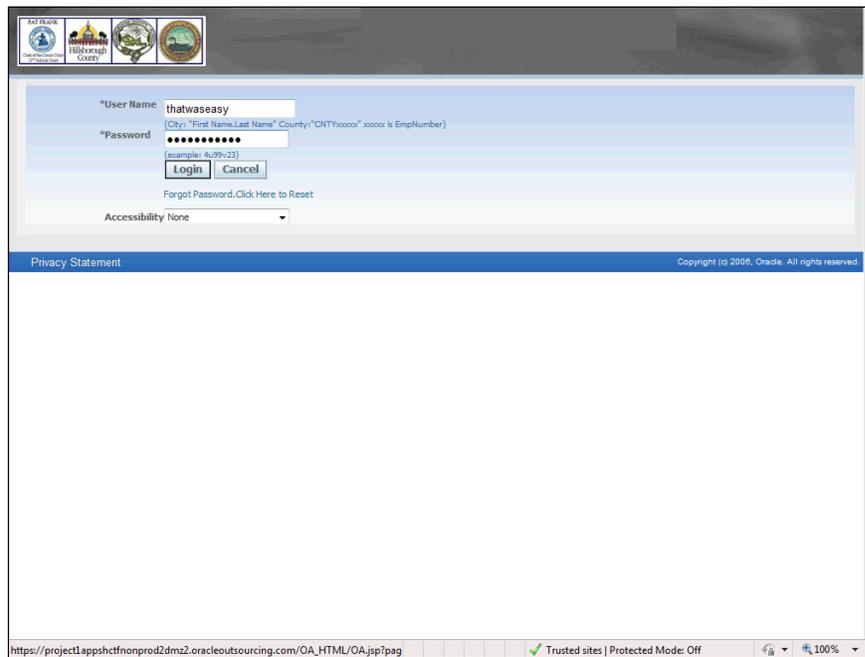


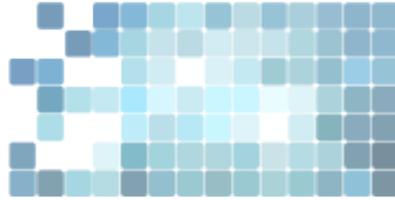
### iSupplier - Deleting an Address

#### Procedure

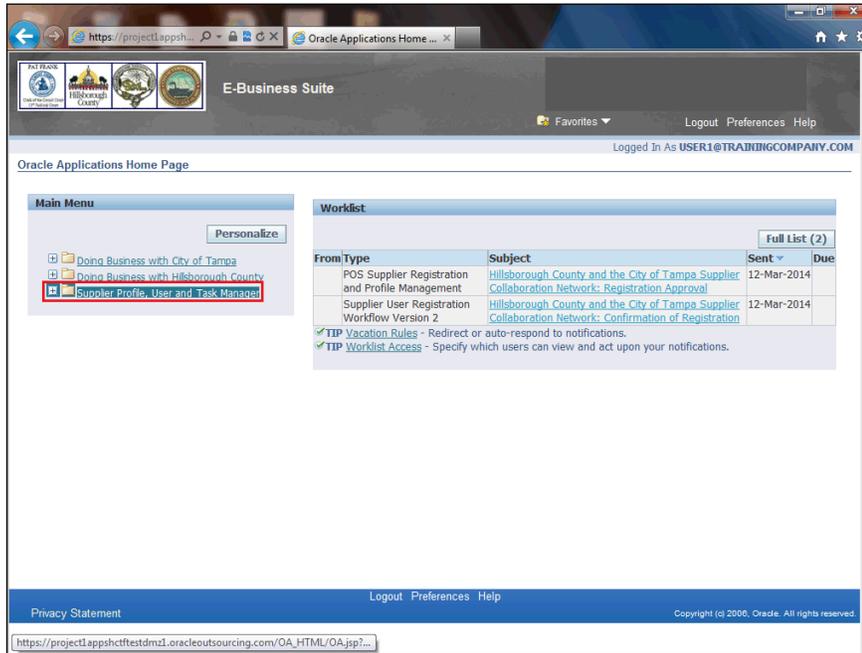
To delete an existing address from your profile, complete the steps below.

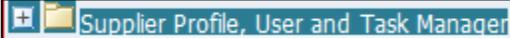


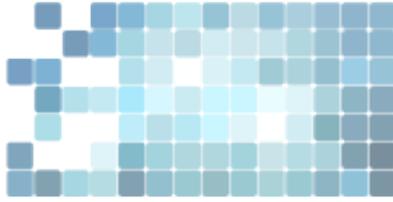
Step	Action
1.	Log into the <a href="#">iSupplier Portal</a> with your User Name and Password. 



# Training Guide iSupplier – Deleting an Address

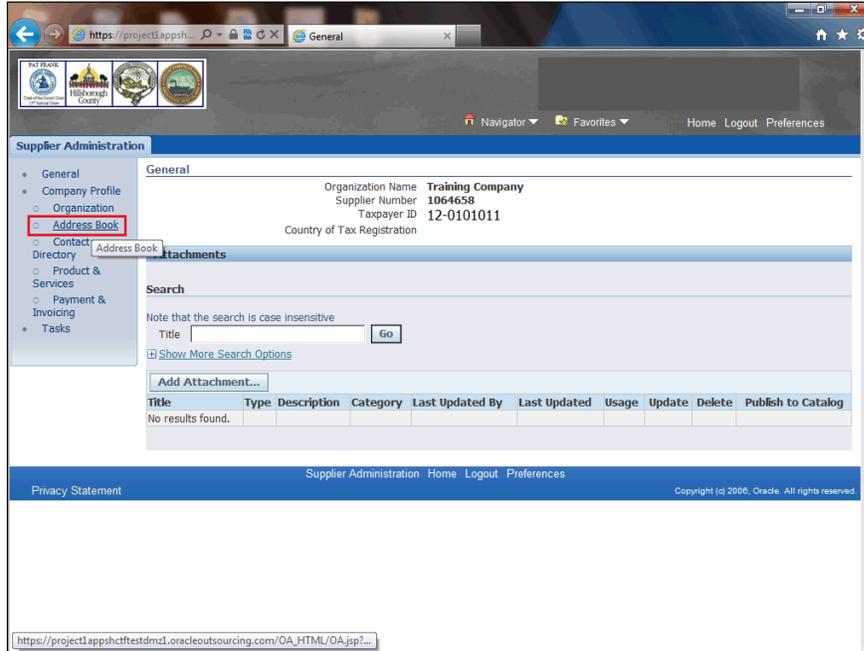


Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:            Doing Business with City of Tampa            Doing Business with Hillsborough County            Supplier Profile, User and Task Manager</p> <p>Click the <b>Supplier Profile, User and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

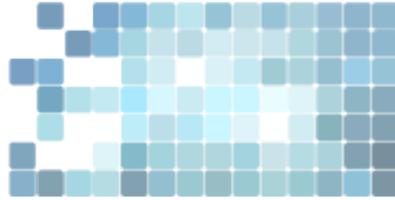


# Training Guide

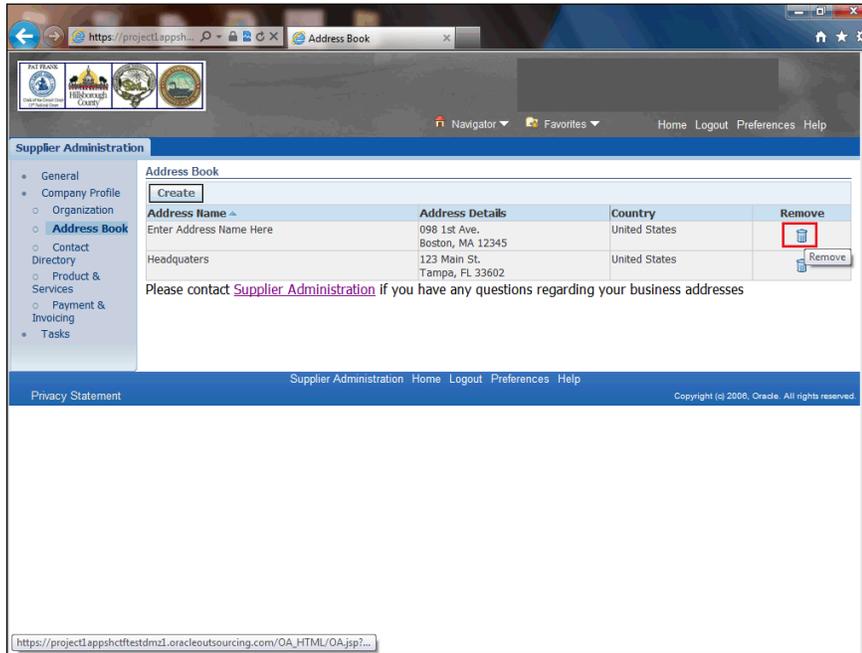
## iSupplier – Deleting an Address



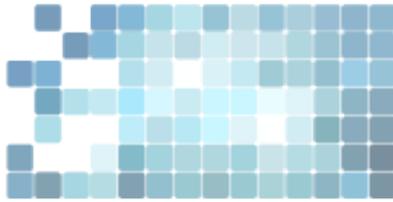
Step	Action
3.	The <i>General Profile</i> window opens. Click the <b>Address Book</b> link on the left side toolbar. <a href="#">Address Book</a>



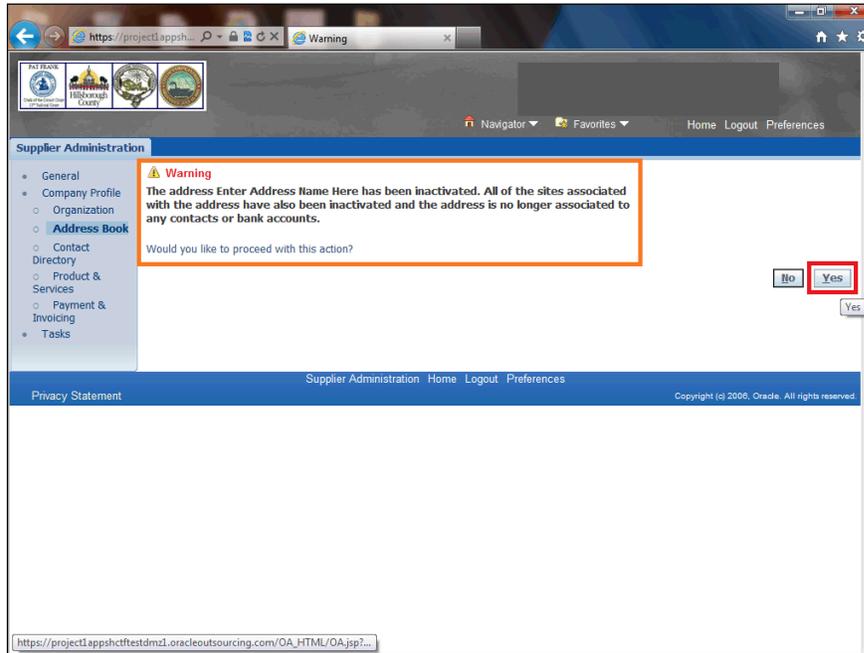
# Training Guide iSupplier – Deleting an Address



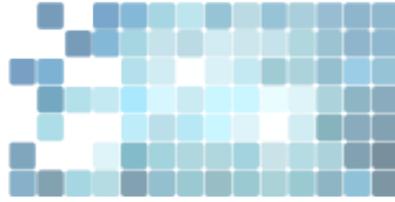
Step	Action
4.	Locate the Address being deleted and click <b>Remove</b> (Trash Can Icon). 



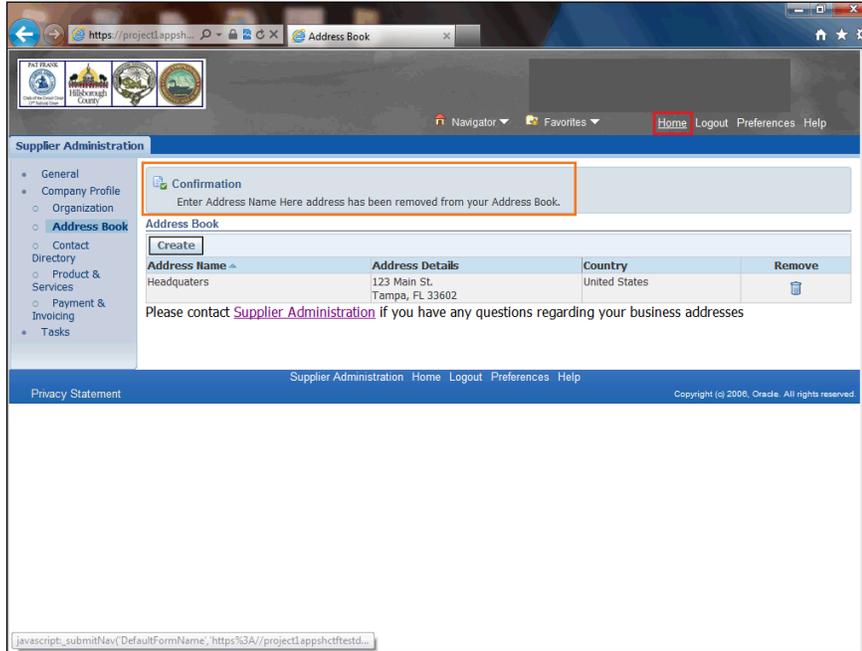
# Training Guide iSupplier – Deleting an Address



Step	Action
5.	A warning message appears confirming that you wish to delete this address. Click <b>Yes</b> to confirm. 



# Training Guide iSupplier – Deleting an Address



Step	Action
6.	A confirmation is supplied that the address has been removed. Notice the address no longer appears on this page. Click the <b>Home</b> link to return to the Home Page. 
7.	<b>End of Process.</b>