

# About Oracle iSupplier Portal

**\*\* This tool cannot be utilized for competitive solicitations with the Pinellas County Board of County Commissioners \*\***

Suppliers interested in doing business with the County through the competitive bid, quote or request for proposal process should use the process outlined at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase).

If you have questions regarding the Pinellas County Contracting process, contact the Purchasing Department at (727) 464-3311.

## **BENEFITS ASSOCIATED WITH THE ISUPPLIER (SELF SERVICE) PORTAL:**

- Current Suppliers of the County can use the portal to manage and view current and future business transactions
- Access to view Invoices, Payments, Standard Purchase Orders (SPO) and Agreements (BPA and CPA)
- Access to the iSupplier system is available 24 hours a day, 7 days a week
- Reduces paperwork, faxes and telecommunications
- Suppliers can view contact information setup for your company (Phone, Fax, Address etc.) and request changes when necessary

## **ISUPPLIER PORTAL HOME SCREEN**

Search records by Purchase Order number or use the links provided to access all Invoices, Payments, Agreements and Purchase Orders.

## **GETTING STARTED - REGISTRATION**

If you are interested in using the iSupplier (self service) portal, please send an email to Phil Marshall ([pmarshall@pinellascounty.org](mailto:pmarshall@pinellascounty.org)) and include the following information.

1. Company name (Include DBA's if applicable – Example: Marshall Corporation DBA Marshall Home Repair)
2. First name, last name and title of the authorized contact(s) within your company that will be using the portal
3. Valid email address of designated contact(s)
4. 10 digit telephone and fax numbers for the designated contact(s)

Once your request has been received, an email will be sent to the designated contact(s) with a link to the Pinellas County iSupplier website along with a brief tutorial. A second email (See example below) will be sent providing the username and password.

**From:** wfepd  
**Sent:** Saturday, September 03, 2011 11:48 AM  
**To:** Just, James  
**Subject:** FYI: Pinellas County Supplier Collaboration Network: Confirmation of Registration

To: **JIM TEST**  
Sent: **03-SEP-2011 11:46:29**  
ID: **537551**

You have been registered at Pinellas County for access to their supplier collaboration network. You can [log on](#) with the username JJUST@PINELLASCOUNTY.ORG and the password XXXXXX.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.