



JEA iSupplier Portal User Guide



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Introduction

JEA has launched iSupplier Portal to facilitate Supplier participation and increased levels of Communication between JEA and our Suppliers. The overall benefit of this collaboration effort can be summarized as follows:

- Improved communication between JEA and Suppliers
- Best practices will be shared between JEA and Suppliers
- Error reduction and time savings for both JEA and Suppliers
- Better responsiveness - supply chain can react with improved response time and agility to manage unexpected situations
- Continuity of supply can be ensured with greater visibility into Orders, Delivery Schedules and Forecast Schedules
- Increased stability in supply chain due to readily available information
- Increased supply chain flexibility due to closer collaboration between Suppliers and JEA

JEA iSupplier Portal: JEA iSupplier Portal is a tool that enables real time collaboration between Suppliers and JEA. iSupplier will provide greater visibility into the JEA Procure-to-Pay process for our Suppliers.

Suppliers (Planners/CSR's) can easily access the system from their office or any location with a PC and internet connectivity. Suppliers can quickly collect JEA order information or respond to an acknowledgement, download the latest delivery schedules, update their profiles using this simple and user friendly tool that eliminates the need for the Supplier to have an IT support infrastructure for collaborating with JEA.

Please read through this user guide to gain a better understanding of the JEA iSupplier Portal and the different ways to retrieve, update, and upload information through the Portal. Please note that this document will be updated as we enhance and roll out more functionality in the iSupplier Portal, so make sure you are using the latest version of the document at all times.

It is important that you always have the latest version of the JEA iSupplier Portal External User Guide.

The latest version will be available on the JEA website:

<http://www.jea.com/procurement/supplier-information/isupplier>

Also the JEA Supplier Manuals can be found at:

<http://www.jea.com/procurement/supplier-information/supplier-manuals>



Supplier Help & Support

The first level of contact for the Supplier User is the JEA iSupplier Administration Team Helpdesk and the contact details are as follows:

Phone: 1-904-665-8625

Support will be available from 9:00AM to 4:00PM US EST.

After hours callers can leave a voice mail message and your call will be returned on the next business day.

Email: isupplier@jea.com

The helpdesk e-mail is another option for the Supplier to request support. The Supplier can send in a screenshot of a particular problem or issue along with a brief description of the issue and the user's contact details. This is a very effective method if the user is finding it difficult to describe a problem.

System Requirements

Recommended Operating System: Windows XP or higher. Mac OS 10.7.5 or higher.

Browser Requirements: Internet Explorer version 8 or Above.

Pop-up Blocker: Please ensure that your pop-up blocker is turned off and pop-ups are enabled for the JEA iSupplier Portal.

Excel/Microsoft Office: JEA recommends Microsoft Excel 2010.

*** Please note that all MS Office versions should be compatible with file exports. It is also possible that other spreadsheet based software applications can be used to sort/manipulate data exported from the Portal, however only Excel is supported by the JEA helpdesk.*

E-Mail Spam Filters: Please ensure JEA Workflow Mailer (wfmmailer_fipr12@jea.com) is enabled as a trusted sender. This is the e-mail address from which JEA system communications will be sent.

Important Note: As the iSupplier Portal is web based, standard browser functionality will be active. Please note that users should not use the forward and back browser arrows to navigate between pages. Please use the quick links and tabs within the portal to advance from one page to another.



Key Terminologies

ASN: Advanced Shipment Notice.

Buyer: Commodity Buyer at JEA who is listed as 'Buyer' on the iSupplier Portal. The Buyer is the person at JEA who handles Purchase Order Creation, Purchase Agreement Creation, Pricing Negotiation's, Purchasing and Payment Terms, as well as Procurement set-ups. The Buyer is not generally involved in the day to day activities of planning the item, placing Purchase Orders, or publishing Forecast Schedules – this would be the Material Planner at JEA.

Delivery Schedule: Listing of all shipments which need to be delivered to JEA. Instead of looking at individual PO's, Suppliers can access a complete summary of orders due at JEA by viewing delivery schedules.

Due Date (on Purchasing Documents): This is the date the material is due at JEA. The Due Date is the same as the Promised Date and if a Promised Date is vacant (not populated on a purchase order), the due date will be the Need by Date.

Due Date (on Invoices): This is the Payment Due Date based on the Payment Terms agreed with the Supplier.

EBS: E-Business Suite.

ERP: Enterprise Resource Planning.

Need By Date: Date by which the material is needed at JEA. JEA requires all material to be delivered to JEA within a 5 day window - on or up to 5 days before the Need by Date. Delivering material after the Need by Date is not acceptable, and if a Supplier is unable to meet the Need by Date please contact JEA immediately.

Over Due: Same as Past Due – see below.

Past Due: Deliveries which exceed the Due Date defined on the Purchase Order.

Planner: Material Planner at JEA. This is the person at JEA who handles the day to day activities of reviewing requirements, placing orders, verifying inventory, and publishing forecasts to the Supply-base. This person is the liaison between the Supplier and the JEA Production Scheduling Group. The Supplier should contact the Planner (not the Buyer) in the event the Supplier cannot meet a Delivery Schedule on time, as this information is critical to Production Scheduling/Planning.

PO: Purchase Order.

Promised Date: Date by which the Supplier promises to deliver the material. By default the Promised Date will be the same as the Need by Date.



Rev: Purchase Order revision level. This is not to be confused with the JEA Item revision level that appears on the .pdf copy of the PO. The default revision level for a PO is 0 and will increment up by 1 each time the PO is updated.

RFQ: Request for Quote.



Supplier Setup Requirements

The following criteria will be followed when creating Supplier Users in JEA iSupplier Portal

- 1. JEA iSupplier Administration Team** can recommend Suppliers to be given access to the JEA iSupplier Portal.
- 2. Suppliers** can also contact their buyers and request access to the iSupplier Portal. However, this will go through the JEA approval process before access is granted.
- 3. Number of Supplier Users per Supplier:** Ideally there should be a limited number of Supplier Users. However, in cases where Suppliers have multiple CSR's or other personnel assigned to JEA, requests for multiple User ID's will be reviewed by the JEA iSupplier Administration Team. These requests are subject to approval and the new user will be created with a different User ID and access restrictions, if applicable.
- 4. User ID:** The User ID will be the e-mail address of the Supplier contact as entered by the Buyer submitting the iSupplier User Creation Request Form. **The e-mail address will be used as the User ID, as well as the e-mail to which communications will be sent and must be a Supplier corporate e-mail address. JEA iSupplier Portal will not support other e-mail addresses due to security reasons.



Key Features of JEA iSupplier Portal

Suppliers who are registered with access to use the JEA iSupplier Portal will have the ability to:

- Acknowledge/Accept Purchase Orders
- Review Purchase Orders, Receipts, Purchase Order History
- Request specific changes to existing open Purchase Orders
- Create Invoices against Purchase Orders you receive from JEA
- See when your Invoices are scheduled to be paid
- Create Advance Shipment Notices
- Update your Address, Bank Details and other information directly within the tool



Registering for Access to JEA iSupplier Portal

Before you can access the JEA iSupplier Portal, you must be:

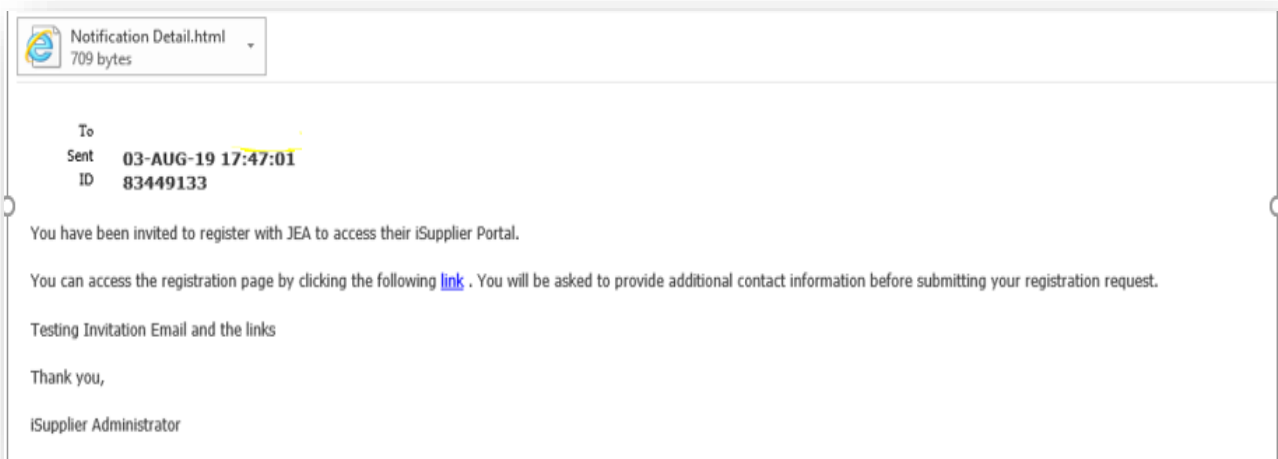
- An existing Supplier with JEA.
- Registered as a JEA iSupplier Portal user.

To access the portal, you need to complete an iSupplier Portal Registration form. If you require an access form, please contact the JEA iSupplier Administration Team at isupplier@jea.com.

The JEA iSupplier Administration Team will send out an invitation based on the email received from the Supplier.

The Supplier will receive an email with additional information that is required to complete the registration.

The Email will look as listed below:



Supplier can click on the LINK within the email.



The Supplier needs to populate all of the fields. Every field with an asterisk "*" is a required field that needs to be populated with a value. Once the fields are complete, click Submit.

Respond to Invitation

Cancel Submit

You have been invited to register. Please complete the registration form and then click the submit button

* Indicates required field

My Company Details

Company Name C & L LANDSCAPE INC

My Profile

Enter your information. Your email address will be your Username for the system.

* Email Address
Email address will be used as the Username.

Contact Title

* First Name

Middle Name

* Last Name

Job Title

Phone Area Code

* Phone Number

Extension

Fax Area Code

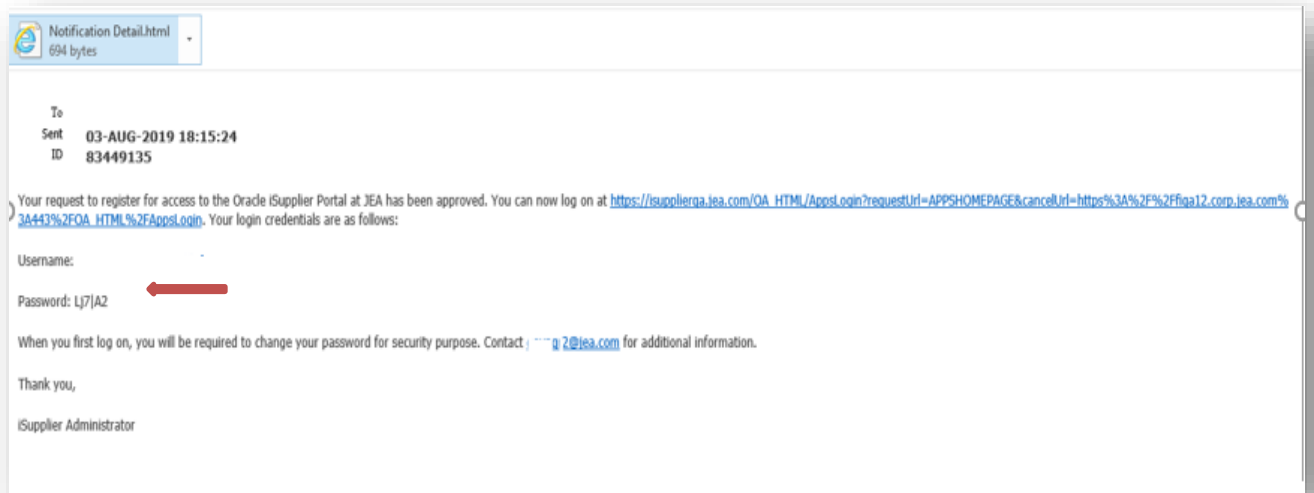
Fax Number



This will enable the JEA iSupplier Administration Team to complete the registration process and provide access to the Supplier User.

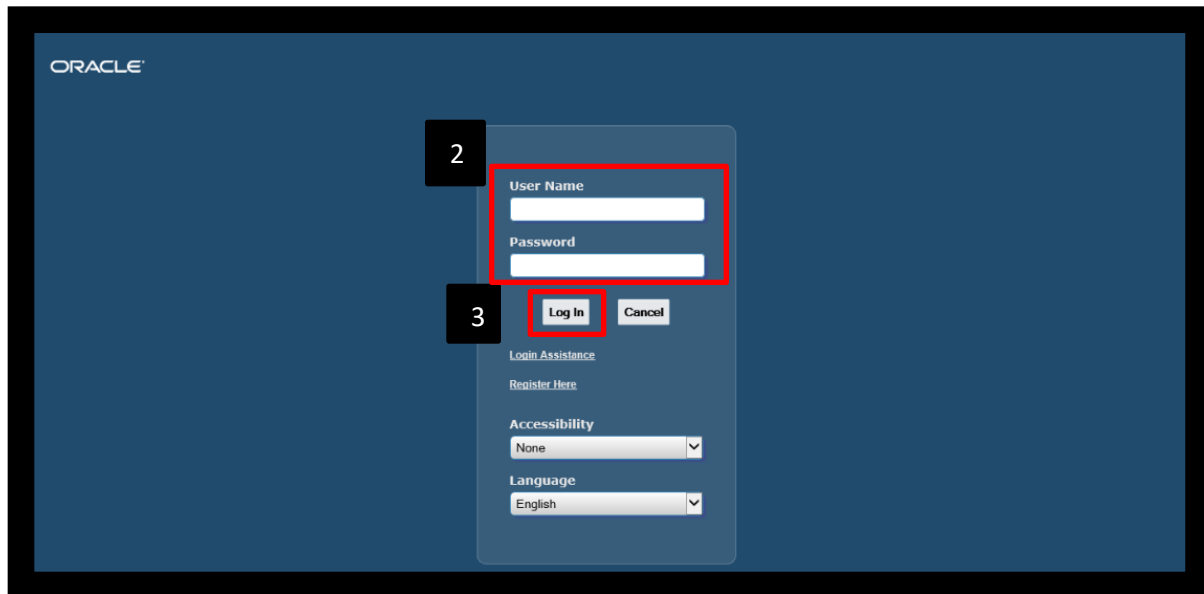
Supplier User will receive an email with the login URL, username and password (Screen shot listed below).

The login URL will also be available at JEA's Website under the Procurement - iSupplier tab.



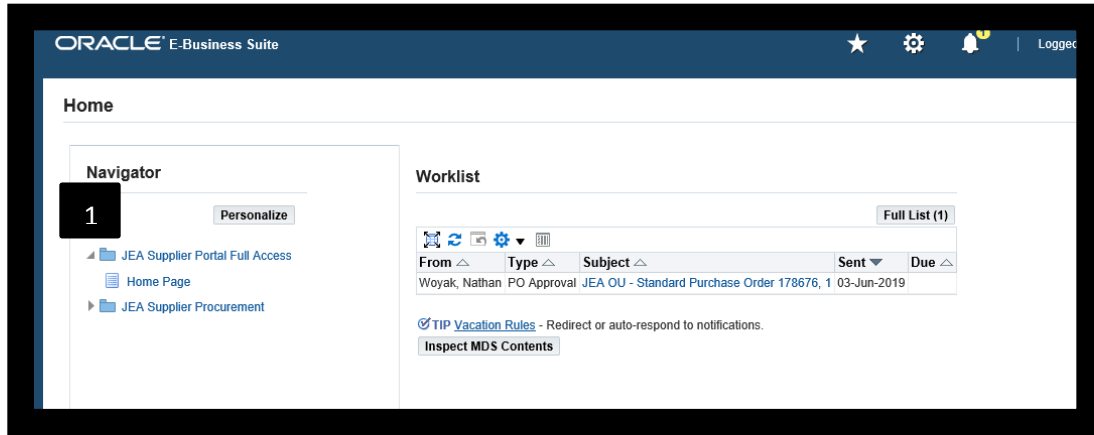
Navigating to JEA iSupplier Portal

1. Access the JEA iSupplier Portal Login page using the following url:
<https://isupplier.jea.com>
2. Enter your username and password credentials that were previously provided to you.
3. Click the login button and the Oracle Applications homepage will be displayed.



JEA iSupplier Portal Responsibilities

After logging into the Oracle Applications Homepage you will see the following:



1. You will need to choose the appropriate responsibility from the list on the left side of the screen beneath **Navigator**.

What is a responsibility?

A responsibility is a level of authority within the JEA iSupplier Portal (and other Oracle applications) that lets users access only those JEA iSupplier Portal functions and data appropriate to their roles in an organization. Each responsibility allows access to specific tasks and functions. Below you will find a description of each JEA iSupplier Portal Responsibility that is available.

Note: JEA iSupplier Portal responsibilities will be assigned based on the needs of each supplier and the roles of those accessing the portal.

Description of each Responsibility

JEA Supplier Profile Manager - Used to give authorized supplier users access to their profile details. Users can update profile details, including contact information.

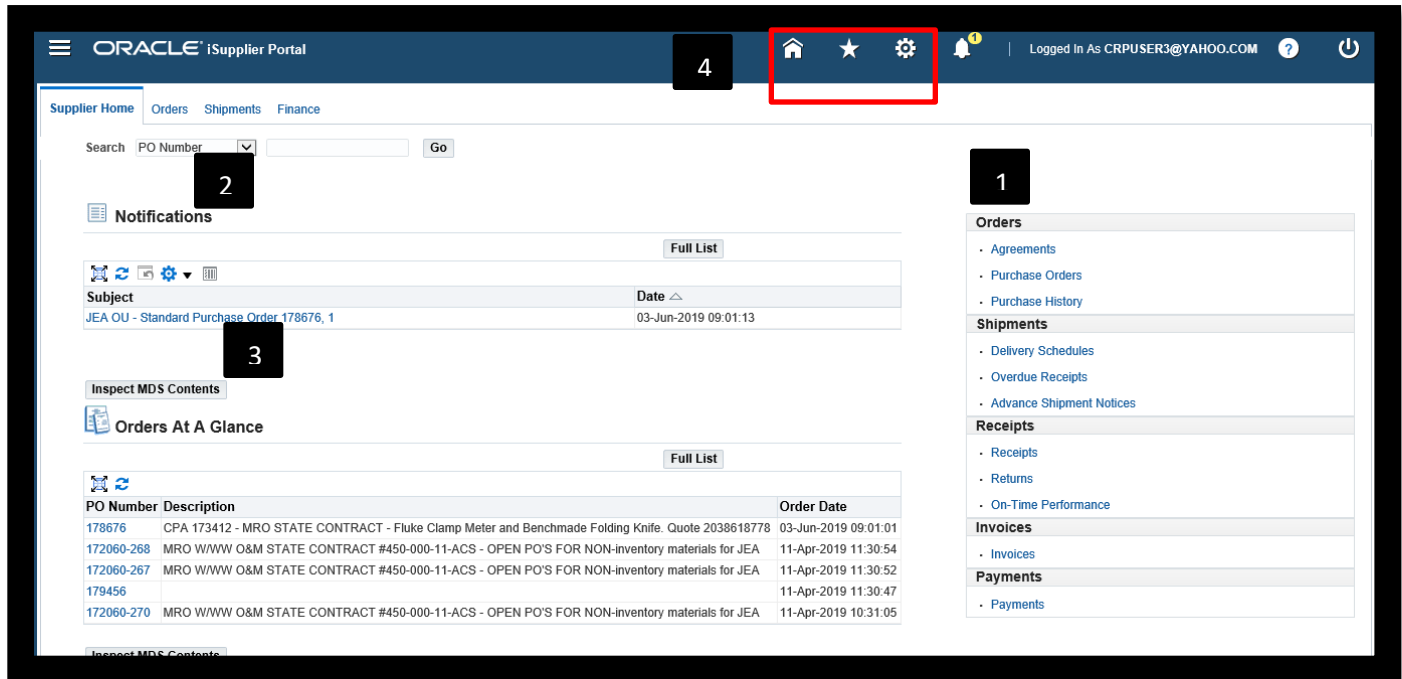
JEA Supplier Profile: Banking - Used to give authorized supplier users access to their profile details. Users can update profile details only in the Bank Details section.

JEA Supplier Payables - This responsibility provides access to the **Finance** tab and various query only access related to **Orders**.

JEA Supplier Portal: Inquiry - This is a view only responsibility.

JEA Supplier Portal Full Access - This responsibility has access to Procurement, Finance and Receiving/ASN functions.

Navigate iSupplier Homepage



The screenshot shows the Oracle iSupplier Portal homepage. At the top, there is a navigation bar with the Oracle logo and 'iSupplier Portal' text. On the right side of the top bar, there are icons for Home, Star, and Gear, along with a notification bell and a power icon. The user is logged in as 'CRPUSER3@YAHOO.COM'. Below the top bar, there are tabs for 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. A search bar is located below the tabs, with a dropdown menu for 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' with a 'Full List' button and a table of notifications; 'Orders At A Glance' with a 'Full List' button and a table of purchase orders; and a 'Quick Links' sidebar on the right with categories like 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'. The sidebar links include 'Agreements', 'Purchase Orders', 'Purchase History', 'Delivery Schedules', 'Overdue Receipts', 'Advance Shipment Notices', 'Receipts', 'Returns', 'On-Time Performance', 'Invoices', and 'Payments'.

1. Quick Links

This section is displayed on the right side of the screen and provides a link to all aspects of the procure-to-pay process, including Orders, Shipments, Receipts, Invoices and Payments. Click any link to go directly to the corresponding page.

2. Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the **Notification Details** page. This page provides complete notification details, as well as the appropriate action button.

3. Orders At A Glance

The last five purchase orders issued to your company will be listed in this section of the homepage. Click on the PO number to drill down to the details. Click the full list button to go to the full list of PO's on the Orders tab.

4. Global Links (upper right hand corner)

- **Home** – Returns you to the main Oracle homepage.
- **Logout** – Logs you out of the application.
- **Preferences** – Displays the Preferences page. See Setting User Preferences for more detail.
- **Help** - Accesses the Help Index page.

In addition to using Quick Links, you can use the tabs on the Homepage at the top left to quickly access related task areas.

5. Shipments At A Glance

The last five shipments that you have entered into the system will be listed in this section of the homepage.

PO Number	Description	Order Date
178676	CPA 173412 - MRO STATE CONTRACT - Fluke Clamp Meter and Benchmade Folding Knife. Quote 2038618778	03-Jun-2019 09:01:01
172060-268	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:54
172060-267	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:52
179456		11-Apr-2019 11:30:47
172060-270	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:05

Shipment Number	Packing Slip	Shipment Date
1234		23-May-2019 16:22:35
SHIPMENT NUMBER		23-May-2019 16:21:33
G0TESTASIN	PACKSLIP1	06-May-2019 17:37:43
ASIN1		06-May-2019 17:18:05
ASIN1		06-May-2019 16:58:33
12ab		29-Apr-2019 03:01:10

Search: PO Number, Shipment Number, Invoice Number, Payment Number

Subject	Date
JEA OU - Standard Purchase Order 178676, 1	03-Jun-2019 09:01:13

PO Number	Description	Order Date
178676	CPA 173412 - MRO STATE CONTRACT - Fluke Clamp Meter and Benchmade Folding Knife. Quote 2038618778	03-Jun-2019 09:01:01
172060-268	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:54
172060-267	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:52
179456		11-Apr-2019 11:30:47
172060-270	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:05

Quick Search - The Quick Search feature is available to you from the **Home** page. Using Quick Search, you can look for:

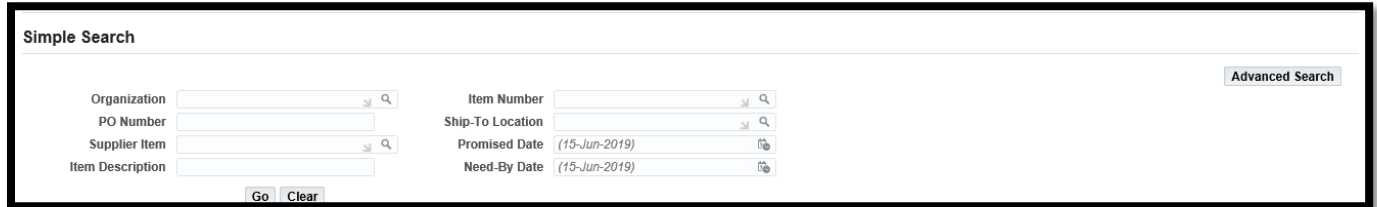
- Purchase Orders
- Shipments
- Invoices
- Payments

To perform a Quick Search:

1. Select the search type from the **Search** menu.
2. Enter a search value.
3. Click the **Go** button.

Simple Search

The Simple Search feature is available on most of the pages and allows you to specify multiple search fields and enter a criteria for each. You can use any or all of the fields available to you. The system displays only those results that match all the criteria you entered.



The screenshot shows a 'Simple Search' form with the following fields and controls:

- Organization: Text input with a search icon.
- PO Number: Text input.
- Supplier Item: Text input with a search icon.
- Item Description: Text input.
- Item Number: Text input with a search icon.
- Ship-To Location: Text input with a search icon.
- Promised Date: Date input with a calendar icon, showing '(15-Jun-2019)'. A search icon is also present.
- Need-By Date: Date input with a calendar icon, showing '(15-Jun-2019)'. A search icon is also present.
- Buttons: 'Go' and 'Clear' at the bottom left; 'Advanced Search' at the top right.

Note: There are two types of search fields – Free text fields and fields with a predefined list of values. The free text fields allow you to enter a full or partial value (with % as the wildcard character). On the other hand, fields with a predefined set of values require you to choose a value from a list of values available.

Tip: When entering search values, you can use the percent sign (%) as a wildcard to search for generic items. For example, to search for all orders beginning with 27 and ending in 5 (such as 275, 2715, 27125) enter 27%5. Note that the search logic attempts to find matches containing values in any position.

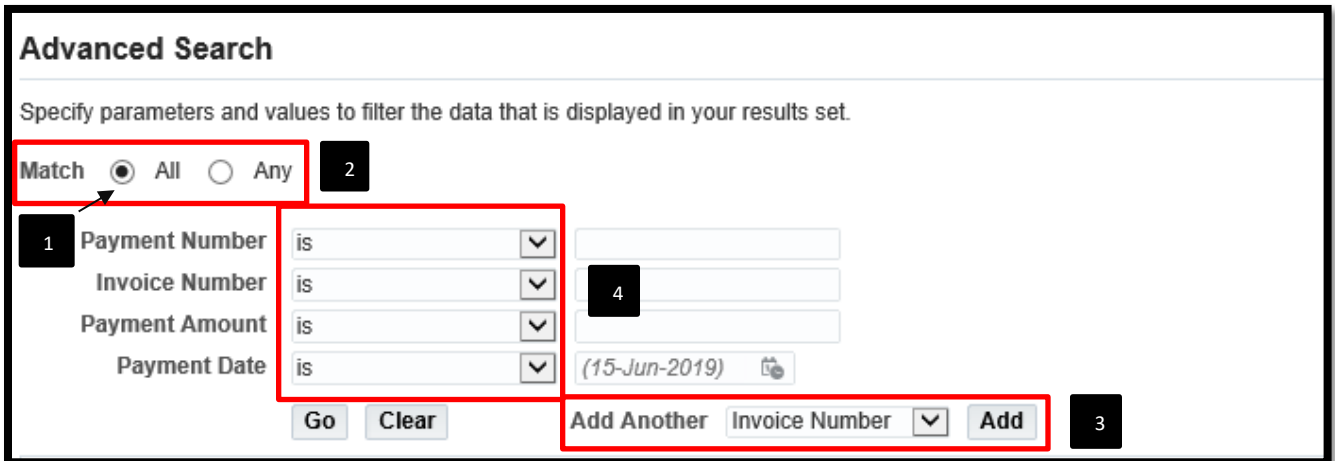
Advanced Search

Advanced Search allows you to build complex search queries containing multiple search criteria.

You can select which fields you wish to search and enter search values for each. Such fields include (among others):

- Purchase Order Number
- Item Number
- Receipt Number

You can use the default search fields that appear in the Advanced Search function for that page, or apply additional search fields from the **Add Another** menu of the page.



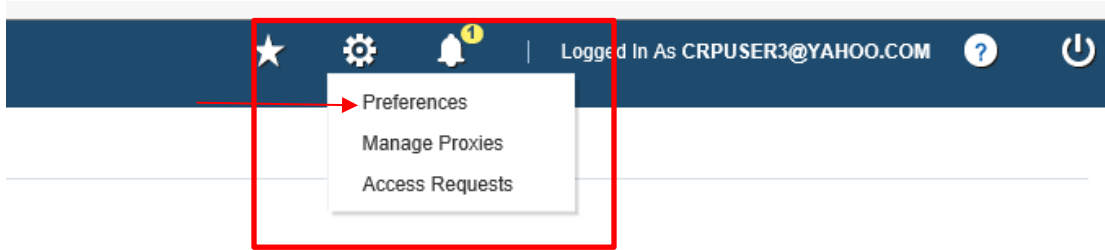
The screenshot shows the 'Advanced Search' form. At the top, it says 'Specify parameters and values to filter the data that is displayed in your results set.' Below this, there are radio buttons for 'Match' with options 'All' (selected) and 'Any'. A callout '2' points to the 'All' radio button. Below the radio buttons is a table of search criteria:

1	Payment Number	is	
	Invoice Number	is	4
	Payment Amount	is	
	Payment Date	is	(15-Jun-2019)

At the bottom of the form, there are 'Go' and 'Clear' buttons. To the right, there is an 'Add Another' button, a dropdown menu showing 'Invoice Number', and an 'Add' button. A callout '3' points to the 'Add' button. A callout '4' points to the dropdown menu.

1. Retrieves data only if **all** the search criteria are met.
2. Retrieves data if **any** one of the entered search criteria are met.
3. Select to add additional search conditions.
4. Various options are available to choose from in the lists for each field. Typically, these include:
 - Is
 - Is not
 - Greater than
 - Less Than

Preferences



Change your user settings or preferences at any time using the Preferences link at the top right of the screen in the JEA iSupplier Portal.

You can change the following preferences:

- **General:** Use this to set your accessibility and regional settings, such as time zone, number format and currency.
- **Password:** Go to this section to reset or change your password. A valid password must be at least five, but no more than thirty characters. Passwords can be numeric, alphanumeric, or special characters.
- **Notifications:** Use this section to select how you want to receive your notifications. For example, an HTML or plain text email.

General Preferences

Languages

Current Session Language: American English
Default Application Language: American English

Accessibility

Accessibility Features: None

Visual

Home Page Style: Framework Tree
Page Header Display Style: Icons Only
Top-level Menu Display Style: Links Only

Access Keys

Disable Access Keys
TIP Select this check box to disable access keys in all accessibility modes.

Regional

Territory: United States
Timezone: [Dropdown]
Number Format: 10,000.00
Currency: [Dropdown]
Client Character Encoding: Western European (Windows)

Change Password

Known As: [Text Field]
Old Password: [Text Field]
New Password: [Text Field]
Repeat Password: [Text Field]
TIP Please enter your old and new passwords. Passwords are case sensitive.

Delivery Manager e-mail server credentials

e-Mail username: [Text Field]
e-Mail password: [Text Field]

Start Page

Responsibility Page: [Dropdown]

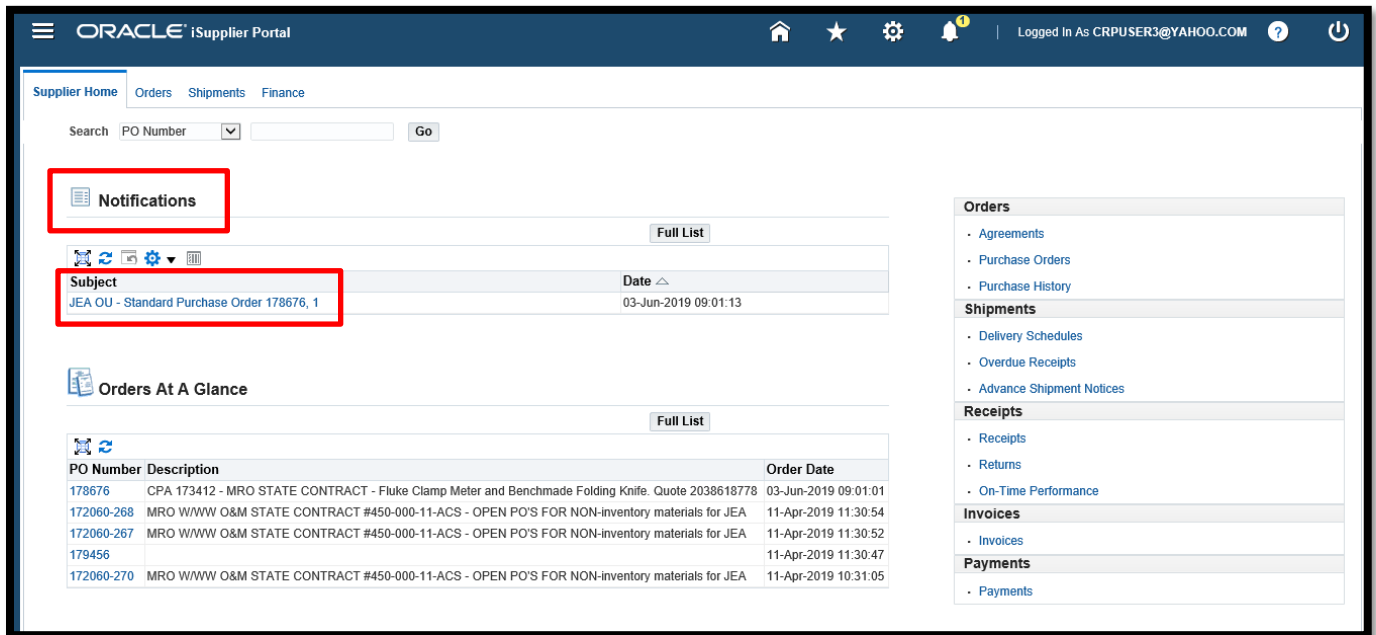
Notifications

Email Style: HTML mail with attachments
Notifications will be sent in your current default language, American English.

Viewing Notifications

The Notification section on the Homepage displays your most recent notifications. These notifications would generally be For-Your-Information (FYI) notifications, which do not require you to perform any action.

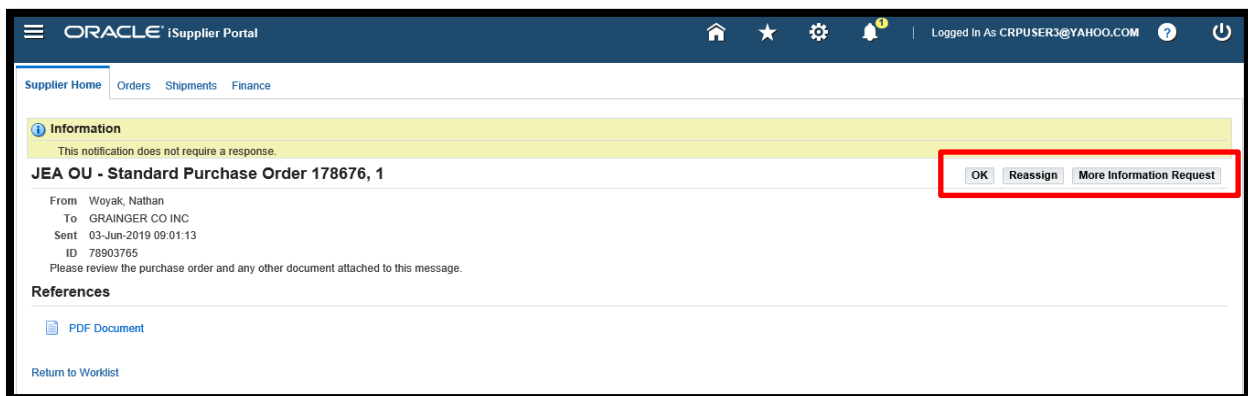
To view the details of a notification, click the linked subject. The **Notification Details** page is displayed. This page provides complete notification details.



The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a navigation bar with 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. Below this is a search bar for 'PO Number'. The main content area features a 'Notifications' section with a 'Full List' button. A notification is listed with the subject 'JEA OU - Standard Purchase Order 178676, 1' and the date '03-Jun-2019 09:01:13'. Below the notifications is an 'Orders At A Glance' section with another 'Full List' button and a table of purchase orders. On the right side, there are several menu sections: 'Orders' (Agreements, Purchase Orders, Purchase History), 'Shipments' (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), 'Receipts' (Receipts, Returns, On-Time Performance), 'Invoices' (Invoices), and 'Payments' (Payments).

Once you click the notification you will have more options in the upper right hand side. The options are

- OK
- Reassign
- More information Request



The screenshot shows the details of a notification. At the top, there's an 'Information' banner stating 'This notification does not require a response.' Below this is the notification title 'JEA OU - Standard Purchase Order 178676, 1'. The sender information is: 'From Woyak, Nathan', 'To GRAINGER CO INC', 'Sent 03-Jun-2019 09:01:13', and 'ID 78903765'. A message follows: 'Please review the purchase order and any other document attached to this message.' Below the message is a 'References' section with a 'PDF Document' link. In the upper right corner, there are three buttons: 'OK', 'Reassign', and 'More Information Request', all of which are highlighted with a red box.

Orders

Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, or cancel orders. You can also view supplier agreements and the revision history of a purchasing document.

The screenshot displays the Oracle iSupplier Portal interface. The 'Orders' menu item is highlighted with a red box. The page title is 'Purchase Orders' and it includes a search bar and an 'Advanced Search' button. Below the search bar, there are tabs for 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The main content is a table of purchase orders with the following data:

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
178676	1	JEA OU	Standard PO	CPA 173412 - MRO STATE CONTRACT - Fluke Clamp Meter and Benchmade Folding Knife. Quote 2038618778	03-Jun-2019 09:01:01	Woyak, Nathan J	USD	415.06	Open			
172060-268	1	JEA OU	Blanket Release	MRO W/WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:54	Lowgren, Rodney Dennis	USD	4.00	Open			
172060-267	1	JEA OU	Blanket Release	MRO W/WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:52	Lowgren, Rodney Dennis	USD	4.00	Open			
179456	2	JEA OU	Standard PO		11-Apr-2019 11:30:47	Pleasant, Lisa Ludlam	USD	100.00	Open			
172060-270	0	JEA OU	Blanket Release	MRO W/WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:05	Lowgren, Rodney Dennis	USD	2.00	Open			
172060-269	0	JEA OU	Blanket Release	MRO W/WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:04	Lowgren, Rodney Dennis	USD	2.00	Open			



Viewing Purchase Orders

The View Purchase Orders page display the most recent purchase orders. Use the scroll bar on the right to view more.

From the View menu, choose which purchase orders to display:

- All Purchase Orders
- Purchase Orders to Acknowledge
- Purchase Orders Pending Change

Then click **Go**.

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
178676	1	JEA OU	Standard PO	CPA 173412 - MRO STATE CONTRACT - Fluke Clamp Meter and Benchmade Folding Knife. Quote 2038618778	03-Jun-2019 09:01:01	Woyak, Nathan J	USD	415.06	Open			
172060-268	1	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:54	Lowgren, Rodney Dennis	USD	4.00	Open			1
172060-267	1	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:52	Lowgren, Rodney Dennis	USD	4.00	Open			1
179456	2	JEA OU	Standard PO		11-Apr-2019 11:30:47	Pleasant, Lisa Ludlam	USD	100.00	Open			
172060-270	0	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:05	Lowgren, Rodney Dennis	USD	2.00	Open			1
172060-269	0	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:04	Lowgren, Rodney Dennis	USD	2.00	Open			1

Click the Advanced Search button to perform a more exact search for a PO. See “Advanced Search” on the page for more details.

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
178676	1	JEA OU	Standard PO	CPA 173412 - MRO STATE CONTRACT - Fluke Clamp Meter and Benchmade Folding Knife. Quote 2038618778	03-Jun-2019 09:01:01	Woyak, Nathan J	USD	415.06	Open			
172060-268	1	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:54	Lowgren, Rodney Dennis	USD	4.00	Open			1
172060-267	1	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:52	Lowgren, Rodney Dennis	USD	4.00	Open			1
179456	2	JEA OU	Standard PO		11-Apr-2019 11:30:47	Pleasant, Lisa Ludlam	USD	100.00	Open			

Printing Purchase Orders

From the details of a purchase order you can request a printable view:

1. Click on the PO number you would like to print from the Purchase Orders screen. You will also see the details of the PO on the screen.
2. Select **“Printable View”** and click Go.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Supplier Home, Orders, Shipments, and Finance. Below these are sub-tabs for Purchase Orders, Agreements, Purchase History, RFQ, and Deliverables. The main content area is titled 'Purchase Orders' and includes a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below this is a table of purchase orders with columns for PO number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The first row is highlighted, and a red arrow points to the PO number '178676'.

PO	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
178676	1	JEA OU	Standard PO	CPA 173412 - MRO STATE CONTRACT - Fluke Clamp Meter and Benchmade Folding Knife. Quote 2038618778	03-Jun-2019 09:01:01	Woyak, Nathan J	USD	415.06	Open			
172060-268	1	JEA OU	Blanket Release	MRO W/WW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:54	Lovgren, Rodney Dennis	USD	4.00	Open			🔗
172060-267	1	JEA OU	Blanket Release	MRO W/WW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:52	Lovgren, Rodney Dennis	USD	4.00	Open			🔗
179456	2	JEA OU	Standard PO		11-Apr-2019 11:30:47	Pleasant, Lisa Ludiam	USD	100.00	Open			
172060-270	0	JEA OU	Blanket Release	MRO W/WW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:05	Lovgren, Rodney Dennis	USD	2.00	Open			🔗
172060-269	0	JEA OU	Blanket Release	MRO W/WW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:04	Lovgren, Rodney Dennis	USD	2.00	Open			🔗

The screenshot shows the Oracle iSupplier Portal interface displaying the details of a purchase order. The top navigation is the same as the previous screenshot. The main content area is titled 'Standard Purchase Order: 178676, 1 (Total USD 415.06)'. Below this, there are sections for 'Order Information' and 'Summary'. The 'Order Information' section is divided into 'General', 'Terms and Conditions', 'Ship-To Address', and 'Bill-To Address'. The 'Summary' section shows a table with columns for 'Total', 'Received', 'Invoiced', and 'Payment Status'. A red arrow points to the 'Printable View' option in the 'Actions' menu.

Order Information

General

Total
Supplier
Supplier Site
Supplier Contact
Address
Buyer
Order Date
Description
Status
Note to Supplier
Operating Unit
Supplier Order Number
Attachments

Terms and Conditions

Payment Terms NET 30
Carrier BEST WAY
FOB DESTINATION
Freight Terms Paid
Shipping Control

Ship-To Address

Address JEA, Commonwealth
6674 Commonwealth Avenue
Jacksonville, FL 32254-2218

Bill-To Address

Address acctpaycustsrvc@jea.com
P.O. Box 4910
Jacksonville, FL 32201-4910

Summary

	Amount
Total	415.06
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

Acknowledge Purchase Orders:

Access the purchase order you wish to acknowledge by clicking on the PO number link or by selecting the line and clicking the **Acknowledge** button.

The screenshot shows the 'Purchase Orders' section of the JEA Supplier Portal. At the top, there are navigation tabs for 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. Below these are sub-tabs for 'Purchase Orders', 'Agreements', 'Purchase History', 'RFQ', and 'Deliverables'. The main heading is 'Purchase Orders' with buttons for 'Multiple PO Change' and 'Export'. There is a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below this is a 'Select Order:' section with buttons for 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The 'Acknowledge' button is highlighted with a red box. To the right of this section is a 'Rows 1 to 75' indicator. The main part of the screenshot is a table of purchase orders with the following columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The first row is highlighted with a red box around the PO Number '178676' and a red arrow pointing to it. The table contains four rows of data.

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
178676	1	JEA OU	Standard PO	CPA 173412 - MRO STATE CONTRACT - Fluke Clamp Meter and Benchmade Folding Knife. Quote 2038618778	03-Jun-2019 09:01:01	Woyak, Nathan J	USD	415.06	Open			
172060-268	1	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:54	Lovgren, Rodney Dennis	USD	4.00	Open	Supplier Cancellation Pending		
172060-267	1	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:52	Lovgren, Rodney Dennis	USD	4.00	Open			
179456	2	JEA OU	Standard PO		11-Apr-2019 11:30:47	Pleasant, Lisa Ludlam	USD	100.00	Open			

The buyer will receive a notification that the order has been accepted.

Requesting Changes for Existing Open Purchase Orders

General Changes

To submit a single change request:

1. Click the **Orders** tab, and then click **Purchase Orders** in the task bar below the tabs.
2. On the View Purchase Orders page, search for and select the purchase order for which you wish to request changes.
3. Select the purchase order and click Request Changes.

The screenshot shows the Oracle iSupplier interface. At the top, there are navigation tabs: Supplier Home, **Orders** (highlighted with a red box and '1'), Shipments, and Finance. Below these are sub-tabs: Purchase Orders, Agreements, Purchase History, RFQ, and Deliverables. The main heading is 'Purchase Orders' with buttons for 'Multiple PO Change' and 'Export'. Under 'Views', there is a dropdown menu set to 'All Purchase Orders' and a 'Go' button (with a '3' next to it), and an 'Advanced Search' button. Below this is a row of action buttons: 'Select Order:', 'Acknowledge', 'Request Cancellation', **Request Changes** (highlighted with a red box and '3'), and 'View Change History'. Below the buttons is a table of purchase orders. The first row is highlighted with a blue background and a '2' in a black box. The table columns are: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments.

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
172060-268	1	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:54	Lovgren, Rodney Dennis	USD	4.00	Open			1
172060-267	1	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 11:30:52	Lovgren, Rodney Dennis	USD	4.00	Open			1
179456	2	JEA OU	Standard PO		11-Apr-2019 11:30:47	Pleasant, Lisa Ludlam	USD	100.00	Open			
172060-270	0	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:05	Lovgren, Rodney Dennis	USD	2.00	Open			1
172060-269	0	JEA OU	Blanket Release	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	11-Apr-2019 10:31:04	Lovgren, Rodney Dennis	USD	2.00	Open			1

4. On the **Request Changes** page, enter your changes.
5. You may request changes to the following values :
 - a. Price/Price Breaks on Blanket Agreements
 - b. Supplier Item
 - c. Supplier Order Reference Number
6. In the reason text box, enter a reason for your change request.
7. **If you wish to request changes to shipments. You can request changes to**
 - a. **Price/Price Breaks on Blanket Agreements**
 - b. **Quantity Ordered**
 - c. **Promised Date**
 - d. **Supplier Order Line**
 - e. **Note that you can also enter change request information in the Additional change requests section**
8. Change Request text box.
9. Enter the changed values as appropriate.
10. Enter a reason for your change.
11. Select the appropriate action.
12. Click Submit.

ORACLE iSupplier Portal | Logged In As CRPUSER3@YAHOO.COM

Supplier Home | Orders | Shipments | Finance

Purchase Orders | Agreements | Purchase History | RFQ | Deliverables

Orders: Purchase Orders >

Request Changes for Blanket Release : 172060-268,1 (Total USD 4.00)

Currency=USD

Cancel Save **Submit** Export Actions Cancel Entire Order Go

Order Information

General Information

Total
Supplier
Supplier Site
Address
Buyer
Order Date
Description
Status
Note to Supplier
Organization: JEA OU
Supplier Order Number
Attachments

Terms and Conditions

Payment Terms: NET 30
Carrier: BEST WAY
FOB: DESTINATION
Freight Terms: Paid
Shipping Control

Ship-To Address

Address: JEA, CC6
44 West Ashley Street
6th Floor
Jacksonville, FL 32202-3102

Bill-To Address

Address: acctpaycustsv@jea.com
P.O. Box 4910
Jacksonville, FL 32201-4910

Related Information

Receipts
Invoices
Payments

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Rea
	1	SERVICE				Janet Walker - MRO Supplier for NON-inventory materials for JEA West and North - STATE CONTRACT #450-000-11-ACS	Dollars			4.00							

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	CC6	4		1		4.00	13-Apr-2019 00:00:00	13-Apr-2019 00:00:00					Open				

Inspect MDS Contents

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

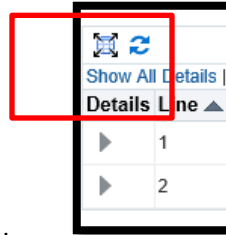
[Return to Orders: Purchase Orders](#)

Note: You can also change multiple orders simultaneously by clicking on the Multiple PO Change button.



1. Click on the Multiple PO Change
2. Search for POs
3. Select PO to change
4. Enter default information

Changing Shipment Information



After selecting your Purchase Order, click the show all icon and then click on the arrows to display the information for each line.

You will then be able to update the shipment information such as:

- a. Promised date
- b. Supplier Line
- c. Reason
- d. Action

You also have the option to split a shipment at this point as well

PO Details															
Show All Details Hide All Details															
Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason			
	1	AMOUNT			Fluke Clamp Meter	Dollars	305.53	1	305.53	Open					
Shipments															
Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
1	CSC CENTER	Ordered	Received	Invoiced	Ordered	Received	Invoiced				Open				
	2	AMOUNT									109.53	1	109.53	Open	
Shipments															
Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
1	CSC CENTER	Ordered	Received	Invoiced	Ordered	Received	Invoiced				Open				

You can also enter additional details to inform the buyer of other requested changes.

[Inspect MDS Contents](#)

Additional Change Requests

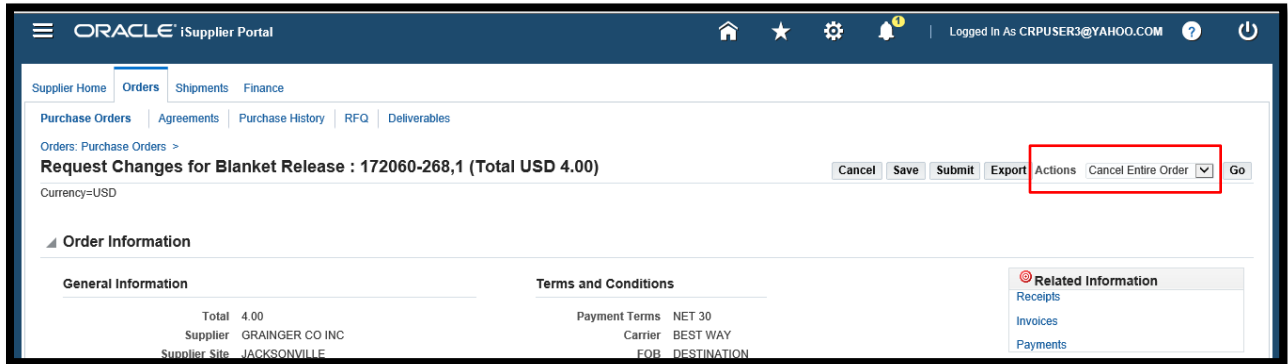
If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

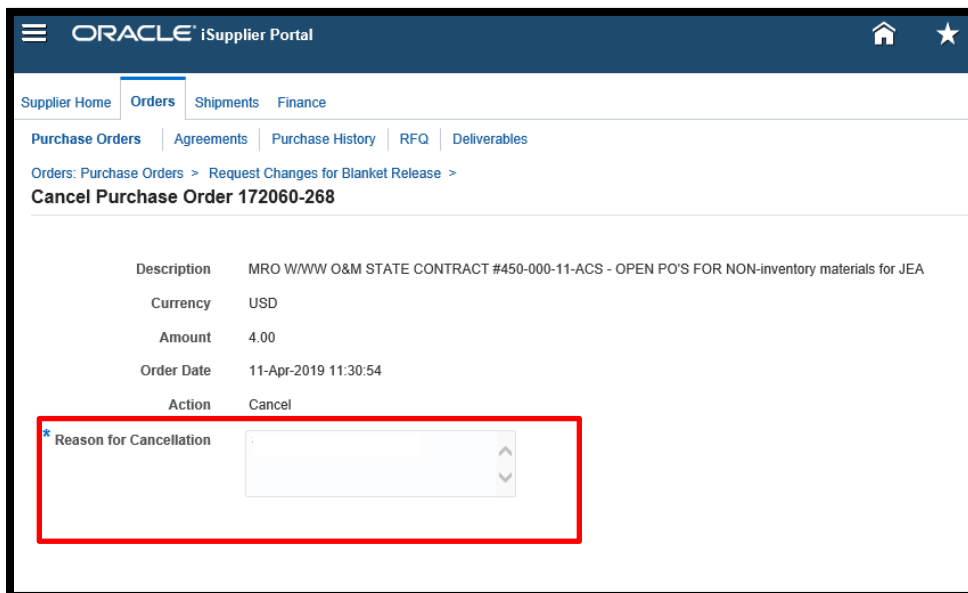
[Return to Orders: Purchase Orders](#)

Cancellations

1. After selecting your Purchase Order to cancel, click actions list of values.
2. Select the Cancel Entire Order Button action and click Go.

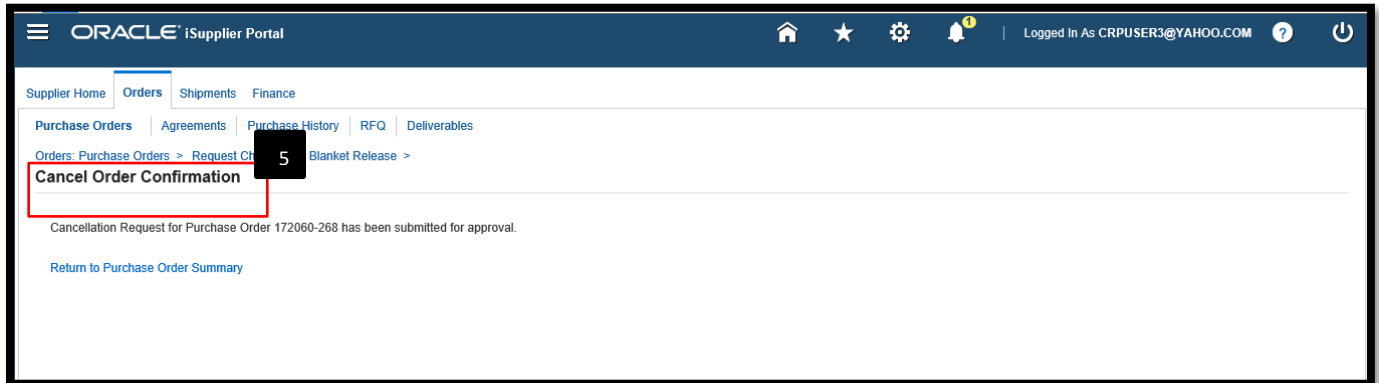


3. Enter a reason for cancellation.



4. Click Submit.

5. You will receive a Cancel Order confirmation message.
6. The order will go into a Supplier Cancellation Pending status until it is accepted by the JEA Buyer.





Agreements

Supplier agreements are purchase agreements (Pricing Arrangements) you have made with JEA. On the Supplier Agreements page, you can review the details of those agreements, and the corresponding releases (orders) that have been created for a particular agreement.

View

To view agreements, click the Orders tab, and then Agreements in the task bar directly below the tabs. Use the search criteria to get a summarized list of agreements. For each agreement, you can select to view the releases created to date for that agreement. You can export details from any page.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. The 'Orders' tab is active, and the 'Agreements' sub-tab is selected. Below the navigation, there is a search section with fields for 'PO Number', 'Global' (dropdown), 'Effective-From Date', and 'Effective-To Date'. A table of supplier agreements is displayed below the search section. The table has the following columns: 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, and Edit Agreement. The table contains five rows of data.

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	Edit Agreement
172058	1	No	MRO WWW EAST AND SOUHTH - STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	Blanket Purchase Agreement	Lowgren, Rodney Dennis	12-Feb-2019 10:56:33	USD	100,000.00	90,753.89	02-Feb-2018	01-Feb-2020	Open			
172060	2	No	MRO WWW O&M STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	Blanket Purchase Agreement	Lowgren, Rodney Dennis	12-Feb-2019 10:55:47	USD	100,000.00	79,102.02	02-Feb-2018	01-Feb-2020	Open			
172711	5	No	MRO NGS ONLY, 10K OR LESS PER ORDER MRO ST. CONTRACT #450-000-11-ACS -	Blanket Purchase Agreement	Lowgren, Rodney Dennis	12-Feb-2019 10:55:05	USD	100,000.00	90.04	01-Mar-2018	02-Mar-2021	Open			
173400	1	No	MRO WWW - STATE CONTRACT #450-000-11-ACS - OPEN PO'S FOR NON-inventory materials for JEA	Blanket Purchase Agreement	Lowgren, Rodney Dennis	12-Feb-2019 10:54:45	USD	100,000.00	6,299.24	30-Mar-2018	29-Mar-2021	Open			
173412	0	Yes	MRO AWARD STATE CONTRACT	Contract Purchase Agreement	Lowgren, Rodney Dennis	29-Mar-2018 10:11:06	USD	2,100,000.00			29-Mar-2021	Open			

Purchase History

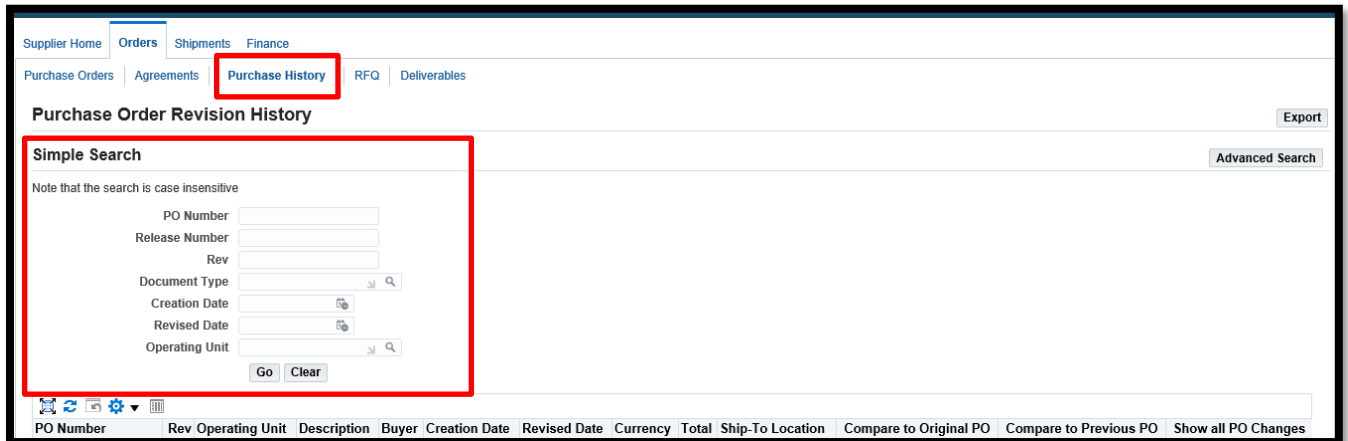
The PO Revision History page enables you to search for details on the revision history of a Purchase Order.

Using the search criteria, you can get a summarized list of purchase orders that have been revised. You may choose to compare each revised PO to the original PO, to the previous PO. You can also view all changes made to the PO.

View

To view the PO Revision History:

1. From the iSupplier Portal Home page, click the Orders tab, then click the Purchase History subtab.
2. Enter search criteria to identify the purchase order(s) you wish to inspect. Click **Go**.



Supplier Home | Orders | Shipments | Finance

Purchase Orders | Agreements | **Purchase History** | RFQ | Deliverables

Purchase Order Revision History

Export

Simple Search

Note that the search is case insensitive

PO Number

Release Number

Rev

Document Type

Creation Date

Revised Date

Operating Unit

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
-----------	-----	----------------	-------------	-------	---------------	--------------	----------	-------	------------------	------------------------	------------------------	---------------------



Shipments

JEA iSupplier Portal enables you to view your existing shipments. Using your shipments you can create or cancel advance shipment notices. The system enables you to view other shipment information such as delivery schedules.

Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments for the buying company.

Shipping information details all of your shipping transactions on Oracle iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

Delivery Schedules

You can use the Delivery Schedules Results page to quickly determine deliveries that need to be scheduled and deliveries that are past due. Click the purchase order number, quantity received, and ship-to location links to view further detail.

To search all delivery schedules simply click **Go**.

The screenshot shows the 'Delivery Schedules' page with the following search filters:

- Organization: [Dropdown]
- PO Number: [Dropdown]
- Supplier Item: [Dropdown]
- Item Description: [Text]
- Item Number: [Dropdown]
- Ship-To Location: [Dropdown]
- Promised Date: (16-Jun-2019)
- Need-By Date: (16-Jun-2019)

The table below displays the delivery schedule data:

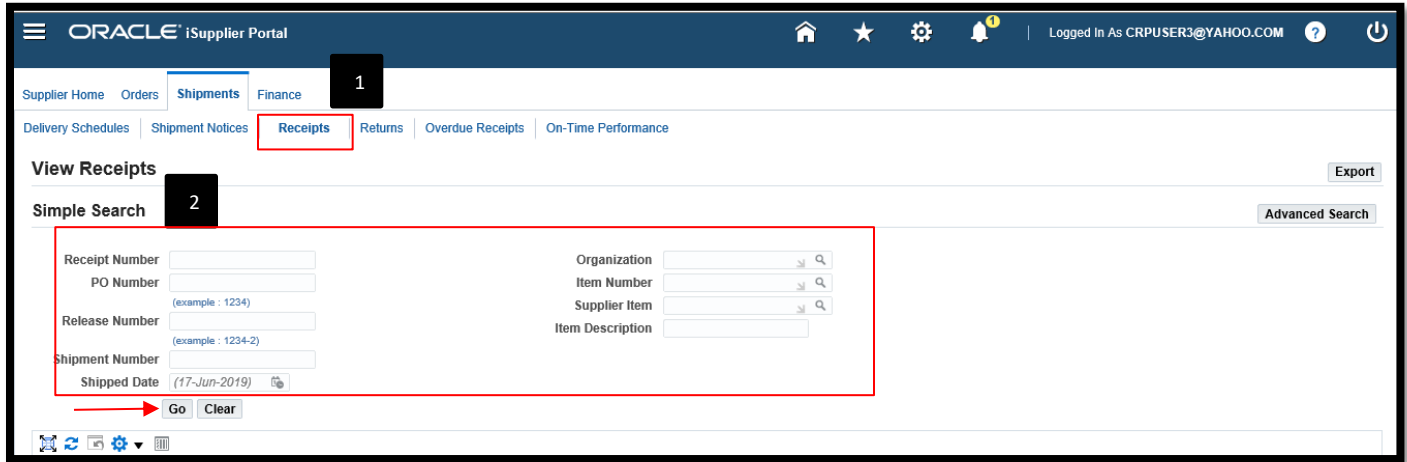
Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
JEA OU	179454		Janet Walker - MRO Supplier for NON-inventory materials for JEA West and North - STATE CONTRACT #450-000-11-ACS	Dollars	1	0	FLT Stores	BEST WAY			GRAINGER CO INC	JACKSONVILLE		26-Jan-2019 00:00:00
JEA OU	178676		Fluke Clamp Meter	Dollars	305.53	0	CSC CENTER	BEST WAY			GRAINGER CO INC	JACKSONVILLE		
JEA OU	178676		Benchmade Folding Knife	Dollars	109.53	0	CSC CENTER	BEST WAY			GRAINGER CO INC	JACKSONVILLE		
JEA OU	177590		NEW PO FOR FY-19 MRO GRAINGER FOR MATERIALS AND SUPPLIES (HOWARD'S GROUP) GRAINGER FY16	Each	5000	2808.79	CC6	BEST WAY			GRAINGER CO INC	JACKSONVILLE		10-Oct-2018 00:00:00

The delivery schedules tab also displays the Promised Date and Need By Date which can be used for comparison

This screenshot highlights the 'Promised Date' and 'Need-By Date' columns in the table from the previous screenshot. The 'Promised Date' column contains values like '26-Jan-2019 00:00:00' and '10-Oct-2018 00:00:00'. The 'Need-By Date' column is currently empty for all items.

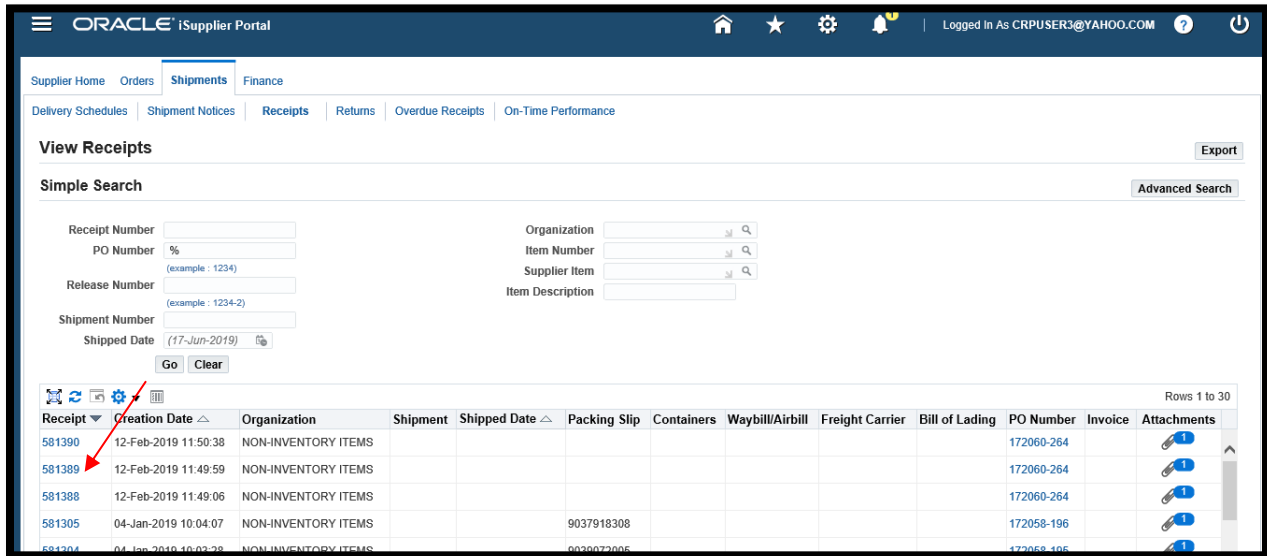
Shipment Receipt Details

1. Click the receipts link under the shipments tab.
2. The View receipt window is displayed. Use any of the available search criteria to query receipts.



Search results are displayed.

Click the link for Receipt to view detail information





Detailed information for the receipts is displayed such as **Performance** and **Net Received**

The screenshot displays the Oracle iSupplier Portal interface. At the top, the header includes the Oracle logo and 'iSupplier Portal' text. Navigation tabs for 'Supplier Home', 'Orders', 'Shipments', and 'Finance' are visible. The 'Shipments' tab is active, and a sub-menu shows 'Receipts' selected. The main content area displays details for 'Receipt: 581389'. Below this, a 'Receipt Transactions' table is shown with columns for Receipt Date, Promised Date, Need-By Date, Performance, PO Number, Line, Shipment, Item/Job, Description, UOM, Ordered, Returned, Net Received, Accepted Defects, Location, Attachments, LPN/Lot/Serial, and Invoice. The 'Performance' and 'Net Received' columns are highlighted with red boxes. The table contains one data row with the following values: Receipt Date: 12-Feb-2019 11:49:55, Promised Date: 14-Feb-2019 00:00:00, Need-By Date: 14-Feb-2019 00:00:00, Performance: Early, PO Number: 172060-264, Line: 1, Shipment: 1, Description: , UOM: Dollars, Ordered: 20.0, Returned: 9, Net Received: 0.0, Location: CC6.

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted Defects	Location	Attachments	LPN/Lot/Serial	Invoice
12-Feb-2019 11:49:55	14-Feb-2019 00:00:00	14-Feb-2019 00:00:00	Early	172060-264	1	1			Dollars	20.0	9	0.0	0.0	CC6			

Shipment Returns

Supplier Home Orders **Shipments** Finance

Delivery Schedules Shipment Notices Receipts **Returns** Overdue Receipts On-Time Performance

Returns Summary

Export

Simple Search

Advanced Search

Note that the search is case insensitive

Organization RMA Number

PO Number Item

Receipt Number Supplier Item

Shipment Number 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 results														

Click the returns tab under the Shipments Tab.

The returns summary window is displayed.

Use any available search criteria to query returns.

Click the receipt link to view.



Shipment Notices

Create ASN

Click “Create Advance Shipment Notices”.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. Below this, there are sub-navigation links for 'Delivery Schedules', 'Shipment Notices', 'Receipts', 'Returns', 'Overdue Receipts', and 'On-Time Performance'. The main content area is titled 'Shipment Notices' and contains four links: 'Create Advance Shipment Notices' (highlighted with a red box), 'Create Advance Shipment Billing Notices', 'Upload Advance Shipment and Billing Notices', and 'View / Cancel Advance Shipment and Billing Notices'.

Search for the shipment you would like to create an advanced shipment notice.

You can select:

“Shipments Due this Week”

Shipments Due any time

Then click Go

The screenshot shows the 'Create Advance Shipment Notice' page in the Oracle iSupplier Portal. The page title is 'Create Advance Shipment Notice'. Below the title, there is a 'Views' section with a dropdown menu. The dropdown menu is highlighted with a red box and shows 'Shipments Due Any Time' selected. To the right of the dropdown is a 'Go' button and an 'Advanced Search' button. Below the 'Views' section, there is a table with columns: PO Number, Line, Shipment, Supplier Item, Item Description, Due Date, Quantity Ordered, Quantity Shipped, Quantity Received, UOM, Ship-To Location, and Organization Name. The table currently displays 'No results found.' At the bottom of the page, there is a link: 'Return to Shipments: Shipment Notices'.



Check the PO you would like to create an advanced shipment notice for.

Note: you can select multiple POs as well

Then Click “ Add Shipment Notice”

Supplier Home Orders **Shipments** Finance

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

Shipments: Shipment Notices >

Create Advance Shipment Notice

Views

View Shipments Due Any Time

Select PO Shipments: **Add to Shipment Notice**

<input type="checkbox"/>	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date
<input type="checkbox"/>	177590	1	1		NEW PO FOR FY-19 MRO GRAINGER FOR MATERIALS AND SUPPLIES (HOWARD'S GROUP)	10-Oct-2018 00:00:00
<input type="checkbox"/>	179284	1	1		GRAINGER CONSUMABLES AND SUPPLIES FOR SAMPLING EVENTS. REPLACES FY15 PO# 139905. QUOTE 2024904143.	15-Dec-2018 00:00:00
<input checked="" type="checkbox"/>	172058-193	1	1		Debbie Hopkins - MRO Supplier for NON-inventory materials for JEA East and South - STATE CONTRACT #450-000-11-ACS	30-Dec-2018 00:00:00

Select Shipment Header Tab.

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Finance

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

Shipments: Shipment Notices >

Create Advance Shipment Notice

Shipment Header Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number * Shipment Date Note: Shipment Date cannot be later than today

* Expected Receipt Date Example: 18-Jun-2019 11:09:25

Freight Information

Freight Terms Freight Carrier

Number of Containers Bill of Lading

Waybill/Airbill Number Packing Slip

Packaging Code Special Handling Code

Tar Weight Tar Weight UOM

Net Weight Net Weight UOM

Comments

[Return to Shipments: Shipment Notices](#)

Provide the Shipment Information: Shipment Number, Shipment date, and expected Receipt date as they are required

☰ ORACLE iSupplier Portal

Supplier Home
Orders
Shipments
Finance

Delivery Schedules
Shipment Notices
Receipts
Returns
Overdue Receipts
On-Time Performance

Shipments: Shipment Notices >

Create Advance Shipment Notice

Shipment Header
Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number

* Expected Receipt Date Example: 18-Jun-2019 11:09:25

* Shipment Date Note: Shipment Date cannot be later than today

Freight Information

Freight Terms <input type="text"/>	Freight Carrier <input type="text"/>
Number of Containers <input type="text"/>	Bill of Lading <input type="text"/>
Waybill/Airbill Number <input type="text"/>	Packing Slip <input type="text"/>
Packaging Code <input type="text"/>	Special Handling Code <input type="text"/>
Tar Weight <input type="text"/>	Tar Weight UOM <input type="text"/>
Net Weight <input type="text"/>	Net Weight UOM <input type="text"/>
Comments <input type="text"/>	

[Return to Shipments: Shipment Notices](#)

Freight Information has no required information but you are welcome to enter any of the information listed in that



Click the shipment Lines tab

Supplier Home Orders **Shipments** Finance

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Shipment Notices >

Create Advance Shipment Notice

[Cancel](#) [Add Shipments](#) [Preview](#) [Submit](#)

Shipment Header **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number
Country Of Origin Truck Number
Bar Code Label Comments

[Default to All Lines](#)

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial
	177590	1		1		NEW PO FOR FY-19 MRO GRAINGER FOR MATERIALS AND SUPPLIES (HOWARD'S GROUP)	10-Oct-2018...	5000	2808.79	Each		CC6	

Enter the Packing Slip Number.

Shipments: Shipment Notices >

Create Advance Shipment Notice

Shipment Header **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number
Country Of Origin Truck Number
Bar Code Label Comments

[Default to All Lines](#)

At the Select Lines.

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Finance

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Shipment Notices >

Create Advance Shipment Notice

[Cancel](#) [Add Shipments](#) [Preview](#) [Submit](#)

Shipment Header **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number
Country Of Origin Truck Number
Bar Code Label Comments

[Default to All Lines](#)

Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remc
	177590	1		1		NEW PO FOR FY-19 MRO GRAINGER FOR MATERIALS AND SUPPLIES (HOWARD'S GROUP)	10-Oct-2018 00:00:00	5000	2808.79	Each		CC6				



Receipts

Supplier Home Orders **Shipments** Finance

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts On-Time Performance

View Receipts Export

Simple Search Advanced Search

Receipt Number Organization
 PO Number Item Number
(example : 1234)
 Release Number Supplier Item
(example : 1234-2)
 Shipment Number Item Description
 Shipped Date
(26-May-2019)

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
581390	12-Feb-2019 11:50:38	NON-INVENTORY ITEMS								172060-264		
581389	12-Feb-2019 11:49:59	NON-INVENTORY ITEMS								172060-264		
581388	12-Feb-2019 11:49:06	NON-INVENTORY ITEMS								172060-264		
581305	04-Jan-2019 10:04:07	NON-INVENTORY ITEMS			9037918308					172058-196		
581304	04-Jan-2019 10:03:28	NON-INVENTORY ITEMS			9039072005					172058-195		
581303	04-Jan-2019 10:02:45	NON-INVENTORY ITEMS			9038315975					172058-194		

For each line enter the quantity of each item shipped.

Supplier Home Orders **Shipments** Finance

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts On-Time Performance

Shipments: Shipment Notices >

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number
 Country Of Origin Truck Number
 Bar Code Label Comments

Shipments in Advance Shipment Notice

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial
	177590	1	1			NEW PO FOR FY-19 MRO GRAINGER FOR MATERIALS AND SUPPLIES (HOWARD'S GROUP)	10-Oct-2018...	5000	2808.79	Each		CC6	

Click submit.

Supplier Home | Orders | **Shipments** | Finance

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Shipment Notices >

Create Advance Shipment Notice

[Cancel](#) | [Add Shipments](#) | [Preview](#) | [Submit](#)

Shipment Header | **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip	<input type="text"/>	Container Number	<input type="text"/>
Country Of Origin	<input type="text"/>	Truck Number	<input type="text"/>

You will receive an Advanced Shipment Confirmation.

ORACLE iSupplier Portal

Supplier Home | Orders | **Shipments** | Finance

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts | On-Time Performance

Advance Shipment Notice Confirmation

Your Advance Shipment Notice test 1 has been submitted.

[Return to Advance Shipment Notices](#)



Overdue Receipts

The Overdue Receipts Results page enables you to view the details of past due purchase order shipments. Click the PO number, Ship-To Location, and Buyer to view further detail.

Click on Overdue Receipts link

Perform simple or advanced search

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. The 'Shipments' tab is active, and the 'Overdue Receipts' sub-tab is selected. A search section titled 'Simple Search' is highlighted with a red box, containing fields for Organization, PO Number, Item, Supplier Item, and Due Date (set to 26-May-2019). Below the search section is a table of overdue receipts. The table has the following columns: Organization, PO Number, Item, Supplier Item, Item Description, Due Date, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Buyer, and Supplier Config ID. The table contains four rows of data for JEA OU.

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
JEA OU	172060-267			Janet Walker - MRO Supplier for NON-inventory materials for JEA West and North - STATE CONTRACT #450-000-11-ACS	13-Apr-2019 00:00:00	Dollars	4	0	CC6	BEST WAY	Loggren, Rodney Dennis	
JEA OU	172060-269			Janet Walker - MRO Supplier for NON-inventory materials for JEA West and North - STATE CONTRACT #450-000-11-ACS	13-Apr-2019 00:00:00	Dollars	2	0	CC6	BEST WAY	Loggren, Rodney Dennis	
JEA OU	172060-268			Janet Walker - MRO Supplier for NON-inventory materials for JEA West and North - STATE CONTRACT #450-000-11-ACS	13-Apr-2019 00:00:00	Dollars	4	0	CC6	BEST WAY	Loggren, Rodney Dennis	
JEA OU	172060-270			Janet Walker - MRO Supplier for NON-inventory materials for JEA West and North - STATE CONTRACT #450-000-11-ACS	13-Apr-2019 00:00:00	Dollars	2	0	CC6	BEST WAY	Loggren, Rodney Dennis	



On-Time Performance

The On-Time Performance page provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries. Click the PO Number and Receipt Number to view further details.

1. Click on On-Time Performance link
2. Perform simple or advanced search

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Finance

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts **On-Time Performance**

On-Time Performance Export

Simple Search

Note that the search is case insensitive Advanced Search

Organization PO Number
Due Date (26-May-2019) Shipment Number
Receipt Number Item
Supplier Item Waybill/Airbill Number
Delivery Status

Go Clear

Rows 1 to 75

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
JEA OU	178712			579336	30-Nov-2018 14:09:13			Lug Mechanical Connectors. Quote 2038676587.	Each	3			On-Time	
JEA OU	171393			556622	17-Jan-2018 09:05:11			GRAINGER FY16 CONSUMABLES AND SUPPLIES FOR SAMPLING EVENTS. REPLACES FY15 PO# 139905. QUOTE 2024904143.	Dollars	421.2			On-Time	
JEA OU	176552			572802	05-Sep-2018 15:05:26			PURCHASE DISK GRINDER AND EYEWASH BOTTLES FROM GRAINGER QUOTE#QTE1335771588	Dollars	893.5			On-Time	
JEA OU	176540			572801	05-Sep-2018 15:03:10			PURCHASE SUPPLIES FROM GRAINGER AS QUOTED IN QUOTE	Dollars	705.00			On-Time	



Invoice and Payments

You can access invoice and payment information as well as review invoice status online using Oracle iSupplier Portal. If the invoice is associated with a Purchase Order, the invoice can be submitted online.

Creating Invoices

You can submit an invoice online to JEA based on the purchase order lines you have fulfilled. You need to only identify those items shipped and enter a quantity. You can invoice against open, approved, standard or blanket purchase orders that are not fully billed. You can enter a credit memo against a fully billed purchase order (use negative quantity amounts to enter a credit memo), as well as invoice against multiple purchase orders.

To submit an invoice with a matching purchase order:

Click the Finance tab, and then click Create Invoices in the task bar directly below the tabs. On the Invoice Actions page, select Create invoice With a PO and click Go.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. Below the navigation bar, there are buttons for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Invoice Actions' section is highlighted, and the 'Create Invoice' button is circled in red. The 'With a PO' dropdown menu is also highlighted. Below the 'Invoice Actions' section, there is a search section with the following fields: Supplier (COOK ELECTRICAL INC), Invoice Number, Invoice Date From (26-May-2019), Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. The 'Go' and 'Clear' buttons are also visible.



On the Create Invoice: Purchase Orders page, enter search criteria to identify the purchase order and click go.

Select items of the PO to be invoiced and click Add to Invoice. Add as many items as you need (items on your invoice display at the bottom of the page). If you mistakenly add an item to the invoice, you can select it and click Remove from invoice. When finished adding items, click Next.

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 179388

Purchase Order Date (26-May-2019)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Item: Add to Invoice

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
179388	1	1	<input type="checkbox"/>	Harts Rd MLS fiber build			13470	0	10	Dollars	1	USD	T13	JEA OU		

On the Create Invoice: Details page, enter an invoice number and remit to address (if it does not default.) then click Next.

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier Invoice

* Supplier COOK ELECTRICAL INC

Tax Payer ID 59-2940217

* Remit To ACH-JACKSONVILL

Address 745 EASTPORT RD Jacksonville FL 32218

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

* Invoice Number 262786

* Invoice Date 10-Jun-2019

Invoice Type Invoice

Currency USD

Invoice Description

Approval Level

Delay Comments

Direct Invoice Requestor

Special Handling Instructions

Attachment +

Customer

* Customer Tax Payer ID 592983007

Customer Name JEA

Address 21 West Church Street Jacksonville 32202-3139 US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
179388	1	1		Harts Rd MLS fiber build		T13	13460	13460	1	Dollars	13460



On the Create Invoice: Manage Tax page, you can view the tax information generated, as it is based off the tax amount you entered on the invoice header.

When finished, click Next.

ORACLE iSupplier Portal

Supplier Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Manage Tax Cancel | Save | Back | Step 3 of 4 | **Next** | Submit

Supplier	Invoice
* Supplier COOK ELECTRICAL INC	* Invoice Number 262786
Tax Payer ID 59-2940217	* Invoice Date 10-Jun-2019
* Remit To ACH-JACKSONVILL	Invoice Type Standard
Address 745 EASTPORT RD Jacksonville FL 32218	* Currency USD
Remit To Bank Account XXXXXXXXXXX2128	Invoice Description
Unique Remittance Identifier	Delay Comments
Remittance Check Digit	Direct Invoice Requestor
	Special Handling Instructions
	Attachment None

Customer

* Customer Tax Payer ID 592983007
Customer Name JEA
Address 21 West Church Street Jacksonville 32202-3139 US

Summary Tax Lines

Calculate

On the Create Invoice: Review and Submit page, review your invoice and click Submit. You also have the option to return to this invoice later by clicking Save for Later.

ORACLE iSupplier Portal

Supplier Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Review and Submit Cancel | Save | Back | Step 4 of 4 | **Submit**

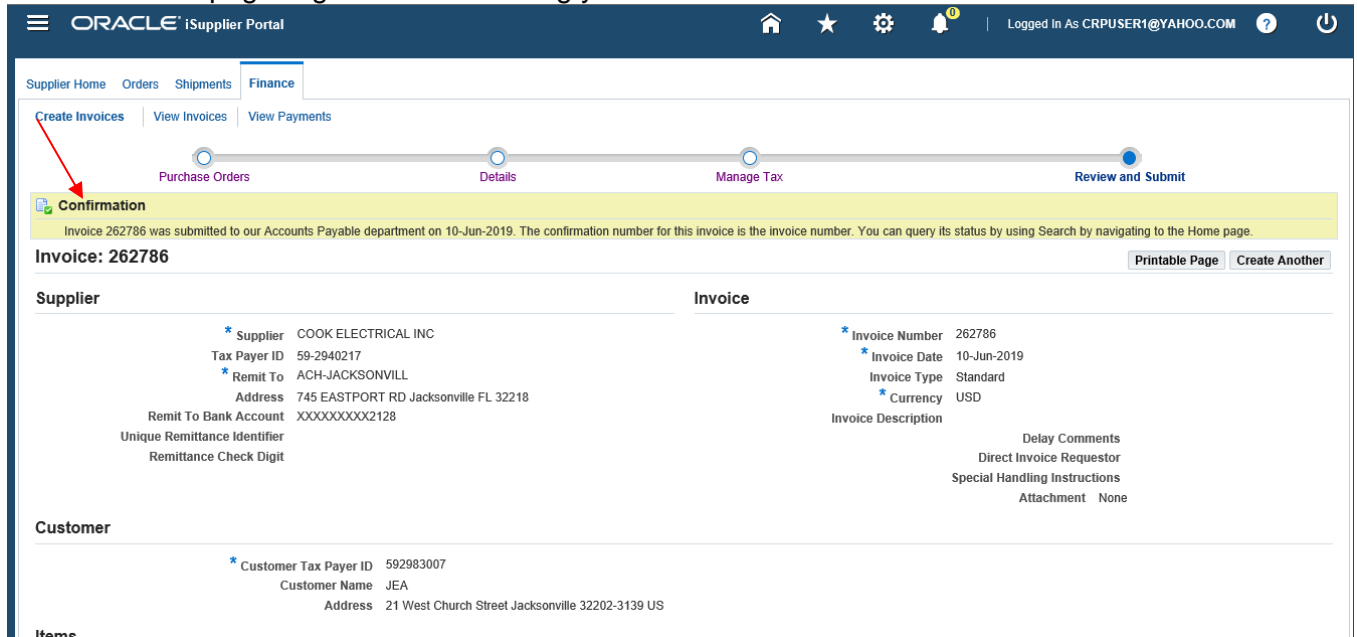
Supplier	Invoice
* Supplier COOK ELECTRICAL INC	* Invoice Number 262786
Tax Payer ID 59-2940217	* Invoice Date 10-Jun-2019
* Remit To ACH-JACKSONVILL	Invoice Type Standard
Address 745 EASTPORT RD Jacksonville FL 32218	* Currency USD
Remit To Bank Account XXXXXXXXXXX2128	Invoice Description
Unique Remittance Identifier	Delay Comments
Remittance Check Digit	Direct Invoice Requestor
	Special Handling Instructions
	Attachment None

Customer

* Customer Tax Payer ID 592983007
Customer Name JEA
Address 21 West Church Street Jacksonville 32202-3139 US

Items

A Confirmation page is generated informing you of successful invoice creation.



The screenshot shows the ORACLE iSupplier Portal interface. At the top, there is a navigation bar with 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. Below this, there are tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. A progress bar indicates the current step is 'Review and Submit', with previous steps being 'Purchase Orders', 'Details', and 'Manage Tax'. A red arrow points to the 'Create Invoices' tab.

Confirmation
 Invoice 262786 was submitted to our Accounts Payable department on 10-Jun-2019. 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: 262786 Printable Page Create Another

Supplier	Invoice
<ul style="list-style-type: none"> * Supplier COOK ELECTRICAL INC Tax Payer ID 59-2940217 * Remit To ACH-JACKSONVILL Address 745 EASTPORT RD Jacksonville FL 32218 Remit To Bank Account XXXXXXXXXXX2128 Unique Remittance Identifier Remittance Check Digit 	<ul style="list-style-type: none"> * Invoice Number 262786 * Invoice Date 10-Jun-2019 Invoice Type Standard * Currency USD Invoice Description Delay Comments Direct Invoice Requestor Special Handling Instructions Attachment None
<p>Customer</p> <ul style="list-style-type: none"> * Customer Tax Payer ID 592983007 Customer Name JEA Address 21 West Church Street Jacksonville 32202-3139 US 	



Viewing Invoices

To view invoice information:

1. On the iSupplier Portal Home page, click the Finance tab, then click the View Invoices subtab.
2. On the View Invoices page, enter search values into one or more of the search fields, and click Go. Or use the Advanced Search option.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. The 'View Invoices' subtab is active. The search section includes a 'Simple Search' area with various input fields and an 'Advanced Search' button. Below the search fields is a table of invoice data.

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	Attachments	Discount Date	Available Discount
262786	10-Jun-2019	Standard	USD	13,460.00	13,460.00	In-Process		Not Paid			10-JUL-2019		179388				
GKJ-TEST	04-Jun-2019	Standard	USD	100.00	100.00	In-Process		Not Paid			04-JUL-2019		179387				
GKJ_WF_TEST_060319_1	03-Jun-2019	Standard	USD	100.00	100.00	Approved		Not Paid			03-JUL-2019		179387				



- When the search results display, click the invoice number link to view details of the invoice. (You can also view any associated purchase order(s), payments, or scheduled payments by clicking their links).
- On the Invoice Details page, you can see the header level information.

ORACLE iSupplier Portal

Supplier Home Orders Shipments **Finance**

Create Invoices View Invoices View Payments

Finance: View Invoices >

Standard Invoice: 262786 (Total USD 13,460.00) Export

Currency= USD

General		Amount Summary		Payment Information	
Invoice Date	10-Jun-2019	Item	13,460.00	Paid	0.00
Status	In-Process	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	13,460.00
Batch		Tax	0.00	Status	Not Paid
Attachments	None	Prepayment	0.00	Payment Date	
Supplier	COOK ELECTRICAL INC	Retainage	0.00	Payment	
Supplier Site	ACH-JACKSONVILL	Withholding Tax	0.00	Term	NET 30
Address	745 EASTPORT RD Jacksonville, FL 32218	Total	13,460.00		

Invoice Lines Scheduled Payments Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt	Work Order
1	Item	Harts Rd MLS fiber build	13460	Dollars	1.00		13,460.00	0.00	In-Process	179388	1	1	Lovgren, Rodney Dennis		

- To view invoice line information, click the Invoice Lines tab. You can also view any scheduled payments and any hold information

Invoice Lines Scheduled Payments Hold Reasons

Due Date	Amount	Remaining Amount	Remit-to Supplier	Remit-to Supplier Site	Status	Method
10-Jul-2019	13,460.00	13,460.00			Not Paid	Electronic

Invoice Lines Scheduled Payments Hold Reasons

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
No results found.					



Viewing Payments

To view payment information:

1. On the iSupplier Portal Home page, click the Finance tab, then click the View Payments subtab.
2. On the View Payments page, enter search values into one or more of the search fields, and click Go. Or use the Advanced Search option.
3. When the search results display, click the payment number link to view details of the payment. (You can also view any associated purchase order(s), or invoices by clicking their links).
4. On the Payments details page, you can see the payment details including the invoices addressed by the payment.

Supplier Home Orders Shipments **Finance**

Create Invoices View Invoices **View Payments** Export

View Payments Advanced 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 (26-May-2019) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
298726	COOK ELECTRICAL INC	ACH-JACKSONVILL	03-Jan-2019	USD	130.00	Electronic	Reconciled	03-Jan-2019	JEA CENTRAL DISBURSEMENT	22673	178433
298442	COOK ELECTRICAL INC	ACH-JACKSONVILL	27-Dec-2018	USD	1,035.00	Electronic	Reconciled	27-Dec-2018	JEA CENTRAL DISBURSEMENT	Multiple	178433
297994	COOK ELECTRICAL INC	ACH-JACKSONVILL	18-Dec-2018	USD	50,920.00	Electronic	Reconciled	18-Dec-2018	JEA CENTRAL DISBURSEMENT	22663	178190
297573	COOK ELECTRICAL INC	ACH-JACKSONVILL	07-Dec-2018	USD	1,170.00	Electronic	Reconciled	07-Dec-2018	JEA CENTRAL DISBURSEMENT	Multiple	178433
297388	COOK ELECTRICAL INC	ACH-JACKSONVILL	05-Dec-2018	USD	270.00	Electronic	Reconciled	05-Dec-2018	JEA CENTRAL DISBURSEMENT	22621	178433
297102	COOK ELECTRICAL INC	ACH-JACKSONVILL	29-Nov-2018	USD	11,900.00	Electronic	Reconciled	29-Nov-2018	JEA CENTRAL DISBURSEMENT	22647	176804
297016	COOK ELECTRICAL INC	ACH-JACKSONVILL	28-Nov-2018	USD	1,395.00	Electronic	Reconciled	28-Nov-2018	JEA CENTRAL DISBURSEMENT	22620	178433
296934	COOK ELECTRICAL INC	ACH-JACKSONVILL	27-Nov-2018	USD	1,215.00	Electronic	Reconciled	27-Nov-2018	JEA CENTRAL DISBURSEMENT	22638	178433
296698	COOK ELECTRICAL INC	ACH-JACKSONVILL	19-Nov-2018	USD	17,690.00	Electronic	Reconciled	19-Nov-2018	JEA CENTRAL DISBURSEMENT	Multiple	Multiple

Rows 1 to 75

JEA iSupplier Profile Manager

This responsibility is perhaps one of the most important of our iSupplier offerings. Thanks to the self-service capabilities of the iSupplier Portal, Supplier Users can maintain and update their profile directly within the tool without having to depend on any external support.

Supplier Users can update details like their address, contact number, bank account, etc.

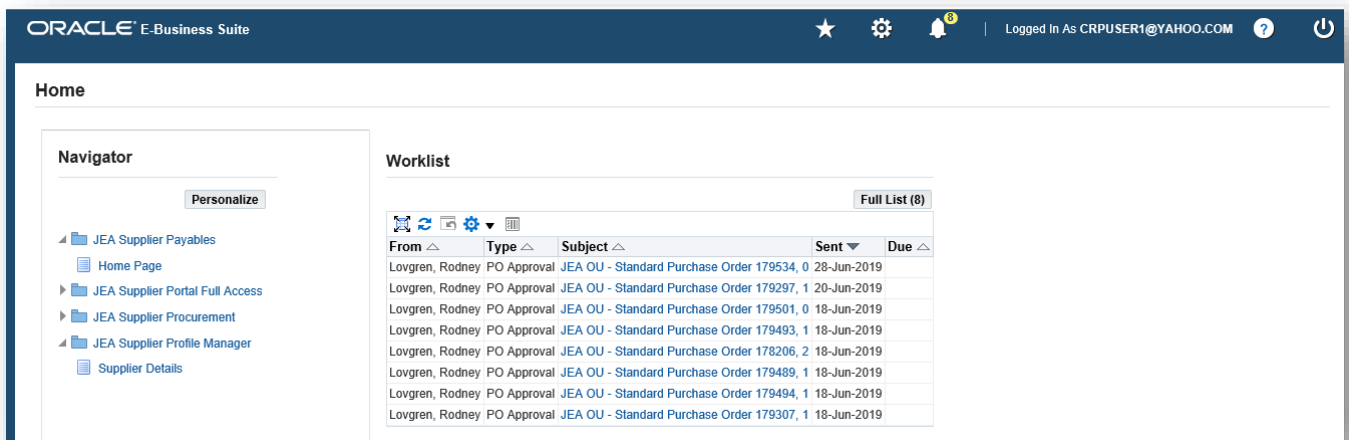
*Please note that changes and updates to banking information will only be accessible through the JEA Supplier Profile Banking responsibility, which will only be granted to authorized users.

Any changes made by the Supplier User will go through a review and approval process by JEA. Once the requested change is approved, the supplier profile will be updated and reflect within the iSupplier Portal.

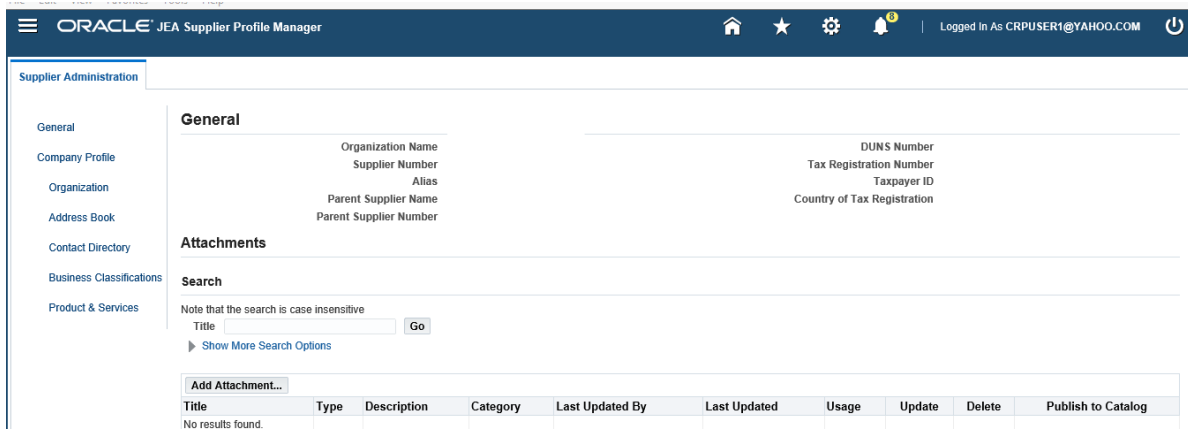
It is the Supplier User's responsibility to ensure that the data inputted is accurate and approved by the appropriate company representative with the proper level of authority, within their organization.

To access the JEA Supplier Profile Manager responsibility:

- ⇒ Log into Oracle
- ⇒ Click on JEA Supplier Profile Manager
- ⇒ Click on Supplier Details



The page will open to the main page, showing the **General** tab information.



The screenshot shows the Oracle JEA Supplier Profile Manager interface. The top navigation bar includes the Oracle logo, the text "ORACLE JEA Supplier Profile Manager", and user information "Logged In As CRPUSER1@YAHOO.COM". The left sidebar lists navigation options: Supplier Administration, General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, and Product & Services. The main content area is titled "General" and contains the following fields:

- Organization Name
- Supplier Number
- Alias
- Parent Supplier Name
- Parent Supplier Number
- DUNS Number
- Tax Registration Number
- Taxpayer ID
- Country of Tax Registration

Below these fields are sections for "Attachments", "Search", and "Add Attachment...". The search section includes a note "Note that the search is case insensitive", a "Title" input field, a "Go" button, and a link "Show More Search Options". The "Add Attachment..." section contains a table with the following columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows "No results found."

The Supplier User can access the following options to make changes to their company's information:

- ⇒ General
- ⇒ Organization
- ⇒ Address Book
- ⇒ Contact Directory
- ⇒ Business Classifications
- ⇒ Products & Services



General

Select **General**.

Supplier Administration

General

Company Profile

Organization

Address Book

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Product & Services

The General page will list the Organization Name, Supplier Number, Tax ID and any supporting documents attached to the profile. The following documents are required for all Suppliers:

- ⇒ Current W-9
- ⇒ Current Certificate of Insurance
- ⇒ Vendor Request Form (New Vendors)
- ⇒ ACH Enrollment Form

To attach a document, select **Add Attachment**.

General

Organization Name	JEA ISUPPLIER TEST VENDOR	DUNS Number	
Supplier Number	923225	Tax Registration Number	
Alias		Taxpayer ID	
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Attachments

Search

Note that the search is case insensitive

Title

▶ Show More Search Options

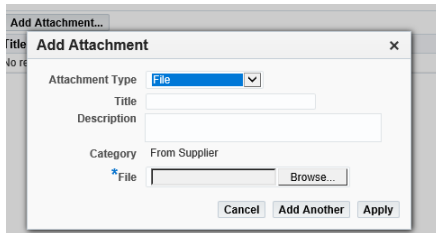
Add Attachment...

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

Make the appropriate selections:

- ⇒ **Attachment Type**
 - **Select** - File, URL, Short Text, Long Text or Document Catalog
- ⇒ **Title**
 - Enter an appropriate **Title** for your attachment, i.e. W9, COI (Certificate of Insurance), Vendor Form, ACH Form, etc.
- ⇒ **Description**
 - Add a **Description** for the attachment. This field is optional.
- ⇒ **File**
 - Click the **Browse** button and select your attachment.

Click **Apply**. You will receive a confirmation message about adding the attachment.





Organization

Select **Organization**.

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The fields listed under the **Organization** and **Total Employees** areas is optional. This information is not required to complete the supplier profile.

In the **Tax and Financial Information** area, please complete the following required field or modify as needed:

- ⇒ **Taxpayer ID**
- ⇒ All other fields under this section are optional.

Click **Save**.

Organization Cancel Save

D-U-N-S Number	<input type="text"/>	Chief Executive Name	<input type="text"/>
Legal Structure	<input type="text"/>	Chief Executive Title	<input type="text"/>
Principal Name	<input type="text"/>		
Year Established	<input type="text"/>	Principal Title	<input type="text"/>
Incorporation Year	<input type="text"/>		
Control Year	<input type="text"/>		
Mission Statement	<input type="text"/>		

Total Employees Refresh

Organization Total	<input type="text"/>	Corporate Total	<input type="text"/>
Organization Total Type	<input type="text"/>	Corporate Total Type	<input type="text"/>

Tax and Financial Information Refresh

Taxpayer ID	<input type="text"/>	Analysis Year	<input type="text"/>
Tax Registration Num	<input type="text"/>	Currency Preference	<input type="text"/>
Fiscal Year End	<input type="text"/>	Annual Revenue	<input type="text"/>
<input type="checkbox"/> Federal Agency		Potential Revenue	<input type="text"/>

VAT Number: For next fiscal year.

Address Book

Select **Address Book**.

Select **Create**.

The **Create Address** page will open.

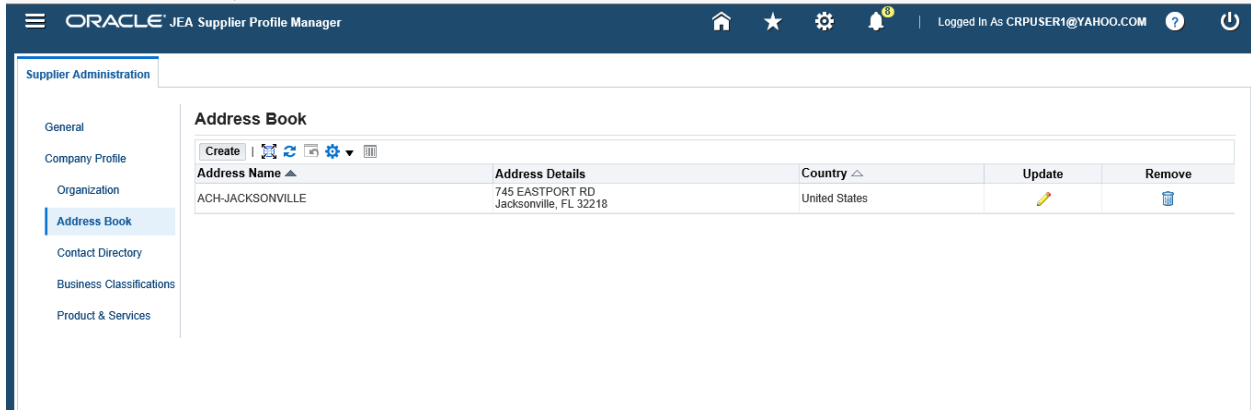
Fill in the following required fields using “ALL CAPITAL LETTERS”:

- ⇒ **Address Name**
- ⇒ **Address Line 1**
- ⇒ **City/Town/Locality**
- ⇒ **Postal Code**
- ⇒ **Phone Area Code**
- ⇒ **Phone Number**
- ⇒ **Fax Area Code**
- ⇒ **Fax Number**
- ⇒ **Email Address**

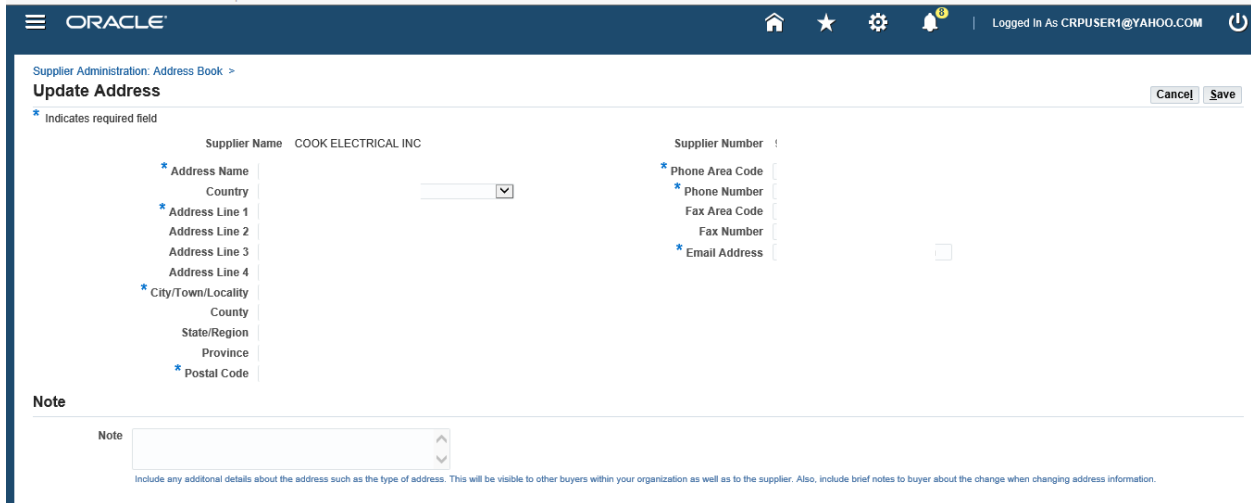
The option to mark the address as a “**Purchasing Address**”, “**Payment Address**” or “**RFQ Only**” is available. Please check the applicable box or boxes.

Click **Save**. You will receive a confirmation message about adding the address.

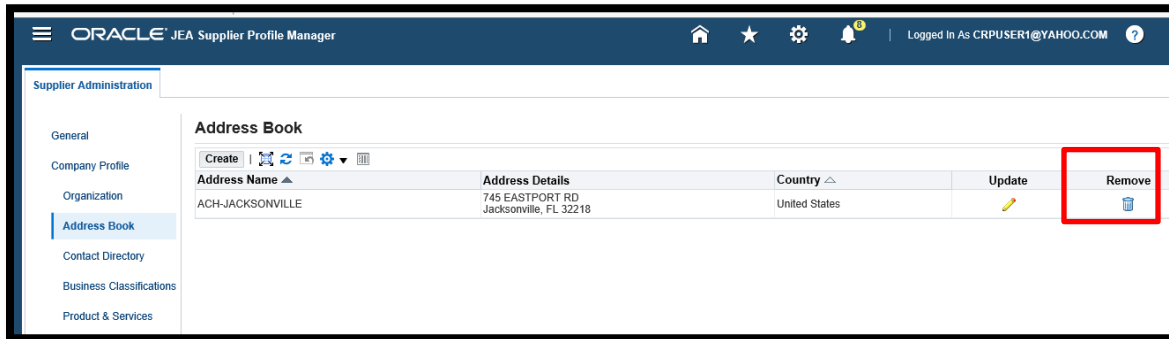
To update an address, on the **Address Book** tab page, select the **Update Pencil** icon.



The **Update Address** page will open. There you can make any necessary changes needed. Once the changes have been made, click **Save**.

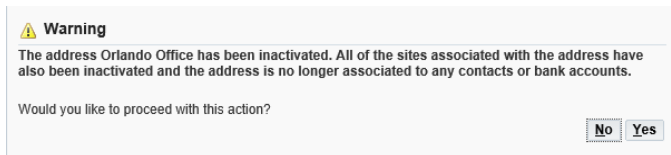


To submit a request to remove an address, on the **Address Book** tab, select the **Remove Garbage Can** icon next to the address you would like to remove.

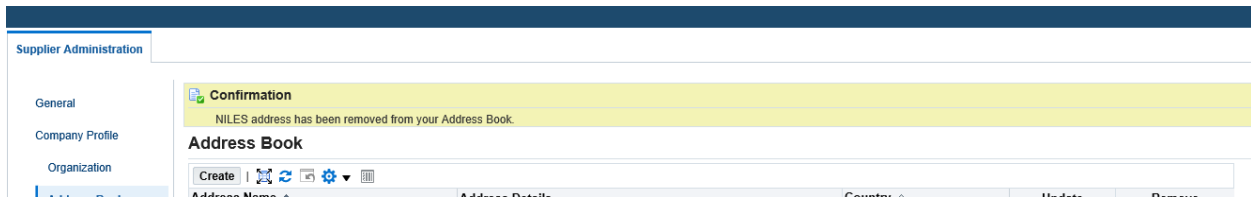


You will then receive a warning message about the address removal.

- ⇒ Select **Yes** if you would like to proceed with the action.
- ⇒ Select **No** if you would like to cancel the action.



You will receive a confirmation message about removing the address.



Contact Directory

You can view, remove or add contacts to the **Contact Directory**.

The screenshot shows the Oracle Supplier Administration interface. The left sidebar contains navigation options: General, Company Profile, Organization, Address Book, **Contact Directory**, Business Classifications, and Product & Services. The main content area displays a table titled "Contact Directory : Active Contacts".

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
LARRY	BLOUNT	904-696.1017	LARRY.BLOUNT@COOKELECTRICAL.COM	Current				
Angle	Brackin		angle.brackin@cookelectric.com	Current	✓			
PAUL	COOK	904-696.1017		Current				
User	CRP		CRPUSER1@yahoo.com	Current	✓			
USER4	CRP		CRPUSER4@YAHOO.COM	Current	✓			
Alex	Zecher	904-696-1017	alex.zecher@cookelectric.com	Current				

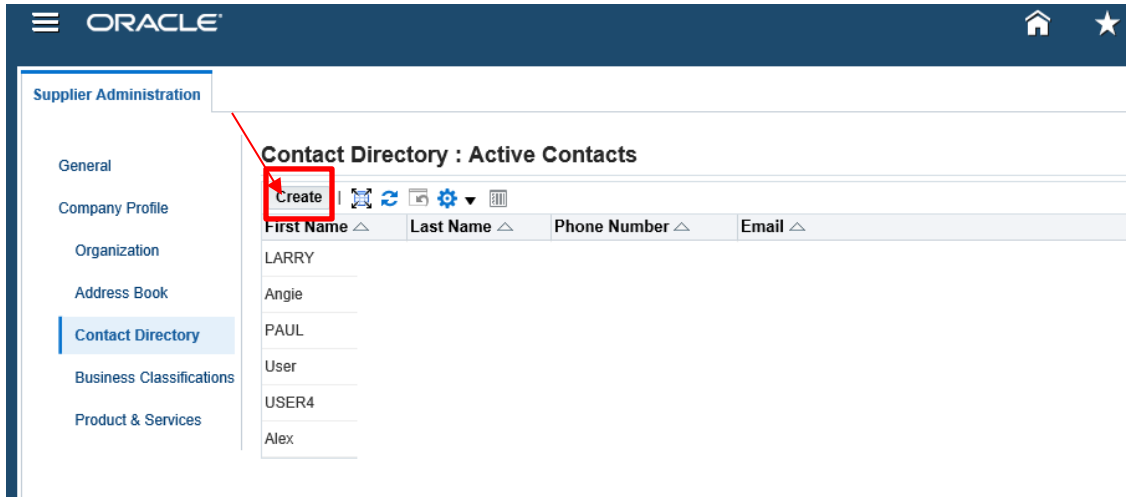
Below the table, there is a link: **Contact Directory : Inactive Contacts**.

1. All active contacts all listed under the **Active Contacts** Header
2. To view inactive Contacts, contacts that were in the past active but have been removed, click the gray triangle to the right of the **Inactive Contacts** Header

This screenshot is similar to the previous one but highlights the transition to inactive contacts. The "Contact Directory : Active Contacts" header is enclosed in a red box. Below it, the "Contact Directory : Inactive Contacts" header is also enclosed in a red box, with a red arrow pointing to a small gray triangle icon to its left. The table below shows a single contact:

First Name	Last Name	Phone Number	Email	Status	User Account
JOHN				Inactive	

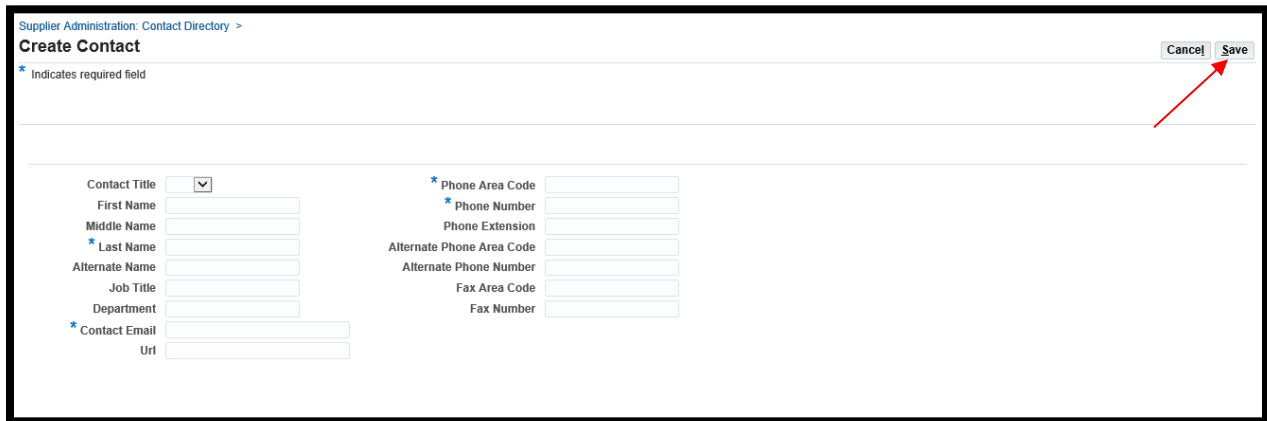
To create a new contact, select the **Create** box under the **Active Contacts**.



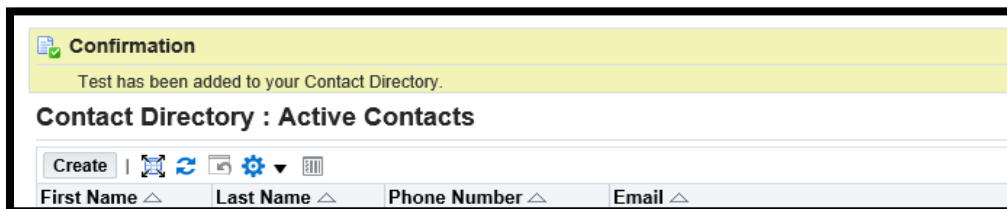
The **Create Contact** page will open. Fill in the following required fields:

- ⇒ **Last Name**
- ⇒ **Contact Email**
- ⇒ **Phone Area Code**
- ⇒ **Phone Number**

Once the information has been added in the fields, click **Save** in the top right corner.



You will be returned to the **Contact Directory** page and a confirmation for the new contact will be received.



To update a contact: click the yellow **Update Pencil** icon for the contact you want to update

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
USER3	CRP	268-2682984156	CRPUSER3@yahoo.com	Current	✓			

The **Update Contact** page will open. Update the information you wish to change. Then click **Save** in the top right corner.

Supplier Administration: Contact Directory >
Update Contact Cancel Save

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

* Contact Email

Url

* Phone Area Code

* Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Once you click Save. You will be returned to the **Contact Directory** page and receive a confirmation message that the update has been saved.

Confirmation
Contact details for Test have been saved

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account
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Business Classifications

The **Business Classifications** area is used to capture all of your organization certifications.

Start by checking the box stating, "I certify that I have reviewed the classification below and they are current and accurate."

To choose the applicable business classifications, check the appropriate box or boxes. For each item, provide the Certificate Number, Certifying Agency and Expiration Date.

Click **Save**.

Business Classifications Cancel Save

Certification

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

Last Certified By

TIP Date format example: 20-Jun-2019

Classification	Applicable Minority Type	Certificate Number	Certifying Agency	Expiration Date
12 Local Government	<input type="checkbox"/>			
20 Foreign Owned and Located	<input type="checkbox"/>			
27 Small Disadvantaged Business	<input type="checkbox"/>			
2F State Government	<input type="checkbox"/>			
2R Federal Government	<input type="checkbox"/>			
2X For- Profit Organization	<input type="checkbox"/>			
77 Service Provider	<input type="checkbox"/>			
80 Hospital	<input type="checkbox"/>			
95 Research and Development	<input type="checkbox"/>			
A4 SBA Certified Small Disadvantaged Business	<input type="checkbox"/>			

You will receive a confirmation for this change/addition once complete.



Product & Services

The **Product and Services** area lists the products and services your company provides.

To add a Product or Service, click **Add**.

Supplier Administration

Supplier Administration: Product & Services >

Products and Services

Remove Add [Refresh] [Filter] [Settings] [Print]

<input type="checkbox"/>	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	CN-BO		18-Jun-2019	Approved	
<input type="checkbox"/>	CN-GE		18-Jun-2019	Approved	
<input type="checkbox"/>	CN-BO		18-Jun-2019	Approved	
<input type="checkbox"/>	CN-GE		18-Jun-2019	Approved	

All the options for the available products and services will open on the next page.

Check all applicable products or services that apply to your company. Then click **Apply**.

Supplier Administration: Product & Services > Products and Services >

Add Products and Services:

Cancel Apply

Browse All Products & Services
 Search for Specific Product & Service

[Refresh] [Filter] [Settings] [Print]

Code	Products and Services	View Sub-Categories	Applicable
CHEM & GAS - CARBON DIOXIDE	Expense for carbon dioxide gas used for purging the turbine.		<input type="checkbox"/> Applicable
CHEM & GAS - CAUSTIC SODA			<input type="checkbox"/> Applicable
CHEM & GAS - CHLORINE	Expense for acid used in water treatment.		<input type="checkbox"/> Applicable
CHEM & GAS - GASES FOR GENERAT			<input type="checkbox"/> Applicable
CHEM & GAS - LIME			<input type="checkbox"/> Applicable
CHEM & GAS - LIQUID CAUSTIC			<input type="checkbox"/> Applicable
CHEM & GAS - OTHER CHEM & GAS			<input type="checkbox"/> Applicable
CHEM & GAS - OXYGEN SCANVENGER			<input type="checkbox"/> Applicable
CHEM & GAS - SULFURIC ACID			<input type="checkbox"/> Applicable
CHEM & GAS-SODIUM HYPOCHLORITE			<input type="checkbox"/> Applicable

You will receive a confirmation notification.

Confirmation

Personalize "Confirmation"

The following Product and Service categories have been added to your profile.

[Return to Products and Services](#)

To remove a product and service, select the product or service you would like to remove.

Click **Remove**.

Supplier Administration

General

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Products and Services

<input type="checkbox"/>	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	CHEM & GAS - CARBON DIOXIDE	Expense for carbon dioxide gas used for purging the turbine.	09-Jul-2019	Approved	
<input type="checkbox"/>	CHEM & GAS - CHLORINE	Expense for acid used in water treatment.	09-Jul-2019	Approved	
<input checked="" type="checkbox"/>	FM		09-Jul-2019	Approved	
<input type="checkbox"/>	FI		09-Jul-2019	Approved	
<input type="checkbox"/>	CHEM & GAS - OXYGEN SCAVENGER	Expense for oxygen scavenger used in water treatment.	25-Jun-2019	Approved	
<input type="checkbox"/>	CHEM & GAS - GASES FOR GENERAT	Expense for various gases including hydrogen, oxygen, nitrogen, acetylene, L., etc., used in power generation.	25-Jun-2019	Approved	
<input type="checkbox"/>	CN-DB	CONSTRUCTION-DESIGN/BUILD	25-Jun-2019	Approved	
<input type="checkbox"/>	CHEM & GAS - CAUSTIC SODA	Expense for caustic soda used for water treatment.	24-Jul-2019	Pending Approval	

You will receive a confirmation notification.

Confirmation

[Personalize "Confirmation"](#)

The following Product and Service categories have been removed from your profile.

-

[Return to Products and Services](#)