Admin Home I	ocout Preferences Personali	ze Page			Export

Step	Action
10.	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.
	Click the Home link to return to the Home Page or Logout to exit Oracle.

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 <u>here</u> 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: <u>procurement@loudoun.gov</u> Phone: 703-777-0403 Hours: Monday – Friday, 8:30am-5pm



Loudoun County Public Schools - Procurement 21000 Education Court, Suite 301 Ashburn, VA 20148 Email: <u>lcpspurchase@lcps.org</u> Phone: 571-252-1270 Hours: Monday – Friday, 8:00am-5pm