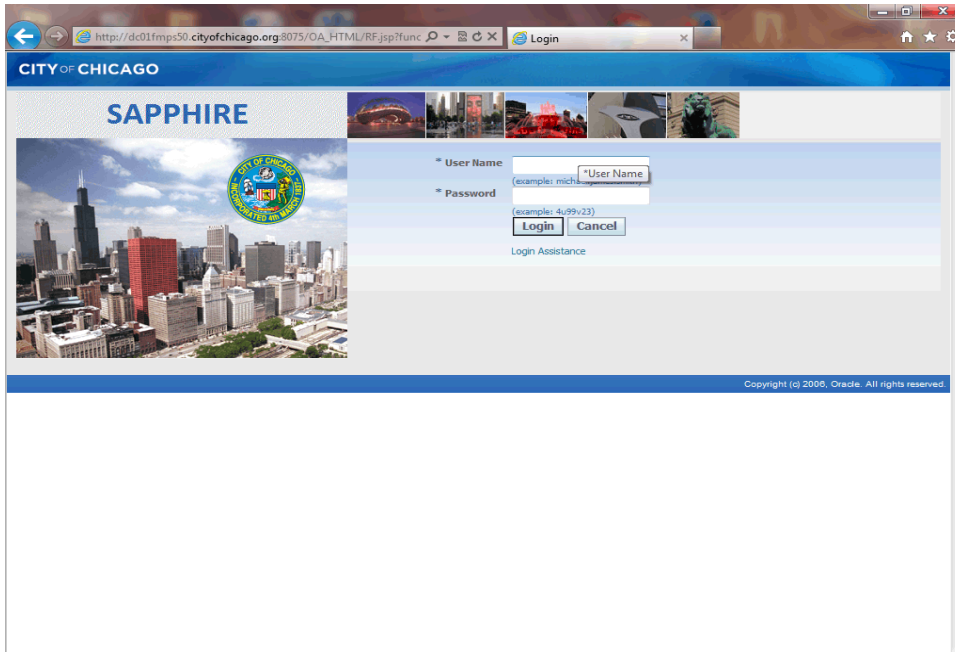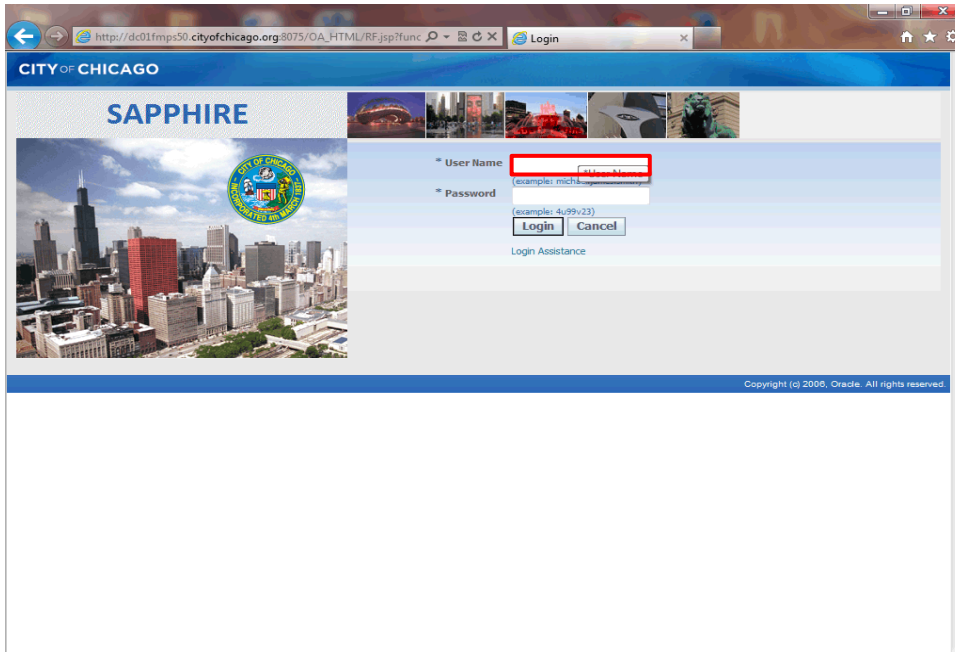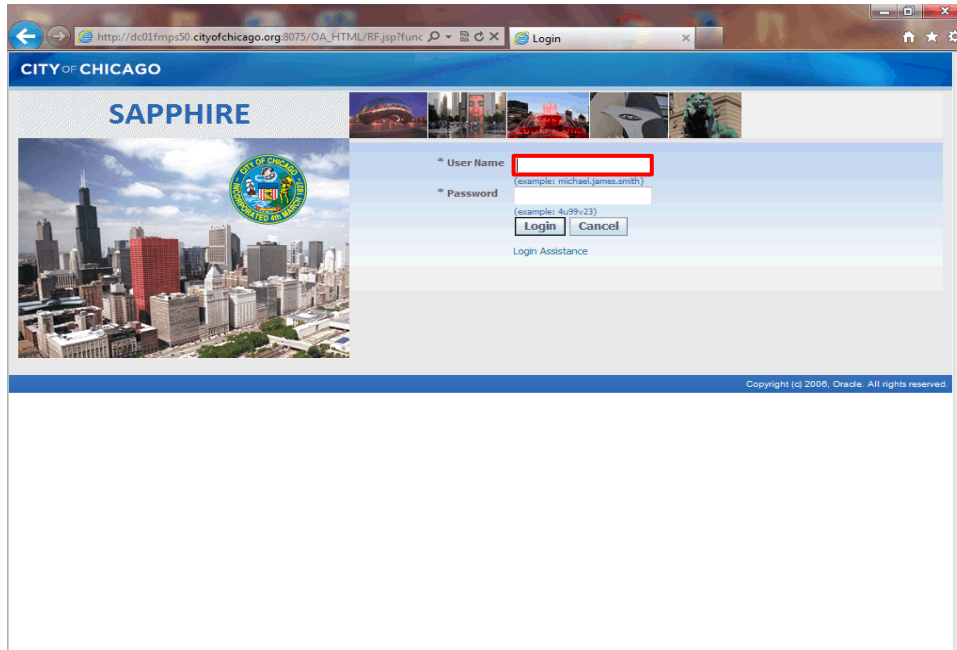# Inactivate Existing Contact

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

Step 1

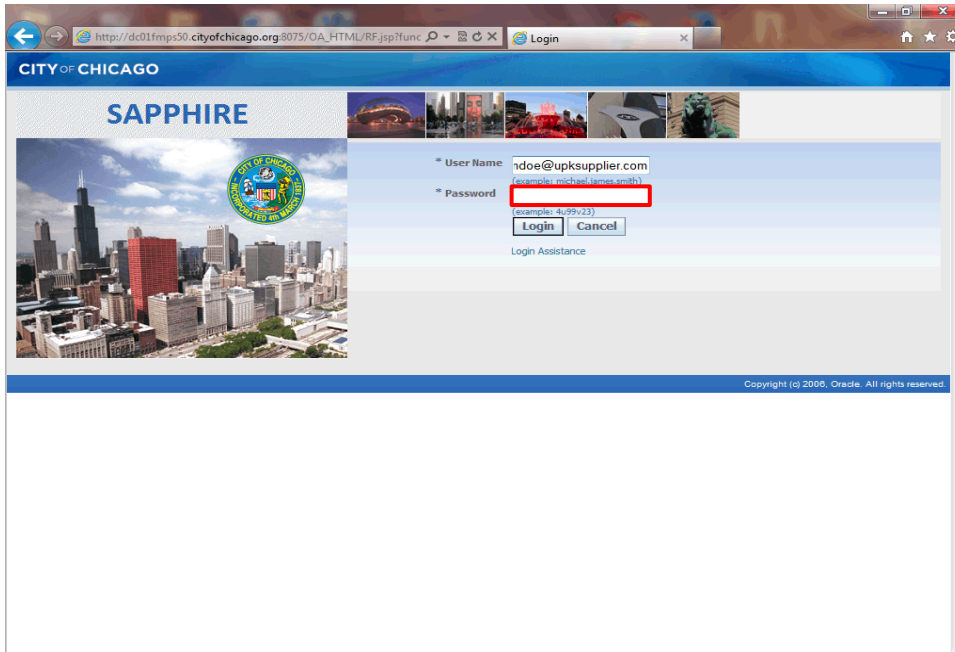From the login page, click in the **User Name** field.

Step 2

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

You will need to use your current login for the City of Chicago's iSupplier Portal.
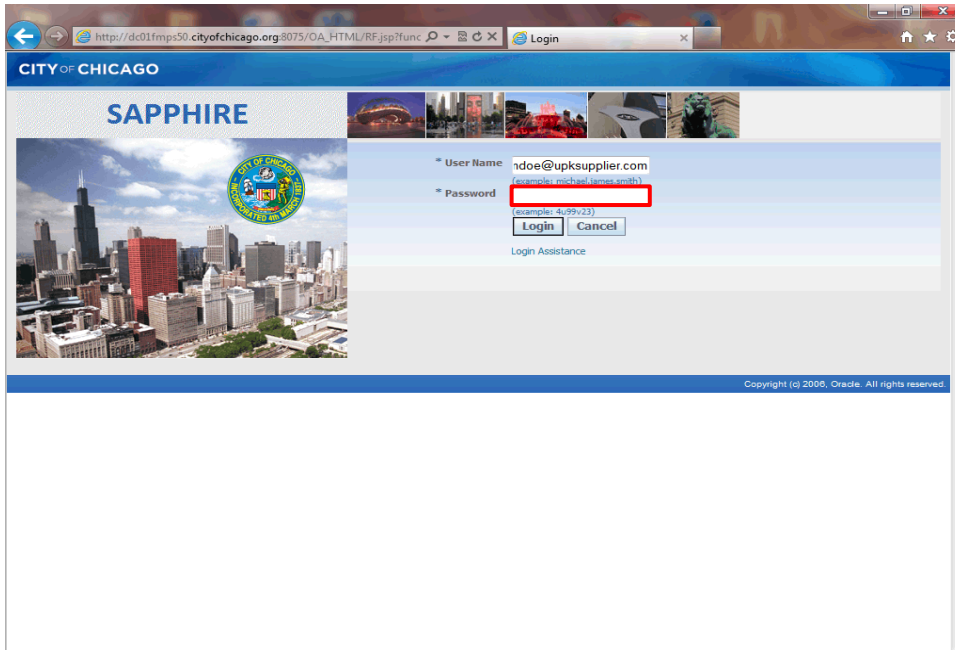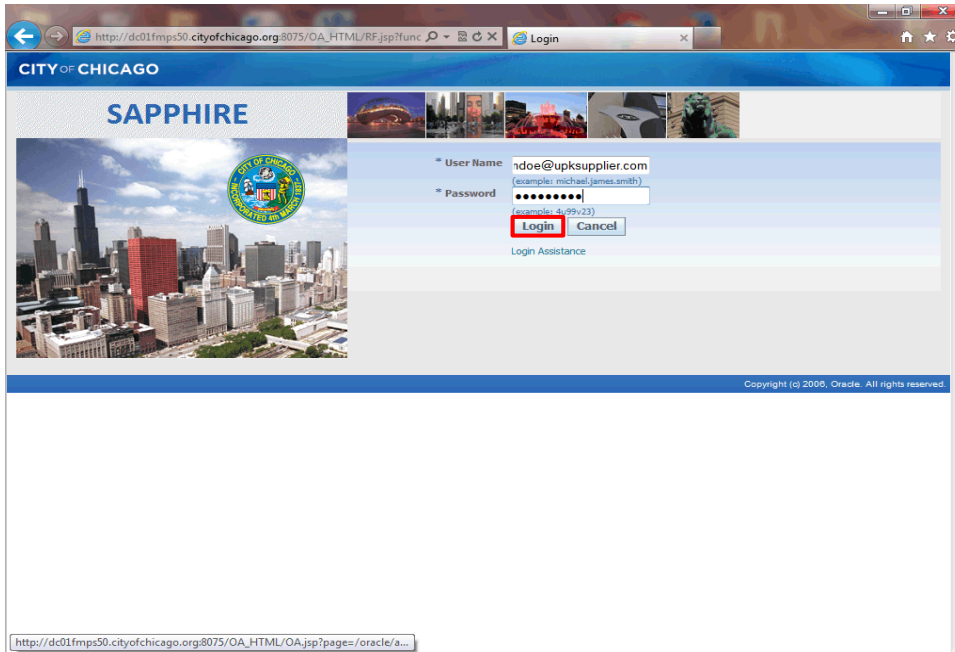
Step 3

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.
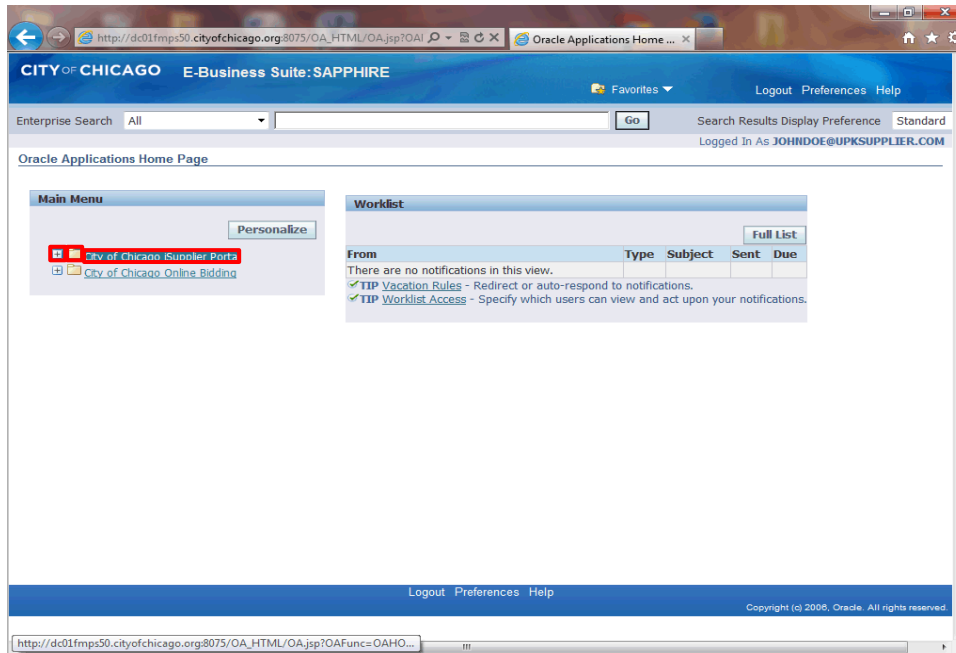
Step 5

Click the **Login** button.

Step 6

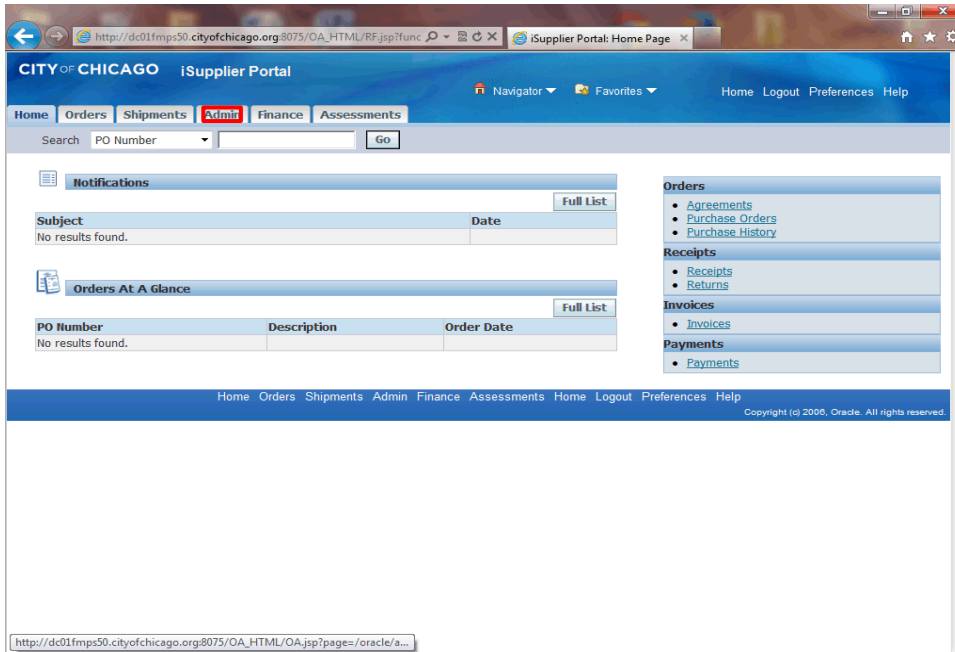The *Oracle Applications Home Page* will now appear.

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

Step 7
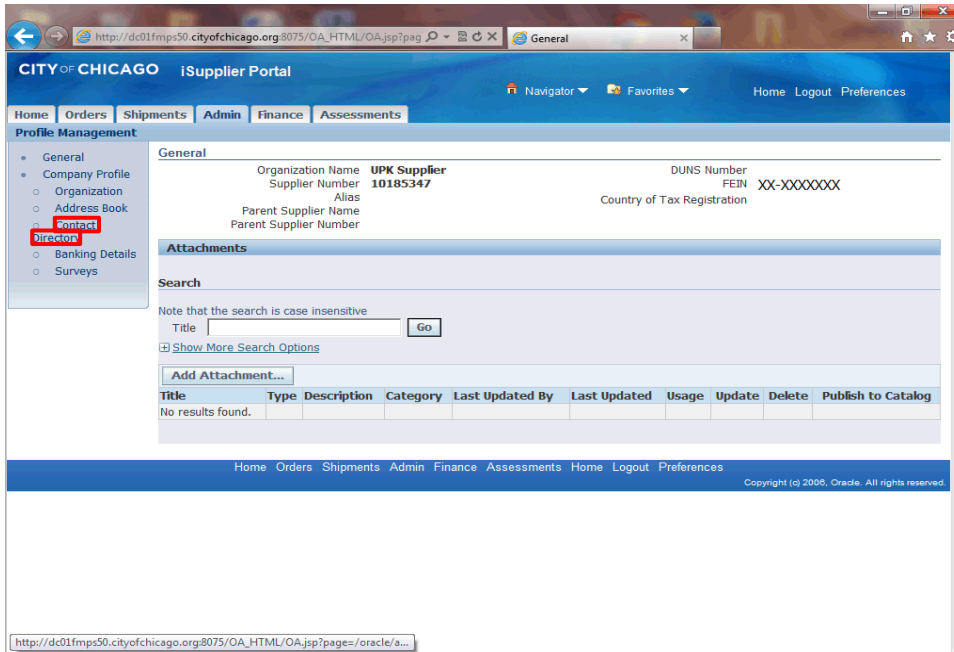
The *iSupplier Portal Home Page* window now appears.

Click the **Admin** link at the top of the page to access your company details.
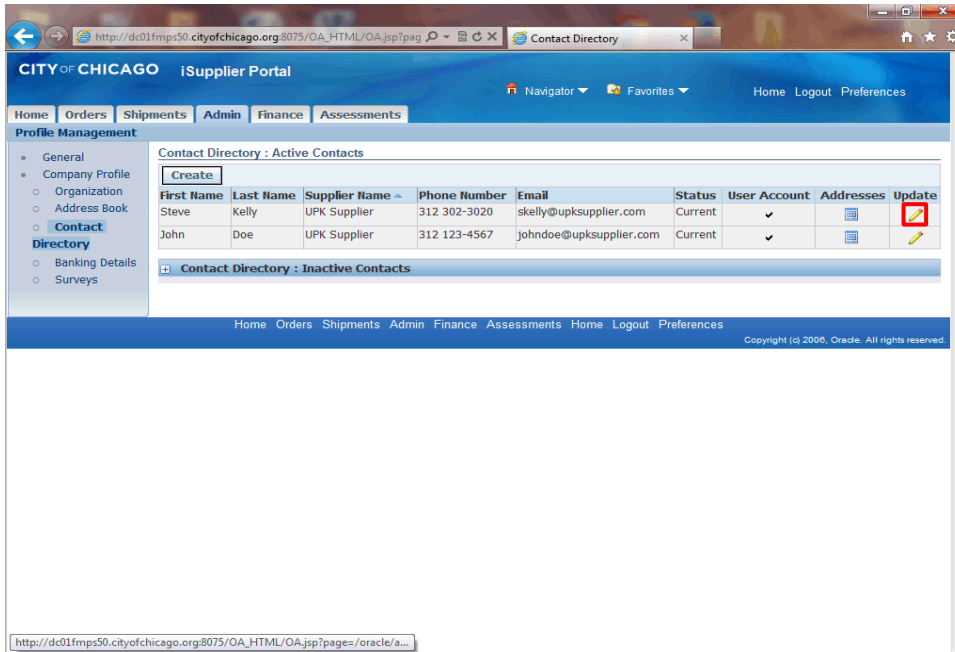
Step 8

The *iSupplier Portal Home Page* window now appears.

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

Step 9

Click the **Update** button for the contact in which you want to inactivate.

Step 10

The *Update Contact* window now appears.

Click the **Inactive Date** button. (Calendar Icon)

Step 11

The *Pick a Date* window now appears.

Choose the date that you want to inactivate this contact on.

In this example, click the **28** link.

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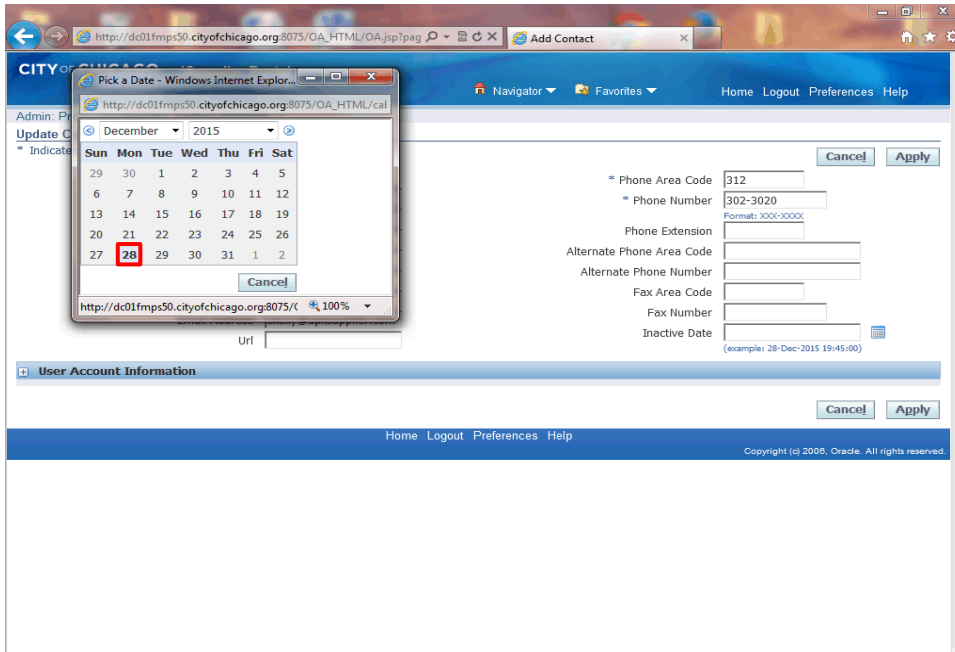
Step 12

Click the **Apply** button.

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Step 13

By inactivating a supplier, all purchasing documents in which they are the contact will need to be updated.

Click the **Confirm** button.

Step 14

You can see all your inactive contacts by clicking the **Select to show information (+)** button under the "Contact Directory : Inactive Contacts" section of the page.

Step 15

You will then see all of your company's inactive contacts.

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

Step 16

You have just finished inactivating an existing 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.