



# Supplier Administration

- Introduction to iSupplier
- Vendor Registration
- Orders Tab
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- 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



# Supplier Details



Home | Orders | Shipments | Finance | Admin | Negotiations

**Profile Management**

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Product & Services
  - Banking Details
  - Payment & Invoicing

**General**

Organization Name	<b>Office Depot</b>	DUNS Number	
Supplier Number	<b>26028</b>	Tax Registration Number	
Alias		Taxpayer ID	12-3456789
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

**Attachments**

**Search**

Note that the search is case insensitive

Title

[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

- General section has basic supplier information.
- Use this default page to navigate to other admin functions or to add attachments.



# Address Book



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Profile Management

- General
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Address Book

Create

Address Name ^	Address Details	Country	Update	Remove
Test	101 S Street Ste 1200 Reading, PA 19601	United States		

- ❑ 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.



# Add new Address



Admin: Profile Management: Address Book >

## Create Address

\* Indicates required field

Cancel Save

Supplier Name **Office Depot**

Supplier Number **26028**

* Address Name	<input type="text"/>	Phone Area Code	<input type="text"/>
Country	United States <input type="button" value="v"/>	Phone Number	<input type="text"/>
* Address Line 1	<input type="text"/>	Fax Area Code	<input type="text"/>
Address Line 2	<input type="text"/>	Fax Number	<input type="text"/>
Address Line 3	<input type="text"/>	Email Address	<input type="text"/>
Address Line 4	<input type="text"/>	<input type="checkbox"/> Purchasing Address	
* City/Town/Locality	<input type="text"/>	<input type="checkbox"/> Payment Address	
County	<input type="text"/>	<input type="checkbox"/> RFQ Only Address	
State/Region	<input type="text"/>		
Province	<input type="text"/>		
* Postal Code	<input type="text"/>		

### Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier.

Cancel Save

- Enter address name.
- Enter address, city, state and postal code.
- Enter fax number and other optional information.
- Select address type.
- Click Apply.



# Contact Directory



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  - **Contact Directory**
  - Product & Services
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Contact Directory : Active Contacts

Create

First Name	Last Name	Supplier Name ▲	Phone Number	Email	Status	User Account	Addresses	Update
Erik	Morgan	Office Depot	312 422-1552	Morgan@countyofberks.com	Current	✓		
Amit	Aiyar	Office Depot	312 422-1552	aaiyar@countyofberks.com	Current	✓		

+ Contact Directory : Inactive Contacts

- ❑ **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.**



# Add Contact



Admin: Profile Management: Contact Directory >

**Create Contact**

\* Indicates required field

Contact Title

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
<input checked="" type="checkbox"/> 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





# Product Categories



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**Products and Services**

Remove Add

Select All | Select None

Select	Products and Services	Date Added	Approval Status ^	View Sub-Category
<input type="checkbox"/>	Abrasives.Steel Wool, Aluminum Wool, Copper Wool, And Lead Wool	28-May-2009	Approved	
<input type="checkbox"/>	Abrasives.Abrasive Equipment And Tools	21-Apr-2009	Approved	
<input type="checkbox"/>	Abrasives.Recycled Abrasives Products And Supplies	28-May-2009	Approved	
<input type="checkbox"/>	Library And Archival Equipment, Machines, And Supplies .Binders, Covers, Jackets, Protectors, Sticks, Etc. (For Books, Magazines, Newspapers, Pamphlets, Photographs, Etc.)	24-Jun-2009	Pending Approval	
<input type="checkbox"/>	Library And Archival Equipment, Machines, And Supplies .Book Cards, Date Slips, Pockets, Protectors, Etc.	24-Jun-2009	Pending Approval	
<input type="checkbox"/>	Aircraft And Airport Equipment, Parts, And Supplies	03-Jun-2009	Pending Approval	

- ❑ 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.



# Add Categories



Add Products and Services: (Office Depot)

Products and Services	View Sub-Categories	Applicable
Default		<input type="checkbox"/> Applicable
Abrasives		<input type="checkbox"/> Applicable
Acoustical Tile, Insulating Materials, And Supplies		<input type="checkbox"/> Applicable
Addressing, Copying, Mimeograph, And Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, Etc.		<input type="checkbox"/> Applicable
Agricultural Crops And Grains Including Fruits, Melons, Nuts, And Vegetables		<input type="checkbox"/> Applicable
Agricultural Equipment, Implements, And Accessories (See Class 022 For Parts)		
Agricultural Equipment And Implement Parts		
Air Compressors And Accessories		
Air Conditioning, Heating, And Ventilating Equipment, Parts And Accessories (See Class 740		
Aircraft And Airport Equipment, Parts, And Supplies		

Previous 1-10 Next 10

Cancel Apply

Add Products and Services: Abrasives (Office Depot)

Products and Services	View Sub-Categories	Applicable
Default		<input type="checkbox"/> Applicable
Abrasive Equipment And Tools		<input type="checkbox"/> Applicable
Abrasives, Coated: Cloth, Fiber, Sandpaper, Etc.		<input type="checkbox"/> Applicable
Abrasives, Tumbling (Wheel)		<input type="checkbox"/> Applicable
Recycled Abrasives Products And Supplies		<input type="checkbox"/> Applicable
Steel Wool, Aluminum Wool, Copper Wool, And Lead Wool		<input type="checkbox"/> Applicable

[Return to Parent Category](#)

Cancel Apply

- ❑ 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.





# Bank Accounts



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### Banking Details

View:

TIP Date format example: 14-Jul-2009

Account Details	Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
<input type="checkbox"/> Hide	XXXXX9735			Sovereign	24-Jun-2009	<input type="text"/>	1	<input type="button" value="^"/>	<input type="button" value="v"/>	New	<input type="button" value="edit"/>

Account Name: **Checking**      Account Type: \_\_\_\_\_  
Bank Number: \_\_\_\_\_      Branch Name: **Sovereign**  
Branch Number: **231372691**

Assignment Status: **Awaiting approval for general use of account**

- ❑ This page can also be used by suppliers to add bank account information. Please proceed to the next page for further instructions to complete.
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# Add Bank Account



## Create Bank Account

\* Indicates required field

Cancel Save

\* Country

Account is used for foreign payments  
Account definition must include bank and branch information.

Bank	Branch
<input type="radio"/> New Bank <input checked="" type="radio"/> Existing Bank Bank Name <input type="text" value="National Penn"/> Bank Number <input type="text"/> <a href="#">Show Bank Details</a>	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch Branch Name <input type="text"/> Branch Number <input type="text"/> BIC <input type="text"/> Branch Type <input type="text" value="ABA"/> <a href="#">Show Branch Details</a>

Bank Account	
* Account Number <input type="text"/> Check Digits <input type="text"/> IBAN <input type="text"/> <a href="#">Show Account Details</a>	Account Name <input type="text"/> Currency <input type="text"/> Account Status <input type="text" value="New"/> <input type="checkbox"/>

Comments
Note to Buyer <input type="text"/>

Cancel Save

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



## 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](mailto: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](mailto:controller@countyofberks.com) or via phone at 610.478.6150.