



What is iSupplier? Why should my company register?



- ❑ **iSupplier is for those vendors who wish to directly access information regarding transactions with the County of Berks and enter business transactions across the procure-to-pay life cycle**
- ❑ **It gives suppliers access to purchasing, receiving, and payment information via the internet. For example, do you want to know the status of an outstanding payment for one or multiple invoices? You can complete a search and find the check and when it was issued.**
- ❑ **It also provides suppliers with the ability to process their own transactions which in turn increases the efficiency of the entire procurement process**
- ❑ **As part of the registration process you will also be required to complete a W-9 and an Electronic Funds Transfer (EFT) form if you wish to receive payments via such method.**
- ❑ **iSupplier Portal enables secure, self-service business transactions between the County of Berks and their authorized suppliers via the internet**



Introduction to iSupplier

- ❑ **Introduction to iSupplier**
- ❑ **Vendor Registration**
 - **New Vendor Registration –**
 - **How to register without a notification from the County**
 - **Registration via Notification**
 - **If your company has done transactions with the County in the past you may have received a notification to register. This sections will provide you with instruction on how to proceed.**
- ❑ **Orders Tab**
 - **Search for Purchase Orders**
 - **Find Agreements**
 - **Awarded Solicitations to Supplier**
 - **Purchase Order Change History**
- ❑ **Shipments Tab**
 - **Delivery Schedules**
 - **Receipts**
 - **Returns**
 - **Overdue Receipt**
- ❑ **Account Tab**
 - **View invoices**
 - **View payments**
 - **Submit invoices for payment**
 - **This functionality is not yet available but will be in the coming weeks, at which time the materials will be updated for your use and reference.**



Questions, Assistance & Clarification



Still need assistance or have questions. Please utilize the following;

1. Follow the links on the County's website which will take you to video tutorial of the scenarios on YouTube. Each of these scenarios was done in Oracle just as you, the Supplier will be completing them. They are a great tool and as such the County encourages you to utilize them.
2. Contact the Purchasing Department via email at purchasing@countyofberks.com or via phone at 610.478.6168. For questions regarding iSupplier follow the prompts pertaining to questions regarding purchase orders.

Clarification: The County of Berks Purchasing Department is managing iSupplier due to negotiations/solicitations. Any questions or issues regarding electronic funds transfer, payments or accounts as a result of information viewed in iSupplier should be directed to the County of Berks Controllers Office via email at controller@countyofberks.com or via phone at 610.478.6150.