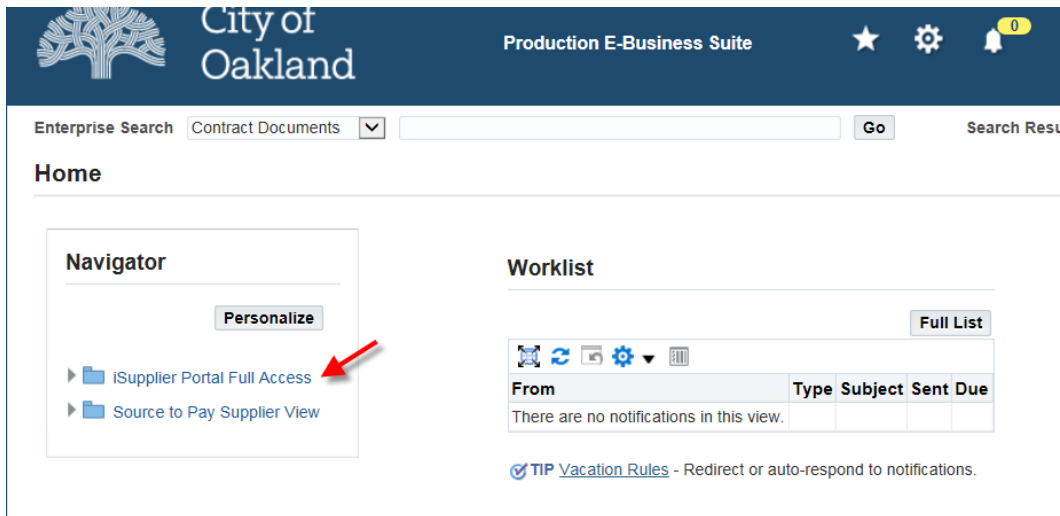


iSupplier Portal Reference Guide for Profile Setup

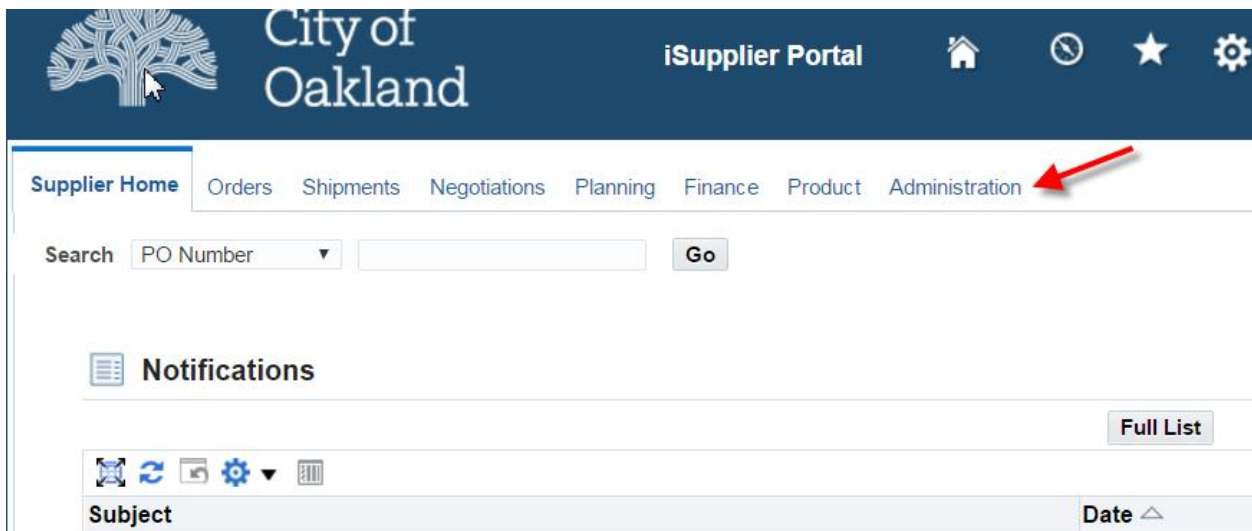
1. iSupplier Portal Home Page

This is the first page you will see once logged into your iSupplier portal, this page shows the responsibilities assigned to your company. iSupplier Portal Full Access includes the Administration tab, which required to setup your company's profile the other link is for Sourcing only, which you can assign to another user that you wish to have access to contracting opportunities but not your company's setup. Click on the "iSupplier Portal Full Access" link to go to the working page.



2. Supplier Home Page

In this page, you will see the "Administration" link. Please click on this link.



3. Administration Page

In this page you will have access to setup your company's profile.

The "General" page is where you can attach documentations such as W9 or other documentations required as part of "Certification for the City of Oakland".

The screenshot shows the 'Administration' page in the 'iSupplier Portal' for the City of Oakland. The user is logged in as 'WEDODEMO2008@GMAIL.COM'. The 'Administration' menu is highlighted in the top navigation bar. On the left, the 'Profile Management' sidebar has 'General' selected. The main content area is titled 'General' and contains the following information:

- Organization Name:** MACCAM
- Supplier Number:** 95359
- DUNS Number:** 234567890
- Tax Registration Number:** 123456789
- Parent Supplier Name:** Alias
- Parent Supplier Number:** [Empty]
- Taxpayer ID:** 123456781
- Country of Tax Registration:** [Empty]

Below this information is a 'Search' section with a text input field and a 'Go' button. A note states: 'Note that the search is case insensitive'. There is also a link to 'Show More Search Options'. At the bottom of the search section is an 'Add Attachment' button. Below that is a table with the following columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.'

4. Organization Page

This page holds your tax information.

The screenshot shows the 'Administration' page in the 'iSupplier Portal' for the City of Oakland, with the 'Organization' tab selected. The user is logged in as 'WEDODEMO2008@GMAIL.COM'. The 'Profile Management' sidebar has 'Organization' selected. The main content area is titled 'Organization' and contains the following information:

- D-U-N-S Number:** 234567890
- Type of Firm:** Association
- Year Entity Established:** 2009
- Oakland Year Established:** 2009
- Other Offices outside of Oakland:** Sample External Supplier

Below this information is a section titled 'Total Employees' with two columns of data:

Category	Total	Type
Oakland Total	5000	Estimated
Company Total	5000	Estimated

Below the 'Total Employees' section is a section titled 'Tax and Financial Information' with the following information:

- Taxpayer ID:** 123456781
- Tax Registration Num:** 123456789
- Fiscal Year End:** June
- Analysis Year:** 2009
- Currency Preference:** USD : US Dollar
- Annual Revenue:** 0
- Potential Revenue:** 0

There is a checkbox for 'Federal Agency' and a note 'For next fiscal year.' at the bottom right of the 'Tax and Financial Information' section.

5. Address Book Page

This page is used for RFQ notification and Payment site by the City of Oakland. It is vital that you have the correct information in the address book. It is also important that you designate an address site for RFQ notification only or the system will pick at random which site to notify during RFQ process.

The screenshot shows the 'Address Book' page in the iSupplier Portal. The left sidebar has 'Address Book' highlighted. The main content area has a table with the following data:

Address Name	Address Details	Update	Remove
7011 HAYVENHURS	7011 HAYVENHURST AVE VAN NUYS, CA 94612	[Pencil icon]	[Trash icon]
REMIT	250 FHO Plaza Suite 3341 Oakland, CA 94612	[Pencil icon]	[Trash icon]
RFQ	250 FHO Plaza Suite 3341 Oakland, Ca 94607	[Pencil icon]	[Trash icon]

6. Contact Directory Page

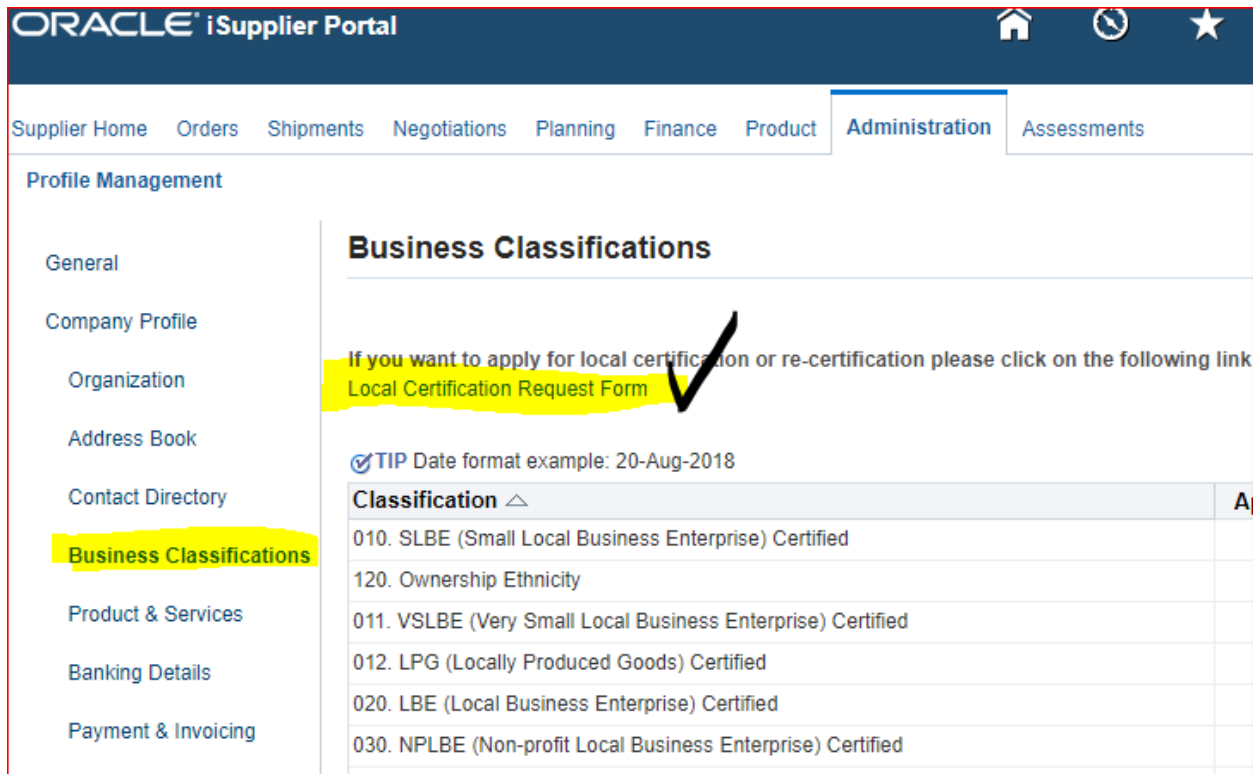
This page shows your active and inactive users in the system. Use this page to manage and assign your company's users and their responsibilities in the iSupplier portal.

The screenshot shows the 'Contact Directory : Active Contacts' page in the iSupplier Portal. The left sidebar has 'Contact Directory' highlighted. The main content area has a table with the following data:

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
ZGRADIC	NICK	MACCAM			Current		[Trash icon]	[Pencil icon]
D	M	MACCAM	510-238-7643	wedodemo2008@gmail.com	Current	✓	[Trash icon]	[Pencil icon]
Intern	MCM	MACCAM		mc.mgroup3@gmail.com	Current	✓	[Trash icon]	[Pencil icon]

7. Business Classifications Page

This is where you will request for local certification (LBE/SLBE) with the City of Oakland.



ORACLE iSupplier Portal

Supplier Home Orders Shipments Negotiations Planning Finance Product **Administration** Assessments

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications**
- Product & Services
- Banking Details
- Payment & Invoicing

Business Classifications

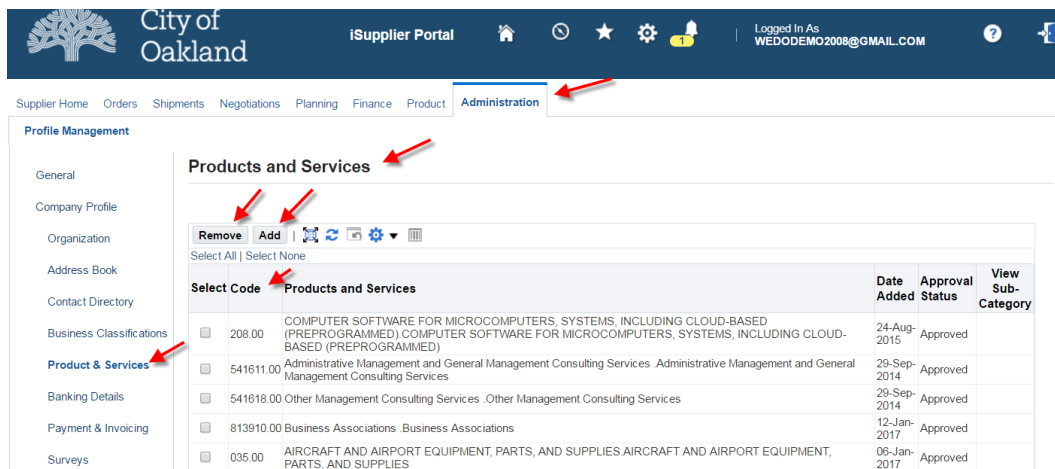
If you want to apply for local certification or re-certification please click on the following link
[Local Certification Request Form](#)

TIP Date format example: 20-Aug-2018

Classification	Ap
010. SLBE (Small Local Business Enterprise) Certified	
120. Ownership Ethnicity	
011. VSLBE (Very Small Local Business Enterprise) Certified	
012. LPG (Locally Produced Goods) Certified	
020. LBE (Local Business Enterprise) Certified	
030. NPLBE (Non-profit Local Business Enterprise) Certified	

8. Products and Services Page

This page is for your Products and Services that your company provides to the City of Oakland. The City of Oakland uses this page to notify suppliers of current RFQs that matches the company's codes.



City of Oakland iSupplier Portal

Supplier Home Orders Shipments Negotiations Planning Finance Product **Administration**

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services**
- Banking Details
- Payment & Invoicing
- Surveys

Products and Services

Remove Add

Select All | Select None

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> 208.00	COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED).COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED)	24-Aug-2015	Approved	
<input type="checkbox"/> 541611.00	Administrative Management and General Management Consulting Services .Administrative Management and General Management Consulting Services	29-Sep-2014	Approved	
<input type="checkbox"/> 541618.00	Other Management Consulting Services .Other Management Consulting Services	29-Sep-2014	Approved	
<input type="checkbox"/> 813910.00	Business Associations .Business Associations	12-Jan-2017	Approved	
<input type="checkbox"/> 035.00	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES.AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES	05-Jan-2017	Approved	