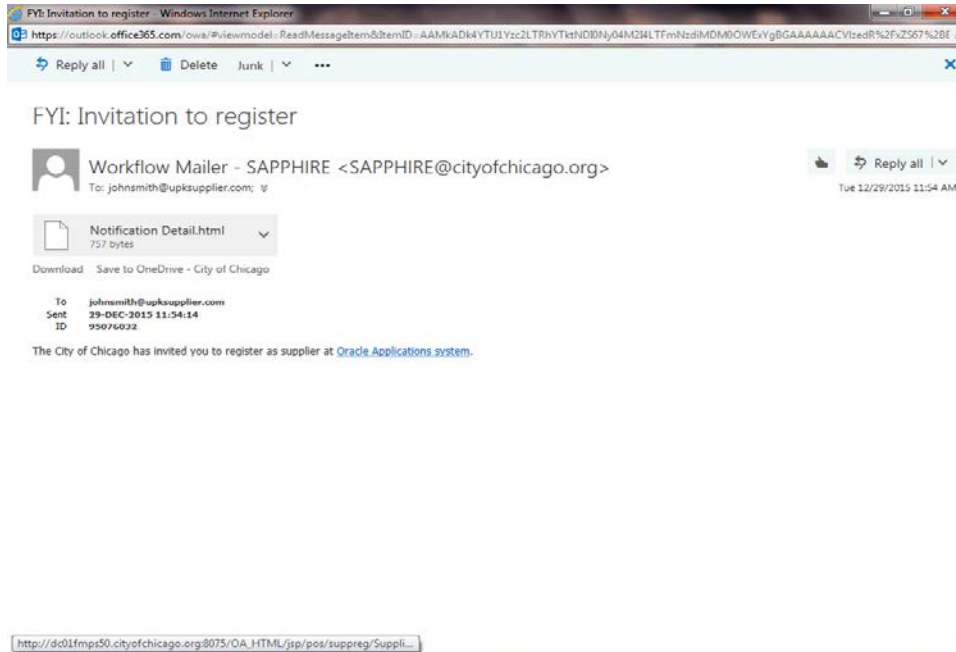
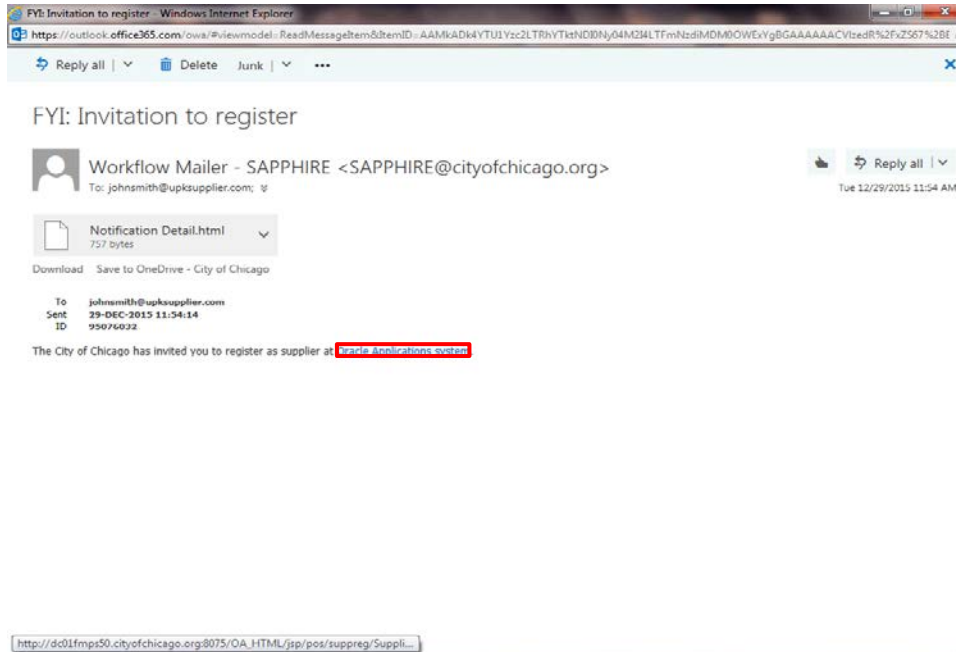


Reply to Registration Invitation (Email)



In this Course you will learn how to reply to a registration invitation from the City of Chicago for access to their iSupplier Portal.

This registration process will only happen if the City has information from your company prior to sending this invitation.



Step 1

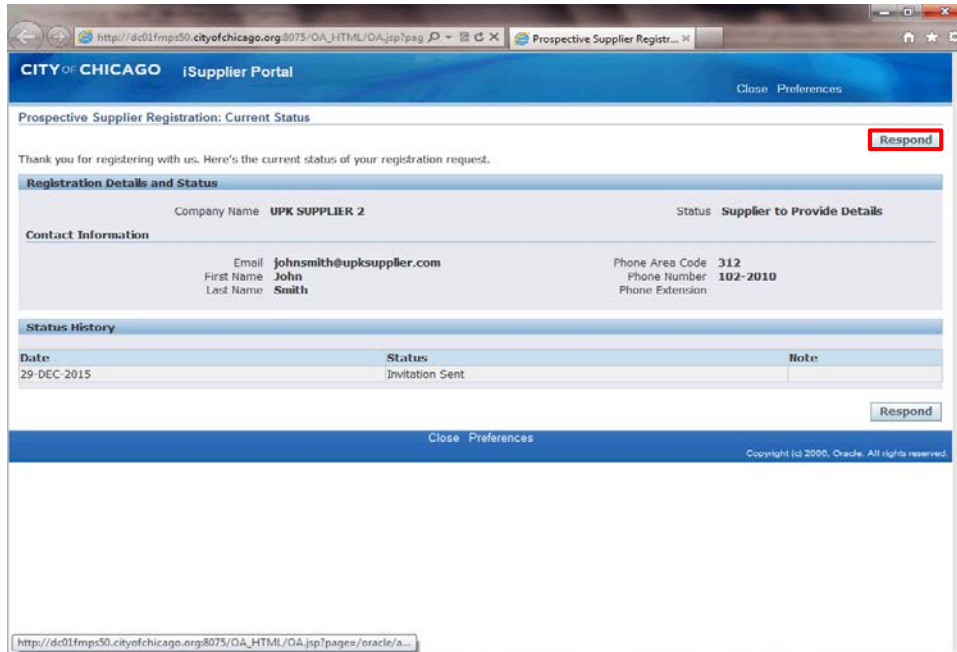
You will receive an email notification from the City of Chicago. The Subject will read along the lines of the following:

"FYI: Invitation to register"

In order to access the registration, click the **Oracle Applications system** link in the email.

Step 2

The *Prospective Supplier Registration: Current Status* window will pop up. In order to finish your registration, click the **Respond** button.



The screenshot shows a web browser window with the URL http://dc01fmp50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Prospective Supplier Registration". Below the heading, there are tabs for "Basic Information", "Company Details", and "Attachments". The "Company Details" tab is active. The form contains the following fields:

- Company Name:** UPK SUPPLIER 2
- Tax Country:** (Dropdown menu)
- FEIN:** (Text field, highlighted with a red box)
- DUNS Number:** (Text field)
- Contact Information:**
 - Email:** johnsmith@upksupplier.com
 - First Name:** John
 - Last Name:** Smith
 - Phone Area Code:** 312
 - Phone Number:** 102-2010
 - Phone Extension:** (Text field)

At the bottom of the form, there is a "Step 1 of 3" indicator and a "Next" button. The footer of the page includes "Close Preferences" and "Copyright (c) 2006, Oracle. All rights reserved."

Step 3

The *Prospective Supplier Registration* window now appears.

You will see some of the information has defaulted based on inputs from the City of Chicago. Anywhere you see information which is incorrect, please make the appropriate changes.

Click in the **FEIN** field. You will need to enter your company's Federal Tax ID EIN Number in this field.

Step 4

Enter the desired information into the **FEIN** field. In this example, enter "**XX-XXXXXXX**".

CITY OF CHICAGO iSupplier Portal

Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Blank label for instruction text

Step 1 of 3 [Next](#)

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration number and/or Taxpayer ID.

FEIN

Format: XXX-XXXX

DUNS Number

Contact Information

Blank label for instruction text

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Format: XXX-XXXX

Phone Extension

Step 1 of 3 [Next](#)

Close Preferences

Copyright (c) 2006, Oracle. All rights reserved.

Step 5

Click in the **First Name** field. You can make any changes to the contact information as necessary.

Remember at least one contact is required for this registration.

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation bar includes "Close" and "Preferences". The main content area is titled "Prospective Supplier Registration" and is divided into three tabs: "Basic Information", "Company Details", and "Attachments". The "Company Details" tab is active. The form is labeled "Step 1 of 3" and has a "Next" button. The form fields are as follows:

Field	Value
Company Name	UPK SUPPLIER 2
Tax Country	[Dropdown menu]
FEIN	XXX-XXXXXXX Format: XXX-XXXXXX
DUNS Number	[Empty field]
* Email	Johnsmith@upksupplier.com
* First Name	John
* Last Name	Smith
* Phone Area Code	312
* Phone Number	102-2010 Format: XXX-XXXX
Phone Extension	[Empty field]

At the bottom right of the form, there is a "Step 1 of 3" label and a "Next" button, which is highlighted with a red box. The footer of the page includes "Close" and "Preferences" links, and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step 6

Click the **Next** button.

Note: It is important only to click the Next button once. Please wait patiently for the next page to load.

City of CHICAGO iSupplier Portal

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: UPK SUPPLIER 2

Tax Country: []

FEIN: XX-XXXXXXXX

DUNS Number: []



Alternate Supplier Name: []

Note to Buyer: []

Note to Supplier: []



Address Book

At least one entry is required.

Address Name	Address Details	Purpose	Update	Delete
A	234 North Ave., Chicago IL 60602 United States	RFQ Only	 Update	

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	312-102-2010	johnsmith@upksupplier.com	<input checked="" type="checkbox"/>		

Save For Later Back Step 2 of 3 Next

Step 7

Registration: Additional Details window now appears.

At least one address must be provided for your company.

Click the **Update** button (Pencil Icon) for the Address Book. This will allow you to make any necessary corrections to the address.

Step 8

The *Update Address* window now appears.

Determine what this address can be used for.

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

The screenshot shows a web browser window titled "Update Address" from the City of Chicago iSupplier Portal. The browser address bar shows the URL: http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page header includes "CITY OF CHICAGO iSupplier Portal" and "Close Preferences". The main content area is titled "Update Address" and contains a form with the following fields and options:

- * Address Name: [A]
- Country: [United States]
- * Address Line 1: [234 North Ave.]
- Address Line 2: []
- Address Line 3: []
- Address Line 4: []
- * City: [Chicago]
- Country: []
- * State: [IL]
- Province: []
- * Postal Code: [60602]
- Phone Area Code: []
- Phone Number: []
- Fax Area Code: []
- Fax Number: []
- Email Address: []
- Purchasing Address
- Payment Address

At the bottom of the form, there are "Close" and "Preferences" buttons. The footer of the page reads "Copyright (c) 2000, Oracle. All rights reserved."

Step 9

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag and the page title "Update Address". The page header includes "CITY OF CHICAGO iSupplier Portal" and "Close Preferences".

The main content area is titled "Update Address" and contains the following fields and options:

- * Address Name:
- Country:
- * Address Line 1:
- Address Line 2:
- Address Line 3:
- Address Line 4:
- * City:
- Country:
- * State:
- Province:
- * Postal Code:
- Phone Area Code:
- Phone Number:
- Fax Area Code:
- Fax Number:
- Email Address:

At the bottom right of the form, there are two checkboxes:

- Purchasing Address
- Payment Address

The footer of the page includes "Close Preferences" and "Copyright (c) 2000, Oracle. All rights reserved."

Step 10

Once you have updated all of your address information, click the **Return to Prospective Supplier Registration: Additional Details** link.

The screenshot shows a web browser window with the URL http://dc01fmps00.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Update Address". A red box highlights the link "Return to Prospective Supplier Registration: Additional Details". The form contains the following fields and options:

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

At the bottom of the form, there is a "Close Preferences" link and a copyright notice: "Copyright (c) 2000, Oracle. All rights reserved."

City of CHICAGO | Supplier Portal

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: UPK SUPPLIER 2

Tax Country: []

FEIN: XX-XXXXXXXX

DUNS Number: []

Alternate Supplier Name: []

Note to Buyer: []

Note to Supplier: []

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
A	234 North Ave., Chicago IL 60602 United States	RFQ Only, Payment, Purchasing	[]	[]

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	312-102-2010	johnsmith@upksupplier.com	<input checked="" type="checkbox"/>	[]	[]

Save For Later Back Step 2 of 3 Next

Step 11

You can now also create an additional address if needed. If no additional address is need, you can skip the next steps.

Click the **Create** button under the Address Book section of the page.

Step 12

The *Create Address* window now appears.

Click in the **Address Name** field.

The screenshot shows a web browser window titled "CITY OF CHICAGO iSupplier Portal" with a "Create Address" window open. The browser address bar shows "http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag...". The "Create Address" window has a blue header with "Close" and "Preferences" links. Below the header, there is a "Create Address" section with a note: "* Indicates required field". The form contains several input fields: "Address Name" (highlighted with a red box), "Country" (set to "United States"), "Address Line 1" through "Address Line 4", "City", "State", "Province", and "Postal Code". To the right, there are fields for "Phone Area Code", "Phone Number", "Fax Area Code", "Fax Number", and "Email Address". Below these are checkboxes for "Purchasing Address" and "Payment Address". At the bottom right of the form area, there are "Cancel" and "Apply" buttons. The footer of the window contains "Close" and "Preferences" links and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

Step 13

Give your address a name.

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Create Address". Below the heading, there is a note: "* Indicates required field". The form contains several input fields and a dropdown menu. The "Address Name" field is highlighted with a red box. The "Country" dropdown menu is set to "United States". The "Address Line 1" field has a "Country" dropdown menu. The "Phone Area Code", "Phone Number", "Fax Area Code", and "Fax Number" fields are empty. The "Email Address" field is empty. There are two checkboxes: "Purchasing Address" and "Payment Address". At the bottom of the form, there are "Cancel" and "Apply" buttons. The footer of the page says "Copyright (c) 2008, Oracle. All rights reserved."

Step 14

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Create Address".

The form includes the following fields and options:

- Address Name:** Text input field containing "Headquarters".
- Country:** Dropdown menu set to "United States".
- Address Line 1:** Text input field, highlighted with a red box.
- Address Line 2:** Text input field.
- Address Line 3:** Text input field.
- Address Line 4:** Text input field.
- City:** Text input field.
- County:** Text input field.
- State:** Text input field.
- Province:** Text input field.
- Postal Code:** Text input field.
- Phone Area Code:** Text input field.
- Phone Number:** Text input field.
- Fax Area Code:** Text input field.
- Fax Number:** Text input field.
- Email Address:** Text input field.
- Purchasing Address:** checkbox.
- Payment Address:** checkbox.

Buttons for "Cancel" and "Apply" are present at the top right and bottom right of the form area. The footer of the page contains "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 15

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Create Address". A note indicates that an asterisk (*) denotes a required field. The form contains the following fields and options:

- Address Name:
- Country:
- Address Line 1: (highlighted with a red box)
- 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

Buttons for "Cancel" and "Apply" are present at the bottom right of the form area. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 16

Click in the **City** field.

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Create Address".

The form includes the following fields and options:

- Address Name:** Headquarters
- Country:** United States
- Address Line 1:** 123 Main St.
- Address Line 2:**
- Address Line 3:**
- Address Line 4:**
- City:** (highlighted with a red rectangle)
- County:**
- State:**
- Province:**
- Postal Code:**
- Phone Area Code:**
- Phone Number:**
- Fax Area Code:**
- Fax Number:**
- Email Address:**
- Purchasing Address
- Payment Address

Buttons for "Cancel" and "Apply" are present at the top right and bottom right of the form area. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 17

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Create Address".

The form contains the following fields and options:

- Address Name:** "Headquarters"
- Country:** "United States" (dropdown menu)
- Address Line 1:** "123 Main St."
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City:** (empty, highlighted with a red box)
- Country:** (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)

There are two checkboxes for address types: "Purchasing Address" and "Payment Address", both of which are unchecked. "Cancel" and "Apply" buttons are present at the bottom right of the form area.

Step 18

Click in the **State** field.

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Create Address".

The form contains the following fields and options:

- Address Name:** Headquarters
- Country:** United States (dropdown menu)
- Address Line 1:** 123 Main St.
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City:** Chicago
- Country:** (empty)
- State:** (empty, highlighted with a red box)
- Province:** (empty)
- Postal Code:** (empty)
- Phone Area Code:** (empty)
- Phone Number:** (empty)
- Fax Area Code:** (empty)
- Fax Number:** (empty)
- Email Address:** (empty)
- Purchasing Address:**
- Payment Address:**

Buttons: "Cancel" and "Apply" are present at the top right and bottom right of the form.

Footer: "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 19

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Create Address".

The form contains the following fields and options:

- Address Name:** Headquarters
- Country:** United States (dropdown menu)
- Address Line 1:** 123 Main St.
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City:** Chicago
- Country:** (empty)
- State:** (highlighted with a red box)
- Province:** (empty)
- Postal Code:** (empty)
- Phone Area Code:** (empty)
- Phone Number:** (empty)
- Fax Area Code:** (empty)
- Fax Number:** (empty)
- Email Address:** (empty)

There are two checkboxes at the bottom right of the form: Purchasing Address and Payment Address. There are "Cancel" and "Apply" buttons at the top right and bottom right of the form.

Step 20

Click in the **Postal Code** field.

The screenshot shows a web browser window with the URL http://do1fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Create Address". A note indicates that an asterisk (*) denotes a required field. The form is divided into two main sections. The left section contains: "Address Name" (text input: "Headquarters"), "Country" (dropdown: "United States"), "Address Line 1" (text input: "123 Main St."), "Address Line 2" (text input), "Address Line 3" (text input), "Address Line 4" (text input), "City" (text input: "Chicago"), "Country" (text input), "State" (text input: "IL"), "Province" (text input), and "Postal Code" (text input, highlighted with a red rectangle). The right section contains: "Phone Area Code" (text input), "Phone Number" (text input), "Fax Area Code" (text input), "Fax Number" (text input), "Email Address" (text input), and two checkboxes: "Purchasing Address" and "Payment Address". There are "Cancel" and "Apply" buttons at the bottom of each section. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 21

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

The screenshot shows a web browser window with the URL http://do1fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Create Address". A legend indicates that an asterisk (*) denotes a required field. The form includes the following fields and options:

- Address Name: Headquarters
- Country: United States (dropdown menu)
- Address Line 1: 123 Main St.
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: Chicago
- Country: (empty)
- State: IL
- Province: (empty)
- Postal Code: (empty, highlighted with a red box)
- Phone Area Code: (empty)
- Phone Number: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)
- Purchasing Address:
- Payment Address:

Buttons for "Cancel" and "Apply" are present at the bottom right of the form section. The footer of the page contains "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 22

Determine what this address can be used for.

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Create Address". Below the heading, there is a note: "* Indicates required field". The form contains the following fields and options:

- Address Name: Headquarters
- Country: United States (dropdown menu)
- Address Line 1: 123 Main St.
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: Chicago
- Country: (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

There are "Cancel" and "Apply" buttons at the bottom right of the form area. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 23

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is "Create Address".

The form is titled "Create Address" and includes a note: "* Indicates required field".

The form fields are as follows:

- Address Name: Headquarters
- Country: United States
- Address Line 1: 123 Main St.
- Address Line 2:
- Address Line 3:
- Address Line 4:
- City: Chicago
- Country:
- State: IL
- Province:
- Postal Code: 60602
- Phone Area Code:
- Phone Number:
- Fax Area Code:
- Fax Number:
- Email Address:

There are two checkboxes at the bottom of the form:

- Purchasing Address
- Payment Address

The form has "Cancel" and "Apply" buttons at the top right and bottom right. The footer of the page says "Copyright (c) 2008, Oracle. All rights reserved."

Step 24

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.

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Create Address". A note indicates that an asterisk (*) denotes a required field. The form contains the following fields and options:

- Address Name: Headquarters
- Country: United States (dropdown menu)
- Address Line 1: 123 Main St.
- 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: (highlighted with a red box)
- Phone Number: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)
- Purchasing Address
- Payment Address

Buttons for "Cancel" and "Apply" are located at the top right and bottom right of the form area. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 25

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Create Address". Below the heading, there is a note: "* Indicates required field". The form is divided into two columns. The left column contains fields for "Address Name" (Headquarters), "Country" (United States), "Address Line 1" (123 Main St.), "Address Line 2", "Address Line 3", "Address Line 4", "City" (Chicago), "Country", "State" (IL), "Province", and "Postal Code" (60602). The right column contains fields for "Phone Area Code" (highlighted with a red box), "Phone Number", "Fax Area Code", "Fax Number", and "Email Address". There are also two checkboxes: "Purchasing Address" and "Payment Address", both of which are checked. At the bottom of the form, there are "Cancel" and "Apply" buttons. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 26

Click in the **Phone Number** field.

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Create Address". Below the heading, there is a note: "* Indicates required field". The form contains the following fields and values:

- Address Name: Headquarters
- Country: United States
- Address Line 1: 123 Main St.
- Address Line 2:
- Address Line 3:
- Address Line 4:
- City: Chicago
- Country:
- State: IL
- Province:
- Postal Code: 60602
- Phone Area Code: 312
- Phone Number: (highlighted with a red box)
- Fax Area Code:
- Fax Number:
- Email Address:

At the bottom right of the form, there are two buttons: "Cancel" and "Apply". There are also checkboxes for "Purchasing Address" and "Payment Address", both of which are checked. The footer of the page contains the text "Copyright (c) 2008, Oracle. All rights reserved."

Step 27

Enter the desired information into the **Phone Number** field. In this example, enter "**098-0976**".

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Create Address". A note indicates that an asterisk (*) denotes a required field. The form contains the following fields and values:

- Address Name: Headquarters
- Country: United States
- Address Line 1: 123 Main St.
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: Chicago
- Country: (empty)
- State: IL
- Province: (empty)
- Postal Code: 60602
- Phone Area Code: 312
- Phone Number: (highlighted with a red box)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)

There are two "Cancel" and "Apply" button pairs. The bottom of the page includes a footer with "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 28

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

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

The screenshot shows a web browser window with the URL http://dc01fmps00.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is titled "Create Address". A note at the top left states "* Indicates required field". The form contains the following fields and options:

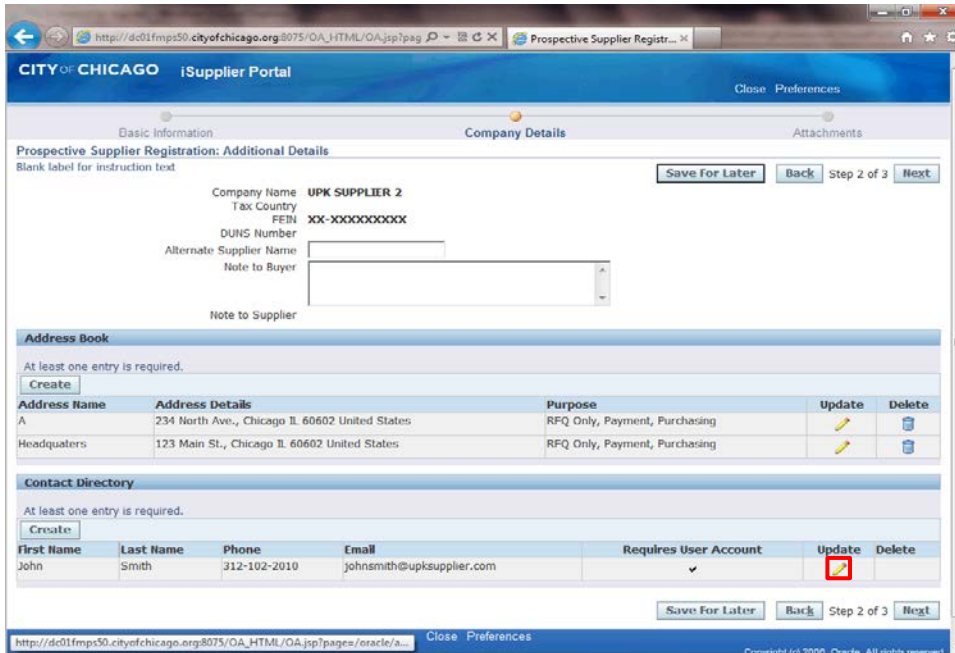
- Address Name:** Headquarters
- Country:** United States (dropdown menu)
- Address Line 1:** 123 Main St.
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- Address Line 4:** (empty)
- City:** Chicago
- County:** (empty)
- State:** IL
- Province:** (empty)
- Postal Code:** 60602
- Phone Area Code:** 312
- Phone Number:** 098-0976
- Fax Area Code:** (empty)
- Fax Number:** (empty)
- Email Address:** (empty)
- Checkboxes:** Purchasing Address, Payment Address

At the bottom right of the form, there are two buttons: "Cancel" and "Apply". The "Apply" button is highlighted with a red rectangular box. Below the form, there is a footer with the text "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved." The browser's address bar at the bottom shows the URL http://dc01fmps00.cityofchicago.org:8075/OA_HTML/OA.jsp?pages/oracle/a...

Step 29

You can also update the Contact if needed.

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



Step 30

Make any necessary changes to the contact information and then click the **Apply** button.

The screenshot shows the 'Update Contact' form in the Oracle iSupplier Portal. The form is titled 'Update Contact' and includes a 'Cancel' and 'Apply' button at the top right. The form fields are organized into two columns. The left column contains: Contact Title (dropdown), First Name (John), Middle Name, Last Name (Smith), Alternate Name, Job Title, Department, Contact Email (johnsmith@upksupplier.com), and URL. The right column contains: Phone Area Code (312), Phone Number (102-2010), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number. Below the contact information is a 'Supplier User Account' section with a checked checkbox 'Create User Account For The Contact'. Below that is an 'Addresses For the Contact' section with a table that has columns for 'Address Name', 'Address Details', and 'Remove'. The table currently shows 'No results found.' and an 'Add Another Row' button. At the bottom right of the form, the 'Apply' button is highlighted with a red box.

The screenshot shows the 'Prospective Supplier Registration: Additional Details' page in the City of Chicago iSupplier Portal. The page is divided into three tabs: 'Basic Information', 'Company Details', and 'Attachments'. The 'Company Details' tab is active, showing fields for 'Company Name' (UPK SUPPLIER 2), 'Tax Country', 'FEIN' (XX-XXXXXXXX), 'DUNS Number', 'Alternate Supplier Name', 'Note to Buyer', and 'Note to Supplier'. There are 'Save For Later', 'Back', and 'Next' buttons at the top right of the form.

Below the form are two sections: 'Address Book' and 'Contact Directory'. The 'Address Book' section has a 'Create' button and a table with columns: 'Address Name', 'Address Details', 'Purpose', 'Update', and 'Delete'. The 'Contact Directory' section also has a 'Create' button (highlighted with a red box) and a table with columns: 'First Name', 'Last Name', 'Phone', 'Email', 'Requires User Account', 'Update', and 'Delete'. The 'Contact Directory' table contains one entry for John Smith.

Address Name	Address Details	Purpose	Update	Delete
A	234 North Ave., Chicago IL 60602 United States	RFQ Only, Payment, Purchasing		
Headquarters	123 Main St., Chicago IL 60602 United States	RFQ Only, Payment, Purchasing		

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	312-102-2010	johnsmith@upksupplier.com	▼		

Step 31

You can also add additional contacts to your company's profile.

Click the **Create** button under the "Contact Directory" section of the page.

Note: At least one contact is required for your registration.

Step 32

The *Create Contact* window now appears.

Click in the **First Name** field.

The screenshot shows a web browser window titled "Create Contact" from the City of Chicago iSupplier Portal. The browser address bar shows the URL: http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page header includes "CITY OF CHICAGO" and "iSupplier Portal". The main content area is titled "Create Contact" and includes a "Cancel" and "Apply" button. Below this, there are several input fields for contact information, including "Contact Title", "First Name", "Middle Name", "Last Name", "Alternate Name", "Job Title", "Department", "Contact Email", and "URL". There are also fields for "Phone Area Code", "Phone Number", "Phone Extension", "Alternate Phone Area Code", "Alternate Phone Number", "Fax Area Code", and "Fax Number". The "First Name" field is highlighted with a red box. Below the contact information fields, there is a section titled "Supplier User Account" with a checkbox "Create User Account For The Contact". At the bottom, there is a table titled "Addresses for the Contact" with columns "Address Name", "Address Details", and "Remove". The table is currently empty, and there is an "Add Another Row" button. The page footer includes "Close Preferences" and "Cancel Apply" buttons.

Step 33

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is "Create Contact".

The "Create Contact" form includes the following fields:

- Contact Title (dropdown menu)
- First Name (text input field, highlighted with a red box)
- Middle Name (text input field)
- Last Name (text input field)
- Alternate Name (text input field)
- Job Title (text input field)
- Department (text input field)
- Contact Email (text input field)
- URL (text input field)
- Phone Area Code (text input field)
- Phone Number (text input field, with a note: "This is the phone number for this specific address")
- Phone Extension (text input field)
- Alternate Phone Area Code (text input field)
- Alternate Phone Number (text input field)
- Fax Area Code (text input field)
- Fax Number (text input field)

Below the form, there is a "Supplier User Account" section with a checkbox "Create User Account For The Contact".

At the bottom, there is an "Addresses for the Contact" table with columns "Address Name", "Address Details", and "Remove". The table currently contains no data, with the text "No results found." and an "Add Another Row" button.

Buttons for "Cancel" and "Apply" are located at the top right and bottom right of the form area.

Step 34

Click in the **Last Name** field.

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is "Create Contact".

The form contains the following fields:

- Contact Title (dropdown)
- First Name (text)
- Middle Name (text)
- Last Name** (text, highlighted with a red box)
- Alternate Name (text)
- Job Title (text)
- Department (text)
- Contact Email (text)
- URL (text)
- Phone Area Code (text)
- Phone Number (text, with a note: "This is the phone number for this specific address")
- Phone Extension (text)
- Alternate Phone Area Code (text)
- Alternate Phone Number (text)
- Fax Area Code (text)
- Fax Number (text)

Below the form, there is a section for "Supplier User Account" with a checkbox "Create User Account For The Contact".

At the bottom, there is a table for "Addresses for the Contact" with columns "Address Name", "Address Details", and "Remove". The table is currently empty, showing "No results found." and an "Add Another Row" button.

Buttons for "Cancel" and "Apply" are located at the top right and bottom right of the form area.

Step 35

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is "Create Contact". The form includes the following fields:

- Contact Title (dropdown)
- First Name (text)
- Middle Name (text)
- * Last Name (text, highlighted with a red box)
- Alternate Name (text)
- Job Title (text)
- Department (text)
- Contact Email (text)
- URL (text)
- * Phone Area Code (text)
- * Phone Number (text, with a note: "This is the phone number for this specific address")
- Phone Extension (text)
- Alternate Phone Area Code (text)
- Alternate Phone Number (text)
- Fax Area Code (text)
- Fax Number (text)

Below the form, there is a section for "Supplier User Account" with a checkbox "Create User Account For The Contact". At the bottom, there is a table for "Addresses for the Contact" with columns "Address Name", "Address Details", and "Remove". The table currently shows "No results found." and an "Add Another Row" button.

Step 36

Click in the **Contact Email** field.

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is "Create Contact".

The form includes the following fields:

- Contact Title (dropdown)
- First Name (text)
- Middle Name (text)
- Last Name (text, contains "Dunham")
- Alternate Name (text)
- Job Title (text)
- Department (text)
- Contact Email (text, highlighted with a red rectangle)
- URL (text)
- Phone Area Code (text)
- Phone Number (text, with a note: "This is the phone number for this specific address")
- Phone Extension (text)
- Alternate Phone Area Code (text)
- Alternate Phone Number (text)
- Fax Area Code (text)
- Fax Number (text)

Buttons: "Cancel" and "Apply" are located at the top right and bottom right of the form.

Below the form, there is a section titled "Supplier User Account" with a checkbox "Create User Account For The Contact".

Below that, there is a section titled "Addresses for the Contact" with a table:

Address Name	Address Details	Remove
No results found.		

An "Add Another Row" button is located below the table.

Step 37

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is "Create Contact". The form includes the following fields:

- Contact Title (dropdown menu)
- First Name (text input, value: Bill)
- Middle Name (text input)
- Last Name (text input, value: Dunham)
- Alternate Name (text input)
- Job Title (text input)
- Department (text input)
- Contact Email (text input, highlighted with a red box)
- URL (text input)
- Phone Area Code (text input)
- Phone Number (text input, with a note: "This is the phone number for this specific address")
- Phone Extension (text input)
- Alternate Phone Area Code (text input)
- Alternate Phone Number (text input)
- Fax Area Code (text input)
- Fax Number (text input)

Below the form, there is a section for "Supplier User Account" with a checkbox "Create User Account For The Contact". Below that is a table for "Addresses for the Contact" with columns "Address Name", "Address Details", and "Remove". The table currently shows "No results found." and an "Add Another Row" button.

Step 38

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

The screenshot shows a web browser window with the URL http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal" and the page content is "Create Contact".

The form includes the following fields:

- Contact Title (dropdown)
- First Name (text): Bill
- Middle Name (text)
- Last Name (text): Dunham
- Alternate Name (text)
- Job Title (text)
- Department (text)
- Contact Email (text): bdunham@upksupplier.com
- URL (text)
- Phone Area Code (text): **Highlighted with a red box**
- Phone Number (text): This is the phone number for this specific address
- Phone Extension (text)
- Alternate Phone Area Code (text)
- Alternate Phone Number (text)
- Fax Area Code (text)
- Fax Number (text)

Below the form, there is a "Supplier User Account" section with a checkbox "Create User Account For The Contact".

At the bottom, there is an "Addresses for the Contact" table with columns "Address Name", "Address Details", and "Remove". The table is currently empty, showing "No results found." and an "Add Another Row" button.

Buttons for "Cancel" and "Apply" are present at the top right and bottom right of the form.

Step 39

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

The screenshot shows the 'Create Contact' form in the Oracle iSupplier Portal. The form is titled 'Create Contact' and includes a 'Cancel' and 'Apply' button at the top right. Below the title, there is a note: '* Indicates required field'. The form is divided into several sections:

- Contact Information:** Fields for Contact Title (dropdown), First Name (Bill), Middle Name, Last Name (Dunham), Alternate Name, Job Title, Department, Contact Email (bdunham@upksupplier.com), and URL.
- Phone Information:** Fields for Phone Area Code (highlighted with a red box), Phone Number (with a dropdown for Phone Area Code), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number. A note below the Phone Number field states: 'This is the phone number for this specific address'.
- Supplier User Account:** A checkbox labeled 'Create User Account For The Contact'.
- Addresses For the Contact:** A table with columns 'Address Name', 'Address Details', and 'Remove'. The table is currently empty, showing 'No results found.' and an 'Add Another Row' button.

At the bottom of the form, there are 'Cancel' and 'Apply' buttons.

Step 40

Click in the **Phone Number** field.

The screenshot shows a web browser window displaying the 'Create Contact' form in the Oracle iSupplier Portal. The browser address bar shows the URL: http://dc01fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is 'CITY OF CHICAGO iSupplier Portal'. The form is titled 'Create Contact' and includes a 'Cancel' and 'Apply' button at the top right. The form contains several input fields for contact information, including 'Contact Title', 'First Name', 'Middle Name', 'Last Name', 'Alternate Name', 'Job Title', 'Department', 'Contact Email', 'URL', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Alternate Phone Area Code', 'Alternate Phone Number', 'Fax Area Code', and 'Fax Number'. The 'Phone Number' field is highlighted with a red box. Below the main form, there is a section for 'Supplier User Account' with a checkbox 'Create User Account For The Contact'. At the bottom, there is a table for 'Addresses for the Contact' with columns for 'Address Name', 'Address Details', and 'Remove'. The table currently shows 'No results found.' and an 'Add Another Row' button. The form also has 'Cancel' and 'Apply' buttons at the bottom right.

City of CHICAGO iSupplier Portal

Create Contact

* Indicates required field

Cancel Apply

Contact Title

First Name Bill

Middle Name

* Last Name Dunham

Alternate Name

Job Title

Department

Contact Email bdunham@upksupplier.com

URL

* Phone Area Code 312

* Phone Number [Red Box]

This is the Phone Number for specific address

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Supplier User Account

Create User Account For The Contact

Addresses for the Contact

Address Name	Address Details	Remove
No results found.		

Add Another Row

Cancel Apply

Step 41

Enter the desired information into the **Phone Number** field. In this example, enter "**123-3243**".

You can also add any additional information for this contact by filling out any of the other fields.

City of CHICAGO iSupplier Portal

Create Contact

* Indicates required field

Cancel Apply

Contact Title [v]
First Name [Bill]
Middle Name []
* Last Name [Dunham]
Alternate Name []
Job Title []
Department []
Contact Email [bdunham@upksupplier.com]
URL []

* Phone Area Code [312]
* Phone Number [123-3243]
This is the phone number for this specific address
Phone Extension []
Alternate Phone Area Code []
Alternate Phone Number []
Fax Area Code []
Fax Number []

Supplier User Account

Create User Account For The Contact

Addresses for the Contact

Address Name	Address Details	Remove
No results found.		

Add Another Row

Cancel Apply

Step 42

If you would like this user to be setup with an iSupplier account for the City of Chicago, click the **Create User Account For The Contact** option.

If no iSupplier account is necessary, skip the next step.

Step 43

Click the **Apply** button.

City of Chicago iSupplier Portal

Create Contact

* Indicates required field

Contact Title

First Name: Bill

Middle Name

Last Name: Dunham

Alternate Name

Job Title

Department

Contact Email: bdunham@upksupplier.com

URL

Phone Area Code: 312

Phone Number: 123-3243

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Create User Account For The Contact

Addresses for the Contact

Address Name	Address Details	Remove
No results found.		

Add Another Row

Cancel Apply

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: UPK SUPPLIER 2

Tax Country: []

FEIN: XX-XXXXXXXX

DUNS Number: []

Alternate Supplier Name: []

Note to Buyer: []

Note to Supplier: []

Buttons: Save For Later, Back, Step 2 of 3, **Next**, Next

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
A	234 North Ave., Chicago IL 60602 United States	RFQ Only, Payment, Purchasing	[Pencil]	[Trash]
Headquarters	123 Main St., Chicago IL 60602 United States	RFQ Only, Payment, Purchasing	[Pencil]	[Trash]

Contact Directory

At least one entry is required.

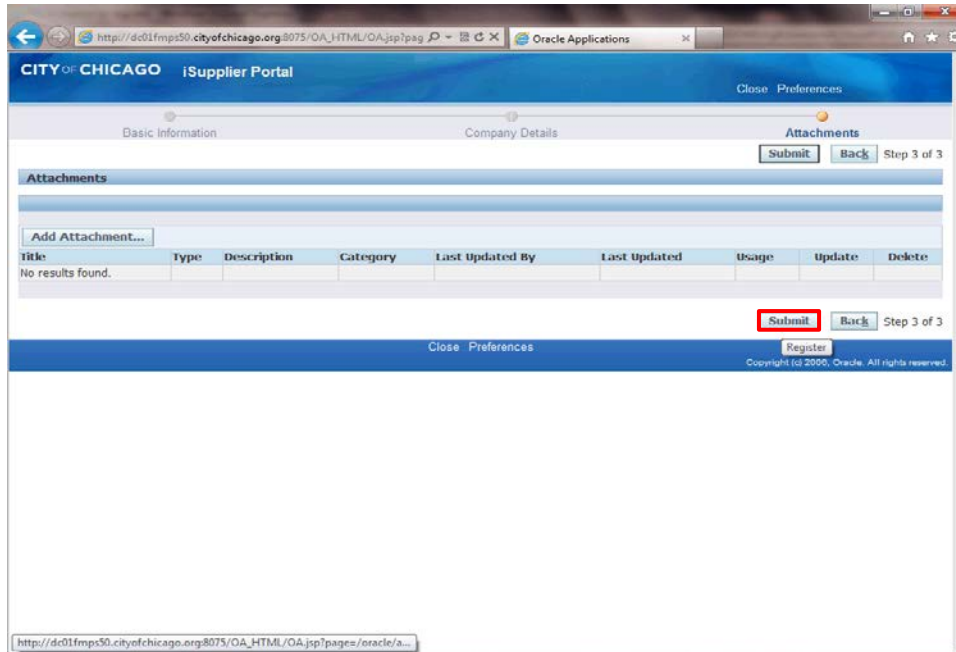
Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	312-102-2010	johnsmith@upksupplier.com	✓	[Pencil]	[Trash]
Bill	Dunham	312-123-3243	bdunham@upksupplier.com	✓	[Pencil]	[Trash]

Buttons: Save For Later, Back, Step 2 of 3, Next

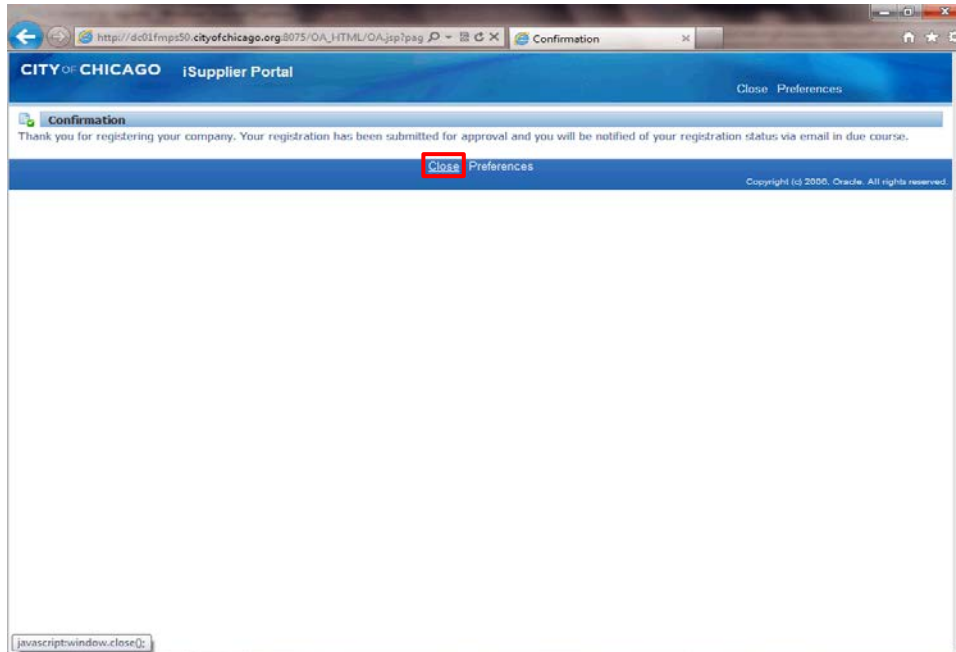
Step 44

Once all information is entered, click the **Next** button.



Step 45

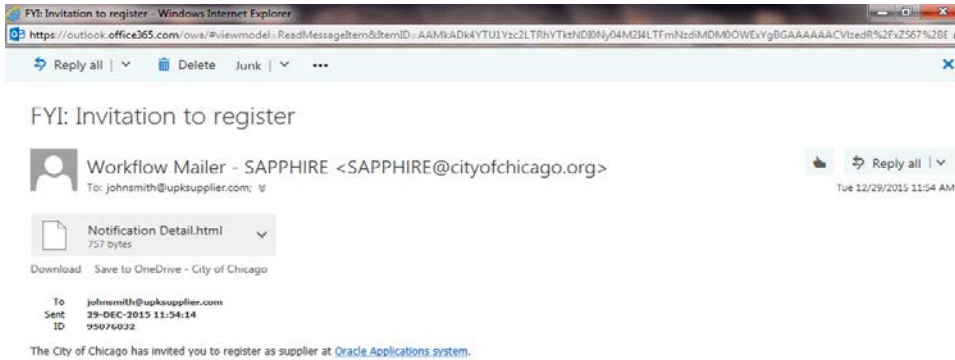
Click the **Submit** button to submit your registration for approval to the City of Chicago.



Step 46

You will receive confirmation that your registration has been submitted. Upon approval of your registration, you will receive another email with details on your username and password.

Click the **Close** link to close the registration page.



Step 47

You have just finished submitting a registration to gain access to the City of Chicago's iSupplier Portal.

Once your submission is approved, you will receive an email with instructions to log in. You can also use the provided training material to help gain access to the iSupplier Portal.

End of Procedure.