

# NYCHA iSupplier Portal



## Sourcing Supplier Registration & Administration

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## Introduction


### iSupplier Portal Overview

The iSupplier Portal is a web-based tool which structures all communication between NYCHA and suppliers through a secure internet portal, with online Purchase Order collaboration, and paperless fulfillment. Previously NYCHA relied on email and phone communication to coordinate procurement activities with suppliers. It used paper forms to facilitate supplier registration, and relied on the Accounting and Fiscal Services Department to manually enter all supplier data.

The NYCHA iSupplier Portal module introduces a supplier self service model which allows suppliers to register and manage their administrative information, receive bid documents, submit bid responses and receive invoice/payment status online.

**Note:** Access to the system requires a computer with an internet connection, Internet Explorer 7 (required for login), and an email address to utilize the NYCHA iSupplier Portal. An Oracle iSupplier license is not needed.

### Document Conventions

Symbol	Convention
	<b>Warning</b> – Indicates critical messages. These instructions will highlight steps to avoid severe application processing errors or violations of NYCHA policies.
<b><u>Note:</u></b>	<b><u>Note:</u></b> – Indicates additional information or suggestions to help improve understanding of the module.

## **NYCHA iSupplier Portal Registration for Suppliers**

### **Getting Started with the NYCHA iSupplier Portal**

Select the Getting Started: Register or Log-in link in the Selling Goods and Services to NYCHA webpage, to get started with the NYCHA iSupplier Portal.

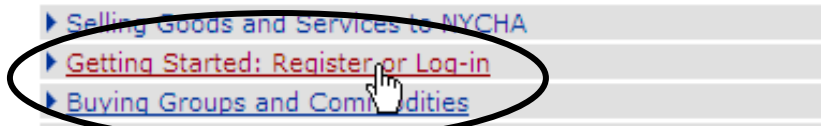
## **Doing Business With NYCHA**

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### **Selling Goods and Services to NYCHA**

Welcome to iSupplier - NYCHA's free vendor communication portal. iSupplier allows contractors and consultants to view NYCHA's procurement opportunities, submit your bid responses, and keep current on your invoice status.

Please click on one of the links below to learn more about iSupplier and how NYCHA procures goods and services.



### Register or Log-in to iSupplier

If your company has never done business with NYCHA, you must first register your company with NYCHA (New Registration link).

If you have previously done business with NYCHA, but have not yet logged-in to iSupplier, please request log-in ID (link).

Returning iSupplier users, log-in (link).

#### Register or log-in

▶ If your company has never done business with NYCHA, you must first register your company with NYCHA. [Click here for New Registration](#)

▶ If you have previously done business with NYCHA, but have not yet logged-in to iSupplier, please [Click here to Request Log-in ID.](#)

▶ [Returning iSupplier users, Log-in Here](#)

**NOTE:** The iSupplier link has changed. Please update your bookmark.

▶ [Selling Goods and Services to NYCHA](#)

▶ [Getting Started: Register or Log-in](#)

▶ [Buying Groups and Commodities](#)

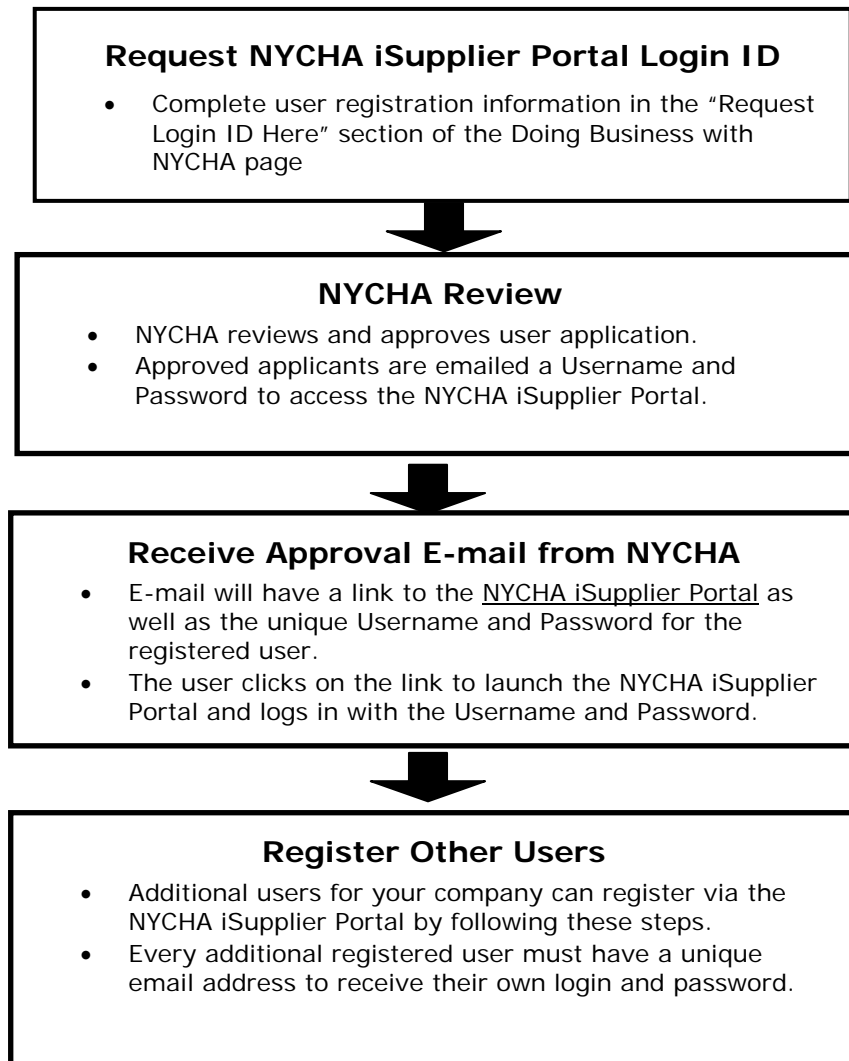
▶ [NYCHA Procurement Opportunities](#)

▶ [Frequently Asked Questions \(FAQ\)](#)

▶ [Contact Us](#)

### NYCHA iSupplier Portal Registration for Registered Suppliers

If you have supplied goods or services to NYCHA in the past and do not have log-in credentials, you are already registered with NYCHA but will be required to set up an end-user for the NYCHA iSupplier Portal. The following steps explain the process for setting up a NYCHA iSupplier Portal end-user:





## Sourcing Supplier Registration & Administration

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For Current NYCHA suppliers and vendors with a NYCHA Supplier Number who do not have an iSupplier log-in ID and password:

Follow the **[Click here to Request Log-in ID](#)** link.

### Request Log-In Identification

Register here to obtain a log in ID that will enable you to access iSupplier, NYCHA's bid hosting system. After your registration is processed you will receive an email containing your log-in ID from NYCHA.

If you have any questions, please e-mail us at [procurement@nycha.nyc.gov](mailto:procurement@nycha.nyc.gov)

\* = These Fields are required.

**Business  
Name\*:**

**TIN/SSN\*:**

To help us determine your vendor status, please enter the last four digits of either your company's tax identification number or Social Security Number if you are self-employed.

**Contact First  
Name\*:**

**Contact Last  
Name\*:**

**Email\*:**

**Phone\*:**

Complete and submit the *Request Log-In Identification* form.

Receive an online acknowledgement of request.

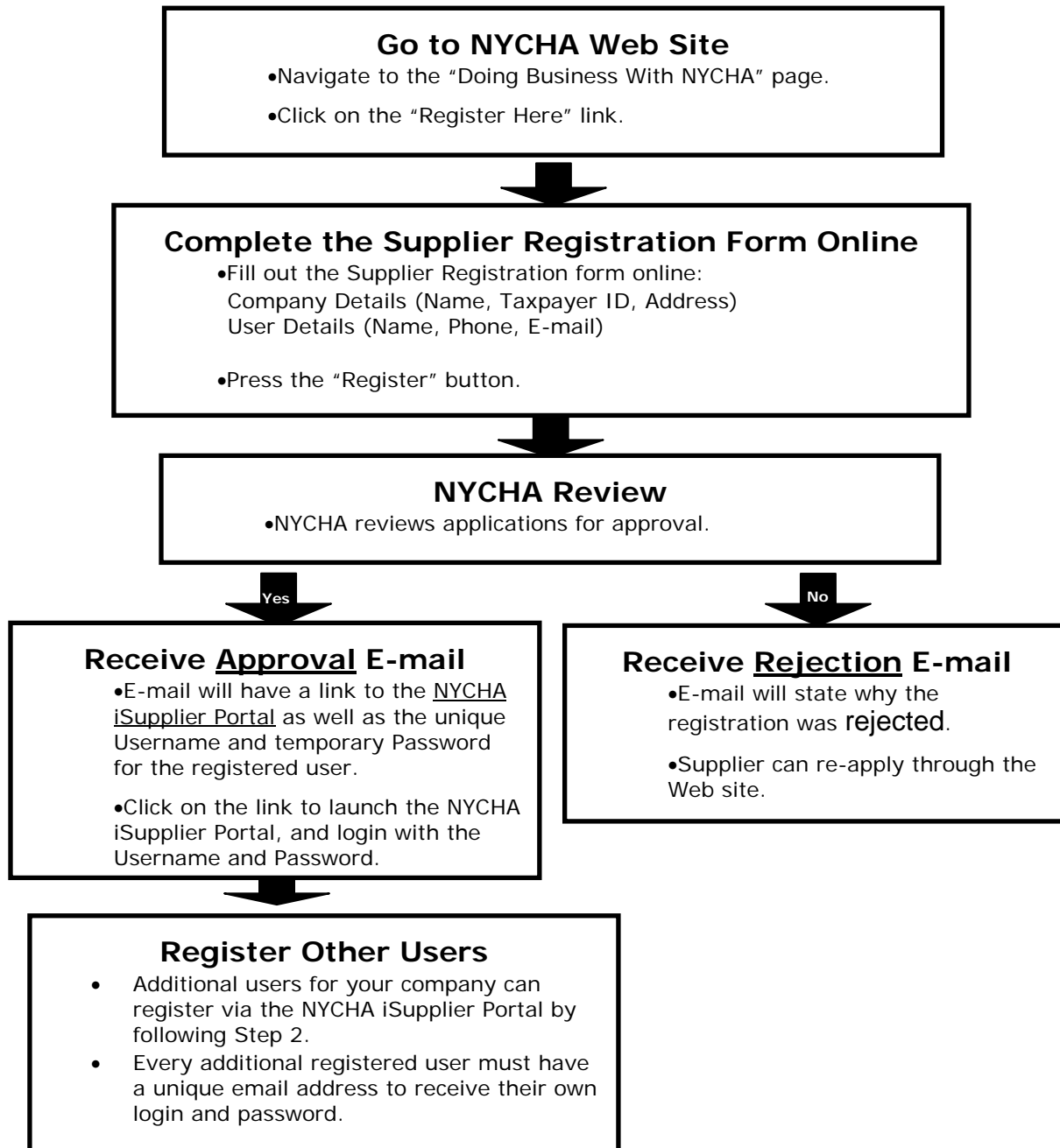
Receive an E-mail confirmation of request. (Allow 2 business days).

Following approval, receive E-mail with iSupplier Username and temporary password.

Repeat this process as required for **each additional user at your company**.

### NYCHA iSupplier Portal Registration for New Suppliers

Suppliers who have never done business with NYCHA will follow the following process steps to register their company/organization as well as one end user with the NYCHA iSupplier Portal:



## Sourcing Supplier Registration & Administration

If your company has never done business with NYCHA, you must first register your company with NYCHA.

Suppliers new to NYCHA should follow the [Click here for New Registration](#) link.

**Supplier Registration**  
Please enter the details for your company and then press **Register** to submit your request. At least one tax id is required to complete the registration. Register

**DO NOT HIT BACK BUTTON OF THE BROWSER ANYTIME DURING THE REGISTRATION PROCESS**  
\* Indicates required field

**Company Details**  
Enter the details for your company and provide an address that is suitable for receiving RFQ documents.

\* Company Name   
Enter Name UPPER Case Please

\* FEIN / SSN 9 Digits (no dashes)   
DUNS Number

\* Address Name   
Provide a suitable nickname for the address

Country

\* Address

\* City/Town/Locality   
County   
\* State/Region   
Province   
\* Postal Code

**Note**  
Note to Approver   
Include any additional details about the address (such as the type of address) that will be useful to the registration approver.

**User Details**  
Enter user's personal information.

\* Email Address   
Your email address will be your UserID for the system.

\* First Name   
\* Last Name

\* Phone Number   
Phone Extension

If you get an error message “duplicate supplier in our system”, you are already a registered vendor on file with NYCHA. You should not be registering as a new supplier, i.e., even though you may have never been awarded a contract with NYCHA. Close to exit and follow steps for registered suppliers.

### Error

Your registration request cannot be processed as we already have a supplier in our system whose details match those that you have provided. We have notified our contact at this supplier in order that they can get in touch with you if necessary. If you believe this to be an error, you may change your registration details and submit again. Otherwise, click on Close to exit.

### Supplier Registration

Please enter the details for your company and then press **Register** to submit your request. At least one tax id is required to complete the registration. Register

**DO NOT HIT BACK BUTTON OF THE BROWSER ANYTIME DURING THE REGISTRATION PROCESS**

\* Indicates required field

#### Company Details

Enter the details for your company and provide an address that is suitable for receiving RFQ documents.

## Sourcing Supplier Registration & Administration

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Important Fields	Definition
<b>Company Name</b>	The 'Company Name' refers to the name the supplier wants to be registered with at NYCHA.
<b>FEIN/ SSN</b>	Taxpayer ID is the unique 10 digit tax ID number to ensure there are no duplicate entries (ex. GE Health and GE Finance).
<b>DUNS Number</b>	Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. Required to register with the US Federal government for contracts or grants.
<b>Address Name</b>	Address Name details the specific identification for the location (ex. Headquarters, Distribution Center).
<b>Note to Approver</b>	Personalized Notes provides the supplier with the opportunity to send a note, question or comment to NYCHA.
<b>Email Address</b>	The email address for the supplier user which will also serve as the username
<b>First Name</b>	The first name of the supplier contact person
<b>Last Name</b>	The last name of the supplier contact person
<b>Phone Number</b>	The phone number to contact the supplier user
<b>Phone Extension</b>	The phone extension to directly reach the supplier user

Register for a NYCHA Supplier Number AND as an iSupplier Portal user.

Receive an online acknowledgement of request.

Receive an E-mail confirmation for submitting the company registration form.

Following approval, receive E-mail with iSupplier Username and temporary password.

### Registration Confirmation e-mail

You have been registered at New York City Housing Authority for access to their supplier collaboration network. You can [log on](#) with the username [YOUR.NAME@COMPANY.COM](#) and the password **PASSWORD**.

When you first log in, you will be required to change your password for security purposes. Upon logging in, it is essential to review and update your administrative information. Completing the Products/Services and Business Classification sections are especially important since it allows NYCHA to identify relevant suppliers for Sourcing Events based on these specifications.

To update your administrative information in the NYCHA iSupplier Portal please complete the following steps:

- 1) Upon logging into the NYCHA iSupplier Portal click the Supplier Portal Full Access link in the Navigator section.
- 2) Click the Admin tab in the upper right corner.
- 3) Review and update each section (Address Book, Contact Directory, Business Classifications, Products and Services, Bank Accounts and User Accounts) by clicking the respective link in the navigation panel on the left hand side of the screen.

### Logging on to the NYCHA iSupplier Portal

Select the [log on](#) link in your Registration Approval e-mail.

Or

Select the **Returning iSupplier users, Log-in Here** link in *Doing Business with NYCHA* on the NYCHA website.

#### Register or log-in

▶ If your company has never done business with NYCHA, you must first register your company with NYCHA. [Click here for New Registration](#)

▶ If you have previously done business with NYCHA, but have not yet logged-in to iSupplier, please [Click here to Request Log-in ID](#).

▶ **Returning iSupplier users, Log-in Here**

**NOTE:** The iSupplier link has changed. Please update your bookmark.

## NYCHA iSupplier Portal Administration for Suppliers

### iSupplier Login Screen

Enter your username. Your username is the email address that you previously provided to NYCHA.

Enter your password. Use the temporary password provided by NYCHA, or if you changed the temporary password, your own password that you entered to replace the temporary password.

Click the *Login* button.

**Note:** Upon logging in for the first time, the system will require the user to change their temporary password; any subsequent log-on will take the user to the NYCHA Sourcing Supplier Homepage.



**The supplier is now officially registered with the NYCHA iSupplier Portal. However, it is essential to log into the NYCHA iSupplier Portal and review/update all administrative information (as detailed in the following steps). The Products/Services and Business Classification sections are especially important since it allows NYCHA to identify relevant suppliers for Sourcing Events based on these specifications.**

# Sourcing Supplier Registration & Administration

## NYCHA Sourcing Supplier Homepage

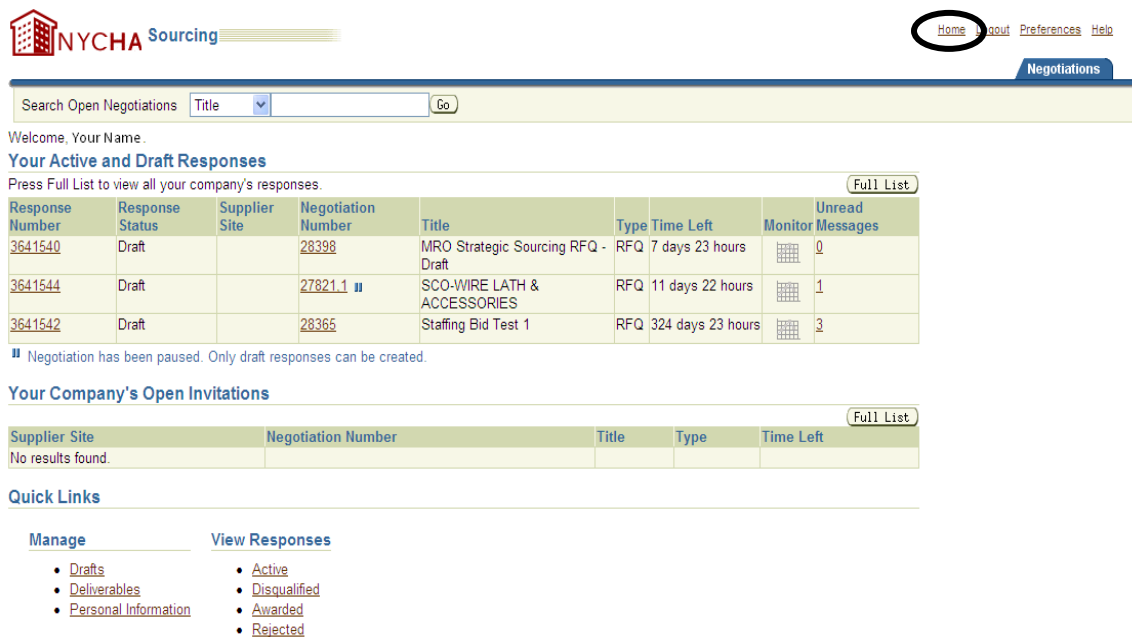
Upon login, the first page you will see is the Sourcing Supplier Homepage.

Suppliers will now be able to view bid documents and submit bid responses online utilizing the NYCHA Sourcing Supplier Homepage. Here a supplier can work with active and draft bid responses or submit a response to invited bid requests from buyers in the *Your Company's Open Invitations* section.

**Note:** See the **Sourcing Supplier Bid Submission Guide** for details on bid creation and submission.

Select the [Home](#) link in NYCHA iSupplier Portal to:

1. Set up or manage your profile.
2. Check your company's orders, shipments, or account status (once you are doing business with NYCHA).



The screenshot shows the NYCHA Sourcing Supplier Homepage. At the top, there is a navigation bar with the NYCHA Sourcing logo on the left and links for Home, Logout, Preferences, and Help on the right. The Home link is circled. Below the navigation bar is a search bar for Open Negotiations with a dropdown menu for Title and a Go button. The main content area is divided into three sections: Your Active and Draft Responses, Your Company's Open Invitations, and Quick Links. The Your Active and Draft Responses section includes a table with columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, and Unread Monitor Messages. The Your Company's Open Invitations section includes a table with columns for Supplier Site, Negotiation Number, Title, Type, and Time Left. The Quick Links section includes links for Manage (Drafts, Deliverables, Personal Information) and View Responses (Active, Disqualified, Awarded, Rejected).

NYCHA Sourcing

Home Logout Preferences Help

Negotiations

Search Open Negotiations Title Go

Welcome, Your Name.

**Your Active and Draft Responses**

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Monitor Messages
3641540	Draft		28398	MRO Strategic Sourcing RFQ - Draft	RFQ	7 days 23 hours	0
3641544	Draft		27821.1	SCO-WIRE LATH & ACCESSORIES	RFQ	11 days 22 hours	1
3641542	Draft		28365	Staffing Bid Test 1	RFQ	324 days 23 hours	3

■ Negotiation has been paused. Only draft responses can be created.

**Your Company's Open Invitations**

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

**Quick Links**

Manage View Responses

- Drafts
- Deliverables
- Personal Information
- Active
- Disqualified
- Awarded
- Rejected

## NYCHA iSupplier Portal Homepage

The *Worklist* is a summary of all the alerts a vendor receives and can provide direct links to drill down into the associated purchase order, sourcing event or other documentation.

The *iSupplier Portal Full Access* responsibility enables the user to update their company's administrative information and access a variety of information such as purchase order, invoice and payment information. This will be covered in this section.

The *Sourcing Supplier* responsibility takes you back to the Sourcing Supplier Homepage.

The *Favorites* section allows quick access to a supplier's most important functions in the portal.

The *Help* link provides additional information about the NYCHA iSupplier Portal navigation to the user.

The *Logout* link allows the user to exit the NYCHA iSupplier Portal.

NYCHA E-Business Suite

Logout Preferences Help

Logged In YOUR.NAME@COMPANY.COM

**Worklist** [Full List](#)

From	Subject	Sent
	<a href="#">Password Reset Notification</a>	14-Nov-2011
	<a href="#">Your password has been reset.</a>	14-Nov-2011
	<a href="#">New York City Housing Authority Supplier Collaboration Network: Confirmation of Registration</a>	20-Sep-2011

☒ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.  
☒ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

**Navigator** [Edit Navigator](#)

[iSupplier Portal Full Access](#)  
[Sourcing Supplier](#)

[iSupplier Portal Full Access](#)  
[Home Page](#)

To enter business classification information and/or change some of the administrative information NYCHA has on file click on [iSupplier Portal Full Access](#). Select the [Home Page](#) link under iSupplier Portal Full Access.



# Sourcing Supplier Registration & Administration

## iSupplier Portal: Full Access

This page allows you to navigate to and review and or change information related orders, shipments, receipts, invoices and payments.

**NYCHA iSupplier Portal**

Home Logout Preferences Help

Home Orders Shipments Account **Admin**

Search PO Number  Go

**Notifications** [Full List](#)

Subject	Date
<a href="#">Password Reset Notification</a>	14-Nov-2011 11:04:22
<a href="#">Your password has been reset.</a>	14-Nov-2011 08:52:17
<a href="#">New York City Housing Authority Supplier Collaboration Network: C...</a>	20-Sep-2011 16:44:19

**Orders At A Glance** [Full List](#)

PO Number	Description	Order Date
No results found.		

**Shipments At A Glance** [Full List](#)

Shipment Number	Shipment Date	Packing Slip
No results found.		

[ExportOrders](#)

**Orders**

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)
- Shipments**
- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)
- Receipts**
- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)
- Invoices**
- [Invoices](#)
- Payments**
- [Payments](#)

To manage your company information in iSupplier (from the iSupplier Portal Full Access screen) select the *Admin* tab (the last tab).

## Profile Management

### Supplier Details

The Profile Management Area includes links to your iSupplier information. Select a link to manage your company's information. The supplier can change or update some of their administrative information that NYCHA has on file such as: addresses; contacts; business classifications; products and services; bank accounts and user accounts.

**Note:** If you are logging in for the first time, you want to:

- Review or update your business information
- Enter your firm's "Products or Services"
- Enter your firm's "Business Classifications"

NYCHA iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Supplier Details

Supplier Name YOUR COMPANY NAME  
Supplier Number 190104  
Taxpayer ID 136400571  
Tax Registration Number  
DUNS Number

**New to Supplier Profile Management ?**  
Using the profile management features, you can manage key information about your company.  
[Learn more...](#)

**Attachments**

Search  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.  
Name  Go  
[Show More Search Options](#)

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Supplier Details:** Shows a basic overview of the supplier's company information including name, NYCHA supplier number and any associated attachments. Review the Supplier Details screen and add an attachment, if needed.

Suppliers must attach the form W-9: REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION. Attach any other forms that will help NYCHA do business with your company.

**Address Book:** Click the [Address Book](#) link in the navigation panel.

# Sourcing Supplier Registration & Administration

## Address Book

Your company's default address is the address used to register with NYCHA. List various company addresses in the *Address Book*: Main Office, showroom, warehouse, store, etc. To change an address click on **Edit**, update address information. To add an address click **Add**. You will receive a confirmation message stating that the address has been successfully added/modified.

The screenshot shows the NYCHA iSupplier Portal interface. At the top, there is a header with the NYCHA logo and 'iSupplier Portal' text. To the right of the header are links: Home, Logout, Preferences, and Help. Below the header is a navigation bar with tabs: Home, Orders, Shipments, Account, and Admin. The main content area is titled 'Profile Management' and contains a sidebar with links: Supplier Details, Address Book (highlighted), Contact Directory, Business Classifications, Products and Services, Bank Accounts, and User Accounts. The main content area is titled 'Address Book' and contains a sub-header: 'Details of changes you make to your Address Book will be routed to a buyer for review. [Learn more...](#)'. Below this is a table with columns: Address Name, Address Details, Remove, Manage Bank Account Assignments, and Edit. The table contains one row with the following data: Address Name: OFFICE, Address Details: 111 STREET ST 7TH FL, NEW YORK, NY, 10007, United States, Remove: (trash icon), Manage Bank Account Assignments: (icon), Edit: (pencil icon).

Address Name	Address Details	Remove	Manage Bank Account Assignments	Edit
OFFICE	111 STREET ST 7TH FL NEW YORK, NY, 10007 United States			

**Contact Directory:** Click the [Contact Directory](#) link in the navigation panel.

## Contact Directory

The Contact Directory lists who NYCHA should contact at your company.

The Contact Directory allows a supplier to add contact information of the specific supplier employee responsible for conducting business with NYCHA. Please note that this list is different from the NYCHA iSupplier Portal Users list, and registering as a company contact does not make you a NYCHA iSupplier Portal end-user. If a contact requires access to the NYCHA iSupplier Portal, they must register for a NYCHA iSupplier log-in ID and password.

Click the **Add** button to add a new contact.

Click **Edit** to update existing contact information.

Press the **Apply** button.

You will receive the confirmation screen stating that the contact has been successfully added.

The screenshot shows the NYCHA iSupplier Portal interface. At the top, there is a navigation bar with links: Home, Logout, Preferences, and Help. Below this is a secondary navigation bar with links: Home, Orders, Shipments, Account, and Admin. The main content area is titled "Profile Management" and "Contact Directory". On the left, there is a sidebar with links: Supplier Details, Address Book, Contact Directory (highlighted), Business Classifications, Products and Services, Bank Accounts, and User Accounts. The main content area displays a table with the following data:

Name	Email	Phone	Remove	Manage Address Details	Edit
Barry Baum	barry.baum@company.com	212-306-3234			

At the bottom of the page, there is a footer with links: Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help.

**Business Classification:** Click the [Business Classification](#) link in the navigation panel.

## Business Classifications

NYCHA maintains a directory of Minority-owned, Women-owned & Small Business Enterprises (MWSBE). Members of the NYCHA MWSBE directory are provided the following benefits: E-mail notifications of bid notices, invitations to NYCHA procurement events, and notification of other MWSBE procurement events. The Business Classifications section allows the supplier to enter their MWSBE status and certification information.

Check checkbox in the *Applicable* column for the relevant Classification. If no classifications apply, please check *NA*.

Complete Certificate Number, Certifying Agency and Expiration Date, if available.

Press the **Save** button.

You will receive the confirmation screen stating that the contact has been successfully added.

The screenshot shows the NYCHA iSupplier Portal interface. The top navigation bar includes links for Home, Logout, Preferences, and Help. Below this, a secondary navigation bar shows Home, Orders, Shipments, Account, and Admin. The main content area is titled 'Profile Management' and 'Business Classifications'. A left sidebar contains links for Supplier Details, Address Book, Contact Directory, Business Classifications (highlighted), Products and Services, Bank Accounts, and User Accounts. The main area contains a table for identifying applicable classifications. The table has columns for Classification, Applicable (checkbox), Minority Type (dropdown), Certificate Number, Certifying Agency, and Expiration Date. The rows listed are Minority Owned, NA, Resident Owned, Section 3, Small Business, and Women Owned. Each row has a checkbox in the Applicable column and a dropdown in the Minority Type column. The Certificate Number, Certifying Agency, and Expiration Date columns each contain a text input field. There are 'Revert' and 'Save' buttons at the top right and bottom right of the table area.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Minority Owned	<input type="checkbox"/>				
NA	<input type="checkbox"/>				
Resident Owned	<input type="checkbox"/>				
Section 3	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Women Owned	<input type="checkbox"/>				

*Products and Services:* Click the [Product and Services](#) link in the navigation panel.

## Products and Services

The Products and Services categories selected will indicate to NYCHA which type of Sourcing Events a supplier wants to be considered for invitation to. If the categories are not selected, a supplier might risk not receiving invitation to relevant Sourcing Events. The supplier would have to rely on checking the [“The City Record On-Line.”](#), the *Doing Business with NYCHA* Website or utilize the NYCHA iSupplier Portal search function to locate and review relevant opportunities themselves.

**Note:** Selecting a category does not automatically send you all notifications.

Press the **Add** button.

Check the boxes next to relevant categories.

Press the **Apply** button.

You will receive the confirmation screen stating what products and services have been successfully added.

The screenshot displays the NYCHA iSupplier Portal interface. At the top, the NYCHA logo and 'iSupplier Portal' text are visible. Navigation links include Home, Logout, Preferences, and Help. A secondary navigation bar contains Home, Orders, Shipments, Account, and Admin. The main content area is titled 'Profile Management' and includes a sidebar with links: Supplier Details, Address Book, Contact Directory, Business Classifications, Products and Services (highlighted), Bank Accounts, and User Accounts. The 'Products and Services' section shows an 'Add' button and a table with columns 'Select Products and Services' and 'Effective Date'. The table currently displays 'No results found.' At the bottom, there is a copyright notice for 2006 Oracle and a Privacy Statement link.

**Bank Accounts:** Click the [Bank Accounts](#) link in the navigation panel.

## Bank Accounts

You can enter, modify or delete financial institutions where NYCHA can remit payment to you or your company.

To change bank account information click on **Edit**, update bank information.

To add an additional bank click **Add**.

NYCHA iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management

Supplier Details  
Address Book  
Contact Directory  
Business Classifications  
Products and Services  
**Bank Accounts**  
User Accounts

**Bank Accounts**

Details of changes you make to your accounts will be routed to NYCHA Account Payable for review. Please note that verification of bank account information submitted on company letterhead to NYCHA with a copy of cancelled check is required before such data will be approved. Please scan and email to [isupplier@nychanyc.gov](mailto:isupplier@nychanyc.gov) or fax to 212-306-5108. [Learn more...](#)

(Add)

Details	Bank Account Number	Currency	Remove	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Status	Edit
Show	964000924394	USD - US Dollar		ADMINISTRATION-P/C	JP MORGAN CHASE		071900948	071900948	Approved	

Complete all Bank Account fields (required fields are indicated by an \*).

Scroll down and complete Address Assignments by checking the relevant checkboxes. Address Assignments indicate the company addresses for which the bank account will be utilized.

To convey any additional information to NYCHA enter a note into the *Note to Administrator* field.

Press the *Apply* button.

You will receive the confirmation screen stating that the bank account has been successfully added.

**Note:** If NYCHA has not done business with the bank in the past, another screen will appear requesting additional bank information such as the bank and branch name.

*User Accounts:* Click the [User Accounts](#) link in the navigation panel.

# Sourcing Supplier Registration & Administration

## User Accounts

The User Accounts screen displays your company's NYCHA iSupplier Portal users.

Please review your company's user accounts. If a user needs to be added, they must register for a NYCHA iSupplier log-in ID and password.



NYCHA iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Account Admin

Profile Management

Supplier Details  
Address Book  
Contact Directory  
Business Classifications  
Products and Services  
Bank Accounts  
**User Accounts**

### User Accounts

The following people have active accounts and can access the portal on behalf of your company.

User Name	Email	First Name	Middle Name	Last Name	Phone Number	Job Title
JACQUE BARBOW@COMPANY.COM	Jacque.Barbow@company.com	Jacque		Barbow	212-306-3233	Staff
LATRENA.JOHNS@COMPANY.COM	latrena.johns@company.com	Latrena		Johns	212-306-3232	Staff
MARIA.MANFRED@COMPANY.COM	Maria.Manfred@company.com	Maria		Manfred	212-306-3236	Staff
NINA.WINE@COMPANY.COM	Nina.Wine@company.com	Nina		Wine	212-306-3238	Staff
LI.SHANG@COMPANY.COM	Li.Shang@company.com	Linda		Shang	212-306-3237	Senior Director
RENATO.JEDREICH@COMPANY.COM	renato.jedreich@company.com	Renato		Jedreich	212-306-3231	Assistant Director
SABRITA.STEVERS@COMPANY.COM	sabrita.stevers@company.com	Sabrita		Stevens	212-306-3235	Staff
BARRY.BAUM@COMPANY.COM	barry.baum@company.com	Barry		Baum	212-306-3234	Deputy Director
GEORGE.TISCH@COMPANY.COM	george.tisch@company.com	George		Tisch	212-306-3230	Staff
JED.ARMSTRONG@COMPANY.COM	Jed.Armstrong@company.com	Jed		Armstrong	212-306-3239	Director

Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help

Click the [Home](#) link to return to the Portal Homepage.

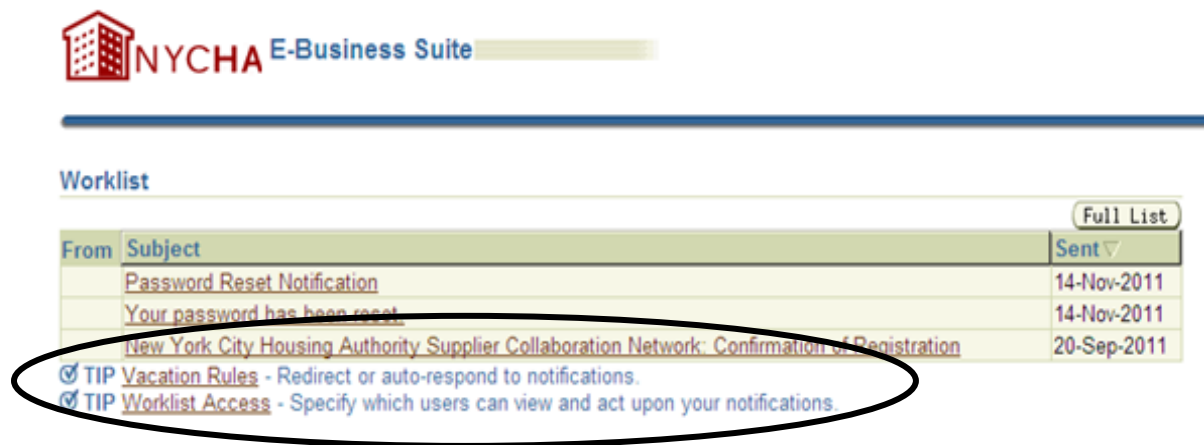


## NYCHA iSupplier Portal Functionality


### Designating Other Users to Handle iSupplier Work


There are two different tools for designating other users to handle your iSupplier work.

1. **Vacation Rules** redirects or auto-responds to notifications.
2. **Worklist Access** specifies which users can view and act upon your notifications.




### Searching Tips

1. Click the  (flashlight icon) to view results in a new *Search and Select* window.
2. Enter a whole or partial name, word, or number or for ALL results, enter % (wildcard).
3. Press **Go**.
4. Locate your choice in the results.
5. To select your choice and insert it in the box: Click the circle in the Select column and

press Select. 

or

Double-click the icon under Quick Select. 

## Setting up Vacation Rules

*Vacation Rule Response screen:* Redirect or auto-respond to notifications.

To create a vacation rule for your iSupplier notifications:

1. Select the [Vacation Rule](#) link under *Worklist*.
2. Complete the *Vacation Rule Response* form.
3. Select the **Apply** button.

The screenshot shows the 'Vacation Rule: Response' form in the NYCHA Workflow system. The form is titled 'Vacation Rule: Response' and includes a progress bar at the top with three steps: 'Item Type', 'Notification', and 'Rule Response', with the third step being the active one. The form contains several fields: 'Item Type' set to 'All', 'Notification' set to 'All', 'Start Date' set to '06-Dec-2011 08:00:00' (with a calendar icon and an example date), 'End Date' set to '12-Dec-2011 08:00:00' (with a calendar icon), and a 'Message' field with the placeholder text 'Add your message here.'. Below these fields is a section for 'Reassign' with a radio button selected, and a dropdown menu showing 'All Employees and Users' and 'PAYE, NAN'. There are also two radio buttons for 'Delegate your response' and 'Transfer notification ownership'. At the bottom right, there are buttons for 'Cancel', 'Back', 'Step 3 of 3', and 'Apply'. The footer includes copyright information for Oracle and a privacy statement link.


## Granting Worklist Access

*Worklist Access* specifies which users can view and act upon your notifications.

To grant access to other iSupplier users from your company (for viewing and/or acting upon your iSupplier notifications):

1. Select the [Worklist Access](#) link under *Worklist*.
2. Complete the *Grant Worklist Access* form.
3. Select the **Apply** button.

# Sourcing Supplier Registration & Administration


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

[WorklistAccess](#) >


### Grant Worklist Access


Grant another user access to view and act upon your notifications via the Worklist. [Cancel](#) [Apply](#)

\* Indicates required field

\* Name: All Employees and Users PAYE,NAN 

Description:

\* Start Date: 06-Dec-2011   
(example: 21-Nov-2011)

End Date:  

Grant Access to: ☒ All Item Types ☐ Selected Item Types

[Cancel](#) [Apply](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

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## Reviewing Your Company's Order Information

Select the iSupplier Full Access Home Page to review information related to orders, shipments, receipts, invoices, and payments.

Click on [iSupplier Portal Full Access](#) responsibility. Select the [Home Page](#) link under iSupplier Portal Full Access.

# Sourcing Supplier Registration & Administration

**NYCHA E-Business Suite**

Logout Preferences Help

Logged In YOUR.NAME@COMPANY.COM

**Worklist** [Full List](#)

From	Subject	Sent
	<a href="#">Password Reset Notification</a>	14-Nov-2011
	<a href="#">Your password has been reset.</a>	14-Nov-2011
	<a href="#">New York City Housing Authority Supplier Collaboration Network: Confirmation of Registration</a>	20-Sep-2011

✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.  
✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

**Navigator** [Edit Navigator](#)

- [iSupplier Portal Full Access](#)
- [Sourcing Supplier](#)
- [iSupplier Portal Full Access](#)
- [Home Page](#)

**Favorites** [Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Select the top tabs, the links in the right side tree, or specific links under *Notifications*, *Orders At A Glance*, or *Shipments At A Glance* to search for relevant details.

**NYCHA iSupplier Portal**

Home Logout Preferences Help

Home Orders Shipments Account Admin

Search  [Go](#)

**Notifications** [Full List](#)

Subject	Date
<a href="#">Password Reset Notification</a>	14-Nov-2011 11:04:22
<a href="#">Your password has been reset.</a>	14-Nov-2011 08:52:17
<a href="#">New York City Housing Authority Supplier Collaboration Network: C...</a>	20-Sep-2011 16:44:19

**Orders At A Glance** [Full List](#)

PO Number	Description	Order Date
No results found.		

**Shipments At A Glance** [Full List](#)

Shipment Number	Shipment Date	Packing Slip
No results found.		

[ExportOrders](#)

**Navigation Tree:**

- Orders
  - [Agreements](#)
  - [Purchase Orders](#)
  - [Purchase History](#)
- Shipments
  - [Delivery Schedules](#)
  - [Overdue Receipts](#)
  - [Advance Shipment Notices](#)
- Receipts
  - [Receipts](#)
  - [Returns](#)
  - [On-Time Performance](#)
- Invoices
  - [Invoices](#)
- Payments
  - [Payments](#)

## Sourcing Supplier Registration & Administration

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**Note:** Presently the links listed in the Important Fields Chart (below) are operational.

Important Fields	Definition
<b>Notifications</b>	Summary of the latest notifications from NYCHA to the supplier
<b>Orders At a Glance</b>	Overview of the latest Purchase Orders for the supplier
<b>Purchase Orders</b>	Summary of the supplier's Purchase Orders from NYCHA
<b>Purchase History</b>	Enables the supplier to access their Purchase Order History with NYCHA
<b>Receipts</b>	Summary of NYCHA receipts for the supplier's Purchase Orders
<b>Invoices</b>	Summary of the supplier's Invoices to NYCHA
<b>Payments</b>	Summary of the supplier's Payments from NYCHA

# Sourcing Supplier Registration & Administration

## Viewing Purchase Orders

Click on the [Purchase Orders](#) link under the *Orders* heading on the iSupplier Portal Homepage or the *Orders* tab.

Click the *PO Number* to open up and view further details on a Purchase Order.

The screenshot shows the NYCHA iSupplier Portal interface. At the top, there's a navigation bar with links: Home, Logout, Preferences, Help. Below this is a secondary navigation bar with tabs: Home, Orders, Shipments, Account, Admin. The 'Purchase Orders' link is highlighted under the 'Orders' tab. The main content area shows a list of purchase orders. The first order, PO 9019481-3, is circled in red. The table has columns: PO Number, Business Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments.

PO Number	Business Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
9019481-3	NYCHA	Planned Release	ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES	16-Mar-2010 10:13:34	ESTRADA, NILDA	USD	143,420.00	Open		
9019481-1	NYCHA	Planned Release	ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES	29-Jan-2010 09:59:28	RIZKALLA, VIVIAN	USD	122,330.00	Closed		
9019481-1	NYCHA	Planned Release	ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES	11-Jan-2010 14:12:51	ESTRADA, NILDA	USD	112,990.00	Closed		
9019481	NYCHA	Planned Purchase Order	ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES	25-Nov-2009 12:38:05	GREGGGS, DAWN	USD	3,057,600.00	Open		

Review all Purchase Order information. Click on the [Purchase Orders](#) link at the top left of the screen to return to the list of your Purchase Orders.

The screenshot shows the details of Purchase Order 9019481-3. The header indicates 'Planned Release : 9019481-3 Revision 0 (Total USD 143,420.00)'. The main content is divided into three sections: General Information, Terms and Conditions, and Related Information. The General Information section includes details about the supplier (KEANE, INC.), buyer (ESTRADA, NILDA), and order details. The Terms and Conditions section includes payment terms (30 Net) and shipping/billing addresses. The Related Information section includes links to Receipts, Invoices, and Payments.

General Information		Terms and Conditions		Related Information	
Planned Release	9019481-3	Payment Terms	30 Net	<a href="#">Receipts</a> <a href="#">Invoices</a> <a href="#">Payments</a>	
Total	143,420.00 (USD)	Carrier			
Supplier	KEANE, INC.	FOB	Destination		
Supplier Site	A	Freight Terms	Prepaid		
Address		Shipping Control			
100 CITY SQUARE					
BOSTON, MA 02129					
Buyer		Bill-To Address			
ESTRADA, NILDA		ATTN: Disbursements			
Order Date		P O Box 3636			
16-Mar-2010 10:13:34		Church Street Station			
Description		New York, NY 10008-3636			
ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES					
Status		Ship-To Address			
Open		Ship-To Address			
Note to Supplier		250 Broadway			
Organization		(Phone: 212-306-3000)			
NYCHA		New York, NY 10007			
Sourcing Document					
Supplier Order Number					
Attachments					
None					

## Sourcing Supplier Registration & Administration

The NYCHA iSupplier Portal allows a supplier to acknowledge or view the change history of a Purchase Order. To perform any of those actions, select a Purchase Order by clicking the radio button and then pressing one of the respective action buttons (Acknowledge, View Change History). Click on the *Home* tab to return to the Overview Screen.

The screenshot shows the NYCHA iSupplier Portal interface. At the top, there's a navigation bar with links like Home, Logout, Preferences, and Help. Below that, a blue bar contains tabs for Purchase Orders, Work Orders, Agreements, Purchase History, RFQ, Deliverables, and Timecards. The 'Purchase Orders' tab is active. Underneath, there's a 'Views' section with a dropdown menu set to 'Last 25 Purchase Orders' and a 'Go' button. Below this, there's a table of purchase orders. The first row of the table has a radio button selected, and the 'Acknowledge' and 'View Change History' buttons are circled. The table columns include Select Number, Rev Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, and Acknowledge By. The data rows show various purchase orders for 'ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES' with different order dates and amounts.

Select Number	Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 9019481-3	0	NYCHA	Planned Release	16-Mar-2010 10:13:34	ESTRADA, NILDA	USD	143,420.00	Open		
<input type="radio"/> 9019481-2	0	NYCHA	Planned Release	29-Jan-2010 09:59:28	RIZKALLA, VIVIAN	USD	122,330.00	Closed		
<input type="radio"/> 9019481-1	0	NYCHA	Planned Release	11-Jan-2010 14:12:51	ESTRADA, NILDA	USD	112,990.00	Closed		
<input type="radio"/> 9019481	0	NYCHA	Planned Purchase Order	25-Nov-2009 12:38:05	GREGGS, DAWN	USD	3,057,600.00	Open		


Important Buttons	Definition
<b>Acknowledge</b>	Officially acknowledges the receipt of the Purchase Order
<b>View Change History</b>	Shows all the changes made to the specific Purchase Order

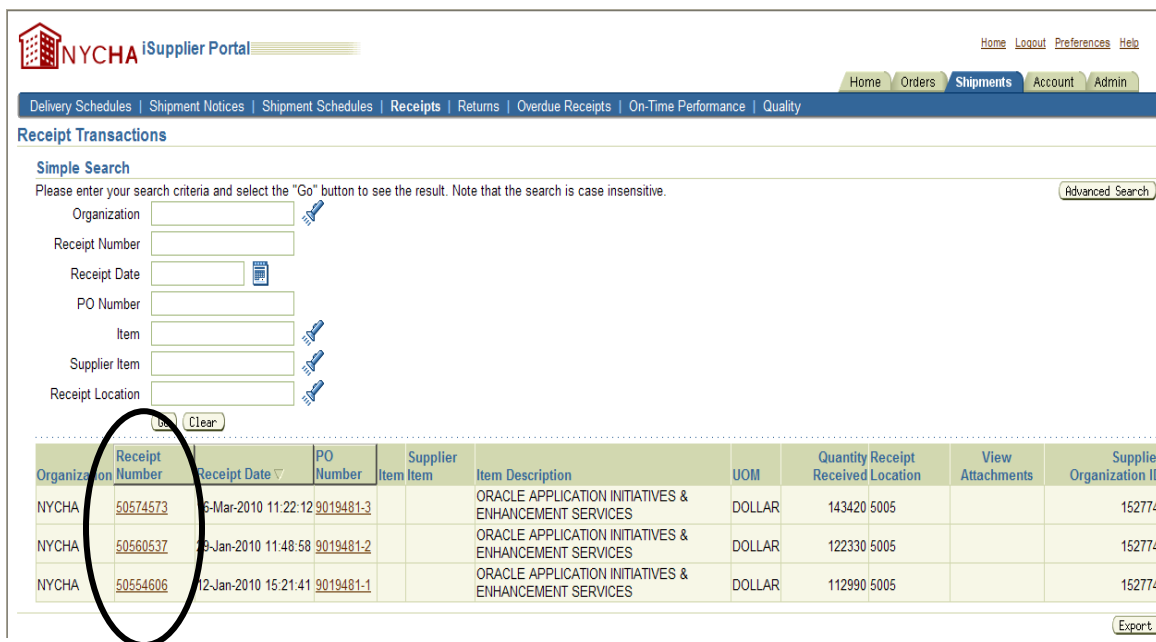
## Viewing Receipt Information

NYCHA will create a receipt upon receipt of goods or services.

Click on the [Receipts](#) link under the *Receipts* heading on the iSupplier Portal Homepage or the *Shipments* tab.






Select the desired receipt and click the [Receipt Number](#) link.

**Note:** To utilize the search function, type your criteria in the box then click on the  flashlight to go to the *Search and Select* screen. Use wildcards (% sign) to flank either a partial phrase or word: Example: **%NYCHA%** for New York City Housing Authority.



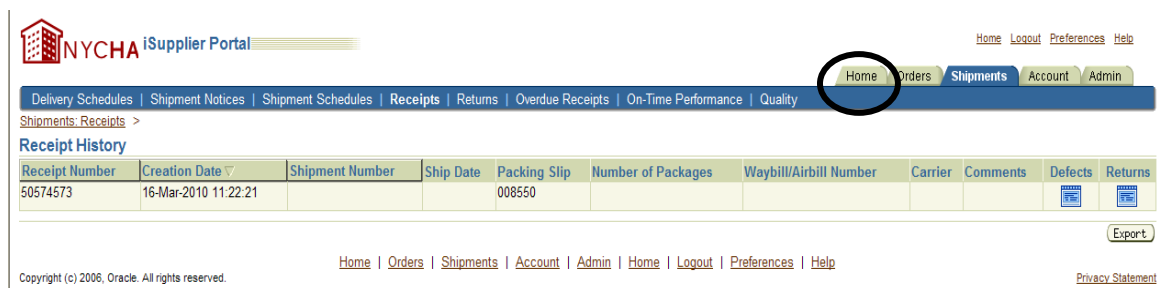
**Simple Search**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive. [Advanced Search](#)



Organization    
Receipt Number   
Receipt Date    
PO Number   
Item    
Supplier Item    
Receipt Location  

Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity	Receipt Received Location	View Attachments	Supplier Organization ID
NYCHA	<a href="#">50574573</a>	16-Mar-2010 11:22:12	<a href="#">9019481-3</a>			ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES	DOLLAR	143420	5005		152774
NYCHA	<a href="#">50560537</a>	19-Jan-2010 11:48:58	<a href="#">9019481-2</a>			ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES	DOLLAR	122330	5005		152774
NYCHA	<a href="#">50554606</a>	12-Jan-2010 15:21:41	<a href="#">9019481-1</a>			ORACLE APPLICATION INITIATIVES & ENHANCEMENT SERVICES	DOLLAR	112990	5005		152774

Review the receipt information and click the *Home* tab to return to the overview screen.



**Receipt History**

Receipt Number	Creation Date	Shipment Number	Ship Date	Packing Slip	Number of Packages	Waybill/Airbill Number	Carrier	Comments	Defects	Returns
50574573	16-Mar-2010 11:22:21			008550						

Copyright (c) 2006, Oracle. All rights reserved. [Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)



## Viewing Invoice Information

Itemized bill for goods sold or services provided, containing individual prices, the total charge, and the terms

Click on the [Invoices](#) link under the *Invoices* heading on the iSupplier Portal Homepage or the [View Invoices](#) link under the *Account* tab.

Enter search criteria and press the **Go** button.

The screenshot shows the 'View Invoices' page with a navigation bar at the top containing 'Home', 'Orders', 'Shipments', 'Account', and 'Admin'. Below the navigation bar, there's a 'View Invoices | View Payments' header. The 'Simple Search' section includes fields for Invoice Number, PO Number, Payment Number, Payment Status, Gross Amount From, Gross Amount To, Amount Due From, Amount Due To, Invoice Date From, Invoice Date To, Due Date From, and Due Date To. The 'Go' button is circled in black. Below the search fields is a table with columns: Invoice Number, Description, Invoice Date, PO Number, Currency, Gross Amount, Amount Due, Due Date, Status, Payment Number, Discount, Available Discount, Packing Slip, Attachments, and Type. The table shows 'No search conducted.'

Select the desired invoice and click the [Invoice Number](#) link.

The screenshot shows the 'View Invoices' page with the same search fields as above. Below the search fields is a table with columns: Invoice Number, Description, Invoice Date, PO Number, Currency, Gross Amount, Amount Due, Due Date, Status, Payment Number, Discount, Available Discount, Packing Slip, Attachments, and Type. The table contains three rows of invoice data. The 'Invoice Number' column has links circled in black.

Invoice Number	Description	Invoice Date	PO Number	Currency	Gross Amount	Amount Due	Due Date	Status	Payment Number	Discount	Available Discount	Packing Slip	Attachments	Type
<a href="#">0085145</a>		14-Jan-2011		USD	163,520.00	163,520.00	18-Feb-2011	On Hold						Standard
<a href="#">009426</a>		11-Jan-2011		USD	6,680.00	6,680.00	13-Feb-2011	On Hold						Standard
<a href="#">0085144</a>		17-Dec-2010		USD	146,575.00	0.00	20-Dec-2010	Approved	79814-					Standard

## Sourcing Supplier Registration & Administration

Review the invoice information and click the *Home* tab to return to the overview screen.

The screenshot displays the NYCHA iSupplier Portal interface. At the top left is the NYCHA logo. To its right is the text "iSupplier Portal". In the top right corner, there are links: [Home](#), [Logout](#), [Preferences](#), and [Help](#). Below these links is a horizontal navigation bar with tabs: [Home](#) (circled in black), [Orders](#), [Shipments](#), [Account](#), and [Admin](#). Below the navigation bar, there are two links: [View Invoices](#) and [View Payments](#). Below these links is a breadcrumb trail: [Home](#) > [Invoice Summary](#) >. The main content area is titled "Associated POs". It displays the following information: Invoice: 008557, Invoice Date: 17-Mar-2010, Currency: USD, Gross Amount: 146,000.00, Amount Due: 146,000.00, Due Date: 17-Apr-2010, Payment: Discount Date, Available Discount. Below this information is a table with the following columns: PO Number, Currency, Total, Buyer, Supplier, and Supplier Site. The table contains one row with the text "No results found." In the bottom right corner of the table area, there is an [Export](#) button. At the bottom of the page, there is a copyright notice: Copyright (c) 2006, Oracle. All rights reserved. and a link to the [Privacy Statement](#).

NYCHA iSupplier Portal

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

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

[View Invoices](#) | [View Payments](#)

[Home](#) > [Invoice Summary](#) >

**Associated POs**

Invoice: 008557  
Invoice Date: 17-Mar-2010  
Currency: USD  
Gross Amount: 146,000.00  
Amount Due: 146,000.00  
Due Date: 17-Apr-2010  
Payment: Discount Date  
Available Discount

PO Number	Currency	Total	Buyer	Supplier	Supplier Site
No results found.					

[Export](#)

[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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# Sourcing Supplier Registration & Administration

## Viewing Payment Information

Click on the [Payments](#) link under the *Payments* heading on the iSupplier Portal Homepage or the *View Payments* link under the *Account* tab.

Enter search criteria and press the **Go** button.

NYCHA iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments **Account** Admin

View Invoices | **View Payments**

Payment Summary [Export](#)

Simple Search [Advanced Search](#)

PO Number  Payment   
Payment Date From  Payment Amount From   
Payment Date To  Payment Amount To   
[Go](#) [Clear](#)

Payment	Invoice	PO Number	Payment Date	Currency	Amount	Stopped	Cleared	Voided	Supplier Site	Supplier Address
No search conducted.										

[Export](#)

Select the desired payment by clicking the [Payment](#) link.

NYCHA iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments **Account** Admin

View Invoices | **View Payments**

Payment Summary [Export](#)

Simple Search [Advanced Search](#)

PO Number  Payment   
Payment Date From  Payment Amount From   
Payment Date To  Payment Amount To   
[Go](#) [Clear](#)

Payment	Invoice	PO Number	Payment Date	Currency	Amount	Stopped	Cleared	Voided	Supplier Site	Supplier Address
<a href="#">79918</a>	<a href="#">009421</a>		18-Jan-2011	USD	15,640.00				EFT	BOSTON MA
<a href="#">79814</a>	<a href="#">0085144</a>		13-Jan-2011	USD	146,575.00				EFT	BOSTON MA
<a href="#">78861</a>	<a href="#">009414_009417_0085132</a>		16-Dec-2010	USD	268,329.00				EFT	BOSTON MA
<a href="#">78747</a>	<a href="#">009419</a>		09-Dec-2010	USD	27,424.00				EFT	BOSTON MA
<a href="#">77931</a>	<a href="#">0085116</a>		12-Nov-2010	USD	154,800.00				EFT	BOSTON MA
<a href="#">77557</a>	<a href="#">0085108</a>		01-Nov-2010	USD	155,740.00				EFT	BOSTON MA
<a href="#">77478</a>	<a href="#">000910003_00945</a>		28-Oct-2010	USD	52,820.00				EFT	BOSTON MA
<a href="#">76111</a>	<a href="#">000081004_000081003</a>		09-Sep-2010	USD	30,080.00				EFT	BOSTON MA
<a href="#">75847</a>	<a href="#">008592_008597</a>		31-Aug-2010	USD	336,150.00				EFT	BOSTON MA
<a href="#">74884</a>	<a href="#">008577_008585</a>		22-Jul-2010	USD	375,020.00				EFT	BOSTON MA

## Sourcing Supplier Registration & Administration

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Review the payment information and click the *Home* tab to return to the overview screen.

The screenshot displays the NYCHA iSupplier Portal interface. At the top left is the NYCHA logo. To its right is the text "iSupplier Portal". In the top right corner, there are links: "Home", "Logout", "Preferences", and "Help". Below these, a navigation bar contains tabs: "Home", "Orders", "Shipments", "Account" (which is highlighted), and "Admin". Under the "Account" tab, there are two sub-tabs: "View Invoices" and "View Payments" (which is selected). Below the sub-tabs, there is a link "Account View Payments >". The main section is titled "Payment Detail". It contains the following information:

Payment Number	69492
Payment Date	14-Jan-2010
Future Pay Due Date	
Currency	USD
Amount	112,990.00
Stopped At	
Released At	
Void Date	
Bank Account Name	REVOLVING FUND/EFT
Supplier Address	BOSTON MA
	PO BOX 4201
	BOSTON
	MA
	02211
Country	US

Below the payment details, there is a section for "Invoice Number" with the value "008537". At the bottom right of the page, there is an "Export" button.