



DeKalb County
G E O R G I A

JOURNEY TO PROCUREMENT EXCELLENCE

Maintaining Form 16 Data

Maintaining Form 16 Data



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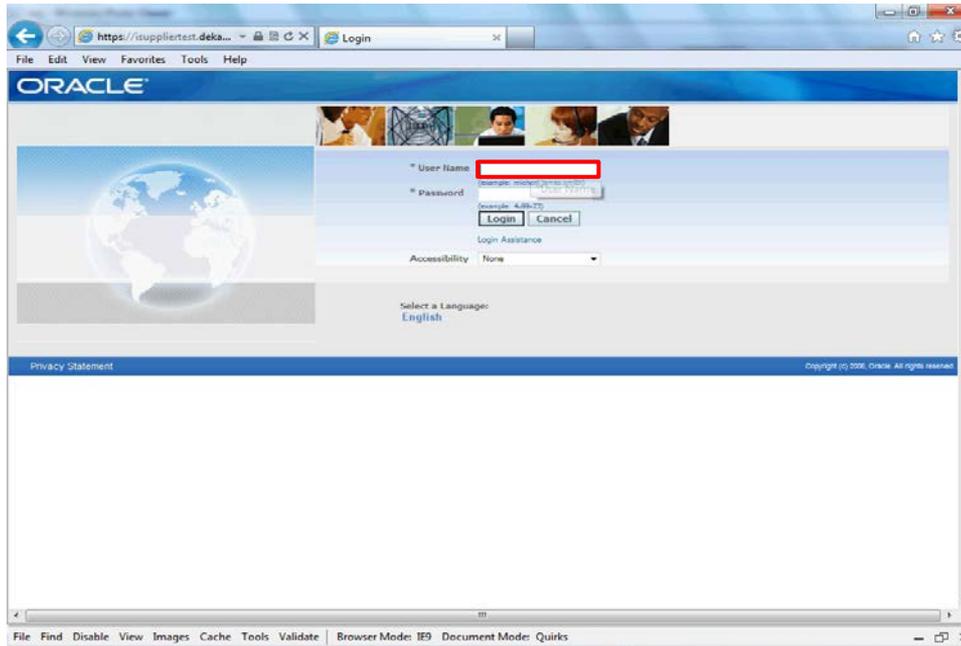


In this course you will learn how to Maintain Form 16 Data in iSupplier.

Maintaining Form 16 Data



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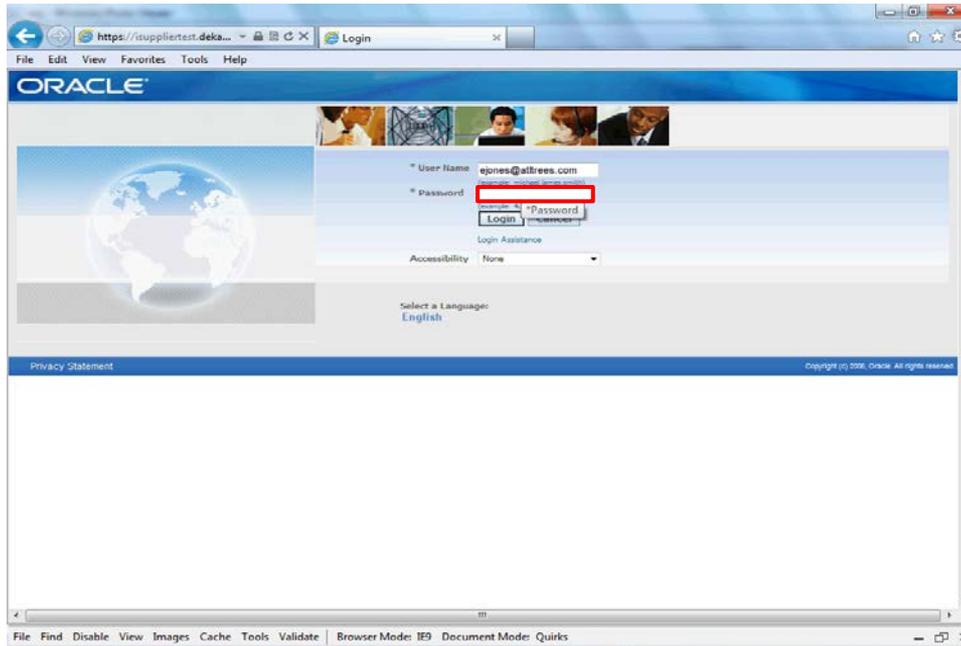
Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.

Maintaining Form 16 Data



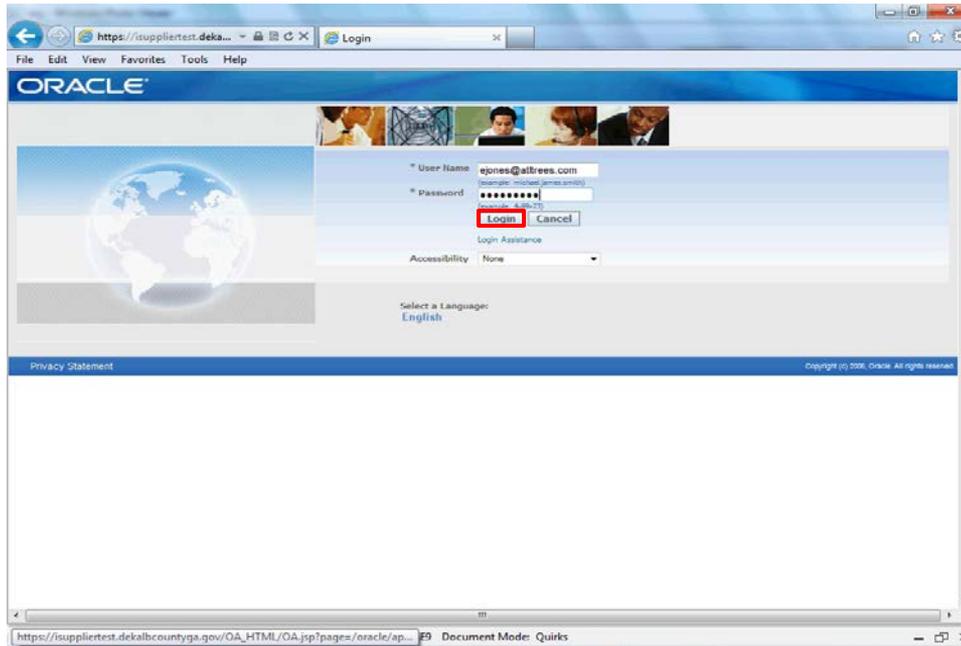
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Step 2

Click in the **Password** field and enter the password you created during the registration process.

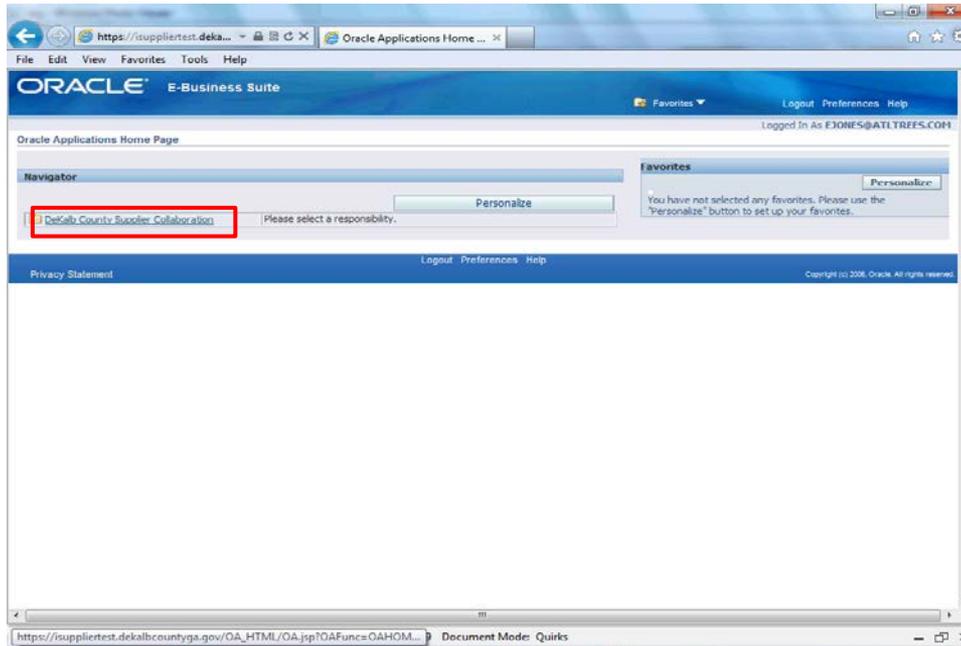
Maintaining Form 16 Data



Step 3

Click the **Login** button.

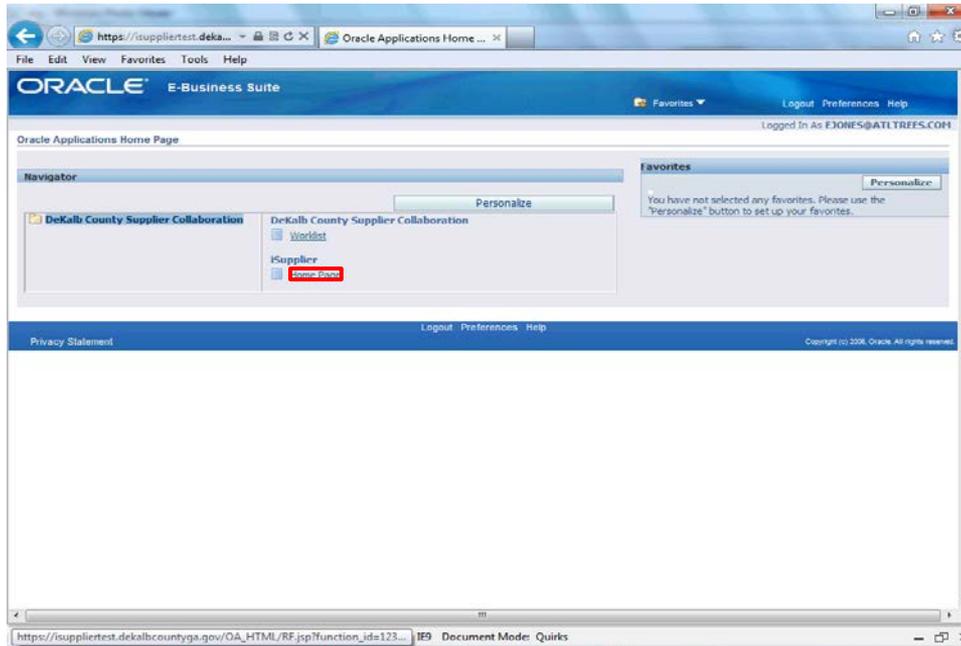
Maintaining Form 16 Data



Step 4

Click the **DeKalb County Supplier Collaboration** link.

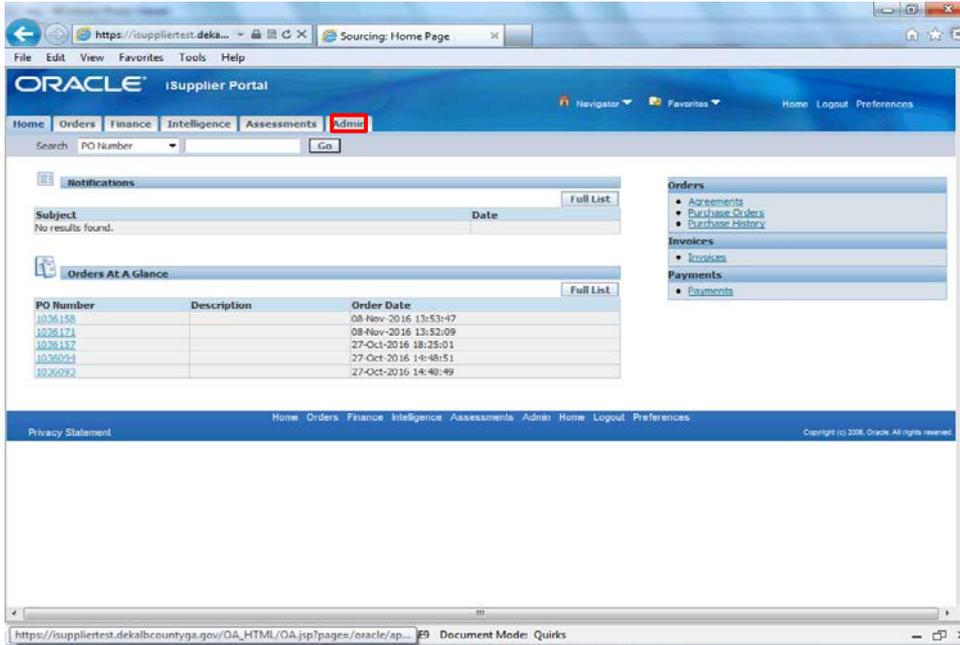
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Step 5

Click the **Home Page** link.

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Oracle iSupplier Portal

Home Orders Finance Intelligence Assessments **Admin** Home Logout Preferences

Search PO Number Go

Notifications [Full List](#)

Subject Date

No results found.

Orders AT A Glance [Full List](#)

PO Number	Description	Order Date
1036158		08-Nov-2016 13:53:47
1036171		08-Nov-2016 13:52:09
1036157		27-Oct-2016 18:25:01
1036024		27-Oct-2016 14:48:51
1036092		27-Oct-2016 14:40:49

Orders

- Agreements
- Purchase Orders
- Purchase History

Invoices

- Invoices

Payments

- Payments

Home Orders Finance Intelligence Assessments Admin Home Logout Preferences

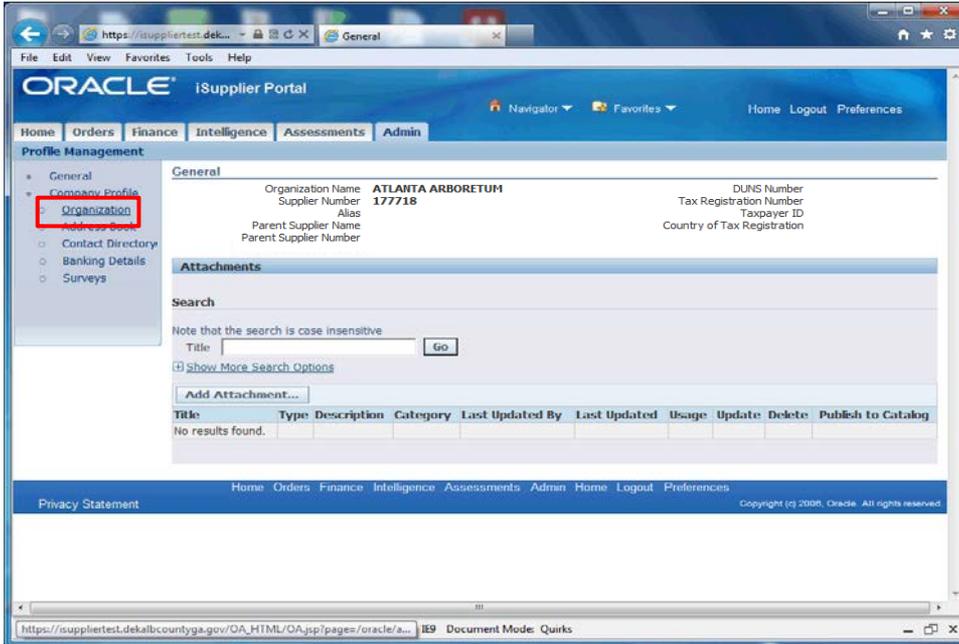
Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

https://suppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?pages/oracle/ap... Document Mode: Quirks

Step 6

Click the **Admin** tab.

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The screenshot shows the Oracle iSupplier Portal interface. The left sidebar contains a 'Profile Management' section with a red box around the 'Organization' link. The main content area is titled 'General' and displays the following information:

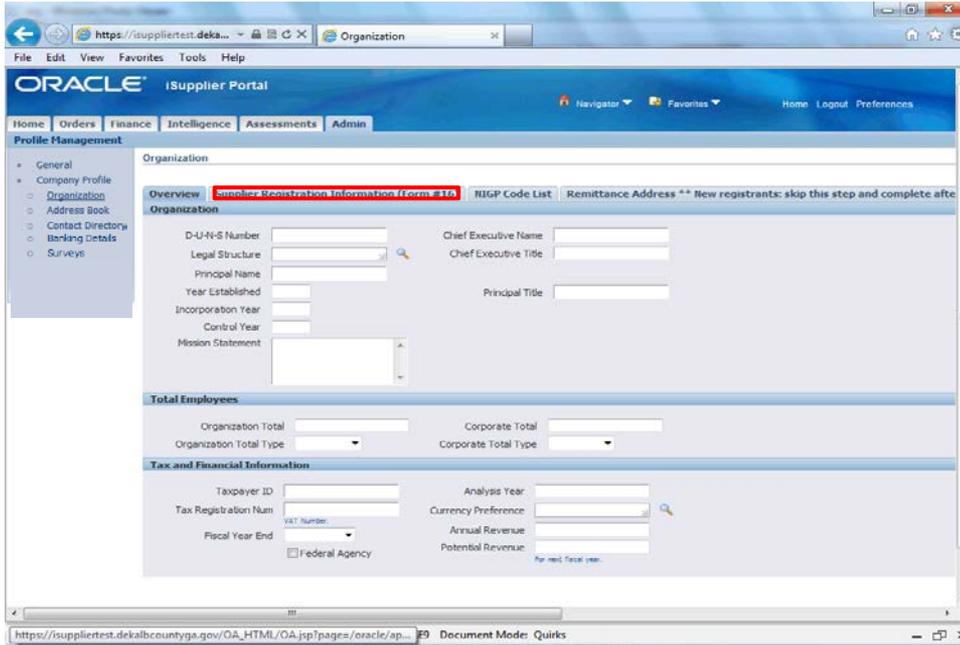
Organization Name	ATLANTA ARBORETUM	DUNS Number	
Supplier Number	177718	Tax Registration Number	
Alias		Taxpayer ID	
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the 'General' section, there are sections for 'Attachments', 'Search', and a table for 'Title'. The search section includes a 'Go' button and a 'Show More Search Options' link. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.'

Step 7

Click the **Organization** hyperlink.

Maintaining Form 16 Data

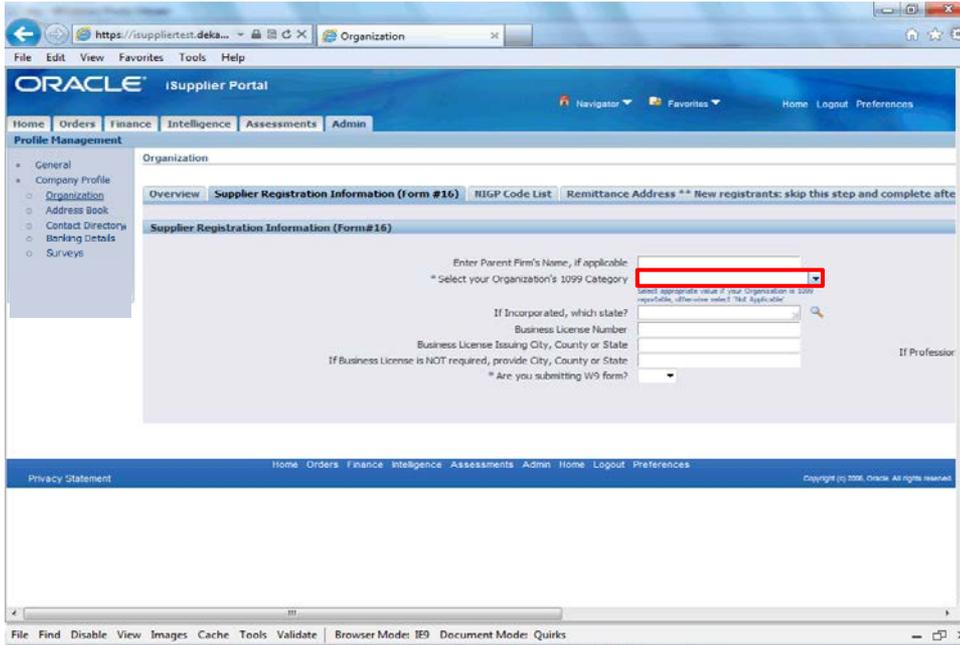


The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://suppliertest.deka...". The page title is "Organization". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Profile Management" section is active, with a sub-menu on the left containing "General", "Company Profile", "Organization", "Address Book", "Contact Directory", "Banking Details", and "Surveys". The main content area is titled "Organization" and has a tabbed interface. The "Supplier Registration Information (Form #16)" tab is selected and highlighted with a red box. Other tabs include "Overview", "NIGP Code List", and "Remittance Address". The "Supplier Registration Information (Form #16)" tab contains several input fields for organization details, including D-U-N-S Number, Legal Structure, Principal Name, Year Established, Incorporation Year, Control Year, Mission Statement, Chief Executive Name, Chief Executive Title, and Principal Title. Below this is the "Total Employees" section with fields for Organization Total, Organization Total Type, Corporate Total, and Corporate Total Type. The "Tax and Financial Information" section includes fields for Taxpayer ID, Tax Registration Num, Fiscal Year End, Analysis Year, Currency Preference, Annual Revenue, and Potential Revenue. A checkbox for "Federal Agency" is also present.

Step 8

Click the **Supplier Registration Information (Form #16)** link.

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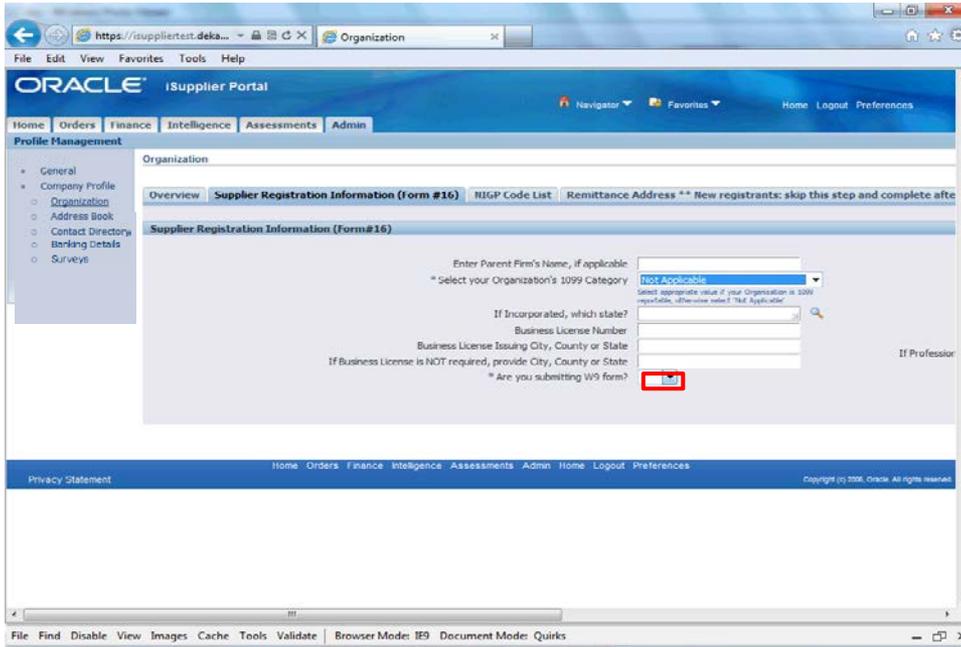


The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://suppliertest.deka...". The page title is "Organization". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Profile Management" section is active, with a sub-menu for "Organization". The main content area is titled "Supplier Registration Information (Form #16)". It contains several input fields and dropdown menus. A red box highlights the "1099 Category" dropdown menu, which is currently set to "Select appropriate value if your organization is 1099 responsible, otherwise select 'Not Applicable'". Other fields include "Enter Parent Firm's Name, if applicable", "If Incorporated, which state?", "Business License Number", "Business License Issuing City, County or State", and "Are you submitting W9 form?".

Step 9

Select a **1099 Category** from the drop down list.

Maintaining Form 16 Data



Organization

Oracle iSupplier Portal

Home Orders Finance Intelligence Assessments Admin

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Banking Details
 - Surveys

Organization

Overview **Supplier Registration Information (form #16)** RIIGP Code List Remittance Address ** New registrants: skip this step and complete after

Supplier Registration Information (Form#16)

Enter Parent Firm's Name, if applicable

** Select your Organization's 1099 Category

If Incorporated, which state?

Business License Number

Business License Issuing City, County or State

If Business License is NOT required, provide City, County or State

If Professional

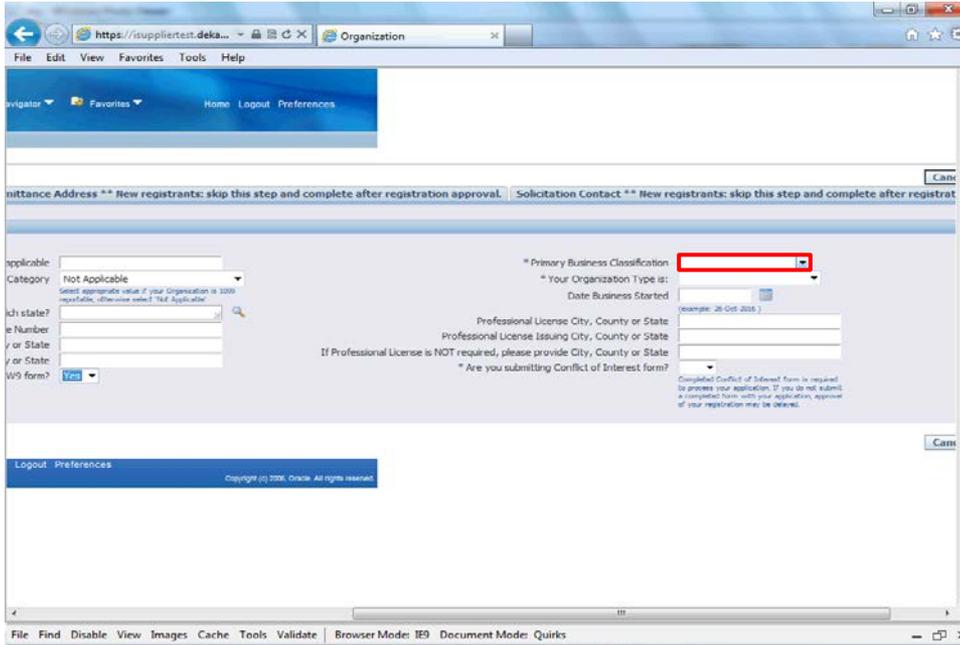
* Are you submitting W9 form?

Privacy Statement Home Orders Finance Intelligence Assessments Admin Home Logout Preferences Copyright (c) 2008 Oracle All rights reserved.

Step 10

Select Yes from the drop down for **W9 form**.

Maintaining Form 16 Data



The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and the page title "Organization". The browser's address bar shows "Organization" and the page has a blue header with "Home Logout Preferences". The main content area contains a form with several fields:

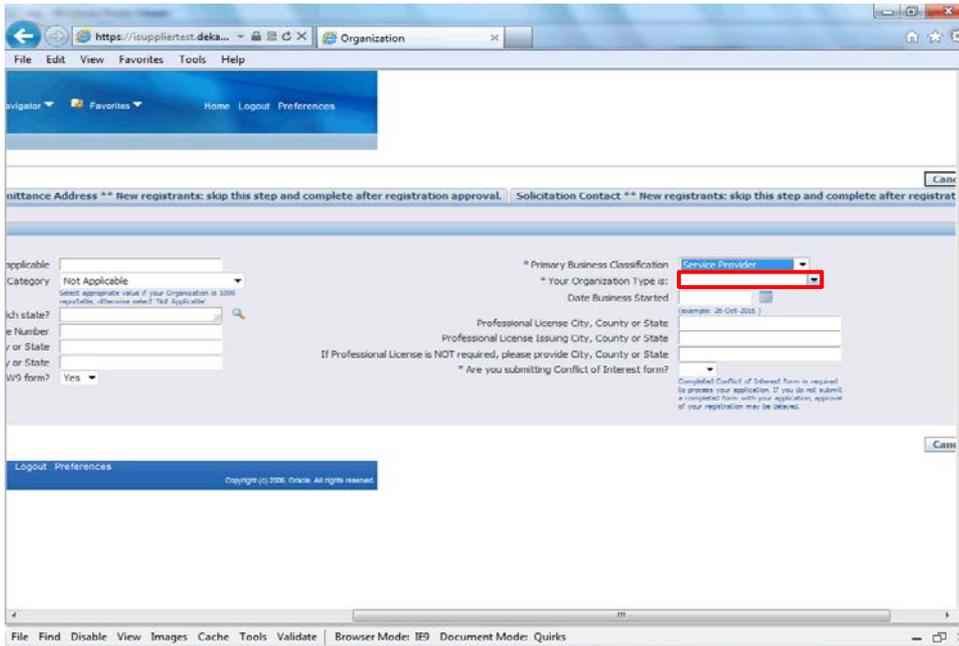
- Applicable:** A dropdown menu with "Not Applicable" selected.
- Category:** A dropdown menu with "Not Applicable" selected.
- Primary Business Classification:** A dropdown menu highlighted with a red box.
- Your Organization Type is:** A dropdown menu.
- Date Business Started:** A date input field with a calendar icon and a note "(example: 26-Oct-2015)".
- Professional License City, County or State:** A text input field.
- Professional License Issuing City, County or State:** A text input field.
- If Professional License is NOT required, please provide City, County or State:** A text input field.
- * Are you submitting Conflict of Interest form?:** A dropdown menu with "Yes" selected.

At the bottom of the form, there is a "Cancel" button and a footer with "Logout Preferences" and "Copyright (c) 2008 Oracle. All rights reserved." The browser's status bar at the bottom shows "File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks".

Step 11

Select a **Primary Business Classification** from the drop down.

Maintaining Form 16 Data



The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and the page title "Organization". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content includes a navigation bar with "Home", "Logout", and "Preferences". Below this, there are two tabs: "Business Address ** New registrants: skip this step and complete after registration approval." and "Solicitation Contact ** New registrants: skip this step and complete after registration approval.". The main form area contains several fields and dropdown menus:

- Category:** Not Applicable (dropdown menu)
- Primary Business Classification:** Service Provider (dropdown menu, highlighted with a red box)
- Your Organization Type is:** (dropdown menu, highlighted with a red box)
- Date Business Started:** (text input field with a date picker icon, example: 26 Oct 2015)
- Professional License City, County or State:** (text input field)
- Professional License Issuing City, County or State:** (text input field)
- If Professional License is NOT required, please provide City, County or State:** (text input field)
- * Are you submitting Conflict of Interest form?:** Yes (checkbox)

At the bottom of the form, there is a "Completed Conflict of Interest form is required to process your application. If you do not submit a completed form with your application, approval of your registration may be delayed." message. The footer of the browser window shows "File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks".

Step 12

Select an **Organization Type** from the drop down list.

Maintaining Form 16 Data



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Organization

Navigation Address ** New registrants: skip this step and complete after registration approval. Solicitation Contact ** New registrants: skip this step and complete after registration approval

Applicable Category: Not Applicable

* Primary Business Classification: Service Provider

* Your Organization Type is: Corporation (LLC/LLP/Partnership)

Date Business Started: (example: 26-Oct-2015)

Professional License City, County or State: (empty)

Professional License Issuing City, County or State: (empty)

If Professional License is NOT required, please provide City, County or State: (empty)

* Are you submitting Conflict of Interest form? **Yes**

Completed Conflict of Interest form is required to process your application. If you do not submit a completed form with your application, approval of your registration may be delayed.

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Step 13

Select Yes from the drop down for **Conflict of Interest form.**

Maintaining Form 16 Data



DeKalb County
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Oracle iSupplier Portal

Home Orders Finance Intelligence Assessments Admin

Profile Management

Contact Directory: Active Contacts

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Darryl	Dorton	ATLANTA ARBORETUM	770 484-5626	arborserv@yahoo.com	Current	✓		
Ellen	Jones	ATLANTA ARBORETUM		ejones@atltrees.com	Current	✓		
ALBERTUS	BENEDICT	ATLANTA ARBORETUM		BENEDICT@ATLTREES.COM	Current	✓		

Contact Directory: Inactive Contacts

Home Orders Finance Intelligence Assessments Admin Home Logout Preferences

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You have just finished Maintaining Form 16 Data for your company on the DeKalb County iSupplier Portal.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.