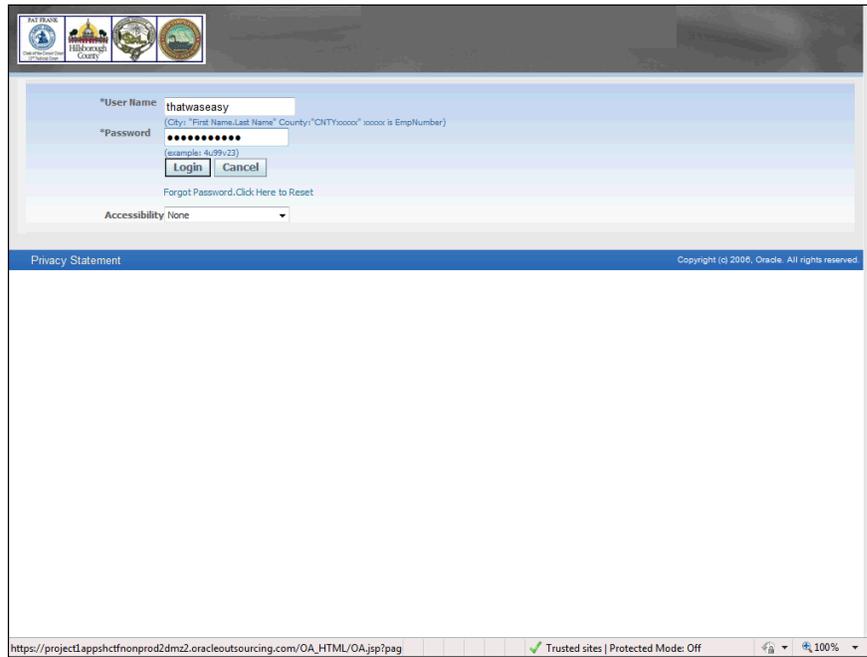


iSupplier - Creating a New Address Procedure

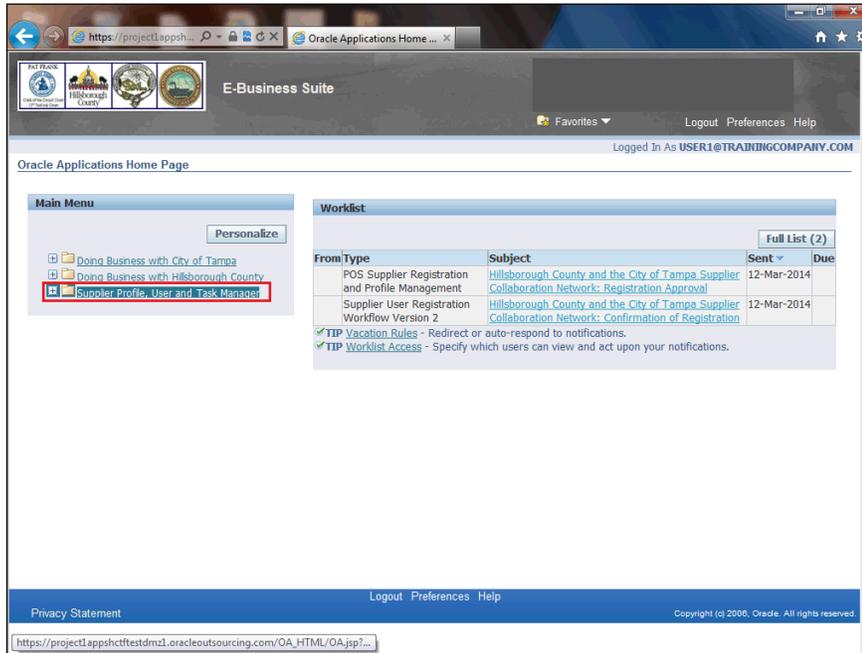
To create a new address for your company, complete the steps below.



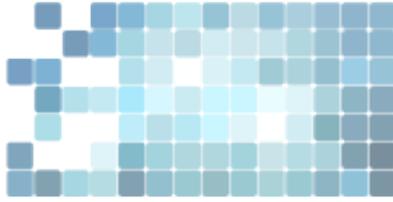
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



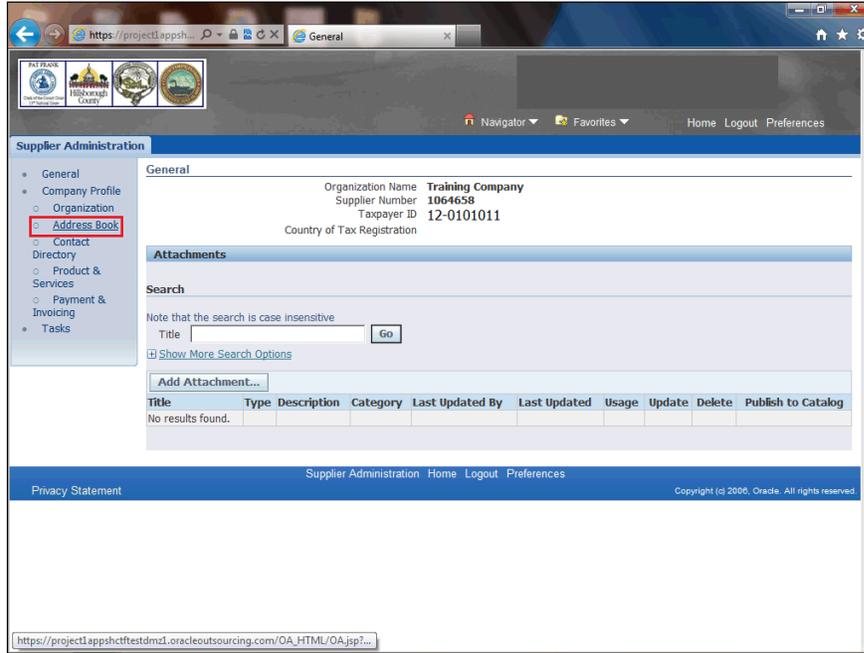
Training Guide iSupplier – Creating a New Address



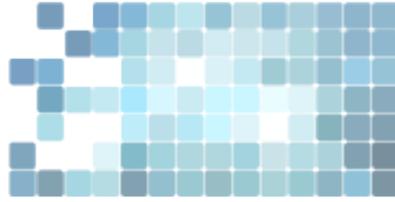
Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <ul style="list-style-type: none">Doing Business with City of TampaDoing Business with Hillsborough CountySupplier Profile, User and Task Manager <p>Click the Supplier Profile, User and Task Manager link to access your profile.</p> 



Training Guide iSupplier – Creating a New Address

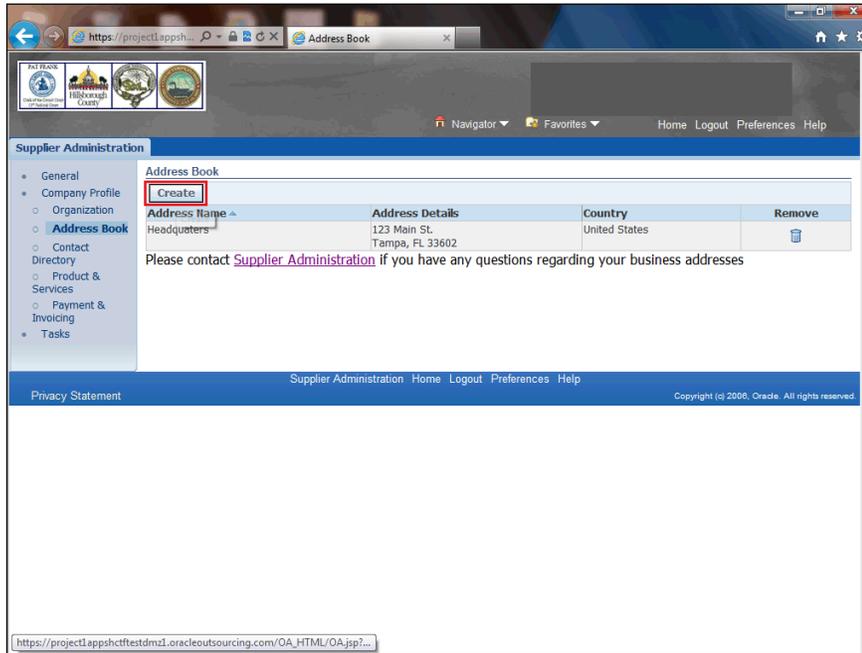


Step	Action
3.	The <i>General Profile</i> window opens. Click the Address Book link on the left side toolbar. Address Book

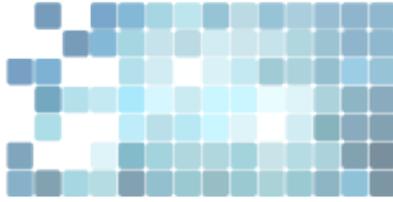


Training Guide

iSupplier – Creating a New Address

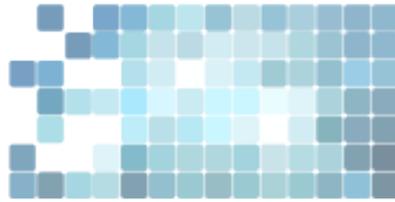


Step	Action
4.	<p>The <i>Address Book</i> window opens.</p> <p>Click Create to create a new address.</p> 
5.	<p>The <i>Create Address</i> window opens.</p> <p>All required fields are denoted by an asterisk (*).</p> <p>Use the Address Name field to give your address a name such as Headquarters, Main Office, XXXX Division, etc.</p>

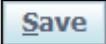


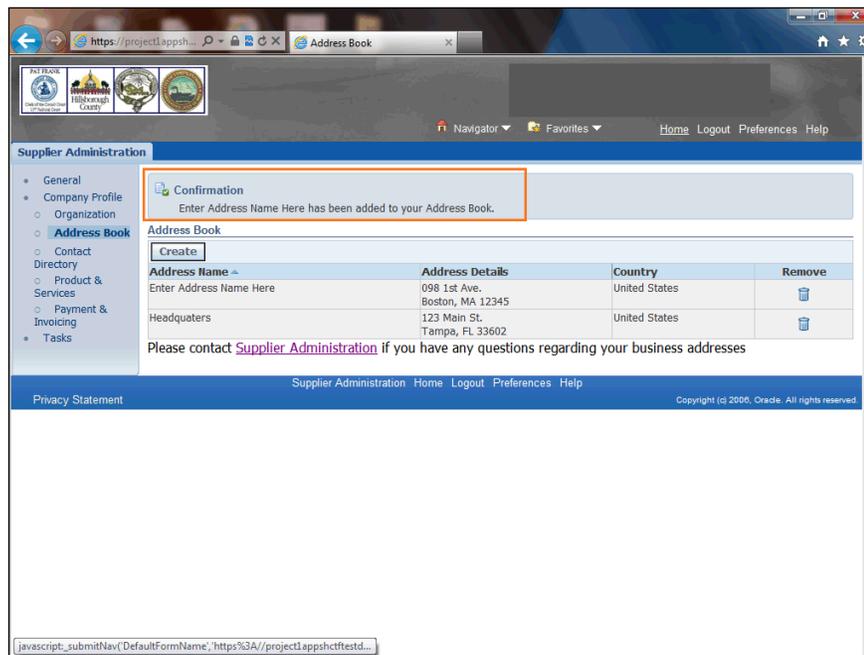
Training Guide iSupplier – Creating a New Address

Step	Action
6.	Enter the Address Name (i.e., Headquarters, Remit to, Payment, etc.) in the Address Name field.
7.	Enter the address into the Address Line 1 field.
8.	Enter the city/town into the City/Town/Locality field.
9.	Enter the State into the State/Region field.
10.	Enter the zip code into the Postal Code field.
11.	Enter the area code into the Phone Area Code field.
12.	Enter the phone number into the Phone Number field (include the dash).
13.	If this is a Purchasing Address, click the Purchasing Address option. <input type="checkbox"/>
14.	If this is a Payment Address, click the Payment Address option. *Important* If this is a payment address, a substitute W-9 must be submitted to Hillsborough County and the City of Tampa. Substitute W-9s are located on the Procurement website. <input type="checkbox"/>
15.	Enter any notes you have for the approver into the Note field.



Training Guide iSupplier – Creating a New Address

Step	Action
16.	Click the Save button. This address will be submitted for approval. 



Step	Action
17.	Confirmation is given that the Address has been created. Click the Home link to return to the Home Page. 
18.	You have successfully added a new address to your company profile. End of Process.