

iSupplier Oracle Portal is a supplier managed system. iSupplier Oracle Portal works with both Chrome (Chrome 80 preferred) and Internet Explorer. Some vendors have reported issues attempting to access the portal through other browsers. To access the login webpage using Chrome or Internet Explorer via https://mndcebs-prd.opc.oracleoutsourcing.com/OA_HTML/AppsLocalLogin.jsp or go to <https://www.nashville.gov/Finance/Procurement.aspx> . Copy and paste either link into the browser you are using. It is recommended that you do not save the direct links to the login screen to your favorites.

Click on “update my information in iSupplier”

The screenshot shows the Nashville.gov website with a navigation menu and a sidebar. The main content area is titled "Finance Procurement Division" and contains a description of the division's role. Below the description is a list of actions under the heading "I want to...". A red arrow points from the text "Click on 'update my information in iSupplier'" to the link "update my information in iSupplier" in the list.

Finance

- Finance Foundations Video Series
- Accounting
- Accounts Payable
- Grants and Accountability ▶
- Management and Budget ▶
- Office of the Treasurer ▶
- Payroll
- Procurement ▼
 - Procurement Division Office
 - Purchasing and Contracts Office ▶
 - Business Assistance Office ▶
 - Council & Board Reports ▶

Finance Procurement Division

The division of purchases is the central point of contact for buying goods and securing services on behalf of the 55 departments and agencies that comprise the Metropolitan Government of Nashville and Davidson County.

I want to...

- do business with Metro.
- register my information in iSupplier [↗](#)
- update my information in iSupplier [↗](#)
- report or verify subcontractor payments [↗](#)
- search Metro's directory of small, minority, and women-owned businesses [↗](#)
- find an existing or expired contract.
- find information related to a contract award.

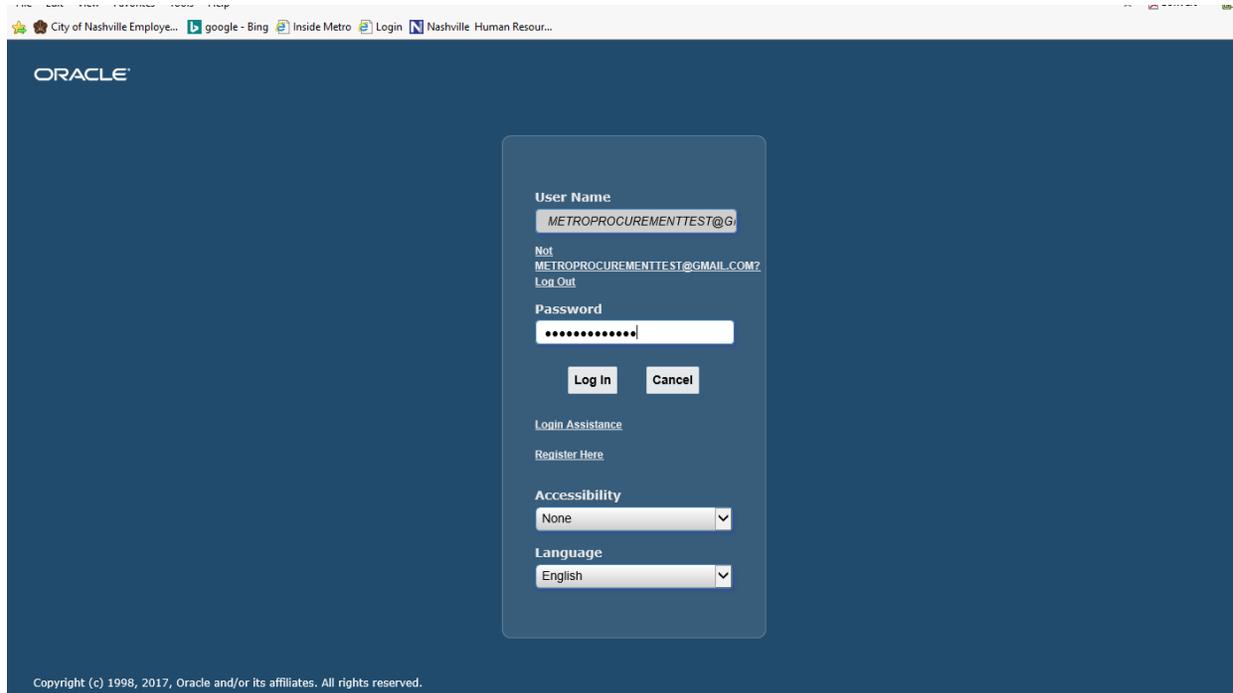
News

- 6/9/2020
[Metro Announces Architect and Engineering \(A&E\) Services Contract Award Process Change](#)
- 6/3/2020
[Guidance for Purchases Through Amazon Business](#)
- 4/20/2020
[Procurement Standards Board May Meeting Cancelled](#)

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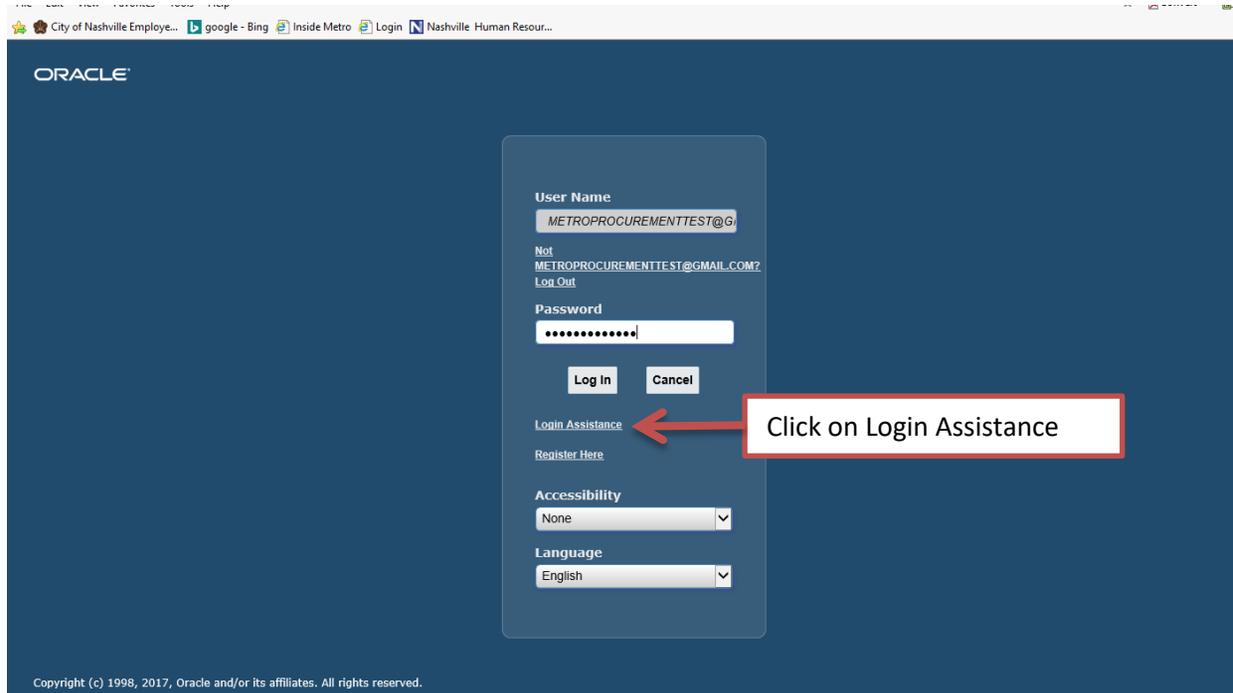
UPDATING SUPPLIER SITE

Type in your username and password and click log-in



UPDATING SUPPLIER SITE

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



The screenshot shows the Oracle login interface. At the top left is the ORACLE logo. The main content area is a light blue box containing the following elements: a 'User Name' field with the text 'METROPROCUREMENTTEST@G', a 'Not METROPROCUREMENTTEST@GMAIL.COM? Log Out' link, a 'Password' field with masked characters, 'Log In' and 'Cancel' buttons, a 'Login Assistance' link (highlighted with a red arrow and a callout box), a 'Register Here' link, and two dropdown menus for 'Accessibility' (set to 'None') and 'Language' (set to 'English'). At the bottom left, there is a copyright notice: 'Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.'

You will be prompted to enter your user name which is the email address of the user account. Click Forgot Password

You will receive a confirmation message stating that your password reset has went through and you should receive an email with instructions on how to reset within 10-15 minutes.

Please make sure you check your junk and/or spam folder if you do not receive the email in your inbox.

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

HOW TO RESET YOUR

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.

This is the only time the link in email notifications work.

[Click the hyperlink and you will prompted to enter a new password.](#)

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

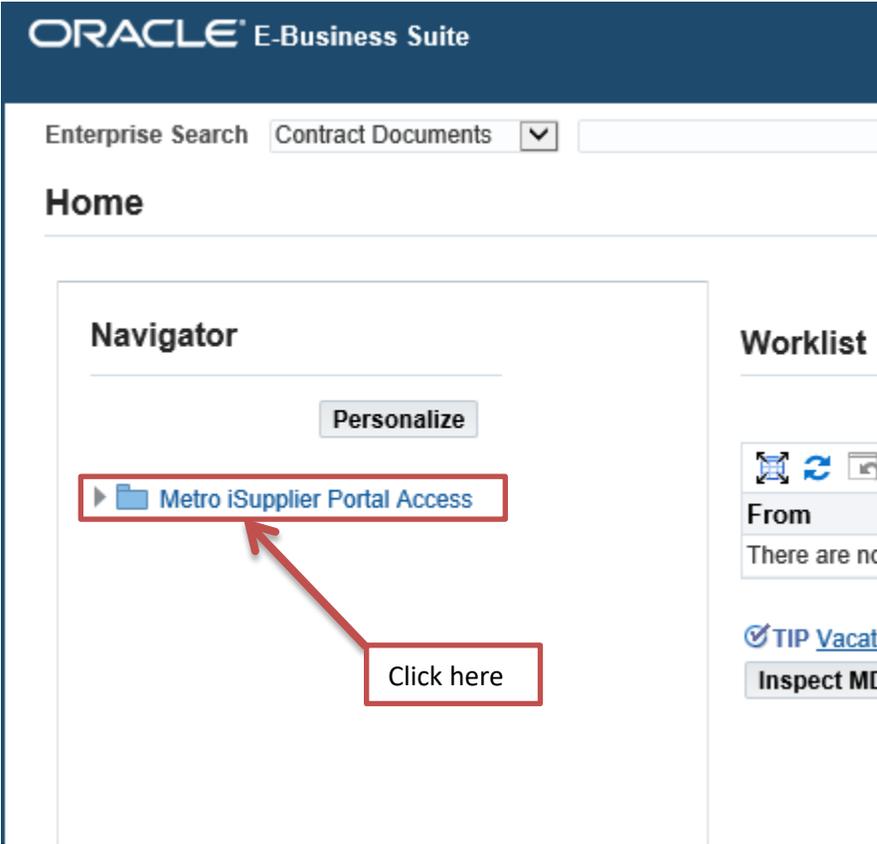
Remember that you can only use Internet Explorer 9 (or earlier versions) or Firefox.

If you need additional assistances or have other questions, please email jsupplier@nashville.gov.

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

UPDATING SUPPLIER SITE

Click  Metro iSupplier Portal to expand



The screenshot displays the Oracle E-Business Suite interface. At the top, there is a dark blue header with the text "ORACLE E-Business Suite". Below the header, there is a search bar with the text "Enterprise Search" and a dropdown menu set to "Contract Documents". The main content area is titled "Home" and is divided into two sections: "Navigator" and "Worklist".

In the "Navigator" section, there is a "Personalize" button and a link labeled "Metro iSupplier Portal Access" with a folder icon. This link is highlighted with a red box, and a red arrow points to it from a box labeled "Click here".

The "Worklist" section contains a refresh icon, a "From" label, and the text "There are no". Below this, there is a link for "TIP Vacati" and a button labeled "Inspect ME".

UPDATING SUPPLIER SITE

Click "Home Page"

The screenshot shows the top navigation bar with "Enterprise Search" and a dropdown menu set to "Contract Documents". Below this is the "Home" header. The main content area is divided into two sections: "Navigator" on the left and "Worklist" on the right. In the "Navigator" section, there is a "Personalize" button and a folder icon labeled "Metro iSupplier Portal Access". Under this folder, three items are listed: "Home Page", "Sourcing Home Page", and "Worklist". The "Home Page" item is highlighted with a red rectangular box, and a red arrow points from a red-bordered box containing the text "Click here" to the "Home Page" link. The "Worklist" section contains several icons (a square with an X, a refresh icon, a document icon, and a gear icon), a "From" header, the text "There are no no", a link for "TIP Vacation", and a button labeled "Inspect MDS C".

UPDATING SUPPLIER SITE

Click "Administration" Tab to update profile

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with the Oracle logo and the text "iSupplier Portal". On the right side of the navigation bar, there are icons for home, star, settings, and a notification bell with a "0" badge. The user is logged in as "METROPROCUREMENTTEST@GMAIL.COM". Below the navigation bar, there are tabs for "Supplier Home", "Orders", "Finance", "Administration", and "Assessments". The "Administration" tab is highlighted with a red box, and a red arrow points to it from a red-bordered box containing the text "Click here". Below the tabs, there is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into several sections: "Notifications" with a "Full List" button and a table with columns "Subject" and "Date" (containing "No results found."); "Inspect MDS Contents" button; "Orders At A Glance" with a "Full List" button and a table with columns "PO Number", "Description", and "Order Date" (containing "No results found."); and another "Inspect MDS Contents" button. On the right side, there is a sidebar with sections for "Orders" (Agreements, Purchase Orders, Purchase History), "Invoices" (Invoices), and "Payments" (Payments).

UPDATING SUPPLIER SITE

To make changes to your profile use “Profile Management “

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes the Oracle logo, the text 'iSupplier Portal', and user information: 'Logged In As METROPROCUREMENTTEST@GMAIL.COM'. The main navigation tabs are 'Supplier Home', 'Orders', 'Finance', 'Administration', and 'Assessments'. The 'Administration' tab is active, and a sidebar on the left lists various management options: 'Profile Management', 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. A red box highlights the 'Profile Management' section in the sidebar, and a red arrow points from a callout box labeled 'Profile Management' to the 'Organization' link. The main content area displays the 'General' information for the supplier, including 'Organization Name: Metro Procurement GG Test Supplier', 'Supplier Number: 15033', 'DUNS Number', 'Tax Registration Number', 'Taxpayer ID: 412819188', and 'Country of Tax Registration'. Below this is the 'Attachments' section with a search bar and a table for attachments. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.' and an 'Inspect MDS Contents' button is visible below it.

UPDATING SUPPLIER SITE

Click "Address Book" to update address

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

UPDATING SUPPLIER SITE

Click "Create" under "Address Book" tab to add a new address site. You can click on the pencil to edit an address.

Supplier Portal Administration

Supplier Home Orders Finance Administration Assessments

Profile Management

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

Address Book

Click Here to edit an address

Address Name ▲	Address Details	Country ▲	Update	Remove
CHEATHAM	5678 Wherever Pegram, SD 37143	United States		
OFFICE	730 2nd Ave South Nashville, TN 37210	United States		

Click Here

UPDATING SUPPLIER SITE

Complete ALL fields marked with an * (indicates required field), enter the County & select Purchase Address and / or Payment Address
Click: "Apply"

ORACLE iSupplier Portal Close Settings

Create Address

Cancel Apply

* Indicates required field

Personalize Stack Layout

* Address Name	<input type="text"/>	Phone Area Code	<input type="text"/>
Country	United States	Phone Number	<input type="text"/>
* Address Line 1	<input type="text"/>	Fax Area Code	<input type="text"/>
Address Line 2	<input type="text"/>	Fax Number	<input type="text"/>
Address Line 3	<input type="text"/>	Email Address	<input type="text"/>
Address Line 4	<input type="text"/>	<input type="checkbox"/> Purchasing Address	
* City/Town/Locality	<input type="text"/>	<input type="checkbox"/> Payment Address	
Country	<input type="text"/>	<input type="checkbox"/> RFQ Only Address	
* State/Region	<input type="text"/>		
Province	<input type="text"/>		
* Postal Code	<input type="text"/>		

ORACLE iSupplier Portal Close Settings

Create Address

Cancel Apply

* Indicates required field

Update:
Address Name
Address
City
Add County
State
Zip Code

* Address Name	W9	Phone Area Code	615
Country	United States	Phone Number	3434343
* Address Line 1	1234 Any Street	Fax Area Code	<input type="text"/>
Address Line 2	<input type="text"/>	Fax Number	<input type="text"/>
Address Line 3	<input type="text"/>	Email Address	<input type="text"/>
Address Line 4	<input type="text"/>	<input type="checkbox"/> Purchasing Address	
* City/Town/Locality	Anytown	<input type="checkbox"/> Payment Address	
Country	<input type="text"/>	<input type="checkbox"/> RFQ Only Address	
* State/Region	TN		
Province	<input type="text"/>		
* Postal Code	44444		

Select address

Click Apply