

First Time Accessing Supplier Portal

FYI: The City of Chicago Supplier Collaboration Network: Registration Approval

Workflow Mailer - SAPHIRE <SAPHIRE@cityofchicago.org>
To: JOHN SMITH <johnsmith@upksupplier.com>

Notification Detail.html
742 bytes

To: JOHN SMITH
Sent: 29-DEC-2015 12:04:45
ID: 95076040

Your request to register with The City of Chicago for access to their supplier collaboration network has been approved. You can now log on to your [Oracle Applications system](#) using your username (JOHNSMITH@UPKSUPPLIER.COM) and the temporary password [Xm4Fc49t](#). When you logon for the first time, you will be required to change your password for security purpose.

If you have any further questions or require additional information then contact KIMLEMAY WOODFORK MOORE().

[You are invited to join Oracle Supplier Network \(OSN\).](#)

OSN is a free online service where a growing number of suppliers and buyers trade and maintain important trading partner relationships. With OSN organizations can accelerate supplier enablement, automate electronic document exchange and reduce costs.

Interested in finding out more about OSN? Visit <http://www.oracle.com/applications/procurement/supplierNetwork.html>

To register on OSN, please create an account at <http://osn.oracle.com/>

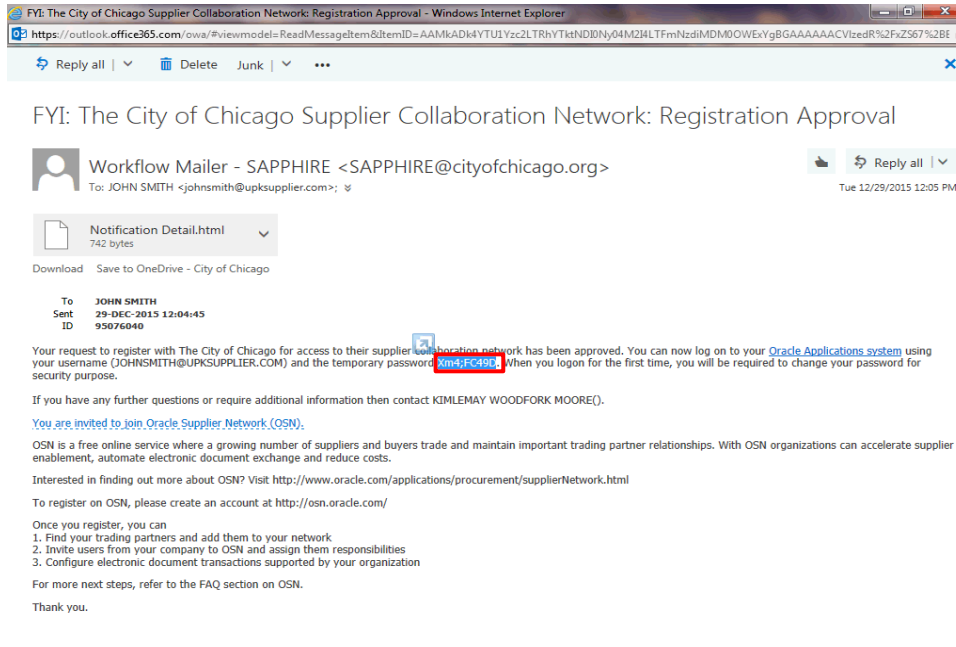
Once you register, you can

1. Find your trading partners and add them to your network
2. Invite users from your company to OSN and assign them responsibilities
3. Configure electronic document transactions supported by your organization

For more next steps, refer to the FAQ section on OSN.

Thank you.

In this Course you will learn how to access the City of Chicago's iSupplier Portal for the first time.



Step 1

You will receive an email notification from the City of Chicago. The Subject will read along the lines of the following:

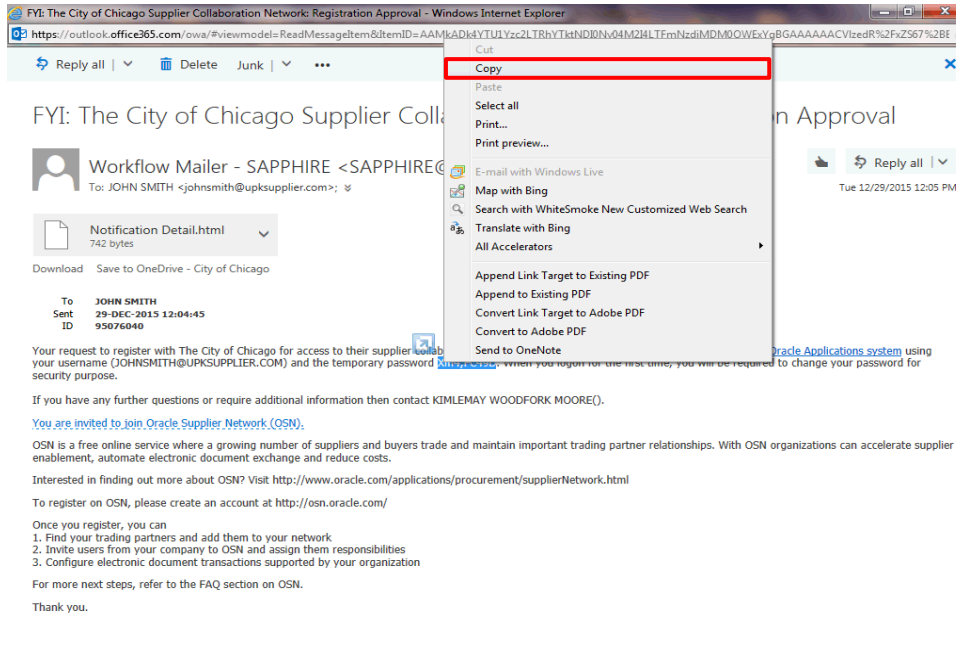
"FYI:The City of Chicago Supplier Collaboration Network: Registration Approval"

This email will have all the detail for accessing the City of Chicago's iSupplier Portal.

It may be easiest to copy your temporary password. Highlight the pass word in the email and Right-click on the highlighted section.

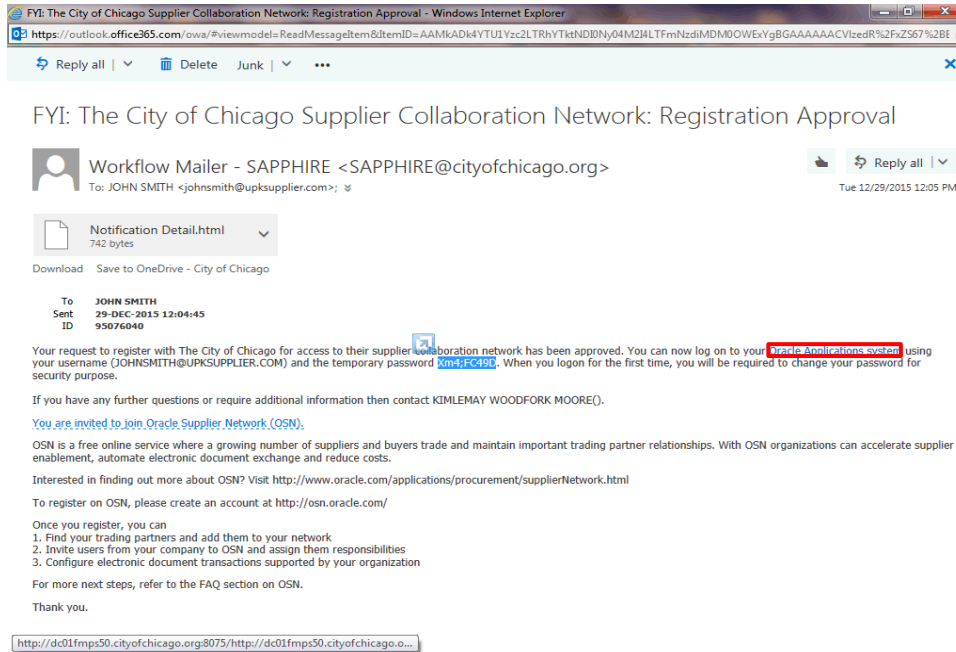
Step 2

Click the **Copy** menu.



Step 3

Click the **Oracle Applications system** link to go to the City of Chicago's iSupplier Portal.



FYI: The City of Chicago Supplier Collaboration Network: Registration Approval

Workflow Mailer - SAPHIRE <SAPHIRE@cityofchicago.org>
To: JOHN SMITH <johnsmith@upksupplier.com>;

Notification Detail.html
742 bytes

Download Save to OneDrive - City of Chicago

To: JOHN SMITH
Sent: 29-DEC-2015 12:04:45
ID: 95076040

Your request to register with The City of Chicago for access to their supplier collaboration network has been approved. You can now log on to your **Oracle Applications system** using your username (JOHNSMITH@UPKSUPPLIER.COM) and the temporary password **Xm4Fc49b**. When you logon for the first time, you will be required to change your password for security purpose.

If you have any further questions or require additional information then contact KIMLEMAY WOODFORK MOORE().

[You are invited to join Oracle Supplier Network \(OSN\).](#)

OSN is a free online service where a growing number of suppliers and buyers trade and maintain important trading partner relationships. With OSN organizations can accelerate supplier enablement, automate electronic document exchange and reduce costs.

Interested in finding out more about OSN? Visit <http://www.oracle.com/applications/procurement/supplierNetwork.html>

To register on OSN, please create an account at <http://osn.oracle.com/>

Once you register, you can

1. Find your trading partners and add them to your network
2. Invite users from your company to OSN and assign them responsibilities
3. Configure electronic document transactions supported by your organization

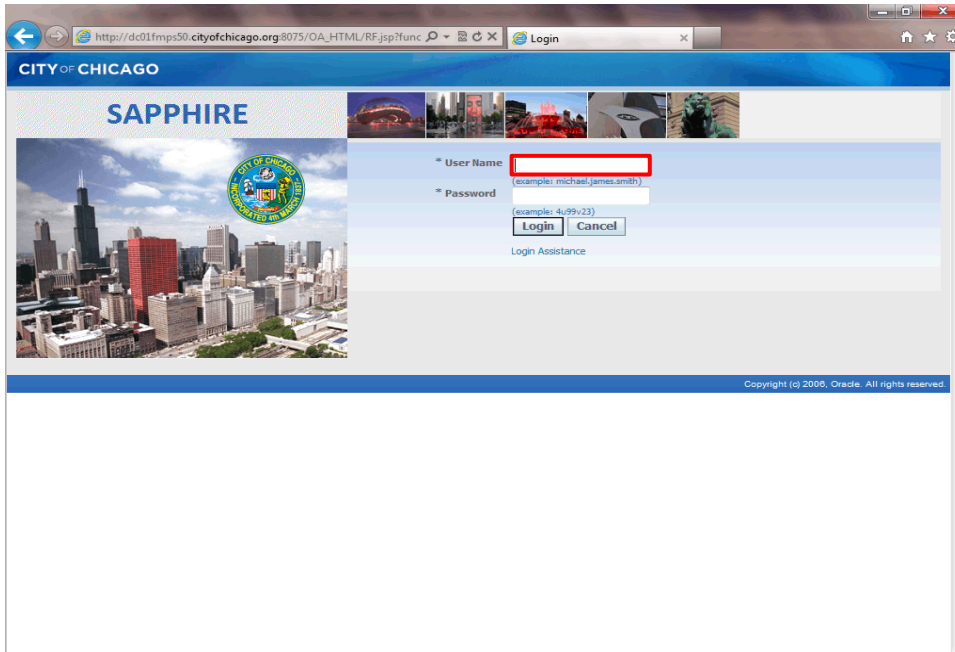
For more next steps, refer to the FAQ section on OSN.

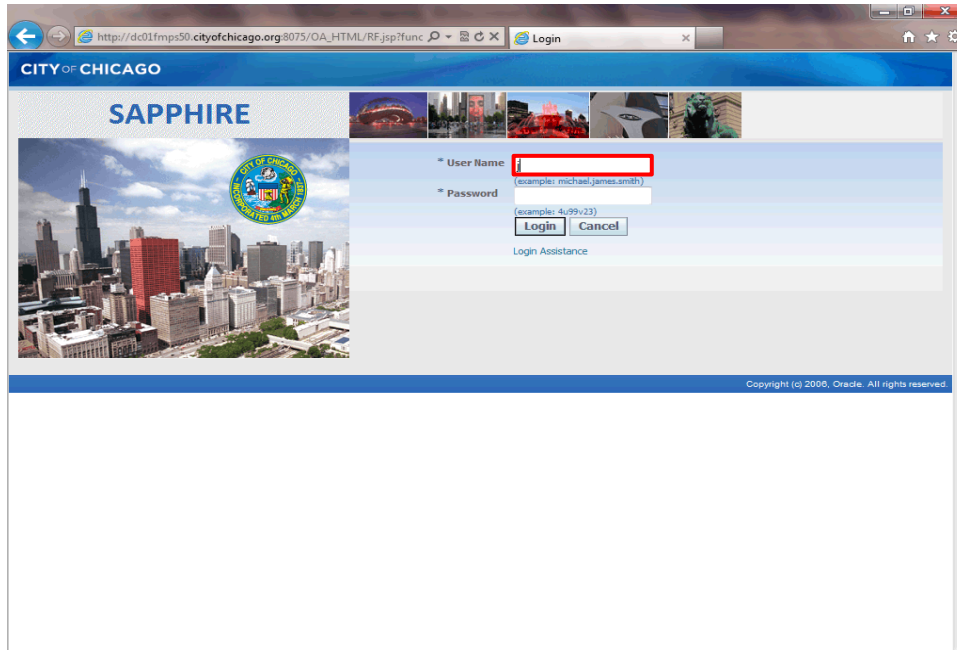
Thank you.

<http://dc01fmps50.cityofchicago.org:8075/http://dc01fmps50.cityofchicago.org...>

Step 4

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





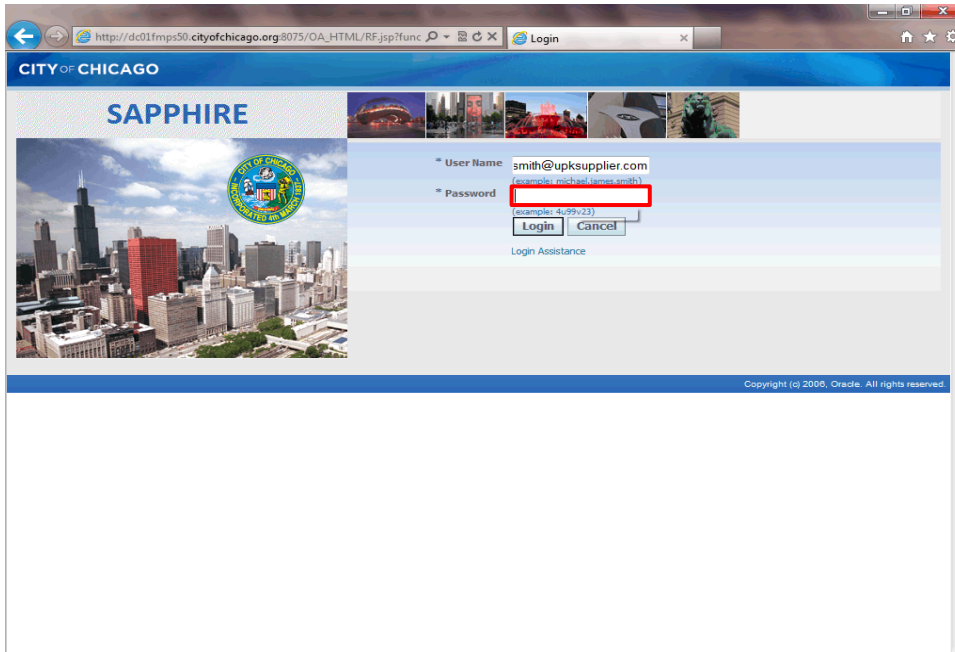
Step 5

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. This username can be found in your email.

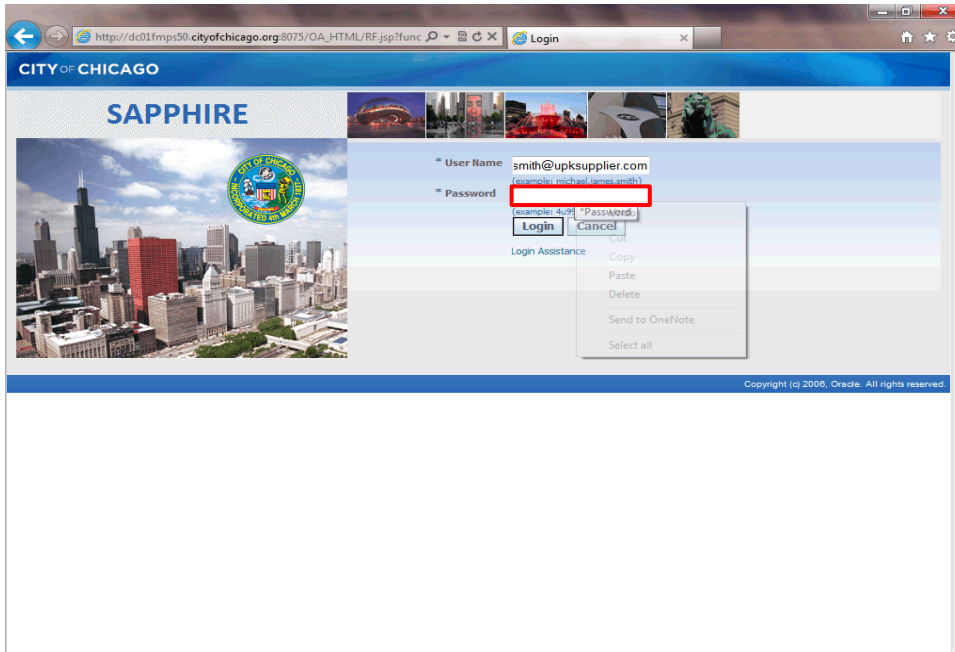
Step 6

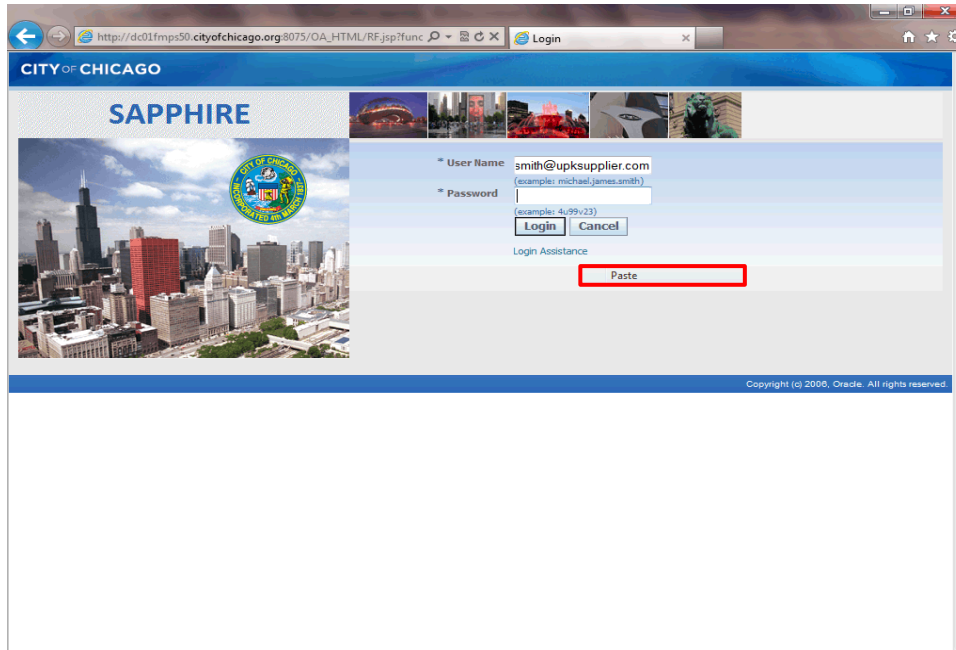
Click in the **Password** field.



Step 7

Right-click in the **password** field.



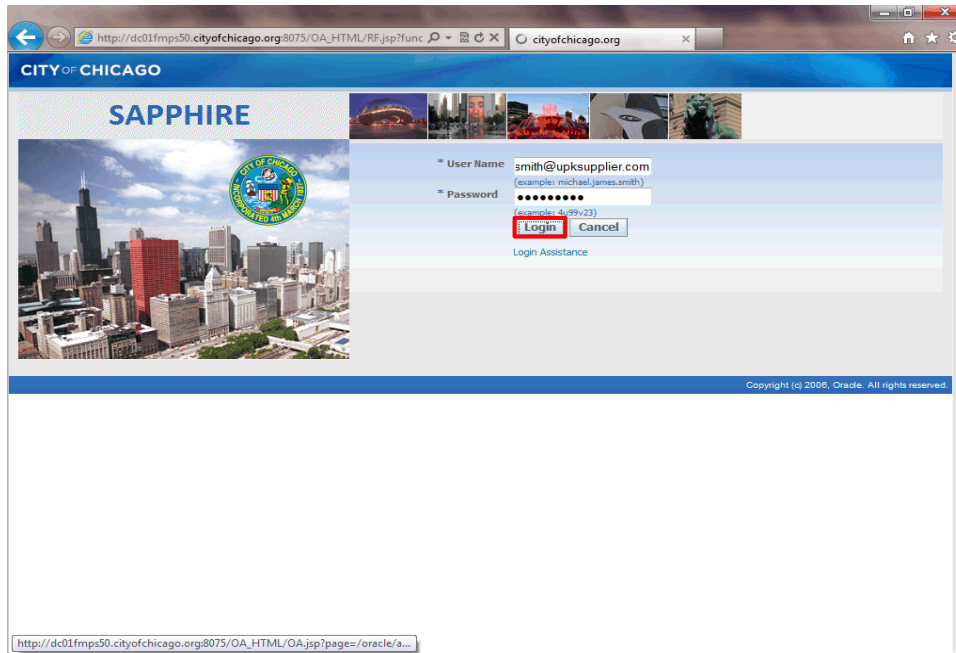


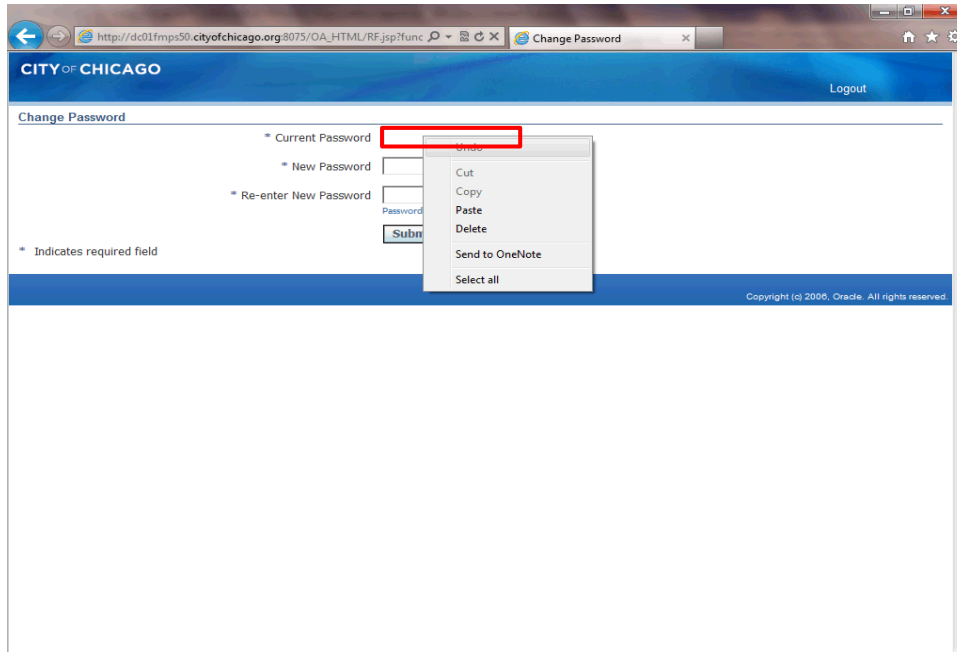
Step 8

Click the **Paste** option to paste the copied password from the email. Otherwise you may type the password directly into the password field.

Step 9

Click the **Login** button.





Step 10

You will now be prompted to change your password to make it more secure.

Right-click in the **Current Password** field.

The screenshot shows a web browser window with the URL https://dc01fmps30.cityofchicago.org:8075/OA_HTML/RF.jsp?func. The page title is "Change Password" and the header includes "CITY OF CHICAGO" and "Logout". The form contains the following fields and buttons:

- Current Password:** A text input field with a masked password (represented by dots).
- New Password:** A text input field.
- Re-enter New Password:** A text input field with a "Paste" button next to it, which is highlighted with a red box.
- Submit and Cancel:** Two buttons at the bottom of the form.

A note at the bottom left of the form states: "* Indicates required field". The footer of the page includes "Logout" and "Copyright (c) 2006, Oracle. All rights reserved."

Step 11

Click the **Paste** option to paste the copied password from the email. Otherwise you may type the password directly into the password field.

Step 12

Click in the **New Password** field.

The screenshot shows a web browser window with the URL https://dc01fmps30.cityofchicago.org:8075/OA_HTML/RF.jsp?func. The page title is "Change Password" and the header includes "CITY OF CHICAGO" and "Logout". The form contains the following fields and elements:

- Current Password:** A text input field with masked characters (dots).
- New Password:** A text input field highlighted with a red rectangular box.
- Re-enter New Password:** A text input field.
- Submit and Cancel:** Two buttons located below the "Re-enter New Password" field.
- Validation Message:** "Password must be at least 8 characters long." is displayed below the "Re-enter New Password" field.
- Legend:** "* Indicates required field" is located on the left side of the form.
- Footer:** "Logout" and "Copyright (c) 2006, Oracle. All rights reserved." are visible at the bottom of the page.

The screenshot shows a web browser window with the URL https://dc01fmps30.cityofchicago.org:8075/OA_HTML/RF.jsp?func. The page title is "CITY OF CHICAGO" and the page content is "Change Password". The form includes the following fields and elements:

- Current Password:** A text input field containing masked characters (dots).
- New Password:** A text input field containing the text "oracle123", which is highlighted with a red rectangular box.
- Re-enter New Password:** An empty text input field.
- Submit/Cancel:** Two buttons located below the "Re-enter New Password" field.
- Instructions:** A note below the "Re-enter New Password" field states "Password must be at least 8 characters long."
- Footer:** A "Logout" link and a copyright notice "Copyright (c) 2006, Oracle. All rights reserved."

Step 13

Enter your new password that is specific to you and your company.

Enter the desired information into the **New Password** field. In this example, enter "**oracle123**".

Step 14

Click in the **Re-enter New Password** field.

The screenshot shows a web browser window with the URL https://dc01fmpls30.cityofchicago.org:8075/OA_HTML/RF.jsp?func. The page title is "CITY OF CHICAGO" and the page content is "Change Password". The form contains three password fields, each with a red asterisk indicating it is required. The "Re-enter New Password" field is highlighted with a red border. Below the fields are "Submit" and "Cancel" buttons. A note states "Password must be at least 6 characters long." and a legend indicates that the asterisk denotes a required field. The page footer includes "Logout" and "Copyright (c) 2006, Oracle. All rights reserved."

The screenshot shows a web browser window with the URL https://dc01fmps30.cityofchicago.org:8075/OA_HTML/RF.jsp?func. The page title is "Change Password" and the header includes "CITY OF CHICAGO" and "Logout". The form contains three required fields: "Current Password", "New Password", and "Re-enter New Password". The "Re-enter New Password" field is highlighted with a red border and contains the text "oracle123". Below the fields are "Submit" and "Cancel" buttons. A note states "Password must be at least 6 characters long." and a legend indicates that an asterisk (*) denotes a required field. The footer includes "Logout" and "Copyright (c) 2006, Oracle. All rights reserved."

Step 15

Re-enter the password you used in your "New Password" field.

Enter the desired information into the **Re-enter New Password** field. In this example, enter "**oracle123**".

The screenshot shows a web browser window with the URL http://dc01fmps50.cityofchicago.org:8075/OA_HTML/RF.jsp?func. The page header includes the "CITY OF CHICAGO" logo and a "Logout" link. The main content area is titled "Change Password" and contains three required password fields: "Current Password", "New Password", and "Re-enter New Password". Each field is masked with dots. A note below the fields states "Password must be at least 8 characters long." Below the fields are "Submit" and "Cancel" buttons. A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form area, there is another "Submit" button and a "Logout" link. The footer of the page contains the copyright notice "Copyright (c) 2006, Oracle. All rights reserved." and a status bar at the very bottom shows the page URL: http://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?page=/oracle/a...

Step 16

Click the **Submit** button to gain access to the City of Chicago's iSupplier Portal. Please keep your password somewhere safe.

Step 17

You have just finished accessing the City of Chicago's iSupplier Portal for the first time.

To submit a response to a solicitation or to view your organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.

