

Supplier Portal Tip Sheet

This guide covers the navigations for the supplier portal.

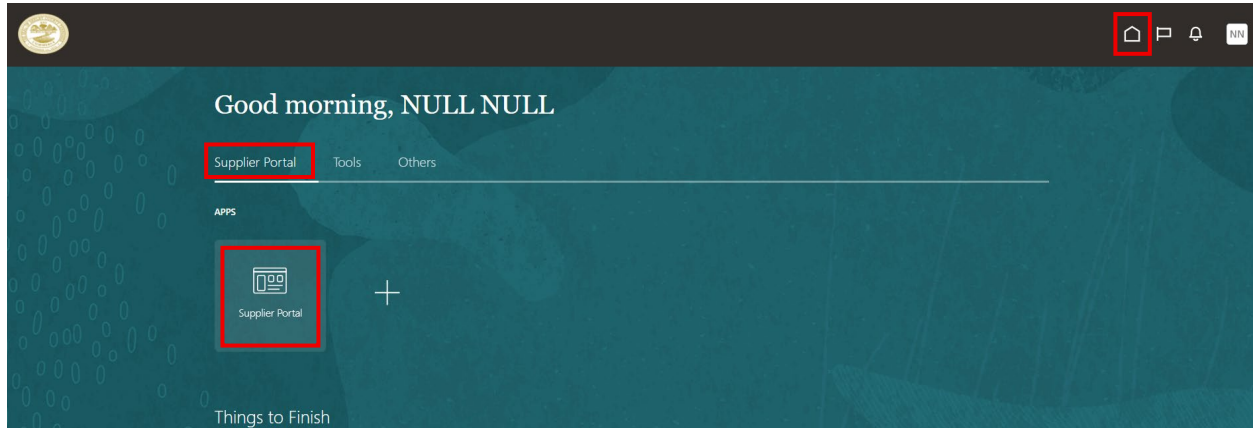
The link to login to the Supplier Portal URL: [Cloud Sign In](#)

Once you login with your credentials, you'll land in the home page where you can find the supplier portal.

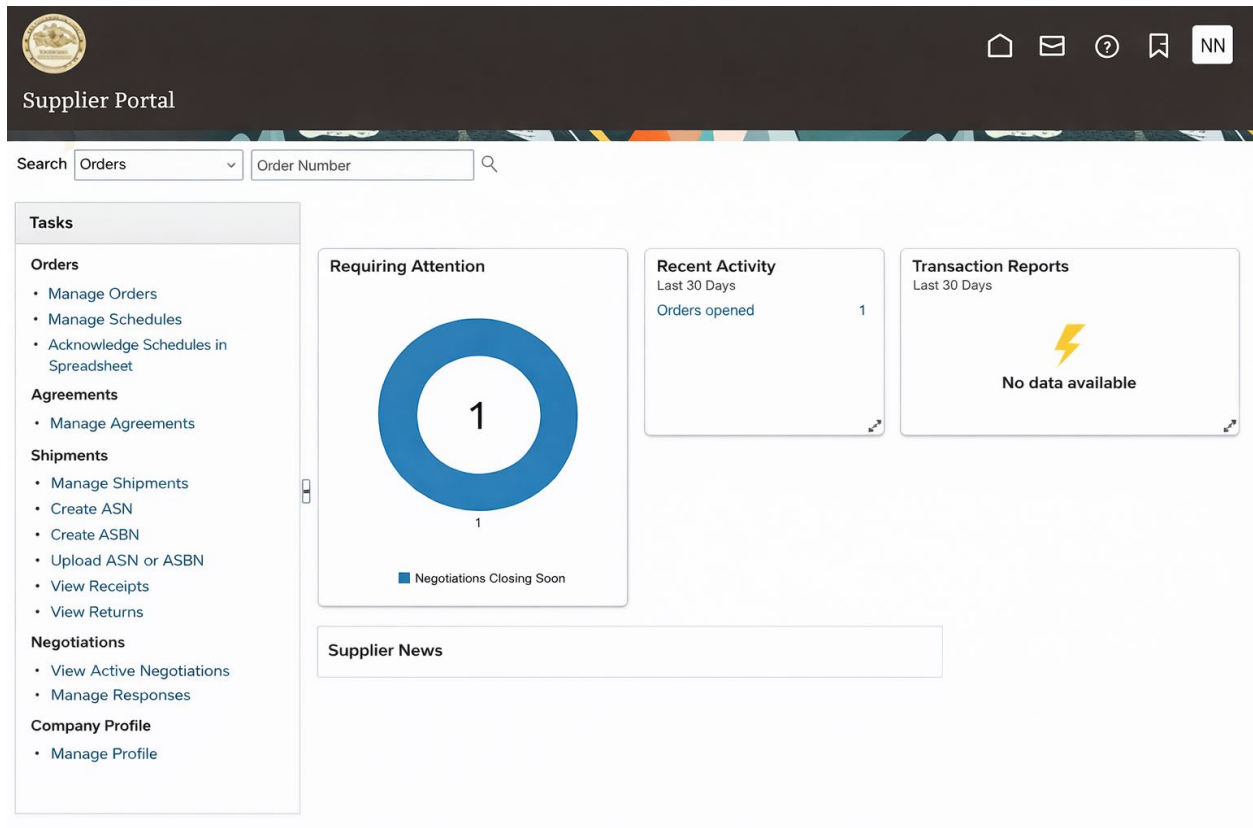
If you have not received your login credentials, please check once in Spam folder for mail from Oracle.

If not, you can send an email to oneconnect.help@shelbycountyttn.gov for further assistance.

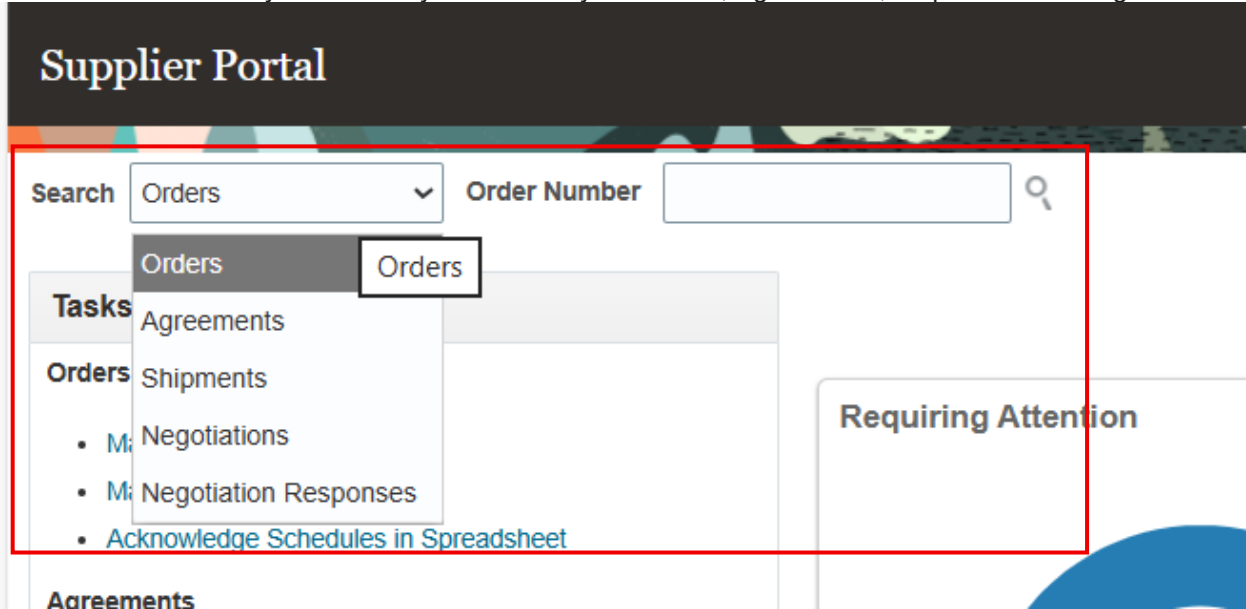
**Make sure you already completed the supplier registration beforehand.



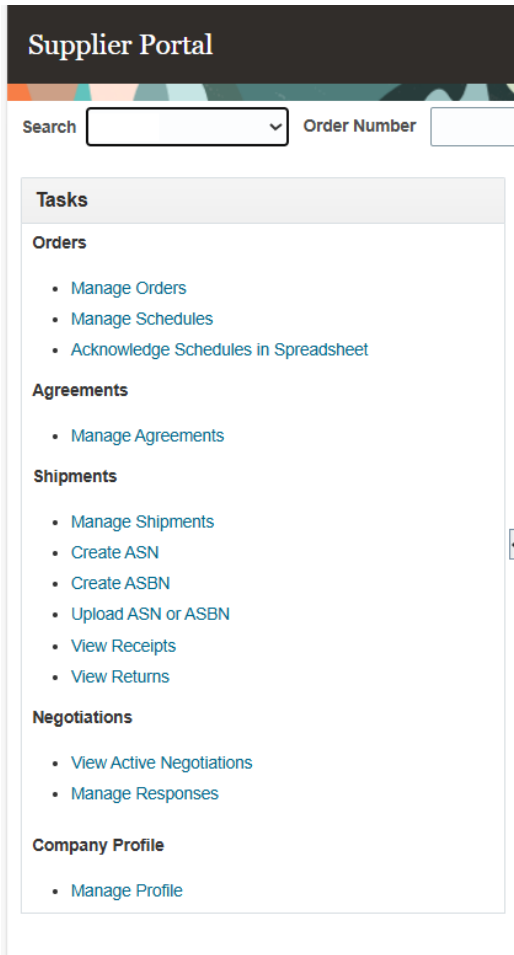
Once you get into the supplier portal, you'll find the dashboard below where you can find all the activities related to your profile.



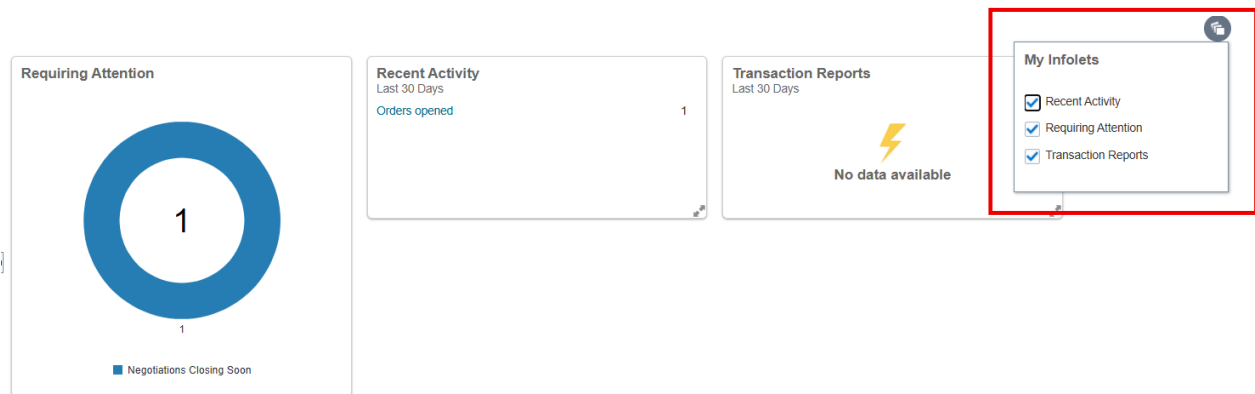
From the main search you can always search for your Orders, Agreements, Shipments and Negotiations.



From the tasks tab on the left side of the page, you can directly go to the page to Manage or View your orders or shipments

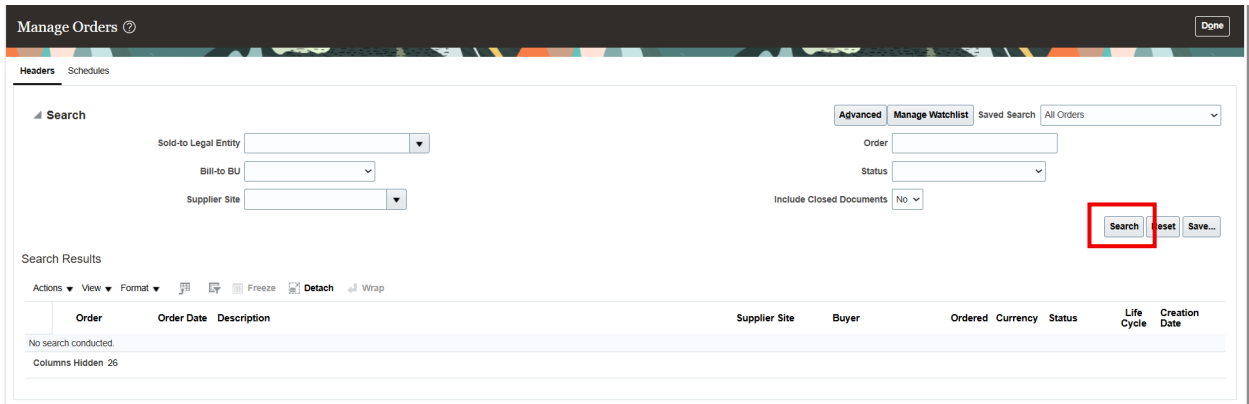


On the main landing page, you can always choose what to view by checking or unchecking the boxes.

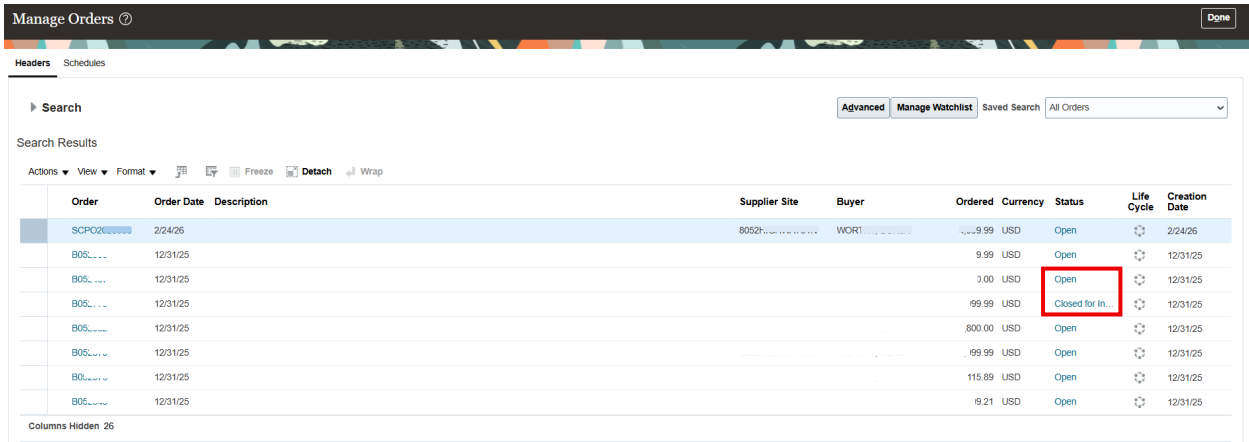


1. Orders

Once you click on the Manage Orders on the Tasks bar, you'll get into the Manage Orders page. From here, if you click on search, you'll be able to view and manage all PO's.



From here, you'll be able to check status of your orders. If they're open or closed or invoicing accordingly. If you click on the order number, you'll be able to view and manage each order respectively.



Click on the Actions tab on the top to view more options about any changes made after the Order was created.

In the Lines section at the bottom, you'll be able to view the order details.

And from the Schedules tab, you'll know the status of when the order/service needs to be fulfilled.

If it mentions any Acknowledgement requirement (as per the negotiated terms), click on Acknowledge on the top right.

Click on done on the top right corner to go back to the Manage orders page.

Purchase Order: SCPO2o26388

Actions: Acknowledge, View PDF, Actions, Refresh, Done

Main

General

Sold-to Legal Entity: Shelby County Government
 Supplier: Supplier Site
 Bill-to BU: Shelby County Business Unit
 Supplier Site
 Order: SCPOG
 Supplier Contact
 Status: Open
 Bill-to Location: SHELBY COUNTY SHERIFFS PISTOL FIREARMS TRAINING UNIT
 Buyer
 Ship-to Location: SHELBY COUNTY SHERIFFS PISTOL FIREARMS TRAINING UNIT
 Creation Date: 2/24/26

Terms

Required Acknowledgment: None
 Payment Terms: Net 30
 Shipping Method
 Freight Terms: None
 FOB: None

Additional Information

Lines

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		ENCUMBRANCE OF FUNDS TO INSTALL ELECTRICAL WIRING AND DO MINOR ELECTRICAL REPAIRS FOR SC50					Open

Click on Schedules tab and click on search to view all your orders scheduled/delivery times.

Manage Orders

Headers Schedules

Search

Sold-to Legal Entity:
 Supplier Site:
 Order:
 Line Description:
 Supplier Item:
 Ship-to Location:
 Status:

Search Results

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle	Creation Date
SCPO		1	ENCUMBRANCE OF FUNDS		1	.99	USD				USD	Open	SHELBY COUNT...	3/2/26	3/2/26		2/24/26
BI		1	ENCUMBRANCE OF FUNDS		1	.99	USD				USD	Open	SHELBY COUNT...	12/23/25			12/31/25
B0		1	ENCUMBRANCE OF FUNDS		1	.99	USD				USD	Open	SHELBY COUNT...	12/10/25			12/31/25
B0		1	ENCUMBRANCE OF FUNDS		1	.99	USD				USD	Closed for Invoic...	SHELBY COUNT...	11/21/25			12/31/25

If you click on any of the order numbers, you'll be able to view the complete details of the purchase order. Click on view details to view the full order life cycle of that respective purchase order.

Purchase Order: SCPO2026388

Actions: Acknowledge, View PDF, Actions, Refresh, Done

Order Life Cycle: Ordered 99 USD

General Information:
 Sold to Legal Entity: Shelby County Government
 Supplier: SHELBY COUNTY SHERIFF'S PISTOL FIREARMS TRAINING UNIT
 Order: SCPO2026388
 Status: Open
 Buyer: SONJA WORTHY
 Creation Date: 2/24/26

Additional Information:
 Required Acknowledgment: None
 Payment Terms: Net 30
 Shipping Method: None
 Freight Terms: None
 FOB: None

Order Life Cycle Chart:
 Ordered: 99 USD

Table:

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
1	ENCUMBRANCE OF FUNDS TO INSTALL ELECTRICAL WIRING AND DO MINOR ELECTRICAL REPAIRS FOR SC90	SHELBY C...	3/2/26	3/2/26			Open	

Once you are done, click on Done to go back to the previous page.

Order Life Cycle: SCPO2026388

Order Life Cycle Chart:
 Ordered: 99 USD

In-Transit Shipments:
 No results found.

Receipts:
 No results found.

Invoices:
 No results found.

2. Manage Agreements

The Agreements tab allows to view, manage and acknowledge the negotiated terms, pricings and contract deliverables online.

Agreements

- Manage Agreements

Click on Manage Agreements to check and work on the options related to your business.

Manage Agreements Done

Headers Lines

Search Advanced Manage Watchlist Saved Search All Agreements

Procurement BU

Supplier Site

Agreement

Status

Include Closed and Expired Documents

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
No search conducted.										
Columns Hidden 28										

From the Agreements page, you will be able to view all your Blanket Purchase Agreements, Contract Purchase Agreements.

Manage Agreements Done

Headers Lines

Advanced Search Basic Manage Watchlist Saved Search All Lines

Procurement BU Equals

Supplier Site Equals

Agreement Starts with

Line Description Starts with

Supplier Item Starts with

Status Equals

Include Closed and Expired Documents Equals

Search Reset Save... Add Fields Reorder

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Supplier Site	Line	Line Description	Supplier Item	UOM	Price	Released Amount	Currency	Expiration Date	Status	Creation Date
No search conducted.											
Columns Hidden 39											

Manage Agreements Done

Headers Lines

Search Advanced Manage Watchlist Saved Search All Lines

Procurement BU

Supplier Site

Agreement

Line Description

Supplier Item

Status

Include Closed and Expired Documents

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Supplier Site	Line	Line Description	Supplier Item	UOM	Price	Released Amount	Currency	Expiration Date	Status	Creation Date
No search conducted.											
Columns Hidden 39											

Click on Done to go back to the main page.

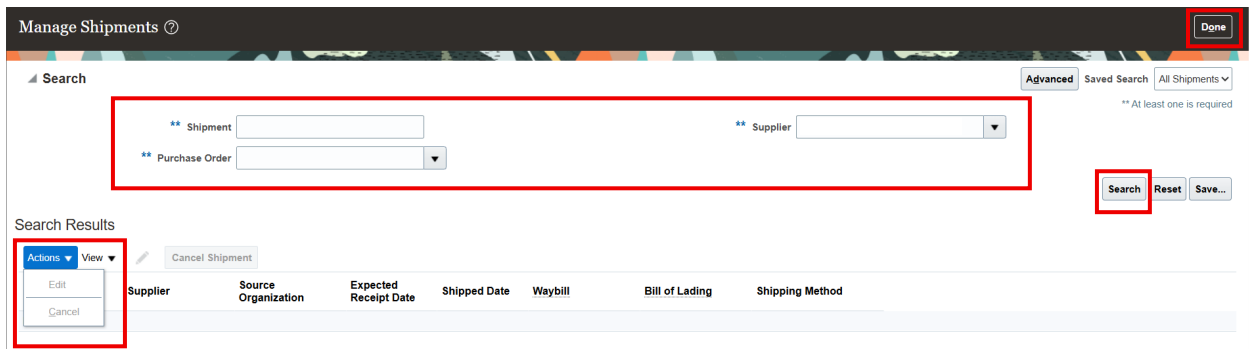
3. Shipments

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Manage Shipments

From the Shipments section, click on Manage shipments to manage and modify your shipments and their status.



Enter the Supplier's name to view all the shipments that are being processed. Alternatively, you can also search against the Shipment or the Purchase order number. Make sure at least 1 of the 3 are entered to get the details. Click on the shipments and then on the Actions menu to edit or cancel the shipment (if needed). Click on Done to go back to the Home page.

Create ASN

Create an ASN (if needed for your supply) to let the buyer know that the shipment is packed and ready to leave your facility, also including all the details of the items being dispatched.

Create ASN ⓘ Done

Search Advanced Saved Search Purchase Order ** At least one is required

** Purchase Order ▼ ** Supplier ▼

Supplier Item Due Date ▼

Search Reset Save...

Search Results

View ▼ Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								

Create ASBN

Create an ASBN, in cases when you want to include the billing details along with shipment details.

Create ASBN ⓘ Done

Search Advanced Saved Search Purchase Order ** At least one is required

** Purchase Order ▼ ** Supplier ▼

Supplier Item Due Date ▼

Search Reset Save...

Search Results

View ▼ Create ASBN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								

View Receipts

From the View Receipts, you'll be able to view the status of your orders.

View Receipts ⓘ Done

Search Advanced Saved Search All Receipts ** At least one is required

** Receipt ** Shipment ▼

Organization ▼ ** Item ▼

** Purchase Order ▼ ** Receipt Date m/d/yy ▼ m/d/yy ▼

Supplier Item

Search Reset Save...

Search Results

View ▼ 📄

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
No search conducted.									

View Returns

You'll be able to view and manage your returned orders from the View Returns tab.

View Returns Done

Search Advanced Saved Search All Returns

** At least one is required

Receipt
 Supplier Item
 Organization
 ** Shipment
 ** Purchase Order
 RMA

Search Reset Save...

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name
No search conducted.											

4. Negotiations

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

View Active Negotiations

Active Negotiations Done

Time Zone: US Central Time

Search Manage Watchlist Saved Search Open Invitations

** At least one is required

** Negotiation
 ** Invitation Received
 ** Title
 Response Submitted
 ** Negotiation Close By
 Negotiation Open Since

Search Reset Save...

Search Results

Actions View Format
 Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation Type	Time Remaining	Close Date	Your Will Participate	Unread Messages	View PDF	Response Spreadsheet

Once you click on search, you'll be landing on the active open Negotiations page. From here, you can create a response for the Negotiations and click on the Negotiation number once you select it and it turns blue to make further actions.

Active Negotiations Done

Time Zone: US Central Time

Search Manage Watchlist Saved Search Open Invitations

Search Results

Actions View Format
 Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Will Participate	Unread Messages	View PDF	Response Spreadsheet
202814	FY 26 Fleet Replacement Vehicles	Sealed Bid	12 Days 2 Hours	4/13/26 2:00 PM	0	0		
202813	Contractor for CHDO HOME Funds	RFP	27 Days 4 Hours	4/28/26 4:00 PM	0	0		

Columns Hidden: 4

Sealed Bid: 202614
Currency = US Dollar

Messages Create Response Actions Done

Respond Analyze View

Open Date 3/11/26 8:00 AM
Close Date 4/13/26 2:00 PM

Table of Contents
Overview
Requirements
Lines

Overview

Title FY 26 Fleet Replacement Vehicles
Status Active
Time Remaining 12 Days 1 Hour

Buyer ALLISON NOTHNAEGL
Outcome Purchase Order
Unsealed By
Unsealed Date
Attachments SB202614_FY26 Fleet Replacemen (1 more...)

Expand All
General
Terms

Click on Requirements, to see all the necessary requirements.

Sealed Bid: 202614
Currency = US Dollar

Messages Create Response Actions Done

Time Zone US Central Time

Title FY 26 Fleet Replacement Vehicles
Status Active
Time Remaining 12 Days 1 Hour
Open Date 3/11/26 8:00 AM
Close Date 4/13/26 2:00 PM

Table of Contents
Overview
Requirements
Lines

Requirements
Summary

View Format Freeze Detach

Requirement	Requirement Text	Attachments
1. Minimum Requirements		
1. Licenses and Certifications	Provide all appropriate Licenses and Certifications required in the State of Tennessee to provide the goods and/or perform the Services required.	
2. BRN Requirements	Provide a current copy of your Shelby County Business License (if the business is located in Shelby County, TN)	
2.a. I have a BRN Number	2.a.1. BRN Number What is your BRN Number	
2.b. Do Not have a BRN number		
3. Company Contact and Email Ad	Please provide the current company contact email and mailing address with your proposal.	
4. Drug Free Workplace Affidavit	Please attach the "Drug-Free Workplace Affidavit (completed, signed and notarized)" along with the answer to this question	

Columns Hidden 8

Preview Requirement Questionnaire

Click on Done, once you filled in all the questions.

Preview Requirement Questionnaire (Sealed Bid 202614)

Done

Section 1. Minimum Requirements

- Provide all appropriate Licenses and Certifications required in the State of Tennessee to provide the goods and/or perform the Services required.
 - a. Have Licenses & certification
 - b. Do Not Have Licenses & Certifications
- Provide a current copy of your Shelby County Business License (if the business is located in Shelby County, TN)
 - a. I have a BRN Number
 - b. Do Not have a BRN number
- Please provide the current company contact email and mailing address with your proposal.
- Please attach the "Drug-Free Workplace Affidavit (completed, signed and notarized)" along with the answer to this question

Please download the attached Drug Free Confirmation form attached to this question, fill, sign and notarize it before attaching the form back on your response.

Attachments Drug Free Confirmation.doc

Response Attachments None

Alternatively, from the overview page click on Create Response to land on the below page.

Click on Next once you fill in the details.

You can always save and close and return to complete your response later.
Click on Next if you want to navigate to continue with the bid.

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Bid 7001): Lines

Currency = US Dollar

Time Remaining 6 Days 4 Hours Close Date 4/13/26 2:00 PM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Chevrolet Silverado 1500 (OR EQUAL)				072-02				EACH		mid/yy
2	Chevrolet Equinox EV (OR EQUAL)		+		071-90				EACH		mid/yy
3	Toyota Sienna Hybrid (OR EQUAL)		+		072-02				EACH		mid/yy
4	Chevrolet Traverse (OR EQUAL)		+		072-02				EACH		mid/yy
5	12 Passenger Van (OR EQUAL)		+		071-90				EACH		mid/yy
6	Ford Lighting (OR EQUAL)		+		072-02				EACH		mid/yy

Rows Selected 1 Columns Hidden 8

Grand Totals
All response lines except alternate lines are included.
Response Amount 0.00

Click on the icon to enter more details for each line.

Lines: Edit Line: 1 (Bid 7001)

Currency = US Dollar

Close Date 4/13/26 2:00 PM

Location SHELBY COUNTY FLEET SERVICE

Requested Delivery Date 6/30/26

Promised Delivery Date mid/yy

Note to Buyer

Attachments None

Item

Revision

Description Chevrolet Silverado 1500 (OR EQUAL)

Category Name 072-02

Start Price

* Response Price

Target Quantity 14

* Response Quantity

UOM EACH

Rank Sealed

Click on + to add an alternative to that respective line.
Enter all the required details and click on Save to create an alternative.

Lines: Edit Alternate Line: 1-1 (Bid 7001)

Currency = US Dollar

Close Date 4/13/26 2:00 PM

Location SHELBY COUNTY FLEET SERVICE

Requested Delivery Date 6/30/26

Promised Delivery Date mid/yy

Note to Buyer

Attachments None

Negotiation Line 1

Description Chevrolet Silverado 1500 (OR EQUAL)

* Alternate Line Description

Category Name 072-02

* Response Price

Target Quantity 14

* Response Quantity

* UOM EACH

You can delete the created alternative by clicking on X if you want to remove it.

1 Overview 2 Requirements 3 Lines 4 Review

Create Response (Bid 7001): Lines

Messages Actions Back Next Save Submit Cancel

Currency = US Dollar Last Saved 4/7/26 8:33 AM Time Zone US Central Time

Time Remaining 6 Days 4 Hours Close Date 4/13/26 2:00 PM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Chevrolet Silverado 1500 (OR EQUAL)		+		072-02				EACH		m/d/yy
1-1					072-02				EACH		m/d/yy
2	Chevrolet Equinox EV (OR EQUAL)		+		071-90				EACH		m/d/yy
3	Toyota Sienna Hybrid (OR EQUAL)		+		072-02				EACH		m/d/yy
4	Chevrolet Traverse (OR EQUAL)		+		072-02				EACH		m/d/yy
5	12 Passenger Van (OR EQUAL)		+		071-90				EACH		m/d/yy
6	Ford Lighting (OR EQUAL)		+		072-02				EACH		m/d/yy

Rows Selected 1 Columns Hidden 8

Grand Totals
All response lines except alternate lines are included.
Response Amount 0.00

Click on Next to Review all the entered details.
Click on Requirements and Lines to view all the responses that were created.
Click on Save and then Submit finally if everything looks good.

1 Overview 2 Requirements 3 Lines 4 Review

Review Response: Bid 7001

Messages Actions Back Next Save Submit Cancel

Currency = US Dollar Last Saved 4/7/26 8:44 AM Time Zone US Central Time

Title FY 26 Fleet Replacement Vehicles Time Remaining 6 Days 4 Hours
Close Date 4/13/26 2:00 PM

Overview Requirements Lines

General

Supplier RUSH ELECTRIC COMPANY LLC Reference Number
Negotiation Currency USD Note to Buyer
Response Currency USD Attachments None
Price Precision 2 Decimals Maximum
Response Valid Until

You can click on Manage Responses to directly access or edit and see the status of your bids.

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Click on Revise to update the Negotiation Response for the bids.

Manage Responses Done

Time Zone: US Central Time

Search Advanced Manage Watchlist Saved Search Active or Draft Responses

****** Negotiation Title ****** Response Status Active or draft ** At least one is required

****** Negotiation ****** Response Line Description

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms **Revise**

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
7001	Draft	202614	FY 26 Fleet Replacement Vehicles	Sealed Bid	6 Days 3 Hours	0	

Columns Hidden 8

From the Manage Profile section, you'll be able to put in a request for Change Request to make changes to your profile.

Company Profile

- [Manage Profile](#)