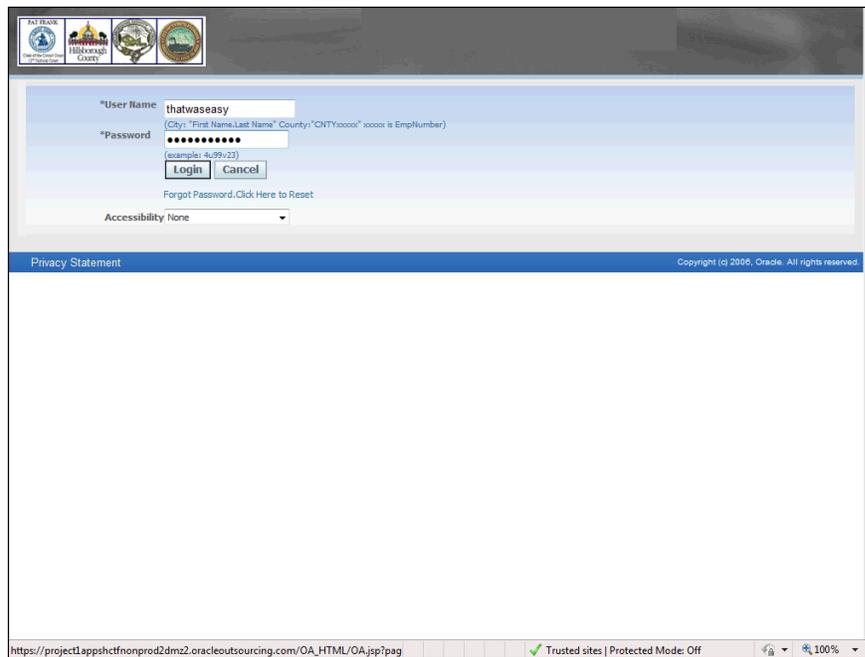


## iSupplier - Viewing Agreements

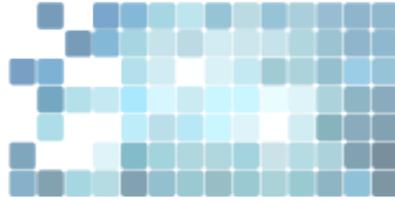
### Procedure

To view your agreements from the City of Tampa and Hillsborough County, complete the steps below.

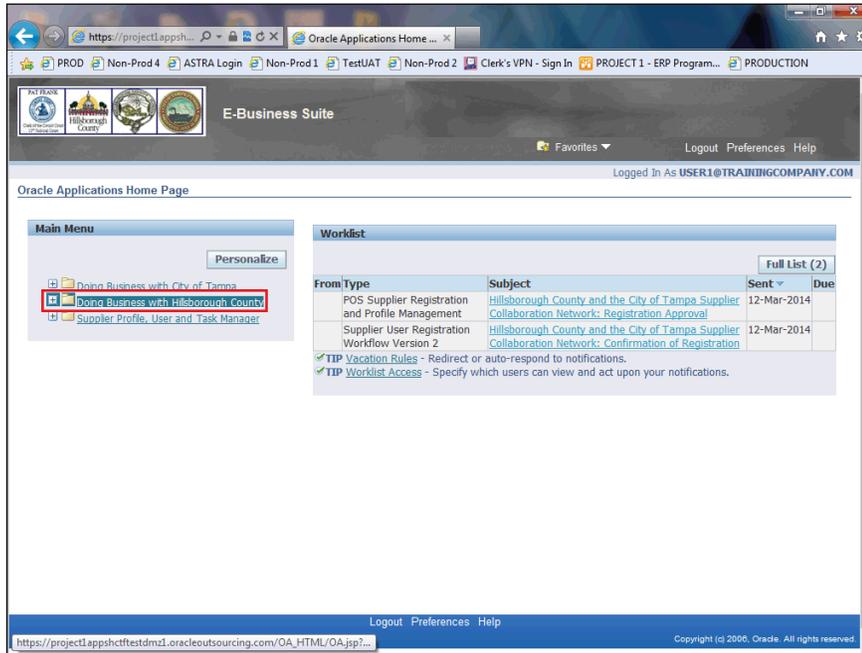
**Note:** This process is the same for doing business with both Hillsborough County and the City of Tampa.

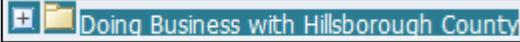


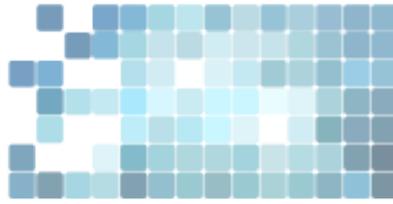
Step	Action
1.	Log into the <a href="#">iSupplier Portal</a> with your User Name and Password. 



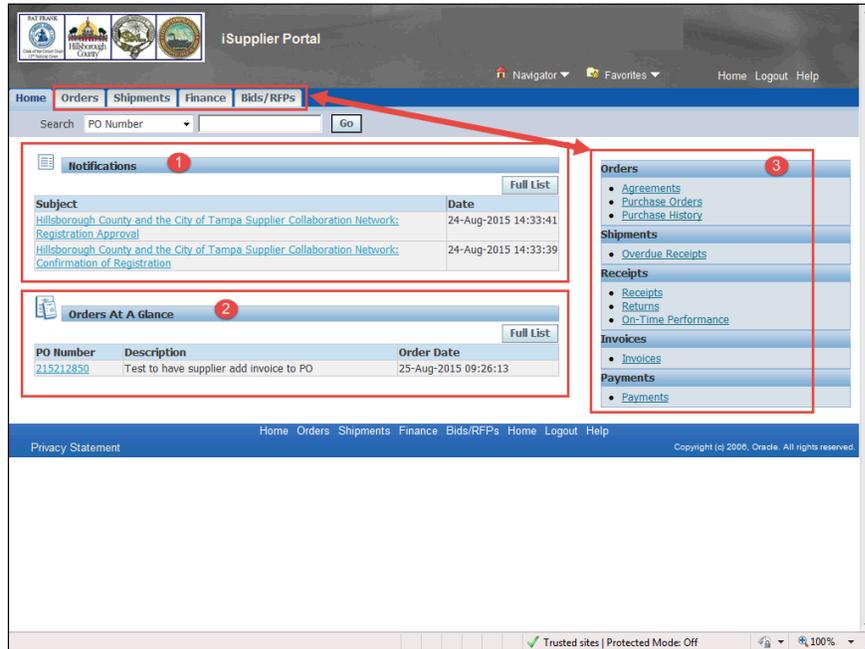
# Training Guide iSupplier – Viewing Agreements



Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa            Doing Business with Hillsborough County            Supplier Profile, User and Task Manager</p> <p>Click the <b>Doing Business with Hillsborough County</b> link.</p> 



# Training Guide iSupplier – Viewing Agreements

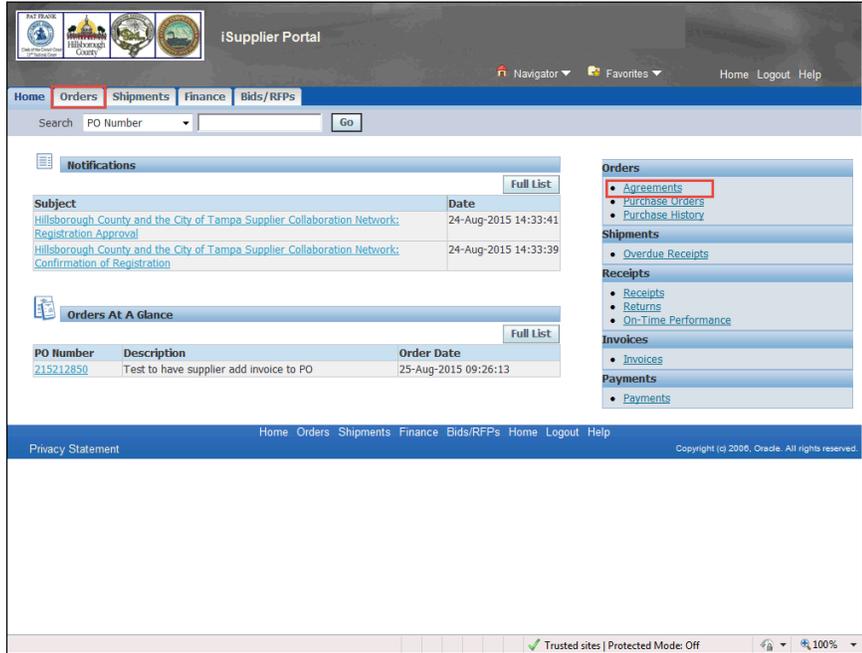


Step	Action
3.	<p>Your <i>Transactions Home</i> page opens.</p> <ol style="list-style-type: none"> <li><b>Notifications:</b> are communications from the buyer to you.</li> <li><b>Orders At A Glance:</b> Your most recent Purchase Orders.</li> <li><b>Quick Links:</b> On the right side of the window are quick links to your Orders, Shipments, Receipts, Invoices and Payments Screens.</li> </ol> <p><b>Note:</b> You can access the Orders, Shipments, Receipts, Invoices, and Payments screens from the <b>Quick Links</b> or from the <b>Tabs</b> at the top of the page.</p>

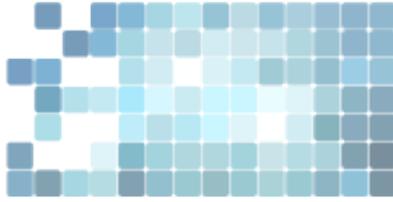


# Training Guide

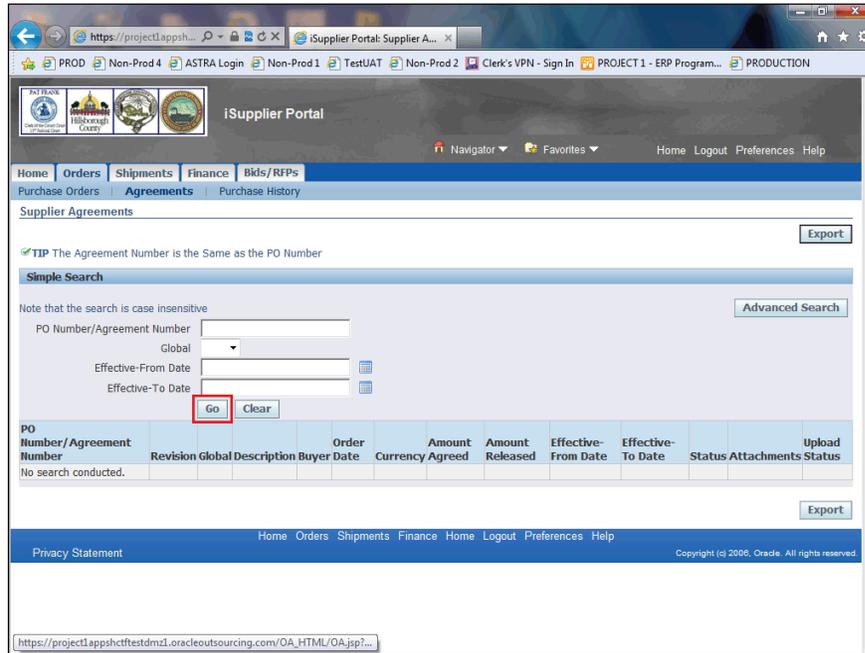
## iSupplier – Viewing Agreements



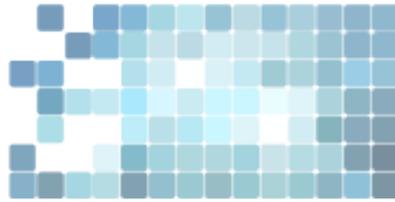
Step	Action
4.	<p>Click <b>Agreements</b> on the right side of the screen.</p> <p>OR</p> <p>Click the <b>Orders</b> tab at the top of the page. When the <i>Purchase Order</i> window opens, click the <b>Agreements</b> link.</p> <p></p>



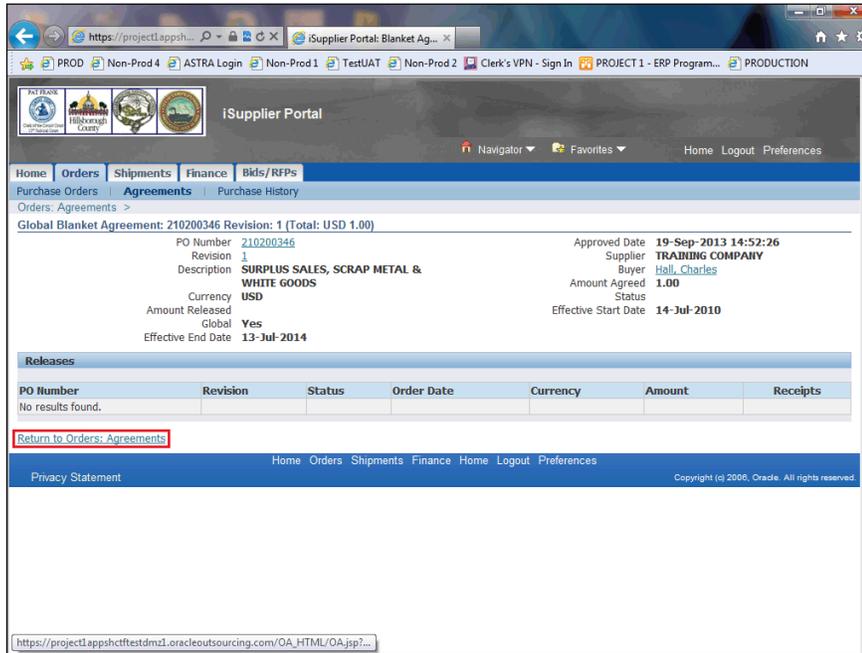
# Training Guide iSupplier – Viewing Agreements



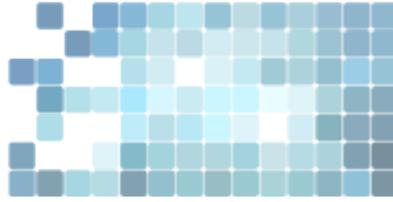
Step	Action
5.	<p>The <i>Supplier Agreements</i> window opens.</p> <p>Enter search criteria and click Go. To see all of your Agreements, leave the search fields blank and click <b>Go</b>.</p> 
6.	<p>Your search results are displayed below the "Search Criteria."</p> <p>Click the <b>PO Number/Agreement Number</b> link for the Agreement being reviewed.</p> 
7.	<p>The <i>Global Blanket Agreement: (Agreement Number)</i> window opens.</p> <p>Click the <b>Buyer</b> link to see the contact information for the Buyer.</p>
8.	<p>Click the <b>Revision</b> link to see the revisions made to this Agreement.</p>



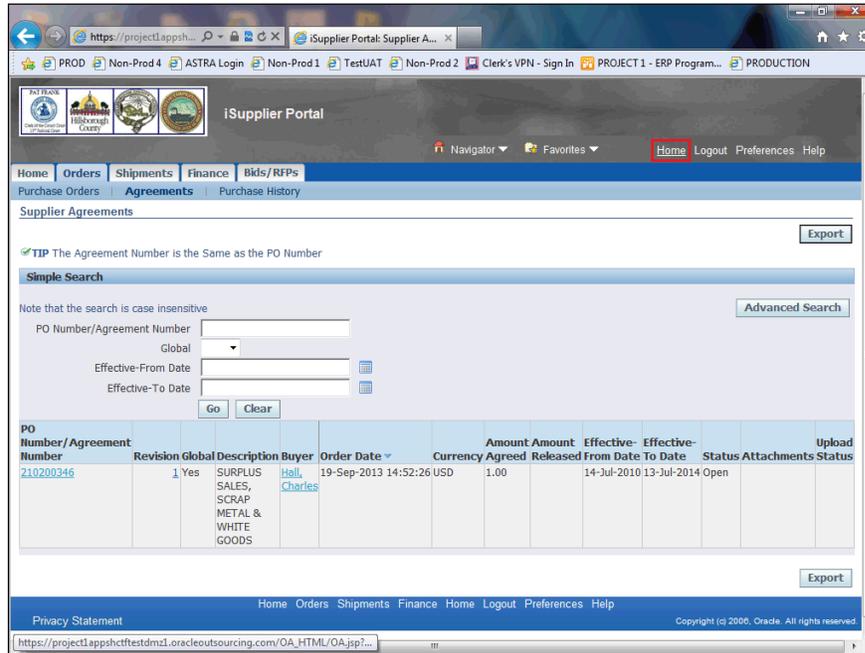
# Training Guide iSupplier – Viewing Agreements



Step	Action
9.	Once you are finished reviewing this Agreement, click the <b>Return to Orders: Agreements</b> link at the bottom of the page. <div style="border: 1px solid red; padding: 2px; display: inline-block; color: blue; text-decoration: underline;">Return to Orders: Agreements</div>



# Training Guide iSupplier – Viewing Agreements



Step	Action
10.	<p>You are now back in the <i>Supplier Agreements</i> window.</p> <p>You can follow the steps from the beginning to view additional agreements.</p> <p>Click the <b>Home</b> link to return to the Home Page.</p> <p><b>Home</b></p>
11.	<p>You now can successfully view your company's agreements from Hillsborough County and the City of Tampa.</p> <p><b>End of Process.</b></p>