



CITY OF CHICAGO DELEGATE AGENCY

iSupplier (eProcurement) Invoice Creation Workshop




iSupplier Portal with Invoice Creation

- Select “**City of Chicago iSupplier Portal with Invoice Creation.**”
- Expand option to select **Home Page**



CITY OF CHICAGO E-Business Suite:JADE Favorites ▾ Logout Preferences Help


Enterprise Search Search Results Display Preference ▾

Logged In As 

[Oracle Applications Home Page](#)

Main Menu Personalize

 [City of Chicago iSupplier Portal with Invoice Creation](#)
 [Home Page](#)

 [City of Chicago Online Bidding](#)

Worklist Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Orders and Finance Tab

- **Orders:** View Contracts and Releases
- **Finance:** Create Invoices and View Payments

The screenshot shows the City of Chicago iSupplier Portal. The top navigation bar includes the City of Chicago logo, the text 'iSupplier Portal', and links for 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a secondary navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. A search bar is located below the tabs, with a dropdown menu set to 'PO Number' and a 'Go' button. To the right of the search bar are 'Navigator' and 'Favorites' icons. On the left side, there is a 'Notifications' section with a 'Full List' button and a table with columns 'Subject' and 'Date'. The table shows 'No results found.' Below the 'Notifications' section, two red lines point from the 'Orders' and 'Finance' tabs to callout boxes. The 'Orders' callout box says 'View Contracts and Releases'. The 'Finance' callout box says 'Create Invoices, View Invoices & Payments'. On the right side, there is a sidebar with sections for 'Orders', 'Receipts', 'Invoices', and 'Payments'. The 'Orders' section contains links for 'Agreements', 'Purchase Orders', and 'Purchase History'. The 'Receipts' section contains links for 'Receipts' and 'Returns'. The 'Invoices' section contains a link for 'Invoices'. The 'Payments' section contains a link for 'Payments'.

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin Finance

Search PO Number Go

Navigator Favorites

Home Logout Preferences Help

Notifications

Full List

Subject	Date
No results found.	

View Contracts and Releases

Create Invoices, View Invoices & Payments

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Receipts

- [Receipts](#)
- [Returns](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Orders Tab

- View Agreements
- Find Global and Standard PO-Release
- Export Information

CITY OF CHICAGO iSupplier Portal

Home **Orders** Shipments Admin Finance

Purchase Orders | Agreements | Purchase History | Work Confirmations

Purchase Orders

Export

Views

View

Select Order:

Previous 1-25 Next 25

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	97430	0	CITY OF CHICAGO - GRE	Standard PO		20-Mar-2019 17:17:12	USD	80,590.00	Open			
<input type="radio"/>	96851	0	CITY OF CHICAGO - GRE	Standard PO		13-Mar-2019 18:20:42	USD	30,560.00	Open			
<input type="radio"/>	96849	0	CITY OF CHICAGO - GRE	Standard PO		13-Mar-2019 18:19:14	USD	109,709.00	Open			
<input type="radio"/>	96000	0	CITY OF CHICAGO - GRE	Standard PO		05-Mar-2019 15:01:12	USD	67,000.00	Open			
<input type="radio"/>	85468	0	CITY OF CHICAGO - GRE	Global Blanket Agreement	DFSS-CORP-HL-PSH:	29-Jan-2019 09:31:38	USD	414,538.00	Open			
<input type="radio"/>	85155	0	CITY OF CHICAGO - GRE	Global Blanket Agreement	DFSS-CDBG-HL-SPC:	29-Jan-2019 09:31:16	USD	161,180.00	Open			

Finance Tab

- Create Invoices
- View Invoices
- View Payments

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin **Finance**

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice With a PO

Search

Note that the search is case insensitive

Supplier **DEBORAH'S PLACE**

Invoice Number

Invoice Date From
(example: 18-Jul-2019)

Invoice Status

Release PO Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice Option

- Select “Finance”
- Under “Create Invoice” and “Invoice Actions”
- Navigate to the Right of the Screen
- Select “Create Invoice with a PO”
- Select “Go”

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin **Finance**

Create Invoices | View Invoices | View Payments

Invoice Actions


Create Invoice With a PO

Search

Note that the search is case insensitive

Supplier **DEBORAH'S PLACE**


Invoice Number

Invoice Date From 
(example: 18-Jul-2019)

Invoice Status

Release PO Number

Invoice Amount

Invoice Date To 

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Search for Active Release PO Budget Lines

- Enter “Release PO Number” in the Search Box
- Select “Go”
- Select “Next”

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin **Finance** Navigator Favorites Home Logout Preferences Help

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Release PO Number x i

Release PO Date (example: 18-Jul-2019)

Go Clear

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit UOM	Price	Ship Curr To	Organization	Packing Slip	Waybill
	No search conducted.															

Cancel Step 1 of 4 Next

Adding Budget Lines to an Invoice

- Select the appropriate budget Line (0005-Salaries, 0044-Fringes, etc.)
 - Must match documentation
- View Ordered Amount and Invoiced Amount to Determine Available Balance
- Click “Next”

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[Create Invoices](#)
[View Invoices](#)
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Purchase Orders

Details

Manage Tax

Review and Submit

Create Invoice: Purchase Orders

Cancel

Step 1 of 4

Next

Search

Note that the search is case insensitive

Release PO Number

97430

Release PO Date

(example: 18-Jul-2019)

Go

Clear

Advanced Search

Select Items:

Add to Invoice

Select All

Select None

Cancel

Step 1 of 4

Next

Enter Invoice Details

CITY OF CHICAGO

iSupplier Portal

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Purchase Orders

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Manage Tax

Review and Submit

Confirmation

Attachment Sample File Invoice Form has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

[Create Invoice: Details](#)

* Indicates required field

Supplier

* Supplier Tax Payer ID

* Remit To

Address

(EFT) CHICAGO IL 60612

Invoice

* Invoice Number

* Invoice Date

Invoice Type

Currency

* Invoice Description

Date Good/Services Received

* Department Number

DEPT OF FAMILY AND SUPPORT SERVICES

* Attachment

Customer

Customer Tax Payer ID

Customer Name

Address

CITY OF CHICAGO - GRE

121 NORTH LASALLE STREET Chicago 60602 US

Items

Release PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
97430	1	1		0005-PERS		050-2515 HOMELESS SERVICES	41341.28	5200	1	USD	5200
97430	2	1		0044-Fringe Benefits		050-2515 HOMELESS SERVICES	7464.83	1200	1	USD	1200
97430	3	1		0801-Indirect		050-2515 HOMELESS SERVICES	4879.66	150	1	USD	150

[Cancel](#)
[Back](#)

Step 2 of 4

[Next](#)

Create Invoice - (3) Required Attachments

Add Required Supporting Documentation

1. **Invoice Forms**: include Invoice Summary, Invoice Salary Expenditure Only, and Invoice Non-Personnel Expenditure Form (***Excel version only***).
 - a. Enter "Invoice" in the Title section
 - b. Attach Invoice copies
2. **Supporting Documentation "Support"**: e.g., Payroll Register Form, Invoice copy for non-personnel cost, etc.
 - a. Enter "Support" in the Title section
 - b. Attach supporting documentation copies
3. **Certifications**: e.g., Voucher Certification Form, Tax Payment Certification Form, etc.
 - a. Enter "Certificate" in the Title section
 - b. Attach certification copies

*Only upload **three** attachments for each invoice. ***NOTE:** Supporting Documentation should be in order of the billed expense.

Create Invoice - Required Information

Remit To: Verify that the remit-to address and bank account detail for your institution is correct. It can be changed by selecting a different “remit to” site.

Invoice Number: This field is identified as a unique number assigned for tracking and billing purposes and applied in the system to avoid duplication of invoices.

a. **Conventional invoice** number consists of four elements: PO number-Release number-Expenditures covered year (2 digits)-Sequential number (2 digits), e.g., 33328-1-19-01.

b. **eProcurement invoice** number omits the PO number and consists of three elements: Release Number-Expenditures covered year-Sequential number, e.g., 45672-19-01.

Invoice Description: Enter the period covered followed by the two-letter program code. For example: **08/01/2019 – 08/31/2019 PH**. PH stands for “Public Health” program; RW stands for “Ryan White” program; SH stands for “Shelter” program; CC stands for “Childcare Program” YN stands for “Youth Net” program. If you do not know the program code, you may just enter the period covered with no program code. *The Invoice description identifies the period covered for when services performed and/or cost incurred for your submitted invoice.

Date Goods/Services Received: This will be the end date of the expenditure covered period in the format DD-MMM-YYYY. We recommend choosing the day from the calendar selector. Example:



Department Number: You can select the magnifying glass to see a list of department numbers, but common departments are: 21 Department of Housing; 41 Department of Health; 48 Mayor’s Office for People with Disabilities; 50 Family and Support Services; 54 Planning and Development; 57 Chicago Police Department; 70 Business Affairs and Consumer Protection.

Create Invoice Details (Cont.)

➤ Review and Submit Invoice

CITY OF CHICAGO | Supplier Portal

Home Orders Shipments Admin Finance
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next **Submit**

Supplier

* Supplier: Chicago Test Vendor
Tax Payer ID: 12-4356789
* Remit To: A (EFTXX1234)
Address: 123 ADAMS ST, SUITE 99 CHICAGO IL 60603
Remit To Bank Account: XXXXXX6961
Unique Remittance Identifier
Remittance Check Dgt

Invoice

* Invoice Number: 32010-6-17-01R
* Invoice Date: 17-Oct-2017
Invoice Type: Standard
* Currency: USD
Invoice Description: 09/01/17-09/29/17 CC
Date Good/Services Received: 29-Sep-2017
Department Number: 50
Web Disclosure Attachment: [Attachment List...](#)

Customer

* Customer Tax Payer ID: 36-6005820
Customer Name: CITY OF CHICAGO - GRE
Address: 121 NORTH LASALLE STREET Chicago 60602 US

Summary Tax Lines

Calculate

Summary Tax Line Number Tax Regime Code Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount Line Status
No results found.

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quant By To Invoice UOM	Unit Price	Amount
32010-4	2	2	0005 PROGRAM PERSONNEL		050-1005 FAMILY AND SUPPORT SERVICES	17994.33	17,994.33 USD	1.00	17,994.33
32010-4	3	3	0044 PROGRAM PRIZES		050-1005 FAMILY AND SUPPORT SERVICES	5170.21	5,170.21 USD	1.00	5,170.21

Shipping and Handling

Charge Type
No results found.

Amount Description

Invoice Summary

Items	23,164.54
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	23,164.54
Total (USD)	23,164.54

Cancel Save Back Step 3 of 4 Next **Submit**

Editing Invoices

- If Changes are required **Prior to submission**, Users can Select the “Back” button (not the browser button) to edit details or line information
- If changes are required **After submission**, Users must navigate to the “Finance” tab, under “Invoice Actions”, under “Search” for Invoice number and select “Go”

Remove Lines from Invoice

CITY OF CHICAGO
iSupplier Portal

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Finance

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View Invoices
View Payments

Purchase Orders
Details
Manage Tax
Review and Submit

Create Invoice: Details
* Indicates required field

Supplier

* Supplier Chicago Test Vendor
Tax Payer ID 12-4356789
* Remit To A (EFT XX1234)
Address 123 ADAMS ST, SUITE 99 CHICAGO IL 60603

Invoice

* Invoice Number 12345-4-17-03R
Invoice Date 15-Oct-2017
Invoice Type Invoice
Currency USD
* Invoice Description 09/01-17 - 09/29/17 CR
Date Good/Services Received 29-Sep-2017
* Department Number 50
DEPT OF FAMILY AND SUPPORT SERVICES
* Attachment None

Customer

Customer Tax Payer ID
Customer Name CITY OF CHICAGO - GRE
Address 121 NORTH LASALLE STREET Chicago 60602 US

Items

Release PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
7-4	10	10		0300-PROGRAM-MATERIALS/SUPPLIES		050-2005 FAMILY AND SUPPORT SERVICES	6537	1500	1	USD	1500

To remove a line, select Back and Remove Line from Invoice

Cancel
Back
Step 2 of 4
Next

Remove Lines from Invoice

CITY OF CHICAGO iSupplier Portal

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Review and Submit

Create Invoice: Purchase Orders

Cancel
Step 1 of 4
Next

Search

Note that the search is case insensitive

Release PO Number
Release PO Date
Go
Clear

Advanced Search

Select Items:
Add to Invoice

Previous
1-10
Next 10

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/> 7	1	1	<input type="checkbox"/>	(1-SDOP) 0005-PERSONNEL			37785	0	37785	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	2	2	<input type="checkbox"/>	(1-SDOP) 0044-FRINGE BENEFITS			5058	0	5058	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	8	8	<input type="checkbox"/>	(2-BC) 0005-PERSONNEL			28050	0	28050	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	9	9	<input type="checkbox"/>	(2-BC) 0044-FRINGE BENEFITS			6171	0	6171	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	10	10	<input type="checkbox"/>	(2-BC) 0100-OPERATING AND TECHNICAL			3600	0	3600	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	12	12	<input type="checkbox"/>	(2-BC) 0300-MATERIALS AND SUPPLIES			156.08	0	156.08	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	14	14	<input type="checkbox"/>	(2-BC) 0900-OTHER			1422	0	1422	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	15	15	<input type="checkbox"/>	(3-BP) 0005-PERSONNEL			31932	0	31932	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	16	16	<input type="checkbox"/>	(3-BP) 0044-FRINGE BENEFITS			7025	0	7025	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		
<input type="checkbox"/> 7	17	17	<input type="checkbox"/>	(3-BP) 0100-OPERATING AND TECHNICAL			2898	0	2898	USD	1	USD	052-2505 CHL YTH SRV	CITY OF CHICAGO - GRE		

Select Items:
Add to Invoice

Previous
1-10
Next 10

Purchase Order Items Added to Invoice

Select Items:
Remove from Invoice

Select All
Select None

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/> 7	4	10	0300-PROGRAM-MATERIALS/SUPPLIES			11537	0	5000	USD	1	USD	050-2005 FAMILY AND SUPPORT SERVICES	CITY OF CHICAGO - GRE

Cancel
Step 1 of 4
Next

Cancel Invoice

- Search for All Invoices, Under **Finance** tab, Select “GO”
- **Cancelling an Invoice will release the funds reserved in the voucher**

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin **Finance** Navigator Favorites Home Logout Preferences Help

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier **Chicago Test Vendor**

Invoice Number

Invoice Date From (example: 16-Oct-2017)

Invoice Status

Release PO Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice With a PO Go

Cancel or Edit Invoice (Cont.)

- Invoice History will appear; Select the Invoice to Edit or Cancel

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin Finance

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier **Chicago Test Vendor**

Invoice Number

Invoice Date From (example: 16-Oct-2017)

Invoice Status

Go Clear

Release PO Number

Invoice Amount

Invoice Date To

Currency

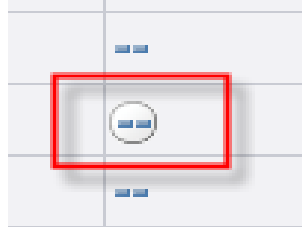
Previous 1-10 Next 10

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
32010-4-17-155	31-Aug-2017	USD	16,755.00	32010-4	In Process				
32010-1-17-01	11-Oct-2017	USD	300.00	32010-4	In Process				
32010-4-17-1999	25-Sep-2017	USD	10,000.00	32010-4	In Process				
32010-4-17-01R3	29-Sep-2017	USD	1,600.00	32010-4	In Process				
32010-4-17-01R4	29-Sep-2017	USD	200.00	32010-4	In Process				
32010-4-17-1122233	06-Oct-2017	USD	1,700.00	32010-4	In Process				
32010-1-17-19	06-Oct-2017	USD	100.00	32010-4	Unsubmitted				
32010-4-17-40	31-Aug-2017	USD	2.00	32010-4	In Process				
8yr3oihf	06-Oct-2017	USD	0.00	32010-4	Cancelled				
32010-4-001	31-Aug-2017	USD	1.00	32010-4	In Process				

Previous 1-10 Next 10

Cancel or Edit Invoice (Cont.)

Cancel Icon



CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin **Finance**

Create Invoices View Invoices View Payments

Invoice Actions

Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier **Chicago Test Vendor**

Invoice Number

Invoice Date From (example: 16-Oct-2017)

Invoice Status

Go Clear

Release PO Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Release PO Number	Status	Withdraw	Cancel	Update	View Attachments
32010-4-17-155	31-Aug-2017	USD	16,755.00	32010-4	In Process				
32010-1-17-01	11-Oct-2017	USD	300.00	32010-4	In Process				
32010-4-17-1999	25-Sep-2017	USD	10,000.00	32010-4	In Process				
32010-4-17-01R3	29-Sep-2017	USD	1,600.00	32010-4	In Process				
32010-4-17-01R4	29-Sep-2017	USD	200.00	32010-4	In Process				
32010-4-17-1122233	06-Oct-2017	USD	1,700.00	32010-4	In Process				
32010-1-17-19	06-Oct-2017	USD	100.00	32010-4	Unsubmitted				
32010-4-17-40	31-Aug-2017	USD	2.00	32010-4	In Process				
8yr3oihf	06-Oct-2017	USD	0.00	32010-4	Cancelled				
32010-4-001	31-Aug-2017	USD	1.00	32010-4	In Process				

Previous 1-10 Next 10

Post Invoice Submission

Delegate Agencies have an obligation to regularly check the invoice status and take an appropriate action accordingly.

Post Invoice Submission (cont'd)

A. Rejection

1. Under the following circumstances, an Invoice may be Rejected:
 - a. Incorrect Payment Site selected
 - b. Incorrect Date Goods/Services Received
 - c. Incorrect Release matched
 - d. The expenditures covered in the two-year period
 - e. Other
2. Delegate Agencies have an obligation to follow up with the Rejection Notification and take an appropriate action to fix the root cause for Rejection accordingly.

The communication email regarding rejected invoices will originate **From: Workflow Mailer** and may appear in spam folder.
3. When delegate agency resubmits the rejected invoice, the original invoice number should be used and followed by a suffix “**RJ**”. For example, **45672-17-01RJ**.

4. When the delegate agency resubmits invoices to recover previously deleted cost (only submit if **expense** is allowable), please include the suffix “**R**” followed by the invoice number. For Example, 45672-17-01R.

5. Please use “**A**” for invoices that have amendment cost ‘ **ONLY** meaning you submitted your original invoice and forgot to include cost pertaining to the exact same period covered, same invoice number, same voucher – only adding on cost related to original invoice. For Example 45672-17-01A.

i.e., Original Invoice 45672-17-01 period covered 04/01/18 – 04/30/18
Amendment Invoice 45672-17-01A period covered 04/01/18 – 04/30/18

6. * If you experience where your agency uses the same PO number, for multiple programs within your organization – your agency can use the following format to submit your invoices : ***this is case by case basis and should be approved by your department contact liaison.***

45672-17-01a

45672-17-01b

45672-17-01c

45672-17-01d

Helpful Tips and Lessons Learned

1. Use Internet Explorer Browser and Avoid Back/Forth Browser Buttons
2. Enable Pop-Ups and Check Internet Security Settings
3. Check Email Spam/Junk Mailbox for City of Chicago Mailer notifications
4. Check Attachment Submissions Prior to Submitting
5. Online Discussion Sent to Buyer Only
6. Save Draft Often
7. Check Attachment Submissions Prior to Submitting RFP
8. Click Validate Prior to Submission - To Identify Missing Requirement
9. Prior to Submitting – Enter Name First THEN Click Certify
10. Updating Agency Information and User Access – Remember to Enter Email Address Before Granting Access to Organizational Users .
Assign Proper Responsibilities (Online bidding and/or Invoicing)

Who to Contact for Assistance

iSupplier Helpline:

CustomerSupport@cityofchicago.org or **(312)744-4357**

Registration Assistance Only:

CustomerSupport@cityofchicago.org or **(312)744-4357**

Too receive remittance when payments are made, send your supplier number to:

electronicenrollment@cityofchicago.org

Useful Links

Vendor/Delegate Agency Registration:

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html>

City of Chicago Search Online:

<http://webapps.cityofchicago.org/VCSearchWeb/org/cityofchicago/vcsearch/controller/agencySelection/begin.do>

Funding Opportunities:

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html>