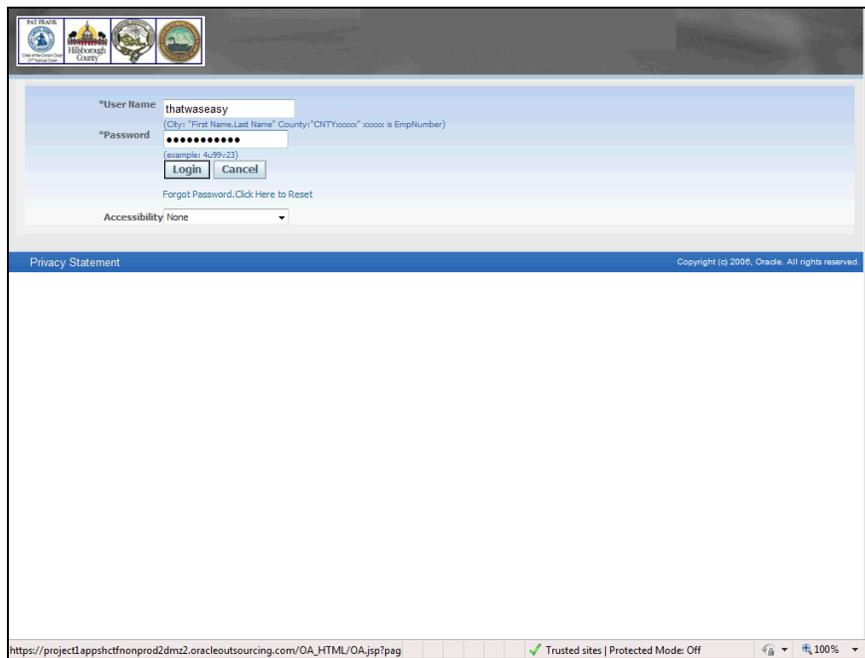


iSupplier - Removing (Inactivate) Contacts

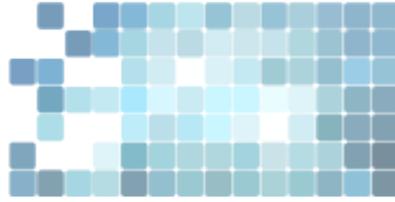
Procedure

Contacts in your iSupplier Contact Directory are not deleted, but are inactivated and removed from the Active Contacts list. They are placed in the Inactive Contacts section of the directory, their status is changed to inactive, and they are no longer able to log in to your company's iSupplier account.

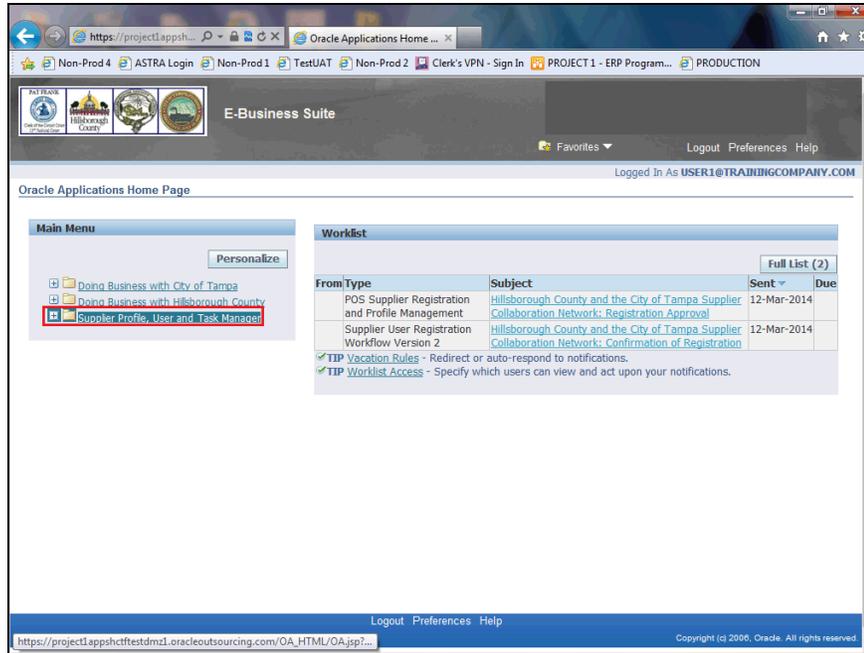
To remove an existing contact, complete the steps below.



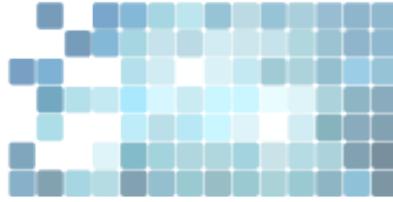
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



Training Guide iSupplier – Removing (Inactivate) Contacts

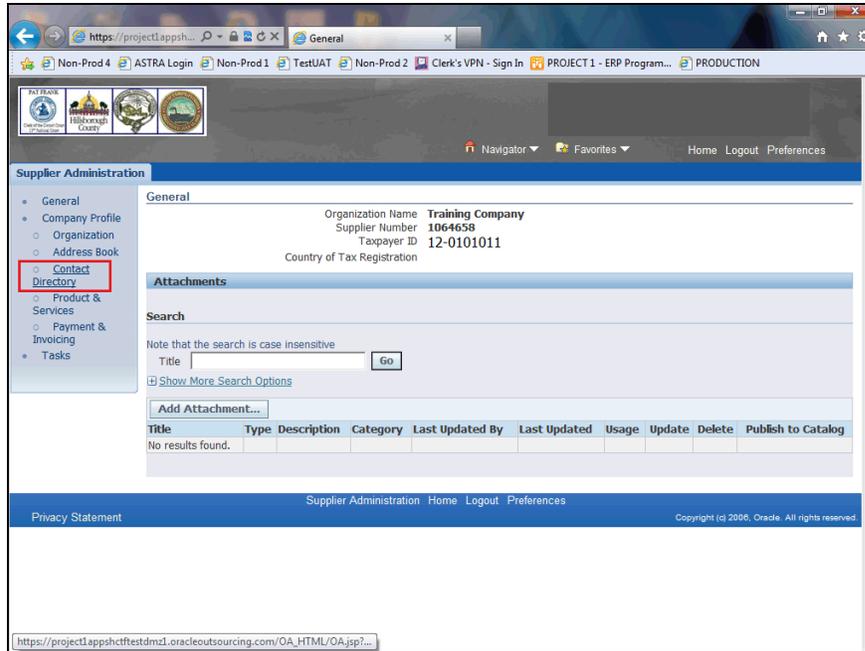


Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Supplier Profile, User and Task Manager link.</p> 

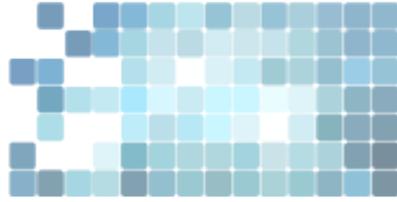


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iSupplier – Removing (Inactivate) Contacts

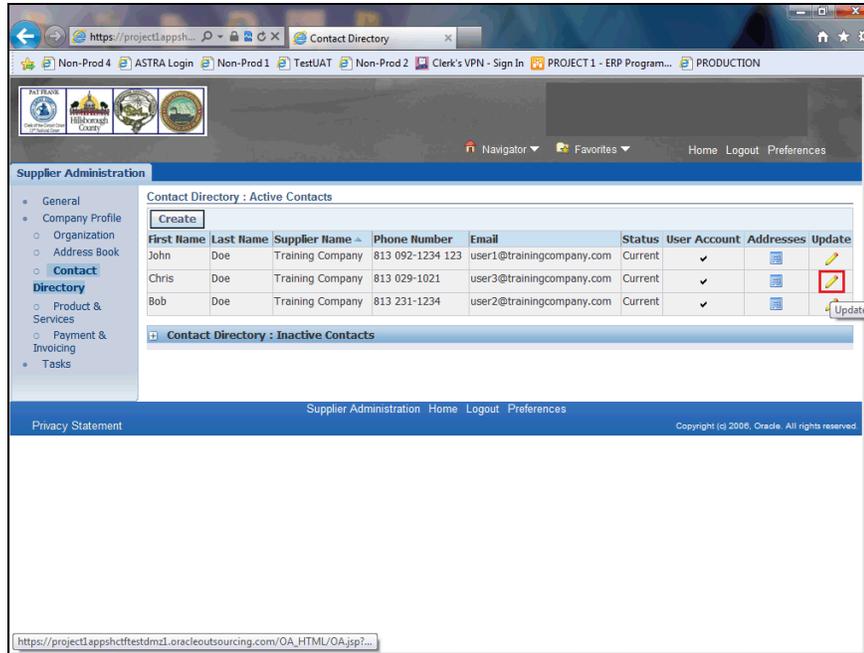


Step	Action
3.	The <i>General Profile</i> window opens. Click the Contact Directory link on the left side toolbar.

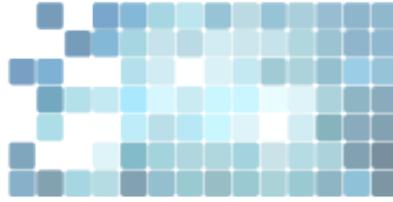


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iSupplier – Removing (Inactivate) Contacts

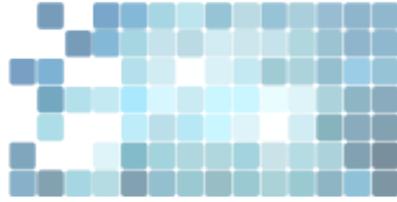


Step	Action
4.	Click the Update button for the Contact that needs to be deleted/end dated. 

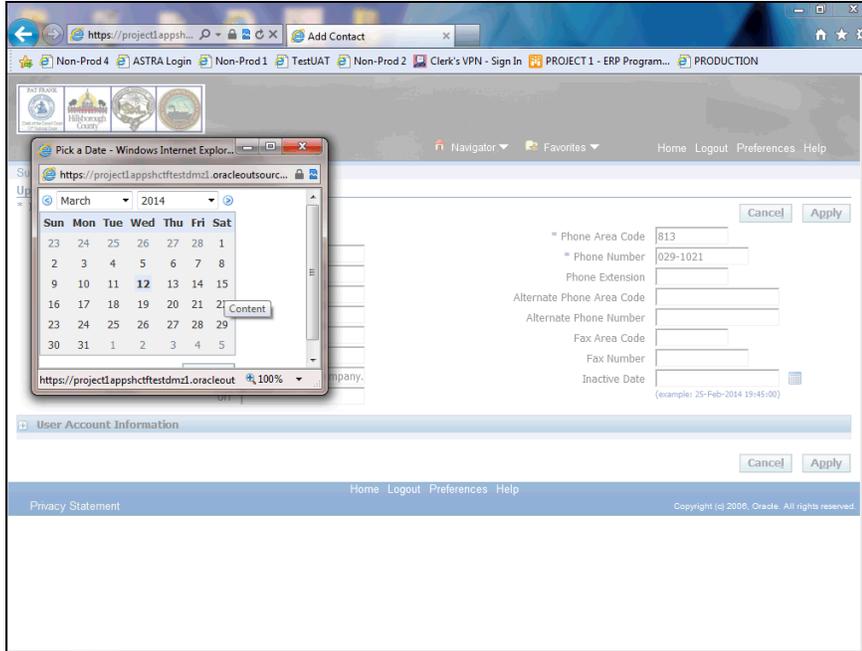


Training Guide iSupplier – Removing (Inactivate) Contacts

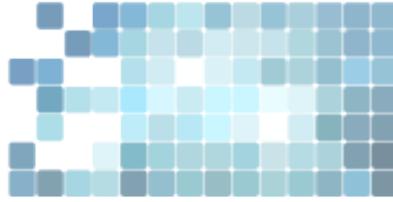
Step	Action
5.	<p>The <i>Update Contact</i> window opens.</p> <p>Click the Inactive Date (Calendar Icon) button. This is the last field on the right side of the page.</p> 



Training Guide iSupplier – Removing (Inactivate) Contacts



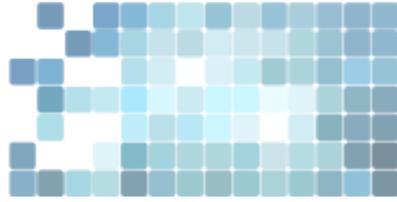
Step	Action
6.	The <i>Pick a Date</i> window opens. You can choose the date by clicking on the specific date number. 12



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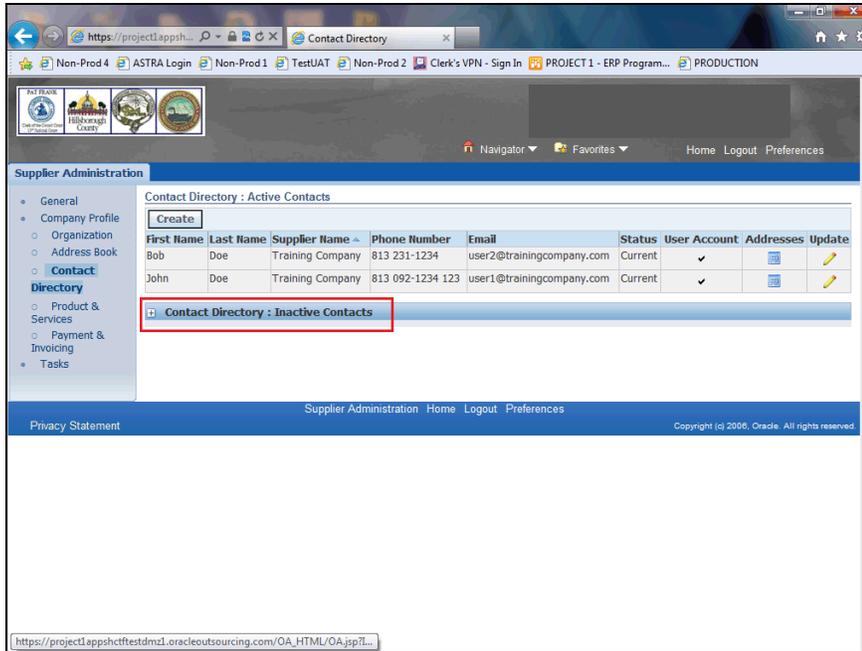
iSupplier – Removing (Inactivate) Contacts

Step	Action
7.	<p>You are now back in the <i>Update Contact</i> window.</p> <p>Click the Apply button.</p> 
8.	<p>A Warning Message will be displayed requesting confirmation that you want to inactivate this contact.</p> <p>Click the Confirm button.</p> 



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iSupplier – Removing (Inactivate) Contacts



Step	Action
9.	Click the (+) expand button next to the "Contact Director : Inactive Contacts to expand that section of the window. 
10.	You will now see that the Inactive contact appears under this section. Note: If you entered a future date, the contact will not appear until the date has arrived. Click the Home link to return to the Home Page. 
11.	You have successfully inactivated a company contact. End of Process.