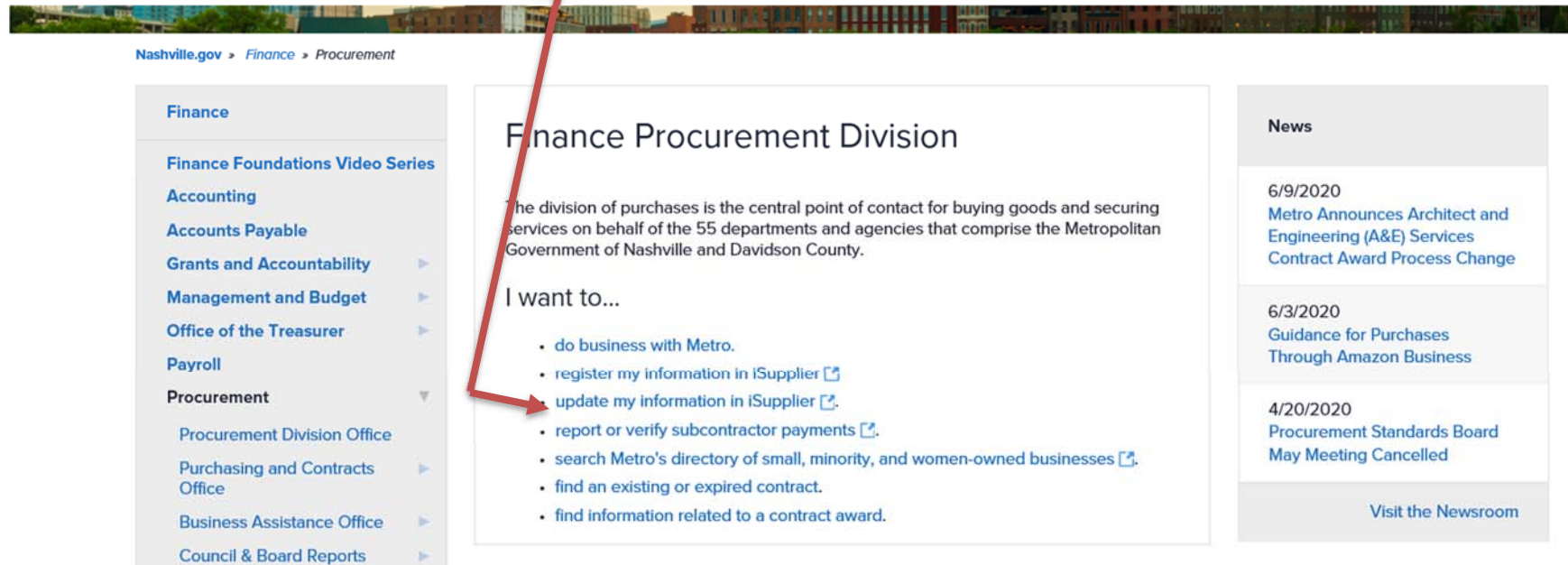


iSupplier is a Supplier Managed System. iSupplier Oracle Portal works with in multiple browsers. **DO NOT USE THE LINKS IN WORKFLOW MAILER NOTIFICATIONS OR FROM WITHIN THE NOTIFICATIONS IN YOUR WORKLIST.**

To access go to <https://www.nashville.gov/finance/procurement>. It is recommended that you **do not** save the direct links to the login screen to your favorites.

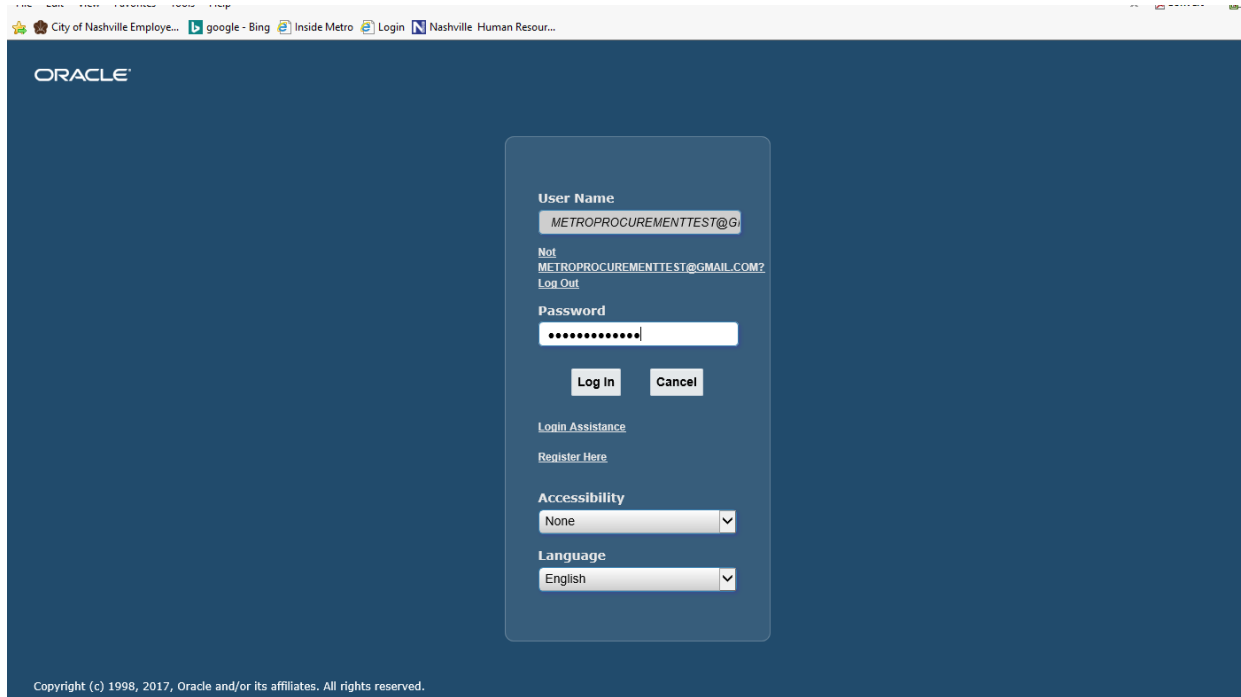
Click on “update my information in iSupplier”



If experience issues always make sure to clear your browsing history, cache, and cookies then restart, then attempt to access the iSupplier Portal again by following the above instructions.

UPDATING SUPPLIER SITE

Type in your username and password and click log-in



ORACLE

User Name
METROPROCUREMENTEST@G

Not
METROPROCUREMENTEST@GMAIL.COM?
[Log Out](#)

Password
.....

[Log In](#) [Cancel](#)


[Login Assistance](#)
[Register Here](#)

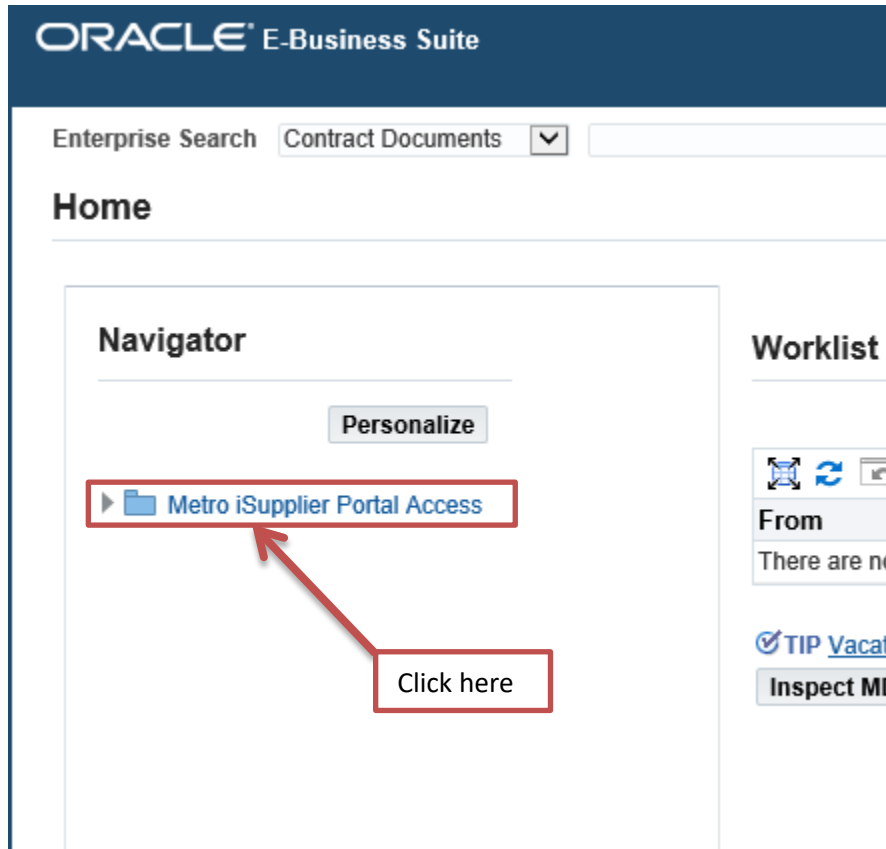
Accessibility
None

Language
English

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UPDATING SUPPLIER SITE

Click  Metro iSupplier Portal to expand



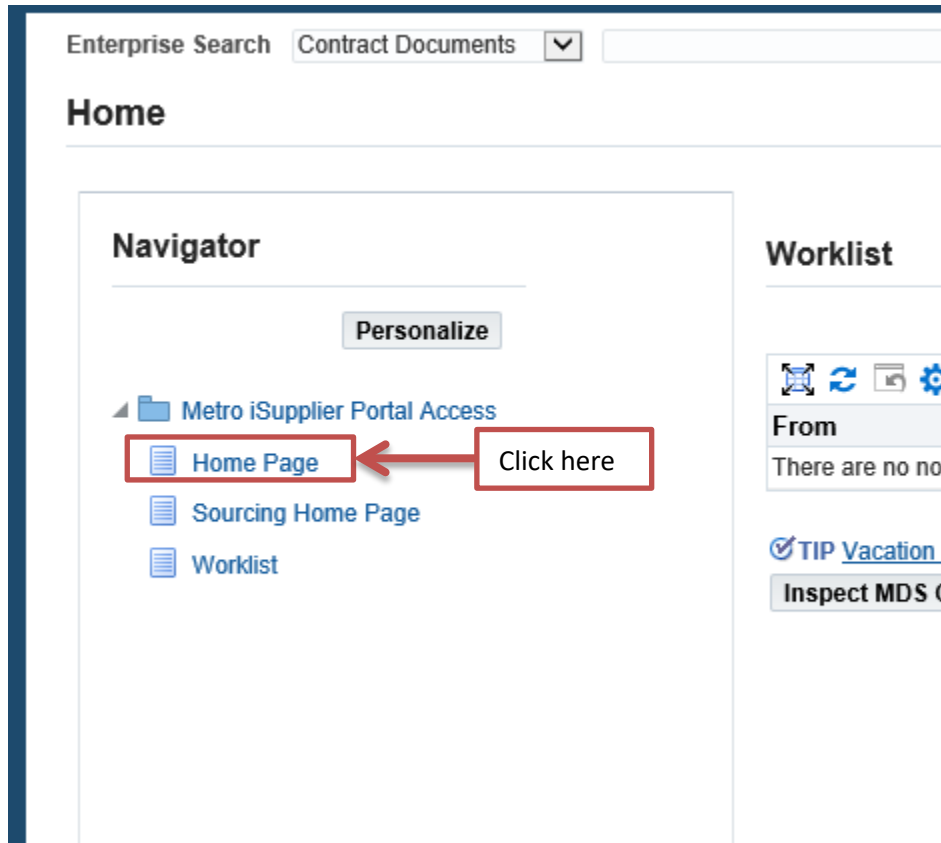
The screenshot displays the Oracle E-Business Suite interface. At the top, there is a dark blue header with the text "ORACLE E-Business Suite". Below the header, there is a search bar with the text "Enterprise Search" and a dropdown menu set to "Contract Documents". The main content area is titled "Home" and is divided into two sections: "Navigator" and "Worklist".

In the "Navigator" section, there is a "Personalize" button and a list of items. The item "Metro iSupplier Portal Access" is highlighted with a red box, and a red arrow points to it from a box labeled "Click here".

The "Worklist" section contains a refresh icon, a "From" label, and the text "There are no". Below this, there is a link for "TIP Vacati" and a button labeled "Inspect ME".

UPDATING SUPPLIER SITE

Click "Home Page"



UPDATING SUPPLIER SITE

Click "Administration" Tab to update profile

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with the Oracle logo and the text "iSupplier Portal". On the right side of the navigation bar, there are icons for home, star, settings, and a notification bell with a "0" badge. The user is logged in as "METROPROCUREMENTTEST@GMAIL.COM". Below the navigation bar, there are tabs for "Supplier Home", "Orders", "Finance", "Administration", and "Assessments". The "Administration" tab is highlighted with a red box, and a red arrow points to it from a red-bordered box containing the text "Click here". Below the tabs, there is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into several sections. The first section is "Notifications", which has a "Full List" button and a table with columns "Subject" and "Date". The table contains the text "No results found." Below this is a section for "Inspect MDS Contents". The second section is "Orders At A Glance", which has a "Full List" button and a table with columns "PO Number", "Description", and "Order Date". The table contains the text "No results found." Below this is another section for "Inspect MDS Contents". On the right side of the interface, there is a sidebar with a list of links under the headings "Orders", "Invoices", and "Payments".

UPDATING SUPPLIER SITE

Click on the appropriate section of the profile to update

Profile Management

General

Organization Name Metro Procurement GG Test Supplier
Supplier Number 15033
Alias
Parent Supplier Name
Parent Supplier Number

DUNS Number
Tax Registration Number
Taxpayer ID 412819188
Country of Tax Registration

Attachments

Search

Note that the search is case insensitive
Title
▶ Show More Search Options

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