

## 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.

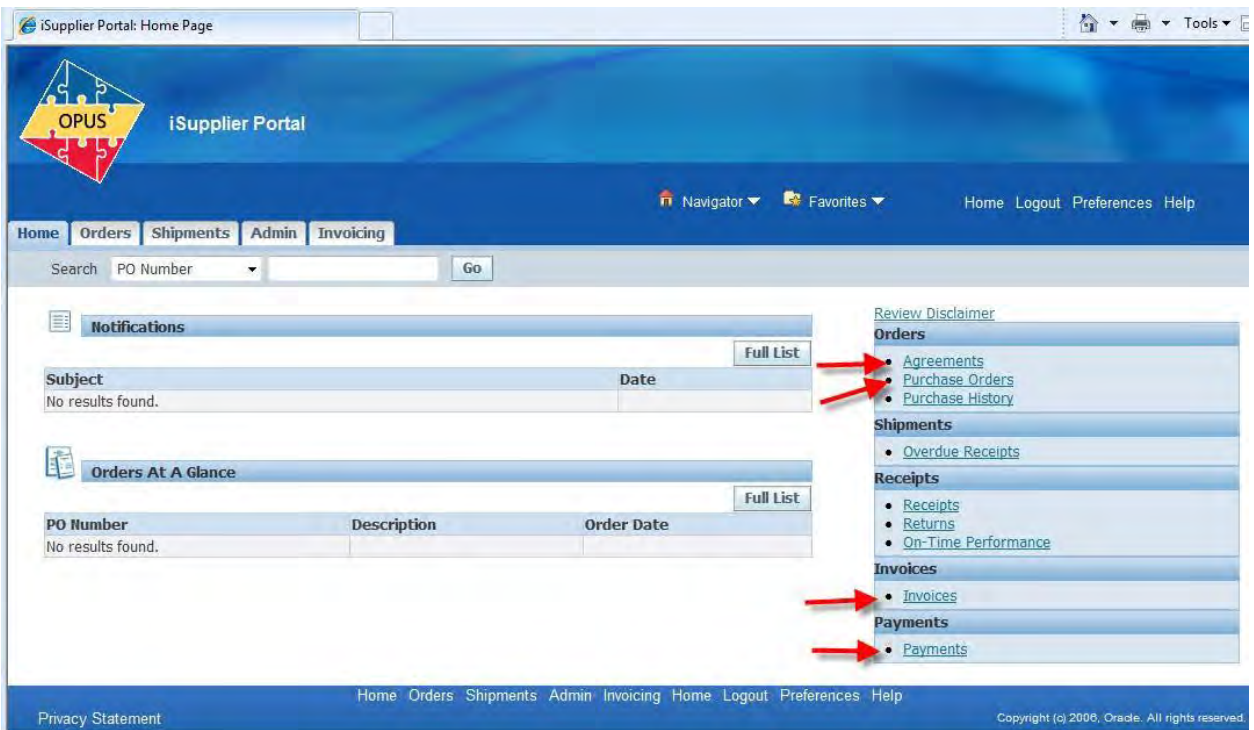
Click the [log on](#) link in the email to access the iSupplier Portal login screen.



## 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.

The screenshot shows a web application interface for searching invoices and payments. At the top, there are navigation tabs: Home, Orders, Shipments, and Invoicing. Under the Invoicing tab, there are two sub-links: View Invoices and View Payments. A blue callout box with the text "You can view invoice and payments." has red arrows pointing to the View Invoices and View Payments links. Below the navigation is a breadcrumb trail: Home > View Invoices. To the right of the breadcrumb is an "Export" button. The main section is titled "Simple Search" and contains several search criteria: Invoice Number, PO Number (with an example: 1234), Release Number (with an example: 1234-2), Payment Number, Invoice Status, Payment Status, Invoice Amount From/To, Amount Due From/To, Invoice Date From/To (with calendar icons), and Due Date From/To (with an example: 18-Oct-2011 and a calendar icon). There are "Go" and "Clear" buttons at the bottom of the search form. To the right of the search form is an "Advanced Search" button. Below the search form is a table with the following columns: Invoice, Invoice Date, Invoice Type, Amount Due, Status, On Hold, Payment Status, Due Date, PO Payment Number, Receipt Attachments, and Netted Netting Amount Report. The table currently shows "No search conducted." A blue callout box with the text "Click Go to view results" has a red arrow pointing to the "Go" button. There is another "Export" button at the bottom right of the page.

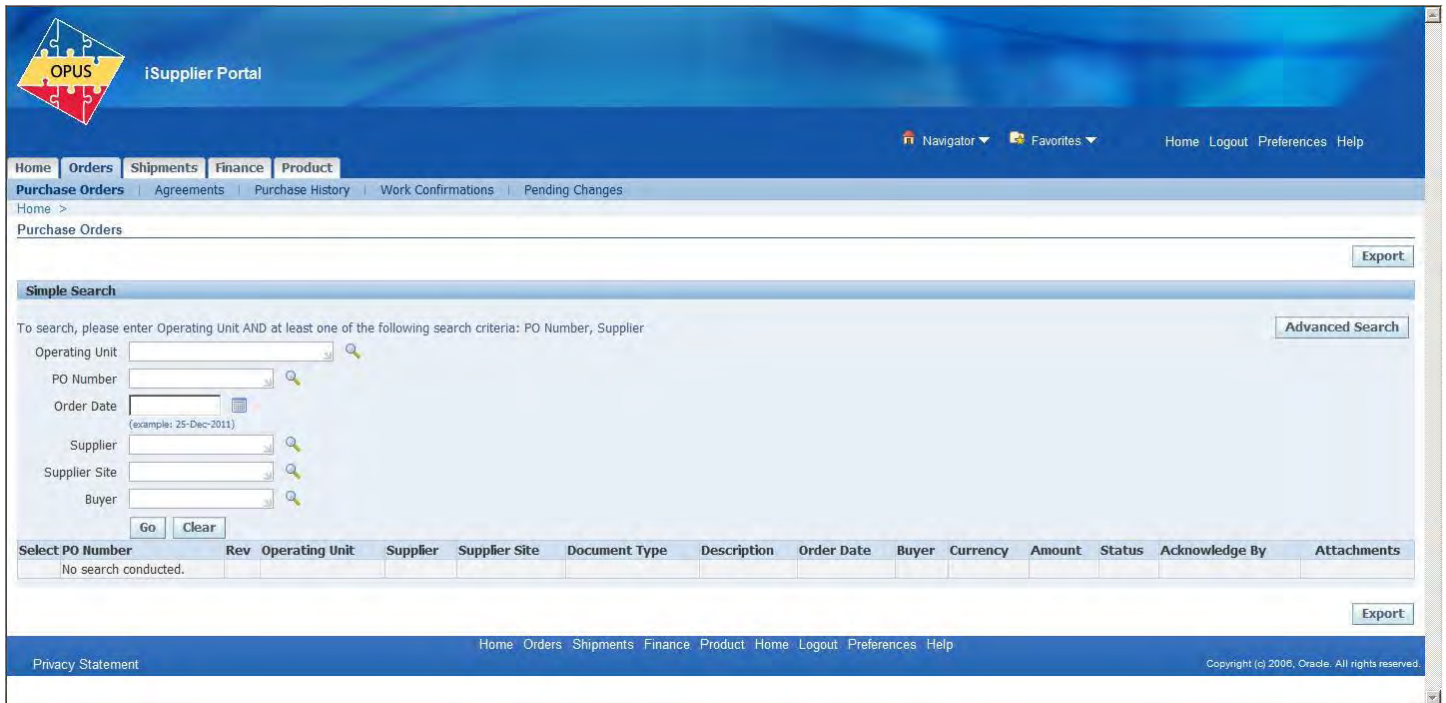
**You can view invoice and payments.**

**Click Go to view results**

Invoice	Invoice Date	Invoice Type	Amount Due	Status	On Hold	Payment Status	Due Date	PO Payment Number	Receipt Attachments	Netted Netting Amount Report
No search conducted.										

# PURCHASE ORDER SEARCH

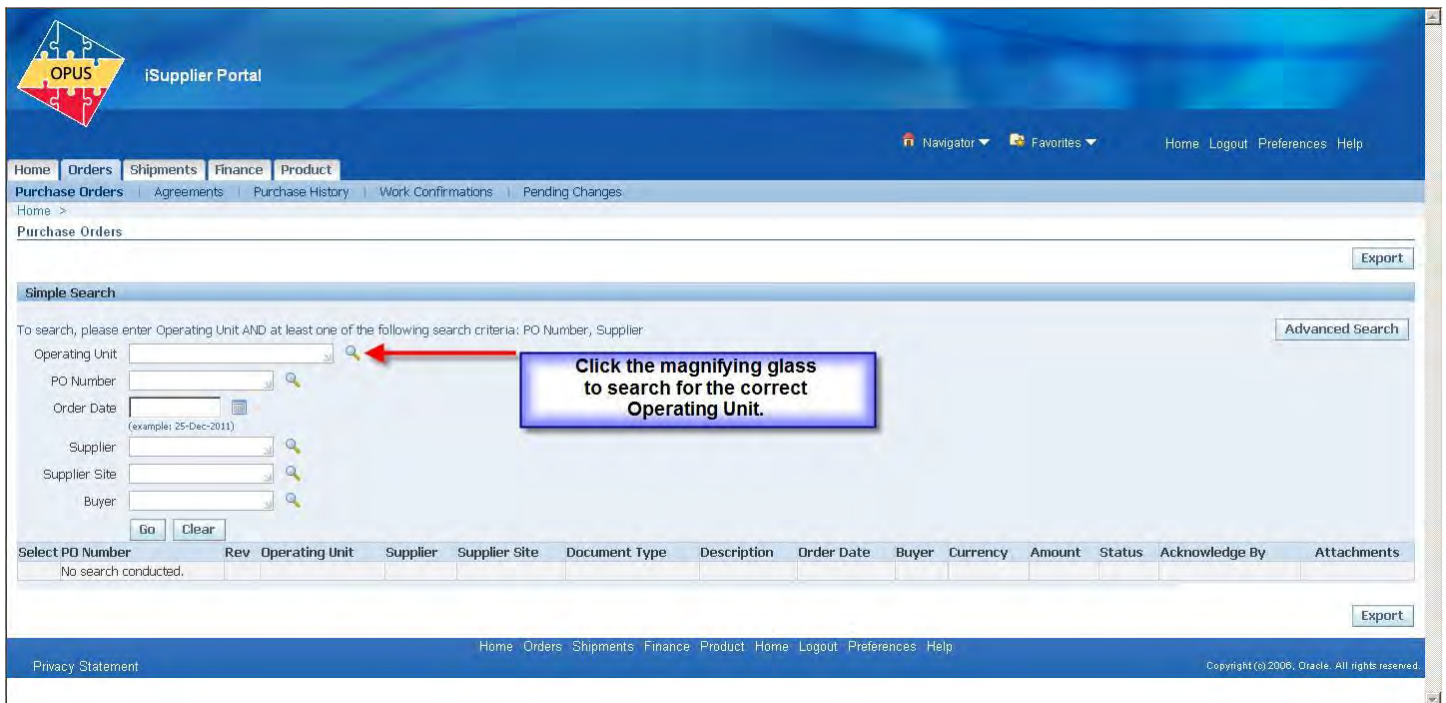
Purchase order search page:



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.

**Search and Select: Operating Unit**

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 Operating Unit  Go

**Results**

Select	Quick Select	Operating Unit
	No search conducted.	

Cancel Select

Choose the appropriate Operating Unit by clicking on the **Quick Select** button.

**Search and Select: Operating Unit**

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 Operating Unit  Go

**Results**

Select	Quick Select	Operating Unit
<input type="radio"/>		Board of County Commissioners
<input type="radio"/>		Clerk of the Circuit Court

You can fill in the appropriate circle **AND** click Select  
or  
Simply choose the Quick Select

Cancel Select

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 screenshot shows the iSupplier Portal interface. At the top left is the OPUS logo and the text "iSupplier Portal". Navigation links include "Home", "Orders", "Shipments", "Finance", and "Product". Below these are "Purchase Orders", "Agreements", "Purchase History", "Work Confirmations", and "Pending Changes". The main content area is titled "Purchase Orders" and features a "Simple Search" section. A callout box with a blue border and white background contains the text: "Operating Unit shows Board of County Commissioners. I can input or search other criteria or click Go and see ALL of my Purchase Orders". The search form includes fields for "Operating Unit" (set to "Board of County Commissioners"), "PO Number", "Order Date" (with an example "25-Dec-2011"), "Supplier", "Supplier Site", and "Buyer". There are "Go" and "Clear" buttons. Below the search form is a table with columns: "Select PO Number", "Rev", "Operating Unit", "Supplier", "Supplier Site", "Document Type", "Description", "Order Date", "Buyer", "Currency", "Amount", "Status", "Acknowledge By", and "Attachments". The table currently shows "No search conducted.". At the bottom, there is a "Privacy Statement" link and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

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](mailto:pmarshall@pinellascounty.org) or call (727) 464-8325.