

City of Memphis

Supplier Training Guide



City of Memphis Supplier Training Guide

Introduction

This users' guide is intended to help suppliers understand and use the City of Memphis eProcurement system.

The eProcurement system consists of two applications; **Supplier Portal** and **Sourcing**.

Supplier Portal is the internet interface by which suppliers to the City of Memphis will retrieve their Oracle purchase orders, requests for quotation, view their account information, and update their address and contact information.

Sourcing is the internet interface by which suppliers to the City of Memphis will submit their quotes for City of Memphis's requests for quotations (RFQs).

Accessing the Supplier Portal

Supplier portal is the internet interface by which suppliers to the City of Memphis will retrieve their Oracle purchase orders, requests for quotation, view their account information, and update their address and contact information.

You must have an internet account and be logged on to the internet in order to access Supplier Portal.

1. Open your web browser. Microsoft's Internet Explorer is the most common browsers. You can also use Mozilla Firefox.
2. At the top of the screen, below the menus and icons, you will find a field labeled Address.

Please note that AOL browser is not supported.

Log-in into the Supplier portal

There are three different types of log-in options:

1. For Existing Supplier (registered in the purchasing system)

A. Open your web browser and enter the following in to the field for Address/Location: **<http://www.memphistn.gov/>**

Click on "BUSINESS".

Click on "DOING BUSINESS WITH THE CITY".

On the top right hand side under the section "USEFUL LINKS", click on "**City's eProcurement System**".

This opens the Oracle log in screen.

OR

B. Enter the following into the box for the URL:

https://ebusiness.memphistn.gov/OA_HTML/RF.jsp?function_id=31986&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US¶ms=PNwzRmyVCUgU6PXkQUOrAwfX5khjUEffbtI9cl1Co-yPkiyBhW6wraTXf3PxxCo4&oas=v_XV30WhHsFNOe9SGImx5Q..

2. For Supplier Registration (New suppliers to the City of Memphis)

A. Open your web browser and enter the following in to the field for Address/Location: **<http://www.memphistn.gov/>**

Click on "BUSINESS".
Click on "Supplier Registration".

This takes you to the Oracle Supplier Registration screen.

OR

B. Enter the following into the box for the URL:

https://ebusiness.memphistn.gov/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=5055E79729E7A9FD

3. For Viewing the Abstract Page (for viewing existing RFX's)

A. Open your web browser and enter the following in to the field for Address/Location: **<http://www.memphistn.gov/>**

Click on "BUSINESS".
Click on "DOING BUSINESS WITH THE CITY".

On the top right hand side under the section "USEFUL LINKS", click on "**Current Solicitations**".

This opens the Abstract page.

OR

B. Enter the following into the box for the URL:

https://ebusiness.memphistn.gov/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE

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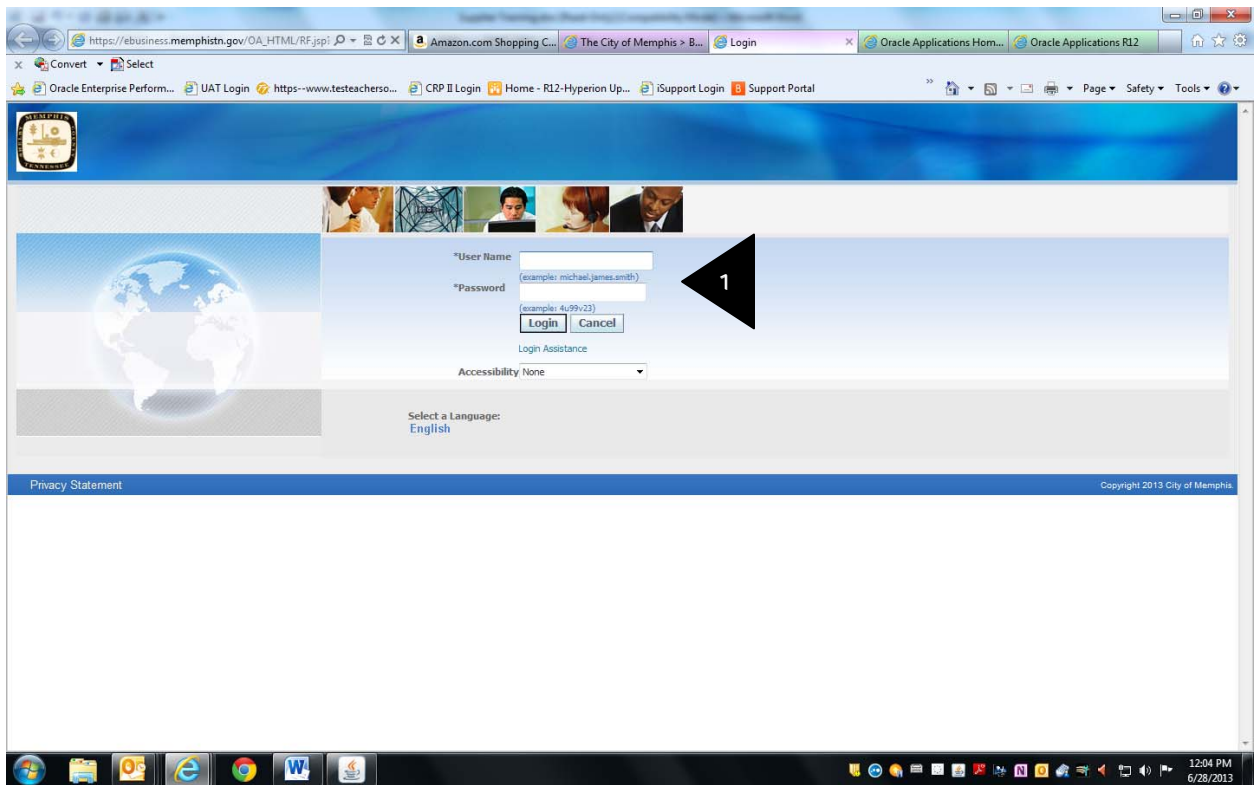
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SUPPLIER PORTAL USER GUIDE

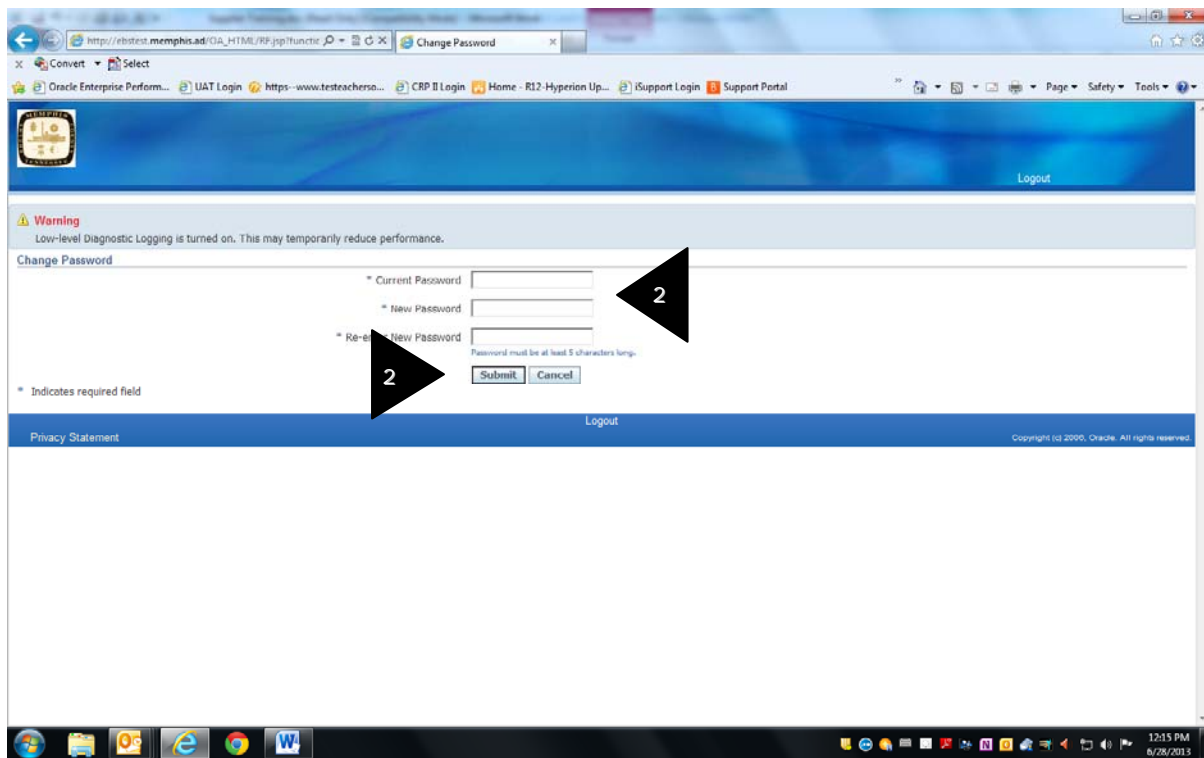
1.1 Existing Supplier Log-in

The Oracle E-Business Suite login screen will display.

1. Enter the user name and password that you were provided.



2. If you are logging in for the first time, the Change Password screen is displayed. You will need to change your password by entering the current and new passwords then click the "Submit" button. You will need to do this only once.



3. City eProcurement system responsibility screen is displayed.

Oracle Applications Home Page

Main Menu

Personalize

- CMEM Sourcing Supplier
- CMEM Supplier Portal

4

Worklist

From	Type	Subject	Sent	Due
Scott-Bruton, Lisa	Sourcing Publish	You are invited: RFQ 13034 (Complete carpet cleaning at sixteen (16) Memphis Public Library locations)	28-Mar-2013 11-Apr-2013	
Broadnax, LaToya	Sourcing Publish	You are invited: RFQ 12815 (Interior Painting for the Ruth Tate Senior Center)	30-Oct-2012 06-Nov-2012	
Hamilton, Cedric	Sourcing Publish	You are invited: RFQ 12616 (Lawn Maintenance for Renaissance Business Center)	06-Sep-2012	
Broadnax, LaToya	Sourcing Publish	You are invited: RFQ 12650 (Landscape Maintenance for the Lichterman Nature Center)	05-Sep-2012 18-Sep-2012	
Setterlund, Donna	Sourcing Publish	You are invited: RFQ 12607 (LEGAL NOTICE TO BIDDERS to Repair Concrete Walls, Replace Missing Rebar)	28-Aug-2012 14-Sep-2012	
Setterlund, Donna	Sourcing Publish	You are invited: RFQ 12531 (LEGAL NOTICE TO BIDDERS for Mowing Services on the Interstate System)	01-Aug-2012 17-Aug-2012	
Williams, Gary	Sourcing Publish	You are invited: RFQ 12468 (LEGAL NOTICE TO BIDDERS for the Mowing of (5) Retention Basins for Flood Control)	03-Jul-2012 20-Jul-2012	
Setterlund, Donna	Sourcing Publish	You are invited: RFQ 12193 (REQUEST FOR QUALIFICATIONS FOR BOARD UP SERVICES)	21-Mar-2012 13-Apr-2012	
UMX Password		Password reset requires approval.	14-Feb-2012 14-Feb-2012	

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

About this Page Privacy Statement Diagnostics Logout Preferences Help Copyright 2013 City of Memphis

4. Click on the CMEM Supplier Portal link to enter the City of Memphis Supplier Portal.

5. The iSupplier Home Page will display. **This page is the central repository for all supplier-related data and functions.**

1.2 Using iSupplier Tabs

The tabs are available on every screen, and help you navigate to the various data screens.

We will cover the relevant information from each tab in detail later on in this manual.

- **Home:** Takes you back to the homepage
- **Orders:** Takes you to your POs and RFQs
- **Shipments:** View a summary of your delivery schedules, past receipts, returns, historical delivery performance, and create Advanced Shipping Notices (ASNs)
- **Finance:** View the status of invoices and payments
- **Intelligence:** A Supplier Management Dashboard to assist the supplier in managing all of their contracts
- **Admin:** Update your supplier and contact information

Each of these links is also repeated at the bottom of every page.

Search

A method to quickly find a PO, invoice, shipment, or payment

Links on the right side of the screen

Another method to go to specific information as described.

Notifications and Orders at a Glance

These areas summarize the most recent entries for each of the categories. To see the complete list, click on the Full List button.

1.3 Home Page Features

1.3.1 **Global button links** at top right of screen display on Home Page and all portal pages:

[Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#)

Home - Returns you to the main portal page

Logout – Exit iSupplier

Preferences - Displays the Preferences page.

Help - Accesses the help index page.

The screenshot displays the iSupplier Portal interface. At the top, there is a blue header with the Memphis logo and the text 'iSupplier Portal'. Below the header is a navigation bar with links for Home, Orders, Shipments, Finance, Intelligence, and Admin. To the right of the navigation bar are links for Navigator, Favorites, Home, Logout, Preferences, Help, and Diagnostics. Below the navigation bar is a search bar with a dropdown menu for 'PO Number' and a 'Go' button. The main content area is divided into several sections: Notifications (with a 'Full List' button and a table of recent notifications), Orders At A Glance (with a 'Full List' button and a table showing no results), and a right-hand sidebar with links for Orders, Shipments, Receipts, Invoices, and Payments. The footer contains links for 'About this Page' and 'Privacy Statement', and a copyright notice for the City of Memphis.

Subject	Date
You are invited: RFQ 13034 (Complete carpet cleaning at sixteen (16) Memphis Public Library locations)	28-Mar-2013 11:14:50
You are invited: RFQ 12815 (Interior Painting for the Ruth Tate Senior Center)	30-Oct-2012 13:53:38
You are invited: RFQ 12616 (Lawn Maintenance for Renaissance Business Center)	06-Sep-2012 14:19:07
You are invited: RFQ 12650 (Landscape Maintenance for the Lichterman Nature Center)	05-Sep-2012 10:54:00
You are invited: RFQ 12607 (LEGAL NOTICE TO BIDDERS to Repair Concrete Walls, Replace Missing Rebar)	28-Aug-2012 09:55:22

PO Number	Description	Order Date
No results found.		

Diagnostics – Not accessible.

iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Intelligence Admin

Search PO Number Go

Notifications [Full List](#)

Subject	Date
You are invited: RFQ 13034 (Complete carpet cleaning at sixteen (16) Memphis Public Library locations)	28-Mar-2013 11:14:50
You are invited: RFQ 12815 (Interior Painting for the Ruth Tate Senior Center)	30-Oct-2012 13:53:38
You are invited: RFQ 12616 (Lawn Maintenance for Renaissance Business Center)	06-Sep-2012 14:19:07
You are invited: RFQ 12650 (Landscape Maintenance for the Lichterman Nature Center)	05-Sep-2012 10:54:00
You are invited: RFQ 12607 (LEGAL NOTICE TO BIDDERS to Repair Concrete Walls, Replace Missing Rebar)	28-Aug-2012 09:55:22

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
No results found.		

Orders

- Purchase Orders
- Purchase History

Shipments

- Overdue Receipts

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

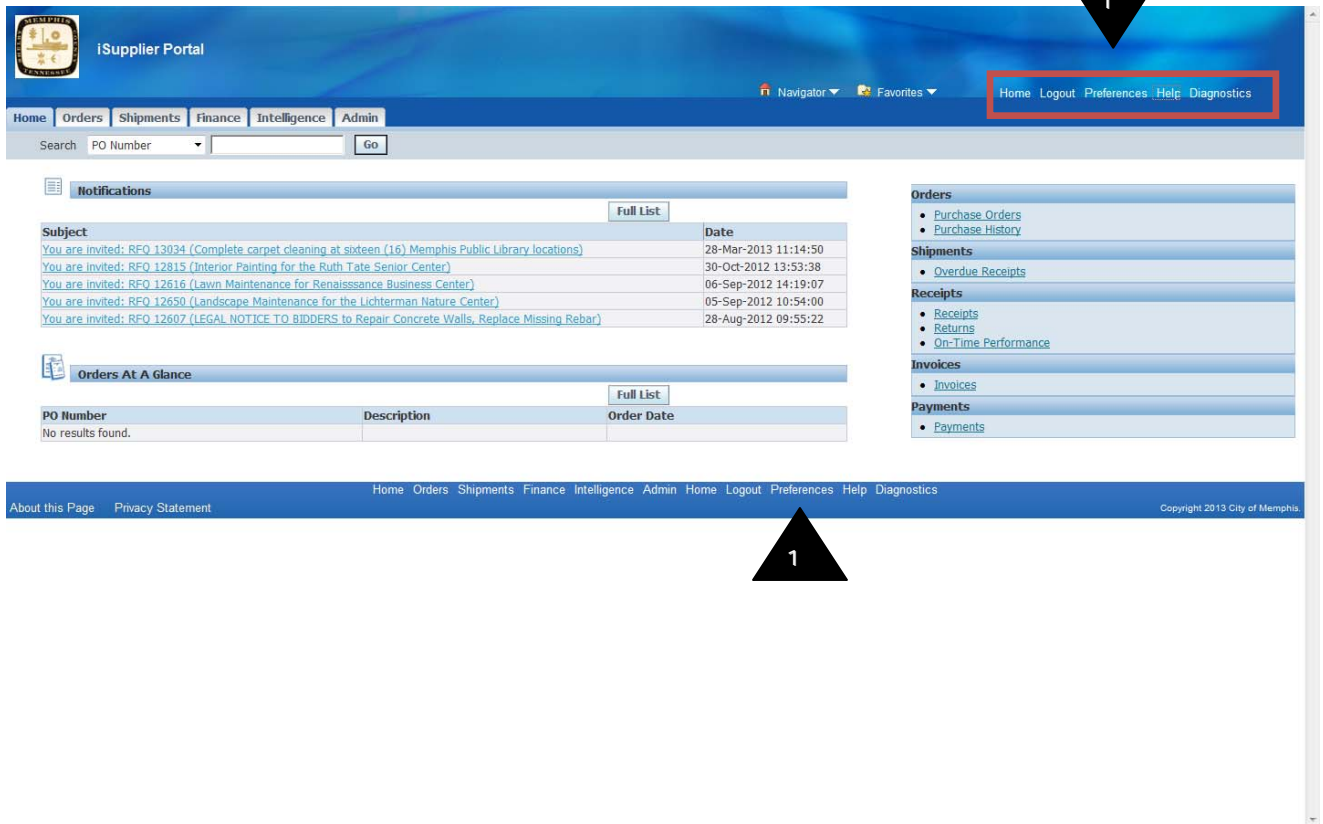
- Payments

About this Page Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Diagnostics Copyright 2013 City of Memphis

1.3.2 Changing your password


1. If you want to change your password, click Preferences link at top right hand corner or bottom of the screen.

Note that you can do this from any screen.



General Preferences screen is displayed

2. Enter your old password, new password, repeat new password
3. Click "Apply" to save your changes.
4. Click "Home" tab to return to the home page.

 4

Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Diagnostics

General Preferences Cancel Reset to Default Apply

Languages

Current Session Language American English ⓘ
Default Application Language American English ⓘ

Accessibility

Accessibility Features None ⓘ [Window 316](#)

Regional

Territory United States
Date Format dd-MMM-yyyy (29-Oct-2013)
Timezone (GMT -06:00) Central Time
Number Format 10,000.00
Currency
Client Character Encoding Western European (Windows) ⓘ

Change Password

Known As PATTERSON SR, TOMMIE

Old Password
New Password
Repeat Password

TIP Please enter your old and new passwords. Passwords are case sensitive.

Start Page

Responsibility
Page

Notifications

Email Style HTML mail with attachments
Notifications will be sent in your current default language, American English.

Cancel Reset to Default Apply

2

3

Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Diagnostics

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1.4 View Windows

Use view windows on the iSupplier Home Page to drill down on recent data and information related to Orders, Shipments, Receipts, and Payments. Use the **Quick-Links** at right of screen to link directly to desired functions.

1.4.1 Notifications

1. Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the **linked subject** to open the **Notification Details** page.

2. When you click the **linked subject**, the **Notification Details** page opens up. Here you will find the details of the notifications from the City of Memphis.

The screenshot displays the iSupplier Portal interface. At the top left is the Memphis logo and the text 'iSupplier Portal'. A navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', 'Intelligence', and 'Admin'. A search bar is located below the navigation bar. The main content area features a 'Notifications' section with a table of messages. A 'Full List' button is positioned to the right of the table. On the right side of the page, there are 'Quick-Links' for 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'. The footer contains links for 'About this Page' and 'Privacy Statement', along with navigation links and the text 'Copyright 2013 City of Memphis'.

Subject	Date
You are invited: RFQ 13034 (Complete carpet cleaning at sixteen (16) Memphis Public Library locations)	28-Mar-2013 11:14:50
You are invited: RFQ 12815 (Interior Painting for the Ruth Tate Senior Center)	30-Oct-2012 13:53:38
You are invited: RFQ 12616 (Lawn Maintenance for Renaissance Business Center)	06-Sep-2012 14:19:07
You are invited: RFQ 12650 (Landscape Maintenance for the Lichterman Nature Center)	05-Sep-2012 10:54:00
You are invited: RFQ 12607 (LEGAL NOTICE TO BIDDERS to Repair Concrete Walls, Replace Missing Rebar)	28-Aug-2012 09:55:22

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

You are invited: RFQ 13034 (Complete carpet cleaning at sixteen (16) Memphis Public Library locations)

Yes No Reassign

From: Scott-Bruton, Lisa
 To: 901PATTERSON@GMAIL.COM
 Sent: 28-Mar-2013 11:14:50
 Due: 11-Apr-2013 11:00:00
 ID: 5463409
 &PON_INVITE_RESPONSE_BODY

Company: City of Memphis
 Title: Complete carpet cleaning at sixteen (16) Memphis Public Library locations
 Number: 13034

Num	Action Date	Action	From	To	Details
1	28-MAR-2013 11:14:50	Submit	Scott-Bruton, Lisa	901PATTERSON@GMAIL.COM	

Response

Note to Buyer:

Return to Worklist

Yes No Reassign

Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Diagnostics

About this Page Privacy Statement Copyright 2013 City of Memphis

1.4.2 Changing Notification Style

As noted earlier, Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the **linked subject** to open the **Notification Details** page.

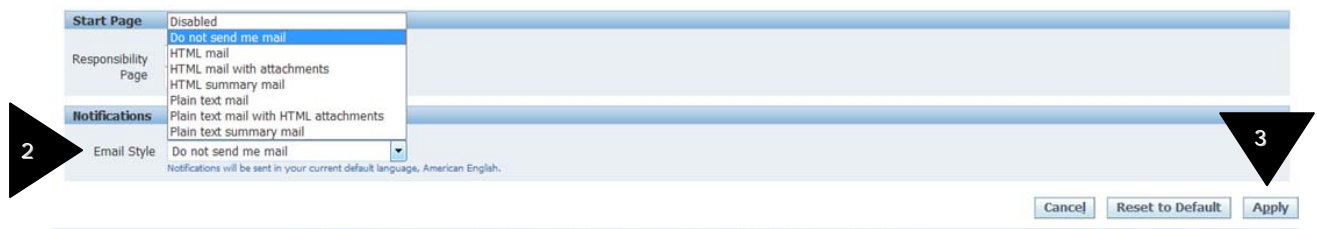
Notifications can also be sent as emails to your email address. This is in addition to the notifications that you receive in the system.

1. If you want to change your notification method click Preferences link at top right hand corner or bottom of the screen.

Note that you can do this from any screen.



General Preferences screen is displayed



2. If you **DO NOT** want to receive emails in addition to the notifications: In "Notifications" section, for field Email Style choose **"Do not send me Email"**

or

If you want to receive emails in addition to the notifications: In "Notifications" section, for field Email Style choose **"HTML Mail"** or **"HTML Mail with attachments"**

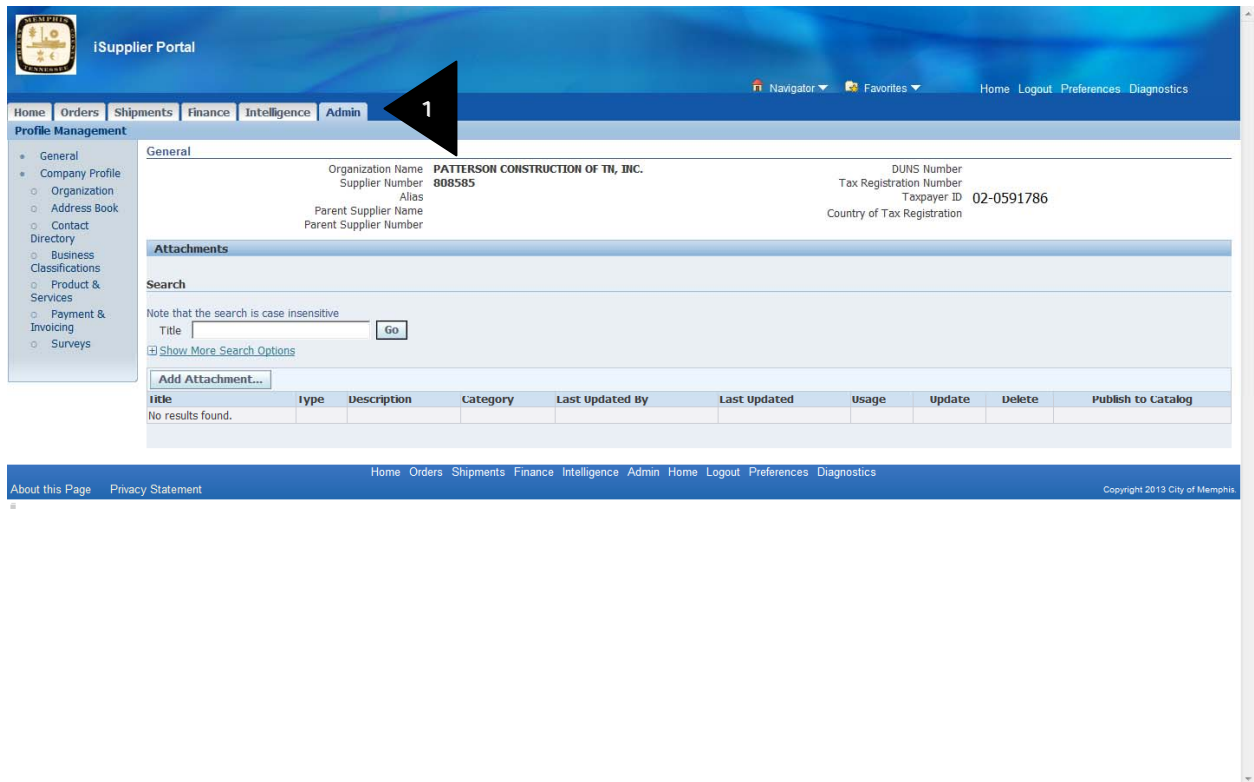
3. Click "Apply" to save your changes.

4. Click "Home" to return to the home page.

2.1 Administration Tab Details

2.1.1 Supplier Details

1. Click on the Admin tab to open up the Supplier Profile Administration screen. In this screen you can view your company information.



The screenshot displays the iSupplier Portal interface. At the top, the logo and "iSupplier Portal" text are visible. A navigation bar includes "Home", "Orders", "Shipments", "Finance", "Intelligence", and "Admin", with "Admin" highlighted. A black arrow with the number "1" points to the "Admin" tab. The main content area is titled "Profile Management" and contains a "General" section with the following information:

Organization Name	PATTERSON CONSTRUCTION OF TN, INC.	DUNS Number	
Supplier Number	808585	Tax Registration Number	
Alias		Taxpayer ID	02-0591786
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the general information are sections for "Attachments", "Search", and "Add Attachment...". The "Search" section includes a text input field for "Title" and a "Go" button. The "Add Attachment..." section contains 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."

At the bottom of the page, there is a footer with "About this Page", "Privacy Statement", and "Copyright 2013 City of Memphis".

2.1.2 Address Book

1. Click on Address Book link to display all your contact addresses.

The screenshot shows the iSupplier Portal interface. The navigation menu on the left has 'Address Book' selected, indicated by a black arrow labeled '1'. The main content area displays a table of addresses. The table has the following columns: Address Name, Address Details, Country, Update, and Remove. The 'Update' column contains yellow pencil icons, and the 'Remove' column contains trash can icons. A black arrow labeled '4' points to the Update icon for the first address (P1). The page also includes a 'Create' button and a footer with navigation links and copyright information.

Address Name	Address Details	Country	Update	Remove
P1	605 E. FRANK MEMPHIS, TN 38106	United States		
R1	1088 DEUMAINE PLACE MEMPHIS, TN 38106	United States		
R2	P.O. BOX 1042 MEMPHIS, TN 38101	United States		

2. In this screen you can view your address information and make updates if needed.

3. Review your company address information.

4. If you need to change the address information, click on the Update icon. The "Update Address" screen is displayed.

Supplier Name: PATERSON CONSTRUCTION OF TN, INC.

Supplier Number: 808585

* Address Name: P1

Country: United States

* Address Line 1: 605 E. FRANK

Address Line 2:

Address Line 3:

Address Line 4:

* City/Town/Locality: MEMPHIS

County:

State/Region: TN

Province:

* Postal Code: 38106

Phone Area Code:

Phone Number:

Fax Area Code:

Fax Number:

Email Address:

Purchasing Address

Payment Address

RFQ Only Address

Note:

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

5. Make applicable changes

6. Click the "Save" button

7. A confirmation that a change has been made is displayed

Confirmation
Details for your P1 address have been modified.

Address Book

Create

Address Name	Address Details	Country	Update	Remove
P1	605 E. FRANK MEMPHIS, TN 38106	United States		
R1	1088 DEUMAINE PLACE MEMPHIS, TN 38106	United States		
R2	P.O. BOX 1042 MEMPHIS, TN 38101	United States		

8. If you need to add additional addresses, click on the Create button

The screenshot shows the 'iSupplier Portal' interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', 'Finance', 'Intelligence', and 'Admin'. Below this is a 'Profile Management' sidebar with a tree view containing 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Payment & Invoicing', and 'Surveys'. The main content area is titled 'Address Book' and contains a table with columns: 'Address Name', 'Address Details', 'Country', 'Update', and 'Remove'. The table lists three addresses: P1, R1, and R2. A black arrow with the number '8' points to a 'Create' button located above the table.

Address Name	Address Details	Country	Update	Remove
P1	605 E. FRANK MEMPHIS, TN 38106	United States		
R1	1088 DEUMAINE PLACE MEMPHIS, TN 38106	United States		
R2	P.O. BOX 1042 MEMPHIS, TN 38101	United States		

9. Add Address screen opens up. Complete all the details like Address name, Address Details including Street, City, State, Country, Contact numbers and email address. Enter a brief description about this Address in the notes field.

10. Click the Save button

iSupplier Portal

Admin: Profile Management: Address Book >

Create Address

* Indicates required field

Supplier Name: **PATERSON CONSTRUCTION OF TN, INC.**

* Address Name: TEST

Country: United States

* Address Line 1: 20090 Front Street

Address Line 2:

Address Line 3:

Address Line 4:

* City/Town/Locality: Memphis

County:

State/Region: TN

Province:

* Postal Code: 38103

Supplier Number: 808585

Phone Area Code: 901

Phone Number: 555-1313

Fax Area Code: 901

Fax Number: 555-3131

Email Address:

Purchasing Address
 Payment Address
 RFQ Only Address

Note

Note: We will be using this new address for shipping our goods.

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Buttons: Cancel, Save

Footer: About this Page, Privacy Statement, Home, Logout, Preferences, Diagnostics, Copyright 2013 City of Memphis

11. You will receive a confirmation message stating that your address has been created.

iSupplier Portal

Home Orders Shipments Finance Intelligence Admin

Profile Management

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

Confirmation

TEST has been added to your Address Book.

Address Book

Create

Address Name	Address Details	Country	Update	Remove
P1	605 E. FRANK MEMPHIS, TN 38106	United States		
R1	1088 DEUMAINE PLACE MEMPHIS, TN 38106	United States		
R2	P.O. BOX 1042 MEMPHIS, TN 38101	United States		
TEST	200900 Front Street Memphis, TN 38103	United States		

Buttons: Cancel, Save

Footer: About this Page, Privacy Statement, Home, Logout, Preferences, Help, Diagnostics, Copyright 2013 City of Memphis

2.1.3 Contact Directory

1. Click on Contact Directory link to display details of all you contact persons.

The screenshot shows the iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Finance, Intelligence, and Admin. The left sidebar contains a 'Profile Management' section with a 'Contact Directory' link highlighted. The main content area is titled 'Contact Directory : Active Contacts' and features a table with the following data:

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
TOMMIE	PATTERSON	901 870-3960	901PATTERSON@GMAIL.COM	Current				
TOMMIE	PATTERSON SR	901-870-3960	901PATTERSON@GMAIL.COM	Current	✓			

Below the active contacts table is a section for 'Contact Directory : Inactive Contacts'. A 'Create' button is located above the active contacts table. A black arrow labeled '1' points to the 'Contact Directory' link in the left sidebar, and another black arrow labeled '4' points to the 'Update' icon in the table.

2. In this screen you can view your contact people's information and make updates if needed.

3. Review your company' contact persons' information.

4. If you need to change the contact persons' information, click on the Update icon. The "Update Contact" screen opens up.

Admin: Profile Management: Contact Directory >
Update Contact
* Indicates required field

Cancel Save

Contact Title
First Name
Middle Name
* Last Name
Alternate Name
Job Title
Department
Contact Email
Url

Phone Area Code
Phone Number
Phone Extension
Alternate Phone Area Code
Alternate Phone Number
Fax Area Code
Fax Number

5

6

Cancel Save

About this Page Privacy Statement Home Logout Preferences Diagnostics Copyright 2013 City of Memphis

5. Make applicable edits
6. Click on "Save" button
7. You will receive a confirmation that the contact details have been changed.

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Profile Management

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

Confirmation
Contact details for TOMMY PATTERSON have been saved

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
TOMMY	PATTERSON	901-870-3960	901PATTERSON@GMAIL.COM	Change Pending				
TOMMIE	PATTERSON SR	901-870-3960	901PATTERSON@GMAIL.COM	Current	✓			

Contact Directory : Inactive Contacts

Home | Orders | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Diagnostics

About this Page | Privacy Statement | Copyright 2013 City of Memphis.

8. If you need to create additional contact persons, click on the Create button

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Profile Management

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

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
TOMMY	PATTERSON	901-870-3960	901PATTERSON@GMAIL.COM	Change Pending				
TOMMIE	PATTERSON SR	901-870-3960	901PATTERSON@GMAIL.COM	Current	✓			

Contact Directory : Inactive Contacts

Home | Orders | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Diagnostics

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9. The Create Contact screen is displayed. Complete all the details like Contact Title, First Name, Last Name, Job Title, Email Address, Phone and Fax numbers details.

10. Click on the Save button.

iSupplier Portal

Admin: Profile Management: Contact Directory >
Create Contact
* Indicates required field

Contact Title		Phone Area Code	901
First Name	Andersen	Phone Number	555-3232
Middle Name		Phone Extension	
* Last Name	Howard	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title	Account Executive	Fax Area Code	901
Department		Fax Number	555-3131
Contact Email	a.howard@gmail.com		
Uri			

Cancel Save

About this Page Privacy Statement Home Logout Preferences Diagnostics Copyright 2013 City of Memphis

11. You will receive a confirmation message stating that your Contact has been created.

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Profile Management

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

Confirmation
Andersen Howard has been added to your Contact Directory.

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Andersen	Howard	901 555-3232	a.howard@gmail.com	Pending				
TOMMY	PATTERSON	901 870-3960	901PATTERSON@GMAIL.COM	Change Pending				
TOMMIE	PATTERSON SR	901-870-3960	901PATTERSON@GMAIL.COM	Current	✓			

Contact Directory : Inactive Contacts

About this Page | Privacy Statement

Home | Orders | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Diagnostics

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12. Newly added Contact persons must be associated to one of your site addresses.

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Profile Management

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

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Andersen	Howard	901 555-3232	a.howard@gmail.com	Current				
TOMMY	PATTERSON	901 870-3960	901PATTERSON@GMAIL.COM	Change Pending				
TOMMIE	PATTERSON SR	901-870-3960	901PATTERSON@GMAIL.COM	Current	✓			

Contact Directory : Inactive Contacts

About this Page | Privacy Statement

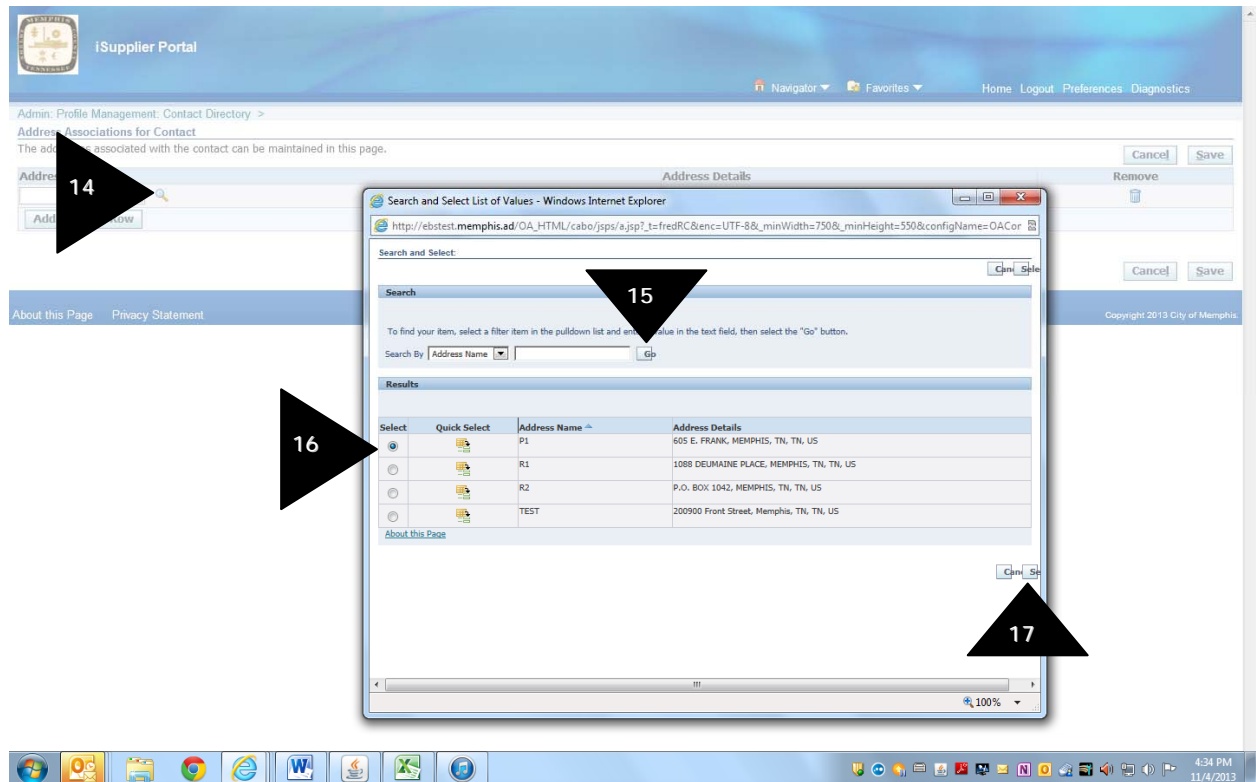
Home | Orders | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Diagnostics

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13. Click on the Addresses icon for the newly added contact. The Address Association for Contact screen is displayed. Click on the Add another Row button.

14. Click on the magnifying glass. The Search screen for Address Name is displayed.

15. Click on Go to display all the Address Names available for the supplier.



16. Select the site for which this new person is going to be the contact of.

17. Click on **Select**.

18. Click **Save**.

iSupplier Portal

Admin: Profile Management: Contact Directory >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
P1	605 E. FRANK, MEMPHIS, TN, US	

[Add Another Row](#)

[Cancel](#) [Save](#)

Home Logout Preferences Diagnostics

About this Page Privacy Statement

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19. The Status of the Contact is now Change Pending. The Analyst must approve the change. Once the Analyst has approved the change, the status will then show as Current.

iSupplier Portal

Home Orders Shipments Finance Intelligence Admin

Profile Management

Contact Directory : Active Contacts

[Create](#)

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Andersen	Howard	901 555-3232	a.howard@gmail.com	Change Pending				
TOMMY	PATTERSON	901 870-3960	901PATTERSON@GMAIL.COM	Change Pending				
TOMMIE	PATTERSON SR	901-870-3960	901PATTERSON@GMAIL.COM	Current	<input checked="" type="checkbox"/>			

[Contact Directory : Inactive Contacts](#)

Home Logout Preferences Diagnostics

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http://ebstest.memphis.ad/OA_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/SuppCntctAddrPG&Pos...

2.1.4 Business Classifications

This information cannot be viewed online. Suppliers must contact the City of Memphis Office of Contract Compliance to have this information updated.

The screenshot displays the iSupplier Portal interface. At the top, the header includes the City of Memphis logo and the text "iSupplier Portal". Below the header is a navigation bar with tabs for "Home", "Orders", "Shipments", "Finance", "Intelligence", and "Admin". The "Admin" tab is currently selected. On the left side, there is a "Profile Management" sidebar with a tree view containing items like "General", "Company Profile", "Organization", "Address Book", "Contact Directory", "Business Classifications", "Product & Services", "Payment & Invoicing", and "Surveys". The "Business Classifications" item is highlighted. The main content area is titled "Business Classifications" and features a red "Note" that reads: "Please Contact Office of Contract Compliance to update information related to Business Classifications (WBE, SBE or Minority) certifications." To the right of the note are two "Cancel" and "Save" buttons. At the bottom of the page, there is a footer with "Privacy Statement" on the left, navigation links in the center, and "Copyright 2013 City of Memphis" on the right. A small JavaScript error message is visible at the very bottom of the browser window.

2.1.5 Products and Services

This section displays the supplier's Products and Services that are registered in the iSupplier system. By registering Products and Services your company will be invited to quote when there is a city request for those products or services. You will receive an electronic notification via email inviting you to submit your quote(s).

1. To access the products and services screen, click on the "Products and Services" link.
2. To add your company's products and services click on <Add>

The screenshot displays the iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Finance, Intelligence, and Admin. The left sidebar shows a 'Profile Management' menu with 'Product & Services' selected. The main content area is titled 'Products and Services' and features a 'Personalize Products and Services' section with 'Remove' and 'Add' buttons. Below this is a table with the following data:

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input checked="" type="checkbox"/> 01005	Acoustical Tile, All Types	16-Jun-2014	Pending Approval	

3. Browse for a required product or service. Select the product/service by clicking the **Applicable** checkbox. The Applicable checkbox is grayed out for any product/service you already have selected.

iSupplier Portal

Admin: Profile Management: Product & Services >
 Add Products and Services: (PATTERSON CONSTRUCTION OF TN, INC.)

Personalize "NewPSTableLayout"
 Browse All Products & Services
 Search for Specific Product & Service
 Personalize "Products and Services Categories T..."

Code	Products and Services	View Sub-Categories	Applicable
01005	Acoustical Tile, All Types		<input type="checkbox"/> Applicable
02000	AGRICULTURAL EQUIPMENT, IMPLEMENTS & ACCESSORIES		<input checked="" type="checkbox"/> Applicable
02046	Herbicide, Insecticide & Fungicide Applicators & Distributors		<input checked="" type="checkbox"/> Applicable
02089	Tractors, Farm, Wheel Type		<input checked="" type="checkbox"/> Applicable
02200	AGRICULTURAL IMPLEMENT & ACCESSORY PARTS		<input checked="" type="checkbox"/> Applicable
02204	Brush Chipper, Cutter and Saw Parts		<input checked="" type="checkbox"/> Applicable
02249	Implement Parts for John Deere		<input checked="" type="checkbox"/> Applicable
02253	Implement Parts for International Harvester		<input checked="" type="checkbox"/> Applicable
02280	Tractor (Farm and Garden) Parts		<input checked="" type="checkbox"/> Applicable
02543	Compressors, High Pressure, All Sizes		<input checked="" type="checkbox"/> Applicable

Previous 1-10 Next 10

Cancel Apply

About this Page Privacy Statement Home Logout Preferences Help Personalize Page Copyright 2013 City of Memphis

4. Click on Apply after selecting all the applicable products and services.

5. You will receive a confirmation message stating that Product and Services information has been added to your profile.

The screenshot shows the iSupplier Portal interface. At the top left is the City of Memphis logo and the text "iSupplier Portal". To the right are navigation links: "Navigator", "Favorites", "Home", "Logout", "Preferences", "Help", and "Personalize Page". Below this is a "Confirmation" message with a green checkmark icon. The message reads: "Personalize 'Confirmation'" and "The following Product and Service categories have been added to your profile." Below this is a bulleted list containing "Brush Chipper, Cutter and Saw Parts". A link "Return to Products and Services" is provided. At the bottom of the page, there are links for "About this Page" and "Privacy Statement" on the left, and "Home", "Logout", "Preferences", "Help", and "Personalize Page" on the right. A copyright notice "Copyright 2013 City of Memphis" is located in the bottom right corner.

3.1 Orders Tab

This section displays the most recent Purchase Orders issued by the City of Memphis. PO Summary information is shown in this screen.

1. Narrow down your summary of Purchase Orders by selecting a **View** option or by clicking on the **Advanced Search** button.
2. To view detailed information on a Purchase Order, click on the **PO number link**.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with links for Home, Orders, Shipments, Finance, Intelligence, and Admin. Below this, there is a sub-navigation bar for Purchase Orders, with links for Purchase History, Work Confirmations, Deliverables, and RFQ. The main content area is titled 'Purchase Orders' and includes a 'Personalize Stack Layout: (SupplierRN)' section. Below this, there is a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. An 'Advanced Search' button is also visible. A table of purchase orders is displayed below, with columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. Two callout boxes labeled '1' and '2' point to the 'Advanced Search' button and a PO number link, respectively.

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
29582	1	City of Memphis, Tennessee	Standard PO	Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.	07-Oct-2013 17:51:22	Boyls, Timothy B	USD	75,000.00	Open		
28190	1	City of Memphis, Tennessee	Standard PO	To provide Weed Cutting Services	18-Oct-2011 10:57:11	Donaldson, Gwendolyn D.	USD	588.00	Finally Closed		

3.1.1 Purchase Order Detail

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Purchase Orders | Purchase History | Work Confirmations | Deliverables | RFQ

Orders: Purchase Orders >

Standard Purchase Order: 29582,1 (Total USD 75,000.00)
Currency=USD

Personalize "View Order Detail Container"

Actions | View Change History | Go | Export

Order Information

Personalize "Order Information"
Personalize Table Layout: (OrderHeaderDetails)
Personalize "General"

General

Total **75,000.00**
Supplier **PATTERSON CONSTRUCTION OF TN, INC.**
Supplier Site **P1**
Address **605 E. FRANK
MEMPHIS, TN 38106**
Buyer [Boyles, Timothy R](#)
Order Date **07-Oct-2013 17:51:22**
Description **Extension #1 of Contract 29582 for Board Up Services - Term:
July 1, 2013 to June 30, 2014.**
Status **Open**
Note to Supplier
Operating Unit **City of Memphis, Tennessee**
Sourcing Document
Supplier Order Number
Attachments **None**

Personalize Flow Layout: (PosShipBillCont)
Personalize "Terms and Conditions"

Terms and Conditions

Payment Terms **Net 30**
Carrier **Best Way**
FOB **Delivered Price**
Freight Terms **Prepaid & Allowed**
Shipping Control

Personalize "Ship-To Address"

Ship-To Address

Address **110301-FIN Purchasing
125 N. Main Suite 354
Memphis, TN 38103**

Personalize "Bill-To Address"

Bill-To Address

Address **171111-PW Administration
125 N. Main Ste. 608
Memphis, TN 38103**

Personalize Stack Layout: (termstack1)

Summary

Personalize Default Single Column: (HeaderSummaryCol)

Total	75,000.00
Received	34,850.00
Invoiced	34,850.00
Payment Status	Paid

PO Details

Personalize "PO Details"
Personalize "PO Details"
[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Good/Services Qty Based			Board Up Services per RFQ 12193	Each	75000	1	75,000.00	Open		
Show	2	Good/Services Qty Based			Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.	Each	1	0	0.00	Open		

Return to Orders: Purchase Orders

Actions | View Change History | Go | Export

Home | Orders | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Help | Personalize Page

About this Page | Privacy Statement

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Click on the **Home** tab to return to the iSupplier Home Page.

3.1.2 Using Orders Page for reviewing purchase order details.

Clicking on the <Orders> tab brings you to the Orders Page. Use this page to access all City of Memphis purchase order data.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, Intelligence, and Admin. Below this, there are sub-tabs for Purchase Orders, Purchase History, Work Confirmations, Deliverables, and RFQ. The main content area displays a table of purchase orders. A black arrow labeled '1' points to the first row of the table. Another black arrow labeled '2' points to the 'Export' button in the top right corner of the table area.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	29582	1	City of Memphis, Tennessee	Standard PO	Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.	07-Oct-2013 17:51:22	Boyls, Timothy B	USD	75,000.00	Open		
<input type="radio"/>	28190	1	City of Memphis, Tennessee	Standard PO	To provide Weed Cutting Services	18-Oct-2011 10:57:11	Donaldson, Gwendolyn D.	USD	588.00	Finally Closed		

1. All Purchase Orders are shown in summary form on the screen.

2. Click on the <Export> button to (optionally) export Purchase Order summary information into Excel for printing and review if needed.

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Purchase Orders | Purchase History | Work Confirmations | Deliverables | RFQ

Personalize Stack Layout: (SupplierRN) Export

Views

Personalize "Views"

View: All Purchase Orders Go Advanced Search

Personalize Stack Layout

Personalize "PO Summary"


Select Order: Acknowledge | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	29582	1	City of Memphis, Tennessee	Standard PO	Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.	07-Oct-2013 17:51:22	Boyles, Timothy R	USD	75,000.00	Open		
<input type="radio"/>	28190	1	City of Memphis, Tennessee	Standard PO	To provide Weed Cutting Services	18-Oct-2011 10:57:11	Donaldson, Gwendolyn D.	USD	588.00	Finally Closed		

Export

Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Personalize Page

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Do you want to open or save **export.tsv** from **ebstest.memphis.ad**? Open Save Cancel x

3. Click on Open

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By		
2	29582	1	City of Memphis, Tennessee	Standard PO	Extension #1 of Contract 29582 for Board U	10/7/2013 17:51	Boyles, Timothy R	USD	75,000.00	Open			
3	28190	1	City of Memphis, Tennessee	Standard PO	To provide Weed Cutting Services	10/18/2011 10:57	Donaldson, Gwendolyn D.	USD	588	Finally Closed			
4													
5													
6													
7													
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28													
29													
30													
31													

4. Review spreadsheet information as needed. Return to iSupplier Orders page by minimizing/closing excel window.

3.1.3 Search Options

1. Open the **View** Drop-Down window to select from other pre-defined views of Purchase Order data.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with links for Home, Orders, Shipments, Finance, Intelligence, and Admin. Below this, there are tabs for Purchase Orders, Purchase History, Work Confirmations, Deliverables, and RFQ. The main content area is titled 'Purchase Orders' and includes a 'Personalize Stack Layout: (SupplierRN)' section with an 'Export' button. The 'Views' section has a dropdown menu for 'View' with the following options: 'All Purchase Orders', 'Purchase Orders to Acknowledge', and 'Purchase Orders Pending Supplier Change'. A 'Go' button is next to the dropdown, and a black triangle with the number '1' points to it. An 'Advanced Search' button is also present. Below the views section, there is a 'Select Order:' section with 'Acknowledge' and 'View Change History' options. The main table displays the following data:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	29582	1	City of Memphis, Tennessee	Standard PO	Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.	07-Oct-2013 17:51:22	Boyles, Timothy B	USD	75,000.00	Open		
<input type="radio"/>	28190	1	City of Memphis, Tennessee	Standard PO	To provide Weed Cutting Services	18-Oct-2011 10:57:11	Donaldson, Gwendolyn D.	USD	588.00	Finally Closed		

At the bottom of the page, there is a footer with links for 'About this Page' and 'Privacy Statement', and a copyright notice for 'Copyright 2013 City of Memphis'.

2. Note that the predefined options are as follows:

- All Purchase Orders
- Purchase Orders to Acknowledge
- Purchase Orders Pending Supplier Change

3. You can select any of the above options and click on <Go> to view those Purchase Orders.

3.1.4 Purchase Order Details and Related Information

1. Search for your Purchase Orders using the search options explained above.

The screenshot displays the iSupplier Portal interface. At the top, there is a navigation bar with links for Home, Orders, Shipments, Finance, Intelligence, and Admin. Below this, a sub-menu for Purchase Orders includes links for Purchase History, Work Confirmations, Deliverables, and RFQ. The main content area features a 'Personalize Stack Layout' section with a 'Views' dropdown set to 'All Purchase Orders' and an 'Advanced Search' button. Below this is a 'Personalize Stack Layout' section with a 'Select Order' dropdown set to 'Acknowledge' and a 'View Change History' button. The main table lists Purchase Orders with the following data:

Select	PO Number	Requesting Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge	Attachments
<input type="radio"/>	29582	Memphis, Tennessee	Standard PO	Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.	07-Oct-2013 17:51:22	Boyls, Timothy B	USD	75,000.00	Open		
<input type="radio"/>	28190	Memphis, Tennessee	Standard PO	To provide Weed Cutting Services	18-Oct-2011 10:57:11	Donaldson, Gwendolyn D.	USD	588.00	Finally Closed		

2. Note the summary information provided for each Purchase Order.

3. Click on PO Number link to access purchase order information.

3.1.4.1 Purchase Order Information

Order Information

Total: 75,000.00
 Supplier: PATTERSON CONSTRUCTION OF TN, INC.
 Supplier Site: P1
 Address: 605 E. FRANK MEMPHIS, TN 38106
 Buyer: Bowles, Timothy R.
 Order Date: 07-Oct-2013 17:51:22
 Description: Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.
 Status: Open
 Note to Supplier: City of Memphis, Tennessee
 Operating Unit:
 Sourcing Document:
 Supplier Order Number:
 Attachments: None

Terms and Conditions

Payment Terms: Net 30
 Carrier: Best Way
 Delivered Price: FOB
 Freight Terms: Prepaid & Allowed
 Shipping Control:

Summary

Total	75,000.00
Received	34,960.00
Invoiced	34,960.00
Payment Status	Paid

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Good/Services Qty Based			Board Up Services per RFQ 12193	Each	75000	1	75,000.00	Open		
2	Good/Services Qty Based			Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.	Each	1	0	0.00	Open		

1. Review Purchase Order Details

2. Optionally, use the **Actions** drop down list to View PO Change History, View a PDF version of the PO, View Receipts, View Invoices, View Payments, or View Shipments.

3. Use **Summary** area to view, the PO total, Receiving, Invoices and Payment Status in summary and click on the links to drill down to the detailed information.

4. Scroll down screen to review detail PO information shown; use the **Show All Details** and **Hide All Details** links to access and show shipment detail information and return to a summary view.

5. Drilldown and review additional shipment detail information by clicking on the **Ship-to-Location** link.

6. City of Memphis Buyers may attach specifications or any additional information to the lines of the Purchase Orders. You can access these by clicking the **Attachments** icon.

PO Details

Personalize "PO Details"

Show All Details | Hide All Details

Details	Line	Type	Item	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Hide	1	Good/Services	Qty Based		Board Up Services per RFQ 12193	Each	75000	1	75,000.00	Open		

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
1	110301-FIN Purchasing	75000	34960	34960	75,000.00	34,960.00	34,960.00			Paid	Open				
Hide	2	Good/Service	Qty Based												

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
1	110301-FIN Purchasing	1			0.00						Open				

Return to Purchase Orders

Actions: View Change History | Go | Export

Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Personalize Page Diagnostics

About this Page Privacy Statement

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7. You can print out a copy of your purchase order along with the contract terms by choosing **View PDF** from the **Actions** drop down menu and clicking **Go**.

iSupplier Portal

Navigator | Favorites | Home Logout Preferences Help Personalize Page Diagnostics

Home Orders Shipments Finance Intelligence Admin

Purchase Orders | Purchase History | Work Confirmations | Deliverables | RFQ

Orders: Purchase Orders >

Standard Purchase Order: 29582, 1 (Total USD 75,000.00)

Currency=USD

Actions: View PDF | Go | Export

Personalize "View Order Detail Container"

Order Information

Personalize "Order Information"
 Personalize Table Layout: (OrderHeaderDetails)
 Personalize "General"

General

Total 75,000.00
 Supplier PATTERSON CONSTRUCTION OF TN, INC.
 Supplier Site P1
 Address 605 E. FRANK
 MEMPHIS, TN 38106
 Buyer Boyles, Timothy R
 Order Date 07-Oct-2013 17:51:22
 Description Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.
 Status Open
 Note to Supplier
 Operating Unit City of Memphis, Tennessee
 Sourcing Document
 Supplier Order Number
 Attachments View

Personalize Flow Layout: (PosShipBillCont)
 Personalize "Terms and Conditions"

Terms and Conditions

Payment Terms Net 30
 Carrier Best Way
 FOB Delivered Price
 Freight Terms Prepaid & Allowed
 Shipping Control

Personalize "Ship-To Address"

Ship-To Address

Address 110301-FIN Purchasing
 125 N. Main Suite 354
 Memphis, TN 38103

Personalize "Bill-To Address"

Bill-To Address

Address 171111-PW Administration
 125 N. Main Ste. 608
 Memphis, TN 38103

Summary

Personalize Default Single Column:
 (HeaderSummaryCol)

Total 75,000.00
 Received 34,960.00
 Invoiced 34,960.00
 Payment Status Paid

PO Details

Personalize "PO Details"
 Personalize "PO Details"

Show All Details | Hide All Details

Details	Line	Type
Show	1	Good/Services Qty Based

Do you want to open or save PO_84_29582_1_US.pdf (5.18 KB) from ebstest.memphis.ad? Open Save Cancel

Status Attachments Reason

8. Click on Open to view the Purchase Order or Save to save the Purchase Order to your computer.

City of Memphis, Tennessee
City of Memphis
125 North Main Street
Memphis, TN 38103
United States

Type	Standard Purchase Order
Order	29582
Revision	1
Order Date	14-AUG-2012
Created By	Boyles, Timothy
Revision Date	05-AUG-2013
Current Buyer	Boyles, Timothy

Supplier: **PATTERSON CONSTRUCTION OF TN, INC.**
605 E. FRANK
MEMPHIS, TN 38106
United States

Ship To: **110301-FIN Purchasing**
125 N. Main Suite 354
Memphis, TN 38103
United States

Bill To: **171111-PW Administration**
125 N. Main Ste. 608
Memphis, TN 38103
United States

Customer Account No.	Supplier No.	Payment Terms	Freight Terms	FOB	Transportation	Ship Via
	808585	Net 30	Prepaid & Allowed	Delivered Price		Best Way
Confirm To/Telephone				Requester/Deliver To		
PATTERSON, TOMMIE 901870-3960				Boyles, Timothy		

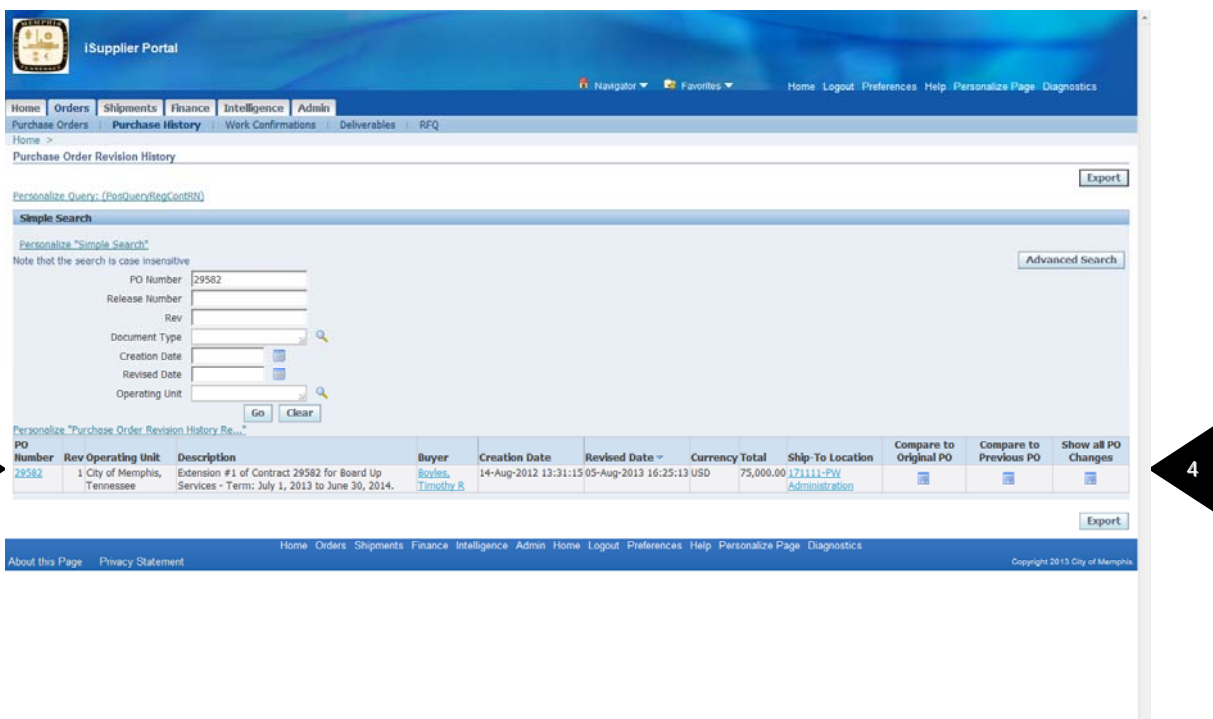
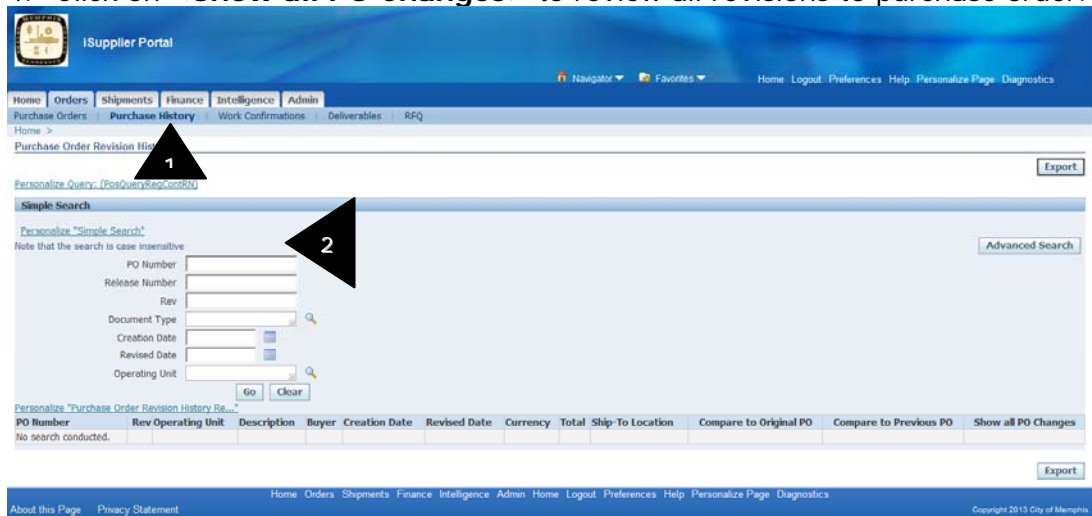
Notes: All prices and amounts on this order are expressed in USD

Line	Description	Delivery Date/Time	Quantity	UOM	Unit Price (USD)	Tax	Extended Price (USD)
1	Board Up Services per RFQ 12193		75000	Each	1	N	75,000.00
	Ship To: Use the ship-to address at the top of page 1						
	Deliver To: Boyles, Timothy (75000) tim.boyles@memphistn.gov						
2	Extension #1 of Contract 29582 for Board Up Services - Term: July 1, 2013 to June 30, 2014.		1	Each	0	N	0.00
	Ship To: Use the ship-to address at the top of page 1						
	Deliver To: Boyles, Timothy (1) tim.boyles@memphistn.gov						

3.1.5 Purchase Order Revisions

Use this screen to view all revisions for purchase orders.

1. Click on "Purchase History" to access all revisions to purchase orders.
2. Enter PO Number or any other search criteria and click on **Go**
3. Note summary information for PO retrieved. Links are available to **PO Number**, **Buyer**, and **Ship-To Information**.
4. Click on **<Show all PO Changes>** to review all revisions to purchase order.



3.1.6 PO Comparison Results

5. Use this window to view all PO revisions by Revision Number and lines. Note detail on fields altered, including Changed From / Changed To values.

6. Optionally, use buttons to compare revisions to Original PO or Previous PO if more than one revision PO exists by clicking on **Compare to Original PO** and **Compare to Previous PO**.

7. Optionally, you can export all the results to excel by using the **Export** button.

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Purchase Orders | **Purchase History** | Work Confirmations | Deliverables | RFQ

Home > Purchase Order Revision History >

PO Comparison Result

Personalize Stack Layout: (View/CompareStack/RN)

5 PO Number: 29582
Revision: 1
Type: Standard PO
Currency: USD

Ship-To Location: 171111-PW Administration
Ship Via: Best Way
FOB: DELIVERED PRICE
Total: 75,000.00

Bill-To Location: 171111-PW Administration
Payment Terms: Net 30
Boyles, Timothy R

6 **7**

Compare to Original PO | Compare to Previous PO | Export

Show All PO Changes

Personalize "Compare to Original PO"
Comparisons are sorted by Revision, Line and Shipment.

Personalize "Comparison Table"

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
1	2					New		
1	2		1			New		

Comparison Table

Print Document Revisions

Personalize "Print Document Revisions"

Revision Number:

Return to Purchase Order Revision History

Compare to Original PO | Compare to Previous PO | Export

About this Page | Privacy Statement

Home | Orders | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Personalize Page | Diagnostics

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4.1 Using Shipments tab for reviewing shipment related details.

Use this tab to view shipment related information like Receipts, Returns from the City back to the suppliers, Suppliers Overdue Shipments and Suppliers' On-Time Performance information.

4.1.1 View Receipts

Use this tab to explore a historical view of all receipts that have been recorded for your shipped goods. Click Receipt Number and PO Number to view further detail.

1. The Receipt Transactions screen is displayed once you click on the **Shipments** tab.

1

2

3

2. Enter search criteria like Purchase Order number, etc.

3. Click "GO" button

Receipt Transactions results screen is displayed

Home Orders Shipments Finance Intelligence Admin

Receipts Returns Overdue Receipts On-Time Performance

View Receipts Export

Personalize Query: (RcSearchB0)

Simple Search

Personalize "Simple Search"

Receipt Number

PO Number (example : 1234)

Release Number

Shipment Number

Shipped Date

Organization

Item Number

Supplier Item

Item Description

Advanced Search

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
84186	02-Sep-2011 09:49:38	Memphis Transaction Inventory								28190		
118433	15-Oct-2013 11:19:30	Memphis Transaction Inventory								29582		
116849	12-Sep-2013 09:09:22	Memphis Transaction Inventory								29582		
113808	09-Jul-2013 10:58:01	Memphis Transaction Inventory								29582		
113807	09-Jul-2013 10:57:41	Memphis Transaction Inventory								29582		
112256	05-Jun-2013 08:16:33	Memphis Transaction Inventory								29582		
110729	02-May-2013 17:55:47	Memphis Transaction Inventory								29582		
109847	13-Apr-2013 10:45:25	Memphis Transaction Inventory								29582		
109014	28-Mar-2013 11:53:04	Memphis Transaction Inventory								29582		
107843	07-Mar-2013 11:50:16	Memphis Transaction Inventory								29582		

Previous 1-10 Next 10

Export

About this Page Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Personalize Page Diagnostics Copyright 2013 City of Memphis

4. Click "PO Number" to view the details of the Purchase Order
5. Click "Receipt Number" to view the details of the receipt. Receipt History screen is displayed.

Home Orders Shipments Finance Intelligence Admin

Receipts Returns Overdue Receipts On-Time Performance

Shipments: Receipts >

Receipt: 84186 Export

Creation Date: 02-Sep-2011 09:49:38

Organization: Memphis Transaction Inventory

Supplier: PATTERSON CONSTRUCTION OF TN, INC.

Supplier Site: R1

Shipment Number

Shipment Date

Packing Slip

Containers

Waybill/Airbill

Freight Carrier

Bill of Lading

Attachments: None

Receipt Transactions

Personalize "Receipt Transactions"

Personalize "Receipt Lines"

Receipt Date	Promised Date	Need By Date	Performance	PO Number	Line	Shipment	Item/Job Description	BOM Ordered	Returned	Recv'd Defects	Location	Attachments	LPI/Lot	Serial Invoice
02-Sep-2011 09:49:15			On-Time	28190	1	1	To provide weed cutting services	Each	29000	588	City of Memphis			

Return to Shipments: Receipts Export

About this Page Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Personalize Page Diagnostics Copyright 2013 City of Memphis

6. You can export the details to excel by clicking "Export" button.

4.1.2 View Returns

The Returns Summary page enables you to view the return history and the causes for goods returned by the buying company. The search summary results include basic information along with details about the return, such as quantities and a reason for return. Click Receipt Number and PO Number to view further detail.

1. Clicking on the <Shipments> tab brings you to the Receipt Transactions screen.
2. Click on “Returns” tab. Returns Summary search page is displayed.

The screenshot displays the iSupplier Portal interface. At the top, the 'iSupplier Portal' header is visible. Below it, a navigation menu includes 'Home', 'Orders', 'Shipments', 'Finance', 'Intelligence', and 'Admin'. The 'Returns' tab is selected. A warning message is present: 'Warning: Low-level Diagnostic Logging is turned on. This may temporarily reduce performance.' Below the warning, the 'Returns Summary' page is shown. A search form is available with the following fields: Organization, PO Number, Receipt Number, Shipment Number, RMA Number, Item, Supplier Item, and Item Description. A 'Go' button and a 'Clear' button are located below the search fields. A table titled 'Personalize "Return Results"' is displayed below the search form. The table has the following columns: Organization, Receipt Number, PO Number, Shipment Number, RMA Number, Receipt Creation Date, Supplier Item, Item Description, Quantity UOM Received, Quantity Returned, Return Date, and Supplier Config Reason ID. The first row of the table contains the text 'No search conducted.' An 'Export' button is located at the bottom right of the table. The footer of the page includes 'About this Page', 'Privacy Statement', and 'Copyright 2013 City of Memphis.'

3. Enter search criteria and click “GO” button
4. Returns details screen is displayed.
5. Click Receipt Number and PO Number to view further detail.

4.1.3 Viewing On-Time Delivery Performance

The On-Time Performance page provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries. Click the PO Number and Receipt Number to view further details

1. Clicking on the <Shipments> tab brings you to the Receipt Transactions screen.
2. Click on "On-Time Performance" tab. On-Time Performance search page is displayed.

The screenshot displays the iSupplier portal interface. At the top, the navigation menu includes 'Home', 'Orders', 'Shipments', 'Finance', 'Intelligence', and 'Admin'. The 'On-Time Performance' tab is selected. Below the navigation, a warning message states: 'Warning: Low-level Diagnostic Logging is turned on. This may occasionally reduce performance.' The main content area is titled 'On-Time Performance' and features a search form. The search form includes fields for Organization, Due Date, Receipt Number, Supplier Item, Delivery Status, PO Number, Shipment Number, Item, and Waybill/Airbill Number. A 'Go' button and a 'clear' button are located below the search fields. To the right of the search form is an 'Advanced Search' button. Below the search form is a table with the following columns: Organization, PO Number, Due Date, Shipment Number, Receipt Number, Receipt Date, Item, Supplier Item, Description, UOM, Quantity Received, Waybill/Airbill Number, Carrier, Delivery Status, and Configuration Id. The table currently displays 'No search conducted.' The footer of the page includes 'About this Page', 'Privacy Statement', and 'Copyright 2013 City of Memphis'.

3. Enter search criteria and click "GO" button

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin | Navigator | Favorites | Home | Logout | Preferences | Help | Personalize Page

Receipts | Returns | Overdue Receipts | **On-Time Performance**

On-Time Performance Export

Simple Search

Personalize "Simple Search"
 Personalize Query: (OnTimePerfOrvRt)
 Personalize "Simple Search"

Note that the search is case insensitive Advanced Search

Organization:
 Due Date: (example: 23-Oct-2014)
 Receipt Number:
 Supplier Item:
 Delivery Status:

PO Number:
 Shipment Number:
 Item:
 Waybill/Airbill Number:

Personalize "On-Time Performance"

Organization	PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Supplier Item	Description	Quantity UOM Received	Waybill/Airbill Number	Carrier	Delivery Status	Configuration Id
City of Memphis, Tennessee	28190			84186 On-Time Performance	02-Sep-2011 09:49:15		To provide weed cutting services	Each 588			On-Time	

Export

About this Page | Privacy | Home | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Help | Personalize Page

Copyright 2013 City of Memphis

4. On-Time Performance results screen is displayed.
5. Click Receipt Number and PO Number to view further detail.

4.1.4 Viewing Overdue Receipts

The Overdue Receipts Results page enables you to view the details of past due purchase order shipments. Click the PO number, Ship-To Location, and Buyer to view further detail.

1. Clicking on the <Shipments> tab brings you to the Receipt Transactions screen.
2. Click on “Overdue Receipts” tab. Overdue Receipts search page is displayed.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, Intelligence, and Admin. The 'Overdue Receipts' tab is selected. Below the navigation bar, there is a warning message: "Warning: Low-level Diagnostic Logging is turned on. This may temporarily reduce performance." The main content area is titled "Overdue Receipts" and contains a search form. The search form has the following fields: Organization, PO Number, Item, Supplier Item, and Due Date (with an example of 23-Oct-2014). There are "Go" and "Clear" buttons. Below the search form, there is a table header with columns: Organization, PO Number, Item, Supplier Item, Item Description, Due Date, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Buyer, and Supplier Config ID. The table content is currently empty, showing "No search conducted".

3. Enter search criteria and click “GO” button

ORACLE iSupplier Portal Home Logout Preferences Help

Home Orders **Shipments** Account Admin

Delivery Schedules | Shipment Notices | Receipts | Returns | **Overdue Receipts** | On-Time Performance

Overdue Receipts Export

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive. Advanced Search

Organization

PO Number

Item

Supplier Item

Due Date

Previous 1-25 Next 25

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
City of Memphis, Tennessee	22783			sewer extension	03-Jul-2007 00:00:00	Each	674000	0	110201-FIN Accounting	Best Way	Smith, Jerome	
City of Memphis, Tennessee	22783			retainage	03-Jul-2007 00:00:00	Each	67400	0	100301-EXEC CAO Office	Best Way	Smith, Jerome	
City of Memphis, Tennessee	22764			Motorola Parts	25-Jun-2007 00:00:00	Each	95000	0	110301-FIN Purchasing	Best Way	Powell, Adrian D.	
City of Memphis, Tennessee	22770			Motorola Parts	23-Jun-2007 00:00:00	Each	95000	0	110201-FIN Accounting	Best Way	Smith, Jerome	



4. Overdue Receipts results screen is displayed.
5. Click on PO Number to view further detail.

5.1 Using Finance tab for reviewing invoice and payment details.

Use this tab to explore a historical view of all invoice and payment information as well as review invoice status online.

5.1.1 View Invoices

1. Clicking on the <Finance> tab brings you to the Invoice Summary screen.

The screenshot displays the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance (selected), Intelligence, and Admin. Below the navigation bar, there is a warning message: "Warning: Low-level Diagnostic Logging. This may temporarily reduce performance." The main content area is titled "View Invoices" and includes a search section. The search section has a "Simple Search" form with fields for Invoice Number, PO Number (example: 1234), Release Number (example: 1234-2), Payment Number, Invoice Status, Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. There are "Go" and "Clear" buttons. Below the search section is a table with the following columns: Invoice, Invoice Type, Currency, Amount Due, Status On Hold, Payment Status, Remit to Supplier, Remit to Supplier Site, Due Date, Payment PO Number, Receipt, Discount Date, and Available Discount Attachments. The table shows "No search conducted." in the first row. Callout boxes with numbers 1 and 2 point to the "View Invoices" link and the search fields respectively.

2. Enter search criteria like PO number, Invoice Number, Invoice date, Due date, Payment status, etc and click "Go" button.

3. Invoice Summary results screen is displayed.

iSupplier Portal

Home Orders Shipments Finance Intelligence Admin

View Invoices | View Payments

View Invoices

Personalize Query: (InvoiceSearchRN) Export

Simple Search

Personalize "Simple Search"

Invoice Number:
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 23-Oct-2014)

Go Clear Advanced Search

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment PO Number	Receipt	Discount	Date Available	Discount	Attachments
001	04-Aug-2011		Standard USD	588.00	0.00	Approved	Paid			04-AUG-2011	705910	28190				

Export

4 Page Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Personalize Page Copyright 2013 City of Memphis

http://ebsdev.memphis.ad/OA_HTML/OA.jsp?page=/oracle/apps/pos/account/webui/PosInvoiceMainPG&_r=...

4. Click on invoice number to view the invoice details.

iSupplier Portal

Home Orders Shipments Finance Intelligence Admin

View Invoices | View Payments

Finance: View Invoices >

Warning
 Low-level Diagnostic Logging is turned on. This may temporarily reduce performance.

Standard Invoice: 001 (Total USD 588.00)
 Currency=USD Export

Personalize Stack Layout: (InvoiceDetailsContainer)
 Personalize Table Layout: (InvoiceHeaderRN)
 Personalize "General"

General

Invoice Date: **04-Aug-2011**
 Status: **Approved**
 On Hold: **None**
 Batch: **090211DTHA**
 Attachments: **None**
 Supplier: **PATTERSON CONSTRUCTION OF TN, INC.**
 Supplier Site: **R1**
 Address: **1088 DEUMAINE PLACE
 MEMPHIS, TN 38106**

Amount Summary

Item: **588.00**
 Freight: **0.00**
 Miscellaneous: **0.00**
 Tax: **0.00** ⓘ
 Prepayment: **0.00**
 Retainage: **0.00**
 Withholding Tax: **0.00**
 Total: **588.00**

Payment Information

Personalize Default Single Column: (PaymentInfo)
 Paid: **588.00**
 Discount Taken: **0.00**
 Due: **0.00**
 Status: **Paid**
 Payment Date: **02-SEP-2011**
 Payment: **705910**
 Term: **Net 30**

Invoice Lines | Scheduled Payments | Hold Reasons

Personalize "Invoice Lines"

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	To provide weed cutting services		Each	1.00		588.00	0.00	Approved	28190	1	1	Donaldson, Gwendolyn D.	

Return to Finance: View Invoices Export

7 About this Page Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Personalize Page Copyright 2013 City of Memphis

5

5. The system displays a list of all purchase orders that are included on the invoice

6. If the invoice has been paid, click on the linked Payment number to view the payment details on the View Invoices screen.

iSupplier Portal

Home | Orders | Shipments | **Finance** | Intelligence | Admin

View Invoices | View Payments

Personalize Query: (InvoiceSearchRN) Export

Simple Search

Personalize "Simple Search"

Invoice Number:

PO Number: (example: 1234)

Release Number: (example: 1234-2)

Payment Number:

Invoice Status:

Payment Status:

Invoice Amount From: To:

Amount Due From: To:

Invoice Date From: To:

Due Date From: To: (example: 23-Oct-2014)

Go Clear Advanced Search

Personalize "Invoice Results"

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment PO Number	Receipt	Discount	Date	Available Discount	Attachments
001	04-Aug-2011		Standard USD	588.00	0.00	Approved	Paid			04-AUG-2011	705910	28190				

Export

Home | Orders | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Help | Personalize Page

6

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http://ebsdev.memphis.ad/OA_HTML/OA.jsp?page=/oracle/apps/pos/account/webui/PosInvoiceMainPG&ri=...

7. Click Finance View Invoices to return to the Invoices Summary search screen.

5.1.2 View Payments

1. Clicking on the <Finance> tab brings you to the Invoice Summary screen.
2. Click "View Payments" tab. Payment Summary screen is displayed.

The screenshot shows a web application interface for viewing payments. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, Intelligence, and Admin. The 'Finance' tab is selected. Below the navigation bar, there is a 'View Payments' link. A warning message is displayed: 'Warning: Low-level Diagnostic is turned on. This may temporarily reduce performance.' Below the warning, there is a 'View Payments' link. A search section titled 'Simple Search' is present, with fields for Payment Number, Invoice Number, PO Number, Release Number, Status, Payment Amount From, Payment Date From, and To. A 'Go' button is located below the search fields. Below the search section, there is a table with columns: Payment, Remit-to Supplier, Remit-to Supplier Site, Payment Date, Currency, Amount Method, Status, Status Date, Bank Account, Invoice, and PO Number. The table content shows 'No search conducted.' At the bottom of the page, there is a footer with 'About this Page', 'Privacy Statement', and 'Copyright 2013 City of Memphis'. Three callout boxes are present: '1' points to the 'Finance' tab, '2' points to the 'View Payments' link, and '3' points to the 'Go' button.

3. Enter search criteria like PO number, Payment Number, Payment Date, etc and click "Go" button.
4. Payment Summary results screen is displayed.

Personalize Query: (PaymentSearchRN) Export

Simple Search

Personalize "Simple Search"

Note that the search is case insensitive Advanced Search

Payment Number

Invoice Number

PO Number (example: 1234)

Release Number (example: 1234-2)

Status

Payment Amount From To

Payment Date From To (example: 23-Oct-2014)

Personalize "Payment Results"

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
705910	PATTERSON CONSTRUCTION OF TN, INC.	P1	02-Sep-2011	USD	588.00 Check	Reconciled Unaccounted	09-Sep-2011	Payables	001	28190

Export

6 Page Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Personalize Page 5 Copyright © 2013 City of Memphis

5. The system displays a list of all payments and all invoices on the payment.

6. Click on the payment number to view the details of the payment.

Personalize Query: (PaymentSearchRN) Export

Simple Search

Personalize "Simple Search"

Note that the search is case insensitive Advanced Search

Payment Number

Invoice Number

PO Number (example: 1234)

Release Number (example: 1234-2)

Status

Payment Amount From To

Payment Date From To (example: 23-Oct-2014)

Personalize "Payment Results"

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
705910	PATTERSON CONSTRUCTION OF TN, INC.	P1	02-Sep-2011	USD	588.00 Check	Reconciled Unaccounted	09-Sep-2011	Payables	001	28190

Export

About this Page Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Personalize Page 7 Copyright 2013 City of Memphis

7. Click on the invoice numbers to view the details of the invoices.

Standard Invoice: 001 (Total USD 588.00)
Currency=USD Export

Personalize "Stock Layout: (InvoiceDetailsContainer)"
Personalize "Table Layout: (InvoiceHeaderRN)"
Personalize "General"

General

Invoice Date: 04-Aug-2011
Status: Approved
On Hold:
Batch: 090211DTHA
Attachments: None
Supplier: PATTERSON CONSTRUCTION OF TN, INC.
Supplier Site: R1
Address: 1088 DEUMAINE PLACE
MEMPHIS, TN 38106

Amount Summary

Item	Amount
Item	588.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	588.00

Payment Information

Personalize "Default Single Column: (PaymentInfo)"

Paid: 588.00
Discount Taken: 0.00
Due: 0.00
Status: Paid
Payment Date: 02-SEP-2011
Payment: 705910
Term: Net 30

Invoice Lines | [Scheduled Payments](#) | [Hold Reasons](#)

Personalize "Invoice Lines"

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage/Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	To provide weed cutting services		Each	1.00		588.00	0.00/Approved	28190	1	1	Donaldson, Gwendolyn D.	

[Return to Finance: View Payments](#) Export

About this Page Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Personalize Page Copyright 2013 City of Memphis

8. Click Finance View Payments to return to the View Payments Summary search screen

SOURCING USER GUIDE

1. Accessing Sourcing System

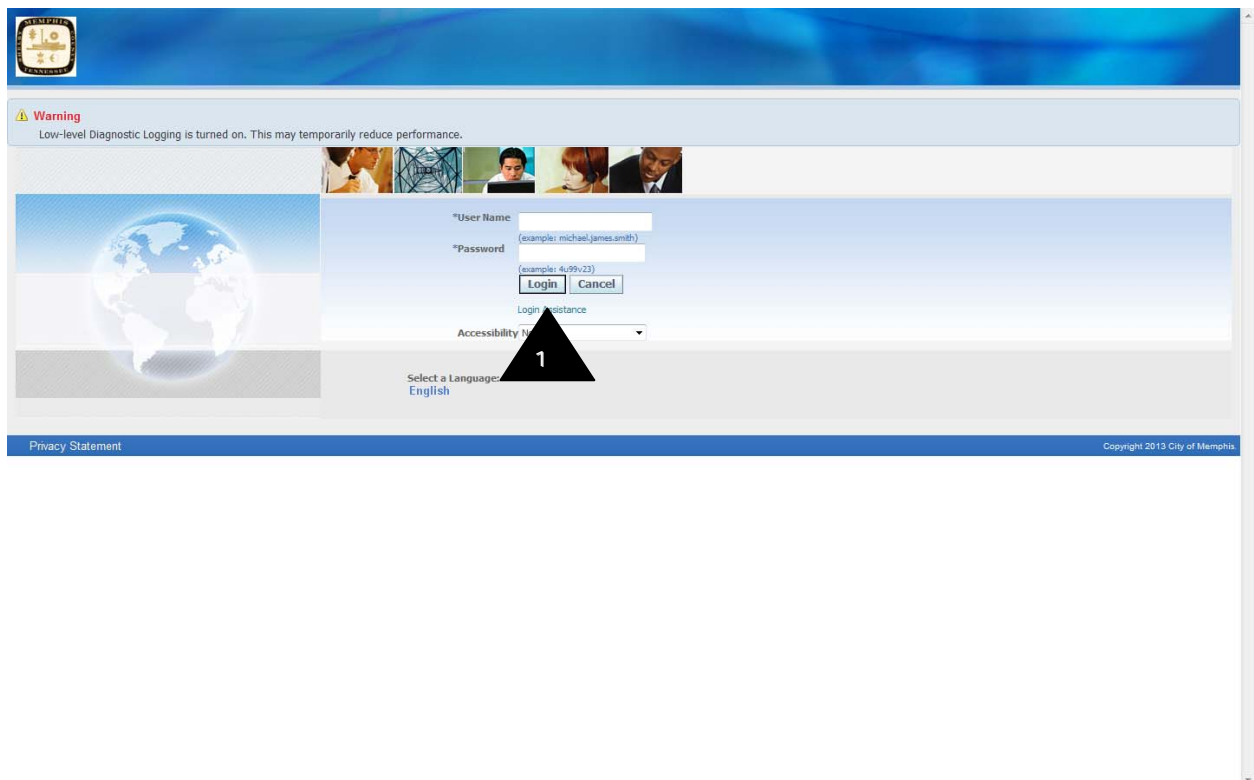
1.1. How to log in

Enter the following into the box for the URL:

https://oracle.memphistn.gov/oa_servlets/AppsLogin

The Oracle E-Business Suite login screen will display.

1. Enter the user name and password that you were provided. Click Login button



City eProcurement system responsibility screen is displayed.

2. Click on the CMEM Sourcing Supplier link to enter the City of Memphis Sourcing module

Warning

1. Low-level Diagnostic Logging is turned on. This may temporarily reduce performance.
2. Low-level Diagnostic Logging is turned on. This may temporarily reduce performance.

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

Personalize

- CMEM Sourcing Supplier
- Sourcing
- Sourcing Home Page
- Worklist
- CMEM Supplier Portal

Personalize "Worklist"

Personalize "Notifications Worklist Function"

Full List

Personalize "Notification List"

From	Type	Subject	Sent	Due
Boyles, Timothy	Sourcing Publish	You are invited: RFO 26829 (Mowing of Sam Cooper Blvd.)	08-Jul-2014	25-Jul-2014
Angus, James	Sourcing Publish	You are invited: RFO 26810 (REBID - LEGAL NOTICE TO BIDDERS for Lawn Maintenance Services)	25-Jun-2014	11-Jul-2014
Hamilton, Cedric	Sourcing Publish	You are invited: RFO 26795 (LEGAL NOTICE TO BIDDERS - Gym Floor Re-coating, Sanding and Painting)	16-Jun-2014	11-Jul-2014
Boyles, Timothy	Sourcing Publish	You are invited: RFO 26650 (Installation of Approximately 36,000 Sq Ft of Heatlok Soy Insulation or Equal)	31-Mar-2014	14-Apr-2014
Boyles, Timothy	Sourcing Publish	You are invited: RFO 26593 (Repair of Interior and Exterior Wall at McWhorter Senior Center)	20-Feb-2014	06-Mar-2014
Boyles, Timothy	Sourcing Publish	You are invited: RFO 26582 (LEGAL NOTICE TO BIDDERS for Mowing & Trimming / Spraying on Interstate)	11-Feb-2014	28-Feb-2014
Boyles, Timothy	Sourcing Publish	You are invited: RFO 26341 (Specialty Maintenance Work at T.E. Maxson WWTP)	01-Oct-2013	15-Oct-2013
Scott-Bruton, Lisa	Sourcing Publish	You are invited: RFO 13034 (Complete carpet cleaning at sixteen (16) Memphis Public Library Locations)	28-Mar-2013	15-Apr-2013
Broadnax, LaToya	Sourcing Publish	You are invited: RFO 12815 (Interior Painting for the Ruth Tate Senior Center)	30-Oct-2012	06-Nov-2012
Hamilton, Cedric	Sourcing Publish	You are invited: RFO 12616 (Lawn Maintenance for Renaissance Business Center)	06-Sep-2012	
Broadnax, LaToya	Sourcing Publish	You are invited: RFO 12650 (Landscape Maintenance for the Lichterman Nature Center)	05-Sep-2012	18-Sep-2012
Setterlund, Donna	Sourcing Publish	You are invited: RFO 12531 (LEGAL NOTICE TO BIDDERS to Repair Concrete Walls, Replace Missing Rebar)	28-Aug-2012	14-Sep-2012
Setterlund, Donna	Sourcing Publish	You are invited: RFO 12531 (LEGAL NOTICE TO BIDDERS for Mowing Services on the Interstate System)	01-Aug-2012	17-Aug-2012
Williams, Gary	Sourcing Publish	You are invited: RFO 12468 (LEGAL NOTICE TO BIDDERS for the Mowing of (5) Retention Basins for Flood Control)	03-Jul-2012	20-Jul-2012
Setterlund, Donna	Sourcing Publish	You are invited: RFO 12193 (REQUEST FOR QUALIFICATIONS FOR BOARD UP SERVICES)	21-Mar-2012	13-Apr-2012
	UMX Password	Password reset requires approval.	14-Feb-2012	14-Feb-2012

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

Logout Preferences Help Personalize Page

About this Page Privacy Statement

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3. Click on the Sourcing Home Page link to proceed to your company home page.

Welcome, TOMMIE PATTERSON SR.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Messages
1243252	Active		26861	LEGAL NOTICE TO BIDDERS for ammunition for the Division of Police Services	RFO	21 days 21 hours	0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

Personalize Table Layout: (LaunchLinkRow)

Manage View Responses

- Personalize "Manage"
 - Drafts
 - Deliverables
 - Personal Information
- Personalize "View Responses"
 - Active
 - Disqualified
 - Awarded
 - Rescinded

Logout Home Preferences Help Personalize Page

About this Page Privacy Statement

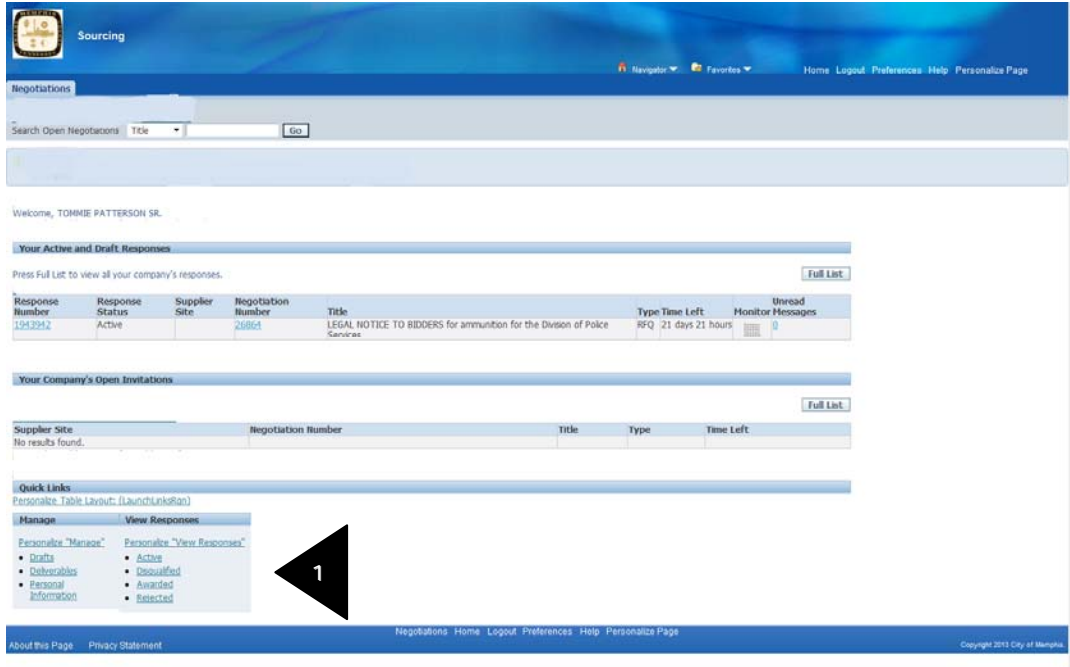
Copyright 2013 City of Memphis

4. You will see all your Active and Draft Responses and

5. You can see all your open invitations from the City of Memphis.

2.0 Searching for previous negotiations you have participated in

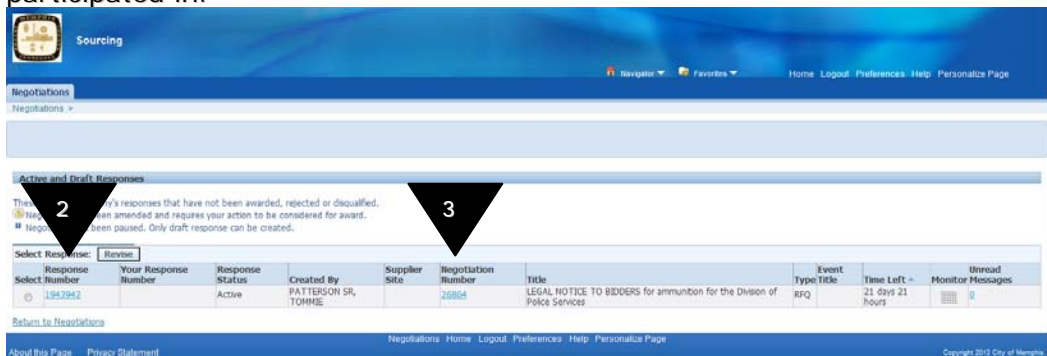
1. Any negotiations you have previously participated in can be viewed by clicking on one of the links (Active, Disqualified, Awarded, and Rejected) in the View Responses area of your home page.



The screenshot shows the Sourcing Negotiations home page. At the top, there is a navigation bar with 'Sourcing' and 'Negotiations' tabs. Below the navigation bar, there is a search box for 'Open Negotiations' and a 'Go' button. The main content area is divided into several sections: 'Your Active and Draft Responses', 'Your Company's Open Invitations', and 'Quick Links'. The 'Quick Links' section has two columns: 'Manage' and 'View Responses'. The 'View Responses' column contains links for 'Active', 'Disqualified', 'Awarded', and 'Rejected'. A black triangle with the number '1' points to the 'View Responses' link.

2. Click on the Response Number link to view details of the information / quote you sent.

3. Click on the Negotiation Number link to view details of the negotiation you participated in.



The screenshot shows the Sourcing Negotiations home page with a list of responses. The 'View Responses' section is expanded, showing a table of responses. A black triangle with the number '2' points to the 'Response Number' link in the first row. Another black triangle with the number '3' points to the 'Negotiation Number' link in the same row. The table has columns for 'Response Number', 'Your Response Number', 'Response Status', 'Created By', 'Supplier Site', 'Negotiation Number', 'Title', 'Event Type', 'Time Left', and 'Unread Messages'.

Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Event Type	Time Left	Unread Messages
1943942		Active	PATTERSON SR, TOMME		26864	LEGAL NOTICE TO BIDDERS for ammunition for the Division of Police Services	RFQ	21 days 21 hours	0

3.0 How to view an RFQ

1. Any negotiations you have been invited to participate in will be listed below the "Open Invitations" header.

The screenshot displays a web application interface for Sourcing. At the top, there is a navigation bar with the 'Sourcing' logo and user options like 'Home', 'Logout', 'Preferences', 'Help', and 'Personalize Page'. Below this is a search bar for 'Open Negotiations' with a 'Go' button. A welcome message for 'TOMMIE PATTERSON SR.' is visible. The main content area is divided into sections: 'Your Active and Draft Responses' (with a 'Full List' button), 'Your Company's Open Invitations' (with a 'Full List' button), and 'Quick Links'. The 'Your Company's Open Invitations' section contains a table with the following data:

Supplier Site	Negotiation Number	Title	Type	Time Left
P1	26865	Janitorial Services for OCU	RFQ	34 days, 19 hours

Below the table is a 'Quick Links' section with a 'Manage' dropdown menu. The 'Manage' menu is open, showing options like 'Personalize "Manage"', 'Drafts', 'Deliverables', and 'Personal Information'. The 'View Responses' menu is also open, showing options like 'Personalize "View Responses"', 'Active', 'Disqualified', 'Awarded', and 'Rejected'. A black arrow labeled '1' points to the 'Negotiation Number' column in the table, and another black arrow labeled '2' points to the 'Quick Links' section.

2. Click on the Negotiation Number link to view the negotiation.

RFQ header details screen is displayed

Sourcing

Home Logout Preferences Help Personalize Page

Negotiations

Negotiations >

RFQ: 26865

Title: Janitorial Services for OCU
 Status: Active (Locked)
 Time Left: 34 days 19 hours

Open Date: 24-Oct-2014 15:17:57
 Close Date: 28-Nov-2014 11:00:00

Header | **Lines** | Controls | Contract Terms

Buyer: Scott Bruton, Lisa
 Quote Style: Sealed
 Description: Janitorial Services for OCU

Outcome: Standard Purchase Order
 Event:

Terms

Payment Terms: Net 30
 Carrier: Best Way
 Freight Terms: Prepaid & Allowed

Currency

RFQ Currency: USD
 Price Precision: Any

Requirements

Details Section
 No results found.

Additional Header Attributes (Buyer & Supplier)

SBE Only: No

Notes and Attachments

Note to Suppliers: PER TENNESSEE HOUSE BILL NO. 501 "LIVING WAGE ORDINANCE NO. 5185" IS NO LONGER IN EFFECT AS OF APRIL 11, 2013.

3. Click Lines tab to view RFQ line details

Sourcing

Home Logout Preferences Help Personalize Page

Negotiations

Negotiations >

RFQ: 26865

Title: Janitorial Services for OCU
 Status: Active (Locked)
 Time Left: 34 days 19 hours

Open Date: 24-Oct-2014 15:17:57
 Close Date: 28-Nov-2014 11:00:00

Header | **Lines** | Controls | Contract Terms

Display Rank As: No indicator displayed
 Ranking: Price Only

Cost Factors: None
 Price Tiers: None

Lines

Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Active Responses	Time Left
1	Janitorial, SEMI-ANNUAL...	91039	Each	2			Sealed	34 days 19 hours
2	MONTHLY service interval...	91039	Each	12			Sealed	34 days 19 hours

Return to Negotiations

About this Page Privacy Statement

Negotiations Home Logout Preferences Help Personalize Page

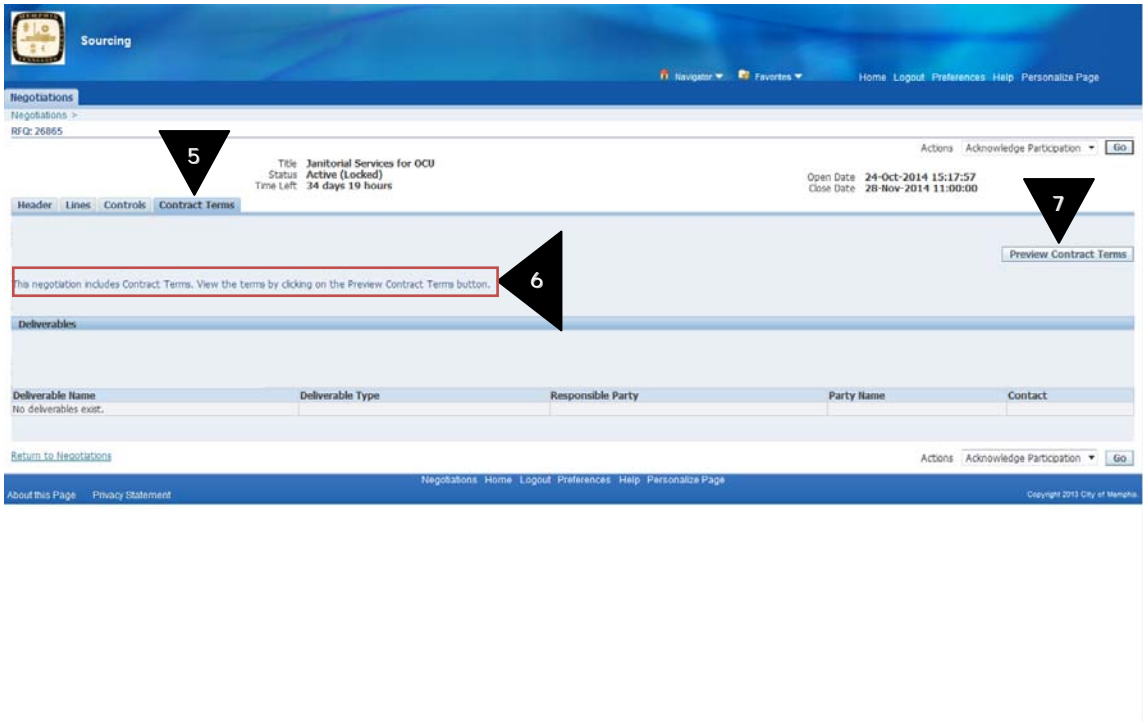
Copyright 2013 City of Memphis

4. Click "Controls" to view details like Close Date, etc.

The screenshot displays a web application interface for Sourcing. At the top, there is a blue header with the 'Sourcing' logo and navigation links: 'Home', 'Logout', 'Preferences', 'Help', and 'Personalize Page'. Below the header, a 'Negotiations' section is visible, showing a list of negotiations with 'RFQ: 26865' selected. A black triangle with the number '4' points to the 'Controls' tab in the navigation bar. The main content area shows details for the selected negotiation: Title 'Janitorial Services for OCU', Status 'Active (Locked)', and Time Left '24 days 19 hours'. It also displays dates: Open Date '24-Oct-2014 15:17:57' and Close Date '28-Nov-2014 11:00:00'. Below this, there are sections for 'Schedule' and 'Response Rules'. The 'Response Rules' section contains several checkboxes: 'Negotiation is restricted to invited suppliers' (unchecked), 'Suppliers are allowed to view other suppliers' contract terms, notes and attachments' (unchecked), 'Suppliers are allowed to respond to selected lines' (unchecked), 'Suppliers are required to respond with full quantity on each line' (checked), 'Suppliers are allowed to provide multiple responses' (checked), 'Buyer may close the negotiation before the Close Date' (checked), and 'Buyer may manually extend the negotiation while it is open' (checked). At the bottom, there are links for 'Return to Negotiations' and 'About this Page', 'Privacy Statement', and 'Copyright 2013 City of Memphis'.

5. Click "Contract Terms" to view if any Contract documents have been added to the RFQ.

The following Contracts Details screen is displayed.

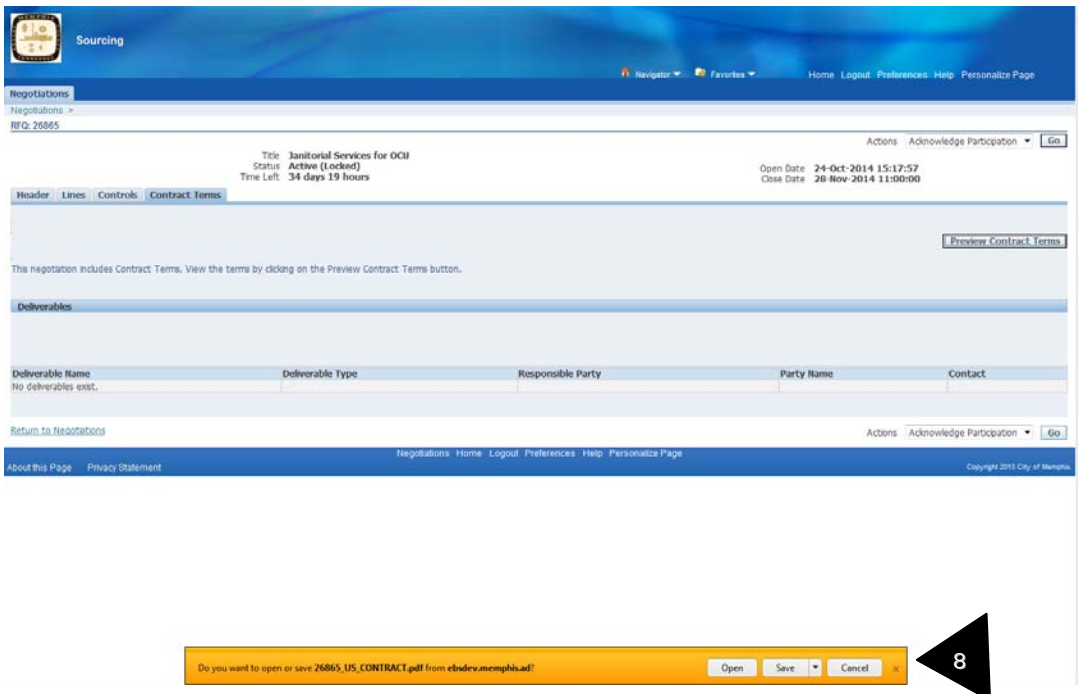


6. If there are any contracts terms associated to this RFQ, you will see the following message

“This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.”

7. Click “Preview Contract Terms” button to preview the contract terms.

A message asking if you want to open or save the document is displayed.



8. Click on "Open" if you want to just view it or click on "Save" if you want to save the file on your machine.

When you open the file, contract details will be displayed.

Request for Quotation 26865

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....II
 RFQ TERMS & CONDITIONSII
 REQUEST FOR QUOTE TERMS AND CONDITIONSII
 PURCHASE ORDERIV
 INSURANCEVII

9. Read through the entire document. Close the acrobat file.

ORACLE Sourcing Home Logout Preferences Help

Negotiations > Active and Draft Responses > Create Quote: 418 (RFQ 690) > RFQ: 690 >

RFQ: 691

Title **Computer Bags** Open Date **10-Sep-2007 10:56:42**
 Status **Active (Locked)** Close Date **28-Sep-2007 10:55:13**
 Time Left **17 days 18 hours**

Header Lines Controls **Contract Terms** Preview Contract Terms

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables				
Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
Performance Bond	Contractual	Supplier Organization		

Return to RFQ: 690

Copyright (c) 2005, Oracle. All rights reserved. Negotiations | Home | Logout | Preferences | Help Privacy Statement

10. If there are any deliverables that you need to provide as a part of this RFQ, you will find them in the Deliverables section.

Note: Deliverables could be any reports, insurance or bond information that you need to supply to the city.

11. Click on “Deliverable Name” to view the details of the deliverable. The deliverable details screen is displayed.

ORACLE Sourcing [Home](#) [Logout](#) [Preferences](#) [Help](#)

Negotiations

RFQ 691: View Deliverable

Deliverable Name	Performance Bond	Internal Organization	City of Memphis, Tennessee
Deliverable Type	Contractual	Internal Contact	McGaha, Gail L.
Responsible Party	Supplier Organization	Requester	
Description	Company must provide a 25% Performance Bond.		

Due Date
Due Date Description: **30-Aug-2007**

Attachments

File Name	Type	Description	Last Updated By	Last Updated	Update	Delete
No data exists.						

[Return to RFQ: 691](#)

Copyright © 2007 Oracle. All rights reserved. [Negotiations](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

Note down the details and the due date that you need to provide to the City.

12. Click “Return to RFQ” to return to the RFQ details screen.

4.0 Invitations from City of Memphis and Acknowledgement of Participation

Whenever City of Memphis invites your company to take part in a negotiation, you also receive an email. The format is as below.

----- Original message-----

From: City of Memphis
Date: Fri, Oct 24, 2014 3:20 PM
To: TOMMIE PATTERSON SR;
Subject: Action Required: You are invited: RFQ 26865 (Janitorial Services for OCU)

From	Scott-Bruton, Lisa	Company	City of Memphis
To	TOMMIE PATTERSON SR	Title	Janitorial Services for OCU
Sent	24-OCT-2014 15:18:06	Number	26865
Due	28-NOV-2014 11:00:00		
ID	14001336		

Negotiation Preview **October 24, 2014 03:17 pm Central Time**
Negotiation Open **October 24, 2014 03:17 pm Central Time**
Negotiation Close **November 28, 2014 11:00 am Central Time**
Supplier **PATTERSON CONSTRUCTION OF TN, INC.**
Supplier Site **605 E. FRANK, MEMPHIS, TN 38106, US**

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	24-OCT-2014 20:18:06	Submit	Scott-Bruton, Lisa	TOMMIE PATTERSON SR	

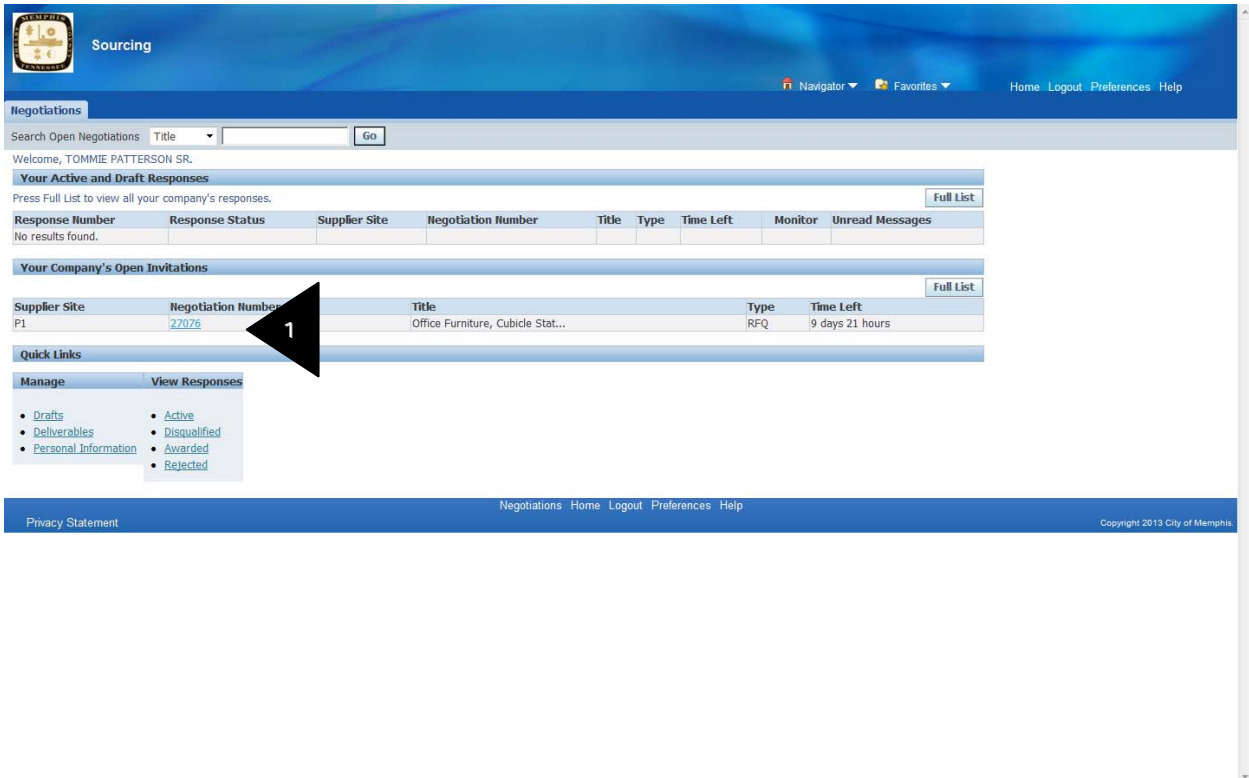
Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Does your company intend to participate?: [Yes](#) [No](#)

Note: You can acknowledge your participation either from the email or from the City's eProcurement system. But it is advised that you use the City's system to acknowledge participation. The procedure to acknowledge participation is described below.

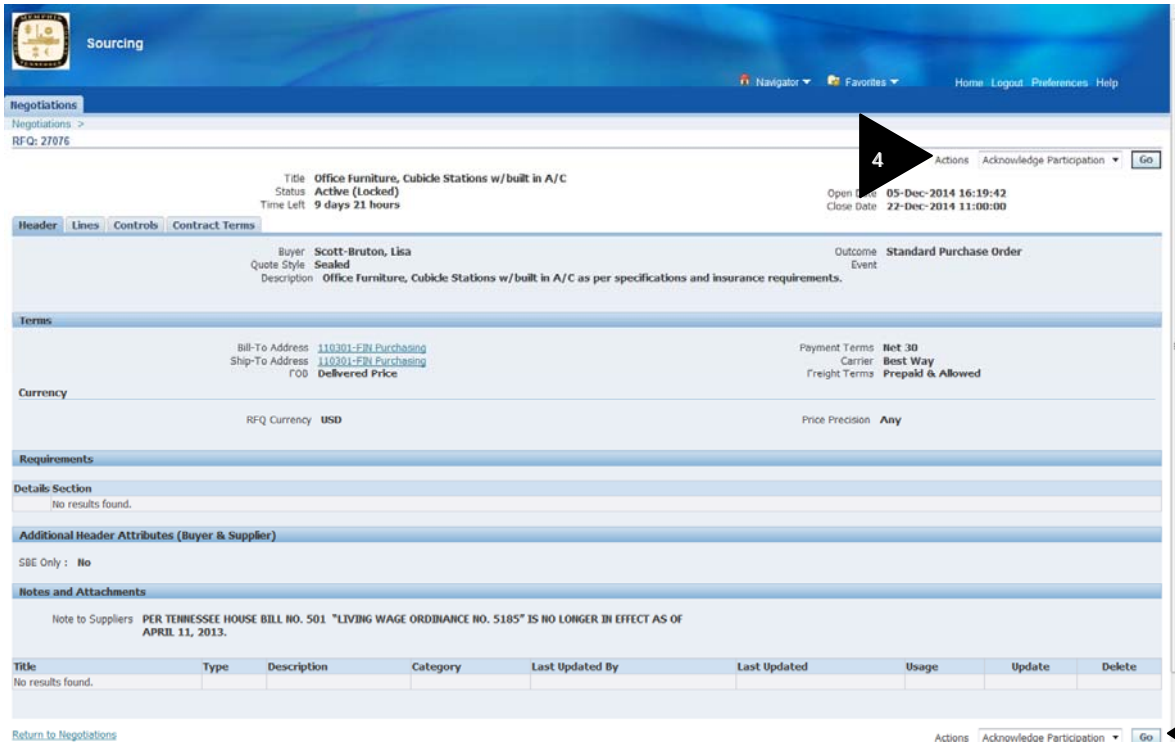
4.1 How to Acknowledge Participation

1. Any negotiations you have been invited to participate in will be listed below the "Your Company Open Invitations" header. Click on the Negotiation Number link to enter a Negotiation

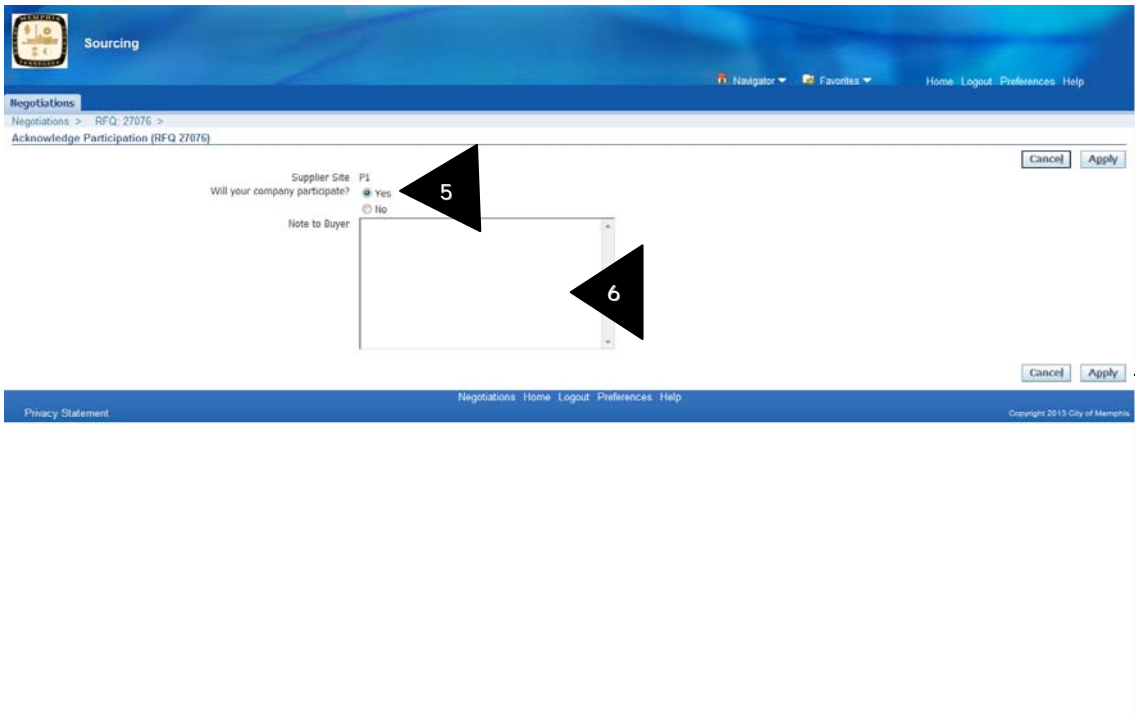


2. RFQ Details page is displayed

3. Select Acknowledge Participation from the Actions drop down menu from either the top or the bottom of the page and click <Go>



Acknowledge Participation screen is displayed.



5. Check the relevant – Yes or No - radio button
6. Type a note for the buyer if required (optional)
7. Click <APPLY> to submit acknowledgement to the City of Memphis

4.2 How to create an RFQ response

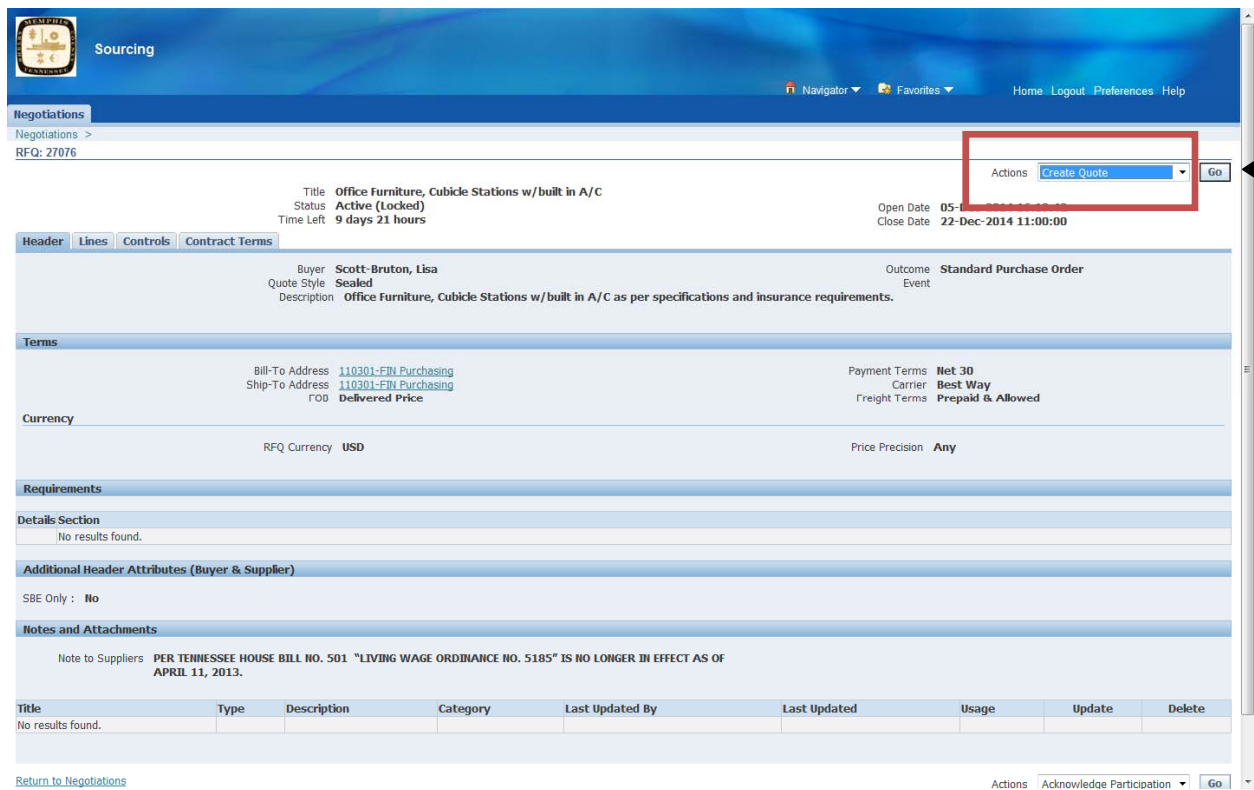
Note that you should acknowledge your participation before you can create and submit your response.

1. Any negotiations you have been invited to participate in will be listed below the “Your Company Open Invitations” header. Click on the Negotiation Number link to enter a Negotiation

RFQ Details page is displayed

2. Top right hand corner you will find “Actions” field. Click on Actions field.

3. Select Create Quote value from the Actions pull down menu and click on <Go>



The screenshot displays the Sourcing system interface for RFQ 27076. The page is titled "Sourcing" and includes navigation links for "Home", "Logout", "Preferences", and "Help". The "Negotiations" section shows the RFQ number "RFQ: 27076". The main details section includes the title "Office Furniture, Cubicle Stations w/built in A/C", status "Active (Locked)", and time left "9 days 21 hours". The buyer is identified as "Scott Bruton, Lisa" with a "Sealed" quote style. The outcome is "Standard Purchase Order". The terms section lists "Bill-To Address", "Ship-To Address", "Payment Terms", "Carrier", "Freight Terms", and "Delivered Price". The currency is "USD" and the price precision is "Any". The "Requirements" section is empty. The "Additional Header Attributes (Buyer & Supplier)" section shows "SBE Only: No". The "Notes and Attachments" section contains a note about Tennessee House Bill No. 501. The "Actions" field is highlighted with a red box and a black arrow labeled "3", showing the "Create Quote" option selected.

Terms and Conditions screen is displayed.

City of Memphis
Terms & Conditions

YOU CAN INSERT ADDITIONAL TEXT HERE

(I/We) understand that any Purchase Order issued pursuant to the bids submitted herein shall by governed, construed and enforced according to the laws of the State of Tennessee. All actions, whether sounding in Contract or in tort, relating to the validity, construction, interpretation, and enforcement of any Purchase Order issued pursuant to this bid, shall be instituted and litigated in the courts of the State of Tennessee located in Shelby County, Tennessee, and in no other. In accordance herewith, the parties to this proposal submit to the jurisdiction of the courts of the State of Tennessee, located in Shelby County, Tennessee.

LOCAL COMPANIES: Note your "Memphis and Shelby County, Tennessee, Minimum County Business License"

Account Number: _____

Terms: _____
(Net 30 unless otherwise indicated above. No C.O.D.)

If your current address is different than the one we used to mail your bid, please CHECK HERE: _____

QUOTATION CONDITIONS:

1. THE CITY OF MEMPHIS ENCOURAGES THE PARTICIPATION OF SMALL AND MINORITY BUSINESSES IN THE PURCHASING PROCESS.
2. Bids must be received at the office of the Purchasing Agent not later than the "Terms and Conditions Input Field" DATE" in order to be considered
3. Only bids submitted on this form with no changes, additions or deletions to the terms and conditions will be considered.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

I have read and accepted the terms and conditions

4. Read the terms and conditions

5. Acknowledge that you have read and accept the terms and conditions by checking the box at the lower left corner of the screen then click the <Accept> button if you accept the terms and conditions of access to the City of Memphis Sourcing site

Create Quote screen is displayed

Negotiations > RFQ 27077 >
 Create Quote: 2056948 (RFQ 27077)

Title: [To procure janitorial services for MPD](#) Time Left: 41 days 21 hours
Close Date: 26-Jan-2015 11:00:00

Header Lines

Supplier: PATTERSON CONSTRUCTION OF TX, LLC Supplier Site: P1 - 605 E. FRANK, FHEHPHS, TX 38106, US RFQ Currency: USD Quote Currency: USD Price Precision: Any	Quote Valid Until: <input type="text" value="January 15, 2015"/>
Reference Number: <input type="text"/>	
Note to Buyer: <input type="text"/>	

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements <input checked="" type="checkbox"/> All bidders must respond to the following requirements.		
Bidder, please enter the number of employees that you will dedicate to fulfill the required services.		
Bidder, is your company willing & able to meet the insurance and bond requirements listed in the RFQ Terms & Conditions?		
Bidder, the contractor will be required to provide all supplies and equipment necessary for the completion of all cleaning tasks. Please indicate that you will understand this requirement.		
Bidder, this RFQ contains a document called the bid Section. The Bid Section must be completed and submitted as an attachment to your quotation. Failure to complete and submit the Bid Section will cause your quotation to be deemed non-conforming. Bidder, please indicate your understanding of this requirement.		

Contract Terms [Preview Contract Terms](#)

Variables

Details Section	Clause	Variable	Description	Value
No variables found.				

Deliverables

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert	Update
No deliverables found.				

[Cancel](#) | [View RFQ](#) | [Quote By Spreadsheet](#) | [Save Draft](#) | [Continue](#)

Negotiations > RFQ 27077 >
 Create Quote: 2056948 (RFQ 27077)

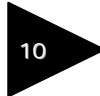
Title: [To procure janitorial services for MPD](#) Time Left: 41 days 20 hours
Close Date: 26-Jan-2015 11:00:00

Header Lines


Line	RFQ Currency	Price Precision	Ship-To	Start Price	Target Price	Quote Price Unit	Quote Currency	Target Quantity	Quote Quantity	Quote Quantity Promised Date
1	USD	Any	141111-POL Executive Administration			US Dollar	USD	1	1	

Indicates more information requested. Click the Update icon.

[Cancel](#) | [View RFQ](#) | [Quote By Spreadsheet](#) | [Save Draft](#) | [Continue](#)



6. Attach response documents by clicking the link (optional)
7. Enter Quote Valid Until and Reference Number (this is your internal number)
8. Enter responses to each of the Attributes
9. In the Lines section, enter the Quote Price and the Promise Date for all the lines

Note: If you see  next to a line item, then it means that you need to enter additional information for that line.

10. Click on  in the Update field.
Line details screen is displayed.

Confirmation
Attachment CIP Trms Listing.xls; has been added successfully. All changes would be committed when you commit the rest of the current transaction.
Create Quote 2056948: Line 1 (RFQ 27077)

Close Date: 26-Jan-2015 11:00:00
Quote Currency: USD
Ship-To: 141111-POL Executive Ad
Need-By Date:
Promised Date: 25-Dec-21

Cancel Save Draft Apply

Pay Items
✓ TIP Total pay item amount must add up to the line amount.

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Bidder, please enter the BRAND & MODEL NUMBER of product proposed in response to this RFQ.	Required		Clorox
General	Bidder, have you attached literature/product information on the product that you propose? Please attach literature/product information for the product that you are proposing in response to this RFQ.	Required		Yes

Notes
Note to Buyer: Attachments have been added

Attachments
Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
CIP Trms Listing.xls	File		From Supplier	901PATTERSON@GMAIL.COM	15-Dec-2014	One-Time	Update	Delete

Cancel Save Draft Apply

11. Enter Quote Price, Promise Date, Values for all Attributes.

12. Enter note to buyer (optional).

13. Attach any files (optional) by clicking on Add Attachments button.

14. Click "Save Draft" to save your entry and remain in the same screen.

15. Click "Apply" to save your entry.

Quote header screen is displayed

16. Click on <Continue>.

17. Quote Review and Submit screen is displayed.

18. If you want to make any changes, click "Back" button and make your changes.

19. If are not ready to submit your quote, click "Cancel" to back to the Sourcing Home page.

20. If you are satisfied with your responses, click "Submit" to submit your quote to the City of Memphis.

Sourcing

Negotiations > RFQ 27077 >
Create Quote 2056848: Review and Submit (RFQ 27077)

Cancel Back Validate Save Draft Printable View Submit

Header

Title: To procure janitorial services for MPD
Supplier: PATTERSON CONSTRUCTION OF TN, INC.
Supplier Site: P1
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Time to Complete: 13:00:00
Close Date: 12/15/2014 11:00:00
Quote Value: \$100.00
Reference: 2056848
Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details Hide All Details
Details Section
Show All bidders must respond to the following requirements.

Contract Terms

Preview Contract Terms

Variables

Details Section	Clause	Variable	Description	Value
No variables found.				

Deliverables

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name	Due Date	Status	Alert
No deliverables found.			

Lines

Quote Total (USD) 100.00

Select Line	Ship-To	Start Price	Target Price	Quote Price (USD) Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
1: Janitorial servic...	141111-POL Executive Administration			100 US Dollar	1	1	100.00		25-Dec-2014 14:47:58

Line 1: Janitorial services for MPD

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Bidder, please enter the BRAND & MODEL NUMBER of product proposed in response to this RFQ.	Required		Clorox
General	Bidder, have you attached literature/product information on the product that you propose? Please attach literature/product information for the product that you are proposing in response to this RFQ.	Required		Yes

Notes

Note to Buyer: Attachments have been added

Attachments

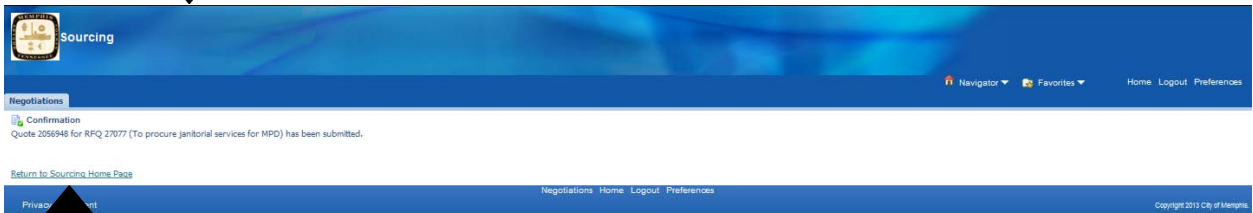
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
CD Trns Listno.xls	File		From Supplier	90PATTERSON@GMAIL.COM	15-Dec-2014	One-Time		

Cancel Back Validate Save Draft Printable View Submit

Privacy Statement Negotiations Home Logout Preferences Help Copyright 2013 City of Memphis

21. This message is shown to confirm your response has been submitted.

21



22

22. Click "Return to Sourcing Home Page" to navigate to the Sourcing home page.

4.3 How to send Questions/Comments to Buyer – Online Discussions

1. After reviewing the RFQ if you have any questions you can ask the buyer online. This process is called Online Discussions.
2. You can ask your questions until the RFQ is awarded. Buyer may choose to send the reply to all the suppliers.
3. Click the linked RFQ number under Your Active and Draft Negotiations or under Your Company's Open Invitations

Negotiations Home - Mozilla Firefox

Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Search Open Negotiations Title Go

Welcome, TOMMIE PATTERSON SR.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2056241	Draft	P1	27076	Office Furniture, Cubicle Stations w/built in A/C	RFQ	6 days 19 hours		0
2056248	Active	P1	27077	To procure janitorial services for MPD	RFQ	41 days 19 hours		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

[Full List](#)

Quick Links

Manage View Responses

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified
- Awarded
- Rejected

Privacy Statement Negotiations Home Logout Preferences Help Copyright 2013 City of Memphis

3

3

4. RFQ Details screen is displayed.

The screenshot shows the 'Sourcing' application interface. At the top, there is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below this, the 'Negotiations' section is active, displaying details for RFQ 27077. The title is 'To procure janitorial services for MPD', and the status is 'Active (Locked)'. The time left is '41 days 19 hours'. The open date is '12-Dec-2014 16:41:28' and the close date is '26-Jan-2015 11:00:00'. The buyer is 'Scott Bruton, Lisa' and the quote style is 'Sealed'. The outcome is 'Standard Purchase Order'. The terms include 'Net 30' payment terms, 'Best Way' carrier, and 'Prepaid & Allowed' freight terms. The currency is 'USD' and the price precision is 'Any'. The requirements section is expanded, showing a 'Details Section' with a note to suppliers. The note states that the solicitation is designated as a sheltered market procurement opportunity for SBE companies. Below the note is a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table is currently empty, showing 'No results found.' At the bottom right, the 'Actions' field has 'Online Discussions' selected, and a 'Go' button is highlighted with a black triangle containing the number 5.

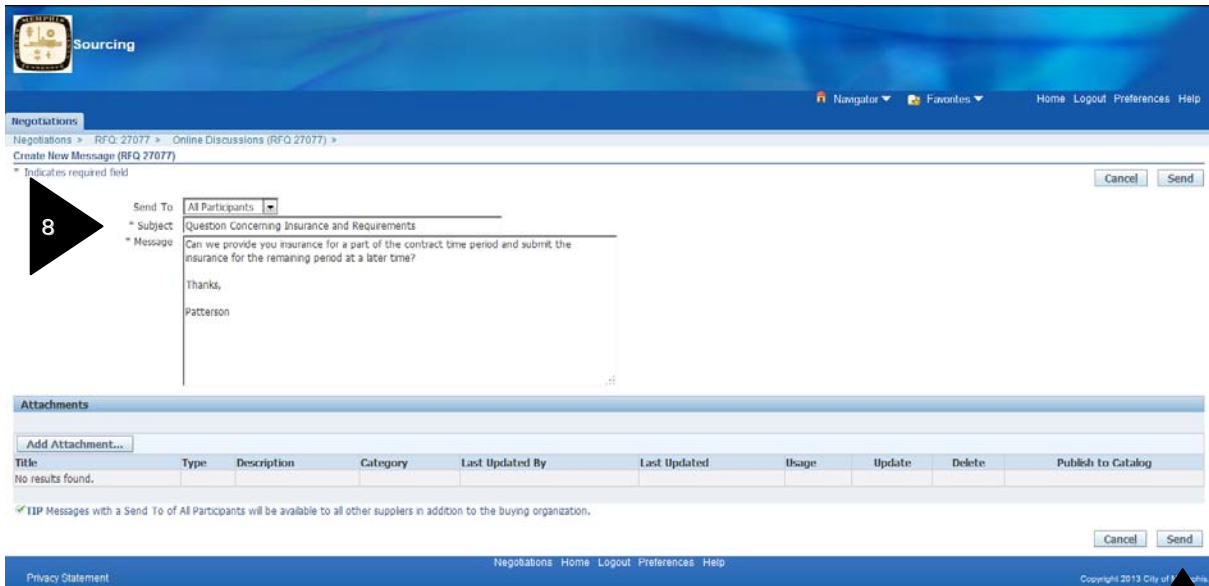
5. In "Actions" field choose "Online Discussions" and click on "GO" button.

6. Online Discussions screen is displayed.

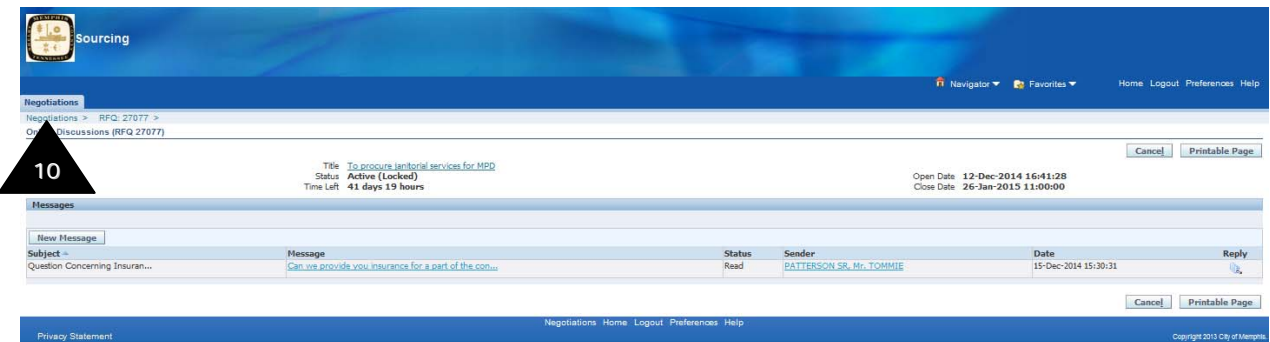
The screenshot shows the 'Sourcing' application interface, specifically the 'Online Discussions' screen for RFQ 27077. The title is 'To procure janitorial services for MPD', and the status is 'Active (Locked)'. The time left is '41 days 19 hours'. The open date is '12-Dec-2014 16:41:28' and the close date is '26-Jan-2015 11:00:00'. The 'Messages' section is active, showing a 'New Message' button. Below the button is a table with columns: Subject, Message, Status, Sender, Date, and Reply. The table is currently empty, showing 'No results found.' At the bottom right, the 'Actions' field has 'New Message' selected, and a 'Go' button is highlighted with a black triangle containing the number 7.

7. Click "New Message" button to open the Create New Messages screen.

8. Enter the subject in the subject field and the detailed question in the message field.



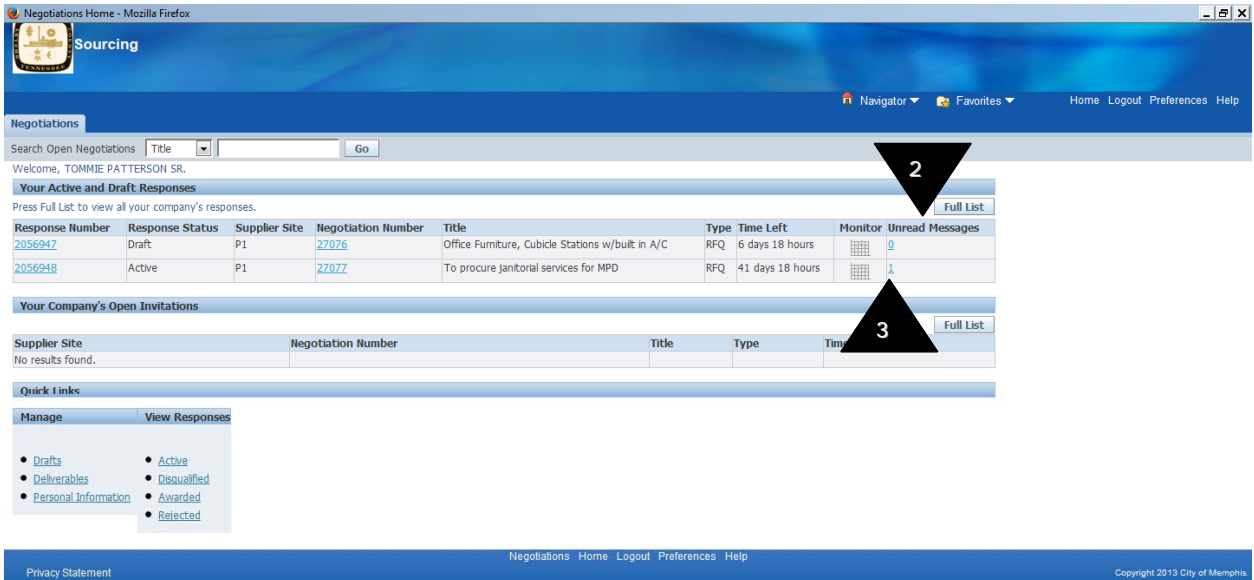
9. Click on Send. Online Discussions screen is displayed.



10. Click on Negotiations to return to the sourcing home page.

4.4 How to view a Response/Message from Buyer – Online Discussions

1. City of Memphis buyers could send all suppliers a message or respond to a question asked by a supplier
2. If you have any messages or responses from the buyer, you will see them in the Unread Messages column in Your Active and Draft Negotiations section.



3. Click the linked unread messages number.

4. Online Discussions screen is displayed.



5. Messages or responses from the buyers which have not been reviewed will have a status of "Unread".

6. Click on the linked message name.

7. Message details screen is displayed. Review the message.

Sourcing

Negotiations > Online Discussions (RFQ 27077) > Message (RFQ 27077)

From: City of Memphis
 To: All Participants
 Date: 15-Dec-2014 16:03:34
 Message: Suppliers, please see the attached Question & Answer Document which lists the question(s) submitted to date and answers. Thanks, Lisa

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
QUESTION & ANSWER DOCUMENT	File	Question & Answer Document	To Supplier	LISA.SCOTTBRUTON	15-Dec-2014	One-Time			

[Return to Online Discussions \(RFQ 27077\)](#)

Privacy Statement | Negotiations Home Logout Preferences Help | Copyright 2013 City of Memphis

8. Click on Negotiations to return to the Sourcing home page.

5.0 RFQ Award Notifications

1. When City of Memphis awards the negotiation, all suppliers will get a notification. This notification is only for informational purposes. It is not the actual purchase order or contract.

2. Note that all suppliers will receive mail even when City of Memphis has awarded a negotiation. A copy of the mail is shown below.

3. For winning suppliers, the mail will read

Number of line(s) awarded from your quote: 1
 Number of line(s) rejected from your quote: 0

4. For other suppliers, the mail will read

Number of line(s) awarded from your quote: 0
 Number of line(s) rejected from your quote: 1

From: wfdev
 To: TOMMIE PATTERSON SR
 Cc:
 Subject: FYI: Award Decision: RFQ 27077 (To procure janitorial services for MPD)

Sent: Mon 12/15/2014 4:51 PM

Message Notification Detail.html (446 B)

From: Scott Bruton, Lisa
 To: TOMMIE PATTERSON SR
 Sent: 15-DEC-2014 16:50:02
 ID: 14157872

Company: City of Memphis
 Title: To procure janitorial services for MPD
 Number: 27077

Negotiation Preview December 12, 2014 04:41 pm Central Time
 Negotiation Open December 12, 2014 04:41 pm Central Time
 Negotiation Close December 15, 2014 04:48 pm Central Time
 Supplier PATTERSON CONSTRUCTION OF TN, INC.
 Supplier Site 605 E. FRANK, MEMPHIS, TN 38106, US
 Award Date December 15, 2014 04:48 pm Central Time
 Your Quote Number 2056948

Number of line(s) awarded from your quote: 1
 Number of line(s) rejected from your quote: 0

Note to Supplier:

IN ACCORDANCE WITH ORDINANCE #5366 COMMONLY REFERRED TO AS THE SMALL BUSINESS ENTERPRISE PROGRAM (SBE) DESIGNED TO PROMOTE THE ECONOMIC WELFARE OF THE SMALL BUSINESSES LOCATED WITHIN THE CITY OF MEMPHIS THIS SOLICITATION HAS BEEN DESIGNATED AS A SHELTERED MARKET PROCUREMENT OPPORTUNITY, WHICH WILL ONLY BE OPEN FOR COMPETITION BY AND BETWEEN SBE COMPANIES. ONLY VENDORS CERTIFIED BY THE UNIFORM CERTIFICATION AGENCY AND APPROVED BY THE CITY OF MEMPHIS AS A SMALL BUSINESS ENTERPRISE MAY BID ON THIS PROJECT. COPIES OF THE ORDINANCE ARE POSTED ON THE CITY OF MEMPHIS WEBSITE WWW.MEMPHISTN.GOV.

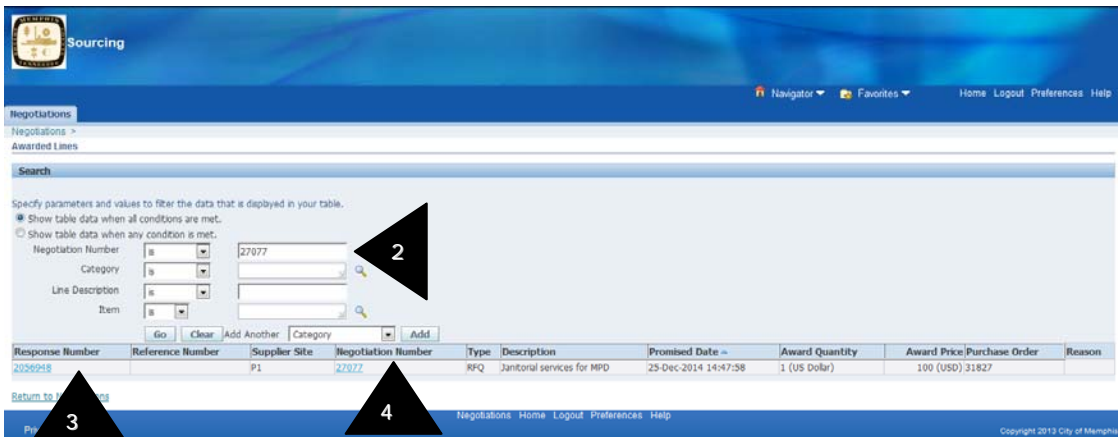
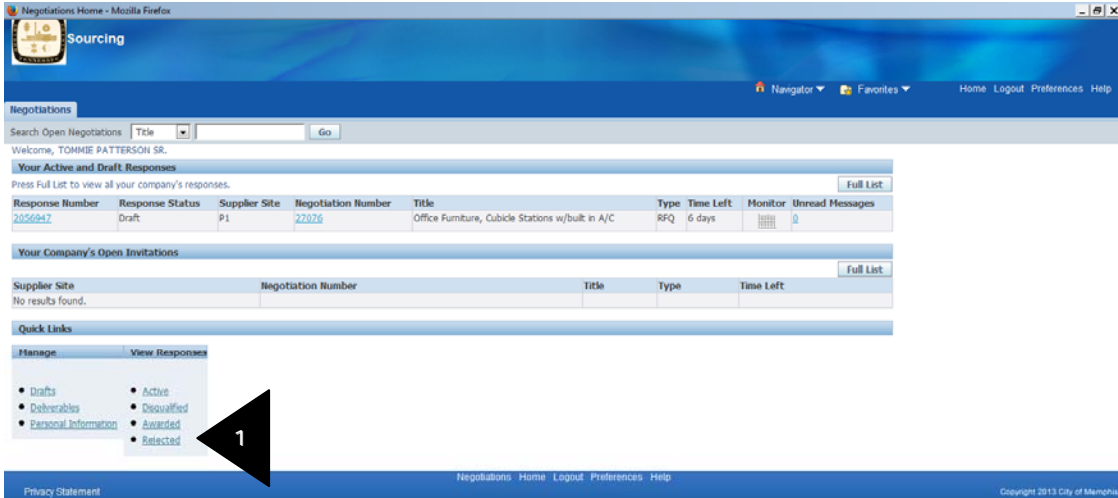
PER TENNESSEE HOUSE BILL NO. 501 "LIVING WAGE ORDINANCE NO. 5185" IS NO LONGER IN EFFECT AS OF APRIL 11, 2013.

Please go to [Response Details](#) page to view your quote.

Important Note: This award decision may or may not result in the generation of a purchase order.

5.1 Searching for Awarded negotiations you have participated in

1. Any negotiations you have previously participated in can be viewed by clicking on the link – **Awarded** - in the View Responses area of your home page.

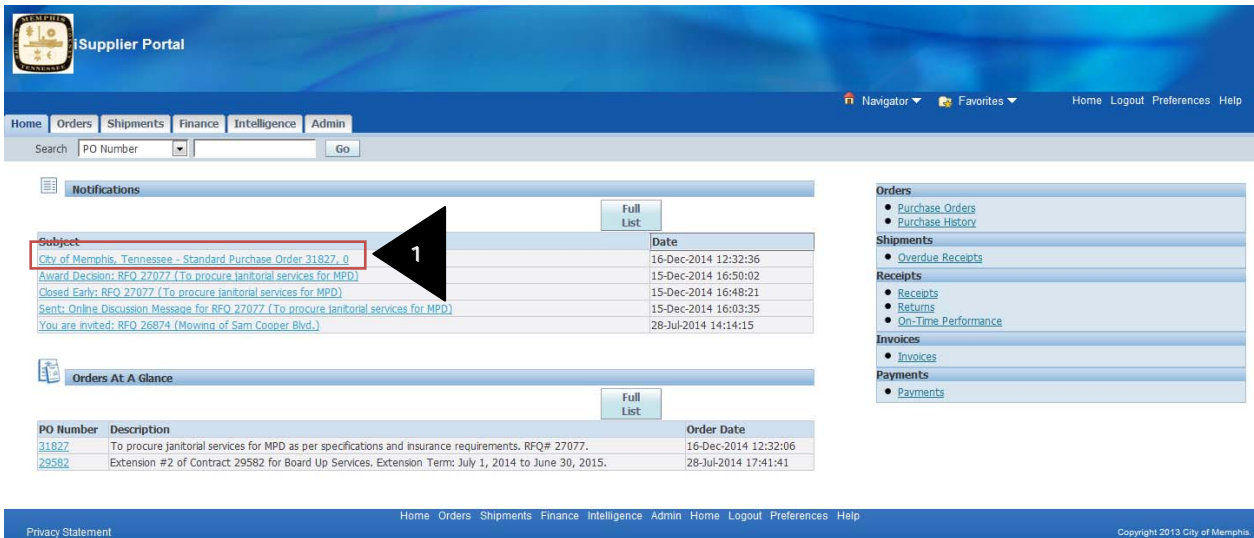


2. Enter the Negotiation Number in the search criteria and click **Go**.
3. Click on the Response Number link to view details of the information / quote you sent to.
4. Click on the Negotiation Number link to view details of the negotiation you participated in.

6.0 Signing Contracts

City of Memphis requires its suppliers to electronically sign some contracts. You will use this procedure for all contracts that have been awarded to you after undergoing a bidding process. This does not apply to Negotiated Contracts.

1. When a Contract is ready for the suppliers' (your) signature, you will receive a notification in iSupplier Portal and also an email.



The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, Intelligence, and Admin. Below this is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into several sections. The "Notifications" section contains a table with columns for Subject, Date, and a "Full List" link. The first row of the table has a red box around the subject line "City of Memphis, Tennessee - Standard Purchase Order 31827_0" and a black triangle with the number 1 pointing to it. The "Orders At A Glance" section contains a table with columns for PO Number, Description, and Order Date. The footer of the page includes a Privacy Statement link, a navigation bar with Home, Orders, Shipments, Finance, Intelligence, Admin, Home, Logout, Preferences, and Help, and a copyright notice for 2013 City of Memphis.

Subject	Date	Full List
City of Memphis, Tennessee - Standard Purchase Order 31827_0	16-Dec-2014 12:32:36	
Award Decision: RFQ 27077 (To procure janitorial services for MPD)	15-Dec-2014 16:50:02	
Closed Early: RFQ 27077 (To procure janitorial services for MPD)	15-Dec-2014 16:48:21	
Sent: Online Discussion Message for RFQ 27077 (To procure janitorial services for MPD)	15-Dec-2014 16:03:35	
You are invited: RFQ 26874 (Mowing of Sam Cooper Blvd.)	28-Jul-2014 14:14:15	

PO Number	Description	Order Date	Full List
31827	To procure janitorial services for MPD as per specifications and insurance requirements. RFQ# 27077.	16-Dec-2014 12:32:06	
29582	Extension #2 of Contract 29582 for Board Up Services. Extension Term: July 1, 2014 to June 30, 2015.	28-Jul-2014 17:41:41	

2. You will also be able to see all such contracts in iSupplier Portal as they would have a status of "Requires Signature".

3. While in any screen, click on Home to return to the Home Page.



The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, Intelligence, and Admin. Below this is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into several sections. The "Notifications" section contains a table with columns for Subject, Date, and a "Full List" link. The "Orders At A Glance" section contains a table with columns for PO Number, Description, and Order Date. The footer of the page includes a Privacy Statement link, a navigation bar with Home, Orders, Shipments, Finance, Intelligence, Admin, Home, Logout, Preferences, and Help, and a copyright notice for 2013 City of Memphis. A black triangle with the number 3 points to the "Home" button in the navigation bar.

4. Click on "CMEM Supplier Portal" to open the Supplier Portal Home Page.

E-Business Suite

Enterprise Search: All [Go] Search Results Display Preference: Standard [Go] Logged In As 901PATTERSON@GMAIL.COM

Main Menu

- CMEM Sourcing Supplier
- CMEM Supplier Portal
- Home Page

Worklist

From	Type	Subject	Sent	Due
Scott-Bruton, Lisa	PO Approval	City of Memphis, Tennessee - Standard Purchase Order 31827_0	16-Dec-2014	
Scott-Bruton, Lisa	Sourcing Auction Awarded	Award Decision: RFQ 27077 (To procure janitorial services for MPD)	15-Dec-2014	
Scott-Bruton, Lisa	Sourcing Negotiation	Closed Early: RFQ 27077 (To procure janitorial services for MPD)	15-Dec-2014	

5. Click on Orders tab.

Supplier Portal

Home | **Orders** | Shipments | Finance | Intelligence | Admin

Search PO Number [Go]

6. Purchase Orders screen is displayed.

Supplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Purchase Orders | Purchase History | Work Confirmations | Deliverables | RFQ

Purchase Orders [Export]

Views

View: Purchase Orders to Acknowledge [Go] [Advanced Search]

Select Order: Acknowledge | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	31827	0	City of Memphis, Tennessee	Standard PO	To procure janitorial services for MPD as per specifications and insurance requirements. RFQ# 27077.	16-Dec-2014 12:32:06	Scott-Bruton, Lisa LaTanva	USD	100.00	Open		
<input type="radio"/>	29582	3	City of Memphis, Tennessee	Standard PO	Extension #2 of Contract 29582 for Board Up Services. Extension Term: July 1, 2014 to June 30, 2015.	28-Jul-2014 17:41:41	Bovles, Timothy R	USD	175,000.00	Open		
<input type="radio"/>	28190	1	City of Memphis, Tennessee	Standard PO	To provide Weed Cutting Services	18-Oct-2011 10:57:11	Donaldson, Gwendolyn D.	USD	588.00	Finally Closed		

[Export]

Privacy Statement | Home | Orders | Shipments | Finance | Intelligence | Admin | Home | Logout | Preferences | Help | Copyright 2013 City of Memphis

7. In Views section, choose view = Purchase Orders to Acknowledge and click GO button.

8. All contracts that require your signature will be displayed.

Supplier Portal

Home Orders Shipments Finance Intelligence Admin

Purchase Orders Purchase History Work Confirmations Deliverables RFQ

Purchase Orders

Export

Views

View Purchase Orders to Acknowledge Go

Advanced Search

Select Order: Acknowledge View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
	31828	0	City of Memphis, Tennessee	Standard PO	To procure modular cubicle systems for the Division of Police Services as per specifications and insurance requirements.	16-Dec-2014 14:08:10	Scott-Bruton, Lisa LaTonya	USD	62,080.50	Requires Signature		

Export

Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help

Copyright 2013 City of Memphis

9. Click on Purchase Order number.

10. Purchase Order details screen is displayed.

Supplier Portal: View Order Details - Mozilla Firefox

Supplier Portal

Home Orders Shipments Finance Intelligence Admin

Purchase Orders Purchase History Work Confirmations Deliverables RFQ

Orders: Purchase Orders >

Standard Purchase Order: 31828, 0 (Total USD 62,080.50)

Currency=USD

Actions View Change History Go Export

Order Information

General

Total 62,080.50

Supplier PATTERSON CONSTRUCTION OF TN, INC.

Supplier Site P1

Address 605 E. FRANK
MEMPHIS, TN 38106

Buyer Scott-Bruton, Lisa LaTonya

Order Date 16-Dec-2014 14:08:10

Description To procure modular cubicle systems for the Division of Police Services as per specifications and insurance requirements.

Status Requires Signature

Note to Supplier

Operating Unit City of Memphis, Tennessee

Sourcing Document

Supplier Order Number [View](#)

Terms and Conditions

Payment Terms Net 30

Carrier Best Way

FOB Delivered Price

Freight Terms Prepaid & Allowed

Shipping Control

Ship-To Address

Address 141111-POL Executive Administration
201 Poplar, Room 12-00
Memphis, TN 38103

Bill-To Address

Address 141111-POL Executive Administration
201 Poplar, Room 12-00
Memphis, TN 38103

Summary

Total	62,080.50
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Good/Services Qty Based			To procure modular cubicle systems for the Division of Police Services as per specifications and insurance requirements.	Each	30	2069.35	62,080.50	Open		

Return to Orders: Purchase Orders

Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help

Privacy Statement

Copyright 2013 City of Memphis

11. Click on the Actions dropdown menu and select View PDF to view the contract document. You can save a copy or print the file from the PDF.

13. Buyers could attach other documents to the contract like specifications, etc. Click on the linked View Attachments field.

14. Attachments screen is displayed.

Supplier Portal

Home Orders Shipments Finance Intelligence Admin

Purchase Orders Purchase History Work Confirmations Deliverables RFQ

Orders: Purchase Orders > View Order Details >

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
PO_TERMS_84_31828_0_US.pdf	File	PDF Documents	Contract	ERIC.MAYSE	16-Dec-2014	One-Time			
Specifications	File	Specifications	To Supplier	LISA.SCOTTBRUTON	16-Dec-2014	One-Time			

[Return to Standard Purchase Order: 31828, 0 \(Total USD 62,080.50\)](#)

Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Copyright 2013 City of Memphis

15. Click on linked file name to see the details of the attachments. You can save a copy or print the file.

16. Click on "Return to Standard PO" link to return to the Purchase Order details screen.

Supplier Portal

Home Orders Shipments Finance Intelligence Admin

Purchase Orders Purchase History Work Confirmations Deliverables RFQ

Orders: Purchase Orders >

Standard Purchase Order: 31828, 0 (Total USD 62,080.50)
Currency=USD

Actions Sign Document Go Export

Order Information

General

Total 62,080.50
Supplier PATTERSON CONSTRUCTION OF TN, INC.
Supplier Site P1
Address 605 E. FRAIK
MEMPHIS, TN 38106
Buyer Scott Bruton, Lisa LaTara
Order Date 16-Dec-2014 14:08:10
Description To procure modular cubicle systems for the Division of Police Services as per specifications and insurance requirements.
Status Requires Signature
Note to Supplier
Operating Unit City of Memphis, Tennessee
Sourcing Document
Supplier Order Number
Attachments [View](#)

Terms and Conditions

Payment Terms Net 30
Carrier Best Way
Freight Terms Delivered Price
Shipping Control Prepaid & Allowed

Ship-To Address

Address 141111-POL Executive Administration
201 Poplar, Room 12-00
Memphis, TN 38103

Bill-To Address

Address 141111-POL Executive Administration
201 Poplar, Room 12-00
Memphis, TN 38103

Summary

Total	62,080.50
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

[Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Good/Services Qty Based			To procure modular cubicle systems for the Division of Police Services as per specifications and insurance requirements.	Each	30	2069.35	62,080.50	Open		

[Return to Orders: Purchase Orders](#)

Actions Sign Document Go Export

Privacy Statement Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Copyright 2013 City of Memphis

17. Once you have reviewed all the details, electronically sign the contract by selecting "Sign Document" from the Actions drop down menu and clicking "Go".

18. Signature page is displayed.

Notification Details - Mozilla Firefox

Standard Purchase Order 31828,0 requires your signature

From: Scott-Bruton, Lisa
To: TOMMIE PATTERSON SR
Sent: 17-Dec-2014 11:04:59
ID: 14157886
Document: Standard Purchase Order
Supplier: PATTERSON CONSTRUCTION OF TN, INC.
Contact: PATTERSON, TOMMIE
Description: To procure modular cubicle systems for the Division of Police Services as per specifications and insurance requirements.

Attachments: PO_TERMS_84_31828_0_US.pdf
Number: 31828,0
Buyer: Scott-Bruton, Lisa

Accept Reject Reassign

Response

Enter comments. If you reject the agreement, enter a rejection reason.

Return to Worklist

Accept Reject Reassign

Privacy Statement Home Logout Preferences Help Copyright 2013 City of Memphis

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19. Click Accept button.

20. Sign Notification screen is displayed.

Sign Notification: Standard Purchase Order 31828,0 requires your signature

* Indicates required field

Subject: Standard Purchase Order 31828,0 requires your signature
To: TOMMIE PATTERSON SR
Enter comments. If you reject the agreement, enter a rejection reason.:
Result: Accept

* User Name
* Password

TIP Enter your Username and Password here to electronically sign this document.

Return to Worklist

Cancel Sign

Cancel Sign

Privacy Statement Home Logout Preferences Help Copyright 2013 City of Memphis

21

21. Enter your username and password

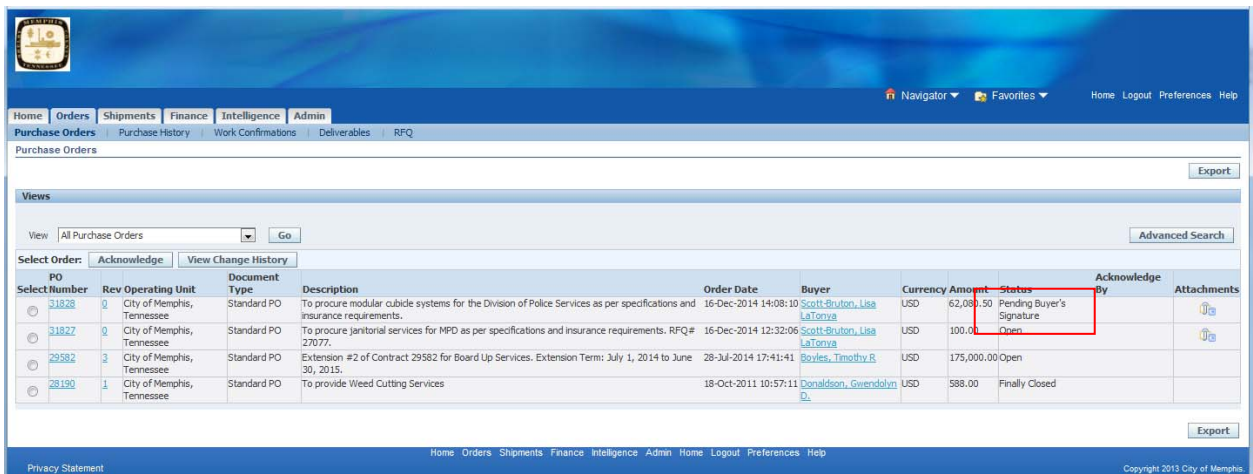
22. Click on Sign button.

23. Signature Confirmation page is displayed.

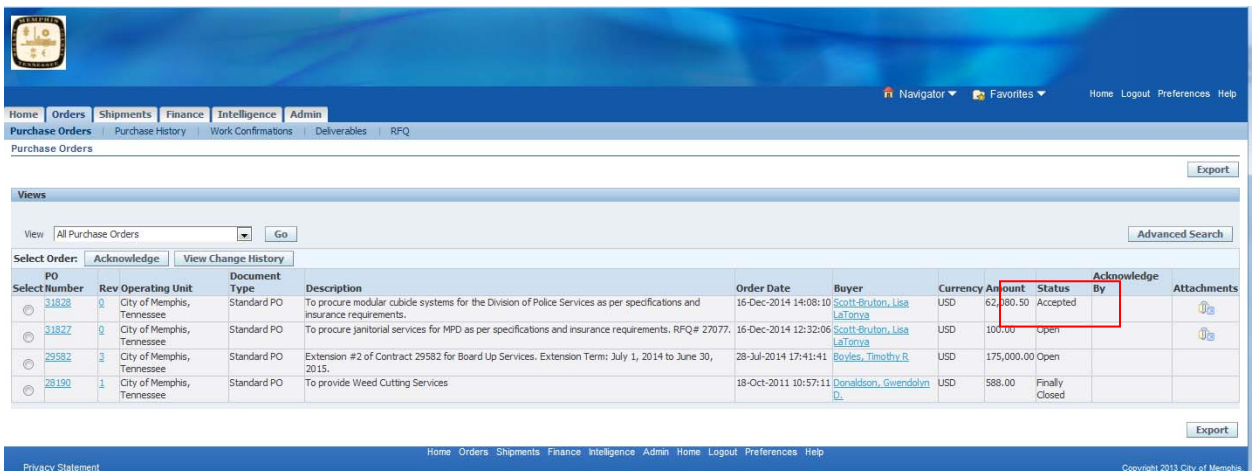


24. Click on Return on Purchase Orders link. That is the end of the signature process from your (supplier) side.

25. Note that once you have signed the contract, the status changes to “Pending Buyer’s Signature”.



26. After City of Memphis signs the contract, the status will change to Accepted.



27. Once the Contract has been signed by the City of Memphis, you will receive a notification and an email informing you that the Contract has been signed and accepted by the City of Memphis.

The screenshot shows the Supplier Portal interface. At the top left is the City of Memphis logo. The main header is blue with the text "Supplier Portal". Below the header is a navigation bar with tabs for "Home", "Orders", "Shipments", "Finance", "Intelligence", and "Admin". A search bar is located below the navigation bar, with a dropdown menu set to "PO Number" and a "Go" button. Below the search bar is a "Notifications" section. A "Full List" button is visible to the right of the notification table. The notification table has two columns: "Subject" and "Date". The first row in the table is highlighted with a red border and contains the text "Standard Purchase Order 31828,0 has been signed" in the Subject column and "17-Dec-2014 11:16:20" in the Date column. The other rows in the table contain links to other notifications and their corresponding dates.

Subject	Date
Standard Purchase Order 31828,0 has been signed	17-Dec-2014 11:16:20
City of Memphis, Tennessee - Standard Purchase Order 31826, 0	16-Dec-2014 17:17:54
City of Memphis, Tennessee - Standard Purchase Order 31827, 0	16-Dec-2014 12:32:36
Award Decision: RFQ 27077 (To procure janitorial services for MPD)	15-Dec-2014 16:50:02
Closed Early: RFQ 27077 (To procure janitorial services for MPD)	15-Dec-2014 16:48:21