Supplier Administration

- ☑ ❑ **Introduction to iSupplier**
- ☑ ❑ **Vendor Registration**
- ☑ ❑ **Orders Tab**
- ☑ ❑ **Shipments Tab**
- ☑ ❑ **Account Tab**
- ❑ **Admin**
  - Supplier Details
  - Address book
    - ➢ Enter/Edit one or multiple sites for purchasing, payment and invoicing for the County to utilize with your company.
  - Contacts
    - ➢ Enter/Edit contact information for individuals at your company the County should contact for topics such as sales/purchasing, questions regarding invoices or payments to your company etc.
  - Products and Services
    - ➢ Enter/Edit commodity codes for the good and/or services your company provides in order to potentially receive notification on negotiations/solicitations (i.e. RFQs, ITBs & RFPs). Failure to do so may result in potential missed opportunities for sales for your company.
  - Bank Accounts
    - ➢ Enter/Edit account information regarding payments

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Supplier Details

❑ **General section has basic supplier information.**

❑ **Use this default page to navigate to other admin functions or to add attachments.**

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Address Book

❑ This page can also be used by supplier to edit/add sites.

❑ Enter/Edit one or multiple sites for purchasing, payment and invoicing for the County to utilize with your company. The sites can be for one or multiple purposes, i.e. purchasing, payment or invoicing. For example if you select purchasing for a site this will be used for negotiations/solicitations and issuance of purchase orders. A payment site, would be a site where payments/checks from the County would be issued. Please be advised that multiple sites for each purpose can be created.

❑ Please be advised that whenever a change is made in iSupplier it will be submitted to the County for review just as a new request. Such change will not be affective until such time it is approved by the County. Any request rejected will result in the iSupplier registration remaining unchanged.

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Add new Address

- ❑ **Enter address name.**

- ❑ **Enter address, city, state and postal code.**

- ❑ **Enter fax number and other optional information.**

- ❑ **Select address type.**

- ❑ **Click Apply.**

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Contact Directory

☐ **This page can also be used by supplier to**
  - **Edit/add contacts.**
    - ➢ Enter/Edit contact information for individuals at your company the County should contact for topics such as sales/purchasing, questions regarding invoices or payments to your company etc.
    - ➢ Use Create for New Contracts or select the pencil under the contact to update the specific contact information.

  - **Reset passwords**
  - **Add Users**

☐ **You are able to give another individual in your company access to iSupplier. New user accounts and password resets can be done from the update page.**

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Add Contact

Admin: Profile Management: Contact Directory >

Create Contact

* Indicates required field

Cancel   Apply

Contact Title	[dropdown]
First Name	
Middle Name	
* Last Name	
Job Title	
Email Address	

|	
Phone Area Code	
Phone Number	
Phone Extension	
Fax Area Code	
Fax Number	
Inactive Date	

(example: 13-Jul-2009)

User Account

Create User Account for this Contact ☑ ←

* Supplier Name

* Username

Responsibilities

Select All | Select None

Select	Responsibility	Application
☑	iSupplier Portal Full Access	iSupplier Portal

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

Suppliers

Office Depot

Site Restriction

- ❑ **Enter available information and click Apply.**

- ❑ **The Create User Account for this Contact box is not checked by default. Check this box to create a user based on the Information entered above**

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Product Categories

☐ This page can be used to add and remove purchasing categories. The County of Berks is utilizing five digit NIGP commodity codes (XXX.XX), the first three digits representing the class and the second two representing the item.

☐ Enter/Edit commodity codes for the good and/or services your company provides in order to potentially receive notification on negotiations/solicitations (i.e. RFQs, ITBs & RFPs). Failure to do so may result in potential missed opportunities for sales for your company.

☐ Please be advised that whenever a change is made in iSupplier it will be submitted to the County for review just as a new request. Such change will not be affective until such time it is approved by the County. Any request rejected will result in the iSupplier registration remaining unchanged.

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Add Categories

☐ **From this page suppliers can add by Class and/or Item.   Anything that has a viewable sub categories is considered a class. If you select the entire class then it will automatically select all the items within. If your company only sells select items within a class be sure to drill into subcategories. You can always use the search function find classes and/or items for which to select.**

☐ **Once you do so select the record using the applicable check box and then click Apply.**

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Bank Accounts

□ **This page can also be used by suppliers to add bank account information. Please proceed to the next page for further instructions to complete.**

□ **Please be advised that whenever a change is made in iSupplier it will be submitted to the County for review just as a new request. Such change will not be affective until such time it is approved by the County. Any request rejected will result in the iSupplier registration remaining unchanged.**

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Select an existing bank or create a new bank

Select an existing or create a new branch.

To create a new branch

- Bank Number (Identification number of the bank)
- Branch Number (ABA Number)
- Bank Account Number
- Currency

Enter Account Details.

- Account Number
- Account Name

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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.

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