



DeKalb County
G E O R G I A

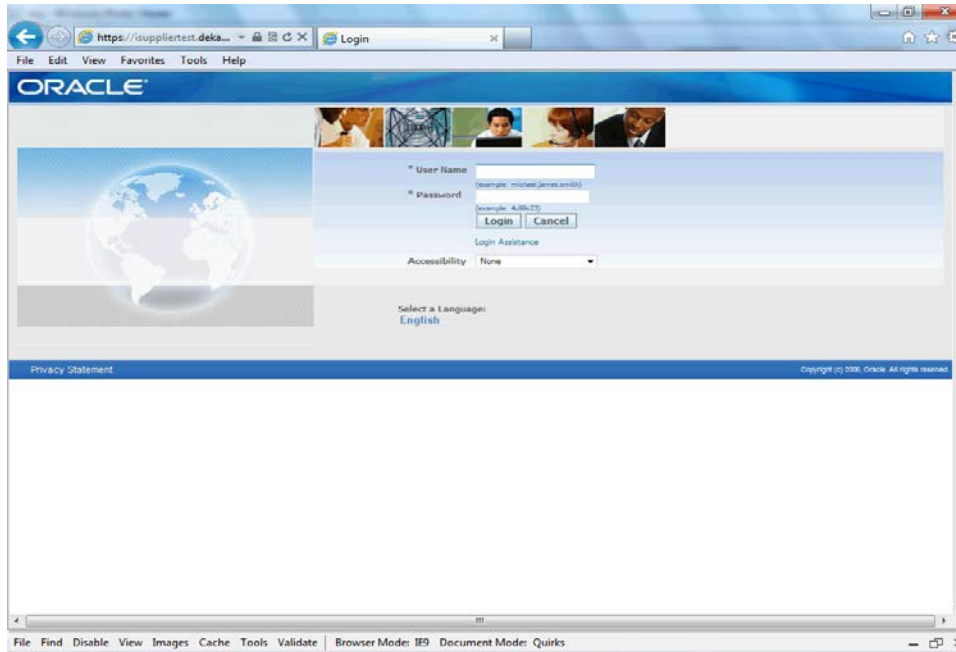
JOURNEY TO PROCUREMENT EXCELLENCE

Adding Attachments in iSupplier

Adding Attachments in iSupplier

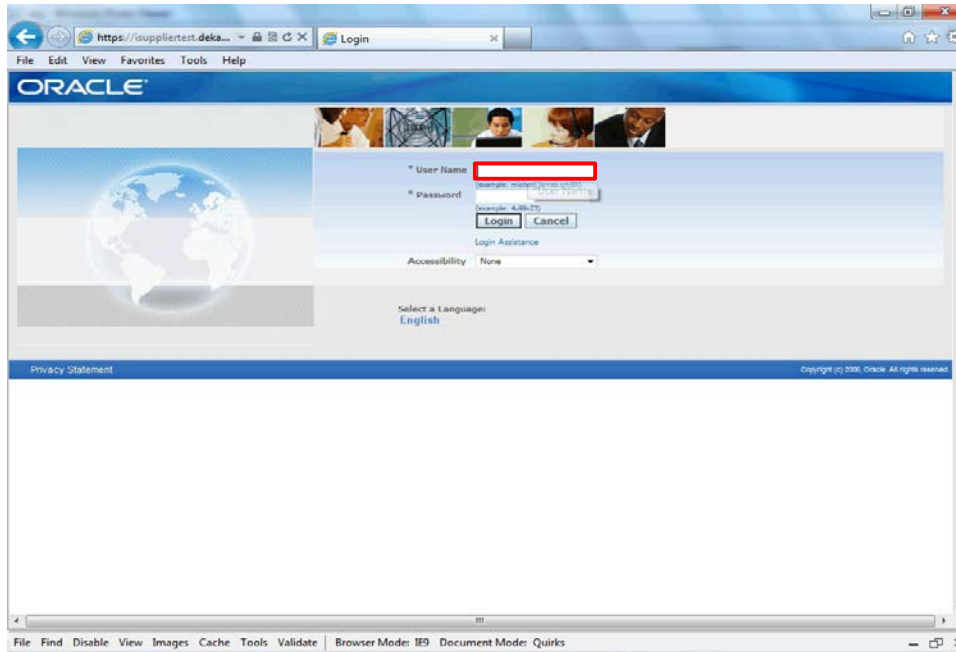


DeKalb County
GEORGIA



In this course you will learn how to Add Attachments in iSupplier.

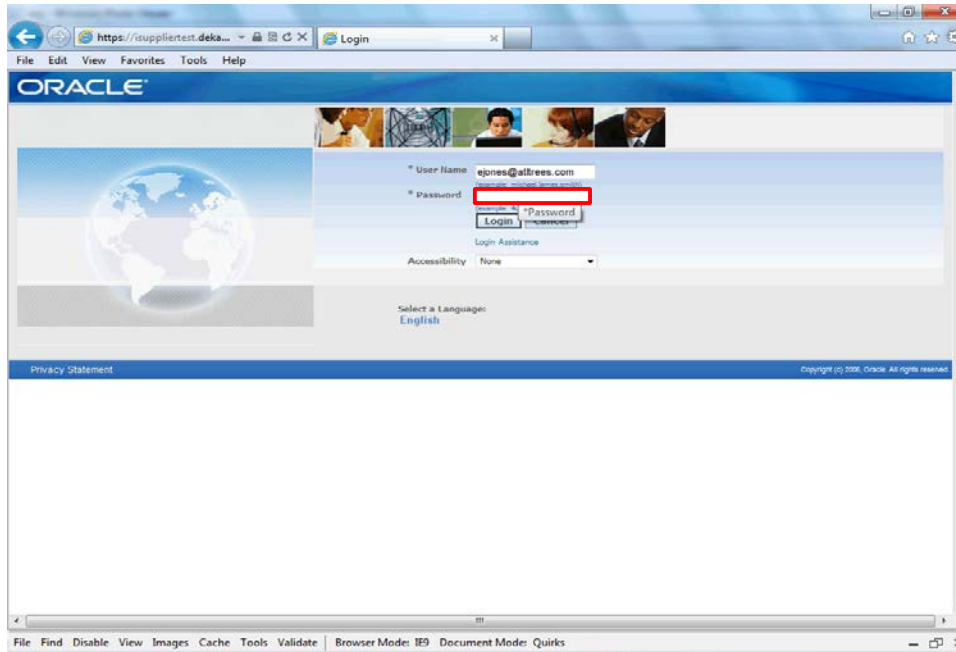
Adding Attachments in iSupplier



Step 1

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

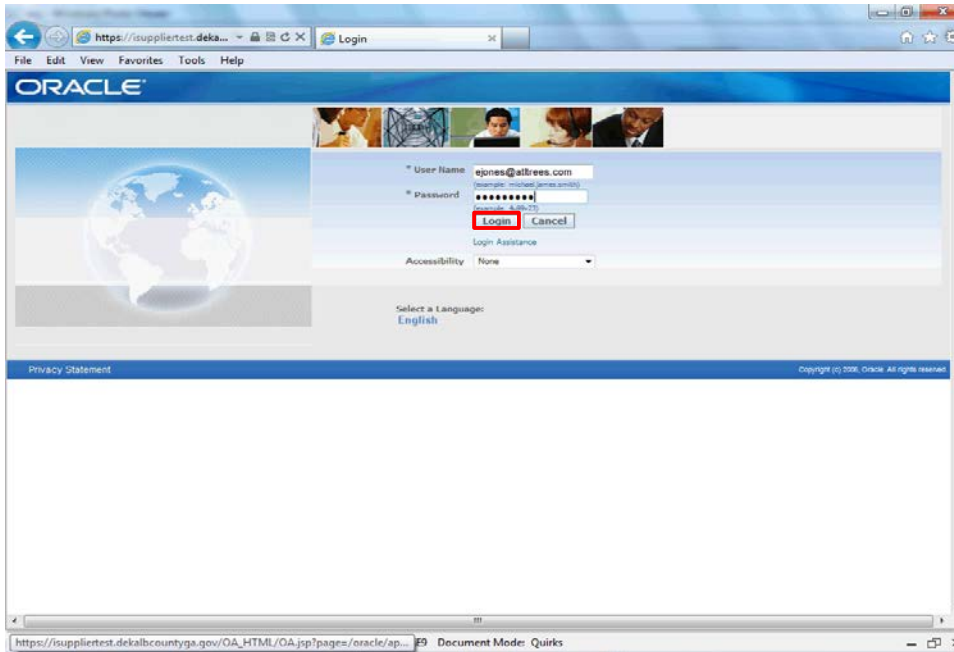
Adding Attachments in iSupplier



Step 2

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

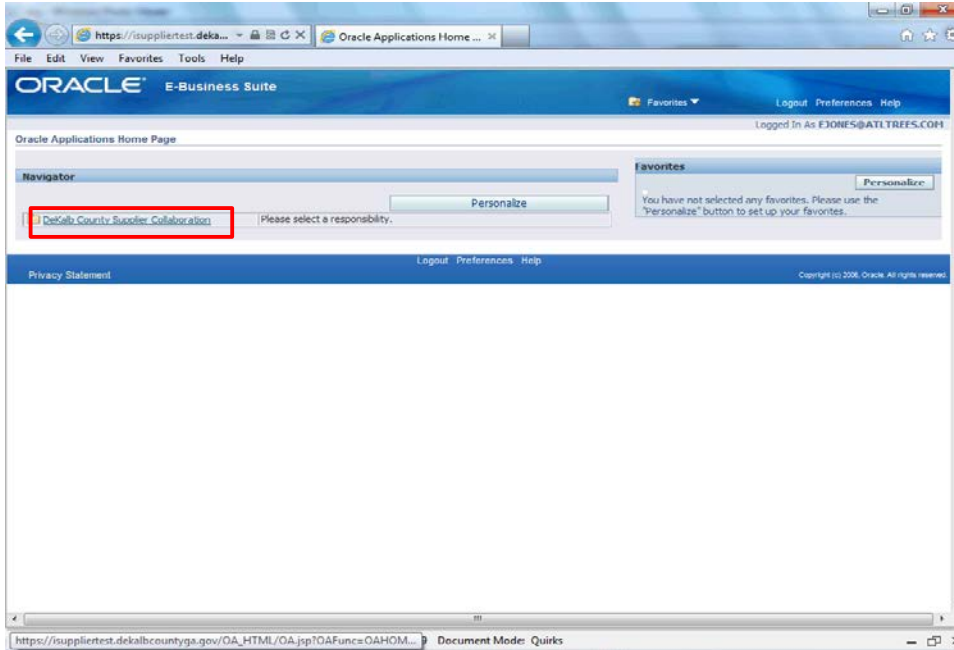
Adding Attachments in iSupplier



Step 3

Click the **Login** button.

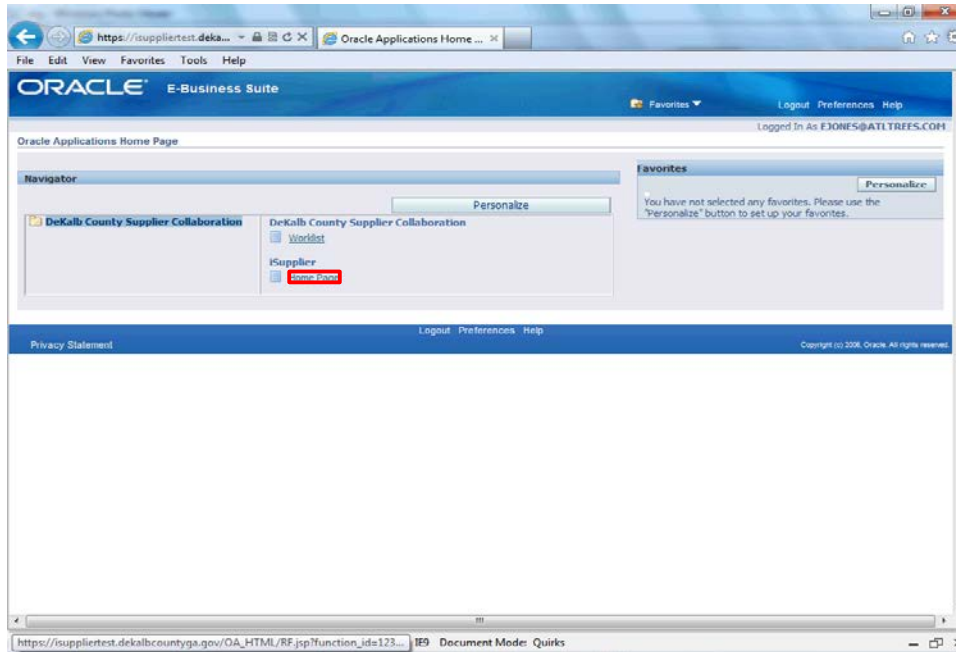
Adding Attachments in iSupplier



Step 4

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

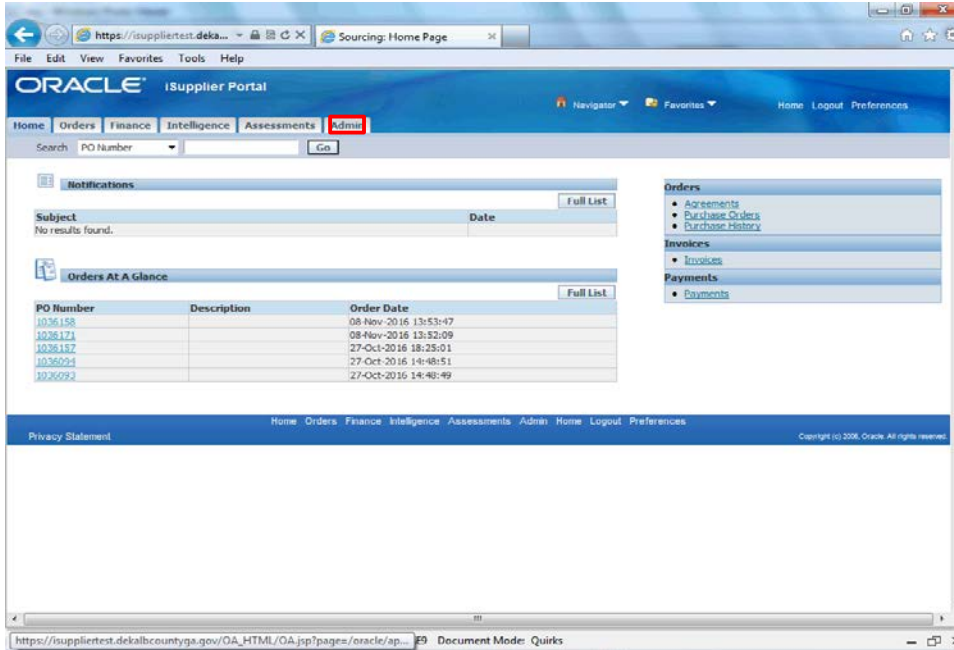
Adding Attachments in iSupplier



Step 5

Click the **Home Page** link.

Adding Attachments in iSupplier



Oracle iSupplier Portal

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

Search PO Number Go

Notifications [Full List](#)

Subject	Date
No results found.	

Orders AT A Glance [Full List](#)

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

Home Orders Finance Intelligence Assessments Admin Home Logout Preferences

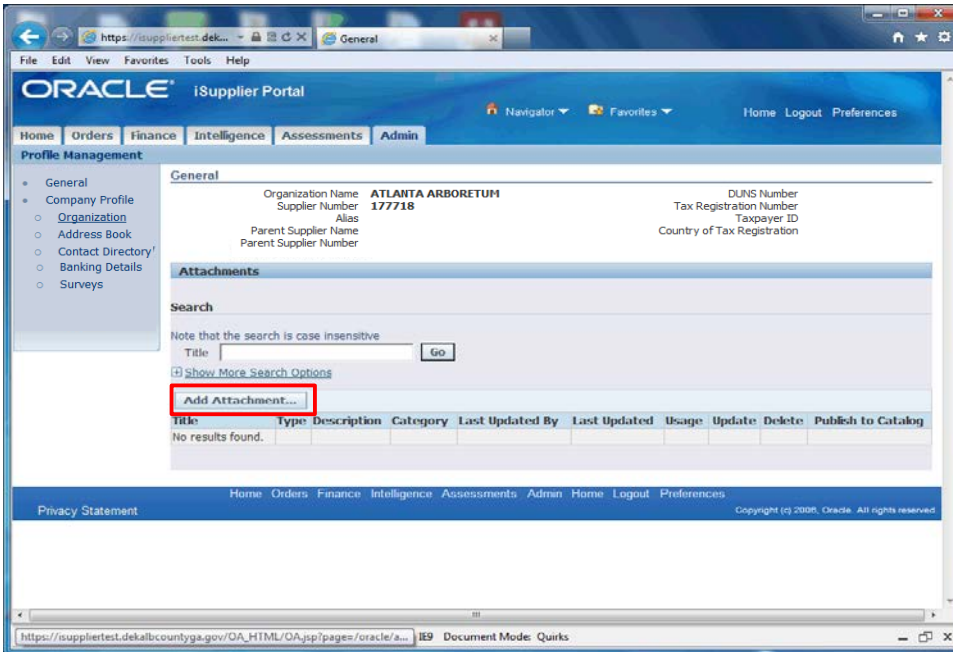
Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

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

Step 6

Click the **Admin** tab.

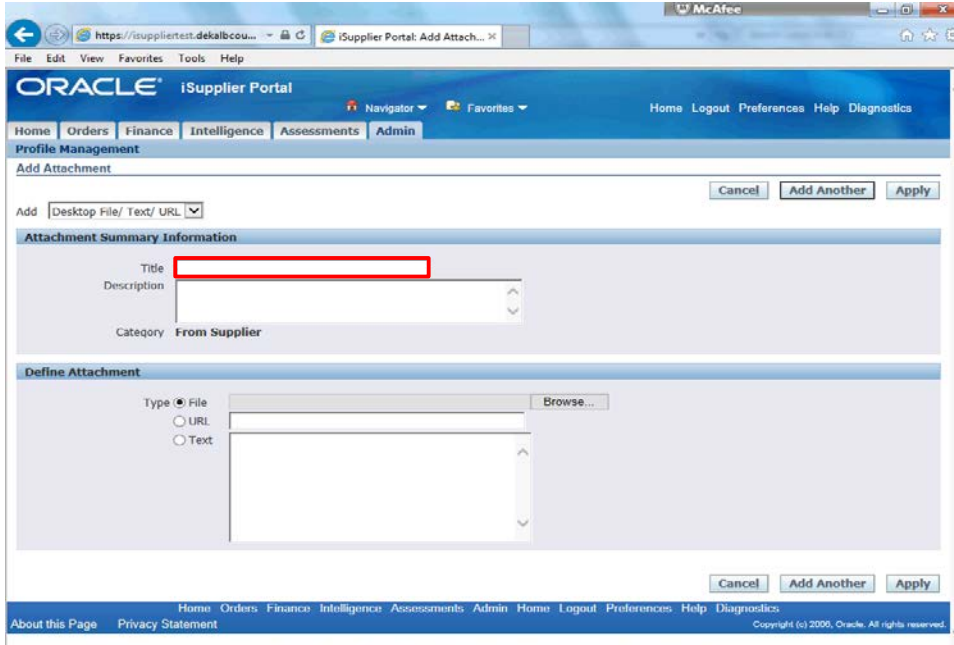
Adding Attachments in iSupplier



Step 7

Click the **Add Attachments** button.

Adding Attachments in iSupplier



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar indicates the URL is <https://suppliertest.dekalbco...>. The page title is "ORACLE iSupplier Portal". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The current page is "Add Attachment".

The "Add Attachment" section includes a dropdown menu for "Add" (set to "Desktop File/ Text/ URL") and buttons for "Cancel", "Add Another", and "Apply".

The "Attachment Summary Information" section contains:

- Title:** A text input field, currently empty, highlighted with a red border.
- Description:** A text area with a scroll bar.
- Category:** A dropdown menu set to "From Supplier".

The "Define Attachment" section contains:

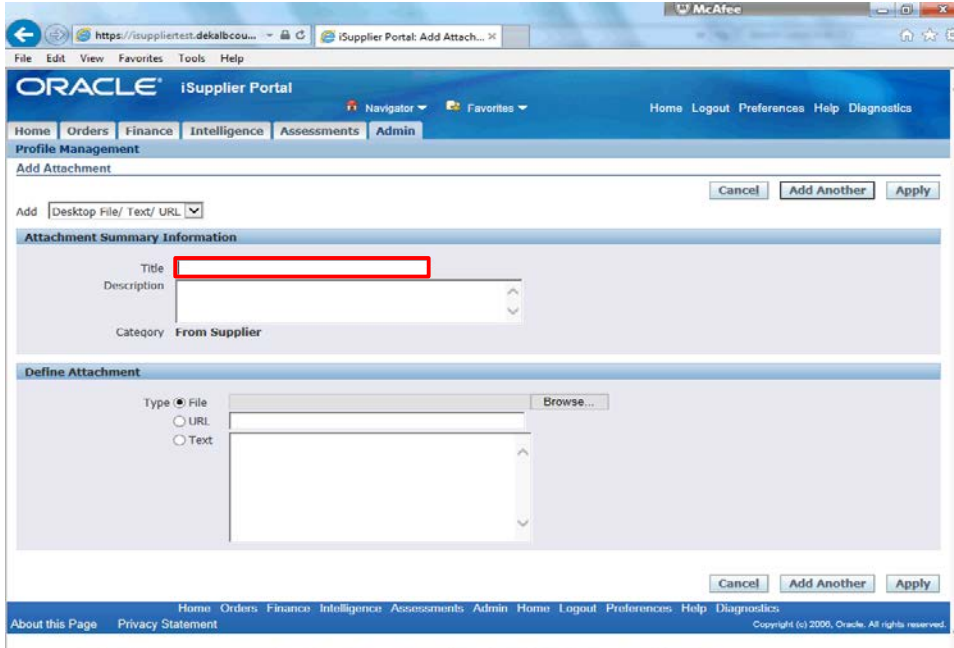
- Type:** Radio buttons for "File" (selected), "URL", and "Text".
- Browse...:** A button next to a text input field.
- Text Area:** A large text area for entering details.

Buttons for "Cancel", "Add Another", and "Apply" are located at the bottom of the form.

Step 8

Optionally add a **Title** for your attachment to notify the Supplier Administrators of the nature of your attachment.

Adding Attachments in iSupplier

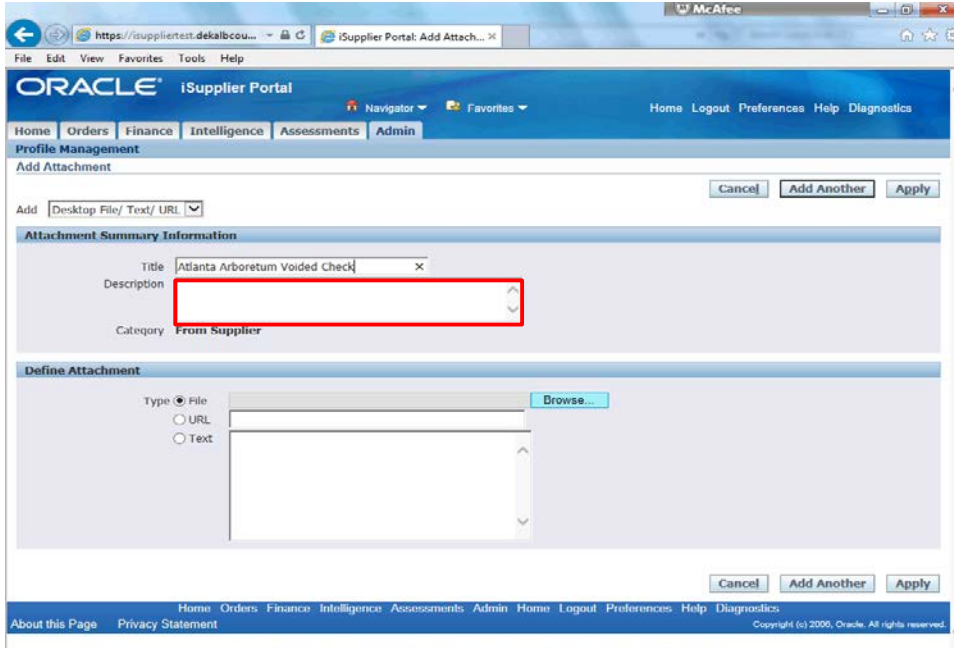


The screenshot shows the Oracle iSupplier Portal interface. The browser address bar indicates the URL is <https://suppliertest.dekalbco...>. The page title is "iSupplier Portal". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Admin" menu is expanded, showing "Profile Management" and "Add Attachment". The "Add Attachment" page has a "Add" dropdown menu set to "Desktop File/ Text/ URL". Below this are three buttons: "Cancel", "Add Another", and "Apply". The "Attachment Summary Information" section contains a "Title" field with a red border, a "Description" field, and a "Category" dropdown set to "From Supplier". The "Define Attachment" section has a "Type" dropdown set to "File" (selected), with "URL" and "Text" as other options. There is a "Browse..." button next to the "File" type. At the bottom of the page, there are "Cancel", "Add Another", and "Apply" buttons, and a footer with "About this Page", "Privacy Statement", and "Copyright (c) 2009, Oracle. All rights reserved."

Step 9

Here we will enter the **Title** "Atlanta Arboretum Voided Check".

Adding Attachments in iSupplier

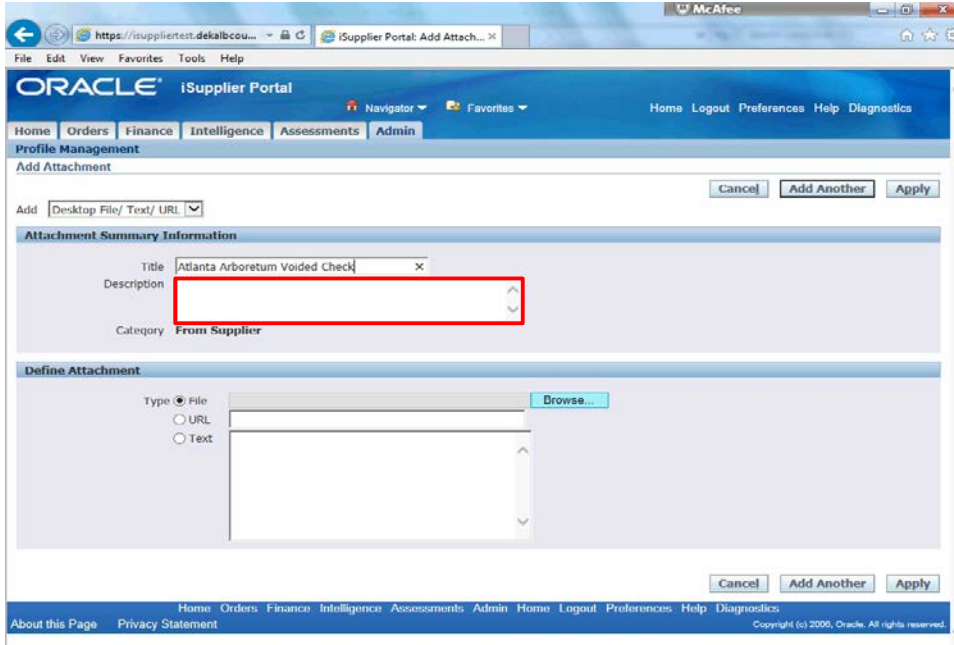


The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://suppliertest.dekalbcou...". The page title is "iSupplier Portal". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Admin" menu is expanded, showing "Profile Management" and "Add Attachment". The "Add Attachment" form has a "Add" dropdown menu set to "Desktop File/ Text/ URL". The "Attachment Summary Information" section contains a "Title" field with the text "Atlanta Arboretum Voided Check", a "Description" field which is highlighted with a red box, and a "Category" dropdown set to "From Supplier". The "Define Attachment" section has radio buttons for "File", "URL", and "Text", with "File" selected. A "Browse..." button is next to the "File" radio button. At the bottom of the form are "Cancel", "Add Another", and "Apply" buttons. The footer contains "About this Page", "Privacy Statement", and "Copyright (c) 2006, Oracle. All rights reserved."

Step 10

You can also add a **Description** for your attachment to provide further details on the nature of your attachment.

Adding Attachments in iSupplier

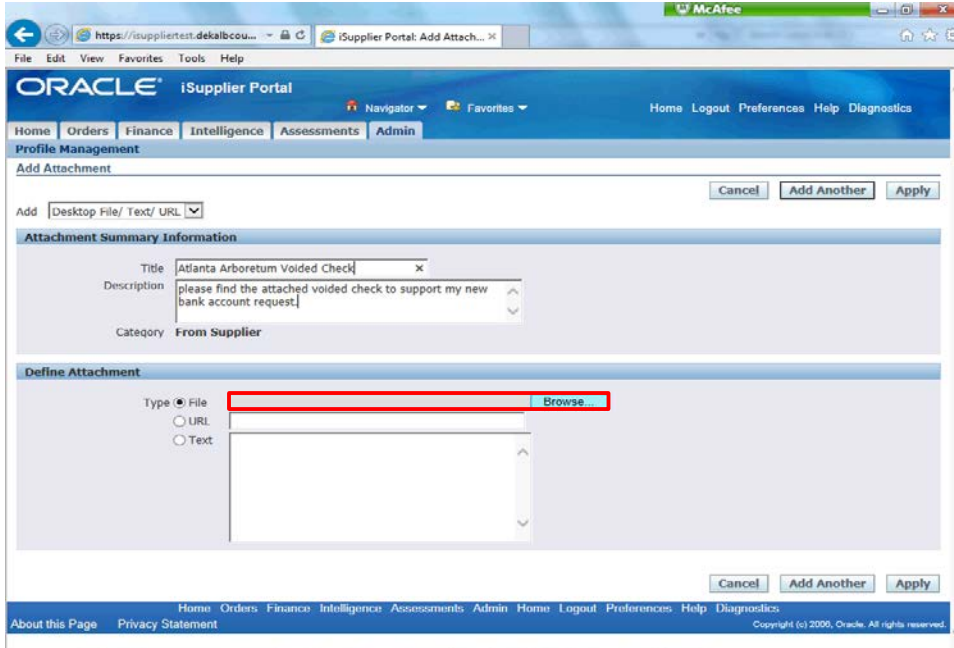


The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://suppliertest.dekalbcou...". The page title is "iSupplier Portal". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Admin" menu is expanded, showing "Profile Management" and "Add Attachment". The "Add Attachment" form has a "Add" dropdown set to "Desktop File/ Text/ URL". The "Attachment Summary Information" section includes a "Title" field with the text "Atlanta Arboretum Voided Check", a "Description" field highlighted with a red box, and a "Category" dropdown set to "From Supplier". The "Define Attachment" section has radio buttons for "File", "URL", and "Text", with "File" selected. A "Browse..." button is next to the "File" radio button. At the bottom of the form are "Cancel", "Add Another", and "Apply" buttons. The footer contains "About this Page", "Privacy Statement", and "Copyright (c) 2006, Oracle. All rights reserved."

Step 11

Here we will enter "please find the attached voided check to support my new bank account request".

Adding Attachments in iSupplier



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://suppliertest.dekalbco...". The page title is "iSupplier Portal". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Add Attachment" section is active, showing a form with the following fields:

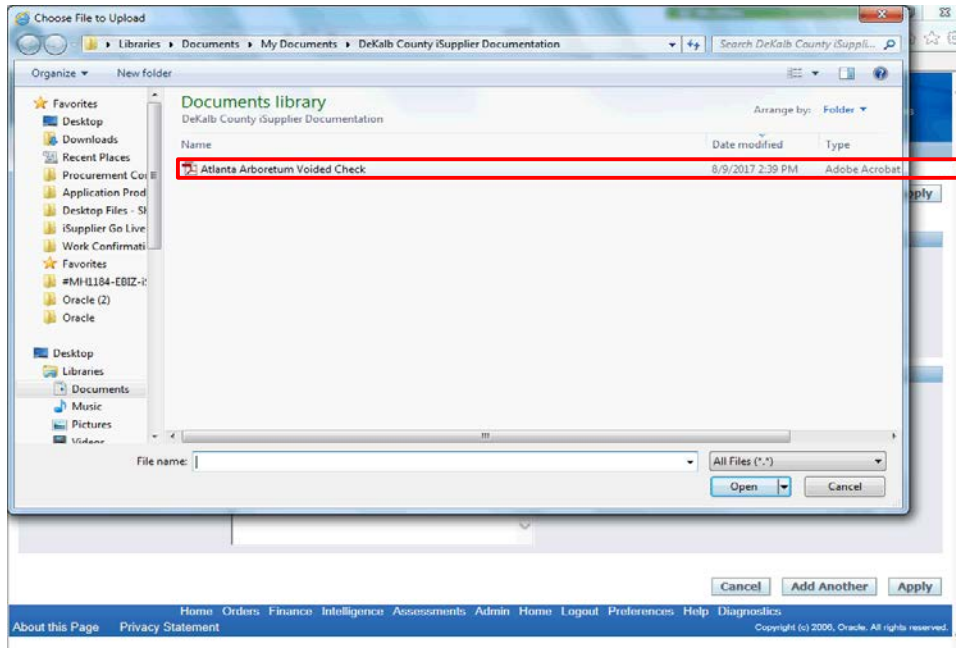
- Add:** Desktop File/ Text/ URL (dropdown)
- Attachment Summary Information:**
 - Title:** Atlanta Arboretum Voided Check
 - Description:** please find the attached voided check to support my new bank account request
 - Category:** From Supplier
- Define Attachment:**
 - Type:** File (selected), URL, Text
 - Browse...:** (button highlighted with a red rectangle)

Buttons at the bottom include "Cancel", "Add Another", and "Apply".

Step 12

Next we will add our attachment. To begin, click on the **Browse** button.

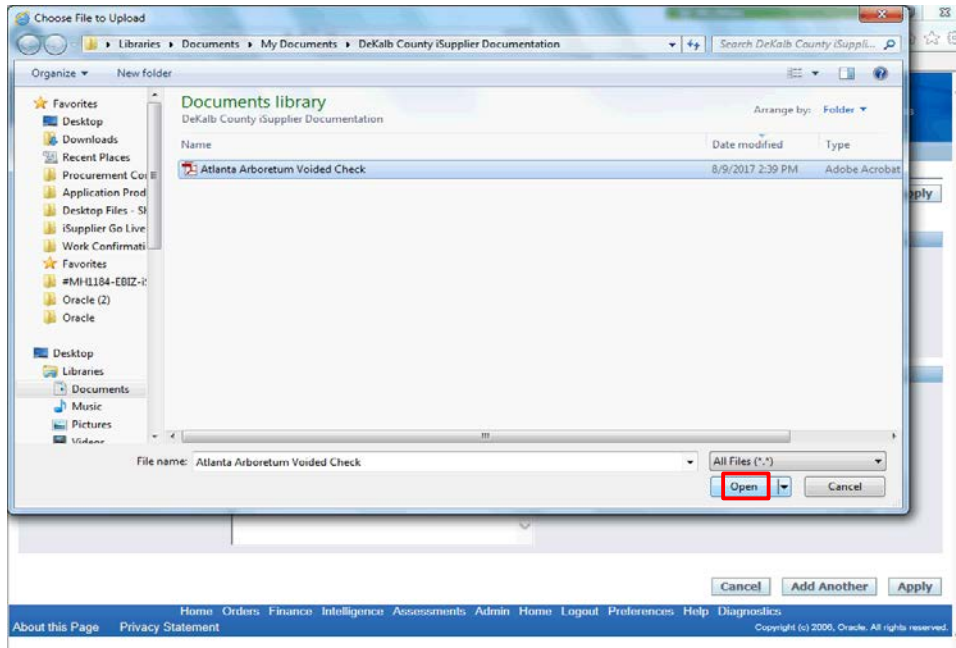
Adding Attachments in iSupplier



Step 13

Navigate to the folder where you have saved an image of your voided check and highlight the **file name**.

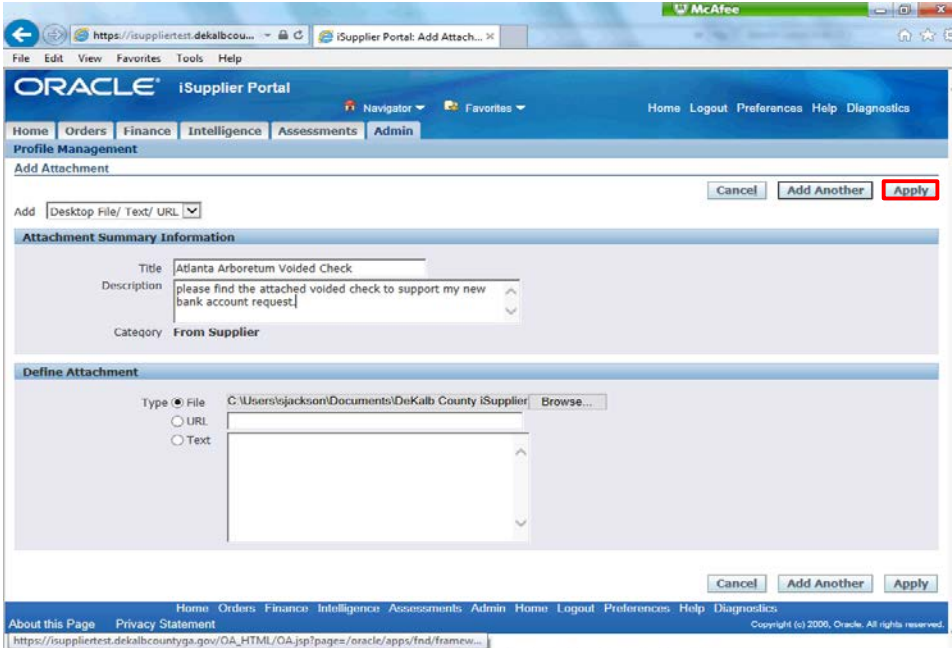
Adding Attachments in iSupplier



Step 14

With the correct file highlighted, click on the **Open** button.

Adding Attachments in iSupplier



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays <https://suppliertest.dekalbcou...>. The page title is "iSupplier Portal" and the breadcrumb navigation includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The main heading is "Profile Management" and the sub-heading is "Add Attachment".

At the top right of the form area, there are three buttons: "Cancel", "Add Another", and "Apply". The "Apply" button is highlighted with a red box.

The form contains the following sections:

- Add:** A dropdown menu set to "Desktop File/ Text/ URL".
- Attachment Summary Information:**
 - Title:** Atlanta Arboretum Voided Check
 - Description:** please find the attached voided check to support my new bank account request
 - Category:** From Supplier
- Define Attachment:**
 - Type:** File (selected), URL, Text
 - File Path:** C:\Users\ejackson\Documents\DeKalb County iSupplier
 - Buttons:** Browse...

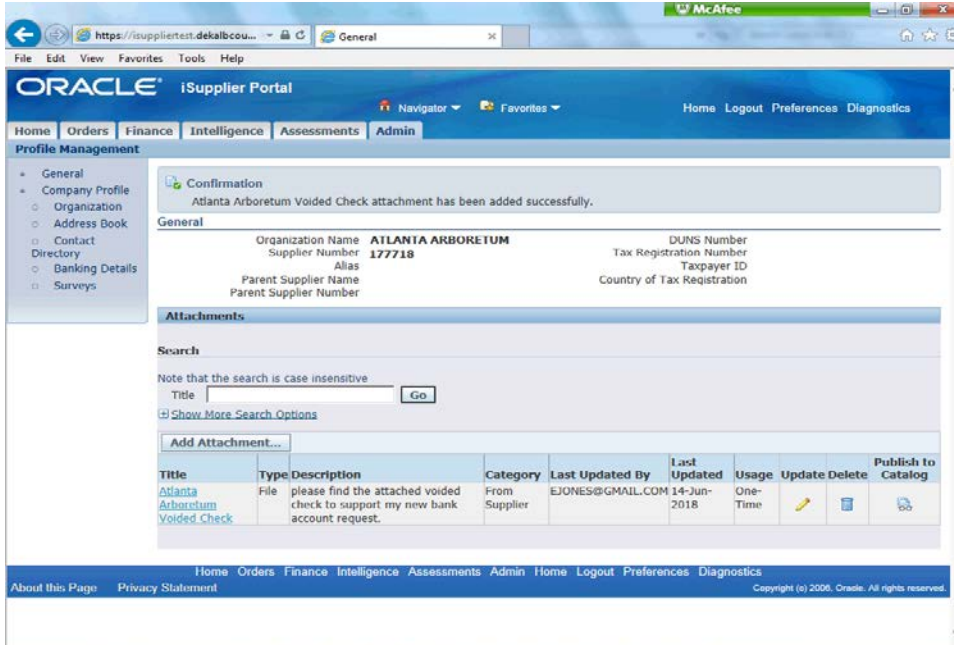
At the bottom of the form area, there are three buttons: "Cancel", "Add Another", and "Apply".

The footer of the page includes "About this Page", "Privacy Statement", and "Copyright (c) 2009, Oracle. All rights reserved." The browser address bar shows the full URL: https://suppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=oracle/apps/ind/framec...

Step 15

When you have finished entering information about your attachment, click on **Apply**.

Adding Attachments in iSupplier



The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. Below this, a confirmation message states: "Atlanta Arboretum Voided Check attachment has been added successfully." The main content area displays the "General" information for the organization "ATLANTA ARBORETUM" with a Supplier Number of "177718". Below this, there is a section for "Attachments" with a search bar and a table listing the added attachment.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Atlanta Arboretum Voided Check	File	please find the attached voided check to support my new bank account request.	From Supplier	EJONES@GMAIL.COM	14-Jun-2018	One-Time			

Step 16

Congratulations! You have just finished **Adding Attachments** for your company on the DeKalb County iSupplier Portal.

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