

# iSupplier Portal

Updated 6/24/2021





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## Memphis Light Gas and Water Division's iSupplier User Guide

In order to conduct business with Memphis Light Gas and Water Division, a user guide has been developed to outline steps for suppliers to utilize throughout the eProcurement system. The eProcurement system allows suppliers to have access to two (2) applications: **iSupplier Portal Full Access** and **Sourcing Supplier**. The training guide will cover how to engage with both applications.

The **iSupplier Portal Full Access** application allows suppliers to access purchase order, shipment, receipt, invoice (for Purchasing area purchase orders only), and payment history. Additionally, it allows suppliers to manage their supplier record with pertinent business information, such as address and contact information.

The **Sourcing Supplier** application allows suppliers to respond to open requests for quotations and view the status of past request for quotation responses. Accessing the iSupplier Portal: In order to access the MLGW iSupplier Portal system, you must have an internet account and be logged on to the internet in order to access the iSupplier Portal Full Access or Sourcing Supplier.

**Note: Using Internet Explorer version 10 or newer is the minimum requirement.**

### Logging into the Supplier portal

There are two (2) log-in options:

1. Existing Supplier Registration (currently have an existing account assigned for the iSupplier Portal. Suppliers will have a log-in and password)
  - Enter the following link into an open web browser in the address field: <https://suppliers.mlgw.org/>. Enter your account log-in and password and select Login.
2. New Supplier Registration (currently do not have an existing account assigned for the iSupplier Portal.)
  - Click the attached link to be directed to the registration web browser: New Supplier Registration. This link can also be found on the MLGW Procurement and Contracts Management website located at [www.mlgw.com/bids](http://www.mlgw.com/bids). Complete the requested information to receive an account log-in and password.

Within the module, you will learn how to

- Register as a Supplier
- Manage Supplier Profile
- Submitting a Quote & PO Change Request



## Registering as a Supplier

In this section you will learn:

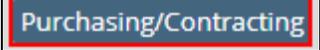
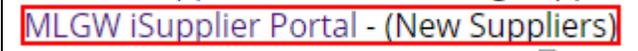
- How to register as a supplier

## Registering as a MLGW Supplier

### Procedure

Suppliers needing access to MLGW's iSupplier Portal must register. Registration can be done through <https://www.mlgw.com/> or MLGW personnel will send prospective suppliers an invitation.



Step	Action
1.	On <a href="https://www.mlgw.com/">https://www.mlgw.com/</a> , scroll down to the bottom of the page, Click the scrollbar.
2.	Click the <b>Purchasing/Contracting</b> link. 
3.	On this page, scroll down to the bottom of the page. Click the scrollbar.
4.	Click the <b>MLGW iSupplier Portal - (New Supplier)</b> link. 
5.	On this page, suppliers will have to provide company and contact details.



TST39 ISupplier EBS 12.2.9 iSupplier Portal

Basic Information | Company Details

### Prospective Supplier Registration

\* Indicates required field  
Blank label for instruction text

**Company Details**

At least one tax id is required to be able to complete the registration request.

\* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

DUNS Number

**Contact Information**

Blank label for instruction text

\* Email

First Name

\* Last Name

Phone /Area Code

Phone Number

Phone Extension

Continue

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Step	Action
6.	Click in the <b>Company Name</b> field. 
7.	Enter the desired information into the <b>Company Name</b> field. Enter " <b>EK Media Firm</b> ". 
8.	Click in the <b>Search and Select: Tax Country</b> field. 
9.	Enter the desired information into the <b>Search and Select: Tax Country</b> field. Enter " <b>United States</b> ".
10.	Click the <b>United States</b> cell. 
11.	Enter the desired information into the <b>Taxpayer ID</b> field. Enter " <b>45-123456</b> ". 



Step	Action
12.	Click in the <b>E-mail</b> field. 

# Training Guide



Step	Action
13.	Enter the desired information into the <b>Email</b> field. Enter " <b>contact@company.com</b> ". * Email <input type="text"/>
14.	Click in the <b>First Name</b> field. First Name <input type="text"/>
15.	Enter the desired information into the <b>First Name</b> field. Enter " <b>Sales</b> ". First Name <input type="text"/>
16.	Click in the <b>Last Name</b> field. * Last Name <input type="text"/>
17.	Enter the desired information into the <b>Last Name</b> field. Enter " <b>Consulate</b> ". * Last Name <input type="text"/>
18.	Click in the <b>Phone Area Code</b> field. Phone Area Code <input type="text"/>
19.	Enter the desired information into the <b>Phone Area Code</b> field. Enter " <b>901</b> ". Phone Area Code <input type="text"/>
20.	Click in the <b>Phone Number</b> field. Phone Number <input type="text"/>
21.	Enter the desired information into the <b>Phone Number</b> field. Enter " <b>555-8971</b> ". Phone Number <input type="text"/>
22.	Click the <b>Continue</b> button. <input type="button" value="Continue"/>
23.	On this page, address information can be added for the supplier.
24.	Within the Address Book section,  Click the <b>Create</b> button. <input type="button" value="Create"/>
25.	Provide a name for the address.  Click in the <b>Address Name</b> field. * Address Name <input type="text"/>
26.	Enter the desired information into the <b>Address Name</b> field. Enter " <b>Memphis</b> ". * Address Name <input type="text"/>
27.	Click in the <b>Address Line 1</b> field. * Address Line 1 <input type="text"/>
28.	Enter the desired information into the <b>Address Line 1</b> field. Enter " <b>4567 Company Way</b> ". * Address Line 1 <input type="text"/>



Step	Action
29.	Click in the <b>City/Town/Locality</b> field. <input type="text" value="* City/Town/Locality"/>
30.	Enter the desired information into the <b>City/Town/Locality</b> field. Enter " <b>Memphis</b> ". <input type="text" value="* City/Town/Locality"/>
31.	Click in the <b>State/Region</b> field. <input type="text" value="* State/Region"/>
32.	Enter the desired information into the <b>State/Region</b> field. Enter " <b>TN</b> ". <input type="text" value="* State/Region"/>
33.	Click in the <b>Postal Code</b> field. <input type="text" value="* Postal Code"/>
34.	Enter the desired information into the <b>Postal Code</b> field. Enter " <b>38127</b> ". <input type="text" value="* Postal Code"/>
35.	Click in the <b>Phone Area Code</b> field. <input type="text" value="Phone Area Code"/>
36.	Enter the desired information into the <b>Phone Area Code</b> field. Enter " <b>901</b> ". <input type="text" value="Phone Area Code"/>
37.	Click in the <b>Phone Number</b> field. <input type="text" value="Phone Number"/>
38.	Enter the desired information into the <b>Phone Number</b> field. Enter " <b>555-7841</b> ". <input type="text" value="Phone Number"/>
39.	Click in the <b>Fax Area Code</b> field. <input type="text" value="Fax Area Code"/>
40.	Enter the desired information into the <b>Fax Area Code</b> field. Enter " <b>901</b> ". <input type="text" value="Fax Area Code"/>
41.	Click in the <b>Fax Number</b> field. <input type="text" value="Fax Number"/>
42.	Enter the desired information into the <b>Fax Number</b> field. Enter " <b>555-7845</b> ". <input type="text" value="Fax Number"/>
43.	Click the <b>Purchasing Address</b> option. <input type="checkbox"/> Purchasing Address
44.	Click the <b>Payment Address</b> option. <input type="checkbox"/> Payment Address
45.	Click the <b>Apply</b> button. <input type="button" value="Apply"/>
46.	Additional contacts can be added by click on the <b>Create</b> button within the <b>Contact Directory</b> section.

# Training Guide



Step	Action
47.	Click the <b>Submit</b> button.  A rectangular button with a red border and the word "Submit" in blue text.
48.	The registration has been sent and must be approved by MLGW personnel.
49.	You have successfully completed the Registering as a MLGW Supplier topic.  For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at <a href="mailto:ServiceDesk@MLGW.org">ServiceDesk@MLGW.org</a> . <b>End of Procedure.</b>



## Managing Supplier Profile

In the section, you will learn how to

- Manage Address Book
- Add Contacts
- Add Business Classifications
- Add Products and Services (NIGP Codes)
- Add Banking Details



## Managing Address Book

Supplier can add addresses for each company location if needed.

In this topic, you will manage/update the address book.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at [ServiceDesk@MLGW.org](mailto:ServiceDesk@MLGW.org).

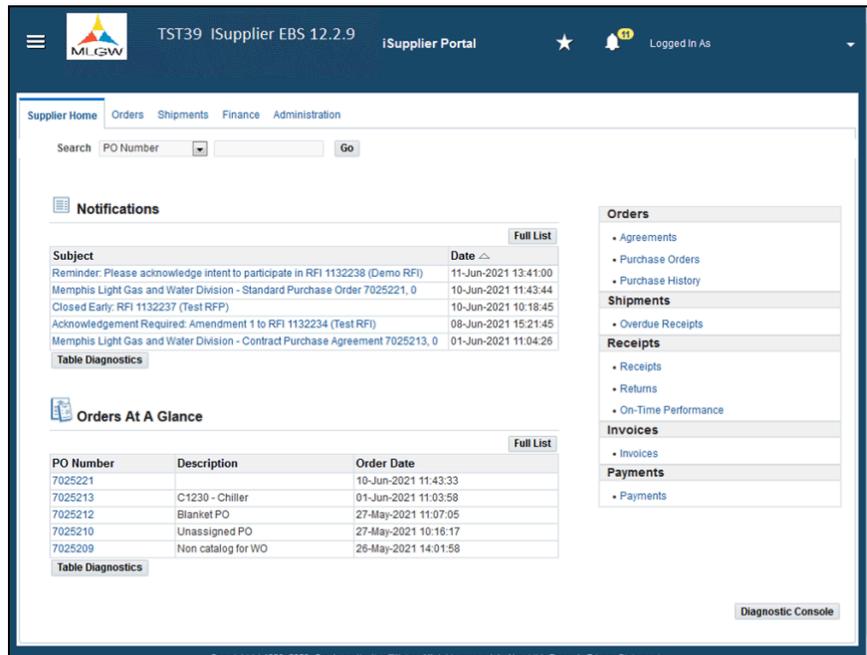
### Procedure

The purpose of this topic is to show you how to manage address books.

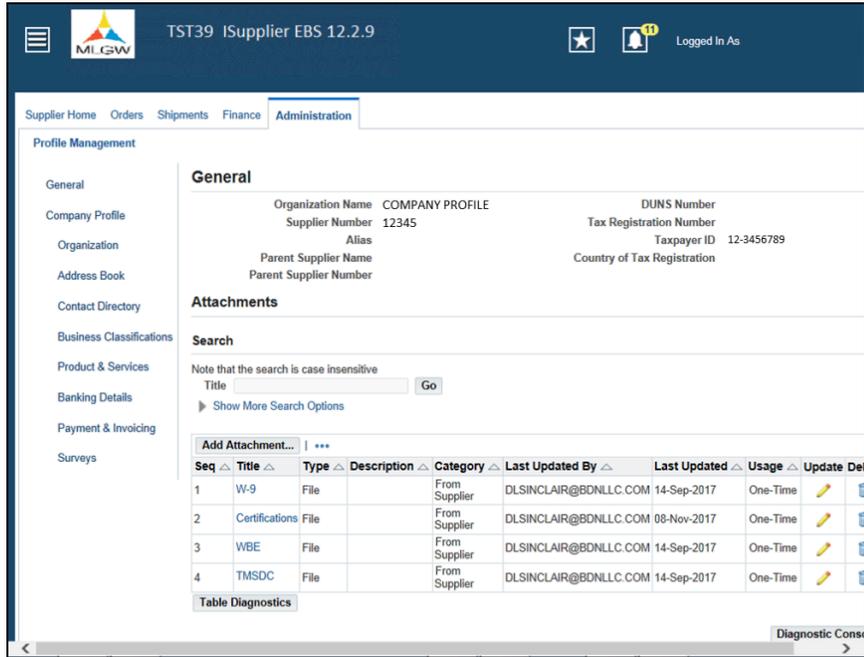
The screenshot displays the iSupplier EBS 12.2.9 interface. At the top, the header includes the MLGW logo, the text 'TST39 iSupplier EBS 12.2.9', and user information 'Logged In As'. Below the header, there are sections for 'Home' with links to 'MLGW Service Desk - Submit request for assistance.' and 'MLGW Service Desk Instructions'. The main area is titled 'Worklist' and contains an email table with columns for 'From', 'Subject', and 'Sent'. The table lists several emails from 'Kirby, Eleazar', 'Moore, Te', 'Mitchell, Camela', and 'Eslick', all with subjects related to 'Memphis Light Gas and Water Division - Standard Purchase Order'. To the right of the worklist is a 'Favorites' section with a message: 'You have not selected any favorites. Please set up your favorites by clicking on Manage Favorites under the Favorites button on top.' Below the favorites are several links like 'MLGW Intranet Links', 'MLGW Human Resources Policy Manual', etc. At the bottom, there is a 'Navigator' section with buttons for 'iSupplier Portal Full Access' and 'Sourcing Supplier', and a 'Diagnostic Console' button. The footer contains copyright information and links for 'About this Page' and 'Privacy Statement'.

From	Subject	Sent
Kirby, Eleazar	Memphis Light Gas and Water Division - Standard Purchase Order (DENIED) (RFI)	11-Jun-2021
Moore, Te	Memphis Light Gas and Water Division - Standard Purchase Order 7025221, 0	10-Jun-2021
Mitchell, Camela	Memphis Light Gas and Water Division - Standard Purchase Order 7025210, 0	27-May-2021
Eslick, .	Memphis Light Gas and Water Division - Standard Purchase Order	26-May-2021

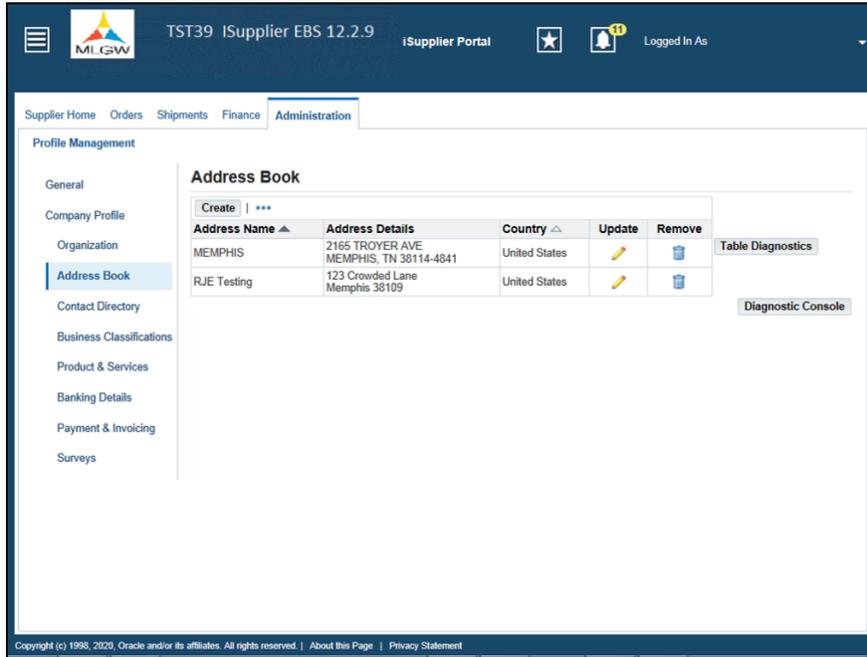
Step	Action
1.	<p>Begin by navigating to the <b>iSupplier Home</b> page.</p> <p>Click the <b>iSupplier Portal Full Access</b> link.</p> 
2.	Use the <b>iSupplier Home</b> page to review and drill down to your notifications, purchase orders, and/or PO shipment information.

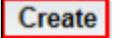


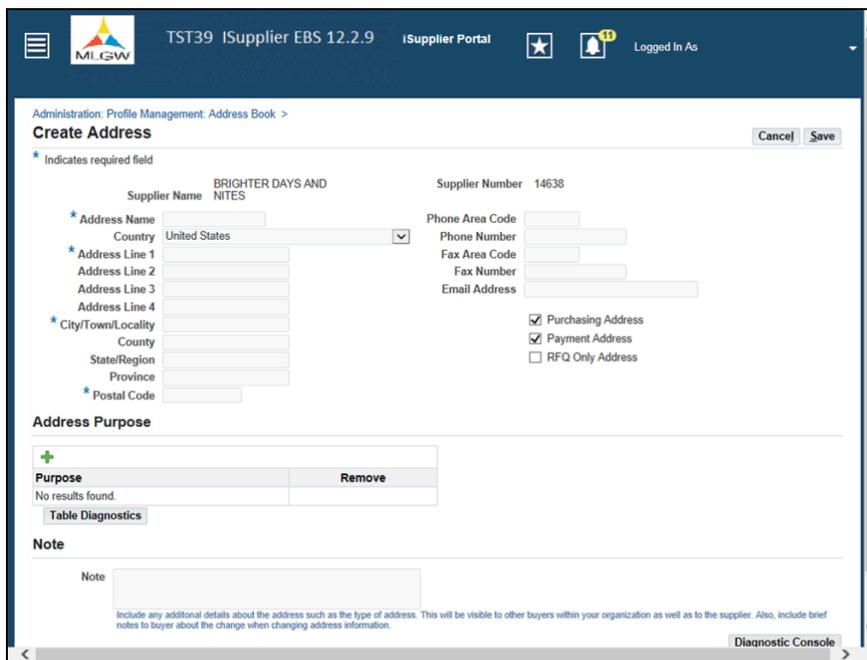
Step	Action
3.	<p>Click the <b>Administration</b> tab.</p> 
4.	Use the <b>Admin</b> tab to manage supplier business profile information such as addresses/locations, contacts, business classifications, products and services, banking information, and payment and invoicing options.



Step	Action
5.	Click the <b>Organization</b> link. <a href="#">Organization</a>
6.	Use the <b>Organization</b> page to define general supplier organization information.
7.	Click the <b>Address Book</b> link. <a href="#">Address Book</a>
8.	Use the <b>Address Book</b> page to manage supplier addresses/locations.



Step	Action
9.	Click the <b>Create</b> button to add locations, addresses, branches, etc. 





Step	Action
10.	Click in the <b>Address Name</b> field. 
11.	The <b>Address Name</b> defines the name of the "City" in which the Purchasing Address or Payment Address corresponds.  Examples: If doing business with MLGW's Purchasing Department, an <b>Address Name</b> will need to be entered. The <b>Address Name</b> in the example is Nashville.  <b>Purchasing Address</b> is the name of the city in which the business is physically located. <b>Payment Address</b> is the name of the city in which "Payment" for goods/services should be sent.  If the <b>Address Name</b> (Name of City) is different for the purchasing address or payment address, there should be an additional <b>Address Name</b> applied to the record/account.  <b>NOTE: If doing business with MLGW's Contract Department, the Address Name will always be POR (Pay On Receipt). This enables faster payment of invoices for contracts.</b>  
12.	If needed, click the drop down and select the country of the address provided.  For this example, United States will be used.
13.	Click in the <b>Address Line 1</b> field. 
14.	Enter the desired information into the <b>Address Line 1</b> field.  For this example, enter " <b>6785 Royalty Way</b> ".  Enter additional information in the remaining <b>Address Line</b> fields 2-4. 
15.	Click in the <b>City/Town/Locality</b> field. 
16.	Enter the desired information into the <b>City/Town/Locality</b> field.  For this example, enter " <b>Nashville</b> ". 



Step	Action
17.	Click in the <b>Postal Code</b> field. 
18.	Enter the desired information into the <b>Postal Code</b> field. For this example, enter " <b>37865</b> ". 
19.	You can enter additional address information, phone numbers, and/or fax numbers if desired. Click the <b>Save</b> button. 
20.	Several addresses can be created as need by clicking the <b>Create</b> button again.
21.	You have successfully completed the Managing Address Book topic. For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at <a href="mailto:ServiceDesk@MLGW.org">ServiceDesk@MLGW.org</a> . <b>End of Procedure.</b>



## Adding Business Classifications

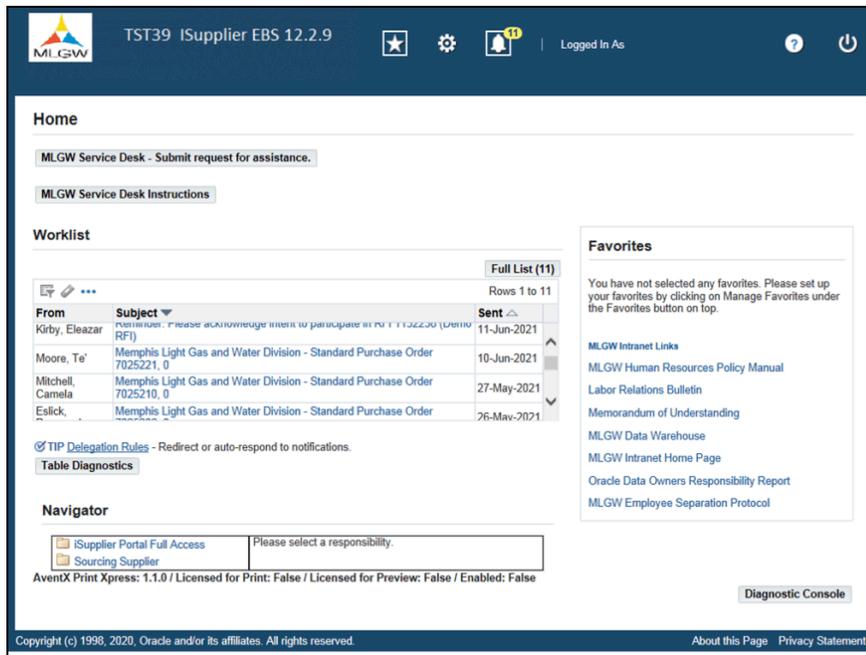
Suppliers can update and modify their business classification certifications.

In this topic, you will add business classifications to the supplier profile.

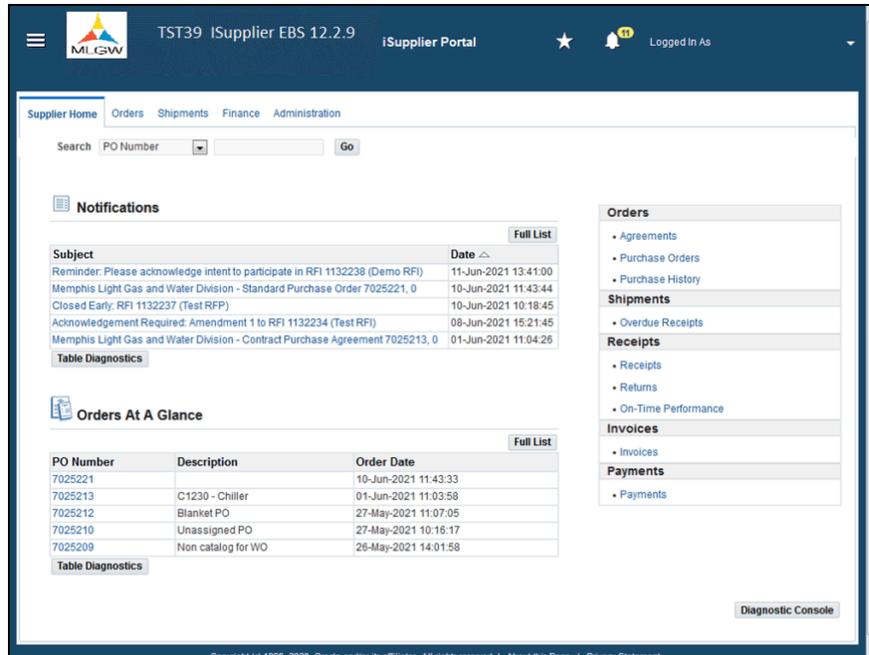
For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at [ServiceDesk@MLGW.org](mailto:ServiceDesk@MLGW.org).

### Procedure

The purpose of this topic is to show you how to add business classifications.



Step	Action
1.	<p>Begin by navigating to the <b>iSupplier Home</b> page.</p> <p>Click the <b>iSupplier Portal Full Access</b> link.</p> 
2.	<p>Use the <b>iSupplier Home</b> page to review and drill down to your notifications, purchase orders, and/or PO shipment information.</p>



Step	Action
3.	Click the <b>Administration</b> tab. 
4.	Use the <b>Admin</b> tab to manage supplier business profile information such as addresses/locations, contacts, business classifications, products and services, banking information, and payment and invoicing options.



TST39 ISupplier EBS 12.2.9

Supplier Home Orders Shipments Finance Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

**General**

Organization Name  
Supplier Number  
Alias  
Parent Supplier Name  
Parent Supplier Number

DUNS Number  
Tax Registration Number  
Taxpayer ID 45-0977974  
Country of Tax Registration

**Attachments**

**Search**

Note that the search is case insensitive

Title

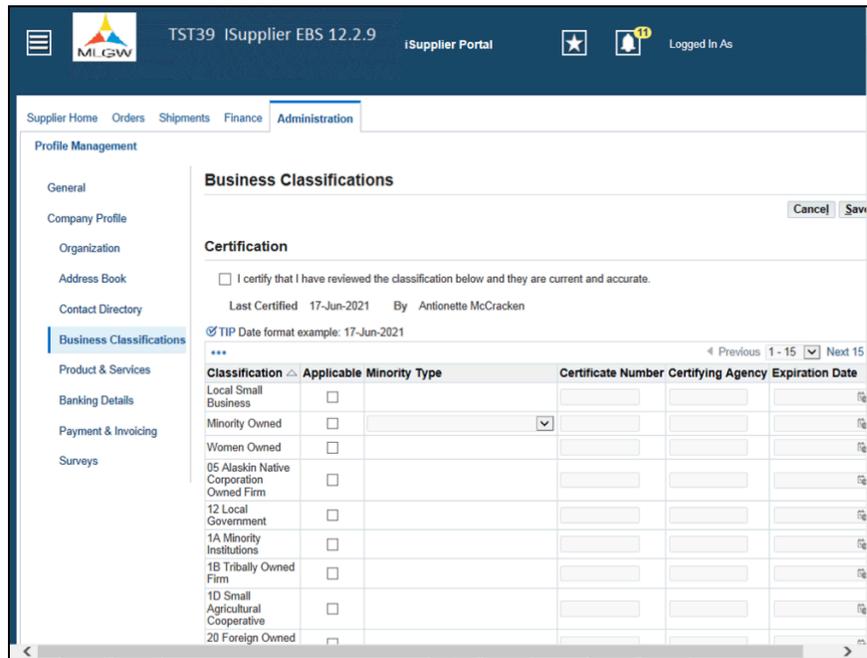
Show More Search Options

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update Del
1	W-9	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	
2	Certifications	File		From Supplier	DLSINCLAIR@BDNLLC.COM	08-Nov-2017	One-Time	
3	WBE	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	
4	TMSDC	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	

Table Diagnostics

Diagnostic Cons...

Step	Action
5.	Click the <b>Business Classifications</b> link. 
6.	Use the <b>Business Classification</b> page to define any applicable business classifications for the supplier. You should complete all certifications that apply.

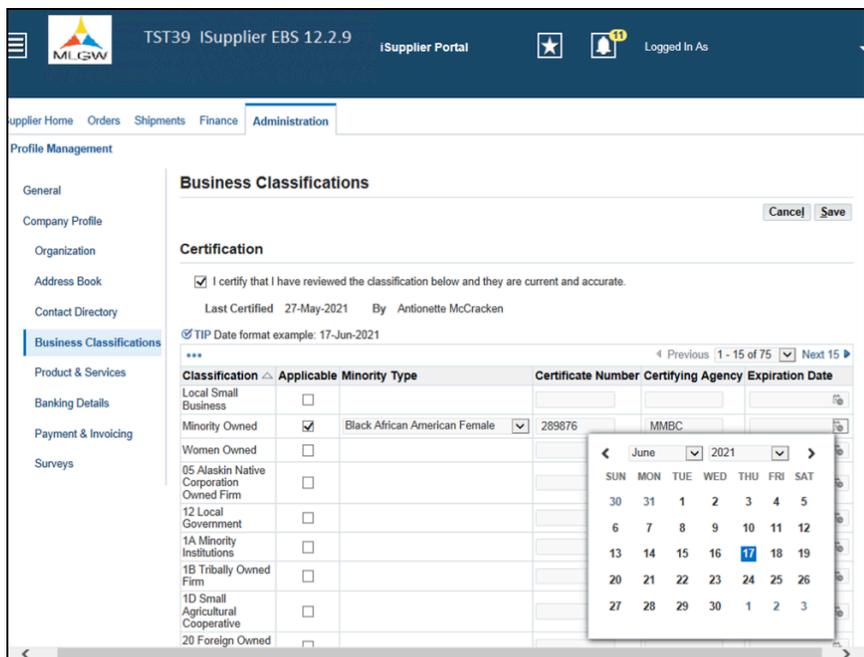


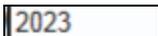
Step	Action
7.	<p>Click the <b>I certify that I have reviewed the classification below and they</b> option to allow Oracle to send an email to the company when certifications are about to expire.</p> <p><input type="checkbox"/> I certify that I have reviewed the classification below and they are current and accurate.</p>
8.	<p>Click the desired <b>Classification</b> option.</p> <p>For this example, click the "<b>Minority Owned</b>" option.</p> <p>Minority Owned <input type="checkbox"/></p>
9.	<p>Click the <b>Minority Type</b> list.</p> <p>Minority Owned <input checked="" type="checkbox"/> <input type="text"/></p>
10.	<p>Click the desired <b>Minority Type</b> list item.</p> <p>For this example, click "<b>Black African American Female</b>".</p> <p>Black African American Female</p>
11.	<p>Click in the <b>Certificate Number</b> field.</p> <p>Minority Owned <input checked="" type="checkbox"/> Black African American Female <input type="text"/></p>
12.	<p>Enter the desired information into the <b>Certificate Number</b> field.</p> <p>For this example, enter "<b>289876</b>".</p> <p>Minority Owned <input checked="" type="checkbox"/> Black African American Female <input type="text"/></p>

# Training Guide



Step	Action
13.	Tab to the <b>Certifying Agency</b> field.  Press [Tab].
14.	Enter the desired information into the <b>Certifying Agency</b> field.  For this example, enter "MMBC". 
15.	Tab to the <b>Expiration Date</b> field.  Press [Tab].
16.	Click the <b>Expiration Date LOV</b> button. 



Step	Action
17.	Click the <b>Year</b> list. 
18.	Click the desired <b>Year</b> list item.  For this example, click "2023". 



The screenshot shows the 'Business Classifications' page in the iSupplier Portal. The 'Certification' section is expanded, and a table lists various classification types. A calendar dropdown is open, showing the month of June 2023. The table has columns for Classification, Applicable Minority Type, Certificate Number, and Certifying Agency Expiration Date.

Classification	Applicable Minority Type	Certificate Number	Certifying Agency Expiration Date
Local Small Business	<input type="checkbox"/>		
Minority Owned	<input checked="" type="checkbox"/> Black African American Female	289876	MMBC
Women Owned	<input type="checkbox"/>		
05 Alaskan Native Corporation Owned Firm	<input type="checkbox"/>		
12 Local Government	<input type="checkbox"/>		
1A Minority Institutions	<input type="checkbox"/>		
1B Tribally Owned Firm	<input type="checkbox"/>		
1D Small Agricultural Cooperative	<input type="checkbox"/>		
20 Foreign Owned	<input type="checkbox"/>		

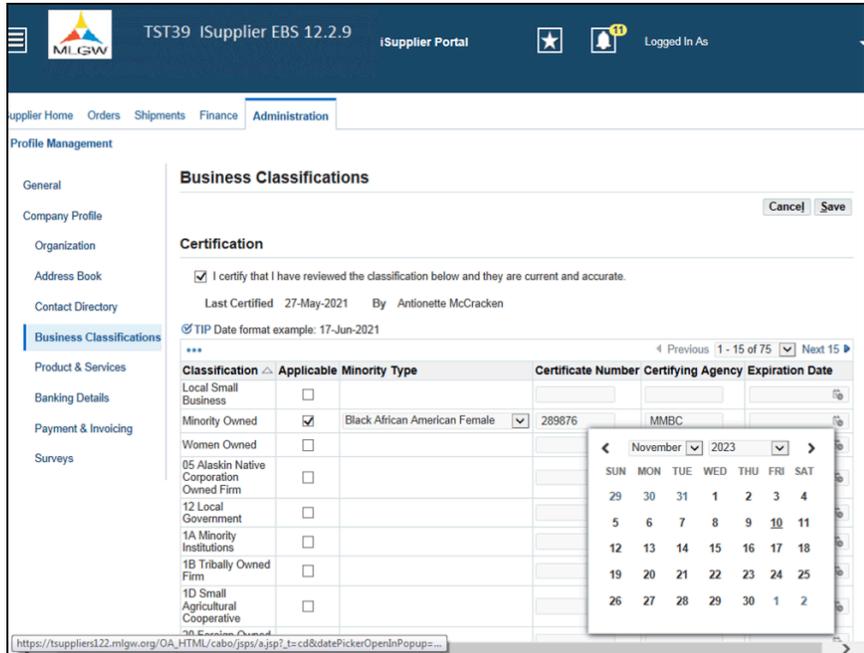
Step	Action
19.	Click the <b>Month</b> list. 

The screenshot shows the 'Business Classifications' page in the iSupplier Portal. The 'Certification' section is expanded, and a table lists various classification types. A calendar dropdown is open, showing the month of June 2023. The table has columns for Classification, Applicable Minority Type, Certificate Number, and Certifying Agency Expiration Date.

Classification	Applicable Minority Type	Certificate Number	Certifying Agency Expiration Date
Local Small Business	<input type="checkbox"/>		
Minority Owned	<input checked="" type="checkbox"/> Black African American Female	289876	
Women Owned	<input type="checkbox"/>		
05 Alaskan Native Corporation Owned Firm	<input type="checkbox"/>		
12 Local Government	<input type="checkbox"/>		
1A Minority Institutions	<input type="checkbox"/>		
1B Tribally Owned Firm	<input type="checkbox"/>		
1D Small Agricultural Cooperative	<input type="checkbox"/>		
20 Foreign Owned	<input type="checkbox"/>		



Step	Action
20.	<p>Click the desired <b>Month</b> list item.</p> <p>For this example, click "<b>November</b>".</p> <p><b>November</b></p>



Step	Action
21.	<p>Select the desired <b>Date</b> link.</p> <p>For the example, click "<b>10</b>".</p> <p><b>10</b></p>
22.	<p>If there are other business classifications that apply to the company, they can be entered as well.</p>
23.	<p>Click the <b>Save</b> button.</p> <p><b>Save</b></p>
24.	<p>You have successfully completed the Adding Business Classifications topic.</p> <p>For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at <a href="mailto:ServiceDesk@MLGW.org">ServiceDesk@MLGW.org</a>.</p> <p><b>End of Procedure.</b></p>



## Adding Products (NIGP) Codes

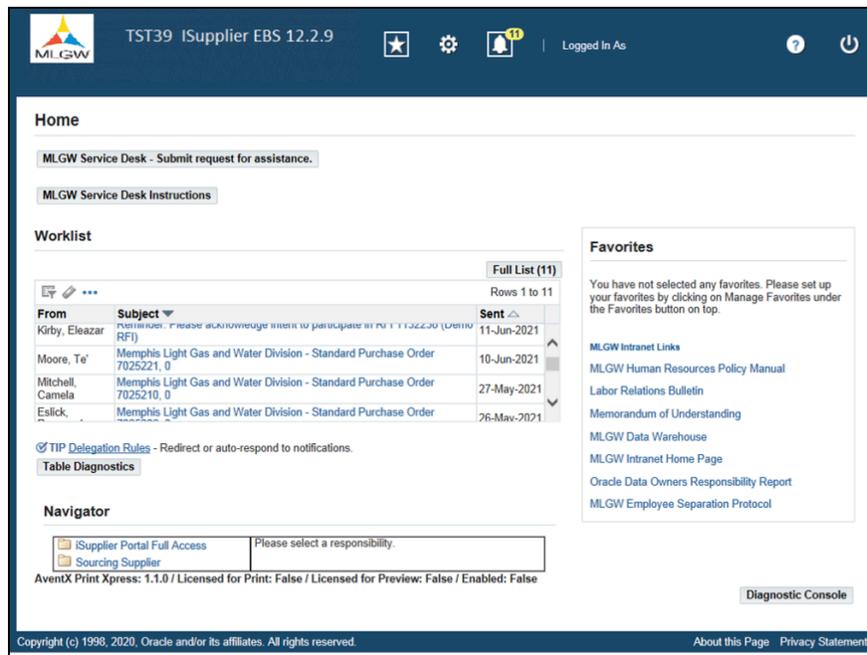
Supplier can add and remove NIGP codes within their supplier profile.

In this topic, you will add a product code to a supplier.

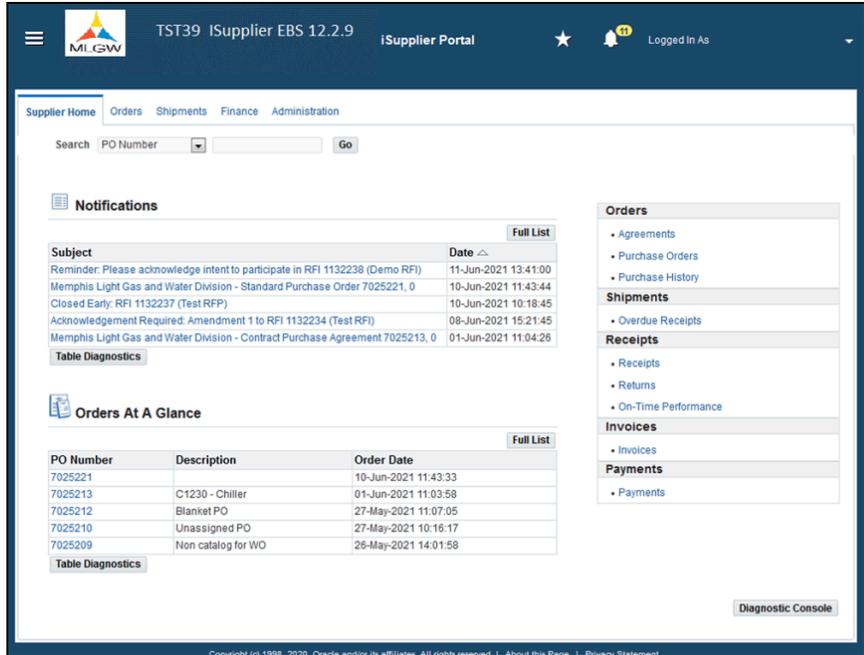
For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at [ServiceDesk@mlgw.org](mailto:ServiceDesk@mlgw.org) (<mailto:ServiceDesk@mlgw.org>).

### Procedure

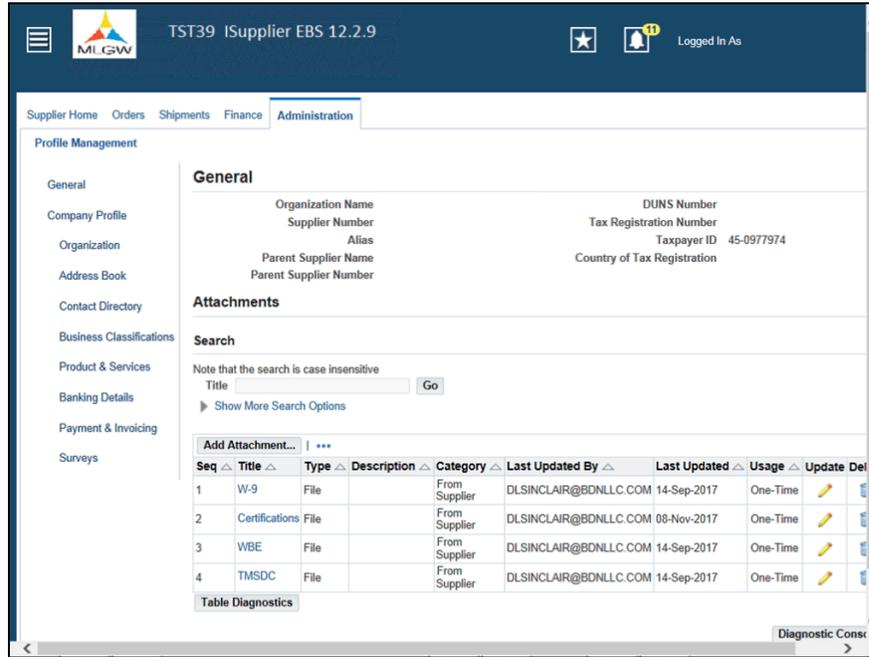
The purpose of this topic is to show you how to add product codes.



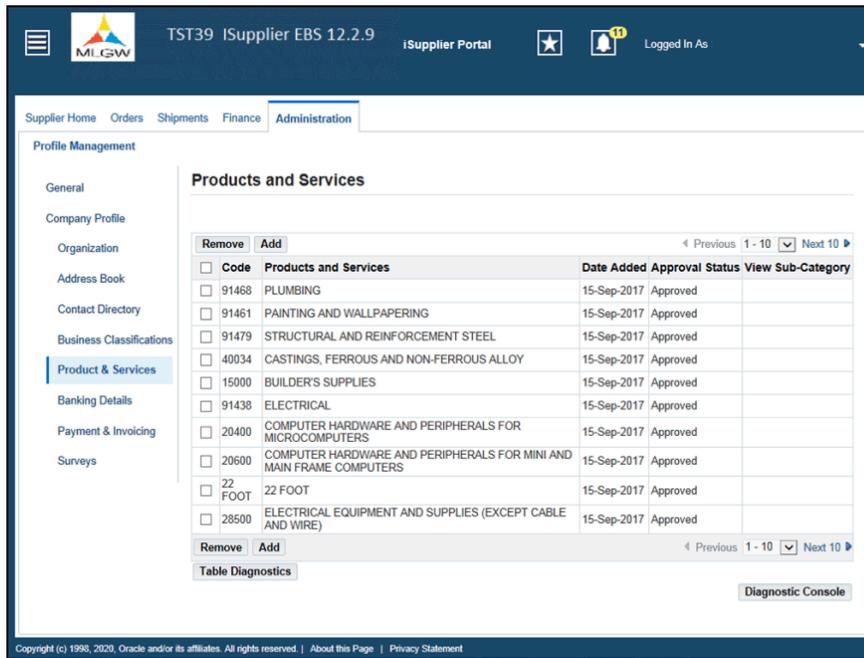
Step	Action
1.	<p>Begin by navigating to the <b>iSupplier Home</b> page.</p> <p>Click the <b>iSupplier Portal Full Access</b> link.</p> 
2.	<p>Use the <b>iSupplier Home</b> page to review and drill down to your notifications, purchase orders, and/or PO shipment information.</p>



Step	Action
3.	Click the <b>Administration</b> tab. 
4.	Use the <b>Admin</b> tab to manage supplier business profile information such as addresses/locations, contacts, business classifications, products and services, banking information, and payment and invoicing options.



Step	Action
5.	Click the <b>Product &amp; Services</b> link. <b>Product &amp; Services</b>
6.	Use the <b>Products and Services</b> page to define specific products and services that the supplier can supply.



Step	Action
7.	To add a new product code, Click the <b>Add</b> button. 
8.	You can search through the available product and services by using the navigation links or you can use the search option to narrow your results.
9.	Click the <b>Search for Specific Product &amp; Service</b> option. 
10.	On this page, search by the desired product and/or service option(s). Search can be done by code or description.
11.	Click in the <b>Description</b> field. 
12.	Enter the desired information into the <b>Description</b> field. For this example, enter " <b>Furniture</b> ". 
13.	Click the <b>Go</b> button. 



Step	Action
14.	<p>Multiple options can be selected if applicable.</p> <p>For this example,click the <b>FURNITURE, LIBRARY</b> option.</p> 
15.	<p>Click the <b>Apply</b> button.</p> 
16.	<p>Click the <b>Return to Products and Services</b> link.</p> 
17.	<p>You have successfully completed the Adding Products (NIGP) Codes topic.</p> <p>For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org.</p> <p><b>End of Procedure.</b></p>

# Training Guide



## Managing Banking Details

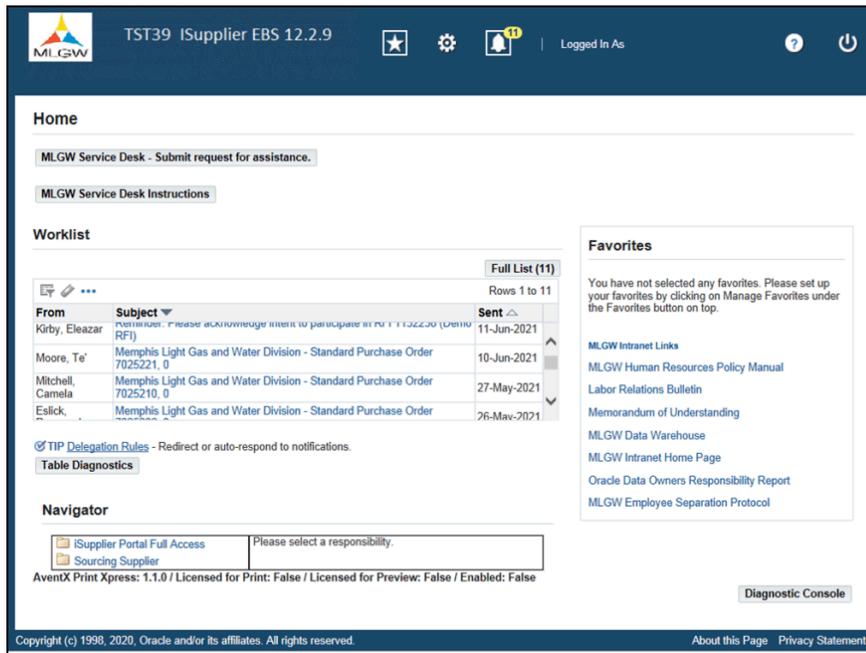
Suppliers can add and modify bank account details within the iSupplier Portal to receive payment via ACH.

In the topic, you will add bank account information.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at [ServiceDesk@MLGW.org](mailto:ServiceDesk@MLGW.org) (<mailto:ServiceDesk@MLGW.org>).

### Procedure

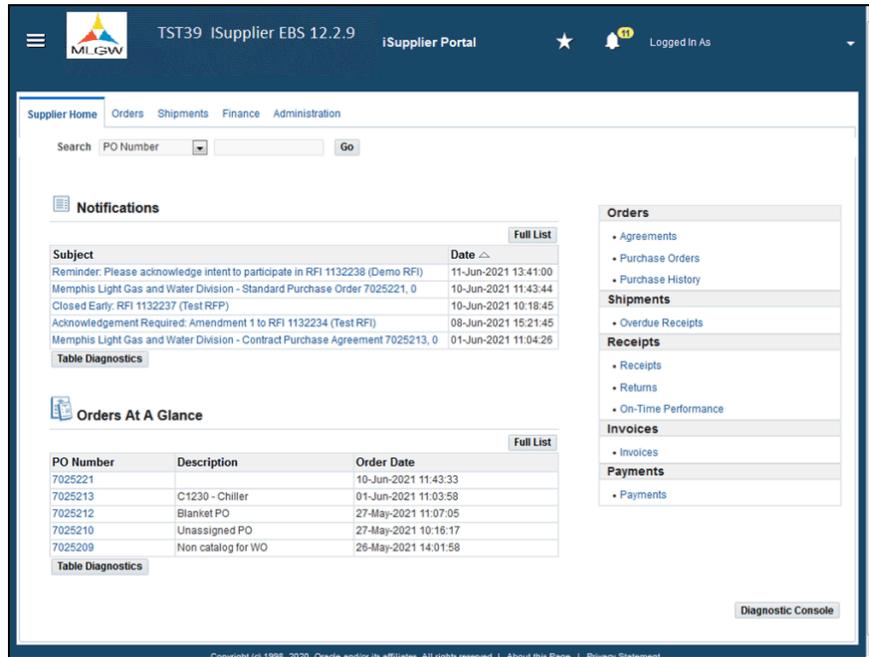
The purpose of this topic is to show you how to add bank account information.



Step	Action
1.	Begin by navigating to the <b>iSupplier Home</b> page.  Click the <b>iSupplier Portal Full Access</b> link. 



Step	Action
2.	Use the <b>iSupplier Home</b> page to review and drill down to your notifications, purchase orders, and/or PO shipment information.



Step	Action
3.	Click the <b>Administration</b> tab. 
4.	Use the <b>Admin</b> tab to manage supplier business profile information such as addresses/locations, contacts, business classifications, products and services, banking information, and payment and invoicing options.



Supplier Home Orders Shipments Finance Administration

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

**General**

Organization Name  
Supplier Number  
Alias  
Parent Supplier Name  
Parent Supplier Number

DUNS Number  
Tax Registration Number  
Taxpayer ID 45-0977974  
Country of Tax Registration

**Attachments**

**Search**

Note that the search is case insensitive

Title

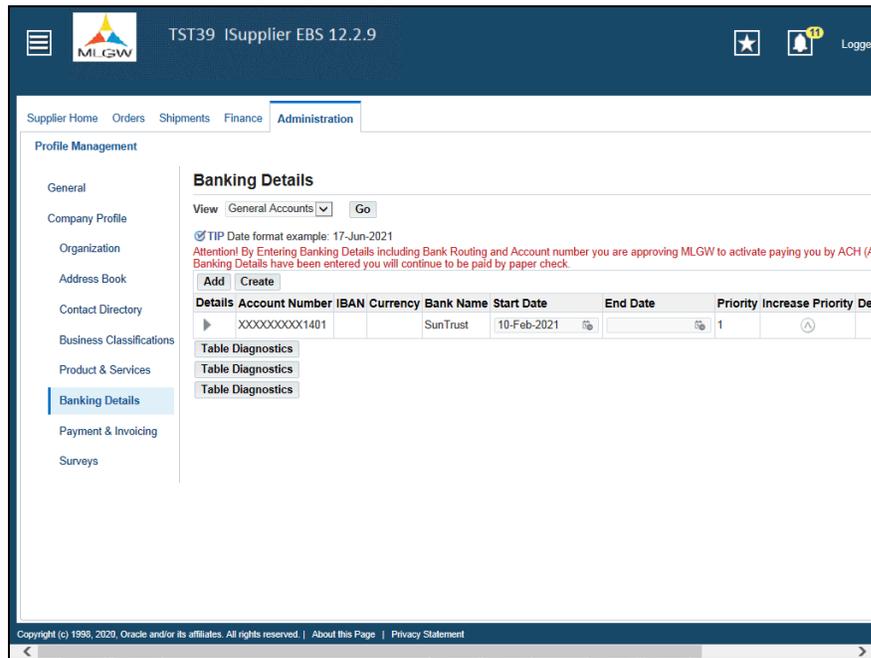
Show More Search Options

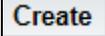
Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update Del
1	W-9	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	
2	Certifications	File		From Supplier	DLSINCLAIR@BDNLLC.COM	08-Nov-2017	One-Time	
3	WBE	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	
4	TMSDC	File		From Supplier	DLSINCLAIR@BDNLLC.COM	14-Sep-2017	One-Time	

Table Diagnostics

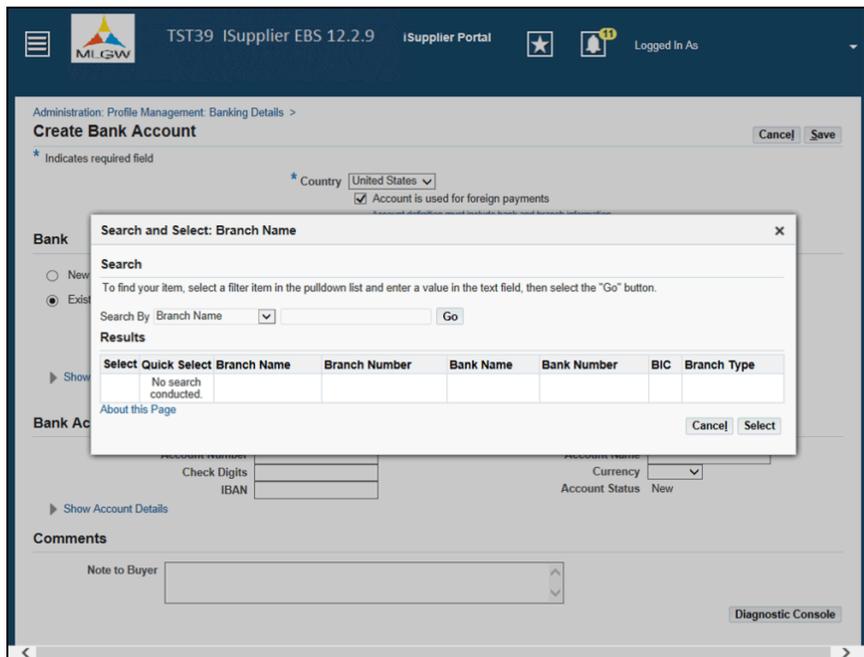
Diagnostic Cons...

Step	Action
5.	Click the <b>Banking Details</b> link. 
6.	Use the <b>Banking Details</b> page to define bank account information. More than one bank account can be added.

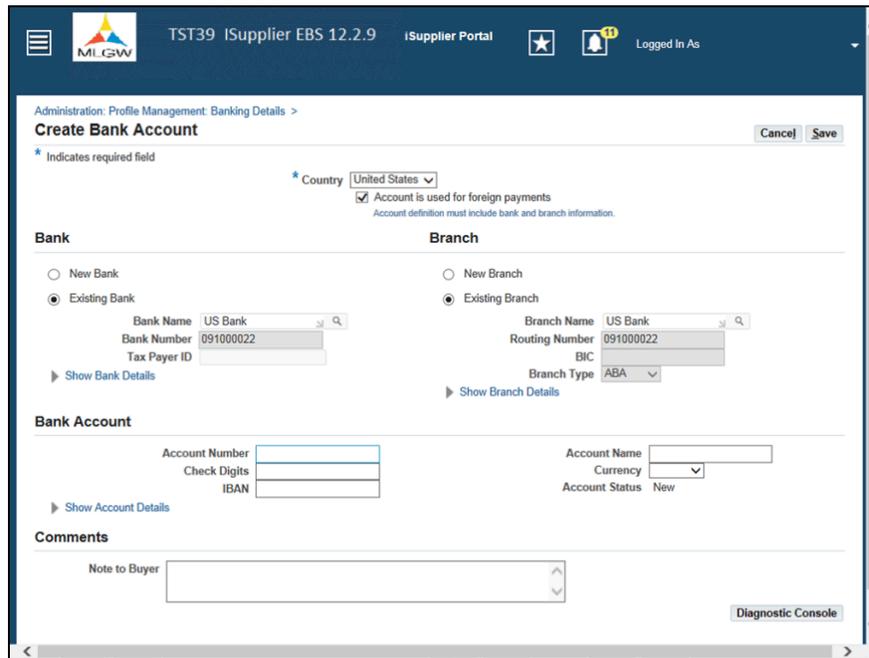


Step	Action
7.	Click the <b>Create</b> button. 
8.	The <b>Create Bank Account</b> page is where you, the supplier, will enter the banking information.
9.	If the account is not in the United States, click the <b>Country</b> dropdown and select <b>More...</b> to search for the desired country.
10.	Search for a bank using the <b>Existing Bank</b> option. Click the <b>Existing Bank</b> option. 
11.	Click the <b>Search: Bank Name</b> button. 
12.	Click the <b>Go</b> button. 
13.	This will display all banks within the system.
14.	For this example, we will select US Bank. Click the <b>Next 10</b> link. 

Step	Action
15.	Click the <b>Quick Select</b> button.  US Bank
16.	If your bank is not listed, select the <b>New Bank</b> option to manually enter the correct information.
17.	Click the <b>Existing Branch</b> option.  Existing Branch
18.	Click the <b>Search for Branch Name</b> button. Branch Name <input type="text"/> 



Step	Action
19.	Click the <b>Go</b> button to view all of the locations provided by "US Bank". 
20.	Click the desired <b>Quick Select</b> button for the location of your bank. For this example, click the <b>Quick Select</b> button for " <b>US Bank</b> ". 
21.	The <b>Bank Account</b> section is where the bank account information is entered. <b>Account Number</b> is required.



Step	Action
22.	Click in the <b>Account Number</b> field. 
23.	Enter the desired information into the <b>Account Number</b> field. For this example, enter " <b>1234567890</b> ". 
24.	To provide additional bank account information, Click the <b>Select to show information</b> button. 
25.	Click the <b>Save</b> button. 
26.	Your account is sent for approval. Once the account is approved, ACH method is select for payment.
27.	You have successfully completed the Managing Banking Details topic. For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org. <b>End of Procedure.</b>



### Submitting a Quote & PO Change Request

In this section you will learn:

- How to submit a quote
- Submit a PO Change request



## Viewing & Submitting a Request for Quotes "RFQ"

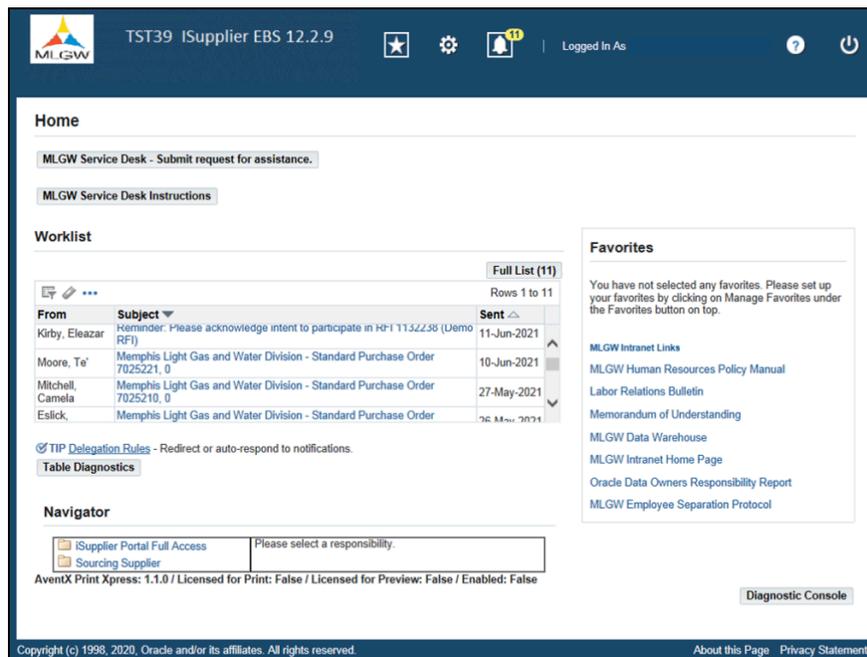
Once a supplier receives an invitation to participate in the negotiation, they can submit a quote/bid for items listed in the Approved Product List (APL).

In this topic, you will view a RFQ and submit a quote/bid.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org.

### Procedure

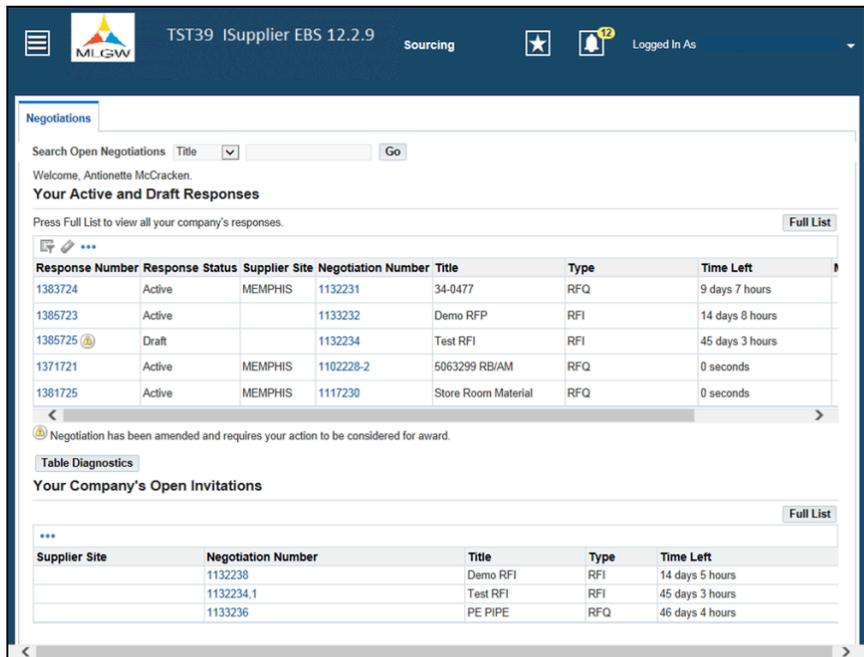
The purpose of this topic is to show you how to view request for quotes "RFQ" and submit a quote/bid.



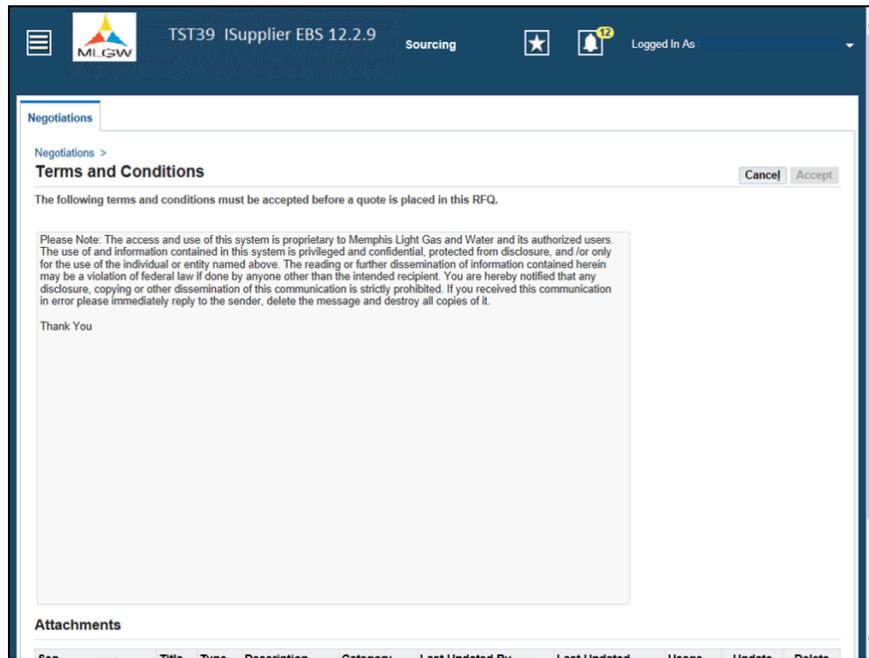
Step	Action
1.	<p>Begin by navigating to the <b>Negotiations</b> page.</p> <p>Click the <b>Sourcing Supplier</b> link.</p> <p><a href="#">Sourcing Supplier</a></p>



Step	Action
2.	Click the <b>Sourcing Home Page</b> link. <a href="#">Sourcing Home Page</a>
3.	Use the <b>Negotiations</b> page to view your negotiation responses and respond to RFQ invitations.



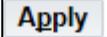
Step	Action
4.	Click the desired <b>Negotiation Number</b> link under <b>Your Company's Open Invitations</b> section. For this example, click " <b>1133236</b> ". Click the object. <a href="#">1133236</a>

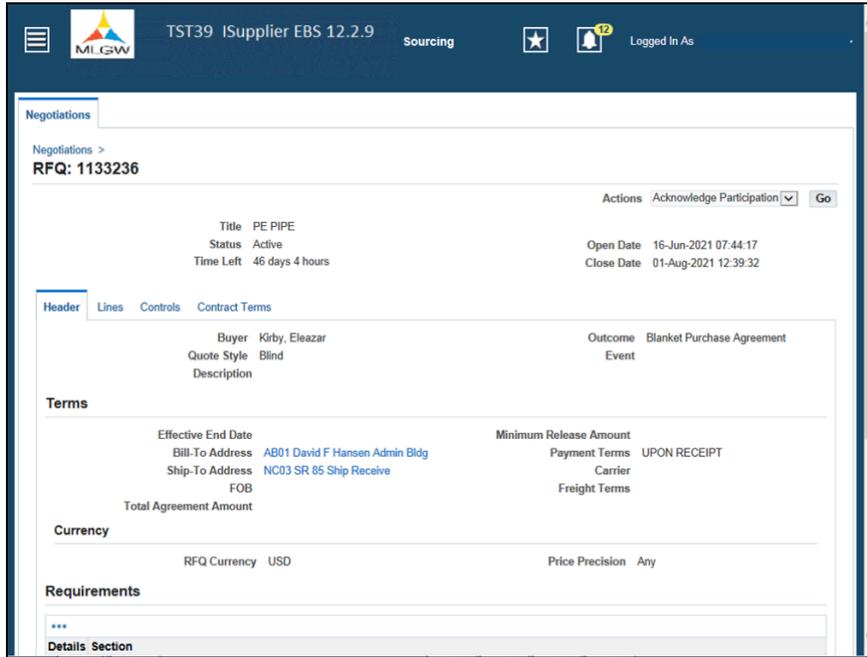


Step	Action
5.	Review the Terms and Conditions then scroll down the page. Click the <b>Vertical</b> scrollbar.
6.	Click the <b>I have read and accepted the terms and conditions</b> option.  <b>Note:</b> Agreeing to the Terms and Conditions, only pertains to using Oracle Sourcing application.  <input type="checkbox"/> I have read and accepted the terms and conditions
7.	Click the <b>Accept</b> button. <input type="button" value="Accept"/>
8.	Use the <b>RFQ</b> page to review the RFQ header details, line details, controls, and contract terms.
9.	The <b>Header</b> tab displays various information in regards to the overall bid.
10.	Scroll down to view additional RFQ header details. Click the <b>Vertical</b> scrollbar.
11.	Scroll back to the top the page. Click the <b>Vertical</b> scrollbar.

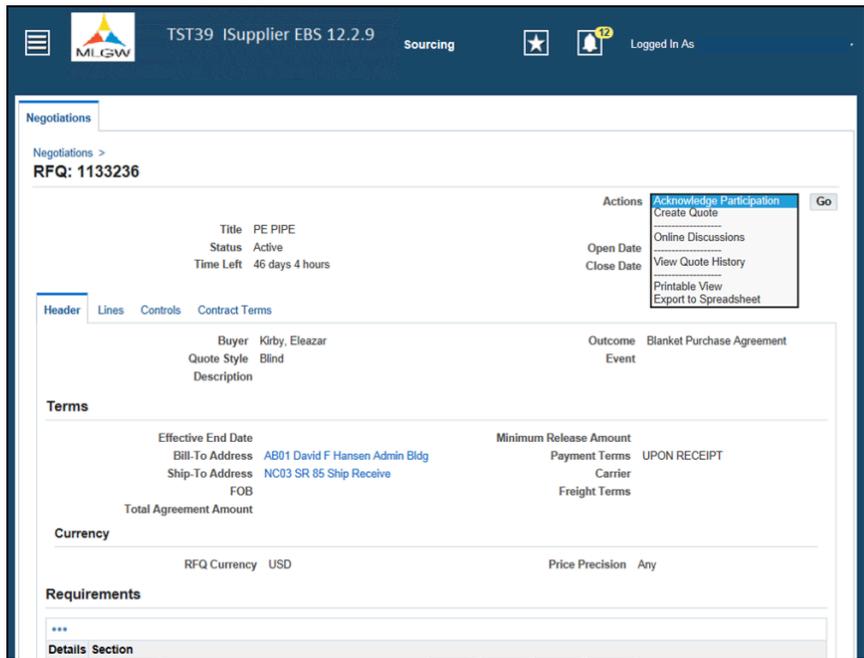
# Training Guide

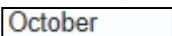


Step	Action
12.	Click the <b>Lines</b> tab. 
13.	Click the desired <b>Line</b> link (blue colored) to view the line details.  For this example, click " <b>TUBING 5/8"OD POLYETHYL...</b> ". 
14.	The approved products listed are the products MLGW has approved for purchase. MLGW can only purchase what is listed as approved.
15.	Click the <b>Long Description</b> link. 
16.	This is the long description of the item being requested to purchase.
17.	Click the <b>Close Popup</b> button. 
18.	Click the <b>Return to RFQ: 1133236</b> link. 
19.	In order to provide a bid, you have to Acknowledge Participation first.  Click the <b>Go</b> button. 
20.	Click in the <b>Note to Buyer</b> field.
21.	Enter the desired information into the <b>Note to Buyer</b> field.  For this example, enter " <b>I will quote.</b> ". 
22.	Click the <b>Apply</b> button. 

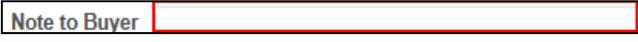


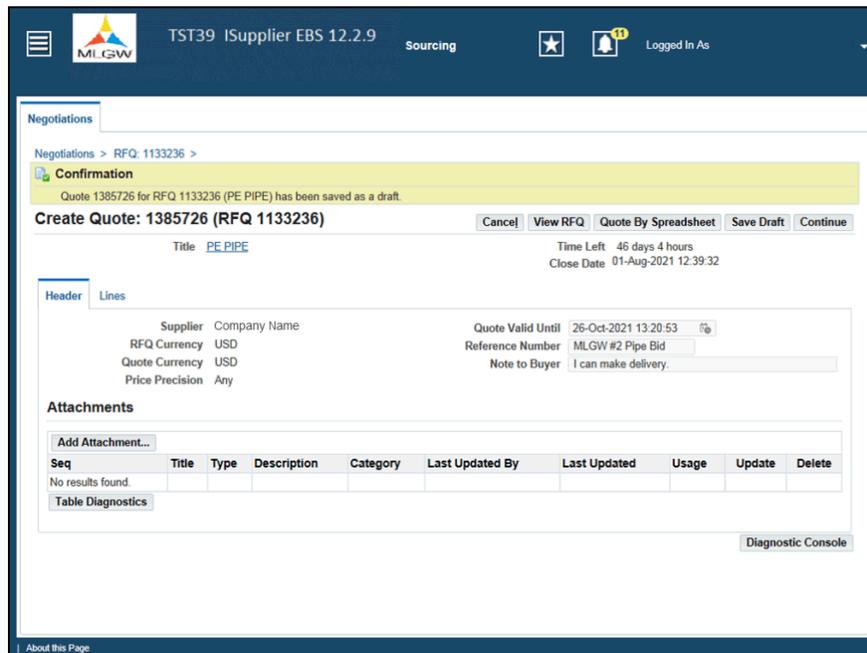
Step	Action
23.	<p>To create a quote, click on the <b>Actions</b> drop down menu.</p> <p>Click the object.</p> <p><b>Actions</b> Acknowledge Participation </p>



Step	Action
24.	Click the <b>Create Quote</b> list item. 
25.	Click the <b>Go</b> button. 
26.	Use the <b>Create Quote</b> page to define header and line details for your quote.
27.	You can select how long the quote provided is valid. Click the <b>Quote Valid Until LOV</b> button. 
28.	The <b>Quote Valid Until</b> date must be later than the close date. If an invalid date is given, Oracle will prompt you to provide a correct date. Click the <b>Choose month</b> list. 
29.	Click the desired <b>Month</b> list item. For this example, click " <b>October</b> ". Click the <b>October</b> list item. 



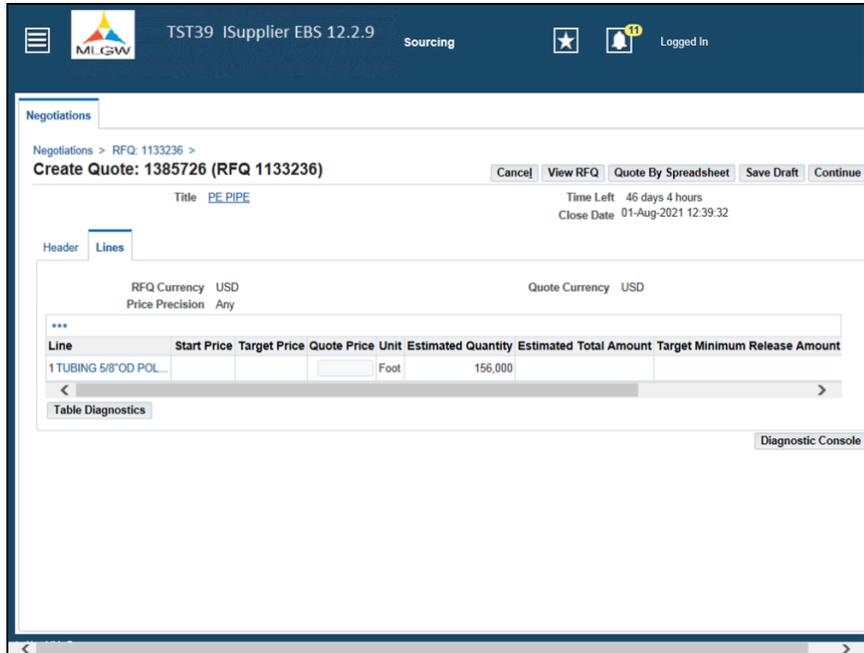
Step	Action
30.	<p>Click the desired <b>Date</b> link.</p> <p>For this example, click "<b>26</b>".</p> <p>Click the <b>26</b> link.</p> 
31.	<p>Click in the <b>Reference Number</b> field.</p> 
32.	<p>Enter the desired information into the <b>Reference Number</b> field.</p> <p>For this example, enter "<b>MLGW #2 Pipe Bid</b>".</p> 
33.	<p>Click in the <b>Note to Buyer</b> field.</p> 
34.	<p>Enter the desired information into the <b>Note to Buyer</b> field.</p> <p>For this example, enter "<b>I can make delivery.</b>".</p> 
35.	<p>Click the <b>Save Draft</b> button.</p> 

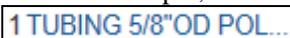
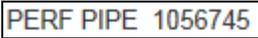


The screenshot shows the MLGW Sourcing interface. At the top, it displays 'TST39 ISupplier EBS 12.2.9 Sourcing' and 'Logged In As'. The main content area is titled 'Negotiations' and shows a confirmation message: 'Confirmation: Quote 1385726 for RFQ 1133236 (PE PIPE) has been saved as a draft.' Below this, it says 'Create Quote: 1385726 (RFQ 1133236)' with buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The quote title is 'PE PIPE'. The 'Header' section shows fields for Supplier, Company Name, Quote Valid Until (26-Oct-2021 13:20:53), Reference Number (MLGW #2 Pipe Bid), Note to Buyer (I can make delivery.), RFQ Currency (USD), Quote Currency (USD), and Price Precision (Any). The 'Attachments' section shows a table with columns: Seq, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table is currently empty with the message 'No results found.' and a 'Table Diagnostics' button. A 'Diagnostic Console' button is located at the bottom right of the interface.

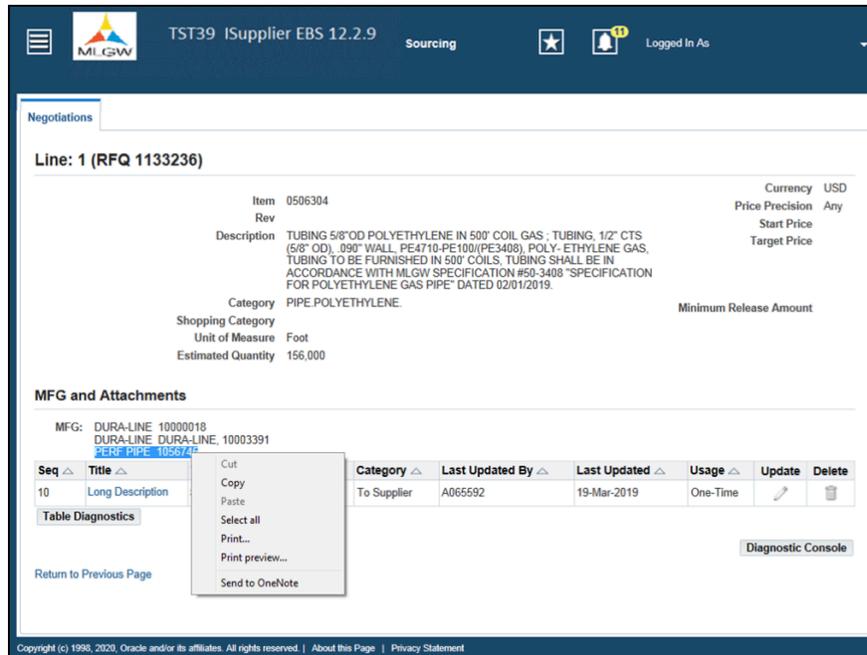


Step	Action
36.	Click the <b>Lines</b> tab. 



Step	Action
37.	Click the desired <b>Line</b> link (blue colored) to see the line details.  For this example, click " <b>TUBING 5/8\"OD POL...</b> ". 
38.	MLGW can only purchase products that are listed on the Approved Products List (APL). The list is found under MFG and Attachments.
39.	Highlight and copy the APL product you are quoting.  For this example, press the left mouse button and drag the mouse to select " <b>PERF PIPE 1056745</b> ". 
40.	Release the mouse button. 

Step	Action
41.	<p>Right-click the highlighted <b>Text</b>.</p> <p>For this example, right-click "<b>PERF PIPE 1056745</b>".</p> <p><b>PERF PIPE 1056745</b></p>



The screenshot shows the 'Negotiations' section of the MLGW Sourcing application. It displays 'Line: 1 (RFQ 1133236)' with various details including Item (0506304), Description (TUBING 5/8"OD POLYETHYLENE IN 500' COIL GAS...), Category (PIPE POLYETHYLENE), and Estimated Quantity (156,000). Below this, the 'MFG and Attachments' section shows a table with one row: '10 Long Description'. A right-click context menu is open over the 'Long Description' cell, with the 'Copy' option highlighted. The table also includes columns for Category, Last Updated By, Last Updated, Usage, Update, and Delete.

Step	Action
42.	<p>Click the <b>Copy</b> list item.</p> <p><b>Copy</b></p>



TST39 ISupplier EBS 12.2.9 Sourcing

MLGW

Logged In As

**Negotiations**

**Line: 1 (RFQ 1133236)**

Item 0506304  
 Rev  
 Description TUBING 5/8"OD POLYETHYLENE IN 500' COIL GAS TUBING 1/2" CTS (5/8" OD), .090" WALL, PE4710/PE100((PE3408), POLY-ETHYLENE GAS, TUBING TO BE FURNISHED IN 500' COILS. TUBING SHALL BE IN ACCORDANCE WITH MLGW SPECIFICATION #50-3408 "SPECIFICATION FOR POLYETHYLENE GAS PIPE" DATED 02/01/2019.  
 Category PIPE POLYETHYLENE.  
 Shopping Category  
 Unit of Measure Foot  
 Estimated Quantity 156,000

Currency USD  
 Price Precision Any  
 Start Price  
 Target Price  
 Minimum Release Amount

**MFG and Attachments**

MFG: DURA-LINE 10000018  
 DURA-LINE DURA-LINE, 10003391  
 PERF PIPE 1056745

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	Long Description	Short Text	To Supplier	A065592	19-Mar-2019	One-Time			

Table Diagnostics

Diagnostic Console

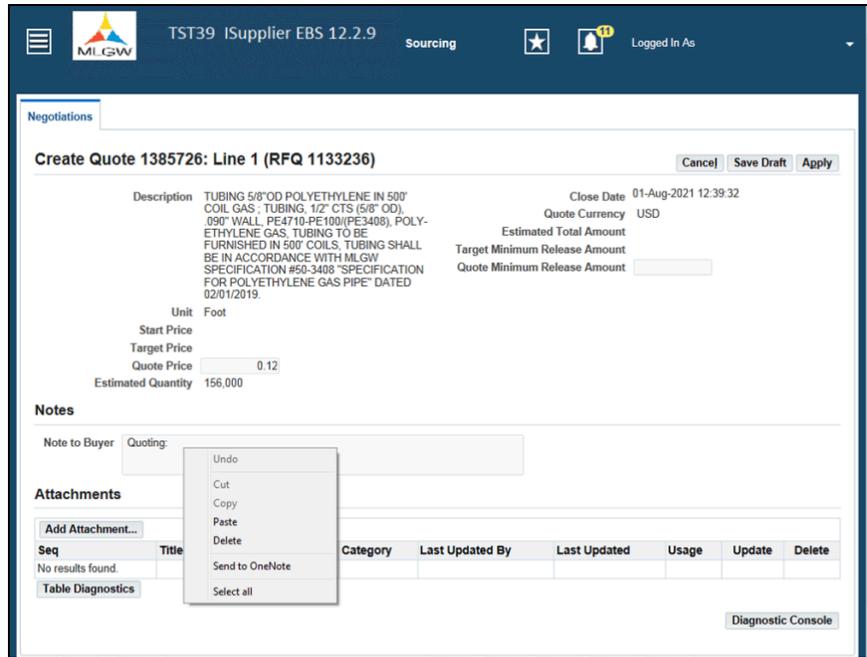
Return to Previous Page

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Step	Action
43.	Click the <b>Return to Previous Page</b> link. 
44.	If the <b>Update</b> icon is not shown, click the scrollbar to scroll right.
45.	Click the <b>Update</b> button for the line that you just viewed. Click the <b>Update</b> button. 
46.	Click in the <b>Quote Price</b> field. 
47.	Enter the desired information into the <b>Quote Price</b> field. For this example, enter ".12". 
48.	Click in the <b>Note to Buyer</b> field. 
49.	Enter the desired information into the <b>Note to Buyer</b> field. For this example, enter "Quoting:". 



Step	Action
50.	Right-click in the <b>Note to Buyer</b> field. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span>Note to Buyer</span> <span>Quoting:</span> </div>



Step	Action
51.	Click the <b>Paste</b> list item. <div style="border: 1px solid black; padding: 2px; margin-top: 5px; display: inline-block;"> <b>Paste</b> </div>



MLGW TST39 | Supplier EBS 12.2.9 Sourcing ★ 🔔 Logged In As

**Negotiations**

**Create Quote 1385726: Line 1 (RFQ 1133236)** Cancel Save Draft Apply

Description: TUBING 5/8"OD POLYETHYLENE IN 500' COIL GAS ; TUBING, 1/2" CTS (5/8" OD), .090" WALL, PE4710-PE100(PPE3408), POLY-ETHYLENE GAS, TUBING TO BE FURNISHED IN 500' COILS. TUBING SHALL BE IN ACCORDANCE WITH MLGW SPECIFICATION #50-3408 "SPECIFICATION FOR POLYETHYLENE GAS PIPE" DATED 02/01/2019.

Close Date: 01-Aug-2021 12:39:32  
 Quote Currency: USD  
 Estimated Total Amount:   
 Target Minimum Release Amount:   
 Quote Minimum Release Amount:

Unit: Foot  
 Start Price:   
 Target Price:   
 Quote Price:   
 Estimated Quantity: 156,000

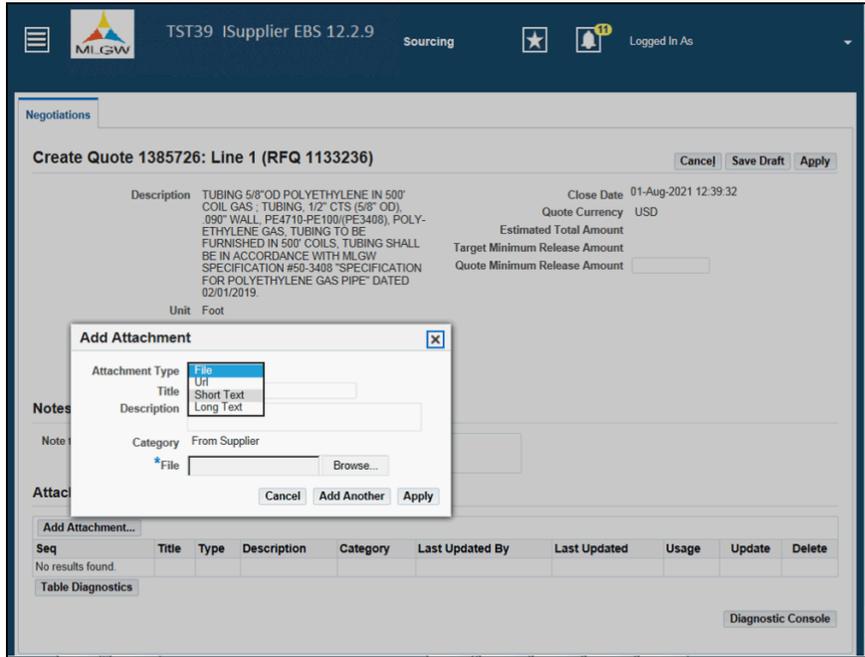
**Notes**

Note to Buyer: Quoting: PERF PIPE 1056745

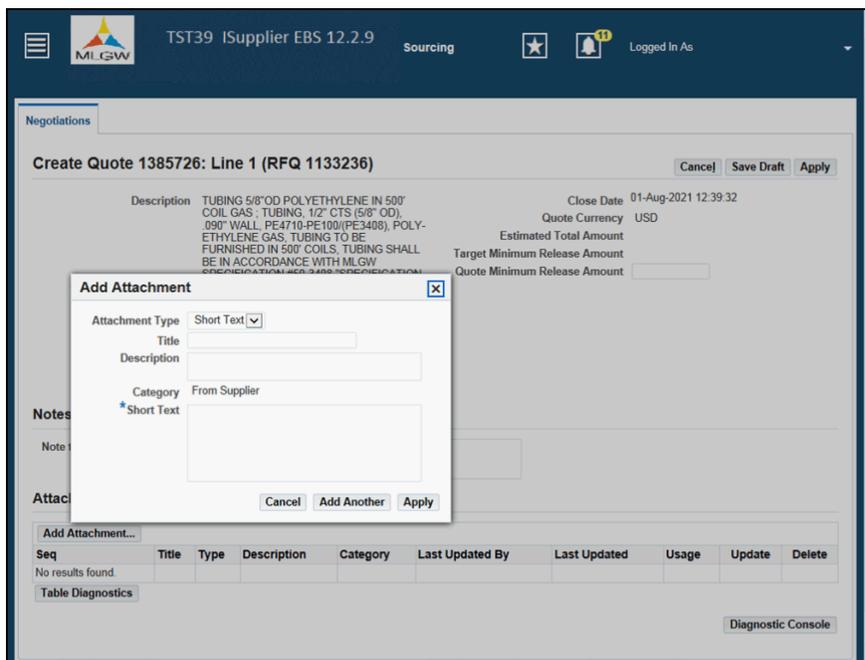
**Attachments**

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

Step	Action
52.	Click the <b>Add Attachment...</b> button. <input type="button" value="Add Attachment..."/>
53.	Click the <b>Attachment Type</b> list. <input type="button" value="Attachment Type"/> <input type="button" value="File"/>

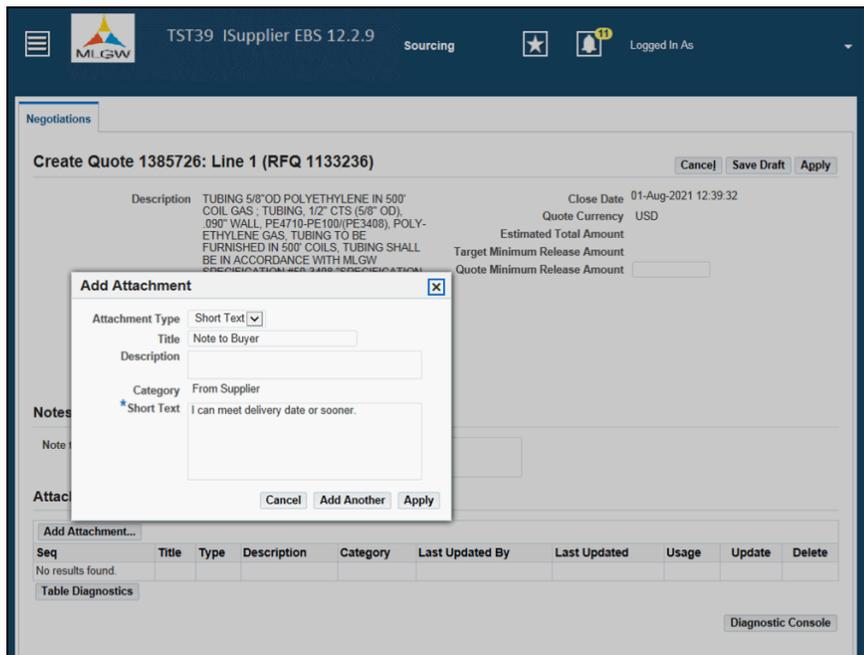


Step	Action
54.	Click the <b>Short Text</b> list item.





Step	Action
55.	Enter the desired information into the <b>Title</b> field.  For this example, enter " <b>Note to Buyer</b> ". 
56.	Click in the <b>Short Text</b> field. 
57.	Enter the desired information into the <b>Text</b> field.  For this example, enter " <b>I can meet delivery date or sooner.</b> ". 



Step	Action
58.	Click the <b>Apply</b> button. 
59.	Click the <b>OK</b> button. 



TST39 | Supplier EBS 12.2.9 | Sourcing | Logged In As

**Negotiations**

**Create Quote 1385726: Line 1 (RFQ 1133236)** Cancel Save Draft Apply

Description: TUBING 5/8"OD POLYETHYLENE IN 500' COIL GAS ; TUBING, 1/2" CTS (5/8" OD), .090" WALL, PE4710-PE100(P/E3408), POLY-ETHYLENE GAS; TUBING TO BE FURNISHED IN 500' COILS. TUBING SHALL BE IN ACCORDANCE WITH MLGW SPECIFICATION #50-3408 "SPECIFICATION FOR POLYETHYLENE GAS PIPE" DATED 02/01/2019.

Close Date: 01-Aug-2021 12:39:32  
 Quote Currency: USD  
 Estimated Total Amount:   
 Target Minimum Release Amount:   
 Quote Minimum Release Amount:

Unit: Foot  
 Start Price:   
 Target Price:   
 Quote Price:   
 Estimated Quantity: 156,000

**Notes**

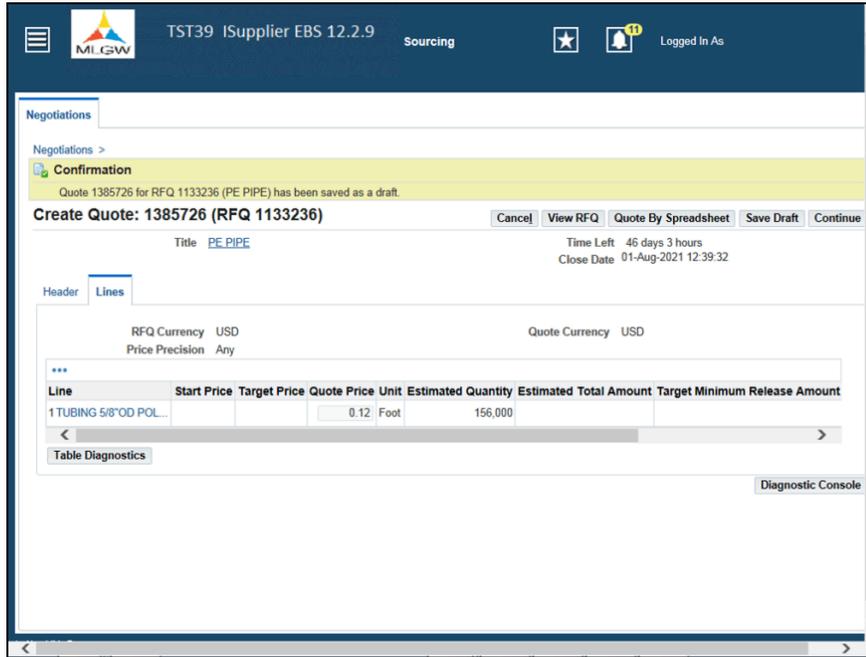
Note to Buyer: Quoting: PERF PIPE 1056745

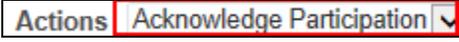
**Attachments**

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	Note to Buyer	Short Text		From Supplier	SALES@BDNINCORP.COM	16-Jun-2021	One-Time		

Table Diagnostics Diagnostic Console

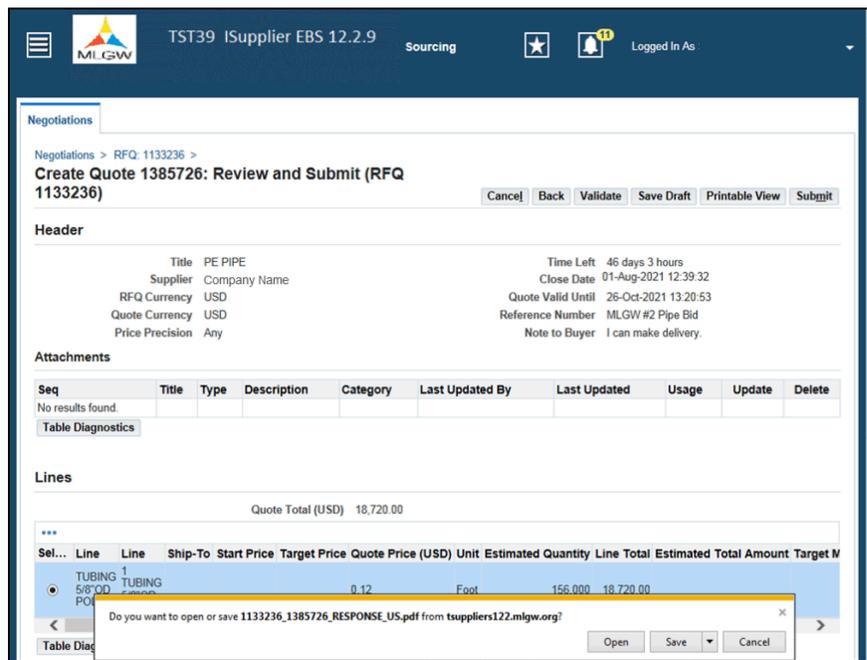
Step	Action
60.	Click the <b>Apply</b> button. 
61.	Click the <b>Save Draft</b> button. 

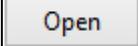


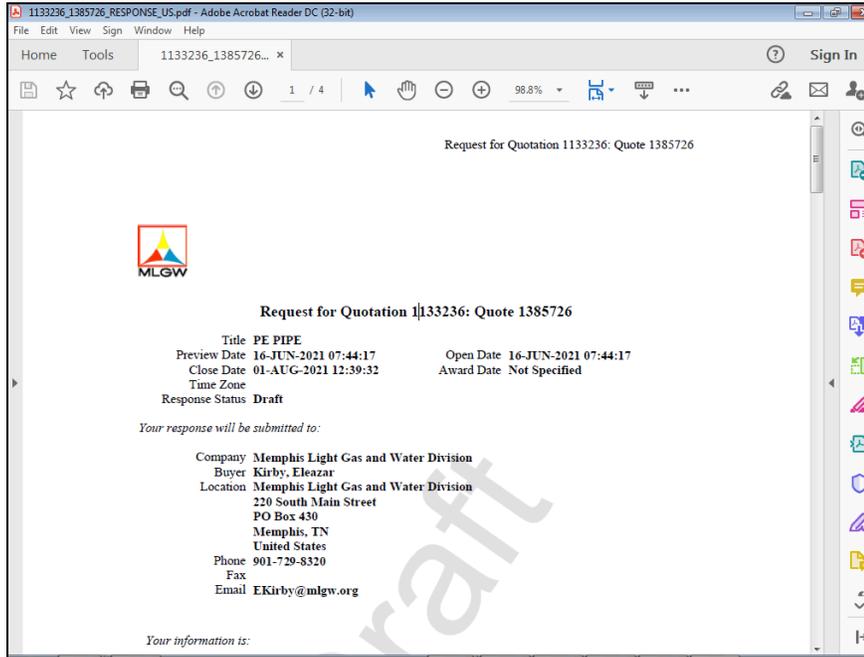
Step	Action
62.	Click the <b>View RFQ</b> button. 
63.	Scroll down to view additional RFQ Header details. Click the <b>Vertical</b> scrollbar.
64.	Scroll back to the top of the page. Click the <b>Vertical</b> scrollbar.
65.	Click the <b>Lines</b> tab. 
66.	Click the <b>Controls</b> tab. 
67.	Click the <b>Contract Terms</b> link. 
68.	Return to the Quote when you have finished reviewing the RFQ information. Press <b>[Escape]</b> .
69.	Click the <b>Actions</b> list. 
70.	Click the <b>Create Quote</b> list item. 



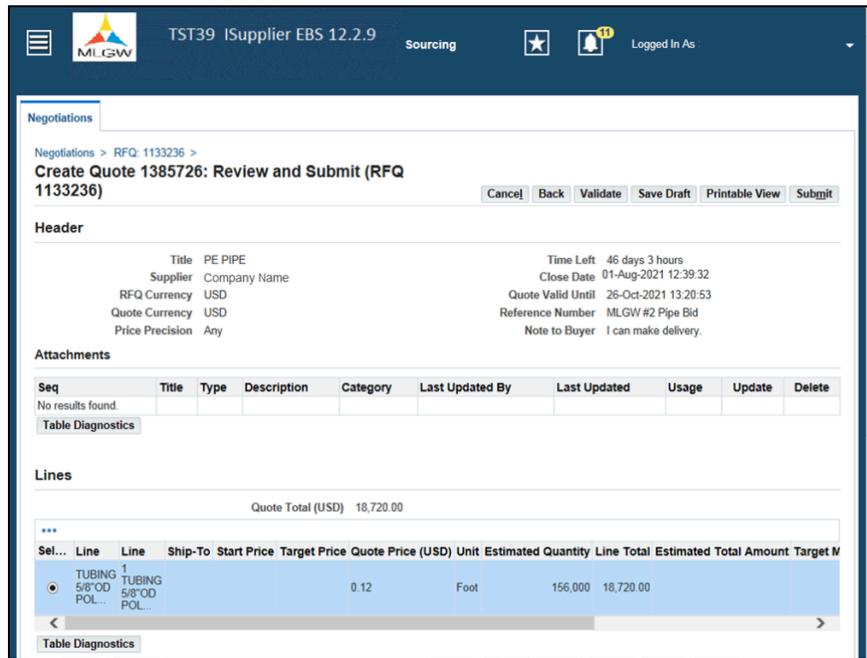
Step	Action
71.	Click the <b>Go</b> button. 
72.	Click the <b>Continue</b> button. 
73.	Oracle will provide a quote (bid) summary once a quote has been entered. You can print out the quote for your records.  Click the <b>Printable View</b> button. 



Step	Action
74.	Click the <b>Open</b> button. 



Step	Action
75.	<p>Scroll down to view the entire RFQ quote details.</p> <p>Click the scrollbar.</p>
76.	<p>Click the <b>Close</b> button when you have finished reviewing your quote summary and return to Oracle.</p> 



Step	Action
77.	Click the <b>Validate</b> button to ensure there are no errors on your quote. <div style="border: 1px solid red; padding: 2px; display: inline-block;"><b>Validate</b></div>
78.	Click the <b>Submit</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>Submit</b></div>
79.	You will receive a confirmation message stating that your quote was submitted successfully to MLGW.  Click the <b>Return to Sourcing Home Page</b> link to return to the <b>Negotiations</b> page. <div style="border: 1px solid black; padding: 2px; display: inline-block;"><a href="#">Return to Sourcing Home Page</a></div>
80.	You have successfully completed the Viewing Request for Quotes (RFQ) topic.  For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at <a href="mailto:ServiceDesk@MLGW.org">ServiceDesk@MLGW.org</a> . <b>End of Procedure.</b>



## Submitting a Change Request

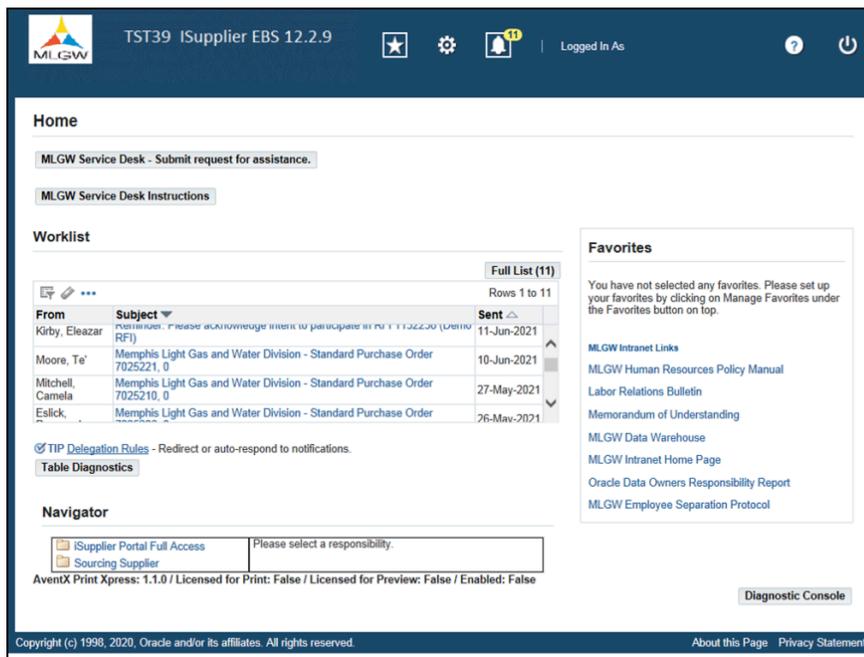
Oracle iSupplier enables you to make changes to purchase orders that still have an "Open" status.

In this topic, you will submit a change request for a PO.

For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at [ServiceDesk@MLGW.org](mailto:ServiceDesk@MLGW.org) (<mailto:ServiceDesk@MLGW.org>).

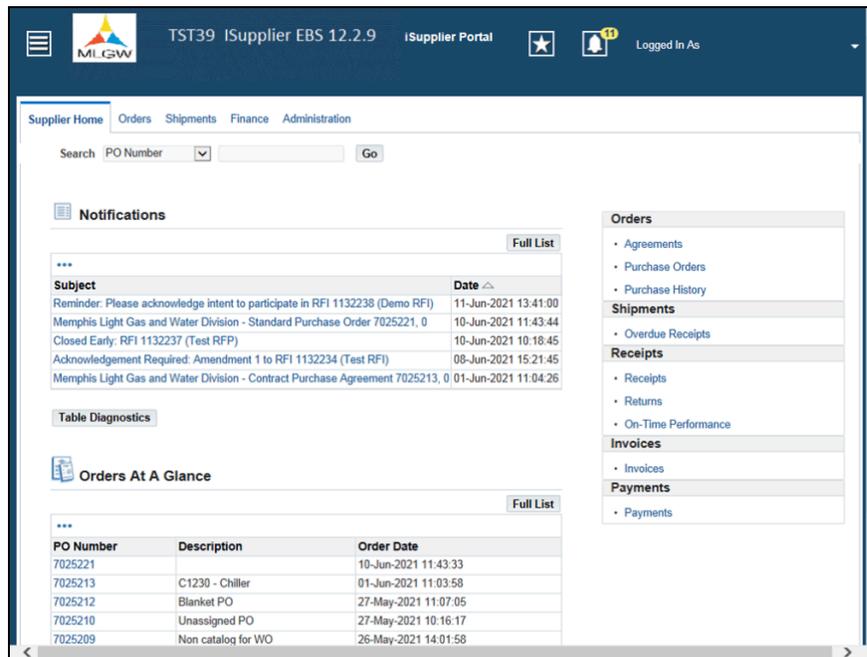
### Procedure

The purpose of this topic is to show you how to submit a change request.



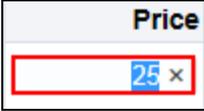
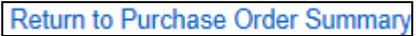
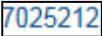
Step	Action
1.	<p>Begin by navigating to the <b>iSupplier Home</b> page.</p> <p>Click the <b>iSupplier Portal Full Access</b> link.</p> <p> <a href="#">iSupplier Portal Full Access</a></p>

Step	Action
2.	Use the <b>iSupplier Home</b> page to review and drill down to your notifications, purchase orders, and/or PO shipment information.



Step	Action
3.	Click the desired <b>PO Number</b> link.  For this example, click " <b>7025212</b> ". <a href="#">7025212</a>
4.	Use the <b>Standard Purchase Order</b> page to review general PO information, drill down to order details, or make change requests.
5.	Ensure "Request Change" is selected as the <b>Action</b> .  Click the <b>Go</b> button. <input type="button" value="Go"/>
6.	Scroll down to view the <b>PO Details</b> section.  Click the <b>Vertical</b> scrollbar.
7.	Double-click the current value in the <b>Price</b> field. 



Step	Action
8.	<p>Enter the desired information into the <b>Price</b> field.</p> <p>For this example, enter "<b>23</b>".</p> 
9.	<p>Scroll to the right to view additional PO Line details.</p> <p>Click the <b>Horizontal</b> scrollbar.</p>
10.	<p>Click in the <b>Reason</b> field.</p> 
11.	<p>Enter the desired information into the <b>Reason</b> field.</p> <p>For this example, enter "<b>Quoted wrong price</b>".</p>
12.	<p>Click the <b>Submit</b> button.</p> 
13.	<p>Click the <b>Return to Purchase Order Summary</b> link.</p> 
14.	<p>Use the <b>Purchase Orders</b> page to view, manage, and/or drill down to purchase order details and confirm the change request.</p>
15.	<p>Click the <b>PO Number</b> link that you just made changes to.</p> <p>For this example, click "<b>7025212</b>".</p> 
16.	<p>Scroll down to view the <b>PO Details</b> section.</p> <p>Click the <b>Vertical</b> scrollbar.</p>
17.	<p>Click the <b>Expand</b> button to show additional PO line details.</p> 
18.	<p>The changes you made are indicated with the green star.</p>
19.	<p>Click the <b>Vertical</b> scrollbar.</p>
20.	<p>Click the <b>Return to Orders: Purchase Orders</b> link to return to the <b>Purchase Orders</b> page.</p> 
21.	<p>You have successfully completed the Submitting a Change Request topic.</p> <p>For technical help, please contact the MLGW Service Desk at 901-729-8416 or by email at ServiceDesk@MLGW.org.</p> <p><b>End of Procedure.</b></p>

