

iSupplier Process

Purpose of iSupplier is to allow suppliers to view purchase orders, account and payment information, and upload invoices directly into MCPS Financial Management System.

Set-Up Process

- **First step is for Supplier to request to have access in iSupplier. Email accountspayable@mcpsmd.org.**
- **Second step is for MCPS to send an invitation to supplier. Invitation will come from Workflow Mailer from PFMS.**

From: Workflow Mailer from PFMS [mailto:mcps_fms@mcpsmd.org]

Sent: Thursday, September 18, 2014 11:39 AM

To: John Doe

Subject: FYI: Board of Education Montgomery County Supplier Collaboration Network: Invitation to Register

To POS_REG_15242
Sent 18-SEP-14 12:36:39
ID 14802199

You have been invited to register with Board of Education Montgomery County for access to their supplier collaboration network.

You can access the registration page by clicking the following [link](#) . You will be asked to provide additional contact information before submitting your registration request.

If necessary, you can forward this invitation to a colleague in order that they can complete the registration process.

You have been invited to access your Montgomery County Public Schools account online. Through iSupplier you are able to view invoice and payment status and enter invoices (if they are connected to a purchase order) directly into our accounts payable module for faster payment.

Complete the information to obtain user id and temporary password.

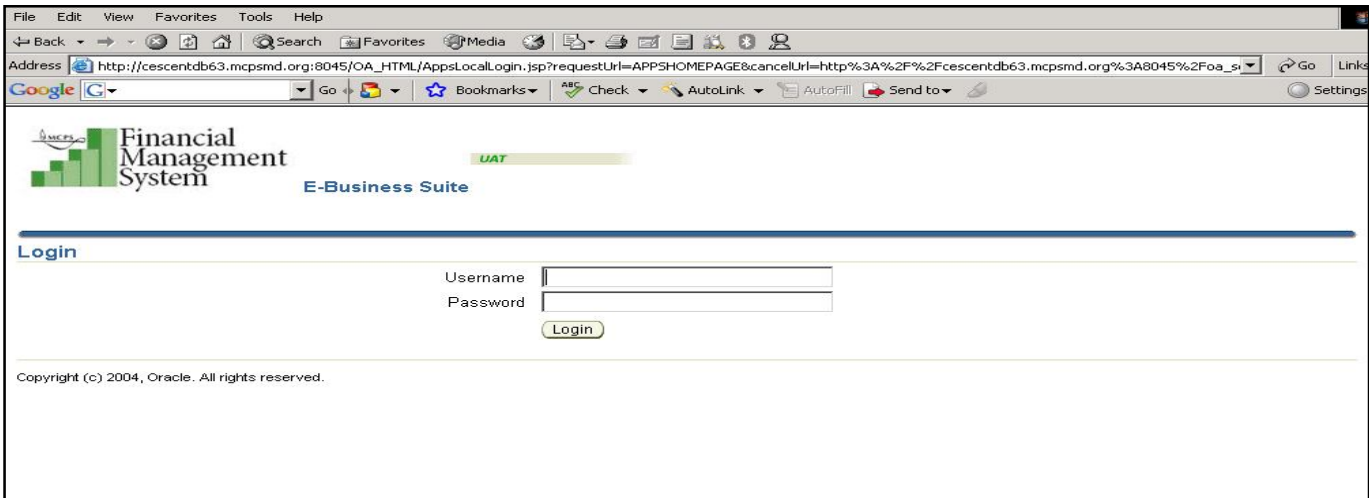
Thank you,
MCPS Accounting

- **Third step is for MCPS to approve supplier.**

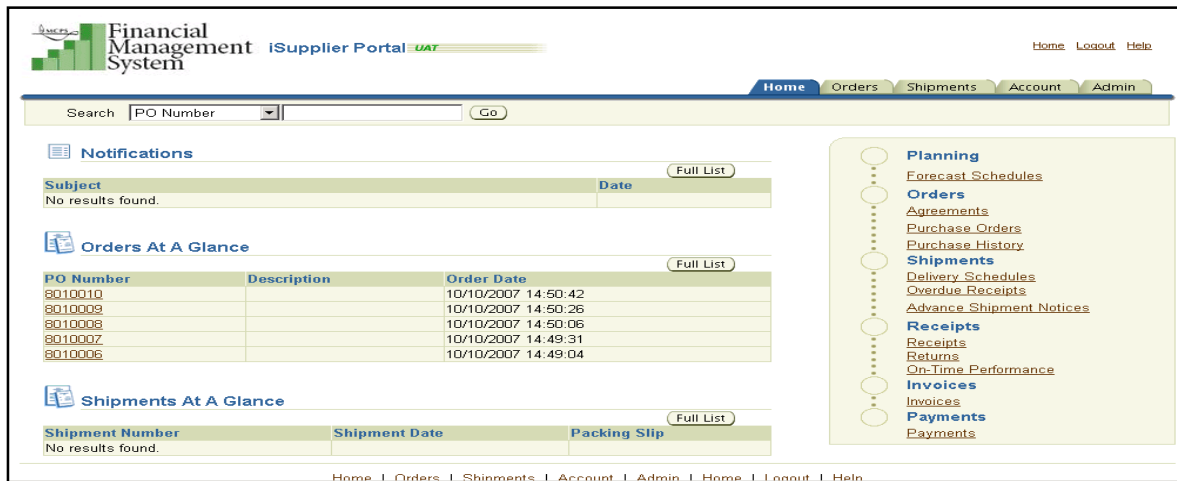
Supplier will receive a logon address, username and password, then you can logon into screen.

https://webfms.mcpsmd.org/OA_HTML/AppsLocalLogin.jsp

You will need to change your password.



Once you are signed in, the home page will display. This home page shows Notifications, Orders at a Glance, Shipments at a Glance.



For more information please contact accountspayble@mcpsmd.org.