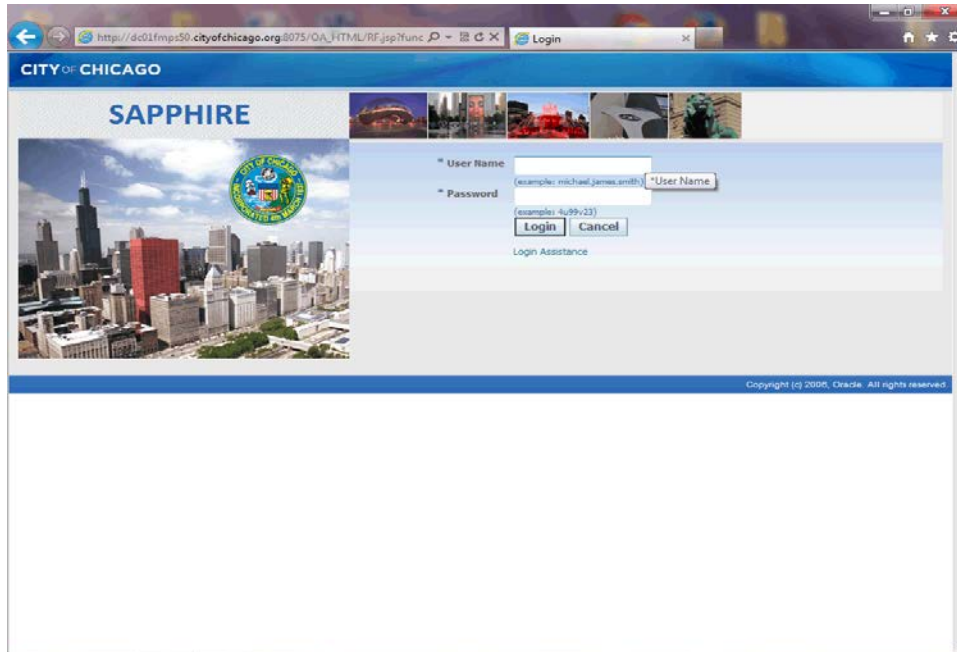
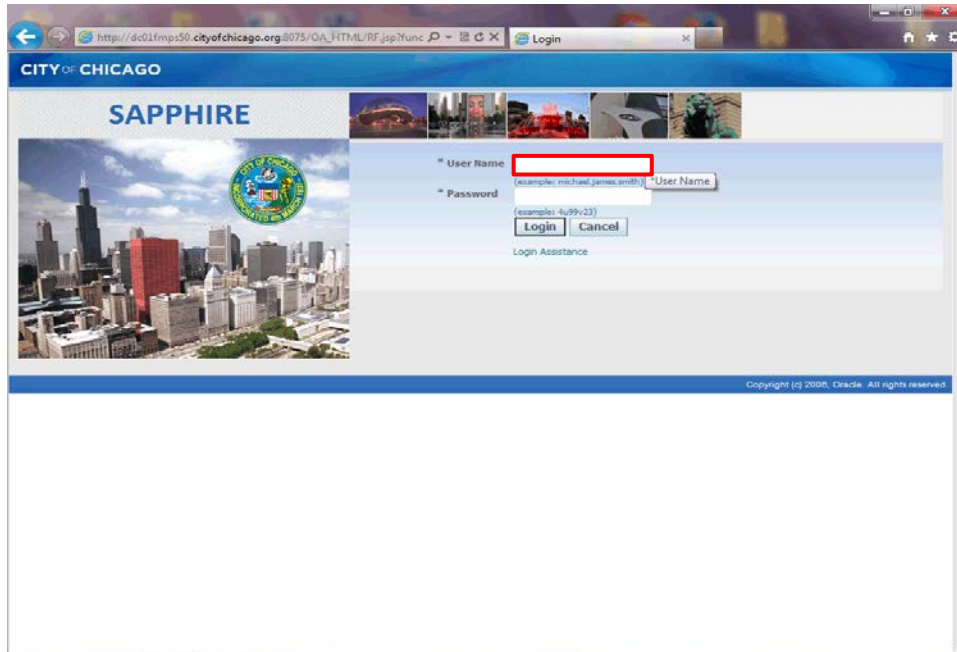


Update Existing Contact

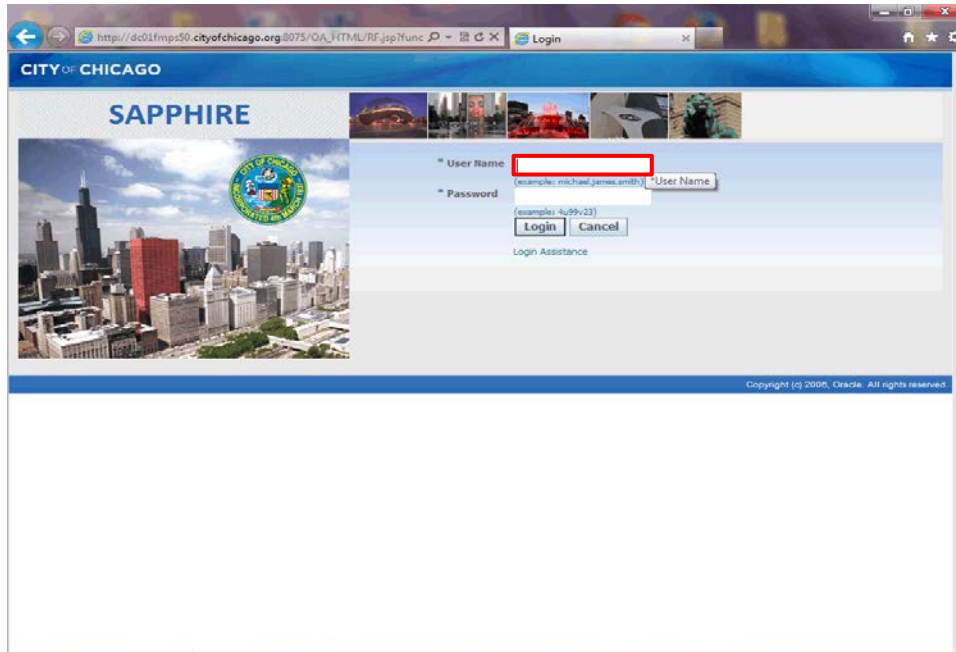


In this Course you will learn how to update an existing contact for the City of Chicago.



Step 1

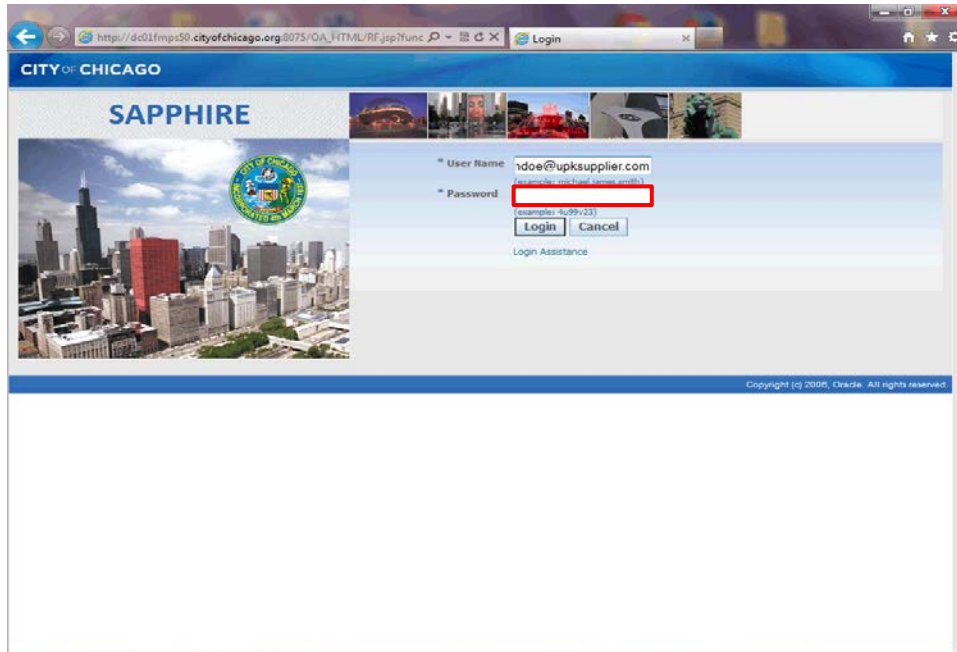
From the login page, click in the **User Name** field.



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.

The screenshot shows a web browser window with the URL https://dc01fmpa50.cityofchicago.org:8075/OA_HTML/RF.jsp?func=Login. The page title is "CITY OF CHICAGO" and the main heading is "SAPPHIRE". The login form contains the following elements:

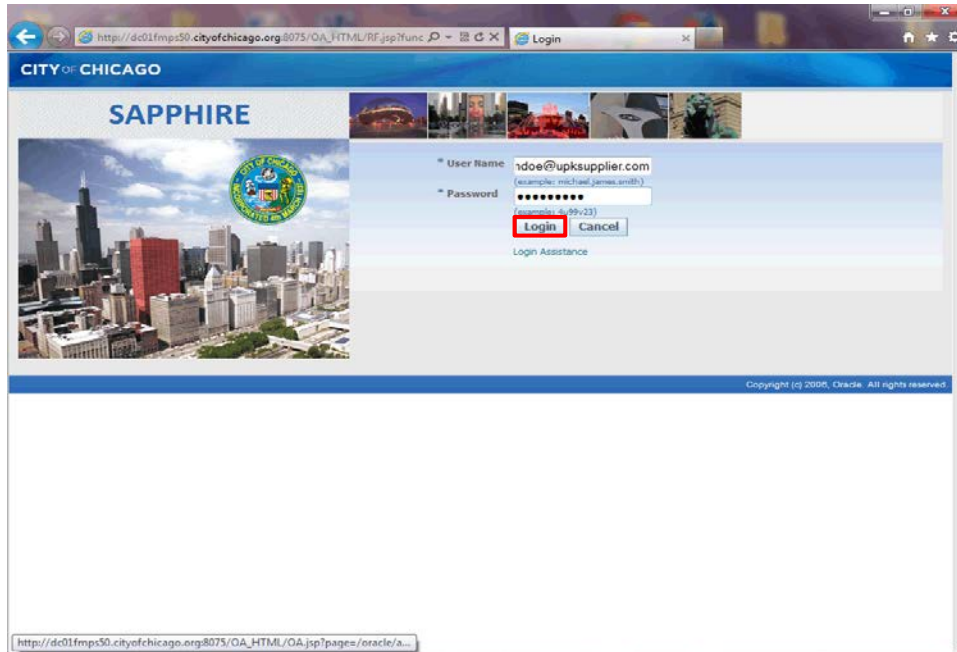
- User Name:** rdoe@upksupplier.com
- Password:** A red box covers the password field.
- Buttons:** "Login" and "Cancel".
- Link:** "Login Assistance" below the buttons.

At the bottom of the page, there is a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step 4

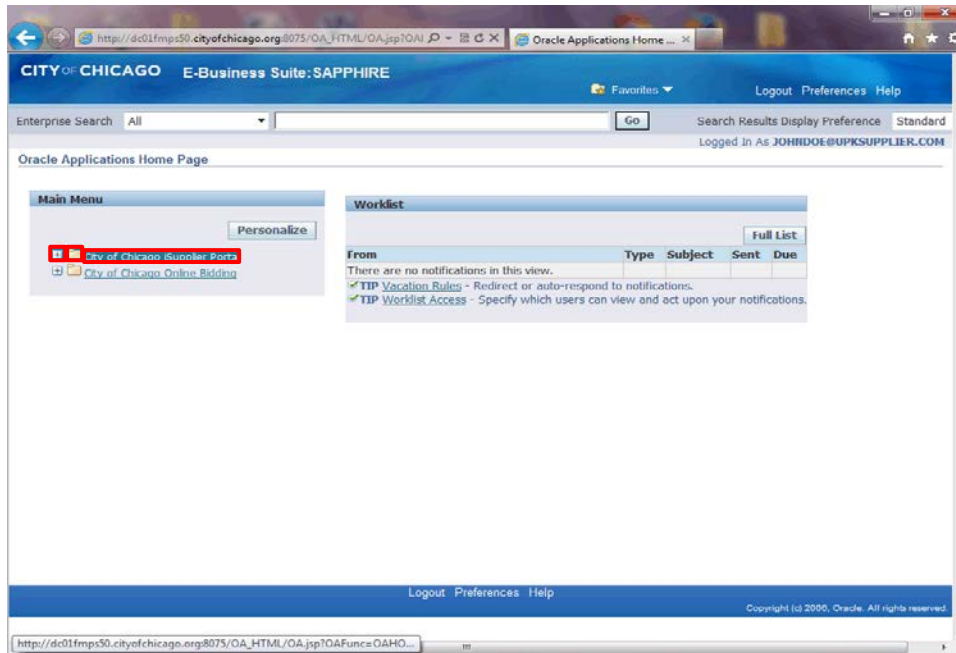
Enter the desired information into the **Password** field. Enter "**oracle123**".

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

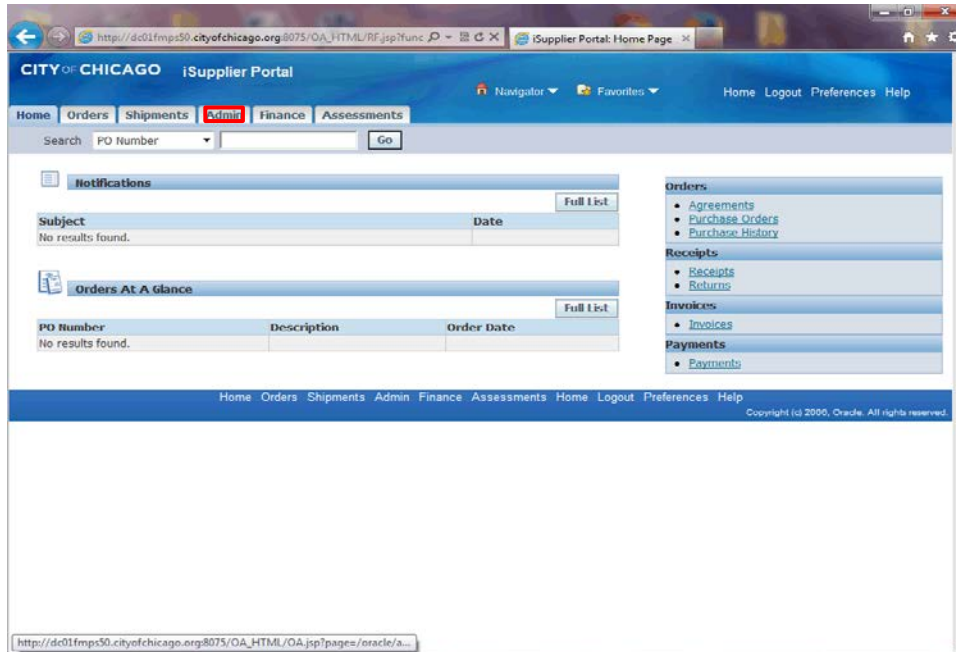
The *Oracle Applications Home Page* will now appear.

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

Step 7

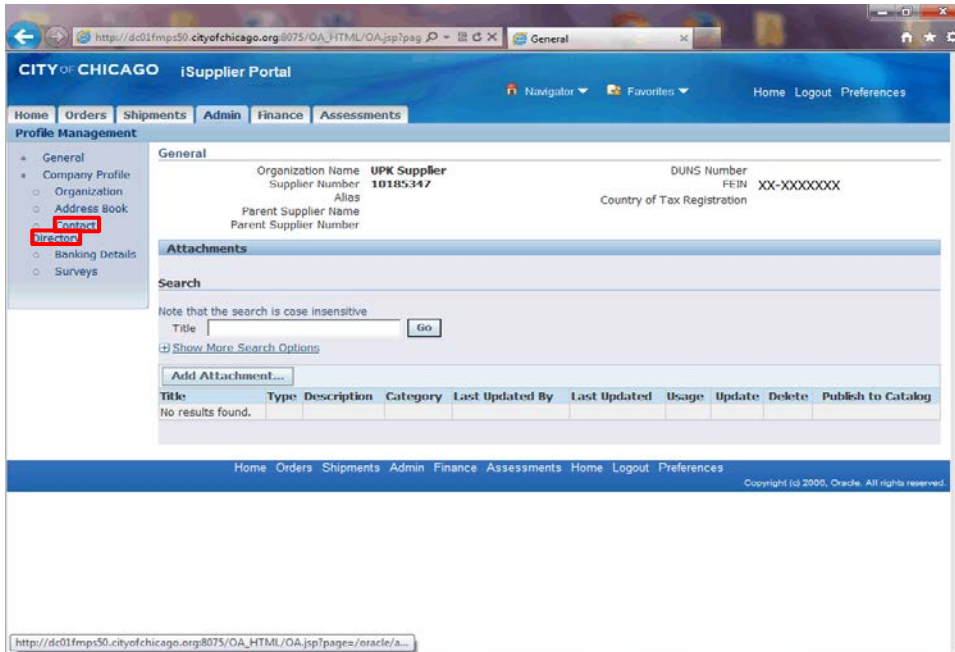
The *iSupplier Portal Home Page* window now appears.

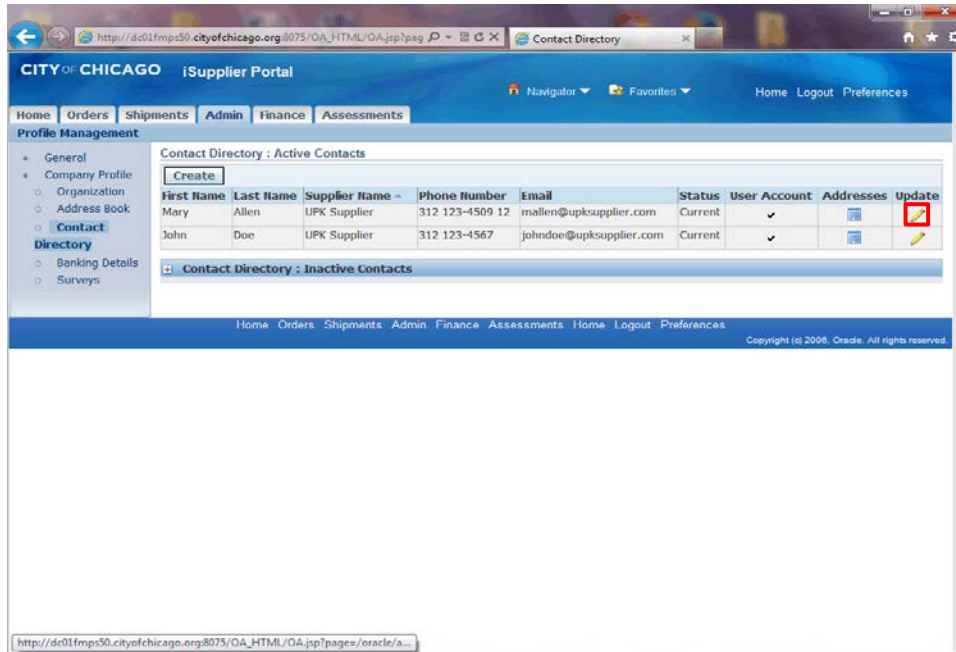
Click the **Admin** link at the top of the page to access your company details.



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 **Update** button (Pencil Icon) for the contact that needs to be updated.

The screenshot shows a web browser window displaying the Oracle iSupplier Portal. The page title is "CITY OF CHICAGO iSupplier Portal". The breadcrumb trail is "Admin: Profile Management: Contact Directory > Update Contact". The form contains the following fields and values:

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	
Url			

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

Step 10

The *Update Contact* window now appears.

You can make changes to any of the information on the contact.

Click the **Select to show information** button to see additional information about the contact.

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

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date

(example: 20 Dec 2015 19:45:00)

User Account Information

Username Inactive Date

(example: 20 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

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Step 11

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

Step 12

Click the **Apply** button.

The screenshot shows a web browser window with the URL https://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "Add Contact".

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

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

Modify Sites

Supplier	Site	Operating Unit
Access not restricted by Supplier Site.		

Contact Restriction

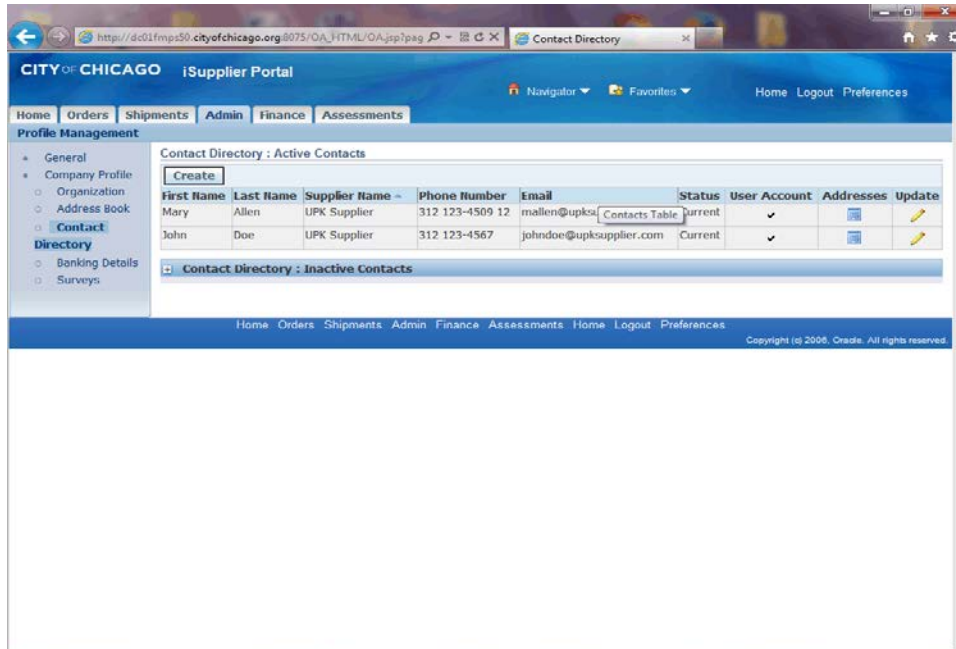
Modify Contacts

Supplier	Contact	Address
Access not restricted by Supplier Contact.		

Cancel Apply

Home Logout Preferences Help

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Step 13

You have just finished updating 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.