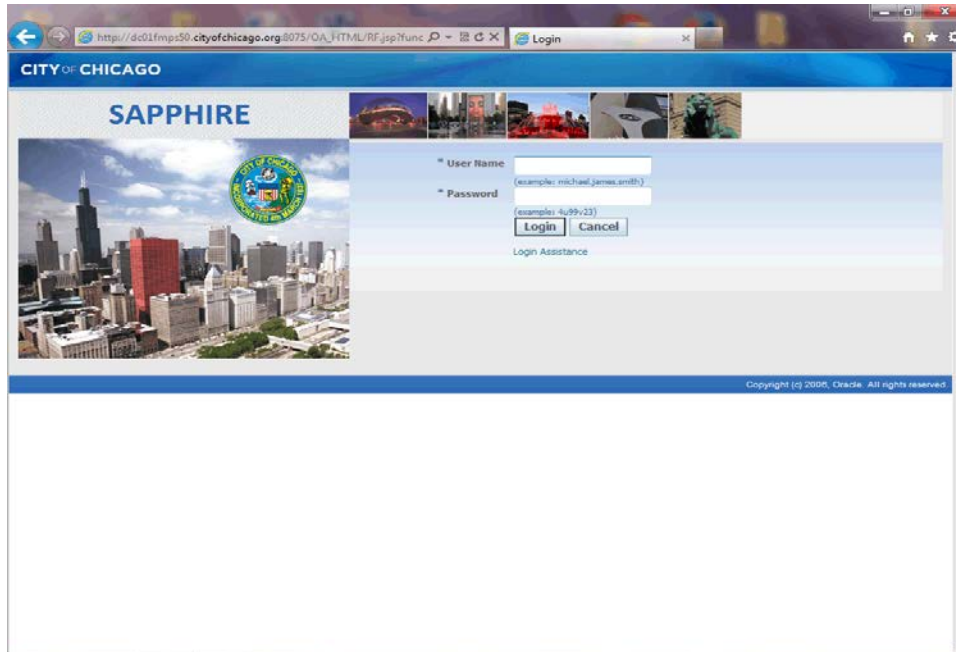
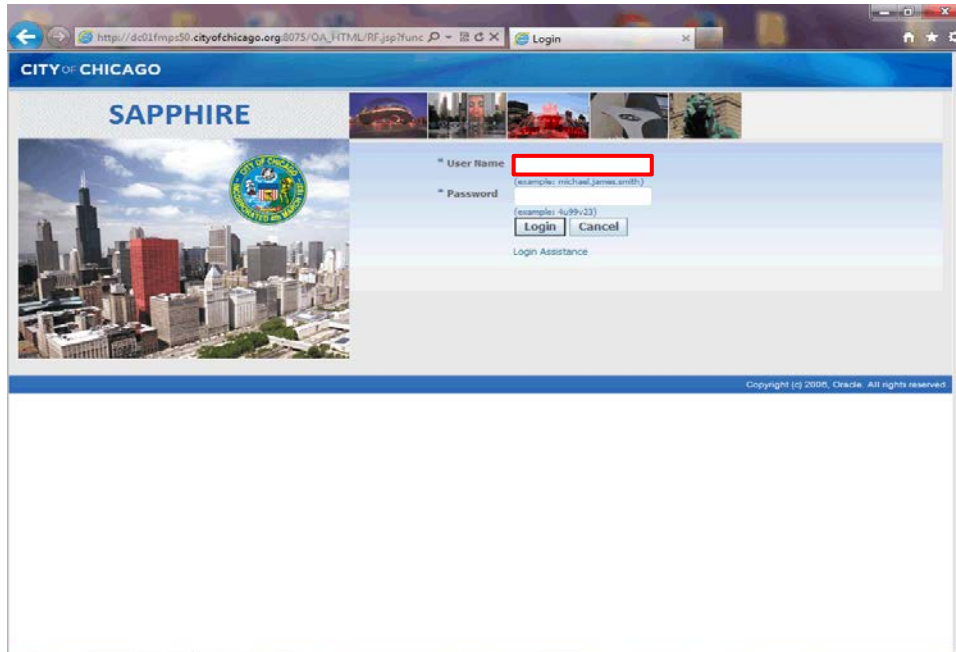


Update Existing Address

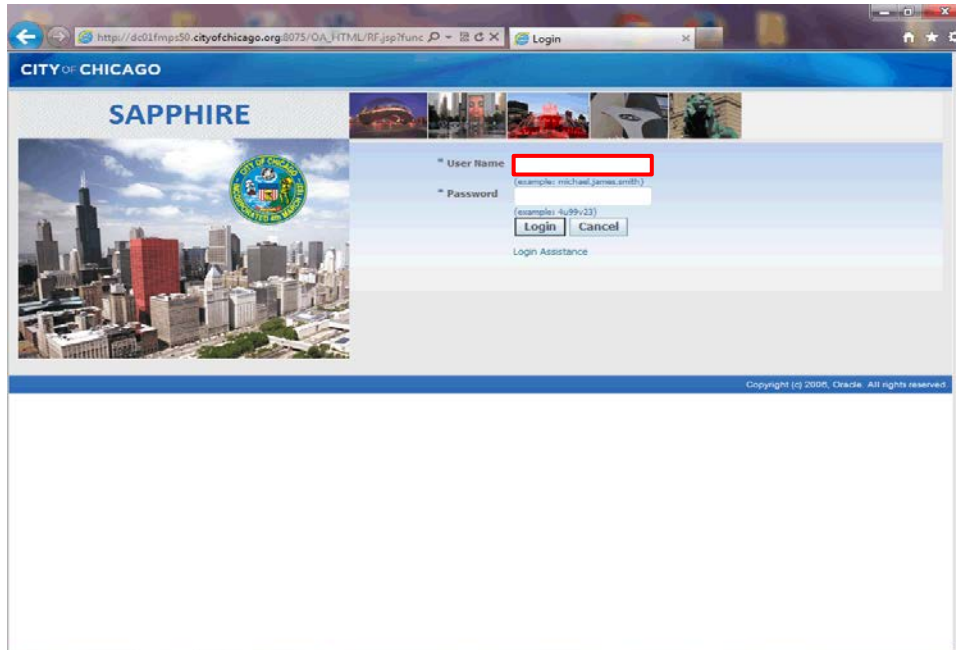


In this Course you will learn how to update an existing address for the City of Chicago.



Step 1

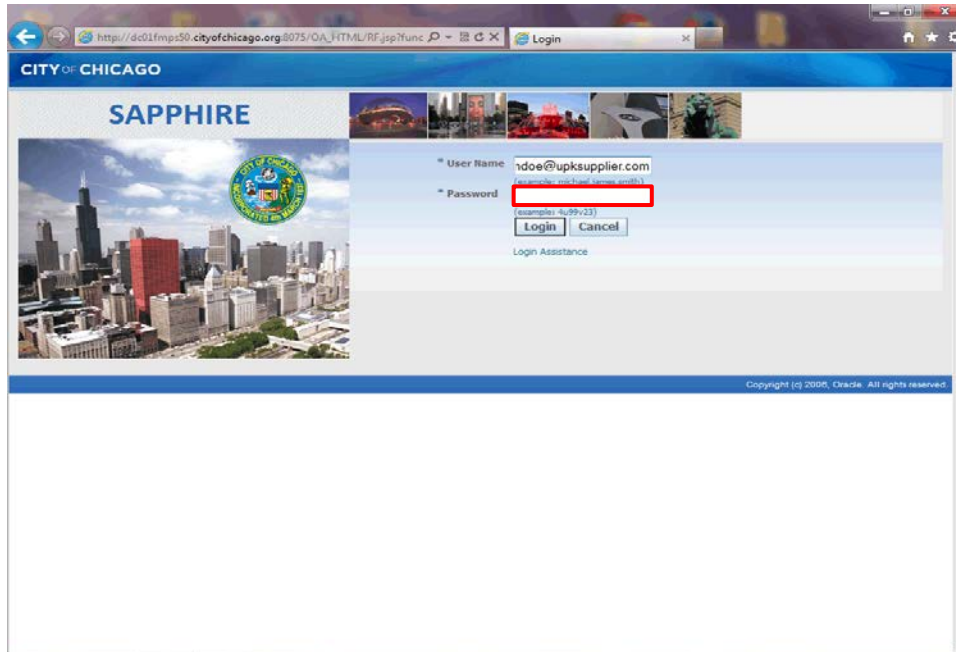
From the login page, click in the **User Name** field.



Step 2

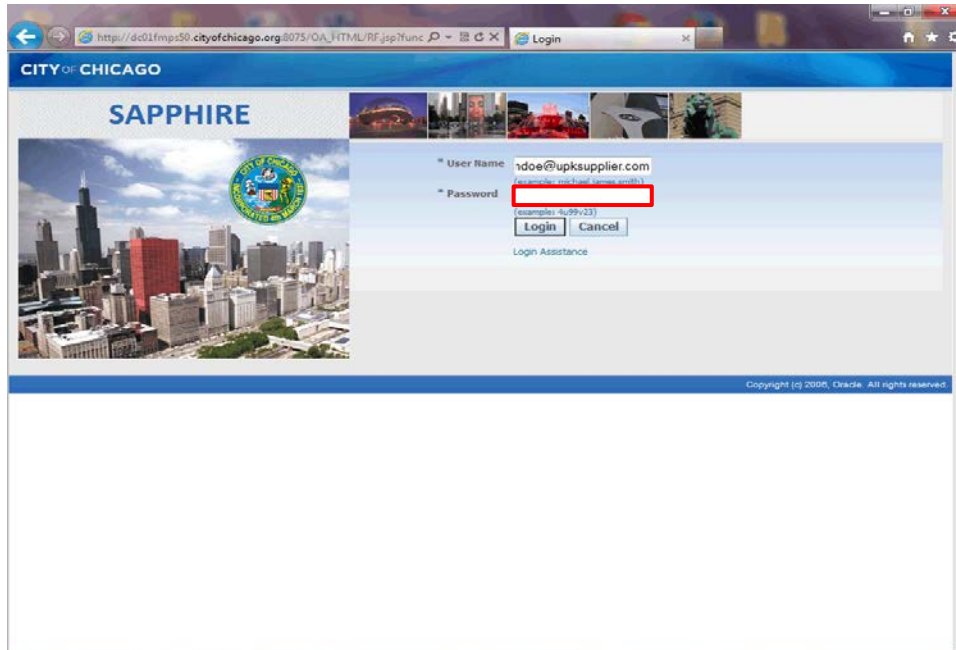
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

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



Step 3

Click in the **Password** field.



The screenshot shows a web browser window displaying the login page for the City of Chicago iSupplier Portal. The browser's address bar shows the URL: http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/RF.jsp?func=Login. The page header includes the text 'CITY OF CHICAGO' and 'SAPPHIRE'. The main content area features a login form with the following fields and elements:

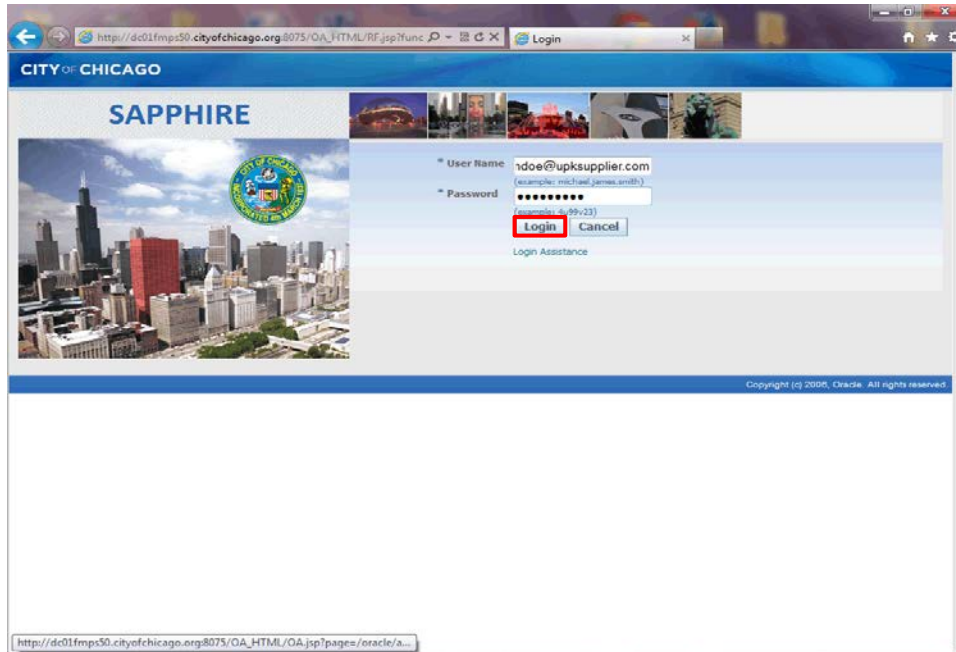
- User Name:** rdoe@upksupplier.com
- Password:** A red box highlights the password field, which is currently empty.
- Buttons:** 'Login' and 'Cancel' buttons are located below the password field.
- Link:** A 'Login Assistance' link is positioned below the buttons.

The page also includes a 'City of Chicago' seal and a cityscape image on the left side. At the bottom, a copyright notice reads: 'Copyright (c) 2006, Oracle. All rights reserved.'

Step 4

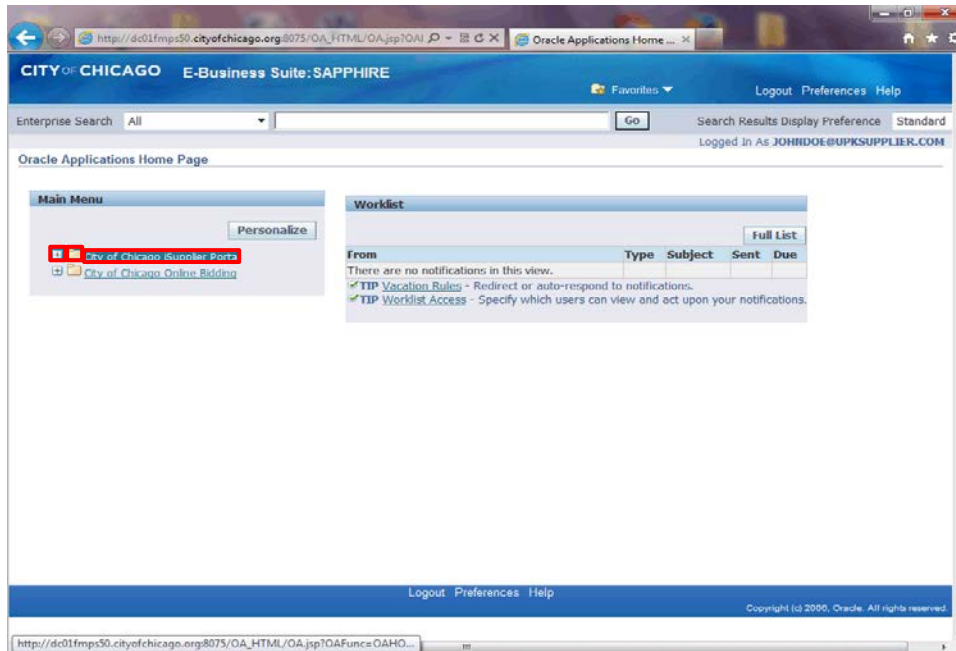
Enter the desired information into the **Password** field. Enter "**oracle123**".

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

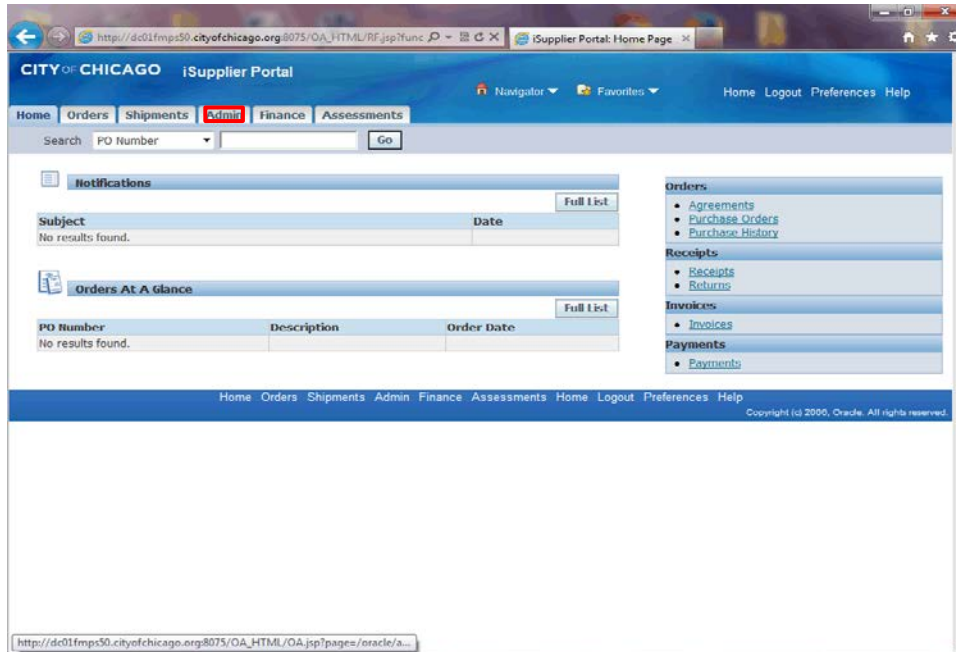
The *Oracle Applications Home Page* will now appear.

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

Step 7

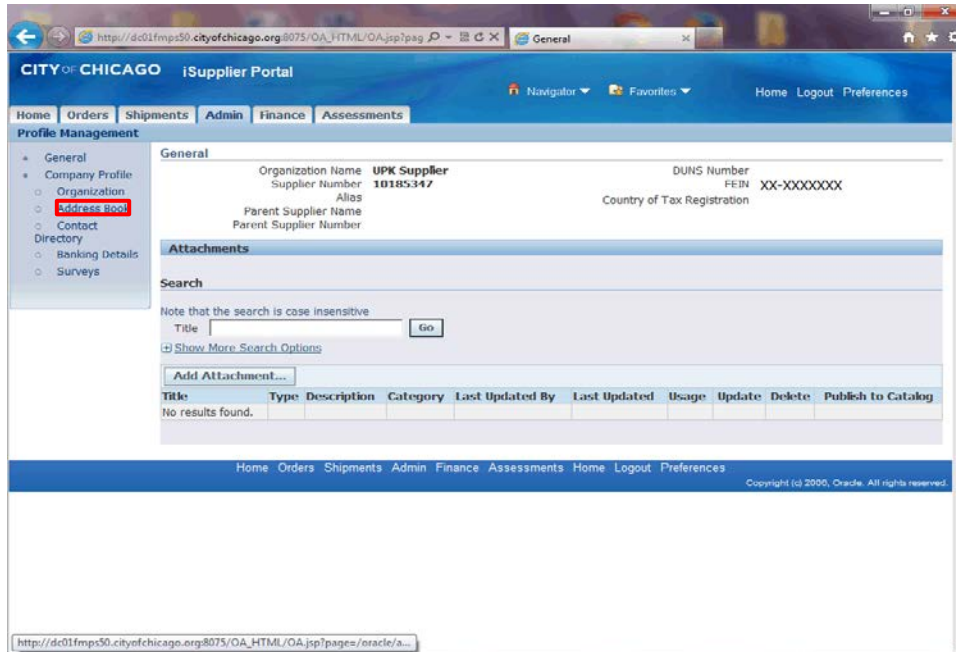
The *iSupplier Portal Home Page* window now appears.

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 **Update** button (Pencil Icon) for the address that needs to be updated.

The screenshot shows the City of Chicago iSupplier Portal. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation menu includes Home, Orders, Shipments, Admin, Finance, and Assessments. The left sidebar shows "Profile Management" with options like General, Company Profile, Organization, Address Book, Contact Directory, Banking Details, and Surveys. The main content area is titled "Address Book" and contains a table with the following data:

Address Name ^	Address Details	Country	Update	Remove
A	123 Main St. Chicago, IL 60602	United States		

The "Update" button, represented by a pencil icon, is highlighted with a red square. The footer of the page includes "Copyright (c) 2008, Oracle. All rights reserved."

The screenshot shows the 'Update Address' window in the Oracle Supplier Portal. The browser address bar shows the URL: https://dc01fmp550.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is 'CITY OF CHICAGO | Supplier Portal'. The breadcrumb trail is 'Admin: Profile Management: Address Book > Update Address'. The form contains the following fields and values:

- Supplier Name: **UPK Supplier**
- Supplier Number: **10185347**
- Address Name: **A**
- Country: **United States**
- Address Line 1: **123 Main St** (highlighted with a red box)
- Address Line 2: **Address Line 2**
- Address Line 3: **Address Line 3**
- Address Line 4: **Address Line 4**
- City: **Chicago**
- County: **County**
- State: **IL**
- Province: **Province**
- Postal Code: **60602**
- Phone Area Code: **Phone Area Code**
- Phone Number: **Phone Number**
- Fax Area Code: **Fax Area Code**
- Fax Number: **Fax Number**
- Email Address: **Email Address**

There are 'Cancel' and 'Save' buttons at the top right and bottom right of the form area. A 'Note' field is located at the bottom of the form, with a small text box for entering additional details.

Step 10

The *Update Address* window now appears.

The following is just an example of a field you can update. All of the fields found on this page can be updated as well.

Click in the **Address Line 1** field.

City of CHICAGO | Supplier Portal

Admin: Profile Management: Address Book >

Update Address

* Indicates required field

Supplier Name **UPK Supplier** Supplier Number **10185347**

* Address Name Phone Area Code

Country Phone Number

* Address Line 1 This is the phone number for this specific address

Address Line 2 Fax Area Code

Address Line 3 Fax Number

Address Line 4 Email Address

* City Purchasing Address

County Payment Address

State

Province

* Postal Code

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Home Logout Preferences

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Step 11

Enter the desired information into the **Address Line 1** field. In this example, enter "**234 North Ave.**".

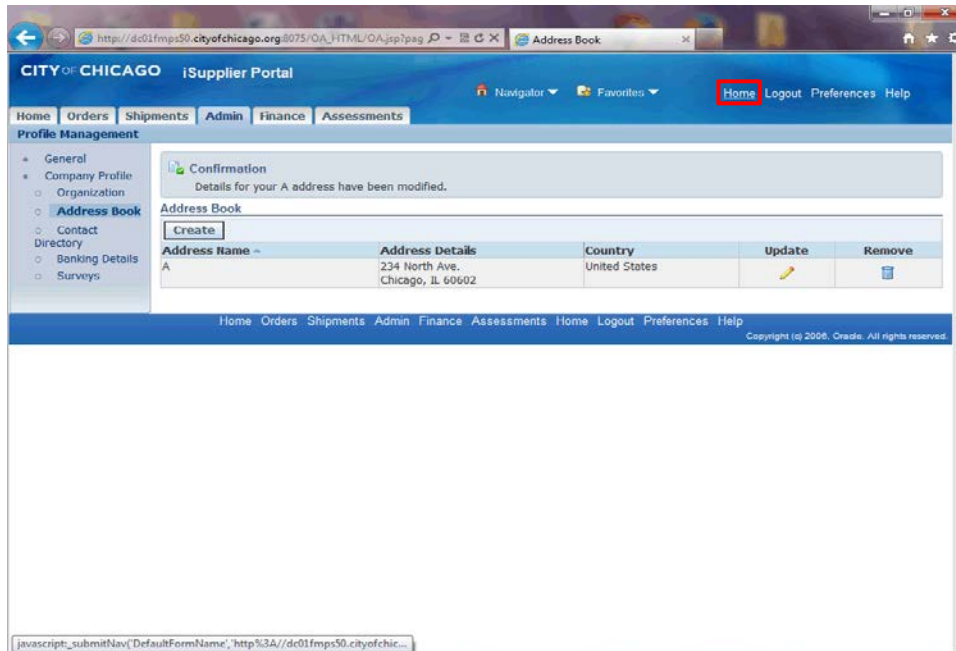
Step 12

Once you have made all of the updates to the address, click the **Save** button.

The screenshot shows the 'Update Address' form in the Oracle Supplier Portal. The form is titled 'Update Address' and includes a 'Cancel' and 'Save' button at the top right. The form contains the following fields and values:

- Supplier Name: **UPK Supplier**
- Supplier Number: **10185347**
- Address Name: **A**
- Country: **United States**
- Address Line 1: **234 North Ave.**
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: **Chicago**
- County: (empty)
- State: **IL**
- Province: (empty)
- Postal Code: **60602**
- Phone Area Code: (empty)
- Phone Number: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)
- Purchasing Address
- Payment Address

A 'Note' field is located at the bottom of the form, with a 'Cancel' and 'Save' button below it. The 'Save' button is highlighted with a red box. The footer of the page includes 'Home Logout Preferences' and 'Copyright (c) 2008, Oracle. All rights reserved.'



Step 13

The changes made to the address will be submitted to the City of Chicago for approval. Once approved all updates will be available for use on purchasing documents and payments.

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

Step 14

End of Procedure.

