ACCESSING THE iSUPPLIER PORTAL

Current vendors who have requested to be setup as an iSupplier (as outlined in About Oracle iSupplier Portal) will receive an email with their username, password and URL to the iSupplier Portal website.

Click the log on link in the email to access the iSupplier Portal login screen.

NAVIGATING AND SEARCHING

Home page: https://opus.pinellascounty.org

The following is what you will see when you log on to the iSupplier Portal with the correct username and password. Use the links located on the right side of the page to view Invoices, Payments, Purchase Orders (SPO) and Agreements (BPA & CPA).
INVOICE AND PAYMENT SEARCH

Choosing the View Invoices link shows the invoices search page. You can search by various criteria which include: Invoice #, PO Number, Invoice Amount & Invoice Date or you can click the Go button and see ALL of the invoices in the system.
PURCHASE ORDER SEARCH

Purchase order search page:

Just like the Invoice or Payment search, you can enter specific criteria and clicking the Go button.

You can also enter just the appropriate Operating unit: BCC - Board of County Commissioners or CCC: Clerk of the Circuit Court then click the Go button to see ALL of your purchase orders.

Click the Magnifying Glass to go to search for the appropriate operating unit. (Continued below)
Click the **Go** button to display all operating units.

Choose the appropriate Operating Unit by clicking on the **Quick Select** button.
That is the minimum requirement for searching Purchase orders. You can search with additional criteria or Click Go and see ALL Purchase Orders associated with the Selected Operating Unit and your company.

The Portal is very intuitive and easy to use after familiarizing yourself with it. Buttons and Hyperlinks are usually provided to navigate to different areas without hitting your browser back button.

If you have questions regarding the Pinellas County iSupplier Portal, please contact Phil Marshall at pmarshall@pinellascounty.org or call (727) 464-8325.