

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.

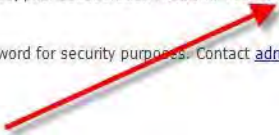
From: wfepd
Sent: Saturday, September 03, 2011 11:48 AM
To: Just, James
Subject: FYI: Pinellas County Supplier Collaboration Network: Confirmation of Registration

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.

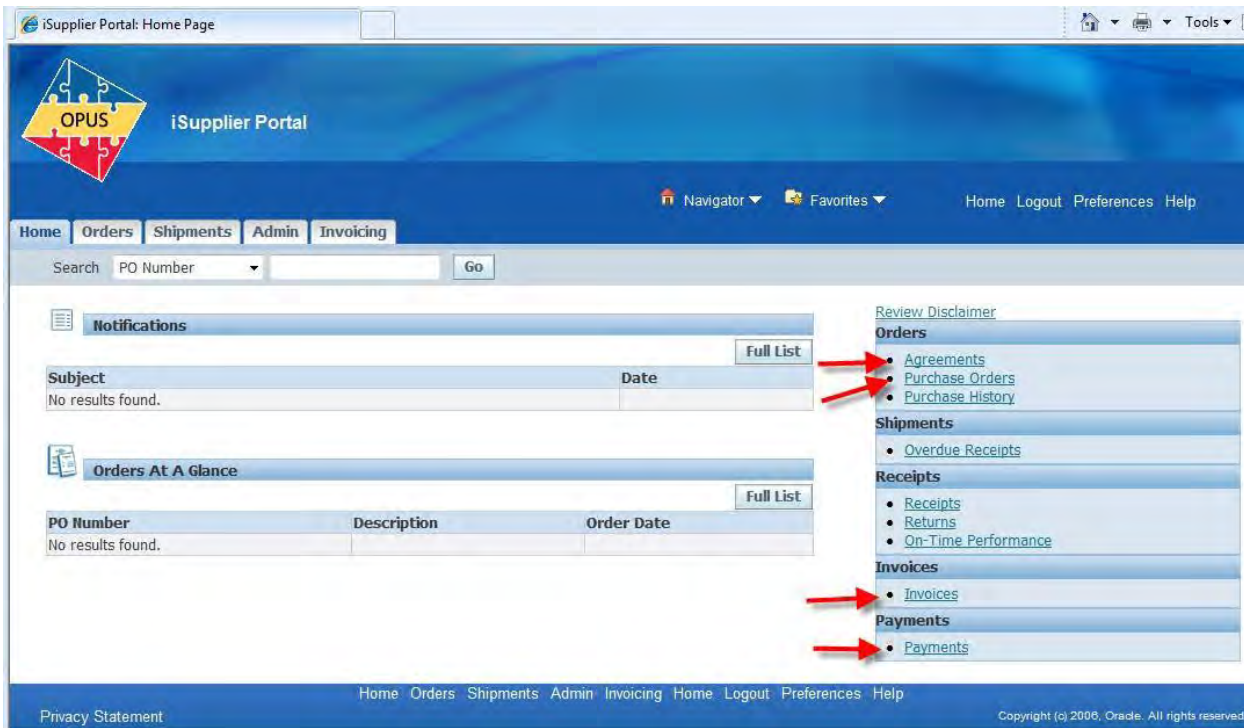
Thank you.



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).



iSupplier Portal: Home Page

OPUS iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Admin Invoicing

Search PO Number Go

Notifications

Full List

Subject Date

No results found.

Orders At A Glance

Full List

PO Number Description Order Date

No results found.

Review Disclaimer

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Overdue Receipts

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Privacy Statement Home Orders Shipments Admin Invoicing Home Logout Preferences Help Copyright (c) 2008, Oracle. All rights reserved.

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 the 'Invoicing' section of a web application. At the top, there are tabs for 'Home', 'Orders', 'Shipments', and 'Invoicing'. Under 'Invoicing', there are links for 'View Invoices' and 'View Payments'. A red arrow points from a text box 'You can view invoice and payments.' to the 'View Invoices' link. Below the links is a 'Simple Search' section with various input fields: 'Invoice Number', 'PO Number' (with an example '1234'), 'Release Number' (with an example '1234-2'), 'Payment Number', 'Invoice Status', 'Payment Status', 'Invoice Amount From' and 'To', 'Amount Due From' and 'To', 'Invoice Date From' and 'To' (with a calendar icon), and 'Due Date From' and 'To' (with an example '18-Oct-2011' and a calendar icon). There are 'Go' and 'Clear' buttons. A red arrow points from a text box 'Click Go to view results' to the 'Go' button. To the right of the search fields is an 'Advanced Search' button. Below the search fields is a table with the following headers: 'Invoice', 'Invoice Date', 'Type', 'Amount Due', 'Status', 'On Hold', 'Payment Status', 'Due Date', 'PO Payment Number', 'Receipt Attachments', and 'Netted Netting Amount Report'. The first row of the table contains the text 'No search conducted.'. There are 'Export' buttons in the top right and bottom right corners.

You can view invoice and payments.

Click Go to view results

Invoice	Invoice Date	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:

The screenshot shows the iSupplier Portal interface. At the top left is the OPUS logo. The main header includes navigation links: Home, Orders, Shipments, Finance, and Product. Below this is a sub-header with links: Purchase Orders, Agreements, Purchase History, Work Confirmations, and Pending Changes. The main content area is titled 'Purchase Orders' and features a 'Simple Search' section. This section prompts the user to enter an Operating Unit and at least one of the following search criteria: PO Number, Supplier, Order Date, Supplier Site, or Buyer. Each criterion has a corresponding input field with a magnifying glass icon. Below the input fields are 'Go' and 'Clear' buttons. To the right of the search section is an 'Advanced Search' button. Below the search section is a table with the following 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 displays 'No search conducted.' At the bottom of the page, there is a 'Privacy Statement' link and a copyright notice: Copyright (c) 2006, Oracle. All rights reserved.

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)

This screenshot is identical to the one above, but it includes an annotation. A red arrow points from a text box to the magnifying glass icon next to the 'Operating Unit' input field. The text box contains the instruction: 'Click the magnifying glass to search for the correct Operating Unit.'

Click the **Go** button to display all operating units.

Search and Select: Operating Unit

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	Operating Unit
	No search conducted.	

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

Search and Select: Operating Unit

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	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

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, there is a logo for OPUS and the text "iSupplier Portal". Below this is a navigation bar with links: Home, Orders, Shipments, Finance, Product. A secondary navigation bar includes: Purchase Orders, Agreements, Purchase History, Work Confirmations, Pending Changes. The main content area is titled "Purchase Orders" and features a "Simple Search" section. A callout box with a purple border 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 first row of the table shows "No search conducted.". At the bottom, there is a footer with "Privacy Statement" and "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 or call (727) 464-8325.