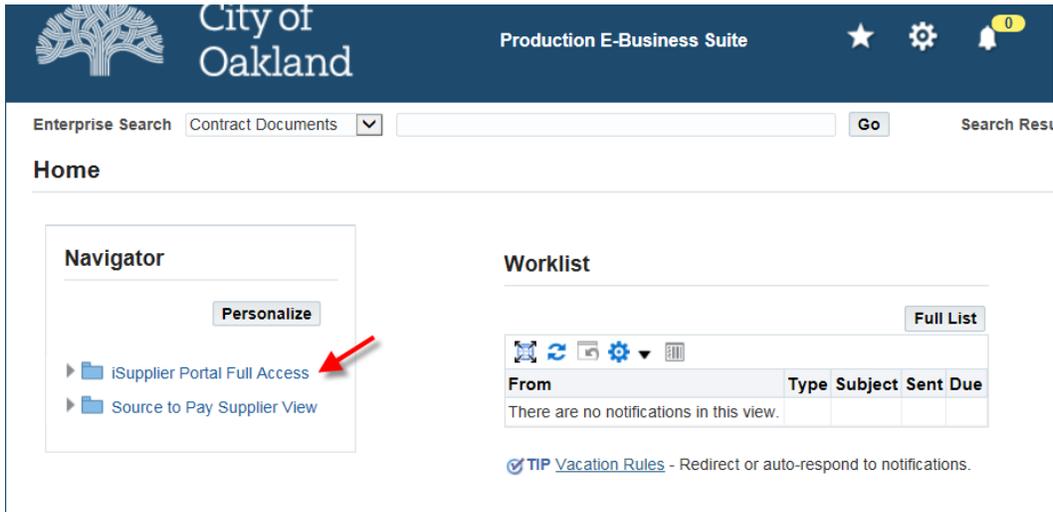


iSupplier Portal Reference Guide for Profile Setup

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 a link to 'Show More Search Options'. Below the search is an 'Add Attachment' button and 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'. 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 '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 'Total Employees' section with the following data:

- Oakland Total:** 5000
- Company Total:** 5000
- Oakland Total Type:** Estimated
- Company Total Type:** Estimated

Below this is a 'Tax and Financial Information' section with the following data:

- 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 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 iSupplier Portal interface. The top navigation bar includes the City of Oakland logo, 'iSupplier Portal', and user information: 'Logged In As WEDODEMO2008@GMAIL.COM'. The main navigation menu includes 'Supplier Home', 'Orders', 'Shipments', 'Negotiations', 'Planning', 'Finance', 'Product', and 'Administration'. The 'Administration' section is active, showing 'Profile Management' on the left sidebar. The 'Address Book' link is highlighted in the sidebar. The main content area displays the 'Address Book' title and a table with the following data:

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

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 iSupplier Portal interface. The top navigation bar includes the City of Oakland logo, 'iSupplier Portal', and user information: 'Logged In As WEDODEMO2008@GMAIL.COM'. The main navigation menu includes 'Supplier Home', 'Orders', 'Shipments', 'Negotiations', 'Planning', 'Finance', 'Product', and 'Administration'. The 'Administration' section is active, showing 'Profile Management' on the left sidebar. The 'Contact Directory' link is highlighted in the sidebar. The main content area displays the 'Contact Directory : Active Contacts' title and a table with the following data:

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
ZGRADIC	NICK	MACCAM			Current			
D	M	MACCAM	510-238-7643	wedodemo2008@gmail.com	Current	<input checked="" type="checkbox"/>		
Intern	MCM	MACCAM		mc.mgroup3@gmail.com	Current	<input checked="" type="checkbox"/>		

7. Business Classifications Page

This page will show your local certification with the City of Oakland.

The screenshot shows the 'Business Classifications' page in the City of Oakland ISupplier Portal. The page is part of the 'Administration' section under 'Profile Management'. It features a 'Certification' section with a checkbox for 'I certify that I have reviewed the classification below and they are current and accurate.' Below this is a table with columns for 'Classification', 'Applicable Ownership Type', 'Certificate Number', 'Certifying Agency', and 'Expiration Date'. The table lists various certification codes and their descriptions, such as '010 Apply for SLBE (Small Local Business Enterprise) certification' and '011 Apply for VSLBE (Very Small Local Business Enterprise) certification'. Red arrows point to the 'Business Classifications' menu item, the 'Business Classifications' header, and the 'Last Certified' field.

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.

The screenshot shows the 'Products and Services' page in the City of Oakland ISupplier Portal. The page is part of the 'Administration' section under 'Profile Management'. It features a table with columns for 'Select Code', 'Products and Services', 'Date Added', 'Approval Status', and 'View Sub-Category'. The table lists various product and service codes and their descriptions, such as '208.00 COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED)' and '541611.00 Administrative Management and General Management Consulting Services'. Red arrows point to the 'Products and Services' menu item, the 'Products and Services' header, the 'Remove' and 'Add' buttons, and the 'Select Code' column.