



Registration Submission

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 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 includes a "Step 1 of 3" indicator and a "Next" button. The "Company Details" section contains the following fields: "Company Name" (with a tooltip "Company name input"), "Tax Country" (with a note: "Where provided, the tax country will be used to validate the format of the Tax Registration number and/or Taxpayer ID."), "FEIN" (with a note: "Format: XX-XXXXXXX"), and "DUNS Number". The "Contact Information" section contains the following fields: "Email", "First Name", "Last Name", "Phone Area Code", "Phone Number" (with a note: "Format: XXX-XXXX"), and "Phone Extension". The footer of the page includes "Close" and "Preferences" links, and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

In this Course you will learn how to submit a registration to get access to the City of Chicago's iSupplier Portal.

If you have already signed up for the City's iSupplier Portal, you can log into the system and do not need to register.

This is an example of a company registering for access to iSupplier Portal. You will need to use your Company's information to register.

City of Chicago iSupplier Portal

Prospective Supplier Registration

Step 1 of 3 [Next](#)

Company Details

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

* Company Name

Tax Country

FEIN

DUNS Number

Contact Information

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

Step 1 of 3 [Next](#)

Close Preferences

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Step 1

From the City of Chicago's web site, you will be brought to the *Prospective Supplier Registration* window once you click on the register link.

The first thing you will do is fill out your company details.

Click in the **Company Name** field.

Note: Any field marked with an Asterisk (*) is a required field and must be filled in to continue with the registration.

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 "Prospective Supplier Registration". Below the heading, there are three tabs: "Basic Information", "Company Details", and "Attachments". The "Company Details" tab is active. The form is divided into two main sections: "Company Details" and "Contact Information".

Company Details

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

* Company Name

Tax Country

FEIN

DUNS Number

Contact Information

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

Step 1 of 3 [Next](#)

Step 2

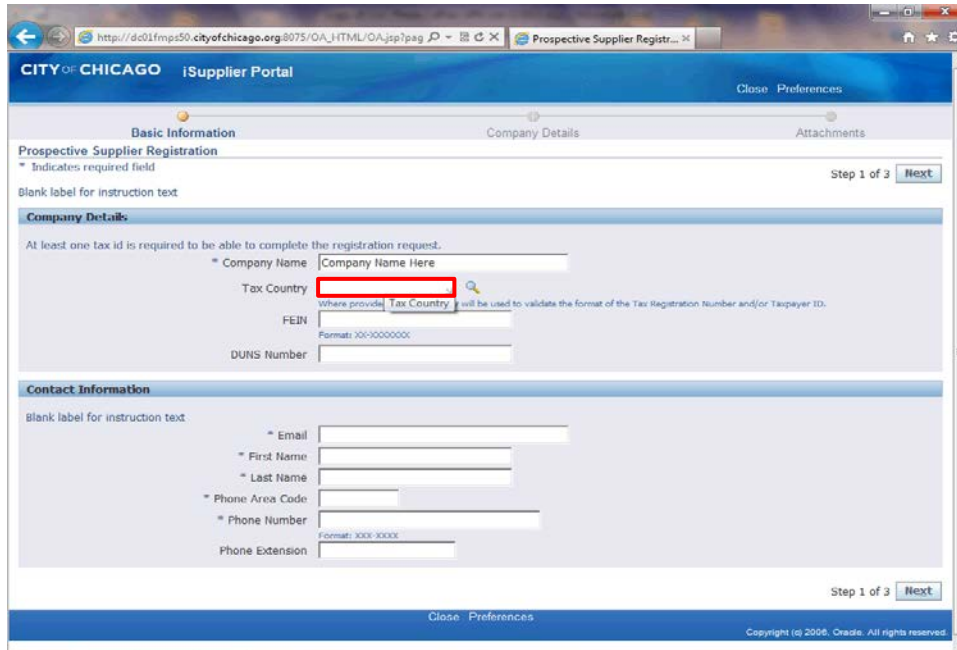
Enter your company's name in this field.

Enter the desired information into the **Company Name** field. In this example, enter "**Company Name Here**".

The screenshot shows a web browser window with the URL http://do1fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag and a tab titled "Prospective Supplier Registr...". The page header is "CITY OF CHICAGO iSupplier Portal" with "Close" and "Preferences" links. The main content area is titled "Prospective Supplier Registration" and includes a progress indicator "Step 1 of 3" with a "Next" button. The form is divided into sections: "Company Details" and "Contact Information". In the "Company Details" section, the "Tax Country" field is highlighted with a red box. Below it are fields for "FEIN" (Format: XX-XXXXXXX) and "DUNS Number". The "Contact Information" section includes fields for "Email", "First Name", "Last Name", "Phone Area Code", "Phone Number" (Format: XXX-XXXX), and "Phone Extension". A "Next" button is located at the bottom right of the form area. The footer contains "Close" and "Preferences" links and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step 3

Click in the **Tax Country** field.



CITY OF CHICAGO iSupplier Portal

Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 3 [Next](#)

Blank label for instruction text

Company Details

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

* Company Name

Tax Country

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

FEIN

Format: XX-XXXXXXX

DUNS Number

Contact Information

Blank label for instruction text

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Format: XXX-XXXX

Phone Extension

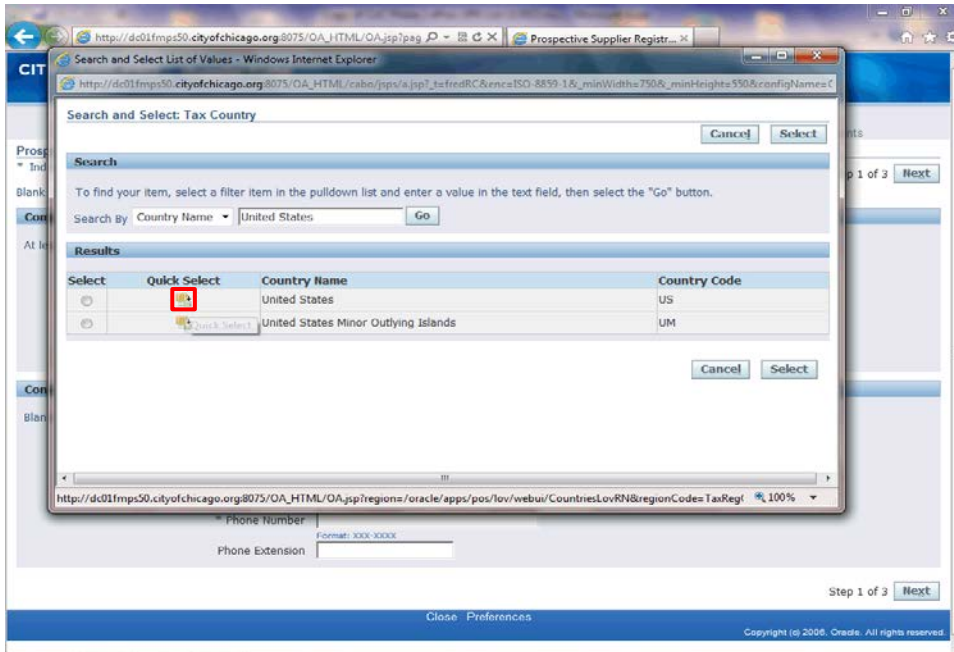
Step 1 of 3 [Next](#)

Close Preferences

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Step 4

Enter the desired information into the **Tax Country** field. Enter "**United States**".



Step 5

A Popup window will appear.

Click the **Quick Select** button for United States. If you are not located in the United States, please choose your appropriate country name.

Step 6

Click in the **FEIN** field. You will need to enter your company's Federal Tax ID EIN Number in this 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 navigation bar includes "Close" and "Preferences". The main content area is titled "Prospective Supplier Registration" and indicates "Step 1 of 3" with a "Next" button. The form is divided into two main sections: "Company Details" and "Contact Information".

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-XXXXXX)
- DUNS Number:

Contact Information

Blank label for instruction text

- * Email:
- * First Name:
- * Last Name:
- * Phone Area Code:
- * Phone Number: (Format: XXX-XXXX)
- Phone Extension:

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

Step 7

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

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 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. Below the tabs, there is a "Step 1 of 3" indicator and a "Next" button. The "Company Details" section contains a note: "At least one tax id is required to be able to complete the registration request." Below this note are several fields: "Company Name" (with placeholder text "Company Name Here"), "Tax Country" (set to "United States"), "FEIN" (with placeholder "XX-XXXXXX" and format "Format: XX-XXXXXX"), and "DUNS Number" (with a red box around the input field and a "DUNS number" button). Below the "Company Details" section is the "Contact Information" section, which includes fields for "Email", "First Name", "Last Name", "Phone Area Code", "Phone Number" (with format "Format: XXX-XXXX"), and "Phone Extension". At the bottom of the form, there is another "Step 1 of 3" indicator and a "Next" button. The footer of the page contains "Close" and "Preferences" links, and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step 8

Click in the **DUNS Number** field. You can enter your DUNS number if you have one. Otherwise leave this field blank.

Step 9

Next you will enter the main contact information. You can provide additional contacts at a later point in time in this registration.

Click in the **Email** field.

Step 10

Enter the email for the main contact here.

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

Step 11

Click in the **First Name** field.

Step 12

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

Step 13

Click in the **Last Name** 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 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 selected. Below the tabs, there is a "Step 1 of 3" indicator and a "Next" button. The form is divided into two sections: "Company Details" and "Contact Information". The "Company Details" section includes a note: "At least one tax id is required to be able to complete the registration request." and fields for "Company Name", "Tax Country" (set to "United States"), "FEIN" (format: XX-XXXXXX), and "DUNS Number". The "Contact Information" section includes fields for "Email" (johndoe@company.com), "First Name" (John), "Last Name" (highlighted with a red box), "Phone Area Code", "Phone Number" (format: XXX-XXXX), and "Phone Extension". At the bottom of the form, there is another "Step 1 of 3" indicator and a "Next" button, along with "Close" and "Preferences" links. The footer contains the text "Copyright (c) 2006, Oracle. All rights reserved."

CITY OF CHICAGO iSupplier Portal

Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 3 Next

Blank label for instruction text

Company Details

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

* Company Name Company Name Here

Tax Country United States

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

FEIN XXX-XXXXXX

Format: XXX-XXXXXX

DUNS Number

Contact Information

Blank label for instruction text

* Email johndoe@company.com

* First Name John

* Last Name

* Phone Area Code

* Phone Number

Format: XXX-XXXX

Phone Extension

Step 1 of 3 Next

Close Preferences

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Step 14

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

Step 15

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

CITY OF CHICAGO iSupplier Portal

Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 3 Next

Blank label for instruction text

Company Details

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

* Company Name Company Name Here

Tax Country United States

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

FEIN XX-XXXXXX

Format: XX-XXXXXX

DUNS Number

Contact Information

Blank label for instruction text

* Email johndoe@company.com

* First Name John

* Last Name Doe

* Phone Area Code

* Phone Number

Format: XXX-XXXX

Phone Extension

Step 1 of 3 Next

Close Preferences

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CITY OF CHICAGO iSupplier Portal

Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 3 Next

Blank label for instruction text

Company Details

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

* Company Name Company Name Here

Tax Country United States

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

FEIN XXX-XXXXXX

Format: XXX-XXXXXX

DUNS Number

Contact Information

Blank label for instruction text

* Email johndoe@company.com

* First Name John

* Last Name Doe

* Phone Area Code

* Phone Number

Format: XXX-XXXX

Phone Extension

Step 1 of 3 Next

Close Preferences

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Step 16

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

Step 17

Click in the **Phone Number** field.

CITY OF CHICAGO iSupplier Portal

Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 3 [Next](#)

Blank label for instruction text

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: XX-XXXXXX

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

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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 Company Name Here

Tax Country United States

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

FEIN XXX-XXXXXX

Format: XXX-XXXXXX

DUNS Number

Contact Information

Blank label for instruction text

* Email johndoe@company.com

* First Name John

* Last Name Doe

* Phone Area Code 312

* Phone Number 123-4567

Format: XXX-XXXX

Phone Extension

Step 1 of 3 Next

Close Preferences

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Step 18

Enter the desired information into the **Phone Number** field. In this example, enter "**123-4567**".

You can also add a Phone Extension if one is available for this contact.

City of CHICAGO iSupplier Portal

Close Preferences

Basic Information Company Details Attachments

Prospective Supplier Registration

* Indicates required field

Step 1 of 3 [Next](#)

Blank label for instruction text

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-XXXXXX

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

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Step 19

Click the **Next** button.

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

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: Company Name Here
Tax Country: United States
FEIN: XX-XXXXXX
DUNS Number:
Alternate Supplier Name:
Note to Buyer:
Note to Supplier:

Address Book

At least one entry is required.

Create

Address	Create	Address Details	Purpose	Update	Delete
No results found.					

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Doe	312-123-4567	johndoe@company.com	<input checked="" type="checkbox"/>		

Save For Later Back Step 2 of 3 Next

Step 20

The *Prospective Supplier Registration: Additional Details* window now appears.

At least one address must be provided for your company.

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

Step 21

The *Create Address* window now appears.

Click in the **Address Name** field.

The screenshot shows a web browser window titled "Create Address" from the City of Chicago iSupplier Portal. The browser address bar shows the URL: http://do1fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page header includes "CITY OF CHICAGO" and "iSupplier Portal" with "Close" and "Preferences" links. The main content area is titled "Create Address" and includes a note: "* Indicates required field".

The form contains the following fields and controls:

- Address Name**: A text input field, highlighted with a red box.
- Country**: A dropdown menu currently set to "United States".
- Address Line 1, 2, 3, 4**: Four stacked text input fields.
- City, County, State, Province**: Four stacked text input fields.
- Postal Code**: A text input field.
- Phone Area Code, Phone Number, Fax Area Code, Fax Number**: Four stacked text input fields.
- Email Address**: A text input field.
- Purchasing Address**: A checkbox.
- Payment Address**: A checkbox.
- Cancel** and **Apply** buttons are located at the top right and bottom right of the form area.

The footer of the page includes "Close" and "Preferences" links and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

Step 22

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://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 contains several input fields: "Address Name" (highlighted with a red box), "Country" (set to "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". "Cancel" and "Apply" buttons 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 23

Click in the **Address Line 1** 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 content area is titled "Create Address" and contains a form with the following fields:

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

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 contains the following fields and options:

- Address Name: Headquarters
- Country: United States (dropdown menu)
- Address Line 1: Address Line 1 (highlighted with a red box)
- Address Line 2: Address Line 1
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: (empty)
- County: (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)
- Purchasing Address
- Payment Address

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

Step 24

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

Step 25

Click in the **City** 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 organized into two columns. The left column contains: "Address Name" (text field with "Headquarters"), "Country" (dropdown menu with "United States"), "Address Line 1" (text field with "123 Main St."), "Address Line 2", "Address Line 3", "Address Line 4", "City" (text field, highlighted with a red rectangle), "County", "State", "Province", and "Postal Code". The right column contains: "Phone Area Code", "Phone Number", "Fax Area Code", "Fax Number", "Email Address", and two checkboxes: "Purchasing Address" and "Payment Address". There are "Cancel" and "Apply" buttons at the bottom of each column. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

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". Below the heading, there is a note: "* Indicates required field". The form contains several sections:

- Address Information:**
 - 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 and Fax Information:**
 - Phone Area Code: (empty)
 - Phone Number: (empty)
 - Fax Area Code: (empty)
 - Fax Number: (empty)
 - Email Address: (empty)
- Address Type Selection:**
 - Purchasing Address
 - Payment Address

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

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

Step 27

Click in the **State** 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" 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:** [Chicago]
- Country:** []
- State:** [] (highlighted with a red rectangle)
- Province:** []
- Postal Code:** []
- Phone Area Code:** []
- Phone Number:** []
- Fax Area Code:** []
- Fax Number:** []
- Email Address:** []

There are two sets of "Cancel" and "Apply" buttons. The bottom of the form includes "Close" and "Preferences" links, and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

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 columns. The left column contains: "Address Name" (text field with "Headquarters"), "Country" (dropdown menu with "United States"), "Address Line 1" (text field with "123 Main St."), "Address Line 2" (text field), "Address Line 3" (text field), "Address Line 4" (text field), "City" (text field with "Chicago"), "Country" (text field), "State" (text field, highlighted with a red box), "Province" (text field), and "Postal Code" (text field). The right column contains: "Phone Area Code" (text field), "Phone Number" (text field), "Fax Area Code" (text field), "Fax Number" (text field), "Email Address" (text field), and two checkboxes: "Purchasing Address" and "Payment Address". There are "Cancel" and "Apply" buttons at the bottom of each column. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

Step 28

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

Step 29

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 includes the following fields and options:

- Address Name:
- Country: (dropdown menu)
- Address Line 1:
- Address Line 2:
- Address Line 3:
- Address Line 4:
- City:
- Country:
- State:
- Province:
- Postal Code: (highlighted with a red rectangle)
- 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 section. The footer of the page includes "Close Preferences" and "Copyright (c) 2008, Oracle. All rights reserved."

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 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: (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.

Step 30

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

Step 31

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://do1fmpa50.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 sections:

- Address Information:**
 - 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 and Contact Information:**
 - Phone Area Code: (highlighted with a red box)
 - Phone Number: (empty)
 - Fax Area Code: (empty)
 - Fax Number: (empty)
 - Email Address: (empty)
- Address Type Selection:**
 - Purchasing Address
 - Payment Address

At the bottom right of the form, there are "Cancel" and "Apply" buttons. At the bottom of the browser window, there is a footer: "Copyright (c) 2008, Oracle. All rights reserved."

Step 32

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://do1fmpa50.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 sections:

- Address Information:**
 - 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 and Fax Information:**
 - Phone Area Code: 312 (highlighted with a red box)
 - Phone Number: (empty)
 - Fax Area Code: (empty)
 - Fax Number: (empty)
 - Email Address: (empty)
- Address Type Selection:**
 - Purchasing Address
 - Payment Address

At the bottom of the form, there are "Cancel" and "Apply" buttons. The footer of the page reads "Copyright (c) 2008, Oracle. All rights reserved."

Step 33

Click in the **Phone Number** 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". Below the heading, there is a note: "* Indicates required field". The form is divided into two main sections. The left section contains address-related fields: "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 section contains contact information: "Phone Area Code" (312), "Phone Number" (highlighted with a red box), "Fax Area Code", "Fax Number", and "Email Address". There are also two checkboxes: "Purchasing Address" and "Payment Address". "Cancel" and "Apply" buttons 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 34

Enter the desired information into the **Phone Number** field. In this example, enter "456-7890".

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". Below the heading, there is a note: "* Indicates required field". The form is divided into two main sections. The left section contains address-related fields: "Address Name" (Headquarters), "Country" (United States), "Address Line 1" (123 Main St.), "Address Line 2", "Address Line 3", "Address Line 4", "City" (Chicago), "County", "State" (IL), "Province", and "Postal Code" (60602). The right section contains contact information fields: "Phone Area Code" (312), "Phone Number" (456-7890, highlighted with a red box), "Fax Area Code", "Fax Number", "Email Address", and checkboxes for "Purchasing Address" and "Payment Address". 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."

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". Below the heading, there is a note: "* Indicates required field". The form contains the following fields and options:

- 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: 456-7890
- 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.

Step 35

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://do1fmpa50.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" (312), "Phone Number" (456-7890), "Fax Area Code", "Fax Number", "Email Address", and two checkboxes: "Purchasing Address" (checked) and "Payment Address" (highlighted in red). Below the "Payment Address" checkbox is a button labeled "Payment Address". 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 36

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://dc01fmps50.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:** (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:** 456-7890
- Fax Area Code:** (empty)
- Fax Number:** (empty)
- Email Address:** (empty)
- Options:** Purchasing Address, Payment Address

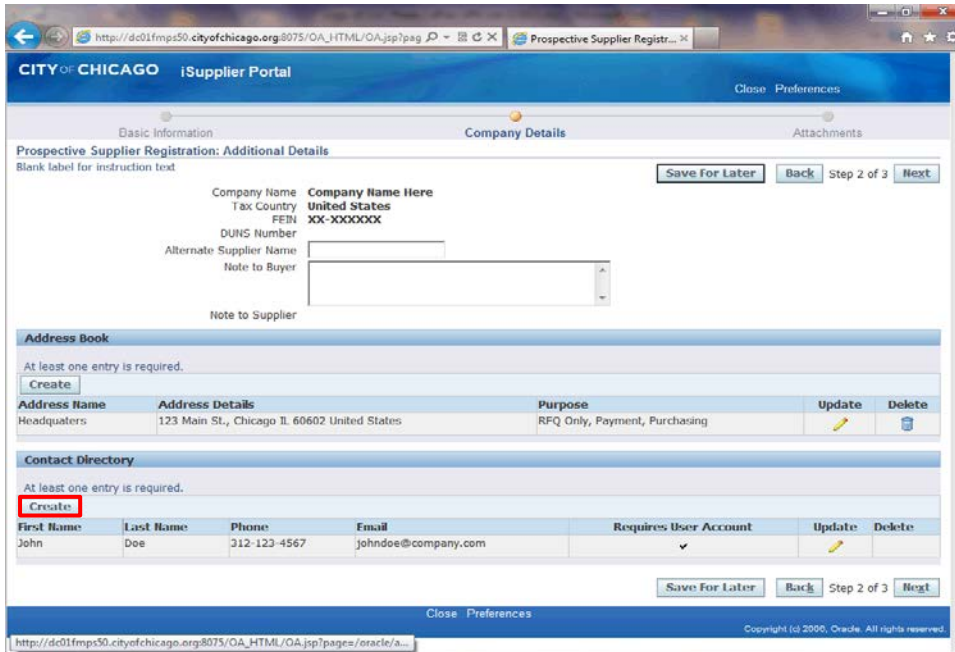
Buttons: "Cancel" and "Apply" (highlighted with a red box).

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

Step 37

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.



Step 38

You can add as many addresses for your company as necessary. Once all addresses have been added we will then show how to add additional contacts. If no additional contacts are necessary you do not need to follow the next steps.

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

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

The screenshot shows a web browser window titled "Create Contact" from the City of Chicago iSupplier Portal. The URL is http://do1fmpa50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page has a blue header with "CITY OF CHICAGO" and "iSupplier Portal". Below the header, there's a "Create Contact" section with a "Cancel" and "Apply" button. The form contains several input fields: "Contact Title" (dropdown), "First Name" (text, highlighted with a red box), "Middle Name" (text), "Last Name" (text), "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), and "Fax Number" (text). Below the form, there's a "Supplier User Account" section with a checkbox "Create User Account For The Contact". At the bottom, there's 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. "Cancel" and "Apply" buttons are also present at the bottom right of the form area.

Step 39

The *Create Contact* window now appears.

Click in the **First Name** 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" and the page content is "Create Contact". The form includes a "Cancel" button and an "Apply" button. The "First Name" field is highlighted with a red box. 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 contains one row with the text "No results found." and an "Add Another Row" button. There are also "Cancel" and "Apply" buttons at the bottom right of the form.

Step 40

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

Step 41

Click in the **Last Name** 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" and the page content is titled "Create Contact".

The form includes the following fields:

- Contact Title (dropdown)
- First Name (text input, value: "Bob")
- Middle Name (text input)
- Last Name (text input, highlighted with a red box)
- Alternate Name (text input)
- Job Title (text input)
- Department (text input)
- Contact Email (text input)
- 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".

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, 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 area.

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 Contact". There are "Cancel" and "Apply" buttons at the top right and bottom right of the form.

The form contains the following fields:

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

Below the form, 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":

Address Name	Address Details	Remove
No results found.		
<input type="button" value="Add Another Row"/>		

Step 42

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

Step 43

Click in the **Phone Area 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" and the page content is "Create Contact".

The form includes the following fields:

- Contact Title (dropdown)
- First Name (text): Bob
- Middle Name (text)
- Last Name (text): Jones
- Alternate Name (text)
- Job Title (text)
- Department (text)
- Contact Email (text)
- 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 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.

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 Contact".

Fields and values:

- Contact Title: [Dropdown]
- First Name: Bob
- Middle Name: [Empty]
- Last Name: Jones
- Alternate Name: [Empty]
- Job Title: [Empty]
- Department: [Empty]
- Contact Email: [Empty]
- URL: [Empty]
- Phone Area Code: [Red box around empty field]
- Phone Number: [Empty]
- Phone Extension: [Empty]
- Alternate Phone Area Code: [Empty]
- Alternate Phone Number: [Empty]
- Fax Area Code: [Empty]
- Fax Number: [Empty]

Buttons: Cancel, Apply (top right and bottom right).

Section: Supplier User Account

Section: Addresses for the Contact

Address Name	Address Details	Remove
No results found.		

Buttons: Add Another Row, Cancel, Apply (bottom right).

Step 44

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

Step 45

Click in the **Phone Number** 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" and the page content is "Create Contact".

The form contains the following fields:

- Contact Title (dropdown)
- First Name (text): Bob
- Middle Name (text)
- Last Name (text): Jones
- Alternate Name (text)
- Job Title (text)
- Department (text)
- Contact Email (text)
- URL (text)
- Phone Area Code (text): 312
- Phone Number (text): [Red box around the field]
- 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":

Address Name	Address Details	Remove
No results found.		

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

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 "Create Contact".

The "Create Contact" form includes the following fields:

- Contact Title (dropdown)
- First Name: Bob
- Middle Name
- Last Name: Jones
- Alternate Name
- Job Title
- Department
- Contact Email
- URL
- 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

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.

Step 46

Enter the desired information into the **Phone Number** field. In this example, enter "**098-7654**".

Step 47

Click in the **Contact Email** 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" and the page content is titled "Create Contact".

The form includes the following fields:

- Contact Title (dropdown)
- First Name (text): Bob
- Middle Name (text)
- Last Name (text): Jones
- Alternate Name (text)
- Job Title (text)
- Department (text)
- Contact Email (text): (highlighted with a red box)
- URL (text)
- Phone Area Code (text): 312
- Phone Number (text): 098-7654
- 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 titled "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.

City of CHICAGO iSupplier Portal

Create Contact

* Indicates required field

Cancel Apply

Contact Title

First Name Bob

Middle Name

* Last Name Jones

Alternate Name

Job Title

Department

Contact Email

URL

* Phone Area Code 312

* Phone Number 098-7654
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.		
<input type="button" value="Add Another Row"/>		

Cancel Apply

Step 48

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

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

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 Contact". Below the heading, there are "Cancel" and "Apply" buttons. The form contains several input fields:

- Contact Title (dropdown menu)
- First Name (text input: "Bob")
- Middle Name (text input)
- Last Name (text input: "Jones")
- Alternate Name (text input)
- Job Title (text input)
- Department (text input)
- Contact Email (text input: "Bob@company.com")
- URL (text input)
- Phone Area Code (text input: "312")
- Phone Number (text input: "098-7654")
- 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 contact information, there is a section titled "Supplier User Account" with a checkbox labeled "Create User Account For The Contact" which is checked. Below that is a section titled "Addresses for the Contact" with a table:

Address Name	Address Details	Remove
No results found.		

There is an "Add Another Row" button below the table. At the bottom of the form, there are "Cancel" and "Apply" buttons.

Step 49

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 50

Click the **Apply** button.

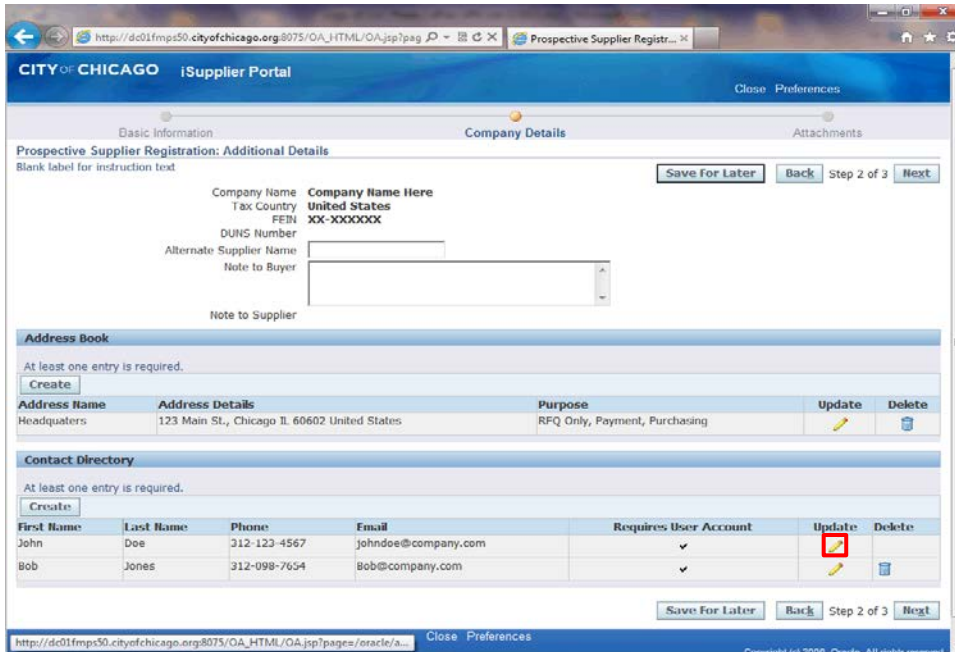
The screenshot shows the 'Create Contact' form in the Oracle iSupplier Portal. The form is titled 'Create Contact' and includes a 'Cancel' and 'Apply' button at the top right. The form fields are organized into several sections:

- Contact Information:** Contact Title (dropdown), First Name (Bob), Middle Name, Last Name (Jones), Alternate Name, Job Title, Department, Contact Email (Bob@company.com), and URL.
- Phone Information:** Phone Area Code (312), Phone Number (098-7654), 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' is checked.
- Addresses for the Contact:** A table with columns 'Address Name', 'Address Details', and 'Remove'. The table is currently empty, with the text 'No results found.' and an 'Add Another Row' button below it.

At the bottom right of the form, the 'Apply' button is highlighted with a red box.

Step 51

If you need to update any information for a contact or address, click the **Update** button for that specific row. (Pencil Icon)



The screenshot shows a web browser window with the URL http://ds01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The main heading is "Update Contact" with a sub-note "* Indicates required field". There are "Cancel" and "Apply" buttons at the top right. The form fields are organized into two columns:

Contact Title	Phone Area Code
First Name: John	Phone Number: 312-123-4567
Middle Name	Phone Extension
Last Name: Doe	Alternate Phone Area Code
Alternate Name	Alternate Phone Number
Job Title	Fax Area Code
Department	Fax Number
Contact Email: jhndoe@company.com	
URL	

Below the form is a section "Supplier User Account" with a checked checkbox "Create User Account For The Contact". Underneath is a table titled "Addresses For the Contact" with columns "Address Name", "Address Details", and "Remove". The table is currently empty with the text "No results found." and an "Add Another Row" button. At the bottom right, the "Apply" button is highlighted with a red box.

Step 52

Once you click the update button, you can make your changes and then click the **Apply** button.

City of CHICAGO iSupplier Portal

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: Company Name Here
Tax Country: United States
FEIN: XX-XXXXXX
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
Headquarters	123 Main St., Chicago IL 60602 United States	RFQ Only, Payment, Purchasing		

Contact Directory

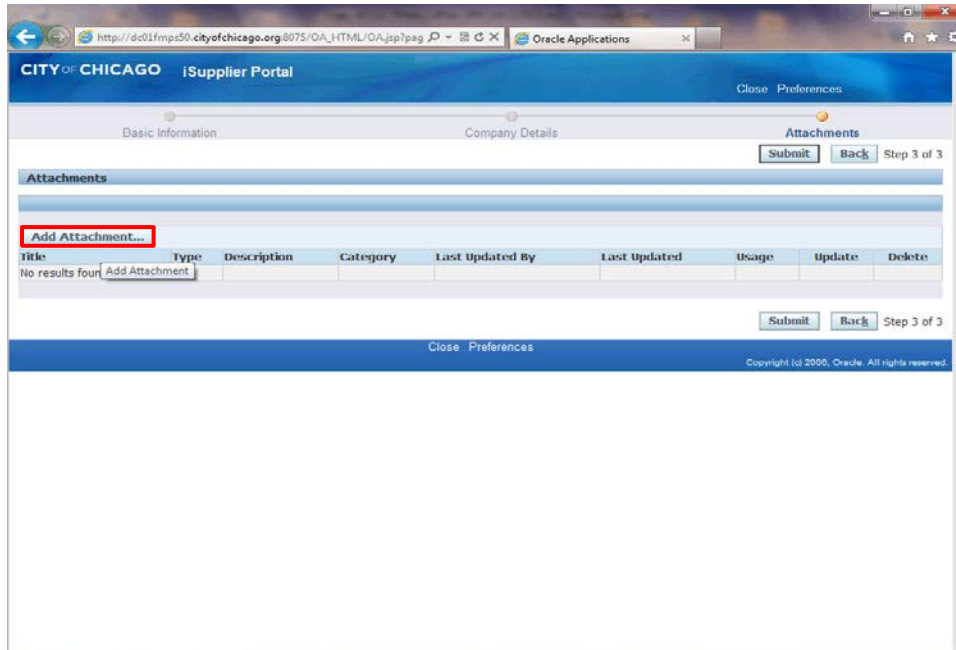
At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Doe	312-123-4567	johndoe@company.com	<input checked="" type="checkbox"/>		
Bob	Jones	312-098-7654	bob@company.com	<input checked="" type="checkbox"/>		

Next

Step 53

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



Step 54

The *Attachments* window now appears.

Click the **Add Attachment...** button to add any attachments to your supplier profile.

Step 55

The *Add Attachment* window now appears.

Click in the **Title** field.

City of CHICAGO iSupplier Portal

Add Attachment

Add Desktop File/ Text/ URL

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Attachment Description

Category Miscellaneous

Define Attachment

Type File URL Text

Browse...

Cancel Add Another Apply

Close Preferences

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Step 56

Give your attachment a title.

Enter the desired information into the **Title** field. In this example, enter "**W-9 Form**".

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 content area is titled "Add Attachment" and contains the following elements:

- Buttons: Cancel, Add Another, Apply
- Dropdown menu: Add Desktop File/ Text/ URL
- Section: Attachment Summary Information
 - Title: W-9 Form
 - Description: [Empty text area]
 - Category: Miscellaneous
- Section: Define Attachment
 - Type: File (selected), URL, Text
 - File path input field: [Empty text area]
 - Buttons: Browse... (highlighted with a red box), File and path input.
- Buttons: Cancel, Add Another, Apply

At the bottom of the page, there is a footer with "Close Preferences" and "Copyright (c) 2005, Oracle. All rights reserved."

Step 57

Click the **Browse...** button. You will then need to browse your computer and find the file to attach similar to an email attachment.

City of CHICAGO iSupplier Portal

Add Attachment

Add Desktop File/ Text/ URL

Cancel Add Another Apply

Attachment Summary Information

Title W-9 Form

Description

Category Miscellaneous

Define Attachment

Type File URL Text

C:\Users\ryan.mcgaughy\Documents\Claude Import.doc Browse...

Cancel Add Another Apply

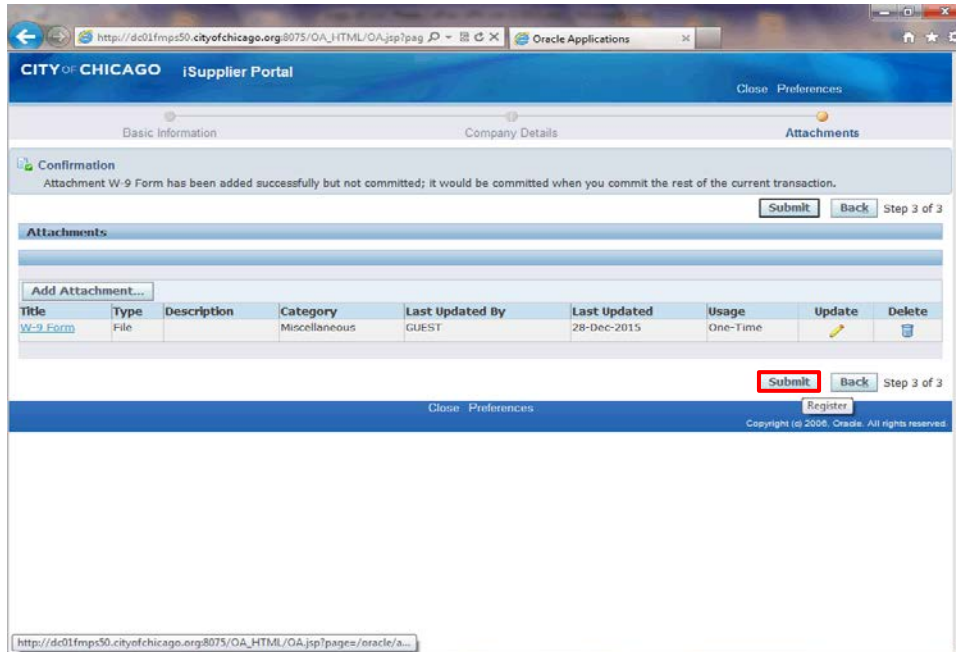
Close Preferences

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http://ds01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp/pages/oracle/a...

Step 58

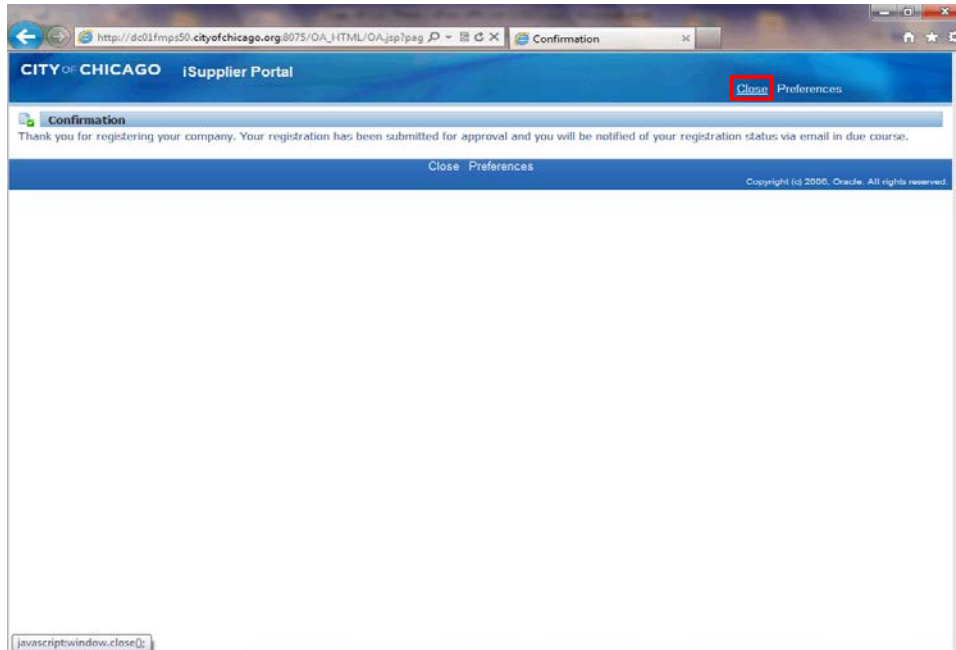
Once the file is seen in the attachment, click the **Apply** button.



Step 59

You will see your attachment added below. You can add additional attachments by repeating the previous steps.

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



Step 60

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.