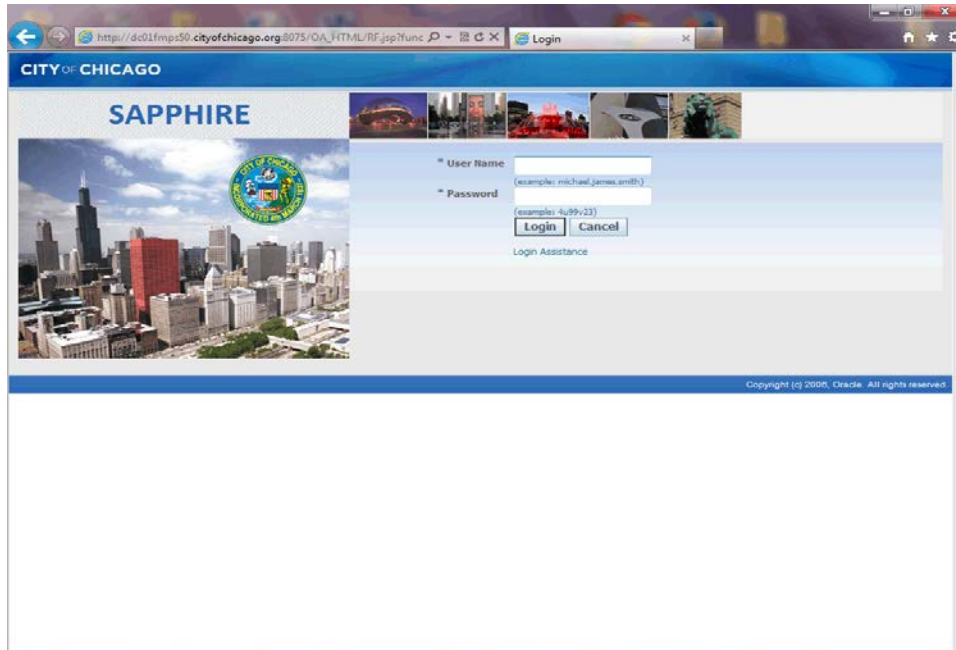
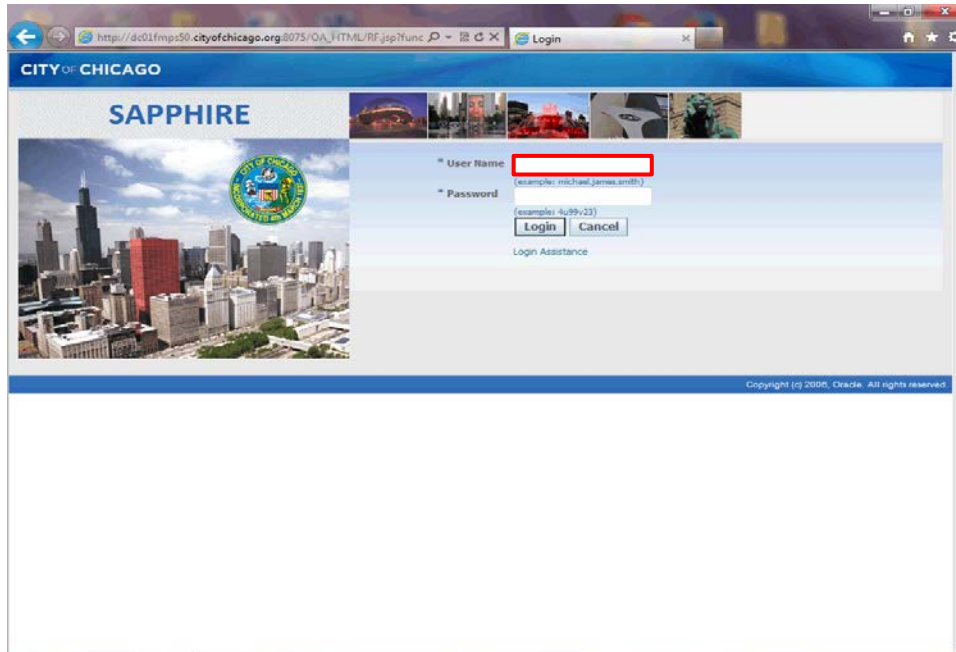


Delete Existing Address

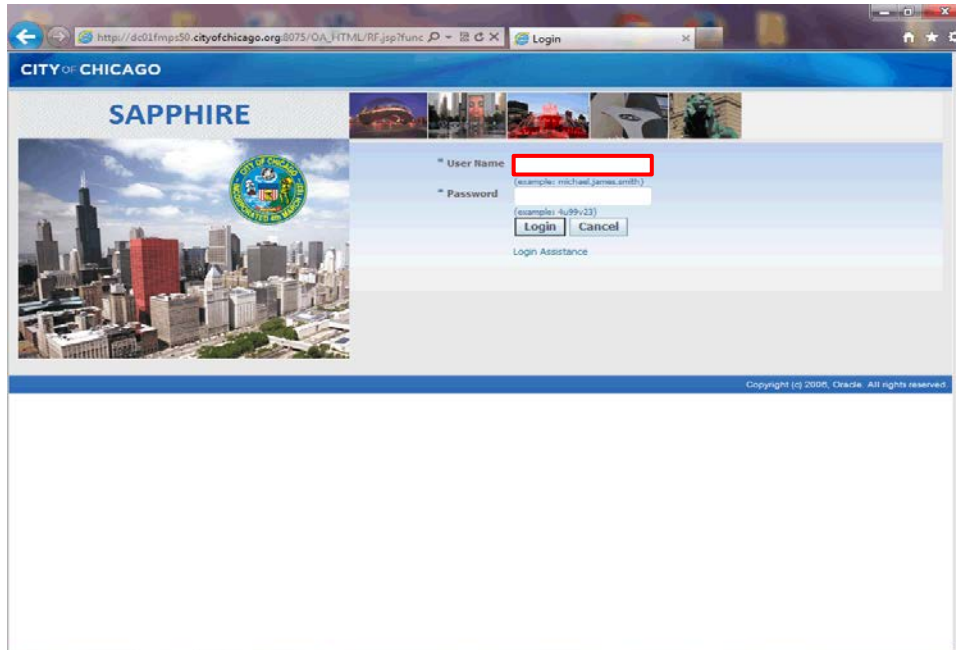


In this Course you will learn how to delete an existing address for the City of Chicago.



Step 1

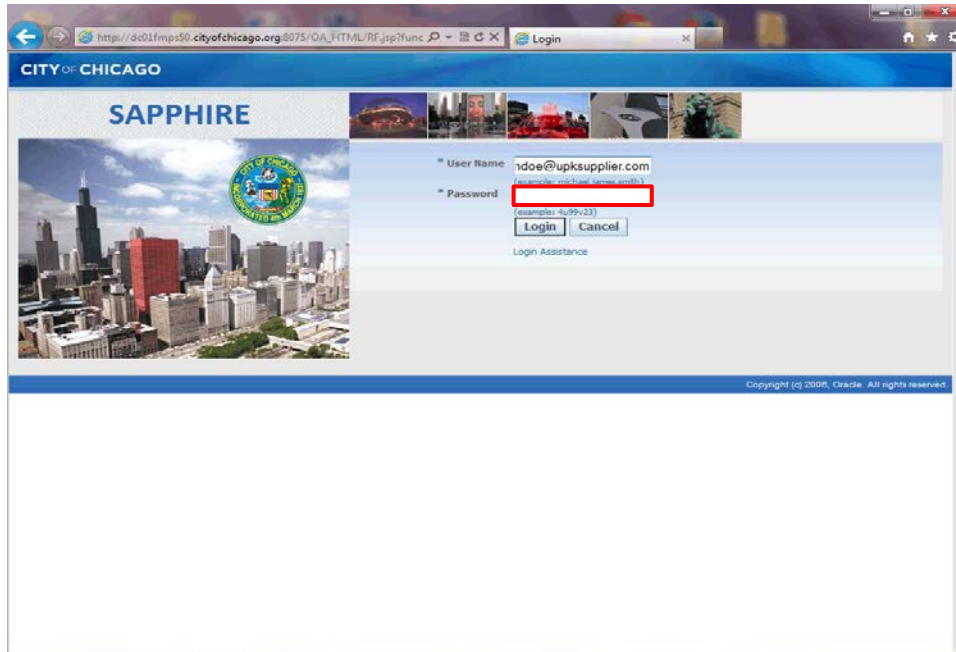
From the login page, click in the **User Name** field.



Step 2

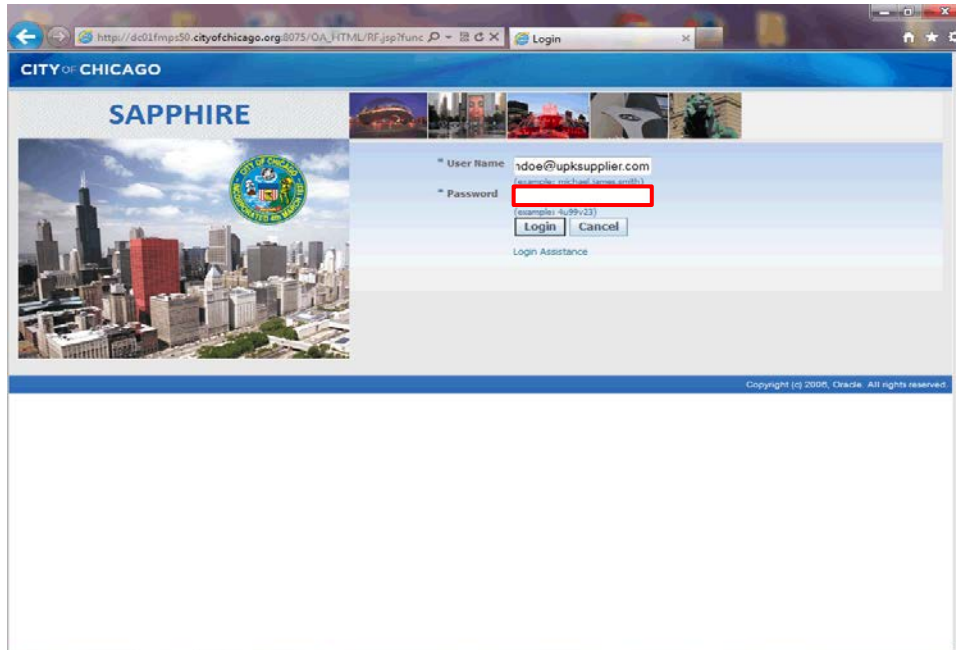
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.



Step 3

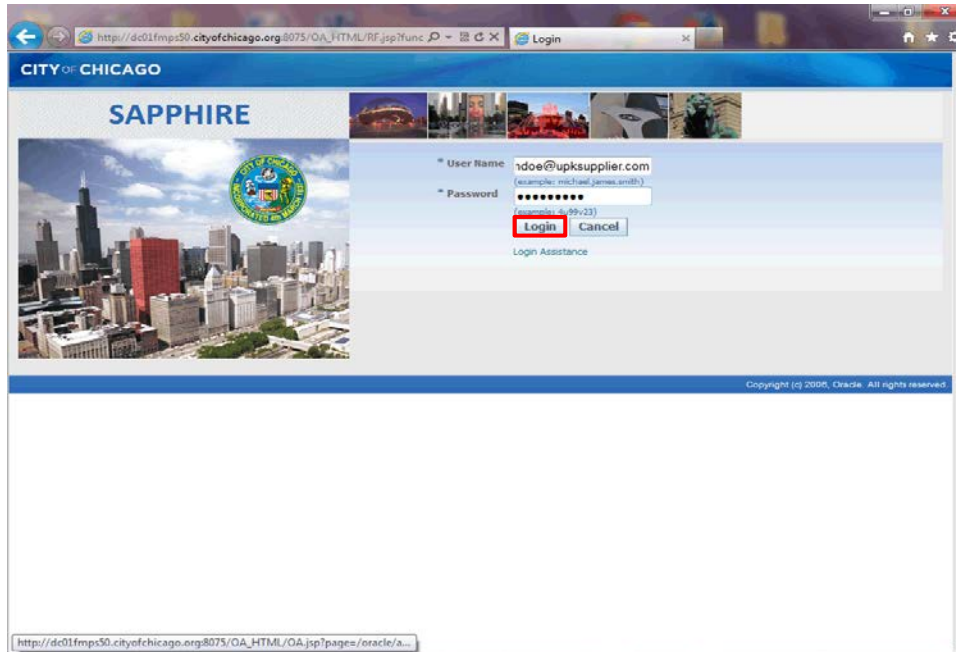
Click in the **Password** field.



Step 4

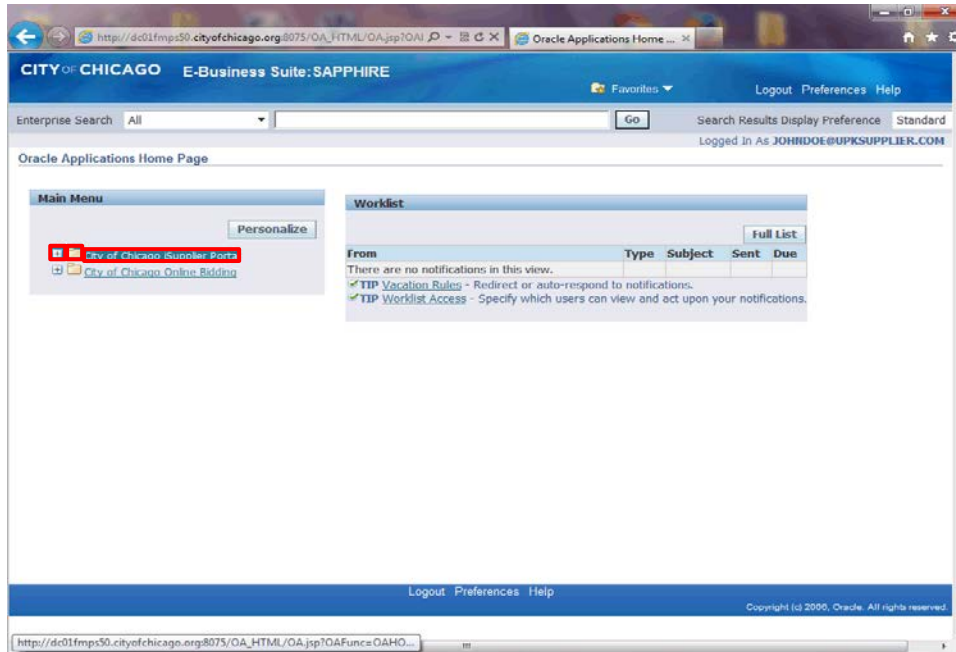
Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.



Step 5

Click the **Login** button.



Step 6

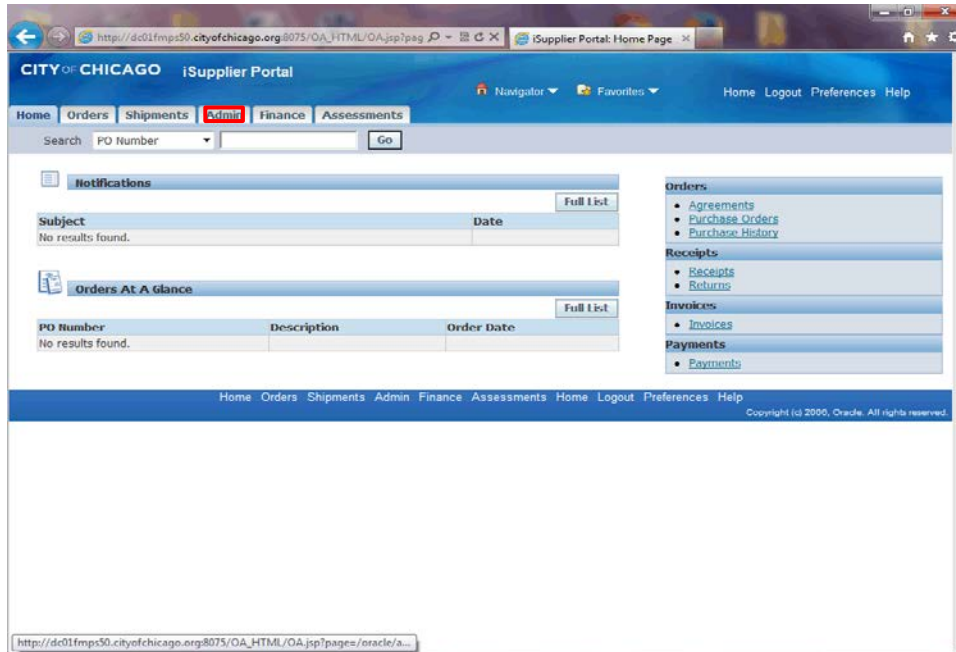
The *Oracle Applications Home Page* will now appear.

To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.

Step 7

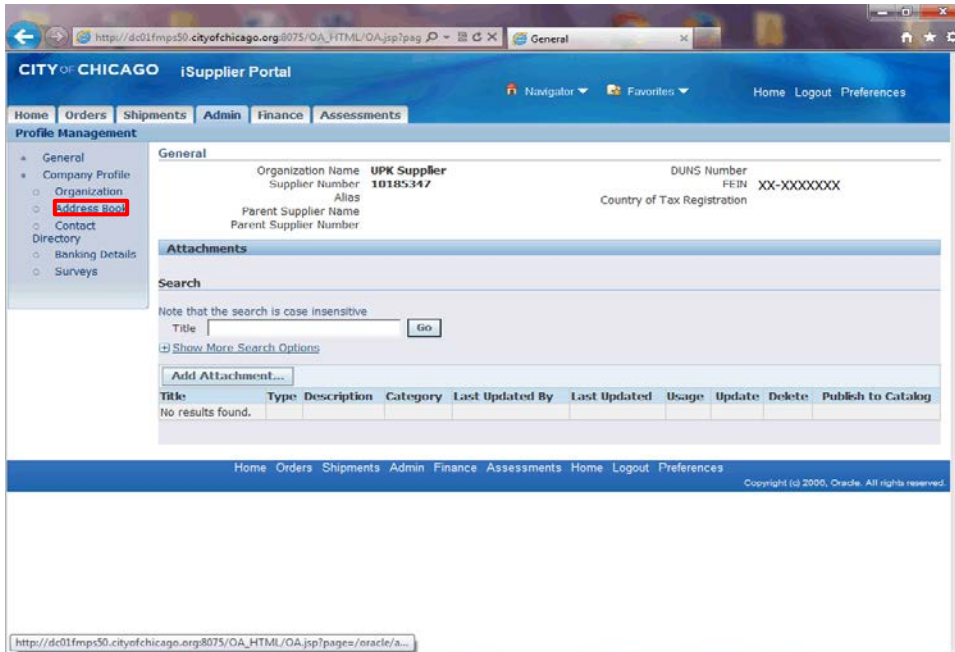
The *iSupplier Portal Home Page* window now appears.

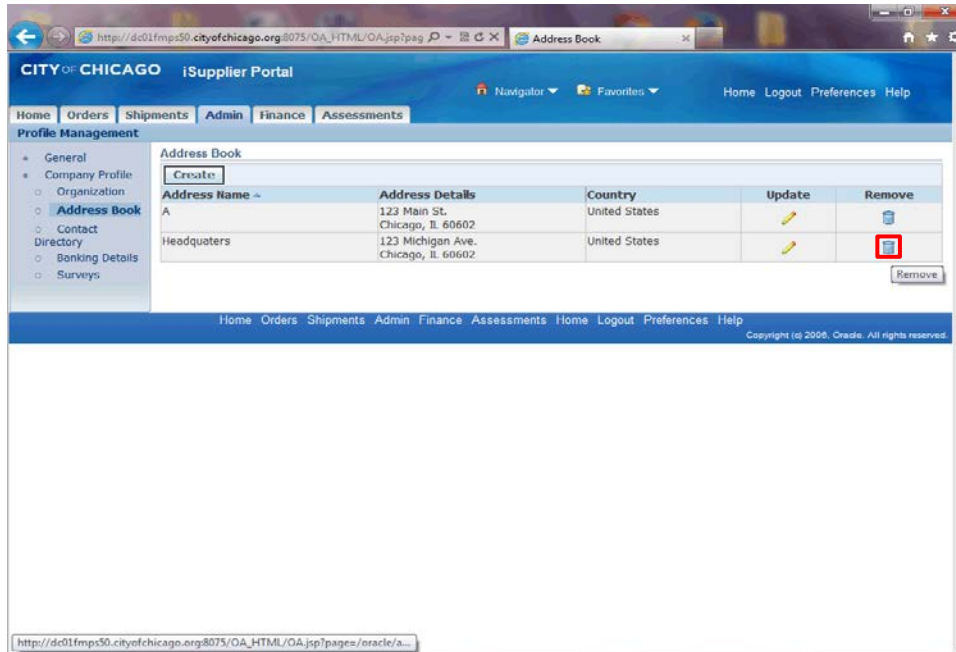
Click the **Admin** link at the top of the page to access your company details.



Step 8

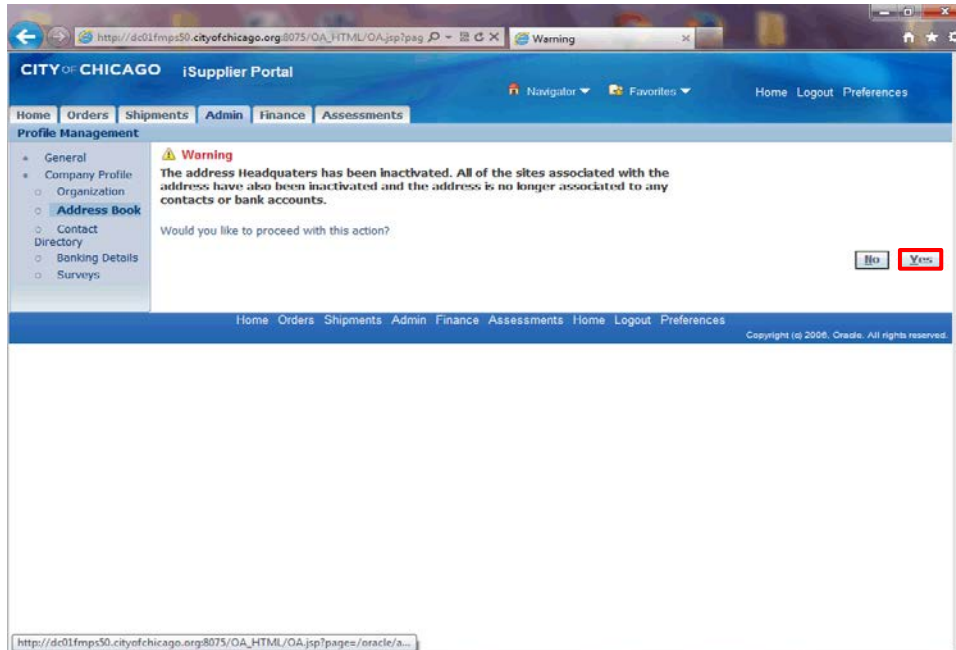
Click the **Address Book** link on the left hand side of the page.





Step 9

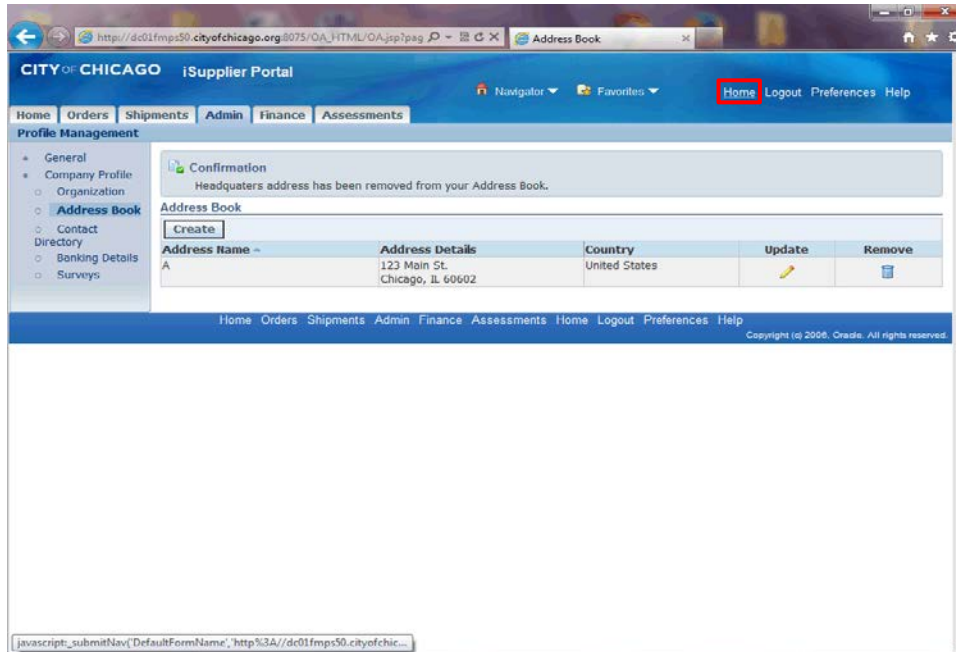
Click the **Remove** button (trash icon) for the address that needs to be removed.



Step 10

You must make sure that this address is not being used on any purchasing or payment documents prior to deleting. It may be better to update this address to your new address rather than deleting.

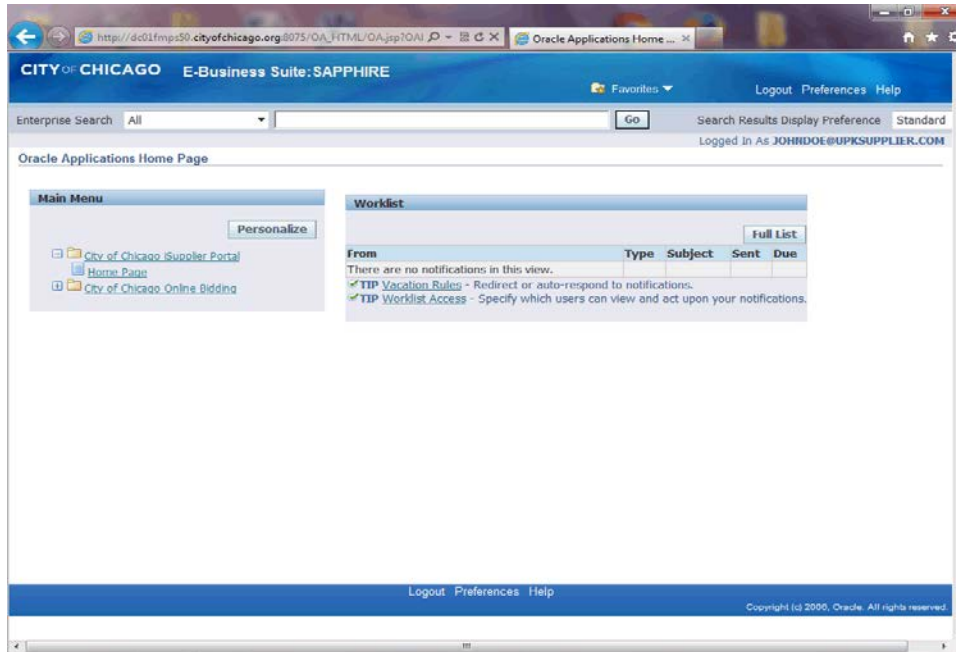
Click the **Yes** button.



Step 11

You will notice the address has been removed.

Click the **Home** link to return to the iSupplier Portal Home page.



Step 12

You have just finished deleting an address for your company on the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.