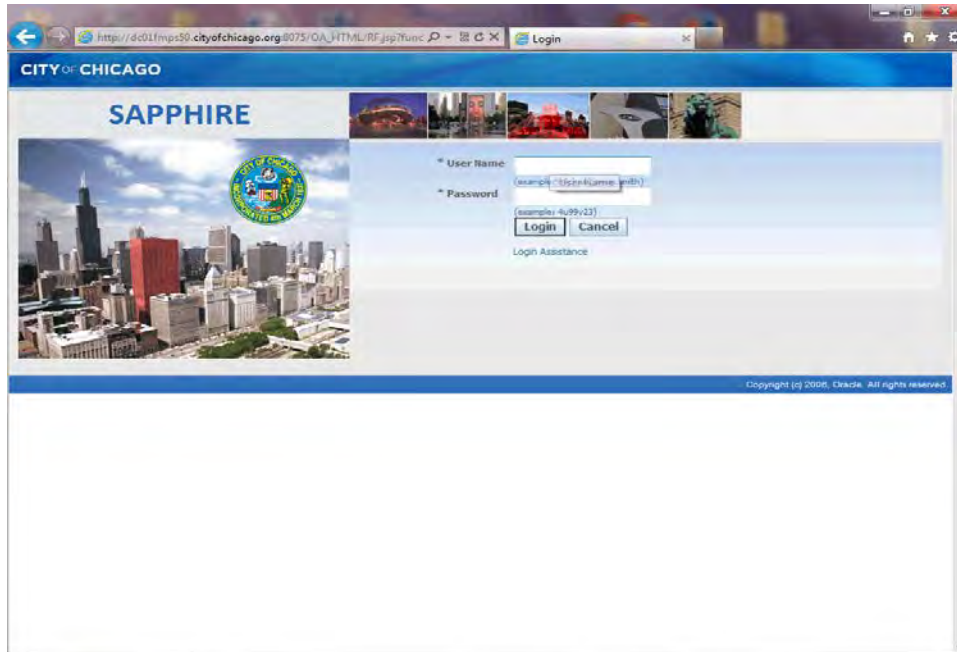
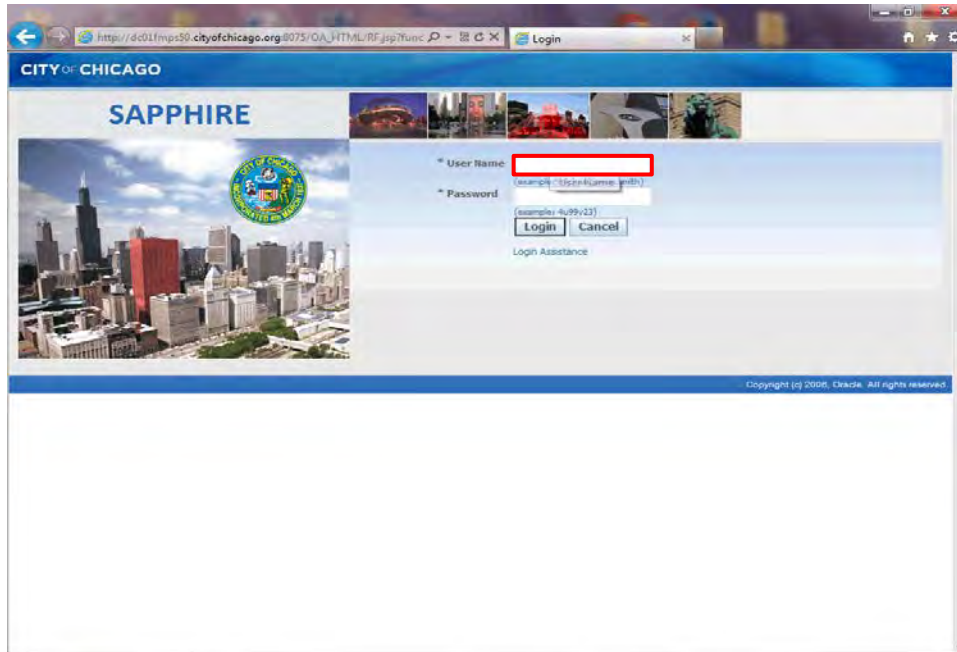


Create New Address & Create New Contact

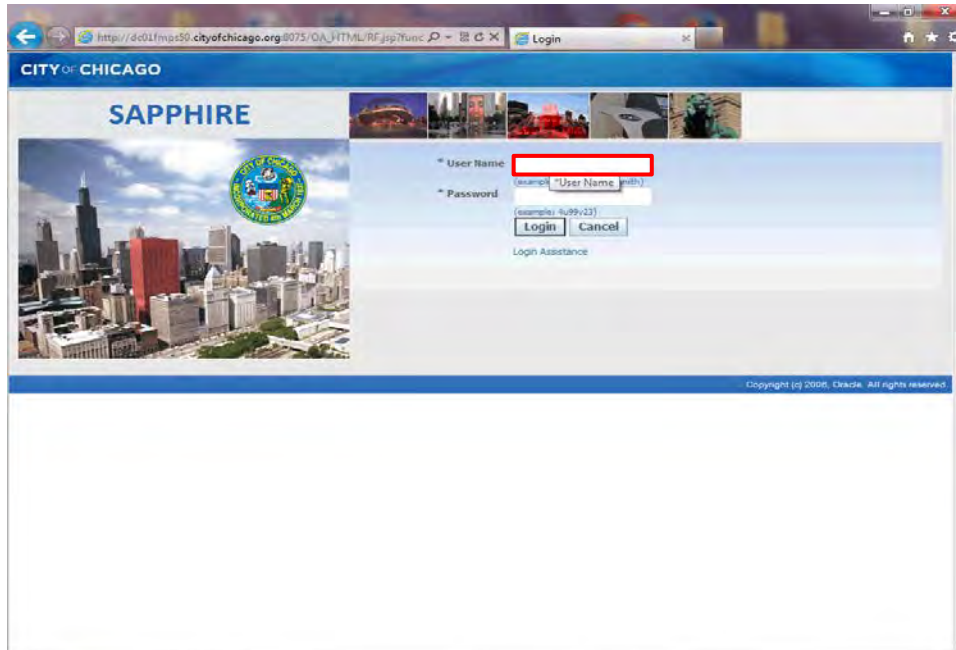


In this Course you will learn how to create a new address for the City of Chicago.



Step 1

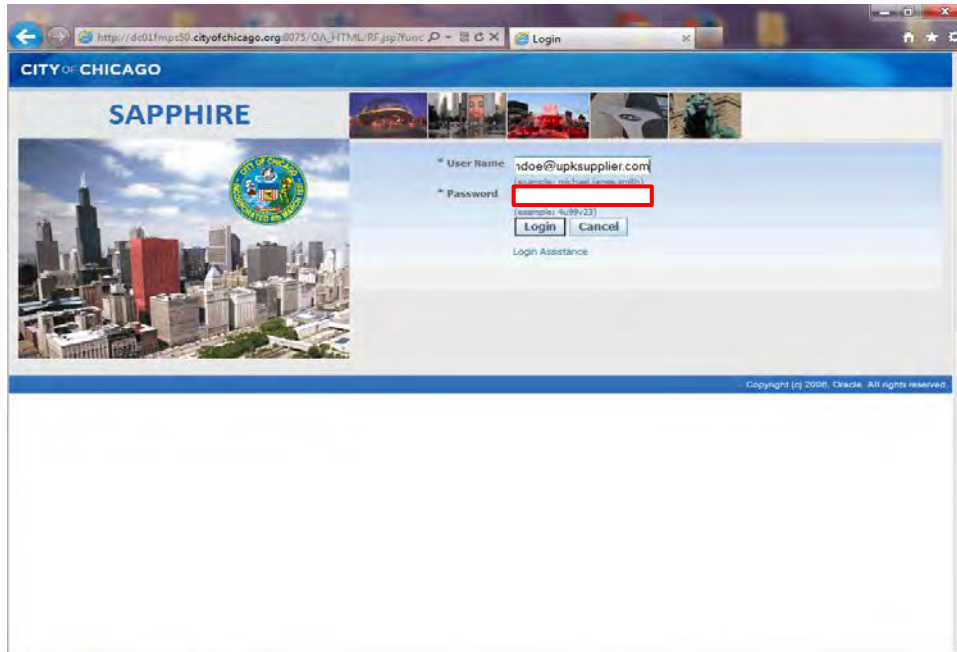
From the login page, click in the **User Name** field.



Step 2

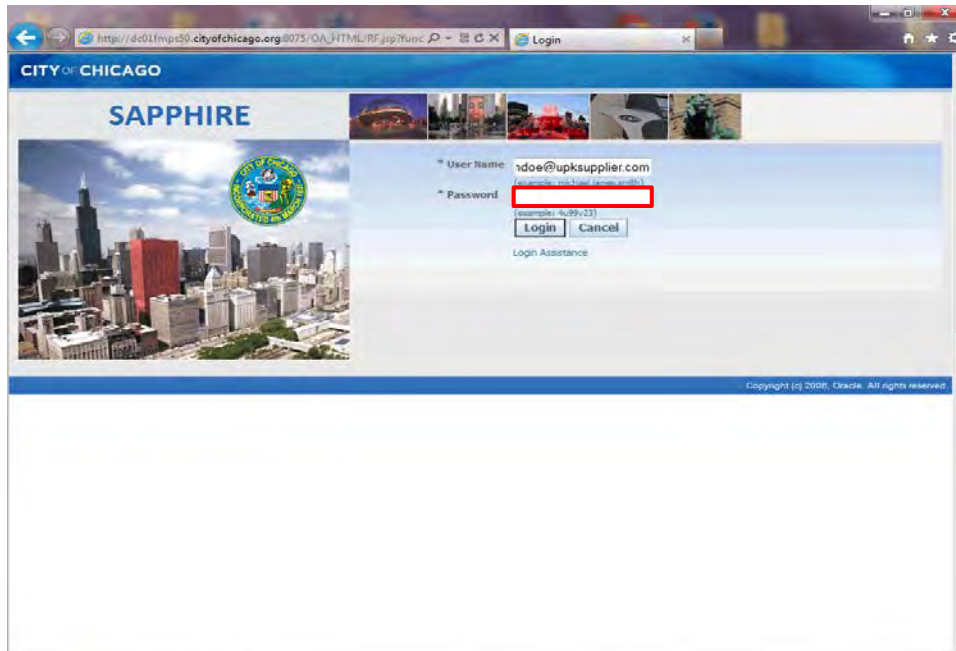
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

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



Step 3

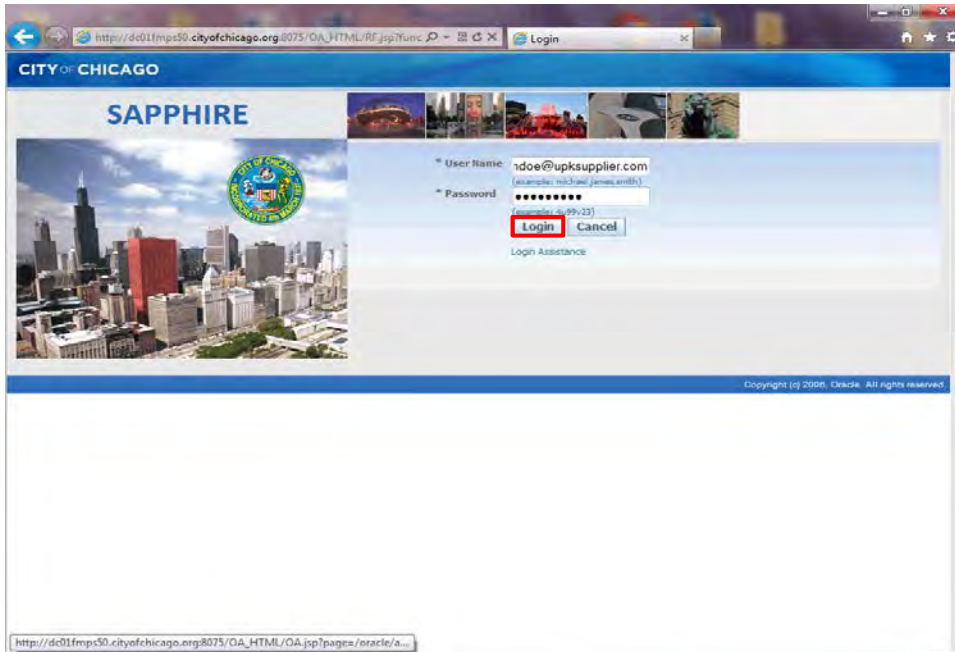
Click in the **Password** field.



Step 4

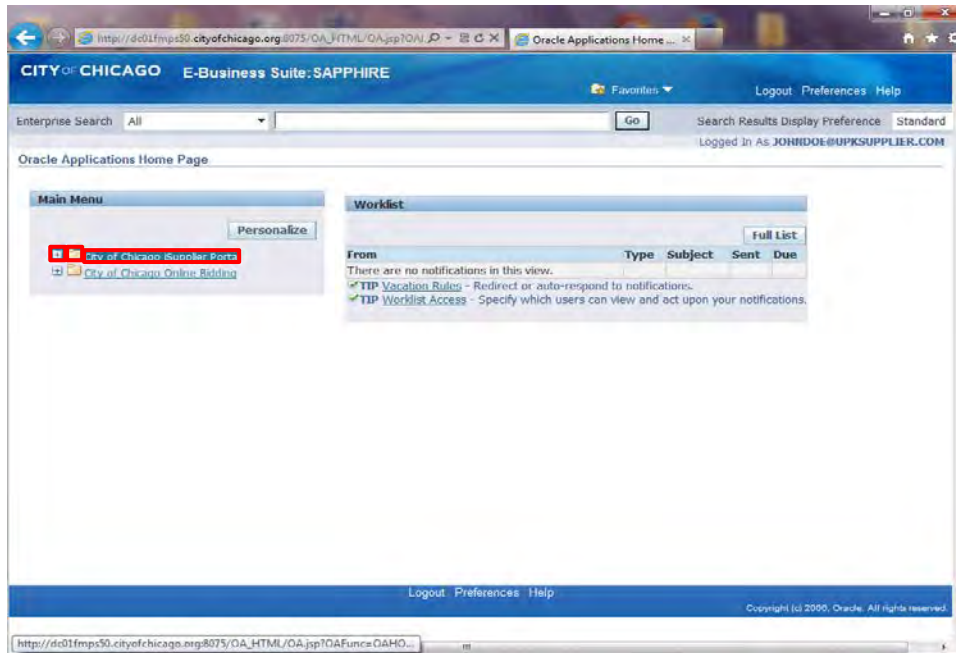
Enter the desired information into the **Password** field. Enter "**oracle123**".

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



Step 5

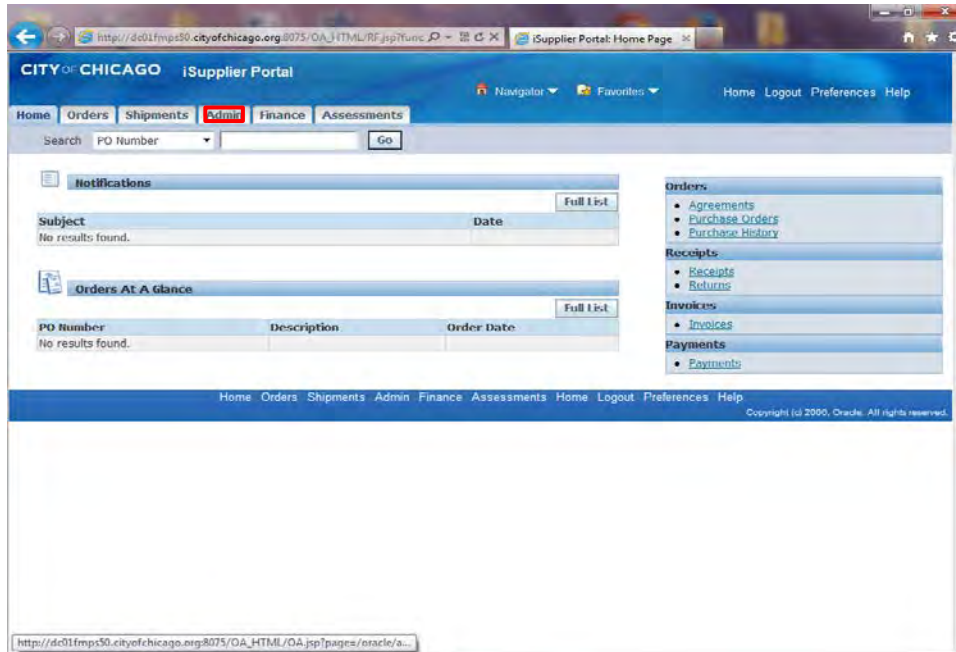
Click the **Login** button.



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.



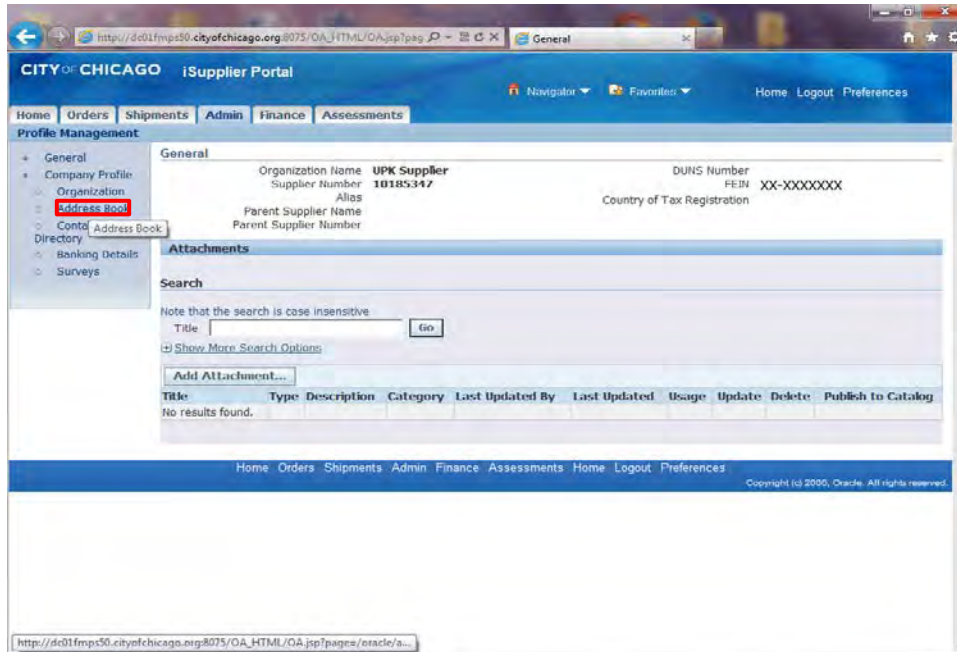
Step 7

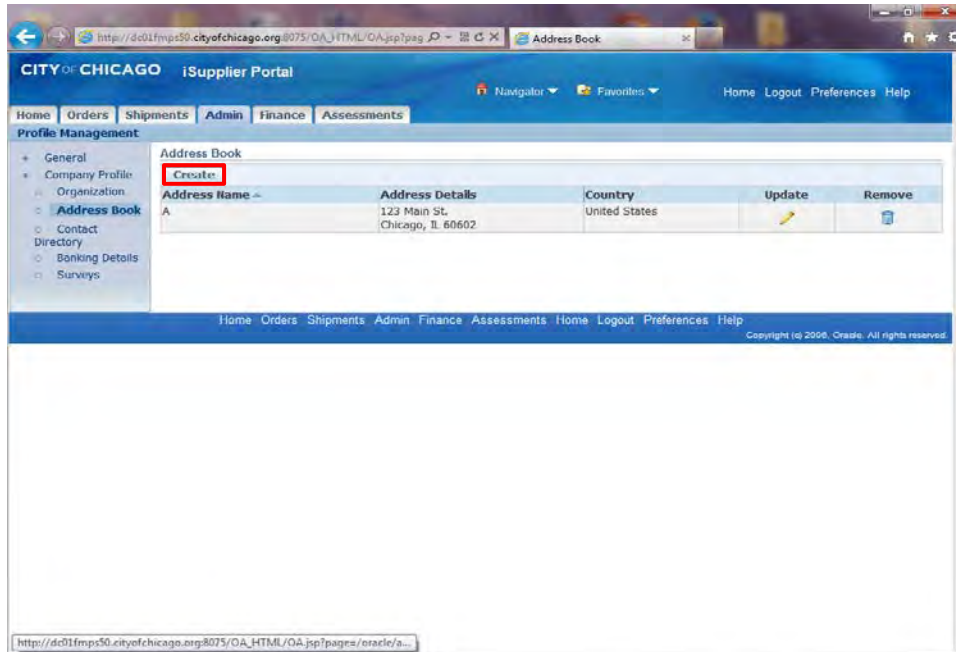
The *iSupplier Portal Home Page* window now appears.

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

The *Address Book* window now appears.

Click the **Create** button.

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

* Address Name **Address Name** Country **United States**

* Address Line 1
Address Line 2
Address Line 3
Address Line 4

* City
County
State
Province
* Postal Code

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

Purchasing Address
 Payment Address

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.

Cancel Save

Home Logout Preferences

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Step 10

The *Create Address* window now appears.

Click in the **Address Name** field.

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

* Address Name **UPK Supplier**

Country United States

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City

County

State

Province

* Postal Code

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

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.

Step 11

Give your address a name.

Enter the desired information into the **Address Name** field. In this example, enter "**Headquarters**".

Step 12

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

The screenshot shows the 'Create Address' form in the Oracle Supplier Portal. The form is titled 'Create Address' and includes a 'Supplier Name' field with the value 'UPK Supplier' and a 'Supplier Number' field with the value '10185347'. The 'Address Name' field contains 'Headquarters' and the 'Country' is set to 'United States'. The 'Address Line 1' field is highlighted with a red rectangle. Other fields include 'Address Line 2', 'Address Line 3', 'Address Line 4', 'City', 'County', 'State', 'Province', and 'Postal Code'. There are also fields for 'Phone Area Code', 'Phone Number', 'Fax Area Code', 'Fax Number', and 'Email Address'. Checkboxes for 'Purchasing Address' and 'Payment Address' are present. A 'Note' section is at the bottom with a text area and a 'Note' label. The form has 'Cancel' and 'Save' buttons at the top right and bottom right. The browser address bar shows 'http://401fmp450.cityofchicago.org:8075/QAU/HTML/QA.jsp?pag...'. The page header includes 'CITY OF CHICAGO | Supplier Portal' and 'Admin: Profile Management: Address Book >'. The footer includes 'Home Logout Preferences' and 'Copyright (c) 2009, Oracle. All rights reserved.'

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

* Address Name **Headquarters** Phone Area Code
Country **United States** Phone Number
* Address Line 1 **123 Michigan Ave.** This is the phone number for this specific address
Address Line 2
Address Line 3
Address Line 4
* City
County
State
Province
* Postal Code
Fax Area Code
Fax Number
Email Address
 Purchasing Address
 Payment Address

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.

Cancel Save

Step 13

Enter the desired information into the **Address Line 1** field. In this example, enter "**123 Michigan Ave.**".

Step 14

Click in the **City** field.

The screenshot shows a web browser window with the URL <http://401fmp450.cityofchicago.org:8075/QAU/HTML/QA.jsp?pag>. The page title is "CITY OF CHICAGO | Supplier Portal". The breadcrumb trail is "Admin: Profile Management: Address Book > Create Address".

The form contains the following fields and controls:

- Supplier Name: **UPK Supplier**
- Supplier Number: **10185347**
- Address Name: Headquarters
- Country: United States
- Address Line 1: 123 Michigan Ave.
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: (highlighted with a red box)
- County: (empty)
- State: (empty)
- Province: (empty)
- Postal Code: (empty)
- Phone Area Code: (empty)
- Phone Number: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)
- Buttons: Purchasing Address, Payment Address
- Buttons: Cancel, Save (top right)
- Note field: (empty)
- Buttons: Cancel, Save (bottom right)

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

* Address Name **Headquarters** Phone Area Code
Country **United States** Phone Number
* Address Line 1 **123 Michigan Ave.** This is the phone number for this specific address
Address Line 2
Address Line 3
Address Line 4
* City
County
State
Province
* Postal Code
Fax Area Code
Fax Number
Email Address
 Purchasing Address
 Payment Address

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.

Cancel Save

Home Logout Preferences
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Step 15

Enter the desired information into the **City** field. In this example, enter "**Chicago**".

City of CHICAGO | Supplier Portal

Admin: Profile Management: Address Book >

Create 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

Address Line 3

Address Line 4

* City Fax Area Code

County

State Fax Number

Province

* Postal Code Email Address

Purchasing Address

Payment Address

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 16

Click in the **State** field.

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

* Address Name: Headquarters
Country: United States
* Address Line 1: 123 Michigan Ave.
Address Line 2:
Address Line 3:
Address Line 4:
* City: Chicago
County:
State: IL
Province:
* Postal Code:
Phone Area Code:
Phone Number:
Fax Area Code:
Fax Number:
Email Address:
 Purchasing Address
 Payment Address

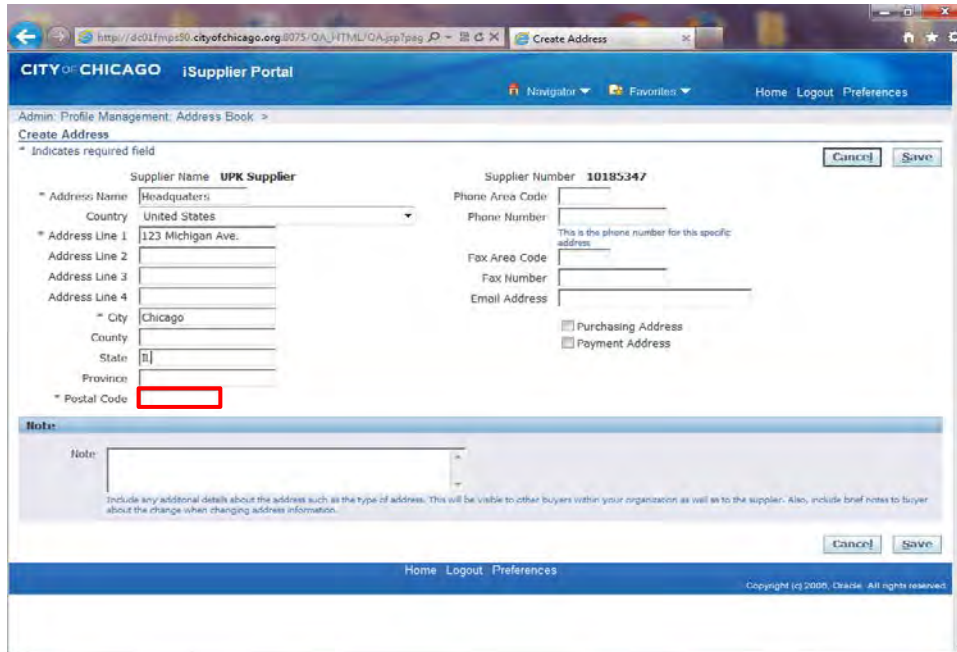
Note:
Note:
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Step 17

Enter the desired information into the **State** field. In this example, enter "IL".

Step 18

Click in the **Postal Code** 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 Line 2 address
Address Line 3 Fax Area Code
Address Line 4 Fax Number
* City Email Address
County Purchasing Address
State Payment Address
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.

Cancel Save

Home Logout Preferences

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

* Address Name: Headquarters
Country: United States
* Address Line 1: 123 Michigan Ave.
Address Line 2:
Address Line 3:
Address Line 4:
* City: Chicago
County:
State: IL
Province:
* Postal Code:

Phone Area Code:
Phone Number:
Fax Area Code:
Fax Number:
Email Address:

Purchasing Address
 Payment Address

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.

Step 19

Enter the desired information into the **Postal Code** field. In this example, enter "**60602**".

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

* Address Name **Headquarters** Phone Area Code
Country **United States** Phone Number
* Address Line 1 **123 Michigan Ave.** This is the phone number for this specific address
Address Line 2
Address Line 3
Address Line 4
* City **Chicago** Fax Area Code
County Fax Number
State **IL** Email Address
Province
* Postal Code **60602**

Purchasing Address
 Payment Address

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.

Step 20

Determine what this address can be used for.

If this is a purchasing address, click the **Purchasing Address** option. (Checkbox)

Admin: Profile Management: Address Book >
Create 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 21

If this is a payment address as well or only, click the **Payment Address** option. (Checkbox)

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

* Address Name **Headquarters** Phone Area Code **10185347**

Country **United States** Phone Number

* Address Line 1 **123 Michigan Ave.** Fax Area Code

Address Line 2

Address Line 3

Address Line 4

* City **Chicago** Fax Number

County

State **IL** Email Address

Province

* Postal Code **60602** Purchasing Address

Payment Address

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.

Step 22

Click in the **Phone Area Code** field.

This is a phone number for this address.
This is NOT a phone number for a specific contact.

City of CHICAGO | Supplier Portal

Admin: Profile Management: Address Book >

Create Address

* Indicates required field

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

* Address Name Phone Area Code

Country Phone Number

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

Address Line 2

Address Line 3

Address Line 4

* City Fax Number

County

State Email Address

Province

* Postal Code Purchasing Address

Payment Address

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 23

Enter the desired information into the **Phone Area Code** field. In this example, enter "312".

Step 24

Click in the **Phone Number** field.

City of CHICAGO | Supplier Portal

Admin: Profile Management: Address Book >

Create Address

* Indicates required field

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

* Address Name Phone Area Code

Country Phone Number This is the phone number for this specific address.

* Address Line 1 Fax Area Code

Address Line 2

Address Line 3

Address Line 4

* City Fax Number

County

State Email Address

Province

* Postal Code Purchasing Address

Payment Address

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 25

Enter the desired information into the **Phone Number** field. In this example, enter "**029-2019**".

The screenshot shows the 'Create Address' form in the Oracle Supplier Portal. The form is for a supplier named 'UPK Supplier' with a Supplier Number of '10185347'. The 'Phone Number' field is highlighted with a red box and contains the value '312'. Other fields include 'Address Name' (Headquarters), 'Country' (United States), 'Address Line 1' (123 Michigan Ave.), 'City' (Chicago), 'State' (IL), and 'Postal Code' (60602). There are checkboxes for 'Purchasing Address' and 'Payment Address'. A 'Note' field is at the bottom.

Admin: Profile Management: Address Book >
Create 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
Address Line 3
Address Line 4
* City Fax Area Code
County Fax Number
State Email Address
Province
* Postal Code Purchasing Address
 Payment Address

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.

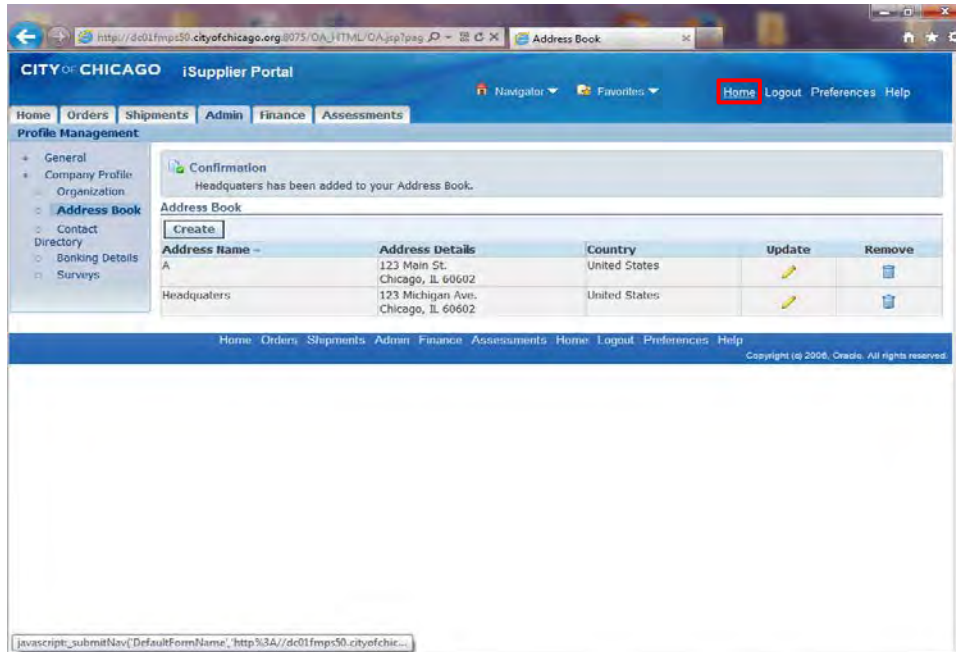
Home Logout Preferences
Copyright (c) 2009, Oracle. All rights reserved.

http://4c01fmpcs0.cityofchicago.org:8075/OA_HTML/OA.jsp?pages/oracle/a...

Step 26

You can also enter any of the other fields as appropriate for your company's address.

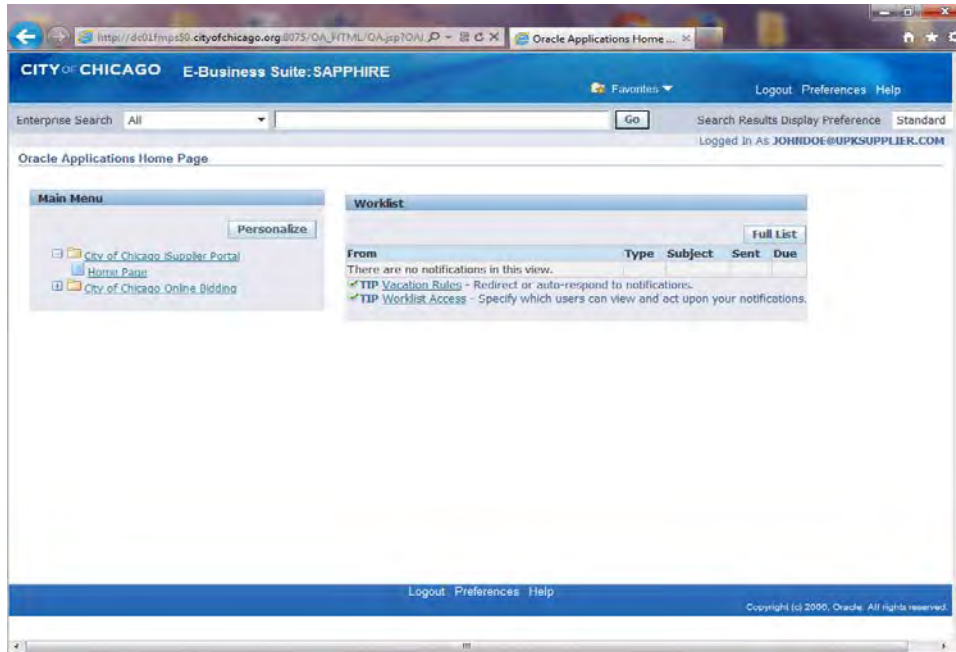
Once finished with this address, click the **Save** button.



Step 27

The Address will now be added to the address book. This address will need to be approved by the City of Chicago before it can be used for purchasing documents or payments.

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



Step 28

You have just finished creating a new address for your company on the City of Chicago's iSupplier Portal.

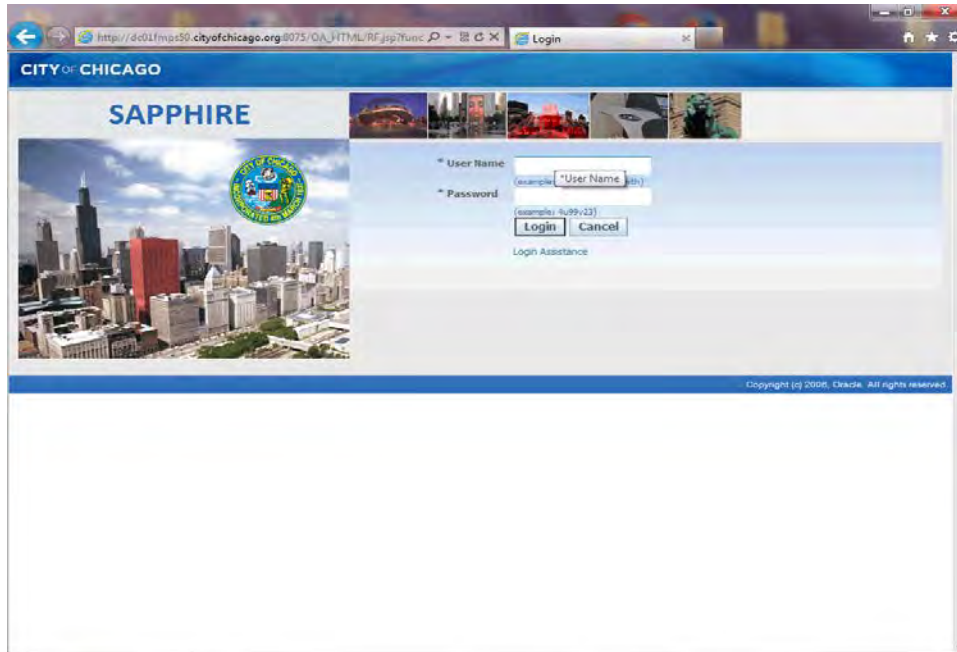
To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.

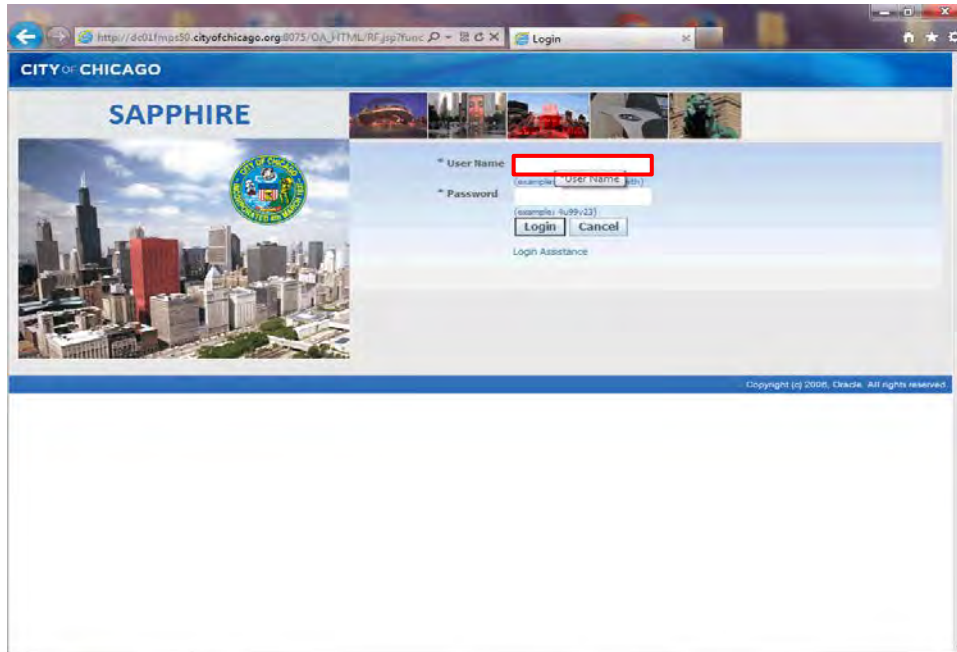
ORACLE®

USER PRODUCTIVITY KIT

Create New Contact

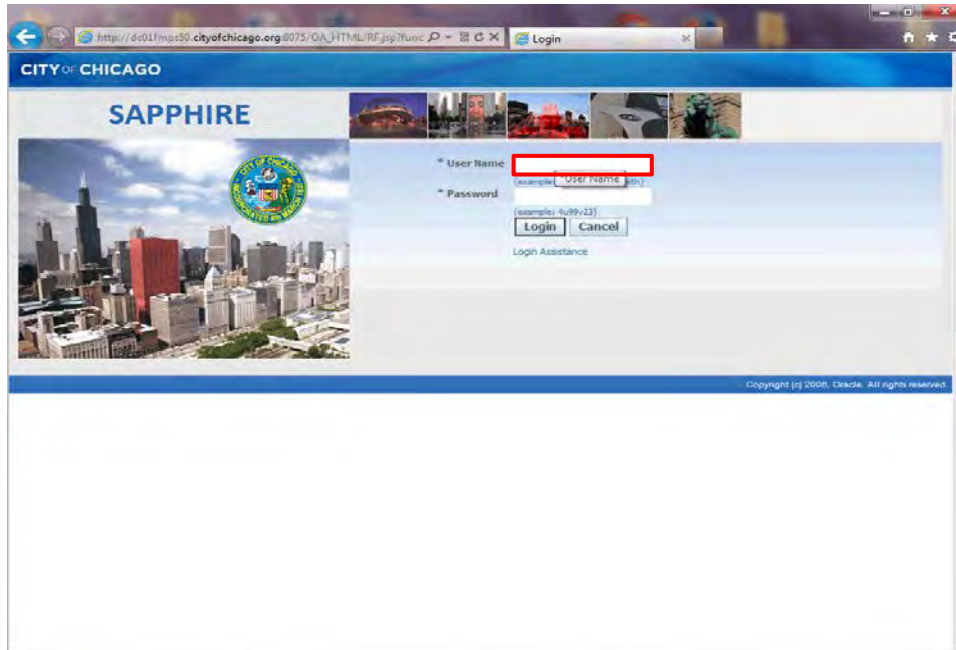


In this Course you will learn how to create a new contact for the City of Chicago.



Step 1

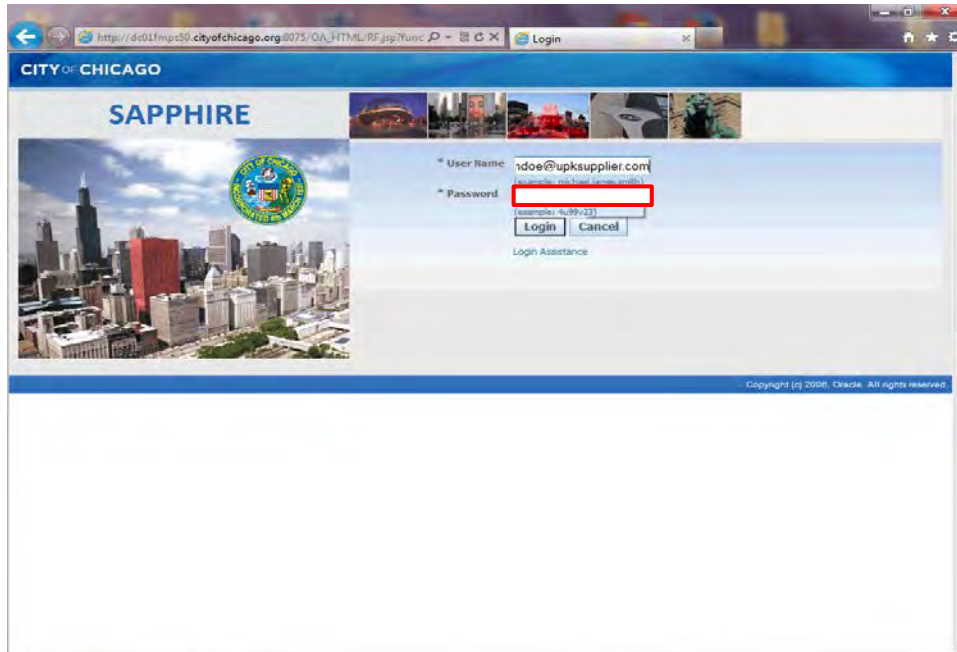
From the login page, click in the **User Name** field.



Step 2

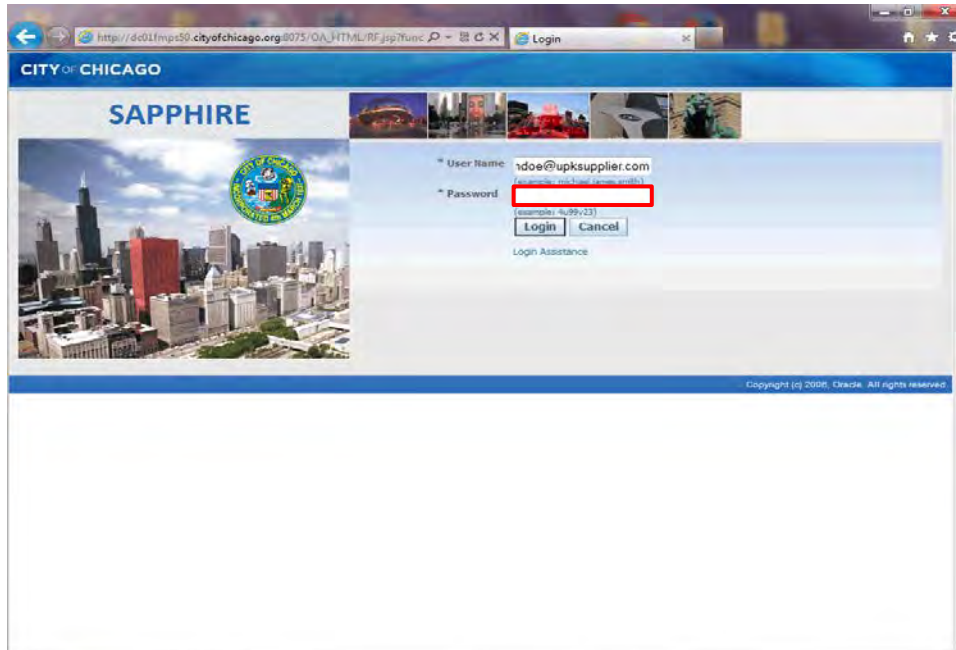
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

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



Step 3

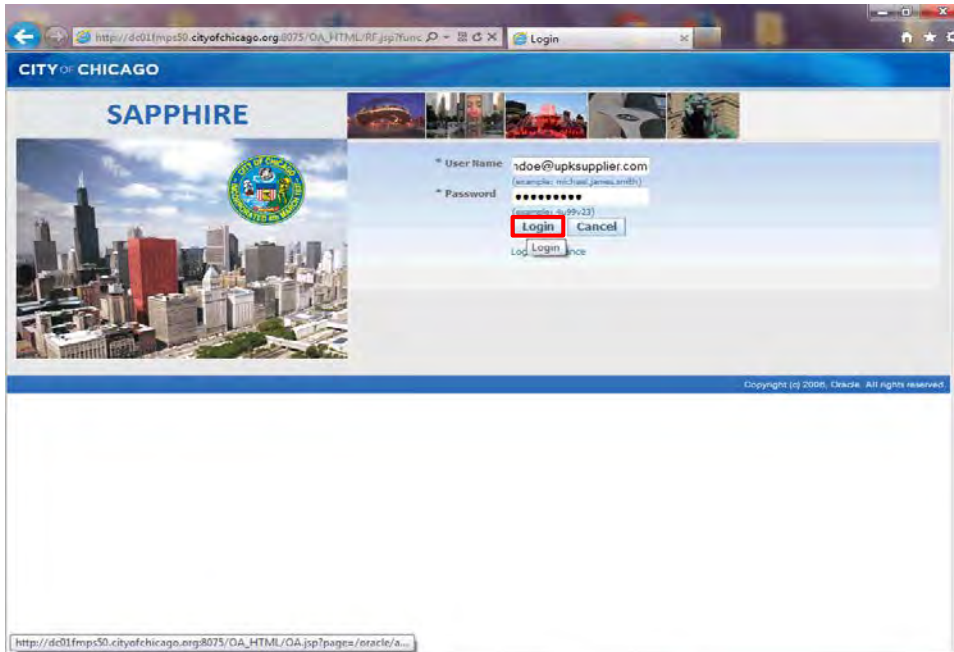
Click in the **Password** field.



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.



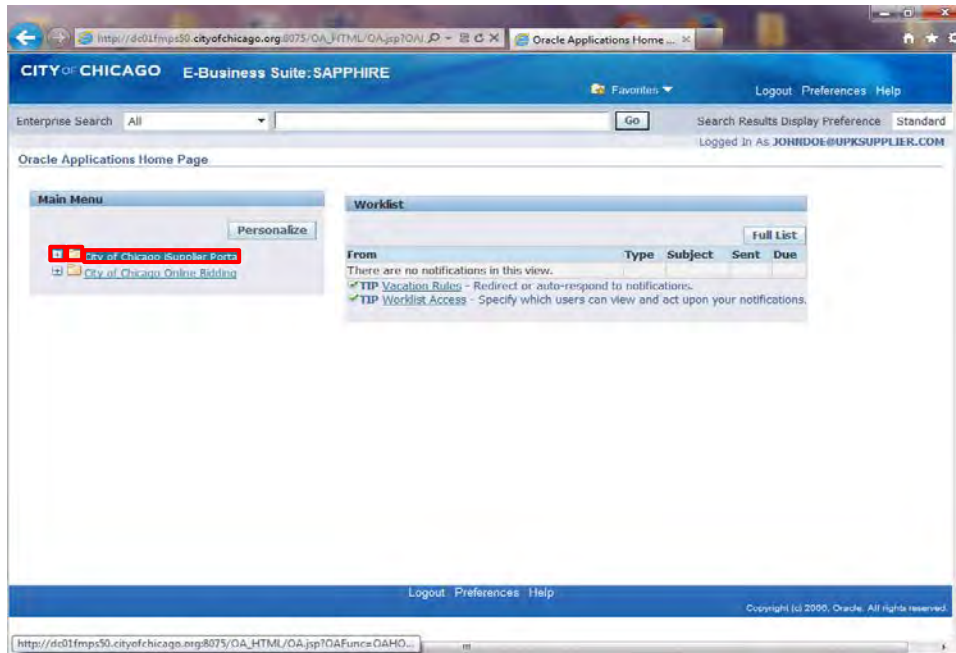
Step 5

Click the **Login** button.

Step 6

The *Oracle Applications Home Page* will now appear.

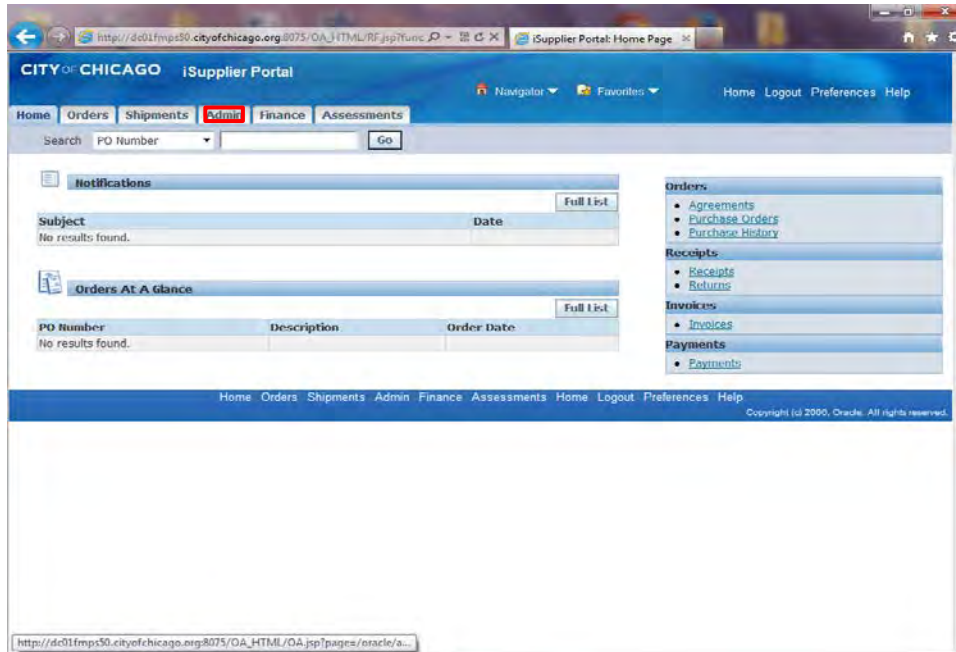
To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.



Step 7

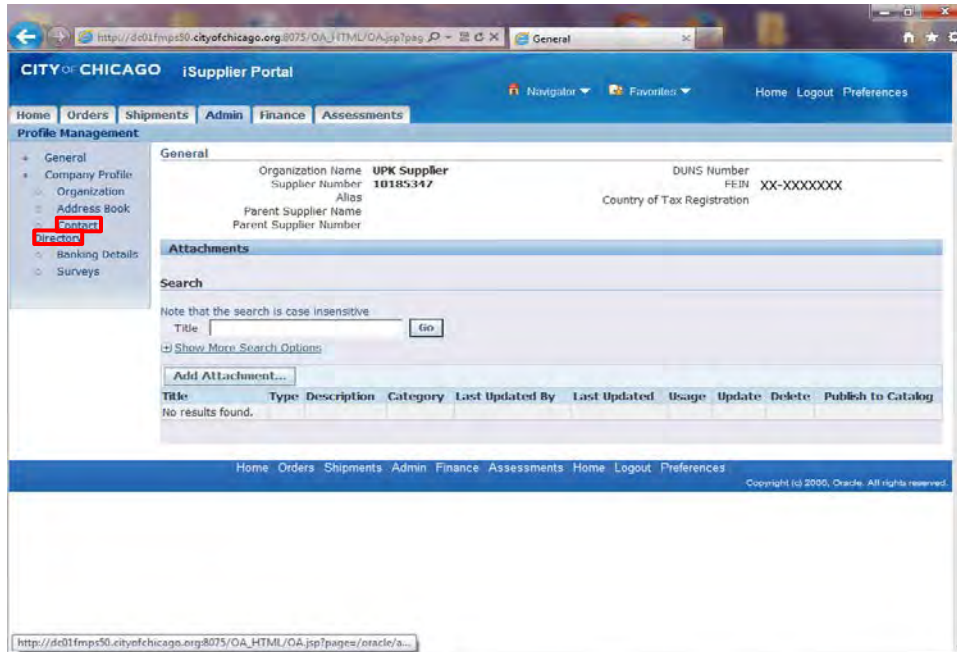
The *iSupplier Portal Home Page* window now appears.

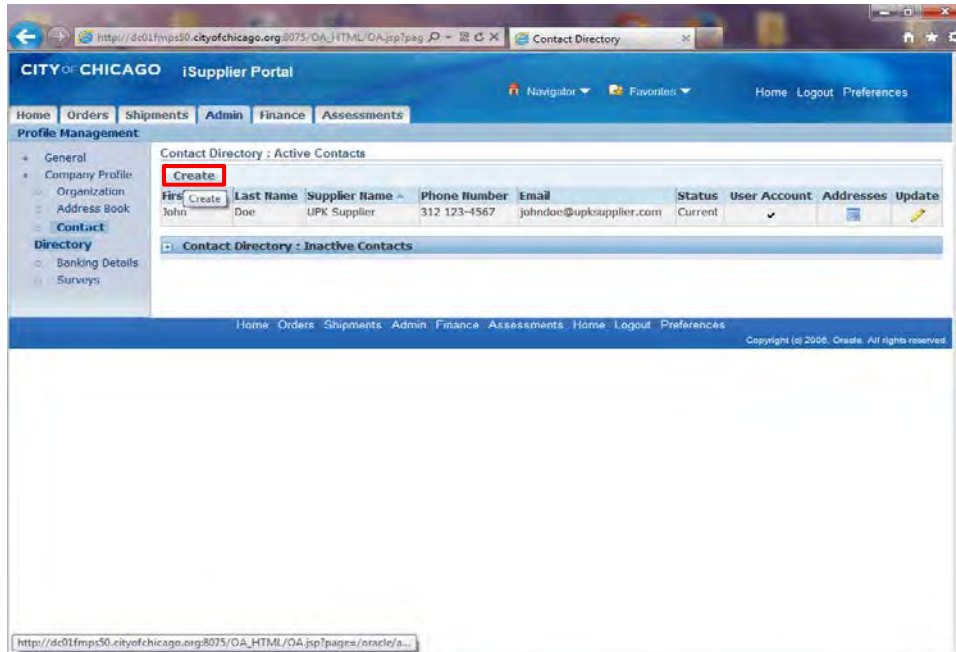
Click the **Admin** link at the top of the page to access your company details.



Step 8

Click the **Contact Directory** link on the left hand side of the page.





Step 9

The *Contact Directory : Active Contacts* window now appears.

Click the **Create** button to create a new contact for your company.

The screenshot shows a web browser window with the URL https://401fmbc50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The breadcrumb trail is "Admin: Profile Management: Contact Directory >". The main heading is "Create Contact". A note indicates that an asterisk (*) denotes a required field. The form is divided into two columns of input fields. The first column contains: Contact Title (dropdown), First Name (text input, highlighted with a red box), Middle Name (text input), Last Name (text input), Alternate Name (text input), Job Title (text input), Department (text input), Email Address (text input), and Url (text input). The second column contains: Phone Area Code (text input), Phone Number (text input, with a format hint "Format: XXX-XXXX"), Phone Extension (text input), Alternate Phone Area Code (text input), Alternate Phone Number (text input), Fax Area Code (text input), Fax Number (text input), and Inactive Date (text input, with a date picker icon and a hint "(example: 26 Dec 2015 19:45:00)"). There are "Cancel" and "Apply" buttons at the top right of the form. Below the form is a "User Account" section with a checkbox labeled "Create User Account for this Contact". At the bottom right of the form, there are "Cancel" and "Apply" buttons. The footer of the page includes "Home Logout Preferences Help" and "Copyright (c) 2006, Oracle. All rights reserved."

Step 10

The *Create Contact* window now appears.

Click in the **First Name** field.

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The 'First Name' field is highlighted with a red box. The form includes the following fields:

- Contact Title (dropdown)
- * First Name (text input, highlighted with a red box)
- Middle Name (text input)
- * Last Name (text input)
- Alternate Name (text input)
- Job Title (text input)
- Department (text input)
- Email Address (text input)
- Url (text input)
- * Phone Area Code (text input)
- * Phone Number (text input, format: XXX-XXXX)
- Phone Extension (text input)
- Alternate Phone Area Code (text input)
- Alternate Phone Number (text input)
- Fax Area Code (text input)
- Fax Number (text input)
- Inactivate Date (calendar icon, example: 26 Dec 2015 11:41:00)

At the bottom, there is a 'User Account' section with a checkbox labeled 'Create User Account for this Contact'.

Step 11

Enter the desired information into the **First Name** field. In this example, enter **"Mary"**.

The screenshot shows a web browser window with the URL <https://401fmbc50.cityofchicago.org:8075/OAU/HTML/OA.jsp?pag>. The page title is "CITY OF CHICAGO iSupplier Portal". The breadcrumb trail is "Admin: Profile Management: Contact Directory >". The main heading is "Create Contact". A note indicates "* Indicates required field".

The form contains the following fields:

- Contact Title (dropdown menu)
- * First Name (text field, value: Mary)
- Middle Name (text field)
- * Last Name (text field, highlighted with a red rectangle)
- Alternate Name (text field)
- Job Title (text field)
- Department (text field)
- Email Address (text field)
- Url (text field)
- * Phone Area Code (text field)
- * Phone Number (text field, format: XXX-XXXX)
- Phone Extension (text field)
- Alternate Phone Area Code (text field)
- Alternate Phone Number (text field)
- Fax Area Code (text field)
- Fax Number (text field)
- Inactive Date (calendar icon, example: 26 Dec 2015 19:45:00)

At the bottom of the form, there is a "User Account" section with a checkbox "Create User Account for this Contact" and "Cancel" and "Apply" buttons.

Step 12

Click in the **Last Name** field.

The screenshot shows the 'Add Contact' form in the Oracle Supplier Portal. The 'Last Name' field is highlighted with a red box. The form includes the following fields and options:

- Contact Title (dropdown)
- * First Name: Mary
- Middle Name
- * Last Name: (highlighted with a red box)
- Alternate Name
- Job Title
- Department
- Email Address
- Url
- * Phone Area Code
- * Phone Number (Format: XXX-XXXX)
- Phone Extension
- Alternate Phone Area Code
- Alternate Phone Number
- Fax Area Code
- Fax Number
- Inactive Date (example: 26 Dec 2015 17:45:00)

At the bottom, there is a 'User Account' section with a checkbox labeled 'Create User Account for this Contact'.

Step 13

Enter the desired information into the **Last Name** field. In this example, enter "**Allen**".

Step 14

Click in the **Email Address** field.

The screenshot shows a web browser window displaying the 'Add Contact' form in the Oracle Supplier Portal. The browser address bar shows the URL: <http://401fwp430.cityofchicago.org:8075/OAU/HTML/OA.jsp?pag>. The page title is 'CITY OF CHICAGO | Supplier Portal'. The breadcrumb trail is 'Admin: Profile Management: Contact Directory >'. The main heading is 'Create Contact'. A note indicates that an asterisk (*) denotes a required field. The form is divided into two columns of input fields. The left column includes: Contact Title (dropdown), First Name (text, 'Mary'), Middle Name (text), Last Name (text, 'Allen'), Alternate Name (text), Job Title (text), Department (text), Email Address (text, highlighted with a red rectangle), and Url (text). The right column includes: Phone Area Code (text), Phone Number (text, with a format hint 'Format: XXX-XXXX'), Phone Extension (text), Alternate Phone Area Code (text), Alternate Phone Number (text), Fax Area Code (text), Fax Number (text), and Inactive Date (calendar icon, with a format hint '(example: 26 Dec 2015 17:45:00)'). At the bottom of the form, there is a 'User Account' section with a checkbox labeled 'Create User Account for this Contact'. 'Cancel' and 'Apply' buttons are located at the bottom right of the form area. The footer contains 'Home Logout Preferences Help' and 'Copyright (c) 2006, Oracle. All rights reserved.'

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Create Contact' and includes a 'Cancel' and 'Apply' button at the top right. The form fields are as follows:

Field	Value
Contact Title	
* First Name	Mary
Middle Name	
* Last Name	Allen
Alternate Name	
Job Title	
Department	
Email Address	
Url	
* Phone Area Code	
* Phone Number	
Phone Extension	
Alternate Phone Area Code	
Alternate Phone Number	
Fax Area Code	
Fax Number	
Inactive Date	

At the bottom of the form, there is a 'User Account' section with a checkbox labeled 'Create User Account for this Contact' and another 'Cancel' and 'Apply' button.

Step 15

Enter the desired information into the **Email Address** field. In this example, enter "**mallen@upksupplier.com**".

Step 16

Click in the **Phone Area Code** field.

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Add Contact' and includes a 'Cancel' and 'Apply' button at the top right. The form is divided into several sections: 'Contact Information', 'Phone Information', and 'User Account'. The 'Contact Information' section includes fields for Contact Title, First Name (Mary), Middle Name, Last Name (Allen), Alternate Name, Job Title, Department, Email Address (mallen@upksupplier.com), and Uri. The 'Phone Information' section includes fields for Phone Area Code (highlighted with a red box), Phone Number (with a format hint of XXX-XXXX), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date (with a format hint of example: 28-Dec-2015 19:45:00). The 'User Account' section includes a checkbox for 'Create User Account for this Contact'. The form is displayed in a browser window with the URL 'http://401fwpk50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag'. The browser window title is 'Add Contact'. The page header includes 'CITY OF CHICAGO iSupplier Portal' and navigation links for Home, Orders, Shipments, Admin, Finance, and Assessments. The page footer includes 'Copyright (c) 2004, Oracle. All rights reserved.'

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Add Contact' and is part of the 'Profile Management' section. It contains various input fields for contact information. The 'Phone Area Code' field is highlighted with a red box, and the value '312' is entered. The form also includes fields for 'First Name', 'Last Name', 'Phone Number', 'Phone Extension', 'Alternate Phone Area Code', 'Alternate Phone Number', 'Fax Area Code', 'Fax Number', and 'Inactive Date'. A 'Create User Account for this Contact' checkbox is visible at the bottom. The page footer includes 'Copyright (c) 2004, Oracle. All rights reserved.'

Step 17

Enter the desired information into the **Phone Area Code** field. In this example, enter "312".

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Add Contact' and includes a 'Cancel' and 'Apply' button at the top right. The form is divided into several sections:

- Contact Information:** Contact Title (dropdown), First Name (Mary), Middle Name, Last Name (Allen), Alternate Name, Job Title, Department, Email Address (mallen@upksupplier.com), and Uri.
- Phone Information:** Phone Area Code (312), Phone Number (highlighted with a red box), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number.
- Inactive Date:** Inactive Date (example: 28-Dec-2015 19:45:00).
- User Account:** Create User Account for this Contact (checkbox).

At the bottom of the form, there are 'Cancel' and 'Apply' buttons. The footer of the page includes the text: 'Home Orders Shipments Admin Finance Assessments Home Logout Preferences Help Copyright (c) 2004, Oracle. All rights reserved.'

Step 18

Click in the **Phone Number** field.

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Add Contact' and is part of the 'Profile Management' section. It contains various input fields for contact information. The 'Phone Number' field is highlighted with a red box, and the value '123-4509' is entered in red text. The 'Phone Area Code' field contains '312'. Other fields include 'First Name' (Mary), 'Last Name' (Allen), 'Email Address' (mallen@upksupplier.com), and 'Uri'. There are 'Cancel' and 'Apply' buttons at the bottom of the form.

Step 19

Enter the desired information into the **Phone Number** field. In this example, enter "123-4509".

Step 20

Click in the **Phone Extension** field.

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Add Contact' and includes a 'Cancel' and 'Apply' button at the top right. The form is divided into several sections: 'Contact Information', 'Phone Information', and 'User Account'. The 'Contact Information' section includes fields for Contact Title, First Name (Mary), Middle Name, Last Name (Allen), Alternate Name, Job Title, Department, Email Address (mallen@upksupplier.com), and Uri. The 'Phone Information' section includes fields for Phone Area Code (312), Phone Number (123-4509), Phone Extension (highlighted with a red box), Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date (with an example: 28-Dec-2015 18:45:00). The 'User Account' section includes a checkbox for 'Create User Account for this Contact'. The form is displayed in a browser window with the URL 'http://401fwp450.cityofchicago.org:8075/OA_HTML/OA.jsp?pag'. The browser window title is 'Add Contact'. The page header includes 'CITY OF CHICAGO iSupplier Portal' and navigation links for Home, Orders, Shipments, Admin, Finance, and Assessments. The page footer includes 'Copyright (c) 2004, Oracle. All rights reserved.'

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Add Contact' and is part of the 'Profile Management' section. It contains various input fields for contact information. The 'Phone Extension' field is highlighted with a red box, indicating the step in the process. The form also includes a 'Create User Account for this Contact' checkbox and 'Cancel' and 'Apply' buttons.

Field	Value
Contact Title	
* First Name	Mary
Middle Name	
* Last Name	Allen
Alternate Name	
Job Title	
Department	
Email Address	mallen@upksupplier.com
Uri	
* Phone Area Code	312
* Phone Number	123-4509
Phone Extension	
Alternate Phone Area Code	
Alternate Phone Number	
Fax Area Code	
Fax Number	
Inactive Date	

Step 21

Enter the desired information into the **Phone Extension** field. In this example, enter "12".

If no phone extension is available, skip this step.

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Add Contact' and includes a 'Cancel' and 'Apply' button at the top right. The form fields are organized into two columns. The left column contains fields for 'Contact Title', 'First Name' (Mary), 'Middle Name', 'Last Name' (Allen), 'Alternate Name', 'Job Title', 'Department', 'Email Address' (mallen@upksupplier.com), and 'Uri'. The right column contains fields for 'Phone Area Code' (312), 'Phone Number' (123-4509), 'Phone Extension' (12), 'Alternate Phone Area Code', 'Alternate Phone Number', 'Fax Area Code', 'Fax Number', and 'Inactive Date' (with a note: (example: 28-Dec-2015 19:45:00)). Below the form is a section titled 'User Account' with a checkbox labeled 'Create User Account for this Contact' which is checked and highlighted with a red square. Below the checkbox is a button labeled 'Create User Account For The Contact'. At the bottom of the form, there are 'Cancel' and 'Apply' buttons. The browser address bar shows 'http://s01fwps01.cityofchicago.org:8075/OA_HTML/OA.jsp?pag...'. The page header includes 'CITY OF CHICAGO iSupplier Portal' and navigation links like 'Home', 'Orders', 'Shipments', 'Admin', 'Finance', 'Assessments', 'Home', 'Logout', 'Preferences', 'Help'.

Step 22

If an iSupplier Portal user account is required for this contact, click the **Create User Account for this Contact** option.

If no user account is required you can skip these steps.

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is divided into several sections: 'Contact Information', 'User Account', 'User Notifications', and 'Responsibilities'. The 'Contact Information' section includes fields for Contact Title, First Name (Mary), Middle Name, Last Name (Allen), Alternate Name, Job Title, Department, Email Address (mallen@upksupplier.com), and URI. The 'User Account' section has a checkbox for 'Create User Account for this Contact' (checked) and a 'Supplier Name' field with a magnifying glass icon highlighted by a red box. The 'User Notifications' section has a checkbox for 'Certification Reminders'. The 'Responsibilities' section has a table with columns for 'Select Responsibility' and 'Application'. The table contains one row: 'City of Chicago Online Bidding' with 'Sourcing' in the 'Application' column. The 'Application' column also lists 'iSupplier Portal'.

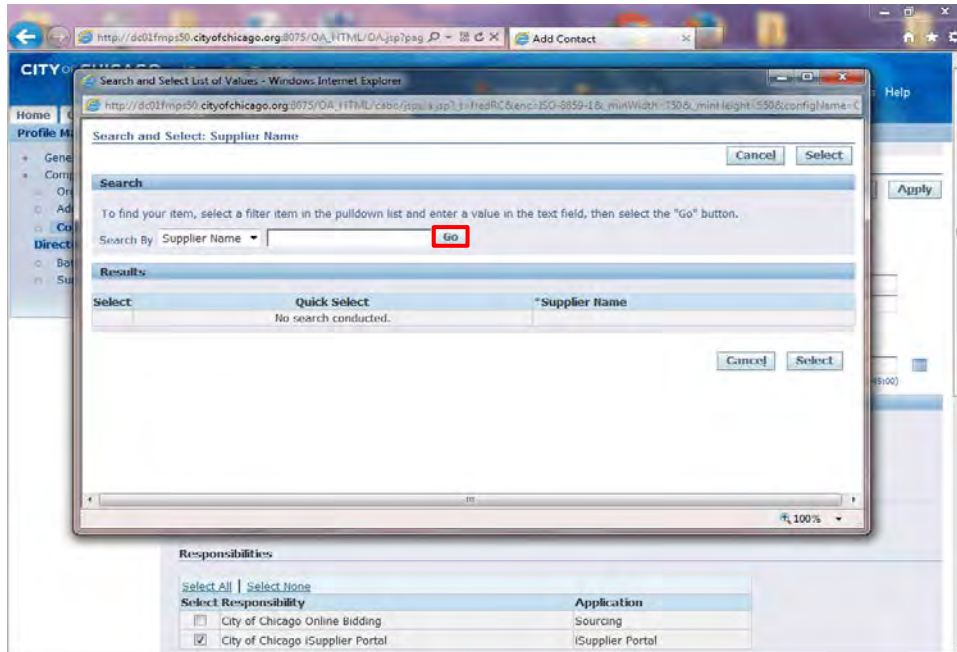
Select Responsibility	Application
<input type="checkbox"/> City of Chicago Online Bidding	Sourcing
	iSupplier Portal

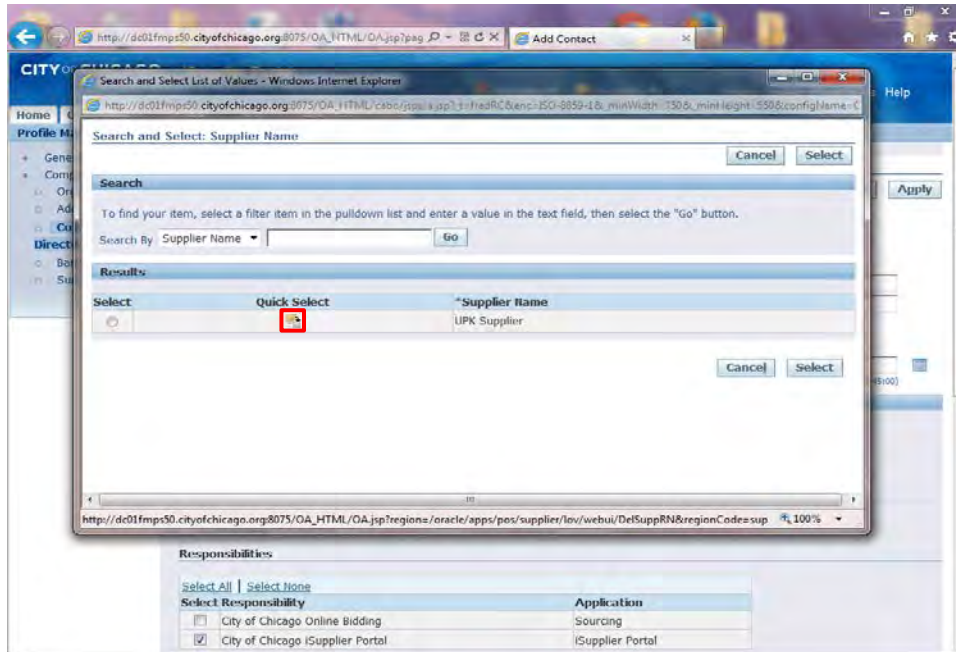
Step 23

Click the **Search for Supplier Name** button. (Magnifying Glass)

Step 24

Click the **Go** button to see your company's name.





Step 25

Click the **Quick Select** button for your company.

The screenshot shows the 'Add Contact' form in the City of Chicago iSupplier Portal. The form is divided into several sections:

- Contact Information:** Fields for Contact Title, First Name (Mary), Middle Name, Last Name (Allen), Phone Area Code (312), Phone Number (123-4509), Phone Extension (12), Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date.
- User Account:** A checkbox for 'Create User Account for this Contact' is checked. The 'Supplier Name' is 'JPK Supplier' and the 'Username' is 'mallen@upksupplier.com'.
- User Notifications:** A checkbox for 'Certification Reminders' is unchecked.
- Responsibilities:** A table with columns 'Select Responsibility' and 'Application'. The 'City of Chicago Online Bidding' row is highlighted with a red box, and the 'City of Chicago iSupplier Portal' row is checked.

Select Responsibility	Application
<input checked="" type="checkbox"/> City of Chicago Online Bidding	Sourcing
<input checked="" type="checkbox"/> City of Chicago iSupplier Portal	iSupplier Portal

Step 26

Determine what access you want to give this contact.

- City of Chicago Online Bidding: This responsibility will allow this contact to submit responses to City of Chicago solicitations.

- City of Chicago iSupplier Portal: This responsibility will allow this contact to see all the contracts and company admin details.

Click the **City of Chicago Online Bidding** option to select it in this example.

The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is titled 'Add Contact' and is part of the 'Profile Management' section. It contains the following fields and sections:

- Contact Information:** Contact Title (dropdown), First Name (Mary), Middle Name, Last Name (Allen), Alternate Name, Job Title, Department, Email Address (mallen@upksupplier.com), and URI.
- Phone Information:** Phone Area Code (312), Phone Number (123-4509), Phone Extension (12), Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number.
- User Account:** Create User Account for this Contact (checked), Supplier Name (UPK Supplier), and Username (mallen@upksupplier.com).
- User Notifications:** Certification Reminders (unchecked).
- Responsibilities:** A table with columns 'Select Responsibility' and 'Application'. The table contains two rows: 'City of Chicago Online Bidding' (Sourcing) and 'City of Chicago iSupplier Portal' (iSupplier Portal). Both rows have the 'Select Responsibility' checkbox checked.

Select Responsibility	Application
<input checked="" type="checkbox"/> City of Chicago Online Bidding	Sourcing
<input checked="" type="checkbox"/> City of Chicago iSupplier Portal	iSupplier Portal

Step 27

Click the scrollbar to scroll to the bottom of the window.

Step 28

Click the **Apply** button.

USER RESTRICTIONS

Certification Reminders

Responsibilities

Select All | Select None

Select Responsibility	Application
<input checked="" type="checkbox"/> City of Chicago Online Bidding	Sourcing
<input checked="" type="checkbox"/> City of Chicago iSupplier Portal	iSupplier Portal

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

Suppliers

UPK Supplier

Site Restriction

Supplier	Site	Operating Unit
Access not restricted by Supplier Site.		

Contact Restriction

Supplier	Contact	Address
Access not restricted by Supplier Contact.		

Home Orders Shipments Admin Finance Assessments Home Logout Preferences Help

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http://dc01fmps50.cityofchicago.org:8775/OA_HTML/OA.jsp?pages/oracle/a...

Step 29

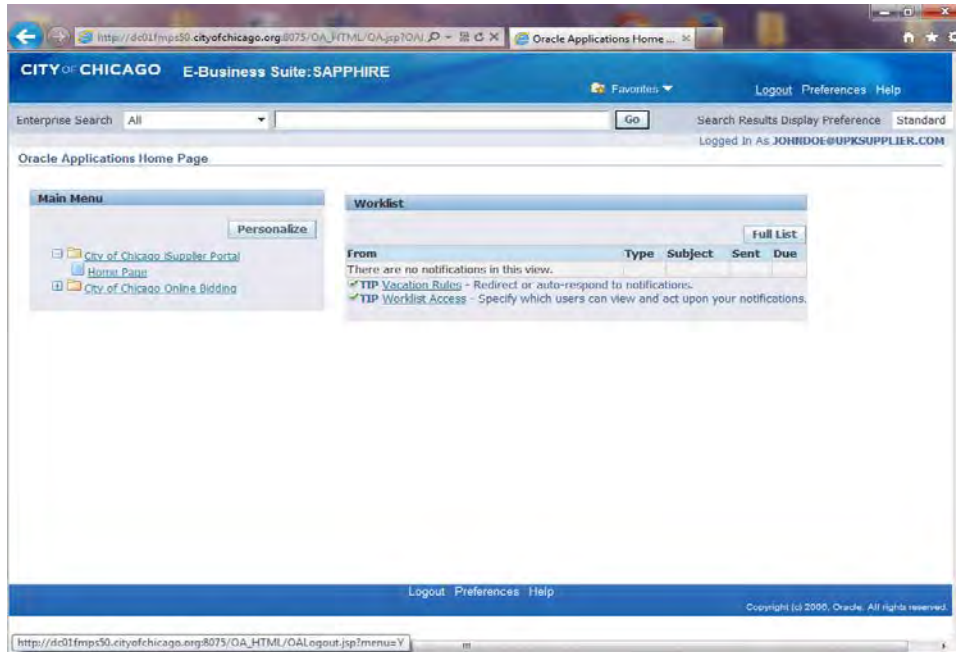
You will see the new contact has been added to your company profile.

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

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Admin, Finance, and Assessments. The 'Home' link is highlighted with a red box. Below the navigation bar, the 'Contact Directory' section is visible, showing a table of active contacts. The table has the following data:

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Mary	Allen	UPK Supplier	312 123-4509 12	mallen@upksupplier.com	Current	✓		
John	Doe	UPK Supplier	312 123-4567	johndoe@upksupplier.com	Current	✓		

The page also includes a 'Create' button and a 'Contact Directory : Inactive Contacts' section. The footer contains the text 'Copyright (c) 2006, Oracle. All rights reserved.'



Step 30

You have just finished creating a new contact 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.