JEA®

iSupplier Portal
REGISTRATION
INSTRUCTIONS

WELCOME TO THE iSUPPLIER PORTAL

Click **HERE** to Log In to the iSupplier Portal

JEA iSUPPLIER PORTAL

The **JEA iSupplier Administration Team** would like to welcome our existing Suppliers to the **iSupplier Portal**! We are excited about utilizing this new technology to streamline our supplier communication through a secure, internet-based portal. The iSupplier Portal will become your primary communication channel to Procurement and Accounts Payable.

What's in it for you?
The iSupplier Portal will enable you to:
- View Purchase Orders
- Submit and View Invoices
- Track Invoice Payment Status
- Update Supplier Profile
- Update Supplier Banking

The JEA iSupplier Administration Team has a roll out plan and will be reaching out to our existing Suppliers throughout this year to register them to use the iSupplier Portal. If you have any questions or concerns about the iSupplier Portal, please email us at isupplier@jea.com.

Sincerely,
JEA iSupplier Administration Team

NEW SUPPLIER

iSUPPLIER PORTAL REGISTRATION INSTRUCTIONS

JEA

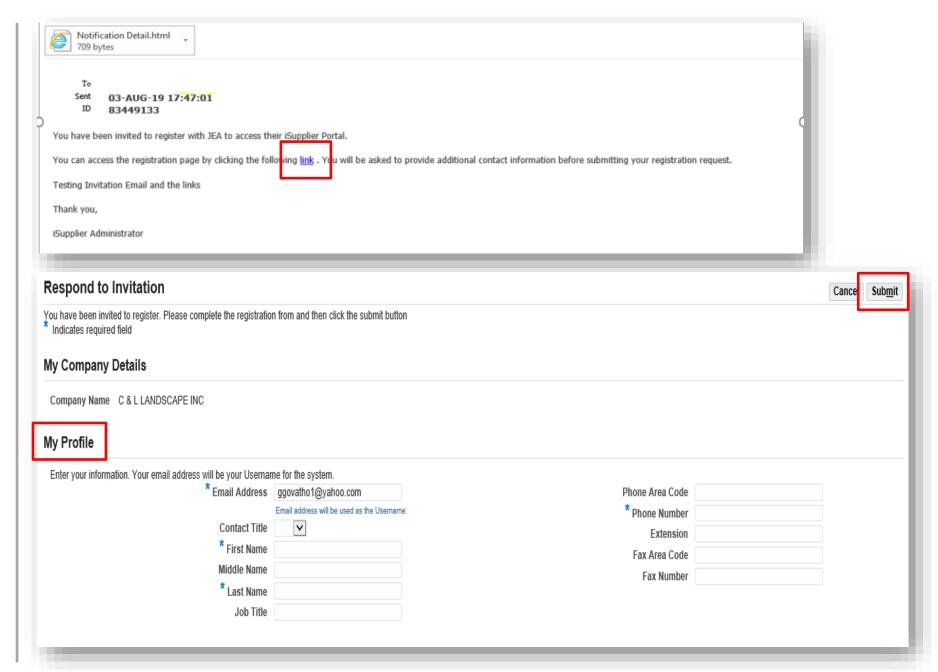〉 New Supplier iSupplier Registration Instructions

iSupplier Portal Registration

Supplier will receive an email inviting them to register to have access to the iSupplier Portal:

- Click **Link**.

- Complete all the fields in the **My Profile** section of the form.

- Click **Submit**.

- When you receive your logon credentials, follow all of the steps outlined for the **Existing Supplier** in this manual.

EXISTING SUPPLIER

iSUPPLIER PORTAL REGISTRATION INSTRUCTIONS

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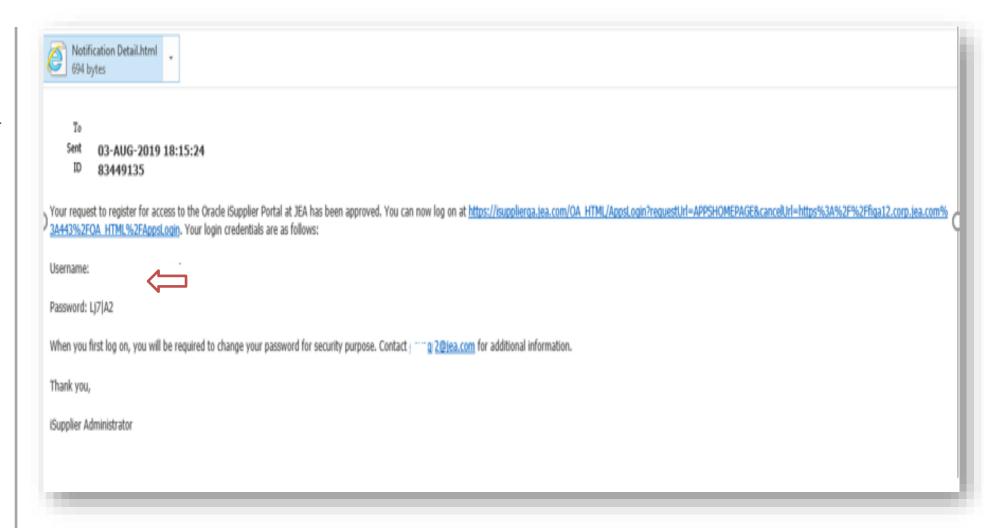
Existing Supplier iSupplier
Registration Instructions

Log Into Oracle

Supplier will receive an email with their logon credentials:

- Login URL
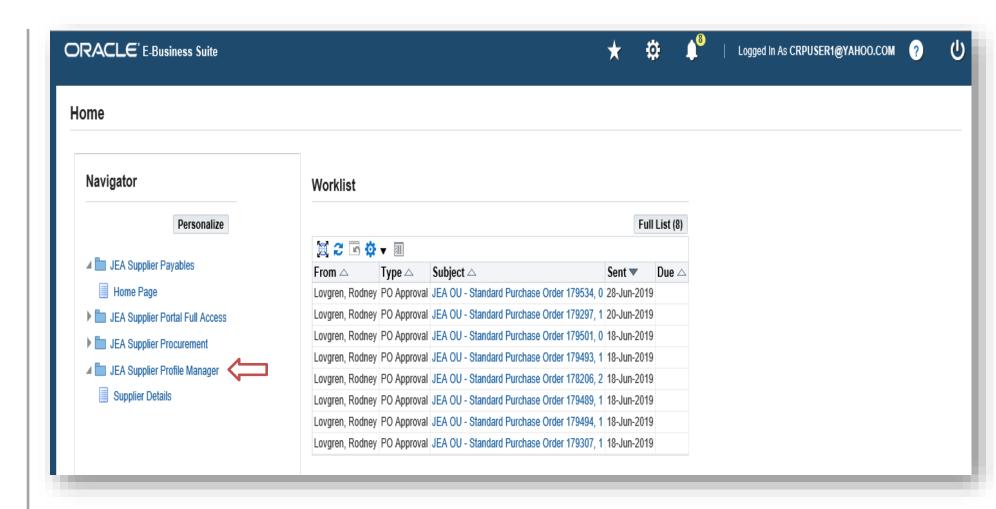 https://isupplier.jea.com/OA_HTML/AppsLocalLogin.jsp

- Username

- Password

User Name

Password

Log In   Cancel

Enter Username

Enter Password

Click Log In

Login Assistance

Register Here

Accessibility
None

Language
English

Notification Detail.html
694 bytes

To

Sent   03-AUG-2019 18:15:24
ID   83449135

Your request to register for access to the Oracle iSupplier Portal at JEA has been approved. You can now log on at https://isupplierga.jea.com/OA_HTML/AppsLogin?requestUrl=APPSHOMEPAGE&cancelUrl=https%3A%2F%2Ffiqa12.corp.jea.com%3A443%2FOA_HTML%2FAppsLogin. Your login credentials are as follows:

Username:

Password: Lj7|A2

When you first log on, you will be required to change your password for security purpose. Contact   2@jea.com for additional information.

Thank you,

iSupplier Administrator

Supplier Responsibility

Select **JEA Supplier Profile Manager**:
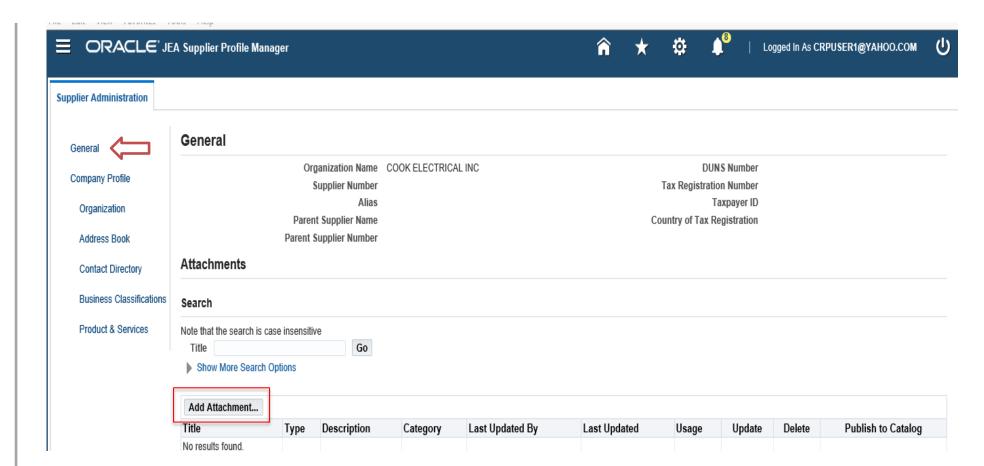
➢ Select **Supplier Details**

General

Select **General**:

- The General page will list the **Organization Name**, **Supplier Number** and **Tax ID**.

- Please review the attachments and ensure the following documents are attached:

  ➤ Current W-9

  ➤ Current Certificate of Insurance

- To add any missing support documentation, click **Add Attachment**.

General

To **Add Attachment**, make the appropriate selections:

- **Attachment Type**
  - ➤ Click the down arrow to **Select**: File, URL, Short Text, Long Text or Document Catalog.
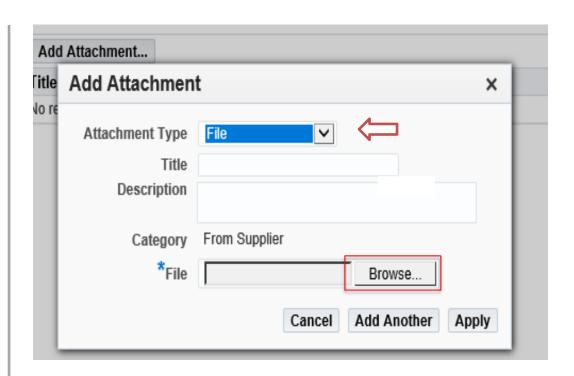
- **Title**
  - ➤ Enter a **Title** for your attachment, i.e. W9, COI (Certificate of Insurance), Vendor Form, ACH Form, etc.

- **Description**
  - ➤ Add a **Description** for the attachment. This field is optional.

- **File**
  - ➤ Click the **Browse** button and select your attachment.

- Click **Apply**.
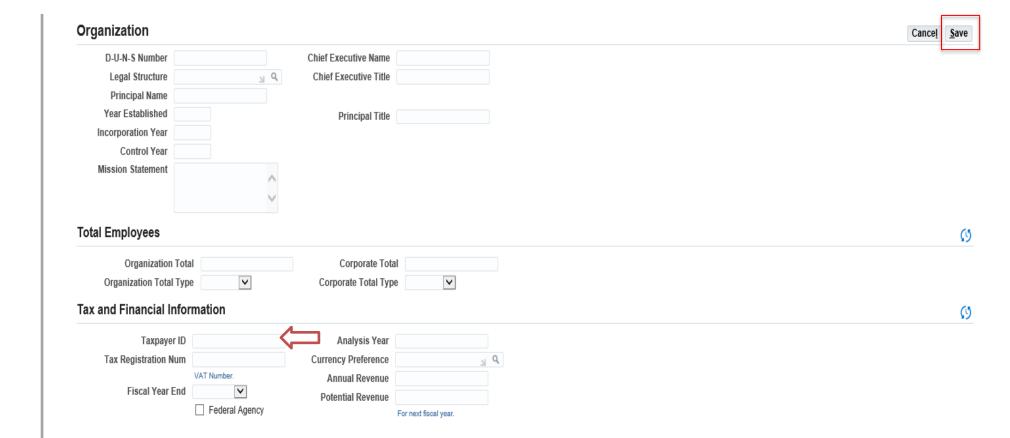
Organization

Select **Organization**:

- Verify the correct **Taxpayer ID** is listed for your company.

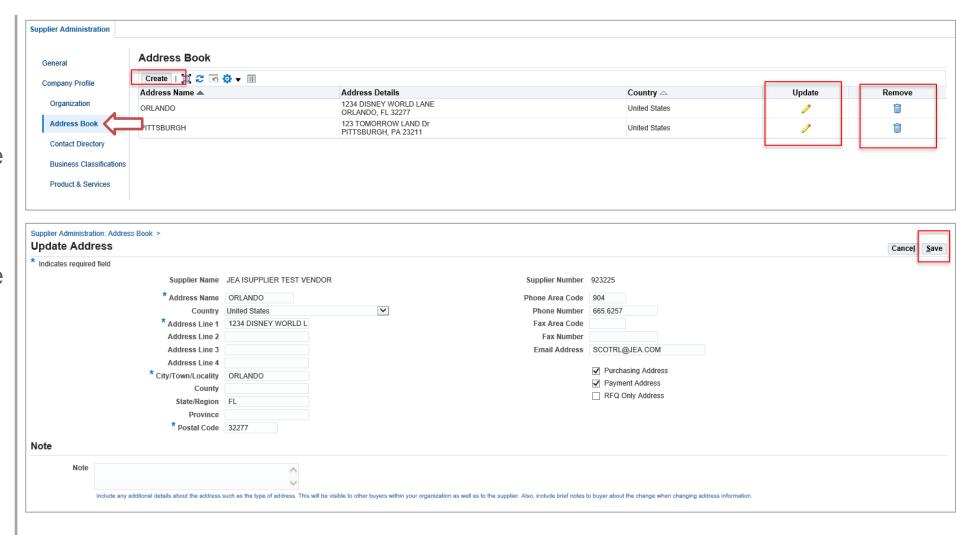- Make any necessary modifications.

- Click **Save**.

Address Book

Select **Address Book**:

- If there is an address listed, review and ensure it is accurate and complete.

- To **Update** an address, select the **Pencil** on the line for the address to update. Make the necessary changes and click **Save**.

- To **Add** an address, select **Create**. Complete the required fields. Be sure to indicate if the address is for **Purchasing**, **Payments** or **RFQ**. Click **Save**.

- To **Remove** an address, select the **Garbage Can** on the line for the address to remove. Click **Yes** remove the address or **No** if you don't want to proceed with the action.
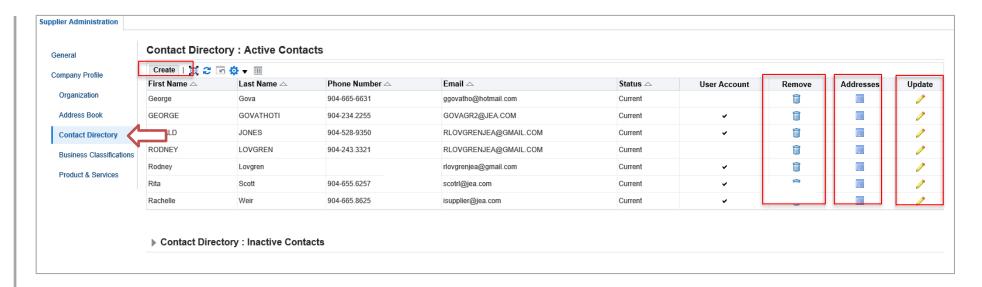
Contact Directory

Select **Contact Directory**:

- If there are contacts listed, review and ensure they are accurate and complete.

- To **Update** a contact, select the **Pencil** on the line for the contact to update. Make the necessary changes and click **Save**.

- To **Add** a contact, select **Create**. Complete all the fields. Click **Save**.

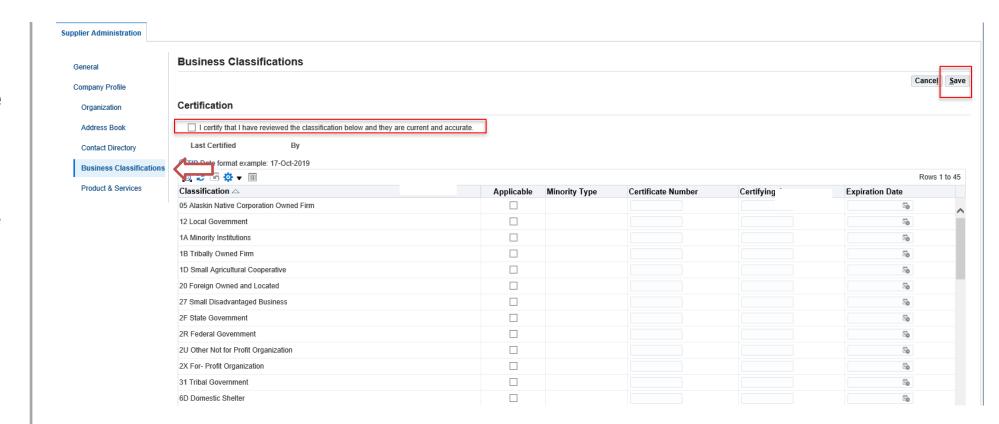- To **Remove** a contact, select the **Garbage Can** on the line for the contact to remove.

Business Classifications

Select **Business Classifications**:

- If your company has any certifications, **Check the Box** stating, "I certify that I have reviewed the classification below and they are current and accurate."

- Check all applicable items and provide the **Certificate Number**, **Certifying Agency** and **Expiration Date** for all checked items.
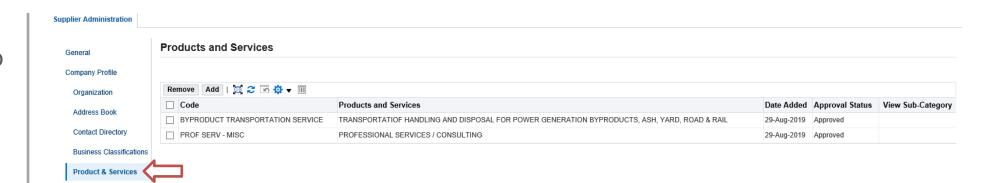
- Click **Save**.

Product & Services

Select **Product & Services**:

- This section is not being utilized by JEA. No information is required in this section.

- JEA is working on procuring a separate system to capture this information.

Thank You!

You are now registered to use the iSupplier Portal!

If you have any questions, please

email the JEA iSupplier Administration

Team at isupplier@jea.com.

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**JEA
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Registration**