



This manual provides information necessary to become a registered Supplier with the Hillsborough County Aviation Authority Procurement Department.

Supplier Portal

Instruction Manual



Introduction to Supplier Portal

Hillsborough County Aviation Authority (Authority) has transitioned to an internet based Procure-to-Pay environment via Oracle®, an Enterprise Resource Planning (ERP) software package.

All Suppliers doing business with the Authority must register via the Supplier Portal (Portal). The Portal allows the Supplier to gain instant visibility to standard purchase orders, blanket purchase agreements, contract purchase agreements, blanket releases, receipts, invoices, payments and other administrative information. This allows for an increased level of communication between suppliers and the Authority, thereby ensuring success for everyone.

While navigation and access to data is intended to be easy within the Portal, questions on how to access certain data and screens may arise. This training manual was created to provide our Suppliers with general instructions about how the Portal works and how to navigate the various pages. By reading and following the step-by-step instructions, the Supplier will be better prepared to accomplish commonly used tasks.

The following Authority personnel are available for assistance, should it be necessary.

General Inquiries

- Procurement Helpline (813) 870-8796

Supplier Portal Administration, Navigation, Registration

- Kathleen Fisher (813) 870-8732
- Chris Rewis (813) 870-8768

Products and Services, Sourcing

- Chris Rewis (813) 870-8768
- Tim Shoby (813) 870-8730

Table of Contents

Introduction to Supplier Portal	1
Definition of Terms	4
Frequently Asked Questions	7
New Suppliers	9
General.....	12
Organization.....	13
Address Book	14
Contact Directory	15
Business Classifications	16
Products and Services	17
Payment and Invoicing.....	18
Existing Suppliers	19
General.....	22
Organization.....	23
Address Book	24
Contact Directory	25
Business Classifications	26
Products and Services	27
Payment and Invoicing.....	28
iSupplier Portal Full Access	29
Orders Tab.....	31
Purchase Orders.....	31
Agreements.....	31
Purchase History	31
Work Confirmations.....	31
Deliverables.....	32
Purchase Orders.....	33
Agreements.....	39
Purchase History	42
Work Confirmations.....	44
Manage Deliverables	47
Shipments Tab.....	49
View Receipts.....	49

View Returns	50
View Overdue Receipts	50
View On-Time Performance.....	52
Finance Tab	53
Create Invoice With a PO	53
View Invoices	57
View Payments.....	58
Sourcing Supplier	60
Active and Draft Responses	61
Response Number	61
Negotiation Number	62
Unread Messages.....	62
Your Company's Open Invitations	63
Header Page	64
Lines Page	65
Supplier Profile & User Manager	69
General.....	70
Organization.....	71
Address Book	72
Contact Directory	73
Business Classifications	75
Products and Services	76
Payment and Invoicing.....	77
Conclusion.....	78

Definition of Terms

1. **Addresses:** address(es) associated with the Supplier. Examples of these are Company headquarters, Company remit-to address, Local office, etc.
2. **Administrator:** employee of a Supplier that has been assigned the responsibility to manage and maintain the Supplier's Profile. The Supplier's Profile includes information about the Supplier such as: General Organization, Contact Directory, Addresses, Business Classifications, Products and Services, and Payment and Invoicing.
3. **Agreement:** a purchase order created from an executed contract between the Supplier and the Authority. This is either issued as a Global Blanket Purchase Agreement or a Contract Purchase Agreement.
4. **Business Classifications:** categories that define minority status, licensure, bonding capabilities, etc.
5. **Buyer:** Authority employee issuing the purchase order or Negotiation.
6. **Contact Directory:** lists all employees that have been set up in the Supplier's Profile. Employee(s) may or may not have assigned responsibilities that allows them to access Supplier information housed in the assigned responsibilities.
7. **Contract Purchase Agreement (CPA):** a purchase order created from an executed contract between the Supplier and the Authority whereby various items are purchased at different prices on an as-needed basis. Purchases are tracked by total amount of funds expended.
8. **Deliverable:** actions or information required of the Supplier that are made a part of the purchase order, GBPA or CPA. Examples are: insurance certificate, Material Safety Data Sheet (MSDS), specifications or other documentation necessary for the completion of the purchase order.
9. **Enterprise Resource Program (ERP):** financial system with multiple modules that combines various functionalities for the Authority's Departments into one software platform.
10. **Global Blanket Purchase Agreement (GBPA):** a purchase order created from an executed contract between the Supplier and the Authority whereby repetitive purchases are made at the same cost each time.
11. **Header:** section of the Request for Quote (RFQ; Negotiation) that contains general and required information about the quote. This page is located in the Sourcing responsibility.

12. iSupplier Portal Full Access: section of the Supplier Portal that allows the Supplier to manage purchase orders, receipts, deliverables, invoices, payments and other financial transactions.
13. Line(s): section of the RFQ that allows the Supplier to provide pricing for each line within the RFQ. This page is located in the Sourcing responsibility.
14. List of Values: actions that can be taken via drop-down lists provided throughout the Portal.
15. Negotiation (RFQ): electronic request for quote. Procurement method that requests pricing for the good(s) and/or service(s) being sourced.
16. Notifications: electronic messages from the System that notifies the user an action has been taken by the Authority or an action needs to be performed by the user within the Supplier Portal.
17. Organization: section of the Supplier Profile and User Manager responsibility that houses general company information such as headquarters and local offices, number of employees company-wide, and taxpayer identification.
18. Payment and Invoicing: section of the Supplier Profile and User Manager responsibility that provides the Administrator the ability to choose a payment method by address site. It also allows for a choice of notification of method of payment, i.e., email, fax, etc.
19. Products and Services: codes that represent a particular good or service. Each code represents a three digit “parent”, which defines the category the particular good or service is located within and a two digit “child”, which identifies the particular good or service. This code is based on the NIGP code. For additional information, visit NIGP Code at <http://www.nigp.com/whythecode.php>.
20. Receipt: document that confirms good(s) or services(s) were received by the Authority.
21. Request for Quote (RFQ, Negotiation): Procurement method that requests pricing for the good(s) and/or service(s) being sourced.
22. Response Number: number that identifies a Supplier’s unique response to an RFQ.
23. Responsibility: access to Oracle which allows the Supplier to perform the functions found in that particular section of Oracle.
24. Sourcing Supplier: section of the Portal that provides electronic sourcing.

25. Supplier Portal: section of the Authority's ERP System that provides access to the Supplier's Profile. The Profile houses standard purchase orders, blanket purchase agreements, contract purchase agreements, blanket releases, receipts, invoices, payments and other administrative information and allows the Supplier real-time interaction with the Authority.
26. Supplier Profile: Company information housed within iSupplier Portal Full Access responsibility. The Profile contains general Company information, Addresses, Contact Directory, Business Classifications, Products and Services, and Payment and Invoicing.
27. Supplier Profile & User Manager: section of the Portal that only Administrators have access to; this allows the Administrator to manage the Supplier Profile as necessary.
28. User: a contact of the Company that has assigned responsibility(ies) within the Supplier Portal.
29. Vacation Rules: located on the Oracle Applications Home Page, this action allows a user to temporarily transfer their Portal rights to another user within the Company.
30. Work Confirmation: Supplier generated record that provides current work information for construction projects. Supplier progress invoices are created from Work Confirmations.
31. Worklist Access: located on the Oracle Applications Home Page, this action allows a user to temporarily grant access to their notifications to another user within the Company.

Frequently Asked Questions

1. I don't remember my password; can you reset it?

Yes. Ask your Company Administrator to check the box in your Contact Directory file that says "Reset Password". Once it has been reset by the System, you will receive a System generated email with your new temporary password. You will be required to change it when you log into the System for the first time after reset.

2. Our Administrator is out of town and we need to make changes to our Company Profile; can you help me?

Yes. The Authority is suggesting that each Company identify two Administrators; one that handles the day to day operations and one that is a backup. If neither is available, call or email Procurement Helpline. 813-870-8796 or procurementhelpline@tampaairport.com

3. Why can't I log into the System?

Contact your Company's IT Department. This may be due to firewall issues, internet browser issues, or your system may be delivering email notifications from the Portal into your "spam" folder.

4. How do I create an invoice?

Creating invoices are fully explained beginning on page 46 of this manual.

5. What do we do if one of our employees with access to the Portal leaves our Company?

The Administrator can go into that employee's Contact Directory file and inactivate the employee.

6. What is my user name?

Your User name is the email address you provided to the Authority at the time you requested access to the Portal.

7. What if my email address changes?

If your email address changes, ask your Administrator to deactivate your current file and set up a new one with the new email address.

8. How do I find out if an invoice has been paid?

Navigate to the Finance Tab then click on the View Invoices hyperlink. Additional information is provided in the Finance Tab section of this manual.

9. How long does it take to get a request approved?

Depending on the request, please allow 24 – 48 hours for approval. If you need further assistance, please call Procurement Helpline at 813-870-8796.

10. How will I know when my Supplier Profile is set up?

The System will send you a notification that provides a hyperlink and your temporary password. Log into the System via the hyperlink, change your password to something that you can easily remember then follow the directions provided in this manual to complete the setup of your Profile.

New Suppliers

Welcome to Hillsborough County Aviation Authority, also known as Tampa International Airport, Procurement Department! Our mission is “to create value for the Authority and the Tampa Bay region with timely procurement and efficient management of goods and services, in a professional and transparent manner.” We can only do this with the assistance of our Supplier community.

As you navigate through these instructions to become a registered Supplier for the Authority, please let us know how we can better assist you. General TIPS are provided throughout the process to help guide you through the various steps.

To begin the process, visit www.tampaairport.com, click on “Learn about TPA” then “Business Opportunities” to access the Airport Business page. Click on “Register as a Supplier” located in the “More Information” list to be directed to the Supplier Portal Registration Process webpage.

Tampa International Airport

FLY ✨ flights & airlines GO ✨ parking & maps RELAX ✨ shops & restaurants LEARN ✨ about TPA FLIGHT STATUS ✨

Gateway to the WEST COAST OF FLORIDA

Airport Business

Tampa International Airport is one of the region's most significant economic engines, with a total economic output of more than \$7 billion. The airport and its tenants employ more than 7,500 people on the airport campus and support more than 81,000 jobs in the community. Whether you're interested in becoming an airport vendor, real estate development or joining the airport team, you'll find the information you need here.

✨ Procurement
Supplier information

✨ Concessions
Food, beverage, stores & services

✨ Employment
Job opportunities & openings

More Information ⬇

- ✨ Airport Business
- ✨ Airport Operations
- ✨ Concessions
- ✨ Procurement
- ✨ Register as a supplier
- ✨ Noise Abatement
- ✨ Height Zoning
- ✨ Minority and Disadvantaged Business Contracting
- ✨ Master Plan
- ✨ Capital Development
- ✨ Employment
- ✨ Financials & Activity Reports
- ✨ Real Estate
- ✨ More Business Links

To begin the registration process, click on the “Supplier Registration Request.”

Supplier Portal Registration Process

The first step in doing business with the Hillsborough County Aviation Authority is to register as a supplier by completing the online [Supplier Registration Request](#).

This is the form that must be filled out to request access to Oracle:

Supplier Registration Request

* Required

Company Name *

Name *

Email *

ex: user@domain.com

Phone *

By submitting this form, you agree to the terms outlined by our [legal disclaimer](#).

SUBMIT

This will allow the Authority to create the Supplier Profile. The System will confirm your request at this point and send a System generated email with your user name and temporary password:

From: CRP3-Tampa International Airport ERP System (Oracle) [SMTP-ORACLECRP3R12@TAMPAAIRPORT.COM]
Sent: Thursday, August 07, 2014 10:00:01 AM
To: JANE WILLIAMS
Subject: FYI: Supplier Collaboration Network: Confirmation of Registration
Auto forwarded by a Rule

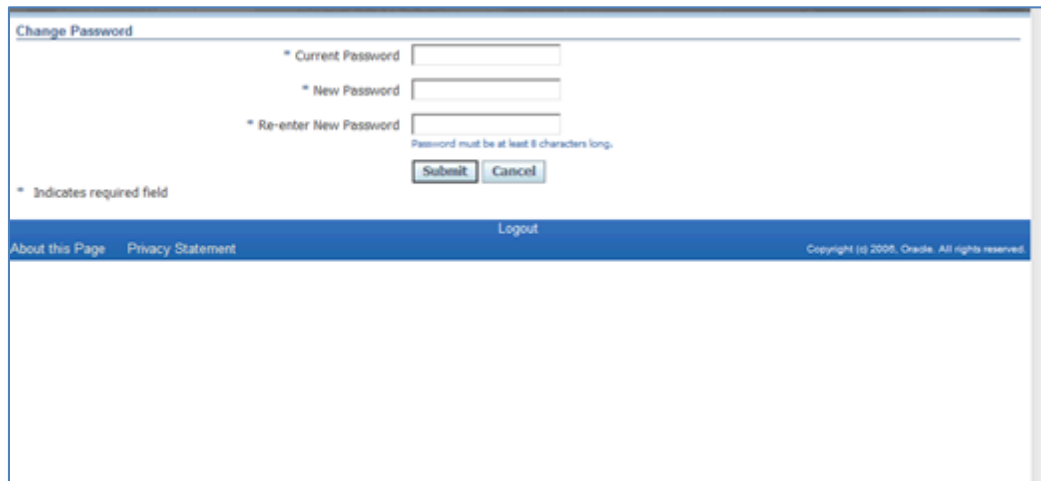
To JANE WILLIAMS
Sent 07-AUG-2014 09:59:56
ID 7167465

You have been registered at Hillsborough County Aviation Authority for access to their supplier collaboration network. You can [log on](#) with the username ANIMALS@SAFARILAND.COM and the password [SI2\(D1E8A\)](#)

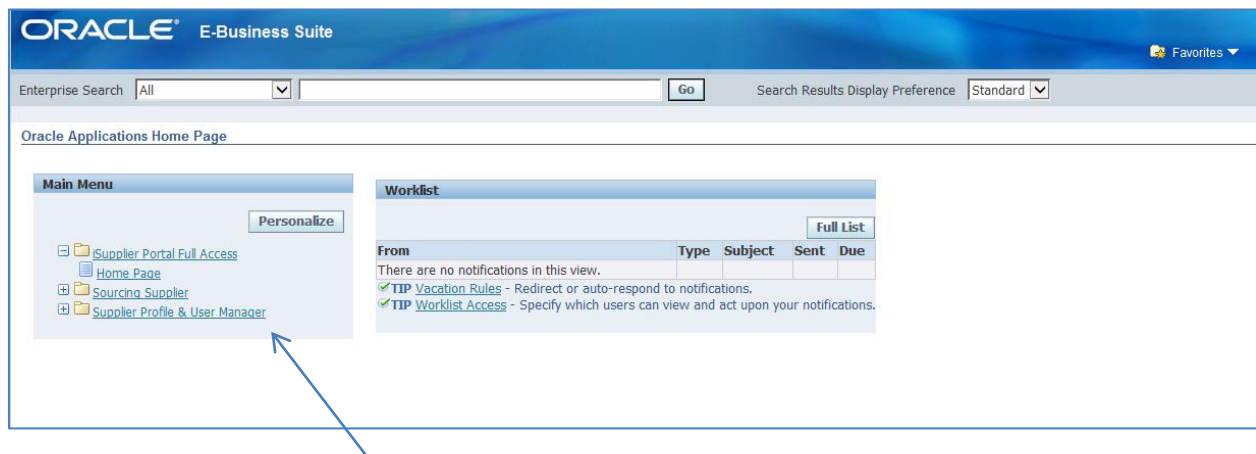
When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

You can now log into the Portal via the [log on](#) link within the email. Make sure that you type in the temporary password EXACTLY as it appears in the email. The best way to do this is to copy the password from the email then paste it into the Current Password field. Enter a new password that will be easy to remember but difficult for others to guess then click Submit.



The System takes you to the Oracle Applications Home Page. You are now able to complete your Company Profile.



Click on Supplier Profile & User Manager to access your Supplier Profile. This takes you to the Supplier Administration page which is where Company information is stored.



General

The General section provides basic Company information. This is the best place to add attachments that pertain to your Company such as minority certificates or licenses.

To add an attachment, click on the Add Attachment button.

ORACLE Supplier Profile & User Manager

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
- Directory
- Business Classifications
- Product & Services
- Payment & Invoicing

General

Organization Name: S & E ELECTRICAL SUPPLY CO
Supplier Number: 5556
Alias:
Parent Supplier Name:
Parent Supplier Number:

Attachments

Search

Note that the search is case insensitive

Title: Go

[Show More Search Options](#)

Add Attachment...

Title	Type	Description	Category	Last Updated By
No results found.				

Organization

The Organization page provides additional general information about your Company. The fields marked with an asterisk (*) are required fields.

The screenshot shows the Oracle Supplier Profile & User Manager interface. The top navigation bar includes the Oracle logo, the title "Supplier Profile & User Manager", and links for Navigator, Favorites, Home, Logout, and Preferences. The left sidebar lists navigation options: General, Company Profile, Organization (selected), Address Book, Contact, Directory, Business Classifications, Product & Services, and Payment & Invoicing. The main content area is titled "Organization" and contains several sections:

- Organization Section:** Includes fields for D-U-N-S Number, Legal Structure, * Year Established (2000), Incorporation Year, * HQ Office - City & State (Lakeland), * Local Office City & State (Lakeland), and a checkbox for "Office providing goods/services to the Authority".
- Total Employees Section:** Includes fields for * Full-Time Employees (20) and * Part-Time Employees (20).
- Tax and Financial Information Section:** Includes fields for * Taxpayer ID (59-3241569), Tax Registration Num, Analysis Year, Currency Preference, * Annual Revenue (5000000), Potential Revenue, Fiscal Year End (December), and a checkbox for Federal Agency.

Each section has "Cancel" and "Save" buttons at the bottom right.

Address Book

The Address Book lists the various addresses for your Company.

The screenshot shows the Oracle Supplier Administration interface. On the left is a navigation menu with options: General, Company Profile, Organization, Address Book (selected), Contact, Directory, Business Classifications, Product & Services, Payment & Invoicing. The main area is titled 'Address Book' and contains a 'Create' button and a table of addresses.

Address Name	Address Details	Country	Update	Remove
Lakeland-Pay	100 First Street Lakeland, FL 33333	United States		
TAMPA 2	1307 N ALBANY AVE TAMPA, FL 33607	United States		

Step	Action
1.	To set up a new address, click the Create button.
2.	The Address Name should be the City of the address. To make a specific identification of the address, add a hyphen and the descriptive word (i.e. –Payment) to the end of the address name. All fields with an asterisk (*) are required. Click Apply .
3.	Select the option(s) that apply to this address: Purchasing Address and/or Payment Address . <u>Do not select RFQ Only Address</u> . This option will only allow the user to receive RFQs. It will not allow the System to create purchase orders if the Company is awarded an RFQ.
4.	When all information is entered, click Save .

The screenshot shows the 'Create Address' form in the Oracle Supplier Administration interface. The form is for 'B & E ELECTRICAL SUPPLY CO' and includes fields for Address Name, Country, Address Lines, City/Town/Locality, County, State/Region, Province, Postal Code, Supplier Number, Phone Area Code, Phone Number, Fax Area Code, Fax Number, and Email Address. There are also checkboxes for 'Purchasing Address', 'Payment Address', and 'RFQ Only Address'. A 'Note' section at the bottom allows for additional details about the address.

Supplier Name: B & E ELECTRICAL SUPPLY CO

*** Address Name:** Sebring-HQ

Country: United States

*** Address Line 1:** 111 Kenilworth Blvd

Address Line 2:

Address Line 3:

Address Line 4:

*** City/Town/Locality:** Sebring

County:

State/Region: FL

Province:

*** Postal Code:** 33870

Supplier Number: 5556

Phone Area Code: 863

Phone Number: 999-1111

Fax Area Code:

Fax Number:

Email Address:

☒ Purchasing Address

☐ Payment Address

☐ RFQ Only Address

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. Also, include brief notes to buyer about the change when changing address information.

Contact Directory

This section provides a list of your employee(s) that have access to the Supplier Portal. The employee may just be listed as a contact, with no responsibilities, or may be a contact that has any or all of the three responsibilities (iSupplier Full Access, Sourcing, Supplier User & Profile Manager). To view the responsibilities granted to an individual user simply click on the pencil icon below Update.



Step	Action						
1.	To set up a new contact, click the Create button.						
2.	Fill in the relevant information. Check the box next to the Create User Account for this Contact . The checkbox next to Certification Reminders should be checked. All fields with an asterisk (*) are required.						
3.	Check the box next to each Responsibility the user is being provided access to. REMEMBER: do not click the box next to Supplier Profile & User Manager if the user is not an Administrator. We recommend only 2 users be provided this responsibility. <div data-bbox="381 821 823 928"> <p>Select Responsibility</p> <table> <tr> <td><input checked="" type="checkbox"/></td> <td>iSupplier Portal Full Access</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Sourcing Supplier</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Supplier Profile & User Manager</td> </tr> </table> </div>	<input checked="" type="checkbox"/>	iSupplier Portal Full Access	<input checked="" type="checkbox"/>	Sourcing Supplier	<input type="checkbox"/>	Supplier Profile & User Manager
<input checked="" type="checkbox"/>	iSupplier Portal Full Access						
<input checked="" type="checkbox"/>	Sourcing Supplier						
<input type="checkbox"/>	Supplier Profile & User Manager						
4.	If there are Supplier or contact restrictions, you are able to note these by clicking on the appropriate Modify button. You will need to modify a site first, log out of the System then log back in to be able to modify the contact(s) associated with that site.						
5.	Once you have provided all necessary information, click Apply .						

The new contact will receive a System generated email with their user name and temporary password. The first time they log into the System, they will be required to change their password.

If you inactivate any of your contacts, they will be listed under Contact Directory: Inactive Contacts.

Contact Directory : Active Contacts								
<div>Create</div>								
First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
BERNARD	ALBURY	B & E ELECTRICAL SUPPLY CO		LEO_ALBURY@B&E.COM	Current		<div></div>	<div></div>
Ashly	Reavis	B & E ELECTRICAL SUPPLY CO	863 444-7777	ashly@beelectrical.com	Current	<div></div>	<div></div>	<div></div>
Megan	Reavis	B & E ELECTRICAL SUPPLY CO	863 114-5588	megan@beelectrical.com	Current	<div></div>	<div></div>	<div></div>
Chloe	Reavis	B & E ELECTRICAL SUPPLY CO	863 455-9987	chloe@beelectrical.com	Current	<div></div>	<div></div>	<div></div>
Brian	Reavis	B & E ELECTRICAL SUPPLY CO	863 771-9986	brian@beelectrical.com	Current	<div></div>	<div></div>	<div></div>

Contact Directory : Inactive Contacts

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account
No results found.						

Business Classifications

The Business Classifications section provides the Authority with important information concerning licensure, bonding capabilities, minority status and whether you are a prime Supplier, a sub or both. This information aids us in meeting our diversity requirements as well as being able to continue to assist the minority community in business opportunities with the Authority.

Generally, this information will be completed during the initial set up of your Profile. Updates to all relevant certifications are to be made here annually. Copies of the certificates can be scanned and uploaded to the General page.

Business Classifications

Certification

* ☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified

14-Jul-2014

By

Abby Lewis

TIP Please Select All Values That Apply to Your Organization /Date format example: 14-Jul-2014

Classification	Applicable	Minority Type	Certificate Number/Dollar Value	Certifying Agency	Expiration Date
Minority Owned	<input checked="" type="checkbox"/>	NATIVE AMERICAN	75	FMSDC	31-Dec-2020
PERF/Pay Business Bonding Capacity/Limit (Enter Dollar Value)	<input type="checkbox"/>				
Prime & Sub Contractor	<input type="checkbox"/>				
Prime Contractor Only	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
State of Florida License	<input checked="" type="checkbox"/>		75	State of Florid	31-Dec-2020
Sub Contractor Only	<input type="checkbox"/>				
UCP-ACDBE Certification In Florida	<input type="checkbox"/>				
UCP-ACDBE Certification Outside Florida	<input type="checkbox"/>				
UCP-DBE Certification In Florida	<input type="checkbox"/>				
UCP-DBE Certification Outside Florida	<input type="checkbox"/>				
W/MBE Certification	<input type="checkbox"/>				

Page 16 of 79

Revised May 5, 2015
August 18, 2014 First Edition

The Products and Services section provides you specific codes that indicate the good(s) and/or service(s) that you will be providing to the Authority. The code numbers have a three digit “parent” code which identifies the group. The two digit “child” code, which is found after the hyphen, actually identifies a particular good or service. The Authority asks that you do NOT select a three digit parent code; always click on the icon under “View Sub-Categories” to pull up the list of two digit child codes.

Step	Action
1.	To search the list of codes by browsing, click the radio button next to Browse All Products & Services . Click on the icon.
2.	Select the appropriate “child” code(s) by checking the box next to Applicable . If you need to continue searching this “parent” code, click Next 10 . Once all codes are selected, click Apply .

Revised May 5, 2015
August 18, 2014 First Edition

Payment and Invoicing

The Payment and Invoicing section will allow you to select payment method(s) by address (site). It also allows you to set up the method of notification when a payment has been made.

ORACLE Supplier Administration

Payment and Invoicing

☐ Hold all Payments
☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

Note that the search is case insensitive

Address Name Go Clear

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
No search conducted.					

Cancel Save

Step	Action
1.	To get a list of your Company addresses, click Go in the Search section.
2.	For each address, click on the Payment Method list of values then click on the Notification Method to choose how you would like to be contacted when payment is made. Once all selections are made, click Save .

ORACLE Supplier Administration

Payment and Invoicing

☐ Hold all Payments
☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

Note that the search is case insensitive

Address Name Go Clear

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
Sebring-HQ	111 Kentsworth Blvd, Sebring, FL 33870, United States	Payables			Email
Lakeland-Pay	100 First Street, Lakeland, FL 33333, United States	Check			Email
TAMPA 2	1307 N ALBANY AVE, TAMPA, FL 33607, United States	Electronic			Email

Cancel Save

You have now completed set up of your Supplier Profile in the Portal.

All changes to the Supplier Profile require Authority approval; please allow 24 – 48 hours for the approval process to be completed. The System will not allow any additional changes to any record(s) with pending changes within your Profile until the preceding change has been approved or rejected by Authority staff.

Existing Suppliers

Existing Suppliers are required to register in the Portal with a valid email address for their Company. This email represents your Company's user identification so it is very important that this address be an actively monitored email address as it is the means by which communication will transpire between your Company and the Authority. Courtesy notification of active solicitations will be delivered via these means and you will be required to respond electronically. We recommend that this email address be the primary Administrator's email address.

To begin the process, visit www.tampaairport.com, click on "Learn about TPA" then "Business Opportunities" to access the Airport Business page. Click on "Register as a Supplier" located in the "More Information" list to be directed to the Supplier Portal Registration Process webpage.



The screenshot displays the Tampa International Airport website. The header includes the airport logo, navigation links (FLY, GO, RELAX, LEARN), a search bar, and a language selector. The main banner features a family walking through the terminal with the text "Gateway to the WEST COAST OF FLORIDA". Below the banner, the "Airport Business" section provides an overview of the airport's economic impact and lists resources for vendors, real estate, and employment. A "More Information" dropdown menu is open, showing a list of links including "Register as a supplier", which is highlighted with a red arrow.

Tampa International Airport

FLY ✈️ flights & airlines | GO 🚗 parking & maps | RELAX 🍷 shops & restaurants | LEARN 📖 about TPA | FLIGHT STATUS ✈️

Gateway to the WEST COAST OF FLORIDA

Airport Business

Tampa International Airport is one of the region's most significant economic engines, with a total economic output of more than \$7 billion. The airport and its tenants employ more than 7,500 people on the airport campus and support more than 81,000 jobs in the community. Whether you're interested in becoming an airport vendor, real estate development or joining the airport team, you'll find the information you need here.

More Information ⌵

- ✈️ Airport Business
- ✈️ Airport Operations
- ✈️ Concessions
- ✈️ Procurement
- ✈️ Register as a supplier
- ✈️ Noise Abatement
- ✈️ Height Zoning
- ✈️ Minority and Disadvantaged Business Contracting
- ✈️ Master Plan
- ✈️ Capital Development
- ✈️ Employment
- ✈️ Financials & Activity Reports
- ✈️ Real Estate
- ✈️ More Business Links

✈️ Procurement
Supplier information

✈️ Concessions
Food, beverage, stores & services

✈️ Employment
Job opportunities & openings

To begin the registration process, click on the “Supplier Registration Request.”

Supplier Portal Registration Process

The first step in doing business with the Hillsborough County Aviation Authority is to register as a supplier by completing the online [Supplier Registration Request](#).

This is the form that must be filled out to request access to Oracle:

Supplier Registration Request

* Required

Company Name *

Name *

Email *

ex: user@domain.com

Phone *

By submitting this form, you agree to the terms outlined by our [legal disclaimer](#).

SUBMIT

This will allow the Authority to create the Supplier Profile. The System will confirm your request at this point and send a System generated email with your user name and temporary password:

From: CRP3-Tampa International Airport ERP System (Oracle) [SMTP-ORACLECRP3R12@TAMPAAIRPORT.COM]
Sent: Thursday, August 07, 2014 10:00:01 AM
To: JANE WILLIAMS
Subject: FYI: Supplier Collaboration Network: Confirmation of Registration
Auto forwarded by a Rule

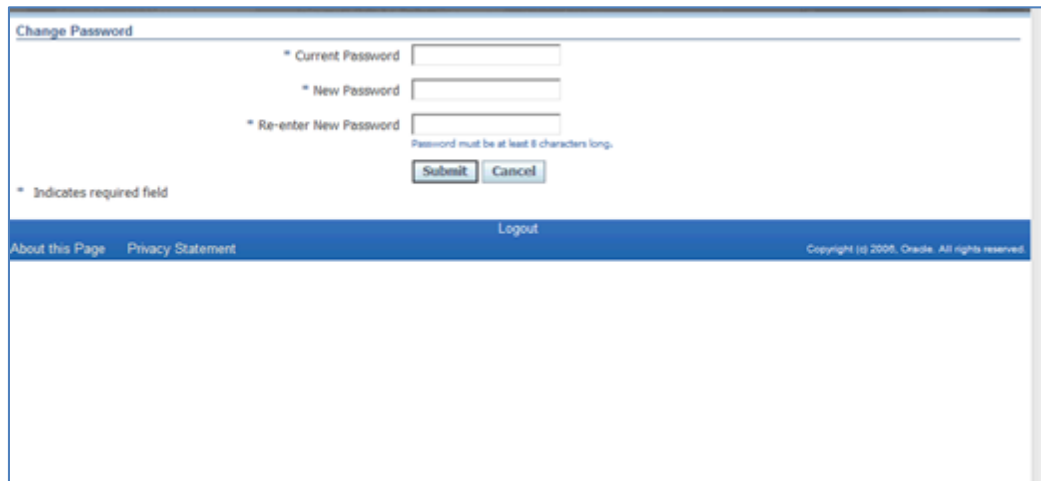
To: JANE WILLIAMS
Sent: 07-AUG-2014 09:59:56
ID: 7167465

You have been registered at Hillsborough County Aviation Authority for access to their supplier collaboration network. You can [log on](#) with the username ANIMALS@SAFARILAND.COM and the password [SI2\(D1E8A\)](#).

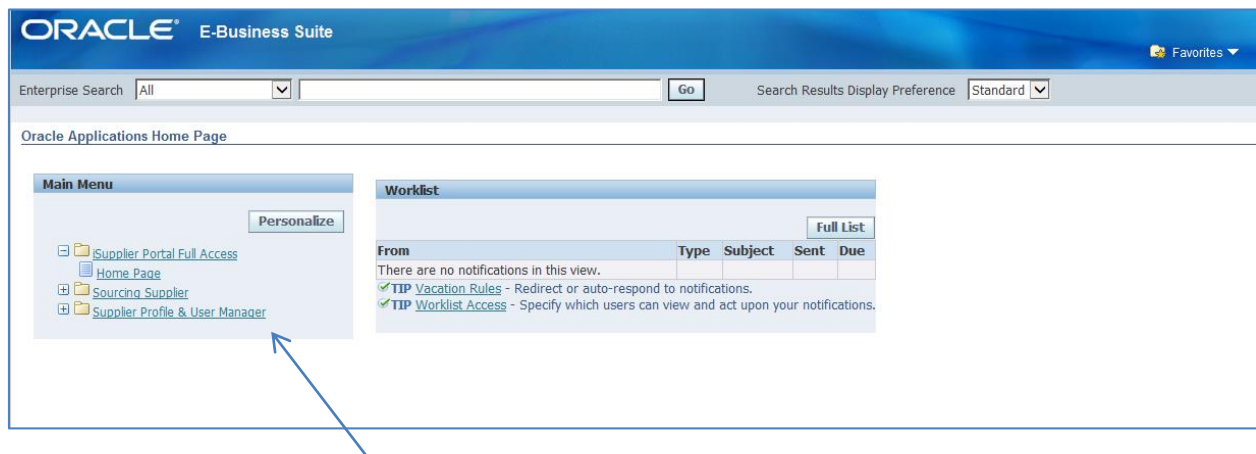
When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

You can now log into the Portal via the [log on](#) link within the email. Make sure that you type in the temporary password EXACTLY as it appears in the email. The best way to do this is to copy the password from the email then paste it into the Current Password field. Enter a new password that will be easy to remember but difficult for others to guess then click Submit.



The System takes you to the Oracle Applications Home Page. You are now able to complete your Company Profile.



Click on Supplier Profile & User Manager to access your Supplier Profile. This takes you to the Supplier Administration page which is where Company information is stored.



General

The General section provides basic Company information. This is the best place to add attachments that pertain to your Company such as minority certificates or licenses.

To add an attachment, click on the Add Attachment button.

The screenshot shows the Oracle Supplier Profile & User Manager interface. On the left is a navigation menu with options: General, Company Profile, Organization, Address Book, Contact, Directory, Business Classifications, Product & Services, and Payment & Invoicing. The main content area is titled 'General' and displays the following information:

- Organization Name: S & E ELECTRICAL SUPPLY CO
- Supplier Number: 5556
- Alias:
- Parent Supplier Name:
- Parent Supplier Number:

Below this information is an 'Attachments' section. It includes a 'Search' field with a note: 'Note that the search is case insensitive'. There is a 'Go' button and a link to 'Show More Search Options'. Below the search field is a button labeled 'Add Attachment...'. At the bottom, there is a table with the following headers: Title, Type, Description, Category, and Last Updated By. The table currently shows 'No results found.'

Organization

The Organization page provides additional general information about your Company. The fields marked with an asterisk (*) are required fields.

The screenshot shows the Oracle Supplier Profile & User Manager interface. The main title is "ORACLE Supplier Profile & User Manager". On the left is a navigation menu with "Supplier Administration" selected, containing links for General, Company Profile, Organization (highlighted), Address Book, Contact, Directory, Business Classifications, Product & Services, and Payment & Invoicing. The main content area is titled "Organization" and contains several sections: "Organization" with fields for D-U-N-S Number, Legal Structure, Year Established (2000), Incorporation Year, HQ Office - City & State (Lakeland), and Local Office City & State (Lakeland). "Total Employees" section with Full-Time Employees (20) and Part-Time Employees (20). "Tax and Financial Information" section with fields for Taxpayer ID (59-3241569), Tax Registration Num, Analysis Year, Currency Preference, Annual Revenue (5000000), Potential Revenue, Fiscal Year End (December), and a checkbox for Federal Agency. "Cancel" and "Save" buttons are present at the top right and bottom right of the form.

Organization	
D-U-N-S Number	
Legal Structure	
* Year Established	2000
Incorporation Year	
* HQ Office - City & State	Lakeland
* Local Office City & State	Lakeland X
Office providing goods/services to the Authority	

Total Employees	
* Full-Time Employees	20
* Part-Time Employees	20

Tax and Financial Information	
* Taxpayer ID	59-3241569
Tax Registration Num	
VAT Number	
Fiscal Year End	December
<input type="checkbox"/> Federal Agency	
Analysis Year	
Currency Preference	
* Annual Revenue	5000000
Potential Revenue	
For next fiscal year.	

Address Book

The Address Book lists the various addresses for your Company.

The screenshot shows the Oracle Supplier Administration interface. On the left is a navigation menu with options: General, Company Profile, Organization, Address Book (selected), Contact, Directory, Business Classifications, Product & Services, and Payment & Invoicing. The main area is titled 'Address Book' and contains a 'Create' button and a table of addresses.

Address Name	Address Details	Country	Update	Remove
Lakeland-Pay	100 First Street Lakeland, FL 33333	United States		
TAMPA 2	1307 N ALBANY AVE TAMPA, FL 33607	United States		

Step	Action
1.	To set up a new address, click the Create button.
2.	The Address Name should be the City of the address. To make a specific identification of the address, add a hyphen and the descriptive word (i.e. –Payment) to the end of the address name. All fields with an asterisk (*) are required. Click Apply .
3.	Select the option(s) that apply to this address: Purchasing Address and/or Payment Address . Do not select RFQ Only Address . This option will only allow the user to receive RFQs. It will not allow the System to create purchase orders if the Company is awarded an RFQ.
4.	When all information is entered, click Save .

The screenshot shows the 'Create Address' form in the Oracle Supplier Administration interface. The form is for 'B & E ELECTRICAL SUPPLY CO' and includes fields for Supplier Name, Address Name, Country, Address Lines, City/Town/Locality, County, State/Region, Province, and Postal Code. It also includes fields for Supplier Number, Phone Area Code, Phone Number, Fax Area Code, Fax Number, and Email Address. There are checkboxes for 'Purchasing Address', 'Payment Address', and 'RFQ Only Address'. A 'Note' section is at the bottom.

Supplier Name: B & E ELECTRICAL SUPPLY CO
* Address Name: Sebring-HQ
Country: United States
* Address Line 1: 111 Kenilworth Blvd
Address Line 2:
Address Line 3:
Address Line 4:
* City/Town/Locality: Sebring
County:
State/Region: FL
Province:
* Postal Code: 33870

Supplier Number: 5556
Phone Area Code: 863
Phone Number: 999-1111
Fax Area Code:
Fax Number:
Email Address:
☒ Purchasing Address
☐ Payment Address
☐ RFQ Only Address

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. Also, include brief notes to buyer about the change when changing address information.

Contact Directory

This section provides a list of your employee(s) that have access to the Supplier Portal. The employee may just be listed as a contact, with no responsibilities, or may be a contact that has any or all of the three responsibilities (iSupplier Full Access, Sourcing, Supplier User & Profile Manager). To view the responsibilities granted to an individual user simply click on the pencil icon below Update.

Step	Action						
1.	To set up a new contact, click the Create button.						
2.	Fill in the relevant information. Check the box next to the Create User Account for this Contact . The checkbox next to Certification Reminders should be checked. All fields with an asterisk (*) are required.						
3.	Check the box next to each Responsibility the user is being provided access to. REMEMBER: do not click the box next to Supplier Profile & User Manager if the user is not an Administrator. We recommend only 2 users be provided this responsibility. <div data-bbox="386 793 824 903"> <p>Select Responsibility</p> <table> <tr> <td><input checked="" type="checkbox"/></td> <td>iSupplier Portal Full Access</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Sourcing Supplier</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Supplier Profile & User Manager</td> </tr> </table> </div>	<input checked="" type="checkbox"/>	iSupplier Portal Full Access	<input checked="" type="checkbox"/>	Sourcing Supplier	<input type="checkbox"/>	Supplier Profile & User Manager
<input checked="" type="checkbox"/>	iSupplier Portal Full Access						
<input checked="" type="checkbox"/>	Sourcing Supplier						
<input type="checkbox"/>	Supplier Profile & User Manager						
4.	If there are Supplier or contact restrictions, you are able to note these by clicking on the appropriate Modify button. You will need to modify a site first, log out of the System then log back in to be able to modify the contact(s) associated with that site.						
5.	Once you have provided all necessary information, click Apply .						

The new contact will receive a System generated email with their user name and temporary password. The first time they log into the System, they will be required to change their password.

If you inactivate any of your contacts, they will be listed under Contact Directory: Inactive Contacts.

Contact Directory : Active Contacts								
<div>Create</div>								
First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
BERNARD	ALBURY	B & E ELECTRICAL SUPPLY CO		LEO_ALBURY@BAHCO.COM	Current			
Abby	Rewis	B & E ELECTRICAL SUPPLY CO	863 444-7777	abby@beelectrical.com	Current	<input checked="" type="checkbox"/>		
Megan	Rewis	B & E ELECTRICAL SUPPLY CO	863 116-5588	megan@beelectrical.com	Current	<input checked="" type="checkbox"/>		
Chloe	Rewis	B & E ELECTRICAL SUPPLY CO	863 455-9987	chloe@beelectrical.com	Current	<input checked="" type="checkbox"/>		
Brian	Rewis	B & E ELECTRICAL SUPPLY CO	863 771-9986	brian@beelectrical.com	Current	<input checked="" type="checkbox"/>		

Contact Directory : Inactive Contacts

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account
No results found.						

Business Classifications

The Business Classifications section provides the Authority with important information concerning licensure, bonding capabilities, minority status and whether you are a prime Supplier, a sub or both. This information aids us in meeting our diversity requirements as well as being able to continue to assist the minority community in business opportunities with the Authority.

Generally, this information will be completed during the initial set up of your Profile. Updates to all relevant certifications are to be made here annually. Copies of the certificates can be scanned and uploaded to the General page.

Business Classifications

Certification

Cancel

Save

* ☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **14-Jul-2014** By **Abby Lewis**

✓ TIP Please Select All Values That Apply to Your Organization /Date format example: 14-Jul-2014

Classification	Applicable	Minority Type	Certificate Number/Dollar Value	Certifying Agency	Expiration Date
Minority Owned	<input checked="" type="checkbox"/>	NATIVE AMERICAN	75	FMSDC	31-Dec-2020
PERF/Pay Business Bonding Capacity/Limit (Enter Dollar Value)	<input type="checkbox"/>				
Prime & Sub Contractor	<input type="checkbox"/>				
Prime Contractor Only	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
State of Florida License	<input checked="" type="checkbox"/>		75	State of Florid	31-Dec-2020
Sub Contractor Only	<input type="checkbox"/>				
UCP-ACDBE Certification In Florida	<input type="checkbox"/>				
UCP-ACDBE Certification Outside Florida	<input type="checkbox"/>				
UCP-DBE Certification In Florida	<input type="checkbox"/>				
UCP-DBE Certification Outside Florida	<input type="checkbox"/>				
W/MBE Certification	<input type="checkbox"/>				

Products and Services

The Products and Services section provides you specific codes that indicate the good(s) and/or service(s) that you will be providing to the Authority. The code numbers have a three digit “parent” code which identifies the group. The two digit “child” code, which is found after the hyphen, actually identifies a particular good or service. The Authority asks that you do NOT select a three digit parent code; always click on the icon under “View Sub-Categories” to pull up the list of two digit child codes.

Supplier Administration: Product & Services >
Add Products and Services: (B & E ELECTRICAL SUPPLY CO)

☒ Browse All Products & Services
☐ Search for Specific Product & Service

Code Products and Services

005 ABRASIVES

010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

View Sub-Categories Applicable

☐ Applicable

☐ Applicable

Cancel Apply

Step	Action
1.	To search the list of codes by browsing, click the radio button next to Browse All Products & Services . Click on the icon.
2.	Select the appropriate “child” code(s) by checking the box next to Applicable . If you need to continue searching this “parent” code, click Next 10 . Once all codes are selected, click Apply .

Supplier Administration: Product & Services >
Add Products and Services: 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES (B & E ELECTRICAL SUPPLY CO)

Previous 1-10 Next 10

Code Products and Services

05 ACOUSTICAL TILE, ALL TYPES (INCLUDING RECYCLED TYPES)

08 ACOUSTICAL TILE ACCESSORIES: CHANNELS, GRIDS, MOUNTING HARDWARE, RODS, RUNNERS, SUSPENSION BRACKETS, TEES, WALL ANGLES, AND WIRES

09 ACOUSTICAL TILE INSULATION

11 ADHESIVES AND CEMENTS, ACOUSTICAL TILE

14 ADHESIVES AND CEMENTS, INSULATION

17 ALUMINUM FOIL, ETC.

30 BANDS, CLIPS, AND WIRES (FOR PIPE INSULATION)

38 CLIPS, PINS, ETC. (FOR DUCT INSULATION)

41 CORK: BLOCKS, BOARDS, SHEETS, ETC.

45 EXTERIOR INSULATION AND FINISH SYSTEMS

View Sub-Categories Applicable

☐ Applicable

☐ Applicable

☐ Applicable

☐ Applicable

☐ Applicable

☐ Applicable

☐ Applicable

☐ Applicable

Previous 1-10 Next 10

Payment and Invoicing

The Payment and Invoicing section will allow you to select payment method(s) by address (site). It also allows you to set up the method of notification when a payment has been made.

Step	Action
1.	To get a list of your Company addresses, click Go .
2.	For each address, click on the Payment Method list of values then click on the Notification Method to choose how you would like to be contacted when payment is made. Once all selections are made, click Save .

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
Sebring-HQ	111 Kentworth Blvd, Sebring, FL 33870, United States	E-PAYABLES			Email
Lakeland-Pay	100 First Street, Lakeland, FL 33333, United States	Check			Email
TAMPA 2	1307 N ALBANY AVE, TAMPA, FL 33607, United States	Electronic			Email

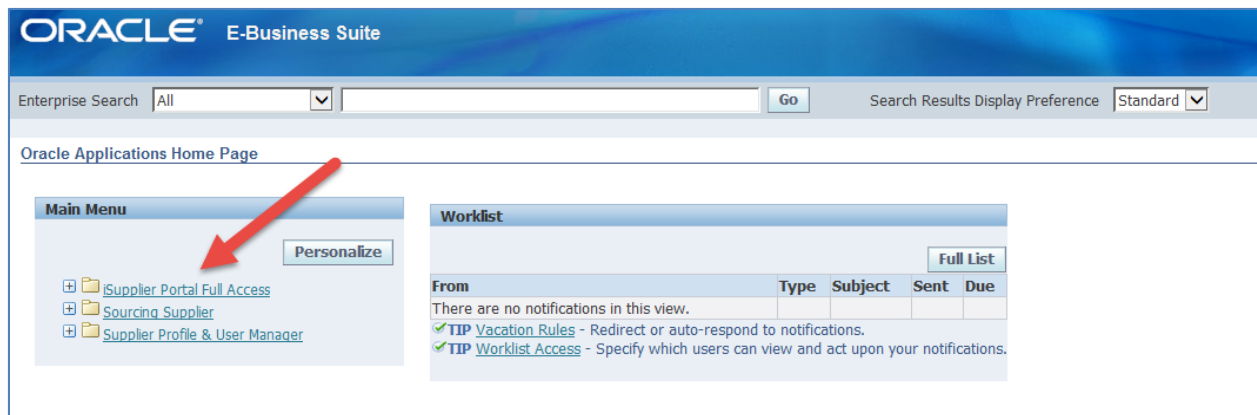
You have now completed set up of your Supplier Profile in the Portal.

All changes to the Supplier Profile require Authority approval; please allow 24 – 48 hours for the approval process to be completed. The System will not allow any additional changes to any record(s) with pending changes within your Profile until the preceding change has been approved or rejected by Authority staff.

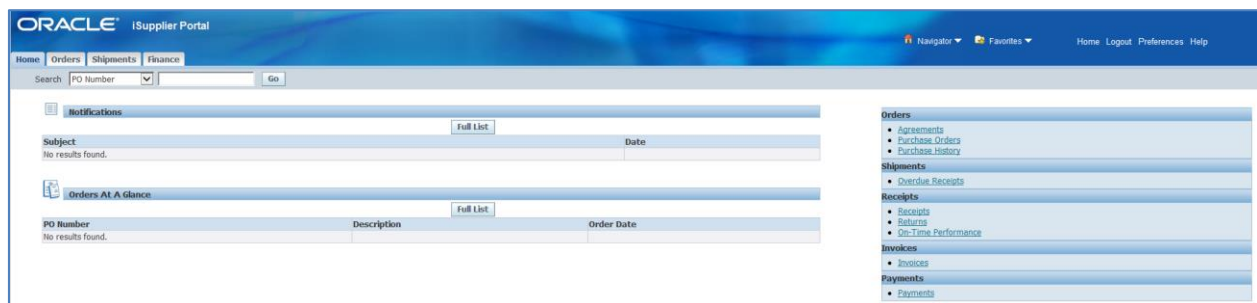
iSupplier Portal Full Access

Once the Company has completed set-up of the Supplier Profile, user(s) will have access to Company records via iSupplier Portal Full Access. This is known as a “responsibility” as it grants the user the ability to view and manage a multitude of information concerning interactions between the Company and the Authority.

On the Oracle Applications Home Page, a list of your responsibility(ies) appear(s) in the Main Menu.

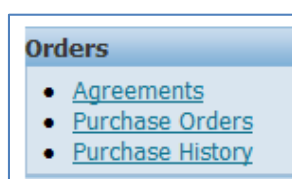


To view, click on *iSupplier Portal Full Access*. The following page appears:



This is the Home Tab. The tabs across the top of the page are the same as the list on the right side of the page. Clicking on the links on the right side of the page will take you to the same place in the Portal that you would go to if you selected one of the tabs at the top and then picked the hyperlink below the tabs.

Example: under Orders on the right is the hyperlink for Purchasing History.



Clicking on the Orders Tab pulls up the page; all hyperlinks are listed just below the tabs.



You are able to view any pending Notifications and Purchase Orders from your Home Page.



Orders Tab

On the Orders tab, you will have access to the following:

Purchase Orders – this page shows all purchase orders that have been issued to your Company

- To filter POs, click on the View List of Values then click Go

View

- Click on the PO Number to view an individual PO; Rev will reflect how many times

PO Number	Rev
10863	0

the PO has been revised

Agreements – this page lists all “Agreements” created. There are two types:

- Global Blanket Purchase Agreement: this is a purchase order created from an Authority executed Agreement that is for a specific item at a specific price; these are repetitious purchases, made on a regular basis.
- Contract Purchase Agreement: this is a purchase order created from an Authority executed Agreement that is for a set dollar amount with different items at established prices.

PO Number	Revision	Global Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status
44789	0	Yes Global Blanket Purchase Agreement for CRP Testing not CPR	Blanket Purchase Agreement	SHOBY, TIM	03-Jun-2014 13:36:28	USD	10,000.00		04-Dec-2013	03-Dec-2014	Open
44746	1	Yes Global Blanket Purchase Agreement based on WSCA Pricing	Blanket Purchase Agreement	SHOBY, TIM	19-May-2014 09:42:38	USD	10,000.00		04-Dec-2013	03-Dec-2014	Supplier Change Pending
44735	0	Yes Global Blanket Purchase Agreement based on WSCA Pricing	Blanket Purchase Agreement	SHOBY, TIM	14-May-2014 08:52:41	USD	10,000.00		04-Dec-2013	03-Dec-2014	Accepted
44699	2	Yes BPA	Blanket Purchase Agreement	JOHNS, MARSHALL D	08-May-2014 10:42:19	USD	5,500.00		05-May-2014	04-May-2015	Closed
44698	0	Yes MRO State of Florida/WSCA Contract	Contract Purchase Agreement	SHOBY, TIM	06-May-2014 14:30:45	USD	9,500.24		01-May-2014	30-Apr-2015	Open

Purchase History – this page allows you to search for specific POs in order to view the history of all changes made to the specific PO.

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
25137		2 HCAA	CR1-24330-STOCK	HENDRICKSON, RHONDA S	19-Nov-2010 10:13:45	20-Dec-2010 13:56:05	USD	239.10	CENTRAL WAREHOUSE	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

Work Confirmations – this page lists all completed work on a project purchase order. A project PO is created for all projects; a work confirmation reflects the work completed for the current period.

- To review a work confirmation, click on the Work Confirmation number.

Work Confirmation

[44780-5](#)

- On this screen, the information for the particular Work Confirmation is shown.

ORACLE iSupplier Portal

Home | Orders | Shipments | Finance | Purchase Orders | Agreements | Purchase History | **Work Confirmations** | Deliverables

Work Confirmation: 44780.5 (HCAA Retainage: 44780)

Currency: USD

Ordered: 9,175.15
Approved: 1,276.10
Total: 1,276.10
Status: Processed

Description: Work Order No. 14-03 Runway 18-36 Taxiway A Hangar
Project 6205 Runway 18-36 Taxiway A Hangar
Period From: 11-May-2014
Period To: 30-Jun-2014

Work Confirmation Details

Export

Line	Pay Item	Description	Need By Date	UOM	Price	Ordered	Previous Requested/Delivered	Current Requested/Delivered	Material Stored	Amount	Balance Remaining	Progress (%)	Attachments	Status	Comments
1	1	Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxiways	02-Jun-2014 14:26:08	DOLLAR	1.00	496.4	0	225.2		225.20	225.20	50		✓	
2	1	Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxiways	02-Jun-2014 14:26:08	DOLLAR	1.00	788	0	394		394.00	394.00	50		✓	
3	1	Project 6205 14, Continuing Consulting Engineering Services, Parking Lot Rehab	02-Jun-2014 14:26:08	DOLLAR	1.00	731.4	0	365.7		365.70	365.70	50		✓	
35	1	Project 6205 14, Continuing Consulting Engineering Services Runway 18-36	02-Jun-2014 14:26:09	DOLLAR	1.00	262.25	0	65.5625		65.56	196.69	25		✓	
35	1	Project 6205 14, Continuing Consulting Engineering Services Runway 18-36	02-Jun-2014 14:26:09	DOLLAR	1.00	493	0	123.25		123.25	369.75	25		✓	
51	1	Project 6205 14, Continuing Consulting Engineering Services Taxiway "A"	02-Jun-2014 14:26:09	DOLLAR	1.00	151.55	0	37.8875		37.89	113.66	25		✓	
55	1	Project 6205 14, Continuing Consulting Engineering Services Taxiway "A"	02-Jun-2014 14:26:09	DOLLAR	1.00	258	0	64.5		64.50	193.50	25		✓	

Return to Summary Page

- To Update or Cancel an existing Work Confirmation, click on the radio button next to the specific Work Confirmation then click Update or Cancel. NOTE: Once the Update or Cancel has been submitted, the Work Confirmation cannot be opened until the Authority approves or rejects it.

ORACLE iSupplier Portal

Home | Orders | Shipments | Finance | Purchase Orders | Agreements | Purchase History | **Work Confirmations** | Deliverables

Work Confirmations

Export

View: Last 25 Work Confirmations | Go

Advanced Search

Select Work Confirmation: Update Cancel

Select Work Confirmation	Request Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Delivered	Current Requested	Delivered	Total Progress (%)	Status
44780.5	03-Jun-2014 10:19:06	11-May-2014	30-Jun-2014	44780	USD	9,175.15	0.00	0.00	1,276.10	0.00	13.91	Processed

Deliverables – this page allows you to manage all deliverables attached to all purchase orders.

- To filter deliverables, click on the Status List of Values and select a type then click Go.

ORACLE iSupplier Portal

Home | Orders | Shipments | Finance | Purchase Orders | Agreements | Purchase History | Work Confirmations | **Deliverables**

Manage Deliverables

Search

Deliverable Name: Document Type:

Status: Open Document Number:

Due Date From: Due Date To:

Go

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
STELCS	Contractual	Standard Purchase Order	45786_1	B & E ELECTRICAL SUPPLY CO	Abby Revis	09-Jun-2014	Open		
MSDS	Contractual	Blanket Purchase Agreement	45789_0	B & E ELECTRICAL SUPPLY CO	Abby Revis	11-Jun-2014	Open		

Purchase Orders

Each time a purchase order is issued, you will need to acknowledge the PO. This can be accomplished in one of two ways; directly within the Notifications section or via the Orders Tab.

PO Number	Description	Order Date
44789	Global Blanket Purchase Agreement for CRP Testing not CPR	03-Jun-2014 13:36:28
44786	34333-BLAST-MJ	03-Jun-2014 10:13:52
44780	Work Order No. 14-03 Runway 18-36 Taxiway A Hangar Project 6205 Req# 32583 (M. Grief)	02-Jun-2014 14:30:52
44768	34122-BALLAST-MJ	02-Jun-2014 14:23:23
44767	RELAY FOR DAVID DAHL	27-May-2014 09:13:12

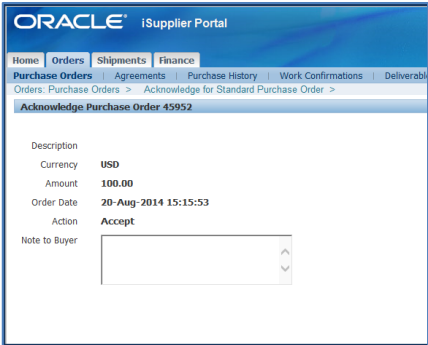
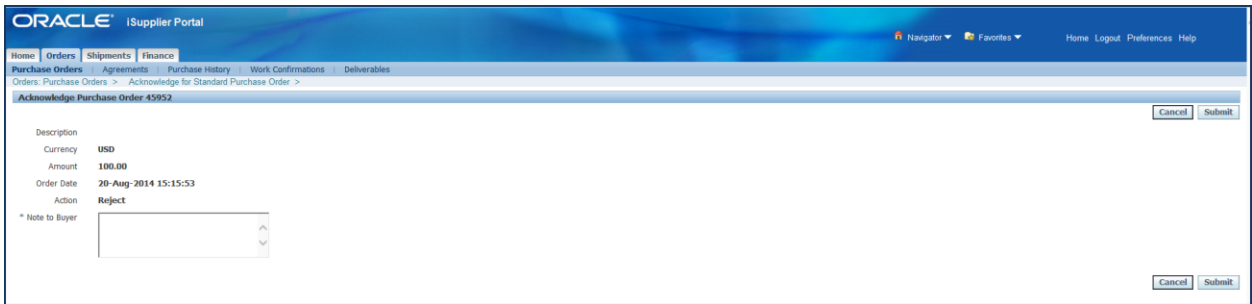
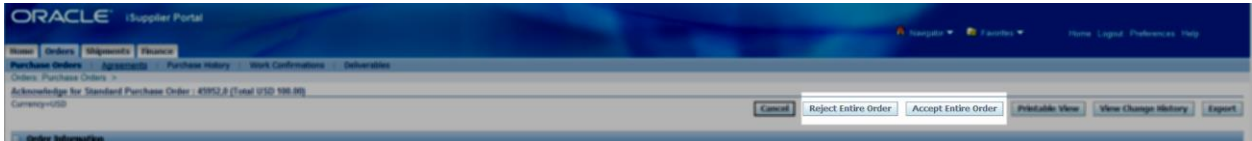
Step	Action
1.	On the Home Page , find the pending PO under Notifications .
2.	Open the PO or Agreement by clicking on the PO number link.
3.	Open the PDF document to review the order.
4.	Click Accept or Reject as appropriate. These are located on the right side of the page.

OR

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 43252		HCAA	Standard PO		20-Aug-2014 15:15:53	SEWIS, CHRISTINE	USD	100.00	Requires Acknowledgment		

Step	Action
1.	On the Orders Tab , find the PO requiring acknowledgement under Status .
2.	Click the radio button under Select .
3.	Click on the Acknowledge button.

4.	Click Accept Entire Order or Reject Entire Order as appropriate.
5.	Enter Note to Buyer.
6.	Click Submit .



Occasionally, you may find a need to request a change to an existing purchase order. From the Orders Tab, click on the Purchase Orders link to take you to the Purchase Orders page.

Oracle
iSupplier Portal

[Home](#)
[Orders](#)
[Shipments](#)
[Finance](#)

[Purchase Orders](#)
[Agreements](#)
[Purchase History](#)
[Work Confirmations](#)
[Deliverables](#)

Orders: Purchase Orders >
Standard Purchase Order: 44786, 1 (Total USD 631.25)
Currency=USD

[Request Changes](#)
[Go](#)
[Export](#)

Order Information

General

Total 631.25
Supplier B & E ELECTRICAL SUPPLY CO
Supplier Site TAMPA 2
Address 1387 N ALBANY AVE
TAMPA, FL 33607
Buyer JOHNS, MARSHALL D
Order Date 03-Jun-2014 10:13:52
Description 34333-BLAST-MJ
Status Open
Note to Supplier
Operating Unit HCAA
Sourcing Document
Supplier Order Number
Attachments [View](#)

Terms and Conditions

Payment Terms NET 30
Carrier FOB
Freight Terms RECEIVING
Shipping Control PREPAY

Summary

Total 631.25
Received 631.25
Invoiced 0.00
Payment Status Not Paid

Ship-To Address

Address HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INT'L AIRPORT
CENTRAL WAREHOUSE
5008 N WESTSHORE BLVD
Tampa, FL 33614

Bill-To Address

Address HILLSBOROUGH CO AVIATION AUTHORITY
PO BOX 22287
Tampa, FL 33622

PO Details

[Show All Details](#)
[Hide All Details](#)

Details Line #	Type	Item / Job	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachments	Reason
1	GOODS			BALLAST, 4F32T8 277V	EACH	25	25.25	631.25 Open		

Step	Action
1.	Click on the purchase order number to be changed under PO Number . This is a link to the purchase order.
2.	From the Actions List of Values , select Request Changes . Click Go .
3.	Under Details , click on Show to see the details of the line.

To change the price, simply type over the number under Price and then provide the reason for the change in the Reason field.

ORACLE Supplier Portal Home Logoff Preferences Help

[Home](#) [Orders](#) [Inquiries](#) [Documents](#)
[Purchase Orders](#) [Agreements](#) [History](#) [History](#) [Work Confirmations](#) [Invoices](#)
[Cancel Purchase Order](#) [View Order Details](#) [Request Changes for Standard Purchase Order - #029811 \(Email USD \\$31.25\)](#)
[Comments \(0\)](#)

[Cancel](#) [Printable View](#) [View Change History](#) [Export](#)

Order Information

General Information

Total: 631.25

Supplier: A & E ELECTRICAL SUPPLY CO

Supplier Site: US000A1

Address: 1302 S ALBANY AVE
TAMPA, FL 33607

Buyer: JIMMY HARRISON

Order Date: 05-Nov-2014 08:13:52

Description: 34122 BLAST NO

Status: Open

Supplier is Supplier

Sourcing Document: MCAA

Organization:

Supplier Order Number:

Attachments: [View](#)

Terms and Conditions [Manage Information](#)

Payment Terms: NET 30

Cancel: [Cancel](#)

PO: REC3090

Freight Terms: FREIGHT

Shipping Contact:

Ship To Address

ADDRESS: 881000000 CO AVIATION AUTHORITY / TAMPA BTL
AIRPORT
CENTRAL WAREHOUSE
5005 S WESTSHORE BLVD
TAMPA, FL 33614

Bill To Address

ADDRESS: 881000000 CO AVIATION AUTHORITY
PO BOX 22347
TAMPA, FL 33622

Related Information

[Invoice](#)

[Receipt](#)

[Details](#)

To change quantities or delivery information, go to the Shipments line, click on Show All then make the appropriate corrections to any of the following fields:

- Quantity Ordered
- Promised Date
- Reason
- Action (select Change)

ORACLE Supplier Portal

Home Orders Shipments Finance

Purchase Orders Agreements Purchase History Work Confirmations Deliverables

Orders: Purchase Orders > View Order Details >

Request Changes for Standard Purchase Order : 44786.1 (Total USD 631.25)

Currency:USD

Cancel Printable View View Change History Export Submit

Order Information

General Information

Total 631.25
Supplier B & E ELECTRICAL SUPPLY CO
Supplier Site TAMPA 2
Address 1307 N ALBANY AVE TAMPA, FL 33607
Buyer JOHN, MARSHALL D
Order Date 03-Jun-2014 10:13:52
Description 34333-BLAST-MJ
Status Open
Note to Supplier
Sourcing Document
Organization HCAA
Supplier Order Number
Attachments View

Terms and Conditions

Payment Terms NET 30
Carrier
FOB RECEIVING
Freight Terms PREPAY
Shipping Control
Ship-To Address
Address HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INTL AIRPORT
CENTRAL WAREHOUSE
5008 N WESTSHORE BLVD
Tampa, FL 33614
Bill-To Address
Address HILLSBOROUGH CO AVIATION AUTHORITY
PO BOX 22287
Tampa, FL 33622

Related Information

Receipts
Invoices
Payments

PO Details

TIP You can cancel the entire order or specific lines.
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	Action
1	GOODS				BALLAST, 4F32T8 27TV	EACH	25	25.25	631.25				Open					

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	CENTRAL WAREHOUSE	25	25.25		631.25	631.25		09-Jun-2014 14:30:30				Closed For Receiving			

If, for some reason, the delivery has to be split into multiple shipments, you will follow the same steps as above. Additionally, you will click on the icon under Split to create a second shipment line. The Quantity Ordered, Promised Date and Reason fields will be updated in accordance with the new shipment schedule.

ORACLE Supplier Portal

Home Orders Shipments Finance

Purchase Orders Agreements Purchase History Work Confirmations Deliverables

Orders: Purchase Orders > View Order Details >

Request Changes for Standard Purchase Order : 44786.1 (Total USD 631.25)

Currency:USD

Cancel Printable View View Change History Export Submit

Order Information

General Information

Total 631.25
Supplier B & E ELECTRICAL SUPPLY CO
Supplier Site TAMPA 2
Address 1307 N ALBANY AVE TAMPA, FL 33607
Buyer JOHN, MARSHALL D
Order Date 03-Jun-2014 10:13:52
Description 34333-BLAST-MJ
Status Open
Note to Supplier
Sourcing Document
Organization HCAA
Supplier Order Number
Attachments View

Terms and Conditions

Payment Terms NET 30
Carrier
FOB RECEIVING
Freight Terms PREPAY
Shipping Control
Ship-To Address
Address HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INTL AIRPORT
CENTRAL WAREHOUSE
5008 N WESTSHORE BLVD
Tampa, FL 33614
Bill-To Address
Address HILLSBOROUGH CO AVIATION AUTHORITY
PO BOX 22287
Tampa, FL 33622

Related Information

Receipts
Invoices
Payments

PO Details

TIP You can cancel the entire order or specific lines.
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	Action
1	GOODS				BALLAST, 4F32T8 27TV	EACH	25	25.25	631.25				Open					

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	CENTRAL WAREHOUSE	25	25.25		631.25	631.25		09-Jun-2014 14:30:30				Closed For Receiving			
2	CENTRAL WAREHOUSE	0						09-Jun-2014 14:30:30							

Request a Cancellation to a Purchase Order

You will follow the same steps to cancel a purchase order as you do to request a change to a purchase order.

ORACLE | Supplier Portal

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables

Orders: Purchase Orders >

Standard Purchase Order: 44786.1 (Total USD 631.25)

Currency=USD

Actions: Request Changes [Go] Export

Order Information

General

Total: 631.25
 Supplier: B & E ELECTRICAL SUPPLY
 CO
 Supplier Site: TAMPA 2
 Address: 1307 N ALBANY AVE
 TAMPA, FL 33607
 Buyer: JONAS, MARIO
 Order Date: 03-Jun-2014 10:13:52
 Description: 34333-BLAST-MJ
 Status: Open
 Note to Supplier:
 Operating Unit: HCAA
 Sourcing Document:
 Supplier Order Number:
 Attachments: View

Terms and Conditions

Payment Terms: NET 30
 Carrier: FOB RECEIVING
 Freight Terms: PREPAY
 Shipping Control:

Summary

Total: 631.25
 Received: 631.25
 Invoiced: 0.00
 Payment Status: Not Paid

Ship-To Address

Address: HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INT'L
 AIRPORT
 CENTRAL WAREHOUSE
 5008 N WESTSHORE BLVD
 Tampa, FL 33614

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	GOODS			BALLAST, 4F32T8 277V	EACH	25	25.25	631.25	Open		

Step	Action
1.	Click on the purchase order number to be cancelled under PO Number . This is a link to the purchase order. <div>PO Number 44789</div>
2.	From the Actions List of Values , select Request Cancellation . Click Go . <div>Actions <div>Request Cancellation</div> <div>Go</div></div>
3.	To cancel the entire PO, click on Cancel Entire Order . <div>Cancel Entire Order</div>
4.	Provide a Reason for Cancellation then click Submit . <div>* Reason for Cancellation <div></div> <div>Submit</div></div>
5.	To cancel an individual line, click on Show under Details , to see the details of the line. <div>Details Line + Show 1</div>

When cancelling a PO, you will need to provide the reason for the cancellation in the Reason field.

ORACLE iSupplier Portal

Home | Orders | Shipments | Finance | Navigator | Favorites | Home | Logout | Preferences | Help

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables

Orders: Purchase Orders > View Order Details > Cancel Purchase Order >

Request Cancellation for Blanket Purchase Agreement : 44789.0 [Total USD 10,000.00]

Currency=USD

Cancel Cancel Entire Order Printable View View Change History Export Submit

Order Information

General Information

Total 10,000.00
 Supplier B & E ELECTRICAL SUPPLY CO
 Supplier Site TAMPA 2
 Address 1307 B ALBANY AVE
 TAMPA, FL 33607
 Buyer SHORV, TIM
 Order Date 03-Jun-2014 13:36:28
 Description Global Blanket Purchase Agreement for CRP Testing not
 CFR
 Status Open
 Note to Supplier
 Sourcing Document
 Organization HCAA
 Supplier Order Number
 Attachments View

Terms and Conditions

Payment Terms NET 30 Manage Deliverables
 Carrier
 FOB RECEIVING
 Freight Terms PREPAY
 Shipping Control

Ship-To Address

Address HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INT'L AIRPORT
 CENTRAL WAREHOUSE
 5000 N WESTSHORE BLVD
 Tampa, FL 33614

Bill-To Address

Address HILLSBOROUGH CO AVIATION AUTHORITY
 PO BOX 22287
 Tampa, FL 33622

Related Information

Receipts
 Invoices
 Payments

PO Details

TIP Click on the Show link to view price break details of a line.
 Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Hide	1		GOODS 445-06-00022		8118116	DRILL HIGH SPEED STEEL 1/4" / LETTER E	EACH		2.66						Open				

Agreements

As explained earlier in this manual, Agreements are purchase orders that have been created because your Company has entered into a contract with the Authority.

There are two types of Agreements:

- **Global Blanket Purchase Agreement:** this is a purchase order created from an Authority executed Agreement that is for a specific item at a specific price; these are repetitious purchases, made on a regular basis.
- **Contract Purchase Agreement:** this is a purchase order created from an Authority executed Agreement that is for a set dollar amount with different items at established prices. These are regular purchases that will vary from purchase to purchase.

Just as with a standard purchase order, you are able to request changes or request cancellation of an Agreement. Refer to those sections if you need to request a change or a cancellation.

Under the Orders Tab, click on Agreements to see all Agreements issued to your Company. On this page, you can type in the PO Number if you have it or you can click Go to pull all Agreements.

The screenshot shows the Oracle Supplier Portal interface for the 'Agreements' tab. The 'Simple Search' section has a note that the search is case insensitive. There are input fields for 'PO Number', 'Global' (with a dropdown arrow), 'Effective-From Date', and 'Effective-To Date'. Below these fields are 'Go' and 'Clear' buttons. A red arrow points to the 'Go' button. Below the search fields is a table header with columns: PO Number, Revision Global, Description, Document Type, Buyer, Order Date, Currency, Amount Agreed, Amount Released, Effective-From Date, Effective-To Date, Status, Attachments, and Upload Status. The table currently shows 'No search conducted.'

This is what you will see:

The screenshot shows the Oracle Supplier Portal interface for the 'Agreements' tab, displaying a list of search results. The table has the same columns as the previous screenshot. The results are as follows:

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
44722	0	Yes	Global Blanket Purchase Agreement for CSP Testing not CPR	Blanket Purchase Agreement	SHORE, TIM	03-Jun-2014 13:36:28	USD	10,000.00		04-Dec-2013	03-Dec-2014	Open		
44746	1	Yes	Global Blanket Purchase Agreement based on WSCA Pricing	Blanket Purchase Agreement	SHORE, TIM	19-May-2014 09:42:38	USD	10,000.00		04-Dec-2013	03-Dec-2014	Supplier Change Pending		
44753	0	Yes	Global Blanket Purchase Agreement based on WSCA Pricing	Blanket Purchase Agreement	SHORE, TIM	14-May-2014 08:52:41	USD	10,000.00		04-Dec-2013	03-Dec-2014	Accepted		
44699	2	Yes	BPA	Blanket Purchase Agreement	JOHNS, MARSHALL D	08-May-2014 10:42:19	USD	5,500.00		05-May-2014	04-May-2015	Closed		
44698	0	Yes	MRO State of Florida/WSCA Contract	Contract Purchase Agreement	SHORE, TIM	06-May-2014 14:30:45	USD	9,500.24		01-May-2014	30-Apr-2015	Open		

If you click on the purchase order number link under PO Number, the System takes you to the header information.

ORACLE iSupplier Portal

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables

Orders: Agreements >

Contract Purchase Agreement: 44698 Revision: 0 (Total: USD 9,500.24)

PO Number: 44698	Approved Date: 06-May-2014 14:30:45
Revision: 0	Supplier: B & E ELECTRICAL SUPPLY CO
Description: MRO State of Florida/WSCA Contract	Buyer: SISEBY, JIM
Currency: USD	Amount Agreed: 9,500.24
Amount Released: Global Yes	Status: 01-May-2014
Effective End Date: 30-Apr-2015	

Purchase Orders

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
No results found.						

[Return to Orders: Agreements](#)

You can click on the PO Number link to view a copy of the entire purchase order.

ORACLE iSupplier Portal

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables

Orders: Agreements >

Contract Purchase Agreement: 44698 Revision: 0 (Total: USD 9,500.24)

PO Number: 44698	Approved Date: 06-May-2014 14:30:45
Revision: 0	Supplier: B & E ELECTRICAL SUPPLY CO
Description: MRO State of Florida/WSCA Contract	Buyer: SISEBY, JIM
Currency: USD	Amount Agreed: 9,500.24
Amount Released: Global Yes	Status: 01-May-2014
Effective End Date: 30-Apr-2015	

Purchase Orders

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
No results found.						

[Return to Orders: Agreements](#)

General information concerning the purchase order appears. From the Actions List of Values, click on View PDF then click Go. This will bring up the purchase order in PDF.

ORACLE iSupplier Portal

Home | Orders | Shipments | Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables

Orders: Agreements > Blanket Agreement >

Contract Purchase Agreement: 44698, 0 (Total USD 9,500.24)

Currency=USD

Actions: View PDF [Go] Export

Order Information

General Total: 9,500.24 Supplier: B & E ELECTRICAL SUPPLY CO Supplier Site: TAMPA 2 Address: 1307 N ALBANY AVE TAMPA, FL 33607 Buyer: SISEBY, JIM Order Date: 06-May-2014 14:30:45 Description: MRO State of Florida/WSCA Contract Status: Open Note to Supplier: Operating Unit: HCAA Sourcing Document: Supplier Order Number: Attachments: None	Terms and Conditions Payment Terms: NET 30 Carrier: FOB RECEIVING Freight Terms: PREPAY Shipping Control: Ship-To Address Address: HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INT'L AIRPORT CENTRAL WAREHOUSE 5008 N WESTSHORE BLVD Tampa, FL 33614 Bill-To Address Address: HILLSBOROUGH CO AVIATION AUTHORITY PO BOX 22287 Tampa, FL 33622
---	--

[Return to Blanket Agreement](#)

Actions: View PDF [Go] Export

This is what you will see:


PA_101_44698_0_US.pdf - Adobe Acrobat

File Edit View Window Help

Create

1 / 1 79.3%

Tools Comment Share

 **Contract Purchase Agreement**


Order No.	44698	Ship to	HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INTL AIRPORT CENTRAL WAREHOUSE 5008 N WESTSHORE BLVD Tampa, FL 33614
Revision	0		
Order Date	06-MAY-2014		
Revision Date			
Buyer	SHOBY, TIM/ asmith@tampairport.com 813-870-8730		

Supplier	Supplier No.	5556	Bill to
B & E ELECTRICAL SUPPLY CO 1307 N ALBANY AVE TAMPA, FL 33607			HILLSBOROUGH CO AVIATION AUTHORITY PO BOX 22287 Tampa, FL 33622 Email: payables@tampairport.com

Payment Terms	Freight Terms	Ship Via	Confirming Order	Supplier Contact / Telephone / Email
NET 30	PREPAY		No	
Effective Start Date	Effective End Date	Amount Agreed		
01-MAY-2014	30-APR-2015	\$9,500.24		

Notes:
All prices and amounts on this order are expressed in USD

Total	\$9,500.24
--------------	-------------------

It is hereby certified that all provisions of the laws of Florida were complied with in issuing this order, and that there are sufficient and properly appropriated funds to liquidate this obligation. This purchase order is governed by the terms and conditions below.	Hillsborough County Aviation Authority APPROVED BY  Edward Haines, Director of Procurement Authorized Signature
--	--

The Hillsborough County Aviation Authority (Authority) is exempt from Federal Taxes on Transportation charges and any Federal Excise Tax, if you are to prepay charges do not pay tax. The Authority will not reimburse you for the taxes paid. Federal ID No. 59-6001253

Page 1 of 1

Click on Return to Blanket Agreement then Return to Orders: Agreements to return to the list of Agreements. Both links are found on the bottom left side of your screen. This will be true for Contract Purchase Agreements as well.

Purchase History

To view the history of a purchase order, click on the Orders Tab then on the Purchase History link. You can type in the purchase order number in the PO Number field then click Go if you want to view a particular PO or simply click Go to pull up all purchase orders issued to your Company.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a navigation bar with tabs: Home, Orders, Shipments, Finance. Below this, a sub-navigation bar includes: Purchase Orders, Agreements, Purchase History (selected), Work Confirmations, Deliverables. The main content area is titled 'Purchase Order Revision History'. It features a 'Simple Search' section with a note: 'Note that the search is case insensitive'. Below the note are input fields for: PO Number (circled in red), Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. A 'Go' button (also circled in red) and a 'Clear' button are at the bottom of the search fields. To the right of the search fields is an 'Advanced Search' link. Below the search fields is a table with columns: PO Number, Rev Operating Unit, Description, Buyer, Creation Date, Revised Date, Currency, Total, Ship-To Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The table currently shows 'No search conducted.' and an 'Export' button is at the bottom right.

When looking at PO history, you have the option to take one of the following actions:

- Compare to Original PO
- Compare to Previous PO
- Show all PO Changes

Simply click on the page icon below the appropriate action.

Compare to Original PO

The screenshot shows the 'PO Comparison Result' page in the Oracle iSupplier Portal. It displays details for a specific PO: PO Number 44789, Revision 0, Type Blanket Agreement, Currency USD, Ship-To Location CENTRAL WAREHOUSE, Ship Via RECEIVING, and Total 10,000.00. On the right, there are buttons for 'Compare to Previous PO', 'Show All PO Changes', and 'Export'. Below this, there's a section titled 'Compare to Original PO' with a checkbox for 'TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision. Comparisons are sorted by Revision, Line and shipment.' Below this is a table with columns: Revision, Line, Item/Job, Shipment, Price Differential, Enabled Organization, Field Altered, Changed from, and Changed To. The table shows a single row with Revision 0 and Field Altered 'No Difference'. At the bottom, there's a 'Print Document Revisions' section with a 'Revision Number' input field and a 'Go' button. A 'Return to Orders: Purchase History' link is at the bottom left, and 'Compare to Previous PO', 'Show All PO Changes', and 'Export' buttons are at the bottom right.

Compare to Previous PO

ORACLE[®] iSupplier Portal

Home Orders Shipments Finance

Purchase Orders Agreements **Purchase History** Work Confirmations Deliverables

Orders: Purchase History >

PO Comparison Result

Compare to Original PO Show All PO Changes Export

PO Number 44789 Revision 0 Type Blanket Agreement Currency USD Ship-To Location CENTRAL WAREHOUSE Ship Via FOB RECEIVING Total 10,000.00 Bill-To Location OFFICE-HCAA Payment Terms NET 30 Freight PREPAY Buyer SBOBY, TM

Compare to Previous PO

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
0						No Difference		

Print Document Revisions

Revision Number Go

Return to Orders: Purchase History

Compare to Original PO Show All PO Changes Export

Show All PO Changes

ORACLE[®] iSupplier Portal

Home Orders Shipments Finance

Purchase Orders Agreements **Purchase History** Work Confirmations Deliverables

Orders: Purchase History >

PO Comparison Result

Compare to Original PO Compare to Previous PO Export

PO Number 44789 Revision 0 Type Blanket Agreement Currency USD Ship-To Location CENTRAL WAREHOUSE Ship Via FOB RECEIVING Total 10,000.00 Bill-To Location OFFICE-HCAA Payment Terms NET 30 Freight PREPAY Buyer SBOBY, TM

Show All PO Changes

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
0						No Difference		

Print Document Revisions

Revision Number Go

Return to Orders: Purchase History

Compare to Original PO Compare to Previous PO Export

Work Confirmations

Work Confirmations are project submittals that detail the percentage of work and stored materials (if applicable) for the current period on a construction contract. Creating the Work Confirmation is done via the Purchase Orders link on the Orders Tab; viewing Work Confirmations is done from here as well.

Create Work Confirmation

Step	Action
1.	From the Orders Tab, click on the Purchase Order link. This is a link to the list purchase orders issued to the Company.
2.	Click on the PO number under PO Number that you are creating a Work Confirmation against. PO Number 44789
3.	From the Actions List of Values , select Create Work Confirmation . Click Go . Actions Create Work Confirmation <input type="button" value="Go"/>

This is the screen that will allow you to create the work confirmation.

Step	Action						
4.	<p>The line(s) of the purchase order are shown, with a checkbox for each line under Select. Check each box for each line you have completed work for within the current period. Then click Next.</p> <table><tr><th>Select Line</th><th>Pay Item</th><th>Description</th></tr><tr><td><input type="checkbox"/> 1</td><td>1</td><td>Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxilanes</td></tr></table>	Select Line	Pay Item	Description	<input type="checkbox"/> 1	1	Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxilanes
Select Line	Pay Item	Description					
<input type="checkbox"/> 1	1	Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxilanes					
5.	<p>Enter the Work Confirmation Number and the Period of Performance.</p> <div><div><div>Ordered 9,175.15 Approved 1,276.10 * Work Confirmation <input type="text"/></div><div><div>Description</div><div>Work Order No. 14-03 Runway 18-36 Taxiway A Hangar Project 6205 Req# 32583 (M. Grief)</div><div>Period of Performance <input type="text"/> To <input type="text"/> <small>(example: 30-Jun-2014)</small></div></div></div></div>						

6.	Enter the amount being requested. This is either a dollar value or progress percentage ,																				
	<table border="1"> <thead> <tr> <th colspan="2">Current</th> <th colspan="2">Total</th> </tr> <tr> <th>Requested/ Delivered</th> <th>Material Stored Amount</th> <th>Requested/ Delivered</th> <th>Progress (%) / A</th> </tr> </thead> <tbody> <tr> <td>135.24</td> <td>135.24</td> <td>30</td> <td>30</td> </tr> <tr> <td>78.8</td> <td>78.8</td> <td>10</td> <td>10</td> </tr> <tr> <td>60.62</td> <td>60.62</td> <td>40</td> <td>40</td> </tr> </tbody> </table>	Current		Total		Requested/ Delivered	Material Stored Amount	Requested/ Delivered	Progress (%) / A	135.24	135.24	30	30	78.8	78.8	10	10	60.62	60.62	40	40
	Current		Total																		
	Requested/ Delivered	Material Stored Amount	Requested/ Delivered	Progress (%) / A																	
135.24	135.24	30	30																		
78.8	78.8	10	10																		
60.62	60.62	40	40																		
then click Submit .																					

You should attach supporting documentation to each Work Confirmation. This can be done

Progress (%)	Attachments
100	
100	
100	

when you are entering the amount or percentage of current work completed.

Click on the **+** to get the **Add Attachment** section open. Attach a file, fill in a URL address or provide

Add Attachment

Attachment

File

Type

Title

Category

From Supplier

File

Browse...

Save

Add Another

Cancel

text in the attachment and click **Save**.

View Work Confirmations

Step	Action
7.	From the Purchase Orders link on the Orders Tab , click on Work Confirmations . From the View List of Values you can select one of the following: <ul style="list-style-type: none"> Last 25 Work Confirmations Draft Work Confirmations Rejected Work Confirmations All Work Confirmations. Click Go .
8.	Click on the Work Confirmation Number under Work Confirmation you want to view. The amount requested is shown, as is the progress percentage complete.

This is a view of all Work Confirmations to date.

Purchase Orders

Agreements

Purchase History

Work Confirmations

Deliverables

Orders

Work Confirmations

Work Confirmation: 200-175 (HCAA Retainage: 44780)

Work Confirmation Warning

Work Confirmations

Export

Views

View

Last 25 Work Confirmations

Go

Select Work Confirmation:

Update

Cancel

Advanced Search

Select Work Confirmation	Request Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
<input type="radio"/> 200-175	30-Jun-2014 13:17:43	01-Jun-2014	30-Jun-2014	44780	USD	9,175.15	1,276.10	0.00	274.66	0.00	16.9	Pending Approval
<input type="radio"/> 44780-5	03-Jun-2014 10:19:06	11-May-2014	30-Jun-2014	44780	USD	9,175.15	0.00	0.00	1,276.10	0.00	13.91	Processed
<input type="radio"/> 44738-4	19-May-2014 10:00:45	05-May-2014	16-May-2014	44738	USD	9,999.00	0.00	0.00	2,000.00	0.00	20	Processed
<input type="radio"/> 44	13-May-2014 14:28:43	13-May-2014	13-May-2014	44744	USD	9,175.15	644.52	0.00	45.04	0.00	7.52	Processed
<input type="radio"/> 35	13-May-2014 14:19:26	19-May-2014	13-May-2014	44745	USD	9,175.15	123.94	0.00	526.68	0.00	7.02	Processed
<input type="radio"/> 24	13-May-2014 14:06:36	01-May-2014	09-May-2014	44741	USD	9,175.15	0.00	0.00	123.94	0.00	1.35	Processed
<input type="radio"/> 14	13-May-2014 14:03:06	01-May-2014	09-May-2014	44749	USD	9,175.15	0.00	0.00	123.94	0.00	0	Canceled
<input type="radio"/> 200	13-May-2014 10:06:02	01-May-2014	12-May-2014	44712	USD	9,175.15	2,631.59	0.00	1,139.55	0.00	41.1	Processed
<input type="radio"/> 100	08-May-2014 11:09:05	01-Apr-2014	30-Apr-2014	44712	USD	9,175.15	0.00	0.00	2,631.59	0.00	28.68	Processed
<input type="radio"/> 2	08-May-2014 10:17:27	11-Apr-2014	21-Apr-2014	44689	USD	9,999.00	300.00	0.00	3,200.00	0.00	35	Processed
<input type="radio"/> 2	07-May-2014 09:49:36	01-Apr-2014	30-Apr-2014	44689	USD	9,999.00	0.00	0.00	300.00	0.00	3	Processed
<input type="radio"/> 1	07-May-2014 09:33:53	01-Apr-2014	30-Apr-2014	44689	USD	9,999.00	0.00	0.00	600.00	0.00	0	Canceled

Select Work Confirmation:

Update

Cancel

Update (Cancel) Work Confirmations

Step	Action
9.	<p>From the Purchase Orders link on the Orders Tab, click on Work Confirmations. From the View List of Values you can select one of the following:</p> <ul style="list-style-type: none">• Last 25 Work Confirmations• Draft Work Confirmations• Rejected Work Confirmations• All Work Confirmations. <p>Click Go.</p>
10.	<p>Check the radio button under Select next to the Work Confirmation you want to update. Click Go.</p>
11.	<p>NOTE: you can only update or cancel Work Confirmations that are in a status of Draft or Rejected.</p>
12.	<p>You are able to change the current delivered amount or percentage only.</p>

Manage Deliverables

Deliverables are items that you, as the Supplier, are required to provide. Generally, these are such things as insurance certificates, Material Safety Data Sheets, or other forms of documentation to complete the terms of the purchase order.

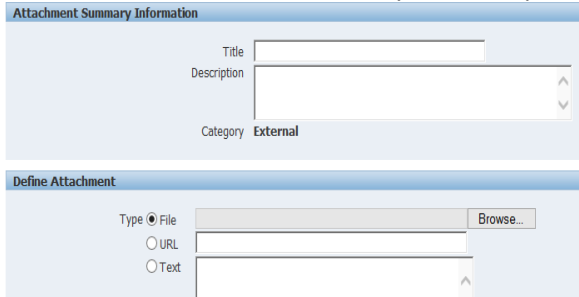
Deliverables can be found either directly from the Deliverables link on the Orders Tab or through the Actions List of Values on an individual purchase order.

Here is an example of a list of deliverables:

Deliverable Name	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
SPECS	Contractual	Standard Purchase Order	44785_1	B & E ELECTRICAL SUPPLY CO	Abby Rewis	05-Jun-2014	Open		
MSDS	Contractual	Blanket Purchase Agreement	44785_0	B & E ELECTRICAL SUPPLY CO	Abby Rewis	11-Jun-2014	Open		
MSDS	Contractual	Standard Purchase Order	44666_2	B & E ELECTRICAL SUPPLY CO	Abby Rewis	09-May-2014	Submitted		
Insurance	Contractual	Standard Purchase Order	44756_0	B & E ELECTRICAL SUPPLY CO	Abby Rewis	22-May-2014	Submitted		

To respond to a deliverables request from this page, click on the pencil icon below Update on the line for the deliverable you are responding to.

Deliverable Name	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
SPECS	Contractual	Standard Purchase Order	44785_1	B & E ELECTRICAL SUPPLY CO	Abby Rewis	05-Jun-2014	Open		
MSDS	Contractual	Blanket Purchase Agreement	44785_0	B & E ELECTRICAL SUPPLY CO	Abby Rewis	11-Jun-2014	Open		
MSDS	Contractual	Standard Purchase Order	44666_2	B & E ELECTRICAL SUPPLY CO	Abby Rewis	09-May-2014	Submitted		
Insurance	Contractual	Standard Purchase Order	44756_0	B & E ELECTRICAL SUPPLY CO	Abby Rewis	22-May-2014	Submitted		

Step	Action
1.	<p>On the Update Deliverable page, the Description field will provide the specific information or documentation being requested.</p> <p>Description <input type="text" value="Please provide Insurance"/></p>
2.	<p>Click the Add Attachment box and provide the information requested. This can be a file, a web address or text. Once you have uploaded the information, click Apply.</p> 
3.	<p>Click on the Status List of Values and change the option to Submitted. Click Apply.</p> <p>Status <input type="text" value="Submitted"/></p>

Shipments Tab

The Shipments Tab will provide information regarding the goods or services provided by your Company to the Authority. In this section of the Portal, you are able to view current receipts, returns, overdue receipts and your Company's on-time performance.

View Receipts

To view a list of all receipts, click on the Receipts hyperlink below the Shipments Tab then click the Go button.

Oracle Supplier Portal

Receipts | Returns | Overdue Receipts | On-Time Performance

View Receipts

Single Search

Receipt Number
PO Number
Release Number
Shipment Number
Shipped Date

Organization
Item Number
Supplier Item
Item Description

Go Clear

Receipt #	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
9920	11-Jan-2012 10:13:40	HCAA FPO INV ORG (H1)								37739		
9921	29-Dec-2011 15:23:45	HCAA FPO INV ORG (H1)								37750		
9861	21-Dec-2011 13:59:14	HCAA FPO INV ORG (H1)								37640		
9819	15-Dec-2011 07:09:22	HCAA FPO INV ORG (H1)			11569					37602		
9231	06-Dec-2011 13:39:55	HCAA FPO INV ORG (H1)								37519		
9605	18-Nov-2011 10:21:05	HCAA FPO INV ORG (H1)								37339		
9246	14-Nov-2011 07:15:24	HCAA FPO INV ORG (H1)			11544					37309		
9222	09-Nov-2011 15:02:15	HCAA FPO INV ORG (H1)			11542					37281		
9499	07-Nov-2011 15:24:42	HCAA FPO INV ORG (H1)			11537					37235		
9327	20-Oct-2011 15:14:26	HCAA FPO INV ORG (H1)								37092		

Click on the Receipt Number to view individual receipts.

Receipt #	Creation Date	Org
9976	11-Jan-2012 10:13:40	HCA
9921	29-Dec-2011 15:23:45	HCA
9861	21-Dec-2011 13:59:14	HCA
9819	15-Dec-2011 07:09:22	HCA
9231	06-Dec-2011 13:39:55	HCA
9605	18-Nov-2011 10:21:05	HCA
9246	14-Nov-2011 07:15:24	HCA
9222	09-Nov-2011 15:02:15	HCA
9499	07-Nov-2011 15:24:42	HCA
9327	20-Oct-2011 15:14:26	HCA

Here is an individual receipt:

Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Receipts >

Receipt: 9976

Creation Date: 11-Jan-2012 10:13:40
Organization: HCAA FPO INV ORG (H1)
Supplier: B & E ELECTRICAL SUPPLY CO
Supplier Site: TAMPA 2
Shipment Number:
Shipment Date:

Packing Slip
Containers
Waybill/Airbill
Freight Carrier
Bill of Lading
Attachments: None

Receipt Transactions

Receipt Date	Promised Date/Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Ret	Received	Defects	Location	Attachments	LPI/Lot/Serial	Invoice
11-Jan-2012 10:13:01	09-Jan-2012 00:00:00 On-Time	37739	4	1		280-24-00065 WIRE, #12 THHN STRND WHITE	FOOT	1000				1000		CENTRAL WAREHOUSE			
11-Jan-2012 10:13:01	09-Jan-2012 00:00:00 On-Time	37739	1	1		280-24-00056 WIRE, #10 THHN STRND GREEN	FOOT	1000				1000		CENTRAL WAREHOUSE			
11-Jan-2012 10:13:01	09-Jan-2012 00:00:00 On-Time	37739	2	1		280-24-00057 WIRE, #10 THHN STRND ORANGE	FOOT	1000				1000		CENTRAL WAREHOUSE			
11-Jan-2012 10:13:01	09-Jan-2012 00:00:00 On-Time	37739	3	1		280-24-00076 WIRE, #10 THHN STRND BROWN	FOOT	1000				1000		CENTRAL WAREHOUSE			

Return to Shipments: Receipts

To return to the Receipts page, click the hyperlink at the bottom of the page.

View Returns

To view a list of returns, click on the Returns hyperlink below the Shipments Tab then click the Go button.

Oracle Supplier Portal

Home Orders Shipments Finance

Receipts Returns Overdue Receipts On-Time Performance

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

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

No search conducted.

Click on the Receipt Number to view individual returns.

Oracle Supplier Portal

Home Orders Shipments Finance

Receipts Returns Overdue Receipts On-Time Performance

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

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
HCAA	14601	43392	12179		21-Oct-2013 08:23:55	285-95-00086		DUPLEX RECEPTACLE, BRYANT CR20-B	EACH	20	20	13-Jan-2014 15:35:16		
HCAA	11667	26558			15-Aug-2012 14:35:37	285-23-00148		STRAP 3/8" EMT	EACH	100	100	15-Aug-2012 14:39:37		
HCAA	10874	28720			03-May-2012 15:46:13	285-11-00014		IGNITER ADV. L157JUS-3C/ HPS 1000W	EACH	90	41	14-May-2012 12:38:58		
HCAA	3249	32184			09-Apr-2010 14:46:49	285-56-00181		LAMP F27T8 CW SYL27266	EACH	72	72	09-Apr-2010 16:32:25		
HCAA	4981	32024			22-Mar-2010 13:12:40	285-14-00004		CIRCUIT BREAKER, SQ D PH 26020-8C 1-LINE 600V	EACH	2	2	26-Mar-2010 13:19:39		
HCAA	3625	36538			08-Oct-2009 09:47:36	670-52-00013		COUPLING, EMT 1/2" STEEL COMPRESSION	EACH	100	100	08-Oct-2009 13:47:16		
HCAA	3625	36538			08-Oct-2009 09:47:36	285-95-00056		COVERPLATE, DOUBLE DUPLEX RECEPTICAL STEEL CITY RS-8	EACH	10	10	08-Oct-2009 13:47:16		
HCAA	3625	36538			08-Oct-2009 09:47:36	285-95-00019		CONNECTOR BOX, THINWALL 1/2" STEEL-COMP EFCOR 750	EACH	100	100	08-Oct-2009 13:47:16		
HCAA	3625	36538			08-Oct-2009 09:47:36	285-95-00018		CONNECTOR BOX, THINWALL 3/4" STEEL-COMP EFCOR 751	EACH	100	100	08-Oct-2009 13:47:16		
HCAA	3625	36538			08-Oct-2009 09:47:36	285-23-00007		BOX 4" SQ 1/2 & 3/4 KD 32151-1/2-3/4 STEEL CITY	EACH	25	25	08-Oct-2009 13:47:16		

Previous 1-10 Next 10

Oracle Supplier Portal

Home Orders Shipments Finance

Receipts Returns Overdue Receipts On-Time Performance

Shipments Returns >

Receipt Transactions

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Defects Location	Receipt Date	Promised Date	Need-By Date	Performance
11667	23258	1	1	STRAP 3/8" EMT	EACH	100	100.0	0	CENTRAL RECEIVING - NEW	15-Aug-2012 14:35:19		13-Aug-2012 00:00:00	On-Time

Export

Click on the hyperlink at the bottom of the page to return to the Returns page.

View Overdue Receipts

Overdue Receipts are those shipments that were not delivered on time. To view of list of Overdue Receipts, click on the Overdue Receipts hyperlink below the Shipments Tab. Click Go to get a list.

Oracle Supplier Portal

Home Orders Shipments Finance

Receipts Returns Overdue Receipts On-Time Performance

Overdue Receipts

Simple Search

Note that the search is case insensitive

Organization PO Number Item Supplier Item Item Description Due Date

UOM Quantity Ordered Quantity Received Ship-To Location Carrier Buyer Supplier Config ID

Go Clear

No search conducted.

Click on the PO Number to view an individual shipment that was not received on time.

ORACLE | Supplier Portal

Home Orders Shipments Finance

Receipts Returns Overdue Receipts On-Time Performance

Overdue Receipts

Simple Search

Note that the search is case insensitive

Organization PO Number Item Supplier Item Due Date

Go Clear

Advanced Search

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship To Location	Carrier	Buyer	Supplier Config ID
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Parking Lot Rehab	02-Jun-2014 14:26:09	DOLLAR	250	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services, Parking Lot Rehab	02-Jun-2014 14:26:09	DOLLAR	151.55	68.62	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Runway 18-36	02-Jun-2014 14:26:09	DOLLAR	267.25	65.3625	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Runway 18-36	02-Jun-2014 14:26:09	DOLLAR	493	123.25	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Runway 5-23	02-Jun-2014 14:26:09	DOLLAR	986	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services, Hanger Taxilanes	02-Jun-2014 14:26:09	DOLLAR	450.8	135.24	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Taxiway "A"	02-Jun-2014 14:26:09	DOLLAR	151.55	37.8875	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Taxiway "A"	02-Jun-2014 14:26:09	DOLLAR	250	64.5	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services, Hanger Taxilanes	02-Jun-2014 14:26:09	DOLLAR	788	78.8	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Runway 5-23	02-Jun-2014 14:26:09	DOLLAR	524	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Taxiway "A"	02-Jun-2014 14:26:08	DOLLAR	250	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Parking Lot Rehab	02-Jun-2014 14:26:08	DOLLAR	250	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Runway 5-23	02-Jun-2014 14:26:08	DOLLAR	986	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services, Hanger Taxilanes	02-Jun-2014 14:26:08	DOLLAR	450.4	225.2	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Runway 5-23	02-Jun-2014 14:26:08	DOLLAR	523.8	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services, Parking Lot Rehab	02-Jun-2014 14:26:08	DOLLAR	771.4	365.7	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Runway 18-36	02-Jun-2014 14:26:08	DOLLAR	430	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services, Hanger Taxilanes	02-Jun-2014 14:26:08	DOLLAR	788	394	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Runway 18-36	02-Jun-2014 14:26:08	DOLLAR	269	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services Taxiway "A"	02-Jun-2014 14:26:08	DOLLAR	157.4	0	CENTRAL WAREHOUSE	SHORE, T20		
HCAA	44730			Coffee	29-May-2014 14:03:14	BAG	10	0	CENTRAL WAREHOUSE	JOHNS, MARSHALL D		
HCAA	44730	635-26-00954		SHENIE, AC29-718P #349-028028	20-May-2014 09:49:40	EACH	5	0	CENTRAL WAREHOUSE	JOHNS, MARSHALL D		
HCAA	44730			RELAY 24VAC 1NO & 1 NC	15-May-2014 10:43:54	EACH	10	0	CENTRAL WAREHOUSE	JOHNS, MARSHALL D		
HCAA	44730			RELAY 24VAC 1NO & 1 NC	15-May-2014 10:43:54	EACH	5	0	CENTRAL WAREHOUSE	JOHNS, MARSHALL D		
HCAA	44730			Project 6205 14, Continuing Consulting Engineering Services, Hanger Taxilanes	13-May-2014 13:57:44	DOLLAR	788	39.4	CENTRAL WAREHOUSE	SHORE, T20		

The illustration below reflects the Order Date (12-May-2014), the Need-By Date (15-May-2014), and the Received amount (0.00). To return to the list of Overdue Receipts, click on the hyperlink at the bottom of the page.

ORACLE | Supplier Portal

Home Orders Shipments Finance

Receipts Returns Overdue Receipts On-Time Performance

Shipments: Overdue Receipts >

Standard Purchase Order: 44717, 0 (Total USD 59.50)

Currency=USD

Actions Request Changes Go Export

Order Information

General

Total 59.50

Supplier B & E ELECTRICAL SUPPLY

CO

Supplier Site TAMPA 2

Address 1307 N ALBANY AVE

TAMPA, FL 33607

Buyer JOHNS, MARSHALL D

Order Date 12-May-2014 13:33:46

Description RELAY FOR DAVID DAHL

Status Accepted

Reason

Note to Supplier

Operating Unit HCAA

Sourcing Document

Supplier Order Number

Attachments None

Terms and Conditions

Payment Terms NET 30

Carrier

FCB RECEIVING

Freight Terms PREPAY

Shipping Control

Ship-To Address

Address HILLSBOROUGH CO AVIATION AUTHORITY / TAMPA INT'L AIRPORT

CENTRAL WAREHOUSE

5008 N WESTSHORE BLVD

Tampa, FL 33614

BB-To Address

Address HILLSBOROUGH CO AVIATION AUTHORITY

PO BOX 22287

Tampa, FL 33622

Summary

Total 59.50

Received 0.00

Invoice 0.00

Payment Status Not Paid

PO Details

Show All Details Hide All Details

Details: Line 1

Type GOODS

Item/Job

Supplier Item

Description RELAY 24VAC 1NO & 1 NC

UOM EACH

Qty 10

Price 5.95

Amount Status 59.50 Open

Attachments

Reason

Shipments

Ship To Location CENTRAL WAREHOUSE

Ordered Qty Received Invoiced

Ordered 10

Amount Received Invoiced

Ordered 59.50

Invoice Promised Date

Need-By Date 15-May-2014 10:43:54

Payment Status

Status Accepted

Supplier Line

Split Reason

Attachments

Return to Shipments: Overdue Receipts

Actions Request Changes Go Export

View On-Time Performance

Click on the On-Time Performance hyperlink below the Shipments Tab to view all shipments that were received on time.

ORACLE iSupplier Portal

Home Orders Shipments Finance

Receipts Returns Overdue Receipts On-Time Performance

On-Time Performance

Simple Search

Note that the search is case insensitive

Organization PO Number

Due Date Shipment Number

Receipt Number Item

Supplier Item Waybill/Airbill Number

Delivery Status

Go Clear

Organization PO Number Due Date Shipment Number Receipt Number Receipt Date Item Supplier Item Description UOM Quantity Received Waybill/Airbill Number Carrier Delivery Status Configuration Id

No search conducted.

On this page, you are able to view the Purchase Order Number, the Receipt Number, and the Delivery Status of a particular shipment. In addition, you can view the Due Date and Receipt Date.

The PO Number and Receipt Number are hyperlinks to the individual purchase order or receipt. Click on either to view the applicable information.

ORACLE iSupplier Portal

Home Orders Shipments Finance

Receipts Returns Overdue Receipts On-Time Performance

On-Time Performance

Simple Search

Note that the search is case insensitive

Organization PO Number

Due Date Shipment Number

Receipt Number Item

Supplier Item Waybill/Airbill Number

Delivery Status

Go Clear

Organization PO Number Due Date Shipment Number Receipt Number Receipt Date Item Supplier Item Description UOM Quantity Received Waybill/Airbill Number Carrier Delivery Status Configuration Id

No search conducted.

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
HCAA	22757		22955	06-Sep-2007 09:38:16		CONDUIT EMT 3/4"			FOOT	200			On-Time	
HCAA	22757		22955	06-Sep-2007 09:38:16		1" STEEL EMT COMPRESSION COUPLING			EACH	50			On-Time	
HCAA	22757		22955	06-Sep-2007 09:38:16		1" STEEL EMT COMPRESSION INSULATED CONNECTOR FAX # 813874-1680			EACH	16			On-Time	
HCAA	28122		10392	02-Mar-2012 14:23:18		BALLAST, 71A7807500-08			EACH	6			On-Time	
HCAA	22959		22824	25-May-2007 10:47:24		CATS CABLE, 1000' ROLL, BLUE PART #30024-008 (FH1990)			EACH	4			On-Time	
HCAA	22728		15049	21-May-2013 11:52:39		Parts and materials for the installation of the new LED lights on the PKY			EACH	1			On-Time	
HCAA	40309		12400	30-Nov-2012 11:30:29		ADVANCE #BHH-175 C-BLS			EACH	3			On-Time	
HCAA	22757		22955	06-Sep-2007 09:38:16		CONDUIT EMT 1"			FOOT	400			On-Time	
HCAA	44789	09-Jun-2014 14:30:30	15797	03-Jun-2014 14:04:36		BALLAST, 4F32T8 277VAC			EACH	25	951	YF	On-Time	
HCAA	44789	09-Jun-2014 14:30:30	15780	03-Jun-2014 10:31:24		BALLAST, 2F40 112 277VAC			EACH	6	456	ABF	On-Time	
HCAA	44789	02-Jun-2014 14:26:09	44780-5	15782	03-Jun-2014 10:31:24	Project 6205 14, Continuing Consulting Engineering Services Taxiway "A"			DOLLAR	64.5			On-Time	
HCAA	44789	02-Jun-2014 14:26:09	200-175	15803	01-Jul-2014 08:58:24	Project 6205 14, Continuing Consulting Engineering Services, Parking Lot Rehab			DOLLAR	60.62			On-Time	
HCAA	44789	02-Jun-2014 14:26:09	200-175	15803	01-Jul-2014 08:58:24	Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxilanes			DOLLAR	78.8			On-Time	
HCAA	44789	02-Jun-2014 14:26:09	200-175	15803	01-Jul-2014 08:58:24	Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxilanes			DOLLAR	135.24			On-Time	
HCAA	44789	02-Jun-2014 14:26:09	44780-5	15782	03-Jun-2014 10:31:24	Project 6205 14, Continuing Consulting Engineering Services Taxiway "A"			DOLLAR	37.8675			On-Time	
HCAA	44789	02-Jun-2014 14:26:09	44780-5	15783	03-Jun-2014 10:31:24	Project 6205 14, Continuing Consulting Engineering Services Runway 18-36			DOLLAR	65.9625			On-Time	
HCAA	44789	02-Jun-2014 14:26:09	44780-5	15783	03-Jun-2014 10:31:24	Project 6205 14, Continuing Consulting Engineering Services Runway 18-36			DOLLAR	123.25			On-Time	
HCAA	44789	02-Jun-2014 14:26:08	44780-5	15783	03-Jun-2014 10:31:24	Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxilanes			DOLLAR	225.2			On-Time	
HCAA	44789	02-Jun-2014 14:26:08	44780-5	15783	03-Jun-2014 10:31:24	Project 6205 14, Continuing Consulting Engineering Services, Hangar Taxilanes			DOLLAR	394			On-Time	
HCAA	44789	02-Jun-2014 14:26:08	44780-5	15783	03-Jun-2014 10:31:24	Project 6205 14, Continuing Consulting Engineering Services, Parking Lot Rehab			DOLLAR	365.7			On-Time	
HCAA	44789	27-May-2014 09:11:00	15781	27-May-2014 09:17:37		RELAY 24VAC IHD & 1 NC			EACH	25	AARRWW	YF	On-Time	
HCAA	44789	21-May-2014 13:39:22	15779	21-May-2014 13:54:01	035-26-00954	SHEAVE, AK28-7/8" #249-1028010			EACH	5	FEDEX4321	FEDEX	On-Time	
HCAA	44789	13-May-2014 13:57:44	3A	15779	13-May-2014 14:22:12	Project 6205 14, Continuing Consulting Engineering Services Runway 5-23			DOLLAR	26.19			On-Time	
HCAA	44789	13-May-2014 13:57:44	3A	15779	13-May-2014 14:22:12	Project 6205 14, Continuing Consulting Engineering Services Runway 18-36			DOLLAR	21.5			On-Time	
HCAA	44789	13-May-2014 13:57:44	3A	15779	13-May-2014 14:22:12	Project 6205 14, Continuing Consulting Engineering Services Runway 18-36			DOLLAR	13.45			On-Time	

Finance Tab

The Finance Tab is where you will create invoices, view invoice status, and view payment status.

Create Invoice With a PO

To create an invoice that has an existing purchase order, make sure the Create Invoice List of Values indicates “With a PO” then click Go.

Oracle iSupplier Portal

Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier B & E ELECTRICAL SUPPLY CO

Invoice Number

Invoice Date From

Invoice Date To

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number Invoice Date Invoice Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments

No search conducted.

Create Invoice With a PO Go

The Portal will request that you fill in one of the Search fields:

- Purchase Order Number
- Purchase Order Date
- Buyer
- Organization

Most of the time you should fill in either the Purchase Order Number or the Buyer. If you choose to fill in the Buyer's name, click on the magnifying glass then click Go.

Oracle iSupplier Portal

Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer REWIS, CHRISTINE

Organization

Advances and Financing Excluded

Go Clear

Advanced Search

Select Items: Add to Invoices

Select All Select None

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Involved	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
44705	1	1	<input type="checkbox"/>	Coffee		10	0	5	BAG	4.25	USD	CENTRAL WAREHOUSE	HCAA		

Check the box next to the PO Number that you want to invoice. Click the Add to Invoice button.

Select PO Number	Line	Shipment	Advances or Financing	Item Description
<input checked="" type="checkbox"/> 44705	1	1	<input type="checkbox"/>	Coffee

If this is the incorrect PO Number, you have the opportunity to remove it. If it is correct, click Next. This is Step 1 in the process.

All Supplier information should populate automatically; if the Remit To address is incorrect, click on the magnifying glass to pull up a list of addresses. Click on the Quick Select button to choose the correct address.

The following fields should be completed (if an asterisk is next to the field name, it is a required field):

- Invoice Number
- Invoice Date (may auto-populate)
- Invoice Description
- Work Performed Through
- Attachment (this is not a fillable field; you should attach documentation to support the invoice)
- Quantity

If there are additional charges that need to be added, click on “Add Row” below Charge Type.

Shipping and Handling

Charge Type

No results found.

Add Row

You can add Freight or Miscellaneous charges here. Once you have provided all the information requested on the page, click Next. This is Step 2.

ORACLE Supplier Portal

Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

Supplier

* Supplier B & E ELECTRICAL SUPPLY CO

* Tax Payer ID 99-3241569

* Remit To TAMPA 2

Address 1307 B ALBANY AVE TAMPA FL 33607

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number 17

* Invoice Date 08-Jul-2014

Invoice Type Invoice

Invoice Currency USD

Invoice Description Coffee

Work Performed Through 01-Jul-2014

Attachment Attachment List Add...

Customer

* Customer Tax Payer ID SYS11976

Customer Name HCAA GRE MASTER ORGANIZATION

Address HILLSBOROUGH CO AVIATION AUTHORITY Tampa 33622 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
44705	1	1	Coffee		CENTRAL WAREHOUSE	5	5	4.25	BAG	21.25

Shipping and Handling

Charge Type	Amount	Description
Freight	10.00	Ground

Step 3 is the “Manage Tax” page. There is nothing required on this page so click Next.

Items

2,575.00

Less Retainage

0.00

Freight

10.00

Miscellaneous

0.00

Tax

0.00

Recalculate Total

Total (USD)

2,585.00

Cancel Save Back

Step 3 of 4

Next Submit

Click Submit to complete the invoice.

Items	2,575.00
Less Retainage	0.00
Freight	10.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	2,585.00

[Recalculate Total](#)

[Cancel](#) [Save](#) [Back](#) Step 3 of 4 [Next](#) [Submit](#)

This is a completed invoice:

ORACLE iSupplier Portal

Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation

Invoice 15 was submitted to our Accounts Payable department on 08-Jul-2014. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 15

[Printable Page](#) [Create Another](#)

Supplier	Invoice
* Supplier B & E ELECTRICAL SUPPLY CO	* Invoice Number 15
* Tax Payer ID 59-3241569	* Invoice Date 08-Jul-2014
* Remit To TAMPA 2	* Invoice Type Standard
Remit To Bank Account	* Currency USD
Unique Remittance Identifier	Invoice Description Coffee
Remittance Check Digit	Work Performed Through 01-Jul-2014

Attachment [Attachment List...](#)

Customer
* Customer Tax Payer ID SYS11976
Customer Name HCAA GRE MASTER ORGANIZATION
Address HILLSBOROUGH CO AVIATION AUTHORITY PO BOX 22287
Tampa Hillsborough 33622

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
45836	1	1	LAMP, CF420T/E/3W/841 # 21105		CENTRAL WAREHOUSE	500	500.00 EACH	5.15	2,575.00

Invoice Summary

Items	2,575.00
Less Retainage	0.00
Freight	10.00
Miscellaneous	0.00
Tax	0.00
Subtotal	2,585.00
Less Advances and Financing	0.00
Total (USD)	2,585.00

[Return to Invoices](#) [Printable Page](#) [Create Another](#)

View Invoices

To view the status of an invoice, click on the View Invoices hyperlink under the Finance Tab. You can search by any of the fields listed or simply click Go to view a list of all invoices.

ORACLE iSupplier Portal

Home Orders Shipments Finance

Create Invoices View Invoices View Payments

View Invoices

Simple Search

Invoice Number
PO Number (example: 1234)
Release Number (example: 1234-2)
Payment Number
Invoice Status
Go Clear

Payment Status
Invoice Amount From To
Amount Due From To
Invoice Date From To
Due Date From To (example: 23-Jun-2014)

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
No search conducted.																

Export

The list allows you to look at the following:

- An individual invoice (Invoice)
- Due Date
- Payment (check number)
- PO Number

The page also provides the date the invoice was submitted, the status of the invoice and the payment status.

ORACLE iSupplier Portal

Home Orders Shipments Finance

Create Invoices View Invoices View Payments

View Invoices

Simple Search

Invoice Number
PO Number (example: 1234)
Release Number (example: 1234-2)
Payment Number
Invoice Status
Go Clear

Payment Status
Invoice Amount From To
Amount Due From To
Invoice Date From To
Due Date From To (example: 23-Jun-2014)

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
18	08-Jul-2014	Standard Invoice Request	USD	140.00	140.00 Rejected		Not Paid			07-AUG-2014						
15	08-Jul-2014	Standard	USD	2,585.00	2,585.00 In-Process		Not Paid			07-AUG-2014		45836				
12416	28-May-2014	Standard	USD	191.50	191.50 Approved		Not Paid			27-JUN-2014		45430				
12407	14-May-2014	Standard	USD	446.25	0.00 Approved		Paid			13-JUN-2014	91600	45392				
12397	05-May-2014	Standard	USD	1,075.00	0.00 Approved		Paid			04-JUN-2014	91508	45358				
12386	01-May-2014	Standard	USD	387.00	0.00 Approved		Paid			31-MAY-2014	91430	45229				
12385	30-Apr-2014	Standard	USD	60.00	0.00 Approved		Paid			30-MAY-2014	91367	45089				
12391	24-Apr-2014	Standard	USD	337.50	0.00 Approved		Paid			24-MAY-2014	91367	45089				
12385	21-Apr-2014	Standard	USD	169.00	0.00 Approved		Paid			21-MAY-2014	91239	45055				
12386	21-Apr-2014	Standard	USD	302.50	0.00 Approved		Paid			21-MAY-2014	91239	45089				
12376	11-Apr-2014	Standard	USD	482.50	0.00 Approved		Paid			11-MAY-2014	91095	45131				
12375	09-Apr-2014	Standard	USD	522.08	0.00 Approved		Paid			09-MAY-2014	91142	45055				
12371	07-Apr-2014	Standard	USD	4,350.00	0.00 Approved		Paid			07-MAY-2014	91049	45016				
12363	28-Mar-2014	Standard	USD	2,890.00	0.00 Approved		Paid			27-APR-2014	90866	44934				
12361	27-Mar-2014	Standard	USD	313.00	0.00 Approved		Paid			27-MAR-2014	90605	44543				
12360	25-Mar-2014	Standard	USD	234.00	0.00 Approved		Paid			25-MAR-2014	91142	44983				
12348	13-Mar-2014	Standard	USD	345.00	0.00 Approved		Paid			12-APR-2014	90671	44840				
12340	06-Mar-2014	Standard	USD	140.00	0.00 Approved		Paid			06-MAR-2014	91566	44543				
12339	06-Mar-2014	Standard	USD	4,595.00	0.00 Approved		Paid			05-APR-2014	90496	44666				
12331	03-Mar-2014	Standard	USD	105.00	0.00 Approved		Paid			02-APR-2014	90496	44543				
12311	18-Feb-2014	Standard	USD	0.00	0.00 Cancelled		Not Paid			20-MAR-2014						
12309	14-Feb-2014	Standard	USD	140.00	0.00 Approved		Paid			16-MAR-2014	91566	44543				
12310	14-Feb-2014	Standard	USD	1,274.00	0.00 Approved		Paid			16-MAR-2014	90191	44324				
12307	12-Feb-2014	Standard	USD	4,635.00	0.00 Approved		Paid			14-MAR-2014	90191	44422				
12302	04-Feb-2014	Standard	USD	1,001.00	0.00 Approved		Paid			04-FEB-2014	90140	44324				

Previous 1-25 Next 25

View Payments

To view the status of a payment, click on the View Invoices hyperlink under the Finance Tab. You can search by any of the fields listed or simply click Go to view a list of all payments.

ORACLE iSupplier Portal

Home Orders Shipments Finance Navigator Favorites Home Logout Preferences

Create Invoices View Invoices View Payments

View Payments

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Release Number

Status

Payment Amount From To

Payment Date From To

Go Clear

Advanced Search

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.										

Export

You are able to view an individual Payment, the Invoice associated with that Payment and the PO Number created for the good(s) or services(s) associated with the Payment.

The Payment Date and Amount are provided via this page as well.

ORACLE iSupplier Portal

Home Orders Shipments Finance Navigator Favorites Home Logout Preferences

Create Invoices View Invoices View Payments

View Payments

Export

Simple Search

Note that the search is case insensitive

Payment Number
Invoice Number
PO Number (example: 1234)
Release Number (example: 1234-2)

Go Clear

Status
Payment Amount From To
Payment Date From (example: 23-Jun-2014) To

Advanced Search

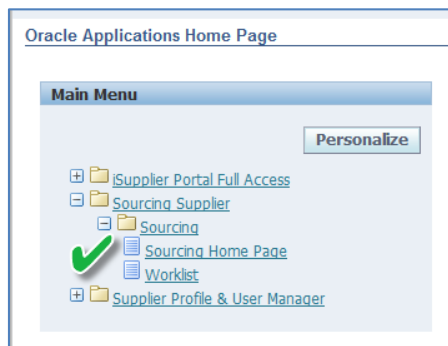
Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
91600	B & E ELECTRICAL SUPPLY CO	TAMPA 2	03-Jun-2014	USD	488.25	Check	Negotiable	03-Jun-2014	IMPREST ACCOUNT	12407	45392
91566	B & E ELECTRICAL SUPPLY CO	TAMPA 2	30-May-2014	USD	280.00	Check	Negotiable	30-May-2014	IMPREST ACCOUNT	Multiple	44543
91508	B & E ELECTRICAL SUPPLY CO	TAMPA 2	28-May-2014	USD	1,075.00	Check	Negotiable	28-May-2014	IMPREST ACCOUNT	12292	45358
91430	B & E ELECTRICAL SUPPLY CO	TAMPA 2	22-May-2014	USD	387.00	Check	Negotiable	22-May-2014	IMPREST ACCOUNT	12286	45329
91367	B & E ELECTRICAL SUPPLY CO	TAMPA 2	20-May-2014	USD	397.50	Check	Negotiable	20-May-2014	IMPREST ACCOUNT	Multiple	45089
91239	B & E ELECTRICAL SUPPLY CO	TAMPA 2	13-May-2014	USD	471.50	Check	Negotiable	13-May-2014	IMPREST ACCOUNT	Multiple	Multiple
91142	B & E ELECTRICAL SUPPLY CO	TAMPA 2	07-May-2014	USD	756.08	Check	Negotiable	07-May-2014	IMPREST ACCOUNT	Multiple	Multiple
91095	B & E ELECTRICAL SUPPLY CO	TAMPA 2	02-May-2014	USD	482.50	Check	Negotiable	02-May-2014	IMPREST ACCOUNT	12376	45131
91049	B & E ELECTRICAL SUPPLY CO	TAMPA 2	29-Apr-2014	USD	4,350.00	Check	Negotiable	29-Apr-2014	IMPREST ACCOUNT	12371	45016
90866	B & E ELECTRICAL SUPPLY CO	TAMPA 2	18-Apr-2014	USD	2,890.00	Check	Negotiable	18-Apr-2014	IMPREST ACCOUNT	12363	44934
90671	B & E ELECTRICAL SUPPLY CO	TAMPA 2	04-Apr-2014	USD	345.00	Check	Negotiable	04-Apr-2014	IMPREST ACCOUNT	12348	44840
90605	B & E ELECTRICAL SUPPLY CO	TAMPA 2	01-Apr-2014	USD	313.00	Check	Negotiable	01-Apr-2014	IMPREST ACCOUNT	12361	44543
90496	B & E ELECTRICAL SUPPLY CO	TAMPA 2	26-Mar-2014	USD	4,700.00	Check	Negotiable	26-Mar-2014	IMPREST ACCOUNT	Multiple	Multiple
90191	B & E ELECTRICAL SUPPLY CO	TAMPA 2	11-Mar-2014	USD	5,909.00	Check	Negotiable	11-Mar-2014	IMPREST ACCOUNT	Multiple	Multiple
90140	B & E ELECTRICAL SUPPLY CO	TAMPA 2	07-Mar-2014	USD	1,001.00	Check	Negotiable	07-Mar-2014	IMPREST ACCOUNT	12302	44524
90088	B & E ELECTRICAL SUPPLY CO	TAMPA 2	04-Mar-2014	USD	1,205.00	Check	Negotiable	04-Mar-2014	IMPREST ACCOUNT	Multiple	Multiple
89593	B & E ELECTRICAL SUPPLY CO	TAMPA 2	30-Jan-2014	USD	450.00	Check	Negotiable	30-Jan-2014	IMPREST ACCOUNT	12269	44182
89443	B & E ELECTRICAL SUPPLY CO	TAMPA 2	21-Jan-2014	USD	168.00	Check	Negotiable	21-Jan-2014	IMPREST ACCOUNT	12268	44143
89150	B & E ELECTRICAL SUPPLY CO	TAMPA 2	31-Dec-2013	USD	534.00	Check	Negotiable	31-Dec-2013	IMPREST ACCOUNT	12247	43818
89086	B & E ELECTRICAL SUPPLY CO	TAMPA 2	27-Dec-2013	USD	2,310.00	Check	Negotiable	27-Dec-2013	IMPREST ACCOUNT	Multiple	Multiple
88939	B & E ELECTRICAL SUPPLY CO	TAMPA 2	17-Dec-2013	USD	4,518.00	Check	Negotiable	17-Dec-2013	IMPREST ACCOUNT	Multiple	Multiple
88843	B & E ELECTRICAL SUPPLY CO	TAMPA 2	11-Dec-2013	USD	1,617.50	Check	Negotiable	11-Dec-2013	IMPREST ACCOUNT	Multiple	Multiple
88650	B & E ELECTRICAL SUPPLY CO	TAMPA 2	26-Nov-2013	USD	126.00	Check	Negotiable	26-Nov-2013	IMPREST ACCOUNT	12215	43686
88540	B & E ELECTRICAL SUPPLY CO	TAMPA 2	19-Nov-2013	USD	179.50	Check	Negotiable	19-Nov-2013	IMPREST ACCOUNT	12158	43253
88348	B & E ELECTRICAL SUPPLY CO	TAMPA 2	12-Nov-2013	USD	2,614.40	Check	Negotiable	12-Nov-2013	IMPREST ACCOUNT	Multiple	Multiple

Previous 1-25 Next 25

Sourcing Supplier

Sourcing Supplier is the electronic bidding module in Oracle. This responsibility allows you to respond to electronic Requests for Quotes (RFQ) or “Negotiations”.

To access RFQs, click on “Sourcing Supplier” on the Oracle Applications Home Page, then on “Sourcing”, finally on “Sourcing Home Page.”



Here is what you will see:

The screenshot shows the 'Oracle Sourcing' interface. At the top, there's a 'Negotiations' tab and a search bar for 'Open Negotiations' with a 'Go' button. Below the search bar, a welcome message 'Welcome, Abby Rewis.' is displayed. The main section is titled 'Your Active and Draft Responses' and includes a 'Full List' button. It contains a table with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The table lists four items: 4 (Active), 1003 (Active), 1002 (Active), and 2001 (Resubmission Required). Below this table is a section for 'Your Company's Open Invitations' with a 'Full List' button and a table with columns: Supplier Site, Negotiation Number, Title, Type, and Time Left. The table shows 'No results found.' At the bottom, there are 'Quick Links' for 'Manage' (Drafts, Deliverables, Personal Information) and 'View Responses' (Active, Disqualified, Awarded, Rejected).

Active and Draft Responses

A list of all of your Company's active Negotiation responses are provided:

Your Active and Draft Responses								
Press Full List to view all your company's responses.								
Full List								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
4	Active		6001	Leaf Blowing Services	RFQ	0 seconds		0
1003	Active		6002	Band-aids	RFQ	0 seconds		0
1002	Active	TAMPA 2	6001	Bottled Water	RFQ	0 seconds		0
2001	Resubmission Required		6005	Coffee and Danish	RFQ	0 seconds		0

Response Number

Clicking on the hyperlink under Response Number will take you to the Negotiation page. You are able to see your Company's entire response to the Negotiation here.

Oracle Sourcing

Negotiations > Quote: 1003 (RFQ 6002)

Actions:

Title: [Band-aids](#)
Time Left: 0 seconds
Quote Style: Blind
Quote Currency: USD
Contact: [Rewis, Abby](#)
Suppliers' Quote Number: 99-6002-1
Quote Status: Active
Note to Buyer

Close Date: 10-Jul-2014 09:00:00
Ranking: Price Only
Supplier: B & E ELECTRICAL SUPPLY CO
Supplier Site
Quote Valid Until: 08-Aug-2014

Attachments: No results found.

Requirements

Show All Details | Hide All Details

Details Section

Show General
Show Specific Requirements

Contract Terms

Variables

Details Section: No variables found.

Deliverables

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name Due Date Status Alert Update

No Deliverables found.

Lines

TIP All prices are in USD.

Quote Total (USD) 1,150.00

Show All Details | Hide All Details

Details Line Ship-To Rank Start Price Target Price Quote Price Unit Target Quantity Quote Quantity/Need-By Date Promised Date Line Total Active Quotes

Show: 1 Band-aids CENTRAL WAREHOUSE Blind 1.15 BOX 25 1,000 1,000 14-Jul-2014 09:24:07 to 31-Dec-2014 09:24:14 31-Jul-2014 09:49:49 1,150.00 Blind

Return to Negotiations

Actions:

By changing the Actions List of Values on the Negotiations page to "View Quote History", you get a quick view of the information:

Oracle Sourcing

Negotiations > Quote: 1003 (RFQ 6002) > Quote History (RFQ 6002)

Online Discussions

Status: Closed

Supplier	Title	Supplier Site	Contact	Quote	Status	Quote Total (USD)	Time of Quote	Quote Valid Until
B & E ELECTRICAL SUPPLY CO	Band-aids		Rewis, Abby	1003	Active	1,150.00	09-Jul-2014 09:49:59	08-AUG-2014

Return to Quote: 1003 (RFQ 6002)

Online Discussions

Negotiation Number

Clicking on the hyperlink under Negotiation Number will allow you to view the RFQ in its entirety as issued by the Authority:

The screenshot shows the Oracle Sourcing interface for a specific RFQ. The top navigation bar includes 'ORACLE Sourcing', 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. The main header shows 'Negotiations' and 'RFQ: 6002'. Below this, there are tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' tab is active, displaying details such as Title (Band-aids), Status (Closed), Time Left (0 seconds), Open Date (09-Jul-2014 09:30:46), Close Date (10-Jul-2014 09:00:00), Buyer (REWIS, CHRISTINE), Quote Style (Blind), Description (Band-aids), Outcome (Standard Purchase Order), Event, Bill-To Address (OFFICE-HCAA), Ship-To Address (CENTRAL WAREHOUSE), FOB (DESTINATION), Payment Terms (NET 30), Carrier, Freight Terms (PAID), RFQ Currency (USD), and Price Precision (2). There are sections for 'Requirements', 'Details Section' (with links to 'Show General' and 'Show Specific Requirements'), 'Additional Header Attributes (Buyer & Supplier)', and 'Notes and Attachments'. A note to suppliers states: 'All questions must be in writing and sent to crewis@tampaairport.com prior to 5:00 p.m., Wednesday, July 9, 2014.' At the bottom, there is a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows 'No results found.' and a 'Return to Negotiations' link is at the bottom left.

By changing the Actions List of Values to “View Quote History”, you get a quick view of the information:

The screenshot shows the Oracle Sourcing interface for the 'Quote History' of RFQ 6002. The top navigation bar is the same as the previous screenshot. The main header shows 'Negotiations > Quote: 1003 (RFQ 6002) > Quote History (RFQ 6002)'. Below this, there is a table with columns: Supplier, Supplier Site, Contact, Quote, Status, Quote Total (USD), Time of Quote, and Quote Valid Until. The table contains one row of data for 'B & E ELECTRICAL SUPPLY CO' with a quote of 1,150.00 USD, valid until 08-AUG-2014. There are 'Return to Quote: 1003 (RFQ 6002)' and 'Online Discussions' links at the bottom.

Unread Messages

All messages communicated through the Online Discussion action are available under Unread Messages.

The screenshot shows a small window titled 'Unread Messages'. It contains a list of four messages, each represented by a small icon and a number (1, 2, 3, 4).

Your Company's Open Invitations

This section shows those Negotiations that your Company has received an invitation to:

Your Company's Open Invitations				
Supplier Site	Negotiation Number	Title	Type	Time Left
	8001	Band-aids	RFQ	8 minutes
Quick Links				

To respond to the invitation, click on the hyperlink under Negotiation Number. This opens the Negotiation (RFQ).

ORACLE Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations > RFQ: 8001

Actions Acknowledge Participation Go

Title **Band-aids**
Status **Active**
Time Left **00:06:22**

Open Date **11-Jul-2014 13:31:11**
Close Date **11-Jul-2014 13:40:22**

Header Lines Controls Contract Terms

Buyer **REWIS, CHRISTINE**
Quote Style **Blind**
Description **Band-aids**

Outcome **Standard Purchase Order**
Event

Terms

Bill-To Address **OFFICE-HCAA**
Ship-To Address **CENTRAL WAREHOUSE**
FOB **DESTINATION**

Payment Terms **NET 30**
Carrier
Freight Terms **PAID**

Currency

RFQ Currency **USD**

Price Precision **2**

Requirements

Show All Details Hide All Details

Details Section

Show General

Show Specific Requirements

Additional Header Attributes (Buyer & Supplier)

Notes and Attachments

Note to Suppliers **All questions must be in writing and sent to crewis@tampaairport.com prior to 5:00 p.m., Wednesday, July 9, 2014.**

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

Return to Negotiations

Actions Acknowledge Participation Go

The invitation appears on your Oracle Applications Home Page:

Oracle Applications Home Page

TIP Number of open notifications: 1. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu

Personalize

- Supplier Portal Full Access
- Sourcing Supplier
- Supplier Profile & User Manager

Worklist

Full List

From	Type	Subject	Sent	Due
REWIS, CHRISTINE	Sourcing Publish	You are invited: Additional round of RFQ 8001-2 (Band-aids)	11-Jul-2014	11-Jul-2014

TIP Vacation Rules - Redirect or auto-respond to notifications.


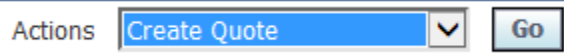
TIP Worklist Access - Specify which users can view and act upon your notifications.

You can also access it via your Worklist:

Main Menu

Personalize

- Supplier Portal Full Access
- Sourcing Supplier
 - Sourcing
 - Sourcing Home Page
 - Worklist
- Supplier Profile & User Manager

Step	Action
1.	In the Actions List of Values , make sure it says Acknowledge Participation . Click Go . 
2.	If you are going to respond, check the Yes radio button; if not, click the No radio button and provide a Note to Buyer . Click Apply .
3.	Change the Action List of Values to Create Quote . Click Go . 
4.	Fill in the information requested.

Header Page

ORACLE Sourcing

Negotiations > RFQ: 8001-2 > Create Quote: 4002 (RFQ 8001-2)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left **00:12:05**
Close Date **11-Jul-2014 14:00:00**

Title **Bandaids**

Supplier **B. B. E ELECTRICAL SUPPLY CO**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **2 decimals maximum**

Quote Valid Until **31-Jul-2014**
(Example: 30-Jun-2014)
Reference Number **1234**
Note to Buyer

Attachments

Add Attachment...

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

Requirements

Expand All Collapse All

Focus Title

Requirements	Target Value	Quote Value
General		
Supplier must be registered with the State of Florida		Yes
Supplier must be registered with the Authority		Yes
Supplier must not appear on the State of Florida Convicted Vendor List		Does not appear
Specific Requirements		
Supplier must be able to provide Minion bandaids, multiple sizes from 1/2" x 3" through 3" x 5". Bandaids should be provided in one box, labeled as assorted sizes.		Can meet specific requirement for sizes

Contract Terms

Preview Contract Terms

Variables

Details Section	Clause	Variable	Description	Value
No variables found.				

Deliverables

⚠ Indicates deliverable is overdue ✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert	Update
No Deliverables found.				

Lines Page

There are questions that need to be answered on the Lines Page. You can see this by the red dot next to the Line and the pencil icon under Update. Click on the pencil to update the information.

Line	Update	Ship-To
1 Band-aids		CENTRAL WAREHOUSE
Indicates more information requested. Click the Update icon.		

Fill in the information in Quote Value. You are able to fill in the Quote Price and Promised Date on this page as well. Then click Apply.

Oracle Sourcing

Negotiations

Create Quote 4002: Line 1 (RFQ 8001-2)

Cancel Save Draft Apply

Description: Band-aids
Unit: BOX 25
Start Price: 1
Target Price: 1
Quote Price: 1
Target Quantity: 1,000
Quote Quantity: 1,000

Close Date: 11-Jul-2014 14:00:00
Quote Currency: USD
Rank: Blind
Ship-To: CENTRAL WAREHOUSE
Need-By Date: 14-Jul-2014 09:24:07 to 31-Dec-2014 09:24:14
Promised Date: 01-Aug-2014

Pay Items

TIP Total pay item amount must add up to the line amount.

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Design	Required	Minion, assorted sizes	Each box will contain the required number and assortment of sizes.

Notes

Note to Buyer

Attachments

Add Attachment...

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

Cancel Save Draft Apply

Save your quote then click Continue.

Oracle Sourcing

Negotiations

Negotiations > RFQ: 8001-2 >

Confirmation

Quote 4002 for RFQ 8001-2 (Band-aids) has been saved as a draft.

Create Quote: 4002 (RFQ 8001-2)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left: 00:02:05
Close Date: 11-Jul-2014 14:00:00

Header Lines

RFQ Currency: USD
Price Precision: 2 decimals maximum

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1 Band-aids		CENTRAL WAREHOUSE	Blind			1 BOX 25	1,000	1,000	01-Aug-2014

Indicates more information requested. Click the Update icon.

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

You can now submit your quote.

ORACLE Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations > RFQ: 8001-2 >

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 4002: Review and Submit (RFQ 8001-2)

Cancel Back Validate Save Draft Printable View **Submit**

Header

Title: Band-aids	Time Left: 00:00:51
Supplier: B & E ELECTRICAL SUPPLY CO	Close Date: 11-Jul-2014 14:00:00
RFQ Currency: USD	Quote Valid Until: 31-Jul-2014
Quote Currency: USD	Reference Number: 1234
Price Precision: 2 decimals maximum	Note to Buyer

Attachments

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

Requirements

Show All Details | Hide All Details

Details Section

Show General

Show Specific Requirements

Contract Terms

Preview Contract Terms

Variables

Details Section

Clause	Variable	Description	Value
No variables found.			

Deliverables

Indicates deliverable is overdue x Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert
No Deliverables found.			

Lines

Quote Total (USD) 1,000.00

Select Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Reed-By Date	Promised Date
1	Band-aids	CENTRAL WAREHOUSE			1 BOX 25	1,000	1000	1,000.00	14-Jul-2014 09:24:07 to 31-Dec-2014 09:24:14	01-Aug-2014 13:54:32

The System will confirm that your quote has been submitted:

ORACLE Sourcing

Negotiations

Confirmation

Quote 4002 for RFQ 8001-2 (Band-aids) has been submitted.

[Return to Sourcing Home Page](#)

For specific information, you can click on any of the hyperlinks under the Quick Links.

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified Awarded Rejected

Once the Negotiation has closed, the Authority will review all quotes received and issue award. You will receive email notification regarding the award once it is complete. A notification also appears in your Worklist.

Information

This notification has been closed and did not require a response.

Award Decision: RFQ 8001-2 (Band aids)

From REWIS, CHRISTINE
To ABBY@BEELECTRICAL.COM
Sent 11-Jul-2014 14:12:43
Closed 11-Jul-2014 14:13:36
ID 7308389
Responder

Company Hillsborough County Aviation Authority
Title Band aids
Number 8001-2

Negotiation Preview July 11, 2014 01:41 pm Eastern Time
Negotiation Open July 11, 2014 01:41 pm Eastern Time
Negotiation Close July 11, 2014 02:00 pm Eastern Time
Supplier B & E ELECTRICAL SUPPLY CO
Supplier Site
Award Date July 11, 2014 02:12 pm Eastern Time
Your Quote Number 4002

Number of line(s) awarded from your quote: **1**
 Number of line(s) rejected from your quote: **0**

Note to Supplier:

All questions must be in writing and sent to crewis@tampaairport.com prior to 5:00 p.m., Wednesday, July 9, 2014.

Please go to [Response Details](#) page to view your quote.

Important Note: This award decision may or may not result in the generation of a purchase order.

[Return to Worklist](#)

☐ Display next notification after my response

This notification shows that the quote was awarded to your Company. You can view the quote information by clicking on the Awarded hyperlink under View Responses.

View Responses

- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

The Awarded Lines page allows you to click on the Response Number or Negotiation Number hyperlink to view the quote history, as shown on pages 56 and 57.

Negotiations

Negotiations > Awarded Lines

Search

Specify parameters and values to filter the data that is displayed in your table.

☒ Show table data when all conditions are met.

☐ Show table data when any condition is met.

Negotiation Number
 Category
 Line Description
 Item


Go Clear Add Another Category Add


Response Number	Reference Number	Supplier Site	Negotiation Number	Type	Description	Promised Date	Award Quantity	Award Price/Purchase Order	Reason
4002	1234	Lakeland-Pay	8001-2	RFQ	Band aids	01-Aug-2014 13:54:32	1,000 (BOX 25)	1.00 (USD)	

[Return to Negotiations](#)

A Purchase Order will be issued at the conclusion of the Negotiation. A copy will be available in iSupplier Portal Full Access under Orders at a Glance.

Main Menu

 [iSupplier Portal Full Access](#)

 [Home Page](#)

[Personalize](#)

Orders At A Glance		
		Full List
PO Number	Description	Order Date
45918		10-Jul-2014 06:43:20
45892	34186-ASE/ASF INVENTORY-MJ	08-Jul-2014 14:42:37
45890	33890-ASC/ASE/ASF INV-MJ	08-Jul-2014 14:42:33
45891	Project No. 8110 14,TAXIWAY J AND BRIDGE, Req#33786 (ZAFFARESE, SHERYL)	08-Jul-2014 14:08:13
45903	Test	08-Jul-2014 12:09:28

Supplier Profile & User Manager

The Supplier Profile & User Manager is the administrative arm of the Supplier Portal. Only Administrators have access to this as it enables the Administrative to make changes to the Supplier Profile. You should identify one Administrator and one back-up.

Click on Supplier Profile & User Manager then Supplier Details to access this section.



This is what the Supplier Administration page looks like:

The screenshot shows the 'Supplier Profile & User Manager' page for 'B & E ELECTRICAL SUPPLY CO'. The 'General' tab is selected. The page includes a sidebar with 'Supplier Administration' options. The main content area shows the following information:

General	
Organization Name	B & E ELECTRICAL SUPPLY CO
Supplier Number	5556
Alias	
Parent Supplier Name	
Parent Supplier Number	
DUNS Number	
Tax Registration Number	
Taxpayer ID	59-3241569
Country of Tax Registration	

Below the general information, there are sections for 'Attachments', 'Search', and a table for results. The search section includes a 'Title' field and a 'Go' button. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.'

General

The General section provides basic Company information. This is the best place to add attachments that pertain to your Company such as minority certificates or licenses.

To add an attachment, click on the Add Attachment button.

The screenshot shows the Oracle Supplier Profile & User Manager interface. On the left is a navigation menu with options: General, Company Profile, Organization, Address Book, Contact, Directory, Business Classifications, Product & Services, and Payment & Invoicing. The main content area is titled 'General' and displays the following information:

- Organization Name: S & E ELECTRICAL SUPPLY CO
- Supplier Number: 5556
- Alias:
- Parent Supplier Name:
- Parent Supplier Number:

Below this information is an 'Attachments' section. It includes a 'Search' box with a note: 'Note that the search is case insensitive'. There is a 'Title' input field, a 'Go' button, and a link to 'Show More Search Options'. Below the search box is an 'Add Attachment...' button. At the bottom, there is a table with the following headers: Title, Type, Description, Category, and Last Updated By. The table currently shows 'No results found.'

Organization

The Organization page provides additional general information about your Company. The fields marked with an asterisk (*) are required fields.

The screenshot shows the Oracle Supplier Profile & User Manager interface. The top navigation bar includes the Oracle logo, the title "Supplier Profile & User Manager", and links for Navigator, Favorites, Home, Logout, and Preferences. A left sidebar lists navigation options: General, Company Profile, Organization (selected), Address Book, Contact, Directory, Business Classifications, Product & Services, and Payment & Invoicing. The main content area is titled "Organization" and contains several sections:

- Organization Section:** Includes fields for D-U-N-S Number, Legal Structure, * Year Established (2000), Incorporation Year, * HQ Office - City & State (Lakeland), * Local Office City & State (Lakeland), and a checkbox for "Office providing goods/services to the Authority".
- Total Employees Section:** Includes fields for * Full-Time Employees (20) and * Part-Time Employees (20).
- Tax and Financial Information Section:** Includes fields for * Taxpayer ID (59-3241569), Tax Registration Num, Analysis Year, Currency Preference, * Annual Revenue (5000000), Potential Revenue, Fiscal Year End (December), and a checkbox for Federal Agency.

Each section has "Cancel" and "Save" buttons at the bottom right.

Address Book

The Address Book lists the various addresses for your Company.

Address Name	Address Details	Country	Update	Remove
Lakeland-Pay	100 First Street Lakeland, FL 33333	United States		
TAMPA 2	1307 N ALBANY AVE TAMPA, FL 33607	United States		

Step	Action
1.	To set up a new address, click the Create button.
2.	The Address Name should be the City of the address. To make a specific identification of the address, add a hyphen and the descriptive word (i.e. –Payment) to the end of the address name. All fields with an asterisk (*) are required. Click Apply .
3.	Select the option(s) that apply to this address: Purchasing Address, Payment Address, RFQ Only Address. <input type="checkbox"/> Purchasing Address <input type="checkbox"/> Payment Address <input type="checkbox"/> RFQ Only Address
4.	When all information is completed, click Save .

Create Address

* Indicates required field

Supplier Name: **B & E ELECTRICAL SUPPLY CO**

* Address Name: Sebring-HQ

Country: United States

* Address Line 1: 111 Kenilworth Blvd

Address Line 2:

Address Line 3:

Address Line 4:

* City/Town/Locality: Sebring

County:

State/Region: FL

Province:

* Postal Code: 33870

Supplier Number: 5556

Phone Area Code: 863

Phone Number: 999-1111

Fax Area Code:

Fax Number:

Email Address:

☒ Purchasing Address
☐ Payment Address
☐ RFQ Only Address

Note


Note:


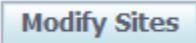
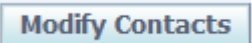
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Contact Directory

The Contact Directory lists Company employees with access to the Portal.

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
BERNARD	ALBURY	B & E ELECTRICAL SUPPLY CO		LEO_ALBURY@YAHOO.COM	Current			
Abby	Revis	B & E ELECTRICAL SUPPLY CO	863 444-7777	abby@beelectrical.com	Current	✓		
Megan	Revis	B & E ELECTRICAL SUPPLY CO	863 116-5588	megan@beelectrical.com	Current	✓		
Chloe	Revis	B & E ELECTRICAL SUPPLY CO	863 455-9987	chloe@beelectrical.com	Current	✓		
Brian	Revis	B & E ELECTRICAL SUPPLY CO	863 771-9986	brian@beelectrical.com	Current	✓		

This section provides a list of your employee(s) that have access to the Supplier Portal. The employee may just be listed as a contact, with no responsibilities, or may be a contact that has any or all of the three responsibilities (iSupplier Full Access, Sourcing, Supplier User & Profile Manager). To view the responsibilities granted to an individual user simply click on the pencil icon below Update. 

Step	Action
1.	To set up a new contact, click the Create button. 
2.	Fill in the relevant information. Check the box next to the Create User Account for this Contact . The checkbox next to Certification Reminders should be checked. All fields with an asterisk (*) are required. Click Apply .
3.	Check the box next to each Responsibility the user is being provided access to. REMEMBER: do not click the box next to Supplier Profile & User Manager if the user is not an Administrator. We recommend only 2 users be provided this responsibility. <div> Select Responsibility <input checked="" type="checkbox"/> iSupplier Portal Full Access <input checked="" type="checkbox"/> Sourcing Supplier <input type="checkbox"/> Supplier Profile & User Manager </div>
4.	If there are Supplier or contact restrictions, you are able to note these by clicking on the appropriate Modify button. You will need to modify a site first, log out of the System then log back in to be able to modify the contact(s) associated with that site. <div>   </div>
5.	Once you have provided all necessary information, click Apply .

The new contact will receive a System generated email with their user name and temporary password. The first time they log into the System, they will be required to change their password.

If you inactivate any of your contacts, they will be listed under Contact Directory: Inactive Contacts.

Contact Directory : Active Contacts

Create

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
BERNARD	ALBURY	B & E ELECTRICAL SUPPLY CO		LEO_ALBURY@YAHOO.COM	Current			
Abby	Rewis	B & E ELECTRICAL SUPPLY CO	863 444-7777	abby@beelectrical.com	Current	✓		
Megan	Rewis	B & E ELECTRICAL SUPPLY CO	863 114-5588	megan@beelectrical.com	Current	✓		
Chloe	Rewis	B & E ELECTRICAL SUPPLY CO	863 455-9987	chloe@beelectrical.com	Current	✓		
Brian	Rewis	B & E ELECTRICAL SUPPLY CO	863 771-9986	brian@beelectrical.com	Current	✓		

Contact Directory : Inactive Contacts

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account
No results found.						

Business Classifications

The Business Classifications section provides the Authority with important information concerning licensure, bonding capabilities, minority status and whether you are a prime Supplier, a sub or both. This information aids us in meeting our diversity requirements as well as being able to continue to assist the minority community in business opportunities with the Authority.

Generally, this information will be completed during the initial set up of your Profile. However, updates to all relevant certifications are to be made here once the certification has been renewed. Copies of the certificates can be scanned and uploaded to the General page.

Business Classifications

Certification

Cancel Save

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **14-Jul-2014** By **Abby Rewis**

☒ TIP Please Select All Values That Apply to Your Organization /Date format example: 14-Jul-2014


Classification	Applicable	Minority Type	Certificate Number/Dollar Value	Certifying Agency	Expiration Date
Minority Owned	<input checked="" type="checkbox"/>	NATIVE AMERICAN	75	FMSDC	31-Dec-2020
PERF/Pay Business Bonding Capacity/Limit (Enter Dollar Value)	<input type="checkbox"/>				
Prime & Sub Contractor	<input type="checkbox"/>				
Prime Contractor Only	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
State of Florida License	<input checked="" type="checkbox"/>		75	State of Florid	31-Dec-2020
Sub Contractor Only	<input type="checkbox"/>				
UCP-ACDBE Certification In Florida	<input type="checkbox"/>				
UCP-ACDBE Certification Outside Florida	<input type="checkbox"/>				
UCP-DBE Certification In Florida	<input type="checkbox"/>				
UCP-DBE Certification Outside Florida	<input type="checkbox"/>				
W/MBE Certification	<input type="checkbox"/>				

Products and Services

The Products and Services section provides specific codes that indicate the good(s) and/or service(s) that you will be providing to the Authority.

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> 010-64	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES-RUBBER INSULATION	08-Jul-2014	Approved	
<input type="checkbox"/> 010-41	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES-CORK: BLOCKS, BOARDS, SHEETS, ETC.	08-Jul-2014	Approved	
<input type="checkbox"/> 010-72	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES-MINERAL WOOL: BLANKETS, BLOCKS, BOARDS	08-Jul-2014	Approved	
<input type="checkbox"/> 005-14	ABRASIVES-ABRASIVES, COATED: CLOTH, FIBER, SANDPAPER, ETC.	08-Jul-2014	Approved	
<input type="checkbox"/> 005-05	ABRASIVES-ABRASIVES EQUIPMENT AND TOOLS	08-Jul-2014	Approved	
<input type="checkbox"/> 005-03	ABRASIVES-GRINDING AND POLISHING COMPOUNDS: CARBORUNDUM, DIAMOND, ETC. (FOR VALVE GRINDING COMPOUNDS SEE CLASS 075)	13-Aug-2014	Approved	
<input type="checkbox"/> 010-11	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES-ADHESIVES AND CEMENTS, ACOUSTICAL TILE	13-Aug-2014	Approved	
<input type="checkbox"/> 010-76	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES-PAPER TYPE INSULATION MATERIAL (CELLULOSE, ETC.)	13-Aug-2014	Approved	

Products and Services codes are based upon the NIGP Living Code (for additional information, visit www.nigp.com). The code numbers have a three digit “parent” code which identifies the group. The two digit “child” code, which is found after the hyphen, actually identifies a particular good or service. The Authority asks that you do NOT select a three digit parent code; always click on the icon under “View Sub-Categories” to pull up the list of two digit child codes.

Step	Action
1.	To search the list of codes by browsing, click the radio button next to Browse All Products & Services .  Click on the icon.
2.	Select the appropriate “child” code(s) by checking the box next to Applicable . If you need to continue searching this “parent” code, click Next 10 . Once all codes are selected, click Apply .

Payment and Invoicing

The Payment and Invoicing section will allow you to select payment method(s) by address (site). It also allows you to set up the method of notification when a payment has been made.

ORACLE Supplier Administration

Payment and Invoicing

☐ Hold all Payments
☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

Note that the search is case insensitive

Address Name

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
No search conducted.					

Step	Action
1.	To get a list of your Company addresses, click Go .
2.	For each address, click on the Payment Method list of values then click on the Notification Method to choose how you would like to be contacted when payment is made. Once all selections are made, click Save .

ORACLE Supplier Administration

Payment and Invoicing

☐ Hold all Payments
☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

Note that the search is case insensitive

Address Name

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
Sebring-HQ	111 Kenilworth Blvd, Sebring, FL 33870, United States	E-PAYABLES			Email
Lakeland-Pay	100 First Street, Lakeland, FL 33333, United States	Check			Email
TAMPA 2	1307 N ALBANY AVE, TAMPA, FL 33607, United States	Electronic			Email

Conclusion

Congratulations! You have successfully navigated through the Authority's Supplier Portal and now have the knowledge necessary to interact with us in real-time. As you become more proficient in the System, you will find it much easier to answer those daily questions:

- "Has a purchase order been issued?"
- "What is the status of this invoice?"
- "Are all the deliverables for this purchase order completed?"
- "When was this invoice paid?"

We encourage you to explore the information you now have access to; please don't hesitate to contact us if you ever need assistance. procurementhelpline@tampaairport.com or (813) 870-8796.

Bon Voyage!