



DeKalb County
G E O R G I A

JOURNEY TO PROCUREMENT EXCELLENCE

Responding to an Invitation to Register for the iSupplier Portal

Responding to Invitation to Register



DeKalb County
G E O R G I A

From: Workflow Mailer [wfmailer-itfmisap@dekalbcountyga.gov]
Sent: Thursday, November 10, 2016 3:04 PM
To: ELLEN JONES
Subject: FYI: DeKalb County, GA Supplier Collaboration Network: Invitation to Register

You have been invited to register with DeKalb County, GA for access to their supplier collaboration network.

You can access the registration page by clicking the following [link](#) . You will be asked to provide additional contact information before submitting your registration request.

If necessary, you can forward this invitation to a colleague in order that they can complete the registration process.

Thank you.

In this course you will learn how to respond to a registration invitation from DeKalb County. You will need to respond to the invitation to obtain access to the iSupplier Portal.

Responding to Invitation to Register



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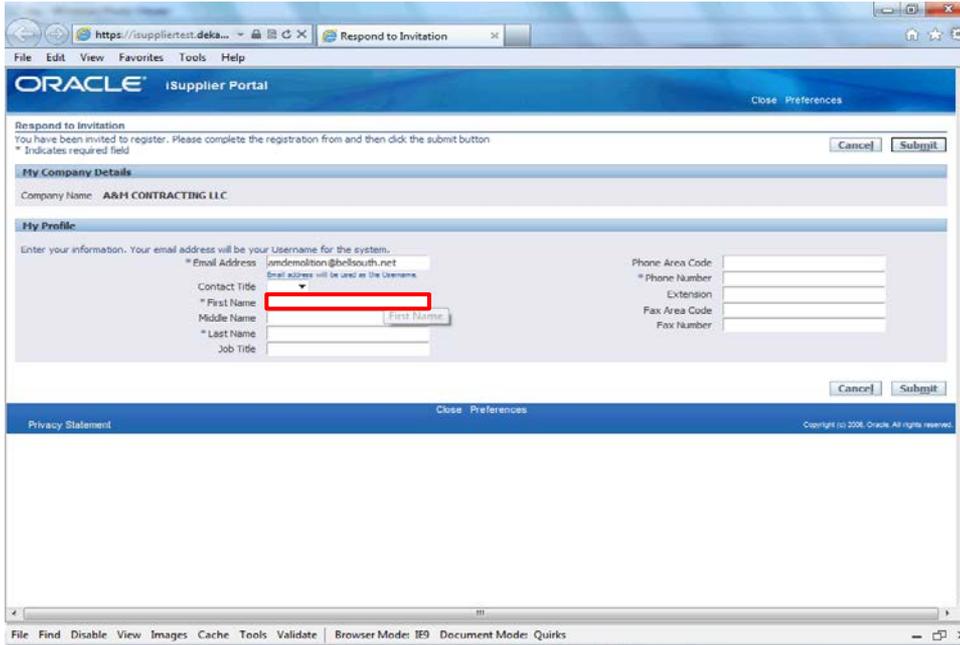
Thank you.

Step 1

You will receive an email notification from DeKalb County. The subject will be: DeKalb County, GA Supplier Collaboration Network: Invitation to Register.

To complete the registration process, click on the **link** in the email.

Responding to Invitation to Register



Respond to Invitation

You have been invited to register. Please complete the registration form and then click the submit button.
* Indicates required field

Cancel Submit

My Company Details

Company Name: ARH CONTRACTING LLC

My Profile

Enter your information. Your email address will be your Username for the system.

* Email Address: jandemolton@belsouth.net
Email address will be used as the Username.

Contact Title: ▼

* First Name: (highlighted with a red box)

Middle Name:

* Last Name:

Job Title:

Phone Area Code:

* Phone Number:

Extension:

Fax Area Code:

Fax Number:

Cancel Submit

Privacy Statement

Close Preferences

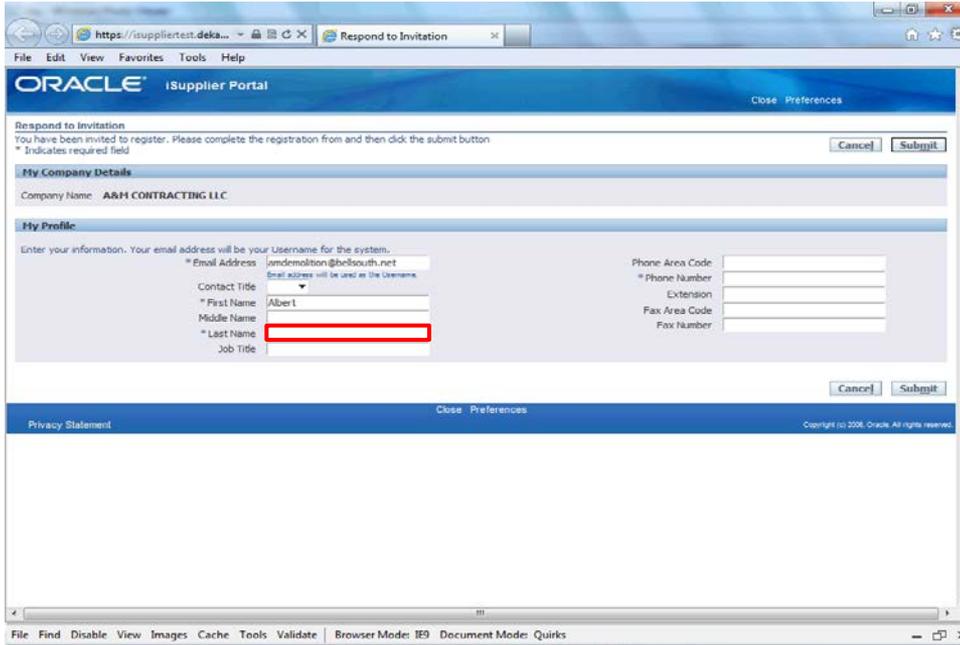
Copyright (c) 2006, Oracle. All rights reserved.

File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks

Step 2

After clicking on the link, the **My Company Details** page will open in your browser. Begin by clicking in the **First Name** field. You will need to enter the first name of the contact being registered.

Responding to Invitation to Register

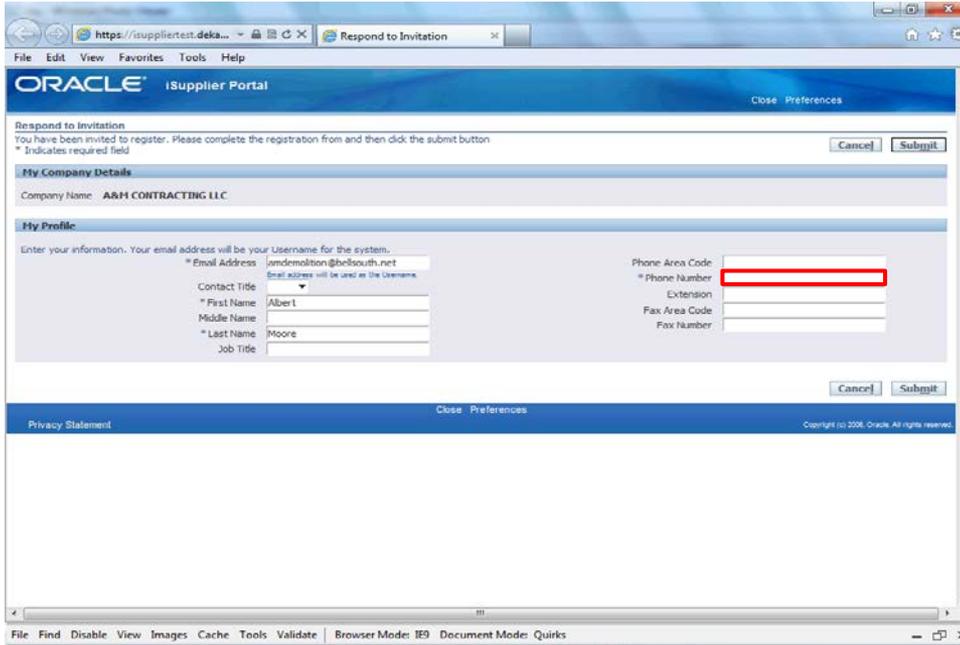


The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and the page title "Respond to Invitation". The page is part of the Oracle iSupplier Portal. It contains a "Respond to Invitation" section with a "Cancel" and "Submit" button. Below this is the "My Company Details" section, where the company name is "ARH CONTRACTING LLC". The "My Profile" section contains several fields: "Email Address" (jandemolton@belsouth.net), "Contact Title", "First Name" (Albert), "Middle Name", "Last Name" (highlighted with a red box), "Job Title", "Phone Area Code", "Phone Number", "Extension", "Fax Area Code", and "Fax Number". There are "Cancel" and "Submit" buttons at the bottom of the form.

Step 3

Click in the **Last Name** field and enter the last name of the contact.

Responding to Invitation to Register



The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and the page title "Respond to Invitation". The Oracle iSupplier Portal header is visible. The main content area is titled "Respond to Invitation" and includes a "Cancel" and "Submit" button. Below this is the "My Company Details" section, which shows the company name "ARH CONTRACTING LLC". The "My Profile" section contains a form with the following fields:

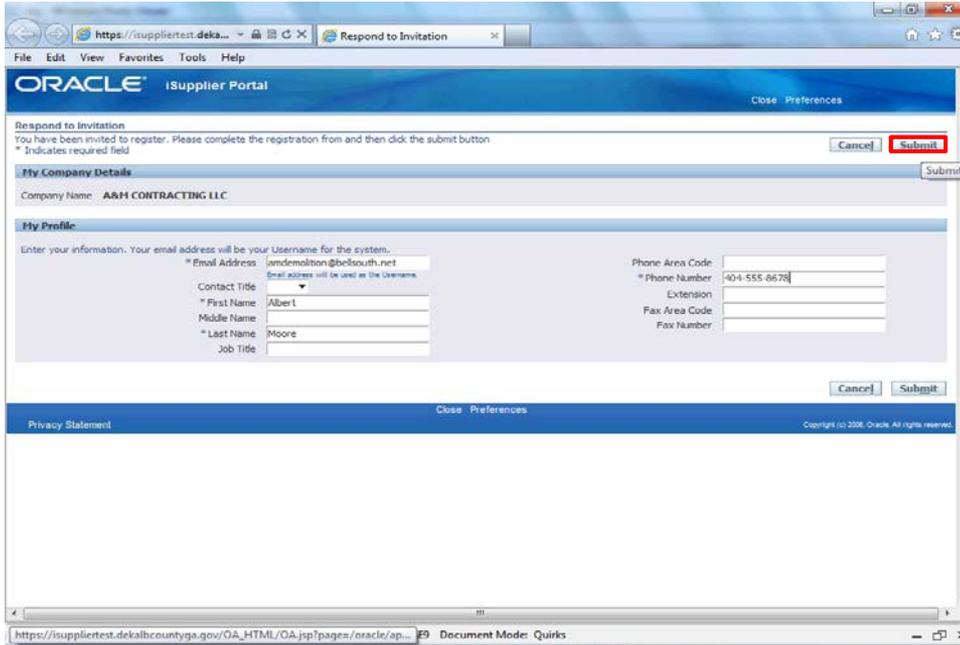
Enter your information. Your email address will be your Username for the system.	
* Email Address	<input type="text" value="jandemolton@belsouth.net"/>
<small>Email address will be used as the Username.</small>	
Contact Title	<input type="text"/>
* First Name	<input type="text" value="Albert"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Moore"/>
Job Title	<input type="text"/>
Phone Area Code	<input type="text"/>
* Phone Number	<input type="text"/>
Extension	<input type="text"/>
Fax Area Code	<input type="text"/>
Fax Number	<input type="text"/>

The "Phone Number" field is highlighted with a red box. At the bottom of the form, there are "Cancel" and "Submit" buttons. The footer of the page includes a "Privacy Statement" link and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step 4

Click in the **Phone Number** field and enter the phone number of the contact.

Responding to Invitation to Register



Respond to Invitation

You have been invited to register. Please complete the registration from and then click the submit button
* Indicates required field

Cancel Submit

My Company Details

Company Name: ARH CONTRACTING LLC

Submit

My Profile

Enter your information. Your email address will be your Username for the system.

* Email Address: jandemalton@belsouth.net
Email address will be used as the Username.

Contact Title: [Dropdown]

* First Name: Albert

Middle Name: [Text]

* Last Name: Moore

Job Title: [Text]

Phone Area Code: [Text]

* Phone Number: 404-555-8678

Extension: [Text]

Fax Area Code: [Text]

Fax Number: [Text]

Cancel Submit

Privacy Statement

Close Preferences

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

https://suppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=oracle/ap...9 Document Mode: Quirks

Step 5

Enter any additional information you would like to include in your contact details and click the **Submit** button.

Responding to Invitation to Register



From: Workflow Mailer [wfmailer-itfmisap@dekalbcountyga.gov]
Sent: Thursday, November 10, 2016 6:04 PM
To: ELLEN JONES
Subject: FYI: DeKalb County, GA Supplier Collaboration Network: Notification of Approval

Your request to register at DeKalb County, GA for access to their supplier collaboration network has been approved. You can now [log on](#) with the username AMDEMOLITION@BELLSOUTH.NET and the password Qi7;3F.

When you first log on, you will be required to change your password for security purpose. Contact [administrator](#) for additional information.

Thank you.

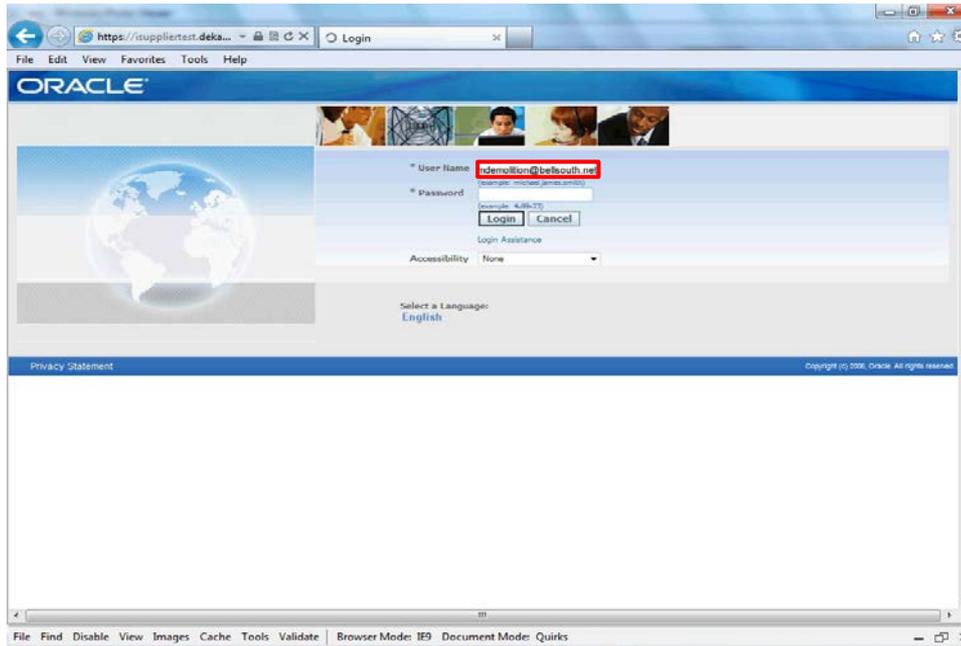
Step 6

You will receive a second email when your registration has been approved. The subject will be DeKalb County, Ga Supplier Collaboration Network: Notification of Approval. This will contain your username and initial password.

Once you log in to the system, you will be asked to change your password.

Click on the **logon** hyperlink to continue.

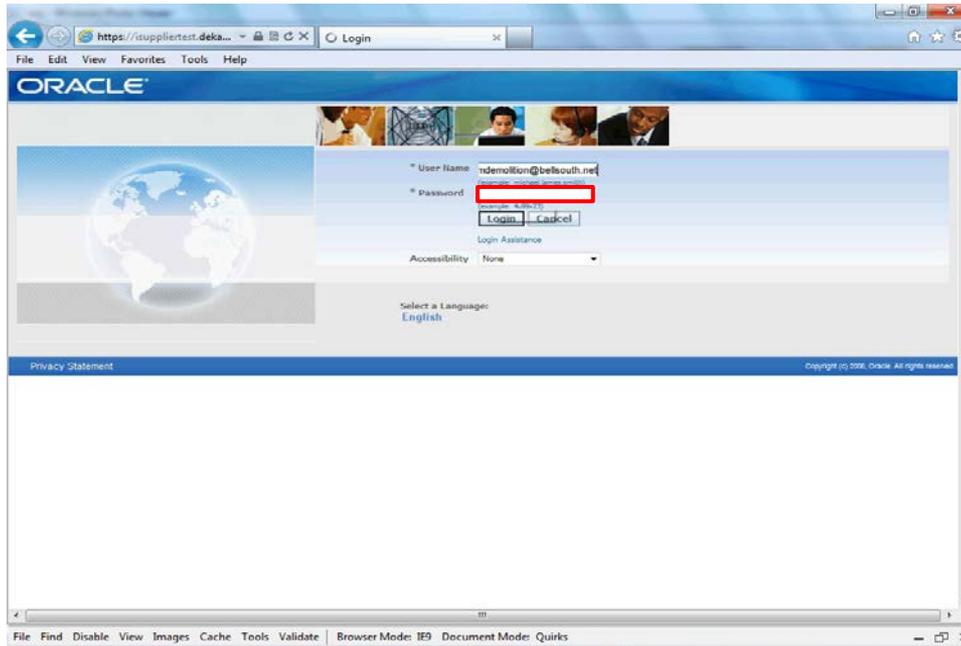
Responding to Invitation to Register



Step 7

From the login page, click in the **User Name** field and enter the user name that was provided in your confirmation email.

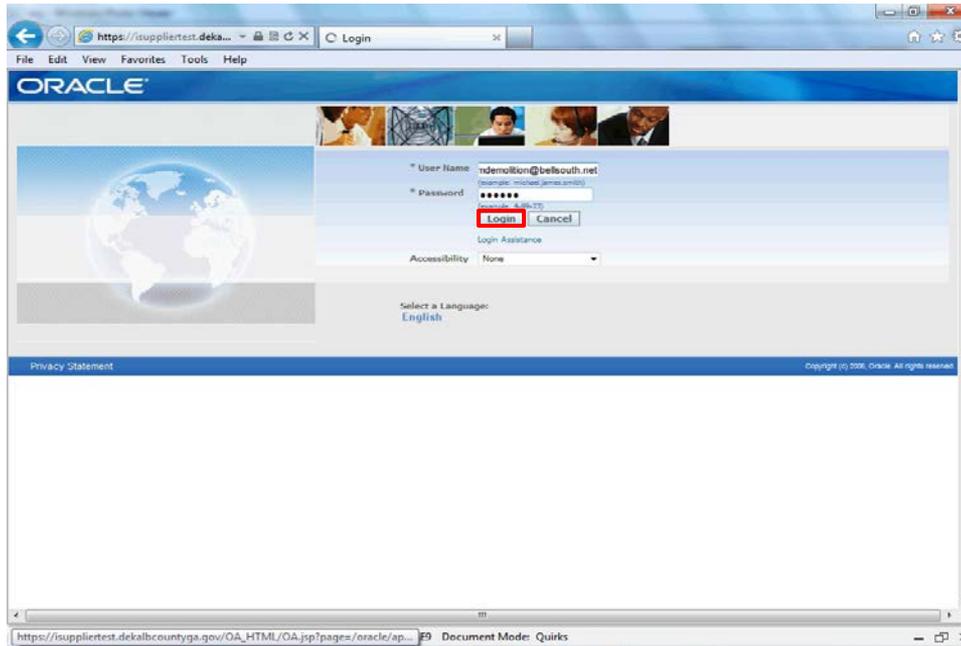
Responding to Invitation to Register



Step 8

Enter the **password** that was provided in your confirmation email.

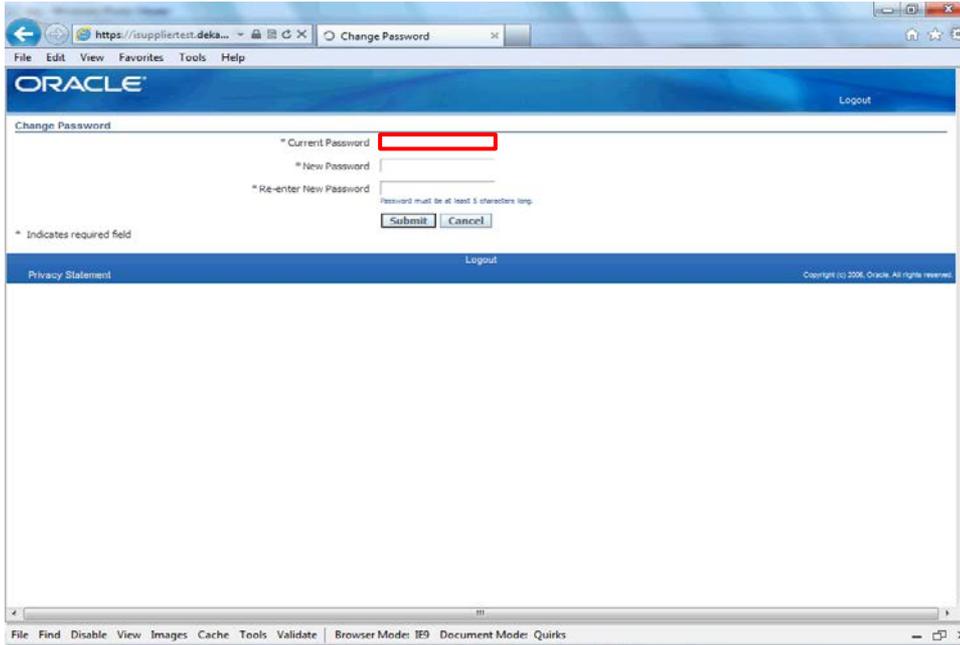
Responding to Invitation to Register



Step 9

Click the **Login** button.

Responding to Invitation to Register



The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and the page title "Change Password". The Oracle logo is visible in the top left corner. The form contains the following fields and elements:

- Current Password:** A text input field with a red border, indicating it is a required field.
- New Password:** A text input field.
- Re-enter New Password:** A text input field.
- Submit/Cancel:** Two buttons at the bottom of the form.
- Instructions:** A note below the "Re-enter New Password" field states "Password must be at least 5 characters long."
- Footer:** Includes "Privacy Statement", "Logout", and "Copyright (c) 2006, Oracle. All rights reserved."

Step 10

You will now be prompted to change your password.

Click in the **Current Password** field and enter the password provided in your confirmation email.

Responding to Invitation to Register



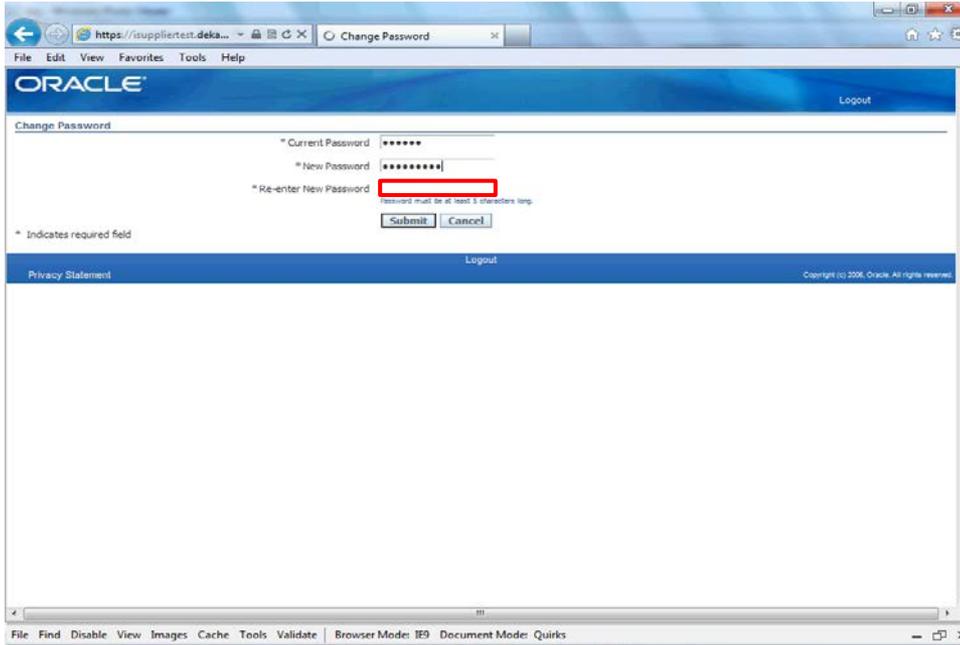
DeKalb County
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A screenshot of a web browser window showing the Oracle Change Password form. The browser's address bar displays 'https://suppliertest.deka...'. The page has a blue header with the Oracle logo and a 'Logout' link. The main content area is titled 'Change Password' and contains three password fields: 'Current Password' (masked with asterisks), 'New Password' (highlighted with a red box), and 'Re-enter New Password'. A note below the fields states 'Password must be at least 5 characters long.' There are 'Submit' and 'Cancel' buttons at the bottom of the form. The footer of the page includes 'Privacy Statement', 'Logout', and 'Copyright (c) 2006, 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

Click in the **New Password** field and enter a password that is specific to you and your company. This will be your permanent iSupplier password.

Responding to Invitation to Register



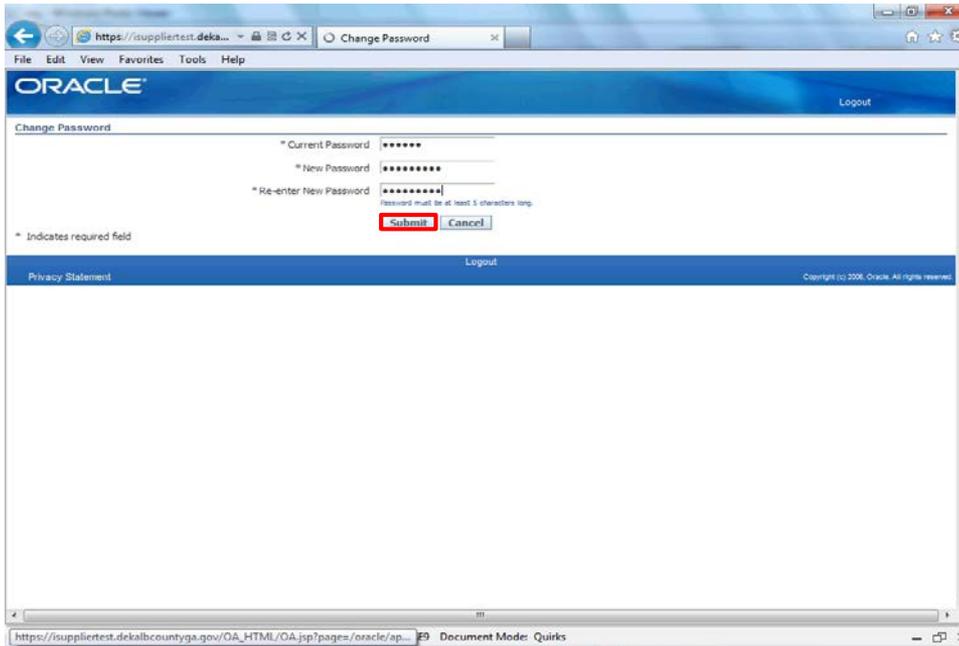
The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and the page title "Change Password". The Oracle logo is visible in the top left corner. The form contains the following fields and elements:

- Current Password:** A text input field with a masked password (*****).
- New Password:** A text input field with a masked password (*****).
- Re-enter New Password:** A text input field with a masked password (*****), highlighted with a red rectangular border. Below this field is a small note: "Password must be at least 5 characters long."
- Buttons:** "Submit" and "Cancel" buttons are located below the "Re-enter New Password" field.
- Footer:** "Privacy Statement" and "Logout" links are visible at the bottom of the form area. Copyright information "Copyright (c) 2006, Oracle. All rights reserved." is also present.

Step 12

Click in the **Re-enter New Password** field. Retype your new password exactly as you entered it in the New Password field.

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The screenshot shows a web browser window with the URL https://suppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=oracle/ap.... The page title is "Change Password" and it features the Oracle logo. The form contains three password input fields: "Current Password", "New Password", and "Re-enter New Password". The "Re-enter New Password" field has a note below it: "Password must be at least 5 characters long." At the bottom of the form, there are two buttons: "Submit" (highlighted with a red box) and "Cancel". A "Logout" link is visible in the top right corner of the page. The browser's status bar at the bottom shows "Document Mode: Quirks".

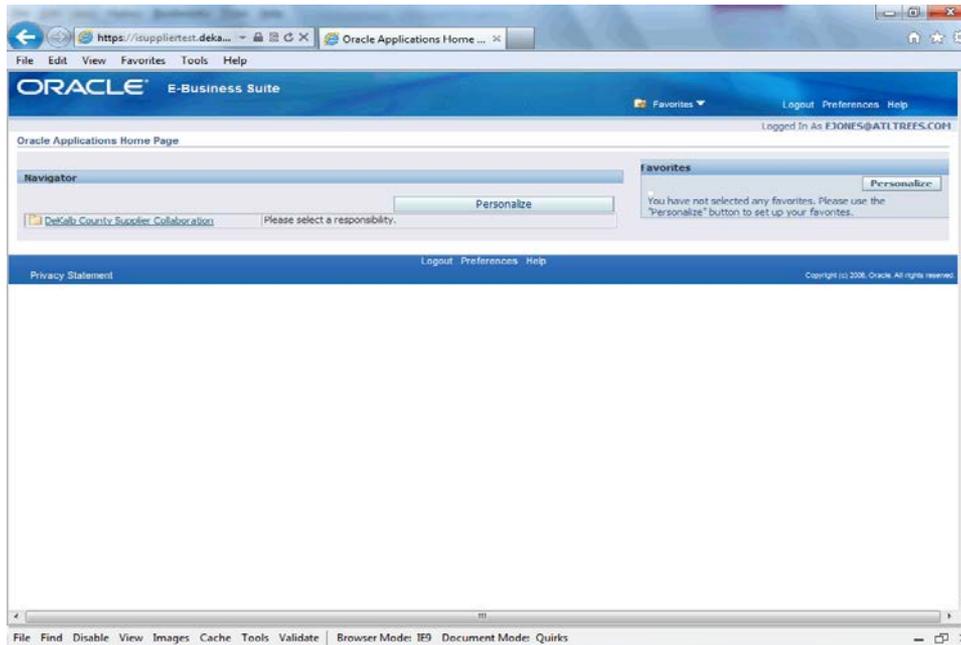
Step 13

Click the **Submit** button.

Responding to Invitation to Register



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You have now completed the registration process and can access DeKalb County's iSupplier Portal.

To perform additional maintenance on your account, or to view transactional information, please use the materials provided that are specific to the action you wish to complete.

Thank you for registering.