## iSupplier Portal

## **Submit Insurance Information**

Over	view	
lf you the n Certif	I receive an e-mail notification ew insurance information wi iicate.	on indicating that your company's insurance has expired or is about to expire you must enter thin in iSupplier Portal. These instructions show how to enter all items on the Insurance
1. 2. 3.	Go to <u>https://ebusiness.amere</u> <u>n.com</u> and login. Click <b>AMPOS Profile</b> <b>Manager</b> . Under the General Section e: Under the General Information you must add the PDF of your insurance certification under the Add Attachments Section.	E-Business Suite  interprise Search All  Oracle Applications Home Page  Main Menu  Personalize  AMCCTM Suppler Rate Card User  AMCCTM Suppler Trac Card Super  AMCCTM Suppler Trac Card Super  AMCCTM Suppler Trac Card Super  AMCCTM Suppler Profile Manager  AMPON Sources Description  AMPON Sou
<b>4.</b> Not	Click <b>Add Attachment</b> e: All Attachments must be in PDF or Word Document form.	General       Organization Name Supplier Number       IT TEST SUPPLIER 1 Supplier Number       DUNS Number Tax Registration Number Taxpayer ID Country of Tax Registration         Parent Supplier Number       Parent Supplier Number       Tax Registration         Parent Supplier Number       Country of Tax Registration         Attachments       Search         Note that the search is case insensitive Title       Go         ** Show More Search Ontions Add Attachment       Go         ** Show More Search Ontions Add Attachment       Go         ** Show More Search Ontions Add Attachment       Go         ** Show More Search Ontions ** Show More Search Ontions *** Show More Search Ontions ** Show More Search Ontins ** Show More Search Ontions ** Show Mor
5.	Title your Insurance Certificate with the Name Insurance certificate 20XX(insert year here.).	Supplier Administration Add Attachment Add Desktop File/ Text/ URL  Attachment Summary Information
6.	Leave the category <b>From</b> <b>Supplier</b>	Title Description
7.	Leave the Type as File	Category rom Supplier • 6
8.	Click Browse (find your insurance certificate on your company's computer)	Define Attachment           7         Type @ File         C:UJsers\e81188:Desktop\Insurance supplier look up scr         Browse         8           0         URL         Text         6         8         6
9.	Click Open (Your document will appear in the box next to the browse button	
10.	Click Apply	

11.	Click the <b>Organizat</b>	i <b>on</b> Lin	k on the Right	Supplier Administration         • General         • Company Profile         • Organization         • Address Book         • Contact         Directory         • Business         Classifications         • Banking Details         • Payment &         Invoicing	D
12.	Click The Insurance Tab.				
13. 14.	Enter your Insurance Coverage that's shown on your insurance certificate. Click on Add Another Row to add more rows for the various types of insurance coverage (Coverage, Limit & Expiration Date are required) that your company provides(a Full Listed is below).	Organization Overview 13 Insurance CC Professional Li Add Anoth	Cyber Security Insurance Certifica verage Insurance Limit bity Q Insurance Limit bity 14	Additional Waiver Of Expiration Date Insured Subrogation Status 1000000 12/31/2014	Cance Save
Search To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Display Name  Go Results					
NOT	E: These are the	0-1		Display Home	Description
	various types of	select		Aircraft Liability	Aircraft Liability
	Coverage			Airport Liability	Airport Liability
	available to	0			
	select	0			
	001001	0	<b>**</b>	Environmental Liability	Environmental Liability
		0		Excess Umbrella	Excess Umbrella
		$\odot$		Garage Liability	Garage Liability
		0	==	General Liability	General Liability
		0		General Liability Pollution Liability	General Liability Pollution Liability
		© ©		General Liability Pollution Liability Professional Liability	General Liability Pollution Liability Professional Liability