



# iSupplier Portal REGISTRATION INSTRUCTIONS



# WELCOME TO THE 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](mailto:isupplier@jea.com).

Sincerely,  
*JEA iSupplier Administration Team*



Click [HERE](#)  
to Log In to  
the iSupplier  
Portal

# NEW SUPPLIER

## iSUPPLIER PORTAL REGISTRATION INSTRUCTIONS



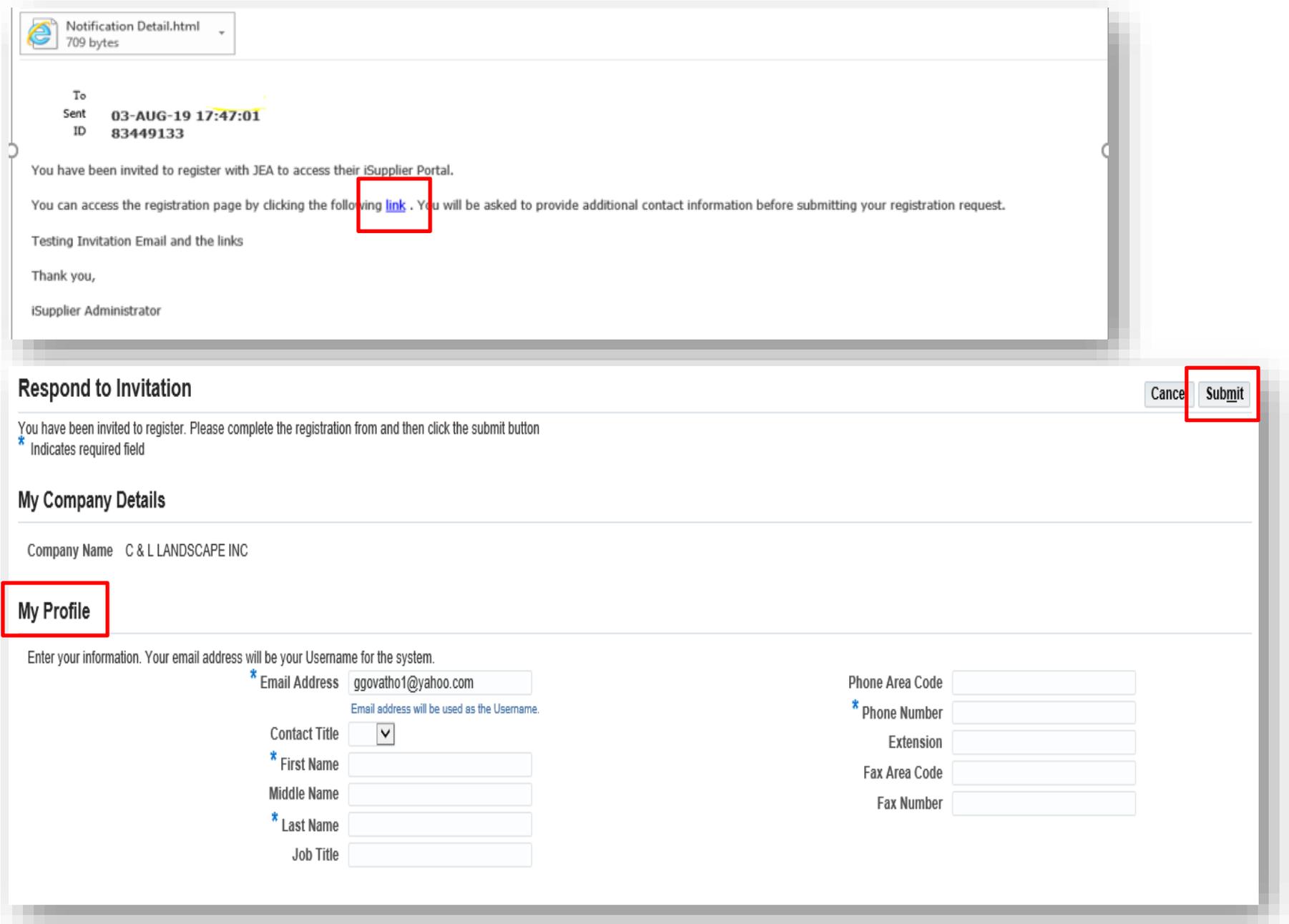
**New Supplier iSupplier  
Registration Instructions**



# 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.



The image shows a screenshot of an email invitation and a registration form. The email, titled "Notification Detail.html" (709 bytes), is dated "03-AUG-19 17:47:01" with ID "83449133". The body of the email states: "You have been invited to register with JEA to access their iSupplier Portal. You can access the registration page by clicking the following [link](#). You will be asked to provide additional contact information before submitting your registration request. Testing Invitation Email and the links. Thank you, iSupplier Administrator".

The registration form, titled "Respond to Invitation", includes a "Cancel" and "Submit" button. Below the title, it says: "You have been invited to register. Please complete the registration form and then click the submit button. \* Indicates required field".

The form is divided into sections:

- My Company Details:** Company Name: C & L LANDSCAPE INC
- My Profile:** (This section is highlighted with a red box in the image). It contains the following fields:
  - Enter your information. Your email address will be your Username for the system.
  - \* Email Address: ggovatho1@yahoo.com (with a note: "Email address will be used as the Username.")
  - Contact Title: (dropdown menu)
  - \* First Name: (text input)
  - Middle Name: (text input)
  - \* Last Name: (text input)
  - Job Title: (text input)
  - Phone Area Code: (text input)
  - \* Phone Number: (text input)
  - Extension: (text input)
  - Fax Area Code: (text input)
  - Fax Number: (text input)

# EXISTING SUPPLIER

# iSUPPLIER PORTAL REGISTRATION INSTRUCTIONS



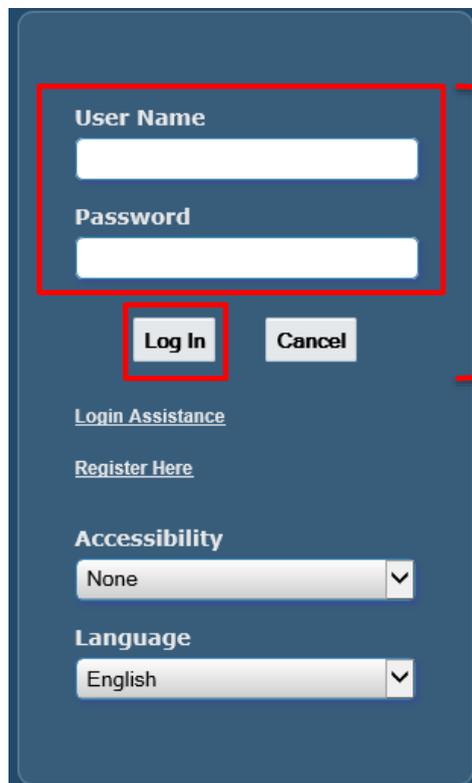
**Existing Supplier iSupplier  
Registration Instructions**



# Log Into Oracle

Supplier will receive an email with their logon credentials:

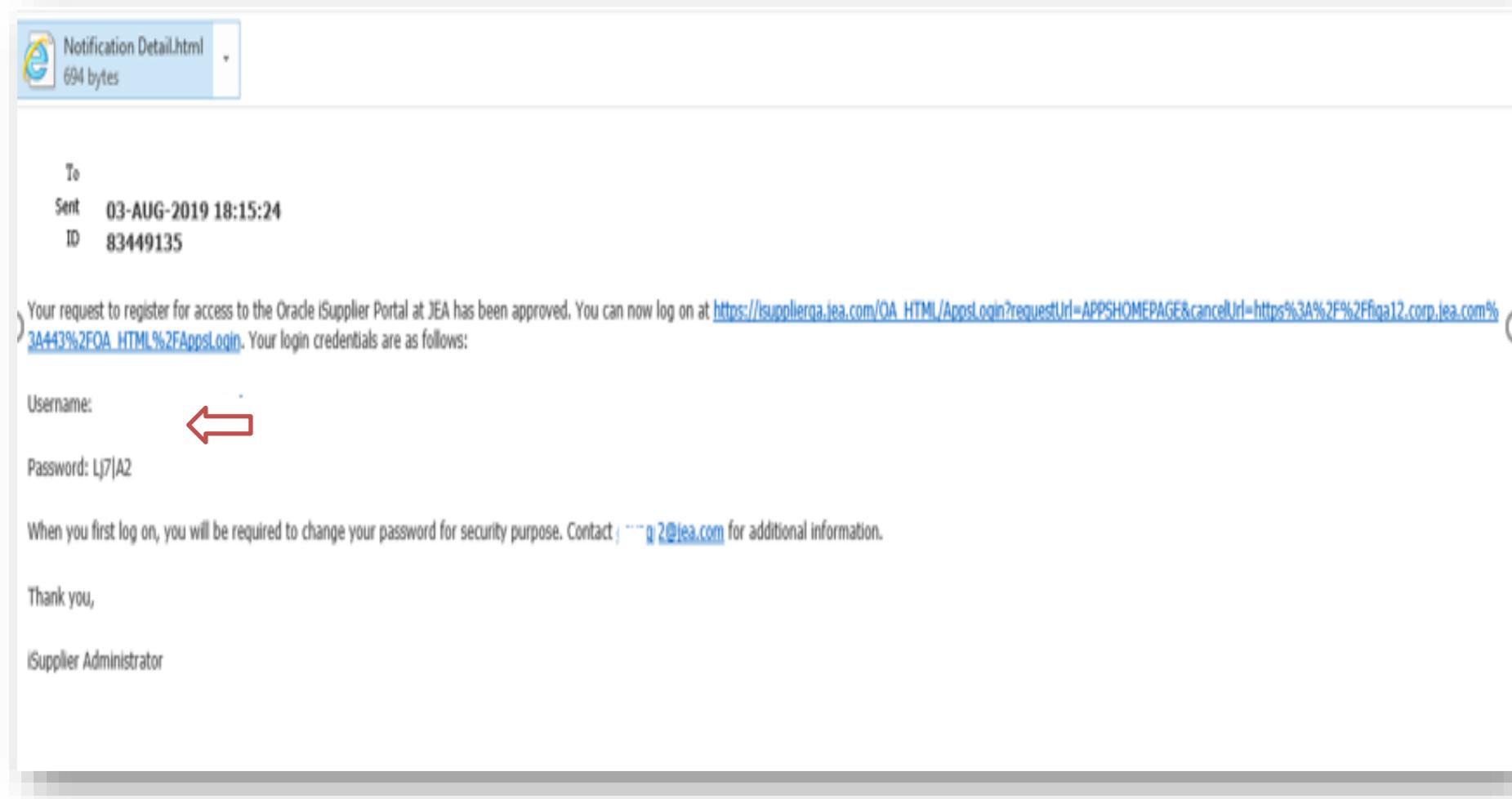
- Login URL  
[https://isupplier.jea.com/OA\\_HTML/AppsLocalLogin.jsp](https://isupplier.jea.com/OA_HTML/AppsLocalLogin.jsp)
- Username
- Password



Enter Username

Enter Password

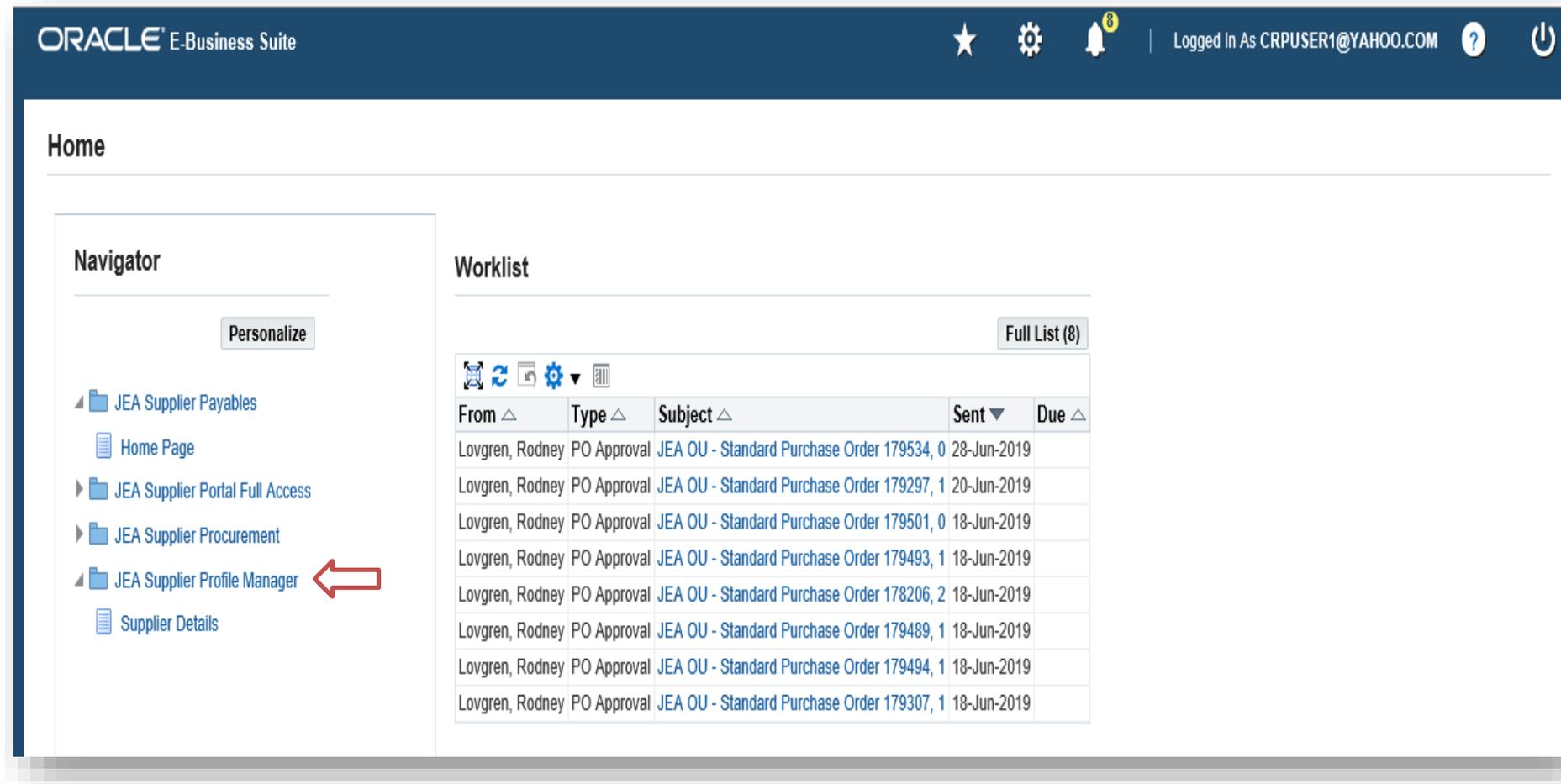
Click Log In



# Supplier Responsibility

Select **JEA Supplier Profile Manager**:

- Select **Supplier Details**



The screenshot shows the Oracle E-Business Suite interface. The top navigation bar includes the Oracle logo, the text "ORACLE E-Business Suite", and user information: "Logged In As CRPUSER1@YAHOO.COM". The main content area is titled "Home" and is divided into two sections: "Navigator" and "Worklist".

**Navigator:** This section contains a "Personalize" button and a list of menu items:
 

- JEA Supplier Payables
- Home Page
- JEA Supplier Portal Full Access
- JEA Supplier Procurement
- JEA Supplier Profile Manager** (highlighted with a red arrow)
- Supplier Details

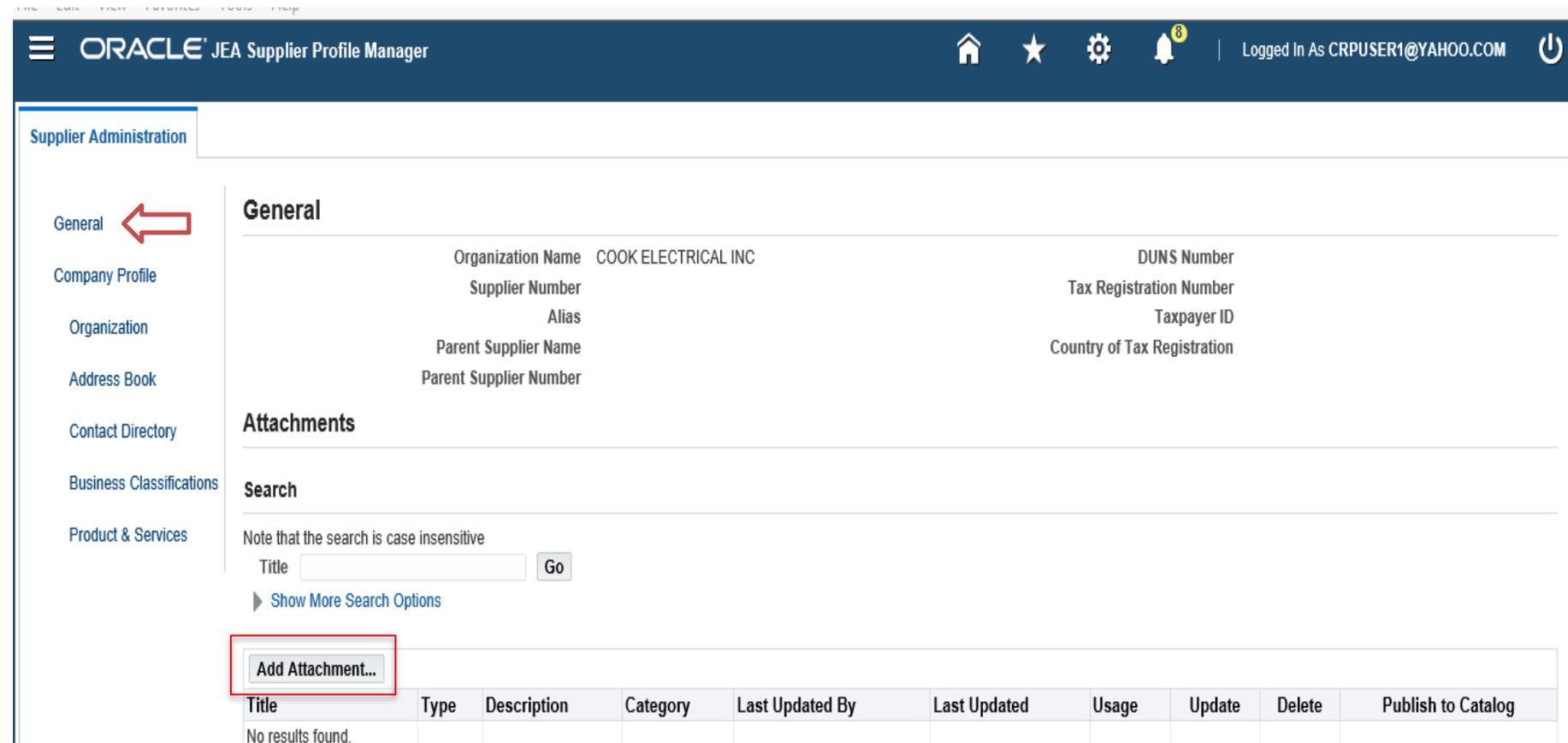
**Worklist:** This section displays a table of worklist items. A "Full List (8)" button is located at the top right of the table. The table has the following columns: From, Type, Subject, Sent, and Due.

From	Type	Subject	Sent	Due
Lovgren, Rodney	PO Approval	JEA OU - Standard Purchase Order 179534, 0	28-Jun-2019	
Lovgren, Rodney	PO Approval	JEA OU - Standard Purchase Order 179297, 1	20-Jun-2019	
Lovgren, Rodney	PO Approval	JEA OU - Standard Purchase Order 179501, 0	18-Jun-2019	
Lovgren, Rodney	PO Approval	JEA OU - Standard Purchase Order 179493, 1	18-Jun-2019	
Lovgren, Rodney	PO Approval	JEA OU - Standard Purchase Order 178206, 2	18-Jun-2019	
Lovgren, Rodney	PO Approval	JEA OU - Standard Purchase Order 179489, 1	18-Jun-2019	
Lovgren, Rodney	PO Approval	JEA OU - Standard Purchase Order 179494, 1	18-Jun-2019	
Lovgren, Rodney	PO Approval	JEA OU - Standard Purchase Order 179307, 1	18-Jun-2019	

# 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**.



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 contains a 'Supplier Administration' menu with options: General (highlighted with a red arrow), Company Profile, Organization, Address Book, Contact Directory, Business Classifications, and Product & Services. The main content area is titled 'General' and displays the following information for 'COOK ELECTRICAL INC':

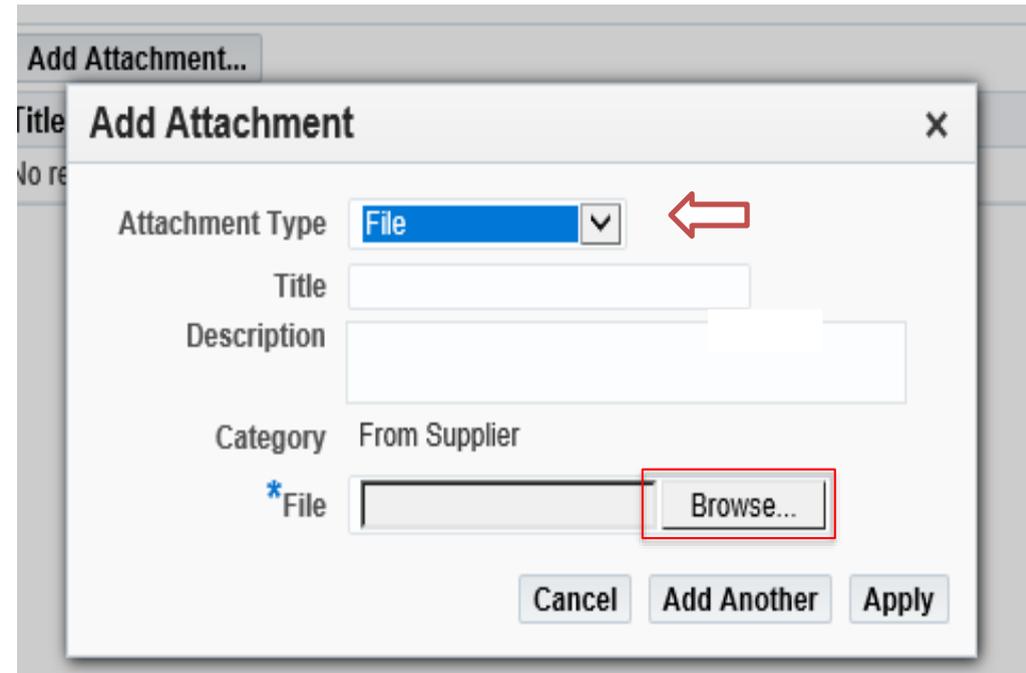
Organization Name	COOK ELECTRICAL INC	DUNS Number	
Supplier Number		Tax Registration Number	
Alias		Taxpayer ID	
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the general information is an 'Attachments' section with a search bar. The search bar contains the text 'Note that the search is case insensitive' and a 'Title' input field with a 'Go' button. A link for 'Show More Search Options' is also present. Below the search bar is a table with a red box around the 'Add Attachment...' button. The table has 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.'

# 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**.



The screenshot shows a software interface for adding an attachment. The main window is titled "Add Attachment...". A smaller dialog box titled "Add Attachment" is open, featuring a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Attachment Type:** A dropdown menu currently showing "File". A red arrow points to the dropdown arrow.
- Title:** An empty text input field.
- Description:** An empty text input field.
- Category:** A dropdown menu showing "From Supplier".
- \*File:** A text input field with a "Browse..." button to its right, which is highlighted with a red rectangular box.
- Buttons:** "Cancel", "Add Another", and "Apply" buttons are located at the bottom of the dialog.

# Organization

Select **Organization**:

- Verify the correct **Taxpayer ID** is listed for your company.
- Make any necessary modifications.
- 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"/>	Principal Title	<input type="text"/>
Year Established	<input type="text"/>		
Incorporation Year	<input type="text"/>		
Control Year	<input type="text"/>		
Mission Statement	<input type="text"/>		

## Total Employees



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



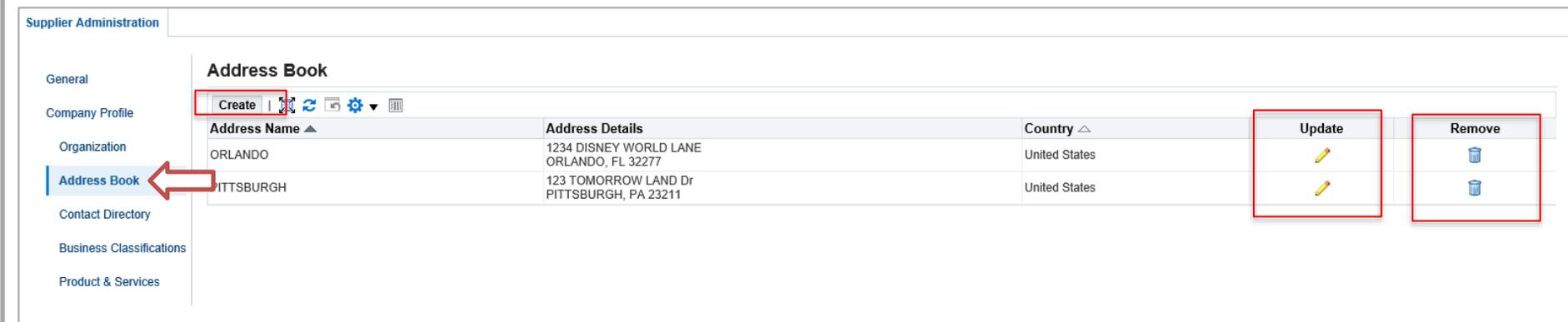
Taxpayer ID	<input type="text"/>	Analysis Year	<input type="text"/>
Tax Registration Num	<input type="text"/>	Currency Preference	<input type="text"/>
Fiscal Year End	<input type="text"/>	Annual Revenue	<input type="text"/>
<input type="checkbox"/> Federal Agency		Potential Revenue	<input type="text"/>

VAT Number.  
For next fiscal year.

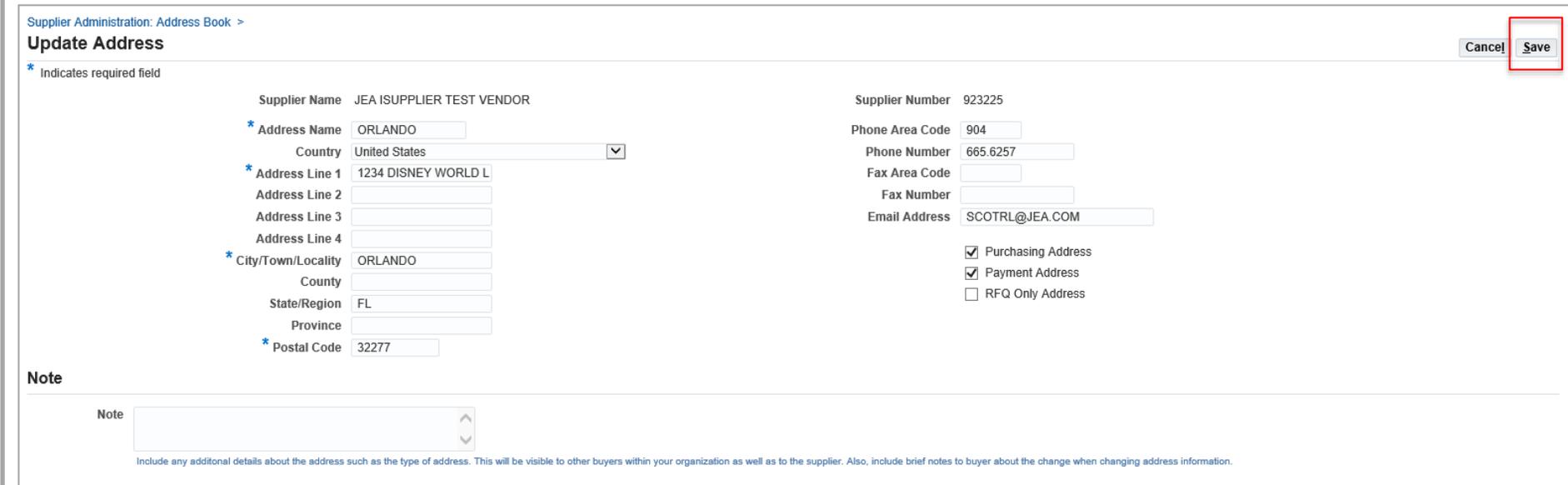
# Address Book

Select **Address Book**:

- 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.



Address Name ▲	Address Details	Country ▲	Update	Remove
ORLANDO	1234 DISNEY WORLD LANE ORLANDO, FL 32277	United States		
PITTSBURGH	123 TOMORROW LAND Dr PITTSBURGH, PA 23211	United States		



Supplier Administration: Address Book >  
Update Address Cancel Save

\* Indicates required field

Supplier Name	JEA ISUPPLIER TEST VENDOR	Supplier Number	923225
* Address Name	ORLANDO	Phone Area Code	904
Country	United States	Phone Number	665.6257
* Address Line 1	1234 DISNEY WORLD L	Fax Area Code	
Address Line 2		Fax Number	
Address Line 3		Email Address	SCOTRL@JEA.COM
Address Line 4		<input checked="" type="checkbox"/> Purchasing Address	
* City/Town/Locality	ORLANDO	<input checked="" type="checkbox"/> Payment Address	
County		<input type="checkbox"/> RFQ Only Address	
State/Region	FL		
Province			
* Postal Code	32277		

Note

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

# Contact Directory

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.

Supplier Administration

**Contact Directory : Active Contacts**

Create | Refresh | Settings | Print

First Name ^	Last Name ^	Phone Number ^	Email ^	Status ^	User Account	Remove	Addresses	Update
George	Gova	904-665-6631	ggovatho@hotmail.com	Current				
GEORGE	GOVATHOTI	904-234.2255	GOVAGR2@JEA.COM	Current	✓			
LD	JONES	904-528-9350	RLOVGRENJEA@GMAIL.COM	Current	✓			
RODNEY	LOVGREN	904-243.3321	RLOVGRENJEA@GMAIL.COM	Current				
Rodney	Lovgren		rlovgrenjea@gmail.com	Current	✓			
Rita	Scott	904-655.6257	scotrl@jea.com	Current	✓			
Rachelle	Weir	904-665.8625	isupplier@jea.com	Current	✓			

▶ Contact Directory : Inactive Contacts

Supplier Administration: Contact Directory >

**Create Contact** Cancel Save

\* Indicates required field

Contact Title <input type="text"/>	Phone Area Code <input type="text"/>
First Name <input type="text"/>	Phone Number <input type="text"/>
Middle Name <input type="text"/>	Phone Extension <input type="text"/>
* Last Name <input type="text"/>	Alternate Phone Area Code <input type="text"/>
Alternate Name <input type="text"/>	Alternate Phone Number <input type="text"/>
Job Title <input type="text"/>	Fax Area Code <input type="text"/>
Department <input type="text"/>	Fax Number <input type="text"/>
Contact Email <input type="text"/>	
Url <input type="text"/>	

# 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**.

Supplier Administration

General  
Company Profile  
Organization  
Address Book  
Contact Directory  
**Business Classifications**  
Product & Services

### Business Classifications

Cancel Save

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

Last Certified By  
Date format example: 17-Oct-2019

Classification	Applicable	Minority Type	Certificate Number	Certifying	Expiration Date
05 Alaskan Native Corporation Owned Firm	<input type="checkbox"/>				
12 Local Government	<input type="checkbox"/>				
1A Minority Institutions	<input type="checkbox"/>				
1B Tribally Owned Firm	<input type="checkbox"/>				
1D Small Agricultural Cooperative	<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"/>				
2U Other Not for Profit Organization	<input type="checkbox"/>				
2X For- Profit Organization	<input type="checkbox"/>				
31 Tribal Government	<input type="checkbox"/>				
6D Domestic Shelter	<input type="checkbox"/>				

Rows 1 to 45

# 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.

Supplier Administration

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

**Product & Services** ←

### Products and Services

Remove Add | [Icons]

<input type="checkbox"/> Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> BYPRODUCT TRANSPORTATION SERVICE	TRANSPORTATIOF HANDLING AND DISPOSAL FOR POWER GENERATION BYPRODUCTS, ASH, YARD, ROAD & RAIL	29-Aug-2019	Approved	
<input type="checkbox"/> PROF SERV - MISC	PROFESSIONAL SERVICES / CONSULTING	29-Aug-2019	Approved	

# 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](mailto:isupplier@jea.com).*



**JEA**  
**iSupplier Portal**  
**Registration**

