



# Purchase Order Information



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- Vendor Registration
- Orders Tab**
  - Search for Purchase Orders
  - Find Agreements
    - Awarded Solicitations to Supplier
  - Purchase Order Change History
- Shipments Tab
- Account Tab
- Admin
- Negotiations



# Find Purchase Order Information



Home | Orders | Shipments | Finance | Admin | Negotiations

Purchase Orders | Agreements | Purchase History | Deliverables | RFQ

Purchase Orders

Multiple PO Change | Export

Views

View: All Purchase Orders [Go] [Advanced Search]

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Previous 1-25 Next 25

| PO Select             | PO Number     | Rev | Operating Unit  | Document Type            | Description                | Order Date           | Buyer                           | Currency | Amount    | Status | Acknowledge By | Attachments |
|-----------------------|---------------|-----|-----------------|--------------------------|----------------------------|----------------------|---------------------------------|----------|-----------|--------|----------------|-------------|
| <input type="radio"/> | <u>500988</u> | 0   | County of Berks | Global Blanket Agreement |                            | 26-Jun-2009 09:16:46 | <a href="#">Consultant, One</a> | USD      | 5,000.00  | Open   |                |             |
| <input type="radio"/> | <u>500985</u> | 0   | County of Berks | Global Blanket Agreement | GBPA for OD with ITB Terms | 24-Jun-2009 17:09:17 | <a href="#">Consultant, One</a> | USD      | 5,000.00  | Open   |                |             |
| <input type="radio"/> | <u>500984</u> | 1   | County of Berks | Global Blanket Agreement | Test                       | 06-May-2009 15:52:21 | <a href="#">Consultant, One</a> | USD      | 25,000.00 | Open   |                |             |
| <input type="radio"/> | <u>500969</u> | 0   | County of Berks | Standard PO              | Test PO                    | 17-Mar-2009 14:48:25 | <a href="#">Consultant, One</a> | USD      | 1.50      | Open   |                |             |
| <input type="radio"/> | <u>500968</u> | 0   | County of Berks | Standard PO              | Test PO                    | 17-Mar-2009 14:48:06 | <a href="#">Consultant, One</a> | USD      | 1.50      | Open   |                |             |
| <input type="radio"/> | <u>500967</u> | 0   | County of Berks | Standard PO              | Test PO                    | 17-Mar-2009 14:47:27 | <a href="#">Consultant, One</a> | USD      | 1.50      | Open   |                |             |
| <input type="radio"/> | <u>500966</u> | 0   | County of Berks | Standard PO              | Test PO                    | 17-Mar-2009 14:46:59 | <a href="#">Consultant, One</a> | USD      | 1.50      | Open   |                |             |

Suppliers are able to search for their purchase orders under the view section or utilizing the advanced search.

Suppliers can also view attachments submitted under purchase order by clicking on the paper click under the attachments section.

Tip: Unsure where you are? The tab you are in will always be shaded in blue. And the section you are in within will be bolded in dark blue.

- Any item underlined and in light blue font color is a hyperlink. As such you can click on the link to find out more detailed information about that value.
- Click Export to bring the list of sorted purchase orders into Excel.



# Find Blanket or Global Agreement Information



Home | Orders | Shipments | Finance | Admin | Negotiations

Purchase Orders | **Agreements** | Purchase History | Deliverables | RFQ

Supplier Agreements Export

**Simple Search** Advanced Search

Note that the search is case insensitive

PO Number

Global

Effective-From Date

Effective-To Date

| PO Number              | Revision          | Global | Description                            | Buyer                           | Order Date           | Currency | Amount Agreed | Amount Released | Effective-From Date | Effective-To Date | Status | Attachments | Upload Status |
|------------------------|-------------------|--------|--|---------------------------------|----------------------|----------|---------------|-----------------|---------------------|-------------------|--------|-------------|---------------|
| <a href="#">500983</a> | <a href="#">Q</a> | Yes    | Test Global Blanket Purchase Agreement | <a href="#">Consultant, One</a> |                      | USD      | 10,000.00     | 0.00            | 01-May-2009         | 30-Apr-2010       | Draft  |             |               |
| <a href="#">500988</a> | <a href="#">Q</a> | Yes    |  | <a href="#">Consultant, One</a> | 26-Jun-2009 09:16:46 | USD      | 5,000.00      |                 | 26-Jun-2009         | 30-Jun-2009       | Open   |             |               |
| <a href="#">500985</a> | <a href="#">Q</a> | Yes    | GBPA for OD with ITB Terms             | <a href="#">Consultant, One</a> | 24-Jun-2009 17:09:17 | USD      | 5,000.00      |                 | 25-Jun-2009         | 24-Jun-2010       | Open   |             |               |
| <a href="#">500984</a> | <a href="#">1</a> | Yes    | Test                                   | <a href="#">Consultant, One</a> | 06-May-2009 15:52:21 | USD      | 25,000.00     |                 | 11-May-2009         | 10-May-2010       | Open   |             |               |

- ❑ As part of an awarded quote, bid or contracted human service agreement a global or blanket purchase order may be set up in the County's system for your company. Which allows the County to place purchase orders during the course of the contract. You can access you BPAs can be viewed through iSupplier. Utilize the search field and or advanced search to locate or sort select agreement(s)
- ❑

- ❑ Any item underlined and in light blue font color is a hyperlink. As such you can click on the link to find out more detailed information about that value.
- ❑ Click Export to bring the list of sorted purchase orders into Excel.



# Review Change History



Home | Orders | Shipments | Finance | Admin | Negotiations

Purchase Orders | Agreements | **Purchase History** | Deliverables | RFQ

Purchase Order Revision History Export

**Simple Search** Advanced Search

Note that the search is case insensitive

PO Number

Release Number

Rev

Document Type

Creation Date

Revised Date

Operating Unit

Previous 1-25 Next 25

| PO Number              | Rev | Operating Unit  | Description                | Buyer                           | Creation Date        | Revised Date | Currency | Total    | Ship-To Location                | Compare to Original PO | Compare to Previous PO | Show all PO Changes |
|------------------------|-----|-----------------|----------------------------|---------------------------------|----------------------|--------------|----------|----------|---------------------------------|------------------------|------------------------|---------------------|
| <a href="#">500988</a> | 0   | County of Berks |                            | <a href="#">Consultant, One</a> | 26-Jun-2009 07:56:15 |              | USD      | 5,000.00 | <a href="#">County of Berks</a> |                        |                        |                     |
| <a href="#">500985</a> | 0   | County of Berks | GBPA for OD with ITB Terms | <a href="#">Consultant, One</a> | 24-Jun-2009 16:35:11 |              | USD      | 5,000.00 | <a href="#">County of Berks</a> |                        |                        |                     |
| <a href="#">500969</a> | 0   | County of Berks | Test PO                    | <a href="#">Consultant, One</a> | 17-Mar-2009 14:48:15 |              | USD      | 1.50     | <a href="#">County of Berks</a> |                        |                        |                     |
| <a href="#">500968</a> | 0   | County of Berks | Test PO                    | <a href="#">Consultant, One</a> | 17-Mar-2009 14:47:55 |              | USD      | 1.50     | <a href="#">County of Berks</a> |                        |                        |                     |
| <a href="#">500967</a> | 0   | County of Berks | Test PO                    | <a href="#">Consultant, One</a> | 17-Mar-2009 14:47:13 |              | USD      | 1.50     | <a href="#">County of Berks</a> |                        |                        |                     |
| <a href="#">500966</a> | 0   | County of Berks | Test PO                    | <a href="#">Consultant, One</a> | 17-Mar-2009 14:46:38 |              | USD      | 1.50     | <a href="#">County of Berks</a> |                        |                        |                     |
| <a href="#">500965</a> | 0   | County of Berks | Test PO                    | <a href="#">Consultant, One</a> | 17-Mar-2009 14:46:16 |              | USD      | 1.50     | <a href="#">County of Berks</a> |                        |                        |                     |

Click on 1 of the 3 icons to view detail about changes to the respective purchase order.

Utilize the search field and or advanced search to locate or sort select purchase orders.



## Questions, Assistance & Clarification



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

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

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