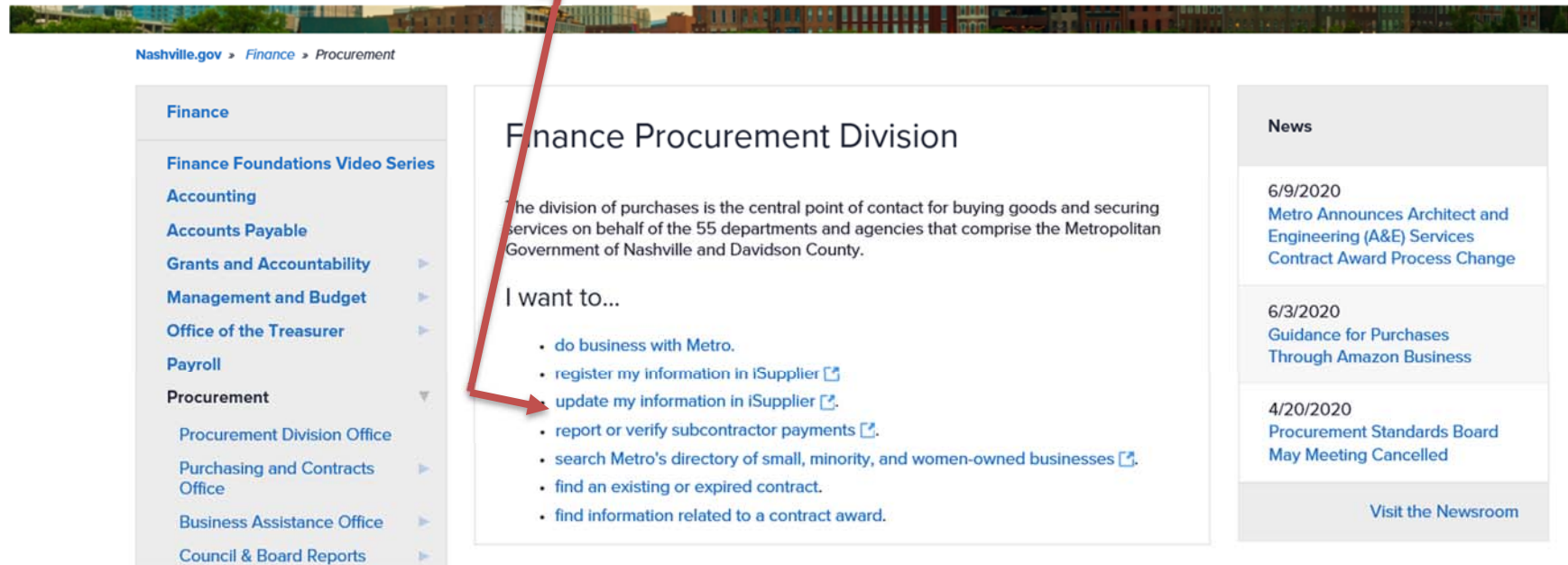


iSupplier is a Supplier Managed System. iSupplier Oracle Portal works with in multiple browsers. **DO NOT USE THE LINKS IN WORKFLOW MAILER NOTIFICATIONS OR FROM WITHIN THE NOTIFICATIONS IN YOUR WORKLIST.**

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.

SUPPLIER SELF SERVICE - VIEW PAYMENTS

Type in your username (email address of the user account) and password and click log-in.

The screenshot shows the Oracle Supplier Self Service login interface. The page has a dark blue background with the Oracle logo in the top left. The main content area is a light blue box containing the login form. The form has the following elements:

- User Name:** A text input field containing "METROPROCUREMENTTEST@G". A red box labeled "Enter Username" has an arrow pointing to this field.
- Password:** A text input field with masked characters ".....". A red box labeled "Enter Password" has an arrow pointing to this field.
- Log In / Cancel:** Two buttons below the password field. A red box labeled "Click Login" has an arrow pointing to the "Log In" button.
- Links:** "Not METROPROCUREMENTTEST@GMAIL.COM? Log Out" and "Login Assistance" are visible below the password field.
- Accessibility:** A dropdown menu set to "None".
- Language:** A dropdown menu set to "English".

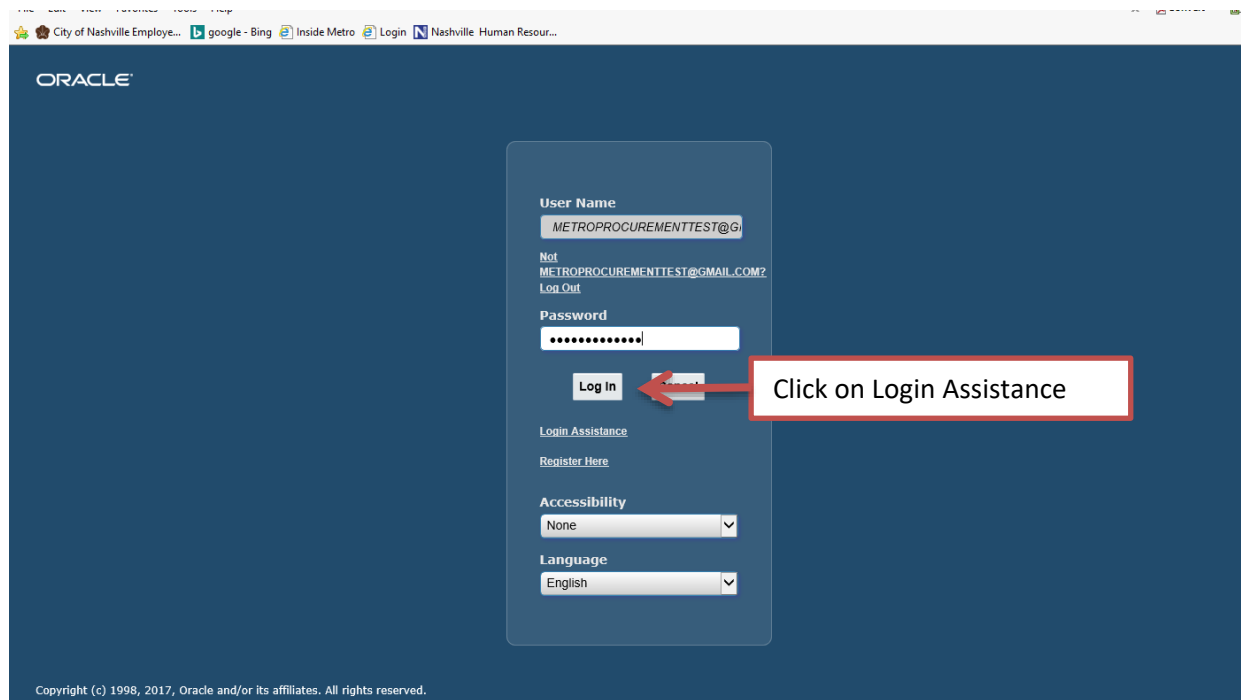
At the bottom of the page, there is a copyright notice: "Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved."

If you do not know the username associated with your company, please email iSupplier@nashville.gov and provide the last six (6) digits of the US Taxpayer ID Number for security purposes. Your request should be responded to within 24-48 hours.

DO NOT REPLY to this email or any other email with sensitive banking information or ACH Forms.

SUPPLIER SELF SERVICE - VIEW PAYMENTS

If you do not remember your password or need to reset your password, you can do so by going to login assistance. You will need access to the email account to receive the workflow mailer notification.



ORACLE

User Name
METROPROCUREMENTTEST@G

Not
METROPROCUREMENTTEST@GMAIL.COM?
Log Out

Password
.....

Log In

Login Assistance

Register Here

Accessibility
None

Language
English

Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.

- You will be prompted to enter your username which is the email address of the user account. Click Forgot Password
- You should receive a temporary password soon that will contain a link that will then prompt you to enter a permanent password.
- Please make sure you check your junk and/or spam folder if you do not receive the email in your inbox.
- If you do not receive this notification with the temporary password within 24 hours of submitting the request please email isupplier@nashville.gov the last six (6) digits of the Taxpayer ID for the company profile and request for the password to be manually reset. You will be copied on the email request but no action will be required of you.
- Some email security settings will not allow emails with certain subjects or email address to come through the company firewall. The email account these messages are being sent from is actually wfmndcebsprd@us2.opc.oracleoutsourcing.com. Metro suggest that you whitelist this email address.

SUPPLIER SELF SERVICE - VIEW PAYMENTS

The workflow mailer notification will be similar to screen shot below. This is the only time the link in the email notification will work.

Your password must meet the following qualifications:

- Must be nine characters
- Must contain at least one number or special character
- Cannot contain back to back letters, numbers, or characters (for example you cannot use “progress”)
- Password is Case Sensitive

FYI: Password Reset Inbox x



Workflow Mailer <wfmndcebsprd@us2.opc.oracleoutsourcing.com>
to GG ▾

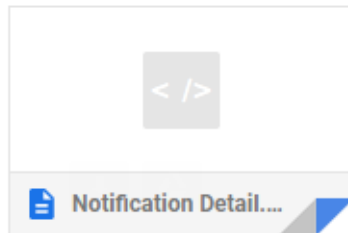
Fri, Feb 21, 2:12 PM ☆ ↶ ⋮

To **GG TEST SUPPLIER**
Sent **21-FEB-2020 13:22:47**
ID **1006749**

Reset Password using the below link and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

Password Url: [Reset your password](#)

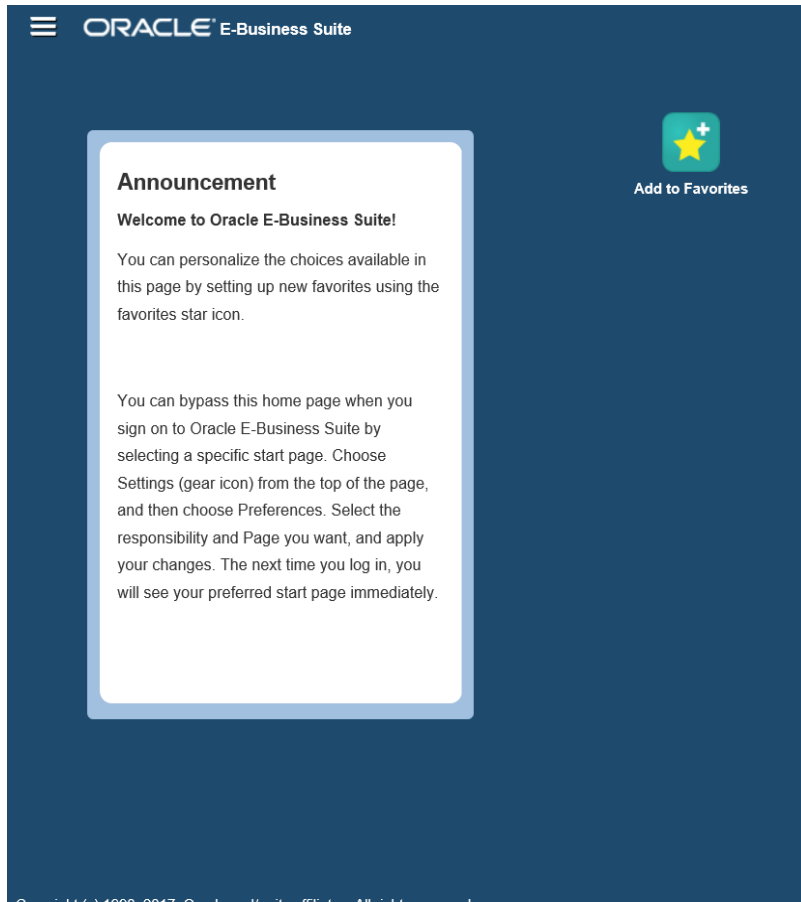
Click the hyper link to be prompted enter a new password.



SUPPLIER SELF SERVICE - VIEW PAYMENTS

If you have not logged into the portal since the upgrade in September 2019 or changed your view within preferences, you will see a blue screen as shown below.

Framework Simplified View (Hamburger View)



ORACLE E-Business Suite

Announcement

Welcome to Oracle E-Business Suite!

You can personalize the choices available in this page by setting up new favorites using the favorites star icon.

You can bypass this home page when you sign on to Oracle E-Business Suite by selecting a specific start page. Choose Settings (gear icon) from the top of the page, and then choose Preferences. Select the responsibility and Page you want, and apply your changes. The next time you log in, you will see your preferred start page immediately.

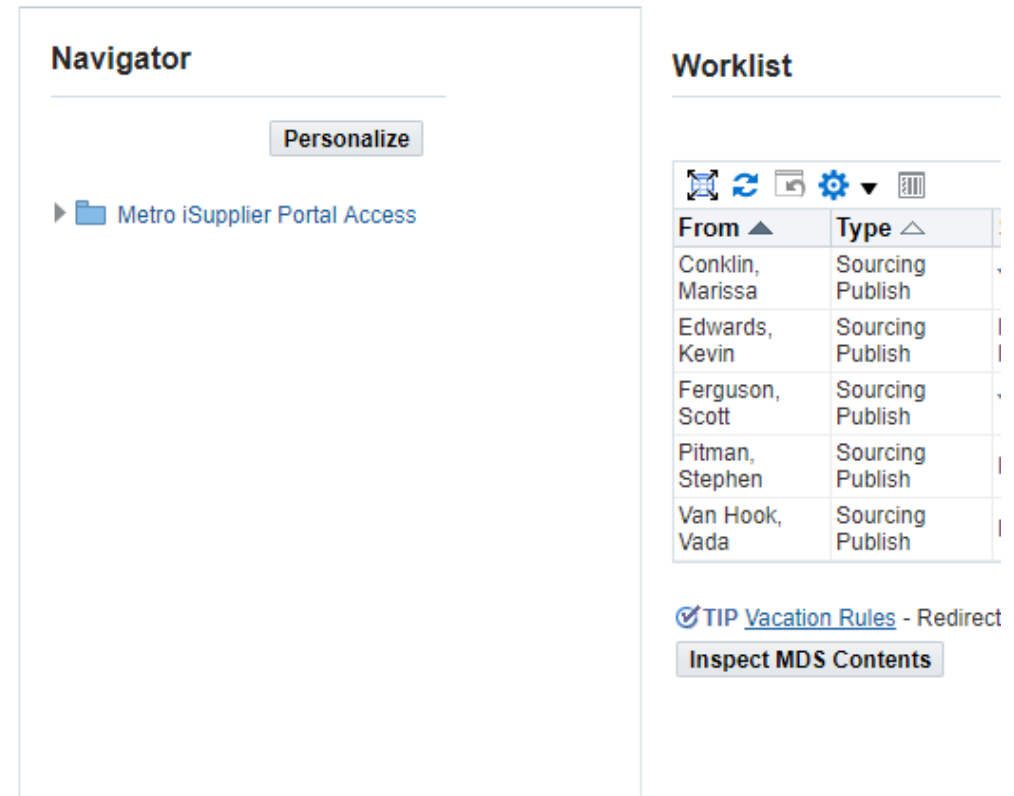
Add to Favorites

Copyright (c) 1999-2017, Oracle and/or its affiliates. All rights reserved.

OR

Framework Tree View

Home



Navigator

Personalize

Metro iSupplier Portal Access

Worklist

From ▲	Type ▲
Conklin, Marissa	Sourcing Publish
Edwards, Kevin	Sourcing Publish
Ferguson, Scott	Sourcing Publish
Pitman, Stephen	Sourcing Publish
Van Hook, Vada	Sourcing Publish

[TIP Vacation Rules - Redirect](#)

Inspect MDS Contents

SUPPLIER SELF SERVICE - VIEW PAYMENTS

Home page is where contract, purchase orders, and administrative tasks (contact directory, banking details, etc.) are performed.


Sourcing Home page is where you can view your drafts, find solicitations or create response to bid opportunity.

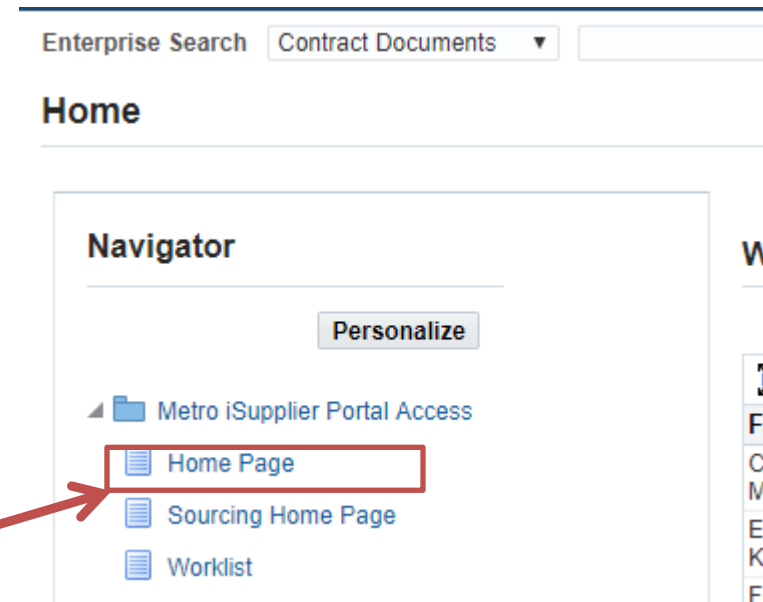
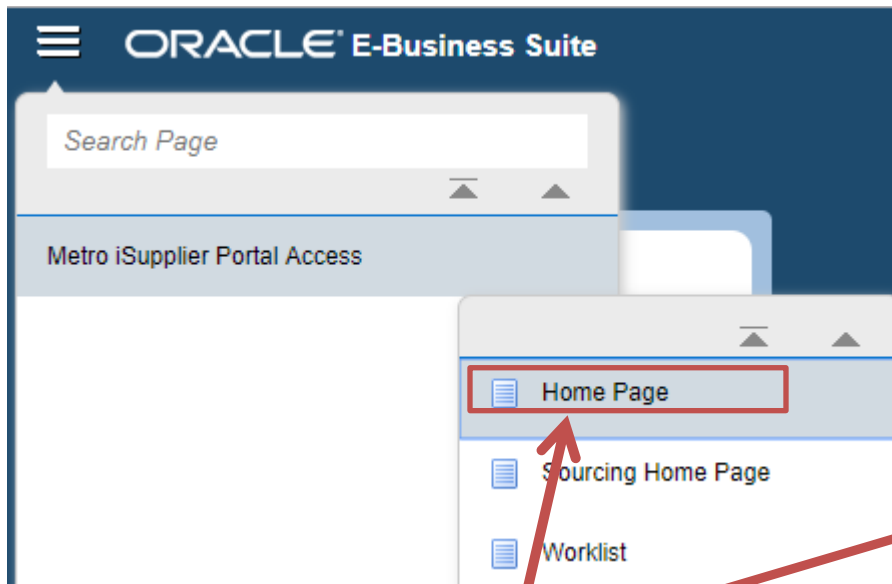
Framework Simplified View (Hamburger View)

OR

Framework Tree View

Click the three lines  to expand selection options

Click the folder  to expand selection options



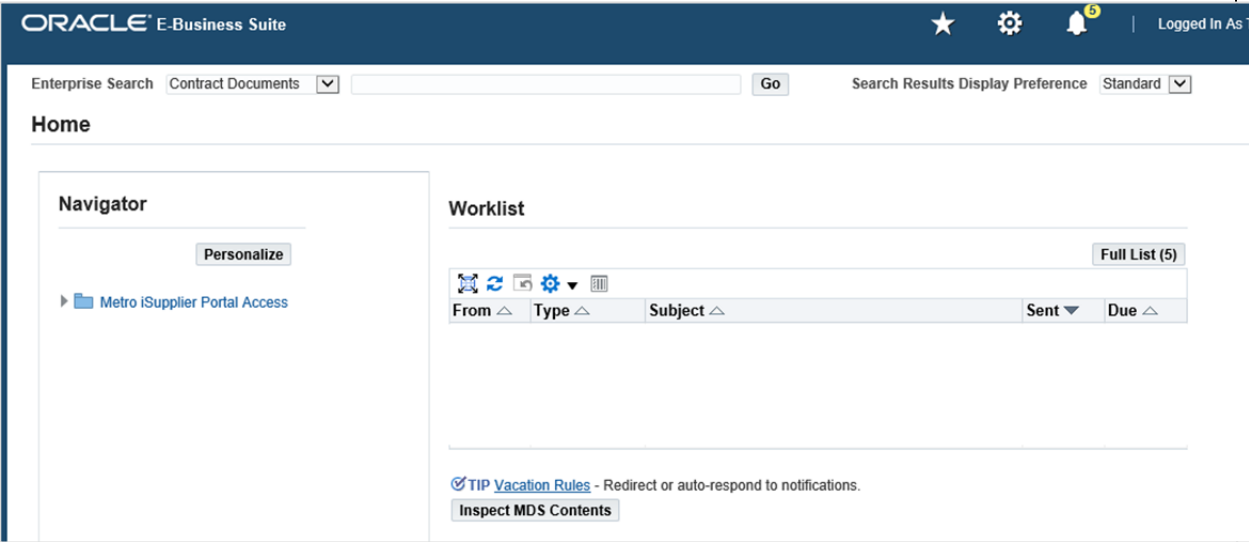
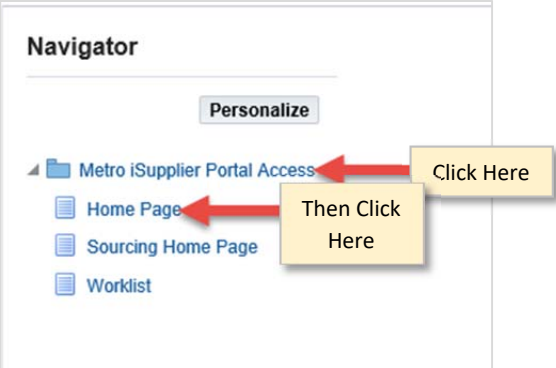
Depending on your view click "Home Page" Tab to view additional options that will allow access to company profile.

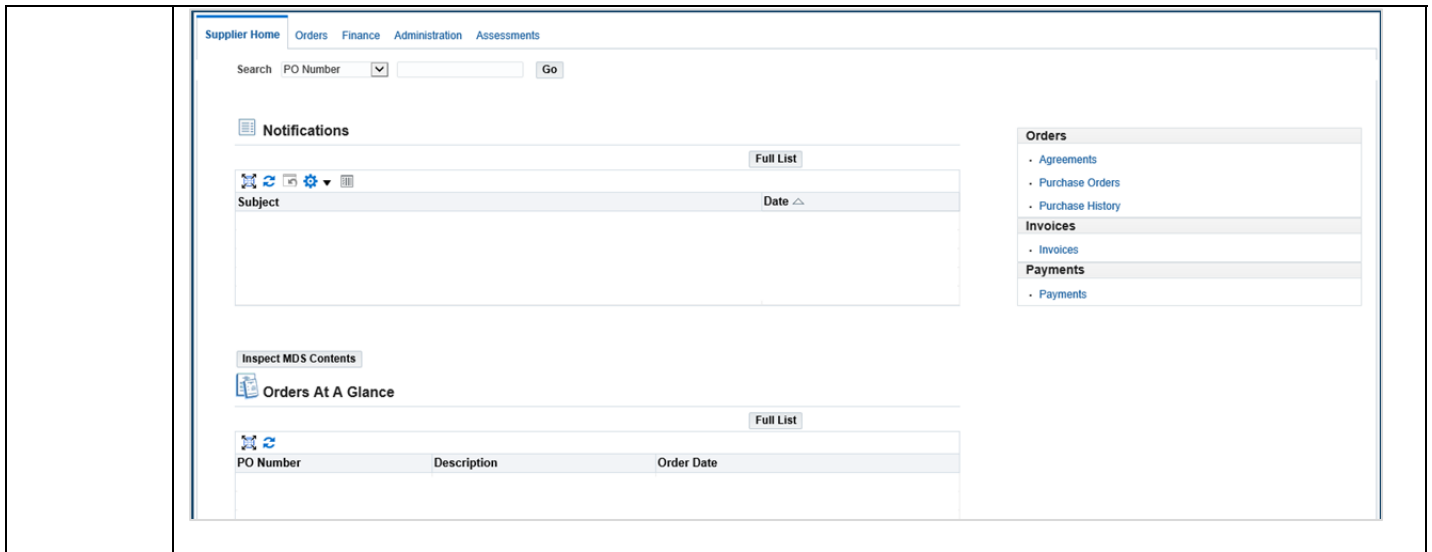
iSupplier Portal

Registered suppliers may view payments made in Oracle R12 by accessing the Supplier Portal.

Supplier Self Service – View Payments

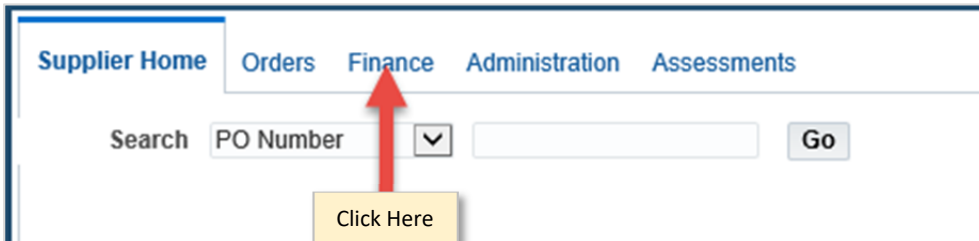
Follow the steps below to search and view payments.

Step	Action
1.	<p>Open an Internet Explorer browser and go to the Oracle R12 iSupplier login page. Log In to iSupplier. The Oracle R12 Home Page opens.</p> 
2.	<p>In the Navigator section, Click Metro iSupplier Portal Access then Click the Home Page link.</p>  <p>The Supplier Home Page opens.</p>

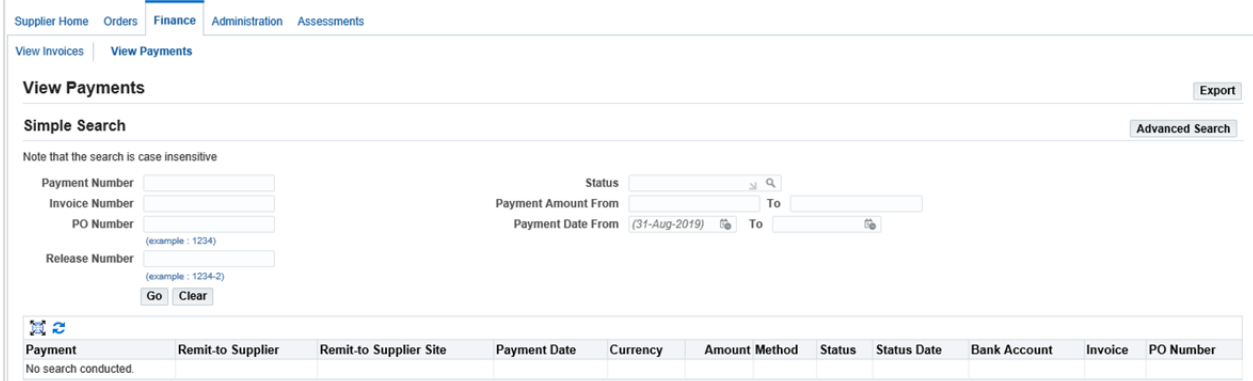


3.

Click the Finance tab.

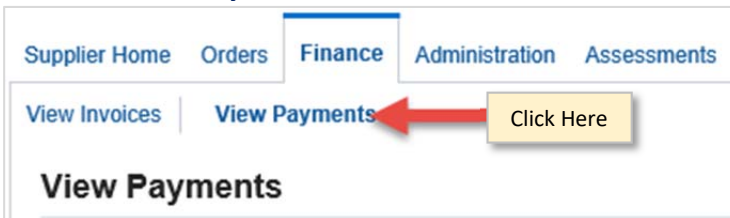


The Finance page Opens.



4.

Click the View Payments link.



5.

To view Payments, perform a Simple Search. **Click** the **Go** button to view ALL payments OR **Enter** one or more **search criteria** to narrow search results.

View Invoices | View Payments

View Payments

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Status

Payment Amount From To

Payment Date From To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account
2000007		CHECK	30-Jul-2019	USD	625.00	Check	Negotiable	30-Jul-2019	AP Disburse

Search by the following:

Payment Number – Enter the **Payment Number**

Invoice Number – Enter the **Invoice number**

PO Number – Enter the **Purchase Order number**

Status – Enter the **status**

Payment Amount From and To – Enter the **Range in dollars** of the payment

Payment Date From and To – Enter the **Range of dates** the payment was made

6. **View** the Payments Results. Results are filtered based on the search criteria. See result column details below.

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
2000007	Test Supplier	CHECK	30-Jul-2019	USD	625.00	Check		30-Jul-2019	AP Disbursement Account - Checks	123	12345678

Results Columns

Payment: Click the Payment number link (blue) to view payment information.

Remit-to Supplier: The Business Name of the supplier payment is remitted to.

Remit-to Supplier Site: The Remit Supplier Site.

Payment Date: Date the payment was made.

Currency: USD (default)

Amount: The payment amount.

Method: How the payment was made, for example electronically or check.

Bank Account: AP Disbursement Account- Checks, or ACH

Invoice: Invoice number for the payment. **Click the invoice** link to view invoice details for the payment.

PO Number: The Metro issued Purchase Order number and details for the payment. **Click the PO Number** link to view the purchase order details.

7. **Click the Payment** link to view the payment details.

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Am
2000007		CHECK	30-Jul-2019	USD	

Click Here

The Payment details page opens.

Finance: View Payments >
Payment: 2000007 (Total USD 625.00) Export

Payment Date 30-Jul-2019 Method Check Status Negotiable Status Date 30-Jul-2019 Remit-to Supplier Remit-to Supplier Site CHECK	Supplier Test Supplier Supplier Site CHECK Address Atlanta GA 30315 Bank Account AP Disbursement Account - Checks
---	---

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
123	05-Jul-2019	Standard	USD	625.00	Approved	Paid	625.00 12345678		

8. Click the **Return to Finance: View Payments** link.

Finance: View Payments >
Payment: 2000007 (Total USD 625.00)

Payment Date 30-Jul-2019 Method Check Status Negotiable Status Date 30-Jul-2019 Remit-to Supplier Remit-to Supplier Site CHECK	
---	--

Included Invoices

Invoice	Invoice Date	Type	Currency
123	05-Jul-2019	Standard	USD

[Return to Finance: View Payments](#) Click Here

End Process