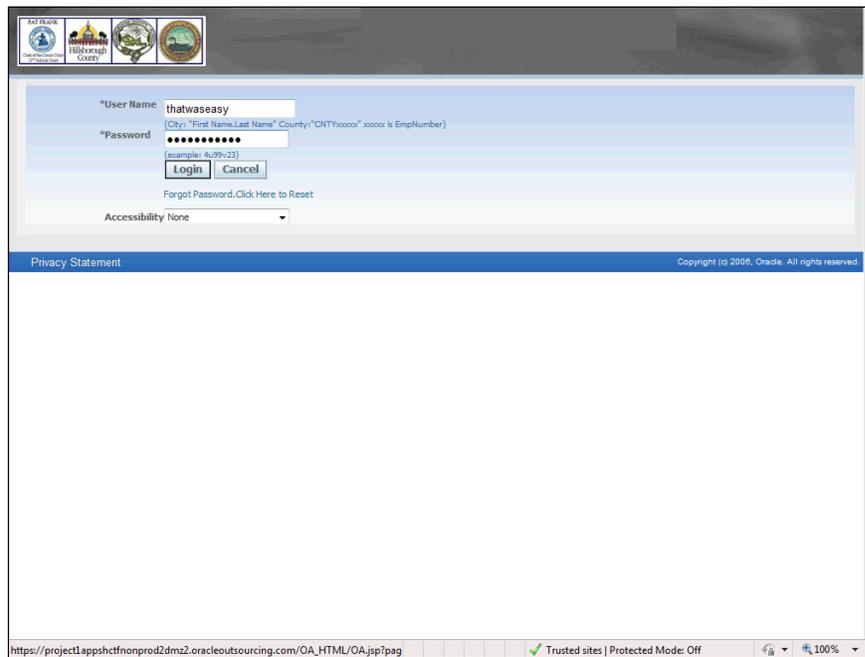


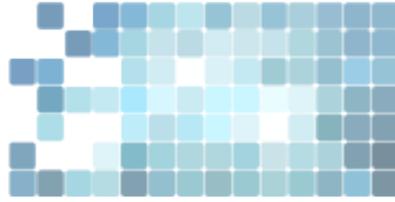
Creating New Contacts

Procedure

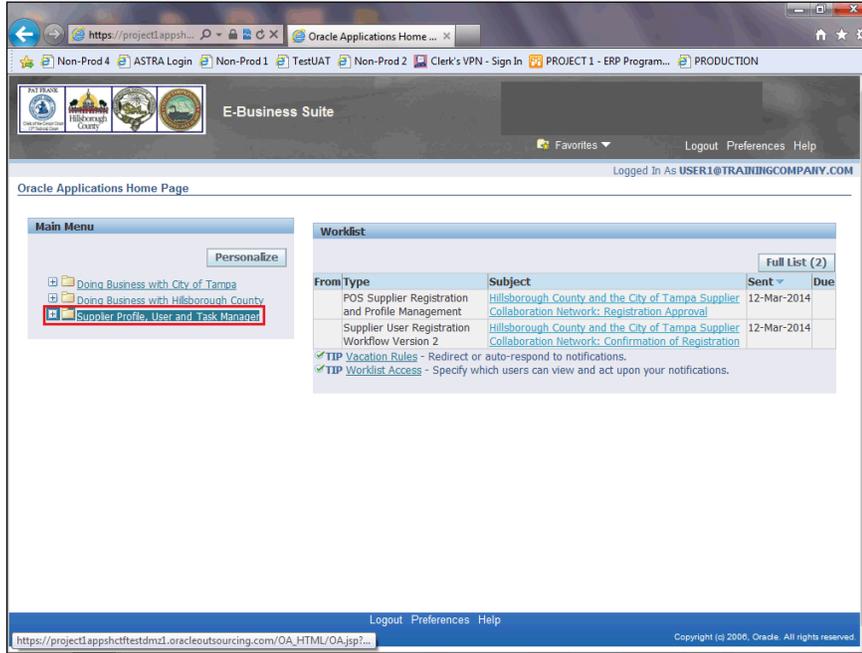
To create a new contact, complete the steps below.



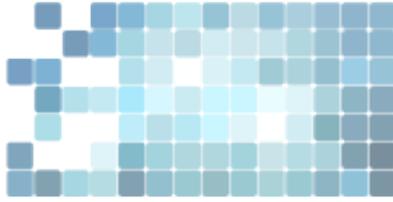
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



Training Guide iSupplier – Creating New Contacts

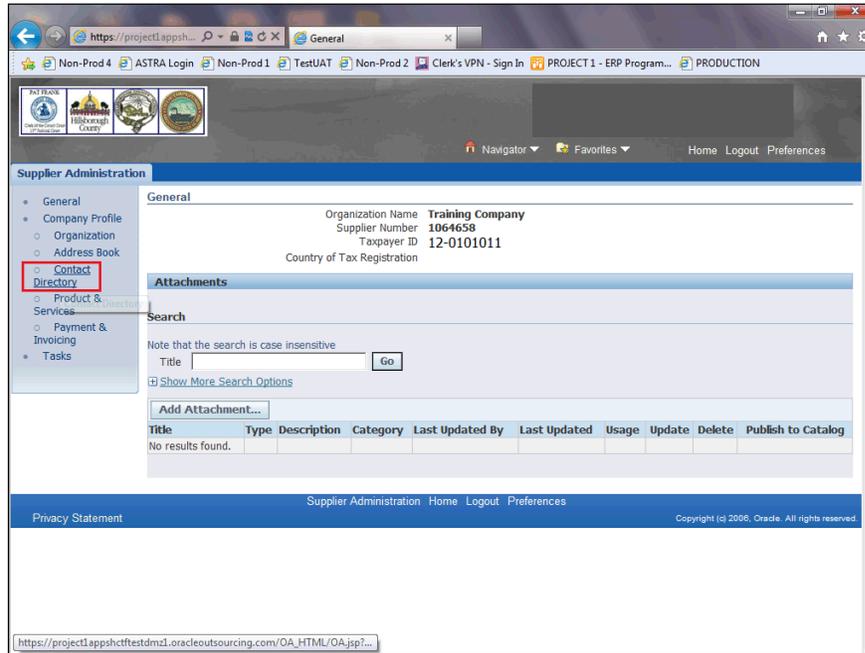


Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p> 

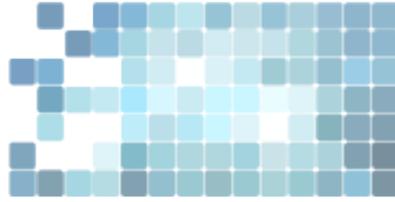


Training Guide

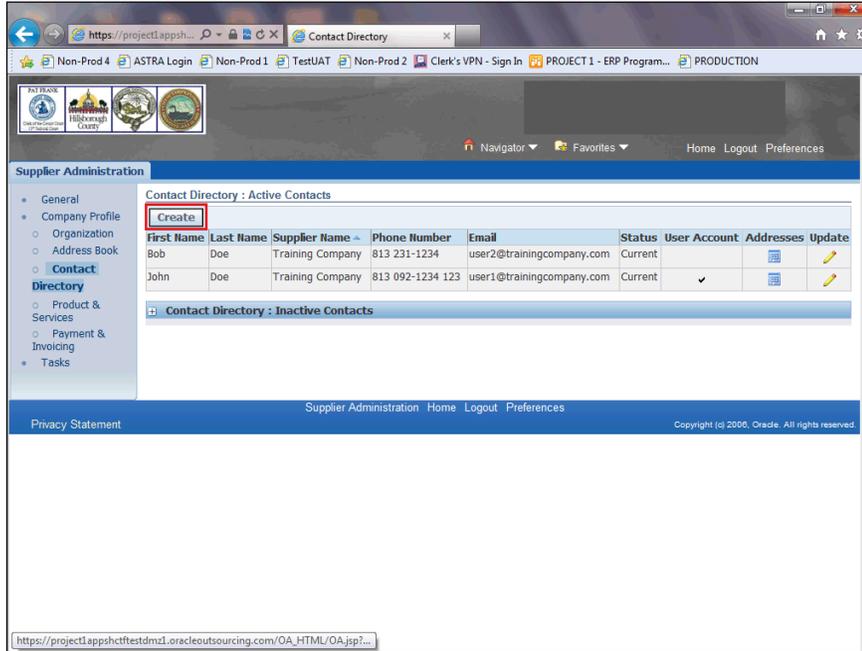
iSupplier – Creating New Contacts



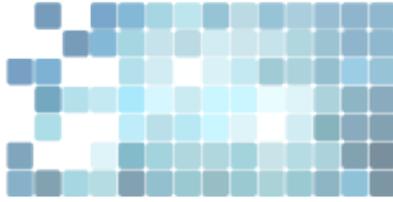
Step	Action
3.	The <i>General Profile</i> window opens. Click the Contact Directory link on the left side toolbar.



Training Guide iSupplier – Creating New Contacts

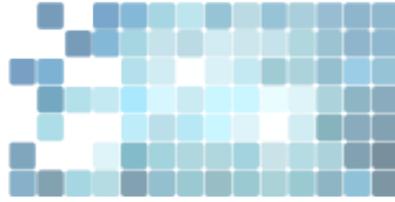


Step	Action
4.	The <i>Contact Directory : Active Contacts</i> window opens. Click the Create button to create a new contact. 
5.	The <i>Create Contact</i> window opens. All required fields are denoted by an asterisk (*).



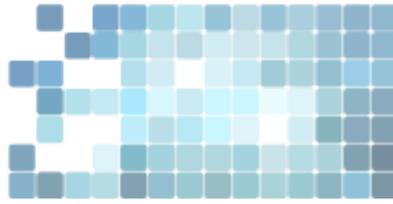
Training Guide iSupplier – Creating New Contacts

Step	Action
6.	Enter the contact's first name into the First Name field.
7.	Enter the contact's last name into the Last Name field.
8.	Enter the contact's email into the Email Address field. Note: If you want to create a User Account for the Contact, an email address is required.
9.	Enter the contact's area code into the Phone Area Code field.
10.	Enter the contact's phone number into the Phone Number field (include dash).



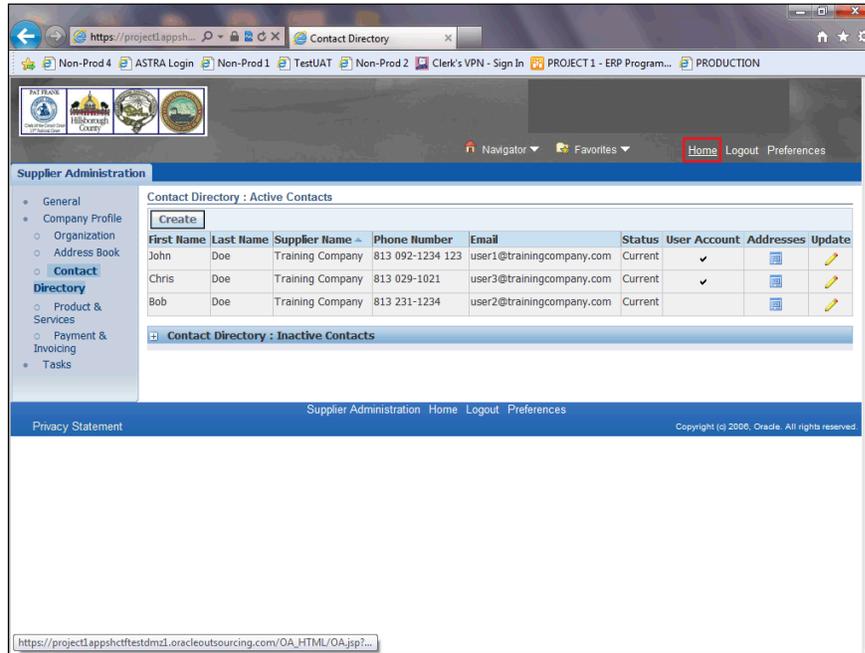
Training Guide iSupplier – Creating New Contacts

Step	Action
11.	<p>You can also complete any of the optional fields on this screen.</p> <p>If this contact does not need a User Name and Password, stop here and click the Apply button. If a User Name and Password are required for this contact, please continue.</p> <p>Note: If you are not sure whether this contact should have an account, click Apply. You can update the contact and create a User Account for him/her at any point in the future.</p>
12.	<p>Check the option Create User Account for this Contact.</p> <p><input type="checkbox"/></p>
13.	<p>The Username will default from the email address. If it does not, please copy and paste or re-type the email address into the Username field.</p> <p>Enter your company name into the Supplier Name field, or use the search option to search for your company name.</p>
14.	<p>Check the Certification Reminders option only if you want this user to receive notifications about expiring certifications.</p> <p><input type="checkbox"/></p>
15.	<p>Scroll to the Responsibilities section. You will need to add the appropriate responsibilities to the contact.</p> <p>Check the Doing Business with City of Tampa option to select it.</p> <p><input type="checkbox"/></p>
16.	<p>Check the Doing Business with Hillsborough County option to select it.</p> <p><input type="checkbox"/></p>
17.	<p>Click the Apply button to create your new contact.</p> <p><input type="button" value="Apply"/></p>



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iSupplier – Creating New Contacts



Step	Action
18.	<p>You will see the new contact created in a "Current" status.</p> <p>Click the Home link to return to the Home Page.</p> <p></p>
19.	<p>You have successfully created a new contact for your company and given them access to you company's account in the iSupplier Portal.</p> <p>End of Process.</p>