



CITY OF CHICAGO DELEGATE AGENCY

iSupplier (eProcurement) Overview



Agenda

- ❖ Welcome and Introduction
- ❖ Overview of iSupplier (eProc)

What is iSupplier (eProcurement)?

- Real-Time Online Purchasing System with Data Export
- Required for Doing Business with City of Chicago
- Full Service System Allows Agencies to:

Manage Delegate Agency Info.

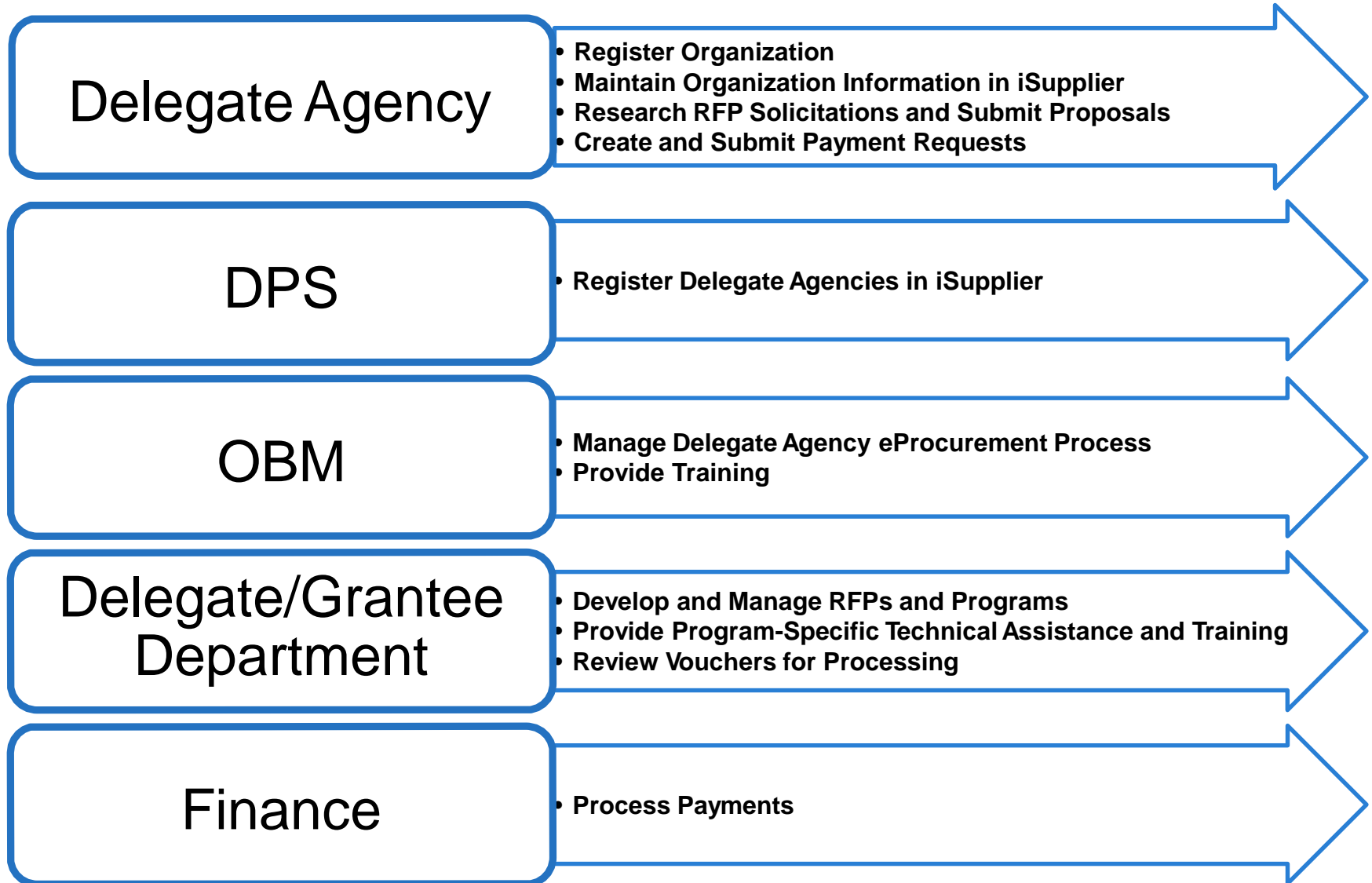
Review & Respond to Solicitations

Submit RFP

Submit Vouchers/
Invoice for
Payment

Communicate with Departments

General Functions and Roles



iSupplier Site

- ❑ Registration
- ❑ Finding and Responding to RFP's
- ❑ Training Information and Alerts

[HTTP://WWW.CITYOFCHICAGO.ORG/EPROCUREMENT](http://www.cityofchicago.org/eProcurement)



Registration and Requirements

All vendors must have:

- Federal Employer Identification Number (FEIN)
- IRS W9 for registration and confirmation of vendor business information.
- **Vendor Names MUST MATCH Articles of Incorporation**

New Delegates /Grantee and Existing Delegate Agencies

<https://www.chicago.gov/city/en/depts/dps/isupplier/login-register.html>

Login

- Self Management – Password Resets

CITY OF CHICAGO

* User Name
(example: michael.james.smith)

* Password
(example: 4u99v23)

[Login Assistance](#)

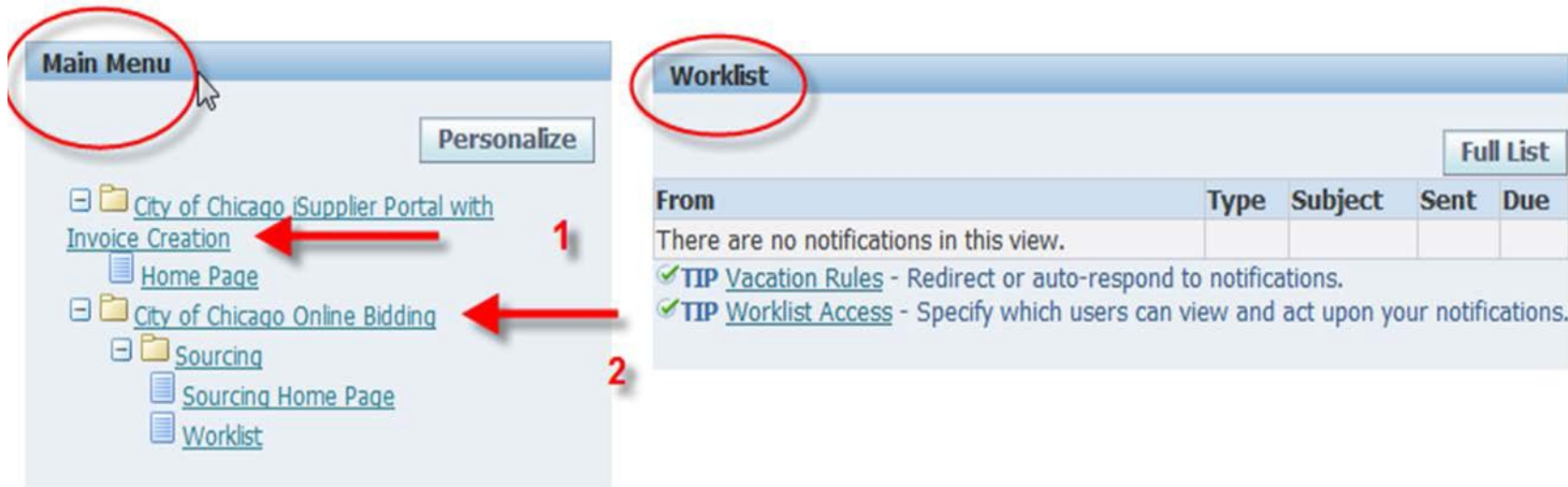
iSupplier Homepage

Main Menu:

- **1** Manage Administration
- Invoice Creation
 - Contracts
 - View Payments and Create Vouchers
- **2** Respond to RFP

Worklist:

- Online Messaging
- Addendum Updates/Notification



iSupplier Portal

- **Home:** Main Menu
- **Orders:** All History of Approved Contracts and Releases (**Real-time**)
- **Admin:** Agency Contact Information, Addresses, and Document Uploads
- **Finance:** View Vouchers, View Payments, and Create Invoices (**Real-time**)



**Actual Copies of Contract and Payment Information are Only Available for Items Initiated in iSupplier (eProcurement)*

Admin Portal – General Information

CITY OF CHICAGO iSupplier Portal

[Home](#)
[Orders](#)
[Shipments](#)
[Admin](#)
[Finance](#)

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

[Navigator](#)
[Favorites](#)

Profile Management

- General**
- Company Profile
 - Organization
 - Address Book
 - Contact Directory

General

Organization Name **Chicago Test Vendor** DUNS Number **1234567890**
 Supplier Number **1021758** FEIN **12-4356789**
 Alias
 Parent Supplier Name Country of Tax Registration
 Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title

Show More Search Options

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Insurance Certification Expires 2018.09	File	General Liability	From Supplier		29-Sep-2017	One-Time			

General Requirements

All Delegate Agencies are required to upload and maintain an active status for the following documents in the iSupplier portal:

- ❖ Articles of Incorporation
 - ❖ Insurance
- ❖ SAM Registration Status
- ❖ State Good Standing Letter
 - ❖ Board of Directors
- ❖ Financial Statements (updated annually)
- ❖ Cost Allocation Plan (*if indirect cost is included*)

Admin Portal – Create User Accounts

CITY OF CHICAGO iSupplier Portal

Home Orders Shipments Admin Finance

Navigator Favorites Home Logout Preferences

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory**
 - Business Classifications

Contact Directory : Active Contacts

Create

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
		DEBORAH'S PLACE			Current	✓		
		DEBORAH'S PLACE			Current			
		DEBORAH'S PLACE			Current			
		DEBORAH'S PLACE			Current	✓		
		DEBORAH'S PLACE			Current	✓		
Graylen	McClarn	DEBORAH'S PLACE	312-744-0358	grayeln.mcclarn@cityofchicago.org	Current	✓		
		DEBORAH'S PLACE			Current	✓		
Graylen	McClarn	DEBORAH'S PLACE		Graylen.McClarn@cityofchicago.org	Current	✓		

Admin Portal – Create User Accounts

* Indicates required field

Contact Title

* First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Email Address

Url

* Phone Area Code

* Phone Number
Format: XXX-XXXX

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date
(example: 26-Jun-2019 19:45:00)

User Account

Create User Account for this Contact

* Supplier Name

* Username

Users Must Create a Unique Username for Each Account Created

User Notifications

Certification Reminders

Responsibilities

[Select All](#) | [Select None](#)

Select Responsibility	Application
<input checked="" type="checkbox"/> City of Chicago Online Bidding	Sourcing
<input checked="" type="checkbox"/> City of Chicago iSupplier Portal with Invoice Creation	iSupplier Portal

Helpful Reminders and Tips

- Administration of Organizational Information – Maintain Updated and Accurate Information
- *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)*
- *When applying for one RFP with multiple components, a unique **Username** is required for each component, unless otherwise instructed by the City Department*
- *Deactivate Users when a person leaves the organization*
- *Create Internal Controls to Assign Proper Responsibilities*
- *Do Not Share Login Information and Passwords*

Helpful Reminders and Tips

- *Sent from City's Address:*
WorkflowMailer@cityofchicago.org
- *If Users do not receive email, check spam, blocked emails, or contact your organization's IT person for assistance*
- *If issue is not resolved, contact*
CustomerSupport@cityofchicago.org
- *Do not delete attachments*
- *Name all attachments properly*
- *Review FAQ's for additional information*

Who to Contact for Assistance

- **Questions on Registration:**

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

- **iSupplier Technical Assistance for Delegate Agencies:**

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

- **Training Materials (Documents and Videos):**

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Useful Links

City of Chicago Search Online:

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

Vendor/Delegate Agency Registration:

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

Funding Opportunities:

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

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