

HOW TO ATTACH DOCUMENTS TO SUPPLIER PROFILE (EXAMPLE ACH AND/OR W9)

The ACH and/or W9 forms can be found at <http://www.nashville.gov/Finance/Procurement/Purchasing.aspx>. This is also the same location that needs to be used when logging into iSupplier.

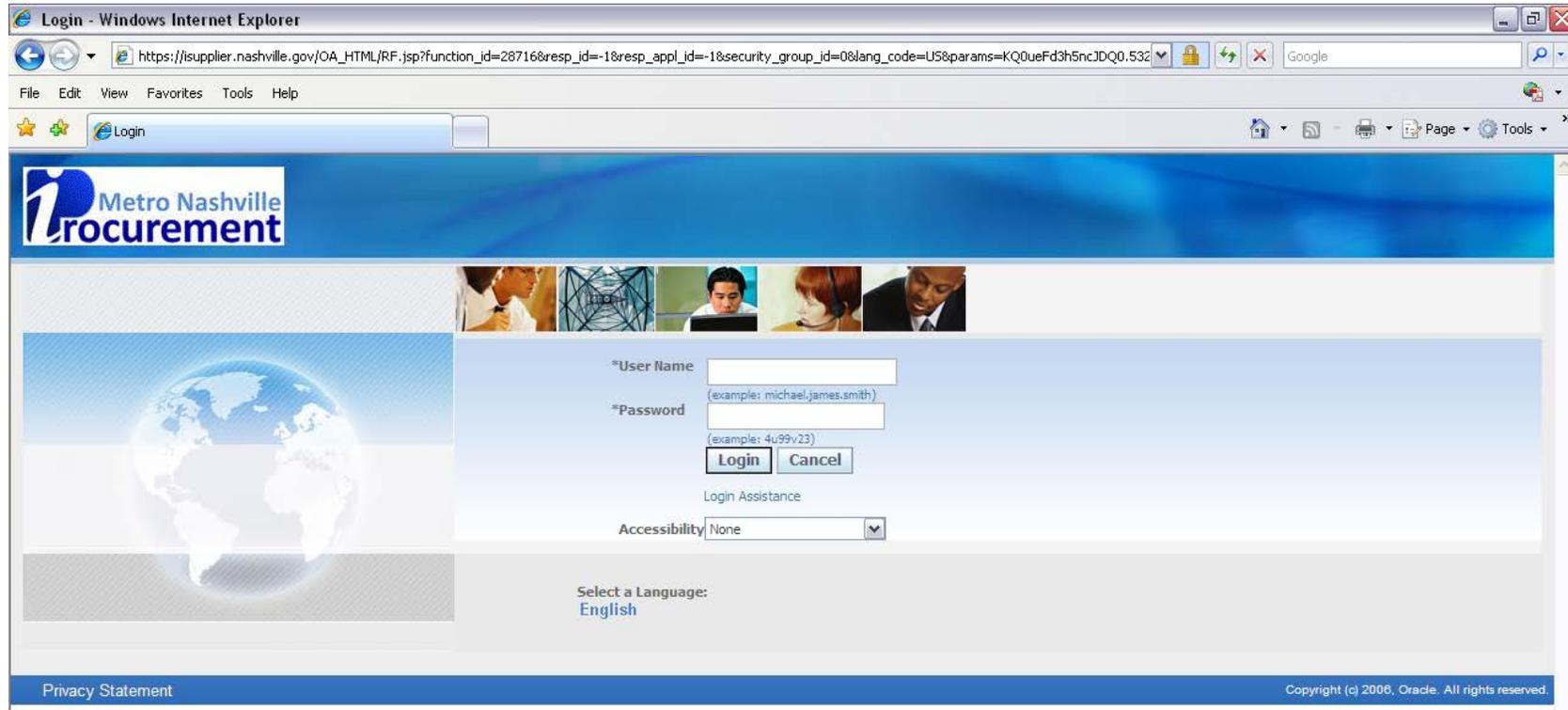
The screenshot shows the Nashville.gov website interface. At the top, there is a navigation bar with links for CONTACT US, Translate, Text Size, and Search Nashville.gov. Below this is a main navigation menu with categories: HOME, LIVE, WORK, PLAY, NEWS & MEDIA, GOVERNMENT, and SERVICES. The breadcrumb trail indicates the current location: Nashville.gov > Finance > Procurement > Purchasing. The left sidebar contains a list of Finance-related links, with 'Procurement' expanded to show sub-links like 'About Us', 'Purchasing', 'How To Do Business With Metro', 'BOB Outside iSupplier', 'Protest and Appeals', 'Minority and Women Business Assistance (BAO)', 'iProcurement and iSupplier', 'Reports', 'FAQ', 'Public Property Administration', 'Reports', and 'Unclaimed Property'. The main content area is titled 'Business Opportunities Bulletin (BOB)' and contains the following text: 'View Invitations to Bid, Requests for Proposal, or Requests for Qualification (and their amendments / attachments, if applicable).', a list of links for 'Bidding Opportunities inside iSupplier' and 'Bidding Opportunities outside iSupplier', a section for 'ORACLE Supplier Registration' with a sub-heading 'Metro Nashville has selected Oracle Procurement Software as its iProcurement solution.' and a paragraph explaining the registration process, a list of links for 'iSupplier Login', 'ACH Credit Form', 'W-9 Form With Signature', and 'iSupplier Online Training Tool - User Productivity Kit', and a note about contacting 'iSupplier@nashville.gov' for questions. Below this is a section for 'Adobe Reader' with a link to 'Get Adobe Reader'.

You will need download the PDF of the forms, print and completed the forms, then scan as pdf.

Login to iSupplier by using link provide in the website [iSupplier Login](#) . Make sure you are using internet explorer.

HOW TO ATTACH DOCUMENTS TO SUPPLIER PROFILE (EXAMPLE ACH AND/OR W9)

The login screen should appear like the below



Type in your username which is the email address of the user account and password you created

Remember that the 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, number or characters (for example you cannot use "progress").
- Password is Case Sensitive

If you do not remember your password or need to reset your password you can do so by going to [login assistance](#)

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Login - Windows Internet Explorer

https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=28716&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US¶ms=KQ0ueFd3h5ncJDQ0.532

File Edit View Favorites Tools Help

Login

Metro Nashville Procurement

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

Login Cancel

Login Assistance

Accessibility None

Select a Language:
English

Privacy Statement

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See how to reset your password guide for additional instructions.

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Once you log into the system your screen should look like below.

The screenshot shows the Metro Nashville Procurement E-Business Suite interface. The browser title is "Oracle Applications Home Page - Windows Internet Explorer". The address bar shows the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=zNwn8d-R4tXIIs20Wy243g..#. The page header includes the Metro Nashville Procurement logo and "E-Business Suite". There are links for "Favorites", "Logout", "Preferences", and "Help". A search bar is present with "Enterprise Search" and "All" selected. The page is logged in as "METRO.TESTSUPPLIER@GMAIL.COM".

The main content area is divided into two sections: "Main Menu" and "Worklist".

Main Menu: Includes a "Personalize" button and a link to "Metro iSupplier Portal Access".

Worklist: Includes a "Switch User" button and a "Full List" button. The worklist contains the following table:

From	Type	Subject	Sent	Due
BROWN, CHARLES	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 183214 (May 2010 Flood Home Abatement - Miami Avenue)	16-Oct-2012	19-Oct-2012
BROWN, CHARLES	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 183229 (May 2010 Flood Home Abatement - 2209 & 2319 Pennington Bend Road)	16-Oct-2012	19-Oct-2012
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 183215 (Construction for 2011 Collection System Structural Defect Repairs)	17-Oct-2012	09-Nov-2012
BROWN, CHARLES	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 183228 (May 2010 Flood Home Abatement - 2673 Miami Avenue)	16-Oct-2012	19-Oct-2012
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 160152 (Library Projector,Lens and Mount purchased and installed.)	25-Sep-2012	

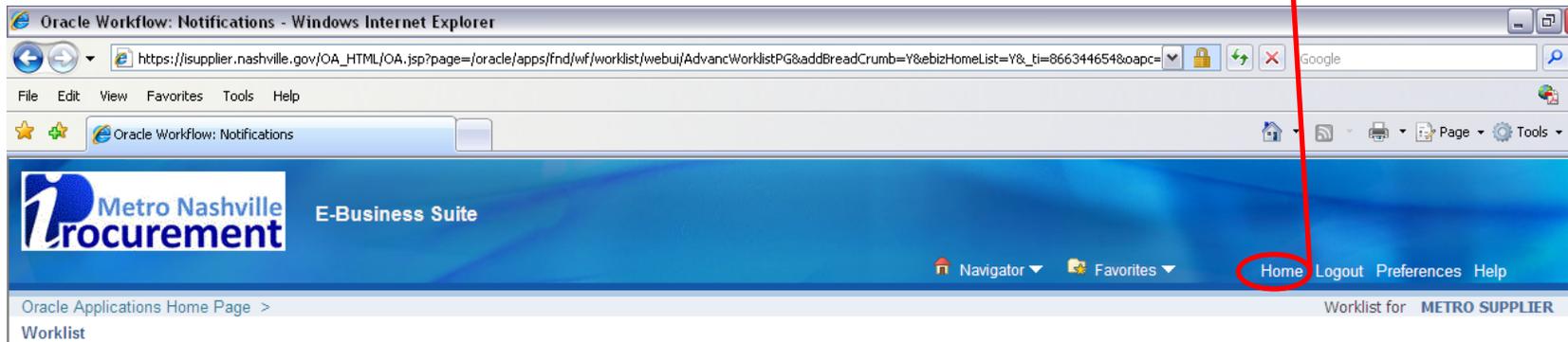
Below the table, there are two tips:

- [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
- [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

The footer contains "Privacy Statement", "Logout Preferences Help", and "Copyright (c) 2006, Oracle. All rights reserved."

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If the screen does not show the two boxes (Main Menu and Worklist); then click on *Home in the upper right corner* as shown below



Our screen should have a main menu and worklist section. Worklist is just a notification list concerning negotiations.



Click on the Plus (+) sign next to Metro iSupplier Portal Access.

Three additional options will drop down



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Click on Home Page

The screenshot shows the Oracle Applications Home Page for Metro Nashville Procurement. The browser window title is "Oracle Applications Home Page - Windows Internet Explorer". The address bar shows the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=zNwn8d-R4TxIIIs20Wy243g..#. The page header includes the Metro Nashville Procurement logo and "E-Business Suite". The user is logged in as METRO.TESTSUPPLIER@GMAIL.COM. The Main Menu on the left contains a "Metro Supplier Portal Access" folder with sub-links for "Home Page", "Sourcing Home Page", and "Worklist". The "Home Page" link is circled in red. The Worklist section on the right displays a table of notifications.

From	Type	Subject	Sent	Due
BROWN, CHARLES	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 183214 (May 2010 Flood Home Abatement - Miami Avenue)	16-Oct-2012	19-Oct-2012
BROWN, CHARLES	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 183229 (May 2010 Flood Home Abatement - 2209 & 2319 Pennington Bend Road)	16-Oct-2012	19-Oct-2012
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 183215 (Construction for 2011 Collection System Structural Defect Repairs)	17-Oct-2012	09-Nov-2012
BROWN, CHARLES	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 183228 (May 2010 Flood Home Abatement - 2673 Miami Avenue)	16-Oct-2012	19-Oct-2012
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 160152 (Library Projector,Lens and Mount purchased and installed.)	25-Sep-2012	

Additional information at the bottom of the Worklist section:

- ✓ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✓ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

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Screen should appear like below

The screenshot shows the iSupplier Portal interface. The 'Admin' tab is highlighted with a red circle, and a red arrow points from it to the instruction below. The page includes a search bar, a notifications table, and an orders section.

Notifications

Subject	Date
You are invited: RFQ 183215 (Construction for 2011 Collection System Structural Defect Repairs)	17-Oct-2012 09:49:08
Reminder: Please acknowledge intent to participate in RFQ 183214 (May 2010 Flood Home Abatement - Miami Avenue)	16-Oct-2012 11:25:11
Reminder: Please acknowledge intent to participate in RFQ 183229 (May 2010 Flood Home Abatement - 2209 & 2319 Pennington Bend Road)	16-Oct-2012 11:25:08
Reminder: Please acknowledge intent to participate in RFQ 183228 (May 2010 Flood Home Abatement - 2673 Miami Avenue)	16-Oct-2012 09:55:13
You are invited: RFQ 160152 (Library Projector, Lens and Mount purchased and installed.)	25-Sep-2012 10:49:25

Orders At A Glance

PO Number	Description	Order Date
No results found.		

Click on the ADMIN Tab

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Once you click on the Admin Tab, your screen should appear like below

The screenshot shows the Metro Nashville Procurement iSupplier Portal in a Windows Internet Explorer browser. The page is titled "iSupplier Portal" and has a navigation menu with "Home", "Orders", and "Admin" tabs. The "Admin" tab is selected, and the "Profile Management" section is active. The "General" sub-section is selected, displaying the following information:

Organization Name	Metro Test Supplier	DUNS Number	
Supplier Number	15033	Tax Registration Number	
Alias		Taxpayer ID	999999999
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the general information is the "Attachments" section, which includes a search box and a table for adding attachments. The search box contains the text "Note that the search is case insensitive" and a "Go" button. Below the search box is a link for "Show More Search Options". The "Add Attachment" button is visible, and the table below it has the following columns:

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

The footer of the page contains a "Privacy Statement" link, navigation links for "Home", "Orders", "Admin", "Home", "Logout", and "Preferences", and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

THIS IS WHERE YOU NEED TO BE IN ORDER TO ADD THE APPROPRIATE DOCUMENTS.

HOW TO ATTACH DOCUMENTS TO SUPPLIER PROFILE (EXAMPLE ACH AND/OR W9)

Click on Add Attachment Button

The screenshot shows the Metro Nashville Procurement iSupplier Portal in a Windows Internet Explorer browser. The page displays the 'Profile Management' section for 'Metro Test Supplier'. The 'Add Attachment' button is circled in red, and a red line points from the text 'Click on Add Attachment Button' to it. The page includes a navigation menu, a search bar, and a table for attachments.

Metro Nashville Procurement iSupplier Portal

Home | Orders | Admin

Profile Management | Concurrent Requests

General

Organization Name: **Metro Test Supplier**
Supplier Number: **15033**
Parent Supplier Name:
Parent Supplier Number:
DUNS Number:
Tax Registration Number:
Taxpayer ID: **999999999**
Country of Tax Registration:

Attachments

Search

Note that the search is case insensitive
Title
[Show More Search Options](#)

Add Attachment

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

Home Orders Admin Home Logout Preferences

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Screen should appear like below

The screenshot shows the 'iSupplier Portal: Add Attachment' page in Internet Explorer. The browser address bar shows the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppDtpG&OASF=POS_HT_SP_5_SUP_DET&retainAM=Y&ti=953113437&OAMC=. The page header includes the Metro Nashville Procurement logo and the text 'iSupplier Portal'. The navigation bar has 'Home', 'Orders', and 'Admin' tabs, with 'Admin' selected. Below the navigation bar, there are links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. The main content area is titled 'Add Attachment' and contains the following form elements:

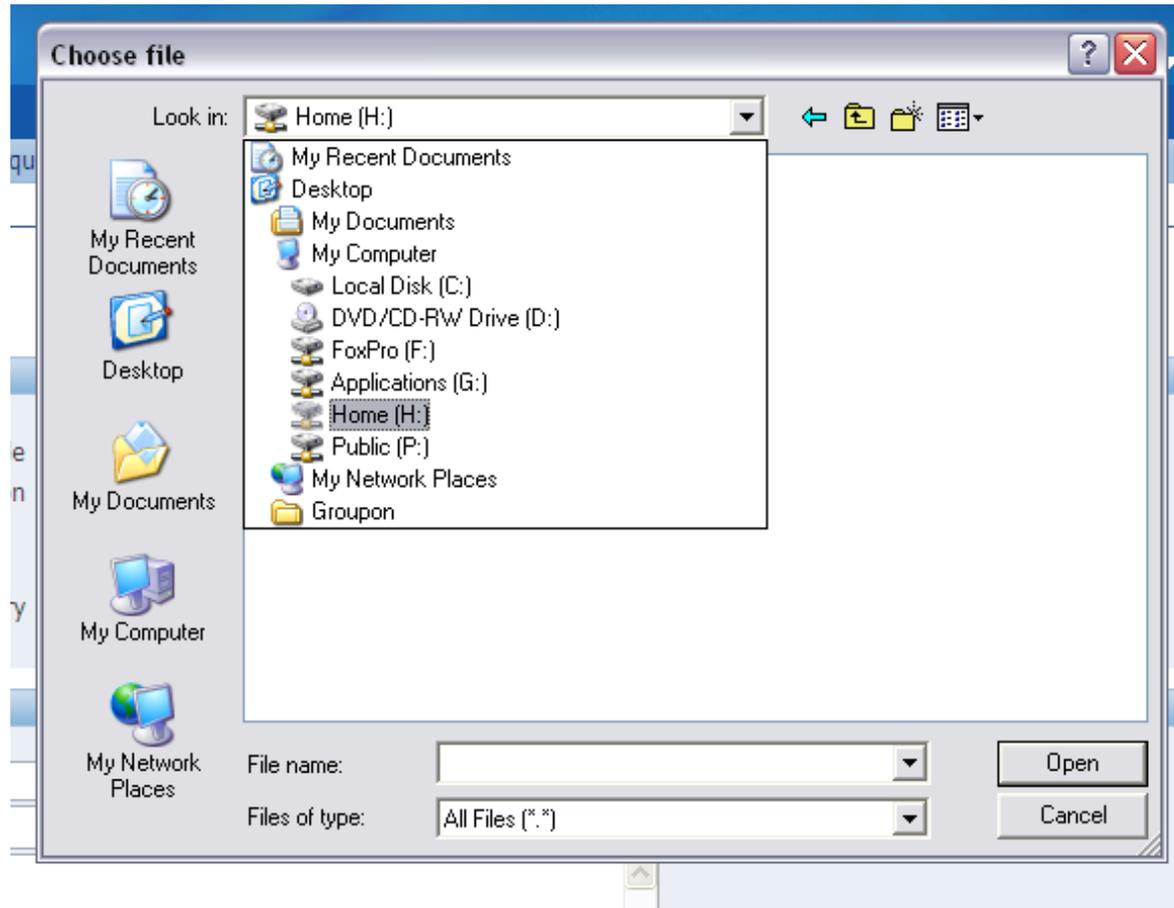
- 'Add' dropdown menu set to 'Desktop File/ Text/ URL'.
- 'Attachment Summary Information' section with fields for 'Title', 'Description', and 'Category' (set to 'From Supplier').
- 'Define Attachment' section with radio buttons for 'File', 'URL', and 'Text'. The 'File' option is selected.
- A 'Browse...' button is circled in red, with a red arrow pointing to it.
- 'Cancel', 'Add Another', and 'Apply' buttons at the bottom of the form.

The footer of the page includes a 'Privacy Statement' link and the text 'Copyright (c) 2008, Oracle. All rights reserved.'

Type in title of documents and provide a description of the document. Click Browse to find the document

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When you click browse then another window will appear wanting you to go find the appropriate file you want to attach



Select the file and click open

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The screen should appear with Title, description, and File type fields completed. Once you have completed these steps, you do one of two things (1) can click Add another if you have other documents to attached, or (2) click apply if you do not have any additional documents to attach

The screenshot displays the 'Add Attachment' page in the Metro Nashville Procurement iSupplier Portal. The page is divided into several sections:

- Header:** Metro Nashville Procurement logo and 'iSupplier Portal' text. Navigation links include Home, Logout, Preferences, and Help.
- Navigation:** Home, Orders, Admin tabs. Profile Management | Concurrent Requests.
- Add Attachment:** A dropdown menu set to 'Desktop File/ Text/ URL'. Buttons for 'Cancel!', 'Add Another', and 'Apply' are visible.
- Attachment Summary Information:**
 - Title: ACH Form
 - Description: Completed ACH Form
 - Category: From Supplier
- Define Attachment:**
 - Type: File, URL, Text
 - File path: H:\General\Notes\ACHForm.pdf
 - Browse... button
- Footer:** Privacy Statement, Home Orders Admin Home Logout Preferences Help, Copyright (c) 2006, Oracle. All rights reserved.

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Screen should appear as below which shows you a list of the attached documents

The screenshot displays the Metro Nashville Procurement iSupplier Portal. The page title is "iSupplier Portal" and the logo is "Metro Nashville Procurement". The navigation bar includes "Home", "Orders", and "Admin". The "Admin" section is active, showing "Profile Management" and "Concurrent Requests". A confirmation message states: "Confirmation: ACH Form attachment has been added successfully." Below this, the "General" information for the "Metro Test Supplier" is displayed, including Organization Name, Supplier Number (15033), DUNS Number, Tax Registration Number, Taxpayer ID (999999999), and Country of Tax Registration. The "Attachments" section contains a search box and a table of attached documents. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. One attachment is listed: "ACH Form" (File), "Completed ACH Form" (Description), "From Supplier" (Category), "METRO.TESTSUPPLIER@GMAIL.COM" (Last Updated By), "17-Oct-2012" (Last Updated), "One-Time" (Usage), and icons for Update, Delete, and Publish to Catalog.

Home Orders Admin

Profile Management | Concurrent Requests

Confirmation
ACH Form attachment has been added successfully.

General

Organization Name **Metro Test Supplier** DUNS Number
Supplier Number **15033** Tax Registration Number
Alias Taxpayer ID **999999999**
Parent Supplier Name Country of Tax Registration
Parent Supplier Number

Attachments

Search

Note that the search is case insensitive
Title

[Show More Search Options](#)

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
ACH Form	File	Completed ACH Form	From Supplier	METRO.TESTSUPPLIER@GMAIL.COM	17-Oct-2012	One-Time			

Home Orders Admin Home Logout Preferences

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If the file shows in the list then it properly attached.