

# Accessing the iSupplier Portal

Current vendors supplying the appropriate information outlined in the About Oracle iSupplier Portal will receive an email with their username, password and log on URL. Clicking the [log on](#) link in the email will take you to the Pinellas County iSupplier Portal.

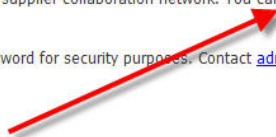
**From:** wfeprd  
**Sent:** Saturday, September 03, 2011 11:48 AM  
**To:** Just, James  
**Subject:** FYI: Pinellas County Supplier Collaboration Network: Confirmation of Registration

To: **JIM TEST**  
Sent: **03-SEP-2011 11:46:29**  
ID: **537551**

You have been registered at Pinellas County for access to their supplier collaboration network. You can [log on](#) with the username JJUST@PINELLASCOUNTY.ORG and the password XXXXXX.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.



## Navigating and Searching

Home page: <https://opus.pinellascounty.org>

This is what you will see when you log on to the iSupplier Portal with the correct username and password. Use the links on the right of the page to view invoices, payments and purchase orders.

iSupplier Portal: Home Page

OPUS iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Admin Invoicing

Search PO Number Go

Notifications

Subject	Date
No results found.	

Full List

Orders At A Glance

PO Number	Description	Order Date
No results found.		

Review Disclaimer

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Overdue Receipts

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Home Orders Shipments Admin Invoicing Home Logout Preferences Help

Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

# Invoice and Payment search

Choosing the [Invoices](#) link shows the invoices search page. You can search by various criteria (Invoice #, PO Number) or simply click the Go button and see ALL of the invoices in the system.

The screenshot shows the 'Invoicing' section of a web application. At the top, there are navigation tabs: Home, Orders, Shipments, and Invoicing. Under 'Invoicing', there are two sub-links: 'View Invoices' and 'View Payments'. A blue callout box with the text 'You can view invoice and payments.' has red arrows pointing to both 'View Invoices' and 'View Payments'. Below the navigation is a 'Simple Search' section with various input fields: Invoice Number, PO Number (with example '1234'), Release Number (with example '1234-2'), Payment Number, Invoice Status, Payment Status, Invoice Amount From/To, Amount Due From/To, Invoice Date From/To, and Due Date From/To (with example '18-Oct-2011'). There are 'Go' and 'Clear' buttons. A blue callout box with the text 'Click Go to view results' has a red arrow pointing to the 'Go' button. Below the search section is a table with columns: Invoice, Invoice Date, Invoice Type, Amount Due, Status, On Hold, Payment Status, Due Date, PO Payment Number, Receipt Attachments, Netted Amount, and Netting Report. The first row of the table contains the text 'No search conducted.' and an 'Export' button is visible in the bottom right corner.

# Purchase Order search

Purchase order search page:

OPUS iSupplier Portal

Home Orders Shipments Finance Product

Purchase Orders | Agreements | Purchase History | Work Confirmations | Pending Changes

Home > Purchase Orders

Export

**Simple Search**

To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier

Advanced Search

Operating Unit

PO Number

Order Date

Supplier

Supplier Site

Buyer

Go Clear

Select PO Number	Rev	Operating Unit	Supplier	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
No search conducted.													

Export

Privacy Statement Home Orders Shipments Finance Product Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

Just like the Invoice or Payment search, you can enter specific criteria or, **AFTER ENTERING** the appropriate Operating unit that your company has provided service to (Board of County Commissioners or Clerk of the Circuit Court) you can choose Go and see ALL of your purchase orders.

OPUS iSupplier Portal

Home Orders Shipments Finance Product

Purchase Orders | Agreements | Purchase History | Work Confirmations | Pending Changes

Home > Purchase Orders

Export

**Simple Search**

To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier

Advanced Search

Operating Unit  **Click the magnifying glass to search for the correct Operating Unit.**

PO Number

Order Date

Supplier

Supplier Site

Buyer

Go Clear

Select PO Number	Rev	Operating Unit	Supplier	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
No search conducted.													

Export

Privacy Statement Home Orders Shipments Finance Product Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

Choose Go at the Search and Select Operating Unit screen.

**Search and Select: Operating Unit** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By    **Click Go to see Results**

**Results**

Select	Quick Select	Operating Unit
	No search conducted.	

Cancel Select

Choose the appropriate Operating Unit



**Search and Select: Operating Unit** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Select	Quick Select	Operating Unit
<input type="radio"/>		Board of County Commissioners
<input type="radio"/>		Clerk of the Circuit Court

**You can fill in the appropriate circle AND click Select**

or

**Simply choose the Quick Select**

Cancel Select

That is the minimum requirement for searching Purchase orders. You can search with additional criteria or Click Go and see ALL Purchase Orders associated with the Selected Operating Unit and your company.

The screenshot shows the iSupplier Portal interface. At the top left is the OPUS logo and the text "iSupplier Portal". The navigation bar includes "Home", "Orders", "Shipments", "Finance", and "Product". Below this, there are links for "Purchase Orders", "Agreements", "Purchase History", "Work Confirmations", and "Pending Changes". The main content area is titled "Purchase Orders" and features a "Simple Search" section. A callout box with a blue border and white background contains the text: "Operating Unit shows Board of County Commissioners. I can input or search other criteria or click Go and see ALL of my Purchase Orders". The search form includes fields for "Operating Unit" (set to "Board of County Commissioners"), "PO Number", "Order Date" (with an example "25-Dec-2011"), "Supplier", "Supplier Site", and "Buyer". There are "Go" and "Clear" buttons. Below the search form is a table with columns: "Select PO Number", "Rev", "Operating Unit", "Supplier", "Supplier Site", "Document Type", "Description", "Order Date", "Buyer", "Currency", "Amount", "Status", "Acknowledge By", and "Attachments". The table currently shows "No search conducted." At the bottom of the page, there is a "Privacy Statement" link and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

The Portal is very intuitive and easy to use after familiarizing yourself with it. Buttons and Hyperlinks are usually provided to navigate to different areas without hitting your browser back button.

If you have questions regarding the Pinellas County iSupplier Portal, please contact Jim Just at [jjust@pinellascounty.org](mailto:jjust@pinellascounty.org) or 727-464-3205.