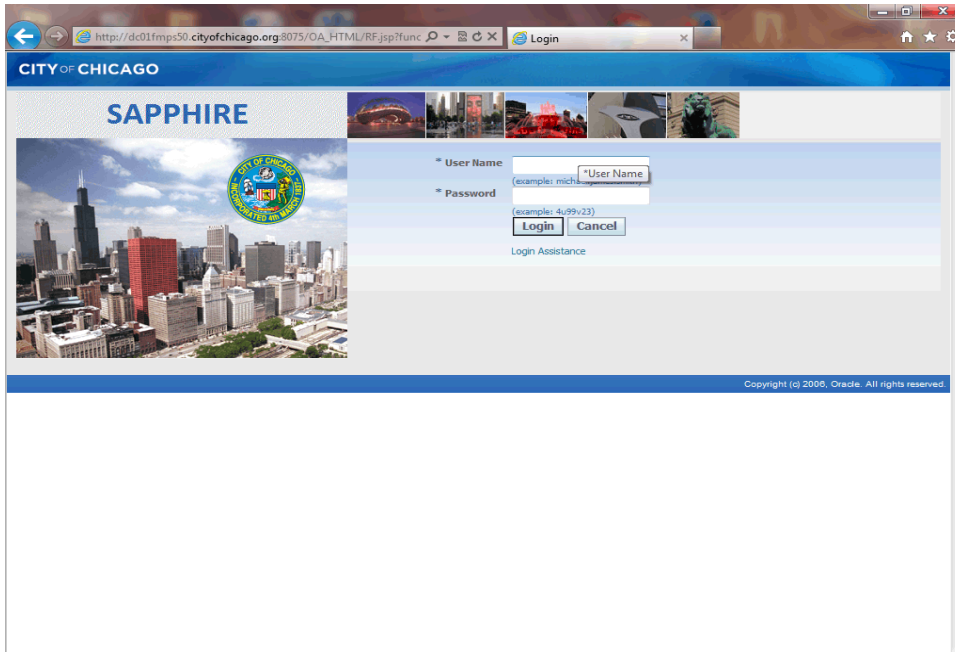
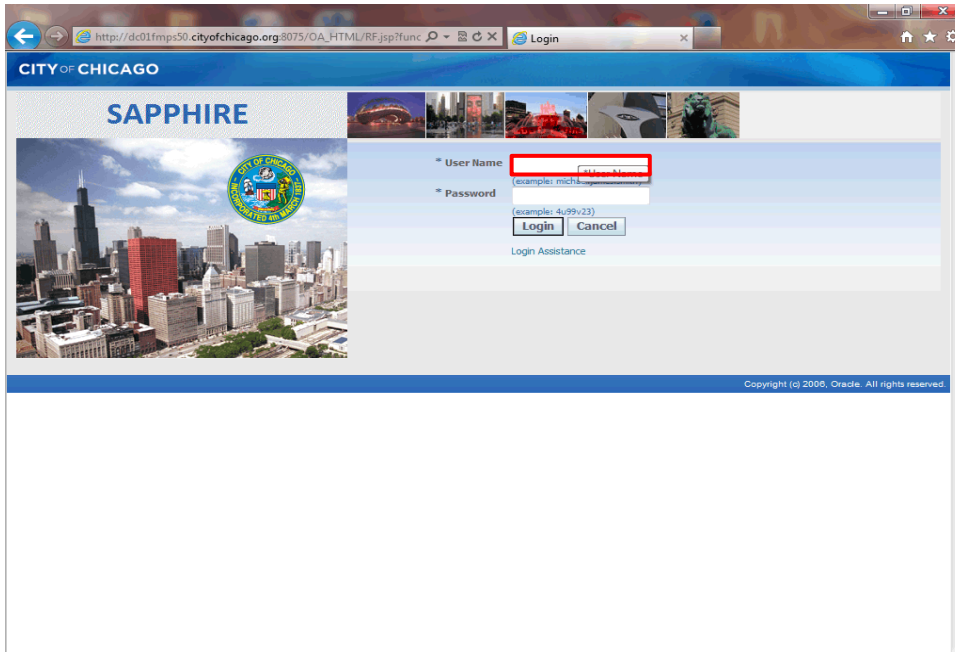


Inactivate Existing Contact

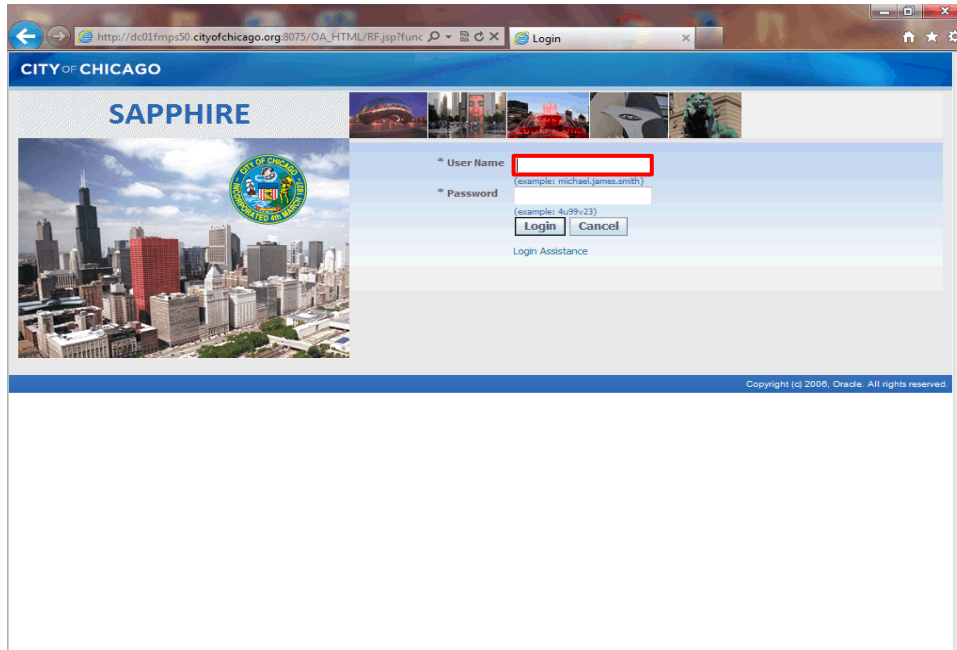


In this Course you will learn how to inactivate an existing contact for the City of Chicago.



Step 1

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



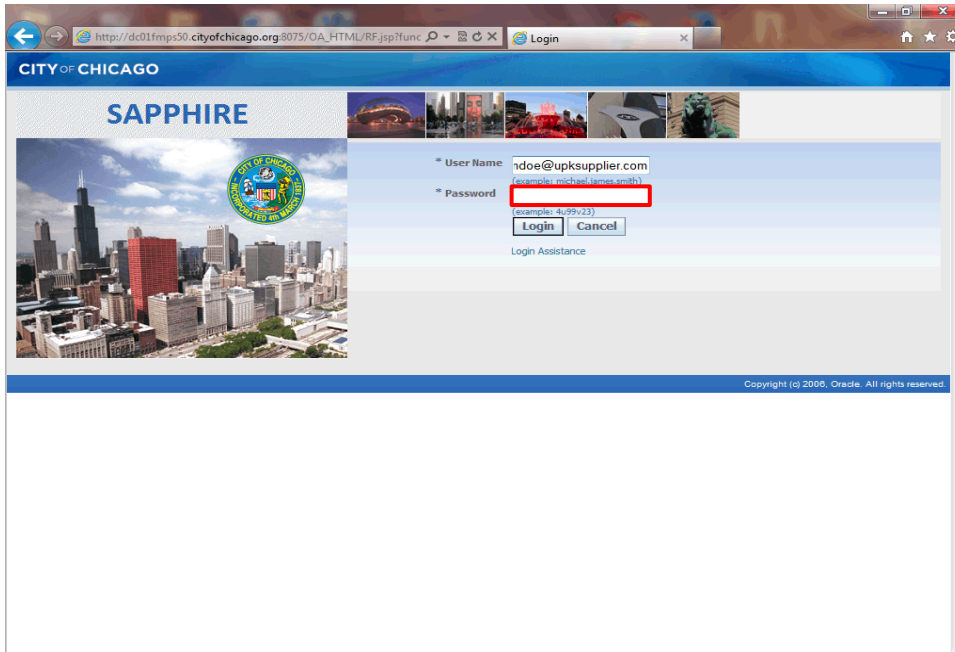
Step 2

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

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

Step 3

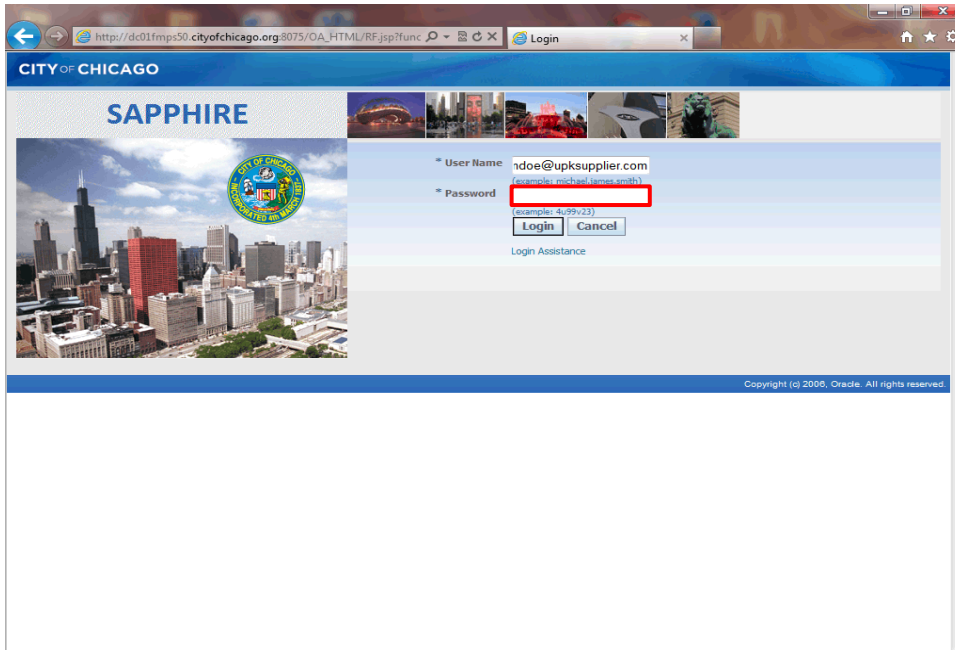
Click in the **Password** field.



Step 4

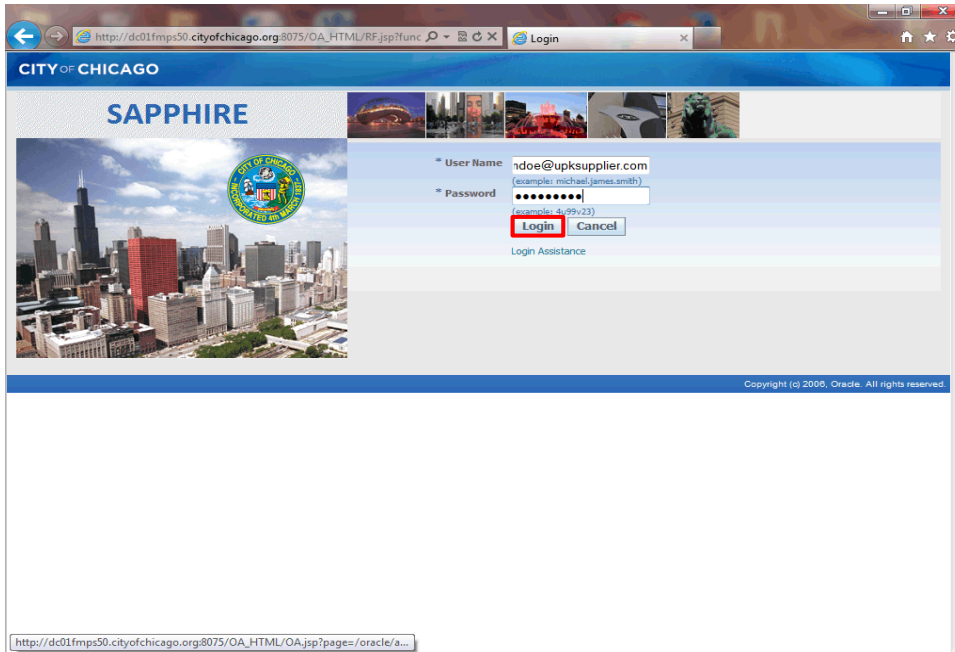
Enter the desired information into the **Password** field. Enter "**oracle123**".

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



Step 5

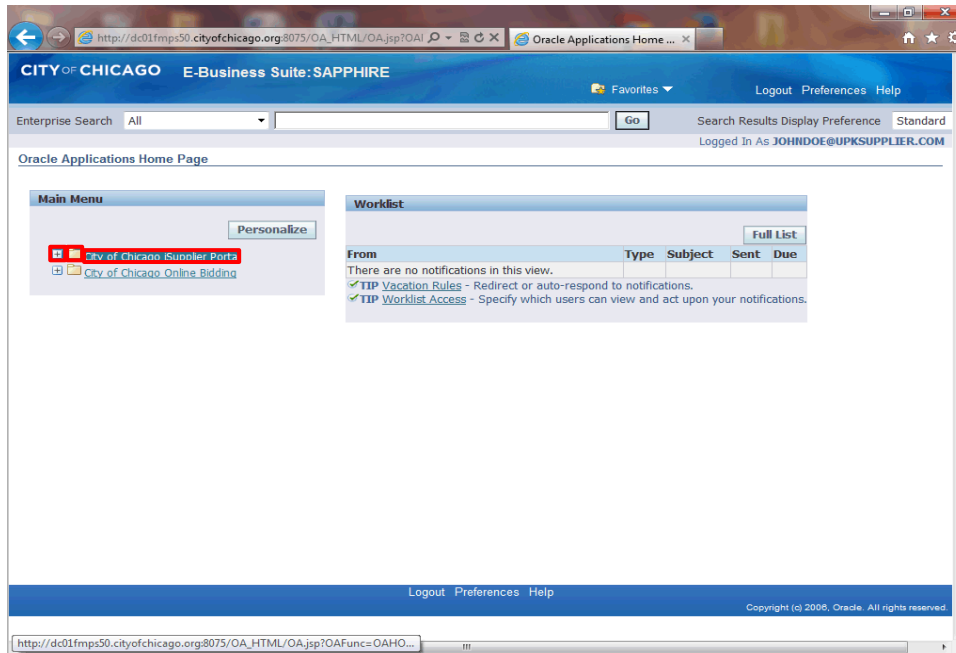
Click the **Login** button.



Step 6

The *Oracle Applications Home Page* will now appear.

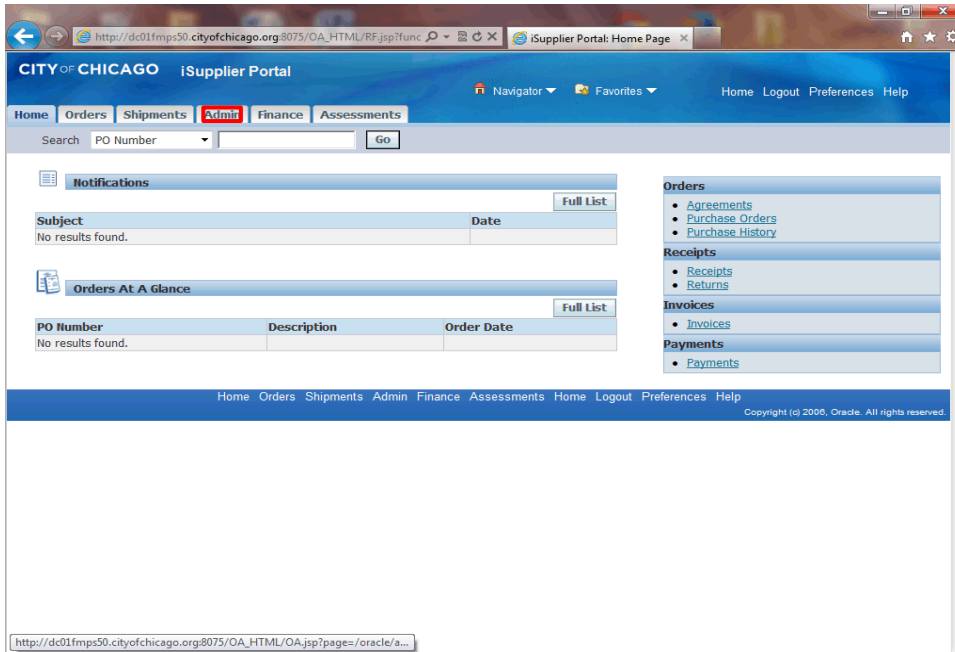
To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.



Step 7

The *iSupplier Portal Home Page* window now appears.

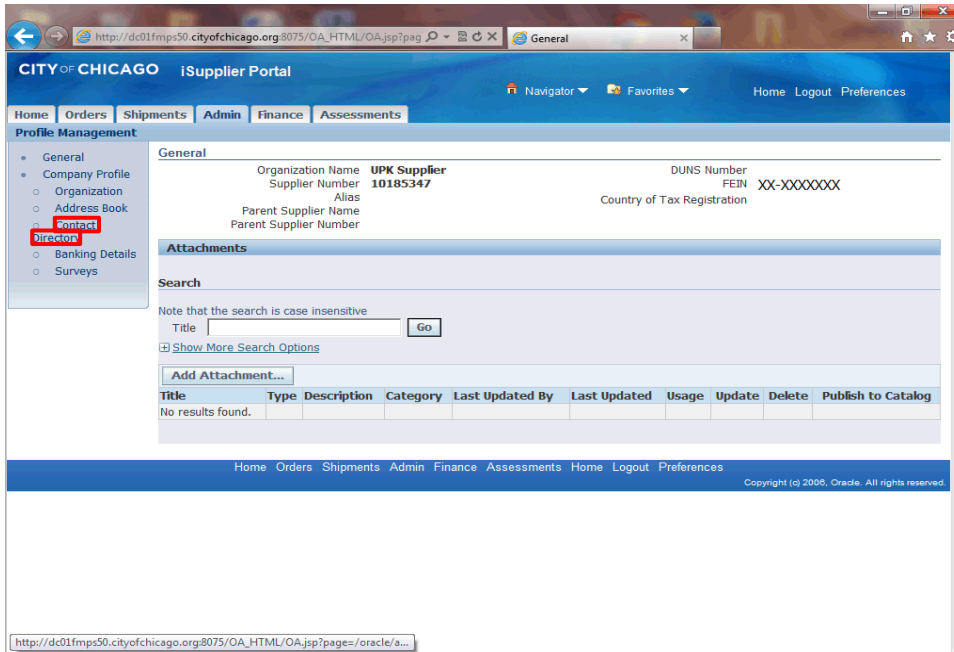
Click the **Admin** link at the top of the page to access your company details.



Step 8

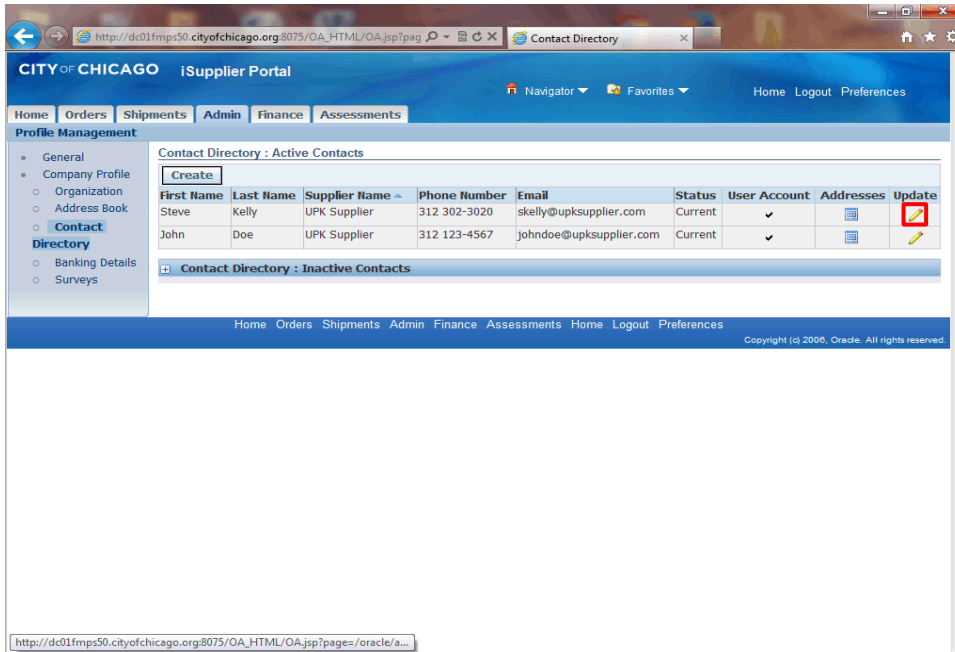
The *iSupplier Portal Home Page* window now appears.

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)

City of Chicago iSupplier Portal

Admin: Profile Management: Contact Directory >

Update 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: 28-Dec-2015 19:45:00)

Cancel Apply

User Account Information

Cancel Apply

Home Logout Preferences Help

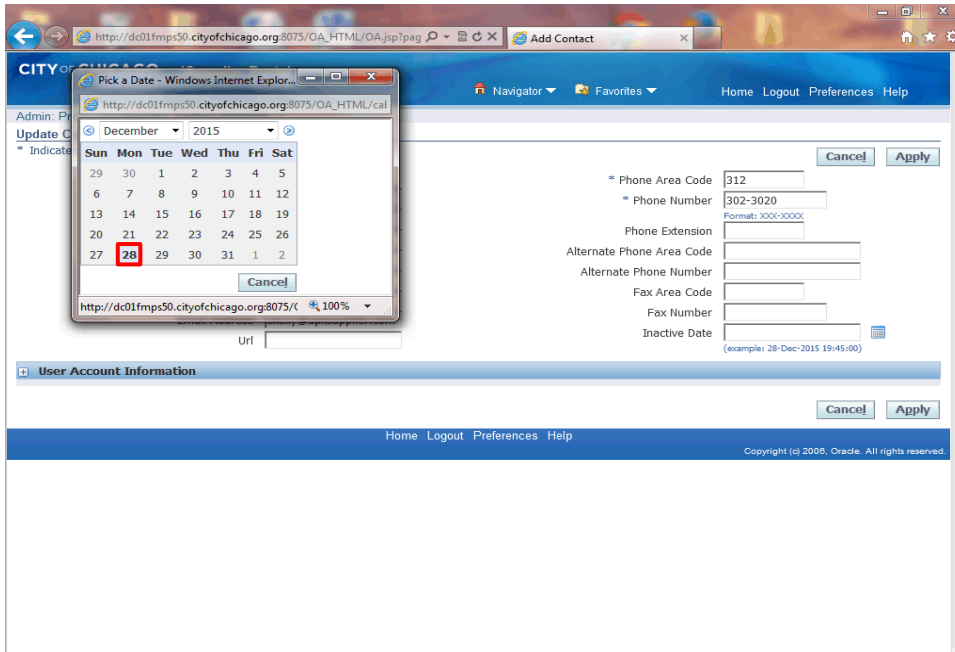
Copyright (c) 2006, Oracle. All rights reserved.

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.



Step 12

Click the **Apply** button.

The screenshot shows the 'Update Contact' form in the Oracle iSupplier Portal. The form is divided into several sections: 'Contact Information', 'User Account Information', 'User Notifications', 'Responsibilities', and 'User Access Restrictions'. The 'Apply' button is highlighted with a red box. The 'Inactive Date' is set to 28-Dec-2015 15:30:54.

Contact Information:

- Contact Title: [Dropdown]
- * First Name: Steve
- Middle Name: [Text]
- * Last Name: Kelly
- Alternate Name: [Text]
- Job Title: [Text]
- Department: [Text]
- Email Address: skelly@upksupplier.com
- Url: [Text]
- * Phone Area Code: 312
- * Phone Number: 302-3020 (Format: XXX-XXXX)
- Phone Extension: [Text]
- Alternate Phone Area Code: [Text]
- Alternate Phone Number: [Text]
- Fax Area Code: [Text]
- Fax Number: [Text]
- Inactive Date: 28-Dec-2015 15:30:54 (example: 28-Dec-2015 19:45:00)

User Account Information:

- Username: SKELLY@UPKSUPPLIER.COM
- Inactive Date: 28-Dec-2015 (example: 28-Dec-2015)
- Reset Password

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

User Access Restrictions:

http://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?page=/oracle/a... access all the data for this supplier.

The screenshot shows the 'Update Contact' form in the City of Chicago iSupplier Portal. A warning message at the top states: 'Warning: If you inactivate the contact then all the supplier site contacts linked to this contact will also be inactivated. In addition, inactivation of this contact may affect other applications that are using the contact for non-purchasing related activities. Are you sure you want to remove the contact?'. Below the warning, the form has two main sections: 'Update Contact' and 'User Account Information'. The 'Update Contact' section includes fields for Contact Title, First Name (Steve), Middle Name, Last Name (Kelly), Alternate Name, Job Title, Department, Email Address (skelly@upksupplier.com), and Uri. It also has fields for Phone Area Code (312), Phone Number (302-3020), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number. The 'Inactive Date' is set to 28-Dec-2015 15:30:54. The 'User Account Information' section shows Username SKELLY@UPKSUPPLIER.COM and Inactive Date 28-Dec-2015. There are 'Cancel' and 'Confirm' buttons at the top right of the form, with the 'Confirm' button highlighted in red. A 'Reset Password' checkbox is also visible.

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.

The screenshot shows the City of Chicago iSupplier Portal. The main content area is titled "Contact Directory : Active Contacts" and contains a table with the following data:

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

Below the active contacts table, there is a section titled "Contact Directory : Inactive Contacts" with a red plus sign icon. The rest of the page is mostly blank, with a footer containing the text "Copyright (c) 2006, Oracle. All rights reserved."

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.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with 'Home' highlighted in a red box. Below the navigation bar, there is a sidebar menu on the left with 'Contact' selected. The main content area displays two tables: 'Contact Directory : Active Contacts' and 'Contact Directory : Inactive Contacts'. The 'Active Contacts' table has one row for John Doe. The 'Inactive Contacts' table has two rows for Mary Allen and Steve Kelly. At the bottom of the page, there is a footer with 'Copyright (c) 2006, Oracle. All rights reserved.'

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

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account
Mary	Allen	UPK Supplier	312 123-4509 12	mallen@upksupplier.com	Inactive	✓
Steve	Kelly	UPK Supplier	312 302-3020	skelly@upksupplier.com	Inactive	✓

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.

