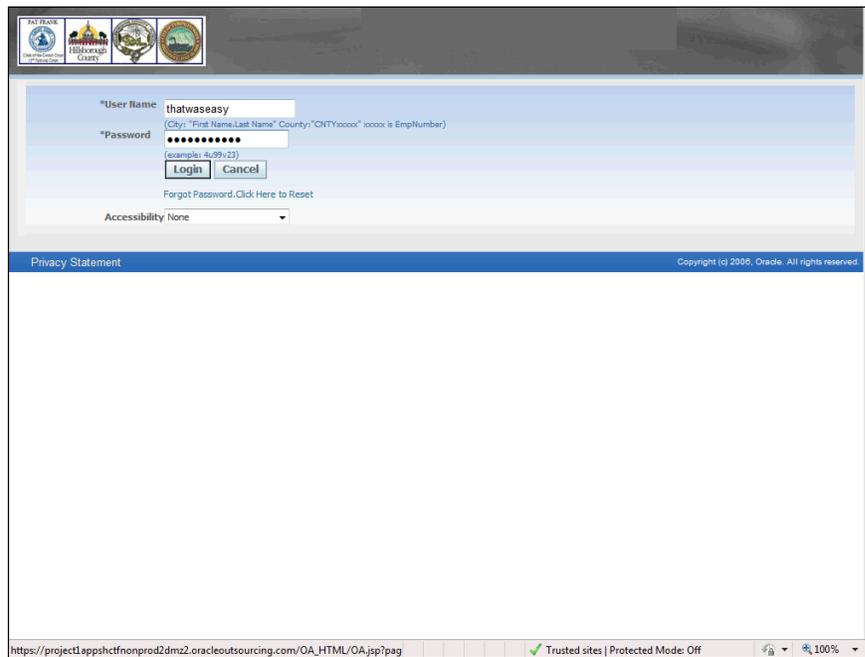
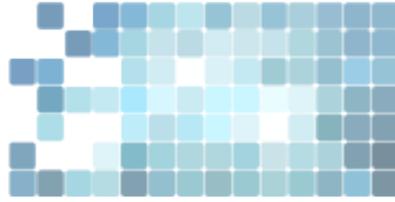


iSupplier - Updating Company Details Procedure

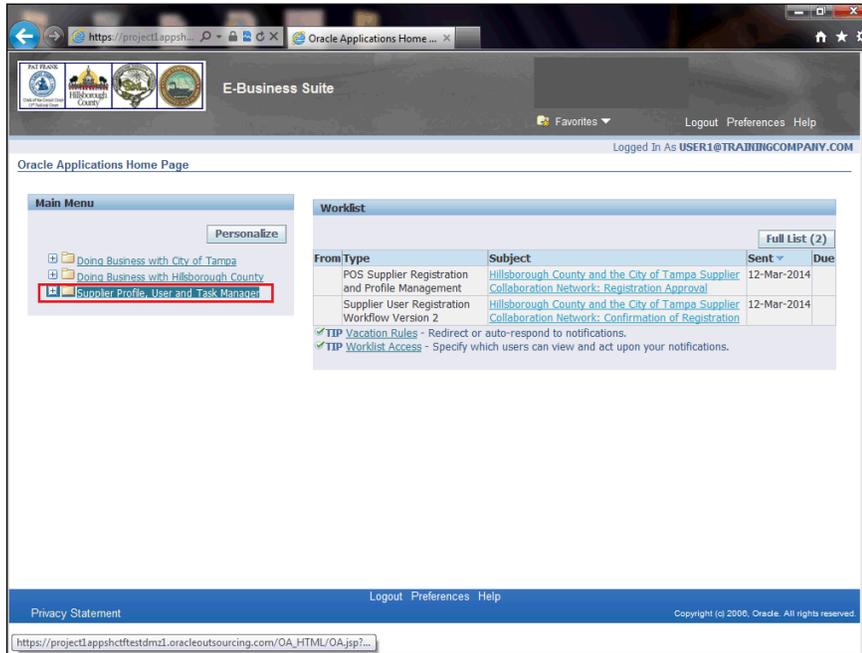
After completing this exercise, you will be able to update company details for your organization.



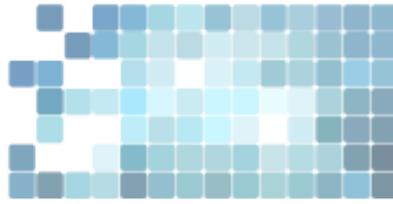
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



Training Guide iSupplier – Updating Company Details

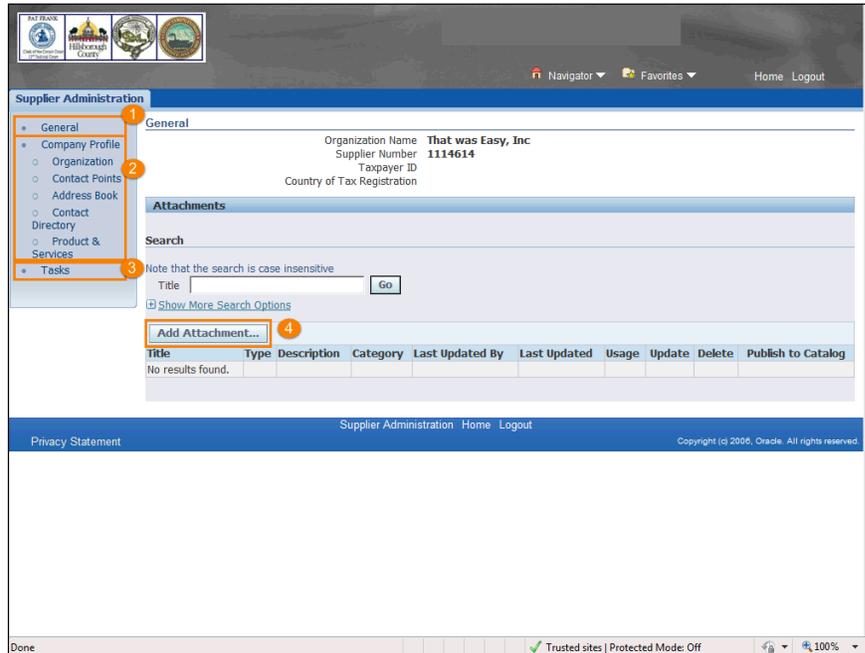


Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link to access your profile.</p> 

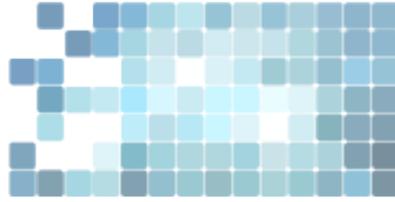


Training Guide

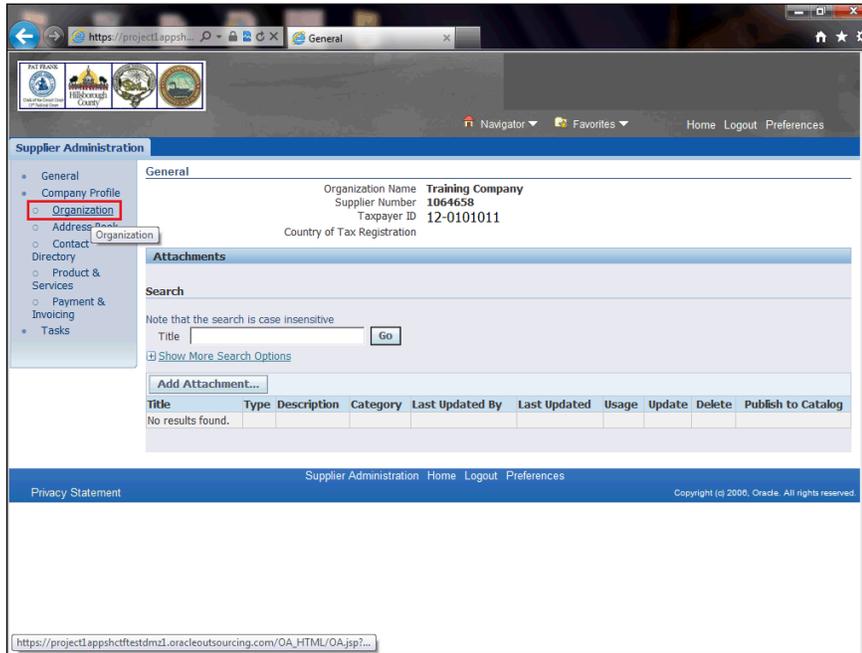
iSupplier – Updating Company Details

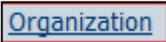


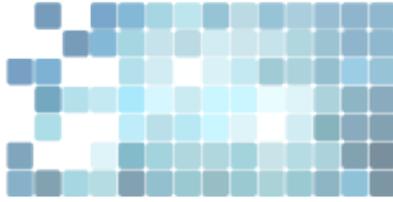
Step	Action
3.	<p>The <i>General Profile</i> window opens. On the left side of the window is the Supplier Administration Menu.</p> <ol style="list-style-type: none"> General -- Default page. You can use this page to add attachments needed to do business with Hillsborough County and the City of Tampa. Company Profile -- with sub-menus that allow you to add organizational details, additional addresses, contacts, and change your Product & Services. Tasks -- currently not used. Add Attachment -- if a representative from Hillsborough County or the City of Tampa requests certifications, insurance, etc., you may add those things here.



Training Guide iSupplier – Updating Company Details



Step	Action
4.	Click the Organization link on the left side toolbar. 
5.	The <i>Organization</i> window opens. This page will be mostly blank the first time you log-in. You can update any of these fields. Note: These are all optional fields and do not require data.



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iSupplier – Updating Company Details

Step	Action
6.	Once you have made all of your changes, click Save . 
7.	Click the Home link to return to the Home Page. 
8.	You now can successfully update your company organization details. End of Process.