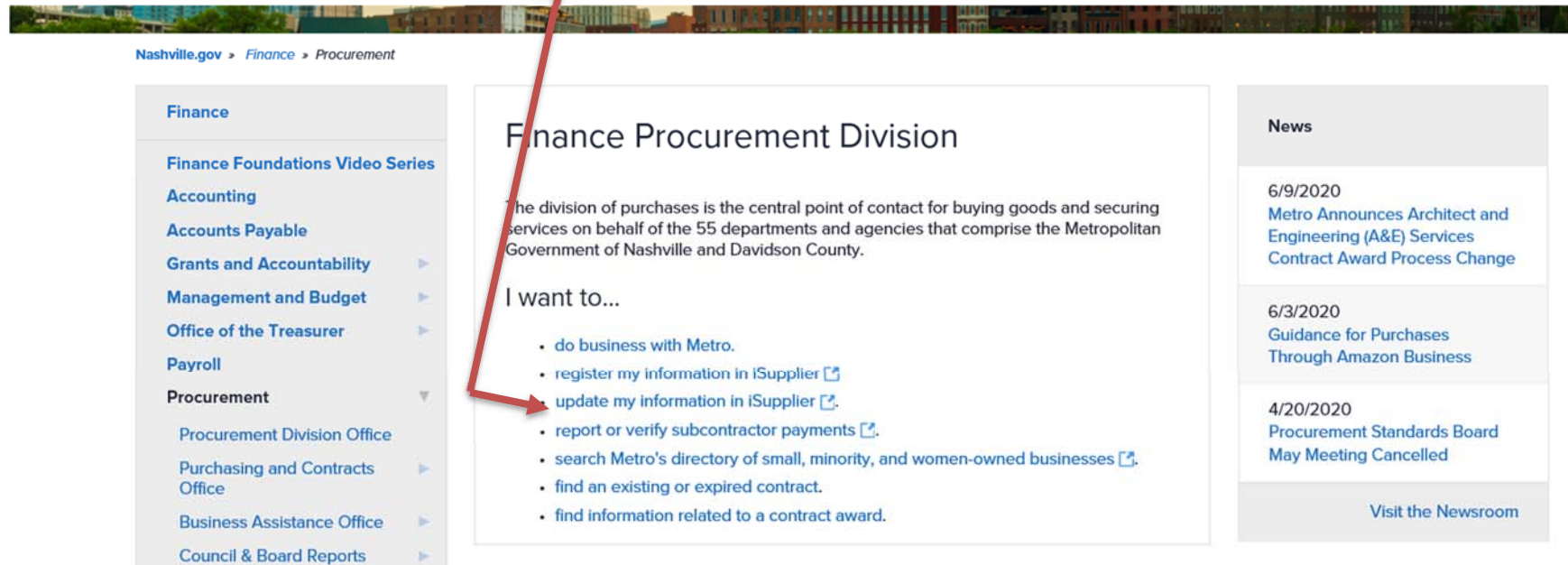


iSupplier is a Supplier Managed System. iSupplier Oracle Portal works with in multiple browsers. DO NOT USE THE LINKS IN WORKFLOW MAILER NOTIFICATIONS OR FROM WITHIN THE NOTIFICATIONS IN YOUR WORKLIST.

To access go to <https://www.nashville.gov/finance/procurement>. It is recommended that you **do not** save the direct links to the login screen to your favorites.

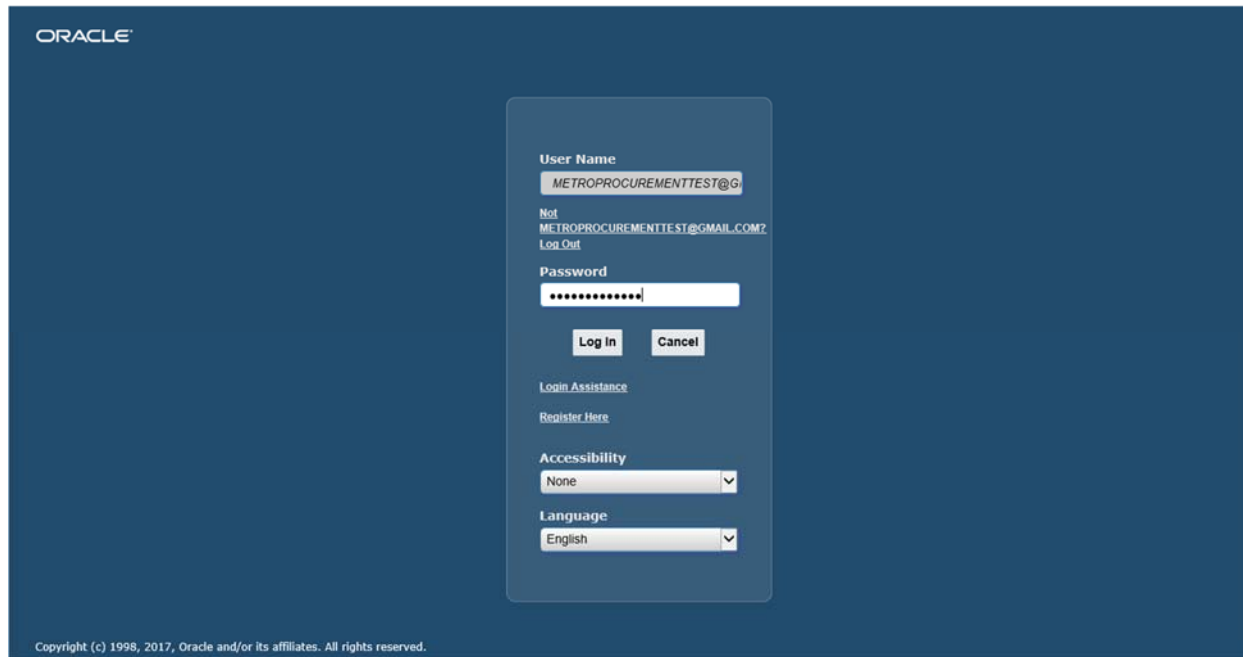
Click on “update my information in iSupplier”



If experience issues always make sure to clear your browsing history, cache, and cookies then restart, then attempt to access the iSupplier Portal again by following the above instructions.

UPDATING SUPPLIER SITE – Banking Details

Type in your username and password and click log-in



The image shows a login form for the Oracle Supplier Site. The form is centered on a dark blue background. At the top left, the Oracle logo is visible. The form contains the following elements:

- User Name:** A text input field containing the email address "METROPROCUREMENTTEST@G".
- Not METROPROCUREMENTTEST@GMAIL.COM? Log Out:** A link for users who are not the specified email address.
- Password:** A password input field with masked characters (dots).
- Log In / Cancel:** Two buttons for submitting the login information.
- Login Assistance:** A link for users needing help with login.
- Register Here:** A link for new users to register.
- Accessibility:** A dropdown menu currently set to "None".
- Language:** A dropdown menu currently set to "English".

At the bottom left of the form, there is a copyright notice: "Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved."

UPDATING SUPPLIER SITE – Banking Details

If you do not remember your password or need to reset your password you can do so by going to login assistance.

ORACLE

User Name
METROPROCUREMENTTEST@G

Not
METROPROCUREMENTTEST@GMAIL.COM?
Log Out

Password

Log In Cancel

Login Assistance

Register Here

Accessibility
None

Language
English

Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.

- You will be prompted to enter your username which is the email address of the user account. Click Forgot Password
- You should receive a temporary password soon that will contain a link that will then prompt you to enter a permanent password.
- Please make sure you check your junk and/or spam folder if you do not receive the email in your inbox.
- If you do not receive this notification with the temporary password within 24 hours of submitting the request please email isupplier@nashville.gov the last six (6) digits of the Taxpayer ID for the company profile and request for the password to be manually reset. You will be copied on the email request but no action will be required of you.
- Some email security settings will not allow emails with certain subjects or email address to come through the company firewall. The email account these messages are being sent from is actually wfmndcebsprd@us2.opc.oracleoutsourcing.com. Metro suggest that you whitelist this email address.

UPDATING SUPPLIER SITE – Banking Details

The workflow mailer notification will be similar to screen shot below. This is the only time the link in the email notification will work.

Your password must meet the following qualifications:

- Must be nine characters
- Must contain at least one number or special character
- Cannot contain back to back letters, numbers, or characters (for example you cannot use “progress”)
- Password is Case Sensitive

FYI: Password Reset Inbox x



Workflow Mailer <wfmndcebsprd@us2.opc.oracleoutsourcing.com>
to GG ▾

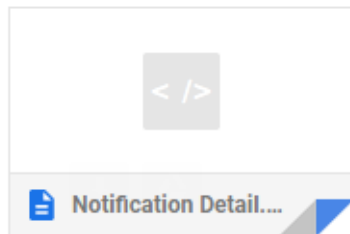
Fri, Feb 21, 2:12 PM ☆ ↶ ⋮

To **GG TEST SUPPLIER**
Sent **21-FEB-2020 13:22:47**
ID **1006749**

Reset Password using the below link and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

Password Url: [Reset your password](#)

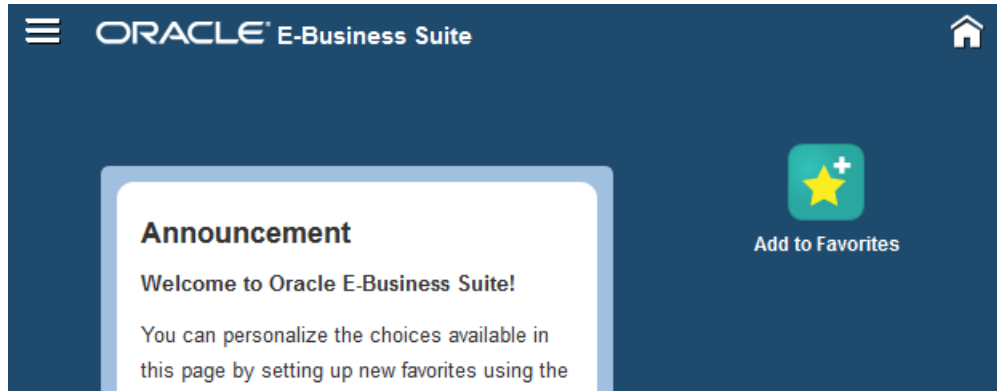
Click the hyper link to be prompted enter a new password.



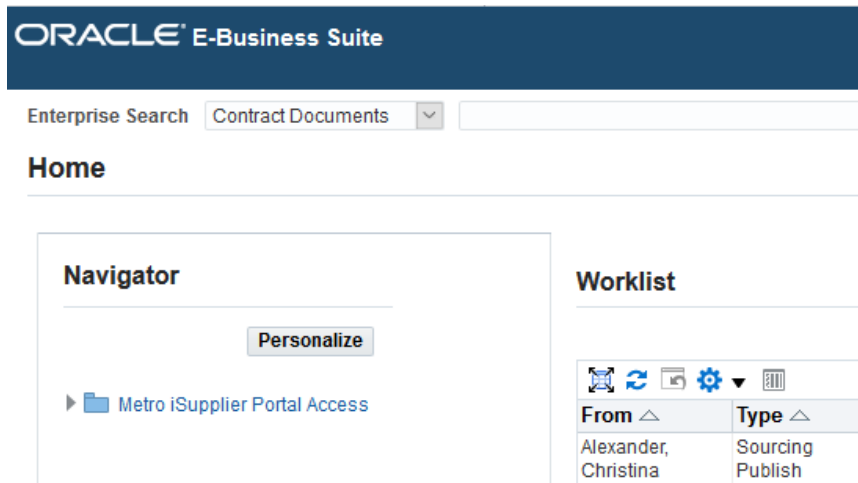
UPDATING SUPPLIER SITE – Banking Details

Once you log into the system your screen could appear as one of the two options shown below:

Hamburger Style



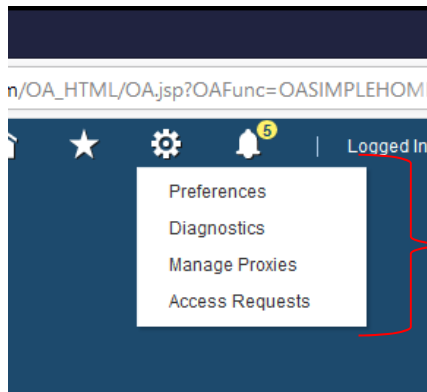
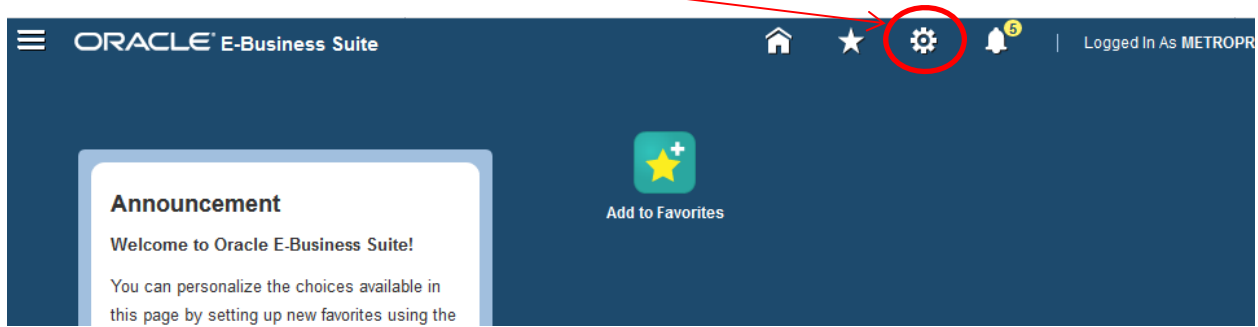
Tree Style



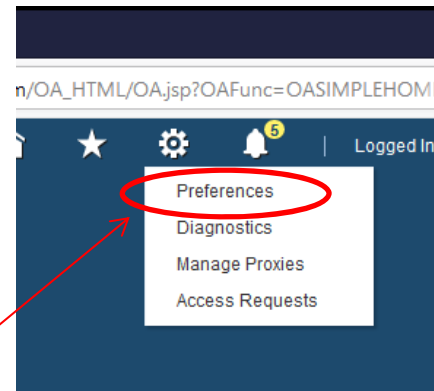
The default setting is the hamburger style. If you prefer the Tree Style follow the instruction starting on Page 6 to change.

UPDATING SUPPLIER SITE – Banking Details

Change login screen view by 1) clicking the gear at the top center of the webpage.



2. Various options will pop down.



3. Select Preferences

UPDATING SUPPLIER SITE – Banking Details

4. Several general preference options will display

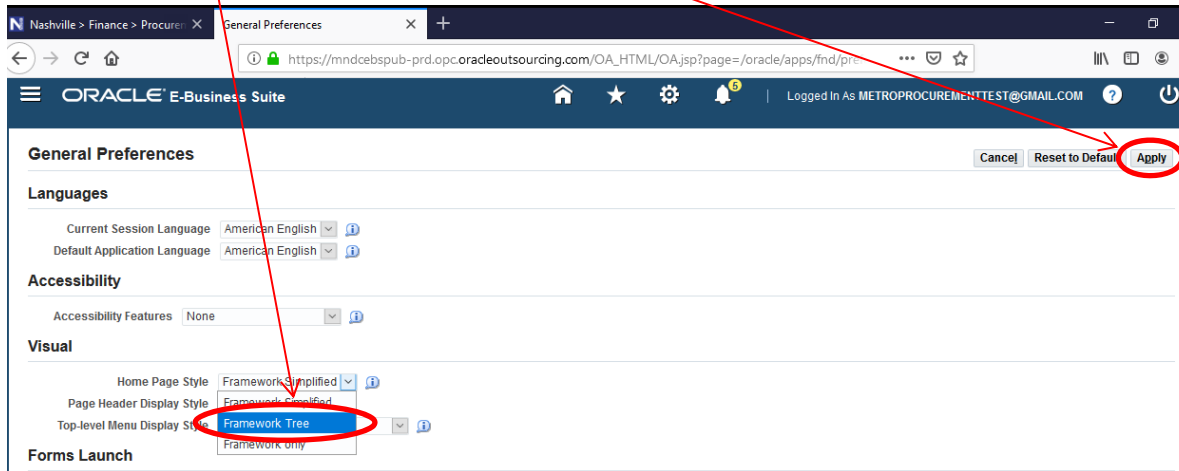
The screenshot shows the 'General Preferences' window in the Oracle Supplier Management application. The user is logged in as TERRI.TROUP@NASHVI. The 'Visual' section is expanded, and the 'Home Page Style' dropdown menu is open, showing three options: 'Framework Simplified', 'Framework Tree', and 'Framework only'. A red arrow points to the 'Framework Tree' option.

5. Look under Visual > Home Page Style and select the drop down

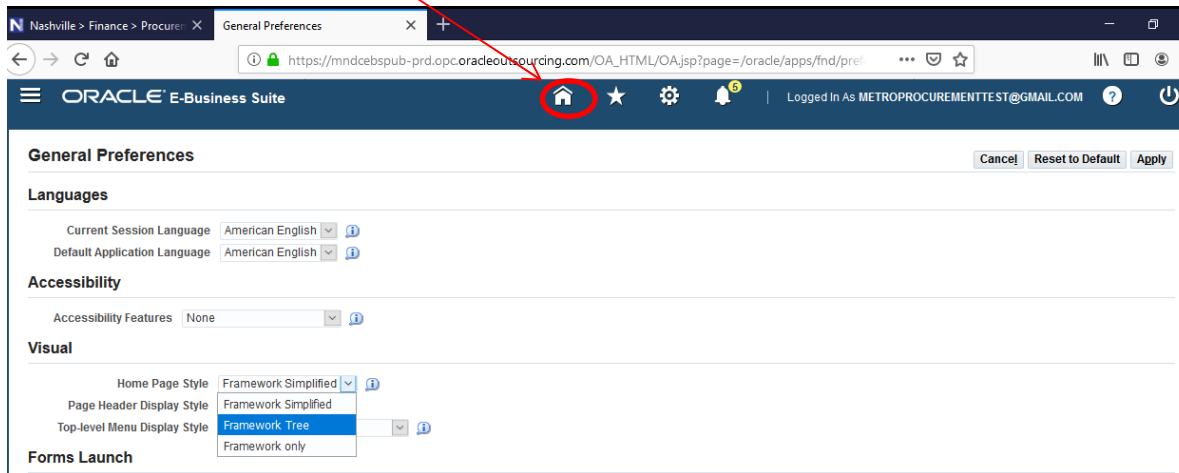
Note:
Framework Simplified is the Hamburger Style
Framework Tree is the Tree Style

UPDATING SUPPLIER SITE – Banking Details

6. Then select Framework Tree then click apply.



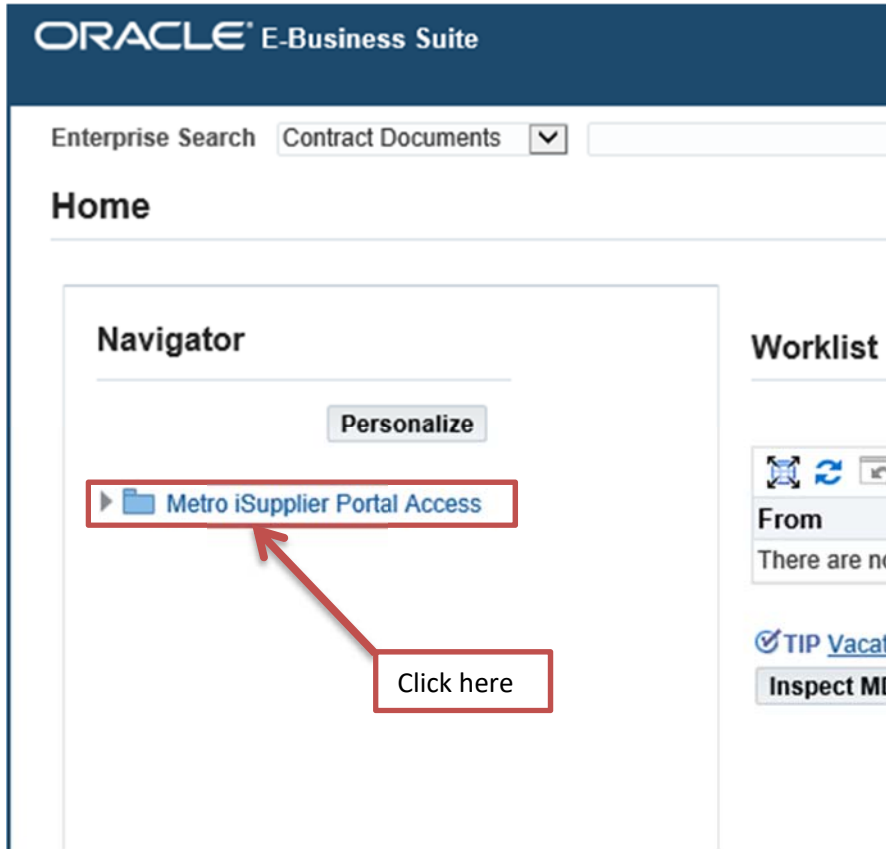
7. You will need to click the House icon (home)



Screen should appear in the selected style.

UPDATING SUPPLIER SITE – Banking Details

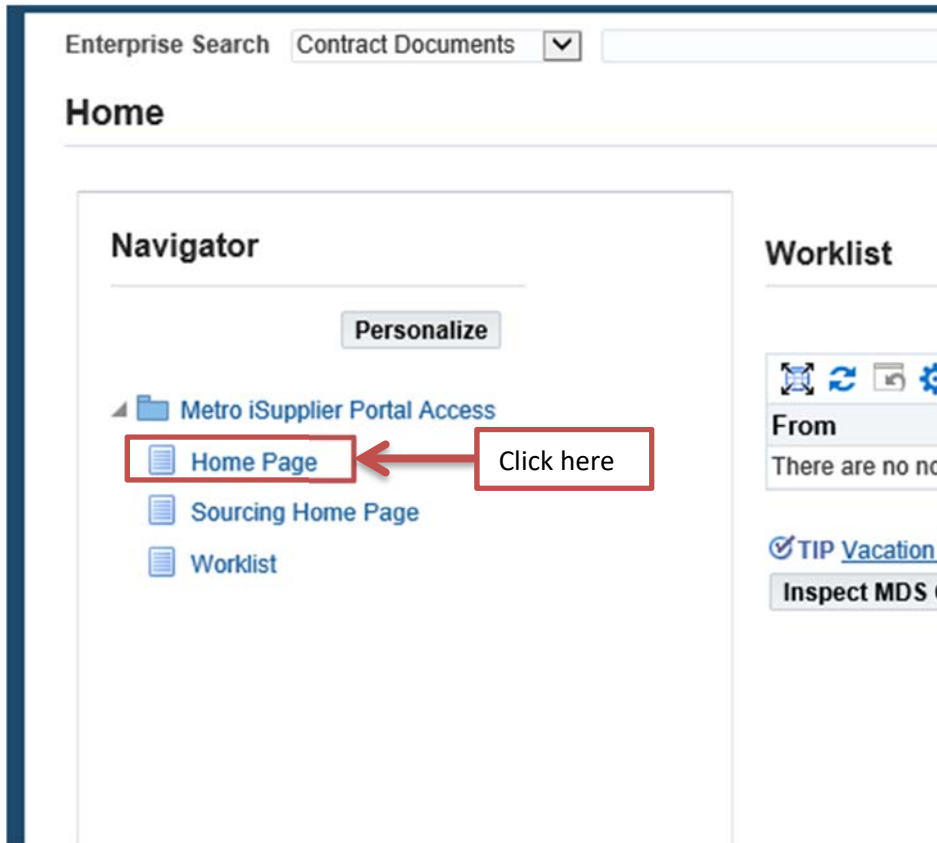
Click  Metro iSupplier Portal to expand



The screenshot shows the Oracle E-Business Suite interface. At the top, there is a dark blue header with the text "ORACLE E-Business Suite". Below the header, there is a search bar with the text "Enterprise Search" and a dropdown menu showing "Contract Documents". The main content area is titled "Home". On the left side, there is a "Navigator" panel with a "Personalize" button. A folder icon followed by the text "Metro iSupplier Portal Access" is highlighted with a red box. A red arrow points from a box containing the text "Click here" to the folder icon. On the right side, there is a "Worklist" panel with a refresh icon, a "From" label, and the text "There are no". Below the worklist, there is a link for "TIP Vacati" and a button labeled "Inspect ME".

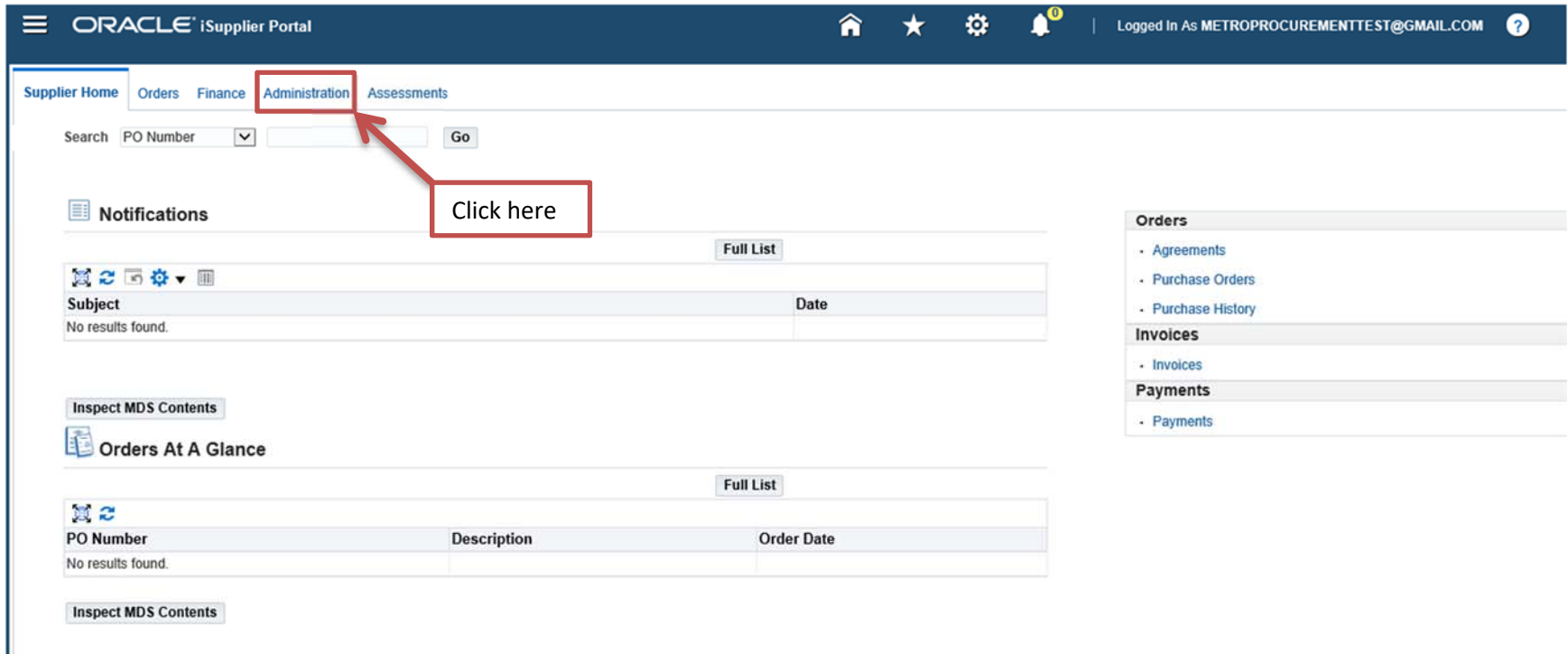
UPDATING SUPPLIER SITE – Banking Details

Click “Home Page”



UPDATING SUPPLIER SITE – Banking Details

Click “Administration” Tab to update company profile information (i.e. contact directory, address, banking details)



UPDATING SUPPLIER SITE – Banking Details

To make changes to your company profile use “Profile Management “items shown on the left of screen

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Finance', 'Administration', and 'Assessments'. The 'Administration' tab is active. On the left, a sidebar menu is highlighted with a red box, containing 'Profile Management' and its sub-items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. A red arrow points from a 'Profile Management' label in a red box to the 'Organization' item in the sidebar. The main content area displays 'General' information for the organization 'Metro Procurement GG Test Supplier' with details like 'Supplier Number 15033', 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID 412819188', and 'Country of Tax Registration'. Below this is an 'Attachments' section with a search bar and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.' and there is an 'Inspect MDS Contents' button at the bottom.

UPDATING SUPPLIER SITE – Banking Details

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a dark blue header with the Oracle logo and the text 'iSupplier Portal'. Below the header is a navigation bar with tabs for 'Supplier Home', 'Orders', 'Finance', 'Administration', and 'Assess'. The 'Administration' tab is selected. On the left side, there is a 'Profile Management' sidebar with several menu items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Banking Details' item is highlighted with a red box. A red arrow points from a callout box containing the text 'Click Here' to the 'Banking Details' menu item. The main content area on the right is titled 'General' and contains sections for 'Attachments' and 'Search'. The 'Search' section includes a text input field labeled 'Title', a note that the search is case insensitive, and a 'Show More Search Option' link. Below the search section is an 'Add Attachment...' button and another 'Title' input field. At the bottom of the main content area is an 'Inspect MDS Contents' button.

UPDATING SUPPLIER SITE – Banking Details

You must add banking information under “Banking Details”
Select: “Create”

Supplier Home Orders Finance Administration Assessments

Profile Management

Administration: Profile Management: Banking Details >

Banking Details

Cancel Save

View General Accounts Go

TIP Date format example: 28-Oct-2019

Add Create Refresh Settings Filter

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results found.											

Inspect MDS Contents

Inspect MDS Contents

Inspect MDS Contents

Click Here

UPDATING SUPPLIER SITE – Banking Details

Use the drop down to search for “United States” in “Country” field

Use Drop down under Country to select More...

*** Country** Account is used for foreign payments
Account definition must include bank and branch information.

Branch

New Branch

Administration: Profile Management: Banking Details > Banking Details >
Create Bank Account

* Indicates required field

*** Country** Account is used for foreign payments
Account definition must include bank and branch information.

Bank **Branch**

New Bank Existing Bank New Branch Existing Branch

Bank Name
Bank Number

[Show Bank Details](#)

Branch Name
Branch Number
BIC
Branch Type

[Show Branch Details](#)

Bank Account

Account Number
Check Digits
IBAN

Account Name
Currency
Account Status

[Show Account Details](#)

Comments

Note to Buyer

UPDATING SUPPLIER SITE – Banking Details

If no Country is entered you will receive an error

“You must enter a value for the Country as criteria for the List Of Values”

ORACLE iSupplier Portal Close Settings

[Add Products and Services: \(Training Materials Inc\) >](#)

Error
You must enter a value for Country as criteria for the List Of Values.

Create Bank Account Cancel Apply

* Indicates required field

* Country
 Account is used for foreign payments
Account definition must include bank and branch information.

Bank

Existing Bank
 New Bank

Bank Name

Bank Number

[Show Bank Details](#)

Branch

Existing Branch
 New Branch

Branch Name

Branch Number



BIC

Branch Type ABA

UPDATING SUPPLIER SITE – Banking Details

Select "United States" (must be spelled out)
Click "Quick Select"

The screenshot shows a web browser window with the URL https://mndcebsuat.opc.oracleoutsourcing.com/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/w. The main content is a "Search and Select: Country" dialog box. The search criteria is "Name" with the value "united states". The results table is as follows:

	Quick Select	Name ▲	Code
<input type="radio"/>		United States	US
<input type="radio"/>		United States Minor Outlying Islands	UM

A red box highlights the "Quick Select" icon for "United States", with an arrow pointing to a callout box that says "Select Country (Double Click)".

UPDATING SUPPLIER SITE – Banking Details

Remove check on “Account is used for foreign payments”

Create Bank Account

* Indicates required field

* Country Account is used for foreign payments
Account definition must include bank and branch information.

Bank **Branch**

Uncheck this box

Click “Existing Bank”

Click on magnifying glass to search for your company’s bank

Bank **Branch**

Existing Bank New Bank

Existing Branch New Branch

Bank Name Bank Number

Branch Name Branch Number BIC Branch Type

[▶ Show Bank Details](#) [▶ Show Branch Details](#)

Bank Account

Account Number Account Name Currency

Check Digits IBAN

[▶ Show Account Details](#)

Click Existing Bank

Click Magnifying

UPDATING SUPPLIER SITE – Banking Details

Type in the name of the bank
Click “Go”

The screenshot shows the Oracle iSupplier Portal interface. A modal window titled "Search and Select: Bank Name" is open, allowing the user to search for a bank. The search criteria are set to "Bank Name" and the value "Bank of America" is entered in the text field. A red box highlights the "Go" button, with an arrow pointing to it from a label that says "Click Go". The modal also includes a "Cancel" button and a "Select" button. Below the search field, there is a "Results" section with a table header containing "Quick Select", "Bank Name", and "Bank Number". The table content shows "No search conducted." Below the table, there is a link for "About this Page".

Search and Select: Bank Name [Cancel] [Select]

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Bank Name [v] Bank of America [Go] ← Click Go

Results

Quick Select	Bank Name	Bank Number
No search conducted.		

[About this Page](#)

Bank Account Details: Existing Bank (selected), New Bank, Show Bank Details

Bank Account Details: Account Number, Check Digits, IBAN, Account Name, Currency, ABA [v]

UPDATING SUPPLIER SITE – Banking Details

Click “Quick Select” the appropriate bank

Search and Select: Bank Name Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

	Quick Select	Bank Name	Bank Number
<input type="radio"/>		BANK OF AMERICA	
<input type="radio"/>		BANK OF AMERICA -9	
<input type="radio"/>		Select Bank (Double Click)	
<input type="radio"/>		BANK OF AMERICA, N.A.	

Bank

Existing Bank
 New Bank

[Show Bank Details](#)

Bank Account

[Show Account Details](#)

UPDATING SUPPLIER SITE – Banking Details

Bank will populate
Click “Existing Branch”

* Country Account is used for foreign payments
Account definition must include bank and branch information.

Bank

Existing Bank
 New Bank

Bank Name

Bank Number

Branch

Existing Branch
 New Branch

Branch Name

Branch Number

BIC

Branch Type

Click Existing Bank (with arrow pointing to Existing Branch)

Bank Account

UPDATING SUPPLIER SITE – Banking Details

Search by “Branch name” Enter your ABA (routing number)
Click “Quick Select” the appropriate ABA

The screenshot shows a web browser window titled "Search and Select List of Values - Internet Explorer". The URL is https://mndcebsuat.opc.oracleoutsourcing.com/OA_HTML/cabo/jsps/a.jsp?t=fredRC&enc=UTF-8&minWidth=750&minHeight=5508. The page title is "Search and Select: Branch Name".

The search interface includes a "Search" section with a "Search By" dropdown set to "Branch Name" and a text input field containing "125000024". A "Go" button is next to the input field. There are "Cancel" and "Select" buttons at the top right of the search area.

The "Results" section displays a table with the following columns: "Quick Select", "Branch Name", "Branch Number", "Bank Name", "Bank Number", "BIC", and "Branch Type". The table shows several rows of results for "BANK OF AMERICA". The first row is highlighted with a red box, and a red arrow points to the "Quick Select" column header from a text box that says "Select Routing Number (ABA)".

Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="radio"/>	125000024	125000024	BANK OF AMERICA			ABA
<input type="radio"/>	081000032	081000032	BANK OF AMERICA			ABA
<input type="radio"/>	021200339	021200339	BANK OF AMERICA			ABA
<input type="radio"/>	011400495	011400495	BANK OF AMERICA			ABA
<input type="radio"/>	011200365	011200365	BANK OF AMERICA			ABA
<input type="radio"/>	061000052	061000052	BANK OF AMERICA			ABA
<input type="radio"/>	000100077	000100077	BANK OF AMERICA			ABA

Below the table, there are input fields for "Check Digits" and "IBAN".

UPDATING SUPPLIER SITE – Banking Details

Type in your bank “Account Number and Name”
Click “Save” to get a confirmation

Administration: Profile Management: Banking Details > Banking Details >

Create Bank Account

* Indicates required field

* Country Account i
Account definition must include bank and branch information.

Bank	Branch
<input type="radio"/> New Bank <input checked="" type="radio"/> Existing Bank	<input type="radio"/> New Branch <input checked="" type="radio"/> Existing Branch
Bank Name <input type="text" value="BANK OF AMERICA"/> <input type="button" value="Q"/> Bank Number <input type="text"/>	Branch Name <input type="text" value="12500024"/> <input type="button" value="Q"/> Branch Number <input type="text" value="12500024"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/>
<input type="button" value="Show Bank Details"/>	<input type="button" value="Show Branch Details"/>

<input type="button" value="Show Account Details"/>	<input type="text" value="Account Number"/>	<input type="text" value="Account Name"/>
	<input type="text" value="Check Digits"/>	<input type="text" value="Currency"/>
	<input type="text" value="IBAN"/>	<input type="text" value="Account Status New"/>

Comments

Note to Buyer

* Country Account is used for foreign payments
Account definition must include bank and branch information.

UPDATING SUPPLIER SITE – Banking Details

Supplier Home Orders Finance Administration Assessments

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details**

Confirmation
Bank account 112233445566 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

[Cancel](#) [Save](#)

Banking Details

View: General Accounts

TIP Date format example: 28-Oct-2019

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Upda
	XXXXXXXX5566			BANK OF AMERICA	12-Nov-2019		1	▲	▼	New	<input type="button" value="Edit"/>

Click Save

Supplier Home Orders Finance Administration Assessments

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details**
- Payment & Invoicing

Confirmation
The general account assignments have been updated.

[Cancel](#) [Save](#)

Banking Details

View: General Accounts

TIP Date format example: 28-Oct-2019

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Upda
	XXXXXXXX5566			BANK OF AMERICA	12-Nov-2019		1	▲	▼	New	<input type="button" value="Edit"/>

Once your banking information is applied you will need to attach a copy of your company’s ACH and W9 forms. Complete each form and attach. Both forms must be signed (no typed in signatures permitted), and dated. Both forms must list the tax id used to register. The name and the address on the company’s W9 must be the name and addressed used in your profile. If you have a separate “Remit to” address you may create another address and label it “Remit to”.

UPDATING SUPPLIER SITE – Banking Details

- Supplier Home
- Orders
- Final
- Profile Management
 - General**
 - Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details

There must be a completed ACH and W-9 attached to the company profile in addition to entering the banking information in the banking details section of the company profile. Metro no longer pre-notes payment so the information on the forms is used to verify the data entered into the system.

Click on the General Link on the left side of the screen and scroll down to the bottom of the screen.

Click on “Add Attachment” to add ACH and W-9 forms.

ORACLE iSupplier Portal

Basic Information | Company Details | **Attachments**

Submit Back Step 3 of 3

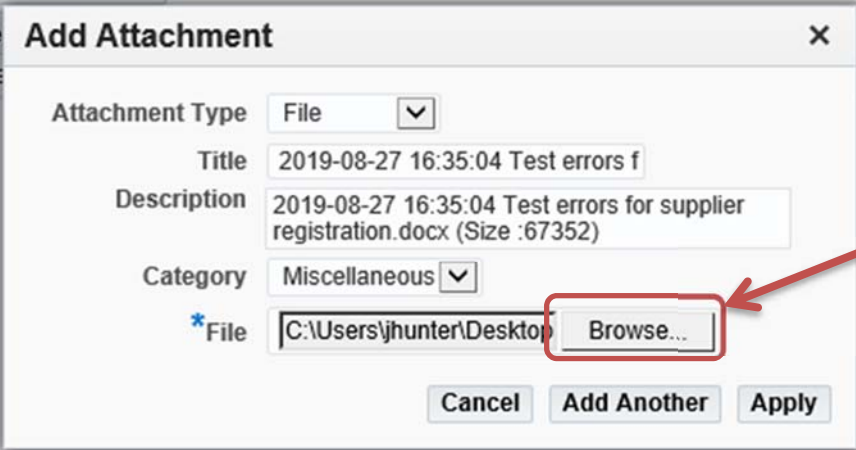
Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Click Add Attachment

UPDATING SUPPLIER SITE – Banking Details

Locate appropriate file by clicking “Browse”



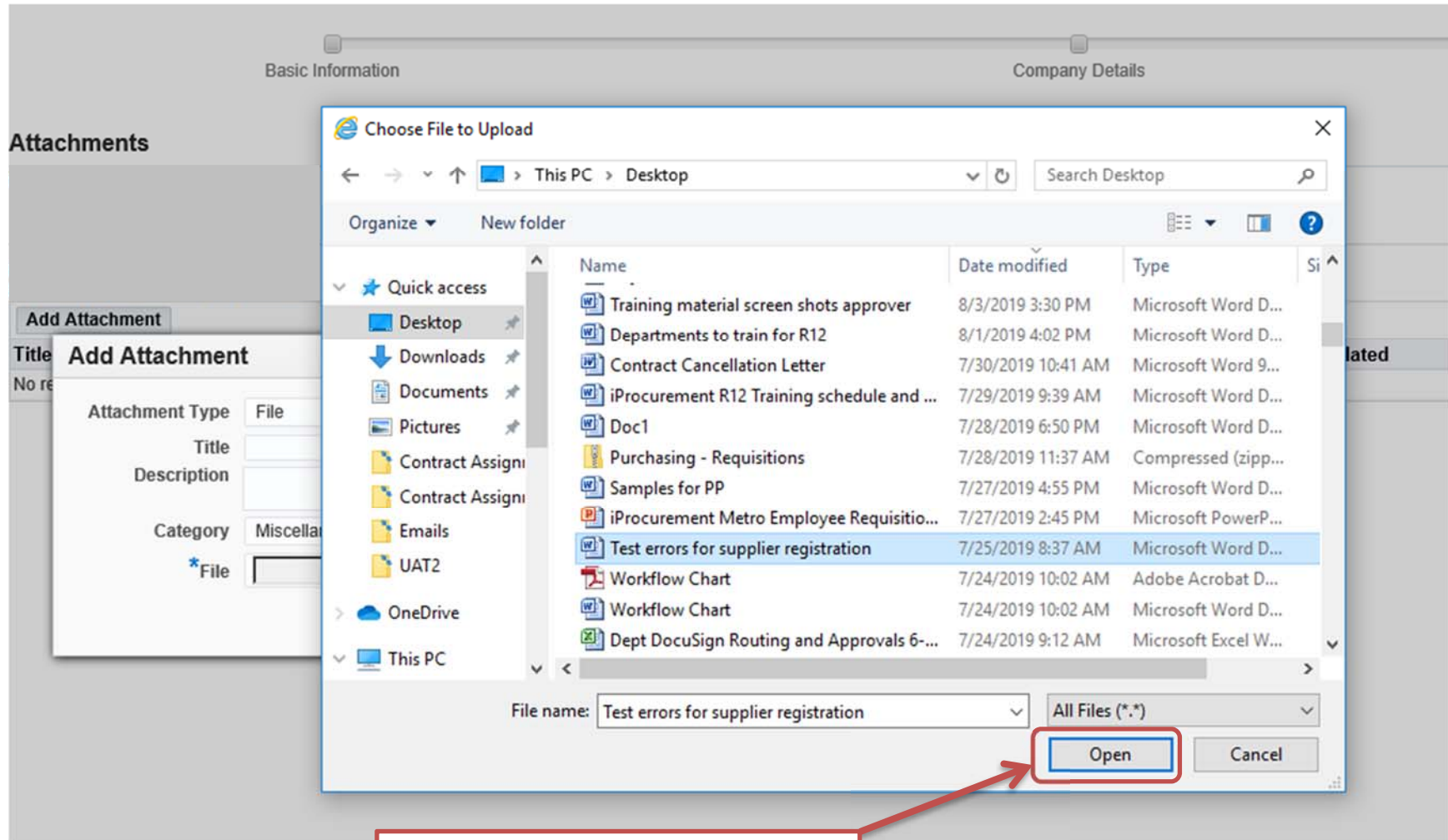
The image shows a software interface with a table titled "Attachments". A modal dialog box titled "Add Attachment" is open over the table. The dialog has the following fields:

- Attachment Type: File (dropdown)
- Title: 2019-08-27 16:35:04 Test errors f
- Description: 2019-08-27 16:35:04 Test errors for supplier registration.docx (Size :67352)
- Category: Miscellaneous (dropdown)
- *File: C:\Users\jhunter\Desktop

A red box highlights the "Browse..." button next to the file path. A red arrow points from a callout box to this button. The callout box contains the text: "Click Browse to search for your attachment save to your computer". At the bottom of the dialog are three buttons: "Cancel", "Add Another", and "Apply".

UPDATING SUPPLIER SITE – Banking Details

Click: “Open” once appropriate attachment is located



Click on your attachment then click open

UPDATING SUPPLIER SITE – Banking Details

Click: "Apply"

Attachments

Add Attachment

Title Add Attachment × **Category**

No re

Attachment Type

Title

Description

Category

* File

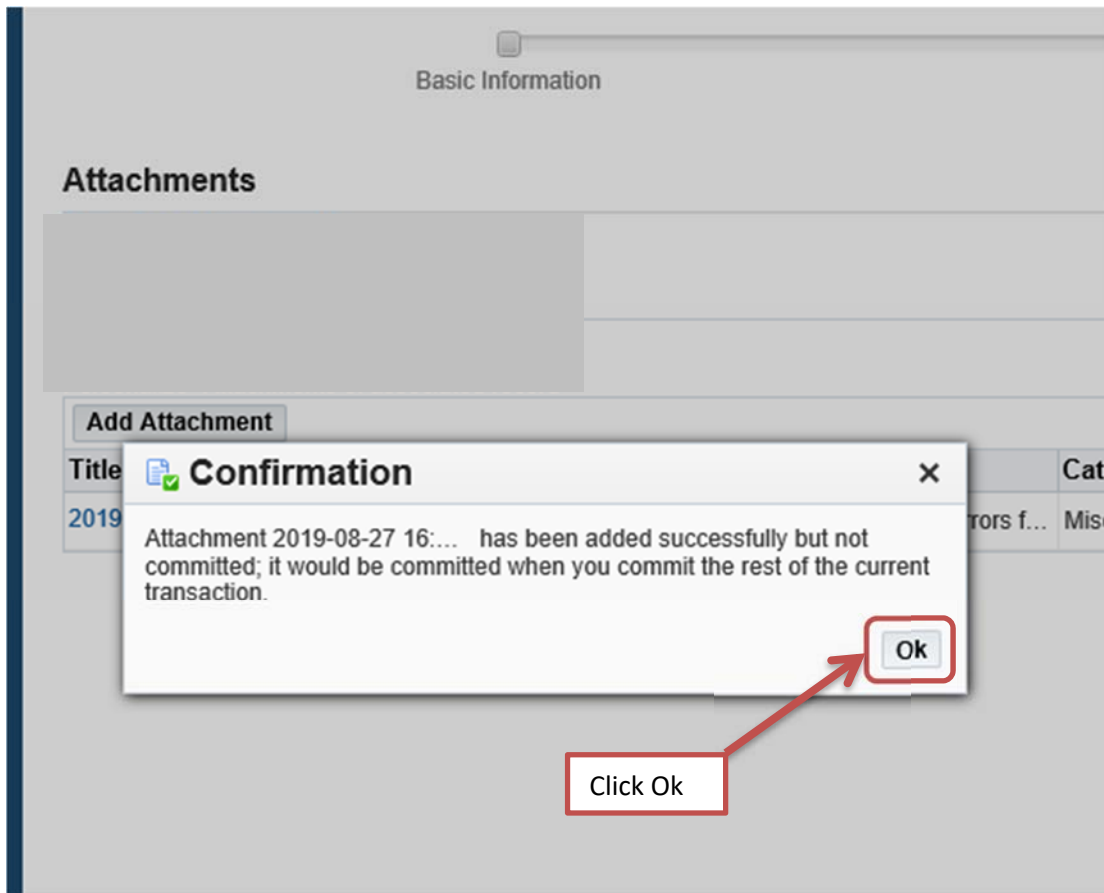
Click Apply

UPDATING SUPPLIER SITE – Banking Details

You will get a confirmation

Click: “Ok”

You can add multiple files by clicking “Add Attachment” for each



UPDATING SUPPLIER SITE – Banking Details

Your attachment is located under the “Add Attachment” button

You can review or delete your document by “Clicking” the pencil icon (to review) or the trashcan icon (to delete)

ORACLE iSupplier Portal

Close | Settings

Basic Information Company Details Attachments

Submit Back Step 3 of 3

Attachments

Add Attachment

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
2019-08-27 16:35:04 Test errors f...	File	2019-08-27 16:35:04 Test errors f...	Miscellaneous	GUEST	27-Aug-2019	One-Time		

Click the pencil icon (to review) or the trash can icon (to delete)