



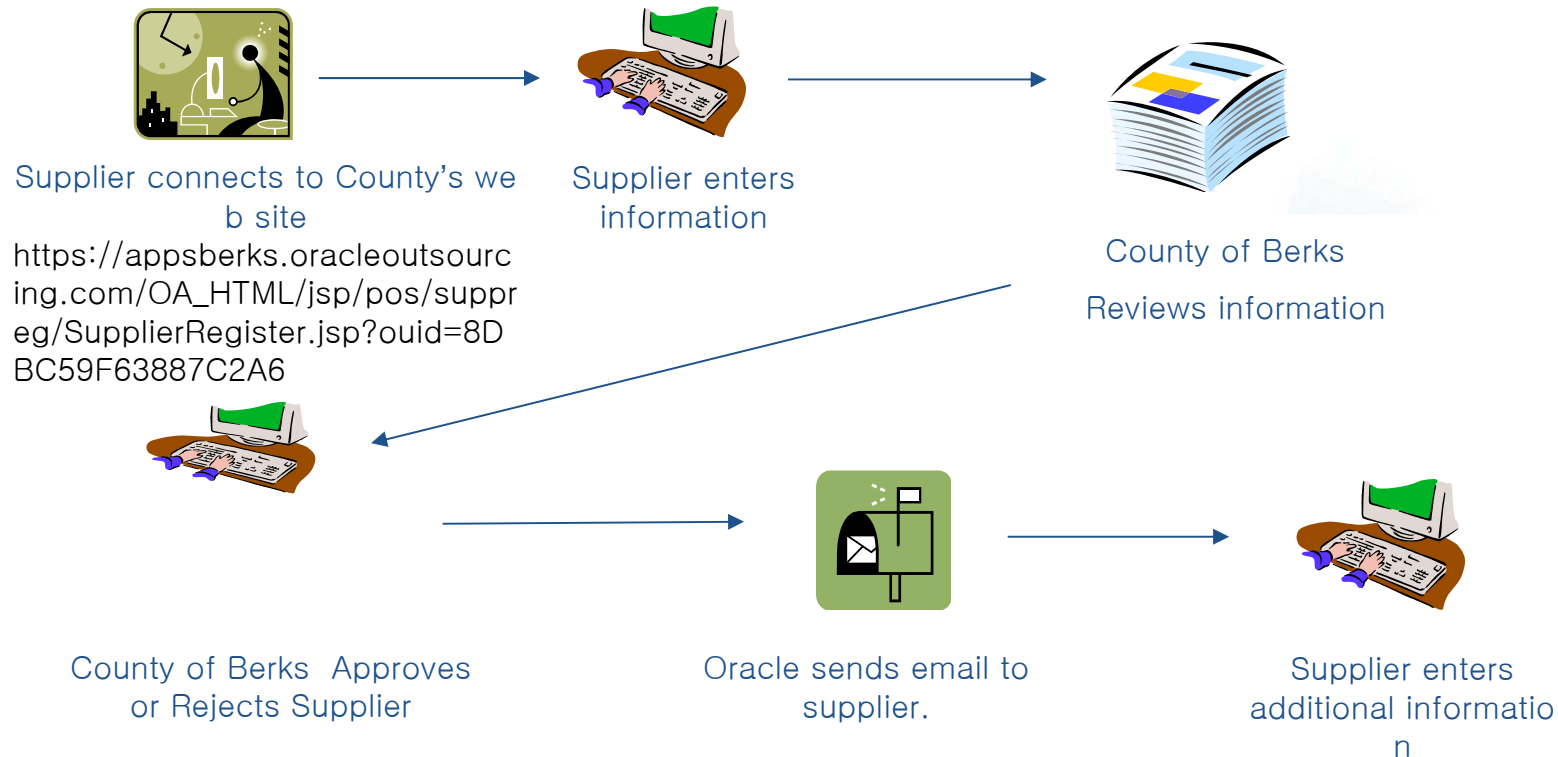
# Vendor Registration



- Introduction to iSupplier**
- Vendor Registration**
  - **New Vendor Registration –**
    - How to register without a notification from the County
  - **Registration via Notification**
    - If your company has done transactions with the County in the past you may have received a notification to register. This sections will provide you with instruction on how to proceed.
- Orders Tab**
- Shipments Tab**
- Account Tab**
- Admin**
- Negotiations**



# Prospective Vendor Registration



**Please be advised that whenever a change is made in iSupplier it will be submitted to the County for review just as a new request. Such change will not be effective until such time it is approved by the County. Any request rejected will result in the iSupplier registration remaining unchanged.**



# Supplier Data Entry



**iSupplier Portal**

Close Preferences

County of Berks Prospective Supplier Registration

\* Indicates required field

Continue

Blank label for instruction text

**Company Details**

Tax Id is required to be able to complete the registration request.

\* Company Name

\* Taxpayer ID

Tax Registration Number

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

DUNS Number

**Contact Information**

Blank label for instruction text

\* Email

\* First Name

\* Last Name

Phone Area Code

Phone Number

Phone Extension

Continue

- ❑ New suppliers can access the Registration Page via the Internet at the site listed at the bottom of the page
- ❑ Submit required information such as Company Name and Taxpayer Id.
- ❑ Once you clicks continue you will be able to enter address information.

[https://appsberks.oacleoutsourcing.com/OA\\_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=8DBC59F63887C2A6](https://appsberks.oacleoutsourcing.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=8DBC59F63887C2A6)



# Supplier Data Entry



Prospective Supplier Registration: Additional Details  
Blank label for instruction text

Back Save For Later Register

Company Name Joe's Crab Shack  
Tax Country  
Tax Registration Number  
Taxpayer ID 57-86917934  
DUNS Number

**Address Book**

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

❑ Click Create to add a new address. At least 1 address must be entered before you can submit.

❑ Remember to enter address information along with fax number and site use.

❑ After you have entered an address you can click Register to complete the request.

Prospective Supplier Registration: Additional Details >  
Create Address

\* Indicates required field

Cancel Apply

\* Address Name Office Phone Area Code  
Country United States Phone Number  
\* Address Line 1 123 Main St Fax Area Code  
Address Line 2 Fax Number  
Address Line 3 Email Address  
Address Line 4  
\* City/Town/Locality Fort Worth  
County  
\* State/Region Texas  
Province  
\* Postal Code 76206

Purchasing Address  
 Payment Address  
 RFQ Only Address

Cancel Apply



# Existing Vendor Registration



## Sample notification

FYI: County of Berks Supplier Collaboration Network: Confirmation of Registration Inbox | X

☆ Workflow Mailer to me show details Jun 24 Reply

To	ERIK MORGAN
Sent	24-JUN-09 14:01:57
ID	73367

You have been registered at County of Berks for access to their supplier collaboration network. You can [log on](#) with the username [ERIK.MORGAN209@GMAIL.COM](mailto:ERIK.MORGAN209@GMAIL.COM) and the password P19B0B64B.  
When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.  
Please add commodity code  
Thank you.

Notification Detail.html  
1K [Open as a Google document](#) [View](#) [Download](#)

[Reply](#) [Forward](#)

•If your company has done transaction with the County in the past you may have received a notification to register. Please follow the instructions found under Admin to update information such as address sites, contacts and payment as well as select commodity codes in order to potentially receive notifications for negotiations/solicitations (i.e. Request for Quotes etc.)



## Questions, Assistance & Clarification



Still need assistance or have questions. Please utilize the following;

1. Follow the links on the County's website which will take you to video tutorial of the scenarios on YouTube. Each of these scenarios was done in Oracle just as you, the Supplier will be completing them. They are a great tool and as such the County encourages you to utilize them.
2. Contact the Purchasing Department via email at [purchasing@countyofberks.com](mailto:purchasing@countyofberks.com) or via phone at 610.478.6168. For questions regarding iSupplier follow the prompts pertaining to questions regarding purchase orders.

**Clarification:** The County of Berks Purchasing Department is managing iSupplier due to negotiations/solicitations. Any questions or issues regarding electronic funds transfer, payments or accounts as a result of information viewed in iSupplier should be directed to the County of Berks Controllers Office via email at [controller@countyofberks.com](mailto:controller@countyofberks.com) or via phone at 610.478.6150.