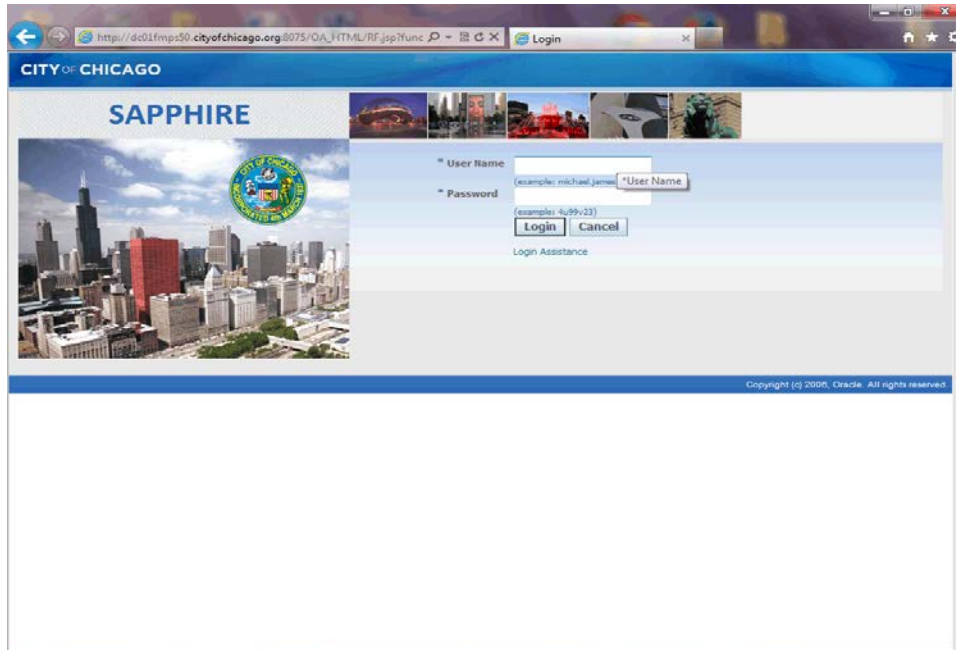
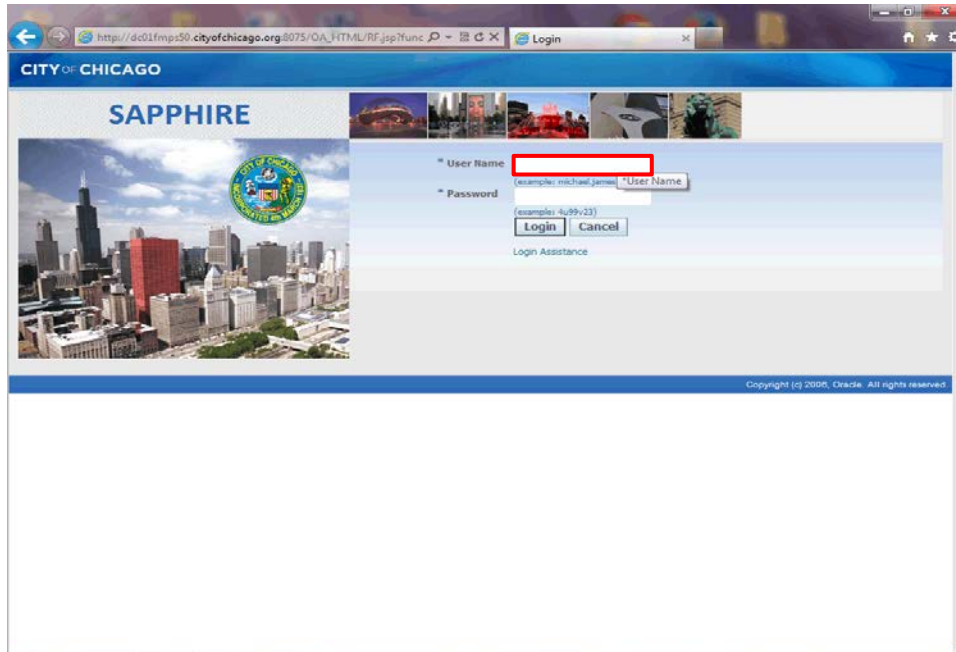


Update Organization Details

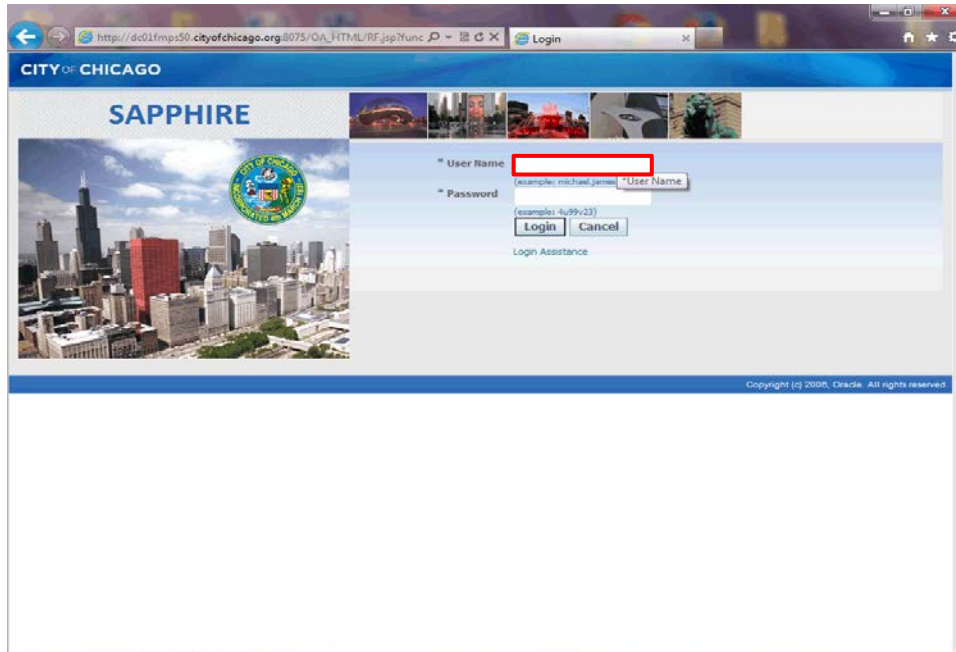


In this Course you will learn how to update your organizations details for the City of Chicago.



Step 1

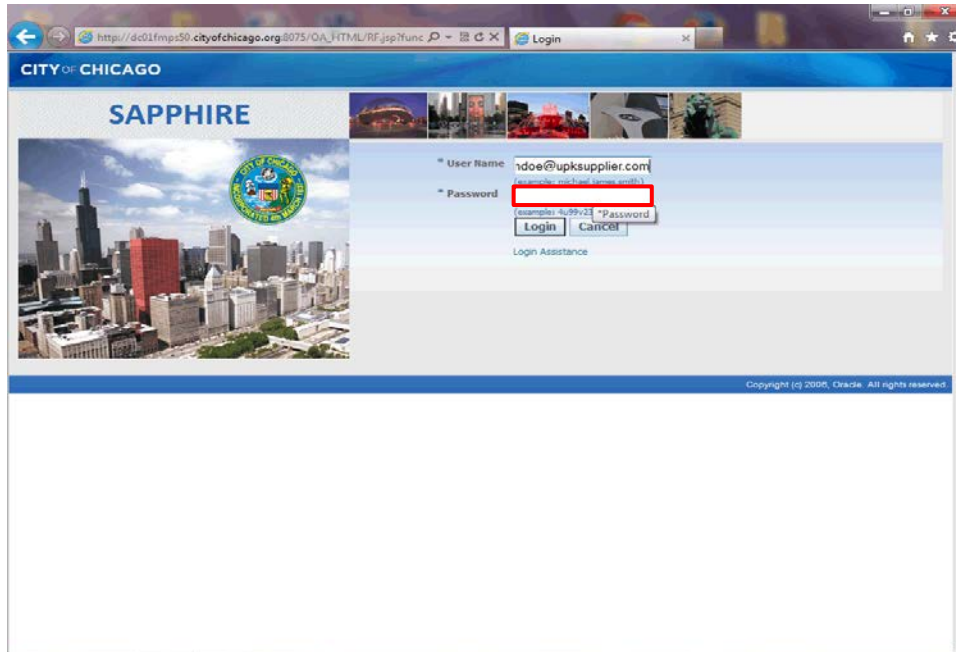
From the login page, click in the **User Name** field.



Step 2

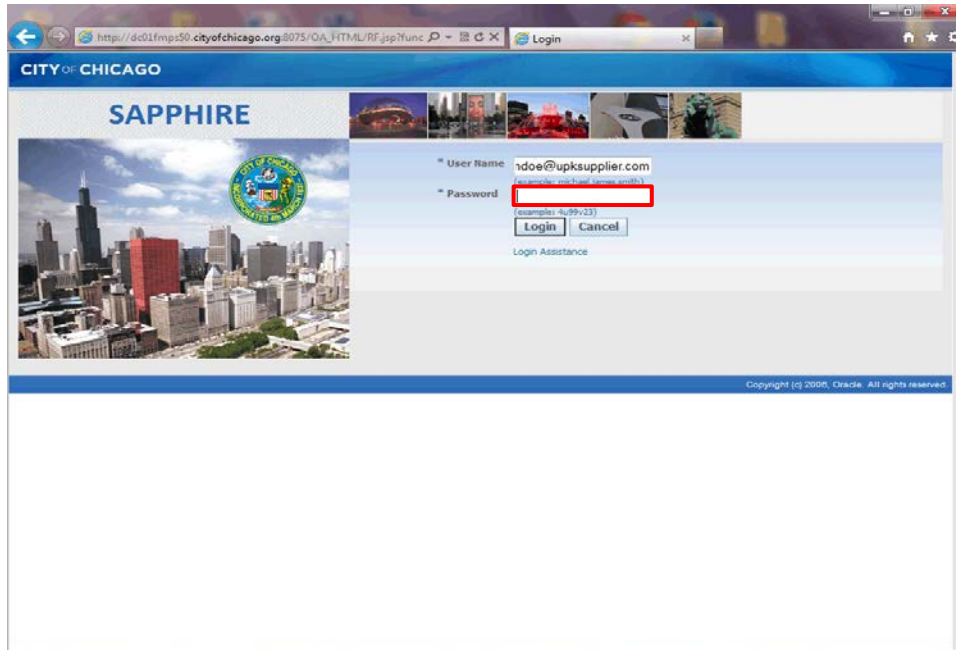
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

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



Step 3

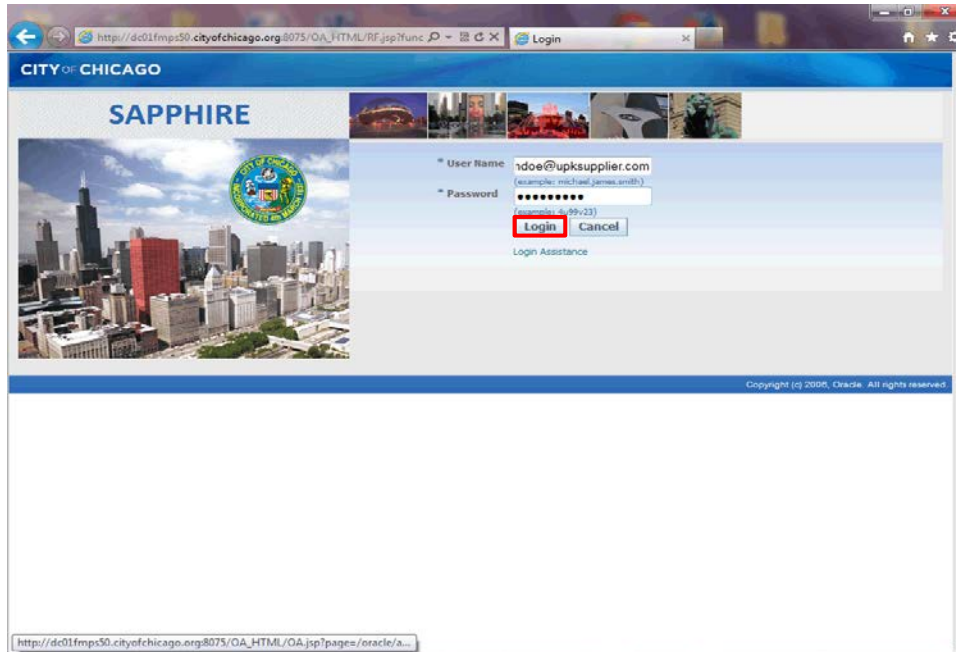
Click in the **Password** field.



Step 4

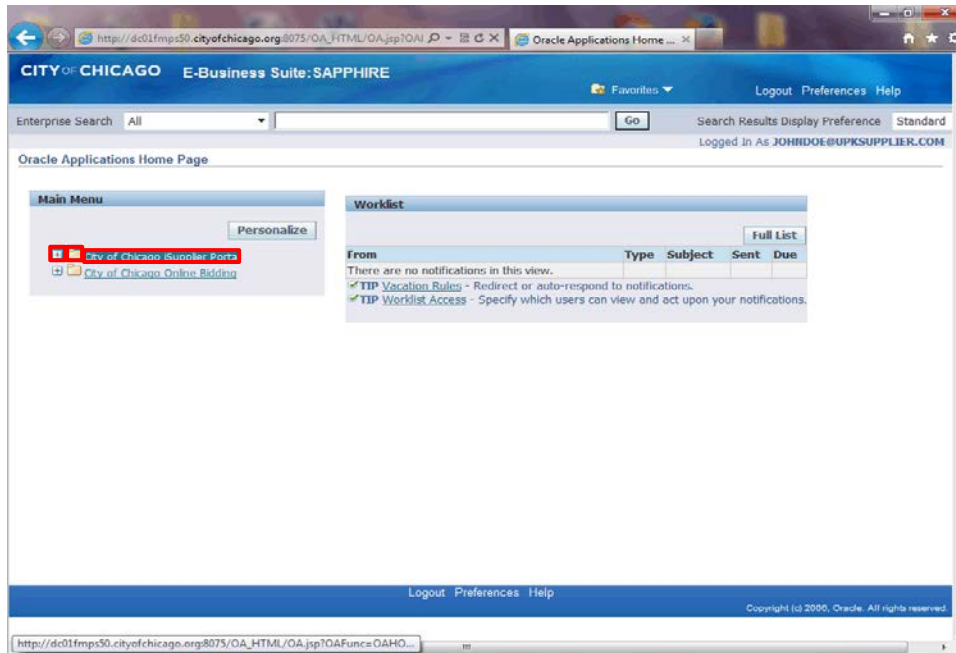
Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago. Enter the desired information into the **(example: 4u99v23)** field. Enter "**oracle123**".



Step 5

Click the **Login** button.



Step 6

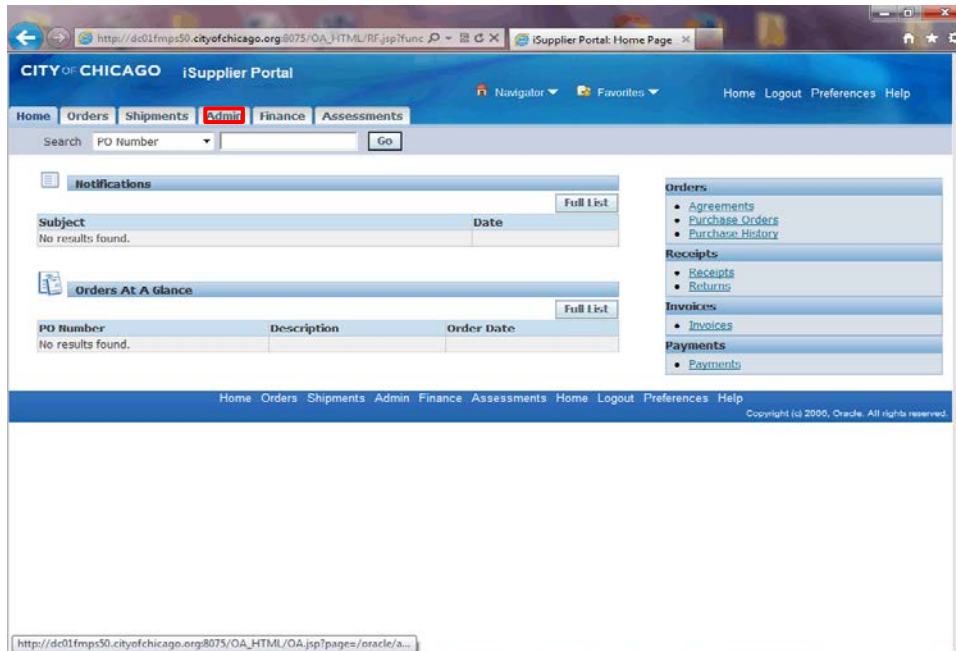
The *Oracle Applications Home Page* will now appear.

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

Step 7

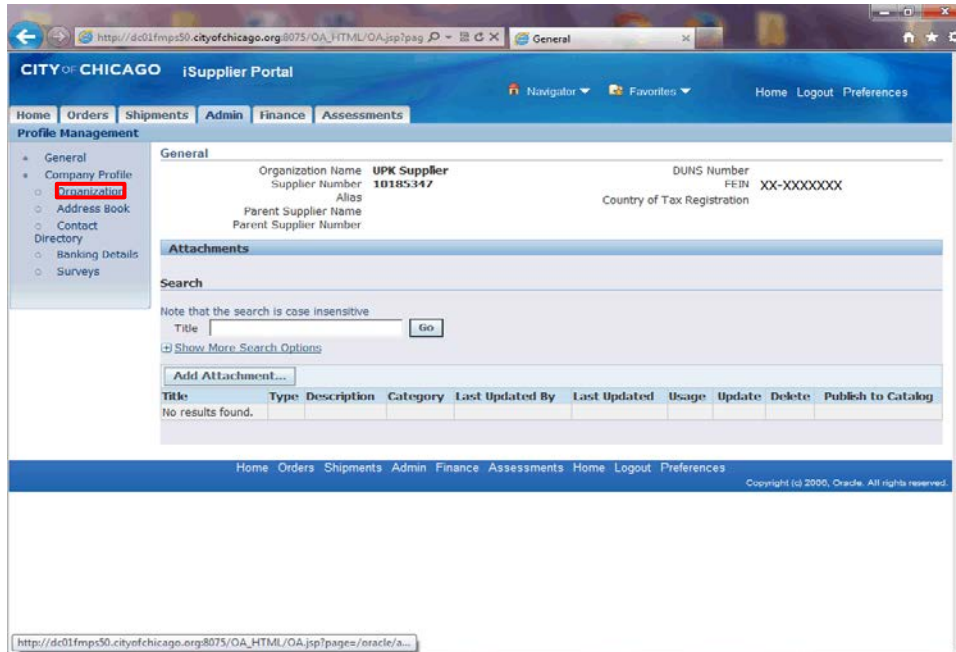
The *iSupplier Portal Home Page* window now appears.

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



Step 8

Click the **Organization** link on the left hand side of the page.



The screenshot shows the Oracle Supplier Portal interface. The main content area is titled 'Organization' and contains several sections:

- Organization:** Fields for D-U-N-S Number, Principal Name, Year Established, Incorporation Year, Control Year, Mission Statement, Chief Executive Name, Chief Executive Title, and Principal Title. A 'Cancel' button and a 'Save' button (highlighted with a red box) are located to the right of this section.
- Total Employees:** Fields for Organization Total, Corporate Total, Organization Total Type, and Corporate Total Type.
- Tax and Financial Information:** Fields for FEIN (masked as XX-XXXXXXX), Fiscal Year End, Analysis Year, Currency Preference, Annual Revenue, and Potential Revenue. A checkbox for 'Federal Agency' is also present.

At the bottom of the form, there are 'Cancel' and 'Save' buttons. The browser address bar shows the URL: https://dr01fmps00.cityofchicago.org:8075/OA_HTML/OA.jsp?pag.

Step 9

The *Organization* window now appears.

Make any changes to your organization details as necessary. None of the fields are required to be updated by your company.

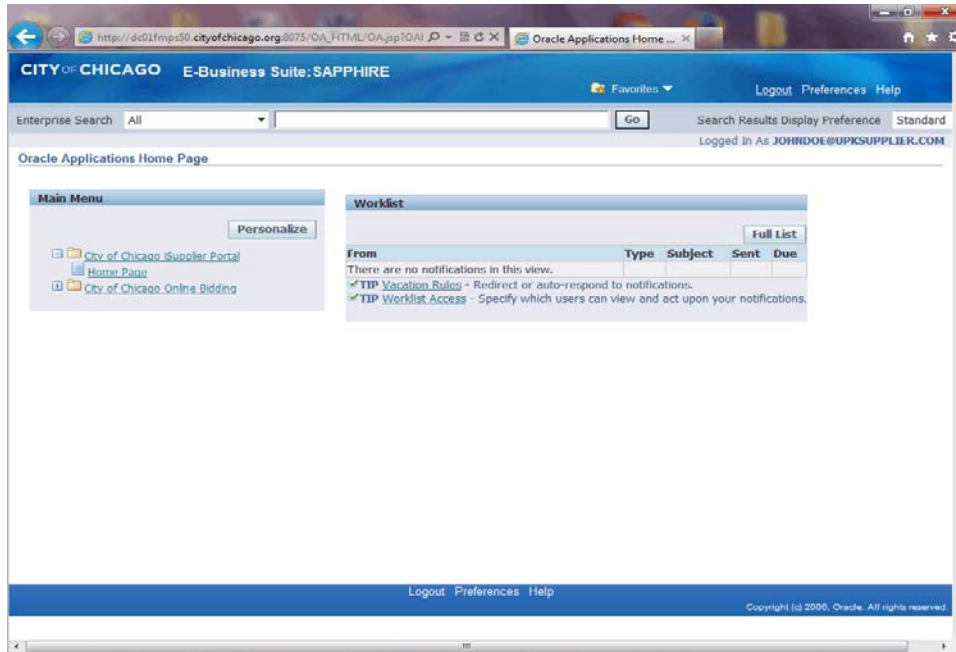
If you need to make a change to your FEIN number, you will need to contact the City of Chicago.

Click the **Save** button once you make your changes.

The screenshot shows the Oracle iSupplier Portal interface. At the top, the navigation bar includes 'Home', 'Orders', 'Shipments', 'Admin', 'Finance', and 'Assessments'. The 'Home' link is highlighted with a red box. Below the navigation bar, there is a 'Profile Management' section with a sidebar menu containing 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Banking Details', and 'Surveys'. The 'Organization' section is active, displaying a confirmation message: 'Confirmation: Changes to Organization have been saved'. Below this, there is a form for updating organization details. The form includes fields for 'D-U-N-S Number', 'Principal Name', 'Year Established', 'Incorporation Year', 'Control Year', 'Mission Statement', 'Chief Executive Name', 'Chief Executive Title', and 'Principal Title'. There are 'Cancel' and 'Save' buttons. Below the organization details, there is a 'Total Employees' section with fields for 'Organization Total', 'Corporate Total', 'Organization Total Type', and 'Corporate Total Type'. At the bottom, there is a 'Tax and Financial Information' section with fields for 'FEIN', 'Fiscal Year End', 'Federal Agency', 'Analysis Year', 'Currency Preference', 'Annual Revenue', and 'Potential Revenue'. A small note at the bottom right says 'For next fiscal year.' The browser address bar shows the URL: 'http://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag...'. The status bar at the bottom contains the JavaScript code: 'javascript:submitNav('DefaultFormName','http%3A//dc01fmps50.cityofchic...'.

Step 10

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



Step 11

You have just finished updating your organizational details 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.