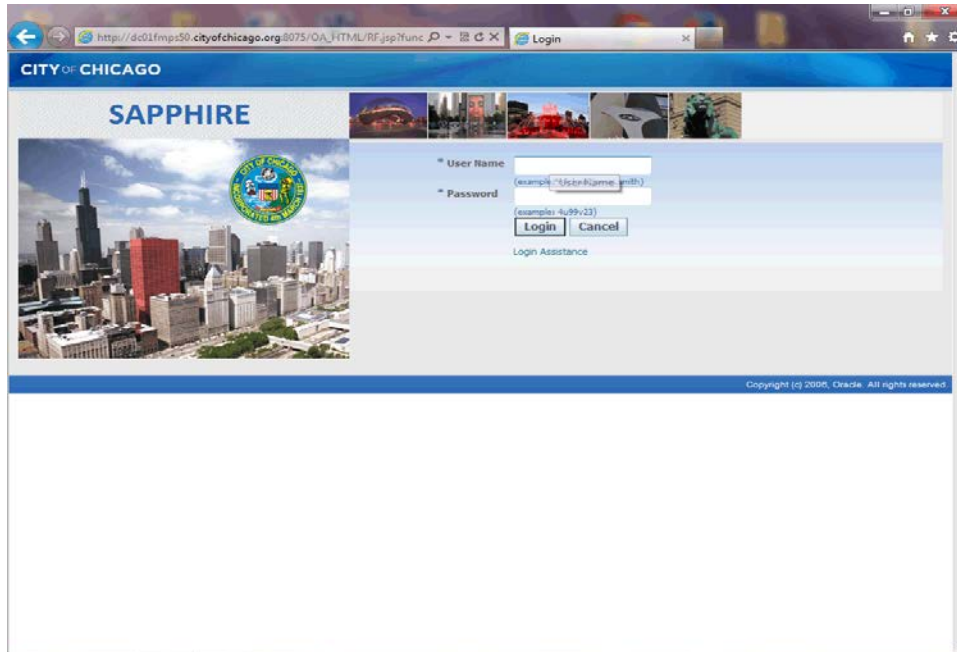
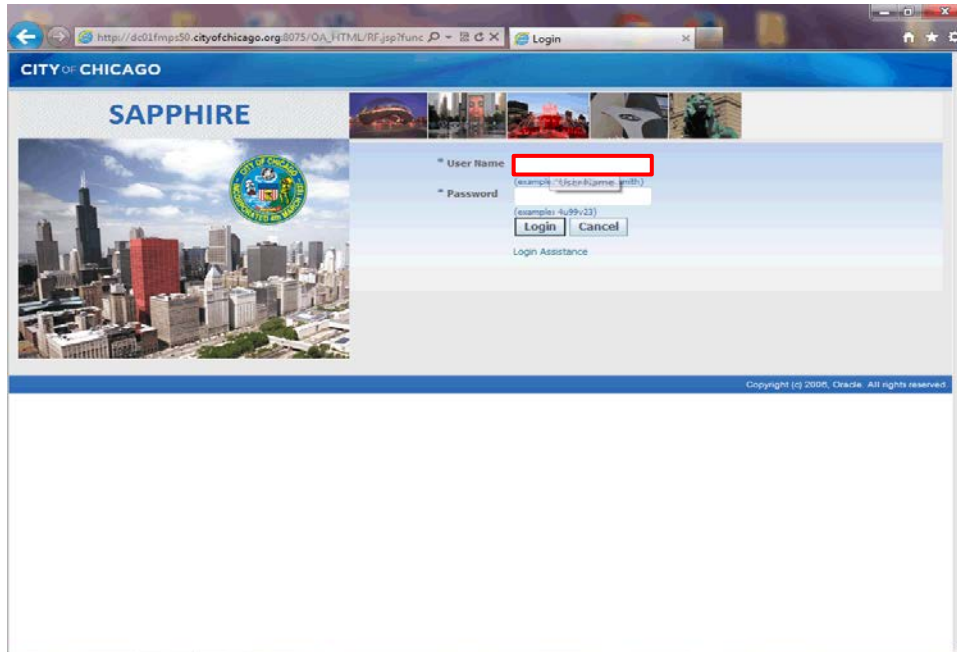


# Create New Address & Create New Contact

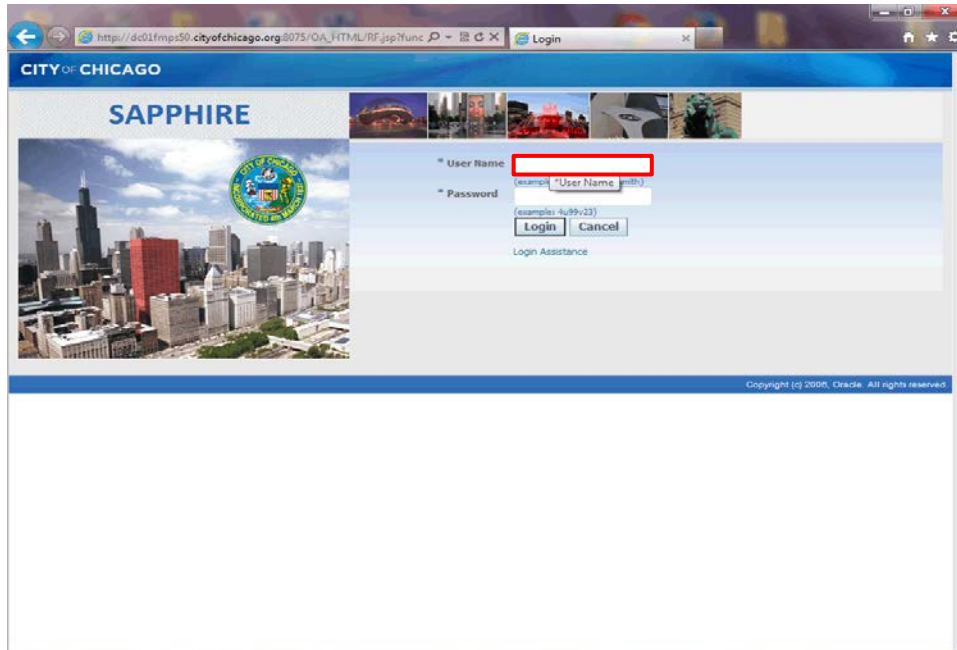


In this Course you will learn how to create a new address for the City of Chicago.



## Step 1

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



https://dc01fmpa50.cityofchicago.org:8075/OA\_HTML/RF.jsp?func=Login

CITY OF CHICAGO

SAPHIRE

User Name

Password

Login Cancel

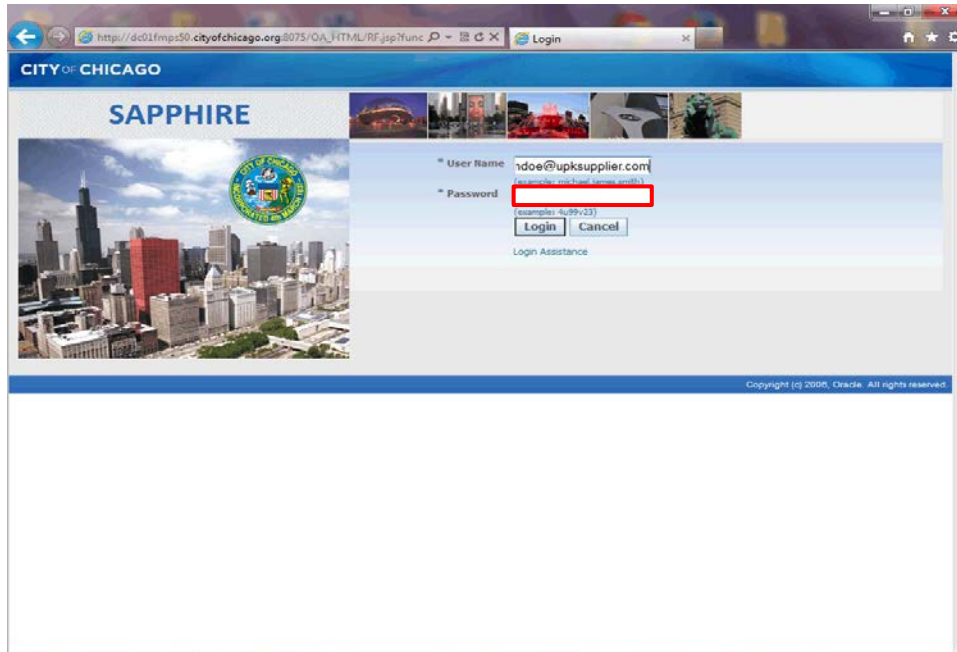
Login Assistance

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## Step 2

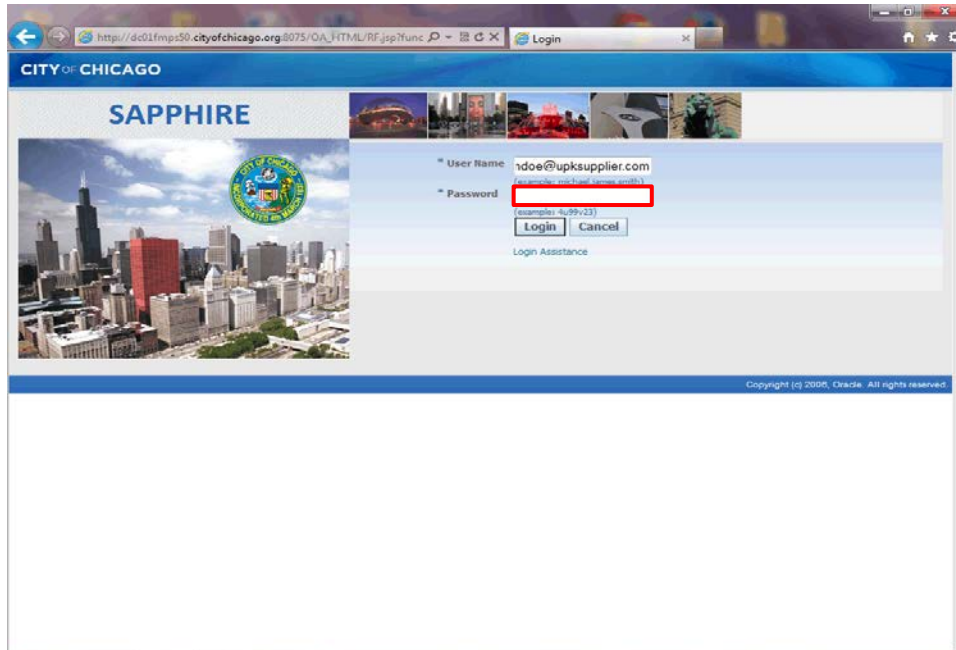
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

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



Step 3

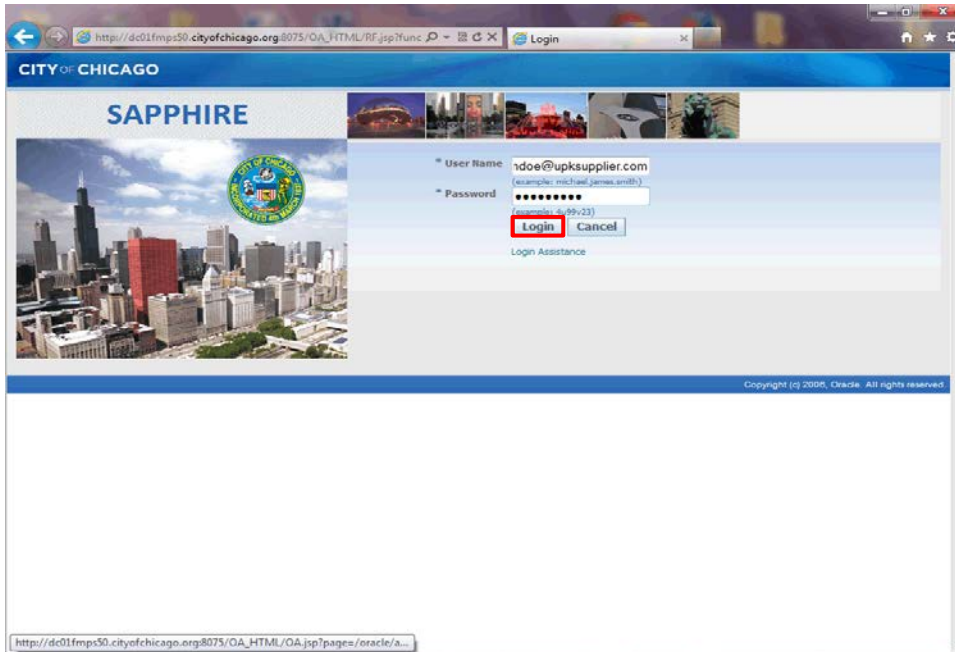
Click in the **Password** field.



## Step 4

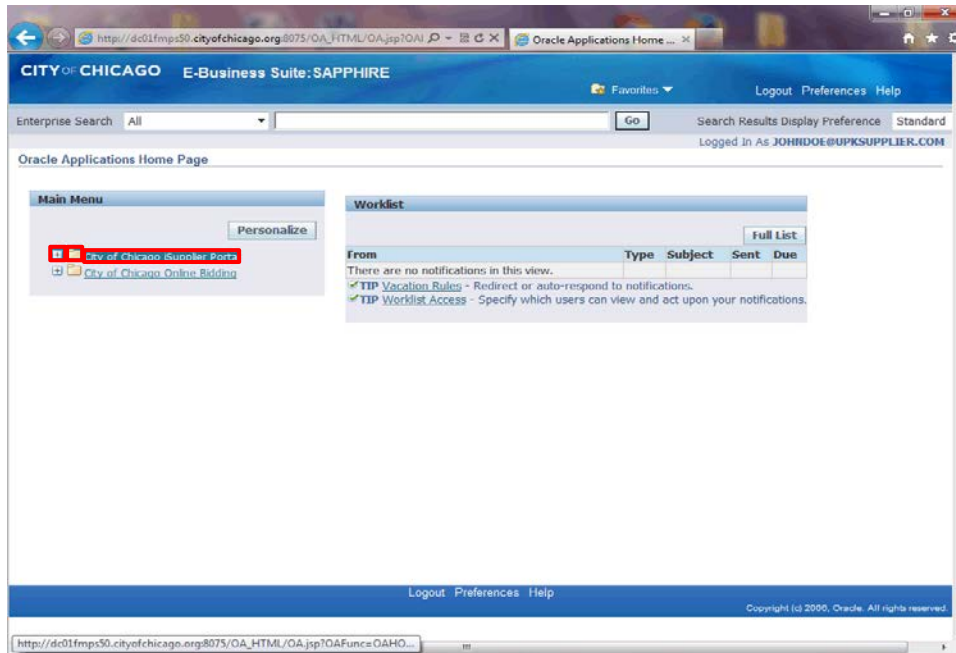
Enter the desired information into the **Password** field. Enter "**oracle123**".

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



Step 5

Click the **Login** button.

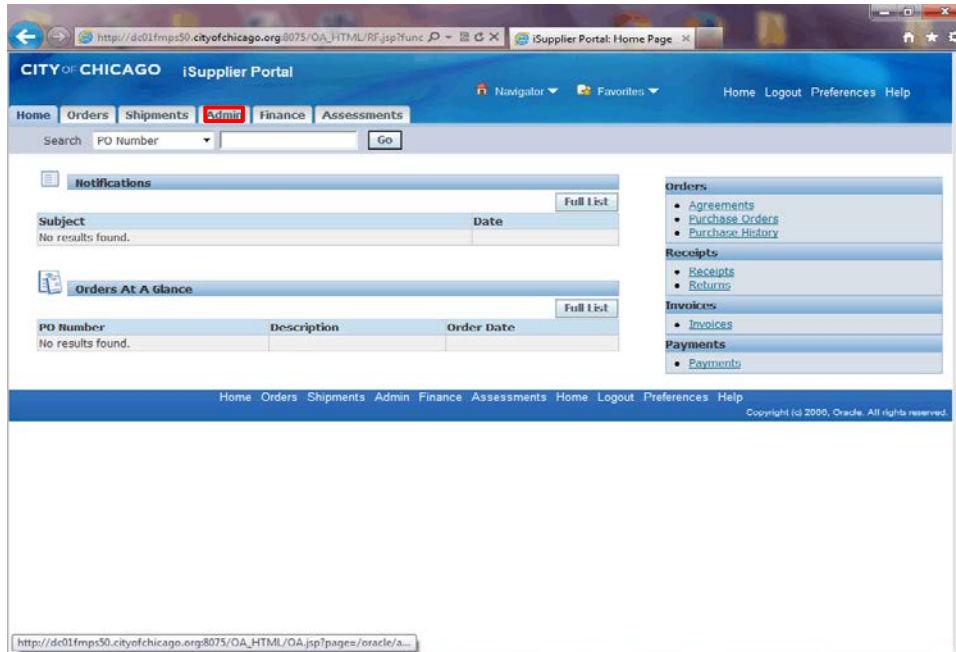


## Step 6

The *Oracle Applications Home Page* will now appear.

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





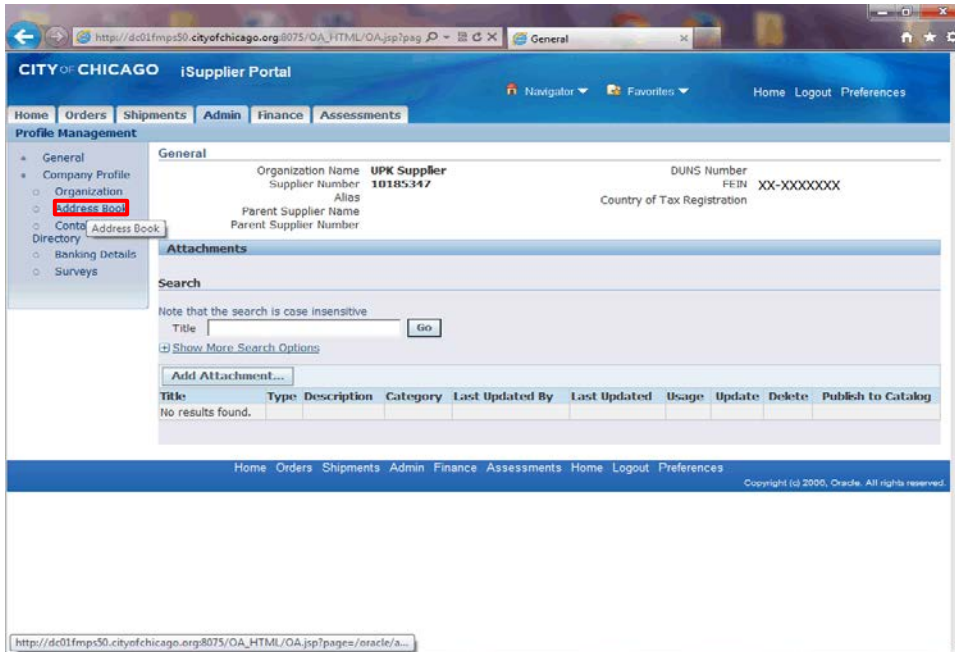
## Step 7

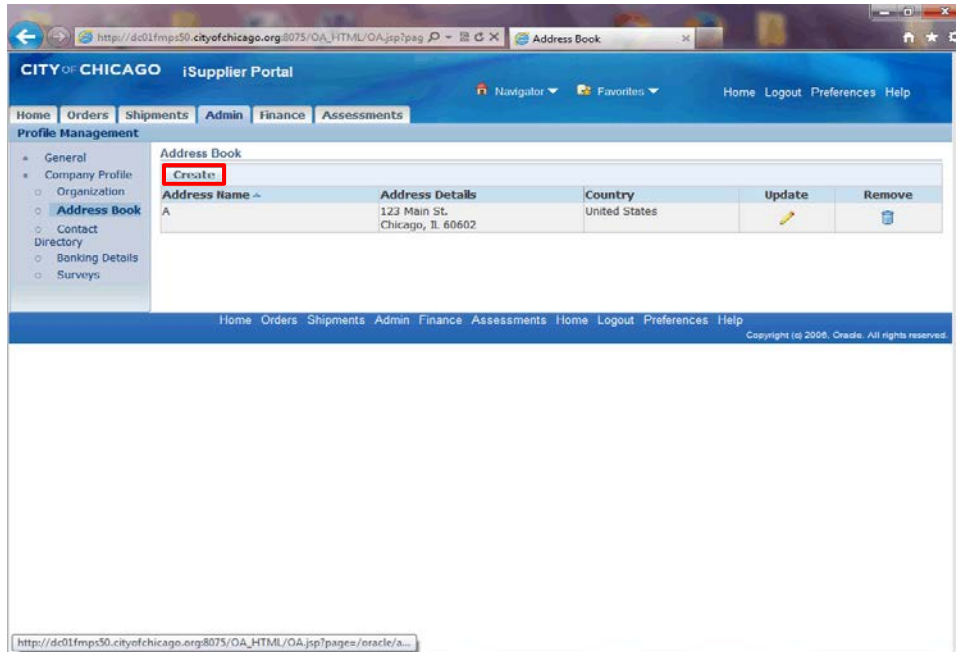
The *iSupplier Portal Home Page* window now appears.

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.

Step 10

The *Create Address* window now appears.

Click in the **Address Name** field.

The screenshot shows the 'Create Address' window in the City of Chicago Supplier Portal. The window title is 'CITY OF CHICAGO | Supplier Portal'. The browser address bar shows 'https://dc01fmp550.cityofchicago.org:8075/OA\_HTML/OA.jsp?pag...'. The page content includes a navigation bar with 'Home Logout Preferences' and a breadcrumb trail 'Admin: Profile Management: Address Book > Create Address'. The main form area is titled 'Create Address' and includes a note: '\* Indicates required field'. The form is divided into two columns. The left column contains fields for 'Supplier Name' (UPK Supplier), 'Address Name' (highlighted with a red box), 'Country' (United States), 'Address Line 1-4', 'City', 'County', 'State', 'Province', and 'Postal Code'. The right column contains fields for 'Supplier Number' (10185347), 'Phone Area Code', 'Phone Number' (with a note: 'This is the phone number for this specific address'), 'Fax Area Code', 'Fax Number', and 'Email Address'. There are also checkboxes for 'Purchasing Address' and 'Payment Address'. At the bottom of the form is a 'Note' field with a text area and a 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.' The window has 'Cancel' and 'Save' buttons at the bottom right. The footer of the page includes 'Home Logout Preferences' and 'Copyright (c) 2009, Oracle. All rights reserved.'

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 is highlighted with a red box and contains the text 'UPK Supplier'. Other fields include 'Country' (United States), 'Address Line 1' through 'Address Line 4', 'City', 'County', 'State', 'Province', 'Postal Code', 'Phone Area Code', 'Phone Number', 'Fax Area Code', 'Fax Number', and 'Email Address'. There are also checkboxes for 'Purchasing Address' and 'Payment Address'. The form has 'Cancel' and 'Save' buttons at the top right and bottom right. A 'Note' section is at the bottom with a text area and a 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**".

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

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.

Home Logout Preferences

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Step 12

Click in the **Address Line 1** 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

\* Address Line 1  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.

Home Logout Preferences

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## Step 13

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

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  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 14

Click in the **City** 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

\* 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 15

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

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  **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.

Step 16

Click in the **State** field.

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

\* Address Name  Phone Area Code   
Country  Phone Number   
\* Address Line 1  Fax Area Code   
Address Line 2  This is the phone number for this specific  
Address Line 3  address  
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.

## Step 17

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

Step 18

Click in the **Postal Code** field.

The screenshot shows the 'Create Address' form in the Oracle Supplier Portal. The form is for a supplier named 'UPK Supplier' with number '10185347'. The address is '123 Michigan Ave.' in Chicago, IL. The 'Postal Code' field is highlighted with a red box. The form includes fields for address lines, city, state, province, postal code, phone area code, phone number, fax area code, fax number, and email address. There are also checkboxes for 'Purchasing Address' and 'Payment Address'. A 'Note' field is at the bottom.

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   
Address Line 2  This is the phone number for this specific  
Address Line 3  address  
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.

Home Logout Preferences

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## Step 19

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

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 20

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 [https://dc01fmp550.cityofchicago.org:8075/OA\\_HTML/OA.jsp?pag](https://dc01fmp550.cityofchicago.org:8075/OA_HTML/OA.jsp?pag). The page title is "CITY OF CHICAGO | Supplier Portal". The breadcrumb trail is "Admin: Profile Management: Address Book > Create Address".

The form contains the following fields and options:

- Supplier Name: **UPK Supplier**
- Supplier Number: **10185347**
- Address Name: **Headquarters**
- Country: **United States** (dropdown menu)
- Address Line 1: **123 Michigan Ave.**
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: **Chicago**
- County: (empty)
- State: **IL**
- Province: (empty)
- Postal Code: **60602**
- Phone Area Code: (empty)
- Phone Number: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)
- Purchasing Address
- Payment Address

Buttons: **Cancel** and **Save** are located at the top right and bottom right of the form.

**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 21

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

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   
Address Line 2  Fax Number   
Address Line 3  Email Address   
Address Line 4   
\* 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 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  Fax Number

Address Line 3  Email Address

Address Line 4

\* 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 23

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

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   
Address Line 2  Fax Number   
Address Line 3  Email Address   
Address Line 4   
\* 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 24

Click in the **Phone Number** field.

Step 25

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

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

\* Address Name **Headquarters** Phone Area Code **312**  
Country **United States** Phone Number **029-2019**  
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**  
County  
State **IL**  
Province  
Postal Code **60602**

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.

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  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

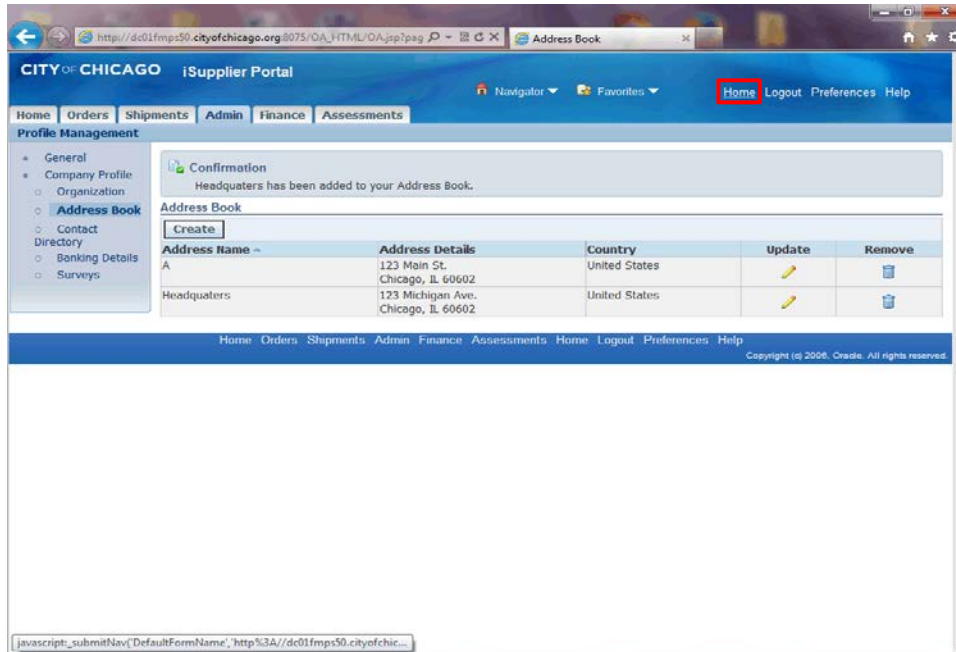
Copyright (c) 2009, Oracle. All rights reserved.

http://dx01fmps00.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.

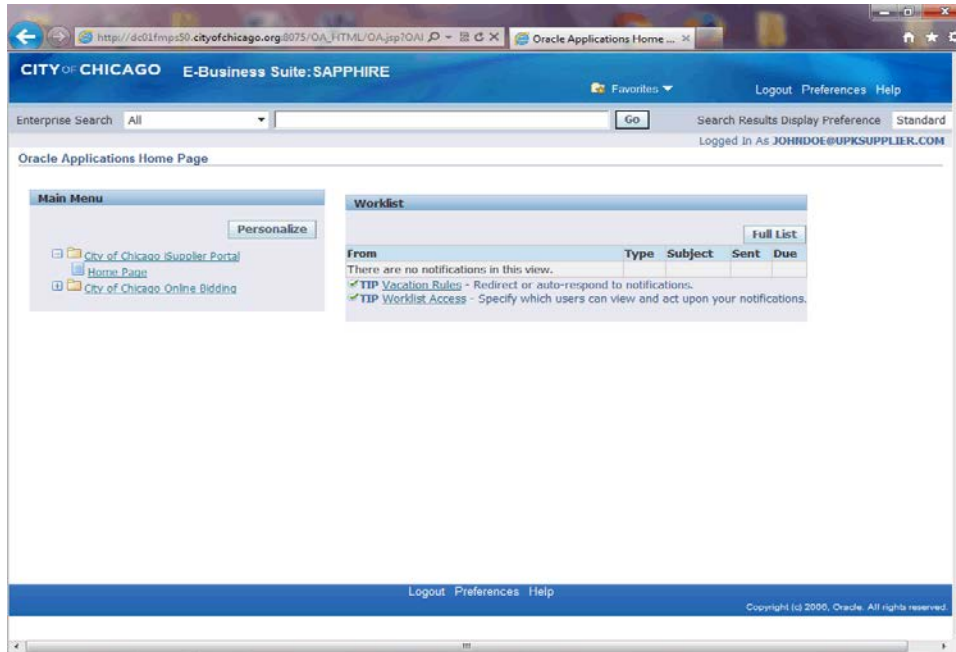
Once finished with this address, click the **Save** button.



## 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.

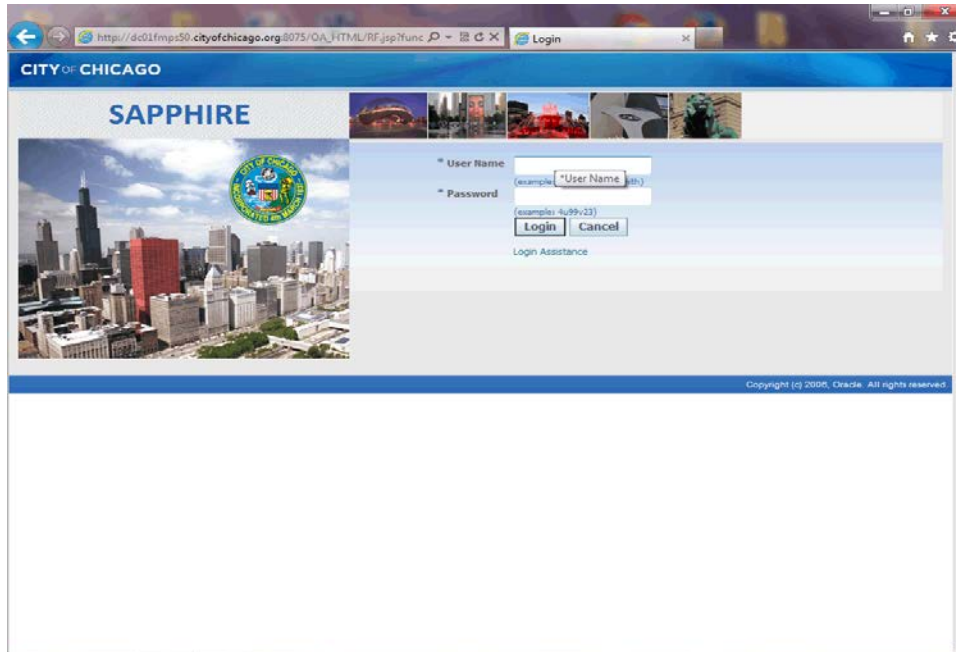
**End of Procedure.**

ORACLE®

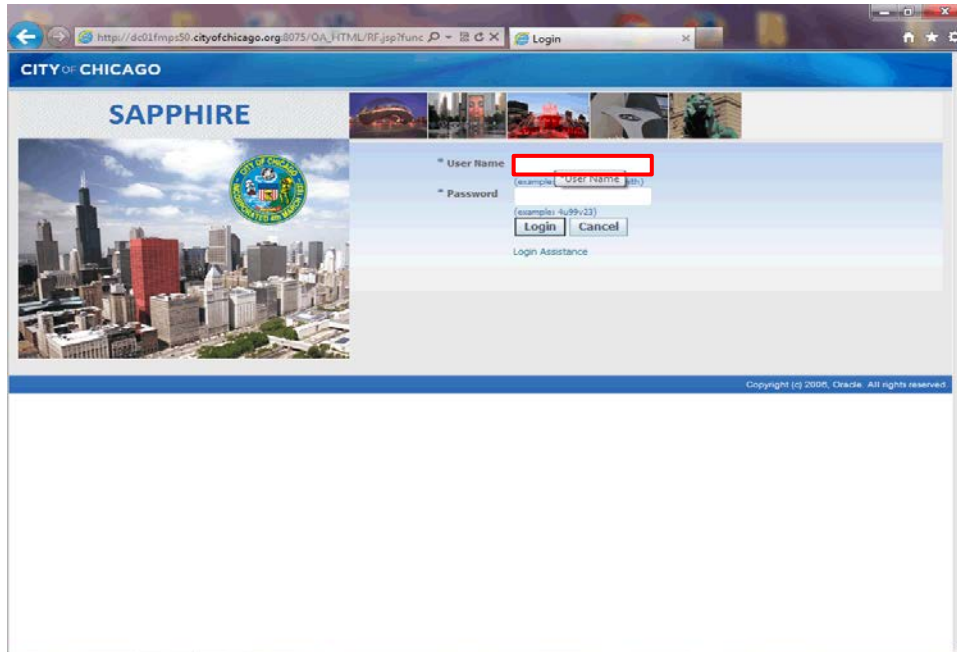
USER PRODUCTIVITY KIT

# Create New Contact



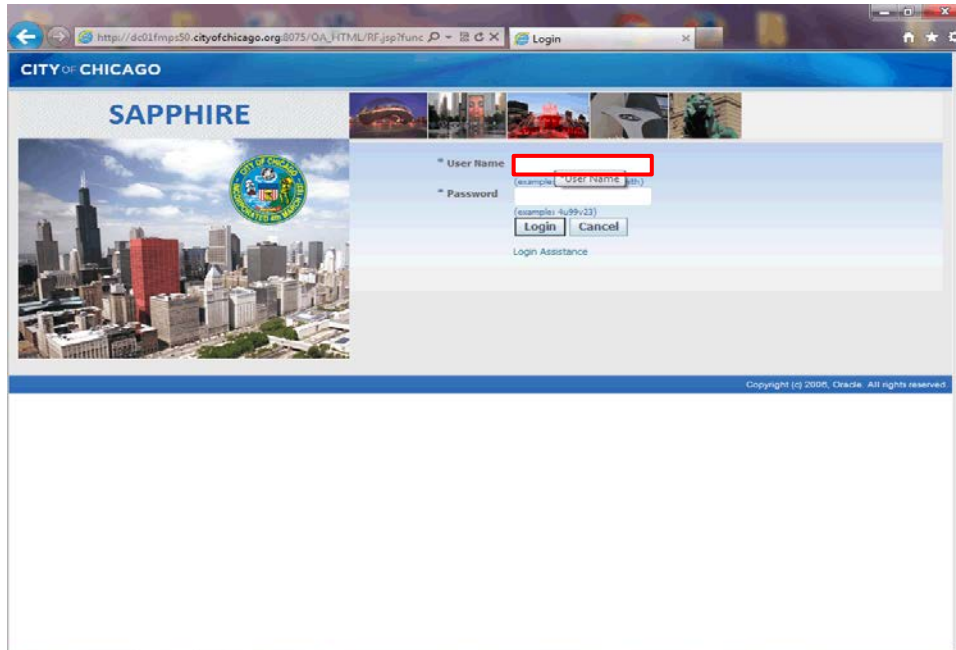


In this Course you will learn how to create a new contact for the City of Chicago.



## Step 1

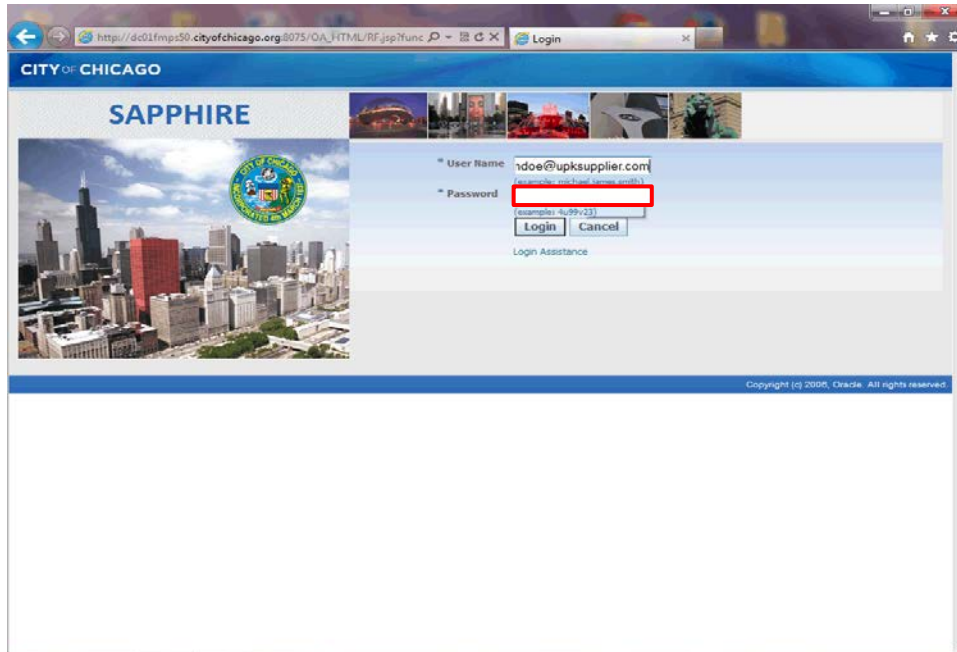
From the login page, click in the **User Name** field.



## Step 2

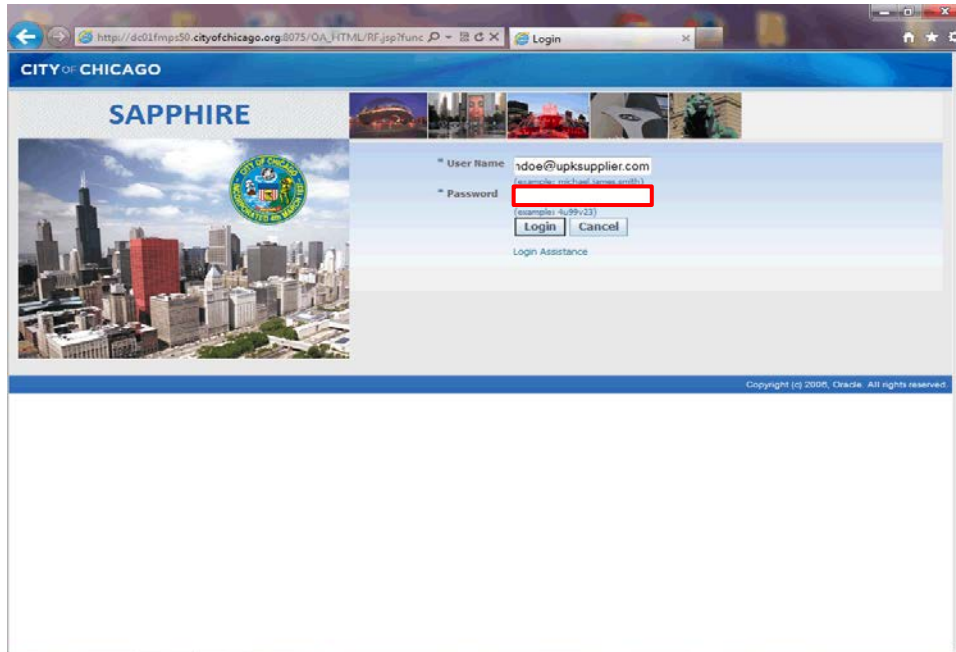
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

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



Step 3

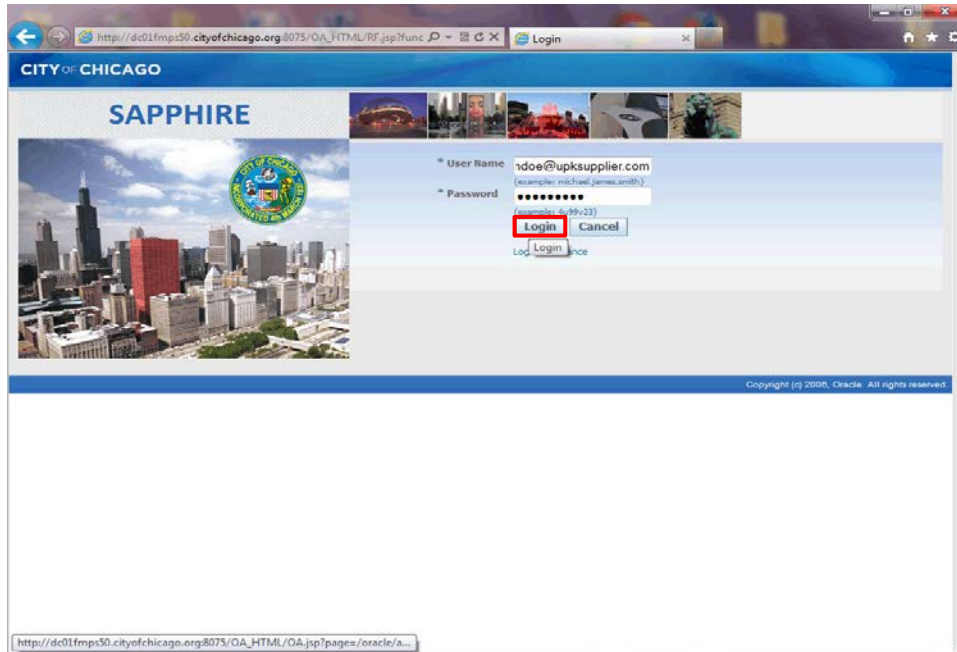
Click in the **Password** field.



## Step 4

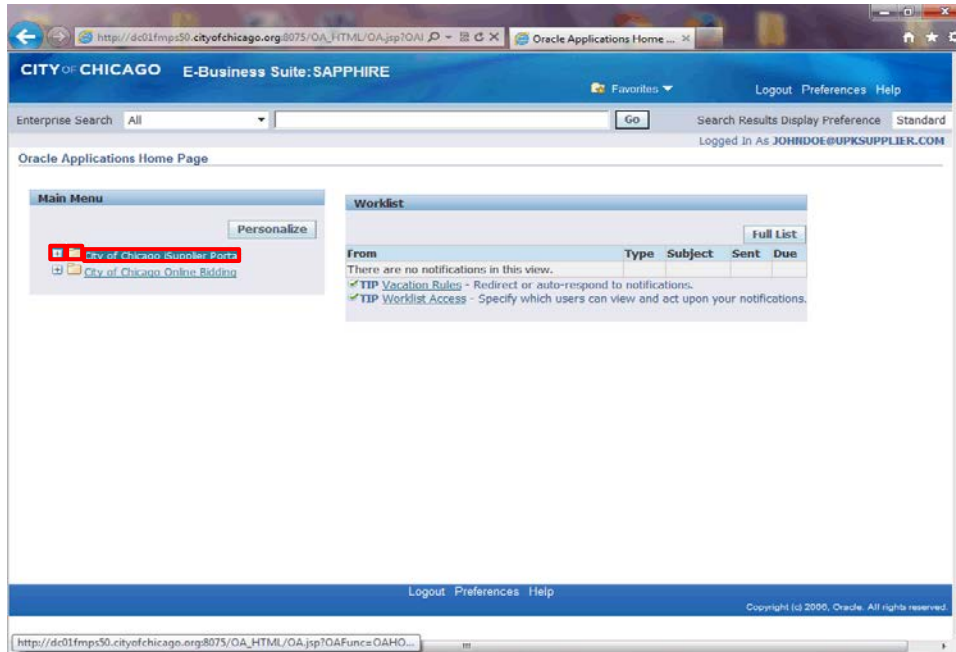
Enter the desired information into the **Password** field. Enter "**oracle123**".

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



Step 5

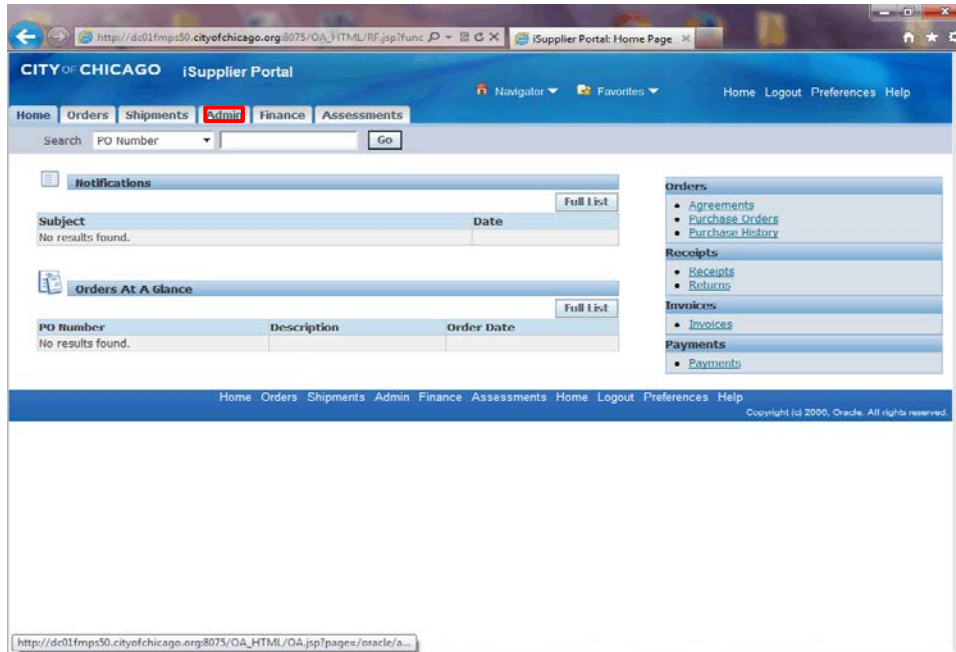
Click the **Login** button.



## 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

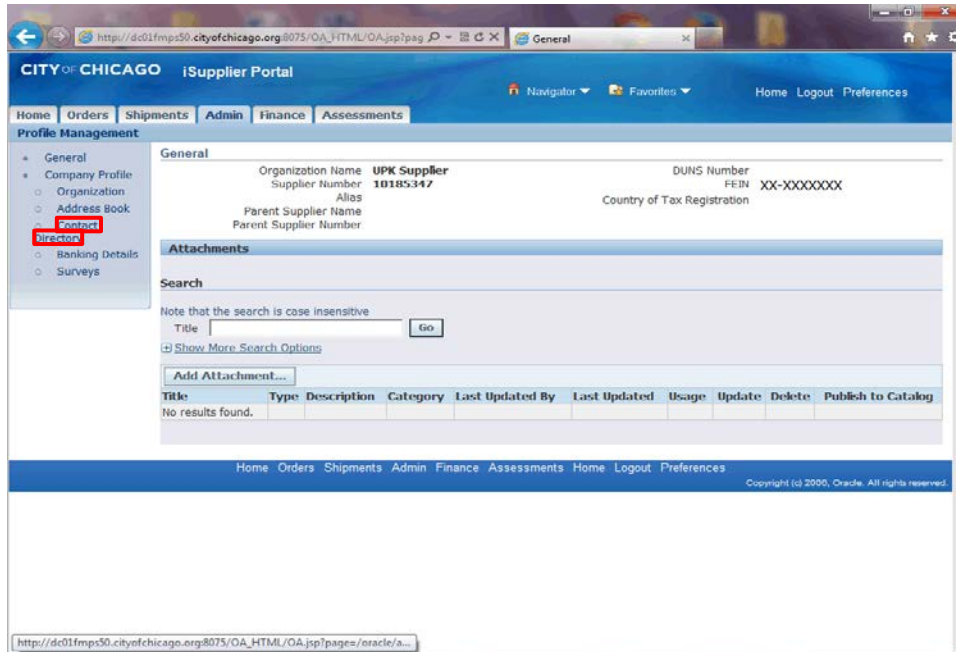
The *iSupplier Portal Home Page* window now appears.

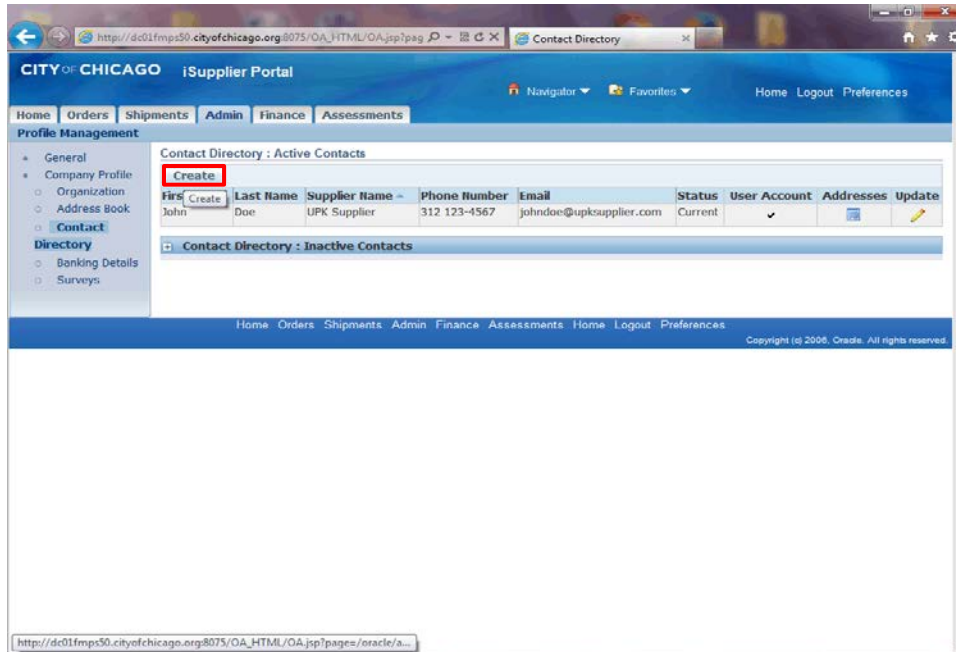
Click the **Admin** link at the top of the page to access your company details.



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://dc01fmp550.cityofchicago.org:8075/OA\\_HTML/OA.jsp?pag](https://dc01fmp550.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 below the heading says "\* Indicates required field".

The form contains the following fields:

- Contact Title (dropdown menu)
- \* 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, 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)
- Inactive Date (calendar icon, with a format hint "(example: 20 Dec 2015 19:45:00)")

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.

Step 10

The *Create Contact* window now appears.

Click in the **First Name** field.

The screenshot shows the 'Add Contact' form in the Oracle Supplier 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)
- 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)
- Inactive Date (calendar icon, example: 20 Dec 2015 19:45:00)

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

## Step 11

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

Step 12

Click in the **Last Name** field.

The screenshot shows a web browser window displaying the Oracle iSupplier Portal. The page title is "CITY OF CHICAGO iSupplier Portal" and the URL is "http://dc01fmp550.cityofchicago.org:8075/OA\_HTML/OA.jsp?pag". The page content includes a navigation bar with "Home Logout Preferences Help" and a breadcrumb trail "Admin: Profile Management: Contact Directory >". The main section is titled "Create Contact" and contains a form with various fields. The "Last Name" field is highlighted with a red rectangle. The form includes fields for Contact Title, First Name (Mary), Middle Name, Last Name, Alternate Name, Job Title, Department, Email Address, and Url. There are also fields for Phone Area Code, Phone Number (with a format hint "Format: XXX-XXXX"), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date (with an example "20 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.

City of Chicago iSupplier Portal

Admin: Profile Management: Contact Directory >

Create Contact

\* Indicates required field

Contact Title

\* First Name

Middle Name

\* Last Name

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: 20 Dec 2015 19:45:00)

Create User Account for this Contact

Cancel Apply

### 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 with the URL [https://dc01fmp50.cityofchicago.org:8075/OA\\_HTML/OA.jsp?pag](https://dc01fmp50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag). The page title is "CITY OF CHICAGO iSupplier Portal" and the breadcrumb is "Admin: Profile Management: Contact Directory >". The main heading is "Create Contact". A note indicates that an asterisk (\*) denotes a required field. The form contains 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 (text, with a date picker icon and an example "example: 20 Dec 2015 19:45:00"). At the bottom of the form is a "User Account" section with a checkbox "Create User Account for this Contact" and "Cancel" and "Apply" buttons. 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 organized into two columns. The left column contains: Contact Title (dropdown), First Name (Mary), Middle Name, Last Name (Allen), Alternate Name, Job Title, Department, Email Address (highlighted with a red box), and Url. The right column contains: Phone Area Code, Phone Number (with a format hint 'Format: XXX-XXXX'), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date (with an example date '20 Dec 2015 19:45:00'). Below the form is a 'User Account' section with a checkbox 'Create User Account for this Contact' and another 'Cancel' and 'Apply' button. The footer of the page includes 'Home Logout Preferences Help' and 'Copyright (c) 2006, Oracle. All rights reserved.'

## Step 15

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



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: 'Profile Management', 'User Account', and 'Phone Information'. The 'Profile Management' 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'. 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 YYYY-MM-DD HH:MM:SS). The form is displayed in a browser window with the URL 'https://dc01fmpa50.cityofchicago.org:8075/OA\_HTML/OA.jsp?pag'. The browser title is 'Add Contact'.

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 is part of the 'Profile Management' section. It contains several fields for contact information, including 'Contact Title', 'First Name', 'Middle Name', 'Last Name', 'Alternate Name', 'Job Title', 'Department', 'Email Address', 'Uri', 'Phone Area Code', 'Phone Number', 'Phone Extension', 'Alternate Phone Area Code', 'Alternate Phone Number', 'Fax Area Code', 'Fax Number', and 'Inactive Date'. The 'Phone Area Code' field is highlighted with a red box, indicating it is the current step in the process. The 'Phone Number' field has a format hint of 'Format: XXX-XXXX'. The 'Inactive Date' field has a format hint of '(example: 28-Dec-2015 19:45:00)'. There are 'Cancel' and 'Apply' buttons at the bottom of the form.

## Step 17

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

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 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 (highlighted with a red box), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date. 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://dc01fmpa50.cityofchicago.org:8075/OA\_HTML/OA.jsp?pag'. The Oracle logo and 'USER PRODUCTIVITY KIT' are visible in the top left corner of the browser window.

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, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, Fax Number, and Inactive Date. 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 'https://dc01fmpa50.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.'

## 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: 'Profile Management', 'User Account', and 'Phone Information'. The 'Profile Management' 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 19:45:00). The 'User Account' section includes a checkbox for 'Create User Account for this Contact'. The form also has 'Cancel' and 'Apply' buttons at the bottom right.

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 described in the text. The form also includes a 'User Account' section with a checkbox for 'Create User Account for this Contact'.

Contact Title		Phone Area Code	312
* First Name	Mary	* Phone Number	123-4509
Middle Name		Phone Extension	12
* Last Name	Allen	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title		Fax Area Code	
Department		Fax Number	
Email Address	mallen@upksupplier.com	Inactive Date	
Uri			

## 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 'User Account' section at the bottom. The 'User Account' section has a checkbox labeled 'Create User Account for this Contact' which is highlighted with a red square. Below the checkbox is a button labeled 'Create User Account For The Contact'. The form also includes 'Cancel' and 'Apply' buttons. The contact information fields are as follows:

Contact Title		Phone Area Code	312
* First Name	Mary	* Phone Number	123-4509
Middle Name		Phone Extension	12
* Last Name	Allen	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title		Fax Area Code	
Department		Fax Number	
Email Address	mallen@upksupplier.com	Inactive Date	
Uri			(example: 28-Dec-2015 18:45:00)

## 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.

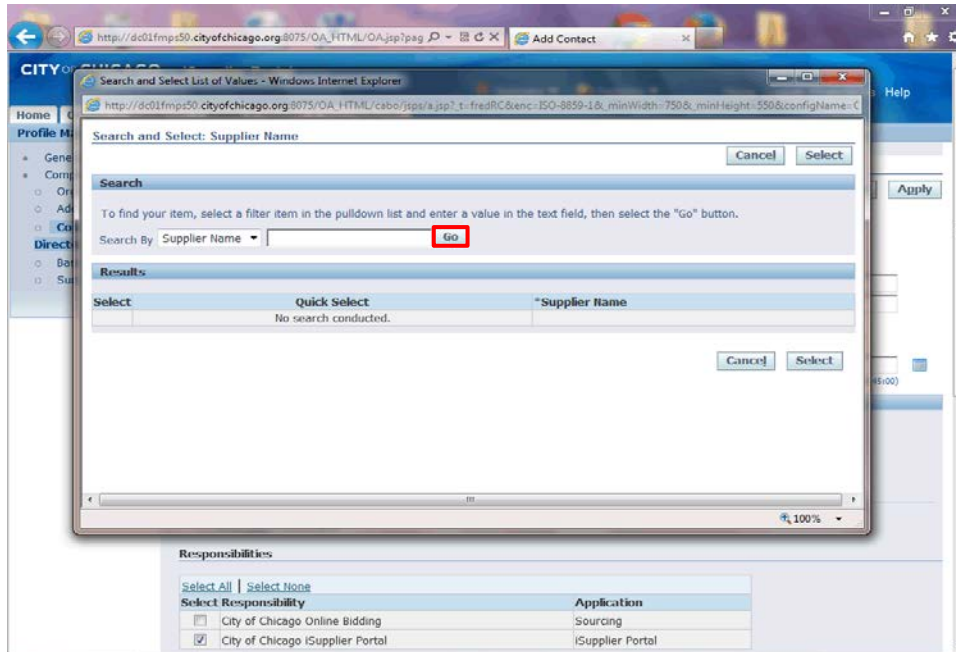
The screenshot shows the 'Add Contact' form in the Oracle iSupplier Portal. The form is divided into several sections:

- Contact Information:** Fields for Contact Title, First Name (Mary), Middle Name, Last Name (Allen), Alternate Name, Job Title, Department, Email Address (mallen@upksupplier.com), and Uri.
- Phone Information:** Fields for 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:** A checkbox for 'Create User Account for this Contact' is checked. The 'Supplier Name' field is highlighted with a red box and a magnifying glass icon. The 'Username' field contains 'mallen@upksupplier.com'.
- User Notifications:** A checkbox for 'Certification Reminders' is unchecked.
- Responsibilities:** A table with columns for 'Select Responsibility' and 'Application'. The 'City of Chicago Online Bidding' responsibility is selected, and the 'iSupplier Portal' application is listed.

Step 23

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



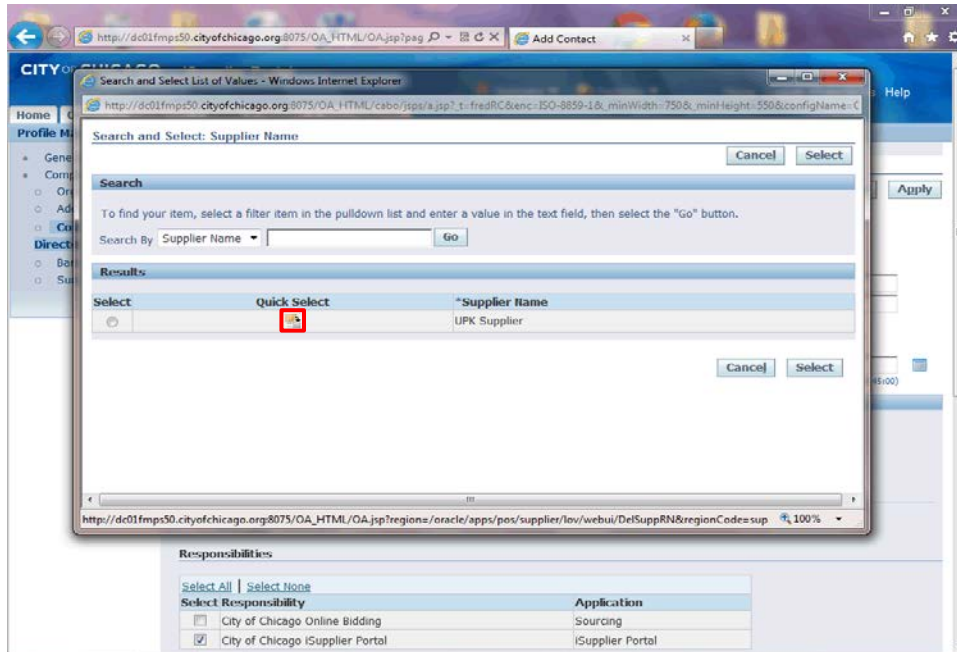


## Step 24

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', 'User Account', 'User Notifications', and 'Responsibilities'. The 'Contact Information' section includes 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. The 'User Account' section has a checkbox for 'Create User Account for this Contact' which is checked, and fields for 'Supplier Name' (JPK Supplier) and 'Username' (mallen@upksupplier.com). The 'User Notifications' section has a checkbox for 'Certification Reminders' which is unchecked. The 'Responsibilities' section has a table with two columns: 'Select Responsibility' and 'Application'. The table has two rows: 'City of Chicago Online Bidding' with 'Sourcing' as the application, and 'City of Chicago iSupplier Portal' with 'iSupplier Portal' as the application. The 'City of Chicago Online Bidding' row has a red box around the checkbox, and the 'City of Chicago iSupplier Portal' row has a checked checkbox.

Select Responsibility	Application
<input 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.

City of CHICAGO iSupplier Portal

Home Orders Shipments Admin Finance Assessments

Profile Management

Admin: Profile Management, Contact Directory >

Add Contact

\* Indicates required field

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 12

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date (example: 28-Dec-2015 18:45:00)

User Account

Create User Account for this Contact

\* Supplier Name UPK Supplier

\* Username mallen@upksupplier.com

User Notifications

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

Step 27

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

Step 28

Click the **Apply** button.

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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## Step 29

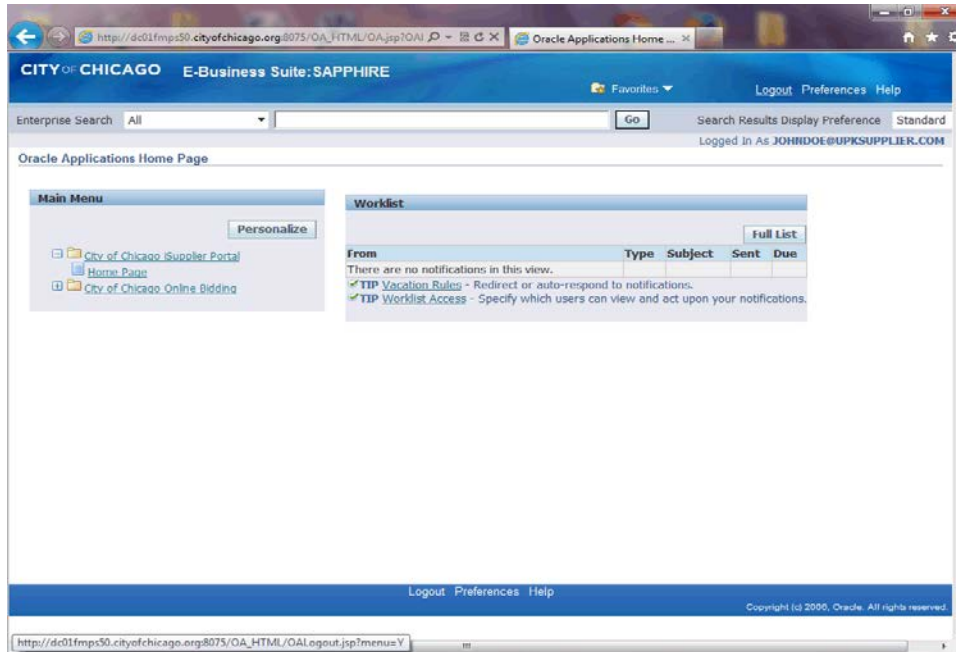
You will see the new contact has been added to your company profile.

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

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: [http://dc01fmps50.cityofchicago.org:8075/OA\\_HTML/OA.jsp?pag](http://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag). The page title is "CITY OF CHICAGO iSupplier Portal". The navigation menu includes "Home", "Orders", "Shipments", "Admin", "Finance", and "Assessments". The "Home" link is highlighted with a red box. The "Profile Management" section is expanded, showing "Contact Directory" with a "Create" button. Below the "Create" button is a table of active contacts:

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	✓		

Below the active contacts table is a section for "Contact Directory : Inactive Contacts". The footer of the page includes the text "Copyright (c) 2006, Oracle. All rights reserved." and a URL: [http://dc01fmps50.cityofchicago.org:8075/OA\\_HTML/OA.jsp?\\_csr=FNDPORTA...](http://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?_csr=FNDPORTA...)



## 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.**