



iSupplier Training Session

Meet the Instructor

- * Instructor: Starla Friedmann
- * Department Division: Finance – Procurement
- * Contact Information: isupplier@nasville.gov

Training Session Agenda

- * How to Login to iSupplier
- * How to reset password
- * Updating / Changing Addresses, Contact Information and Products / Services
- * Adding a Supplier Site
- * Attaching Documents
- * How to find Negotiations, View Details, Create a Quote and Update Quote
- * How to get to online discussions
- * How to find Purchase Orders
- * Running Report of Approved / Registered Small and Minority Women Businesses

- * Registering in iSupplier

Login to iSupplier

YOU MUST USE INTERNET EXPLORER 9 (or previous version) or Firefox!

Go to: <http://nashville.gov/Finance/Procurement/iProcurement-and-iSupplier.aspx>

Financial Accountability

Financial Operations

Management and Budget

Office of the Treasurer

Payroll

Procurement

- About Us
- Purchasing
- Minority and Women Business Assistance (BAO)
- iProcurement and iSupplier
 - Training UPK's
 - Reports
 - FAQ
- Public Property Administration
- Reports
- Unclaimed Property
- Contact Us

Contact Us

Via Express Mail
Suite 112, Lindsley Hall
730 2nd Avenue South
Nashville, TN 37203

iProcurement

The Metropolitan Government of Nashville & Davidson County Procurement Division has selected Oracle Procurement Software as its iProcurement solution. Our goal is to provide our suppliers a one-stop destination for doing business with Metro Nashville. We believe this solution provides maximum efficiency for Metro and Suppliers, optimum transparency to the public, and creates opportunities for Metro to experience increased cost savings as it procures using taxpayer dollars.

Metro's iProcurement solution allows all solicitations to be issued and received online! This eliminates the costly investment in proposal documents, mad rushes through Nashville traffic to ensure timely submissions of offers, or the need to be present for bid openings. Everything can be seen online including questions, discussions and solicitation amendments. The same is true for awards and resulting contracts.

All subcontracting reporting will be conducted online and requires that subcontractors be registered before solicitation submissions. Encourage them to do so now! Subcontractor payment reporting will also take place online and the Business Assistance Office will be monitoring this activity.

Review the online tutorial ([UPK User Productivity Kit](#)) below to walk you through the new opportunities and learn to navigate the system. We trust you will enjoy the efficiency the system provides.

iSupplier

Suppliers wishing to do business with Metro Nashville Government are required to register as a supplier in Oracle iSupplier Registration. If you have not registered or need to update your supplier profile please review the [iSupplier Online Training Tool - User Productivity Kit](#) for tips to assist you in registration and then visit our [iSupplier Registration](#) site.

- [iSupplier Login](#)
- [ACH Credit Form](#)
- [W-9 Form With Signature](#)

For additional questions about supplier registration e-mail iSupplier@nashville.gov

Click: [iSupplier Login](#)

Login to iSupplier

Make sure you are using Internet Explorer (or previous version) or Firefox.

Enter User Name (email address of the user account) and Password then Click “Login”

The screenshot shows the login interface for the iSupplier system. The browser address bar displays the URL: http://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=28716&resp_id=-1&resj. The page header includes the Metro Nashville Procurement logo. The main content area contains a login form with the following elements:

- *User Name: (example: michael.james.smith)
- *Password: (example: 1qaz!@WSX)
- Login and Cancel buttons
- Login Assistance link
- Accessibility: None
- Select a Language: English

If you have misplaced your password, please follow instructions for resetting your password. **The system will lock you out if you attempt to login and fail five (5) or more times. At this point, you will need to reset password (instructions follow). Please contact isupplier@nashville.gov to receive a manual password reset if you continue to experience login issues.**

What is my Username and Password?

Username

Username for iSupplier is the email address of the user setup with a user account in the Contact Directory.

If you are unsure who has a user account, please email isupplier@nashville.gov and provide the following information:

- Company Name
- Your Name
- Company Tax ID Number
- Request to know who has a user account

Password

Passwords are not something available to the Procurement staff. If you do not remember your password, please follow the instruction for resetting your password (instructions follow).

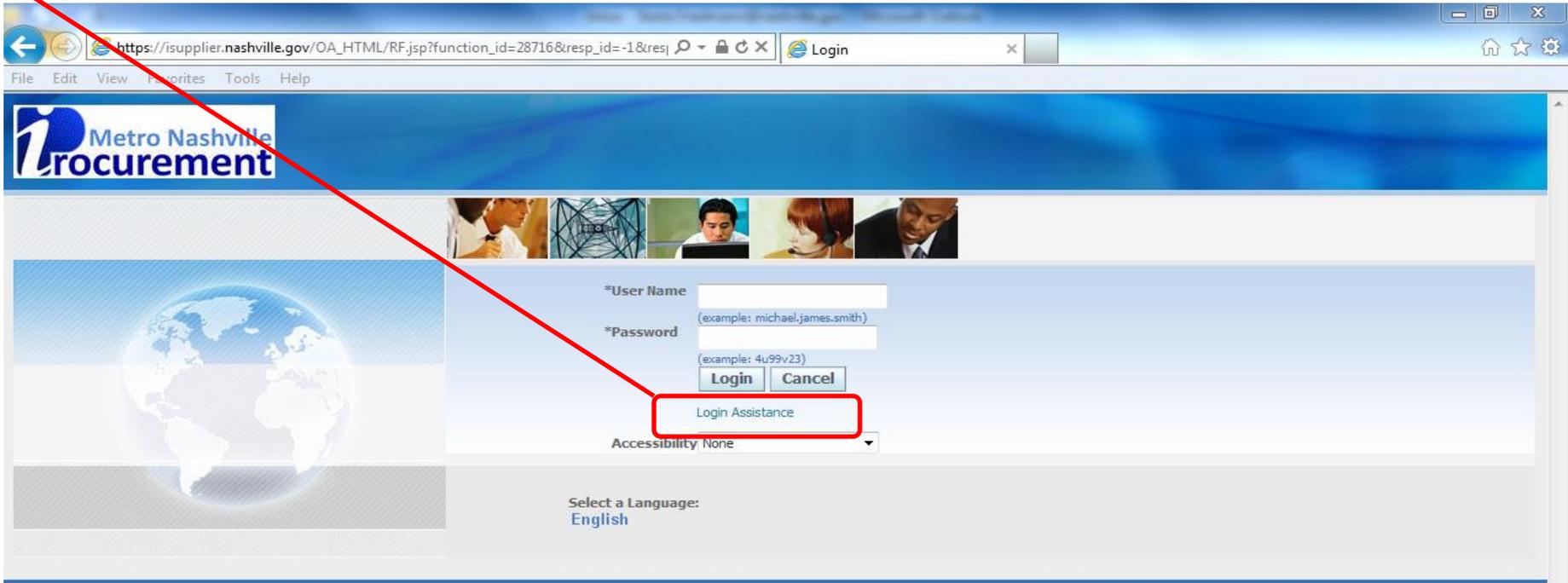
Your password must meet the following qualifications:

- 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

Reset iSupplier Password

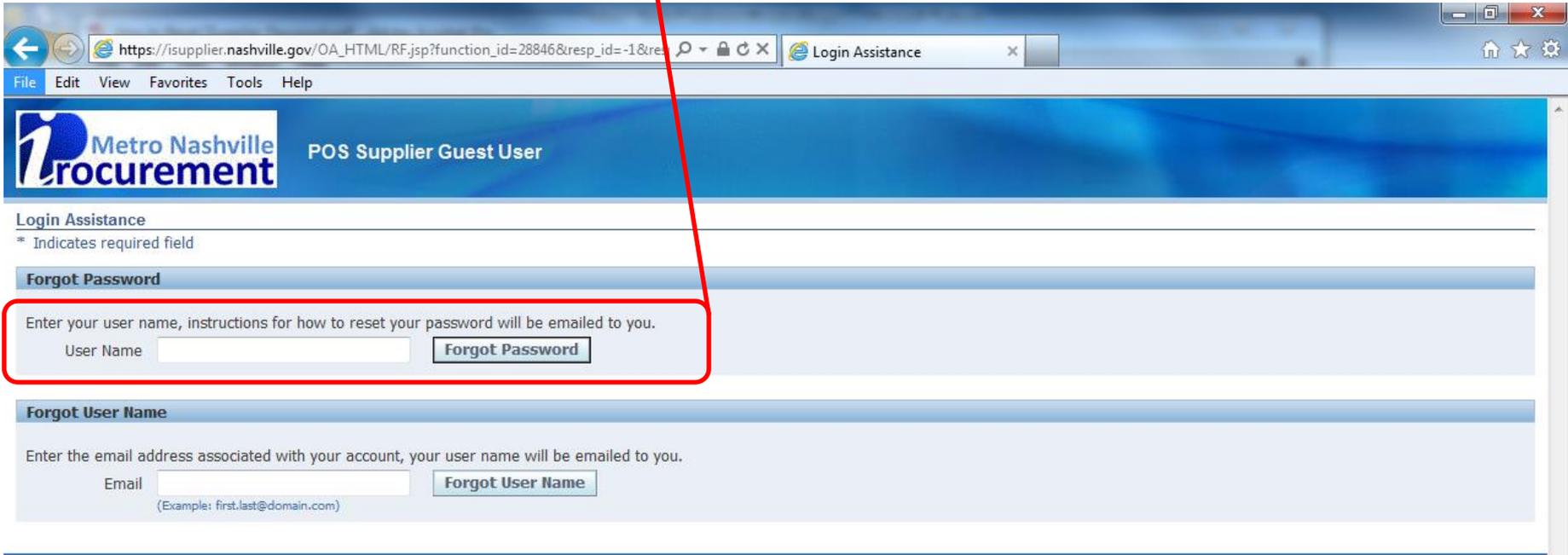
YOU MUST USE INTERNET EXPLORER 9 (or previous version) OR FIREFOX!

Click: “Login Assistance” to Reset Password



Reset iSupplier Password

Enter User Name and Click “Forgot Password”



https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=288468&resp_id=-1&res... Login Assistance

File Edit View Favorites Tools Help

Metro Nashville Procurement POS Supplier Guest User

Login Assistance
* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name **Forgot Password**

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

Email **Forgot User Name**
(Example: first.last@domain.com)

An email confirmation message will be sent to you stating that your password reset has been accepted. You should receive an email with instructions on how to reset within 10-15 minutes.

Please be sure you check your junk and / or spam folder if the email notification isn't received in your inbox.

Some email security settings will not allow emails with certain subjects or email addresses to come through the company firewall. The email account these messages are being sent from is actually eml-ebswfprod@nashville.gov. Any suggestion to whitelist an address should use that one.

Reset iSupplier Password

Your password reset email should look like the following:

From: Workflow Mailer [mailto:eml-ebswfprod@nashville.gov]

Sent: DATE AND TIME

To: USER NAME

Subject: FYI: Password Reset

To **USER NAME**

Sent **DATE AND TIME**

ID

[Reset your password](#) 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.

Click: "Reset your Password"

This is the only time the hyperlink will work in an email notification.

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

Remember: You can only use Internet Explorer 9 (or earlier version) or Firefox.

If you need additional assistance or have other questions, please contact isupplier@nashville.gov.

Now you should be able to login to the iSupplier system using the password you set.

Updating / Changing Address Information

Updating / Changing Address Information

Login to Metro iSupplier (see previous instructions)

The screenshot shows the Oracle Applications Home Page for Metro Nashville. The page includes a search bar, a navigation menu, and a worklist table. A red arrow points to the 'Metro iSupplier Portal Access' link in the main menu, and a blue arrow points to the 'Home Page' link below it.

Main Menu

- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Updating / Changing Address Information

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/home/webui/ Nashville > Finance > Procure... iSupplier Portal: Home Page

File Edit View Favorites Tools Help

Metro Nashville Procurement iSupplier Portal

Navigator Favorites Home Logout Preferences Help Diagnostics

Home Orders **Admin** Admin Assessments

Search PO Number Go

Notifications

[Full List](#)

Subject	Date
You are invited: RFQ 835323 (Two Rivers Skate Park Concrete Repair)	19-Aug-2015 10:09:23
You are invited: RFQ 815231 (Fire Supply and Equipment)	14-Jul-2015 08:11:22
You are invited: RFQ 799212,4 (Stormwater Maintenance Services)	06-Jul-2015 10:27:52
You are invited: RFQ 766145,6 (Furniture and Furnishing)	28-May-2015 10:20:41
You are invited: RFQ 758155,1 (Outdoor Advertisement Structures at The Fairgrounds Nashville)	24-Apr-2015 14:46:36

Orders At A Glance

[Full List](#)

PO Number	Description	Order Date
No results found.		

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Click: "Admin" tab

Updating / Changing Address Information

The screenshot shows the Metro Nashville iSupplier Portal interface. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/web. The page title is "Metro Nashville Procurement iSupplier Portal". The navigation menu includes "Home", "Orders", "Admin", "Admin", and "Assessments". The "Profile Management" section is active, showing a sidebar with menu items: "General", "Company Profile", "Organization", "Address Book", "Contact Directory", "Business Classifications", "Product & Services", "Banking Details", "Payment & Invoicing", and "Surveys". A red arrow points to the "Address Book" menu item. The main content area displays the "General" information for "Metro Test Supplier" with the following details:

Organization Name	Metro Test Supplier	DUNS Number	
Supplier Number	15033	Tax Registration Number	
Alias		Taxpayer ID	412-81-9188
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the general information, there are sections for "Attachments", "Search", and "Add Attachment...". The search section includes a note: "Note that the search is case insensitive" and a search form with a "Title" input field and a "Go" button. A link for "Show More Search Options" is also present.

Click: "Address Book"

Updating / Changing Address Information

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webt. The page title is "Nashville > Finance > Procure...". The breadcrumb trail is "Nashville > Finance > Procure...". The page contains a navigation menu with "Home", "Orders", "Admin", "Admin", and "Assessments". The "Profile Management" section is active, showing "Concurrent Requests". The "Address Book" section is selected in the left sidebar. The "Address Book" table has the following data:

Address Name ▲	Address Details	Country	Update	Remove
Ceatham	1234 Nowhere Pegram, SD 37143	United States		
Office	730 2nd Ave South Nashville, TN 37210	United States		

Click: "Update Pencil" to select appropriate Address

Updating / Changing Address Information

Supplier Name: ~~Metro Test Supplier~~

* Address Name: Cheatham
Country: United States

* Address Line 1: 1234 Anywhere
Address Line 2:
Address Line 3:
Address Line 4:
* City/Town/Locality: Pegram
County: Cheatham
State/Region: SD
Province:
* Postal Code: 37143

Supplier Number: 15033
Phone Area Code:
Phone Number:
Fax Area Code:
Fax Number:
Email Address:
 Purchasing Address
 Payment Address
 RFQ Only Address

Do Not select Purchasing, Payment & RFQ Address.

Note:
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Change / Update all applicable Address Information

Enter desired information in the Note field (example: Moved to new location)

Click: "Save"

End of Procedure!!

Adding a New Contact

Adding a New Contact

Login to Metro iSupplier (see previous instructions)

Main Menu

- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Adding a New Contact

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&res:. The page header includes the Metro Nashville Procurement logo and the text "iSupplier Portal". A navigation bar contains tabs for "Home", "Orders", "Admin", "Admin", and "Assessments". The "Admin" tab is highlighted with a red box and a red arrow. Below the navigation bar is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into two sections: "Notifications" and "Orders At A Glance".

Notifications

Subject	Date
You are invited: RFQ 835323 (Two Rivers Skate Park Concrete Repair)	19-Aug-2015 10:09:23
You are invited: RFQ 815231 (Fire Supply and Equipment)	14-Jul-2015 08:11:22
You are invited: RFQ 799212,4 (Stormwater Maintenance Services)	06-Jul-2015 10:27:52
You are invited: RFQ 766145,6 (Furniture and Furnishing)	28-May-2015 10:20:41
You are invited: RFQ 758155,1 (Outdoor Advertisement Structures at The Fairgrounds Nashville)	24-Apr-2015 14:46:36

Orders At A Glance

PO Number	Description	Order Date
No results found.		

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Click: "Admin" tab

Adding a New Contact

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webt. The page title is "Nashville > Finance > Procure...". The portal header includes the Metro Nashville Procurement logo and "iSupplier Portal". Navigation links include "Home", "Logout", "Preferences", and "Diagnostics". A secondary navigation bar contains "Home", "Orders", "Admin", "Admin", and "Assessments". The main content area is titled "Profile Management" and "Concurrent Requests". A left-hand navigation menu lists various options: General, Company Profile, Organization, Address Book, Contact (highlighted with a red arrow), Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The "General" section displays the following information:

Organization Name	Metro Test Supplier	DUNS Number	
Supplier Number	15033	Tax Registration Number	
Alias		Taxpayer ID	412-81-9188
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the general information, there are sections for "Attachments", "Search", and "Add Attachment...". The search section includes a note: "Note that the search is case insensitive", a text input field for "Title", a "Go" button, and a link for "Show More Search Options".

Click: "Contact Directory"

Adding a New Contact

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webt. The page title is "Nashville > Finance > Procure...". The breadcrumb trail is "Nashville > Finance > Procure...". The page content includes a navigation menu with "Home", "Orders", "Admin", "Admin", and "Assessments". The "Profile Management" section is active, showing "Concurrent Requests". The "Contact Directory" section is expanded, showing "Contact Directory : Active Contacts". A red box highlights the "Create" button, and a red arrow points to it. Below the "Create" button is a table of active contacts.

First Name	Last Name	Supplier Name ▲	Phone Number	Email	Status	User Account	Addresses	Update
Melissa	Day	Metro Test Supplier		melissa.day@nashville.gov	Current	✓		
Metro	Supplier	Metro Test Supplier	615 8626639	metro.testsupplier@gmail.com	Current	✓		

Below the table is a section for "Contact Directory : Inactive Contacts".

Click: "Create"

Note: iSupplier will send out email notifications regarding Bid Opportunities & Purchase Orders to all contacts who have an active "User Account".

Adding a New Contact

Admin: Profile Management: Contact Directory >

Create Contact

* Indicates required field

Contact Title	<input type="text"/>		Phone Area Code	<input type="text"/>	
First Name	<input type="text"/>	←	Phone Number	<input type="text"/>	←
Middle Name	<input type="text"/>		Phone Extension	<input type="text"/>	
* Last Name	<input type="text"/>	←	Alternate Phone Area Code	<input type="text"/>	
Alternate Name	<input type="text"/>		Alternate Phone Number	<input type="text"/>	
Job Title	<input type="text"/>		Fax Area Code	<input type="text"/>	
Department	<input type="text"/>		Fax Number	<input type="text"/>	
Email Address	<input type="text"/>	←	Inactive Date	<input type="text"/>	
Url	<input type="text"/>				(example: 20-Aug-2015 19:45:00)

Enter: First / Last Name, Contact Email and Phone Number (You may fill in other information fields but it isn't required.)

Click: "Apply"

End of Procedure!!

Note: iSupplier will send out email notifications regarding Bid Opportunities & Purchase Orders to all contacts who have an active "User Account".

Updating / Changing Contact Information

Updating / Changing Contact Information

Login to Metro iSupplier (see previous instructions)

The screenshot displays the Oracle Applications Home Page for Metro Nashville. The page includes a search bar, a navigation menu, and a worklist table. A red arrow points to the 'Metro iSupplier Portal Access' link in the main menu, and a blue arrow points to the 'Home Page' link below it.

Main Menu

- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Updating / Changing Contact Information

File Edit View Favorites Tools Help

Metro Nashville Procurement iSupplier Portal

Navigator Favorites Home Logout Preferences Help Diagnostics

Home Orders **Admin** Admin Assessments

Search PO Number Go

Notifications	
Subject	Date
You are invited: RFQ 835323 (Two Rivers Skate Park Concrete Repair)	19-Aug-2015 10:09:23
You are invited: RFQ 815231 (Fire Supply and Equipment)	14-Jul-2015 08:11:22
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You are invited: RFQ 766145,6 (Furniture and Furnishing)	28-May-2015 10:20:41
You are invited: RFQ 758155,1 (Outdoor Advertisement Structures at The Fairgrounds Nashville)	24-Apr-2015 14:46:36

- Orders**
- [Agreements](#)
 - [Purchase Orders](#)
 - [Purchase History](#)

Orders At A Glance		
PO Number	Description	Order Date
No results found.		

Click: "Admin" tab

Updating / Changing Contact Information

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webi. The page header includes the Metro Nashville Procurement logo and the text "iSupplier Portal". Navigation links include "Home", "Orders", "Admin", "Admin", and "Assessments". The "Profile Management" section is active, showing "Concurrent Requests". The left sidebar contains a menu with the following items: General, Company Profile, Organization, Address Book, Contact Directory (highlighted with a red arrow), Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area displays the "General" profile information for "Metro Test Supplier" with the following details:

Organization Name	Metro Test Supplier	DUNS Number	
Supplier Number	15033	Tax Registration Number	
Alias		Taxpayer ID	412-81-9188
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the profile information, there is an "Attachments" section and a "Search" section. The search section includes a note: "Note that the search is case insensitive", a text input field labeled "Title", a "Go" button, and a link to "Show More Search Options". At the bottom of the search section, there is an "Add Attachment..." button.

Click: "Contact Directory"

Updating / Changing Contact Information

All fields for Contacts without a “User Account” can be updated / changed.
The “Email” for Contacts with a “User Account” cannot be changed. If the email for a Contact with a User Account changes, the existing account must be removed (inactivated) and a new User Account must be created.

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webi. The page title is "Contact Directory". The navigation menu includes "Home", "Orders", "Admin", "Admin", and "Assessments". The "Profile Management" section is active, showing "Concurrent Requests". The "Contact Directory" is expanded, displaying "Active Contacts". A table lists two contacts, both with "Current" status and "User Account" checked. The "Update" column for each contact contains a pencil icon, which is highlighted with a red box. Below the active contacts is a section for "Inactive Contacts".

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Melissa	Day	Metro Test Supplier		melissa.day@nashville.gov	Current	✓		
Metro	Supplier	Metro Test Supplier	615 8626639	metro.testsupplier@gmail.com	Current	✓		

Click: Appropriate “Update Pencil”

Updating / Changing Contact Information

Admin: Profile Management: Contact Directory >
Update Contact
* Indicates required field

Contact Title	<input type="text"/>
First Name	Melissa
Middle Name	<input type="text"/>
* Last Name	Day
Alternate Name	<input type="text"/>
Job Title	<input type="text"/>
Department	<input type="text"/>
Email Address	melissa.day@nashville.gov
Url	<input type="text"/>

Phone Area Code	<input type="text"/>
Phone Number	<input type="text"/>
Phone Extension	<input type="text"/>
Alternate Phone Area Code	<input type="text"/>
Alternate Phone Number	<input type="text"/>
Fax Area Code	<input type="text"/>
Fax Number	<input type="text"/>
Inactive Date	<input type="text"/>

(example: 20-Aug-2015 19:45:00)

Cancel Apply

Update / Change Desired Information

Click: "Apply"

End of Procedure!!

Note: The email for contacts with a user account should not be changed / updated. If the email for a user account has changed, a new user account will need to be created and the old user account will need to be removed / inactivated.

Removing / Inactivating Contact Information

Removing / Inactivating Contact Information

Login to Metro iSupplier (see previous instructions)

The screenshot displays the Oracle Applications Home Page for Metro Nashville. The browser address bar shows the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&oas=64o. The page header includes the Metro Nashville Procurement logo and 'E-Business Suite'. A search bar is present with 'Enterprise Search' set to 'All' and a 'Go' button. The user is logged in as 'METRO.TESTSUPPLIER@GMAIL.COM'. The 'Main Menu' on the left contains a 'Personalize' button and a folder 'Metro iSupplier Portal Access' with sub-items 'Home Page', 'Sourcing Home Page', and 'Worklist'. A red arrow points to 'Metro iSupplier Portal Access', and blue arrows point to 'Home Page' and 'Sourcing Home Page'. The 'Worklist' section features a 'Switch User' button, a 'Full List' button, and a table of procurement notices.

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Removing / Inactivating Contact Information

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/home/webui/. The page header includes the Metro Nashville Procurement logo and the text "iSupplier Portal". A navigation menu contains tabs for "Home", "Orders", "Admin", "Admin", and "Assessments". A red arrow points to the first "Admin" tab. Below the navigation menu is a search bar with "PO Number" selected and a "Go" button. The main content area features a "Notifications" section with a "Full List" button and a table of five notifications. To the right is an "Orders" section with links for "Agreements", "Purchase Orders", and "Purchase History". Below the notifications is an "Orders At A Glance" section with a "Full List" button and a table showing "No results found."

Subject	Date
You are invited: RFQ 835323 (Two Rivers Skate Park Concrete Repair)	19-Aug-2015 10:09:23
You are invited: RFQ 815231 (Fire Supply and Equipment)	14-Jul-2015 08:11:22
You are invited: RFQ 799212,4 (Stormwater Maintenance Services)	06-Jul-2015 10:27:52
You are invited: RFQ 766145,6 (Furniture and Furnishing)	28-May-2015 10:20:41
You are invited: RFQ 758155,1 (Outdoor Advertisement Structures at The Fairgrounds Nashville)	24-Apr-2015 14:46:36

PO Number	Description	Order Date
No results found.		

Click: "Admin" tab

Removing / Inactivating Contact Information

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webi. The page header includes the Metro Nashville Procurement logo and the text "iSupplier Portal". Navigation links include "Home", "Orders", "Admin", "Admin", and "Assessments". The "Profile Management" section is active, showing "Concurrent Requests". The left sidebar contains a menu with the following items: General, Company Profile, Organization, Address Book, Contact Directory (highlighted with a red arrow), Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area displays the "General" profile information for "Metro Test Supplier" with the following details:

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Alias		Taxpayer ID	412-81-9188
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the profile information, there is an "Attachments" section and a "Search" section. The search section includes a note: "Note that the search is case insensitive", a text input field for "Title", a "Go" button, and a link for "Show More Search Options". At the bottom of the search section is an "Add Attachment..." button.

Click: "Contact Directory"

Removing / Inactivating Contact Information

The screenshot shows the iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Admin', 'Admin', and 'Assessments'. The left sidebar contains a 'Profile Management' section with a 'Contact Directory' link. The main content area displays two tables: 'Contact Directory : Active Contacts' and 'Contact Directory : Inactive Contacts'. The 'Active Contacts' table has columns for First Name, Last Name, Supplier Name, Phone Number, Email, Status, User Account, Addresses, and Update. The 'Update' column contains pencil icons, with the top-right one circled in red. The 'Inactive Contacts' table has columns for First Name, Last Name, Supplier Name, Phone Number, Email, Status, and User Account. A yellow box highlights the 'Inactive Contacts' table.

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Melissa	Day	Metro Test Supplier		melissa.day@nashville.gov	Current	✓		
Metro	Supplier	Metro Test Supplier	615 8626639	metro.testsupplier@gmail.com	Current	✓		

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account
Michelle	Lane	Metro Test Supplier			Inactive	
John	Doe	Metro Test Supplier	615 7071900	johndoe@email.com	Inactive	
Brian	Day	Metro Test Supplier		bday44@comcast.net	Inactive	
Angela	Wilson	Metro Test Supplier		angela_wilson@cssus.com	Inactive	✓

Click: Appropriate “Update Pencil”

Note Highlighted Area: When a contact is removed, it is not deleted from your Supplier Profile. The “removed” contact will be moved from your “Active Contacts” to your “Inactive Contacts.”

Note: iSupplier will not accept duplicate email addresses. Each contact must have a unique / separate email address.

Removing / Inactivating Contact Information

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/web... Nashville > Finance > Procure... Add Contact

File Edit View Favorites Tools Help

Metro Nashville Procurement iSupplier Portal

Navigator Favorites Home Logout Preferences Help Diagnostics

Admin: Profile Management: Contact Directory >

Update Contact
* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Email Address

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date 

(example: 20-Aug-2015 19:45:00)

Cancel! Apply

Click: "Calendar" to select "Inactive Date"

Click: "Apply"

End of Procedure!!

Adding Product / Services Codes

Adding Product / Services

Login to Metro iSupplier (see previous instructions)

The screenshot displays the Oracle Applications Home Page for Metro Nashville. The page includes a search bar, a main menu, and a worklist table. A red arrow points to the 'Metro iSupplier Portal Access' link in the main menu. Below the menu is a 'Worklist' table with the following data:

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Adding Product / Services

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/home/webui/ Nashville > Finance > Procure... iSupplier Portal: Home Page

File Edit View Favorites Tools Help

Metro Nashville Procurement iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders **Admin** Admin Assessments

Search PO Number Go

Notifications

Subject	Date
You are invited: RFQ 835323 (Two Rivers Skate Park Concrete Repair)	19-Aug-2015 10:09:23
You are invited: RFQ 815231 (Fire Supply and Equipment)	14-Jul-2015 08:11:22
You are invited: RFQ 799212,4 (Stormwater Maintenance Services)	06-Jul-2015 10:27:52
You are invited: RFQ 766145,6 (Furniture and Furnishing)	28-May-2015 10:20:41
You are invited: RFQ 758155,1 (Outdoor Advertisement Structures at The Fairgrounds Nashville)	24-Apr-2015 14:46:36

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Click: "Admin" tab

Adding Product / Services

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webi. The page header includes the Metro Nashville Procurement logo and the text "iSupplier Portal". Navigation links include "Home", "Orders", "Admin", "Admin", and "Assessments". A secondary navigation bar contains "Home", "Logout", "Preferences", and "Diagnostics".

The main content area is titled "Profile Management" and includes a sub-section for "Concurrent Requests". A left-hand navigation menu lists various options, with "Product & Services" highlighted by a red arrow. The "General" section displays the following information:

Organization Name	Metro Test Supplier	DUNS Number	
Supplier Number	15033	Tax Registration Number	
Alias		Taxpayer ID	412-81-9188
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the general information is an "Attachments" section and a "Search" section. The search section includes a note: "Note that the search is case insensitive". It features a text input field labeled "Title", a "Go" button, and a link for "Show More Search Options". At the bottom of the search section is an "Add Attachment..." button.

Click: "Product & Services"

Adding Product / Services

The commodity codes (Product / Services) attached to your profile are the determining factor in what bid opportunities you receive. The bid opportunities are sent via our Workflow Mailer automated emails.

The screenshot shows the 'Products and Services' management page in the iSupplier Portal. The page includes a navigation menu on the left with options like 'General', 'Company Profile', and 'Product & Services'. The main content area features a table of commodity codes. The 'Add' button is highlighted with a red box and an arrow, indicating the action to be taken. The table lists the following data:

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> 72100000	Building construction and support and maintenance and repair services	04-Sep-2012	Approved	
<input type="checkbox"/> 72102305	Air conditioning installation or maintenance or repair services	01-May-2014	Approved	
<input type="checkbox"/> 44000000	Office Equipment and Accessories and Supplies	21-May-2014	Approved	
<input type="checkbox"/> 44100000	Office machines and their supplies and accessories	21-May-2014	Approved	
<input type="checkbox"/> 44120000	Office supplies	21-May-2014	Approved	
<input type="checkbox"/> 44110000	Office and desk accessories	21-May-2014	Approved	
<input type="checkbox"/> 10000000	Live Plant and Animal Material and Accessories and Supplies	11-Feb-2013	Approved	
<input type="checkbox"/> 72101500	Building support services	30-May-2012	Approved	
<input type="checkbox"/> 72101506	Elevator maintenance services.	30-May-2012	Approved	
<input type="checkbox"/> 72101700	Concrete work	30-May-2012	Approved	

Click: "Add"

Note: Highlighted Area – This page only shows 10 codes per view. If you have more than 10, click "Next 10" to view additional codes currently registered to your profile.

Adding Product / Services

There are 2 different search methods, “Browse All Products & Services” (shows all codes in numerical order) and “Search for Specific Product & Service” (allows users to search by specific code or description).

Admin: Profile Management: Product & Services >
Add Products and Services: : (Metro Test Supplier)

Browse All Products & Services
 Search for Specific Product & Service

Code	Products and Services	View Sub-Categories Applicable
00000000	Default	
10000000	Live Plant and Animal Material and Accessories and Supplies	<input type="checkbox"/> Applicable
10100000	Live animals	<input type="checkbox"/> Applicable
10110000	Domestic pet products	<input type="checkbox"/> Applicable
10120000	Animal feed	<input type="checkbox"/> Applicable
10130000	Animal containment and habitats	<input type="checkbox"/> Applicable
10140000	Saddlery and harness goods	<input type="checkbox"/> Applicable
10150000	Seeds and bulbs and seedlings and cuttings	<input checked="" type="checkbox"/> Applicable
10160000	Floriculture and silviculture products	<input type="checkbox"/> Applicable
10170000	Fertilizers and plant nutrients and herbicides	<input type="checkbox"/> Applicable

Select: “Browse All Products & Services” to search codes in numerical order

Select: “Applicable Codes”

Note: Product & Service Codes for “goods” (1000 – 6000)
Product & Service Codes for “services” (7000 – 9000)

Note: Highlighted Area – This page only shows 10 codes per view.
Click “Next 10” to search all available codes.

Adding Product / Services

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc

Nashville > Finance > Procure... Add Products and Services

File Edit View Favorites Tools Help

Metro Nashville Procurement iSupplier Portal

Navigator Favorites Home Logout Preferences Help Diagnostics

Admin: Profile Management: Product & Services >
Add Products and Services: : (Metro Test Supplier)

Browse All Products & Services
 Search for Specific Product & Service

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		<input type="checkbox"/> Applicable
10000000	Live Plant and Animal Material and Accessories and Supplies		<input type="checkbox"/> Applicable
10100000	Live animals		<input type="checkbox"/> Applicable
10110000	Domestic pet products		<input type="checkbox"/> Applicable
10120000	Animal feed		<input type="checkbox"/> Applicable
10130000	Animal containment and habitats		<input type="checkbox"/> Applicable
10140000	Saddlery and harness goods		<input type="checkbox"/> Applicable
10150000	Seeds and bulbs and seedlings and cuttings		<input checked="" type="checkbox"/> Applicable
10160000	Floriculture and silviculture products		<input type="checkbox"/> Applicable
10170000	Fertilizers and plant nutrients and herbicides		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

Previous 1-10 Next 10

Cancel Apply

Cancel Apply

Click: "Apply"

Adding Product / Services

The screenshot shows the 'Add Products and Services' page in the Metro Nashville iSupplier Portal. The page title is 'Add Products and Services : (Metro Test Supplier)'. There are two radio buttons for search options: 'Browse All Products & Services' and 'Search for Specific Product & Service'. The second option is selected and highlighted with a red arrow. Below the radio buttons is a 'Search' section with the instruction: 'Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.' There are two input fields: 'Code' and 'Description'. The 'Description' field contains the text '%office%'. There are two blue arrows pointing to the 'Code' and 'Description' fields. A green arrow points to the 'Go' button. At the bottom right of the search section are 'Cancel' and 'Apply' buttons. Below the search section is a table with three columns: 'Code', 'Description', and 'Applicable'. The table contains one row with the text 'No search conducted.' in the 'Code' column. At the bottom right of the table are 'Cancel' and 'Apply' buttons.

Admin: Profile Management: Product & Services >
Add Products and Services : (Metro Test Supplier)

Browse All Products & Services
 Search for Specific Product & Service

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code
Description

Code	Description	Applicable
No search conducted.		

Select: "Search for Specific Product & Service" to search by specific code or description

Enter "Search Criteria"

Click: "Go"

Adding Product / Services

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc

Nashville > Finance > Procure... Add Products and Services

File Edit View Favorites Tools Help

Metro Nashville Procurement iSupplier Portal

Navigator Favorites Home Logout Preferences Help Diagnostics

Admin: Profile Management: Product & Services >

Add Products and Services: : (Metro Test Supplier)

Cancel Apply

Browse All Products & Services
 Search for Specific Product & Service

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description %office%

Go Clear

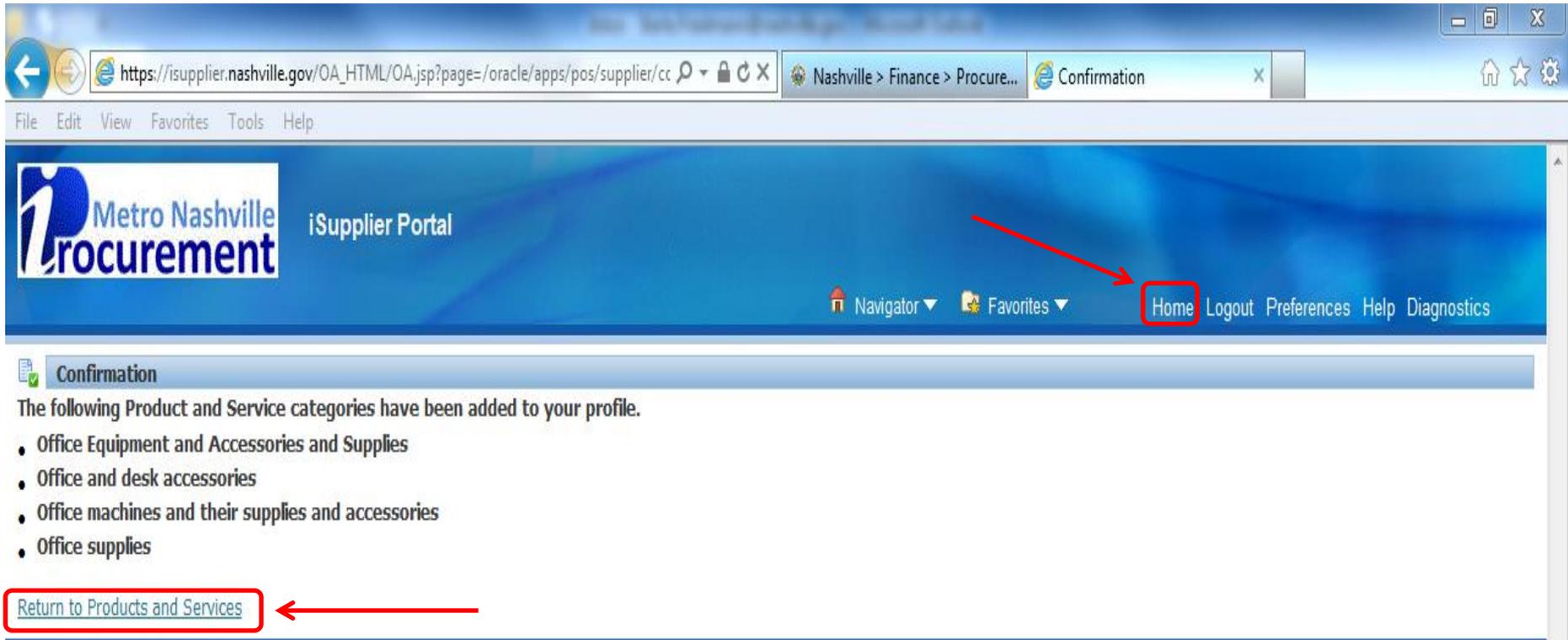
Code	Description	Applicable
44000000	Office Equipment and Accessories and Supplies	<input checked="" type="checkbox"/>
44110000	Office and desk accessories	<input checked="" type="checkbox"/>
44100000	Office machines and their supplies and accessories	<input checked="" type="checkbox"/>
44120000	Office supplies	<input checked="" type="checkbox"/>

Cancel Apply

Select: "Applicable Codes"
Click: "Apply"

Note: In iSupplier, use the "%" as a wild card, allowing the system to search for the particular word or phrase at the beginning, middle and end of description.

Adding Product / Services



The screenshot shows a web browser window with the URL https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/cc. The page title is "Confirmation". The header features the Metro Nashville Procurement logo and "iSupplier Portal". A navigation bar includes "Navigator", "Favorites", "Home", "Logout", "Preferences", "Help", and "Diagnostics". The "Home" link is circled in red, with a red arrow pointing to it from the right. Below the header, a confirmation message states: "The following Product and Service categories have been added to your profile." followed by a bulleted list: "Office Equipment and Accessories and Supplies", "Office and desk accessories", "Office machines and their supplies and accessories", and "Office supplies". At the bottom left, a link "Return to Products and Services" is circled in red, with a red arrow pointing to it from the right.

End of Process!!

You may “Return to Products and Services” to add additional codes or click “Home” to return to the Main Menu.

Adding a Supplier Site

Adding a Supplier Site

What is a Supplier Site?

A Supplier Site is a location that should receive purchase orders and the payments associated with those particular purchase orders.

When should a Supplier Site be added?

A Supplier Site should be added when a supplier has more than one location that will fulfill purchase orders and receive the payments associated with those purchase orders.

Examples:

A Supplier Site **is not** needed when a company has several locations but all purchase orders are being processed by a single location and the payments are being sent to the same location. (ABC Company has 4 warehouses but all purchase orders and their payments should be sent to ABC Company Warehouse 1.)

A Supplier Site **should be** set up when a company has several locations where purchase orders and their payments need to be sent. (XYZ Supply has 5 different stores and each store should receive the purchase orders and the payments associated with their particular store.)

Adding a Supplier Site

Login to Metro iSupplier (see previous instructions)

The screenshot displays the Oracle Applications Home Page for Metro Nashville. The page includes a search bar, a navigation menu, and a worklist table. A red arrow points to the 'Metro iSupplier Portal Access' link in the main menu. Below the menu, the 'Worklist' table is visible, showing a list of items with columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'.

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Adding a Supplier Site

https://isupplier.nashville.gov/OA_HTML/RF.jsp?function_id=12344&resp_id=50657&res: Nashville > Finance > Procure... iSupplier Portal: Home Page

File Edit View Favorites Tools Help

Metro Nashville Procurement iSupplier Portal

Home Orders **Admin** Admin Assessments

Search PO Number Go

Home Logout Preferences Help Diagnostics

Notifications

Subject	Date
You are invited: RFQ 835323 (Two Rivers Skate Park Concrete Repair)	19-Aug-2015 10:09:23
You are invited: RFQ 815231 (Fire Supply and Equipment)	14-Jul-2015 08:11:22
You are invited: RFQ 799212,4 (Stormwater Maintenance Services)	06-Jul-2015 10:27:52
You are invited: RFQ 766145,6 (Furniture and Furnishing)	28-May-2015 10:20:41
You are invited: RFQ 758155,1 (Outdoor Advertisement Structures at The Fairgrounds Nashville)	24-Apr-2015 14:46:36

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Orders At A Glance

Click: "Admin" tab

Adding a Supplier Site

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webi. The page header includes the Metro Nashville Procurement logo and the text "iSupplier Portal". Navigation links include "Home", "Orders", "Admin", "Admin", and "Assessments". A secondary navigation bar contains "Profile Management" and "Concurrent Requests". The left sidebar lists various menu items: "General", "Company Profile", "Organization", "Address Book", "Contact Directory", "Business Classifications", "Product & Services", "Banking Details", "Payment & Invoicing", and "Surveys". The "Address Book" item is highlighted with a red arrow. The main content area shows the "General" tab for a supplier profile for "Metro Test Supplier" with details such as "Supplier Number 15033", "Taxpayer ID 412-81-9188", and "Country of Tax Registration". Below this is a "Search" section with a text input field and a "Go" button, and an "Add Attachment..." button.

Click: "Address Book"

Adding a Supplier Site

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://supplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webt. The page title is "Nashville > Finance > Procure...". The breadcrumb trail is "Nashville > Finance > Procure...". The page has a blue header with the Metro Nashville Procurement logo and "iSupplier Portal" text. Below the header is a navigation bar with "Home", "Orders", "Admin", "Admin", and "Assessments" tabs. The "Admin" tab is selected, and the "Profile Management" section is active, showing "Concurrent Requests". The "Address Book" section is highlighted in the left sidebar. The main content area shows the "Address Book" table with a "Create" button highlighted by a red box and a red arrow pointing to it. The table has columns for "Address Name", "Address Details", "Country", "Update", and "Remove".

Address Name ▲	Address Details	Country	Update	Remove
Ceatham	1234 Nowhere Pegam, SD 37143	United States		
Office	730 2nd Ave South Nashville, TN 37210	United States		

Click: "Create"

Adding a Supplier Site

Supplier Name **Metro Test Supplier**

Supplier Number **15033**

* Address Name

Country **Afghanistan**

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality

County

State/Region

Province

* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address
 Payment Address
 RFQ Only Address

Do Not select Purchasing, Payment & RFQ Address.

Note

Save **Save**

Enter: "Address Name, Country, Address Line 1, City, County, State, Postal Code, Phone Number, and Email Address"

Enter desired information in the Note field (example: Set up New Site Location for Purchase Order Processing)

Click: "Save"

End of Procedure!!

Note: Purchase Orders are sent electronically to all email addresses in the Contact Directory that have a user account. Purchase Orders are not sent to the email listed in the Address Book.

Attaching Documents to Supplier Profile

Attaching Documents to Supplier Profile

Login to Metro iSupplier (see previous instructions)

Oracle Applications Home Page

Enterprise Search All Search Results Display Preference Standard

Logged In As METRO.TESTSUPPLIER@GMAIL.COM

Main Menu

- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Note: The only required documents for registration are the W9 and ACH forms. These forms must be attached to your profile separately. Do not attach other forms to your profile. There will be opportunities to attach additional documents at the negotiation level.

Attaching Documents to Supplier Profile

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The navigation menu includes Home, Orders, Admin (highlighted with a red box and a red arrow), Admin, and Assessments. The search bar is set to 'PO Number'. The Notifications section contains a table with the following data:

Subject	Date
Acknowledgement Required: Amendment 3 to RFQ 808208 (Proprietary Parts and Repair Services for Metro Fleet)	20-Aug-2015 11:26:55
You are invited: RFQ 835323 (Two Rivers Skate Park Concrete Repair)	19-Aug-2015 10:09:23
You are invited: RFQ 815231 (Fire Supply and Equipment)	14-Jul-2015 08:11:22
You are invited: RFQ 799212,4 (Stormwater Maintenance Services)	06-Jul-2015 10:27:52
You are invited: RFQ 766145,6 (Furniture and Furnishing)	28-May-2015 10:20:41

The Orders sidebar on the right contains the following links:

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Click: "Admin" tab

Attaching Documents to Supplier Profile

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webi. The page title is "iSupplier Portal". The navigation menu includes "Home", "Orders", "Admin", "Admin", and "Assessments". The "Profile Management" section is active, showing "Concurrent Requests". The left sidebar lists various profile management options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area displays the "General" profile information for "Metro Test Supplier" with details such as Supplier Number 15033, Taxpayer ID 412-81-9188, and DUNS Number. Below this is the "Attachments" section, which includes a search box and a "Go" button. A red box highlights the "Add Attachment..." button, with a red arrow pointing to it.

General

Organization Name	Metro Test Supplier	DUNS Number	
Supplier Number	15033	Tax Registration Number	
Alias		Taxpayer ID	412-81-9188
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...

Click: "Add Attachment"

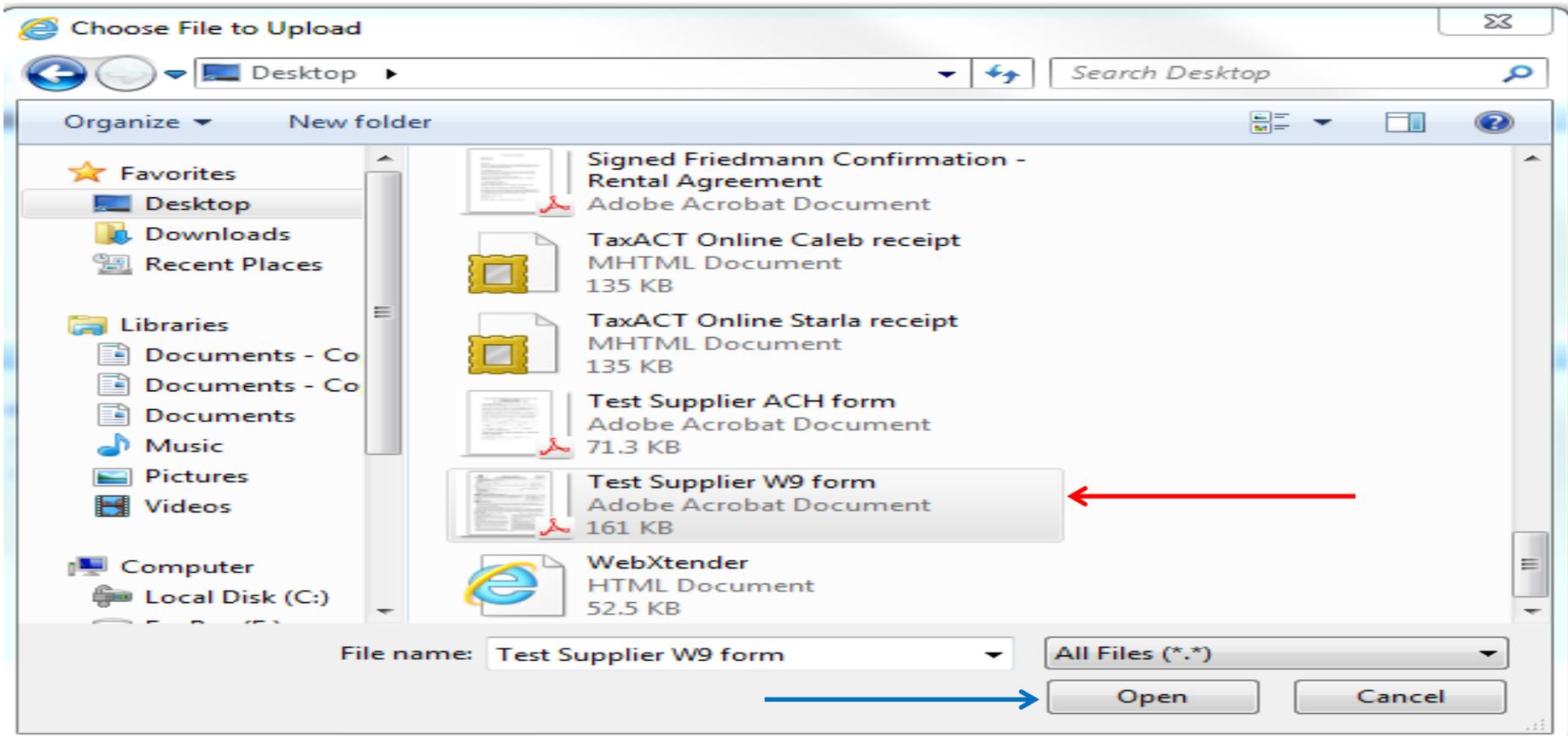
Attaching Documents to Supplier Profile

The screenshot shows the 'iSupplier Portal' interface for Metro Nashville Procurement. The page title is 'Add Attachment'. The 'Add' dropdown is set to 'Desktop File/ Text/ URL'. The 'Attachment Summary Information' section includes a 'Title' field with the text 'Test Supplier W9 Form', a 'Description' field, and a 'Category' dropdown set to 'From Supplier'. The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text', with 'File' selected. A 'Browse...' button is located to the right of the 'File' radio button. A red arrow points to the 'Title' field, and a blue arrow points to the 'Browse...' button.

Enter: “Title”

Click: “Browse” to select appropriate document

Attaching Documents to Supplier Profile



Find the appropriate file:

Select: "File"

Click: "Open"

Attaching Documents to Supplier Profile

The screenshot displays the 'iSupplier Portal' interface for adding an attachment. The page is titled 'Add Attachment' and includes a navigation bar with 'Home', 'Orders', and 'Admin' tabs. The 'Profile Management' section is active, showing 'Concurrent Requests' and 'Add Attachment' options. The 'Add Attachment' section has a dropdown menu set to 'Desktop File/ Text/ URL'. Below this is the 'Attachment Summary Information' section with fields for 'Title' (Test Supplier W9 Form), 'Description', and 'Category' (From Supplier). The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text', with the 'File' option selected. A file path 'C:\Users\sfriedmann\Desktop\Test Supplier W9 form.pdf' is entered, and a 'Browse...' button is visible. At the bottom of the 'Add Attachment' section, there are three buttons: 'Cancel', 'Add Another', and 'Apply'. A red arrow points to the 'Add Another' button, and a blue arrow points to the 'Apply' button. The same set of buttons is visible at the bottom of the 'Define Attachment' section, with a red arrow pointing to 'Add Another' and a blue arrow pointing to 'Apply'.

Click: “Add Another” and follow previous instructions on attaching documents if there are other documents that need to be attached

Click: “Apply” when all desired documents have been selected

Attaching Documents to Supplier Profile

The screenshot shows the Metro Nashville iSupplier Portal interface. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/w. The page title is "Nashville > Finance > Procure...". The main header includes the Metro Nashville Procurement logo and "iSupplier Portal". Navigation links include "Home", "Logout", "Preferences", and "Diagnostics". A sidebar menu on the left lists various profile management options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is titled "Profile Management" and "Concurrent Requests". Under "General", the following information is displayed: Organization Name: Metro Test Supplier, Supplier Number: 15033, DUNS Number, Tax Registration Number, Taxpayer ID: 412-81-9188, Parent Supplier Name, and Country of Tax Registration. Below this is an "Attachments" section with a search box and a "Go" button. A table of attachments is shown below the search box, with one entry highlighted by a red box:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Test Supplier W9 Form	File		From Supplier	METRO.TESTSUPPLIER@GMAIL.COM	21-May-2014	One-Time			

Attachment has been added to profile.

End of Procedure!!

Finding / Viewing Negotiation Details and Creating a Quote

Finding / Viewing Negotiation Details and Creating a Quote

Login to Metro iSupplier (see previous instructions)

Oracle Applications Home Page

Enterprise Search All Search Results Display Preference Standard

Logged In As METRO.TESTSUPPLIER@GMAIL.COM

Main Menu

- Personalize
- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

Switch User

Previous 1-25 Next 25

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Sourcing Home Page” (This action will take you to your Active Drafts and Open Invitations Page.)

Finding / Viewing Negotiation Details and Creating a Quote



Metro iSupplier Portal Access

Navigator Favorites

Diagnostics Home Logout Preferences Help

Search Open Negotiations Title Go

Welcome, Metro Supplier.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
622672	Draft		592827.1	New Appliances for the Midtown Hills Police Precinct	RFQ	20 minutes		0
615632	Draft		592846	Tifway 419 Bermuda Sprigs at Various Athletic Fields	RFQ	23 hours 20 minutes		1
613647	Draft		570735.2	Pension Fund Master Custody Services	RFQ	1 day		1
614620	Draft		592820	Office Supplies	RFQ	1 day 21 hours		14
622638	Draft		592844	Audio Visual Systems 3rd Floor Renovation Project	RFQ	4 days 23 hours		0

Negotiation has been amended and requires your action to be considered for award.

Note Highlighted Area: If you haven't received an invitation to participate in a specific negotiation but you have the negotiation number from the Bidding Opportunities list within iSupplier (https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_Page), then you can search by the Negotiation Number in the "Search Open Negotiations" area. Select "Number" from the drop-down menu, enter the Negotiation Number and then click "Go".

Finding / Viewing Negotiation Details and Creating a Quote

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	570735,3	Pension Fund Master Custody Se...	RFQ	1 day
	592820,1	Office Supplies	RFQ	1 day 21 hours
	589823	Stormwater Improvements - 7424...	RFQ	4 days 23 hours
	592844,1	Audio Visual Systems 3rd Floor...	RFQ	4 days 23 hours
	592837,1	Stone Hall Construction	RFQ	7 days

Quick Links

Manage	View Responses
<ul style="list-style-type: none">DraftsDeliverablesPersonal Information	<ul style="list-style-type: none">ActiveDisqualifiedAwardedRejected

Click: “Full List” under Your Company’s Open Invitations

Finding / Viewing Negotiation Details and Creating a Quote



Metro iSupplier Portal Access

Navigator Favorites

Diagnostics Home Logout Preferences Help

Open Invitations

|| Negotiation has been paused. Only draft response can be created.

Select Negotiation: Respond

Select Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left ▲	Responses	Unread Messages
<input type="radio"/>	570755.1	Sanitary Sewer Rehabilitation ...	RFQ		1 day 4 hours	Sealed	0
<input type="radio"/>	582752	Demolition of various houses	RFQ		5 days 3 hours	Sealed	2
<input type="radio"/>	581753.1	EXTERIOR CLEANING AND CAULKING	RFQ		5 days 4 hours	Sealed	3
<input type="radio"/>	583751.2	Edmondson Pike Library Renovat...	RFQ		5 days 4 hours	Sealed	1
<input type="radio"/>	575762.1	Judicial Lobby Relamping	RFQ		5 days 5 hours	Sealed	0
<input type="radio"/>	578749.3	Medical Supplies	RFQ		6 days 3 hours	Sealed	0
<input type="radio"/>	586751.1	Demo of Cumberland Utility Off...	RFQ		6 days 23 hours	Sealed	4
<input type="radio"/>	575771.2	Project Homeless Connect	RFQ		11 days 23 hours	Sealed	0
<input type="radio"/>	587755	Install pressure valves at Can...	RFQ		11 days 23 hours	Sealed	0
<input type="radio"/>	587767	Radios for State Fair Livestoc...	RFQ		12 days	Sealed	0
<input type="radio"/>	575775.2	Centennial Park Phase One Cons...	RFQ		14 days 3 hours	Sealed	0
<input type="radio"/>	587759.1	Masonry Repairs at Juvenile J...	RFQ		14 days 23 hours	Sealed	0
<input type="radio"/>	570735	Pension Fund Master Custody Se...	RFQ		22 days 4 hours	Sealed	0
<input type="radio"/>	576749.1	Art work for Lentz Facility	RFQ		22 days 6 hours	Sealed	0
<input type="radio"/>	588774	Omohundro Plant Maintenance & ...	RFQ		25 days 1 hour	Sealed	0

Select Negotiation: Respond

Click: Appropriate “Negotiation Number”

Note Highlighted Area: Negotiation Numbers with a common in them, like 575771,2 (above) or 575771-2,3 (- means Round / , means Amendment), means that there have been amendments made to the original negotiation. As a supplier, you are required to acknowledge any and all amendments to these negotiations before being able to enter your quote.

Finding / Viewing Negotiation Details and Creating a Quote

The screenshot displays the Metro iSupplier Portal Access interface. At the top left is the Metro Nashville Procurement logo. The main header area includes navigation links: Navigator, Favorites, Diagnostics, Home, Logout, Preferences, and Help. Below the header, the RFQ number 582752 is shown. The main content area is divided into several sections: Header, Terms, Currency, Requirements, and Notes and Attachments. The Header section is highlighted with a red box and a red arrow pointing to it. The Requirements section is highlighted with a blue box and a blue arrow pointing to the 'Show All Details' link. The Notes and Attachments section is highlighted with a yellow box.

Header | Lines | Controls | Contract Terms

Title: **Demolition of various houses**
Status: **Active (Locked)**
Time Left: **5 days 3 hours**

Open Date: **13-May-2014 14:39:35**
Close Date: **27-May-2014 14:00:00**

Buyer: **PITMAN, STEPHEN**
Quote Style: **Sealed**
Description: **Demolition of various houses**

Outcome Event: **Standard Purchase Order**

Bill-To Address: [BILL TO: METRO PAYMENT SERVICES](#)
Ship-To Address: [1 METRO SITE LOCATION | 1590](#)
FOB: **Inside Delivery**

Payment Terms: **Net 30**
Carrier:
Freight Terms: **Supplier Prepaid**

RFQ Currency: **USD**
Price Precision: **Any**

Requirements

[Show All Details](#) | [Hide All Details](#)

- [Show](#) Solicitation Method
- [Show](#) Solicitation Objective
- [Show](#) Solicitation Objective Summary
- [Show](#) Scope Detail and Functional Requirements
- [Show](#) Construction Clauses
- [Show](#) Standard Solicitation Requirements
- [Show](#) Good Faith Efforts
- [Show](#) Insurance Requirements
- [Show](#) Affidavit
- [Show](#) Drug-Free Workplace Affidavit

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Click: “Header” Tab

Click: “Show All Details” (You should see the body of the solicitation.)

Note Highlighted Area: Some solicitations have attachments added to them. Attachments can be found under “Notes and Attachments” at the bottom of the page.

Finding / Viewing Negotiation Details and Creating a Quote

The screenshot displays the Metro iSupplier Portal interface. At the top left is the Metro Nashville Procurement logo. The main header area includes 'Metro iSupplier Portal Access' and navigation links for 'Navigator', 'Favorites', 'Diagnostics', 'Home', 'Logout', 'Preferences', and 'Help'. Below the header, the RFQ number '582752' is shown. The main content area displays details for a solicitation titled 'Demolition of various houses', which is 'Active (Locked)' with '5 days 3 hours' remaining. Key dates are 'Open Date: 13-May-2014 14:39:35' and 'Close Date: 27-May-2014 14:00:00'. A red box highlights the 'Actions' menu, which has 'Create Quote' selected, and a 'Go' button next to it. Below this, the 'Contract Terms' section shows buyer information (PITMAN, STEPHEN), quote style (Sealed), and description (Demolition of various houses). The 'Terms' section includes bill-to and ship-to addresses, payment terms (Net 30), and freight terms (Supplier Prepaid). The 'Requirements' section shows a 'Requirement' of 'Invitation to Bid'.

Open Invitations >
RFQ: 582752

Actions **Create Quote**

Title **Demolition of various houses**
Status **Active (Locked)**
Time Left **5 days 3 hours**

Open Date **13-May-2014 14:39:35**
Close Date **27-May-2014 14:00:00**

Header | Lines | Controls | **Contract Terms**

Buyer **PITMAN, STEPHEN**
Quote Style **Sealed**
Description **Demolition of various houses**

Outcome **Standard Purchase Order**
Event

Terms

Bill-To Address [BILL TO: METRO PAYMENT SERVICES](#)
Ship-To Address [1 METRO SITE LOCATION | 1590](#)
FOB **Inside Delivery**

Payment Terms **Net 30**
Carrier
Freight Terms **Supplier Prepaid**

Currency

RFQ Currency **USD**
Price Precision **Any**

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

Hide Solicitation Method

Requirement	Target View
Invitation to Bid	.

If you want to create a quote after viewing details of the solicitation:

Select: **“Create Quote”** from the Actions drop-down menu and
Click: **“Go”**

Finding / Viewing Negotiation Details and Creating a Quote

Metro Nashville Procurement Metro iSupplier Portal Access

Navigator Favorites Diagnostics Home Logout Preferences Help

Open Invitations >
Terms and Conditions
The following terms and conditions must be accepted before a quote is placed in this RFQ.

In consideration of the privilege to submit Bids/Proposals on contracts funded, in whole or in part, by the Metropolitan Government of Nashville and Davidson County, my company does hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender or disability when otherwise qualified in connection with any Bid/Proposal submitted to Metro or the performance of any contract resulting from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contact or otherwise interested in contracting with this Company, including various eligible business enterprises;
- (3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make good faith efforts to solicit disadvantaged businesses (as defined in MCL § 4.44.010) to do business with this Company;
- (4) That the Covenant of Non-Discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the Covenant of Non-Discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and
- (6) That the failure of this Company to satisfactorily discharge any of the Covenant of Non-Discrimination as made and set forth herein shall constitute a material breach of contract entitling Metro to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due on a contract.

In Addition if you are participating in a BID/RFQ/RFI - The following applies:

- (7) Metro reserves the right to reject any and all responses for any reason. Metro's decision as to which supplier will be asked to participate in a formal RFI/RFQ/Auction process will be based on the overall responses submitted by each supplier, and will include such things as service areas covered; telecommunications experience; commercial collections experience and financial stability. This RFQ/RFI/Auction is not a commitment to purchase, and any expenditures incurred in preparation

Attachments

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

* I have read and accepted the terms and conditions

Cancel Accept

Verify: "I have read and accepted the terms and conditions"
Click: "Accept"

Note: These Terms and Conditions are a non-discriminatory / non-negotiable requirement. You must accept this set of Terms and Conditions in order to bid.

Finding / Viewing Negotiation Details and Creating a Quote

Metro Nashville Procurement Metro iSupplier Portal Access

Open Invitations > RFQ: 582752 > Create Quote: 608582 (RFQ 582752)

Unread Messages

Cancel View RFQ Quote By Spreadsheet **Save Draft** Continue

Title [Demolition of various houses](#)

Time Left **5 days 2 hours**
Close Date **27-May-2014 14:00:00**

Supplier **Metro Test Supplier**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Quote Valid Until
Reference Number (example: 22-May-2014)
Note to Buyer

Header Lines

Attachments

Add Attachment...

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

Requirements

Expand All | Collapse All

Focus Title	Target Value	Quote Value
Requirements		
Solicitation Method Invitation to Bid		

You can now enter the required information needed in submitting your bid through the iSupplier system. It is highly recommended to click **Save Draft** ever so often in order to save your information in case you get logged out of the system or want to continue at a later time. Be aware that you may have to enter information on more than one tab, like in the given example where you have a **Header** tab and a **Lines** tab. Once you've entered in all of your bid information, click **Save Draft** and then click **Continue**. Some solicitations require you to upload an attachment to your quote. Click **Add Attachment** to upload your documents. If everything has been entered correctly, you will be on another screen that has the button to Submit.

Note: Metro staff doesn't have access to your bid when you have only clicked "Save Draft". Metro will not see your bid until you have clicked "Submit."

Finding / Viewing Negotiation Details and Creating a Quote



Metro iSupplier Portal Access

Navigator Favorites

Diagnostics Home Logout Preferences Help

Open Invitations > RFQ: 582752 >

Create Quote: 608582 (RFQ 582752)

2 Unread Messages

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Demolition of various houses

Time Left **5 days 3 hours**
Close Date **27-May-2014 14:00:00**

Header **Lines**

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1 105 Highland Trac...		CODES ADMINISTRATION 3350	Sealed			<input type="text"/> Each	1	1	<input type="text"/>
2 113 Bennett Drive		1 METRO SITE LOCATION 1590	Sealed			<input type="text"/> Each	1	1	<input type="text"/>
3 217 Valeria Stree...		1 METRO SITE LOCATION 1590	Sealed			<input type="text"/> Each	1	1	<input type="text"/>
4 1104 Cecilia Ave		1 METRO SITE LOCATION 1590	Sealed			<input type="text"/> Each	1	1	<input type="text"/>
5 1610 Heiman Stree...		1 METRO SITE LOCATION 1590	Sealed			<input type="text"/> Each	1	1	<input type="text"/>
6 2020 14th Ave N		1 METRO SITE LOCATION 1590	Sealed			<input type="text"/> Each	1	1	<input type="text"/>
7 5812 Couch Drive		1 METRO SITE LOCATION 1590	Sealed			<input type="text"/> Each	1	1	<input type="text"/>

Indicates more information requested. Click the Update icon.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Metro may provide the opportunity for your Small (SBE) and/or Service Disabled Veteran-owned (SDV) Business for solicitation incentives. Regardless of whether you intend to use an SBE and/or SDV business, you may be required to complete this section before being able to submit your bid. To add this information, you would go to the **Lines tab** and enter cost (**Quote Price Unit**) and **“Promised Date”**. If there are line requirement, click on the **“Pencil”** in the Update column.

Note: If there are line requirements and you do not complete them, you will not be able to submit your bid / quote.

Finding / Viewing Negotiation Details and Creating a Quote



Metro iSupplier Portal Access

Navigator Favorites Diagnostics Home Logout Preferences Help

Create Quote 608582: Line 1 (RFQ 582752)

2 Unread Messages Line 2: 113 Bennett Drive

Description **105 Highland Trace Cove**
Unit **Each**
Start Price
Target Price
Quote Price
Target Quantity **1**
Quote Quantity **1**

Close Date **27-May-2014 14:00:00**
Quote Currency **USD**
Rank **Sealed**
Ship-To **CODES ADMINISTRATION | 3350**
Need-By Date
Promised Date

Pay Items

TIP Total pay item amount must add up to the line amount.

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Enter your Disposal Expenses	Required		<input type="text" value="0"/> (Numeric Value only)
General	Enter your Salvage Value	Required		<input type="text" value="0"/> (Numeric Value only)

This will pull up the **Attributes** section where you will be able to enter the **SBE and / or SDV Participation** in dollars and as a percentage. Click **Apply** once completed.

Note: If there are line requirements and you do not complete them, you will not be able to submit your bid / quote.

Finding / Viewing Negotiation Details and Creating a Quote

Metro Nashville Procurement Metro iSupplier Portal Access

Open Invitations > RFQ: 582752 > Create Quote 608582: Review and Submit (RFQ 582752) 2 Unread Messages

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

Title	Demolition of various houses	Time Left	5 days 2 hours
Supplier	Metro Test Supplier	Close Date	27-May-2014 14:00:00
RFQ Currency	USD	Quote Valid Until	
Quote Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

[View Supplier Profile Attributes](#)

Attachments

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

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

- [Show](#) Solicitation Method
- [Show](#) Solicitation Objective
- [Show](#) Solicitation Objective Summary

If needed, you may click “Save Draft” and come back later to complete.

Click: “Submit” (Note: Metro staff doesn’t have access to your bid when you have only clicked “Save Draft”. Metro will not see your bid until you have clicked “Submit.”)

Note: Your bid is not considered complete until after you have clicked Submit and you have received confirmation that your bid was submitted successfully. If you are unsure if your bid was submitted successfully, please contact the buyer on the solicitation prior to the close date deadline. Bids that are incomplete and not successfully submitted before the close date will NOT be considered in the evaluation to award. You can submit multiple times before the close date and the most recent version submitted will be the one taken into account for the evaluation.

Amendments -
Finding / Viewing
Negotiation Details
and
Creating a Quote

Amendments - Finding / Viewing Negotiation Details and Creating a Quote

Login to Metro iSupplier (see previous instructions)

Oracle Applications Home Page

Enterprise Search All Search Results Display Preference Standard

Logged In As METRO.TESTSUPPLIER@GMAIL.COM

Main Menu

- Personalize
- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Sourcing Home Page” (This action will take you to your Active Drafts and Open Invitations Page.)

Amendments - Finding / Viewing Negotiation Details and Creating a Quote

The screenshot shows the Metro iSupplier Portal interface. At the top left is the Metro Procurement logo. The main header area contains the text "Metro iSupplier Portal Access" and navigation links: "Navigator", "Favorites", "Diagnostics", "Home", "Logout", "Preferences", and "Help". Below the header is a search bar for "Open Negotiations" with a dropdown menu set to "Number" and a "Go" button. A yellow box highlights this search area.

Below the search bar is a section titled "Your Active and Draft Responses". It includes a "Full List" button and a table of responses. A yellow box highlights the search bar area.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
601426	Draft		501651	Tangible Personal Property Compliance Program	RFQ	1 day 5 hours		0
598416 ⚠️	Draft		570755	Sanitary Sewer Rehabilitation - Highway 100 & Tyne Boulevard - Trimble	RFQ	1 day 5 hours		0
605530 ⚠️	Draft		578749.2	Medical Supplies	RFQ	6 days 4 hours		0
605512	Draft		582756	Victim Resource Center Advocates	RFQ	6 days 5 hours		2
605536	Draft		582753.1	Synchronized Wall Clock	RFQ	7 days		0

⚠️ Negotiation has been amended and requires your action to be considered for award.

Below this is a section titled "Your Company's Open Invitations" with a "Full List" button. A red box highlights the "Full List" button, and a red arrow points to it from the right.

Supplier Site	Negotiation Number	Title	Type	Time Left
	570755.1	Sanitary Sewer Rehabilitation ...	RFQ	1 day 5 hours
	582752	Demolition of various houses	RFQ	5 days 4 hours
	581753.1	EXTERIOR CLEANING AND CAULKING	RFQ	5 days 5 hours
	583751.2	Edmondson Pike Library Renovat...	RFQ	5 days 5 hours
	575762.1	Judicial Lobby Relamping	RFQ	5 days 6 hours

Below the table is a "Quick Links" section with two columns: "Manage" and "View Responses".

- Manage:** Drafts, Deliverables, Personal Information
- View Responses:** Active, Disqualified, Awarded, Rejected

Click: "Full List" under Your Company's Open Invitations

Note Highlighted Area: If you haven't received an invitation to participate in a specific negotiation but you have the negotiation number from the Bidding Opportunities list within iSupplier (https://isupplier.nashville.gov/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_Page), then you can search by the Negotiation Number in the "Search Open Negotiations" area. Select "Number" from the drop-down menu, enter the Negotiation Number and then click "Go".

Amendments - Finding / Viewing Negotiation Details and Creating a Quote

Open Invitations

|| Negotiation has been paused. Only draft response can be created.

Select Negotiation:

Select Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left ▲	Responses	Unread Messages
<input type="radio"/>	570755,1	Sanitary Sewer Rehabilitation ...	RFQ		1 day 4 hours	Sealed	0
<input type="radio"/>	582752	Demolition of various houses	RFQ		5 days 3 hours	Sealed	2
<input type="radio"/>	581753,1	EXTERIOR CLEANING AND CAULKING	RFQ		5 days 4 hours	Sealed	3
<input type="radio"/>	583751,2	Edmondson Pike Library Renovat...	RFQ		5 days 4 hours	Sealed	1
<input type="radio"/>	575762,1	Judicial Lobby Relamping	RFQ		5 days 5 hours	Sealed	0
<input type="radio"/>	578749,3	Medical Supplies	RFQ		6 days 3 hours	Sealed	0
<input type="radio"/>	586751,1	Demo of Cumberland Utility Off...	RFQ		6 days 23 hours	Sealed	4
<input type="radio"/>	575771,2	Project Homeless Connect	RFQ		11 days 23 hours	Sealed	0
<input type="radio"/>	587759	Install pressure valves at Can...	RFQ		11 days 23 hours	Sealed	0
<input type="radio"/>	587767	Radios for State Fair Livestoc...	RFQ		12 days	Sealed	0
<input type="radio"/>	575775,2	Centennial Park Phase One Cons...	RFQ		14 days 3 hours	Sealed	0
<input type="radio"/>	587759,1	Masonry Repairs at Juvenile J...	RFQ		14 days 23 hours	Sealed	0
<input type="radio"/>	570735	Pension Fund Master Custody Se...	RFQ		22 days 4 hours	Sealed	0
<input type="radio"/>	576749,1	Art work for Lentz Facility	RFQ		22 days 6 hours	Sealed	0
<input type="radio"/>	588774	Omohundro Plant Maintenance & ...	RFQ		25 days 1 hour	Sealed	0

Select Negotiation:

Click: Appropriate “Negotiation Number”

Note: Negotiation Numbers with commons (indicates amendment #) and dashes (indicates round #) in them (example: 575221,2 or 575221-2,3) mean that there have been amendments made to the original negotiation. As a supplier, you are required to acknowledge any and all amendments to these negotiations before being able to enter your quote.

Note Highlighted Area: This section shows online comments that need to be read.

Amendments - Finding / Viewing Negotiation Details and Creating a Quote



Metro iSupplier Portal Access

Navigator Favorites

Diagnostics Home Logout Preferences Help

Open Invitations >

Warning
RFQ 575771 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

[View Amendment History](#)

RFQ: 575771,2

Actions Create Quote **Go**

Title **Project Homeless Connect**
Status **Active (Locked)**
Time Left **11 days 20 hours**

Open Date **20-May-2014 07:44:20**
Close Date **03-Jun-2014 09:25:23**

Header Lines Controls Contract Terms

Buyer **WALKER, SANDRA**
Quote Style **Sealed**
Outcome **Standard Purchase Order**
Description **The project will provide services to the Homeless Community.**

Event
Amendment Description **The closing date has been extended to June 3, 2014.**

Click: "Go"

Note Highlighted Area: Warning notice stating the RFQ has been amended.

Amendments - Finding / Viewing Negotiation Details and Creating a Quote

Metro Nashville Procurement Metro iSupplier Portal Access

Navigator Favorites Diagnostics Home Logout Preferences

Warning
Negotiation 575771 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

No Yes

Click: “Yes” to proceed to acknowledge the Amendment

Metro Nashville Procurement Metro iSupplier Portal Access

Navigator Favorites Diagnostics Home Logout Preferences Help

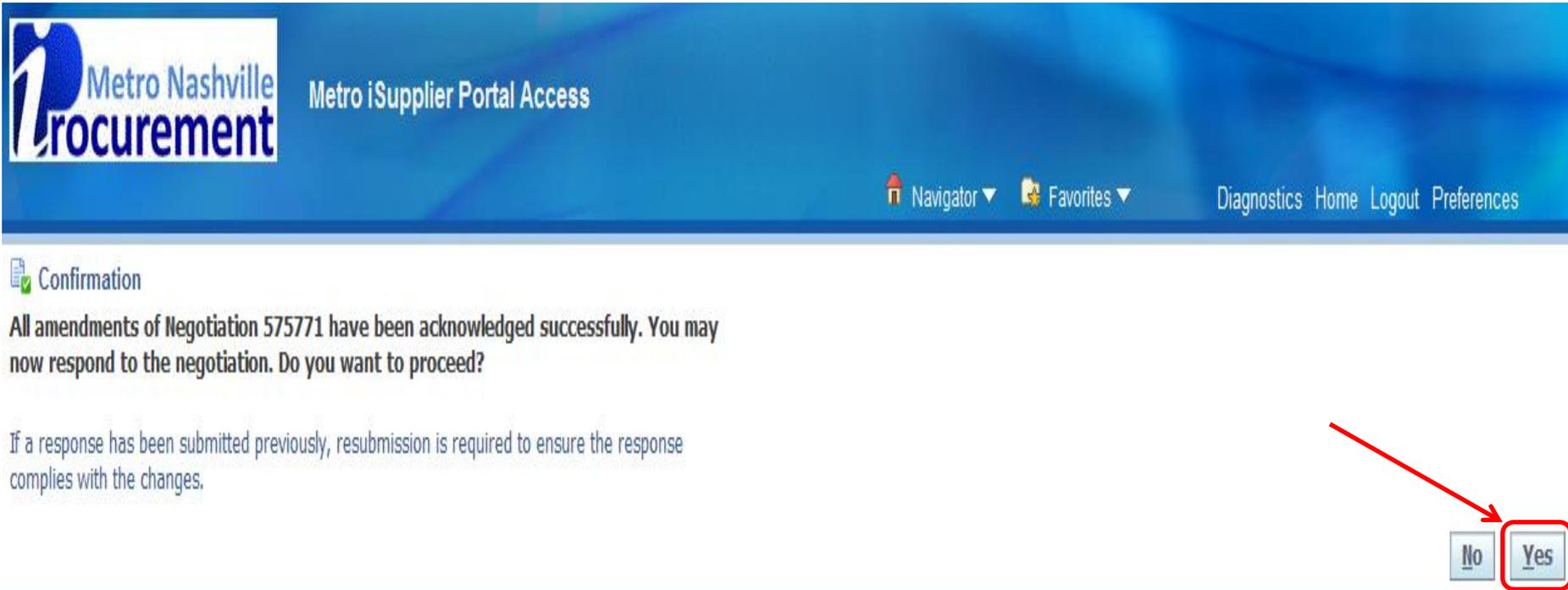
Acknowledge Amendment (RFQ 575771,1)
To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 575771,1.

Cancel Continue

**Accept the terms / conditions of the RFQ and acknowledge the changes made to the RFQ then
Click: “Continue”**

Amendments - Finding / Viewing Negotiation Details and Creating a Quote



The screenshot shows the Metro Nashville Procurement iSupplier Portal Access interface. At the top left is the logo for Metro Nashville Procurement. To its right is the text 'Metro iSupplier Portal Access'. In the top right corner, there are navigation links: 'Navigator' with a house icon, 'Favorites' with a star icon, and 'Diagnostics Home Logout Preferences'. Below the navigation bar, there is a 'Confirmation' section with a document icon and a green checkmark. The main text reads: 'All amendments of Negotiation 575771 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?'. Below this, a smaller text says: 'If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.' At the bottom right, there are two buttons: 'No' and 'Yes'. A red arrow points to the 'Yes' button, which is also highlighted with a red square border.

After all amendments have been acknowledged successfully, you will receive a Confirmation:

Click: “Yes” to proceed

Go to [Page 64](#) of “Finding / Viewing Negotiation Details and Creating a Quote” instructions to complete the submittal for an Amendment.

Note: If an amendment has been made after your bid has been submitted, you will need to go back into the system, acknowledge the amendment and either adjust your quote accordingly or resubmit your bid as is.

Updating a Submitted Quote

Updating a Submitted Quote (IMPORTANT: Quotes can be updated as long as it is not past the due date and time.)

Login to Metro iSupplier (see previous instructions)

Oracle Applications Home Page

Main Menu

- Personalize
- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Sourcing Home Page” (This action will take you to your Active Drafts and Open Invitations Page.)

Updating a Submitted Quote (IMPORTANT: Quotes can be updated as long as it is not past the due date and time.)



Metro iSupplier Portal Access

Navigator Favorites Diagnostics Home Logout Preferences Help

Search Open Negotiations Title Go

Welcome, Metro Supplier.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
608589	Draft		581752	Night Vision Goggles for Police Department	RFQ	19 hours 21 minutes		0
598416	Draft		570755	Sanitary Sewer Rehabilitation - Highway 100 & Tyne Boulevard - Trimble	RFQ	1 day		0
601426	Draft		501651	Tangible Personal Property Compliance Program	RFQ	1 day		0
608587	Draft		588772	RFQ 527705 - Telecom Maintenance and Support - Round 2	RFQ	4 days 20 hours		2
608582	Draft		582752	Demolition of various houses	RFQ	4 days 23 hours		2

Negotiation has been amended and requires your action to be considered for award.

Click: Appropriate “Negotiation Number” under Your Active and Draft Responses (Do not Click the Response Number)

Updating a Submitted Quote (IMPORTANT: Quotes can be updated as long as it is not past the due date and time.)

The screenshot shows the Metro Nashville Procurement iSupplier Portal interface. At the top left is the logo for Metro Nashville Procurement. The page title is 'Metro iSupplier Portal Access'. Navigation links include 'Navigator', 'Favorites', 'Diagnostics', 'Home', 'Logout', 'Preferences', and 'Help'. The RFQ number is 501651. The main content area displays the following information:

Title	Tangible Personal Property Compliance Program	Open Date	23-Apr-2014 14:17:39
Status	Active (Locked)	Close Date	23-May-2014 15:00:00
Time Left	1 day		

Below this is a tabbed interface with 'Header', 'Lines', 'Controls', and 'Contract Terms' tabs. The 'Contract Terms' tab is active, showing:

Buyer	SLOANE, SARA	Outcome	Contract Purchase Agreement
Quote Style	Sealed	Event	
Description	The provision of a Tangible Personal Property Compliance Program		

The 'Terms' section includes:

Effective Start Date		Total Agreement Amount	
Effective End Date		Payment Terms	Net 30
Bill-To Address	BILL TO: METRO PAYMENT SERVICES	Carrier	
Ship-To Address	ASSESSOR OF PROPERTY 1650	Freight Terms	Supplier Prepaid
FOB	Inside Delivery		

The 'Currency' section shows:

RFQ Currency	USD	Price Precision	Any
--------------	------------	-----------------	------------

At the bottom is a 'Requirements' section. In the top right corner, there is an 'Actions' dropdown menu with 'Create Quote' selected and a 'Go' button next to it. Red arrows point to these elements from the text above.

Select: **“Create Quote”** from Actions drop-down menu and
Click: **“Go”** (All the previous submitted information should be there)

Updating a Submitted Quote (IMPORTANT: Quotes can be updated as long as it is not past the due date and time.)

Metro Nashville Procurement Metro iSupplier Portal Access

RFQ: 501651 >
Create Quote: 601426 (RFQ 501651)

Cancel View RFQ Quote By Spreadsheet Save Draft **Continue**

Title Tangible Personal Property Compliance Program
Time Left **1 day**
Close Date **23-May-2014 15:00:00**

Header

Supplier **Metro Test Supplier**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Quote Valid Until
(example: 22-May-2014)
Reference Number
Note to Buyer

Attachments

Add Attachment...

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

Requirements

[Expand All](#) | [Collapse All](#)

Click: “Add Attachment” to upload Updated Quote Information and Type “See Attachment (the file name)” (example: See Attachment Business Plan) in the appropriate required white box under “Requirements” area
Click: “Continue”

Note: The system doesn’t recognize “Adding Attachments” only as a change so it is **VERY IMPORTANT to add “See Attachments (the file name)” in the appropriate required white box under the “Requirements” area.**

Updating a Submitted Quote (IMPORTANT: Quotes can be updated as long as it is not past the due date and time.)

Metro Nashville Procurement Metro iSupplier Portal Access

Navigator Favorites Diagnostics Home Logout Preferences Help

RFQ: 501651 >

Create Quote 601426: Review and Submit (RFQ 501651)

Cancel Back Validate Save Draft Printable View **Submit**

Header

[View Supplier Profile Attributes](#)

Title	Tangible Personal Property Compliance Program	Time Left	23:57:04
Supplier	Metro Test Supplier	Close Date	23-May-2014 15:00:00
RFQ Currency	USD	Quote Valid Until	
Quote Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

Click: "Submit"

Accessing Online Discussions

Accessing Online Discussions

Login to Metro iSupplier (see previous instructions)

Oracle Applications Home Page

Enterprise Search All Search Results Display Preference Standard

Logged In As METRO.TESTSUPPLIER@GMAIL.COM

Main Menu

Personalize

- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

Switch User Previous 1-25 Next 25

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Sourcing Home Page” (This action will take you to your Active Drafts and Open Invitations Page.)

Accessing Online Discussions



Search Open Negotiations Title Go

Welcome, Metro Supplier.

Your Active and Draft Responses

Press Full List to view all your company's responses.

[Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
608589	Draft		581752	Night Vision Goggles for Police Department	RFQ	18 hours 52 minutes		0
601426	Draft		501651	Tangible Personal Property Compliance Program	RFQ	23 hours 52 minutes		0
598416	Draft		570755	Sanitary Sewer Rehabilitation - Highway 100 & Tyne Boulevard - Trimble	RFQ	23 hours 52 minutes		0
608587	Draft		588772	RFQ 527705 - Telecom Maintenance and Support - Round 2	RFQ	4 days 19 hours		2
608582	Draft		582752	Demolition of various houses	RFQ	4 days 22 hours		2

Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	570755.1	Sanitary Sewer Rehabilitation ...	RFQ	23 hours 52 minutes
	581753.1	EXTERIOR CLEANING AND CAULKING	RFQ	4 days 23 hours
	583751.2	Edmondson Pike Library Renovat...	RFQ	4 days 23 hours
	575762.1	Judicial Lobby Relamping	RFQ	5 days
	578749.3	Medical Supplies	RFQ	5 days 22 hours

Quick Links

Manage View Responses

- [Drafts](#)
- [Deliverables](#)
- [Personal Information](#)
- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

Click: "Full List"

Accessing Online Discussions



Metro iSupplier Portal Access

Navigator

Favorites

Diagnostics Home Logout Preferences Help

Open Invitations

|| Negotiation has been paused. Only draft response can be created.

Select Negotiation:

Select Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left ▲	Responses	Unread Messages
<input type="radio"/>	570755,1	Sanitary Sewer Rehabilitation ...	RFQ		23 hours 49 minutes	Sealed	0
<input type="radio"/>	581753,1	EXTERIOR CLEANING AND CAULKING	RFQ		4 days 23 hours	Sealed	3
<input type="radio"/>	583751,2	Edmondson Pike Library Renovat...	RFQ		4 days 23 hours	Sealed	4
<input type="radio"/>	575762,1	Judicial Lobby Relamping	RFQ		5 days	Sealed	0
<input type="radio"/>	578749,3	Medical Supplies	RFQ		5 days 22 hours	Sealed	0
<input type="radio"/>	586751,2	Demo of Cumberland Utility Off...	RFQ		6 days 18 hours	Sealed	0
<input type="radio"/>	587755	Install pressure valves at Can...	RFQ		11 days 18 hours	Sealed	0
<input type="radio"/>	587767	Radios for State Fair Livestoc...	RFQ		11 days 19 hours	Sealed	0
<input type="radio"/>	575775,2	Centennial Park Phase One Cons...	RFQ		13 days 22 hours	Sealed	0
<input type="radio"/>	587759,1	Masonry Repairs at Juvenile J...	RFQ		14 days 18 hours	Sealed	0
<input type="radio"/>	588775	Upgrade HVAC systems at CWWTP ...	RFQ		14 days 18 hours	Sealed	0
<input type="radio"/>	575754	Stormwater Improvements - 1225...	RFQ		14 days 18 hours	Sealed	0
<input type="radio"/>	570735	Pension Fund Master Custody Se...	RFQ		21 days 23 hours	Sealed	0
<input type="radio"/>	576749,1	Art work for Lentz Facility	RFQ		22 days 1 hour	Sealed	0
<input type="radio"/>	588774	Omohundro Plant Maintenance & ...	RFQ		24 days 20 hours	Sealed	0

Select Negotiation:

Click: Appropriate “Negotiation Number”

Accessing Online Discussions

Metro Nashville Procurement Metro iSupplier Portal Access

Open Initations >
RFQ: 587767

Home Navigator Favorites Diagnostics Home Logout Preferences Help

Title **Radios for State Fair Livestock Office**
Status **Active (Locked)**
Time Left **11 days 19 hours**

Open Date **20-May-2014 11:44:33**
Close Date **03-Jun-2014 10:50:07**

Header Lines Controls **Contract Terms**

Buyer **WALKER, SANDRA**
Quote Style **Sealed**
Description **This project will supply Radios for State Fair Maintenance Staff.**

Outcome **Standard Purchase Order**
Event

Terms

Bill-To Address [BILL TO: METRO PAYMENT SERVICES](#)
Ship-To Address [1 METRO SITE LOCATION | 1590](#)
FOB **Inside Delivery**

Payment Terms **Net 30**
Carrier
Freight Terms **Supplier Prepaid**

Currency

RFQ Currency **USD**
Price Precision **Any**

Actions **Online Discussions** **Go**

Select: “Online Discussions” from Actions drop-down menu and
Click: “Go” (Remember: Be sure to submit your questions [BEFORE THE ONLINE INQUIRY DEADLINE](#) which is separate from the solicitation close date.)

Accessing Online Discussions

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The header includes the logo and navigation links like Navigator, Favorites, Diagnostics, Home, Logout, Preferences, and Help. The breadcrumb trail is: Open Invitations > RFQ: 587767 > Online Discussions (RFQ 587767). The discussion title is "Radios for State Fair Livestock Office", with a status of "Active (Locked)" and 11 days 19 hours left. Open and close dates are provided. A "Messages" section contains a "New Message" button, which is highlighted with a red box and a red arrow pointing to it. Below this is a table with columns for Subject, Message, Status, Sender, Date, and Reply, showing "No results found."

Click: "New Message" for submitting any formal questions that require a response from Metro

The screenshot shows the "Create New Message" form. The breadcrumb trail is: Open Invitations > RFQ: 587767 > Online Discussions (RFQ 587767) > Create New Message (RFQ 587767). A legend indicates that an asterisk (*) denotes a required field. The form includes a "Send To" dropdown menu set to "All Participants", a "Subject" field, and a "Message" text area. A red box highlights the "Subject" and "Message" fields. On the right side, there are "Cancel" and "Send" buttons, with a blue arrow pointing to the "Send" button.

Enter: "Subject" and "Message"
Click: "Send"

Note: Information in all online discussions can be seen by all potential bidders.

Finding Purchase Orders

Finding Purchase Order

Login to Metro iSupplier (see previous instructions)

Oracle Applications Home Page

Main Menu

- Personalize
- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Note: Once a Purchase Order has been fully approved, the Purchase Order is emailed to all contacts who have been designated with a user account.

Finding Purchase Order

The screenshot shows the Metro Nashville Procurement iSupplier Portal. The browser address bar displays the URL: https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/home/webui/. The page header includes the Metro Nashville Procurement logo and the text "iSupplier Portal". A navigation menu at the top right contains "Navigator", "Favorites", "Home", "Logout", "Preferences", "Help", and "Diagnostics". A secondary navigation bar below the header contains tabs for "Home", "Orders", "Admin", "Admin", and "Assessments". The "Orders" tab is highlighted with a red box, and a red arrow points to it from the left. Below the navigation bar is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into two sections. The left section is titled "Notifications" and contains a table with a "Full List" button. The table has two columns: "Subject" and "Date". The right section is titled "Orders" and contains a list of links: "Agreements", "Purchase Orders", and "Purchase History".

Notifications

Subject	Date
You are invited: RFQ 835323 (Two Rivers Skate Park Concrete Repair)	19-Aug-2015 10:09:23
You are invited: RFQ 815231 (Fire Supply and Equipment)	14-Jul-2015 08:11:22
You are invited: RFQ 799212,4 (Stormwater Maintenance Services)	06-Jul-2015 10:27:52
You are invited: RFQ 766145,6 (Furniture and Furnishing)	28-May-2015 10:20:41
You are invited: RFQ 758155,1 (Outdoor Advertisement Structures at The Fairgrounds Nashville)	24-Apr-2015 14:46:36

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Orders At A Glance

Click: "Orders" Tab

Finding Purchase Order

Metro Nashville Procurement iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Timecards | RFQ

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
No results found.											

Multiple PO Change Export

Purchase Orders will be listed in this area.

End of Procedure!!

Running Report:
Approved / Registered
Small & Minority /
Women Businesses

Running Report: Approved / Registered Small & Minority / Women Businesses

Login to Metro iSupplier (see previous instructions)

Oracle Applications Home Page

Main Menu

- Personalize
- Metro iSupplier Portal Access
- Home Page
- Sourcing Home Page
- Worklist

Worklist

Switch User

Full List

Previous 1-25 Next 25

From	Type	Subject	Sent	Due
ALLEN, MICHAEL	Sourcing Publish	You are invited: RFQ 208256,1 (Demolition Water Services 2010 Flood Homes)	07-Dec-2012	
BROWN, CHARLES	Sourcing Publish	You are invited: RFQ 367410,1 (Water and Sewer Service Line Cut & Cap Program 3)	21-May-2013	

Click: “Metro iSupplier Portal Access”

Click: “Home Page”

Running Report: Approved / Registered Small & Minority / Women Businesses

https://isupplier.nashville.gov/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/web... Nashville > Finance > Procure... General

File Edit View Favorites Tools Help

Metro Nashville Procurement iSupplier Portal

Navigator Favorites Home Logout Preferences Diagnostics

Home Orders **Admin** Admin Assessments

Profile Management Concurrent Requests

General

Organization Name	Metro Test Supplier	DUNS Number	
Supplier Number	15033	Tax Registration Number	
Alias		Taxpayer ID	412-81-9188
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

Click: "Admin" Tab

Click: "Concurrent Requests"

Running Report: Approved / Registered Small & Minority / Women Businesses

The screenshot shows the Metro Nashville Procurement iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', and 'Admin' tabs. Below this, the 'Concurrent Requests' section is active, showing a progress bar with steps: Name, Parameters, Schedule, Layout, Notifications, Delivery, and More. The 'Name' step is currently selected. The form title is 'Schedule Request: Name'. A note indicates that an asterisk (*) denotes a required field. The form contains two radio buttons: 'New Request' (which is selected, indicated by a red arrow) and 'Copy Request'. Below these are two text input fields: 'Program Name' and 'Request Name'. A magnifying glass icon is positioned to the right of the 'Program Name' field, with a blue arrow pointing to it. At the bottom right of the form, there are buttons for 'Manage Schedule', 'Cancel', 'Submit', and 'Next', along with the text 'Step 1 of 7'.

Verify: “New Request” is selected

Click: “Magnifying Glass” to search for “Program Name”

Running Report: Approved / Registered Small & Minority / Women Businesses

Search and Select: Program Name

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

Select	Quick Select	Program Name	Application Name
	No search conducted.		

[About this Page](#)

Click: "Go"

Running Report: Approved / Registered Small & Minority / Women Businesses

Search and Select: Program Name

Search

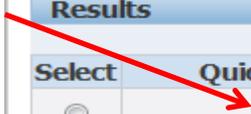
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Metro Business Class Excel Report	Metro Custom Application

[About this Page](#)



Click: "Quick Select" Icon (Metro Business Class Excel Report)

Running Report: Approved / Registered Small & Minority / Women Businesses

Metro Nashville Procurement iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Admin

Profile Management | **Concurrent Requests**

Request Submission View Requests

Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Name

* Indicates required field

Step 1 of 7

New Request
 Copy Request

Program Name: Metro Business Class Excel Report

Request Name:

The name can later be used to search for this request

Language Settings

Select All | Select None

Select	*Language	*Territory	Numeric Character
<input checked="" type="checkbox"/>	American English	United States	.,

Step 1 of 7

Click: "Next"

Running Report: Approved / Registered Small & Minority / Women Businesses

Metro Nashville Procurement iSupplier Portal

Home | Orders | Admin

Profile Management | **Concurrent Requests**

Request Submission | View Requests

Navigation: Name | **Parameters** | Schedule | Layout | Notifications | Delivery | More

Schedule Request: Parameters

* Indicates required field

Program Name: **Metro Business Class Excel Report**

Request Name: _____

Vendor name: _____

Minority Type: _____

Status: APPROVED

Classification: _____

Commodity code: _____

Zip1: _____

Zip2: _____

Zip3: _____

Zip4: _____

Zip5: _____

Zip6: _____

Zip7: _____

Zip8: _____

Zip9: _____

Zip10: _____

Zip11: _____

Zip12: _____

Buttons: Cancel | Submit | Back | Step 2 of 7 | Next

Verify: "Status" equals "Approved"
Click: "Magnifying Glass" to select "Classification"

Running Report: Approved / Registered Small & Minority / Women Businesses

Search and Select: Classification

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

Select	Quick Select	Classification
	No search conducted.	

[About this Page](#)

Click: "Go"

Running Report: Approved / Registered Small & Minority / Women Businesses

Search and Select: Classification

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

Select	Quick Select	Classification
<input type="radio"/>		BLIND
<input type="radio"/>		DISABLED_VETERAN_OWNED
<input type="radio"/>		FEDERAL_DBE
<input type="radio"/>		MINORITY_OWNED
<input type="radio"/>		SMALL_BUSINESS

[About this Page](#)

Select: the desired "Classification" by
Clicking: the appropriate "Quick Select" icon

Running Report: Approved / Registered Small & Minority / Women Businesses

Metro Nashville Procurement iSupplier Portal

Home | Orders | Admin

Profile Management | **Concurrent Requests**

Request Submission | View Requests

Name | **Parameters** | Schedule | Layout | Notifications | Delivery | More

Schedule Request: Parameters

* Indicates required field

Program Name: **Metro Business Class Excel Report**

Request Name:

Vendor name:

Minority Type:

Status: **APPROVED**

Classification: **SMALL BUSINESS**

Commodity code:

Zip1:

Zip2:

Zip3:

Zip4:

Zip5:

Zip6:

Zip7:

Zip8:

Zip9:

Zip10:

Zip11:

Zip12:

Cancel | Submit | Back | Step 2 of 7 | Next

Type the “Commodity Code” you wish to use in this report or

If you don’t know the entire commodity code - Click: “Magnifying Glass” to select “Commodity Code”

Running Report: Approved / Registered Small & Minority / Women Businesses

Search and Select: Commodity code

Cancel Select

Search

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

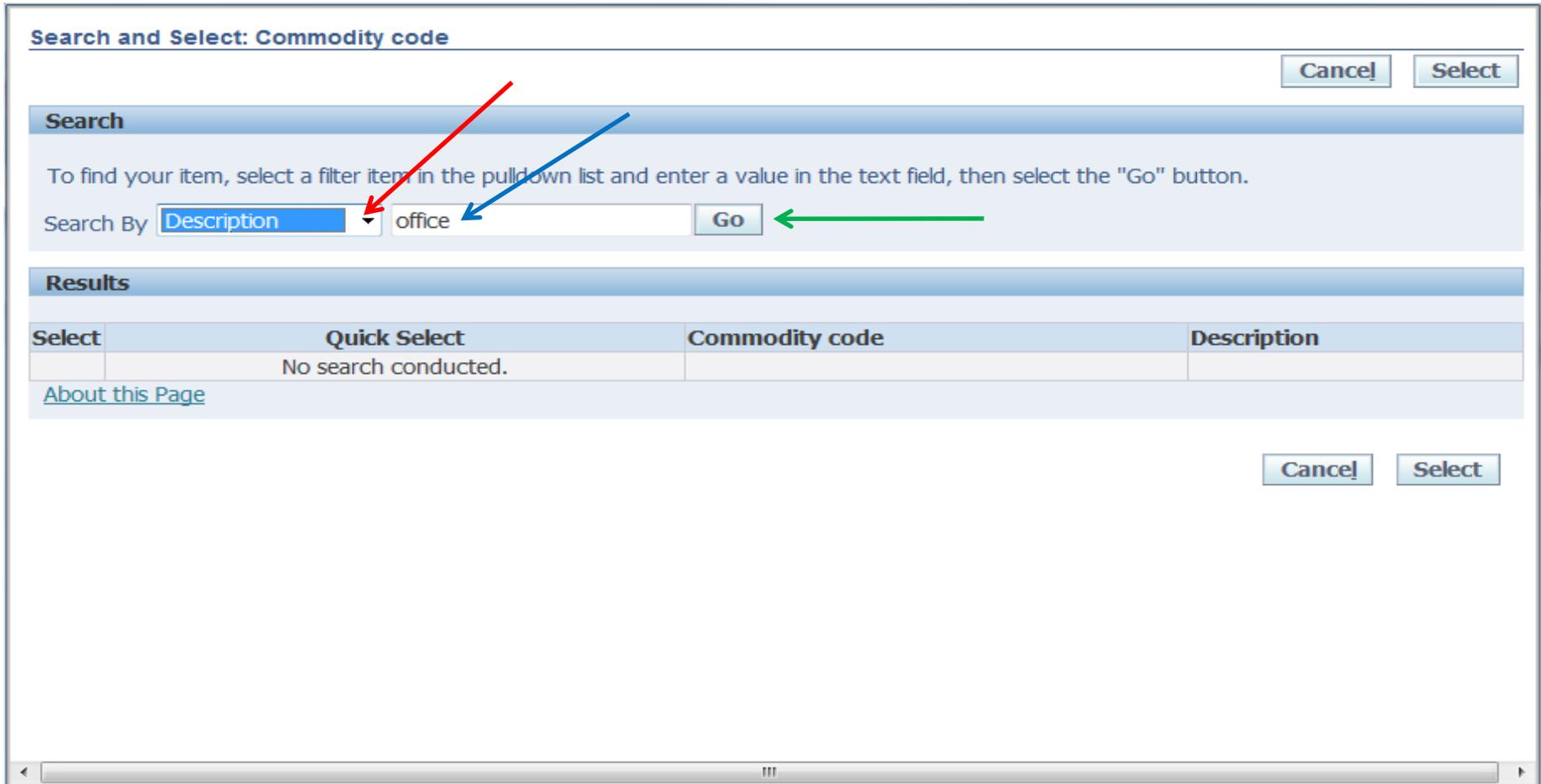
Search By **Description** office Go

Results

Select	Quick Select	Commodity code	Description
	No search conducted.		

[About this Page](#)

Cancel Select



Select: "Search By" Information (Commodity Code or Description)

Enter: "Search By" Criteria

Click: "Go"

Running Report: Approved / Registered Small & Minority / Women Businesses

Search and Select: Commodity code

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

Select	Quick Select	Commodity code	Description
<input type="radio"/>		44000000	Office Equipment and Accessories and Supplies
<input type="radio"/>		44100000	Office machines and their supplies and accessories
<input type="radio"/>		44110000	Office and desk accessories
<input type="radio"/>		44120000	Office supplies

[About this Page](#)

Select Desired Commodity Code by:

Clicking Appropriate "Quick Select" Icon

Running Report: Approved / Registered Small & Minority / Women Businesses

Metro Nashville Procurement iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Admin

Profile Management | **Concurrent Requests**

Request Submission View Requests

Name Parameters Schedule Layout Notifications Delivery More

Schedule Request: Parameters

* Indicates required field

Cancel Submit Back **Step 2 of 7** Next

Program Name **Metro Business Class Excel Report**

Request Name

Vendor name

Minority Type

Status APPROVED

Classification SMALL_BUSINESS

Commodity code 44120000

Office supplies

Zip1

Zip2

Zip3

Zip4

Zip5

Zip6

Zip7

Zip8

Zip9

Zip10

Zip11

Zip12

Cancel Submit Back **Step 2 of 7** Next

Click: "Next" until you reach "Step 7 of 7"

Running Report: Approved / Registered Small & Minority / Women Businesses

Metro Nashville Procurement iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Admin

Profile Management | **Concurrent Requests**

Request Submission View Requests

Previous Notifications Delivery **Review**

Schedule Request: Review

Cancel Back Step 7 of 7 **Submit**

Name

Concurrent Program Name **Metro Business Class Excel Report**

Request Name

Operating Unit

Language Settings

Language	Territory	Numeric Character
American English	United States	,,

Parameters

Vendor name

Minority Type

Status **APPROVED**
Approved

Classification **SMALL_BUSINESS**

Commodity code **44120000**
Office supplies

Zip1

Zip2

Zip3

Zip4

Zip5

Zip6

Zip7

Zip8

Zip9

Zip10

Zip11

Zip12

Schedule

Click: "Submit"

Running Report: Approved / Registered Small & Minority / Women Businesses



The screenshot shows the Metro Nashville Procurement iSupplier Portal. The top navigation bar includes "Home", "Orders", and "Admin". Below this, there are links for "Profile Management" and "Concurrent Requests". A left-hand menu contains "Request Submission" and "View Requests". The main content area displays an "Information" message: "Your request for Metro Business Class Excel Report has been scheduled. The Request ID is 2742168". A red arrow points to an "OK" button in the bottom right corner of the message box.

Click: "OK"

Running Report: Approved / Registered Small & Minority / Women Businesses

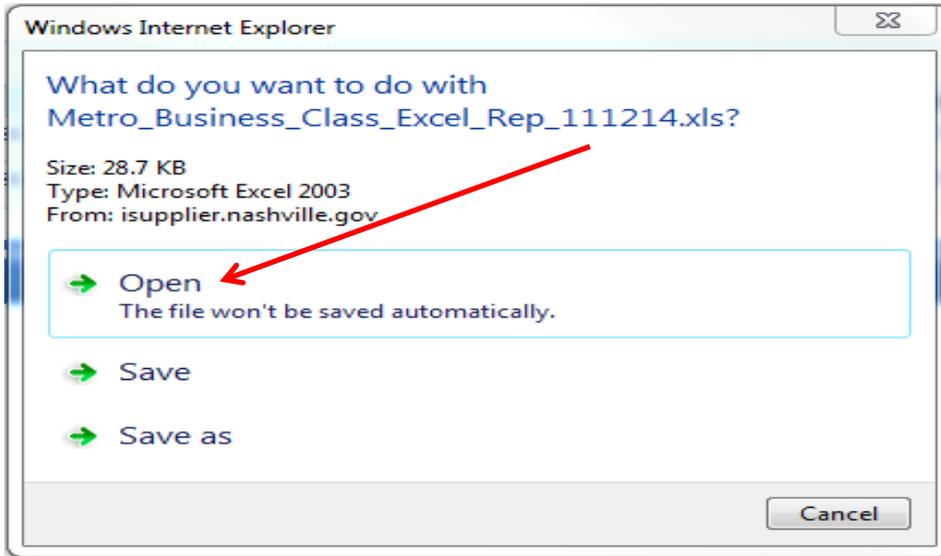
The screenshot shows the Metro Nashville Procurement iSupplier Portal. The main navigation bar includes 'Home', 'Orders', and 'Admin'. Below this, there are links for 'Profile Management' and 'Concurrent Requests'. A left-hand menu contains 'Request Submission' and 'View Requests'. The 'Requests' section features a 'View' dropdown set to 'Last 24 hours' and a 'Go' button. A 'Refresh' button is highlighted with a red arrow. The 'Requests Summary Table' has columns for Request ID, Name, Phase, Status, Scheduled Date, Details, Output, and Republish. A red box highlights the 'Phase' column, which shows 'Completed' for request ID 2742168. A blue arrow points to the 'Output' icon for this request.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
2742168	Metro Business Class Excel Report	Completed	Normal	11-Dec-2014 14:32:29			

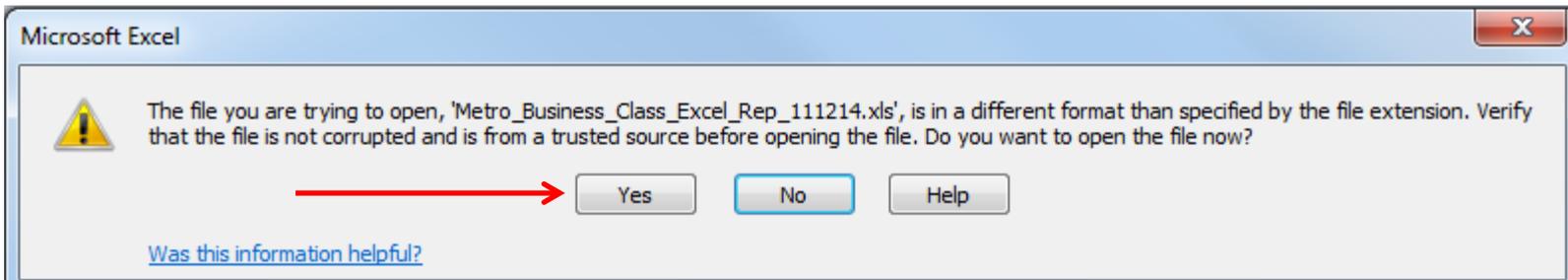
If the “Phase” column shows “Pending”, Click “Refresh”

Once report indicates “Completed” in the “Phase” column, Click: “Output” icon to view details of report

Running Report: Approved / Registered Small & Minority / Women Businesses



Click: "Open" to view report detail



You may receive this dialogue box.

Click: "Yes"

Running Report: Approved / Registered Small & Minority / Women Businesses

Business Classification Report

Report Parameters:	
Run Time	12/11/2014 14:18 PM
Minority Type	
Status	APPROVED
Classification	SMALL BUSINESS
Commodity	44120000

Below is a list of approved Small and/or Minority/Women Owned Business Enterprises (MWBs) that are registered with Metro under classification 44120000. If you are aware of other firms who meet
Please note that Metro provides this list as a service to offerors who desire assistance in locating potential Small Businesses and/or MWBE subcontractors and suppliers, however, proposers are resp

entities we recognize = http://www.nashville.gov/dmsba/procurement_nondiscrimination.asp

approval standards = http://www.nashville.gov/dmsba/small_business_status.asp

Vendor Name	Vendor No	Standard Industry Class	Address1	Address2	City	State	Zip	County	Class	Ow
DRS BATTERIES UNLIMITED INC	22	Retail Trade	PO BOX 158951		NASHVILLE	TN	37215-8951	DAVIDSON	SMALL BUSINESS	
International Office Products	89	Wholesale Trade	PO Box 50421		Nashville	TN	37205	Davidson	SMALL BUSINESS	
Rite Quality Office Supplies, Inc.	90	Retail Trade	710 N. Washington Street		Kokomo	IN	46901	Howard	SMALL BUSINESS	
A.J. Business Supply, Inc.	1587	Retail Trade	704 Main Street		Nashville	TN	37206	Davidson	SMALL BUSINESS	
Level Two Safety Inc	2450	Wholesale Trade	236 Raceway Dr, Ste 15		Mooresville	NC	28117	Iredell	SMALL BUSINESS	
Columbia Data Systems, Inc	6927	Retail Trade	2002 Oakland Pkwy		Columbia	TN	38401	Maury	SMALL BUSINESS	
Card Integrators Corporation	15328	Wholesale Trade	3625 Serpentine Drive		Los Alamitos	CA	90720	Orange	SMALL BUSINESS	
Metro Office Solutions, INC.	18271		1501 Corporate Place	Suite 400	Lavergne	TN	37086	Rutherford	SMALL BUSINESS	
Aurostar Corporation	19719		46560 Fremont Blvd	Unit 201	Fremont	CA	94538	Alameda	SMALL BUSINESS	

The report will display in an Excel format.

End of Procedure!!

This concludes iSupplier Training!!!

Please visit our iProcurement Website at the following address:

<http://www.nashville.gov/Finance/Procurement/iProcurement-and-iSupplier.aspx>, for helpful tips and guides for navigating through iSupplier.

Please contact our iSupplier support group via email at isupplier@nashville.gov if you run into any errors or need additional help with navigating through the iSupplier site. We are always happy to assist you!!!

Q & A Time!!!

New Supplier Registration Training will begin after a short break....

Registering in iSupplier

Registering in iSupplier

YOU MUST USE INTERNET EXPLORER 9 (or previous version) or Firefox!

The screenshot shows the Nashville.gov website. The browser's address bar contains the URL <http://www.nashville.gov/Finance/Procurement/Purchasing.aspx>, which is highlighted with a red box and a red arrow. The website header includes the Nashville.gov logo and navigation menus. The main content area features a "Business Opportunities Bulletin (BOB)" section and an "ORACLE Supplier Registration" section. In the "ORACLE Supplier Registration" section, the text "visit our [iSupplier Registration site.](#)" is highlighted with a blue box and a blue arrow. A left-hand navigation menu is visible, listing various finance and procurement categories.

Type <http://www.nashville.gov/Finance/Procurement/Purchasing.aspx> in the address section and hit Enter
Click: “iSupplier Registration Site”

Registering in iSupplier



iSupplier Portal

Close Preferences

Prospective Supplier Registration

* Indicates required field

Continue

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

If you do not receive an email confirmation about your registration at the end of your process, you may have entered an incorrect email address. Please call Metro to update your registration.

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

Continue

Enter: “Company Name, Taxpayer ID (which is your Federal Tax ID Number), Email, First and Last Name and Area Code and Phone Number”

Click: “Magnifying Glass” to enter Tax Country (You will receive an error message if Tax Country is manually typed.)

Note Highlighted Area: * (asterisk) indicates required fields.

Registering in iSupplier

Search and Select List of Values - Windows Internet Explorer

Search and Select: Tax Country 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

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

Cancel Select

100%

Type: "Country Name" and

Click: "Go"

Click: "Quick Select Icon" for appropriate Country

Registering in iSupplier



Prospective Supplier Registration

* Indicates required field

Blank label for instruction text



Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Taxpayer ID

DUNS Number

Contact Information

If you do not receive an email confirmation about your registration at the end of your process, you may have entered an incorrect email address. Please call Metro to update your registration.

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension



Click: "Continue"

Registering in iSupplier



iSupplier Portal

[Close](#) [Preferences](#)

Prospective Supplier Registration: Additional Details

[See Supplier Registration Guide for Details](#)

[Back](#)

[Save For Later](#)

[Register](#)

Company Name	New Test Company
Tax Country	United States
Tax Registration Number	
Taxpayer ID	999888111
DUNS Number	
Alternate Supplier Name	<input type="text"/>
* Industry Classification	<input type="text" value="Construction Firm"/>
National Insurance Number	<input type="text"/>
Note to Buyer	<input type="text"/>
Note to Supplier	<input type="text"/>

Enter: "Industry Classification" (Industry Classification is a description of what goods and / or services your company provides. Examples: Engineering, Construction, Office Equipment, etc.)

Registering in iSupplier



iSupplier Portal

[Close](#) [Preferences](#)

Prospective Supplier Registration: Additional Details

See Supplier Registration Guide for Details

[Back](#) [Save For Later](#) [Register](#)

Company Name **New Test Company**
Tax Country **United States**
Tax Registration Number
Taxpayer ID **999888111**
DUNS Number
Alternate Supplier Name
* Industry Classification
National Insurance Number
Note to Buyer
Note to Supplier

Address Book

At least one entry is required.

[Create](#) ←

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Click: “Create” in the Address Book Section

Registering in iSupplier



iSupplier Portal

Close Preferences

Create Address

* Indicates required field

Cancel Apply

→ * Address Name

Country

→ * Address Line 1

Address Line 2

Address Line 3

Address Line 4

→ * City/Town/Locality

→ * County

→ * State/Region

Province

→ * Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

Cancel Apply

Complete ALL fields marked with an * (Do Not select Purchasing or Payment Address)
Click: "Apply"

Registering in iSupplier

Contact Directory						
At least one entry is required.						
Create ←						
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	615-5559999	newtestcompany@gmail.com	✓		

Click: “Create” in the Contact Directory Section to add additional contacts

Create Contact

* Indicates required field

Contact Title	<input type="text"/>	Contact Email	<input type="text"/>
→ First Name	<input type="text"/>	Phone Area Code	<input type="text"/>
Middle Name	<input type="text"/>	Phone Number	<input type="text"/>
→ * Last Name	<input type="text"/>	Phone Extension	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>

Supplier User Account

Create User Account For The Contact ←

Enter: “First and Last Name and Contact Email”

Select: “Create User Account For The Contact” to give access to make changes / updates to Supplier profile

Click: “Apply”

Note: iSupplier will send out email notifications regarding Bid Opportunities to the contact user account whose last name is first alphabetically. Vendors are strongly encouraged to set up a distribution email account within their company to ensure that correct individuals receive these notifications. Please verify your email is correct before clicking Apply. If you create a User Account, your email address will be your user name. Purchase Orders are sent electronically to all email addresses in the Contact Directory that have a user account.

Registering in iSupplier

Business Classifications					
Classification	Applicable	Ownership Type	Certificate Number	Certifying Agency	Expiration Date
Blind	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
Federal DBE	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
Minority/Woman Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> 

 **TIP** Date format example: 23-May-2014

Select: Appropriate “Business Classifications” and Complete additional fields - “Certificate Number, Certifying Agency and Expiration Date” if Applicable

Registering in iSupplier

Products and Services

At least one entry is required.

Create ←

Code	Products and Services	Delete
No results found.		

Click: “Create” in the Products and Services Section

The commodity codes (Product / Services) attached to your profile are the determining factor in what bid opportunities you receive. The bid opportunities are sent via our Workflow Mailer automated emails.

Add Products and Services: : (New Test Company)

Browse All Products & Services
 Search for Specific Code and Product

[Cancel](#) [Apply](#)

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		<input type="checkbox"/>
10000000	Live Plant and Animal Material and Accessories and Supplies		<input type="checkbox"/>
10100000	Live animals		<input type="checkbox"/>
10110000	Domestic pet products		<input type="checkbox"/>
10120000	Animal feed		<input type="checkbox"/>
10130000	Animal containment and habitats		<input type="checkbox"/>
10140000	Saddlery and harness goods		<input type="checkbox"/>
10150000	Seeds and bulbs and seedlings and cuttings		<input type="checkbox"/>
10160000	Floriculture and silviculture products		<input type="checkbox"/>
10170000	Fertilizers and plant nutrients and herbicides		<input type="checkbox"/>

[Previous](#) 1-10 [Next 10](#)

[Cancel](#) [Apply](#)

There are 2 different search methods, “Browse All Products & Services” (shows all codes in numerical order) and “Search for Specific Product & Service” (allows users to search by specific code or description).

Note: If Products and Services are not entered, your registration will not be submitted. It will remain in a “Draft Status” until you have completed this section.

Registering in iSupplier



Prospective Supplier Registration: Additional Details >

Add Products and Services : (New Test Company)

Cancel Apply

- Browse All Products & Services
- Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		<input type="checkbox"/>
10000000	Live Plant and Animal Material and Accessories and Supplies		<input type="checkbox"/>
10100000	Live animals		<input type="checkbox"/>
10110000	Domestic pet products		<input type="checkbox"/>
10120000	Animal feed		<input type="checkbox"/>
10130000	Animal containment and habitats		<input type="checkbox"/>
10140000	Saddlery and harness goods		<input checked="" type="checkbox"/>
10150000	Seeds and bulbs and seedlings and cuttings		<input type="checkbox"/>
10160000	Floriculture and silviculture products		<input type="checkbox"/>
10170000	Fertilizers and plant nutrients and herbicides		<input type="checkbox"/>

Cancel Apply

Select: "Browse All Products & Services" to search codes in numerical order

Select: "Applicable Code"

Note: Highlighted Area – This page only shows 10 codes per view. Click "Next 10" to search all available codes.

Registering in iSupplier



iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details >

Add Products and Services : (New Test Company)

Cancel Apply

- Browse All Products & Services
- Search for Specific Code and Product

Code	Products and Services	View Sub-Categories	Applicable
00000000	Default		<input type="checkbox"/>
10000000	Live Plant and Animal Material and Accessories and Supplies		<input type="checkbox"/>
10100000	Live animals		<input type="checkbox"/>
10110000	Domestic pet products		<input type="checkbox"/>
10120000	Animal feed		<input type="checkbox"/>
10130000	Animal containment and habitats		<input type="checkbox"/>
10140000	Saddlery and harness goods		<input checked="" type="checkbox"/>
10150000	Seeds and bulbs and seedlings and cuttings		<input type="checkbox"/>
10160000	Floriculture and silviculture products		<input type="checkbox"/>
10170000	Fertilizers and plant nutrients and herbicides		<input type="checkbox"/>

Cancel Apply

Click: "Apply"

Registering in iSupplier



iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details >

Add Products and Services: : (New Test Company)

Cancel Apply

Browse All Products & Services

Search for Specific Code and Product

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description

Go

Clear

Code	Description	Applicable
No search conducted.		

Cancel Apply

Select: "Search for Specific Code and Product" to search by specific code or description

Enter "Search Criteria"

Click: "Go"

Registering in iSupplier

Metro Nashville Procurement iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details >

Add Products and Services : (New Test Company)

Browse All Products & Services
 Search for Specific Code and Product

Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code

Description

Code	Description	Applicable
44000000	Office Equipment and Accessories and Supplies	<input checked="" type="checkbox"/>
44110000	Office and desk accessories	<input checked="" type="checkbox"/>
44100000	Office machines and their supplies and accessories	<input checked="" type="checkbox"/>
44120000	Office supplies	<input checked="" type="checkbox"/>

Select: "Applicable Codes"

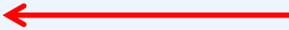
Click: "Apply"

Note: In iSupplier, use the "%" as a wild card, allowing the system to search for the particular word or phrase at the beginning, middle and end of description.

Registering in iSupplier

Attachments

Add Attachment..



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

Click: “Add Attachments” to upload the W9 and ACH forms (Forms can be downloaded from: <http://www.nashville.gov/Finance/Procurement/Purchasing.aspx>) (The W9 and ACH forms are not required at the time of registration but are required before any award can be made resulting in a Purchase Order or Contract.)

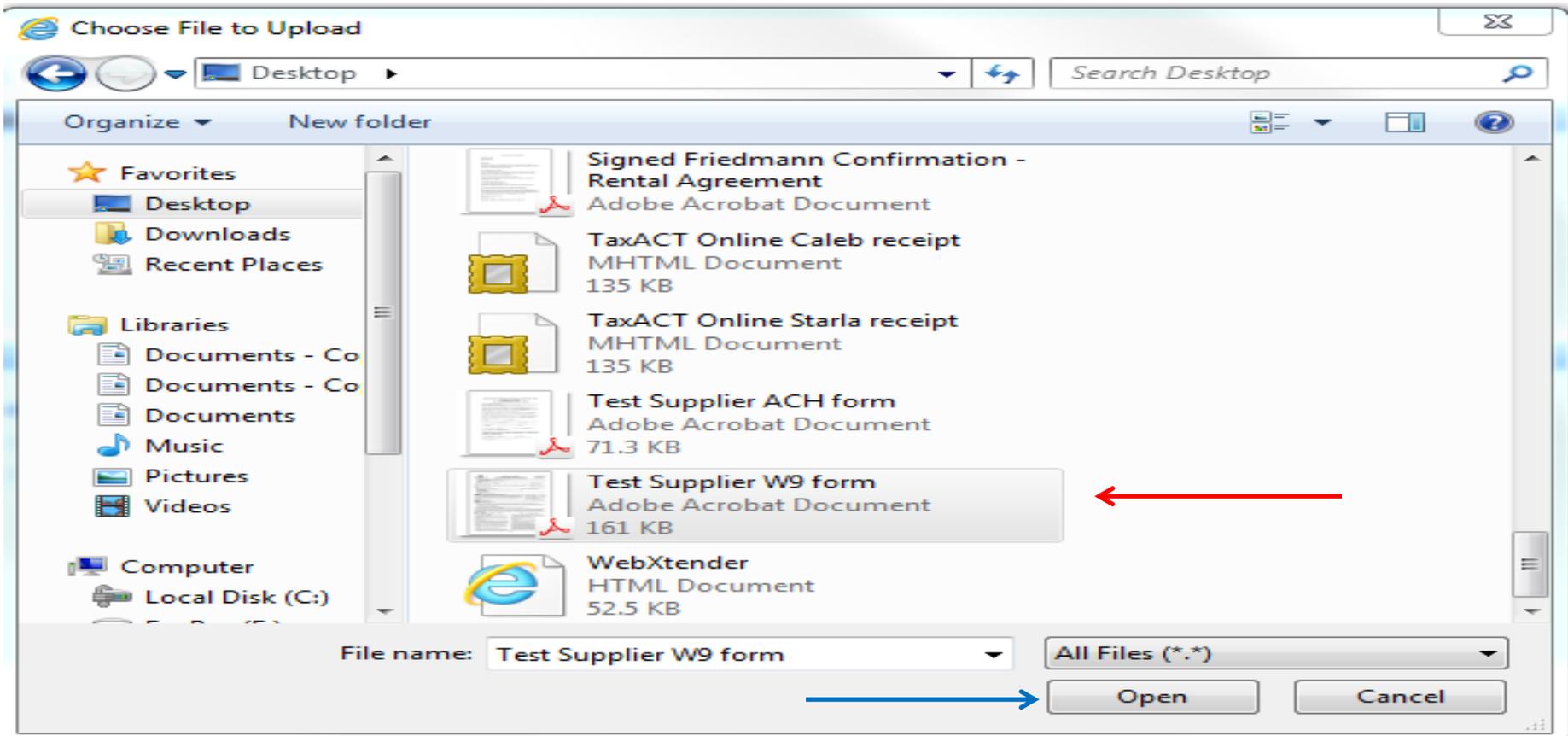
Registering in iSupplier

The screenshot shows the 'iSupplier Portal' interface for 'Prospective Supplier Registration: Additional Details'. The page title is 'Add Attachment'. At the top right, there are links for 'Close' and 'Preferences'. Below the title, there are three buttons: 'Cancel', 'Add Another', and 'Apply'. The main form is divided into two sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, there are fields for 'Title', 'Description', and 'Category' (set to 'Miscellaneous'). A red arrow points to the 'Title' field. In the 'Define Attachment' section, there are radio buttons for 'File', 'URL', and 'Text'. The 'File' option is selected. There is a 'Browse...' button next to the 'File' input field, with a blue arrow pointing to it. At the bottom right, there are three buttons: 'Cancel', 'Add Another', and 'Apply'.

Enter: "Title"

Click: "Browse" your computer where forms have been saved to select appropriate document

Registering in iSupplier



Find the appropriate file:

Select: "File"

Click: "Open"

Registering in iSupplier

Metro Nashville Procurement iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details >

Add Attachment

Add Desktop File/ Text/ URL

Attachment Summary Information

Title: Test Supplier W9 Form

Description:

Category: Miscellaneous

Define Attachment

Type: File URL Text

C:\Users\sfriedmann\Desktop\Test Supplier W9 form.pdf Browse...

Cancel Add Another Apply

Cancel Add Another Apply

Click: “Add Another” and follow previous instructions on attaching documents if there are other documents that need to be attached

Click: “Apply” when all desired documents have been selected

Registering in iSupplier



iSupplier Portal

Close Preferences

Prospective Supplier Registration: Additional Details

See Supplier Registration Guide for Details

Back

Save For Later

Register

Company Name **New Test Company**

Tax Country **United States**

Tax Registration Number

Taxpayer ID **999888111**

DUNS Number

Alternate Supplier Name

* Industry Classification

National Insurance Number

Note to Buyer

Note to Supplier

Click: "Register" after all information has been entered.

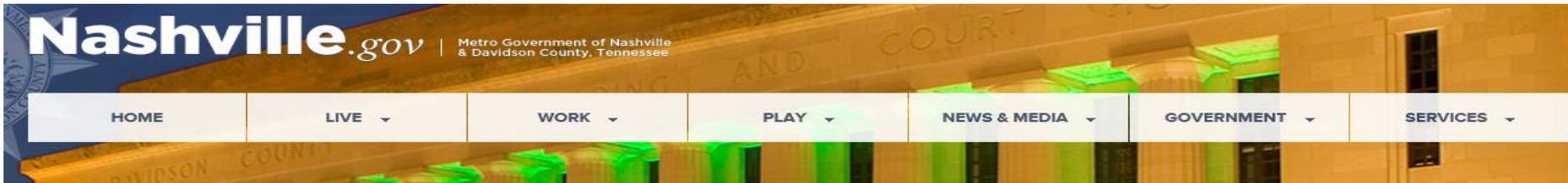
Registering in iSupplier

After completing the registration, you should receive a confirmation email from “Workflow Mailer” with a time-sensitive (approximately 24 hours after your received your email) password to use for initial login to iSupplier. **Password must be typed exactly as it appears in the email.** Check both your inbox and spam folder (depending on how your email security settings classify the email sender). You will use this temporary password for initial sign-in and then you will be prompted to create a new password for security purposes.

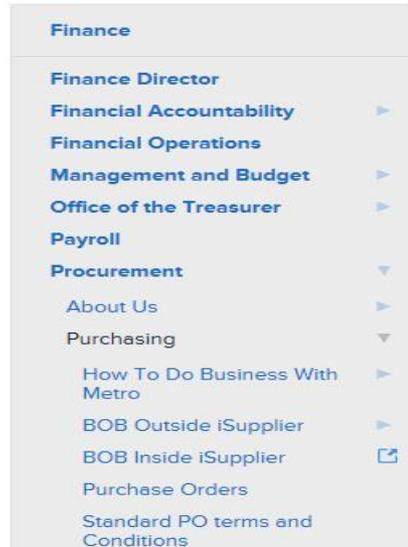
Your password should meet the following criteria:

- * Must be nine characters
- * Must contain at least one number or special character (examples: !, *, %, \$)
- * Cannot contain back to back letters, numbers or characters (example: you cannot use “progress)
- * Passwords are case sensitive

You can login to iSupplier by going to <http://www.nashville.gov/Finance/Procurement/Purchasing.aspx> and clicking the “iSupplier Login” link (see below).



Nashville.gov > Finance > Procurement > Purchasing



Business Opportunities Bulletin (BOB)

View Invitations to Bid, Requests for Proposal, or Requests for Qualification (and their amendments / attachments, if applicable).

- [Bidding Opportunities inside iSupplier](#)
- [Bidding Opportunities outside iSupplier](#)

ORACLE Supplier Registration

Metro Nashville has selected Oracle Procurement Software as its iProcurement solution.

Suppliers wishing to do business with Metro Nashville Government are required to register as a supplier on Oracle iSupplier Registration. If you have not registered or need to update your supplier profile please review the [User Productivity Kit](#) for tips to assist you in registration, then visit our [iSupplier Registration site](#).

- [iSupplier Login](#)
- [ACH Credit Form W](#)
- [W-9 Form With Signature](#)
- [iSupplier Online Training Tool - User Productivity Kit](#)

For questions about supplier registration e-mail iSupplier@nashville.gov.

Registering in iSupplier

Now you will be taken to the iSupplier login screen which should look like the picture below. Enter your login information to proceed into iSupplier. Your username is your email address and your password will be the temporary password for the initial setup and then the new password once you have changed it.



Metro Nashville
iProcurement

*User Name

(example: michael.james.smith)

*Password

(example: 4u99v23)

Login Cancel

Login Assistance

Accessibility None

Select a Language:
English

Please visit our iProcurement Website at the following address:

<http://www.nashville.gov/Finance/Procurement/iProcurement-and-iSupplier.aspx>, for helpful tips and guides for navigating through iSupplier.

Please contact our iSupplier support group via email at isupplier@nashville.gov if you run into any errors or need additional help with navigating through the iSupplier site. We are always happy to assist you!!!