Training Guide

Oracle E-Business Suite eProcurement Training – iSupplier for End-Users

Clark County Water Reclamation District (CCWRD)

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Introduction

Oracle iSupplier

Oracle iSupplier Portal is being deployed at CCWRD to enable district suppliers to efficiently manage interaction and communication with CCWRD for all purchasing activity. The portal provides a secure, Internet-based access point that enables direct and real-time access to purchasing and invoicing activity with CCWRD.

Suppliers can access the latest information for their individual accounts, including:

- Purchase Orders
- Shipments information
- Receipt information
- Delivery information
- Invoice and Payment status

The two-way collaboration enables suppliers the ability to:

- Update profile data

Objectives

During this training course, supplier users will learn how to:

- Access the iSupplier portal and Home Page
- Use the Orders Tab and related functions
- Use the Shipments Tab and related functions
- Use the Finance Tab and related functions
- Perform profile updates through the Admin Tab

Topic 1: iSupplier Portal and Home Page Review

Supplier Access and Account Setup

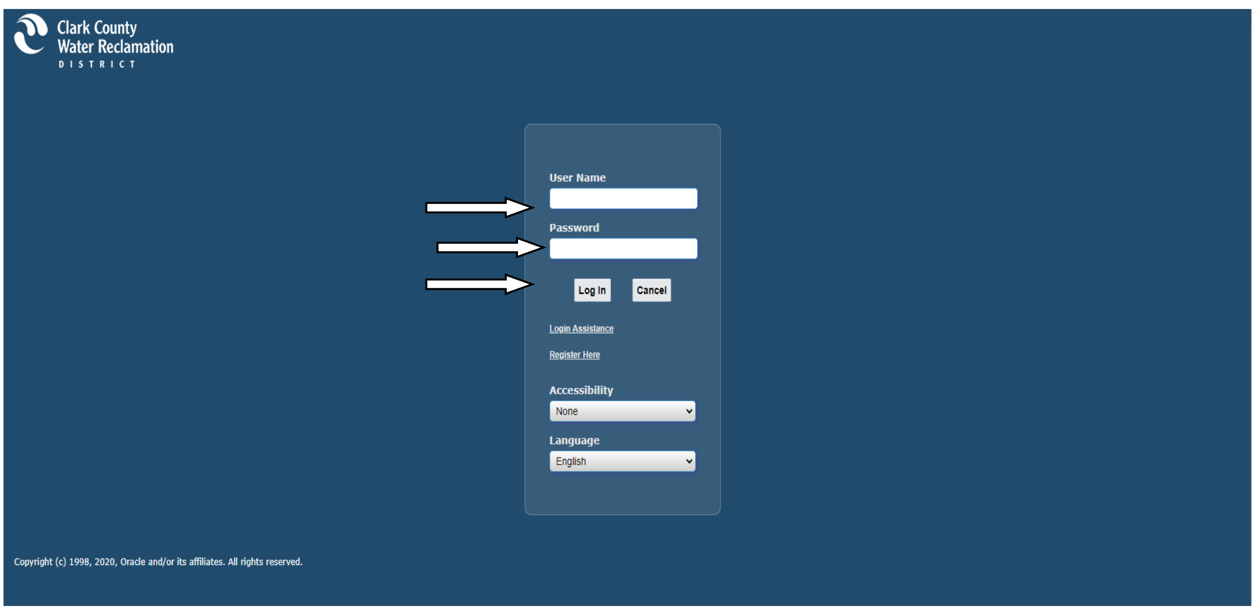
Approved supplier users will be registered at CCWRD for access to the iSupplier portal.

Registered suppliers will receive valid **UserID** and **Password** login credentials via email from designated CCWRD administrator(s). The email information will also include the appropriate **link** to the iSupplier login page for access.

This topic covers:

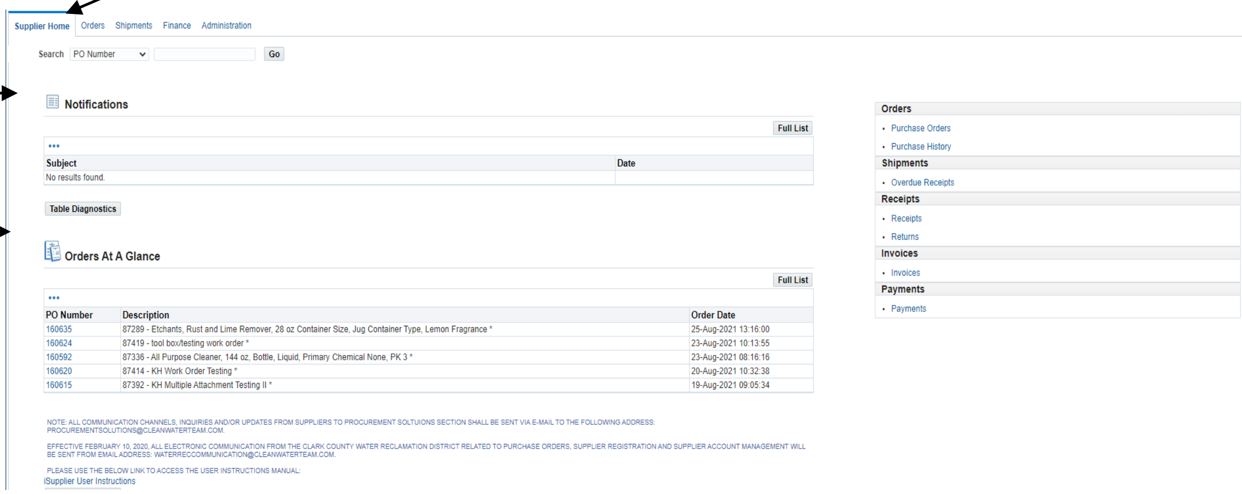
- Navigation to the iSupplier Home Page
- Review of Home Page elements

iSupplier Login



The **Login** screen is displayed.

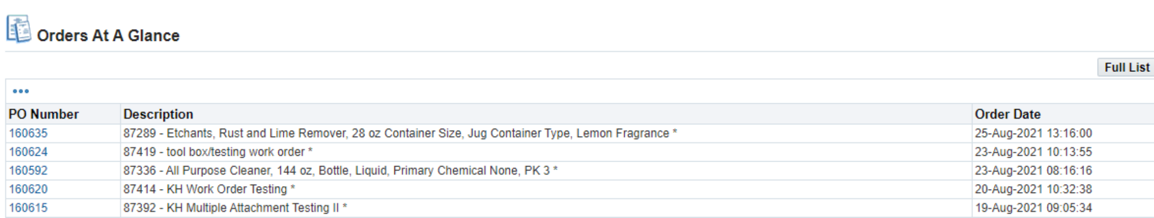
1- Enter assigned **UserID** credential in the **User Name** field.
2- Enter assigned **Password** credential in the **Password** field.
3- Click the **Login** button.



The **iSupplier Portal Home Tab Page** is displayed.

4- Note the **Notifications** section of the screen. Notifications from CCWRD Procurement Solutions will be received in this section.

5- Note the **Orders At A Glance** section of the screen. This section will always contain the five most recent purchase orders for immediate review, showing **PO Number, Description, and Order Date**.



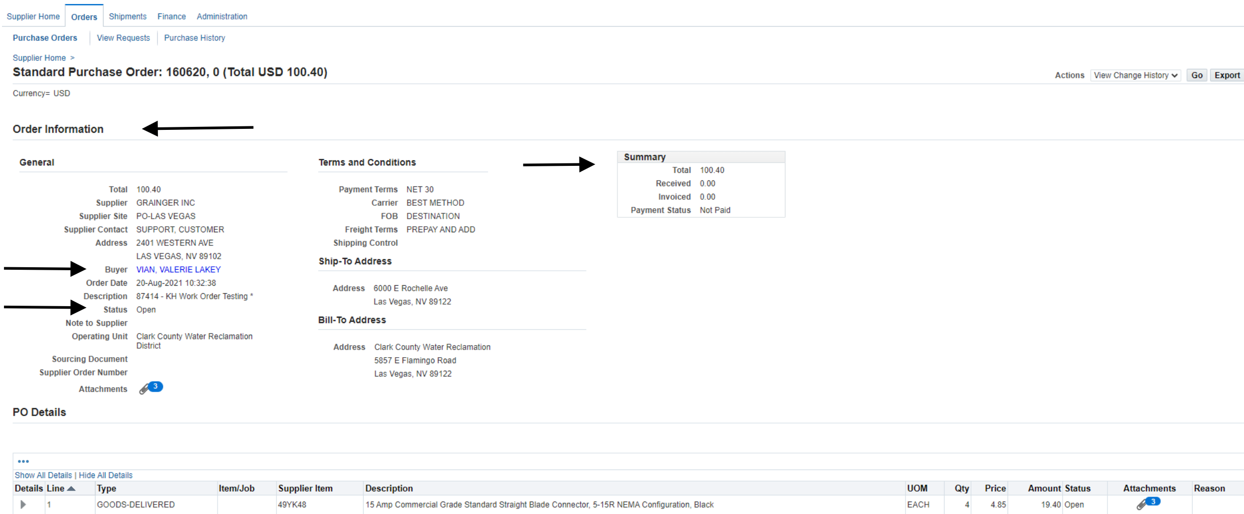
Orders At A Glance

Full List

PO Number	Description	Order Date
160635	87289 - Etchants, Rust and Lime Remover, 28 oz Container Size, Jug Container Type, Lemon Fragrance *	25-Aug-2021 13:16:00
160624	87419 - tool box/testing work order *	23-Aug-2021 10:13:55
160592	87336 - All Purpose Cleaner, 144 oz, Bottle, Liquid, Primary Chemical None, PK 3 *	23-Aug-2021 08:16:16
160620	87414 - KH Work Order Testing *	20-Aug-2021 10:32:38
160615	87392 - KH Multiple Attachment Testing II *	19-Aug-2021 09:05:34

All purchase orders can be reviewed in **detail** from this section of the screen.

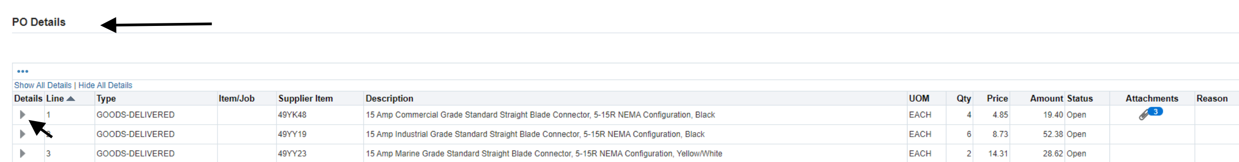
6- Click the PO Number **link** for the specific **PO** to review additional information.



The **Order Information** window is displayed.

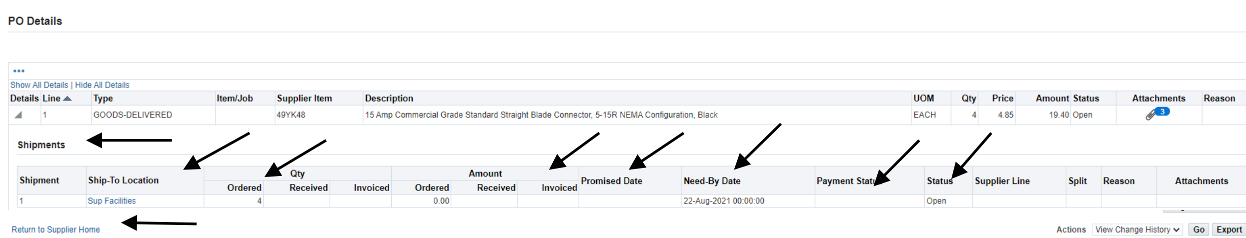
7- Note the **Summary** information for the order.

8- Note the additional information shown, including **Buyer** and order **Status**.



The **PO Details** section of the screen shows summary information for each line of the order.

9- Click the **Show** link to view additional shipment details for the order line.



The **Shipments** detail is shown, including the **Ship-To Location, Quantity, Amount, Promised Date, Need-By Date, Payment Status** and **Status.**

10- Click the **Return to Home** link to return to the main page.

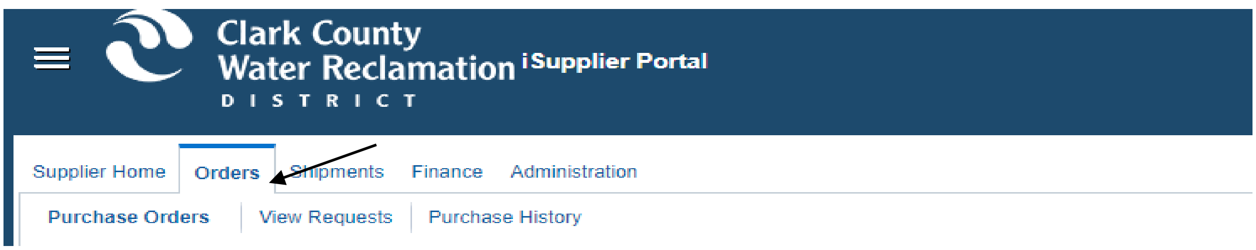
Topic 2: iSupplier Home Page – Orders Tab

iSupplier portal users will have direct access to summary and detail information related to orders through the **Orders** Tab. This Tab provides links to additional information pertaining to orders, including **PO Changes**.

This topic covers:

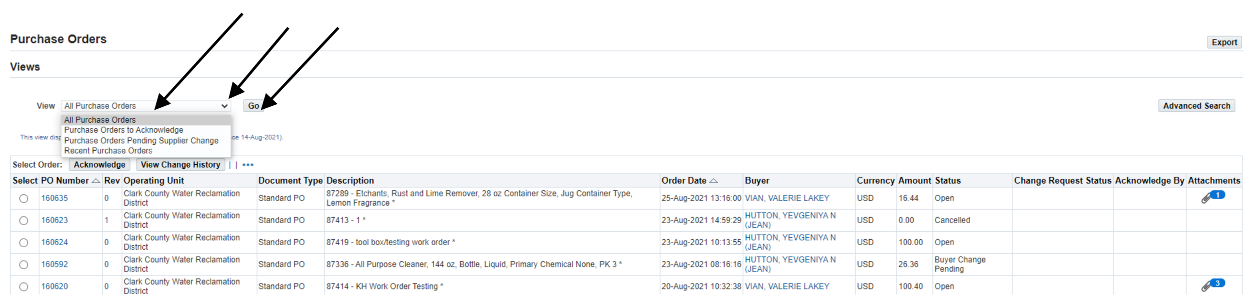
- Overview of the Orders Tab and summary information
- Review of views related to Purchase Orders

Orders Tab – Summary Information

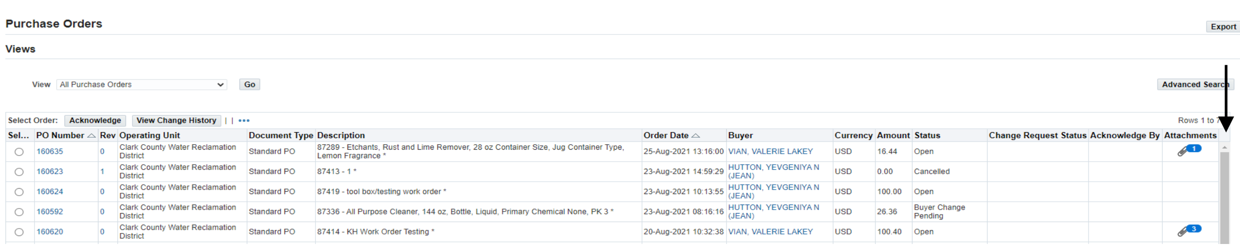


The Home Page is displayed.

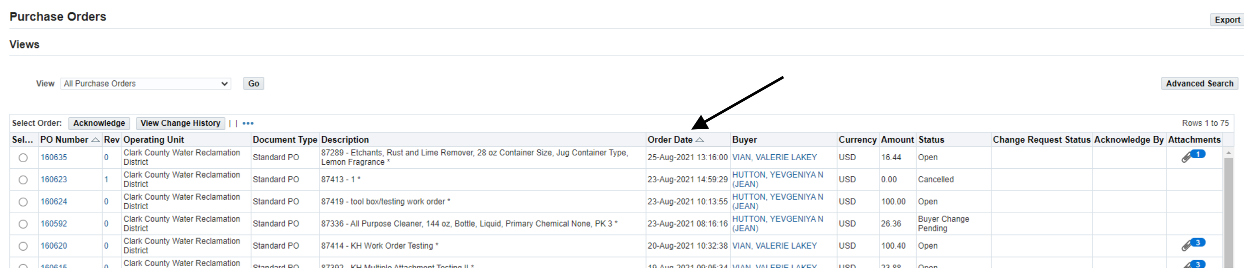
1- Click on the **Orders** Tab.



The **Purchase Orders** window is displayed. To review all purchase orders, select **All Purchase Orders** from the drop-down menu and click **Go** button.

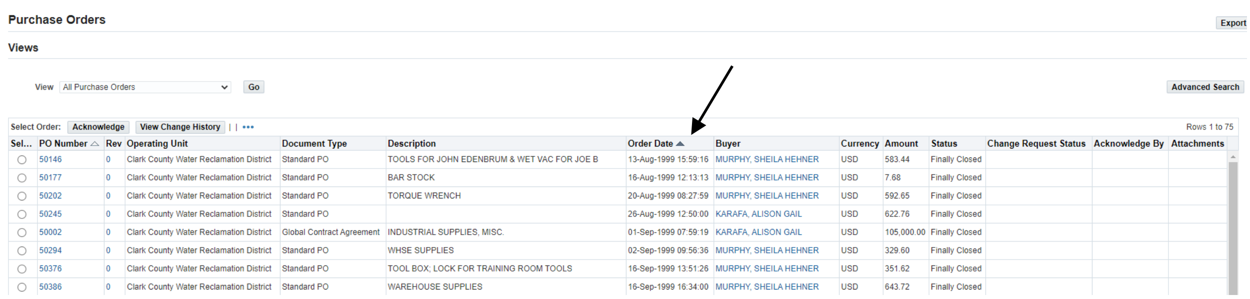


The **links** for each **PO Number** can be viewed within **PO Number** column. Use the scroll down bar to view additional POs.



The order information is listed in sequence by the latest **Order Date**.

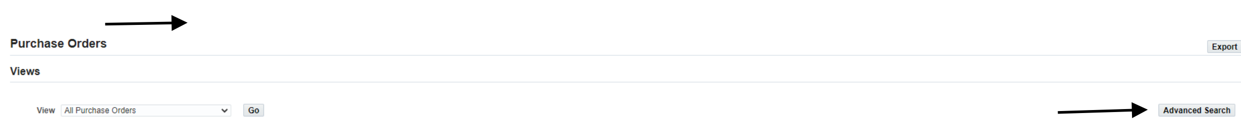
1- Click the **Order Date** column header/indicator next to **Order Date** to reverse the sequence.



The order information is now listed in sequence by the earliest **Order Date**.

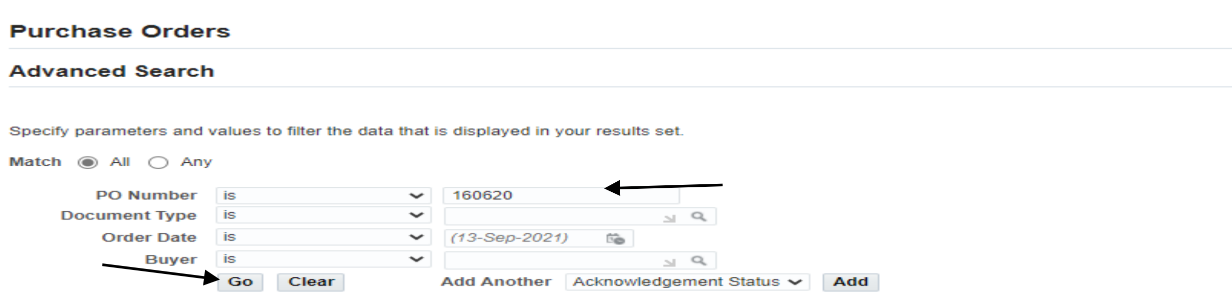
2- Click the **Order Date** column header/indicator next to **Order Date** again to return to the original sequence.

Utilizing Purchase Order View



Use the **Views** function to narrow the order search.

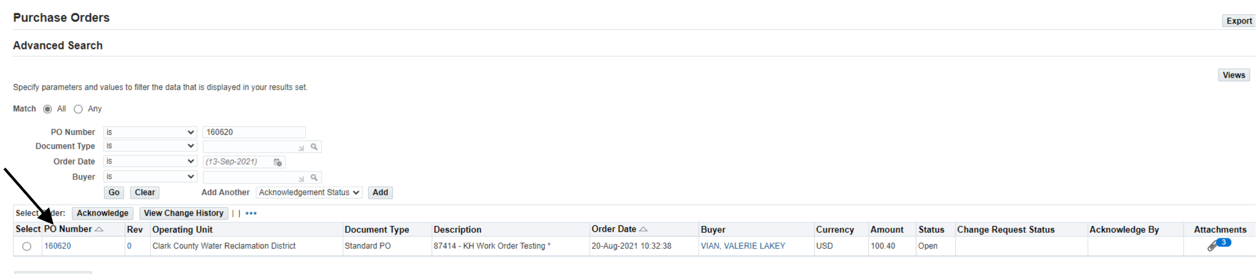
1- Click the **Advanced Search** button.



The **Advanced Search** window is displayed. Note the multiple **parameters** available for search.

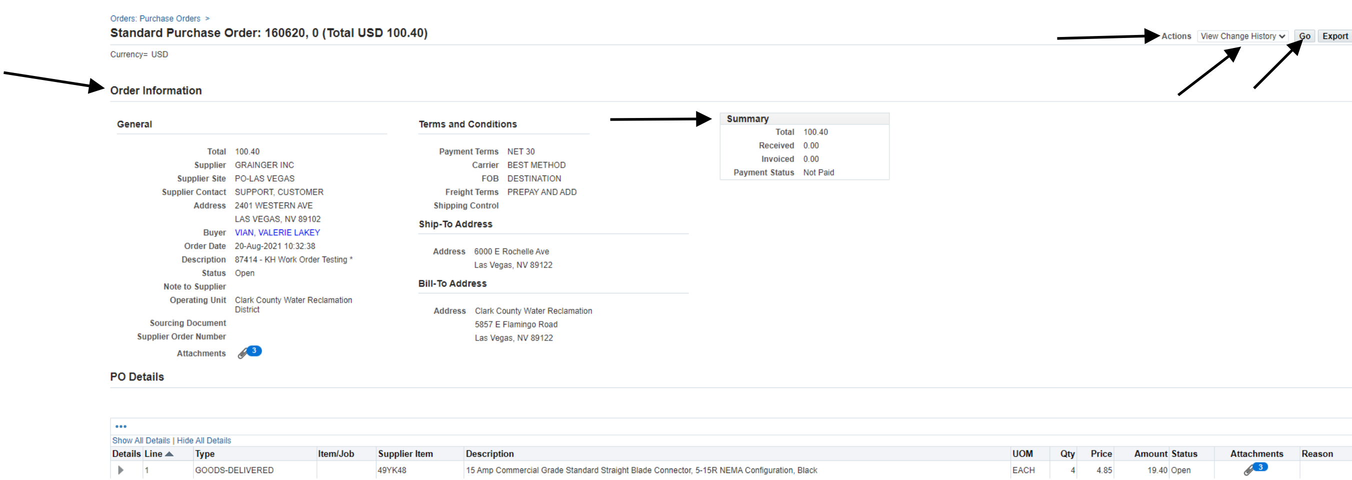
2- Enter a specific value in the **PO Number** field.

3- Click the **Go** button to execute the search.



Search results are displayed.

4- Click the **PO Number** link to view additional information for the order.

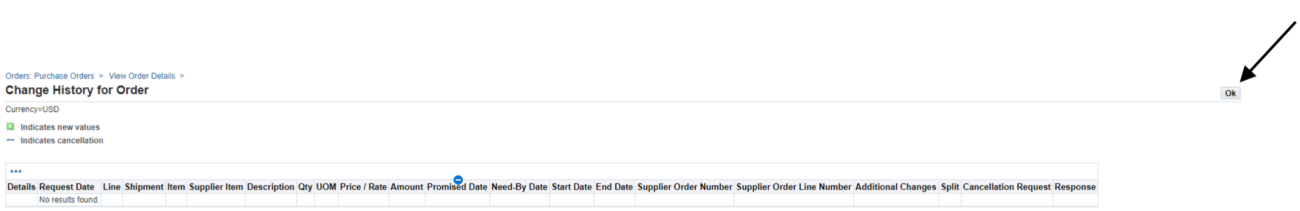


The **Order Information** window is displayed. Note the **Actions** box with multiple options for viewing additional information related to the order.

5- Review **Summary** box for PO total and payment status

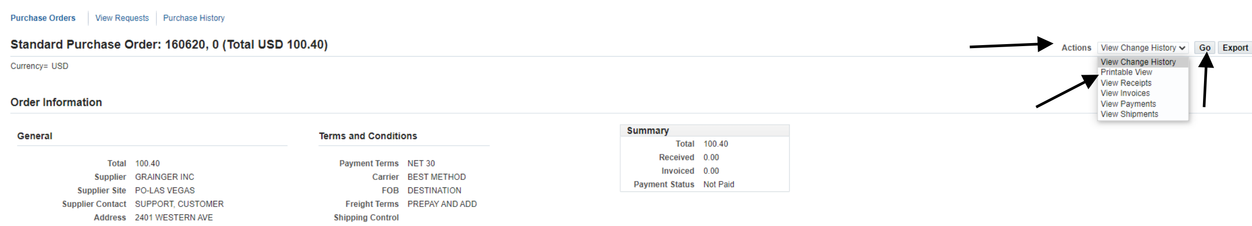
6- Select the **View Change History** value from the down-box.

7- Click the **Go** button.



All **Change Order** history is displayed for the order.

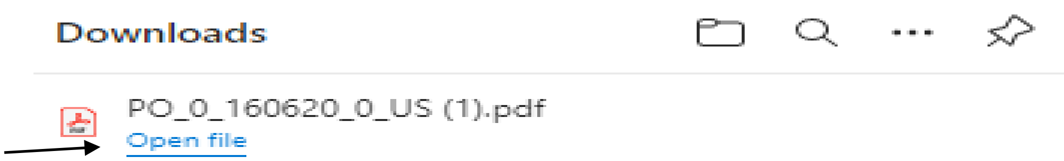
8- Click the **Ok** button to close the window.



Returning to the **Actions** box:

9- Select the **Printable View** value.

10- Click the **Go** button.



The **File Download** window is displayed.

11- Click the **Open** button.

Clark County Water Reclamation DISTRICT
The "Clean Water Team"

CLARK COUNTY WATER RECLAMATION DISTRICT
5857 EAST FLAMINGO ROAD
LAS VEGAS, NEVADA 89122
PHONE: (702) 668-8090
FAX: (702) 668-9090

PURCHASE ORDER
PURCHASE ORDER NO. 160620
REVISION NO. 0
Page **1** of **2**
Req. No. 87414
THIS PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCE RELATED TO THIS ORDER.

Vendor:	**GRAINGER INC** **2401 WESTERN AVE** **LAS VEGAS, NV 89102** **UNITED STATES**
Contact:	**CUSTOMER SUPPORT**
Fax:	**(702) 387-0278**

Ship To: Sup Facilities
6000 E Rochelle Ave
Las Vegas, NV 89122
United States

Please confirm the receipt of this PO by means of sending the reply email via the following link: poreceipt@cleanwaterteam.com.

Bill To: Admin - Acct
Clark County Water Reclamation
5857 E Flamingo Road
Las Vegas, NV 89122
United States

accountspayable@cleanwaterteam.com

Header Level Short Text Detail			
Vendor No. **10012**	Date Approved **20-AUG-2021**	Buyer **VIAN, VALERIE**	Requestor / Deliver to **FIFE, DANIELLE**
Payment Terms **NET 30**	F.O.B. **DESTINATION**	Freight Terms **PREPAY AND ADD**	Ship Via **BEST METHOD**
Vendor Note: Line 1 - Note to Supplier			

LINE ITEM	ITEM NO.	ITEM DESCRIPTION	DELIVERY/ START DATE	QTY/ PRICE FOR SRVC	UNIT	U/PRICE	EXTENSION	CURR
1		**15 Amp Commercial Grade Standard Straight Blade Connector, 5-15R NEMA Configuration, Black** Supplier Item: **49YK48** Config ID:**WWG49YK48**	**22-AUG-2021**	**4**	**EACH**	**4.85**	**19.40**	**USD**

A **PDF** copy of the order is displayed. Use this copy for printing or save to desktop.

12- Use the **File>Exit** command within the toolbar tab located in the top left corner of the screen to exit from the PDF document.

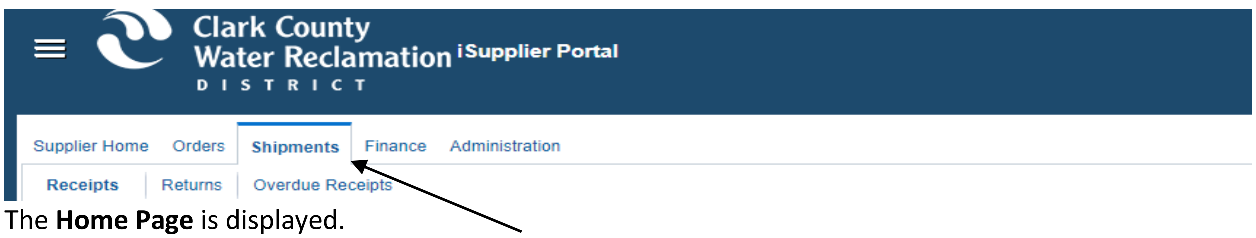
Topic 3: iSupplier Home Page – Shipments Tab

iSupplier portal users will have direct access to multiple levels of shipment information through the **Shipments** Tab. This Tab provides links to additional information pertaining to shipments, including **Receipts, Returns,** and **Performance**.

This topic covers:

- Overview of the Shipments tab and summary information
- Review of Shipment Receipts details
- Review of Shipment Returns details
- Review of Overdue Receipts details

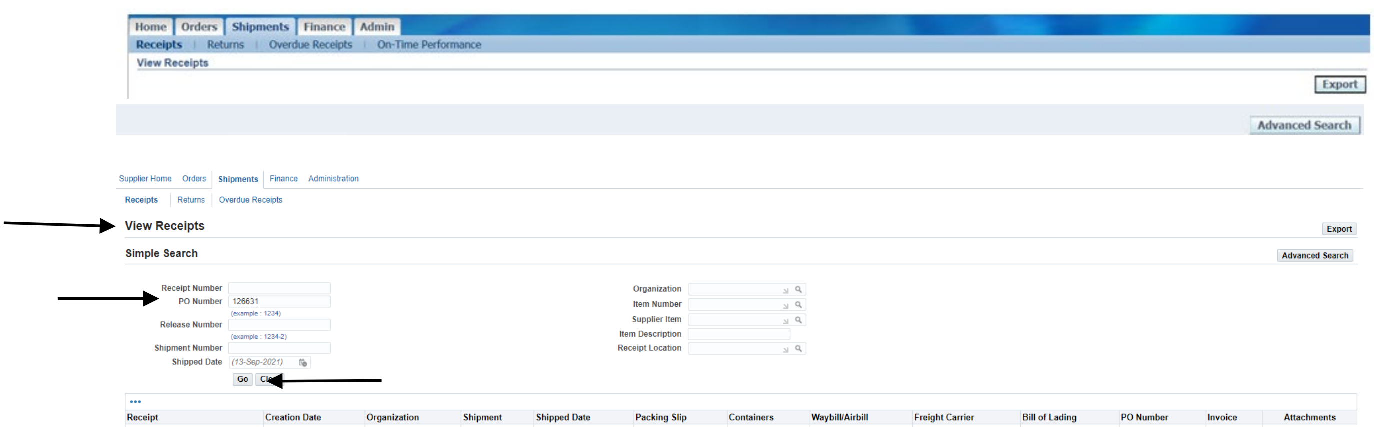
Shipments Tab – Summary Information



The **Home Page** is displayed.

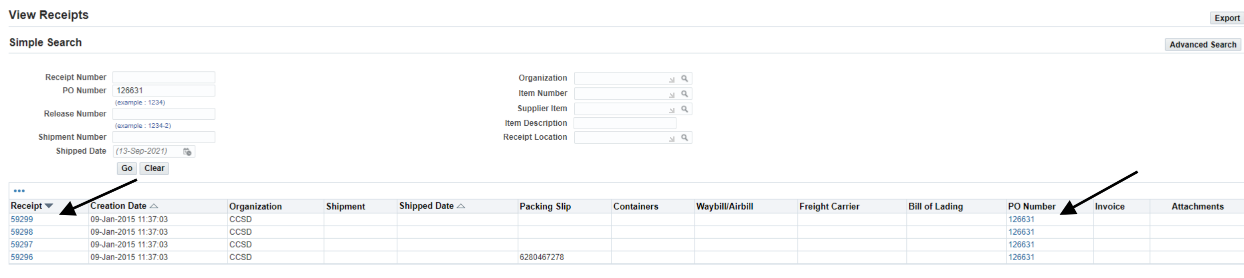
1- Click on the **Shipments** Tab.

Shipment Receipt Details



The **View Receipts** window is displayed. Multiple search criteria are available for query.

1- Enter the **PO Number** value (if known). Or if not known, click the **Go** button to view all records.
2- Click the **Go** button.



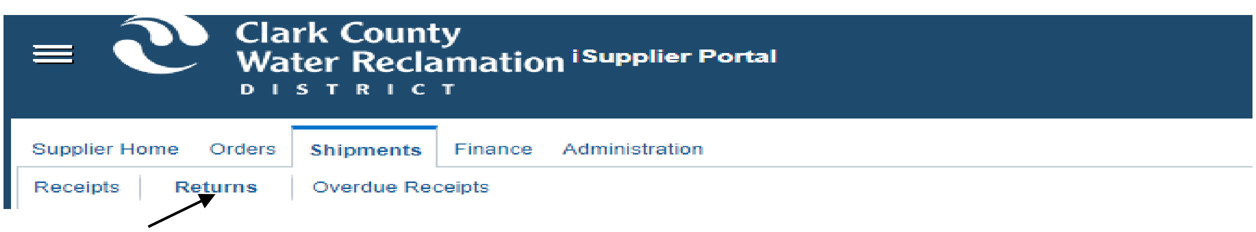
Search results are displayed.

3- Subsequent to identifying the specific PO that needs to be reviewed, click the **Receipt** link to view detail information.

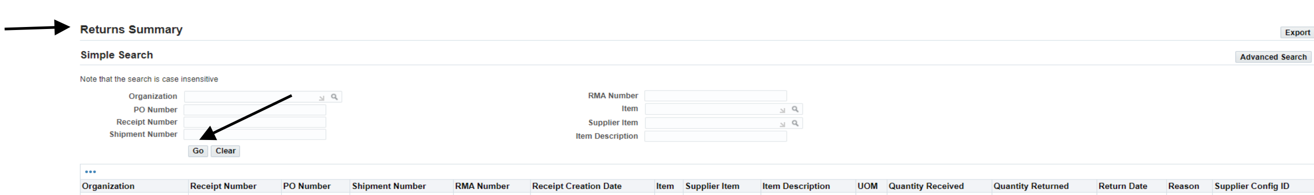
Detail information for the receipt is displayed. Note the inclusion of **Performance** and **Net Received** information for the receipt.

4- Click the **Return to Shipments: Receipts** link.

Shipment Returns Detail

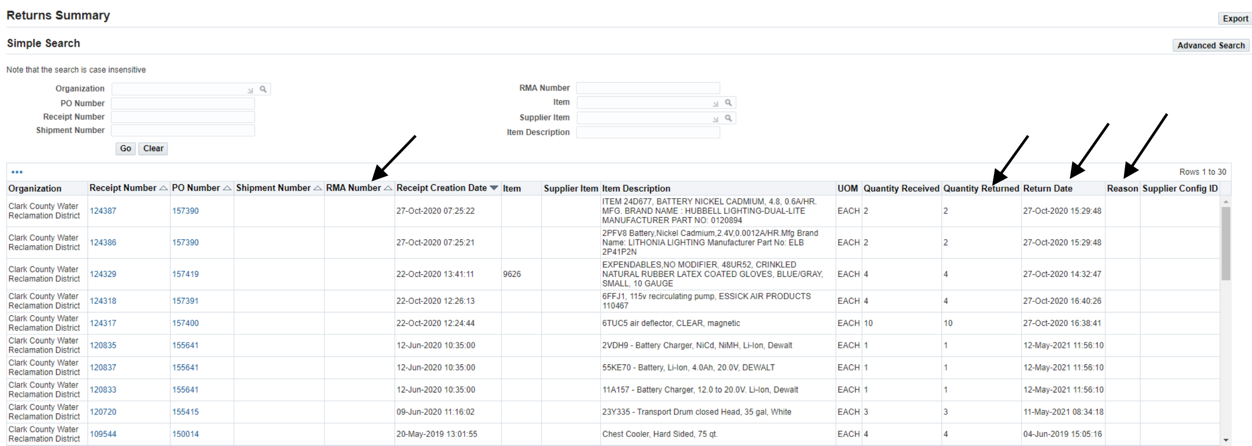


1- Click the **Returns** link under the **Shipments** Tab.



The **Returns Summary** window is displayed. Multiple search criteria are available for query.

2- To view **all** returns information, click the **Go** button.


Returns Summary

Simple Search

Note that the search is case insensitive

Organization / PO Number / Receipt Number / Shipment Number / RMA Number / Item / Supplier Item / Item Description

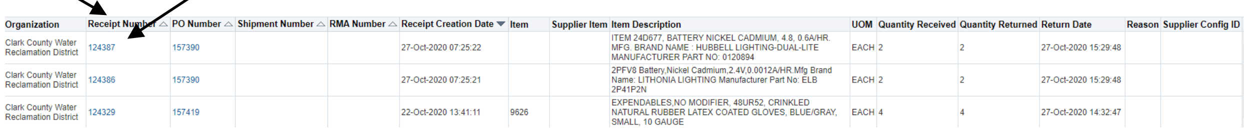
Go Clear

Rows 1 to 30

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
Clark County Water Reclamation District	124387	157390			27-Oct-2020 07:25:22			ITEM 24D677, BATTERY NICKEL CADMIUM, 4.8, 0.6A/HR. MFG. BRAND NAME : HUBBELL LIGHTING-DUAL-LITE MANUFACTURER PART NO: 0120894	EACH	2	2	27-Oct-2020 15:29:48		
Clark County Water Reclamation District	124386	157390			27-Oct-2020 07:25:21			2PFV8 Battery,Nickel Cadmium,2.4V,0.0012A/HR.Mfg Brand Name: LITHONIA LIGHTING Manufacturer Part No: ELB 2P41P2N	EACH	2	2	27-Oct-2020 15:29:48		
Clark County Water Reclamation District	124329	157419			22-Oct-2020 13:41:11	9626		EXPENDABLES,NO MODIFIER, 48UR52, CRINKLED NATURAL RUBBER LATEX COATED GLOVES, BLUE/GRAY, SMALL, 10 GAUGE	EACH	4	4	27-Oct-2020 14:32:47		
Clark County Water Reclamation District	124318	157391			22-Oct-2020 12:26:13			6FFJ1, 115v recirculating pump, ESSICK AIR PRODUCTS 110467	EACH	4	4	27-Oct-2020 16:40:26		
Clark County Water Reclamation District	124317	157400			22-Oct-2020 12:24:44			6TUC5 air deflector, CLEAR, magnetic	EACH	10	10	27-Oct-2020 16:38:41		
Clark County Water Reclamation District	120835	155641			12-Jun-2020 10:35:00			2VDH9 - Battery Charger, NiCd, NiMH, Li-Ion, Dewalt	EACH	1	1	12-May-2021 11:56:10		
Clark County Water Reclamation District	120837	155641			12-Jun-2020 10:35:00			55KE70 - Battery, Li-Ion, 4.0Ah, 20.0V, DEWALT	EACH	1	1	12-May-2021 11:56:10		
Clark County Water Reclamation District	120833	155641			12-Jun-2020 10:35:00			11A157 - Battery Charger, 12.0 to 20.0V. Li-Ion, Dewalt	EACH	1	1	12-May-2021 11:56:10		
Clark County Water Reclamation District	120720	155415			09-Jun-2020 11:16:02			23Y335 - Transport Drum closed Head, 35 gal, White	EACH	3	3	11-May-2021 08:34:18		
Clark County Water Reclamation District	109544	150014			20-May-2019 13:01:55			Chest Cooler, Hard Sided, 75 qt.	EACH	4	4	04-Jun-2019 15:05:16		

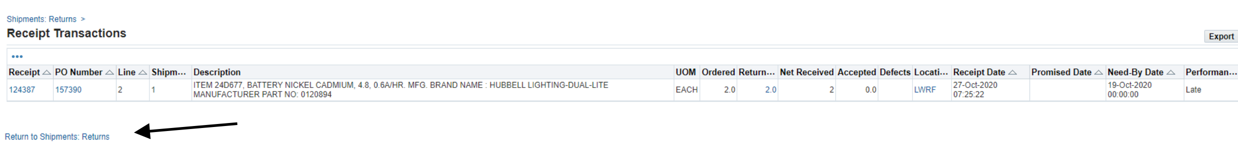
In the search results, detail information for the return is displayed.

3- Note the inclusion of **RMA Number**, **Quantity Returned, Return Date,** and **Reason** information for each return.



Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
Clark County Water Reclamation District	124387	157390			27-Oct-2020 07:25:22			ITEM 24D677, BATTERY NICKEL CADMIUM, 4.8, 0.6A/HR. MFG. BRAND NAME : HUBBELL LIGHTING-DUAL-LITE MANUFACTURER PART NO: 0120894	EACH	2	2	27-Oct-2020 15:29:48		
Clark County Water Reclamation District	124386	157390			27-Oct-2020 07:25:21			2PFV8 Battery,Nickel Cadmium,2.4V,0.0012A/HR.Mfg Brand Name: LITHONIA LIGHTING Manufacturer Part No: ELB 2P41P2N	EACH	2	2	27-Oct-2020 15:29:48		
Clark County Water Reclamation District	124329	157419			22-Oct-2020 13:41:11	9626		EXPENDABLES,NO MODIFIER, 48UR52, CRINKLED NATURAL RUBBER LATEX COATED GLOVES, BLUE/GRAY, SMALL, 10 GAUGE	EACH	4	4	27-Oct-2020 14:32:47		

4- Within the **Receipt Number** column, click the **link** for specific **Receipt Number** to view detail information.


Shipments: Returns >

Receipt Transactions

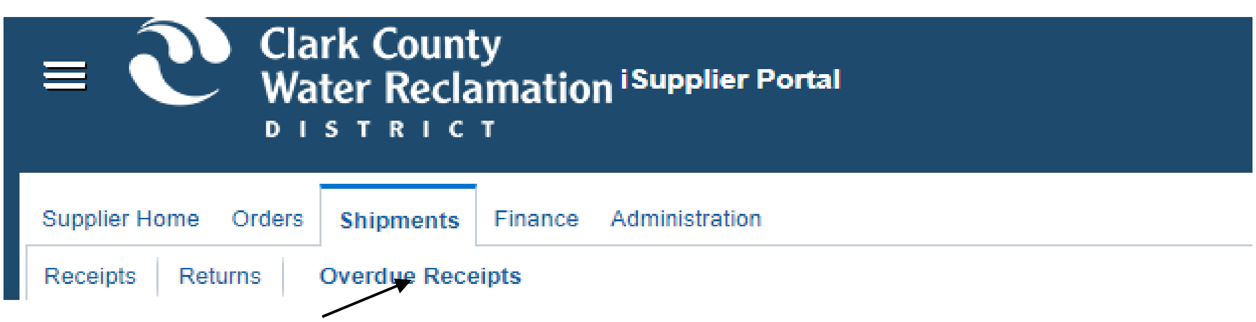
Receipt	PO Number	Line	Shipm...	Description	UOM	Ordered	Return...	Net Received	Accepted	Defects	Locati...	Receipt Date	Promised Date	Need-By Date	Performan...
124387	157390	2	1	ITEM 24D677, BATTERY NICKEL CADMIUM, 4.8, 0.6A/HR. MFG. BRAND NAME : HUBBELL LIGHTING-DUAL-LITE MANUFACTURER PART NO: 0120894	EACH	2.0	2.0	2	0.0		LWRF	27-Oct-2020 07:25:22		19-Oct-2020 00:00:00	Late

Return to Shipments: Returns

Detail information for the return is displayed.

5- Click the **Return to Shipments: Returns** link.

Overdue Receipts Detail



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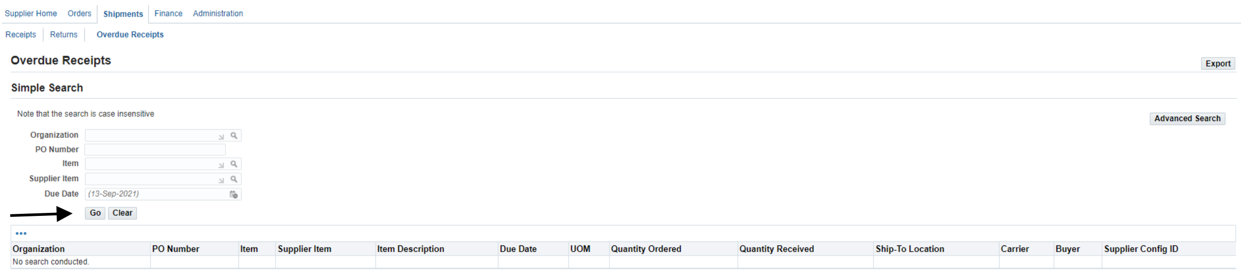
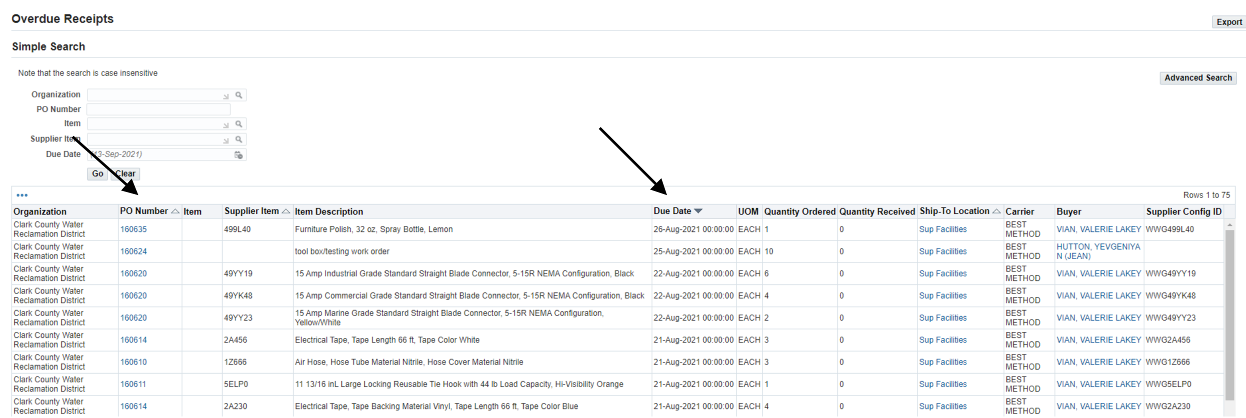
1- Click the **Overdue Receipts** link under the **Shipments** Tab.



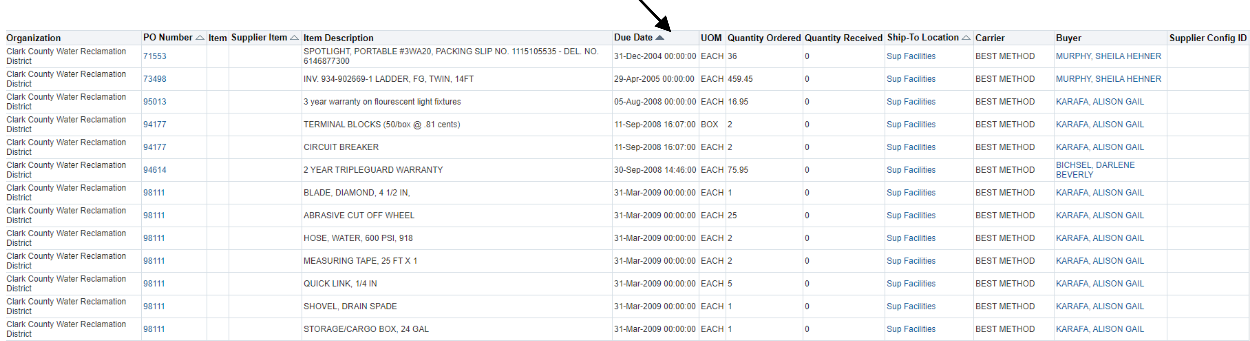
The **Overdue Receipts** window is displayed. Multiple search criteria are available for query.

2- To view **all** overdue receipts, click the **Go** button.



Search results are listed by **PO Number**, with latest **Due Date** listed first.

3- Click the indicator next to **Due Date** to change the sequence.



The listing now displays earliest **Due Date** listed first.

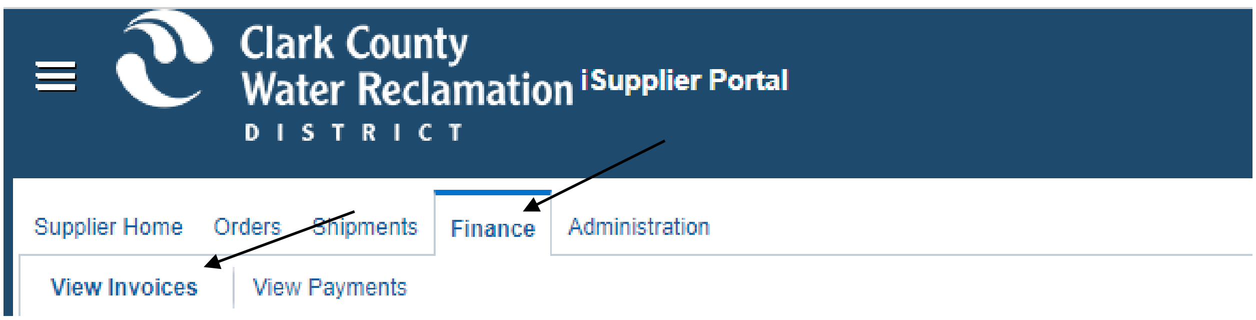
4- Click the indicator next to **Due Date** to return to the original sequence.

Topic 4: iSupplier Home Page – Finance Tab

iSupplier portal users will have direct access to multiple levels of financial information through the **Finance** Tab. This Tab provides links to invoice and payment information.

This topic covers:

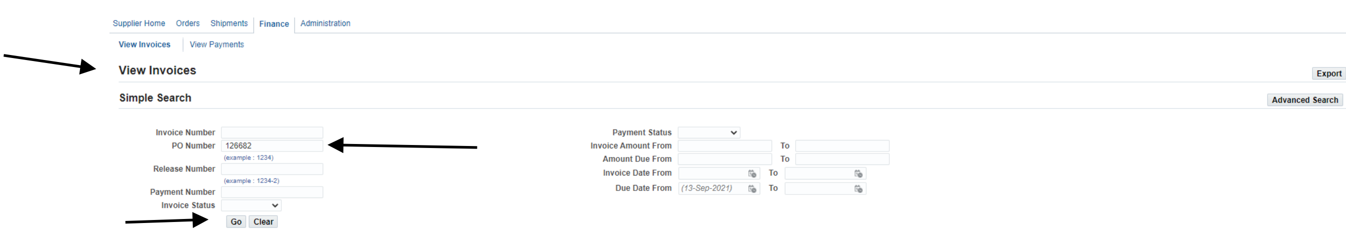
- Overview of the Finance Tab and summary information
- Review of Invoice details
- Review of Payments details



The **Home Page** is displayed.

1- Click on the **Finance** Tab.

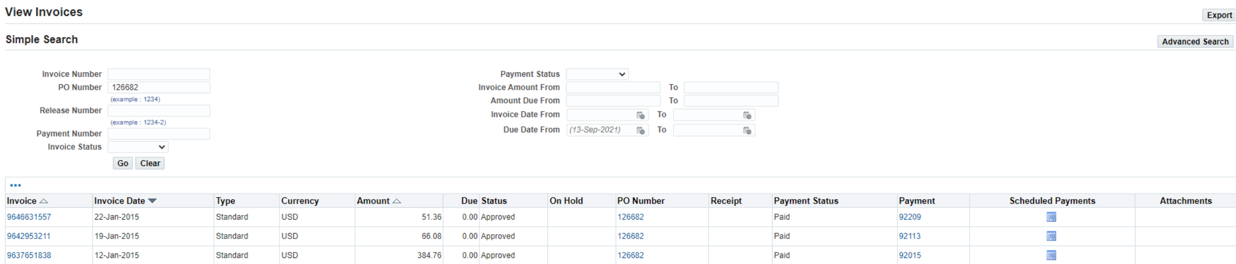
Invoice Information



The **View Invoices** window is displayed. Note the multiple criteria available for query.

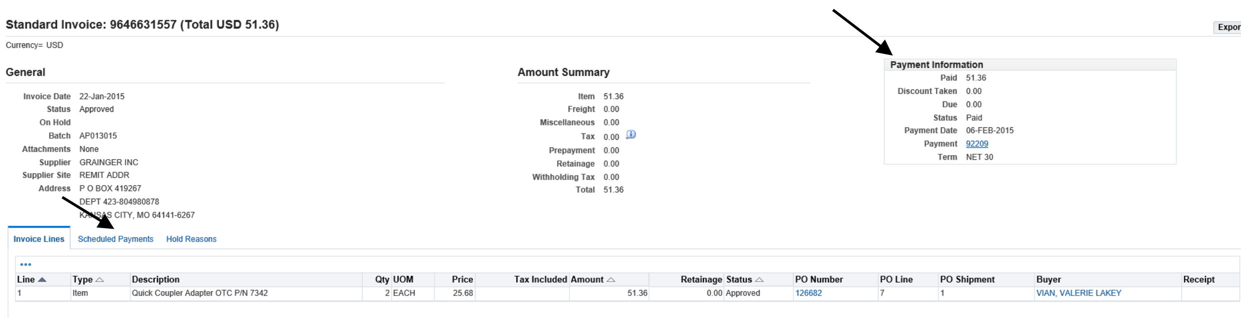
2- Enter the value in the **PO Number** field (if known). Or if not known, click the **Go** button to view all records.

3- Click the **Go** button.



Search results are displayed in summary for all invoices related to the PO; select the applicable invoice that needs to be reviewed.

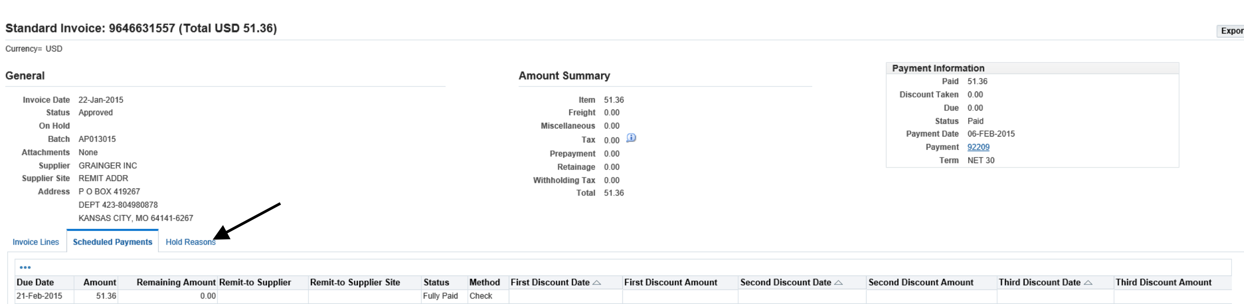
4- Click the **Invoice** link to view details.



Detail information for the invoice is displayed.

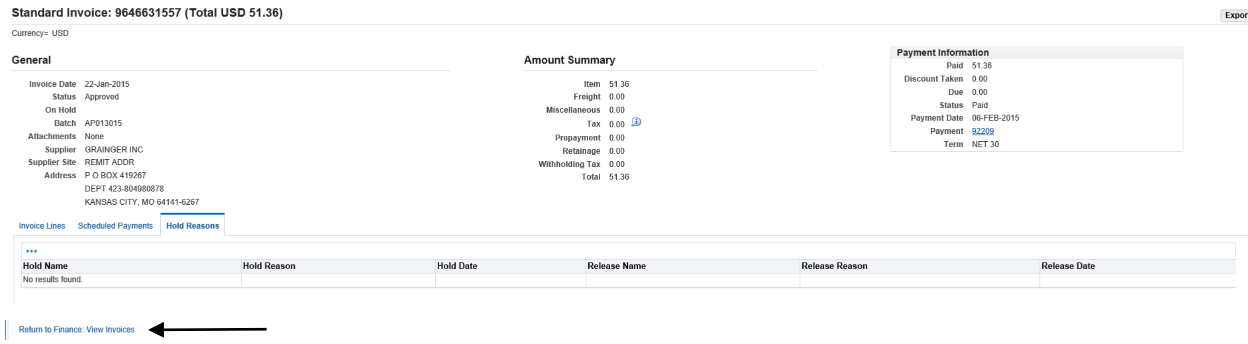
5- Note the **Payment Information** summary box.

6- Click the **Scheduled Payments** Tab.



Payment Schedule information for the invoice is displayed.

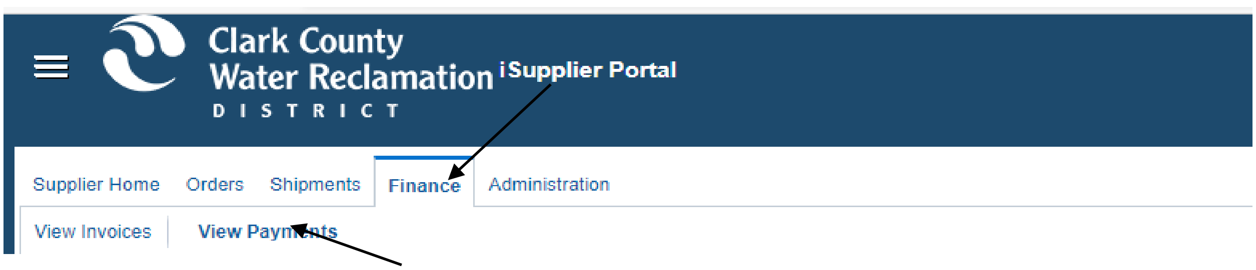
7- Click the **Hold Reasons** Tab.



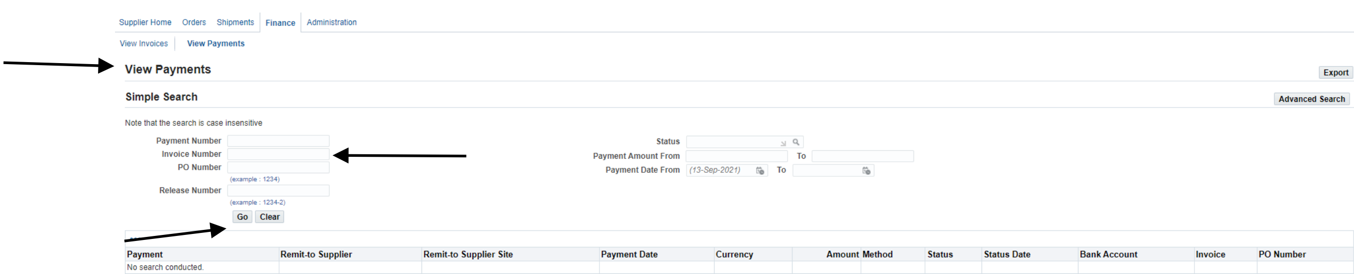
Hold and **Release** information for the invoice is displayed.

8- Click the **Return to Finance: View Invoices** link.

Payments Information



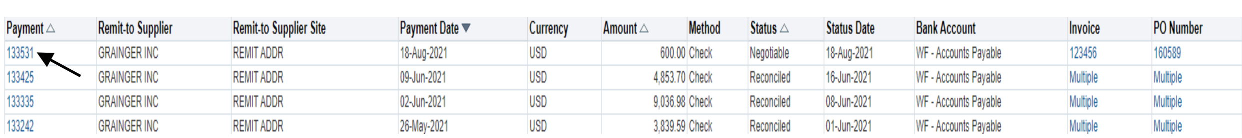
1- Click the **View Payments** link under the **Finance** Tab.



The **View Payments** window is displayed. Note the multiple criteria available for query.

2- Enter the value in the **Invoice Number** field (if known). If not known, click the **Go** button to view all records

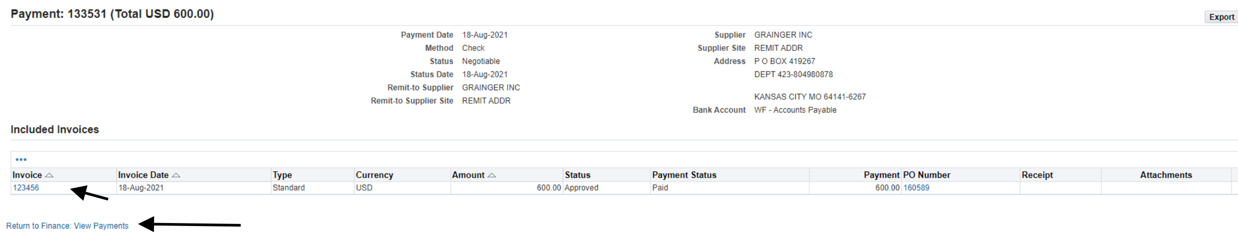
3- Click the **Go** button.



Payment △	Remit-to Supplier	Remit-to Supplier Site	Payment Date ▼	Currency	Amount △	Method	Status △	Status Date	Bank Account	Invoice	PO Number
133531	GRAINGER INC	REMIT ADDR	18-Aug-2021	USD	600.00	Check	Negotiable	18-Aug-2021	WF - Accounts Payable	123456	160589
133425	GRAINGER INC	REMIT ADDR	09-Jun-2021	USD	4,853.70	Check	Reconciled	16-Jun-2021	WF - Accounts Payable	Multiple	Multiple
133335	GRAINGER INC	REMIT ADDR	02-Jun-2021	USD	9,036.98	Check	Reconciled	08-Jun-2021	WF - Accounts Payable	Multiple	Multiple
133242	GRAINGER INC	REMIT ADDR	26-May-2021	USD	3,839.59	Check	Reconciled	01-Jun-2021	WF - Accounts Payable	Multiple	Multiple

Search results are displayed.

4- Click the **Payment** link to view detail information.



Detail information for the payment is displayed. If more information is required, click the Invoice Number link to view additional details for invoices associated with the payment.

5- Click the **Return to Finance: View Payments** link.

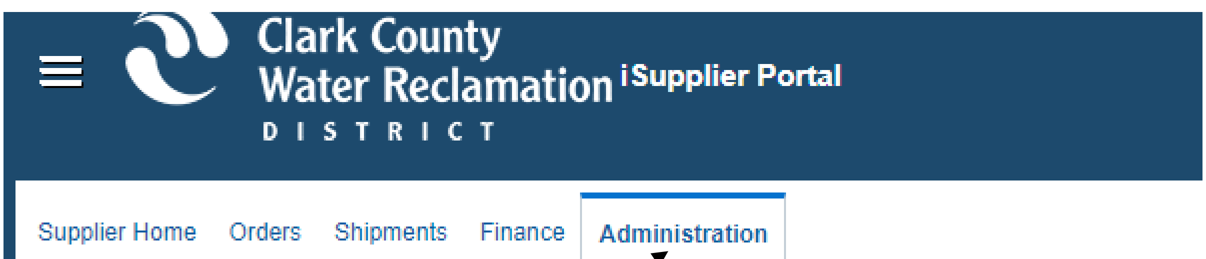
Topic 5: iSupplier Administrative Updates

Registered iSupplier users can maintain updated profile information directly through the portal. Changes to address, contact, product, and business classification information can be submitted for review and approval by CCWRD purchasing administration.

This topic covers:

- Access to the Admin Tab for viewing and updating profile information
- Updating supplier address information
- Updating supplier contact information
- Updating supplier product information
- Updating supplier business classification information

Access the Admin Tab

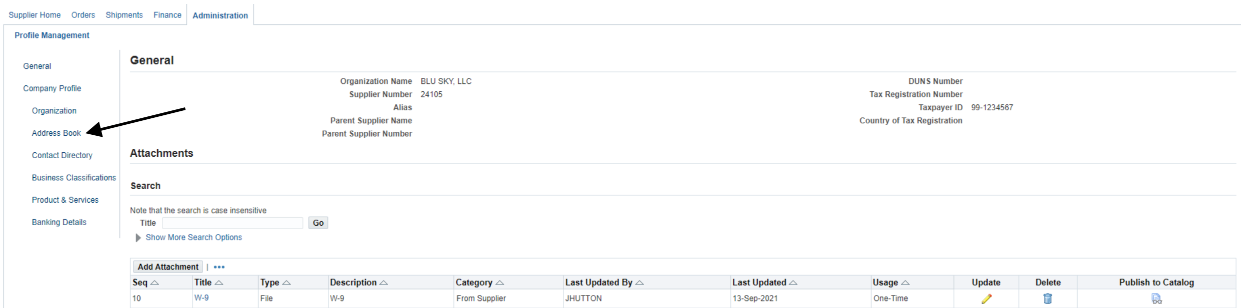


The **Home Page** is displayed.

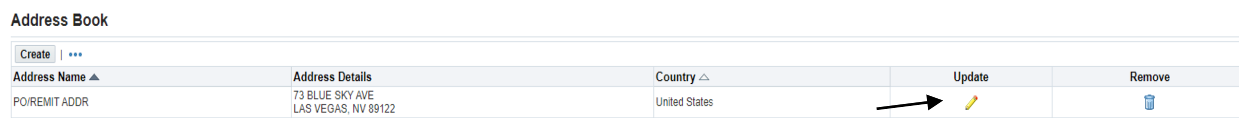
1- Click the **Administration** Tab.

The **Profile Management** window is displayed. Use this window to update all profile information.

Update Supplier Address

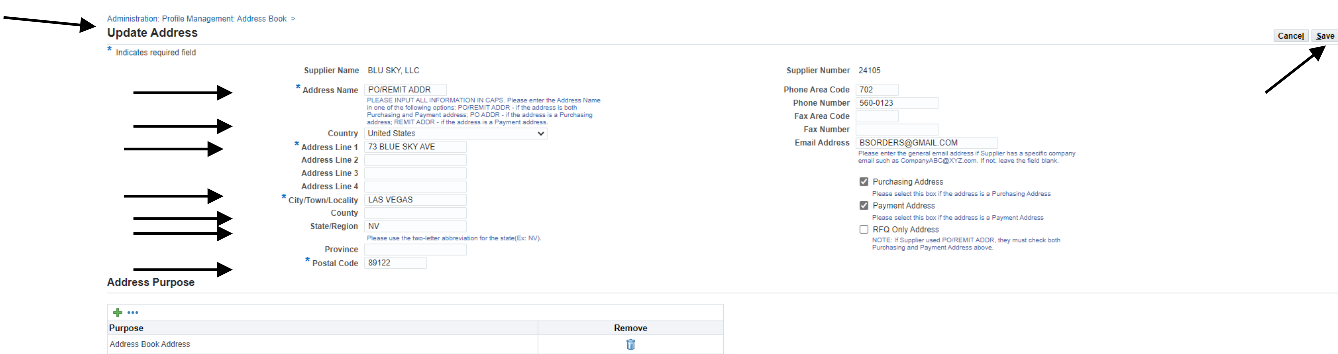


1- Within the Profile Management section, click the **Address Book** link.



The **Address Book** window is displayed. All current addresses for the supplier are listed here.

2- If Supplier needs to update address information, click the **Update** icon.

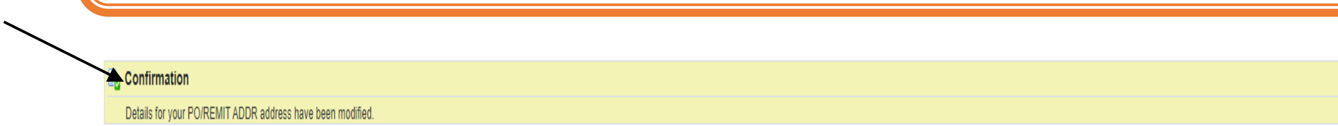


The **Update Address** window is displayed. Use this window to make any changes or additions to address information.

3- Enter revised address in applicable fields.

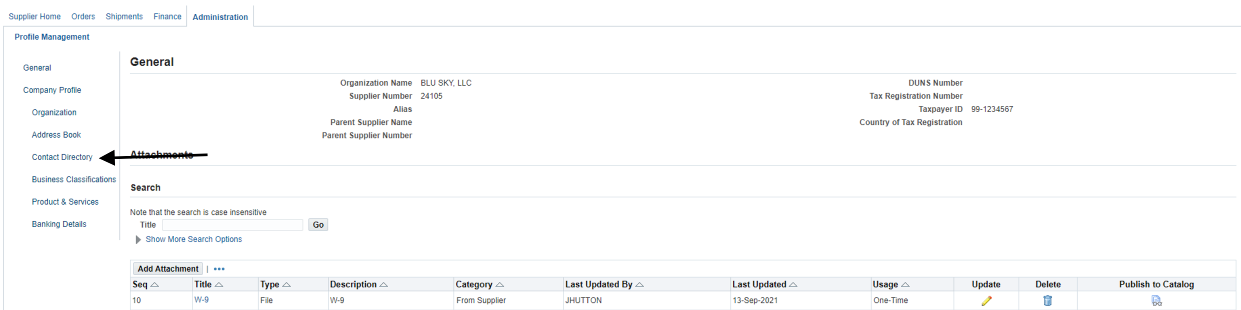
4- Click the **Save** button.

Note: DO NOT use this function to replace the existing address with a new address. Instead, create a new entry for the new contact person and inactivate the outdated record for the eixtsing contact person by selecting the "trash can" icon in the **Remove** column.



The **Confirmation** window is displayed.

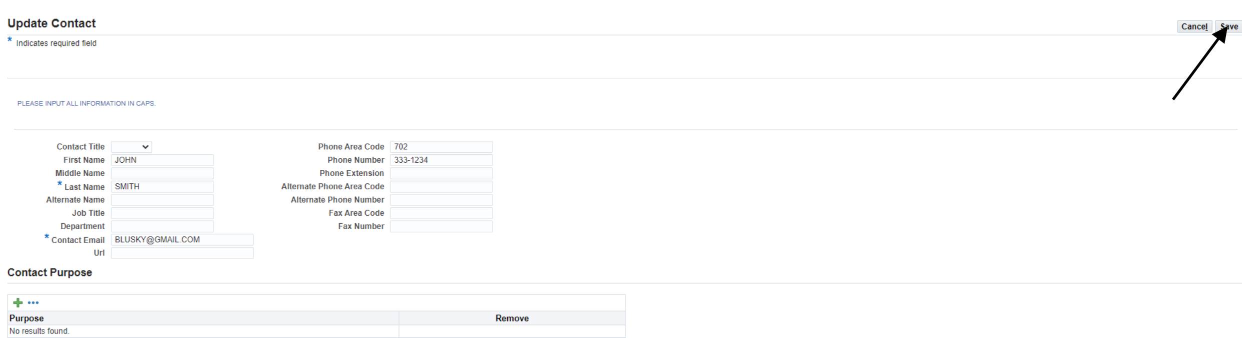
Update Supplier Contact Information



1- Within the **Profile Management** field, click the **Contact Directory** link.

The **Contact Directory: Active Contacts** window is displayed. All active contacts for the supplier are listed here.

2- If Supplier needs to update contact information for the existing contact person, click the **Update** icon. **Note:** DO NOT use this function to replace the existing contact person with a new contact person. Instead, create a new entry for the new contact person and inactivate the outdated record for the eixtsing contact person by selecting the "trash can" icon in the **Remove** column.

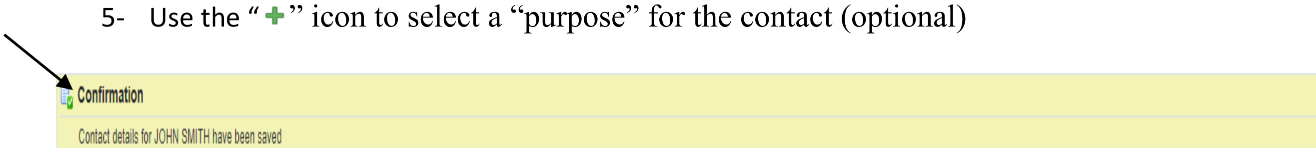


The **Update Contact** window is displayed. Use this window to make any changes or additions to contact information.

3- Update the relevant fields.

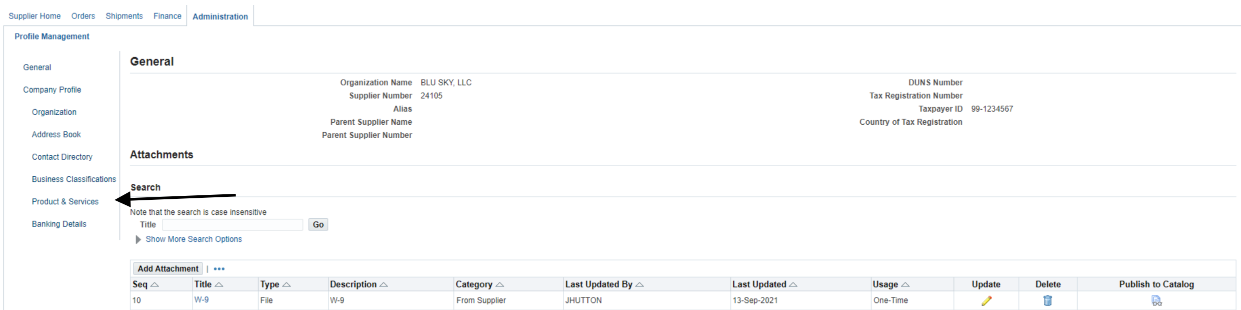
4- Click the **Save** button.

5- Use the "+" icon to select a "purpose" for the contact (optional)

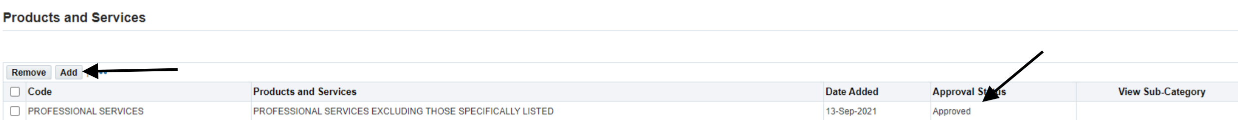


The **Confirmation** window is displayed. Note: within **Contact Directory : Active Contacts** the **Status** column will indicate a **Change Pending** status until approved by CCWRD purchasing administration.

Update Products and Services Information



1- Within the **Profile Management** field, click the **Products & Services** link.



The **Products & Services** window is displayed. All current **approved** products and services for the supplier are listed.

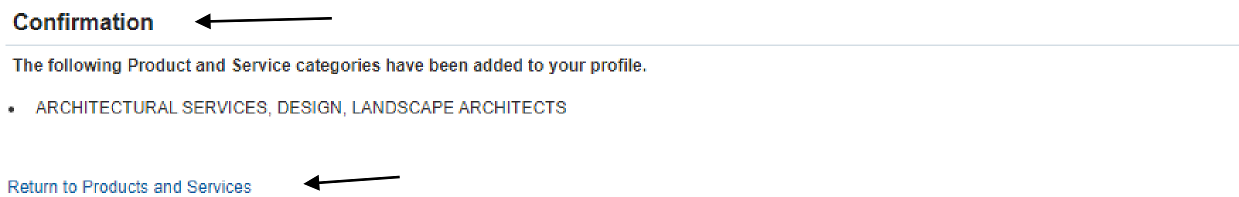
2- If Supplier needs to update **Products & Services** information, click the **Add** button.

The **Add Products and Services** window is displayed. Use this window to browse through the products & services, or select the **Search** option to identify specific products & services.

Note: Only products & services **applicable** to CCWRD are listed or available for search for each supplier.

3- Click the checkbox for the desired Applicable value(s).

4- Click the **Apply** button.



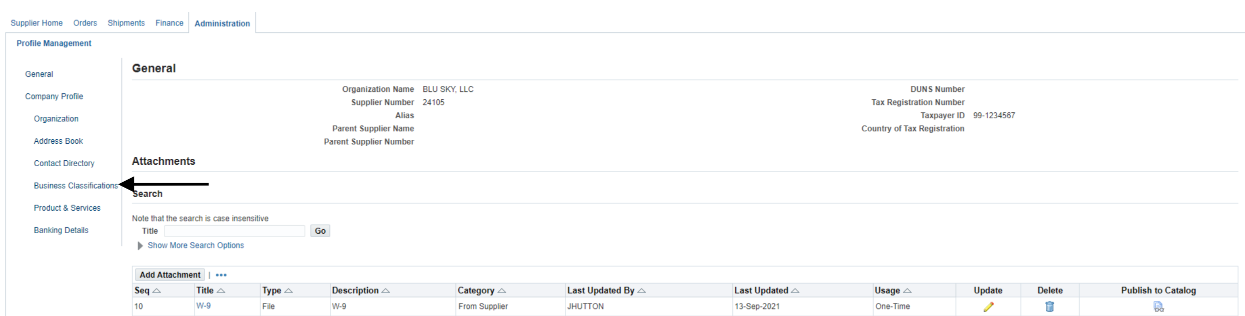
The **Confirmation** window is displayed.

5- Click the **Return to Products and Services** link.

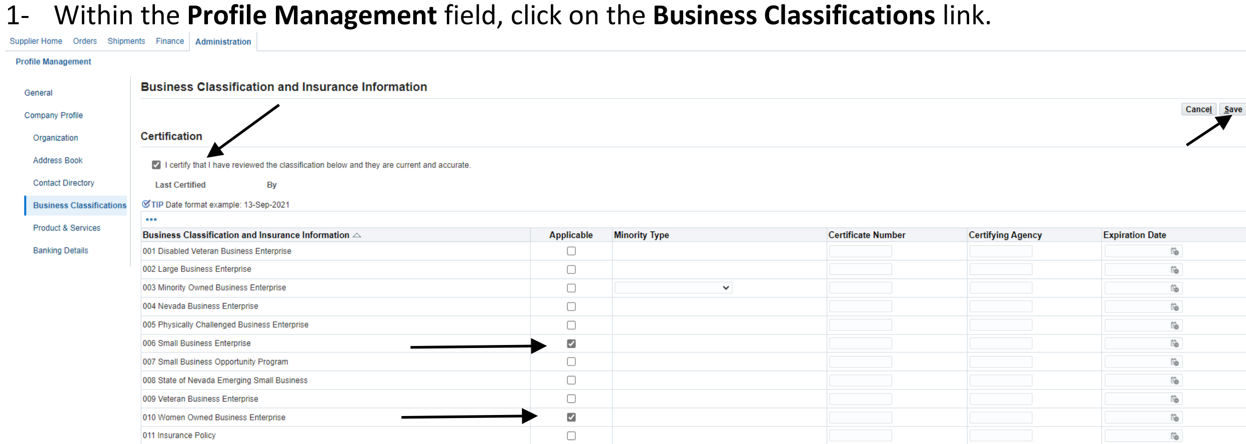
The Products and Services window is displayed with the added value.

6- Note: within **Approval Status** column will indicate **Pending Approval** status until approved by CCWRD purchasing administration.

Update Supplier Business Classifications

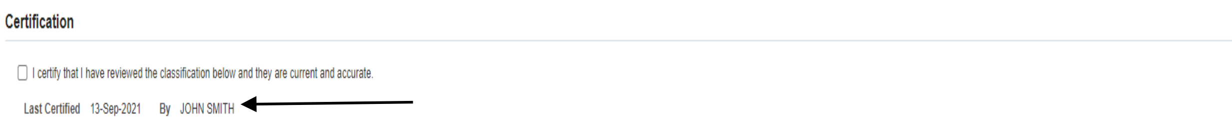


1- Within the **Profile Management** field, click on the **Business Classifications** link.



The **Business Classifications** window is displayed.

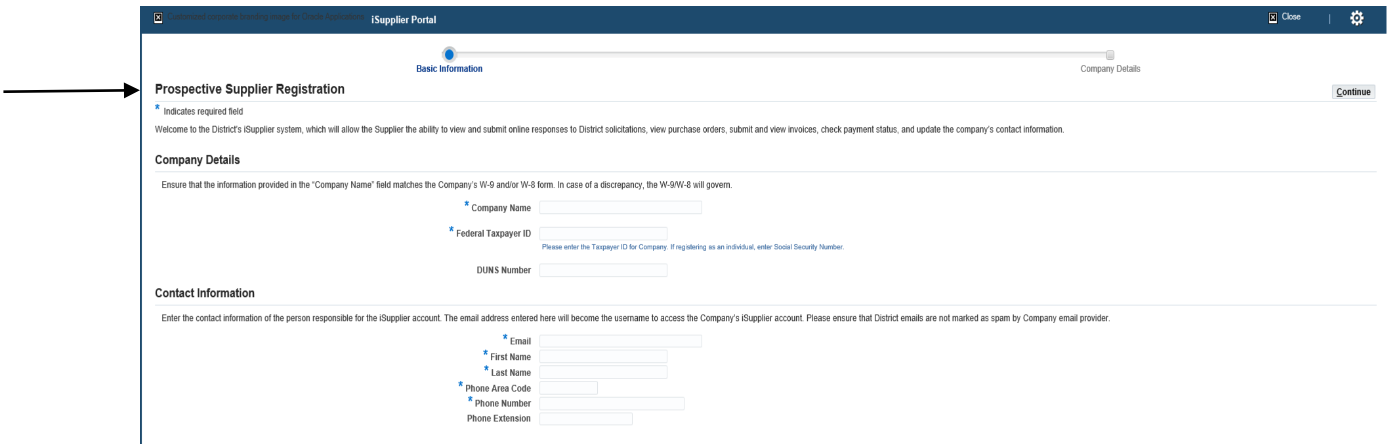
2- Select all the applicable classifications. Enter additional certifiying information if known.
3- Click the **Certification** checkbox.
4- Click the **Save** button.



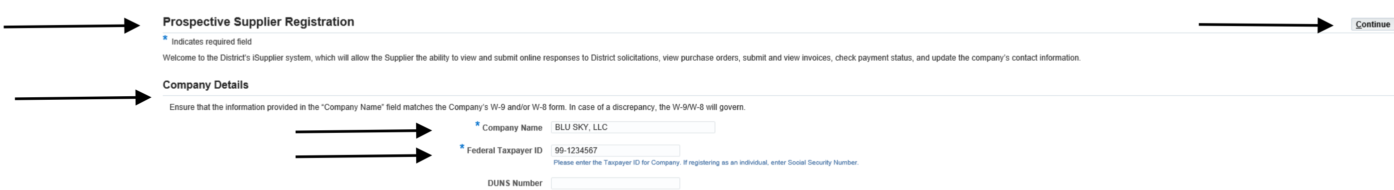
The **Business Classification** window is updated with **Last Certified** information.

Topic 6: iSupplier Registration (New Suppliers)

Prospective Supplier Registration Page

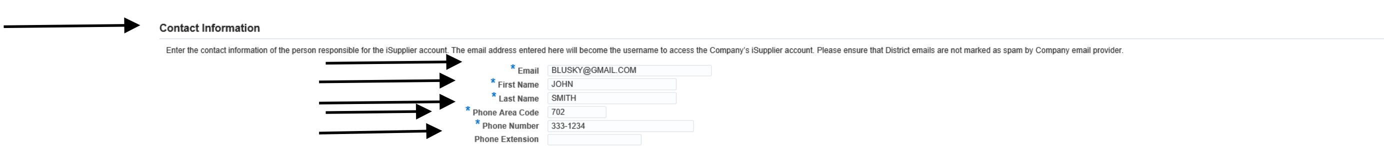


The **Prospective Supplier Registration** screen is displayed.



Within the **Company Details** section of the screen:

1- Enter your **Company Name** in the **Company Name** field
2- Enter your **Company Taxpayer ID** or **Social Security Number** in the **Company Taxpayer ID** field (refer to field-specific instructions written in blue)

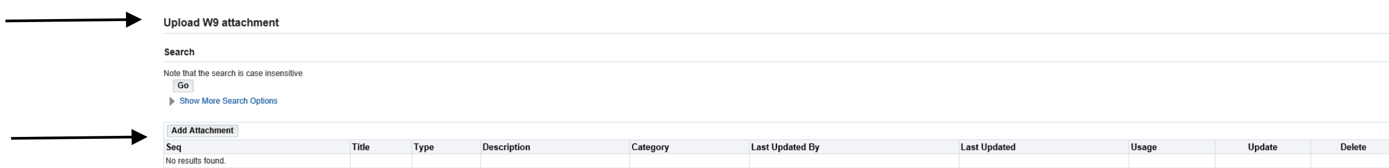


Within the **Contact Information** section of the screen:

3- Enter the **E-mail** address of the person responsible for the iSupplier account.
4- Enter the **First Name** of the person responsible for the iSupplier account.
5- Enter the **Last Name** of the person responsible for the iSupplier account.

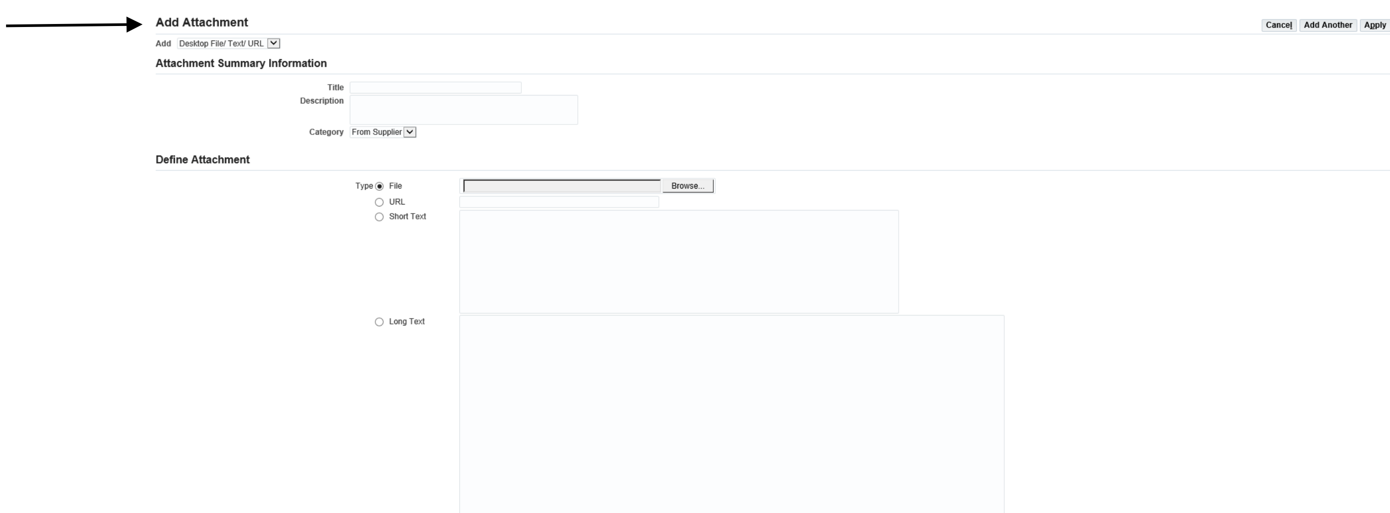
6- Enter the **Phone Area Code** of the person responsible for the iSupplier account.
7- Enter the **Phone Area Code** of the person responsible for the iSupplier account.
8- Click the **Continue** button in the top right-hand corner to save the information.

Prospective Supplier Registration: Additional Details Page

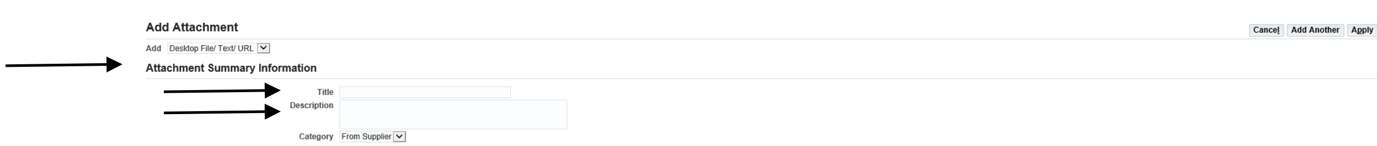


1-Within the **Upload W9 attachment** section of the screen, click on the **Add Attachment** link.

Add Attachment Page



The **Add Attachment** screen is displayed.

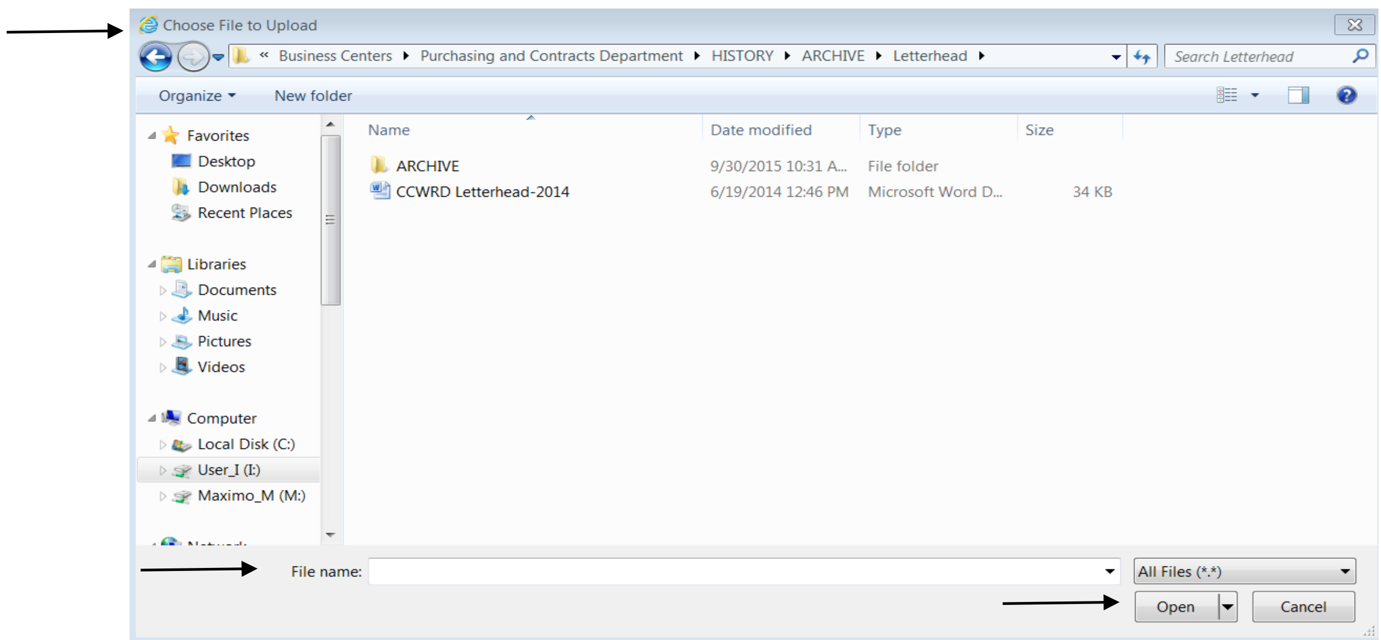


Within **Attachment Summary Information** section of the screen:

1- Enter the name of the document being uploaded in the **Title** field.
2- Enter a brief description of the document being uploaded in the **Description** field.

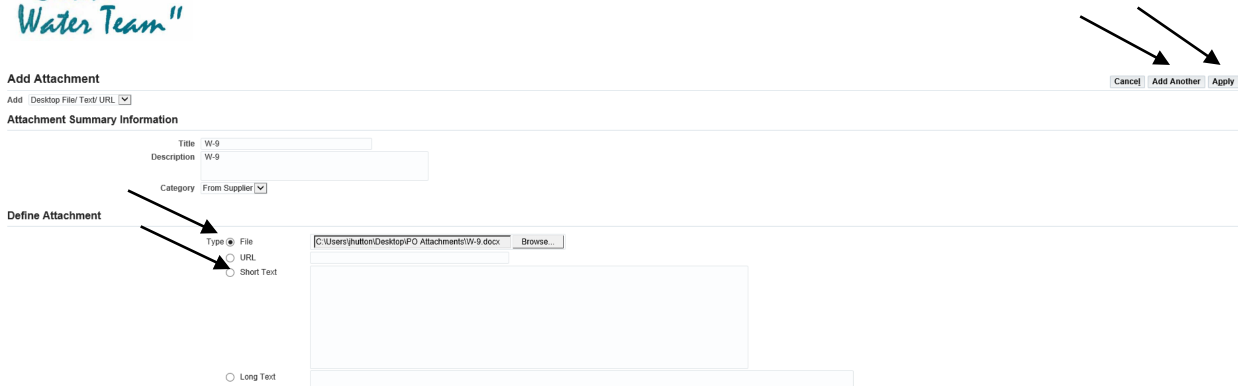
Within **Attachment Summary Information** section of the screen:

3- The file attachment is selected by default. Click on **Browse** button to add an attachment.



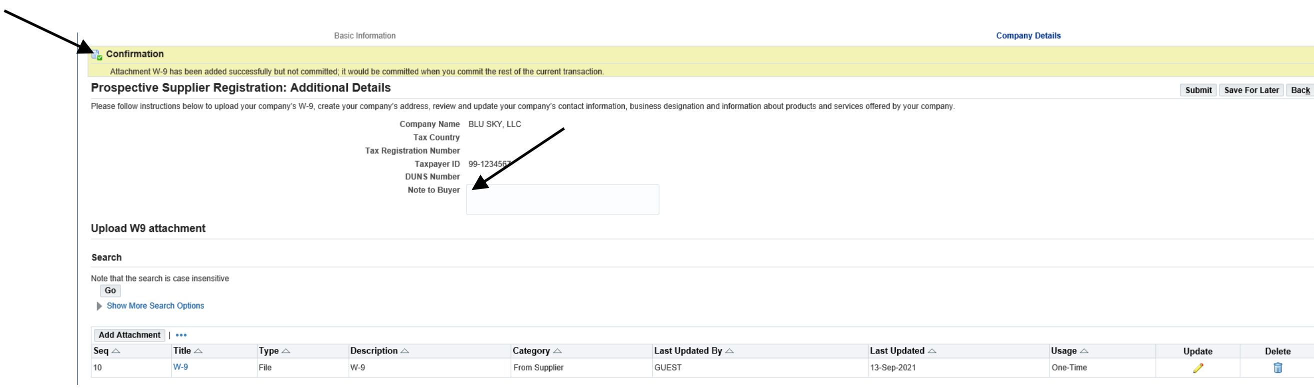
The **Choose File to Upload** screen is displayed.

4- Find and select the appropriate file and click the **Open** button.



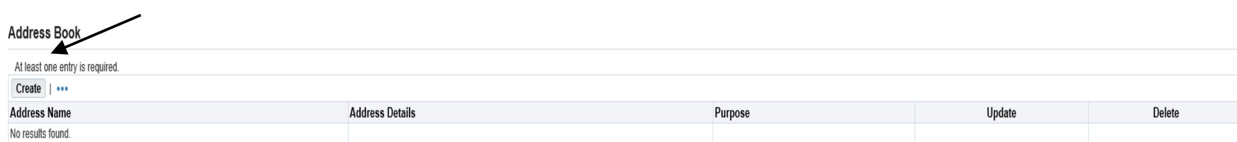
The **Add Attachment** screen is displayed.

5- Click the **Apply** button to complete the upload, or click the **Add Another** button to attach another document and repeat the above steps. **Note:** you can change the attachment type to either "URL", "Short Text"or "Long Text" by selecting the radio-button next to appropriate option.



The **Confirmation** screen is displayed.

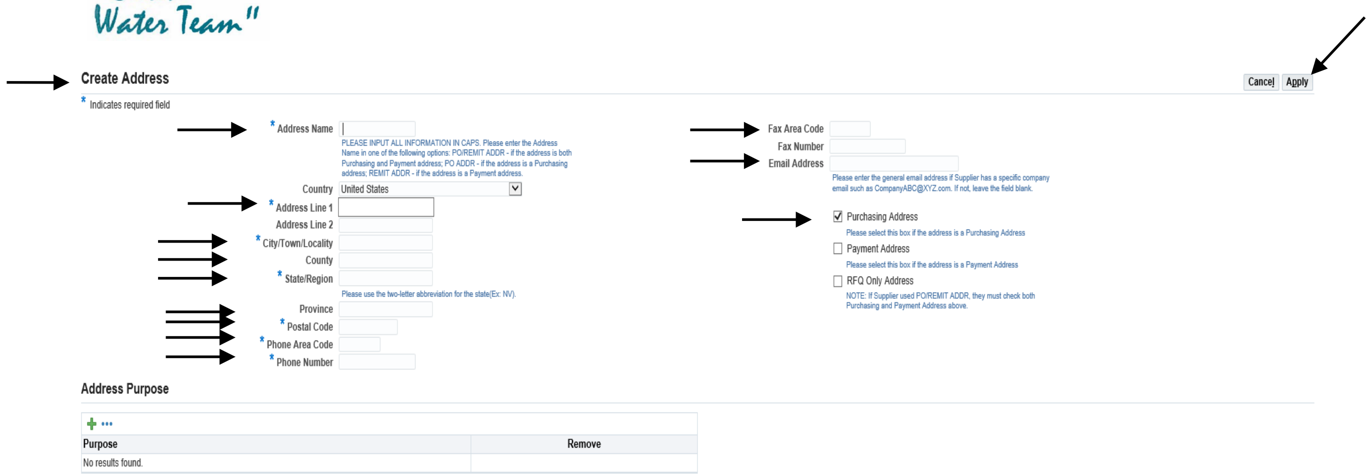
6. In the "Note to Buyer" field, type in the full name (and section if known) of the District employee requesting you to register via iSupplier (if applicable). For example: "Jane Jones/Engineering" or "Jane Jones."



The **Address Book** section of the screen is displayed.

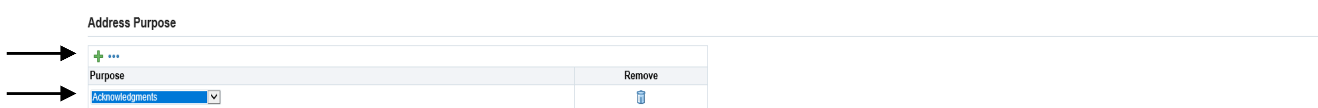
1- Click the **Create** button to add company address information

Create Address Page

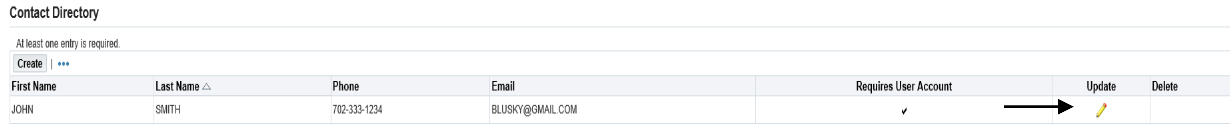


1- Enter the **Address Name** in the **Address Name** field (refer to the field-specific instructions in written in blue)
2- Enter the **Street Number** and **Name** in the **Address Line 1** field
3- Enter the **City** in the **City/Town/Locality** field
4- Enter the **County** in the **County** field (if applicable)
5- Enter the **State** in the **State/Region** field
6- Enter the **County** in the **County** field (if applicable)
7- Enter the **Province** in the **Province** field (if applicable)
8- Enter the **Postal Code** in the **Postal Code** field
9- Enter the **Phone Area Code** in the **Phone Area Code** field
10- Enter the **Phone Number** in the **Phone Number** field
11- Enter the **Fax Area Code** in the **Fax Area Code** field (if applicable)
12- Enter the **Fax Number** in the **Fax Number** field
13- Enter the **E-mail Address** in the **E-mail Address** field (refer to the field-specific instructions in written in blue)
14- Check the appropriate box or boxes next to Purchasing Address and Payment Address. (refer to the field-specific instructions in written in blue)

Address Purpose (Optional)

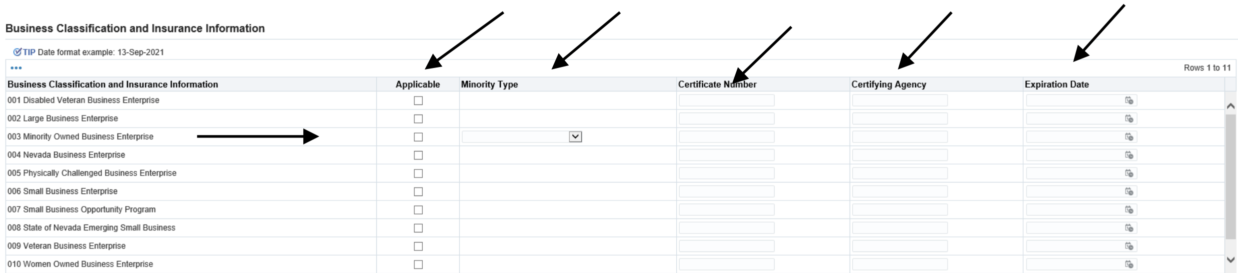


1- Once the address information is populated, click on "+" sign to display and select from the available options.
2- Click **Apply** in the top right hand-side corner of the screen



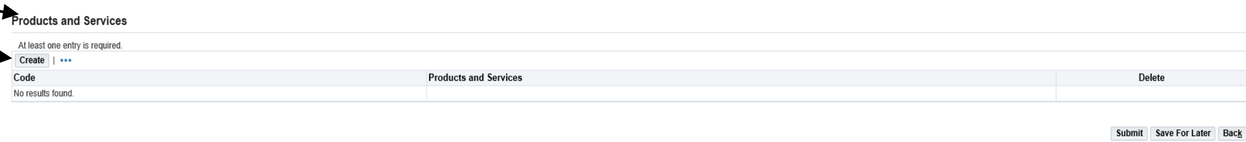
Contact Directory section of the screen is displayed

1- Click the **Update** button to update the previously entered information or proceed to the next section
2- Click the **Create** button to add additional contact(s)



Business Classification and Insurance Information section of the screen

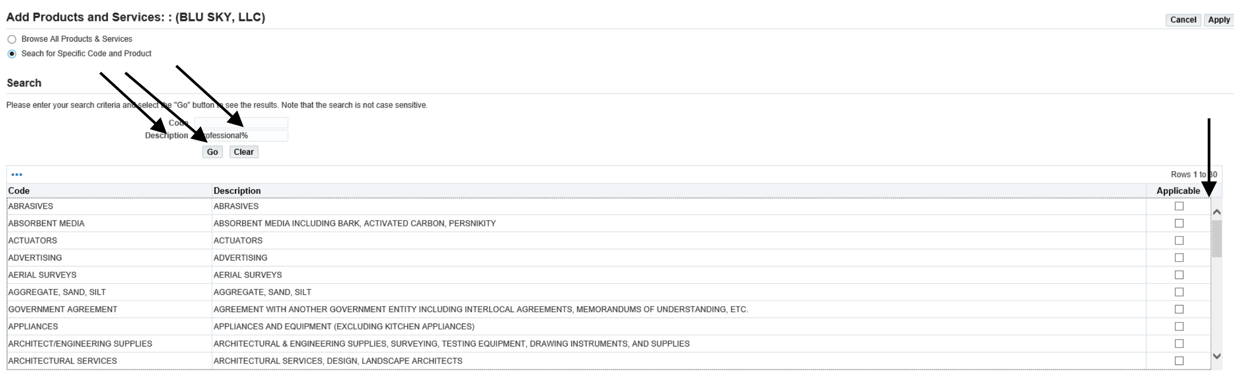
1- Review the **Business Classification and Insurance Information** column and check the box(es) in the **Applicable** column next to all applicable options
2- Enter information in the **Minority Type**, **Certificate Number**, **Certifying Agency** and **Expiration Date** fields if applicable (refer to the section-specific information/instructions written in blue)
3- Proceed to the next section



Products and Services section of the screen

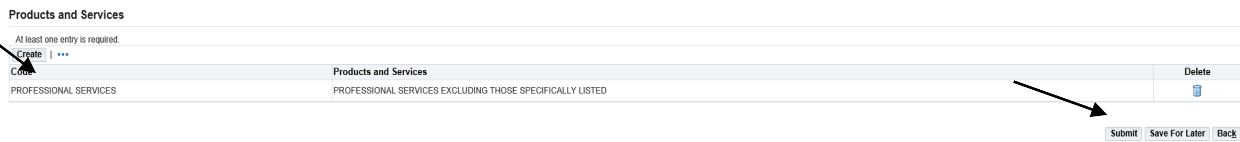
1- Click the **Create** button to populate the list of the current products and services that may be purchased by CCWRD and are available for supplier selection.

Products and Services information is displayed

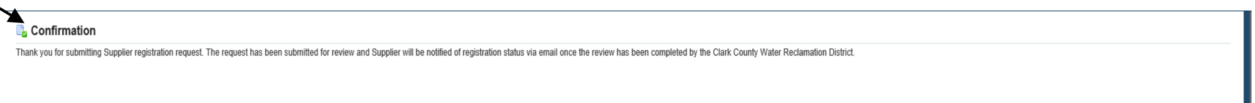


2- Review the full list of products and services by clicking the **Next 10** button and check the box(es) in the **Applicable** column next to all applicable products and/or services offered by your company; OR
3- Enter a specific product or service offered by your company in the **Descritpion** field followed by the **%** sign and click the **Go** button

4- If the search is successful, the selected product or service will be populated; check the box in the **Applicable** column
5- Click the **Apply** button

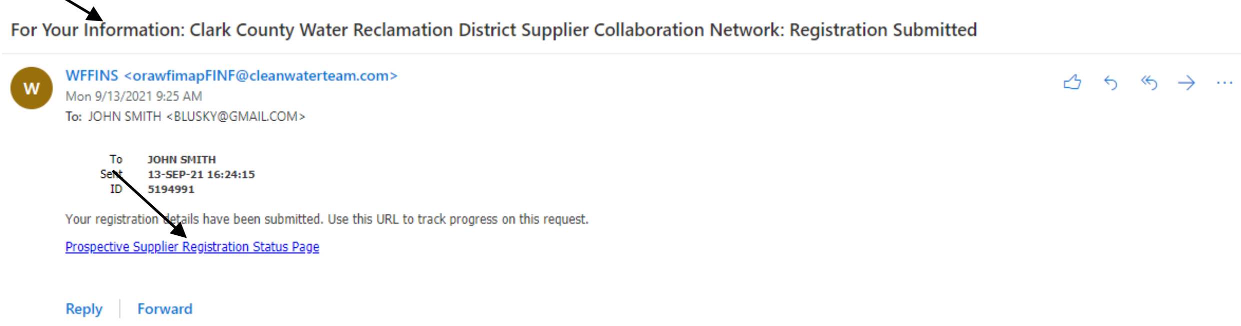


6- The selected product or service is added to your registration request
7- Repeat the steps as needed
8- Review the information in **Upload W-9 Attachment**, **Address Book**, **Contact Directory**, **Business Classification and Insurance Information**, **Products and Services** sections of the screen and click the **Submit** button.

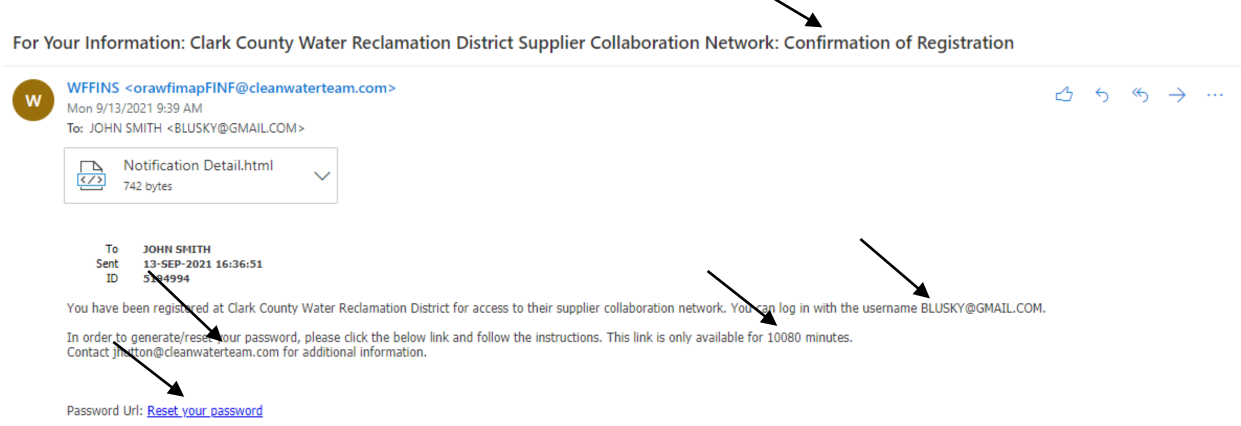


The **Confirmation** window is displayed.

E-mail correspondence from CCWRD regarding Prospective Supplier Registration



1- Receive **Registration Submitted** e-mail and click the **Prospective Supplier Registration Status Page** to view the details of your company registration



1- Receive **Confirmation of Registration** e-mail containing the **username information, Password Url** link for password reset and CCWRD Procurement contact information.
2- Password Reset link is only available for a limited amount of time. If the link is no longer available, please contact CCWRD Procurement Team

Topic 7: iSupplier Bank Account Management (New Suppliers/ Existing Suppliers)

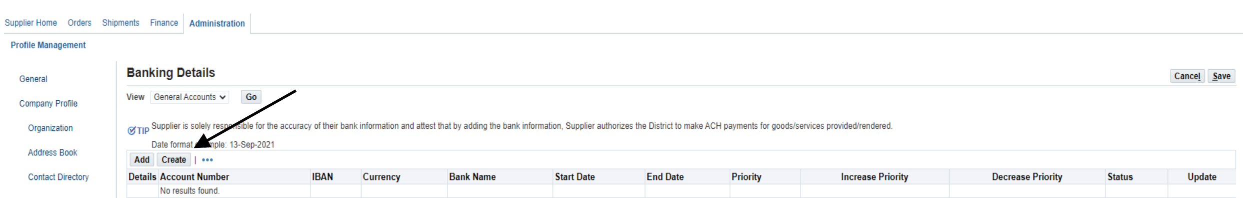
iSupplier portal users will have direct access to manage their banking information through the **Admin** Tab. This Tab provides access to company profile that can be updated by the iSupplier User from his/her user account.
This topic covers:

- Overview of the Admin Tab
- Review of Banking details

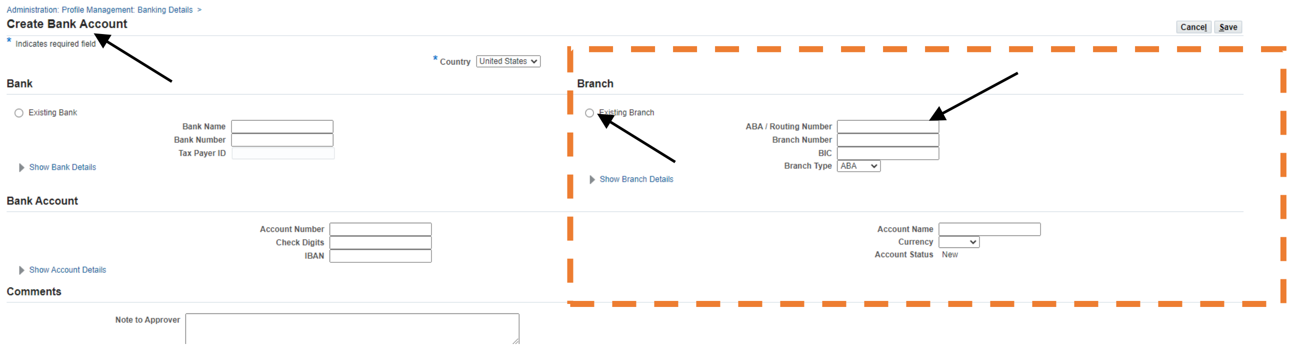
Scenario 1: Creating a new bank account

1- Click on the **Administration** Tab

3- Then click on **Banking Details** Tab. This will display a page to **Create** a new bank account

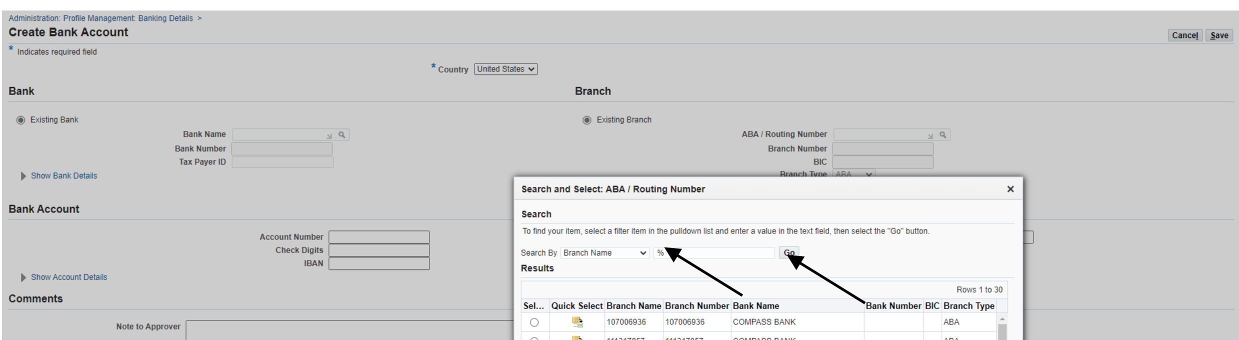


3- Click on **Create** Button, **Create Bank Account** Page will be displayed

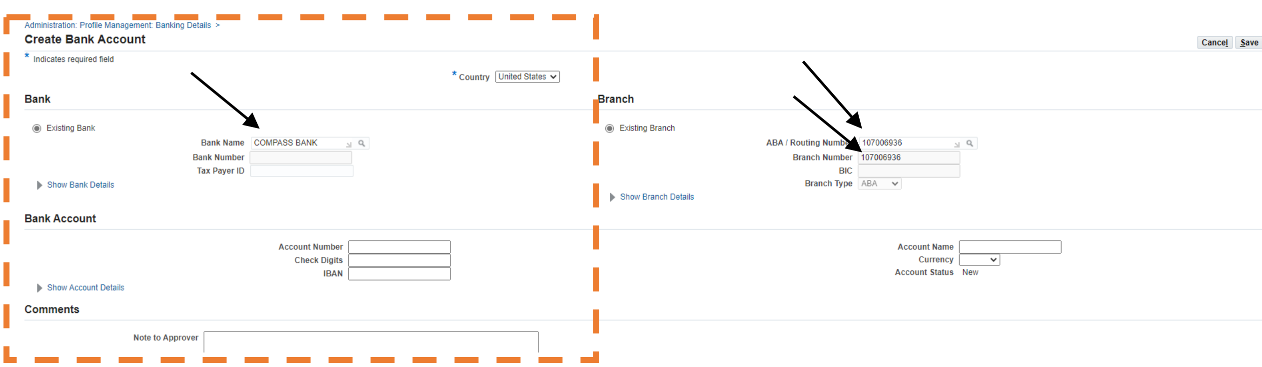


4.1- In the **Branch** section of the screen, select **Existing Branch (Radio Button)** then click on **ABA/Routing Number** magnifying glass to search and select the appropriate routing number. ***TIP****:* *Use "%" sign to display all available records*. Once the routing number is selected, the **Bank Name** field in the **Bank** section of the screen will be automatically populated with the correct bank name.

IMPORTANT: <u>DO NOT </u>type in/enter the information in the **Bank Name** field manually. This will cause issues/delays with ACH payments.

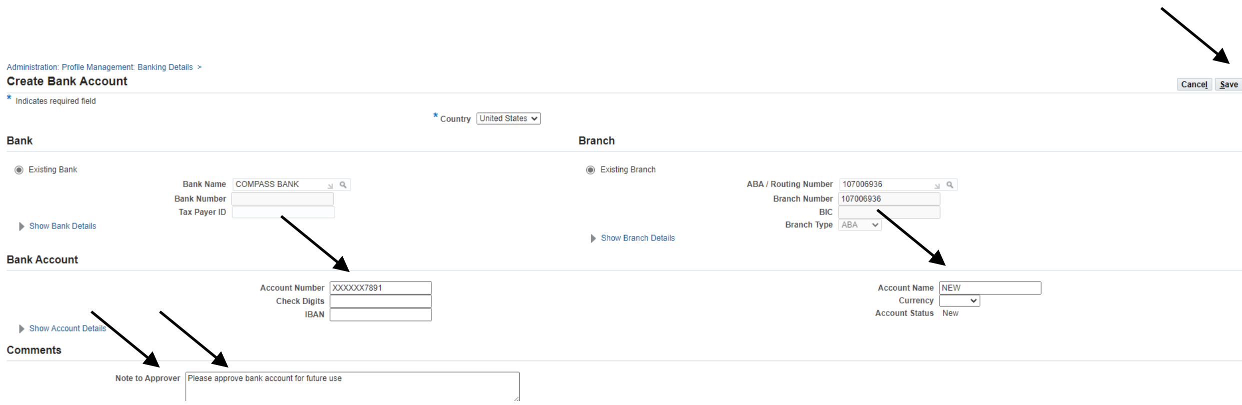


4.2- Use the **Quick Select** icon to add the banking information

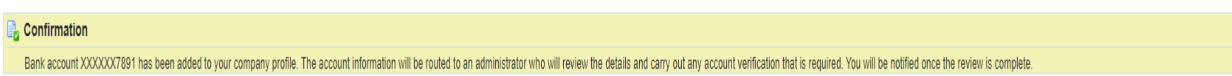


4.3- Bank Section will be auto-populated with the bank name

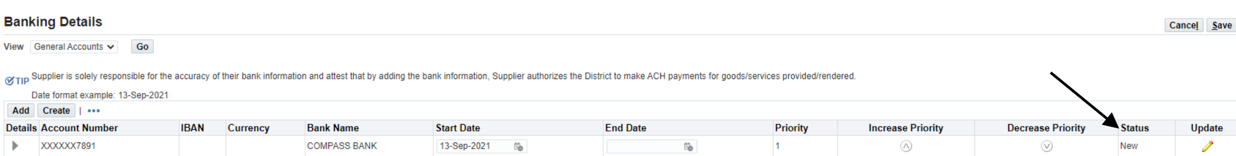
IMPORTANT: If the bank information has been entered in the wrong format and approved by the District, it cannot be updated. A new Bank Account request must be submitted in the correct format (see Item 4.1 above) and the bank account entered in the wrong format must be end-dated.



4.4 Enter the new **Account Number** and **Account Name** and other Information in the **Bank Account** section of the screen (as needed). Enter comments (if any) in the **Note to Approver** field in the **Comments** section of the screen and click on **Save** Button

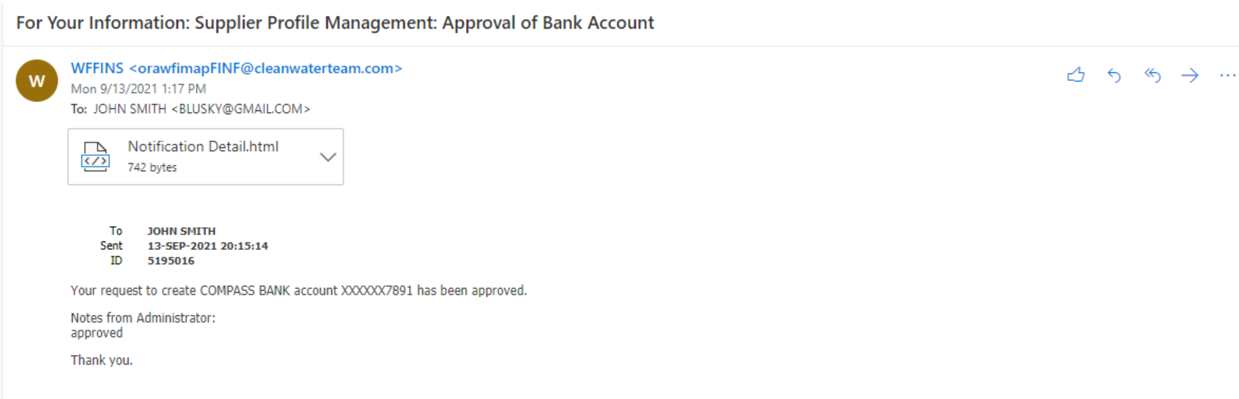


5 - **Confirmation** notification of the new bank account is displayed.



6- The added Bank Account is in **New** Status awaiting approval by the **CCWRD Supplier Profile Administrator.**

9- Receive an e-mail notification from **CCWRD** regarding approval of the newly added bank account.



For Your Information: Supplier Profile Management: Approval of Bank Account

WFFINS <orawfimapFINF@cleanwaterteam.com>
Mon 9/13/2021 1:17 PM
To: JOHN SMITH <BLUSKY@GMAIL.COM>

Notification Detail.html
742 bytes

To JOHN SMITH
Sent 13-SEP-2021 20:15:14
ID 5195016

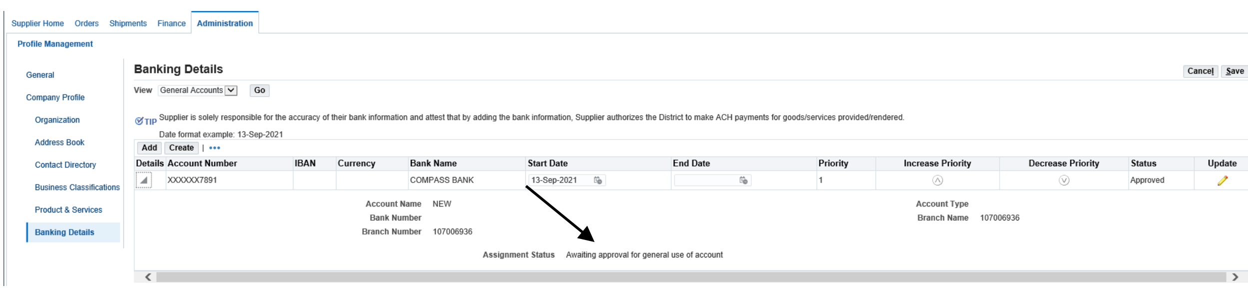
Your request to create COMPASS BANK account XXXXXX7891 has been approved.

Notes from Administrator:
approved

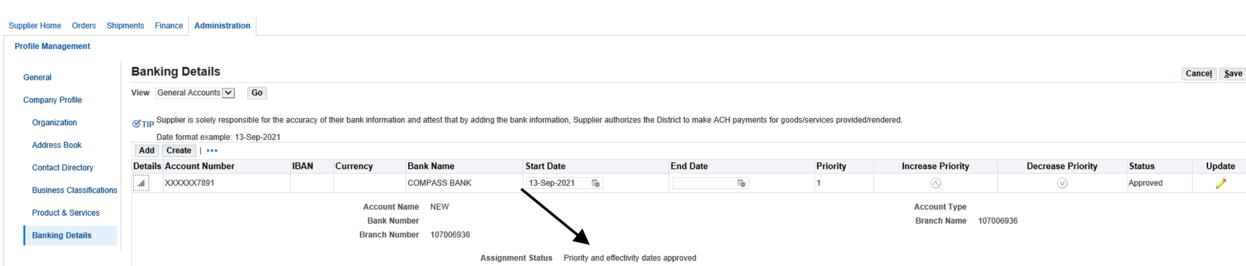
Thank you.

10- Note: CCWRD newly added bank account approval is a two-step process. Depending on the CCWRD approval timing, you may see different details associated with the newly added bank account.

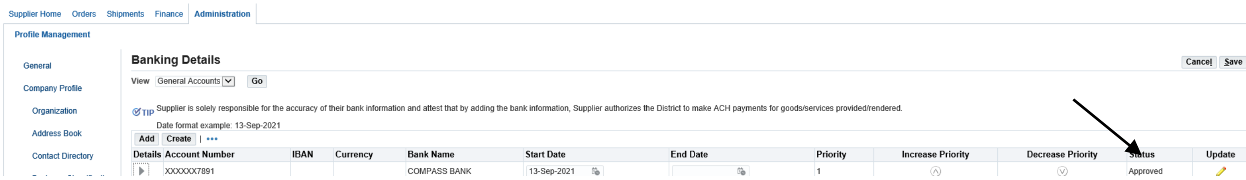
CCWRD Step 1. Supplier will see the following details



CCWRD Step 2. Supplier will see the following details



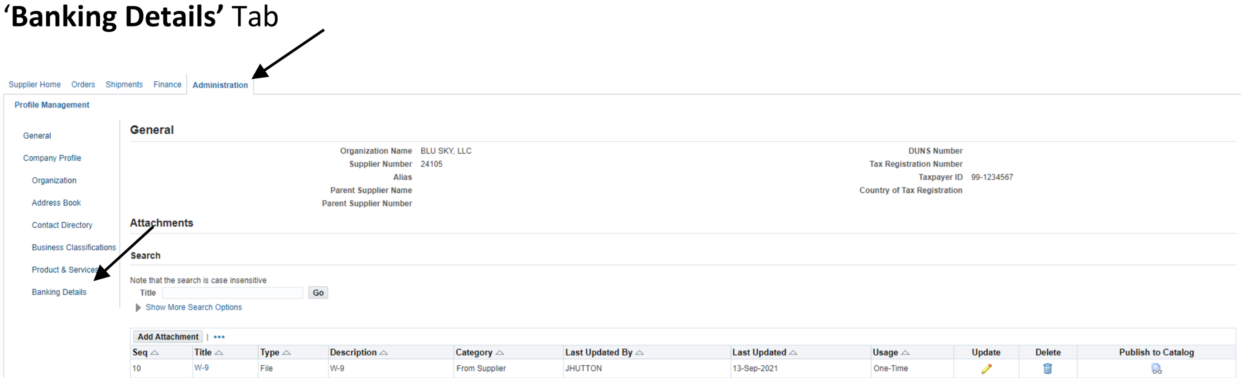
11- Once fully approved by **CCWRD Supplier Profile Administrator**, the newly added bank account will be ready for use.



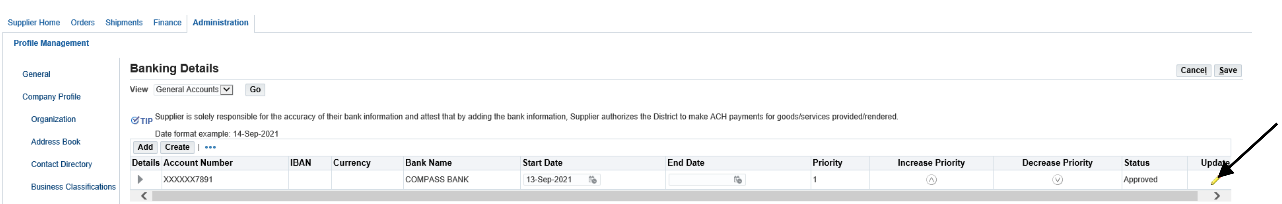
12- Note: New Banks cannot be created by the iSupplier users. If a bank is not available under the Existing Banks, iSupplier users should e-mail CCWRD via procurementsolutions@cleanwaterteam.com with a request to create the new banks/branches.

Scenario 2: Making changes to an existing bank account

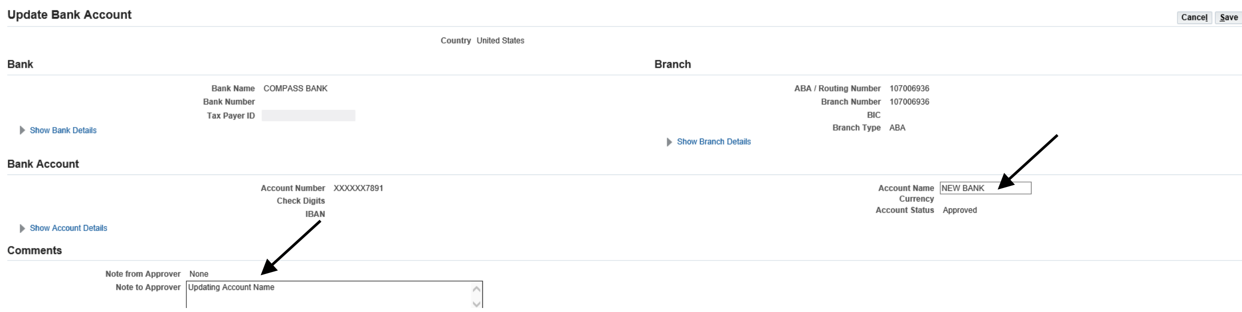
1- Login with '**iSupplier User'** Account and Click on the **'Administration'** Tab then click on '**Banking Details'** Tab



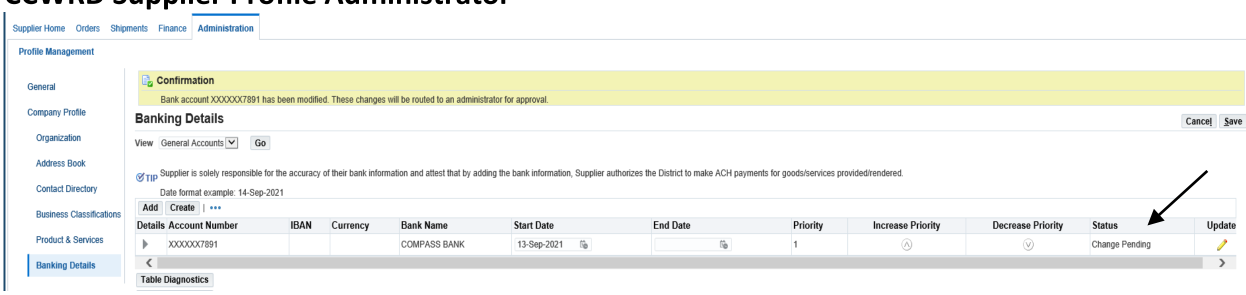
2- This will display a page with all bank accounts associated with supplier account. Click on **Update** pencil next to the bank account requiring revision



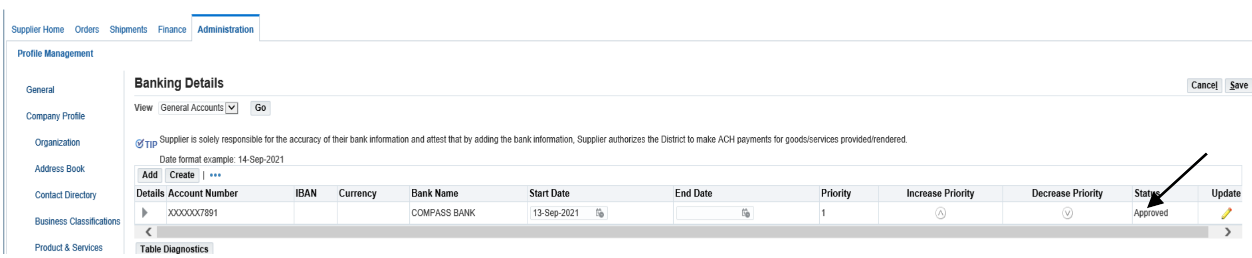
3- It will display the **Update Bank Account** Page**.** Make the changes as needed. For example: Add (or change) **Account Name** and provide **Note to Approver** (as needed) in the **Comments** section of the screen. Click on **Save** Button.



4- Now the Bank Account shows as **Change Pending** Status awaiting review and approval by **CCWRD Supplier Profile Administrator**

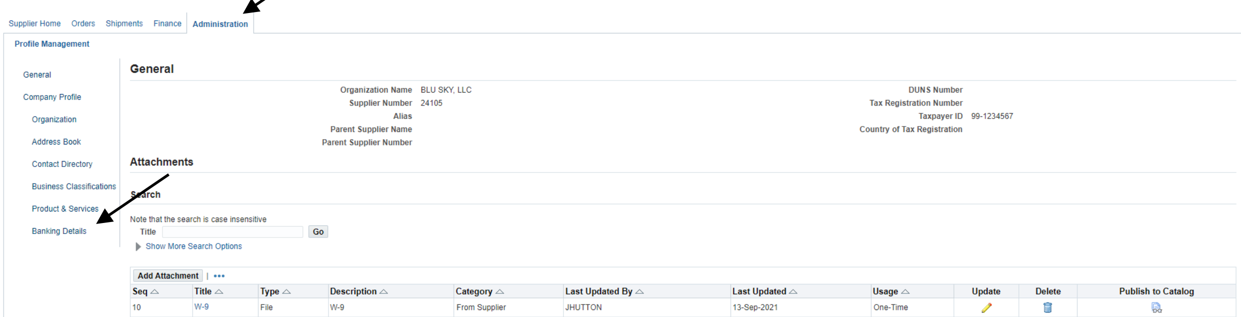


5- Once approved by **CCWRD Supplier Profile Administrator**, Login with 'iSupplier User' User Account to verify that the changes to the existing bank account are in approved status

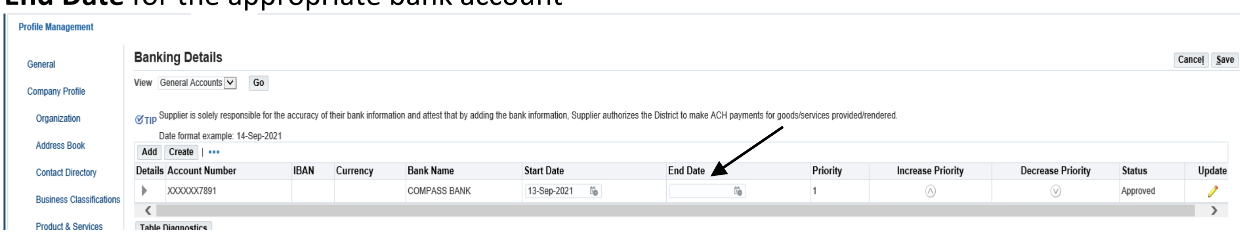


Scenario 3: End Dating the existing bank account

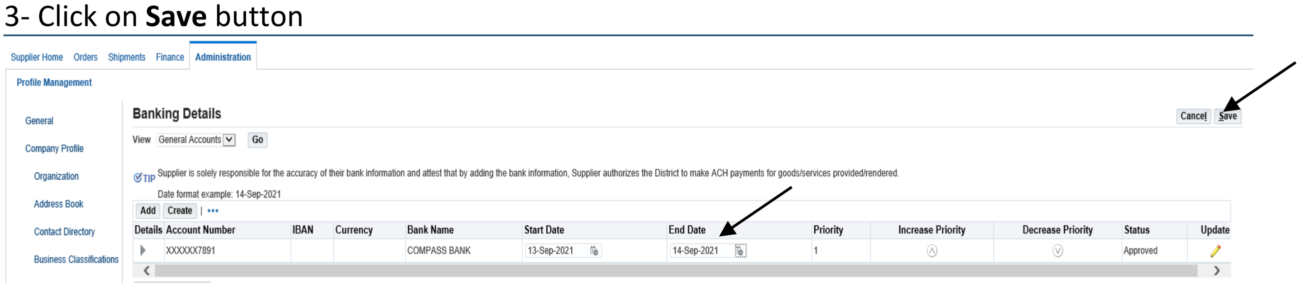
1- Login with '**iSupplier User'** Account and Click on the **'Admininstration'** Tab then click on '**Banking Details'** Tab



2- This will display a page with all bank accounts associated with supplier account. Select the **End Date** for the appropriate bank account

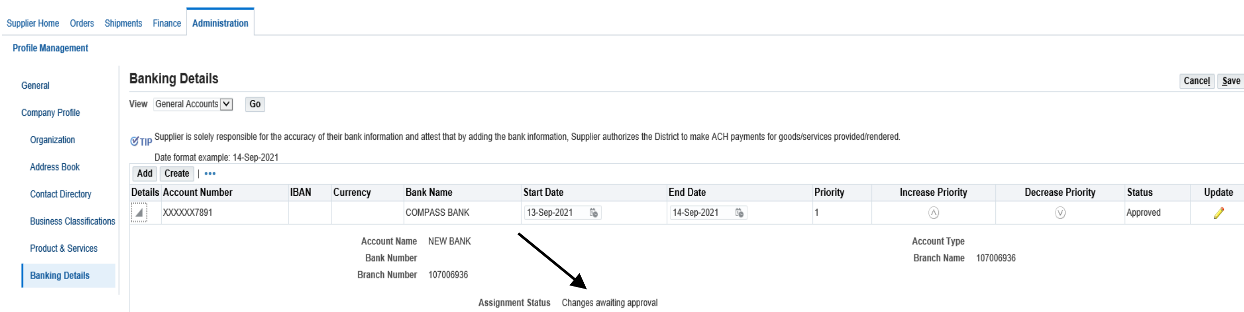


3- Click on **Save** button

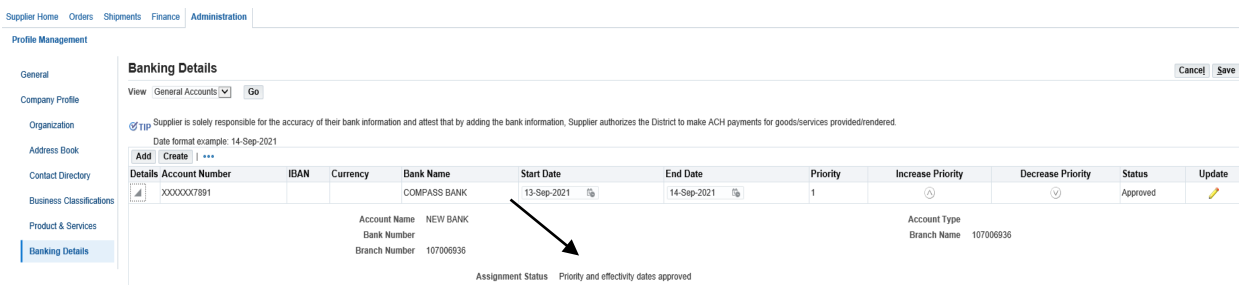


4- Receive following confirmation notification as 'Account Assignments' have been updated

5- Click on " ▸ " icon in the **Details** column next to the updated bank account to take note of the status of your change request by viewing comments in the **Assignment Status** field as shown below. It shows that the Account Assignment Request is awaiting approval by the **CCWRD Supplier Profile Administrator**

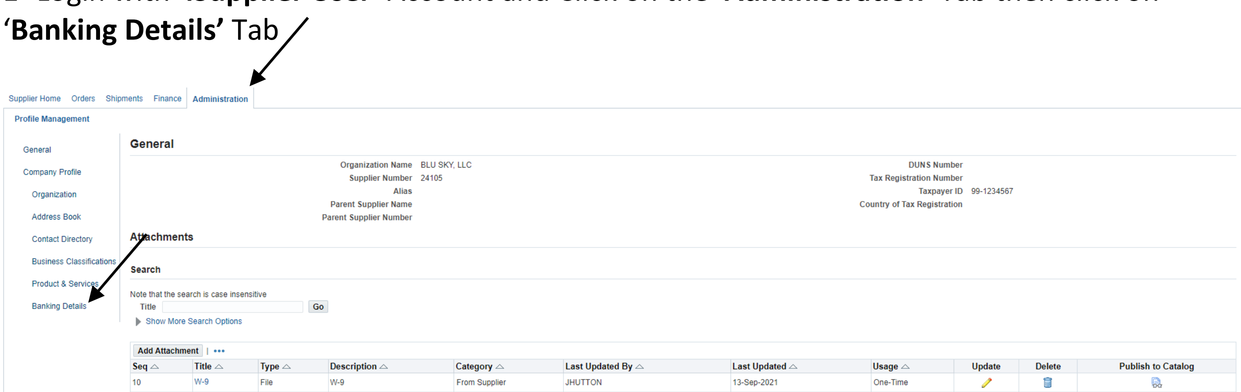


6- Once approved by **CCWRD Supplier Profile Administrator,** the comments in the **Assignment Status** field will change as shown below.

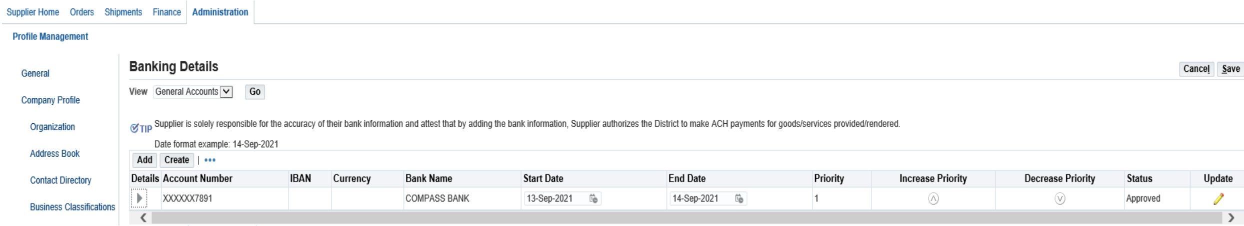


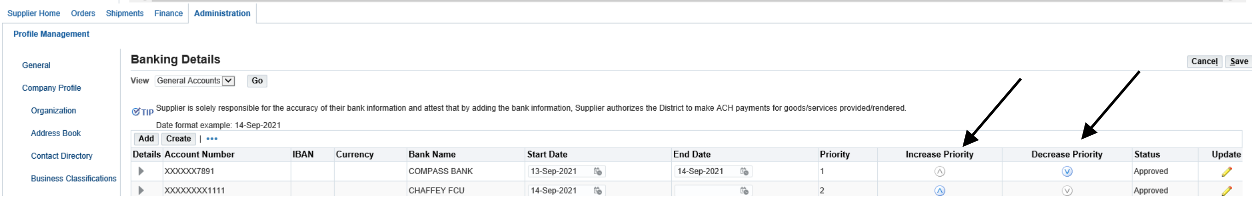
Scenario 4: Increase/Decrease the Priority of a bank account (for Multiple Bank Accounts)

1- Login with '**iSupplier User'** Account and Click on the **'Administration'** Tab then click on '**Banking Details'** Tab

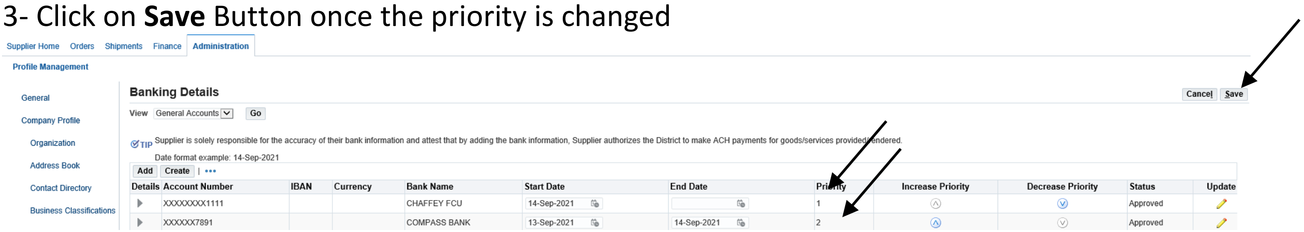


2- This will display a page with all bank accounts associated with supplier account. Change the priority of the Bank Accounts as needed by clicking on the "up" and "down" arrows in the **Increase Priority/Decrease Priority** columns.

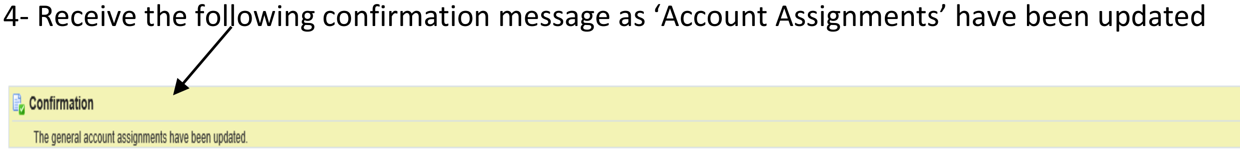




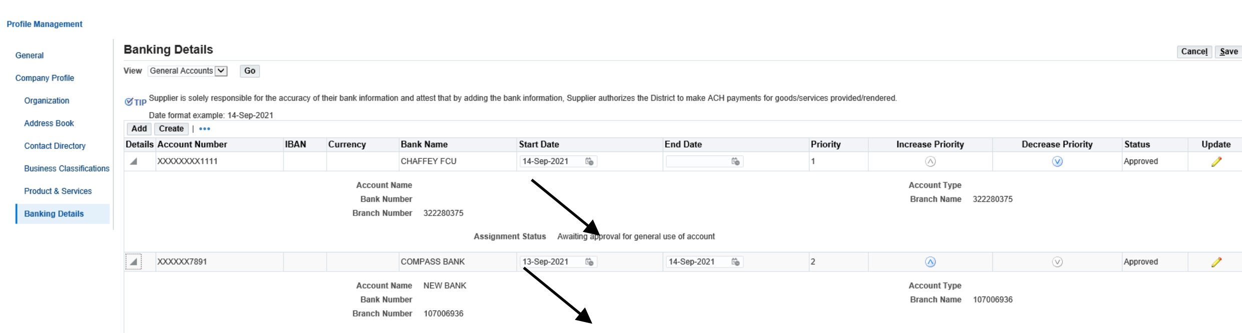
3- Click on **Save** Button once the priority is changed



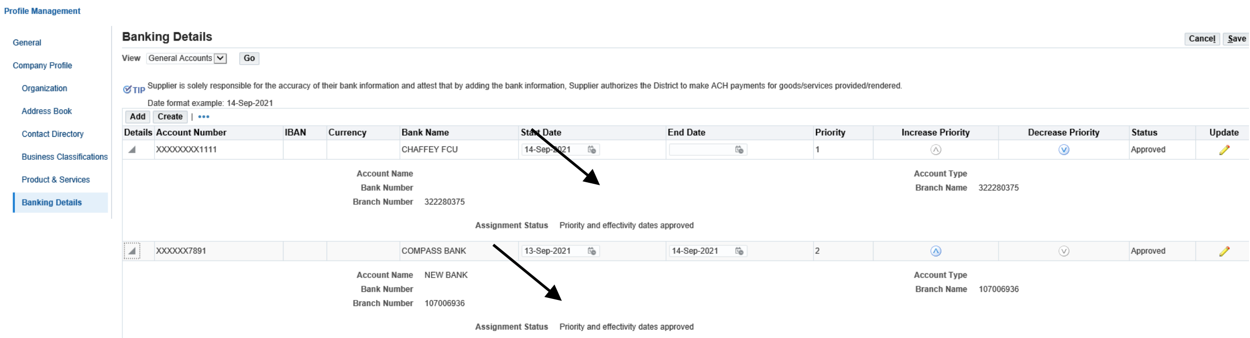
4- Receive the following confirmation message as 'Account Assignments' have been updated



5- Click on " " icon in the **Details** column next to the updated bank account to take note of the status of your change request by viewing comments in the **Assignment Status** field as shown below. It shows that the Account Assignment Request is awaiting approval by the **CCWRD Supplier Profile Administrator**



6- Once approved by **CCWRD Supplier Profile Administrator,** the comments in the **Assignment Status** field will change as shown below



END OF TRAINING SCENARIO PRESENTATION

Congratulations! You now have been introduced to the following user functionalities:

- Access the iSupplier portal and Home Page
- Use the Orders tab and related functions
- Use the Shipments Tab and related functions
- Use the Finance Tab and related functions
- Perform profile updates through the Admin Tab
- Register with the District (New Suppliers)

If additional information and/or assistance are/is required, please contact CCWRD procurement administration at procurementsolutions@cleanwaterteam.com with your questions and/or concerns.