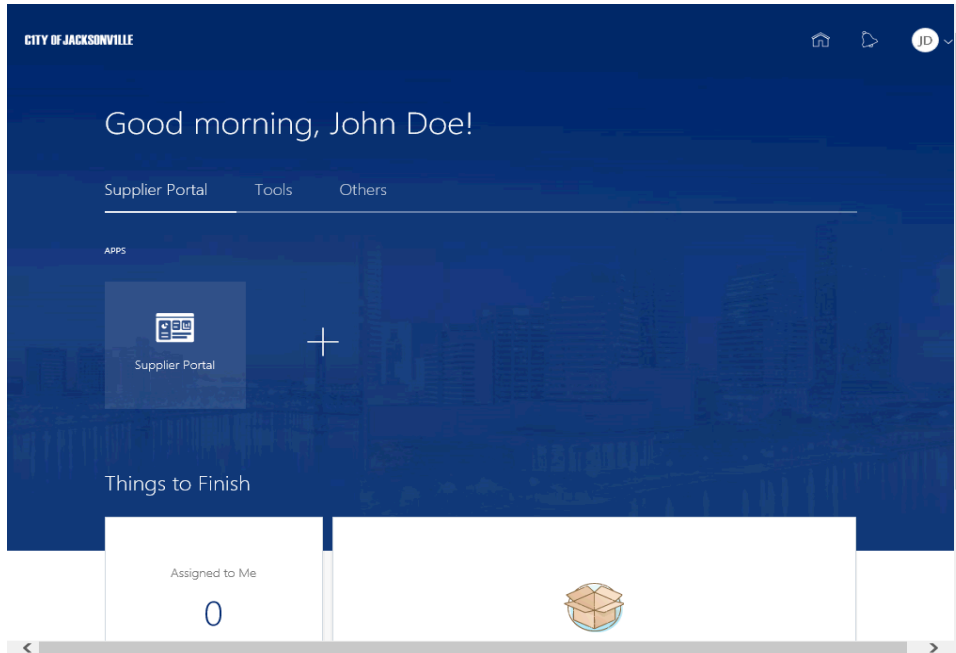




Manage Profile as Supplier



Manage Profile as Supplier

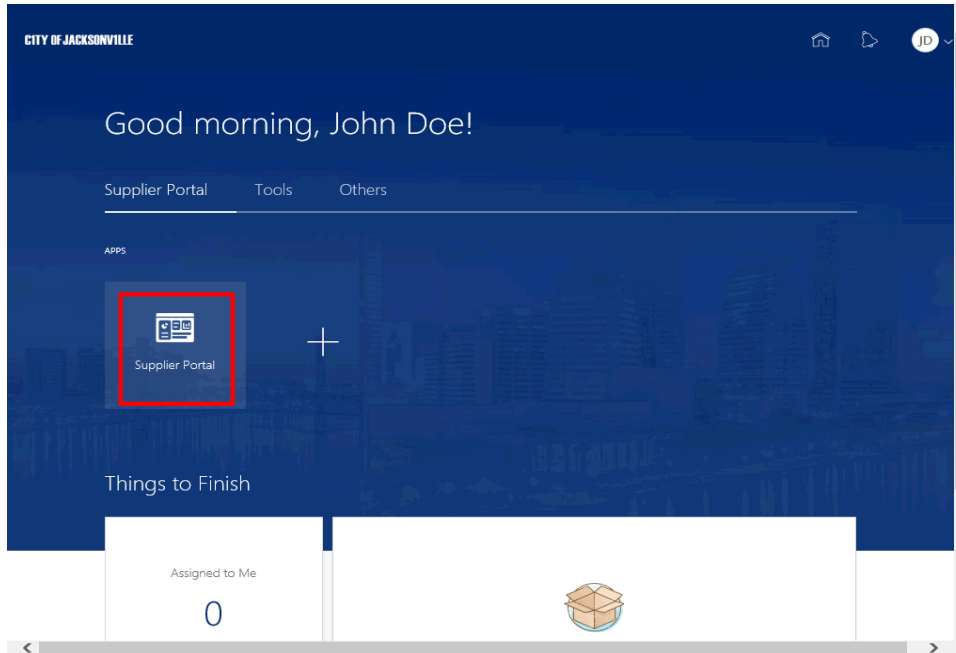


By completing this topic, you will be able to change your profile, including:

- Organization Details
- Tax Identifiers
- Addresses
- Contacts
- Payments
- NIGP Code products and services



Manage Profile as Supplier



Step 1

Click the **Supplier Portal** tile.



Manage Profile as Supplier

Step 2

Click the **Scrollbar** down arrow.

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Requiring Attention

■ Schedules Overdue or Due Today
■ Negotiations Closing Soon

Recent Activity
Last 30 Days

Agreements opened	1
Orders opened	2
Receipts	1



Manage Profile as Supplier

Shipments

- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile**

Recent Activity
Last 30 Days

Agreements opened	1
Orders opened	2
Receipts	1

Transaction Reports
Last 30 Days

Invoice Amount	200	USD
Invoice Price Variance Amount		USD

Supplier News
Welcome to the City of Jacksonville Supplier Portal!
Go to here for JSEB Pre-Qualification
(
<http://www.coj.net/departments/finance-and-administration/procurement/equal-business-opportunity-contract-compliance/jacksonville-small-emerging-business/jseb-application>)

Step 3

Click the **Manage Profile** link.



Manage Profile as Supplier

Step 4

Click the **Edit** button.

CITY OF JACKSONVILLE

Company Profile Delete Change Request Edit Done

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request	12001	Requested By	Doe, John	Change Description
Request Status	Draft	Request Date	8/13/19	

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General

Company	ABC Company	Tax Organization Type	Corporation
Supplier Number	20049	Status	Active
Supplier Type	Supplier	Attachments	None

Identification

D-U-N-S Number		National Insurance Number	
Customer Number		Corporate Web Site	
SIC			

Corporate Profile

Year Established		Chief Executive Title	
Mission Statement		Chief Executive Name	
		Principal Title	
		Principal Name	
Year Incorporated			

Financial Profile

Current Fiscal Year's Potential Revenue	
Preferred Functional	



Manage Profile as Supplier

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name ABC Company Tax Organization Type Corporation
Supplier Number 20049 Status Active
Supplier Type Supplier Attachments None

Identification

D-U-N-S Number National Insurance Number
Customer Number Corporate Web Site
SIC

Corporate Profile

Year Established Chief Executive Title
Mission Statement Chief Executive Name
Year Incorporated Principal Title
Principal Name

Financial Profile

Step 5

Note: Once you are on the Edit Profile Change Request page, you can add or modify the details of your company.

Information is categorized into tabs, located below the Change Description field.



Manage Profile as Supplier

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name ABC Company Tax Organization Type Corporation
Supplier Number 20049 Status Active
Supplier Type Supplier Attachments None

Identification

D-U-N-S Number National Insurance Number
Customer Number Corporate Web Site
SIC

Corporate Profile

Year Established Chief Executive Title
Mission Statement Chief Executive Name
Year Incorporated Principal Title
Principal Name

Financial Profile

Step 6

Note: You should add a change description to provide a brief summary of the reasons why you are requesting the changes.

Click in the **Change Description** field.



Manage Profile as Supplier

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name ABC Company Tax Organization Type Corporation

Supplier Number 20049 Status Active

Supplier Type Supplier Attachments None

Identification

D-U-N-S Number National Insurance Number

Customer Number Corporate Web Site

SIC

Corporate Profile

Year Established Chief Executive Title

Mission Statement Chief Executive Name

Year Incorporated Principal Title

Principal Name

Financial Profile

Step 7

Enter the desired information into the **Change Description** field.

Enter "**Adding missing information to my profile.**".



Manage Profile as Supplier

Step 8

Click in the **Year Established** field.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name: ABC Company
Supplier Number: 20049
Supplier Type: Supplier
Tax Organization Type: Corporation
Status: Active
Attachments: None

Identification

D-U-N-S Number
Customer Number
SIC
National Insurance Number
Corporate Web Site

Corporate Profile

Year Established
Mission Statement
Year Incorporated
Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Financial Profile



Manage Profile as Supplier

Step 9

Enter the desired information into the **Year Established** field.
Enter "**1978**".

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name: ABC Company Tax Organization Type: Corporation
Supplier Number: 20049 Status: Active
Supplier Type: Supplier Attachments: None

Identification

D-U-N-S Number: National Insurance Number:
Customer Number: Corporate Web Site:
SIC:

Corporate Profile

Year Established: Chief Executive Title:
Mission Statement: Chief Executive Name:
Year Incorporated: Principal Title:
Principal Name:

Financial Profile



Manage Profile as Supplier

Step 10

Click the **Tax Identifiers** link.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name: ABC Company
Supplier Number: 20049
Supplier Type: Supplier
Tax Organization Type: Corporation
Status: Active
Attachments: None

Identification

D-U-N-S Number
Customer Number
SIC
National Insurance Number
Corporate Web Site

Corporate Profile

Year Established: 1978
Mission Statement
Year Incorporated
Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Financial Profile



Manage Profile as Supplier

Step 11

Click the **Federal reportable** check box.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country: United States

Taxpayer ID: TAX ID 123

Federal reportable

Federal Income Tax Type: [dropdown]

State reportable

Tax Reporting Name: [text box]

Name Control: [text box]

Verification Date: m/d/yy [calendar icon]

Use withholding tax

Withholding Tax Group: [dropdown]

Transaction Tax

Tax Country: [dropdown]

Tax Registration Number: [text box]

Tax Registration Type: [dropdown]



Manage Profile as Supplier

Step 12

Click the **Federal Income Tax Type** list.

CITY OF JACKSONVILLE Home JD

Edit Profile Change Request: 12001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country: United States
Taxpayer ID: TAX ID 123
 Federal reportable
 State reportable
Federal Income Tax Type: **Federal Income Tax Type**

Tax Reporting Name:
Name Control:
Verification Date: m/d/yy
 Use withholding tax
Withholding Tax Group:
Tax Registration Type:
Tax Country:
Tax Registration Number:
Transaction Tax:
Tax Country:
Tax Registration Number:



Manage Profile as Supplier

Step 13

Click the **Miscellaneous - Other** list item.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country: United States Tax Reporting Name: Taxpayer ID: TAX ID 123 Name Control: Federal reportable: Verification Date: m/d/yyyy Use withholding tax:

Transaction Tax

AVAN/A	Fringe Benefits - other
AVAN/L	Fringe Benefits - Housing
AVAN/N	Fringe Benefits - Food
AVAN/V	Fringe Benefits - Car
COTIS	Contributions to Pension Funds (to be de...
DAU/AR	Miscellaneous - Other
DCO/CO	Brokerage Fees
DCOM/C	Miscellaneous - Commissions
DDA/DA	Miscellaneous - Royalties
DDI/DI	Miscellaneous - Inventor's Fees



Manage Profile as Supplier

Step 14

Click the **Addresses** link.

CITY OF JACKSONVILLE JD

Edit Profile Change Request: 12001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile

Organization Details **Tax Identifiers** **Addresses** Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country: United States
Taxpayer ID: TAX ID 123
 Federal reportable
Federal Income Tax Type: DAU/AR
 State reportable

Tax Reporting Name
Name Control
Verification Date: m/d/yy
 Use withholding tax
Withholding Tax Group

Transaction Tax

Tax Country
Tax Registration Number
Tax Registration Type



Manage Profile as Supplier

Step 15

Click the **Edit** button.

CITY OF JACKSONVILLE Home JD

Edit Profile Change Request: 12001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details | Tax Identifiers | **Addresses** | Contacts | Payments | Business Classifications | Products and Services

Actions View Format + [Edit] × Status Active [Dropdown] Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Ordering/Remit	123 Right Way,JACKSONVILLE, FL 3...		Ordering; Remit to		Active

Columns Hidden 3



Manage Profile as Supplier

Step 16

Click in the **Address Line 2** field.

The screenshot shows a web application interface for 'CITY OF JACKSONVILLE'. The main header is 'Edit Profile Change Request: 12001'. Below the header are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. The main content area shows a 'Change Description' field with the text 'Add Federal Reportable'. A modal window titled 'Edit Address: Ordering/Remit' is open, displaying various address and contact information fields. The 'Address Line 2' field is highlighted with a red rectangle. The modal window contains the following fields and options:

- Address Name: Ordering/Remit
- Country: United States
- Address Line 1: 123 Right Way
- Address Line 2: (highlighted with a red rectangle)
- City: Jacksonville
- State: FL
- Postal Code: 32208
- County: Duval
- Language: (dropdown menu)
- Address: Ordering
- Purpose: Remit to, RFQ or Bidding
- Phone: (dropdown menu)
- Fax: (dropdown menu)
- Email: (text input)
- Inactive Date: m/d/yy
- Status: Active

Buttons for 'OK' and 'Cancel' are located at the bottom right of the modal window.



Manage Profile as Supplier

Step 17

Enter the desired information into the **Address Line 2** field. Enter "**Suite 12**".

The screenshot shows the 'Edit Profile Change Request' interface for request 12001. A modal window titled 'Edit Address: Ordering/Remit' is open, displaying the following information:

- Address Name: Ordering/Remit
- Country: United States
- Address Line 1: 123 Right Way
- Address Line 2: (highlighted with a red box)
- City: Jacksonville
- State: FL
- Postal Code: 32208
- County: Duval
- Language: (dropdown menu)
- Address Purpose: Ordering, Remit to, RFQ or Bidding
- Phone: (dropdown menu)
- Fax: (dropdown menu)
- Email: (text input field)
- Inactive Date: m/d/yy (calendar icon)
- Status: Active

Buttons for 'OK' and 'Cancel' are visible at the bottom right of the modal.



Manage Profile as Supplier

Step 18

Click the **OK** button.

The screenshot shows a web application interface for the City of Jacksonville. At the top, there is a dark blue header with the text 'CITY OF JACKSONVILLE' and a user profile icon 'JD'. Below the header, the main page title is 'Edit Profile Change Request: 12001'. A navigation bar contains buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. The main content area shows a 'Change Description' field with the text 'Add Federal Reportable'. A modal dialog box titled 'Edit Address: Ordering/Remit' is open in the foreground. The dialog box contains the following fields and options:

- Address Name:** Ordering/Remit
- Country:** United States (dropdown)
- Address Line 1:** 123 Right Way
- Address Line 2:** Suite 12 (with a clear 'x' button)
- City:** Jacksonville (dropdown)
- State:** FL (dropdown)
- Postal Code:** 32208 (dropdown)
- County:** Duval (dropdown)
- Language:** (dropdown)
- Address:** Ordering
- Purpose:** Remit to, RFQ or Bidding
- Phone:** (dropdown) [] [] [] []
- Fax:** (dropdown) [] [] [] []
- Email:** [] [] [] [] [] [] [] [] [] []
- Inactive Date:** m/d/yy (calendar icon)
- Status:** Active

At the bottom right of the dialog box, there are three buttons: 'OK', 'OK' (highlighted with a red square), and 'Cancel'. The URL at the bottom of the browser window is https://eims-dev2.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11td5...



Manage Profile as Supplier

Step 19

Click the **Contacts** link.

CITY OF JACKSONVILLE Home JD

Edit Profile Change Request: 12001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details | Tax Identifiers | **Addresses** | **Contacts** | Payments | Business Classifications | Products and Services

Actions View Format + - Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Ordering/Remit	123 Right Way, Suite 12, JACKSONVIL...		Ordering; Remit to		Active

Columns Hidden 3



Manage Profile as Supplier

Step 20

To add another contact, click the **Create** button.

CITY OF JACKSONVILLE

Home | Profile | JD

Edit Profile Change Request: 12001

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description: Adding missing information to my profile.

Organization Details | Tax Identifiers | Addresses | **Contacts** | Payments | Business Classifications | Products and Services

Actions | View | Format | **Create** | Status: Active | Freeze | Detach | Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Doe, John		jd@abc.com		✓	✓	Active

Columns Hidden: 7



Manage Profile as Supplier

Step 21

Click in the **First Name** field.

The screenshot shows a 'Create Contact' form with the following fields and sections:

- Salutation:** A dropdown menu.
- * First Name:** A text input field highlighted with a red border.
- Middle Name:** A text input field.
- * Last Name:** A text input field.
- Job Title:** A text input field.
- Administrative contact
- Phone:** A text input field with a dropdown arrow.
- Mobile:** A text input field with a dropdown arrow.
- Fax:** A text input field with a dropdown arrow.
- Email:** A text input field.
- Status:** A dropdown menu with 'Active' selected.

Contact Addresses

Actions: View, Format, X, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden: 5				

User Account

Request user account

Roles | Data Access

Actions: View, Format, X, Freeze, Detach, Wrap

Role	Description
No data to display.	

Buttons: Create Another, OK, Cancel



Manage Profile as Supplier

Step 22

Enter the desired information into the **First Name** field. Enter "**Jane**".

The screenshot shows a 'Create Contact' form with the following fields and sections:

- Salutation:** A dropdown menu.
- * First Name:** A text input field with a red border, highlighted by a red box.
- Middle Name:** A text input field.
- * Last Name:** A text input field.
- Job Title:** A text input field.
- Administrative contact
- Phone:** A text input field.
- Mobile:** A text input field.
- Fax:** A text input field.
- Email:** A text input field.
- Status:** A dropdown menu with 'Active' selected.

Contact Addresses

Actions: View, Format, X, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

Request user account

Roles | Data Access

Actions: View, Format, X, Freeze, Detach, Wrap

Role	Description
No data to display.	

Buttons: Create Another, OK, Cancel



Manage Profile as Supplier

Step 23

Click in the **Last Name** field.

The screenshot shows a 'Create Contact' form with the following fields and sections:

- Salutation:** A dropdown menu.
- * First Name:** Text input field containing 'Jane'.
- Middle Name:** Text input field.
- * Last Name:** Text input field, highlighted with a red rectangle.
- Job Title:** Text input field.
- Administrative contact
- Phone:** Text input field with a dropdown menu.
- Mobile:** Text input field with a dropdown menu.
- Fax:** Text input field with a dropdown menu.
- Email:** Text input field.
- Status:** Dropdown menu set to 'Active'.

Contact Addresses

Actions: View, Format, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden: 5				

User Account

Request user account

Roles | Data Access

Actions: View, Format, Freeze, Detach, Wrap

Role	Description
No data to display.	

Buttons: Create Another, OK, Cancel



Manage Profile as Supplier

Step 24

Enter the desired information into the **Last Name** field. Enter "**Doe**".

The screenshot shows a 'Create Contact' form with the following fields and sections:

- Salutation:** A dropdown menu.
- * First Name:** Text field containing 'Jane'.
- Middle Name:** Text field.
- * Last Name:** Text field, highlighted with a red border.
- Job Title:** Text field.
- Administrative contact
- Phone:** Text field with a dropdown menu.
- Mobile:** Text field with a dropdown menu.
- Fax:** Text field with a dropdown menu.
- Email:** Text field.
- Status:** Dropdown menu with 'Active' selected.

Contact Addresses

Actions: View, Format, Freeze, Detach, Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden: 5

User Account

Request user account

Roles | Data Access

Actions: View, Format, Freeze, Detach, Wrap

Role	Description
No data to display.	

Buttons: Create Another, OK, Cancel



Manage Profile as Supplier

Step 25

Click in the **Email** field.

Create Contact

Salutation

* First Name Jane

Middle Name

* Last Name Doe

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status Active

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

User Account

Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel



Manage Profile as Supplier

Step 26

Enter the desired information into the **Email** field.
Enter "**janedoe@abc.com**".

Create Contact

Salutation

* First Name Jane

Middle Name

* Last Name Doe

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status Active

Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

Request user account

Roles Data Access

Actions View Format X Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel



Manage Profile as Supplier

Step 27

Click the **OK** button.

The screenshot shows a web application window titled "Create Contact". The form contains the following fields and sections:

- Salutation:** A dropdown menu.
- * First Name:** Text input field containing "Jane".
- Middle Name:** Text input field.
- * Last Name:** Text input field containing "Doe".
- Job Title:** Text input field.
- Administrative contact:** A checkbox.
- Phone:** A dropdown menu followed by three text input fields.
- Mobile:** A dropdown menu followed by two text input fields.
- Fax:** A dropdown menu followed by two text input fields.
- Email:** Text input field containing "janedoe@abc.com".
- Status:** A dropdown menu with "Active" selected.

Below the form are two sections:

- Contact Addresses:** A table with columns "Address Name", "Address", "Phone", "Address Purpose", and "Status". It shows "No data to display." and "Columns Hidden 5".
- User Account:** A section with a "Request user account" checkbox and a "Roles" tab. Below it is a table with columns "Role" and "Description", also showing "No data to display."

At the bottom right of the form, there are three buttons: "Create Another", "OK" (highlighted with a red square), and "Cancel".



Manage Profile as Supplier

Step 28

Click the **Payments** link.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses **Contacts** **Payments** Business Classifications Products and Services

Actions View Format + - Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Doe, Jane		janedoe@abc.com				Active
Doe, John		jd@abc.com		✓	✓	Active

Columns Hidden 7



Manage Profile as Supplier

Step 29

Click the **To Date** button for the check payment method.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Default	Payment Method	From Date	To Date
	COJ Credit Card	1/1/51	m/d/yy
	Check	10/2/08	m/d/yy
	Electronic	10/2/08	m/d/yy
	Outsourced Check	10/2/08	m/d/yy
	Wire	10/2/08	m/d/yy



Manage Profile as Supplier

Step 30

Click the **Year** up button.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + x Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	COJ Credit Card	1/1/51	m/d/yy
	Check	10/2/08	m/d/yy
	Electronic		
	Outsourced Check		
	Wire		

Calendar: August 2019

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Manage Profile as Supplier

Step 31

Click the desired **Date**.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + x Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	COJ Credit Card	1/1/51	m/d/yy
	Check	10/2/08	m/d/yy
	Electronic		
	Outsourced Check		
	Wire		

Calendar: August 2020

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5



Manage Profile as Supplier

Step 32

Click the **Products and Services** link.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12001

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

None of the classifications are applicable

Actions View Format + X Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration
Section 3		Current	Resident Owner			m/d/yy	m/d/yy



Manage Profile as Supplier

Step 33

Click the **Select and Add** button.

CITY OF JACKSONVILLE

Edit Profile Change Request: 12002

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details Tax Identifiers **Select and Add** Contacts Payments Business Classifications Products and Services

Actions View Format X [Select and Add] Freeze Detach Wrap

Category Name	Description
120 Boats, Motors, and Marine Equipment	



Manage Profile as Supplier

Step 34

Click in the **Description** field.

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ 000.00 Default	
<input type="checkbox"/>	▶ 005 Abrasives	
<input type="checkbox"/>	▶ 010 Acoustical Tile, Insulating Materials, And Supplies	
<input type="checkbox"/>	▶ 015 Addressing, Copying, Mimeograph, And Spirit Dupli	
<input type="checkbox"/>	▶ 019 Agricultural Crops and Grains including Fruits, Melon	
<input type="checkbox"/>	▶ 020 Agricultural Equipment, Implements, And Accessorie	
<input type="checkbox"/>	▶ 022 Agricultural Equipment and Implement Parts	
<input type="checkbox"/>	▶ 025 Air Compressors and Accessories	
<input type="checkbox"/>	▶ 031 Air Conditioning, Heating, And Ventilating Equipment	
<input type="checkbox"/>	▶ 035 Aircraft and Airport Equipment, Parts, And Supplies	

Columns Hidden 1

Apply OK Cancel



Manage Profile as Supplier

Step 35

Enter the desired information into the **Description** field. Enter "lawn".

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	000.00 Default	
<input type="checkbox"/>	005 Abrasives	
<input type="checkbox"/>	010 Acoustical Tile, Insulating Materials, And Supplies	
<input type="checkbox"/>	015 Addressing, Copying, Mimeograph, And Spirit Dupli	
<input type="checkbox"/>	019 Agricultural Crops and Grains including Fruits, Melon	
<input type="checkbox"/>	020 Agricultural Equipment, Implements, And Accessorie	
<input type="checkbox"/>	022 Agricultural Equipment and Implement Parts	
<input type="checkbox"/>	025 Air Compressors and Accessories	
<input type="checkbox"/>	031 Air Conditioning, Heating, And Ventilating Equipment	
<input type="checkbox"/>	035 Aircraft and Airport Equipment, Parts, And Supplies	

Columns Hidden 1

Apply OK Cancel



Manage Profile as Supplier

Step 36

Click the **Search** button.

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	000.00 Default	
<input type="checkbox"/>	005 Abrasives	
<input type="checkbox"/>	010 Acoustical Tile, Insulating Materials, And Supplies	
<input type="checkbox"/>	015 Addressing, Copying, Mimeograph, And Spirit Dupli	
<input type="checkbox"/>	019 Agricultural Crops and Grains including Fruits, Melon	
<input type="checkbox"/>	020 Agricultural Equipment, Implements, And Accessorie	
<input type="checkbox"/>	022 Agricultural Equipment and Implement Parts	
<input type="checkbox"/>	025 Air Compressors and Accessories	
<input type="checkbox"/>	031 Air Conditioning, Heating, And Ventilating Equipment	
<input type="checkbox"/>	035 Aircraft and Airport Equipment, Parts, And Supplies	

Columns Hidden 1

Apply OK Cancel

https://eims-dev2.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11d5...



Manage Profile as Supplier

Step 37

Click the **Check Box** for the 515.06 option.

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ 515.05 Aerators, Pluggers, and Spikers	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input checked="" type="checkbox"/>	▶ 515.06 Baggers and Catchers, Grass, Lawn Mower	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.07 Blowers, Lawn, Power	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.08 Carts, Lawn	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.10 Edgers, Trimmers, and Weed Cutters	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.15 Engines, Motors, and Parts (For Lawn Equipment)	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.18 Feeders, Root	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.20 Fertilizer Distributors, Lawn Type (See Class 020	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.23 Gang Mowers for Lawns and Grounds, All Types	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.24 Garden Hand Tools (Not Otherwise Specified) (In	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY

Columns Hidden 1

Apply OK Cancel



Manage Profile as Supplier

Step 38

Click the **Apply** button.

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ 515.05 Aerators, Pluggers, and Spikers	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input checked="" type="checkbox"/>	▶ 515.06 Baggers and Catchers, Grass, Lawn Mower	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.07 Blowers, Lawn, Power	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.08 Carts, Lawn	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.10 Edgers, Trimmers, and Weed Cutters	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.15 Engines, Motors, and Parts (For Lawn Equipment)	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.18 Feeders, Root	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.20 Fertilizer Distributors, Lawn Type (See Class 020	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.23 Gang Mowers for Lawns and Grounds, All Types	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.24 Garden Hand Tools (Not Otherwise Specified) (In	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY

Columns Hidden 1

https://eims-dev2.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11d5... **Apply** OK Cancel



Manage Profile as Supplier

Step 39

Click the **OK** button.

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	▶ 515.05 Aerators, Pluggers, and Spikers	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input checked="" type="checkbox"/>	▶ 515.06 Baggers and Catchers, Grass, Lawn Mower	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.07 Blowers, Lawn, Power	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.08 Carts, Lawn	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.10 Edgers, Trimmers, and Weed Cutters	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.15 Engines, Motors, and Parts (For Lawn Equipment)	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.18 Feeders, Root	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.20 Fertilizer Distributors, Lawn Type (See Class 020	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.23 Gang Mowers for Lawns and Grounds, All Types	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY
<input type="checkbox"/>	▶ 515.24 Garden Hand Tools (Not Otherwise Specified) (In	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SEE CLASS 020 FOR AGRICULTURAL TY

Columns Hidden 1

Apply **OK** Cancel



Manage Profile as Supplier

Step 40

Click the **Review Changes** button.

CITY OF JACKSONVILLE JD

Edit Profile Change Request: 12001 Delete Change Request **Review Changes** Save Save and Close Cancel

Change Description: Adding missing information to my profile.

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | **Products and Services**

Actions | View | Format | Freeze | Detach | Wrap

Category Name	Description
120 Boats, Motors, and Marine Equipment	
515 Lawn Maintenance Equipment and Accessories (See Class 020 for Agricultural Types) > 515.06 Bag...	LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SE...



Manage Profile as Supplier

Step 41

Click the **Confirm** button.

The screenshot shows the 'Edit Profile Change Request: 12001' page in the City of Jacksonville system. The page has a dark blue header with the city name and user 'JD'. Below the header, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. A 'Change Description' field contains the text 'Add a business classification.'. A navigation bar includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. A table with columns 'Category Name' and 'Description' is visible, with rows for '120 Boats, Motors, and Marine Equipment' and '515 Lawn Maintenance Equipment and Accessories'. A modal dialog titled 'Confirm Business Classification Updates' is open in the center, with the text 'I confirm the accuracy of the new or updated business classifications.' and two buttons: 'Confirm' (highlighted with a red box) and 'Cancel'. The URL at the bottom is 'https://eims-dev2.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11d5...'



Manage Profile as Supplier

Step 42

Click the **Scrollbar** down arrow to view the bottom of the page.

CITY OF JACKSONVILLE

Review Changes Edit Submit Cancel

Change Description: Adding missing information to my profile.

Organization Details

Attribute	Changed From	Changed To
Year Established		1978

Tax Identifiers

Attribute	Changed From	Changed To
Federal reportable	—	✓
Federal Income Tax Type		DAU/AR

Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
Ordering/Remit	123 Right Way,Suit...		Ordering; Remit to		Active	

Columns Hidden 3

Contacts



Manage Profile as Supplier

Step 43

Click the **Scrollbar** up arrow to return to the top of the page.

The screenshot shows a web application interface with a table. The table has several sections: Contacts, Payment Methods, Business Classifications, and Products and Services. The scrollbar on the right side of the table is highlighted with a red box, and the up arrow at the top of the scrollbar is also highlighted with a red box.

Name	Job Title	Email	Phone	Administrative Contact	User Account
+	Doe, Jane	janedoe@abc.com			

Default	Payment Method	From Date	To Date	Details
●	Check	10/2/08	8/3/20	

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Exp
+	Section 3	Current	Resident Owner				

Category Name	Description
+	515 Lawn Maintenance Equipment and Accessories (See Class 020 for Agricultural Types) > 515.... LAWN MAINTENANCE EQUIPMENT AND ACCESSORIES (SE...



Manage Profile as Supplier

Step 44

Click the **Submit** button.

CITY OF JACKSONVILLE

Review Changes Edit **Submit** Cancel

Change Description: Adding missing information to my profile.

Organization Details

Attribute	Changed From	Changed To
Year Established		1978

Tax Identifiers

Attribute	Changed From	Changed To
Federal reportable	—	✓
Federal Income Tax Type		DAU/AR

Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
Ordering/Remit	123 Right Way,Suit...		Ordering; Remit to		Active	

Columns Hidden 3

Contacts



Manage Profile as Supplier

Step 45

Click the **OK** button.

CITY OF JACKSONVILLE

Company Profile Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request	12001	Requested By	Doe, John	Change Description	Adding missing information to my profile.
Request Status	Pending Approval	Request Date	8/13/19		

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General

Company	ABC Company	Supplier Number	20049	Supplier Type	Supplier
---------	-------------	-----------------	-------	---------------	----------

Identification

D-U-N-S Number		National Insurance Number	
Customer Number		Corporate Web Site	
SIC			

Corporate Profile

Year Established		Chief Executive Title	
Mission Statement		Chief Executive Name	
		Principal Title	
Year Incorporated		Principal Name	

Financial Profile

Current Fiscal Year's Potential Revenue	
---	--

Confirmation

✓ Your profile change request 12001 was submitted for approval.

OK

https://eims-dev2.fas.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=11d5...



Manage Profile as Supplier

Step 46

Click the **Done** button.

CITY OF JACKSONVILLE

Company Profile Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request	12001	Requested By	Doe, John	Change Description	Adding missing information to my profile.
Request Status	Pending Approval	Request Date	8/13/19		

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General

Company	ABC Company	Tax Organization Type	Corporation
Supplier Number	20049	Status	Active
Supplier Type	Supplier	Attachments	None

Identification

D-U-N-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	

Corporate Profile

Year Established	Chief Executive Title
Mission Statement	Chief Executive Name
	Principal Title
Year Incorporated	Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue
Preferred Functional



Manage Profile as Supplier

Step 47

Click the **Home** icon.

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- View Receipts
- View Returns

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Requiring Attention

3

1

2

■ Schedules Overdue or Due Today

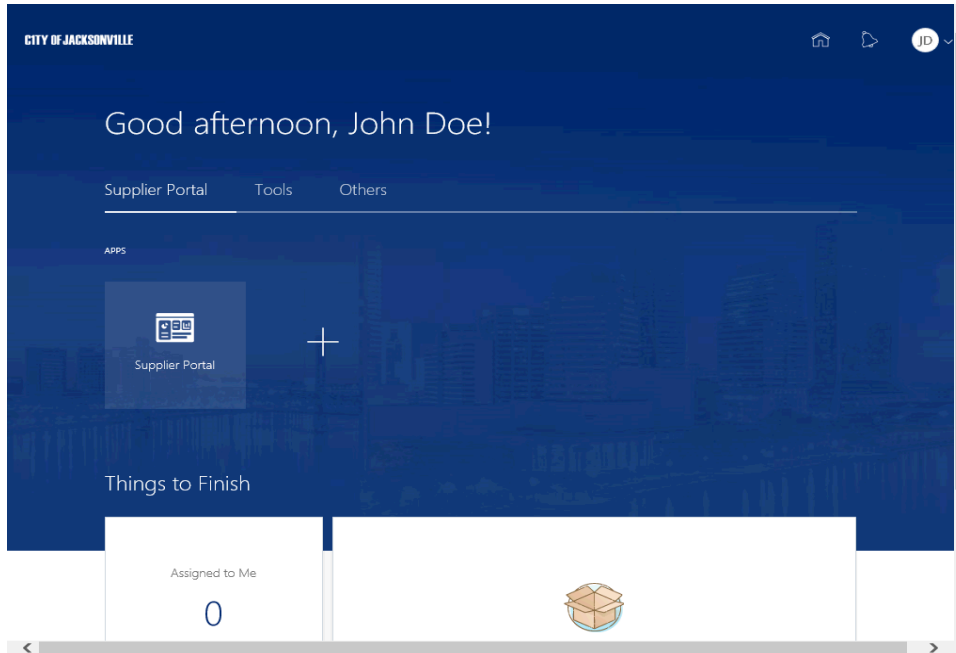
■ Negotiations Closing Soon

Recent Activity
Last 30 Days

Agreements opened	1
Orders opened	2
Receipts	1



Manage Profile as Supplier



Step 48

End of Procedure.