

## **FAQ-iSupplier Portal**

### **1. What is iSupplier Portal?**

*iSupplier Portal* is a self-service applications within the Enterprise Resource Planning (ERP) System that enables **registered** Suppliers to communicate and conduct electronic business transactions via the internet.

**NOTE:** The term “Supplier” applies to all Vendors, Contractors and Service Providers does business with.

### **2. Should I register to use iSupplier Portal?**

Yes. Only registered suppliers will be provided access to *iSupplier Portal* to conduct and respond to e-business transactions.

### **3. Do I need the internet in order to access the Oracle iSupplier Portal?**

Yes. The minimum requirement to access *iSupplier Portal* is Internet Explorer, version 8.

### **4. Does it cost me anything to use iSupplier Portal?**

No. The *iSupplier Portal* is being provided as a free service to interested vendors and service providers.

### **5. Will I need any additional software?**

No. You will only need access to the internet and an internet browser, nothing more.

### **6. What are the benefits of having an account on iSupplier Portal?**

- View existing purchase orders
- Acknowledge and submit change requests to Purchase Orders
- Submit an acknowledgment of Request for Quotation (RFQ), Request for Information (RFI), Purchase Order (PO) and Purchase Agreements (BPA)
- View current purchase agreements
- View an audit trail of any revisions for a purchase order
- Inform buyers that goods are ready for shipment
- Alert of any upcoming deliveries by sending advance shipping notices (ASNs)
- View receipts, returns and delivery performance
- View invoices and payment history

### **7. Can more than one person from my company be registered to use iSupplier Portal?**

Yes. *iSupplier Portal* allows multiple employees from a single company to register, with an important caveat. We will register 1 “primary” contact from each existing Supplier company that provides an e-mail address for that contact. Once the primary contact gains access to *iSupplier Portal*, he/she can register any number of additional employees that they desire or require.