



Supplier Portal User Guide

Last Modified: 2/17/2026 9:23:00 AM

1. New Supplier Registration.....	3
2. Manage Supplier Profile	19
3. Respond to Request for Information	46
4. Acknowledge a Purchase Order	50
5. View Purchase Orders	57
6. View Receipts	65
7. View Invoices.....	79
8. Create Invoices	87
9. View Payments	95
10. View Agreements	101

1. New Supplier Registration

1. Enter Company Details

Register Supplier: Company Details

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number

* Company: A&B COMPANY

* Tax Organization Type: Corporation

Supplier Type: Supplier

Corporate Web Site: WWW.ABCCOMPANY.COM

Attachments: None

D-U-N-S Number

Tax Country: United States

Taxpayer ID: 81-1234569

Tax Registration Number

Note to Approver

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name: AARON

* Last Name: KELLY

* Email: AARON@ABCCOMPANY.COM

* Confirm Email: AARON@ABCCOMPANY.COM

1 Next Save for Later Register Cancel

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

Enter the complete details for your company. Please note you must have your Federal Tax ID number to complete registration. If you are an individual, your Social Security Number (SSN) is your Federal Tax ID. To access the Taxpayer ID or Tax Registration Number fields you must first enter your Tax Country.

1 Once your company information is complete, click the **Next** button.

2. Add Contacts

Register Supplier: Contacts

Enter at least one contact:

Actions View Format Add Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
KELLY, AARON	PRESIDENT	AARON@ABCCOMPANY...	✓	✓		

Columns Hidden: 7

A contact for your company is automatically created based on the **First Name, Last Name** and **Email** from the previous page.

2 Click the **Edit** input field to add additional information.

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

Create Contact

Salutation Phone 1 757 345-5550 11

* First Name JENNIFER Mobile 1 757 342-2323

Middle Name Fax

* Last Name KELLY * Email JEN@ABCOMPANY.COM

Job Title VICE PRESIDENT

☒ Administrative contact

☒ Request user account

Roles

Actions View Format X Freeze Detach Wrap

Role	Description
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and re...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, reque...

Create Another **OK** Cancel

Complete the fields for this contact. In this example, we are making them an Administrative contact and requesting a user account by selecting the checkboxes.

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

5 Click the **OK** button.

Register Supplier: Contacts

Company Details **2** Contacts Addresses Business Classifications Products and Services Review

Back **Next** Save for Later Register Cancel

Enter at least one contact.

Actions View Format + Create Edit X Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
KELLY, JENNIFER	VICE PRESIDENT	JEN@ABCOMPANY.COM	☒	☒		
KELLY, AARON	PRESIDENT	AARON@ABCOMPANY...	☒	☒		

Columns Hidden 7

6 Click the **Next** button.

3. Add Addresses

Register Supplier: Addresses

Company Details Contacts **Addresses** Business Classifications Products and Services Review

Back Next Save for Later Register Cancel

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden: 3					

7 Click the **+ Create** button to add an address.

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

Register Supplier: Add

Company Details Contacts **Addresses** Business Classifications Products and Services Review

Save for Later Register Cancel

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Create Address

* Address Name **MAIN**

* Address Purpose ☐ Ordering ☐ Remit to ☒ RFQ or Bidding

Address Line 1 400 LIGHTHOUSE WAY

Address Line 2 SUITE 100

City VIRGINIA BEACH

State VA

Postal Code 23450

County Virginia Beach (Ind City)

Phone 1 757 345-5500

Fax 1

Email INFO@ABCOMPANY.COM

Address Contacts

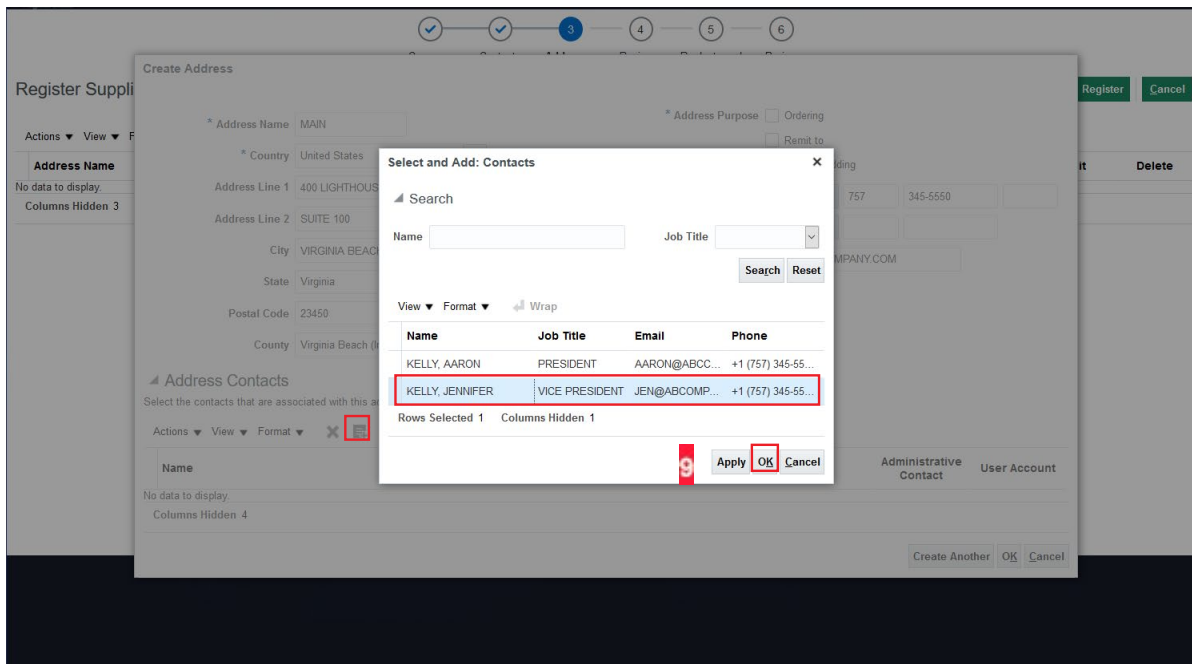
Select the contacts that are associated with this address.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden: 4				

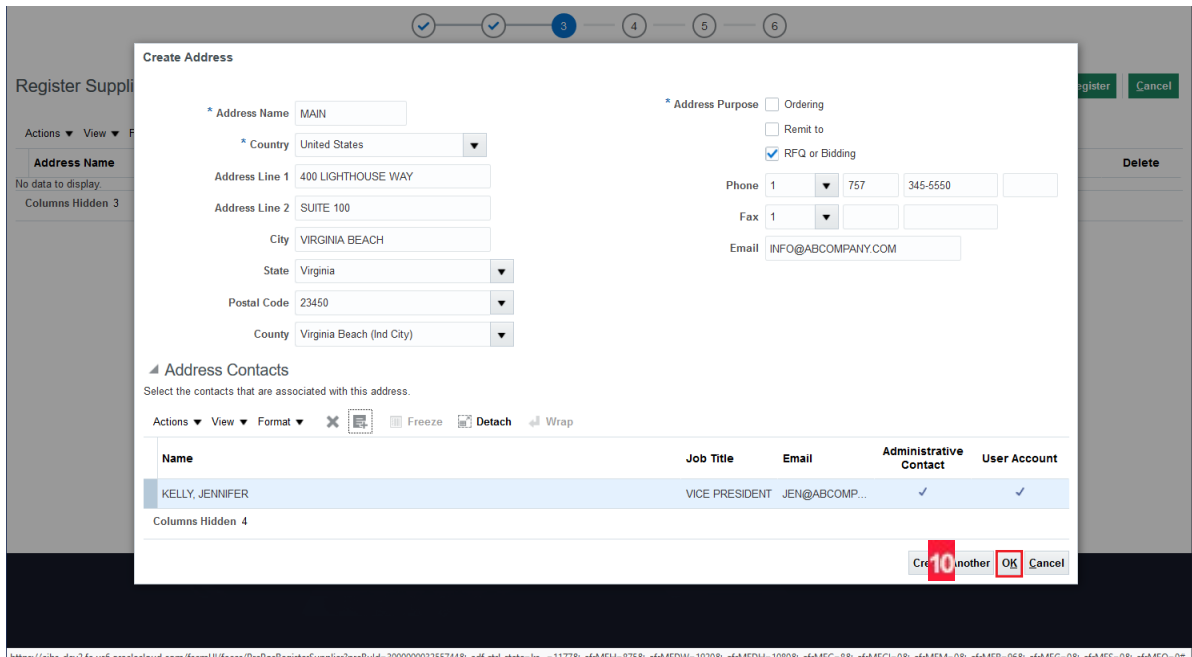
Create Another OK Cancel

8 For your primary or main address, enter **MAIN** in the **Address Name** field.
Complete all the fields on the page



In the Address Contact section, you will connect a contact with this address. Click the **Select and Add** button. Select the row of the contact you want to add so it is highlighted in blue.

9 Click the **OK** button.



10 Click the **OK** button.

Company Details

Contacts

Addresses

Business Classifications

Products and Services

Review

Back

Next

Save for Later

Register

Cancel

Register Supplier: Addresses

Actions ▾ View ▾ For ▾

Create

Edit

Delete

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
MAIN	400 LIGHTHOUSE WAY,SUITE 100,VIRGINIA BEACH, VIRGINIA 23450,Virginia Beach (Ind City)	+1 (757) 345-5550	RFQ or Bidding		

Columns Hidden 3

Create Address

* Address Name: VIRGI-220

* Country: United States

Address Line 1: 2200 PARKS AVENUE

Address Line 2:

City: VIRGINIA BEACH

State: Virginia

Postal Code: 23451

County: Virginia Beach (Ind City)

* Address Purpose: ☐ Ordering, ☐ Remit to, ☒ RFQ or Bidding

Phone: 1 757 345-5500 2

Fax: 1

Email: INFO@ABCOMPANY.COM

Address Contacts

Select the contacts that are associated with this address.

Actions: View, Format, Freeze, Detach, Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display				

Columns Hidden: 4

Create Another, OK, Cancel

A primary physical address is required plus any other addresses as applicable. The “Address Name” field for your primary address should be listed as “MAIN”. For additional addresses please use a five (5) letter abbreviation of the City and the street number. For example 123 Main Street Orlando FL would have an address name of ORLAN-123. Please note that each location must have a different “Address Name”

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

12 Click the **Select and Add** button to connect a contact with this address.

Create Address

* Address Name: VIRGI-220

* Country: United States

Address Line 1: 2200 PARKS AVENUE

Address Line 2:

City: VIRGINIA BEACH

State: Virginia

Postal Code: 23451

County: Virginia Beach (Ind City)

* Address Purpose: ☐ Ordering, ☐ Remit to, ☒ RFQ or Bidding

Phone: 1 757 345-5500 2

Fax: 1

Email: INFO@ABCOMPANY.COM

Select and Add: Contacts

Search

Name: Job Title:

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
KELLY, AARON	PRESIDENT	AARON@ABCC...	+1 (757) 345-55...
KELLY, JENNIFER	VICE PRESIDENT	JEN@ABCOMP...	+1 (757) 345-55...

Rows Selected: 1 Columns Hidden: 1

Apply OK Cancel

13 Select the contact to connect with this address.

14 Click the **OK** button.

Register Supplier

1 2 3 4 5 6

Address Name

Country United States

Address Line 1 2200 PARKS AVENUE

Address Line 2

City VIRGINIA BEACH

State Virginia

Postal Code 23451

County Virginia Beach (Ind City)

Address Purpose

Ordering

Remit to

RFQ or Bidding

Phone 1 757 345-5500 2

Fax 1

Email INFO@ABCOMPANY.COM

Address Contacts

Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
KELLY, JENNIFER	VICE PRESIDENT	JEN@ABCOMP...	✓	✓

Columns Hidden 4

15 other OK Cancel

https://qjbs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=30000000325744&_afdf.ctrl-state=ks...=1177&_afMFH=875&_afMFDW=1920&_afMFDH=1080&_afMFC=8&_afMFCL=0&_afMFM=0&_afMFR=96&_afMFG=0&_afMFS=0&_afMFO=0#

15 Click the **OK** button.

Register Supplier: Addresses

1 2 3 4 5 6

Company Details Contacts **Addresses** Business Classifications Products and Services Review

16 Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
VIRGI-220	2200 PARKS AVENUE, VIRGINIA BEACH, VIRGINIA 23451, Virginia Beach (Ind City)	+1 (757) 345-55...	RFQ or Bidding		
MAIN	400 LIGHTHOUSE WAY, SUITE 100, VIRGINIA BEACH, VIRGINIA 23450, Virginia Beach (Ind City)	+1 (757) 345-5550	RFQ or Bidding		

Columns Hidden 3

https://qjbs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=30000000325744&_afdf.ctrl-state=ks...=1177&_afMFH=875&_afMFDW=1920&_afMFDH=1080&_afMFC=8&_afMFCL=0&_afMFM=0&_afMFR=96&_afMFG=0&_afMFS=0&_afMFO=0#

16 Click the **Next** button.

4. Add Business Classifications

Register Supplier: Business Classifications

None of the classifications are applicable

Actions View Edit Delete Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

Examples of business classifications are Small, Woman, Minority or Service-disabled Veteran owned business.

- Please add all applicable classifications and provide any certifications, if available.
- Self-certification is acceptable.
- If your company does not meet any of the business classifications, please select the checkbox for None.

This data is mandatory, and you cannot complete registration without completing this information.

17 Click the **+** icon to add a **Business Classification** or select the **None of the classifications are applicable** checkbox.

Register Supplier: Business Classifications

Company Details Contacts Addresses **Business Classifications** Products and Services Review

18k Next Save for Later Register Cancel

☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Small Business		SBSD			01/01/20	12/31/20	SBSD Certificate	

18 Click the **Next** button.

5. Add Products and Services

Register Supplier: Products and Services

Company Details Contacts Addresses Business Classifications **Products and Services** Review

Back Next Save for Later Register Cancel

Actions View Format F Select and Add Remove Freeze Detach Wrap

Category Name	Description	Remove
No data to display.		

Optional: Select and add the products or services that your company provides. The products and services are based on the National Institute of Governmental Purchasing (NIGP) codes.

19 Click the **Select and Add** button.

Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | Review

Back | Next | Save for Later | Register | Cancel

Actions | View | Format | Select and Add | Remove | Freeze | Detach | Wrap

Category Name: No data to display.

Select and Add: Products and Services

Search

Category Name:

Description:

Search | Reset

View | Format | Freeze | Detach | Wrap

Select	Category Name	Description
☒	959 - MARINE CONSTRUCTION AND RELATED SERV	MARINE CONSTRUCTION AND RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE AND RE...

Columns Hidden 1

Apply | OK | Cancel

Enter a keyword in the **Description** field.

- 20** Click the **Search** button.
- 21** Review and select the checkbox with the Category Name and Description of Products or Services that apply to your company.
- 22** Click the **Apply** button.

Register Supplier: Products and Services

Company Details | Contacts | Addresses | Business Classifications | **Products and Services** | Review

Back | Next | Save for Later | Register | Cancel

Actions | View | Format | Select and Add | Remove | Freeze | Detach | Wrap

Category Name

Product Categories > 959 -

Select and Add: Products and Services

Search

Category Name

Description EQUIP%

23 Search Reset

View | Format | Freeze | Detach | Wrap

Select	Category Name	Description
☒	959 - MARINE CONSTRUCTION AND RELATED SERV	MARINE CONSTRUCTION AND RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE AND RE...

Columns Hidden 1

Apply OK Cancel

To select another Product and/or Service, enter another keyword in the **Description** field.

23 Click the **Search** button.

Select and Add: Products and Services

Search

Category Name

Description EQUIP%

Search Reset

View | Format | Freeze | Detach | Wrap

Select	Category Name	Description
☐	928 - EQUIPMENT MAINTENANCE AND REPAIR SERV	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TR...
☐	929 - EQUIPMENT MAINTENANCE AND REPAIR SERV	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAV...
☐	931 - EQUIPMENT MAINTENANCE AND REPAIR SERV	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR APPLIANCE, ATHLETIC, CAFETERIA, FU...
☐	934 - EQUIPMENT MAINTENANCE AND REPAIR SERV	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR LAUNDRY, LAWN, PAINTING, PLUMBING...
☒	936 - EQUIPMENT MAINTENANCE AND REPAIR SERV	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT
☐	938 - EQUIPMENT MAINTENANCE AND REPAIR SERV	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR HOSPITAL, LABORATORY, AND TESTIN...
☐	939 - EQUIPMENT MAINTENANCE AND REPAIR SERV	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR COMPUTERS, OFFICE, PHOTOGRAPHIL...
☐	940 - EQUIPMENT MAINTENANCE, REPAIR, CONSTR	EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES FOR RAILROADS
☐	941 - EQUIPMENT MAINT, REPAIR, AND RELATED SEI	EQUIPMENT MAINT, REPAIR, AND RELATED SERVICES FOR POWER GENERATION AND TRANSMI...

Columns Hidden 1

25 Apply OK Cancel

24 Once again, review and select the checkbox with the Category Name and Description of Products or Services that apply to your company.

25 Click the **OK** button. Repeat steps 19 – 24 as necessary.

✓ ✓ ✓ ✓ 5 6
 Company Details Contacts Addresses Business Classifications **Products and Services** Review

Register Supplier: Products and Services

26
Next
Save for Later
Register
Cancel

Actions ▾ View ▾ Format ▾ Select and Add X Remove Freeze Detach Wrap

Category Name	Description	Remove
Product Categories > 936 - EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT	EQUIPMENT MAINTENANCE AND REPAIR SERVIC...	✕
Product Categories > 959 - MARINE CONSTRUCTION AND RELATED SERVICES, MARINE EQUIPMENT MAINTENANCE AND REPAIR	MARINE CONSTRUCTION AND RELATED SERVICE...	✕

26 Click the **Next** button.

6. Review Supplier Registration Information

Supplier Registration

27

Back
Next
Save for Later
Register
Cancel

Review Supplier Registration: A&B COMPANY

Columns Hidden: /

Addresses

View ▾ Format ▾ Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
VIRGI-220	2200 PARKS AVENUE, VIRGINIA BEACH, VIRGINIA 23451, Virginia Beach (Ind City)	+1 (757) 345-55...	RFQ or Bidding	✕
MAIN	400 LIGHTHOUSE WAY, SUITE 100, VIRGINIA BEACH, VIRGINIA 23450, Virginia Beach (Ind City)	+1 (757) 345-5550	RFQ or Bidding	✕

Columns Hidden: 3

Business Classifications

— None of the classifications are applicable

View ▾ Format ▾ Freeze Detach Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Small Business		SBSD			01/01/2019	12/31/2020	SBSD Certifica	

Products and Services

View ▾ Format ▾ Freeze Detach Wrap

Category Name	Description
Product Categories > 936 - EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT	EQUIPMENT MAINTENANCE AND REPAIR SERVIC...
Product Categories > 959 - MARINE CONSTRUCTION AND RELATED SERVICES, MARINE EQUIPMENT MAINTENANCE AND REPAIR	MARINE CONSTRUCTION AND RELATED SERVICE...

27 Review the information you have entered is accurate. If not, click the **Back** button at the top to make any changes.

Supplier Registration

Review Supplier Registration: A&B COMPANY

Columns Hidden /

Addresses

View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Details
VIRGI-220	2200 PARKS AVENUE,VIRGINIA BEACH, VIRGINIA 23451,Virginia Beach (Ind City)	+1 (757) 345-55...	RFQ or Bidding	
MAIN	400 LIGHTHOUSE WAY,SUITE 100,VIRGINIA BEACH, VIRGINIA 23450,Virginia Beach (Ind City)	+1 (757) 345-5550	RFQ or Bidding	

Columns Hidden 3

Business Classifications

None of the classifications are applicable

View Format Freeze Detach Wrap

Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Small Business		SBSD			01/01/2019	12/31/2020	SBSD Certifica	

Products and Services

View Format Freeze Detach Wrap

Category Name	Description
Product Categories > 936 - EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT	EQUIPMENT MAINTENANCE AND REPAIR SERVIC...
Product Categories > 959 - MARINE CONSTRUCTION AND RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR	MARINE CONSTRUCTION AND RELATED SERVICE...

28 If the information you have entered is accurate and complete, click the **Register** button.

Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

29 OK

https://ejbs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/PrdPosRegisterSupplier?prcBuld=300000003255744&_adf.ctrl-state=11778_b_nFMH=8758_b_nMFDW=19208_b_nMFDH=10808_b_nMFC=88_b_nMFC=08_b_nMFM=08_b_nMFR=968_b_nMFG=08_b_nMFS=08_b_nMFO=08

A confirmation window will appear.

29 Click the **OK** button.

Supplier Portal Support

We are available if you need additional assistance. For faster service email us at Procurement@vbschools.com responses will be sent within 1 hour (include a callback number) or call (757) 263-1175.

2. Manage Supplier Profile

1. Sign into Supplier Portal

Sign In

https://ejbs-dev2.login.us6.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DkMmk7J0reUkqSd8B%2FWKZ9WeOINnr4lx2dRiWbAYN...

SIGN IN
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

1 johndoe@xyzcompany.com

Forgot Password

2 Sign In

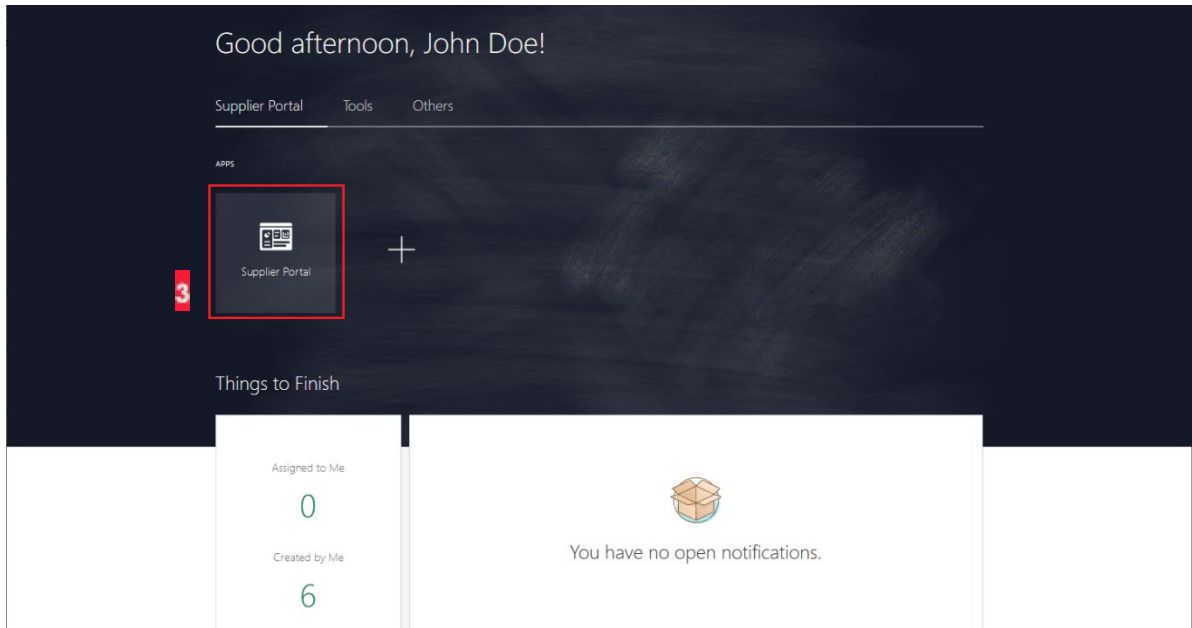
English

ORACLE

Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

- 1 Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.
 - Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
 - If you do not have your user ID or Password click the **Forgot Password** link.
- 2 Click the **Sign In** button.

2. Your Home Page

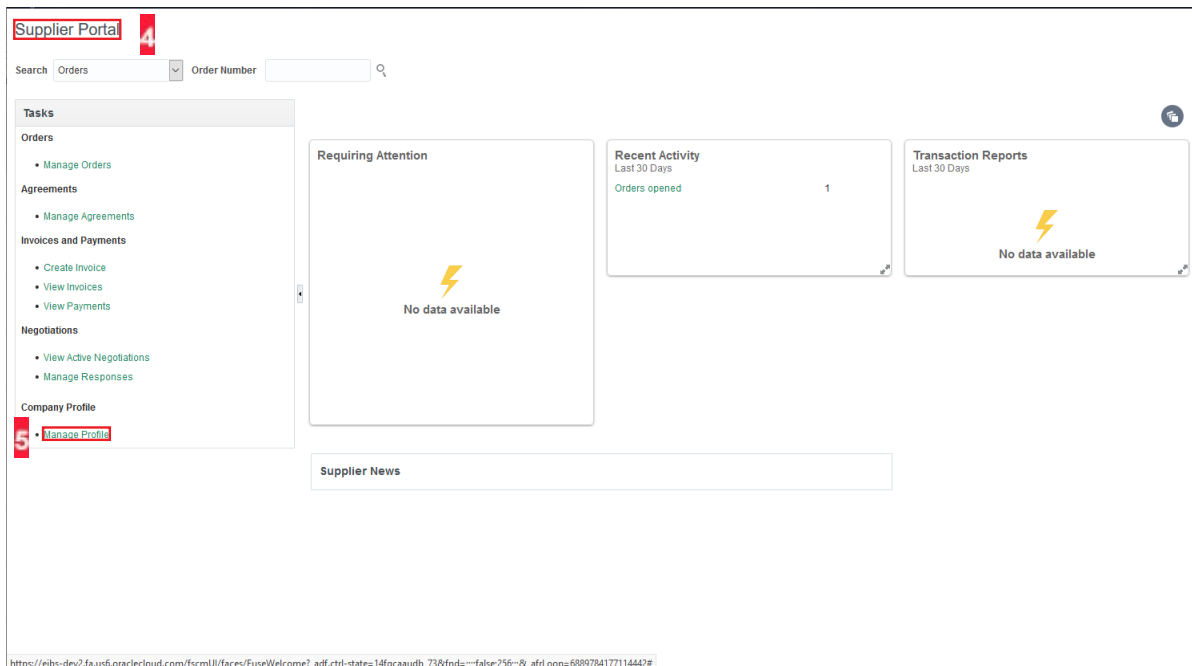


- Notice the City of Virginia Beach and Virginia Beach City Public Schools logos in the top left corner and the Home icon on the top right. If you are on any other page and want to return to this Home page, click the **COVB/VBCPS logo** or the **Home icon**.
- Notice the Bell icon at the top of the page. The Bell icon will alert you to recent notifications on your account.
- The Setting & Actions menu, indicated by your initials in the top right corner, will enable you to personalize your account and access help resources.
- These icons at the top of the page will always be visible no matter what page you are on.

3

Click the **Supplier Portal** icon.

3. Supplier Portal Dashboard



4 You are now viewing the **Supplier Portal** dashboard.

- Notice the Home, Bell, and Settings & Actions icons at the top of the page are still visible.
- The Tasks menu is located on the left-hand side.
- In the middle are 3 infolets: Requiring Attention, Recent Activity and Transaction Reports. Currently, there is no data available because the Supplier account is new. As activity occurs, these fields will update with important information.
- Finally, Supplier News is located at the bottom of the page. This is where Virginia Beach City Public Schools will communicate news and updates to Suppliers.

5 Click the **Manage Profile** hyperlink.

4. Company Profile

Company Profile 

 There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request 3007 Requested By Doe, John Change Description
Request Status Draft Request Date 4/24/2020

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company XYZ Company Tax Organization Type Corporation
Supplier Number 10006 Status Active
Supplier Type Supplier Attachments None

Identification

D-U-N-S Number National Insurance Number
Customer Number Corporate Web Site www.xyzcompany.com
SIC

Corporate Profile

Year Established 2001 Chief Executive Title
Mission Statement Chief Executive Name
Principal Title
Principal Name
Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue
Preferred Functional Currency
Fiscal Year End Month

You are now viewing your Company Profile.

- Notice there are 7 groupings of information: **Organization Details**, **Tax Identifiers**, **Addresses**, **Contacts**, **Business Classifications**, and **Products and Services**.
- The **Organization Details** tab is currently displayed, as indicated by the underline found under **Organization Details**.
- After clicking **Edit**, a warning will appear. *"Making edits will create a change request for the profile. Do you want to continue?"* Click **Yes**.

6

Click the **Edit** button to update Company Profile information.

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

5. Organization Details

Edit Profile Change Request: 3007

Change Description: Updating Supplier Portal Information.

8

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General

Supplier Name: XYZ Company
Supplier Number: 10006
Supplier Type: Supplier

Tax Organization Type: Corporation
Status: Active
Attachments: None

Identification

D-U-N-S Number:
Customer Number:
SIC:
National Insurance Number:
Corporate Web Site: www.xyzcompany.com

Corporate Profile

Year Established: 2001
Mission Statement:
Year Incorporated:
Chief Executive Title:
Chief Executive Name:
Principal Title:
Principal Name:

Financial Profile

Fiscal Year End Month:
Current Fiscal Year's Potential Revenue:

7 Click the **Change Description** input field.

Insert a description of the updates you are making to your Company Profile. It can be general such as "Updating profile information" or a more detailed description. For example, "Updating address, contact phone number and business classification" or similar.

8 Notice which tab you are viewing. In this example, we are looking at **Organization Details**.

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

Manage Profile - Supplier Portal X

https://ejbs-dev2.faus6.oraclecloud.com/fscmUI/faces/FuseWelcome?_afdf.ctrli-state=14fgcaaudb_73&fnd=%3B%3B%3B%3Bfalse%3B256%3B

Edit Profile Change Request: 3007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Updating Supplier Portal Information.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

9 General

Supplier Name: XYZ Company Tax Organization Type: Corporation
 Supplier Number: 10006 Status: Active
 Supplier Type: Supplier Attachments: None

10 Identification

D-U-N-S Number: National Insurance Number:
 Customer Number: Corporate Web Site: www.xyzcompany.com
 SIC:

11 Corporate Profile

Year Established: 2001 Chief Executive Title:
 Mission Statement: Chief Executive Name:
 Year Incorporated: Principal Title:
 Principal Name:

12 Financial Profile

Fiscal Year End Month:
 Current Fiscal Year's Potential Revenue:
 Preferred Functional Currency:

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

- 9** Update the information in the **General** section.
- 10** Update the information in the **Identification** section.
- 11** Update the information in the **Corporate Profile** section.
- 12** Update the information in the **Financial Profile** section.

6. Tax Identifiers

Edit Profile Change Request: 3007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Updating Supplier Portal Information.

13 Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

14 **Income Tax**

Taxpayer Country United States Tax Reporting Name

Taxpayer ID 81-3376818 Name Control

☒ Federal reportable Verification Date m/d/yyyy

* Federal Income Tax Type MISC9 ☐ Use withholding tax

☒ State reportable Withholding Tax Group

15 **Transaction Tax**

Tax Country United States Tax Registration Type Tax identification number

Tax Registration Number 81-1123456

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

13 Click the **Tax Identifiers** tab.

14 Update the information in the **Income Tax** section.

15 Update the information in the **Transaction Tax** section.

Edit Profile Change Request: 3007

[Delete Change Request](#)
[Review Changes](#)
[Save](#)
[Save and Close](#)
[Cancel](#)

Change Description: Updating Supplier Portal information.

[Organization Details](#)
[Tax Id](#)
[16 Addresses](#)
[Contacts](#)
[Payments](#)
[Business Classifications](#)
[Products and Services](#)

Actions ▼ View ▼ Form ▼ 17 + ✕ Status: Active ▼ Freeze ⌵ Wrap

Address Name	Address	Country	Phone	Address Purpose	Fax	Email	Status
MAIN	123 Company Street,VIRGINIA BEACH, VA 23456,Virginia Beach (Ind City)	United States		Ordering, Remit to, RFQ or Bidding		hqemail@xyzco...	Active

Columns Hidden 1

https://qjbs-dev2.fas6.oraclecloud.com/fscmUI/faces/FuseWelcome?_afcl-ctrl-state=14f6casudb_73&find=:::false256::8_afclLoop=6889784177114442#

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

A primary physical address is required plus any other addresses as applicable. The “Address Name” field for your primary address should be listed as “MAIN”. For additional addresses please use a five (5) letter abbreviation of the City and the street number. For example, 123 Main Street Orlando FL would have an address name of ORLAN-123. Please note that each location must have a different “Address Name”

16 Click the **Addresses** tab. In this example, you can see there is an address that is already on file.

17 To create a new Address, click the **+** icon (create).

7. Address

Edit Profile Change Request: 3007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description Updating Supplier Portal information.

Organization Details Tax Identifiers Address

Address Name MAIN

Columns Hidden 1

18

Create Address

* Address Name Warehouse

* Country United States

Address Line 1 123 Warehouse Address

Address Line 2

City Virginia Beach

State Virginia

Postal Code 23456

County Virginia Beach (Ind City)

Language American English

* Address Purpose ☒ Ordering

☐ Remit to

☐ RFQ or Bidding

Phone 1 123 4567890 123

Fax 1

Email warehouse@xyzcompany.com

Inactive Date m/d/yyyy

Status Active

19 Another OK Cancel

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

The Create Address window will appear.

18 Insert all pertinent Address information.

19 Click the **OK** button.

Edit Profile Change Request: 3007

Change Description: Updating Supplier Portal information.

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View View Forms **Edit** Status Active Freeze Wrap

Address Name	Address	Country	Phone	Address Purpose	Fax	Email	Status
MAIN	123 Company Street,VIRGINIA BEACH, VA 23456,Virginia Beach (Ind City)	United States		Ordering, Remit to, RFQ or Bidding		hqemail@xyzco...	Active
Warehouse	123 Warehouse Address,VIRGINIA BEACH, VIRGINIA 23456,Virginia Beach (Ind City)	United States	+1 (123) 456-78...	Ordering		warehouse@xy...	Active

Columns Hidden 1

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

20 You can now see a second address has been added.
To edit an address, click the address line so it is highlighted in blue.

21 Click the **Edit** button.

Edit Profile Change Request: 3007

Change Description: Updating Supplier Portal information.

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View View Format **Edit** Status Active Freeze Wrap

Address Name	Address	Country	Phone	Address Purpose	Fax	Email	Status
MAIN	123 Company Street,VIRGINIA BEACH, VA 23456,Virginia Beach (Ind City)	United States		Ordering, Remit to, RFQ or Bidding		hqemail@xyzco...	Active
Warehouse	123 Warehouse Address,VIRGINIA BEACH, VIRGINIA 23456,Virginia Beach (Ind City)	United States	+1 (123) 456-78...	Ordering		warehouse@xy...	Active

Columns Hidden 1

Edit Address: Warehouse

* Address Name: Warehouse

* Country: United States

Address Line 1: 789 Warehouse Street

Address Line 2:

City: Virginia Beach

State: Virginia

Postal Code: 23456

County: Virginia Beach (Ind City)

Language: American English

* Address Purpose: ☒ Ordering
☒ Remit to
☐ RFQ or Bidding

Phone: 1 123 4567890 123

Fax:

Email: warehouse@xyzcompany.com

Inactive Date: m/d/yyyy

Status: Active

22 OK Cancel

Make any desired edits to the Address. Be sure to update the **Address Purpose(s)**: **Orders**, **Remit to** and **RFQ or Bidding**, by clicking the appropriate checkbox(es).

22 Click the **OK** button.

8. Contacts

Edit Profile Change Request: 3007

Change Description: Updating Supplier Portal Information.

Organization Details Tax Identifiers Ad **23** **Contacts** Payments Business Classifications Products and Services

Actions View For **24** Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Doe, Jane	Admin	janedoe@xyzcompany.com	(123)4567890 x...			Active
Doe, John		johnndoe@xyzcompany.com				Active

Columns Hidden 7

https://qjbs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_afid=state=14f6caaudb_73&fnd=:::false;256::8_afidLoop=6889784177114442#

23 Click the **Contacts** tab.

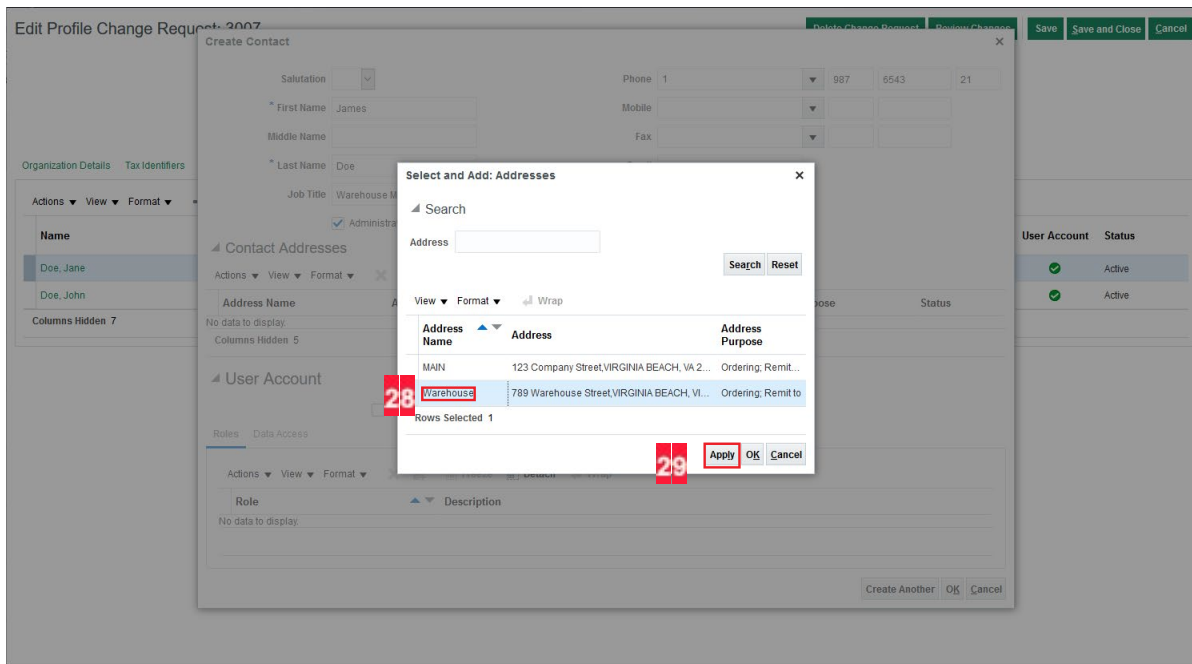
In this example, there are already two contacts on the account.

24 To create a new Contact, click the icon (create).

PLEASE USE ONLY UPPER-CASE LETTERS WHEN ENTERING THE DATA

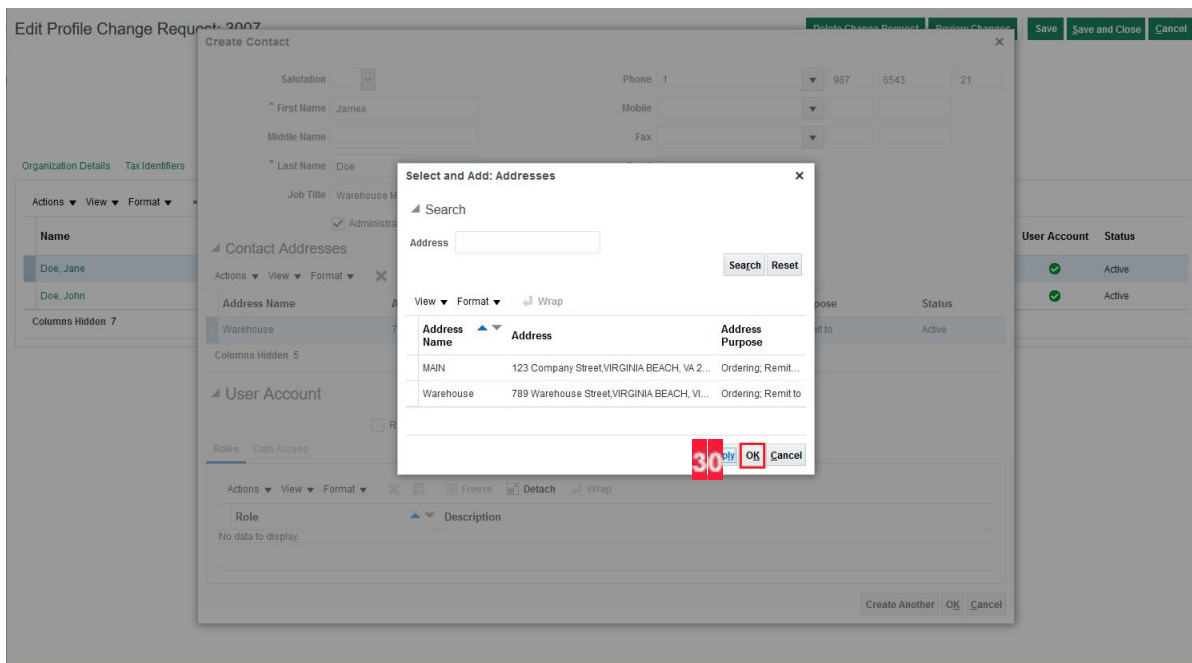
The Create Contact window will appear.

- 25 Enter the Contact details, such as **First Name**, **Last Name**, **Job Title**, **Phone Numbers**, and **Email Address**.
- 26 If this Contact is an administrative contact, a person who maintains the company profile and requests user accounts for their fellow employees, then click the **administrative contact** checkbox. You must identify at least one contact as an administrative contact. You may have more than one administrative contact.
- 27 In the **Contact Addresses** section, you can associate a Contact with a specific Company Addresses, depending on their location or role. Click the **Select and Add** button.



28 The Select and Add: Addresses window will appear. Select the desired location to associate with this Contact. In this example, we are selecting the “Warehouse” address name as indicated by the blue highlight.

29 Click the **Apply** button.



30 Click the **OK** button.

Create Contact

Salutation: [Dropdown]
 First Name: James
 Middle Name: [Text]
 Last Name: Doe
 Job Title: Warehouse Manager
☒ Administrative contact

Phone: 1 [Dropdown] 987 6543 21
 Mobile: [Dropdown]
 Fax: [Dropdown]
 Email: jamesdoe@xyzcompany.com
 Status: Active

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
Warehouse	789 Warehouse Street,VIRGINIA BEACH, VIRGINIA 23456,...	+1 (123) 456-78...	Ordering, Remit to	Active

Columns Hidden: 5

User Account

Roles Data Access

☐ Request user account

Role: [Dropdown]
 Description: [Text]
 No data to display.

Create Another OK Cancel

31 If this Contact requires a Supplier Portal user account, select the **Request user account** checkbox. A user ID and password reset link will be sent to them using the email address indicated.

If this contact does not need a Supplier Portal user account do not check the **Request user account** checkbox.

Create Contact

Salutation: [Dropdown]
 * First Name: James
 Middle Name: [Text]
 * Last Name: Doe
 Job Title: Warehouse Manager
☒ Administrative contact

Phone: 1 [Text] 987 6543 21
 Mobile: [Text]
 Fax: [Text]
 Email: jamesdoe@xyzcompany.com
 Status: Active [Dropdown]

Contact Addresses

Actions: [Dropdown] View [Dropdown] Format [Dropdown] [X] [Icon] Freeze [Icon] Detach [Icon] Wrap

Address Name	Address	Phone	Address Purpose	Status
Warehouse	789 Warehouse Street,VIRGINIA BEACH, VIRGINIA 23456,...	+1 (123) 456-78...	Ordering, Remit to	Active

Columns Hidden: 5

User Account

☒ Request user account

Roles Data Access

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as trackin...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, r...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks ind...

Create Another OK Cancel

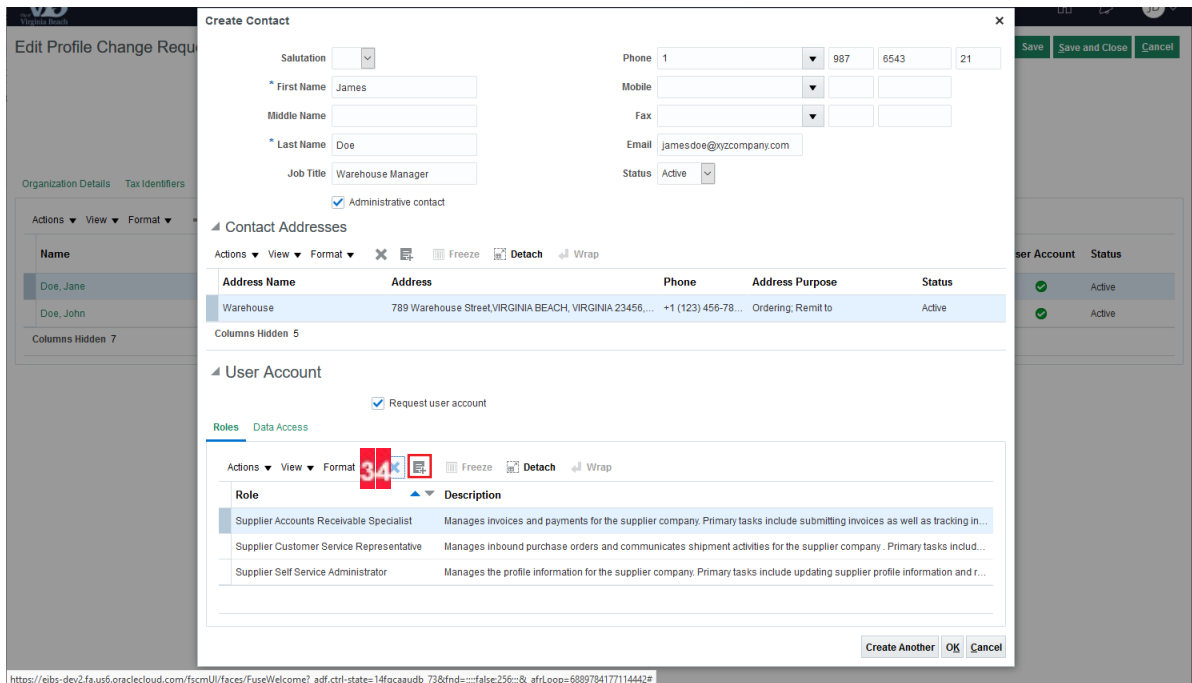
By default, there are four roles automatically added to a user account: **Supplier Accounts Receivable Specialist**, **Supplier Bidder**, **Supplier Customer Service Representative** and **Supplier Inventory Manager**. You can remove any of these roles. Select the role you would like to remove by clicking on it so it turns blue.

In this example, we are deleting the Supplier Bidder role.

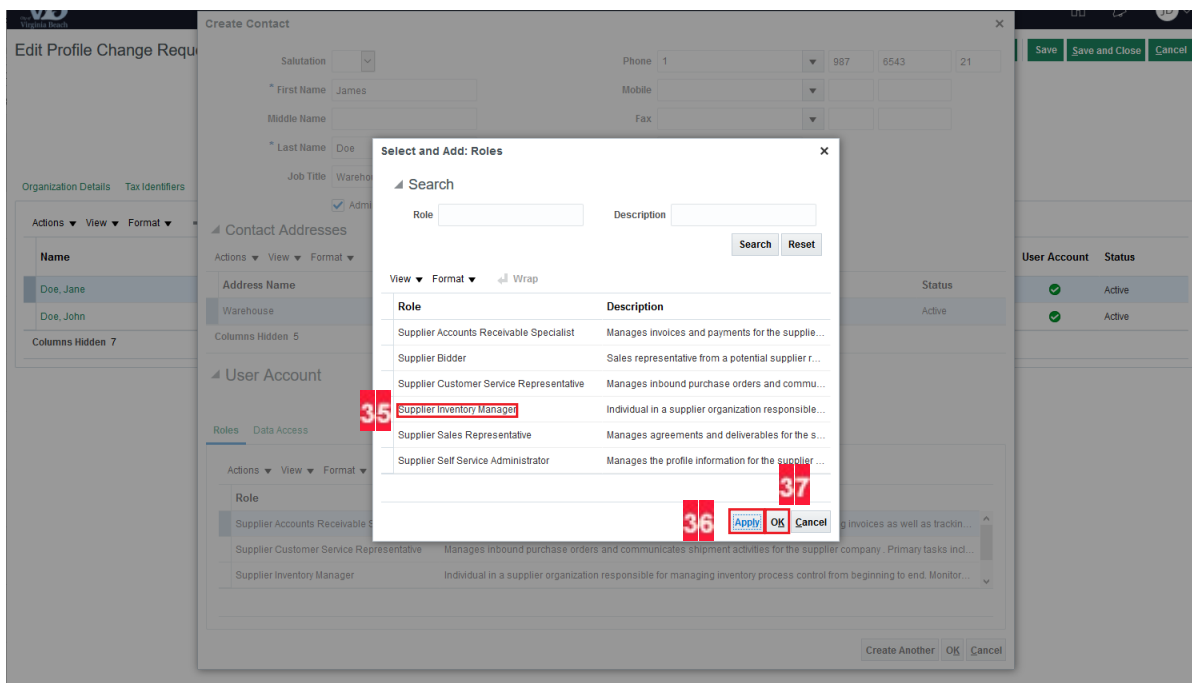
32 Click the **Supplier Bidder** role.

33 Click the **Remove** button.

Repeat, as necessary.



34 Add roles to a Contact by clicking the **Select and Add** icon.



35 The Select and Add: Roles window will appear. Review the various roles. Select the role you would like to add by clicking on it, so it turns blue, if applicable. In this example, Supplier Inventory Manager is selected.

36 Click **Apply**. Repeat, as necessary.

37 Click the **OK** button.

Create Contact

Salutation: [v]
 * First Name: James
 Middle Name: [v]
 * Last Name: Doe
 Job Title: Warehouse Manager
☒ Administrative contact

Phone: 1 [v] 987 6543 21
 Mobile: [v]
 Fax: [v]
 Email: jamesdoe@xyzcompany.com
 Status: Active [v]

Contact Addresses

Actions [v] View [v] Format [v] [X] [v] Freeze [v] Detach [v] Wrap

Address Name	Address	Phone	Address Purpose	Status
Warehouse	789 Warehouse Street,VIRGINIA BEACH, VIRGINIA 23456,...	+1 (123) 456-78...	Ordering, Remit to	Active

Columns Hidden: 5

User Account

☒ Request user account

Roles Data Access

Actions [v] View [v] Format [v] [X] [v] Freeze [v] Detach [v] Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as trackin...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks incl...
Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitor...

Create [38] OK Cancel

38 When you've finished editing this Contact, click the **OK** button.

Edit Profile Change Request: 3007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Updating Supplier Portal information.

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions [v] View [v] Format [v] [40] [X] Status Active [v] [v] Freeze [v] Detach [v] Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Doe, James	Warehouse Manager	jamesdoe@xyzcompany.com	+1 (987) 6543 x21	☒	☒	Active
Doe, Jane	Admin	janedoe@xyzcompany.com	(123) 456 7890 x...	☒	☒	Active
Doe, John		johnndoe@xyzcompany.com		☒	☒	Active

Columns Hidden: 7

If you have one contact in your profile it will be highlighted in blue. If you have multiple contacts, select the one you would like to update so it is highlighted in blue.

39 Click the row with the **Contact** you wish to update.

40 Click the **Edit** button.

Edit Contact: John Doe

Salutation: [v]
 * First Name: John
 Middle Name: [v]
 * Last Name: Doe
 Job Title: President
☒ Administrative contact

Phone: [v] 234 5678 90
 Mobile: [v]
 Fax: [v]
 Email: johndoe@xyzcompany.com
 Status: Active [v]

Contact Addresses

Actions [v] View [v] Format [v] [X] [Freeze] [Detach] [Wrap]
 Address Name Address Phone Address Purpose Status
 No data to display.
 Columns Hidden: 5

User Account

Account Status: Active [v]
 User Name: johndoe@xyzcompany.com

Roles Data Access

Actions [v] View [v] Format [v] [X] [Freeze] [Detach] [Wrap]

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as trackin...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, r...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks incl...

41 OK Cancel

Update the Contact by adding or removing roles as desired. Refer to steps 32 - 40.

41 Click the **OK** button.

Edit Profile Change Request: 3007

Change Description: Updating Supplier Portal Information.

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions [v] View [v] Format [v] [X] [Status] Active [v] [Freeze] [Detach] [Wrap]

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Doe, James	Warehouse Manager	jamesdoe@xyzcompany.com	+1 (987) 6543 x21	✓		Active
Doe, Jane	Admin	janedoe@xyzcompany.com	(123) 4567890 x...	✓	✓	Active
Doe, John	President	johndoe@xyzcompany.com	(234) 5678 x90	✓	✓	Active

Columns Hidden: 7

42 Delete Change Request Review C Save Save and Close Cancel

https://ejbs-dev2.fs.us6.oraclecloud.com/fscm/UI/faces/FuseWelcome?_afrcState=14f9caaubd_73&nd=;false;256;_afrcLoop=6889784177114442#

42 Click the **Save** button.

9. Business Classifications

Edit Profile Change Request: 3007

Delete Change Request Review Change Request **43** Save Save and Close Cancel

Last Saved: 4/27/2020 6:18 PM

Change Description: Updating Supplier Portal information.

Organization Details Tax Identifiers Addresses Contacts **44** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + - Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXXXXX7890		USD	BoA

Columns Hidden: 8

https://qjbs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_afrctrl-state=14f9caudb_73&find=;::false;256;=&_afrcloop=5089784177114442#

43 Click the **Save** button.

44 Click the **Business Classifications** tab.

Edit Profile Change Request: 3007

Delete Change Request Review Changes Save Save and Close Cancel

Last Saved 4/27/2020 6:18 PM

Change Description: Updating Supplier Portal information.

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

45 None of the classifications are applicable

Actions View Format 46 + Freeze Detach Wrap

Classification	46 Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Small Business		Current					m/d/yyyy	None +			

Examples of business classifications include: Small, Woman, Minority and/or Service-disabled Veteran-owned. If your company does not meet any of the business classifications, please select the box for None. This data is mandatory, and you cannot complete registration without completing.

45 If none of these classifications are applicable to your company, select the **None of the classifications are applicable** checkbox.

46 To add your company's business classifications, click the + icon.

Change Description: Updating Supplier Portal information.

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services☐ None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Veteran Owned		Future Dated	Other	Certifying Agency	Certificate	6/1/2020	6/1/2021	None			
Small Business		Current					m/d/yyyy	None			

Please add all applicable classifications and provide any certifications, if available.

Self-certification is also acceptable. If you are self-certifying, select **Other** in the **Certifying Agency** field. In the **Other Certifying Agency** field enter **"Self"**.

PLEASE USE UPPER CASE LETTERS ONLY WHEN ENTERING THE DATA.

47

Click the **Save** button.

Edit Profile Change Request: 3007

Delete Change Request
Review Changes
Save
Save and Close
Cancel

Change Description

Updating Supplier Portal information.

Last Saved 4/27/2020 6:20 PM

Organization Details
Tax Identifiers
Addresses
Contacts
Payments
Business Classifications
Products and Services

☐ None of the classifications are applicable

Actions
View
Format
+
X
Freeze
Detach
Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Veteran Owned		Future Dated	Other				1/2021	None			
Small Business		Current					yyyy	None			

Confirm Business Classification Updates

I confirm the accuracy of the new or updated business classifications.

48 Confirm Cancel

https://qbs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_afcl-ctrl-state=14f9cauub_73&fnd=:::false;256::8_afcl-loop=6889784177114442#

A pop-up will appear asking you to confirm the Business Classification.

48 Click the **Confirm** button.

10. Products and Services (Optional)

Edit Profile Change Request: 3007 Delete Change Request Review Changes Save Save and Close Cancel

Last Saved 4/27/2020 6:20 PM

Change Description: Updating Supplier Portal information.

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** **Products and Services**

☐ None of the classifications are applicable

Actions View Format Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
Small Business		Current				m/d/yyyy		None			
Veteran Owned		Future Dated	Other	Certifying Agency	Certificate	6/1/2020	6/1/2021	None		John Doe	4/27/2020

https://ejbs-dev2.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_afcl-state=14f6casudb_73&fnd=:::false;256::8_afclLoop=6889784177114442#

49 Click the **Products and Services** tab.

An updated and accurate list of **Products and Services** is critical information. The products and services are National Institute of Governmental Purchasing (NIGP) codes. Please select all products and services that your company may provide.

Edit Profile Change Request: 3007 Delete Change Request Review Changes Save Save and Close Cancel

Last Saved 4/27/2020 6:20 PM

Change Description: Updating Supplier Portal information.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions View Format Freeze Detach Wrap

Category Name	Description
Product Categories > 203 - COMPUTER ACCESSORIES AND SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY	COMPUTER ACCESSORIES AND SUPPLIES, ENVIRONMENTA...

https://ejbs-dev2.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_afcl-state=14f6casudb_73&fnd=:::false;256::8_afclLoop=6889784177114442#

50 Click the **Select and Add** button.

Review Changes Edit Submit Cancel

Change Description: Updating Supplier Portal Information.

Tax Identifiers

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Taxpayer ID	813376818	81-3376818
Federal reportable	—	✓
Federal Income Tax Type	—	MISC9
State reportable	—	✓
Tax Country	—	United States

Addresses

View Format Freeze Wrap

Address Name	Address	Country	Phone	Address Purpose	Fax	Email	Status	Details
Warehouse	789 Warehouse Street, VIRGINIA BEACH, VIRGINIA 23456, Virginia...	United States	+1 (123) 456-78...	Ordering, Remit to		warehouse@xy...	Active	

Columns Hidden: 1

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Doe, James	Warehouse Manager	jamesdoe@xyzcompany.com	+1 (987) 6543 x21	✓		Active	
Doe, John	President	johnndoe@xyzcompany.com	(234) 5678 x90	✓	✓	Active	

56 Review all the changes made to the Company Profile. If any additional changes are needed, click the **Edit** button.

57 When all changes are complete, click the **Submit** button.

Company Profile Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 3007 Requested By: Doe, John Change Description: Updating Supplier Portal Information.

Request Status: Pending Approval Request Date: 4/27/2020

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company: XYZ Company Tax Organization Type: Corporation

Supplier Number: 10006 Status: Active

Supplier Type: Supplier

Identification

D-U-N-S Number: Customer Number: SIC:

Corporate Profile

Year Established: 2001 Chief Executive Title: Chief Executive Name: Principal Title: Principal Name:

Year Incorporated:

Financial Profile

Current Fiscal Year's Potential Revenue: Preferred Functional Currency: Fiscal Year End Month:

Confirmation

Your profile change request 3007 was submitted for approval.

OK

https://qjbs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_afdf.ctrl-state=14f6casaudb_73&fnd=:::false;256:::8&afLoop=6889784177114442#

58 A pop-up notification will appear to confirm the submission. Click the **OK** button.

Company Profile 

Cancel Change Request Edit Done

 There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request	3007	Requested By	Doe, John	Change Description	Updating Supplier Portal Information.
Request Status	Pending Approval	Request Date	4/27/2020		

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company XYZ Company

Supplier Number 10006

Supplier Type Supplier

Tax Organization Type Corporation

Status Active

Attachments None

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site www.xyzcompany.com

Corporate Profile

Year Established 2001

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

 Click the **Done** button.

Upon completion, you will be redirected to your **Supplier Portal** dashboard.

Supplier Portal Dashboard

Supplier Portal 

Search Orders Order Number

Tasks

Orders

- Manage Orders

Agreements

- Manage Agreements

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Company Profile

- Manage Profile

Requiring Attention

No data available

Recent Activity

Last 30 Days

Orders opened 1

Transaction Reports

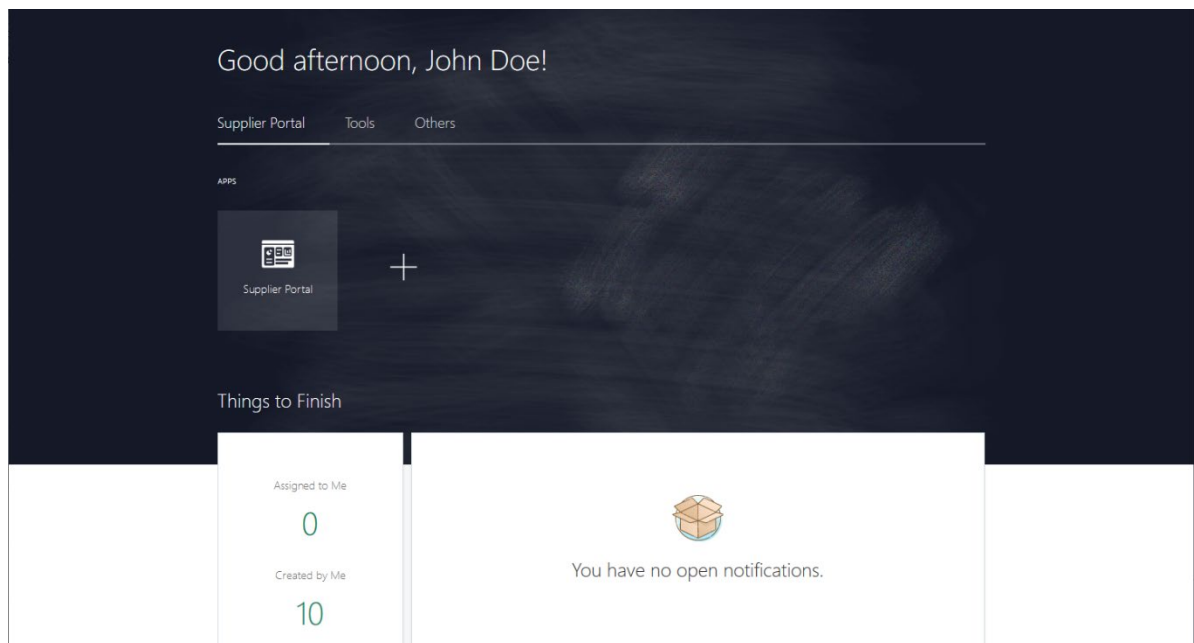
Last 30 Days

No data available

Supplier News

https://6bs-dev2fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome1_adf.ctrl-state=14f9caudb_73&fnd=:::false;256::8_afriLoop=5889784177114442#

 Click the **Home** button.

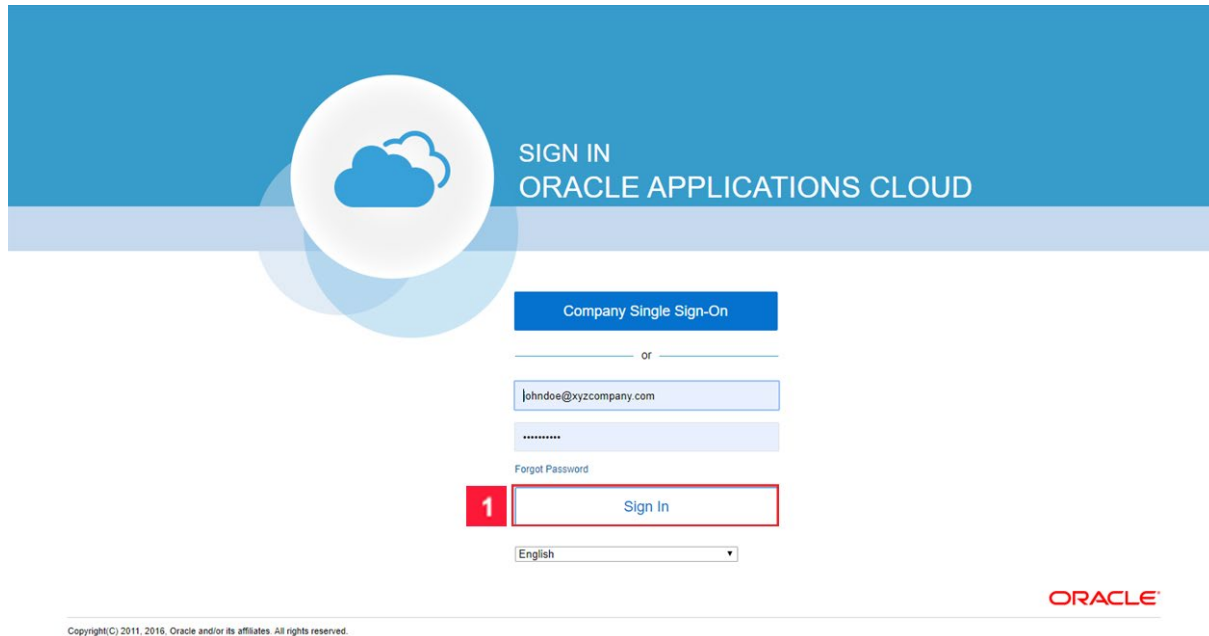


Supplier Portal Support

We are available if you need additional assistance. For faster service email us at Procurement@vbschools.com responses will be sent within 1 hour (include a callback number) or call (757) 263-1175.

3. Respond to Request for Information

1. Sign Into Supplier Portal



SIGN IN
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

john.doe@xyzcompany.com

[Forgot Password](#)

1 [Sign In](#)

English

ORACLE

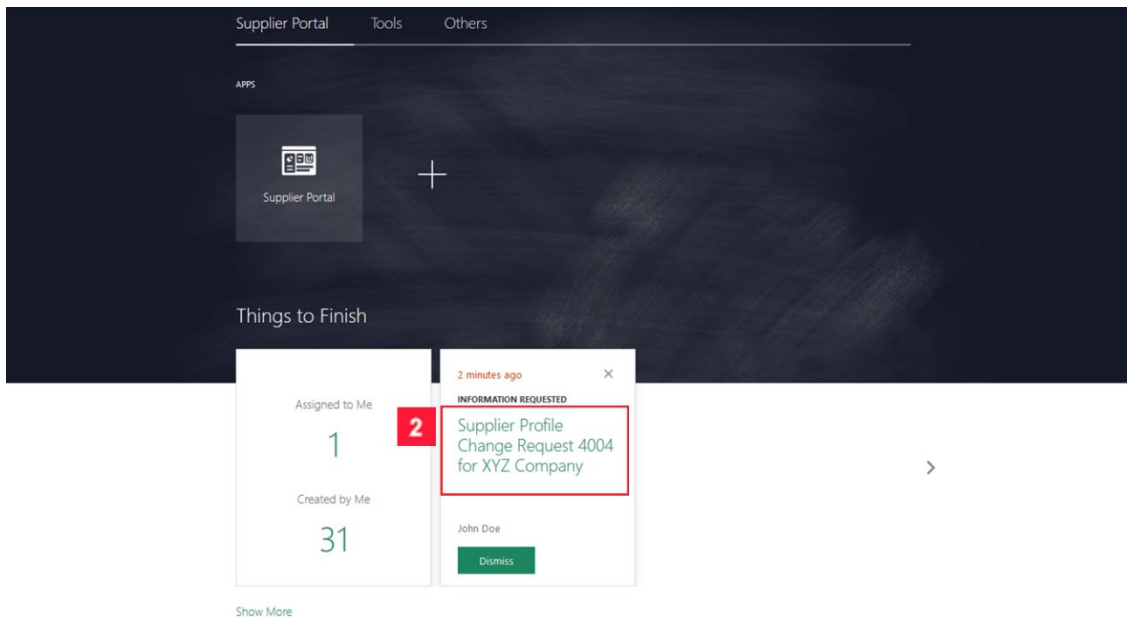
Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

Log in to Supplier Portal by entering *your user ID* and *password*.

- Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

1 Click the **Sign In** button.

2. View Information Request Notification



On your home page, in the **Things to Finish** section there is an **Information Requested** tile.

2 Click on the **text link** to open the information request.

View Information Request Details

Supplier Profile Change Request 4004 for XYZ Company

Actions ▾

Details

Assignee	John Doe	Request	4004	Supplier	XYZ Company
From	Michelle Bailey Pittman	Request Source	Supplier	Supplier Number	10006
Assigned Date	4/30/2020 2:38 PM	Request Date	4/30/2020	Business Relationship	Spend Authorized
Task Number	209612	Requested By	Doe, John		
		Change Description	update phone number		

Contacts

View ▾ Format ▾ Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Doe, John		john.doe@xyzcompany.com	+1 (757)550 x12	✓	✓	Active	

Columns Hidden 7

Comments

4/30/2020 2:40 PM Michelle Bailey Pittman
Mr. Doe, thank you for updating your profile. On your phone number there seem to be a few missing digits. Please update the information and resubmit.

Attachments

Name	Updated By	Date Updated
No data to display		

History

Options ▾

Section	Stage or Participant
1	First Stage Approvals
1.1	Parallel Approval First Responder Wins

In the **Comments** section, view the message that was sent to you. The date, time and person who sent the message is visible.

3. Respond to Information Request

3 Click the **+** icon (create) to respond to the message.

Supplier Profile Change Request 4004 for XYZ Company

Details

Assignee	John Doe	Request	4004	Supplier	XYZ Company
From	Michelle Bailey Pittman	Request Source	Supplier	Supplier Number	10006
Assigned Date	4/30/2020 2:38 PM	Request Date	4/30/2020	Business Relationship	Spend Authorized
Task Number	209612	Requested By	Doe, John		
		Change Description	update phone number		

Contacts

Name	Administrative Contact	User Account	Status	Details
Doe, John			Active	

Columns Hidden 7

Comments

4/30/2020 2:40 PM Michelle Bailey Pittman
Mr. Doe, thank you for updating your profile. On your phone number there seem to be a few missing digits. Please update the information and resubmit.

Attachments

Name	Updated By	Date Updated
No data to display		

History

Section	Stage or Participant
1	First Stage Approvals
1.1	Parallel Approval First Responder Wins

A Create Comment window will appear. Enter your response.

4 Click the **OK** button.

Supplier Profile Change Request 4004 for XYZ Company - Mozilla Firefox

https://eibs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=a2f27106-c69a-4076-9061-fe384e (110%)

Supplier Profile Change Request 4004 for XYZ Company

Details

Assignee John Doe

From Michelle Bailey Pittman

Assigned Date 4/30/2020 2:38 PM

Task Number 209612

Request 4004

Request Source Supplier

Request Date 4/30/2020

Requested By Doe, John

Change Description update phone number

Supplier XYZ Company

Supplier Number 10006

Business Relationship Spend Authorized

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Doe, John		john.doe@xyzcompany.com	+1 (757)5550 x12	✓	✓	Active	

Columns Hidden 7

Comments

Ms. Pittman, thank you for the message. I will update the information and resubmit. Many thanks.

4/30/2020 2:40 PM Michelle Bailey Pittman

Mr. Doe, thank you for updating your profile. On your phone number there seem to be a few missing digits. Please update the information and resubmit.

Attachments

Name	Updated By	Date Updated
No data to display		

History

Options ▼

Section	Stage or Participant
B2B First Steps Announcements	

https://eibs-dev2.fas.us6.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America/New_York&df=medium&dt=both&tf=short&lg=en&cy=...ud.com:443/fscmUI/faces/adf.task-flow-return?_adf.ctrl-state=dm2wy5zm3_1088&_adf.wiwinId=1d03c16xqf8&_afriLoop=7137189393715793#

The response you entered is now visible.

- Click the **Actions** drop-down arrow.
- Select **Submit Information** from the drop-down list.

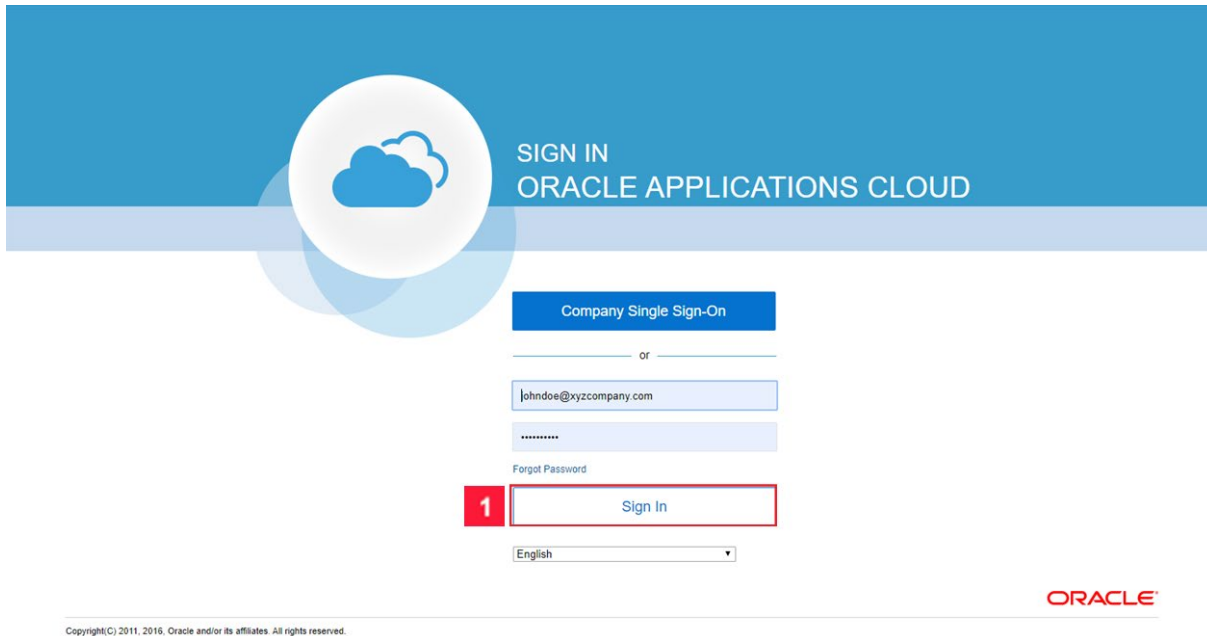
In this example, the Virginia Beach City Public Schools is requesting the Supplier to update their phone number. Please reference the **Manage Supplier Profile** user guide for these detailed steps.

Supplier Portal Support

We are available if you need additional assistance. For faster service email us at Procurement@vbschools.com responses will be sent within 1 hour (include a callback number) or call (757) 263-1175.

4. Acknowledge a Purchase Order

1. Sign Into Supplier Portal



SIGN IN
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

john.doe@xyzcompany.com

Forgot Password

1 Sign In

English

ORACLE

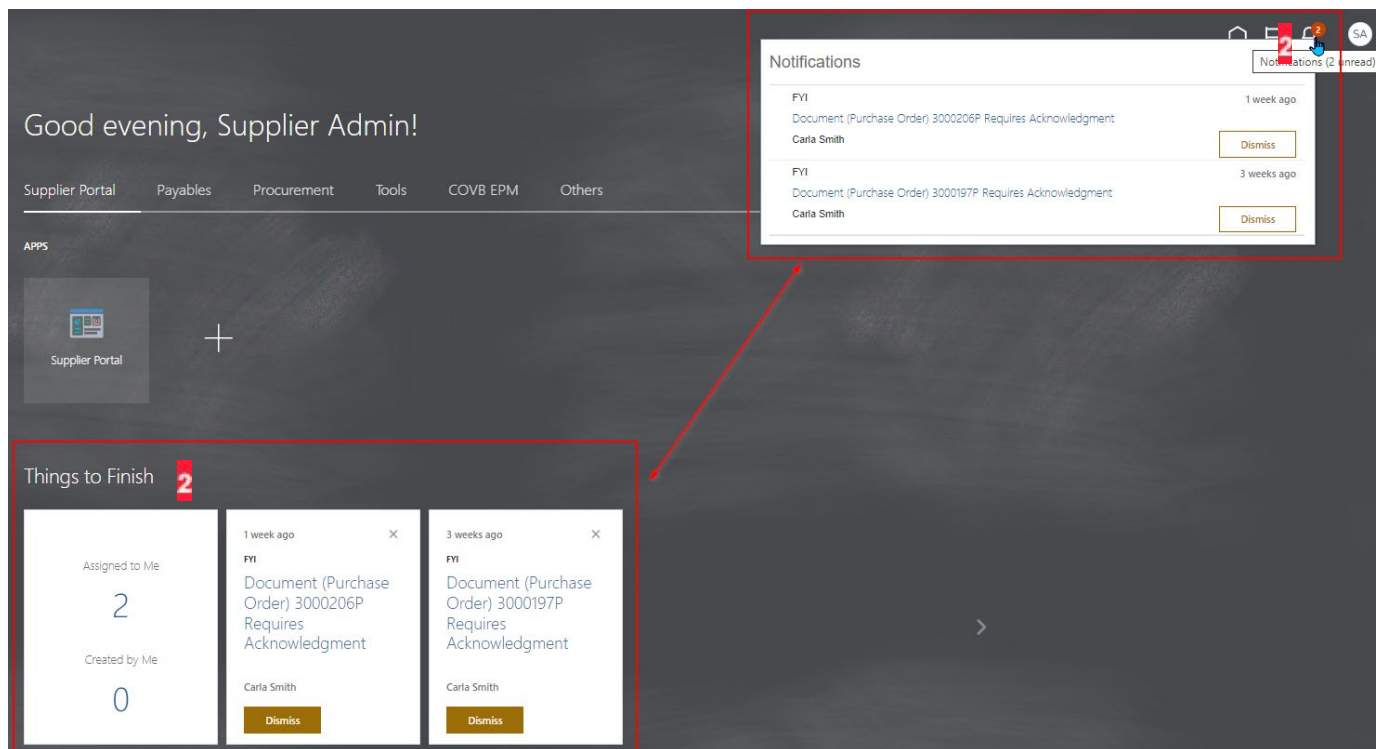
Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

Log in to Supplier Portal by entering *your user ID* and *password*.

- Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

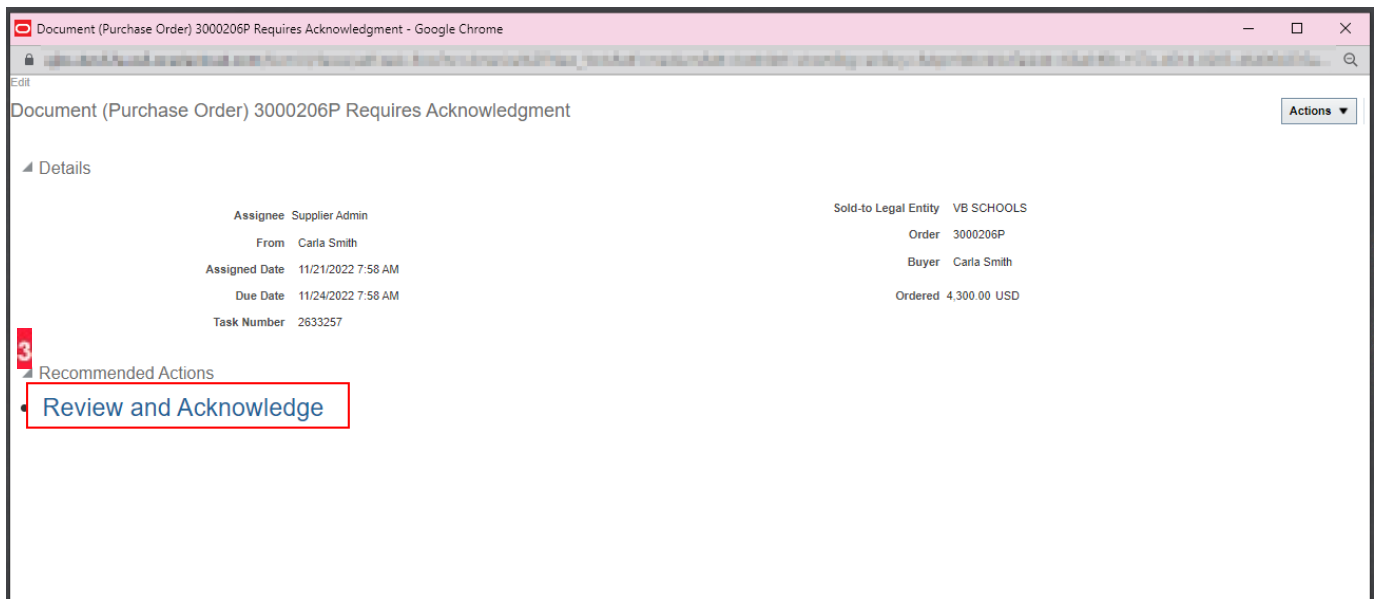
1 Click the **Sign In** button.

2a. Option A: View Bell Notification and/or Things to Finish



On your home page, if the Bell icon is clicked and also visible in the **Things to Finish** section there is an **FYI Document (Purchase Order) XXXXXXXP Requires Acknowledgement**.

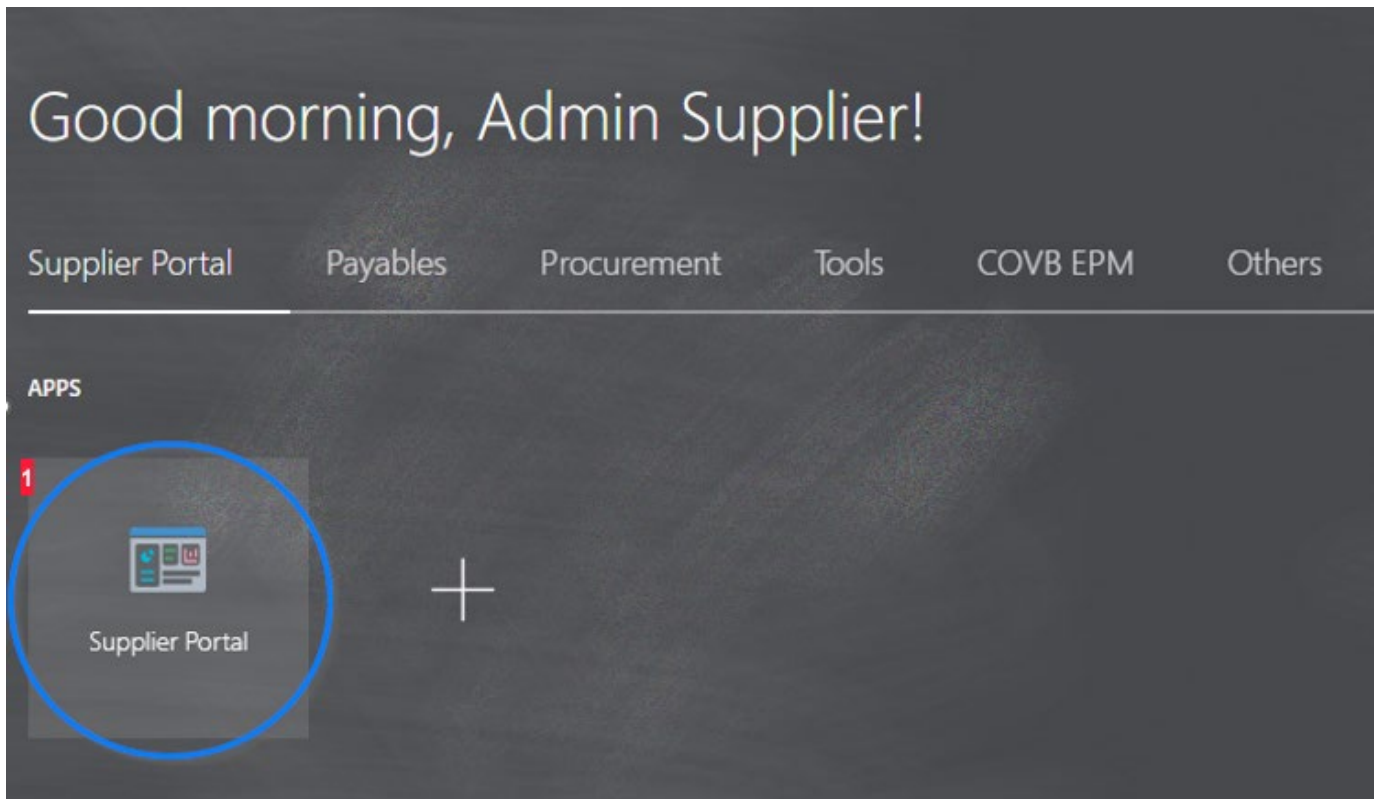
2 Click on the **text link** to open the information request.



A new window will appear with the heading of **Document (Purchase Order) XXXXXXXP Requires Acknowledgement**. Few details are visible.

- 3 Click the **Review and Acknowledge** link to review the purchase order in its entirety and acknowledge the order. Skip to step 4.

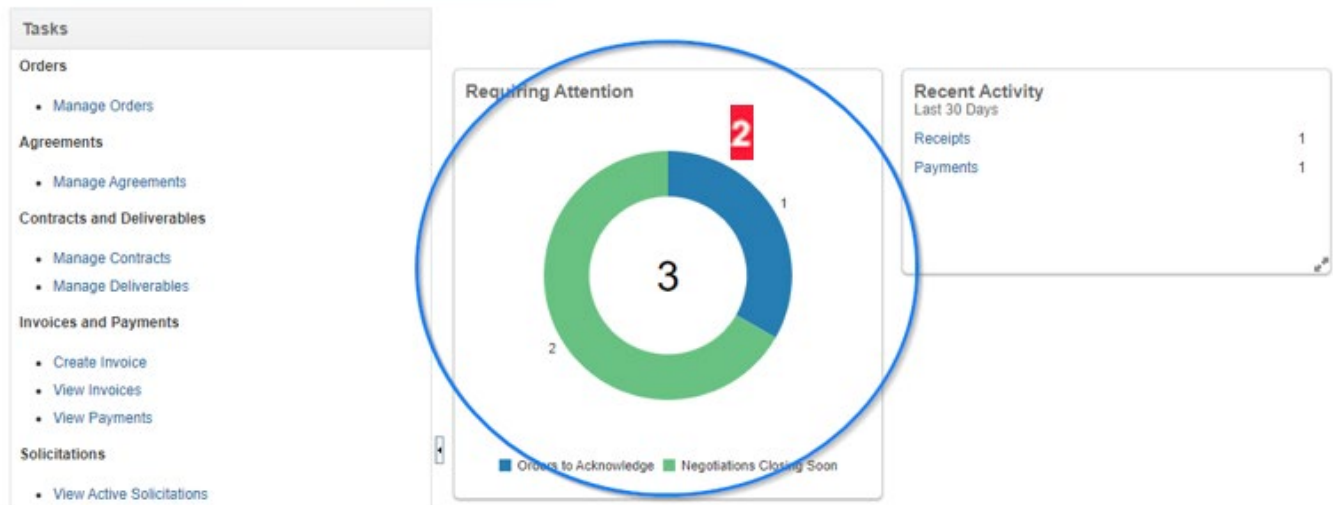
2b. Option B: Acknowledge from Supplier Portal dashboard



1 Click the Supplier Portal icon.

Supplier Portal

Search Order Number



The **Supplier Portal dashboard** is now visible. In the Requiring Attention info tile notice the blue section is for orders that need to be acknowledged.

2 Click the blue portion of the circle to view the orders that need to be acknowledged.

Purchase Order: 3000009P ⓘ

 [View PDF](#) [Refresh](#) [Done](#)

Main

General

Sold-to Legal Entity VB SCHOOLS
Bill-to BU VIRGINIA BEACH CITY PUBLIC SCHOOLS
Order 3000009P
Status Pending Supplier Acknowledgment
Buyer Dane Lester
Creation Date 12/15/2022

Supplier MCCI LLC
Supplier Site 3717APALACHEE
Supplier Contact Admin Supplier
Bill-to Location S-CENTRAL INVOICING
Ship-to Location S-TECHNOLOGY

Ordered 86,272.51 USD
Description LASERFICHE ANNUAL SOFTWARE SUPPORT - BASIC
Source Agreement Laserfiche Rio...
Supplier Order

Terms Notes and Attachments

Required Acknowledgment Document
Acknowledgment Due Date 12/19/2022
Payment Terms VBSCHOOLS Net 45

Shipping Method
Freight Terms Inside Delivery
FOB Destination

— Requires signature
— Pay on receipt
— Confirming order

The Purchase Order is now visible. Review.

 Click the **Acknowledge** button.

General

Sold-to Legal Entity VB SCHOOLS

Order 3000206P

Status [Pending Supplier Acknowledgment](#)

Buyer Smith, Carla

Creation Date 11/20/2022

Supplier

Supplier Site BOX041393

Supplier Contact Supplier Admin

Bill-to Location S-Central Invoicing

Ship-to Location Multiple

Ordered 4,300.00 USD

Description Sports Equipment

Source Agreement

Supplier Order

Communication Method None

Terms Notes and Attachments

Required Acknowledgment Acknowledgment Due Date 11/24/2022

Payment Terms VBSCHOOLS Net 45

Shipping Method

Freight Terms Inside Delivery

FOB Destination

Pay on receipt

Confirming order

5

Acknowledgment Note

Additional Information

PURCHASE TYPE Schools: Standard

BOND WAIVERS

SURETY

ENCUMBRANCE PO

DEPARTMENT

MULTI AWARD CONTRACT

CONTRACT ADMINISTRATOR

FINAL CONTRACT END DATE

INTENTIONALLY CLOSED

DOCUMENT

VBCPS DEPARTMENT S-Landstom MS

Fiscal Year

Context Prompt

Schedules

Actions View Format Freeze Detach Wrap

Line	Description	Quantity	UOM	Price	Location
1	Item 1	2	EACH	2,000.00	S-Central Library Proc
2	Item 2	2	EACH	100.00	S-Landstom MS
3	Item 3	1	EACH	100.00	S-Landstom MS

The **Acknowledge Document** page is now visible. Review the purchase order. Notice the Status of the purchase order is Pending Supplier Acknowledgement.

4
5Click the **Accept** button.Optional: Enter an **Acknowledgement Note**.

Warning

The document will be accepted. Do you want to continue? (PO-2055013)

6

OK

Cancel

A warning message will be visible to confirm you want to accept the purchase order.

6

Click **OK**.

Purchase Order: 3000206P ?

Acknowledge

View PDF

Refresh

Done

Main

General

Sold-to Legal Entity VB SCHOOLS

Bill-to BU VIRGINIA BEACH CITY PUBLIC SCHOOLS

Order 3000206P

Supplier [REDACTED]

Supplier Site BOX841393

Supplier Contact Supplier Admin

Ordered 4,300.00 USD

Description Sports Equipment

Source Agreement

7

Click **Refresh**

Purchase Order: 3000206P ?

Acknowledge

View PDF

Refresh

Done

Main

General

Sold-to Legal Entity VB SCHOOLS

Bill-to BU VIRGINIA BEACH CITY PUBLIC SCHOOLS

Order 3000206P

Status Open

Buyer Carla Smith

Creation Date 11/20/2022

Supplier BSN SPORTS LLC

Supplier Site BOX841393

Supplier Contact Supplier Admin

Bill-to Location S-Central Invoicing

Ship-to Location Multiple

Ordered 4,300.00 USD

Description Sports Equipment

Source Agreement

Supplier Order

8

Notice the purchase order is now in **Open** status.

Supplier Portal Support

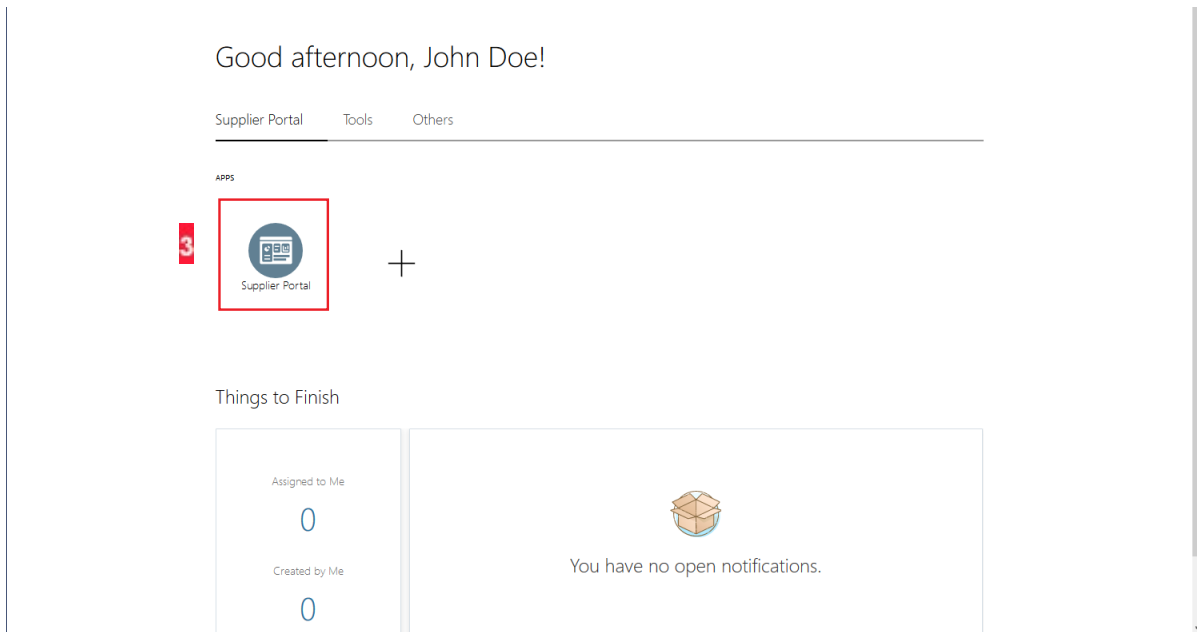
We are available if you need additional assistance. For faster service email us at Procurement@vbschools.com responses will be sent within 1 hour (include a callback number) or call (757) 263-1175.

5. View Purchase Orders

1. Sign Into Supplier Portal

- 1** Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.
 - Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
 - If you do not have your user ID or Password click the **Forgot Password** link.
- 2** Click the **Sign In** button.

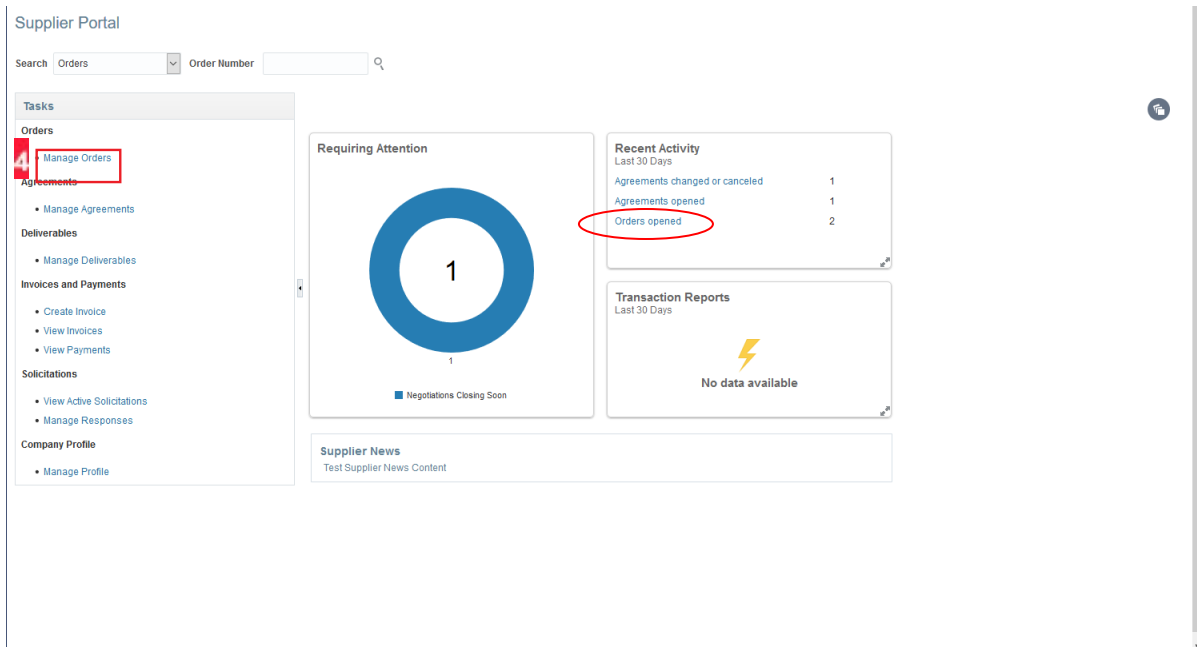
2. Your Home Page



- Notice the Virginia Beach City Public Schools logo in the top left corner and the Home icon on the top right. If you are on any other page and want to return to this Home page, click the **COVB/VBCPS logo** or the **Home icon**.
- Notice the Bell icon at the top of the page. The Bell icon will alert you to recent notifications on your account.
- The Setting & Actions menu, indicated by your initials in the top right corner, will enable you to personalize your account and access help resources.
- These icons at the top of the page will always be visible no matter what page you are on.

3 Click the **Supplier Portal** icon.

3. Supplier Portal Dashboard



You are now viewing the **Supplier Portal** dashboard.

- Notice the Home, Bell, and Settings & Actions icons at the top of the page are still visible.
- The Tasks menu is located on the left-hand side.
- In the middle are 3 infolets: Requiring Attention, Recent Activity and Transaction Reports. Currently, there is no data available because the Supplier account is new. As activity occurs, these fields will update with important information.
- Finally, Supplier News is located at the bottom of the page. This is where Virginia Beach City Public Schools will communicate news and updates to Suppliers.

4 Click the **Manage Orders** link in the Tasks menu. Alternatively, you can click **Opened Orders** in the **Recent Activity** infolet.

4. Search for and View Orders

The screenshot shows the 'Manage Orders' interface. At the top, there are tabs for 'Headers' and 'Schedules'. A red box highlights the search criteria section, which includes fields for 'Sold-to Legal Entity', 'Bill-to BU', 'Supplier Site', 'Order', 'Status', and 'Include Closed Documents'. The 'Saved Search' dropdown is set to 'All Orders'. Below the search criteria, there are buttons for 'Search', 'Reset', and 'Save...'. The 'Search Results' section shows a table with columns: Sold-to Legal Entity, Order, Order Date, Description, Supplier Site, Supplier Contact, Buyer, Ordered, Currency, Status, Life Cycle, Change Order, and Change Order Date. The table is currently empty, showing 'No search conducted.'

There are various ways to search for orders. By clicking the Saved Search drop-down arrow, you have the ability to search by:

- All Orders
- Changed or Cancelled in the last 30 days
- Changed or Cancelled in the last 7 days
- Opened in the last 30 days
- Opened in the last 7 days
- Pending Acknowledgement

5 For this example, we are selecting **All Orders** from the drop-down list.

By not entering information in the other search fields it will search for all possible purchase orders.

Manage Orders

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents No

6 Search Reset Save...

Search Results

View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date
No search conducted.												

6 Click the **Search** button.

Manage Orders

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
VB SCHOOLS	3000170P	10/31/2022	HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256.1 ...	VABCH	Kinnear, Kelly	222.60	USD	Pending Supplier Acknowl...		10/31/2022
VB SCHOOLS	3000170P	10/31/2022	Cleaning and Disinfecting Supplies	VABCH	Kinnear, Kelly	9,387.00	USD	Pending Supplier Acknowl...		10/31/2022
VB SCHOOLS	3000172P	10/18/2022	Cleaning and Disinfecting Supplies	VABCH	Kinnear, Kelly	9,387.00	USD	Open		10/18/2022
VB SCHOOLS	3000134P	10/6/2022	LOD NEUTRAL/GLASS CLEANER	VABCH	Kinnear, Kelly	2,226.00	USD	Closed for Invoicing		10/6/2022
VB SCHOOLS	3000132P	10/6/2022	Supplies	VABCH	Kinnear, Kelly	54,339.00	USD	Closed for Invoicing		10/6/2022
VB SCHOOLS	3000125P	10/6/2022	Birch Order 10.5.2022	VABCH	Kinnear, Kelly	9,387.00	USD	Closed for Receiving		10/6/2022
VB SCHOOLS	3000111P	10/7/2022	LOD NEUTRAL/GLASS CLEANER	VABCH	Kinnear, Kelly	2,226.00	USD	Closed for Invoicing		10/5/2022
VB SCHOOLS	3000110P	10/10/2022	Supplies	VABCH	Kinnear, Kelly	54,339.00	USD	Open		10/5/2022
VB SCHOOLS	3000108P	10/7/2022	Birch Order 10.5.2022	VABCH	Kinnear, Kelly	9,387.00	USD	Open		10/5/2022
VB SCHOOLS	3000096P	10/7/2022	Gojo Hand Soap #5165-04 4" 1250ml/case	VABCH	Kinnear, Kelly	95.62	USD	Open		10/4/2022
VB SCHOOLS	3000088P	10/24/2022	Gojo Hand Soap #5165-04 4" 1250ml/case	VABCH	Zadai, Theresa	5,152.63	USD	Pending Supplier Acknowl...		10/4/2022
VB SCHOOLS	3000076P	10/24/2022	Gojo Hand Soap #5165-04 4" 1250ml/case	VABCH	Kinnear, Kelly	24.43	USD	Open		9/30/2022
VB SCHOOLS	3000072P	10/24/2022	test	VABCH	Duplain, Sara	24.43	USD	Open		9/30/2022
VB SCHOOLS	3000036P	10/20/2022	PO for Invoice testing	VABCH	Underwood, Carey	200.00	USD	Pending Supplier Acknowl...		9/27/2022
CITY OF VIRGINIA	P147747	6/3/2022	BIRSCH-747 BATTERY OPERATED WIDE AREA CARPET VAC...	VABCH-VIKING-8	Gray, Amy	4,632.29	USD	Open		6/3/2022

In this example, there are two **Purchase Orders** to choose from. The blue highlight indicates which item is selected.

7 Select the row of the order you would like to review. The blue highlight indicates which items is selected.

8 Click the Order number link of the Purchase Order you would like to review.

Purchase Order: 3000181P ⓘ

Acknowledge View PDF Refresh Done

General

Sold-to Legal Entity	VB SCHOOLS	Supplier	BIRSCH INDUSTRIES	Ordered	222.66 USD
Bill-to BU	VIRGINIA BEACH CITY PUBLIC SCHOOLS	Supplier Site	VABCH	Description	HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256.1 (0.50Z...
Order	3000181P	Supplier Contact		Source Agreement	1000005A
Status	Pending Supplier Acknowledgment	Bill-to Location	S-VIRGINIA BEACH SCHOOLS	Supplier Order	
Buyer	Kelly Kinneer	Ship-to Location	S-Alantone ES		
Creation Date	10/31/2022				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	---	Requires signature
Acknowledgment Due Date	11/4/2022	Freight Terms	---	Pay on receipt
Payment Terms	VBSCHOOLS Net 45	FOB	---	Confirming order

Additional Information

PURCHASE TYPE	Schools: Standard	VBCPS DEPARTMENT	S-Alantone ES	Context Prompt
---------------	-------------------	------------------	---------------	----------------

Lines Schedules

View Format Freeze Detach Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Name	Status
1	HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256.1 (0.50Z/GAL)	S-Alantone ES	11/8/2022		1	CASE		
2	LOD NEUTRAL 256 (DISINF) 1455093 1 GALLON 256.1 (0.50Z/GAL) 4 GAL/CASE	S-Alantone ES	11/8/2022		1	CASE		

Columns Hidden 15

9 You can now view the details of the **Purchase Order**.

Purchase Order: 3000181P ⓘ

Acknowledge View PDF Refresh Done

General

Sold-to Legal Entity	VB SCHOOLS	Supplier	BIRSCH INDUSTRIES	Ordered	222.66 USD
Bill-to BU	VIRGINIA BEACH CITY PUBLIC SCHOOLS	Supplier Site	VABCH	Description	HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256.1 (0.50Z...
Order	3000181P	Supplier Contact		Source Agreement	1000005A
Status	Pending Supplier Acknowledgment	Bill-to Location	S-VIRGINIA BEACH SCHOOLS	Supplier Order	
Buyer	Kelly Kinneer	Ship-to Location	S-Alantone ES		
Creation Date	10/31/2022				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	---	Requires signature
Acknowledgment Due Date	11/4/2022	Freight Terms	---	Pay on receipt
Payment Terms	VBSCHOOLS Net 45	FOB	---	Confirming order

Additional Information

PURCHASE TYPE	Schools: Standard	VBCPS DEPARTMENT	S-Alantone ES	Context Prompt
---------------	-------------------	------------------	---------------	----------------

Lines Schedules

View Format Freeze Detach Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Name	Status
1	HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256.1 (0.50Z/GAL)	S-Alantone ES	11/8/2022		1	CASE		
2	LOD NEUTRAL 256 (DISINF) 1455093 1 GALLON 256.1 (0.50Z/GAL) 4 GAL/CASE	S-Alantone ES	11/8/2022		1	CASE		

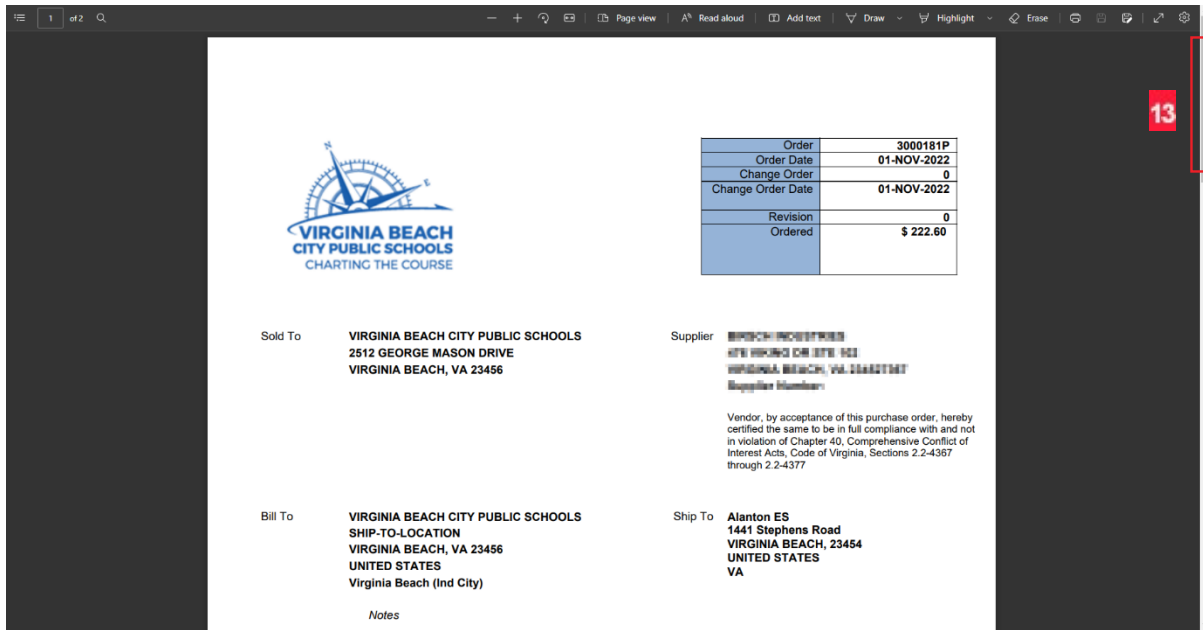
Columns Hidden 15

10 To view a PDF of the purchase order by click the **View PDF** button.

11 The PDF will be saved in you Downloads folder.

12 Open the Downloaded PDF.

5. View/Save PDF of Purchase Order



13

VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

Order	3000181P
Order Date	01-NOV-2022
Change Order	0
Change Order Date	01-NOV-2022
Revision	0
Ordered	\$ 222.60

Sold To VIRGINIA BEACH CITY PUBLIC SCHOOLS
2512 GEORGE MASON DRIVE
VIRGINIA BEACH, VA 23456

Supplier BEACH INDUSTRIES
475 PARK DRIVE NW
VIRGINIA BEACH, VA 23462
Supplier Number:

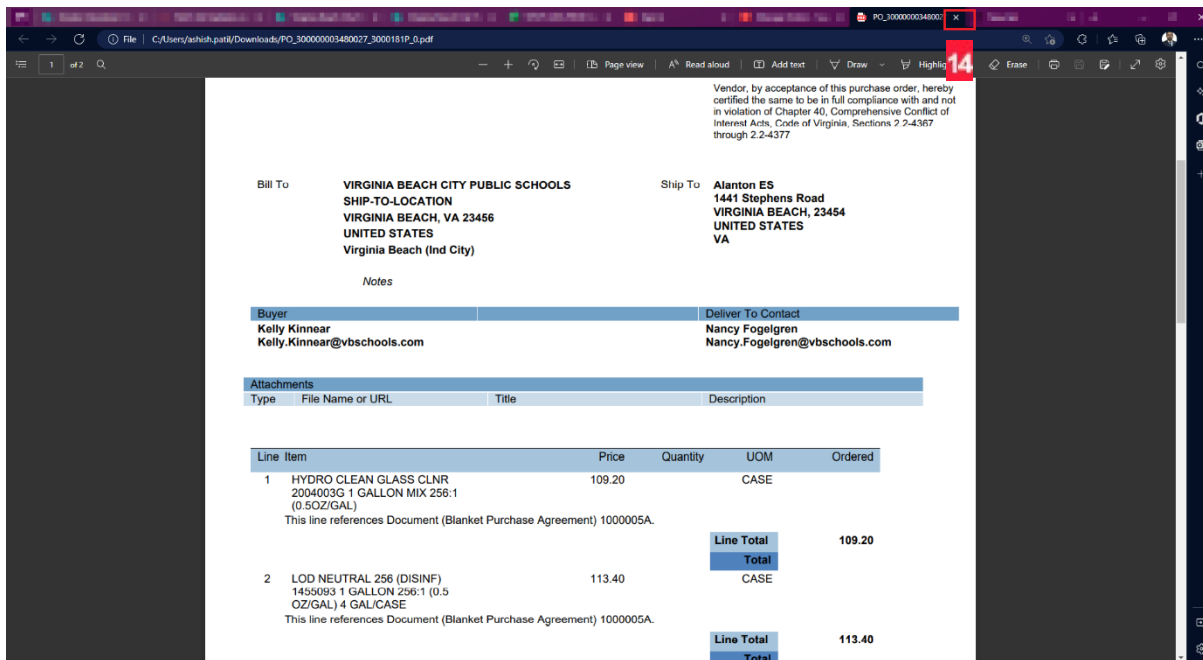
Vendor, by acceptance of this purchase order, hereby certified the same to be in full compliance with and not in violation of Chapter 40, Comprehensive Conflict of Interest Acts, Code of Virginia, Sections 2.2-4367 through 2.2-4377

Bill To VIRGINIA BEACH CITY PUBLIC SCHOOLS
SHIP-TO-LOCATION
VIRGINIA BEACH, VA 23456
UNITED STATES
Virginia Beach (Ind City)

Ship To Alanton ES
1441 Stephens Road
VIRGINIA BEACH, 23454
UNITED STATES
VA

Notes

13 You can scroll through the document by scrolling up and down.



14

Vendor, by acceptance of this purchase order, hereby certified the same to be in full compliance with and not in violation of Chapter 40, Comprehensive Conflict of Interest Acts, Code of Virginia, Sections 2.2-4367 through 2.2-4377

Bill To VIRGINIA BEACH CITY PUBLIC SCHOOLS
SHIP-TO-LOCATION
VIRGINIA BEACH, VA 23456
UNITED STATES
Virginia Beach (Ind City)

Ship To Alanton ES
1441 Stephens Road
VIRGINIA BEACH, 23454
UNITED STATES
VA

Notes

Buyer Kelly Kinnear
Kelly.Kinnear@vbschools.com

Deliver To Contact Nancy Fogelgren
Nancy.Fogelgren@vbschools.com

Attachments

Type	File Name or URL	Title	Description
Line Item		Price	Quantity
1	HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256:1 (0.5OZ/GAL)	109.20	CASE
This line references Document (Blanket Purchase Agreement) 1000005A.			
Line Total			109.20
Total			
2	LOD NEUTRAL 256 (DISINF) 1455053 1 GALLON 256:1 (0.5 OZ/GAL) 4 GAL/CASE	113.40	CASE
This line references Document (Blanket Purchase Agreement) 1000005A.			
Line Total			113.40
Total			

When you are done viewing the PDF you can close the document.

14 Click the **Close** button.

6. Purchase Order Detail

Purchase Order: 3000181P ⓘ

[Acknowledge](#)
[View PDF](#)
[Refresh](#)
[Done](#)

15

General

Sold-to Legal Entity: VB SCHOOLS
 Bill-to BU: VIRGINIA BEACH CITY PUBLIC SCHOOLS
 Order: 3000181P
 Status: Pending Supplier Acknowledgment
 Buyer: Kelly Kinnear
 Creation Date: 10/31/2022

Supplier: BIRSCH INDUSTRIES
 Supplier Site: VABCH
 Supplier Contact:
 Bill-to Location: S-VIRGINIA BEACH SCHOOLS
 Ship-to Location: S-Alantón ES

Ordered: 222.60 USD
 Description: HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256.1 (0.5OZ...
 Source Agreement: 1000005A
 Supplier Order:

Terms Notes and Attachments

Required Acknowledgment: Document
 Acknowledgment Due Date: 11/4/2022
 Payment Terms: VBSCHOOLS Net 45

Shipping Method:
 Freight Terms: FOB
 — Requires signature
 — Pay on receipt
 — Confirming order

Additional Information

PURCHASE TYPE: Schools: Standard
 VBPCS DEPARTMENT: S-Alantón ES
 Context Prompt:

Lines Schedules

View Format Freeze Detach Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM	Status
1	HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256.1 (0.5OZ/GAL)	S-Alantón ES	11/8/2022		1	CASE	
2	LOD NEUTRAL 256 (DISINF) 1455093 1 GALLON 256.1 (0.5OZ/GAL) 4 GAL/CASE	S-Alantón ES	11/8/2022		1	CASE	

Columns Hidden: 15

15 Click the **Done** button.

Manage Orders

[Headers](#)
[Schedules](#)

16

[Advanced](#)
[Manage Watchlist](#)
[Saved Search](#)
[All Orders](#)

Search
 Sold-to Legal Entity:
 Bill-to BU:
 Supplier Site:
 Order:
 Status:
 Include Closed Documents: No ☐
[Search](#) [Reset](#) [Save...](#)

Search Results

View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date
No search conducted.												

https://ejbs-test.fa.us6.oraclecloud.com/fscm/UI/faces/FuseWelcome?_afrcLoop=7060795627088282&_afrcWindowMode=0&_afrcWL=98&_afrcMFH=875&_afrcMFDW=1920&_afrcMFDH=1080&_afrcMFC=8&_afrcMFCi=0&_afrcMFM=0&_afrcMFR=96&_afrcMFG=0&_afrcMFS=0&_afrcMFO=0#

16 Click the **Done** button.

Supplier Portal Support

We are available if you need additional assistance. For faster service email us at Procurement@vbschools.com responses will be sent within 1 hour (include a callback number) or call (757) 263-1175.

6. View Receipts

1. Sign into Supplier Portal

Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

- Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

1 Click the **Sign In** button.

2. Your Home Page



2 Click the **Supplier Portal** icon.

3. Supplier Portal Dashboard

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - 4 Manage Orders
- Agreements
 - Manage Agreements
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Invoices and Payments
 - Create Invoices
 - View Invoices
 - View Payments
- Solicitations
 - View Active Solicitations
 - Manage Responses
- Company Profile
 - Manage Profile

Requiring Attention

42

11 4 27

Orders to Acknowledge
Schedules Overdue or Due Today
Invoices Overdue

Recent Activity
Last 30 Days

Orders opened 6
Receipts 4

Transaction Reports
Last 30 Days

PO Purchase Amount	48 USD
Invoice Amount	63.7K USD
Invoice Price Variance Amount	0 USD

Supplier News

Welcome to the City of Virginia Beach Supplier Portal!

Now that your business is registered in the Supplier Portal, find out what's next by joining the [SWAM Business Office](#) for a variety of informational workshops!

[Click here to register!](#)

New Field In Supplier Profile

Please update your supplier profile by selecting the Industry Type that best fits your business. Industry Type identifies the type of service your business provides.

There are 2 ways to view your receipts.

3 The first is in the **Recent Activity** infolet which shows any activity in the last 30 days. If receipts were not processed in the last 30 days the Receipts link will not appear.

4 The second way is to go to Manage Orders in the Tasks menu.

We will review both methods.

4. Method 1

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
- Agreements
 - Manage Agreements
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Invoices and Payments
 - Create Invoices
 - View Invoices
 - View Payments
- Solicitations
 - View Active Solicitations
 - Manage Responses
- Company Profile
 - Manage Profile

Requiring Attention

42

■ Orders to Acknowledge
■ Schedules Overdue or Due Today
■ Invoices Overdue

Recent Activity
Last 30 Days

Orders opened	6
Receipts	4

Transaction Reports
Last 30 Days

PO Purchase Amount	48 USD
Invoice Amount	63.7K USD
Invoice Price Variance Amount	0 USD

Supplier News

Welcome to the City of Virginia Beach Supplier Portal!

Now that your business is registered in the Supplier Portal, find out what's next by joining the [SWAM Business Office](#) for a variety of informational workshops!

[Click here to register!](#)

New Field In Supplier Profile

Please update your supplier profile by selecting the Industry Type that best fits your business. Industry Type identifies the type of service your business provides.

5 Click the **Receipt** link in the **Recent Activity** infolet.

Note: The **Recent Activity** infolet only shows activity in the last 30 days. If receipts were not processed in the last 30 days the Receipts link will not appear.

View Receipts

Search

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
1000070	10/17/2022 8:00...	VIRGINIA BEA...			3000108P				VABCH
1000068	10/17/2022 8:00...	VIRGINIA BEA...			3000111P				VABCH
1000066	10/17/2022 8:00...	VIRGINIA BEA...			3000172P				VABCH
1000060	10/17/2022 8:00...	VIRGINIA BEA...			3000125P				VABCH

The **View Receipts** page is now visible. Notice column headers: **Receipt**, **Receipt Date**, **Organization**, **Purchase Order number**, etc. By clicking the **View** drop-down arrow, you can customize the columns that are visible.

Note in this example, there are 4 receipts for 4 Purchase Orders

6 Remember that the receipts displayed were processed in the last 30 days only.

View Receipts

Search

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
1000070	10/17/2022 8:00...	VIRGINIA BEA...			3000108P				VABCH
1000068	10/17/2022 8:00...	VIRGINIA BEA...			3000111P				VABCH
1000066	10/17/2022 8:00...	VIRGINIA BEA...			3000172P				VABCH
1000060	10/17/2022 8:00...	VIRGINIA BEA...			3000125P				VABCH

7 To view receipt details, click the receipt number.

Receipt: 1000070

Summary

Supplier: VIRGINIA BEA...

Packing Slip

Shipment

Waybill

Shipped Date

Bill of Lading

Shipping Method

Note

Number of Supplier Packing Units

Attachments: None

Supplier Site: VABCH

Additional Information

Lines

Item	Item Description	Document Type	Document Number	Ordered	Returned	Net Received	Rejected	UOM Name	Currency	Receipt Date
	LOD NEUTRAL	Purchase order	3000108P	20	0	20	0	CASE		10/18/2022 12:2...
	ALL CLEAN (N...	Purchase order	3000108P	100	0	110	0	CASE		10/18/2022 12:2...

You are now viewing the summary of the receipt that was selected. In this example, note that 120 items in total were ordered and 110 are shown as net received.

8 Click **Done**.

9 View Receipts

Search

**** Receipt**
 Organization
 **** Purchase Order**
 Supplier Item

**** Shipment**
 **** Item**
 **** Receipt Date** 10/18/2022 - 11/17/2022

Advanced **Saved Search** **All Receipts** **Done**
** At least one is required

Search **Reset** **Save...**

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
1000070	10/17/2022 8:00 ...	VIRGINIA BEA...			3000108P				VABCH
1000068	10/17/2022 8:00 ...	VIRGINIA BEA...			3000111P				VABCH
1000066	10/17/2022 8:00 ...	VIRGINIA BEA...			3000172P				VABCH
1000060	10/17/2022 8:00 ...	VIRGINIA BEA...			3000125P				VABCH

9 You have now returned to the **View Receipts** page.

View Receipts

Search

**** Receipt**
 Organization
 **** Purchase Order**
 Supplier Item

**** Shipment**
 **** Item**
 **** Receipt Date** 10/18/2022 - 11/17/2022

Advanced **Saved Search** **All Receipts** **Done**
** At least one is required

Search **Reset** **Save...**

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
1000070	10/17/2022 8:00 ...	VIRGINIA BEA...			3000108P				VABCH
1000068	10/17/2022 8:00 ...	VIRGINIA BEA...			3000111P				VABCH
1000066	10/17/2022 8:00 ...	VIRGINIA BEA...			3000172P				VABCH
1000060	10/17/2022 8:00 ...	VIRGINIA BEA...			3000125P				VABCH

10 In this example, we will view the 2nd receipt. Again, click the receipt number of the receipt you would like to view.

Receipt: 1000068

View Transaction History Done

Summary

Supplier
Shipment
Shipped Date
Shipping Method
Number of Supplier Packing Units
Supplier Site VASCH

Packing Slip
Waybill
Bill of Lading
Note
Attachments None

Additional Information

Lines

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
	HYDRO CLEAN...	Purchase order	3000111P	10	0	10	0	CASE		10/18/2022 12.2...
	LOD NEUTRAL...	Purchase order	3000111P	10	0	9	0	CASE		10/18/2022 12.2...

11 You are now viewing the summary of the receipt that was selected. In this example, note that total 20 items were ordered and 19 is shown as net received. As such, items ordered on purchase order 3000111P have all been received.

5. Method 2

Supplier Portal

Search Orders Order Number

12

Tasks

- Orders**
 - Manage Orders
- Agreements
 - Manage Agreements
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Solicitations
 - View Active Solicitations
 - Manage Responses
- Company Profile
 - Manage Profile

Requiring Attention

42

- Orders to Acknowledge
- Schedules Overdue or Due Today
- Invoices Overdue

Recent Activity
Last 30 Days

Orders opened	6
Receipts	4

Transaction Reports
Last 30 Days

PO Purchase Amount	48	USD
Invoice Amount	63.7K	USD
Invoice Price Variance Amount	0	USD

Supplier News

Welcome to the City of Virginia Beach Supplier Portal!

Now that your business is registered in the Supplier Portal, find out what's next by joining the [SWAM Business Office](#) for a variety of informational workshops!

[Click here to register!](#)

New Field In Supplier Profile

Please update your supplier profile by selecting the Industry Type that best fits your business. Industry Type identifies the type of service your business provides,

12 Click the **Manage Order** link from the **Tasks** menu.

13

Manage Orders

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 25									

13 The Manage Orders search page is now visible.

14

Manage Orders

Done

Header

Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Schedules

Sold-to Legal Entity

Supplier Site

Order

Line Description

Supplier Item

Ship-to Location

Status

Search

Reset

Save...

Search Results

View

Format

Freeze

Detach

Wrap

Order	Supplier Site	Supplier Item	Ordered	Currency	Status	Requested Date	Promised Date	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 49									

14

Notice there are 2 tabs: **Header** and **Schedules**. Click the **Schedules** link.

Manage Orders ? Done

Headers Schedules

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Supplier Item

Ship-to Location

Status

Advanced Manage Watchlist Saved Search All Schedules

Search Reset Save...

Search Results

View Format Freeze Detach Wrap

Order	Supplier Site	Supplier Item	Ordered	Currency	Status	Requested Date	Promised Date	Life Cycle	Creation Date
No search conducted.									

Columns Hidden 49

15 Use the **search** fields to search for the desired receipt(s).

At the top right notice the **Saved Search** drop-down field. The default option is *All Schedules*. You may also choose **Overdue and Due Today** or you may personalize the search. Alternatively, to find the receipt you are looking for you may populate the other search fields: **Sold to Legal Entity**, **Supplier Site**, **Order number**, **Line Description**, **Supplier Item**, **Ship-to Location** and **Status**.

Manage Orders ? Done

Headers Schedules

Search

Sold-to Legal Entity

Supplier Site

Order

Line Description

Supplier Item

Ship-to Location

Status

Advanced Manage Watchlist Saved Search All Schedules

Search Reset Save...

Search Results

View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle
Columns Hidden 47																

16 In this example we will search by **Supplier Site**. One of the two options provided in the drop-down menu is VABCH.

Manage Orders 🔗 Done

Headers Schedules

Search

Sold-to Legal Entity
Supplier Site
Order
Line Description

VABCH

Supplier Item
Ship-to Location
Status

Advanced Manage Watchlist Saved Search All Schedules

Search
Reset
Save...

Search Results

View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle
Columns Hidden: 47																

17 Click the **Search** button.

Manage Orders 🔗 Done

Headers Schedules

Search

Sold-to Legal Entity
Supplier Site
Order
Line Description

VABCH

Supplier Item
Ship-to Location
Status

Advanced Manage Watchlist Saved Search All Schedules

Search
Reset
Save...

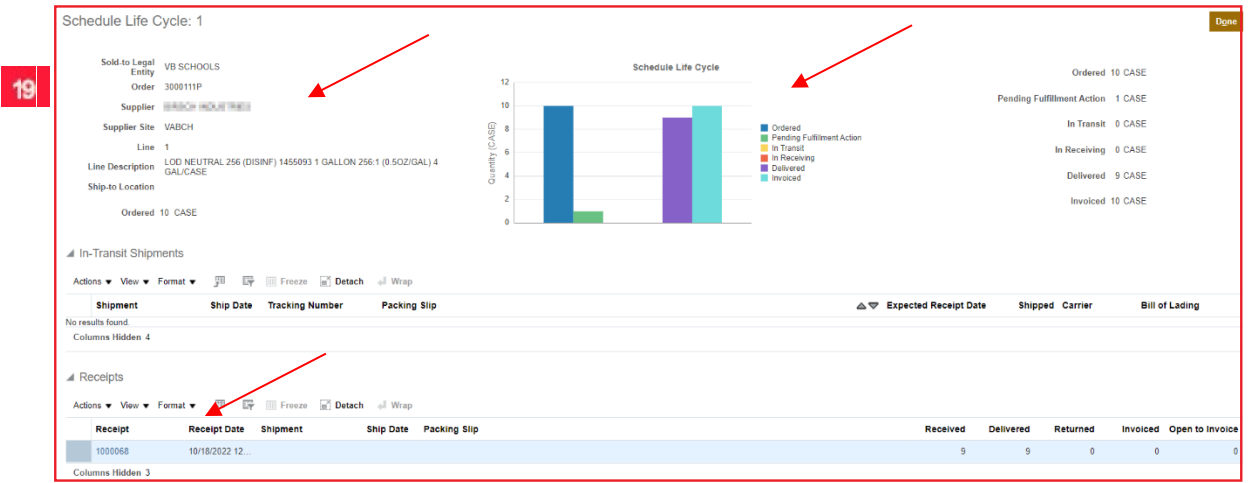
Search Results

View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle
3000134P	VABCH	2	HYDRO CLEAN GLASS CLNR		1	10	CASE	CASE	109.20	1,092.00	USD	Closed	S-Alanton ES	10/13/2022	10/13/2022	🔄
3000132P	VABCH	1	ORCA GLOVES INDUSTRIAL		1	150	CASE	CASE	248.00	37,200.00	USD	Closed for...	S-F W Cox HS	10/6/2022	10/6/2022	🔄
3000132P	VABCH	2	W18634 1040 VACUUM BAGS		1	100	CASE	CASE	171.39	17,139.00	USD	Closed for...	S-F W Cox HS	10/13/2022	10/13/2022	🔄
3000125P	VABCH	1	ALL CLEAN (NEUTRAL FLOO		1	100	CASE	CASE	71.19	7,119.00	USD	Closed Fo...	S-Holland ES	10/6/2022	10/6/2022	🔄
3000125P	VABCH	2	LOD NEUTRAL 256 (DISINF)		1	20	CASE	CASE	113.40	2,268.00	USD	Closed Fo...	S-Advanced Techna...	10/13/2022	10/13/2022	🔄
3000111P	VABCH	1	LOD NEUTRAL 256 (DISINF)		1	10	CASE	CASE	113.40	1,134.00	USD	Closed for...	S-Alanton ES	10/12/2022	10/12/2022	🔄
3000111P	VABCH	2	HYDRO CLEAN GLASS CLNR		1	10	CASE	CASE	109.20	1,092.00	USD	Closed	S-Alanton ES	10/12/2022	10/12/2022	🔄
3000110P	VABCH	1	ORCA GLOVES INDUSTRIAL		1	150	CASE	CASE	248.00	37,200.00	USD	Open	S-F W Cox HS	10/12/2022	10/12/2022	🔄
3000110P	VABCH	2	W18634 1040 VACUUM BAGS		1	100	CASE	CASE	171.39	17,139.00	USD	Open	S-F W Cox HS	10/12/2022	10/12/2022	🔄
3000108P	VABCH	1	ALL CLEAN (NEUTRAL FLOO		1	100	CASE	CASE	71.19	7,119.00	USD	Open	S-Holland ES	10/12/2022	10/12/2022	🔄
3000108P	VABCH	2	LOD NEUTRAL 256 (DISINF)		1	20	CASE	CASE	113.40	2,268.00	USD	Closed Fo...	S-Advanced Techna...	10/12/2022	10/12/2022	🔄

The search results show **All Schedules** for the **Supplier Site** selected. In this example, we are looking for the receipt(s) for order 3000111P.

18 Click the  **Lifecycle** icon on the row of the desired order for which you would like to view the Receipt.



The Schedule Life Cycle page for the Order is now visible. Notice:

- Purchase Order details
- Bar graph visually identifying order, fulfillment, delivery and invoice actions
- Receipts associated with the Purchase Order

19 Click the **Receipt** number to view the receipt.

Receipt: 1000068

Summary

Supplier: VABCH
Shipment: Waybill
Shipped Date: Bill of Lading
Shipping Method: Note
Number of Supplier Packing Units: Attachments: None
Supplier Site: VABCH

Additional Information

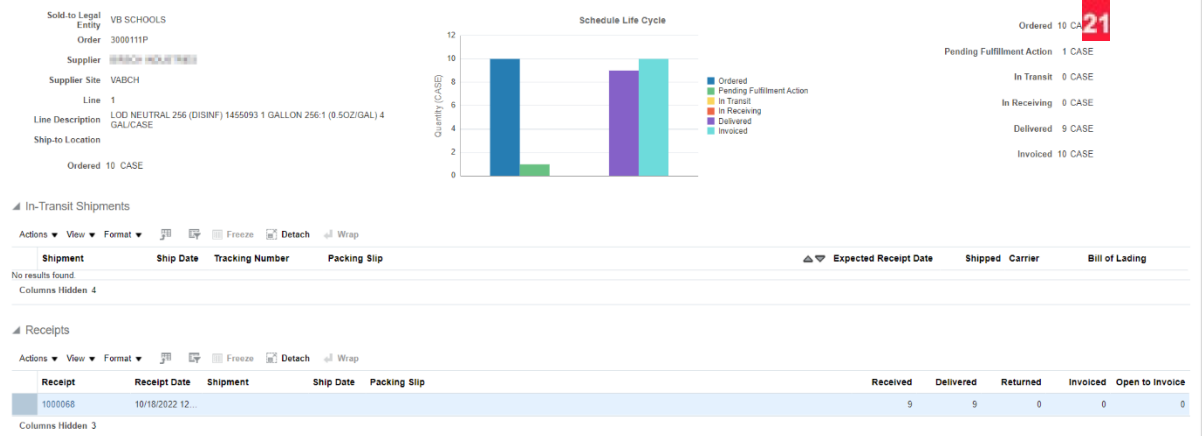
Lines

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
	HYDRO CLEAN...	Purchase order	3000111P	10	0	10	0	CASE		10/18/2022 12:2...
	LOD NEUTRAL ...	Purchase order	3000111P	10	0	9	0	CASE		10/18/2022 12:2...

Review the Receipt details.

20 When finished click **Done**. You will return to the Schedule Life Cycle page.

Schedule Life Cycle: 1



The Schedule Life Cycle Page is now visible.

21 Click **Done**. You will return to the **Manage Orders** page.

Manage Orders

22 Done

Headers: Schedules

Search

Sold to Legal Entity: Entity Name

Supplier Site: Supplier Site

Order: Order Number

Line Description: Line Description

Supplier Item: Supplier Item

Ship-to Location: Ship-to Location

Status: Status

Search Reset Save...

Advanced Manage Watchlist Saved Search All Schedules

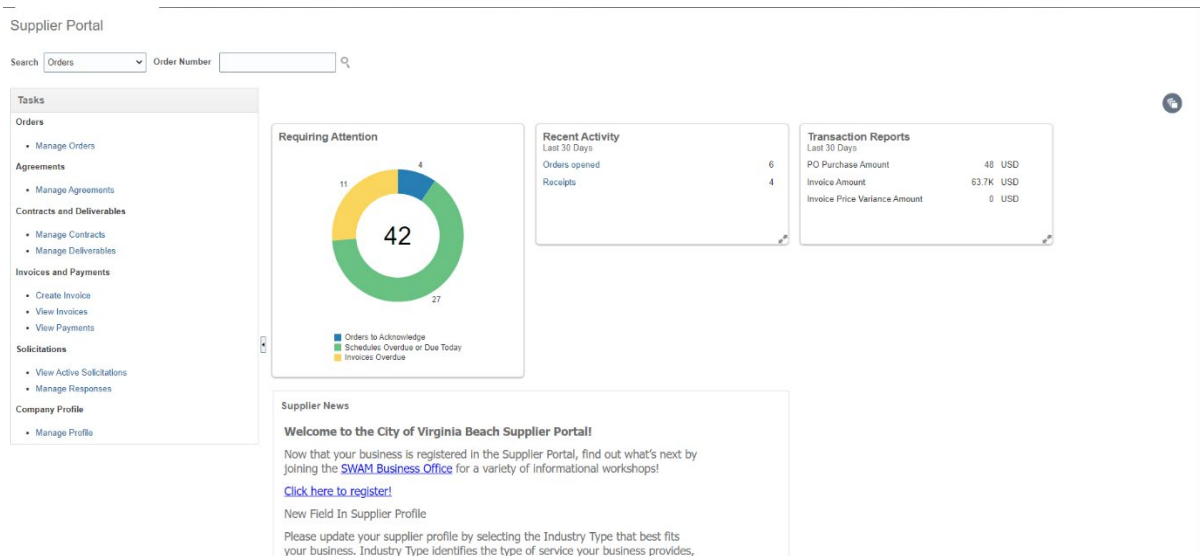
Search Results

View Format Freeze Detach Wrap

Order	Supplier Site	Supplier Item	Ordered	Currency	Status	Requested Date	Promised Date	Life Cycle	Creation Date
No search conducted.									

Columns Hidden: 49

22 Click **Done** to return to your Supplier Portal Dashboard.

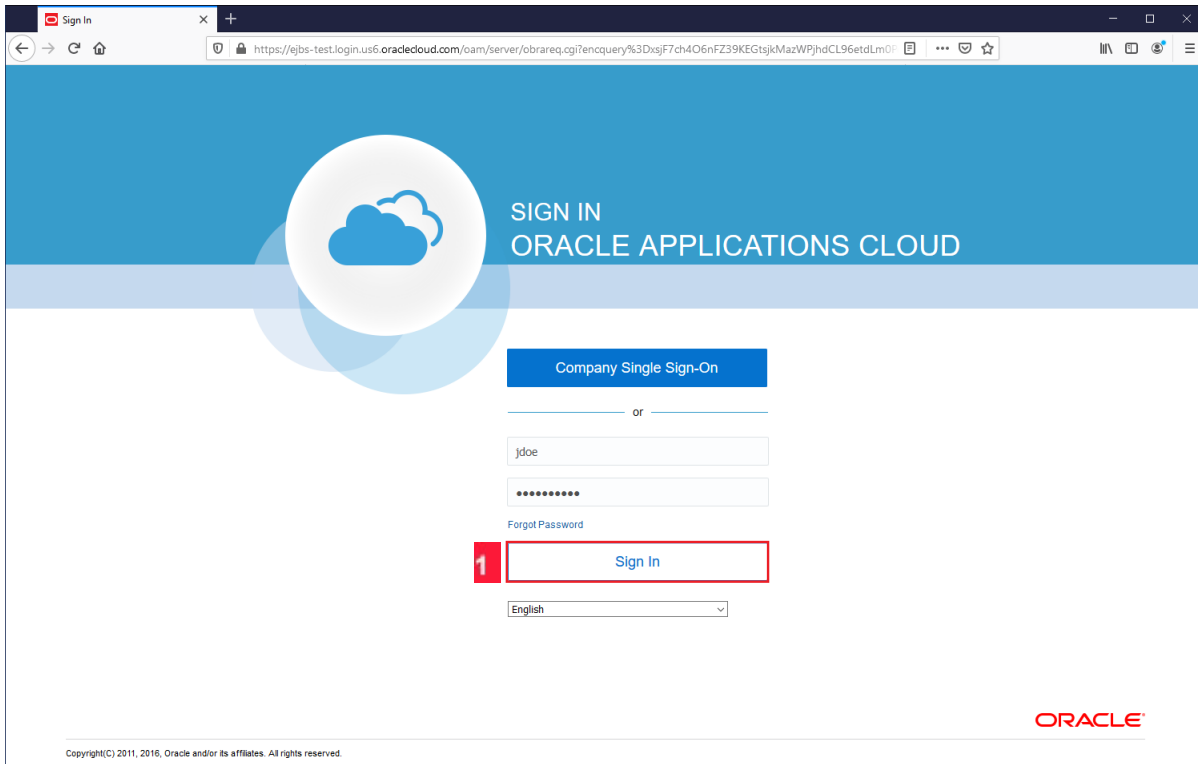


Supplier Portal Support

We are available if you need additional assistance. For faster service email us at Procurement@vbschools.com responses will be sent within 1 business day (include a callback number) or call (757) 263-1175.

7. View Invoices

1. Sign Into Supplier Portal



Sign In

https://ejbs-test.login.us6.oraclecloud.com/oam/server/obrarreq.cgi?encquery%3DxsjF7ch4O6nFZ39KEGtsjkMazWPjhdCL96etdLm0P

SIGN IN
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

jdoe

Forgot Password

1 Sign In

English

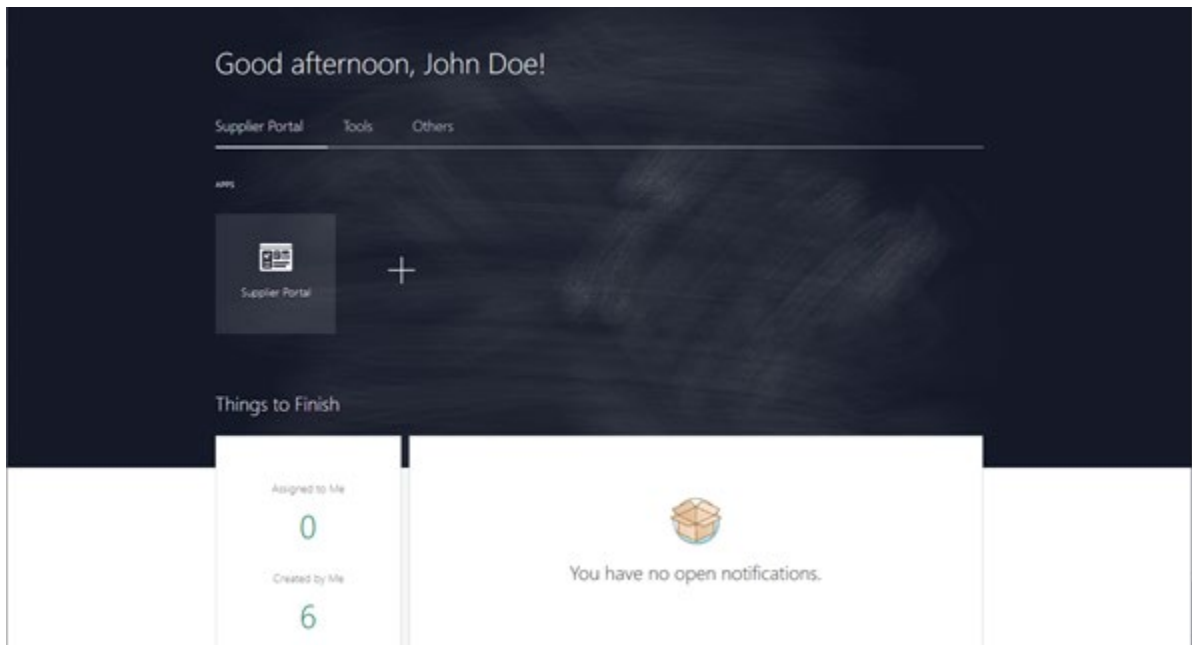
ORACLE

Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

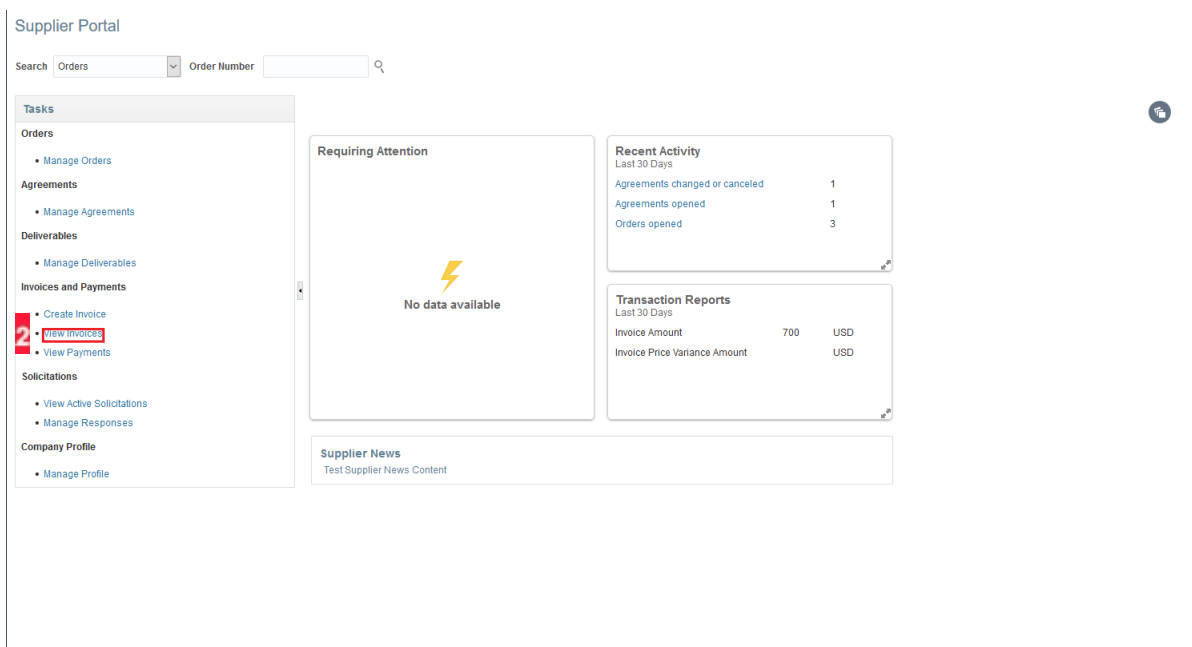
- Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

1 Click the **Sign In** button.



On the Home page, click the **Supplier Portal** icon.

Supplier Portal Dashboard



2 Click the **View Invoices** link in the **Tasks** menu

2. Search for and View Invoices

View Invoices

Search

Advanced Saved Search

Invoice Number

Supplier

Supplier Site

Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

There are various ways to search for invoices. By clicking the Saved Search drop-down arrow, you have the ability to search **All Invoices** and **Overdue Invoices**.

- 3 Click the **Saved Search** drop-down arrow. In this example, the system defaulted to **All Invoices** from the drop-down list.
- 4 By clicking the **Invoice Status** drop-down arrow, you can search for invoices that are Approved, Cancelled, In process, Incomplete, On hold, Pending import, or Rejected.

View Invoices Done

Search Advanced Saved Search All Invoices ▼

** At least one is required

** Invoice Number

** Supplier 7 ▼

Supplier Site XYZ Company 10062

** Purchase Order 8

Consumption Advice

Invoice Status ▼

Paid Status ▼

Payment Number

Search Reset Save...

Search Results

View ▼ Print Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

7 To select your Company, click the **Supplier** drop-down arrow.

8 Click your **Company Name** so it is highlighted in blue.

View Invoices Done

Search Advanced Saved Search All Invoices ▼

** At least one is required

** Invoice Number

** Supplier XYZ Company ▼

Supplier Site 10062 ▼

** Purchase Order

Consumption Advice

Invoice Status ▼

Paid Status ▼

Payment Number

9 Search Reset Save...

Search Results

View ▼ Print Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

9 Click the **Search** button.

View Invoices

Search

Invoice Number
 Supplier
 Supplier Site
 Purchase Order

Consumption Advice
 Invoice Status
 Paid Status
 Payment Number

** At least one is required

Search Results

View	Columns	Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
10	11	22	Standard	3000110P		VABCH	37,200.00 USD	37,200.00 USD	In proc...		
		22	Standard	3000110P		VABCH	17,139.00 USD	17,139.00 USD	In proc...		
		22	Standard	3000125P		VABCH	7,119.00 USD	7,119.00 USD	In proc...		
		22	Standard	3000125P		VABCH	2,268.00 USD	2,268.00 USD	In proc...		
		22	Standard	3000111P		VABCH	2,226.00 USD	2,226.00 USD	On hold		
		22	Standard	3000132P		VABCH	54,339.00 USD	54,339.00 USD	On hold		

The invoices are visible in the **Search Results** section.

10 Click **View** to customize how this information is presented.

11 Click the **Columns** input field to identify what columns you want to see. You can sort the information in different ways and reorder the columns.

View Invoices

Done

Search

Advanced

Saved Search

All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
001	10/28/2022	Standard	3000110P	BIRCH INDUSTRIES	VABCH	37,200.00 USD	37,200.00 USD	In proc...		
002	10/28/2022	Standard	3000110P	BIRCH INDUSTRIES	VABCH	17,139.00 USD	17,139.00 USD	In proc...		
TEST_1	10/28/2022	Standard	3000125P	BIRCH INDUSTRIES	VABCH	7,119.00 USD	7,119.00 USD	In proc...		
TEST_2	10/28/2022	Standard	3000125P	BIRCH INDUSTRIES	VABCH	2,268.00 USD	2,268.00 USD	In proc...		

12 To view the details of an invoice, click the **Invoice Number** link.

Invoice: 001

Business Unit VIRGINIA BEACH CITY PUBLIC SCHOOLS

Legal Entity Name VB SCHOOLS

Supplier or Party [BIRCH INDUSTRIES](#)

Supplier Site VABCH

Address [2701 GREENWOOD DRIVE, VIRGINIA BEACH, VA 23462](#)

Invoice Date 10/28/2022

Invoice Amount 37,200.00 USD

Unpaid Amount 37,200.00 USD

Payment Currency USD

Tax Control Amount

Invoice Type Standard

Description

Attachment None

13

Done

Lines Payments

Items

View

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants	
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location	
1	37,200.00	ORCA GLOVES INDUSTRI...	150	248	CASE	3000110P	1	1					S-F W Cox HS	

Summary Tax Lines

Shipping and Handling

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
No data to display.									No shipping and handling.		

You are now viewing the invoice details.

13 When finished viewing your invoice, click the **Done** button.

View Invoices

Search

** Invoice Number

** Supplier

BOSCH INDUSTRIES

Supplier Site

** Purchase Order

Advanced

Saved Searches

All Invoices

14

** At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

Reset

Save...

Search Results

View ▾

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
001	10/28/2022	Standard	3000110P		VABCH	37,200.00 USD	37,200.00 USD	In proc...		
002	10/28/2022	Standard	3000110P		VABCH	17,139.00 USD	17,139.00 USD	In proc...		
TEST_1	10/28/2022	Standard	3000125P		VABCH	7,119.00 USD	7,119.00 USD	In proc...		
TEST_2	10/28/2022	Standard	3000125P		VABCH	2,268.00 USD	2,268.00 USD	In proc...		

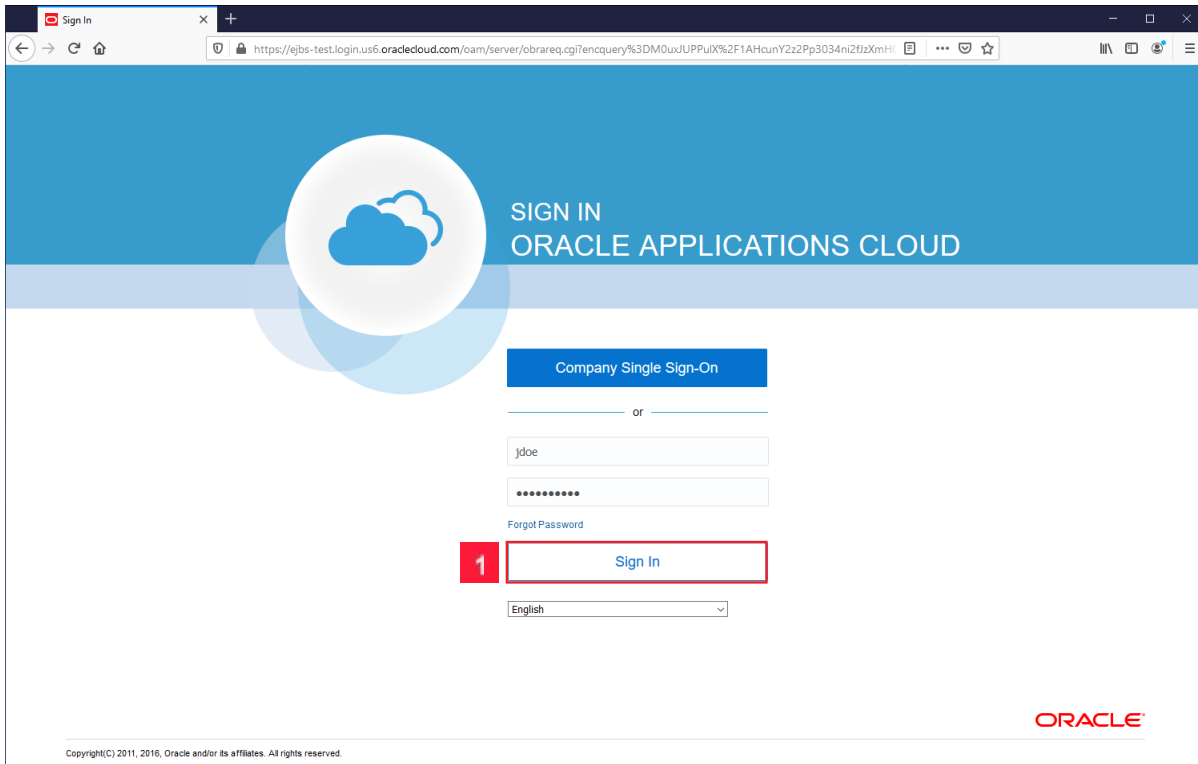
14 When finished, click the **Done** button.

Supplier Portal Support

We are available if you need additional assistance. For faster service email us at Procurement@vbschools.com responses will be sent within 1 hour (include a callback number) or call (757) 263-1175.

8. Create Invoices

1. Sign Into Supplier Portal



Sign In

https://ejbs-test.login.us6.oraclecloud.com/oam/server/obrarreq.cgi?encquery%3DM0uxJUPPUX%2F1AHcunYz2Pp3034ni2fjzXmH...

SIGN IN
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

jdoe

Forgot Password

1 Sign In

English

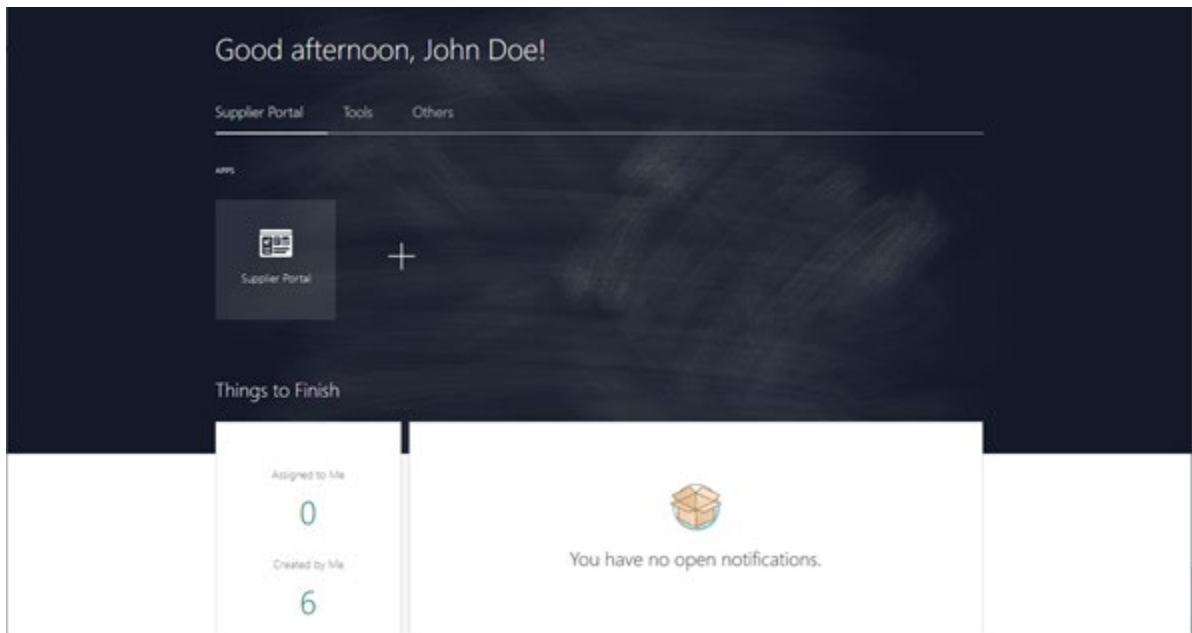
ORACLE

Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

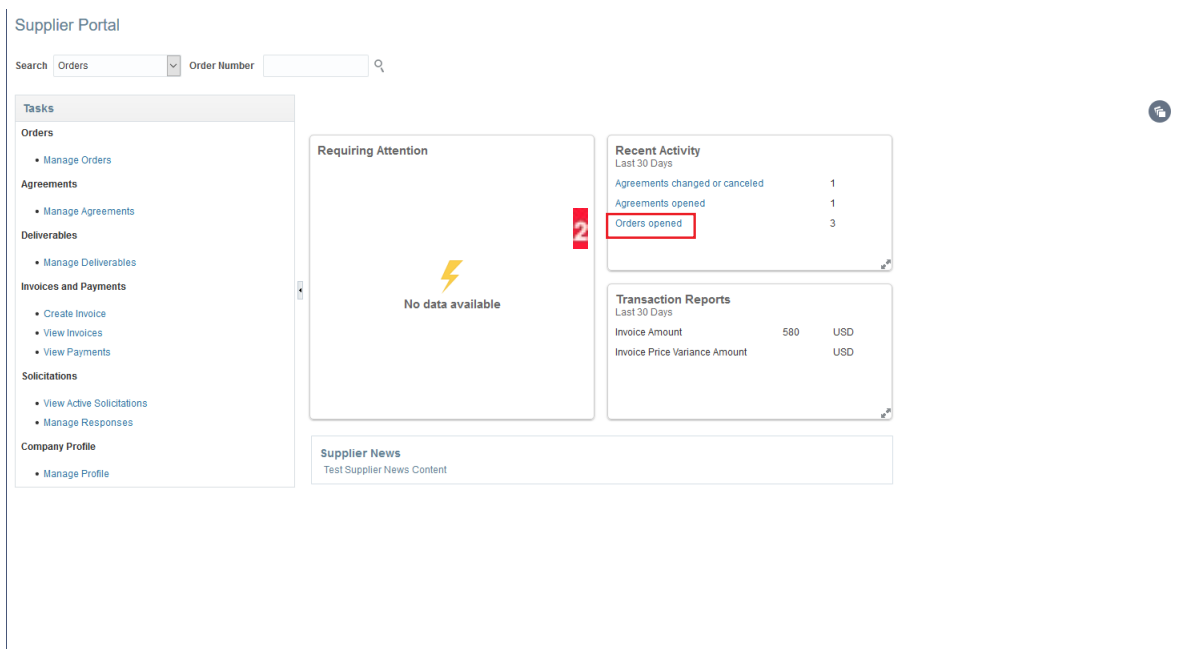
- Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password, click the **Forgot Password** link.

1 Click the **Sign In** button.



On the Home page, click the **Supplier Portal** icon.

2. View Orders for which to Create Invoices



2 Click the **Orders opened** link in the **Recent Activity** infolet. This will enable you to identify the purchase order(s) for which to create invoices.

3. View Order Details

Manage Orders ? Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Search Results

View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
VB SCHOOLS	3000134P	10/6/2022	LOD NEUTRAL/GLASS CLEANER	VABCH	Kinnear, Kelly	2,226.00	USD	Closed for Invoicing	10/6/2022	
VB SCHOOLS	3000132P	10/6/2022	Supplies	VABCH	Kinnear, Kelly	54,339.00	USD	Closed for Invoicing	10/6/2022	
VB SCHOOLS	3000125P	10/6/2022	Birch Order 10.5.2022	VABCH	Kinnear, Kelly	9,387.00	USD	Closed for Receiving	10/6/2022	
VB SCHOOLS	3000111P	10/7/2022	LOD NEUTRAL/GLASS CLEANER	VABCH	Kinnear, Kelly	2,226.00	USD	Closed for Invoicing	10/5/2022	
VB SCHOOLS	3000110P	10/10/2022	Supplies	VABCH	Kinnear, Kelly	54,339.00	USD	Open	10/5/2022	
VB SCHOOLS	3000108P	10/7/2022	Birch Order 10.5.2022	VABCH	Kinnear, Kelly	9,387.00	USD	Open	10/5/2022	
VB SCHOOLS	3000096P	10/7/2022	Gojo Hand Soap #5165-04 4" 1250ml/case	VABCH	Kinnear, Kelly	95.62	USD	Open	10/4/2022	

3 To view the purchase order, click on the **Order number** link.

Purchase Order: [3000134P](#) ? Acknowledge View PDF Refresh Done

Main

General

Sold-to Legal Entity VB SCHOOLS
 Bill-to BU VIRGINIA BEACH CITY PUBLIC SCHOOLS
 Order 3000134P
 Status Closed for Invoicing
 Buyer Kelly Kinnear
 Creation Date 10/6/2022

Supplier [VABCH](#)
 Supplier Site VABCH
 Supplier Contact Admin Supplier
 Bill-to Location S-VIRGINIA BEACH SCHOOLS
 Ship-to Location S-Alanton ES

Ordered 2,226.00 USD
 Description LOD NEUTRAL/GLASS CLEANER
 Source Agreement 1000005A
 Supplier Order

Order Life Cycle

Order
 Received
 Delivered
 Invoiced

View Details

Terms Notes and Attachments

Required Acknowledgment Document
 Payment Terms VBSCHOOLS Net 45
 Shipping Method
 Freight Terms
 FOB

Additional Information

PURCHASE TYPE Schools: Standard
 VB/CPS DEPARTMENT S-Alanton ES
 Context Prompt

- You are now viewing the **Purchase Order** page. In this example, it is the Purchase Order page for PO 3000134P.
- Notice the **Order Life Cycle** graph in the top right corner. In this example, you can see an invoice was already issued as indicated by the bottom blue bar on the bottom.

4 Click **Done**.

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

View Format Freeze Detach Wrap

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
VB SCHOOLS	3000181P	10/31/2022	HYDRO CLEAN GLASS CLNR 2004003G 1 GALLON MIX 256.1 ...	VABCH	Kinnear, Kelly	222.60	USD	Pending Supplier Acknowl...		10/31/2022
VB SCHOOLS	3000178P	10/31/2022	Cleaning and Disinfecting Supplies	VABCH	Kinnear, Kelly	9,387.00	USD	Pending Supplier Acknowl...		10/31/2022
VB SCHOOLS	3000172P	10/18/2022	Cleaning and Disinfecting Supplies	VABCH	Kinnear, Kelly	9,387.00	USD	Open		10/18/2022
VB SCHOOLS	3000134P	10/6/2022	LOD NEUTRAL/GLASS CLEANER	VABCH	Kinnear, Kelly	2,226.00	USD	Closed for Invoicing		10/6/2022
VB SCHOOLS	3000132P	10/6/2022	Supplies	VABCH	Kinnear, Kelly	54,339.00	USD	Closed for Invoicing		10/6/2022
VB SCHOOLS	3000125P	10/6/2022	Birch Order 10.5.2022	VABCH	Kinnear, Kelly	9,387.00	USD	Closed for Receiving		10/6/2022
VB SCHOOLS	3000111P	10/7/2022	LOD NEUTRAL/GLASS CLEANER	VABCH	Kinnear, Kelly	2,226.00	USD	Closed for Invoicing		10/5/2022
VB SCHOOLS	3000110P	10/10/2022	Supplies	VABCH	Kinnear, Kelly	54,339.00	USD	Open		10/5/2022
VB SCHOOLS	3000108P	10/7/2022	Birch Order 10.5.2022	VABCH	Kinnear, Kelly	9,387.00	USD	Open		10/5/2022
VB SCHOOLS	3000096P	10/7/2022	Gojo Hand Soap #5165-04 4" 1250ml/case	VABCH	Kinnear, Kelly	95.62	USD	Open		10/4/2022
VB SCHOOLS	3000088P	10/24/2022	Gojo Hand Soap #5165-04 4" 1250ml/case	VABCH	Zadai, Theresa	5,152.63	USD	Pending Supplier Acknowl...		10/4/2022

5 Once again, click the **Order number** link to determine if this is the order for which to create an invoice.

Purchase Order: 3000172P ?

Acknowledge View PDF Download Done

Order Life Cycle

Ordered: 9,387.00 USD
Description: Cleaning and Disinfecting Supplies
Source Agreement: 1009065A
Supplier Order

Order Life Cycle graph showing Ordered, Received, and Delivered amounts over time.

General Information:

- Sold-to Legal Entity: VB SCHOOLS
- Bill-to BU: VIRGINIA BEACH CITY PUBLIC SCHOOLS
- Order: 3000172P
- Status: Open
- Buyer: Kelly Kinnear
- Creation Date: 10/18/2022
- Supplier: VABCH
- Supplier Site: VABCH
- Supplier Contact: Admin Supplier
- Bill-to Location: S-VIRGINIA BEACH SCHOOLS
- Ship-to Location: Multiple

Terms, Notes and Attachments:

- Required Acknowledgment: Document
- Payment Terms: VBSCHOOLS Net 45
- Shipping Method: Freight Terms
- FOB: FOB
- Requires signature
- Pay on receipt
- Confirming order

Additional Information:

- PURCHASE TYPE: Schools Standard
- VBCPS DEPARTMENT: S-Holland ES
- Contract Prompt

Lines Schedules

- Once again, refer to the **Order Life Cycle** graph. In this example, an invoice has not yet been created as indicated by the absence of an invoiced blue bar.
- Take note of the Order number. You will need it to create the invoice.

6 Click **Done**.

Search Results

View

Format

	Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
	VB SCHOOLS	3000161P	10/31/2022	HYDRO CLEAN GLASS CLRNR 2004003G 1 GALLON MIX 256 1 ...	VABCH	Kinnear, Kelly	222.60	USD	Pending Supplier Acknow...		10/31/2022
	VB SCHOOLS	3000178P	10/31/2022	Cleaning and Disinfecting Supplies	VABCH	Kinnear, Kelly	9,387.00	USD	Pending Supplier Acknow...		10/31/2022
	VB SCHOOLS	3000172P	10/18/2022	Cleaning and Disinfecting Supplies	VABCH	Kinnear, Kelly	9,387.00	USD	Open		10/18/2022
	VB SCHOOLS	3000134P	10/6/2022	LOD NEUTRAL/GLASS CLEANER	VABCH	Kinnear, Kelly	2,226.00	USD	Closed for Invoicing		10/6/2022
	VB SCHOOLS	3000132P	10/6/2022	Supplies	VABCH	Kinnear, Kelly	54,339.00	USD	Closed for Invoicing		10/6/2022
	VB SCHOOLS	3000125P	10/6/2022	Birch Order 10 5 2022	VABCH	Kinnear, Kelly	9,387.00	USD	Closed for Receiving		10/6/2022
	VB SCHOOLS	3000111P	10/7/2022	LOD NEUTRAL/GLASS CLEANER	VABCH	Kinnear, Kelly	2,226.00	USD	Closed for Invoicing		10/5/2022
	VB SCHOOLS	3000110P	10/10/2022	Supplies	VABCH	Kinnear, Kelly	54,339.00	USD	Open		10/5/2022
	VB SCHOOLS	3000108P	10/7/2022	Birch Order 10 5 2022	VABCH	Kinnear, Kelly	9,387.00	USD	Open		10/5/2022
	VB SCHOOLS	3000096P	10/7/2022	Gojo Hand Soap #5165-04 4" 1250ml/case	VABCH	Kinnear, Kelly	95.62	USD	Open		10/4/2022
	VB SCHOOLS	3000088P	10/24/2022	Gojo Hand Soap #5165-04 4" 1250ml/case	VABCH	Zadai, Theresa	5,152.63	USD	Pending Supplier Acknow...		10/4/2022

7 Click Done.

Supplier Portal

Search

Orders

▼

Order Number

🔍

Tasks

Orders

- Manage Orders

Agreements

- Manage Agreements

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Solicitations

- View Active Solicitations
- Manage Responses

Company Profile

- Manage Profile

Requiring Attention

42

11

4

27

Orders to Acknowledge

Schedules Overdue or Due Today

Invoices Overdue

Recent Activity

Last 30 Days

Orders opened	6
Receipts	4

Transaction Reports

Last 30 Days

PO Purchase Amount	48 USD
Invoice Amount	63.7K USD
Invoice Price Variance Amount	0 USD

Supplier News

Welcome to the City of Virginia Beach Supplier Portal!

Now that your business is registered in the Supplier Portal, find out what's next by joining the [SWAM Business Office](#) for a variety of informational workshops!

[Click here to register!](#)

New Field In Supplier Profile

Please update your supplier profile by selecting the Industry Type that best fits your business. Industry Type identifies the type of service your business provides.

8 Click the **Create Invoice** link from the **Tasks** menu.

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO 3000172P
Supplier
Taxpayer ID
* Supplier Site VABCH
Address 47E VIRGINS DR STE 102 VIRGINIA BEACH VA 234627367
Supplier Tax Registration Number

Remit to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

* Number 1234
* Date 11/17/2022
* Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer

* Customer Taxpayer ID 84-0712879 Name VB SCHOOLS
Address

Lines

View 9 Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
No data to display.														

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

- Enter the purchase order Number in the **Identifying PO** field. Some fields will auto-fill.
- Fill in all applicable fields such as **Remittance** information, **Invoice number**, **Date**, and **Invoice Type**. All fields with an asterisk * are mandatory.
- A copy of the invoice **MUST** be attached using the **Attachments** field or the invoice will be rejected.

9 In the Lines section, click the **Select and Add** icon which will pull the line information from the purchase order.

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO 3000172P
Supplier
Taxpayer ID
* Supplier Site VABCH
Address 47E VIRGINS DR STE 102 VIRGINIA BEACH VA 234627367
Supplier Tax Registration Number

Remit to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

* Number 1234
* Date 11/17/2022
* Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer

* Customer Taxpayer ID 84-0712879 Name VB SCHOOLS
Address

Lines

View 9 Cancel Line

10

Select and Add: Purchase Orders

Search

Advanced Saved Search

** Purchase Order 3000172P
** Consumption Advice
** Creation Date m/d/yyyy h:mm a

Search Reset Save...

Search Results

View Detach Select All

Number	Line	Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Ordered
3000172P	1	1				ALL CLEAN (NEUT...	S-Holland ES	100
3000172P	2	1				LOD NEUTRAL 256...	S-Advanced Techno...	20

Apply OK Cancel

11

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Select the line so it is highlighted in blue and review the line detail for Ordered, Received, Invoiced, etc. If no lines are displayed, the purchase order does not have any lines to invoice against.

10 Select the appropriate line so it is highlighted in blue.

11 Click the **OK** button.

Create Invoice

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

Identifying PO 3000172P
Supplier VBACH
Taxpayer ID 0000000000
Supplier Site VABCH
Address 400 VIRGINIA BEACH
WA 234627807
Supplier Tax Registration Number

Remit to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

Number 1234
Date 11/17/2022
Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer
Customer Taxpayer ID 04-8722070
Name VB SCHOOLS
Address

Lines
View **Cancel Line**

* Number	* Type	* Purchase Order	* Consumption Advice	* Supplier Item	* Item Description	* Ship-to Location	* Tax Classification	* Available Quantity	* Quantity	* Unit Price	* UOM
* Number	* Line	* Schedule	Number	Line							
1	Item	3000172P	1	1	ALL CLEAN (NEUTRAL FL...	S-Holland ES		100	100	71.19	CASE
Total											

Summary Tax Lines
View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

12 Click the **Submit** button.

Invoice: 1234

13 **Printable Page** **Create Another** **Done**

Identifying PO 3000172P
Supplier VBACH
Taxpayer ID 0000000000
Supplier Site VABCH
Address 400 VIRGINIA BEACH
WA 234627807
Supplier Tax Registration Number

Remit to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

Number 1234
Date 11/17/2022
Type Invoice
Invoice Currency USD
Payment Currency USD

Customer
Customer Taxpayer ID 04-8722070
Legal Entity VB SCHOOLS
Address

Lines
View

Number	Type	* Purchase Order	* Consumption Advice	* Supplier Item	* Item Description	* Ship-to Location	* Ship-from Location	* Tax Classification	* Location of Final Discharge	* Quantity	* Unit Price	* UOM
Number	Line	Schedule	Number	Line								
1	ITEM	3000172P	1	1	ALL CLEAN (N...	S-Holland ES				100	71.19	CASE
Total												

Summary Tax Lines
View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

13 Click the **Printable Page** button if you wish to print a copy for your own records. The invoice will open in a new browser tab for printing. Do not print the invoice to mail to the Virginia Beach City Public Schools. The invoice is electronically sent to the City when the **Submit** button is clicked as demonstrated in Step 12.

Invoice: 1234

Printable Page Create Another Done

14

Identifying PO 3000172P
Supplier
Taxpayer ID
Supplier Site VABCH
Address
Supplier Tax Registration Number

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

Number 1234
Date 11/17/2022
Type Invoice
Invoice Currency USD
Payment Currency USD

Customer

Customer Taxpayer ID
Legal Entity VB SCHOOLS
Address

Lines

View

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	
		Number	Line	Schedule Number	Line										
1	ITEM	3000172P	1	1			ALL CLEAN (N...	S-Holland ES				100	71.19	CASE	
Total															

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

If you have another invoice to create, click **Create Another**.

14

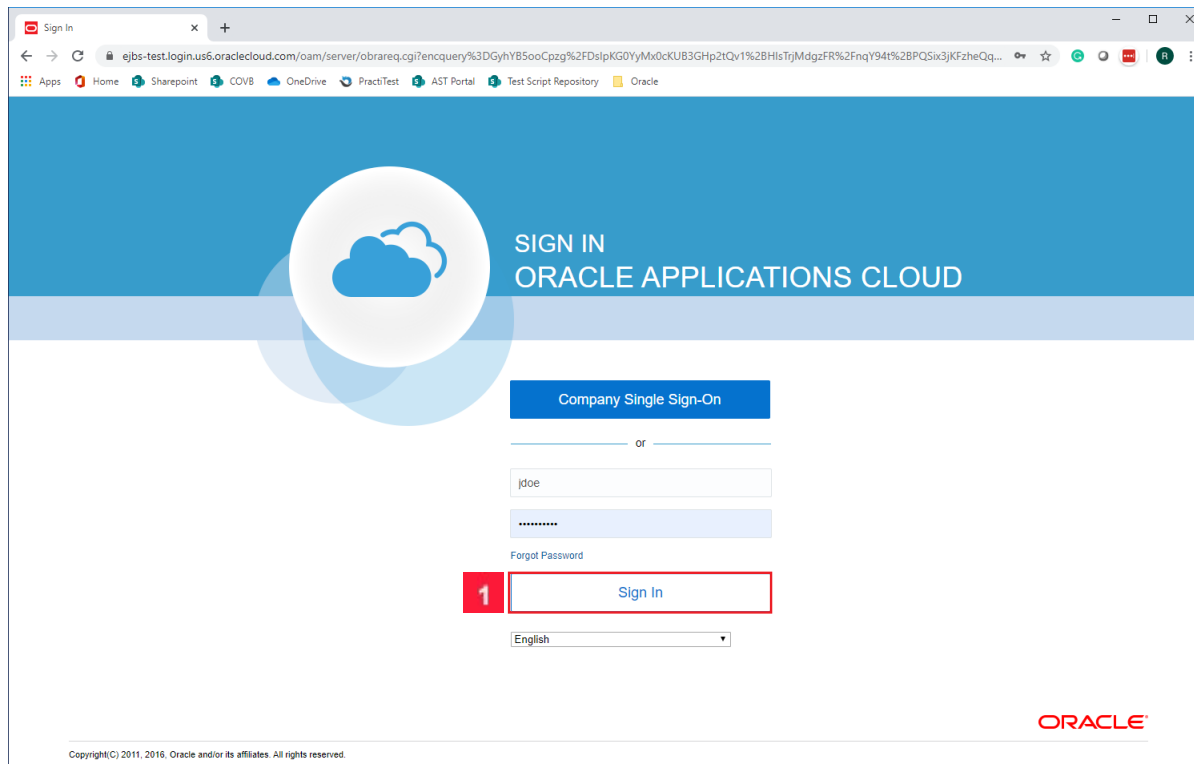
When you are finished creating invoices, click **Done**.

Supplier Portal Support

We are available if you need additional assistance. For faster service email us at Procurement@vbschools.com responses will be sent within 1 hour (include a callback number) or call (757) 263-1175.

9. View Payments

1. Sign Into Supplier Portal



Sign In

ejbs-test.login.us6.oraclecloud.com/oam/server/obraqreq.cgi?encquery%3DGyhYB5ooCpazg%2FDslpKG0YyMx0cKUB3Ghp2tQv1%2BHisTjMdgzFR%2FnqY94t%2BPQSix3jKfzheQq...

Apps Home Sharepoint COV8 OneDrive PractiTest AST Portal Test Script Repository Oracle

SIGN IN
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

jdoe

.....

Forgot Password

1 Sign In

English

ORACLE

Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

- Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

1 Click the **Sign In** button.

2. Supplier Portal Dashboard

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
- Agreements
 - Manage Agreements
- Deliverables
 - Manage Deliverables
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments**
- Solicitations
 - View Active Solicitations
 - Manage Responses
- Company Profile
 - Manage Profile

Requiring Attention

4

2 2

Schedules Overdue or Due Today
Negotiations Closing Soon

Recent Activity
Last 30 Days

Agreements changed or canceled	1
Agreements opened	1
Orders opened	4
Payments	1

Transaction Reports
Last 30 Days

Invoice Amount	700	USD
Invoice Price Variance Amount		USD

Supplier News
Test Supplier News Content

2 Click the **View Payments** link in the Tasks menu.

Alternatively, you may click **Payments** from the **Recent Activity** infolet. This infolet shows recent activity from the last 30 days.

3. Search for Payments

View Payments

Search

Advanced

Saved Search

All Payments

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date

** At least one is required

Search

Reset

Save...

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

3 Click the **Supplier** field drop-down arrow.

Alternatively, you may search using Payment Number, Payment Status, Payment Amount, Supplier Site and/or Payment Date.

View Payments

Done

Advanced

Saved Search

All Payments

Search

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date

** At least one is required

10062

Search...

Search

Reset

Save...

Search Results

View

Grid

Details

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

4 Select your company name from the drop-down list.

View Payments Done

Search

Advanced Saved Search All Payments ** At least one is required

** Payment Number
 Payment Status
 Payment Amount

** Supplier
 Supplier Site
 Payment Date

5 Search Reset Save...

Search Results

View

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

5 Click **Search**. Review the search results.

View Payments Done

Search

Advanced Saved Search All Payments ** At least one is required

** Payment Number
 Payment Status
 Payment Amount

** Supplier
 Supplier Site
 Payment Date

Search Reset Save...

Search Results

View

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
1011	5/14/20	Quick	6 9137	XYZ Company	HQ	500.00 USD	Negotiable	XXXX1234

6 Click the **Invoice Number** link you would like to review.

10. View Agreements

1. Sign Into Supplier Portal

Sign In

ejbs-dev2.login.us6.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DmVLGrM6qWtdrShUK3bwfobCVH8ZUufc7tqr09f8CN6%2Bx4CP%2F8rf5GugEtE6XfvHp2nLfJL1oKwGB...

Apps Home Sharepoint COV8 OneDrive PractiTest AST Portal Test Script Repository Oracle

SIGN IN
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

johndoe@xyzcompany.com

.....

Forgot Password

1 Sign In

English

ORACLE

Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

PA_300000003255...pdf PA_300000003255...pdf PA_300000003255...pdf Show all X

Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

- Your user ID was sent to you in an email from the Virginia Beach City Public Schools when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

1 Click the **Sign In** button.

2. Supplier Portal Dashboard

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
- Agreements**
 - Manage Agreements**
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Company Profile
 - Manage Profile

Requiring Attention

1

1 Schedules Overdue or Due Today

Recent Activity
Last 30 Days

Agreements changed or canceled	1
Agreements opened	3
Orders opened	1

Transaction Reports
Last 30 Days

No data available

Supplier News

2 Click the **Manage Agreements** link in the **Tasks** menu

3. Search for and View Agreements

Manage Agreements ? Done

Headers Lines

Search

Procurement BU

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status

Include Closed and Expired Documents No

3 Search Reset Save...

Search Results

View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date	Change Order Status
No search conducted.											
Columns Hidden 28											

PA_300000003255...pdf PA_300000003255...pdf PA_300000003255...pdf Show all X

Enter search criteria such as **Procurement BU**, **Supplier Site**, **Agreement**, **Status** and/or **Include Close and Expired Documents** fields. Leave the search fields blank to search all agreements.

3 Click **Search**

Manage Agreements ? Done

Headers Lines

Search

Advanced Manage Watchlist Saved Search All Agreements

Search Results

View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date	Change Order Status
4 A100002	Computer Parts	MAIN	Frazier, Mit...	10,000.00	0.00	USD	Open	5/13/2022		5/14/2020	

Columns Hidden 28

PA_300000003255...pdf PA_300000003255...pdf PA_300000003255...pdf Show all X

4 Click the **Agreement** number link.

4. View Agreement Details

Blanket Purchase Agreement: A100002

Supplier Site: MAIN
Supplier Contact: JANE DOE
End Date: 5/13/2022

Buyer: Mitchell Frazier
Creation Date: 5/14/2020
Communication Method: None

Agreement Amount: 18,000.00 USD
Minimum Release Amount: 0.00 USD
Released Amount: 0.00 USD
Description: Computer Parts

Terms Notes and Attachments

Required Acknowledgment: None
Payment Terms: 2% 20 Net 30
Shipping Method: PP&ADD/INSIDE DELIVERY
Freight Terms: FOB Destination
— Pay on receipt
— Confirming order

Additional Information

PURCHASE TYPE: General Purchase
BOND WAIVERS
SURETY: Context Prompt

Lines

View Format Freeze Detach Wrap

Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
1		10ft Mini DisplayPort to DisplayPort Adapter Cable - M/M	207 - COMPU...	EACH	10.00	0.00		Open	
2		Wireless Keyboard and Mouse- KM636 (black)	207 - COMPU...	KIT	12.00	0.00		Open	
3		Slim Power Adapter - 130 Watt with 3 ft Power Cord	207 - COMPU...	EACH	4.37	0.00		Open	
4		20" Inch Monitor	207 - COMPU...	EACH	35.00	0.00		Open	

Columns Hidden: 13

View the details of the agreement. Notice the Terms section. Scroll down the page to view any lines, if applicable. You may also click the Notes and Attachments tab to view any additional information.

5 Click the **Done** button.