Procurement And Travel Services
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iSupply GW Vendor Training and Navigation
Agenda

- Introduction
- First Time Sign In
- Navigational Landing Page
- General Site Navigation
- Setting Preferences
- Organization Tab
- Address Tab
- Contact Directory
- Business Classifications
- Product and Services
- Banking Details
- Procurement Website
- Contact Us
Visit [https://isupply.gwu.edu/login/](https://isupply.gwu.edu/login/)

Enter your user name and password, provided in your welcome email:

If this is your first login, you will be prompted to change your password.
iSupplyGW - Introduction

Use the password you were provided with in an email and then select a new email following the provided TIPs.

When you log in, you will be taken to the Home page:
Navigator allows you to access your assigned responsibilities. This is currently limited to a single action but could have future use.
Favorites allow you to configure pages you want to return to quickly. This area currently only has one function available but could be used in the future.
Home will return you to the applications main Home page which is similar in function to the Home tab.

Oracle Applications Home Page

Logout will logout out of the application and return you to the login page.
If you have any notifications about new POs or updates on requested changes to your supplier record, they will be listed here. Click the Admin tab to continue:
All updates are made from this Admin tab using the following areas on the left hand side:

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Product & Services
  - Banking Details

General - A brief overview of your supplier information including:
- Organization name
- Supplier Number
- Alias
- Parent Supplier Name (if applicable)
- Parent Supplier Number (if applicable)
- DUNS Number
- Tax Registration Number
- Taxpayer ID
- Count of Tax Registration
Preferences will allow you to configure accessibility features, desired regional settings, your displayed name as well as changing your password.

### Accessibility

- **Accessibility Features**: None

### Regional

- ** Territory**: United States
- ** Date Format**: dd-MMM-yyyy (25-Jun-2014)
- ** Timezone**: 
- ** Number Format**: 10,000.00
- ** Currency**: 
- ** Client Character Encoding**: Western European (Windows)
The Help link is currently disabled.
iSupplyGW - Organization

All of these areas can be changed and updated. Click SAVE to submit the request to GW Supplier Maintenance to review and approve.
In the Address Book, you can review your existing addresses, create a new one or request that an address be removed. All changes will be reviewed by GW Supplier Maintenance.

Creating a new Address

<table>
<thead>
<tr>
<th>Required Field</th>
<th>Field Name</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Address Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>*</td>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address Line 4</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>City/Town/Localty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>County</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State/Region</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Province</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone Area Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax Area Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

Required fields are annotated with an *

Be sure to select if the site is a Purchasing, Payment, or for Request for Proposal (RFP) only. Multiple selections are acceptable.
### Contact Directory

**Contact Directory : Active Contacts**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smorgas</td>
<td>Board</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Directory : Inactive Contacts**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No results found.

<table>
<thead>
<tr>
<th>Status</th>
<th>User Account</th>
<th>Remove</th>
<th>Addresses</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Within the Contact Directory, you can create request a new contact, update your own information, request to have your user account removed, review the list of sites you are currently restricted to and request additional site access. All changes are reviewed by GW Supplier Maintenance.
### Adding a new Contact

*Indicates required field*

<table>
<thead>
<tr>
<th>Contact Title</th>
<th>Phone Area Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Phone Extension</td>
</tr>
<tr>
<td>Last Name</td>
<td>Alternate Phone Area Code</td>
</tr>
<tr>
<td>Alternate Name</td>
<td>Alternate Phone Number</td>
</tr>
<tr>
<td>Job Title</td>
<td>Fax Area Code</td>
</tr>
<tr>
<td>Department</td>
<td>Fax Number</td>
</tr>
<tr>
<td>Contact Email</td>
<td>Url</td>
</tr>
</tbody>
</table>

Minimum requirement is first name, last name, and email address.
This area lists all of your company’s current classifications and allows you make changes to this list as well as certify that the selections are accurate and up-to-date. All changes are reviewed by GW Supplier Maintenance.
Products & Services

This area allows you to specify your catalog. This will allow us to better categorize and advertise your offerings to our internal groups. All changes are reviewed by GW Supplier Maintenance.

Examples of selections:

Consulting Services is code 918-00
Office Supplies – General is code 615-00
Banking Details allows you to review all applied accounts and request changes. All changes are reviewed by GW Supplier Maintenance.
## Adding a new Bank

**Create Bank Account**

* Indicates required field

**Country**: United States

**Account is used for foreign payments**

Account definition must include bank and branch information.

### Bank

- **New Bank**
  - Please select “Existing Bank” option above
  - **Bank Routing Number**

- **Existing Bank**

### Branch

- **New Branch**
  - Please select “Existing Branch” option above
  - **Branch Number**
  - **SWIFT**
  - **Branch Type**: ABA

### Bank Account

- **Account Number or IBAN**
- **Account Name**
- **Currency**: US Dollar

### Comments

- **Note to Buyer**

- Click the radial button for Existing banks.
- Type the bank routing number and click tab. A list of available banks will populate to choose from.
- Type account number
- Comments use this section for remittance email/fax advice or special transmittal instructions.
Help Me Find Out About

Liquidating Encumbered Funds

When a Purchase Order is approved and submitted to the Enterprise Accounting System, the funds of the budget being charged are encumbered (funds reserved) and cannot be used for any other purchases. When encumbered funds are not used (usually because the amount expended is less than the original amount encumbered), these funds should be liquidated (process of releasing the unused funds) in order to free the funds for other uses. Learn more about how to liquidate encumbered funds.
Existing Supplier Maintenance

iSupplyGW

GW is proud to present the new iSupplyGW initiative. In order to improve our business processes and operate more efficiently, we have implemented a new web-based self-service system for our suppliers. As a registered supplier, you can view and update certain information in your profile information, including:

- Business classification information describing your company’s type of business, including minority categories
- NIGP classification information describing the types of goods and services your company offers
- Banking information for electronic payments
- Organization contact information, including address

Please note, in order to remain a current business partner with GW, suppliers must now provide business and NIGP classification information.

Not a registered supplier? Click here for information on how to register with GW.

iSupplyGW User Guide (PDF) COMING SOON!

Frequently Asked Questions.

For more information on the iSupplyGW initiative and supplier self-service, email iSupplyGW@gwu.edu or call the iSupplyGW hotline at 571-553-0300.
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Thank you for your participation in GWU’s iSupplyGW self-service supplier portal.