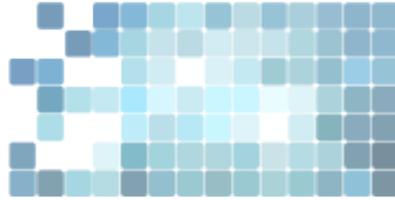


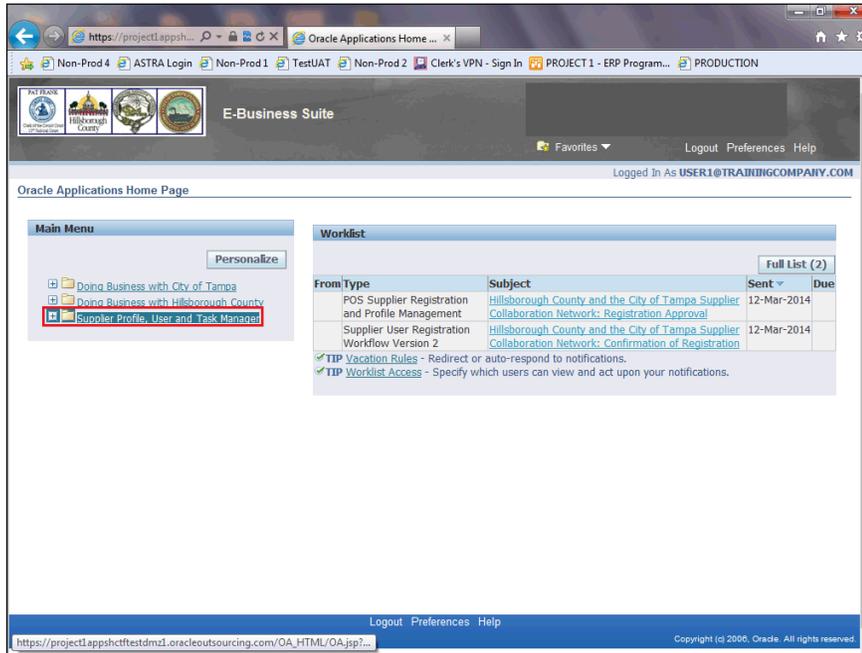
iSupplier - Updating Contacts Procedure

To update contacts, complete the steps below.

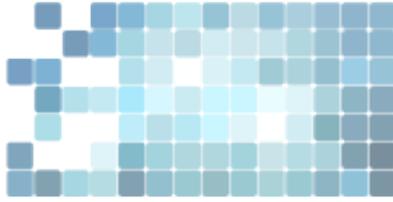
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



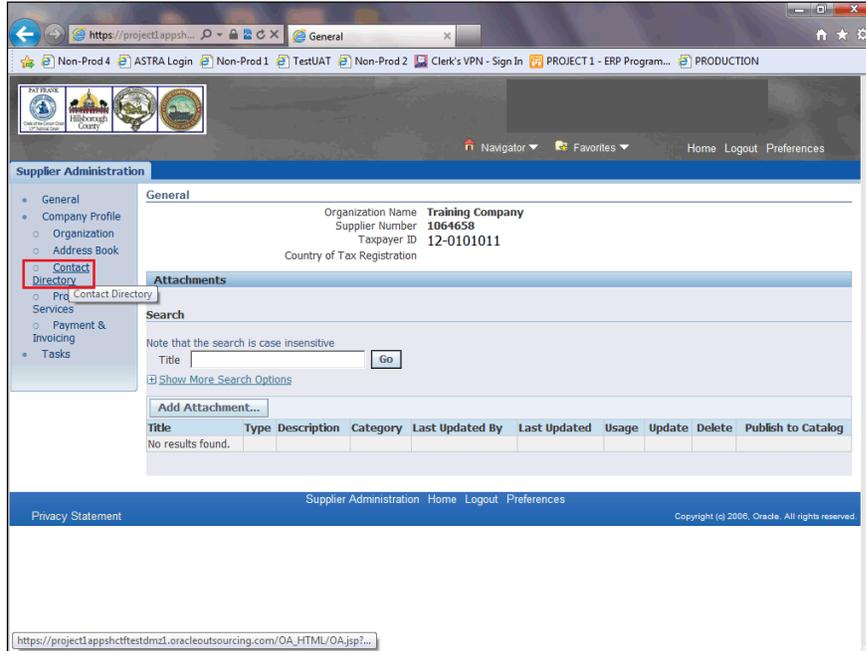
Training Guide iSupplier – Updating Contacts



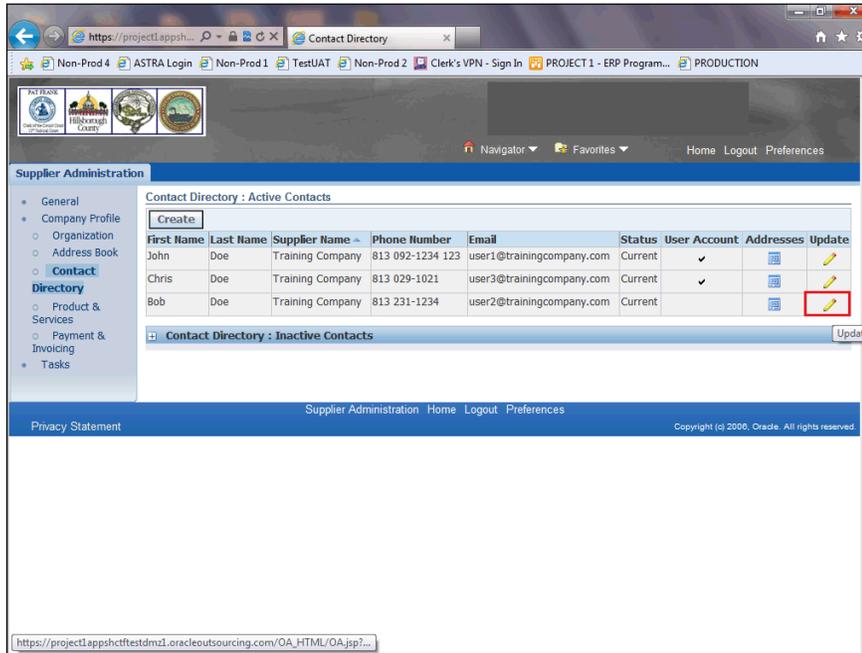
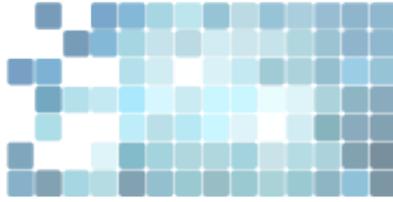
Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p> 



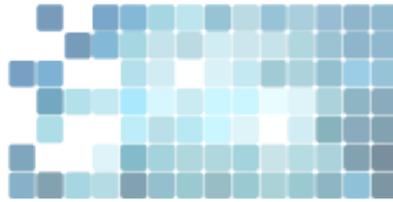
Training Guide iSupplier – Updating Contacts



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

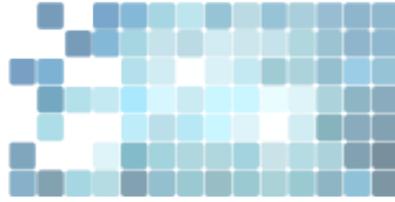


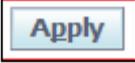
Step	Action
4.	<p>Click the Update (Pencil Icon) button for the contact being updated. Note: This contact does NOT have a User Account.</p> 
5.	<p>The <i>Update Contact</i> window opens. Here you will make any necessary updates to the contact profile.</p> <p>In this example, we are going to update the Department for the contact and give this contact a User Account.</p> <p>Important! If the contact being updated already has a user account, the bottom half of this page will look different. These instructions will first explain how to create a User Account, then explain how to update the User Account.</p>

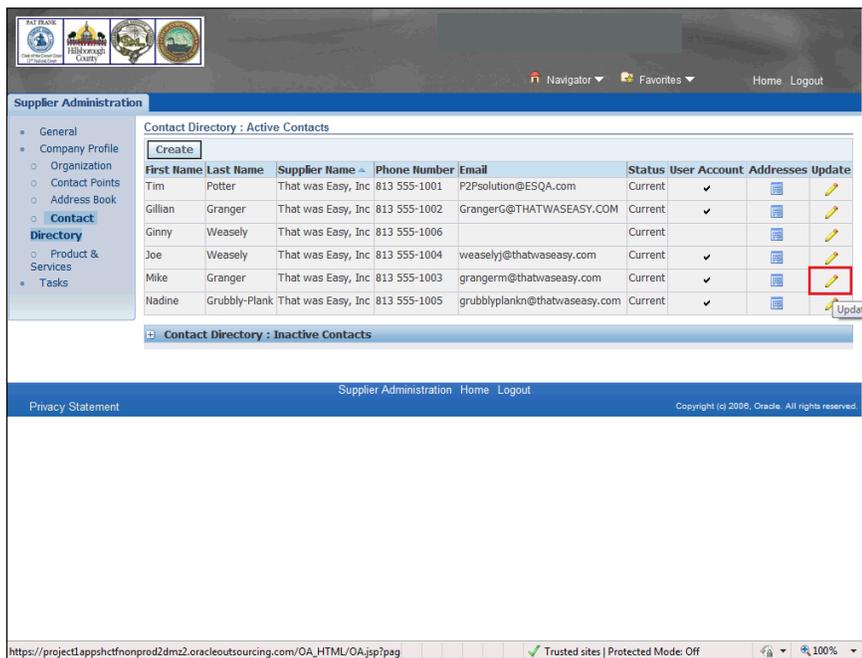


Training Guide iSupplier – Updating Contacts

Step	Action
6.	Enter the department into the Department field.
7.	Click the Create User Account for this Contact option. 
8.	Highlight the Email Address for this contact. Press [Ctrl+C] or right click and select Copy.
9.	In the Username field, press [Ctrl+V] or right click and select Paste.
10.	Enter your company's name in the Supplier Name field, or use the search option to complete the field.
11.	Check the Certification Reminders option only if you want this user to receive notifications about expiring certifications. 
12.	You will need to add the appropriate responsibilities to the contact. Check the Doing Business with City of Tampa option to select it. 

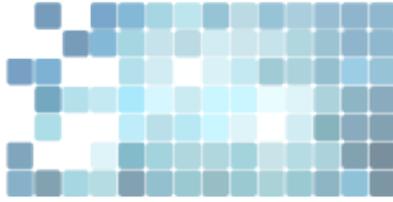


Step	Action
13.	Check the Doing Business with Hillsborough County option to select it. 
14.	Click Apply to save changes to this contact. 



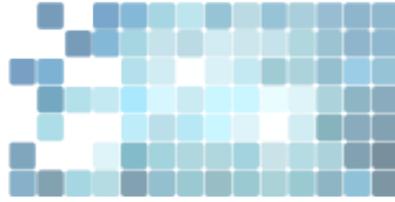
The screenshot shows the 'Supplier Administration' interface. On the left is a navigation menu with options like 'General', 'Company Profile', 'Contact Points', 'Address Book', 'Contact Directory', 'Product & Services', and 'Tasks'. The main area displays 'Contact Directory : Active Contacts' with a 'Create' button and a table of contacts. The table has columns for First Name, Last Name, Supplier Name, Phone Number, Email, Status, User Account, Addresses, and Update. The 'Update' column contains icons for each contact, and the icon for 'Mike Granger' is highlighted with a red box. Below the table is a section for 'Contact Directory : Inactive Contacts'. At the bottom, there is a footer with 'Supplier Administration Home Logout', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.' The browser address bar shows 'https://project1appshctfnonprod2dmz2.oracleoutsourcing.com/OA_HTML/OA.jsp?pag'.

Step	Action
15.	We will now update a contact with an existing User Account. Click Update on the contact being updated. 
16.	In this example, we will update the contact's Job Title. Enter the person's Job Title into the Job Title field.

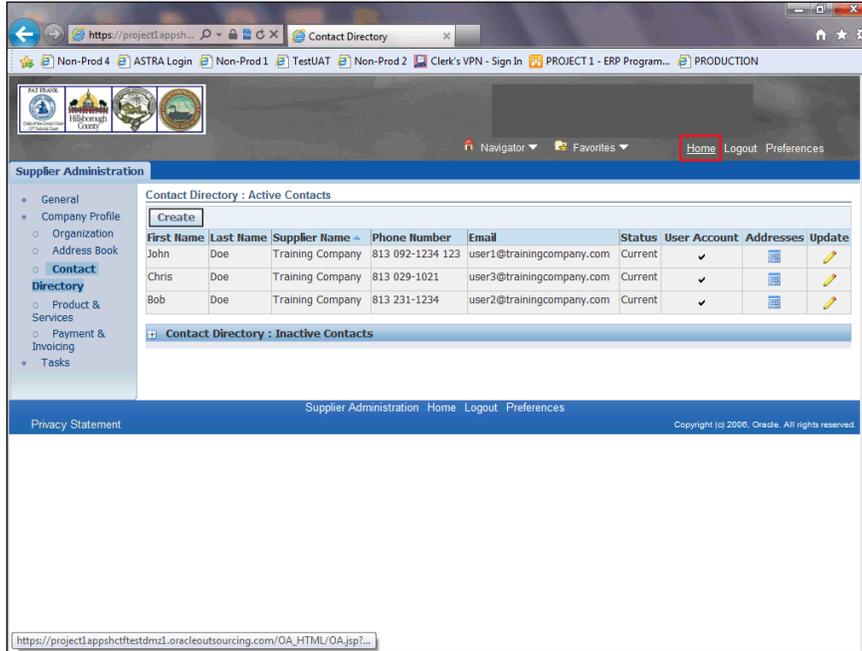


Training Guide iSupplier – Updating Contacts

Step	Action
17.	To see the contact's user account settings, expand the User Account Information . 
18.	Select the appropriate Responsibility options. Select Doing Business with Hillsborough County . 
19.	Check the Certification Reminders option only if you want this user to receive notifications about expiring certifications. 
20.	Click the Apply button. 



Training Guide iSupplier – Updating Contacts



Step	Action
21.	Click the Home link to return to the Home Page. 
22.	You have successfully updated an existing contact. End of Process.