



DeKalb County
G E O R G I A

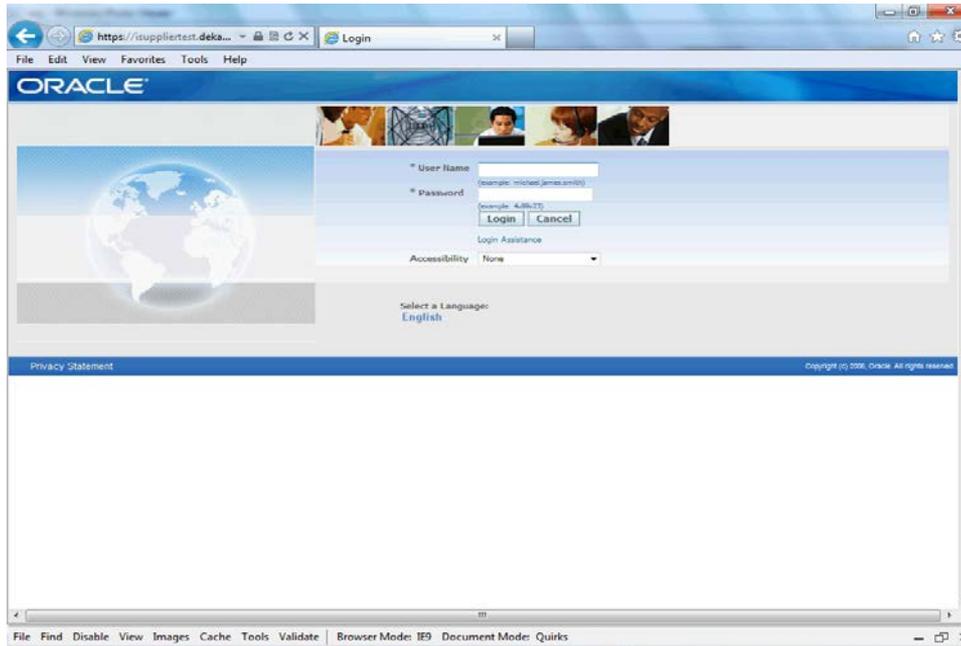
JOURNEY TO PROCUREMENT EXCELLENCE

Maintaining Remittance Address Data

Maintaining Remittance Address Data

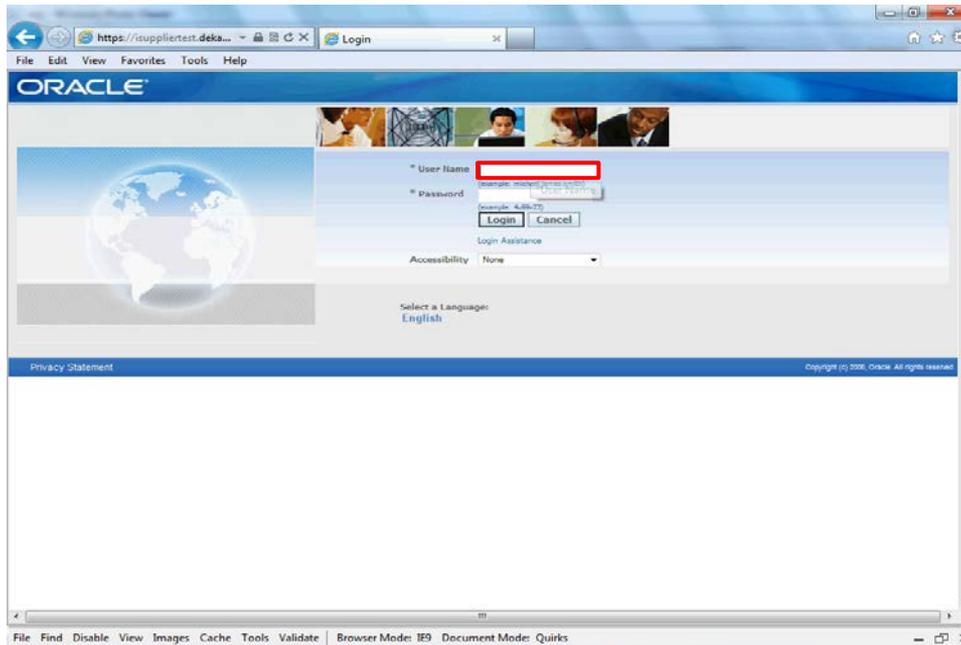


DeKalb County
GEORGIA



In this course you will learn how to Maintain Remittance Address Data in iSupplier.

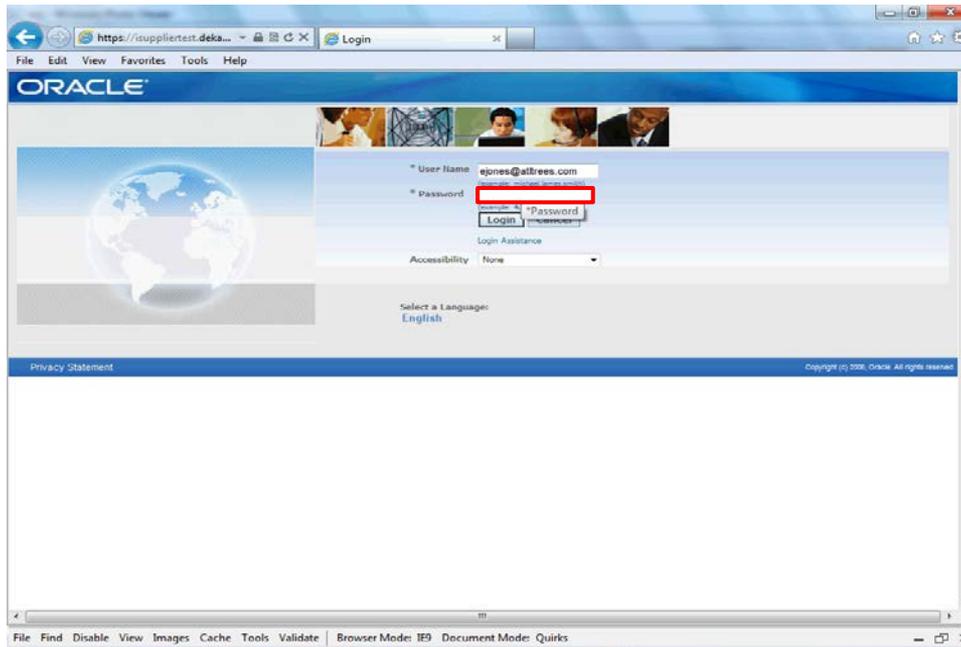
Maintaining Remittance Address Data



Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.

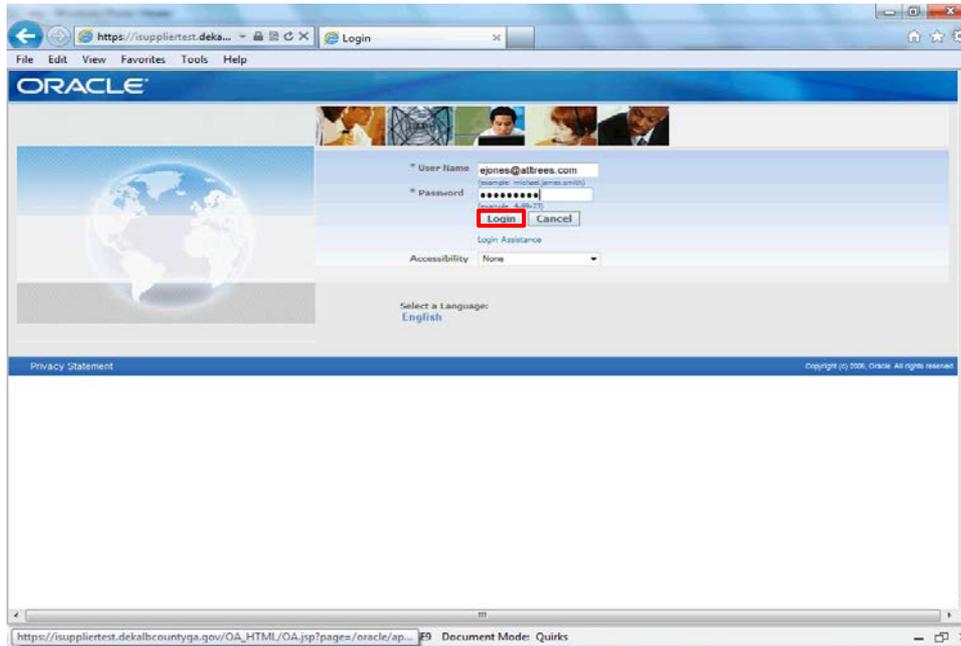
Maintaining Remittance Address Data



Step 2

Click in the **Password** field and enter the password you created during the registration process.

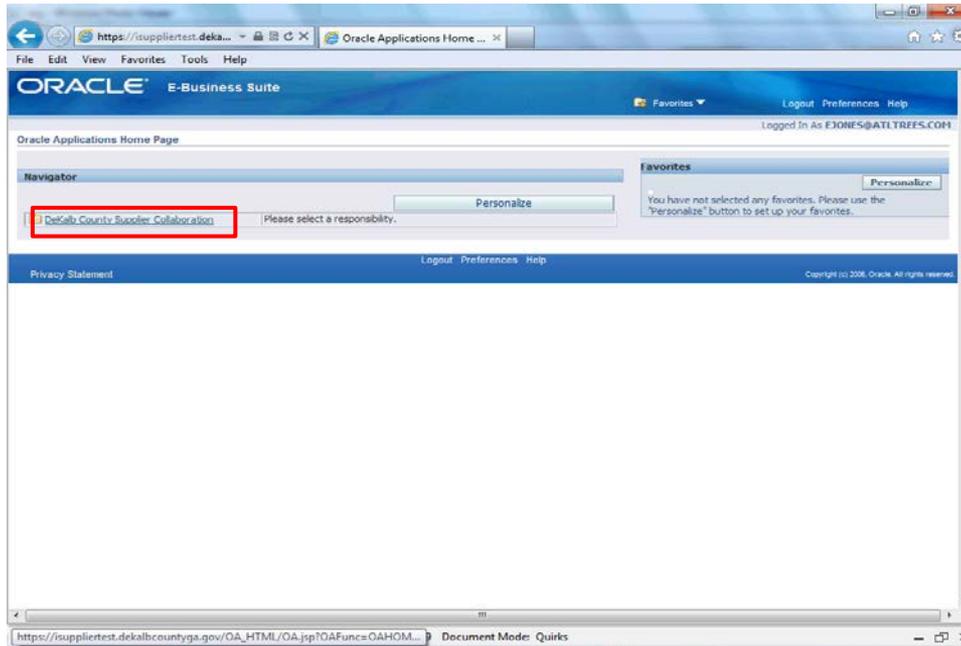
Maintaining Remittance Address Data



Step 3

Click the **Login** button.

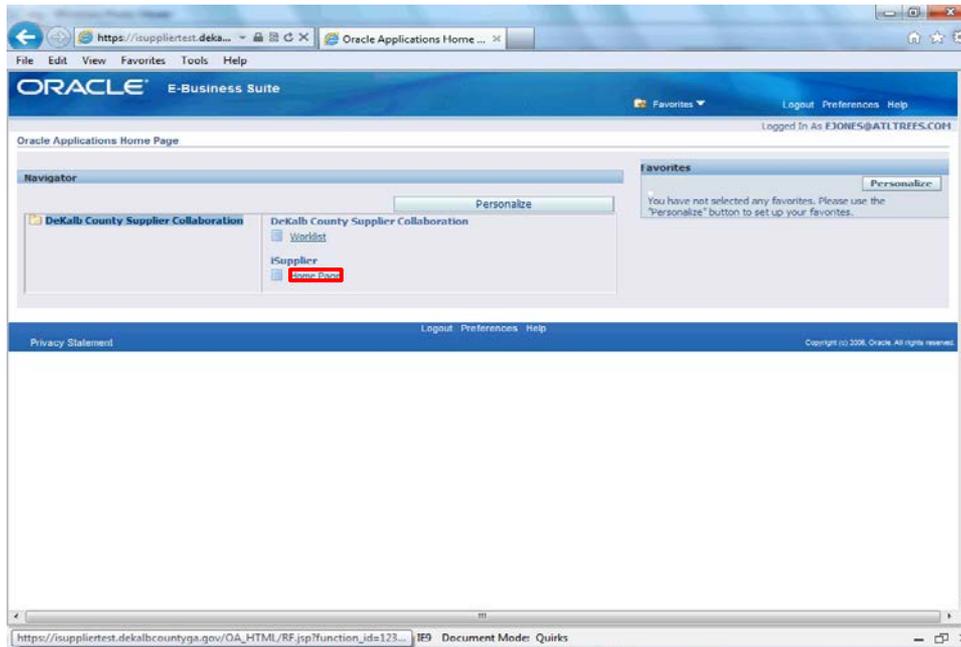
Maintaining Remittance Address Data



Step 4

Click the **DeKalb County Supplier Collaboration** link.

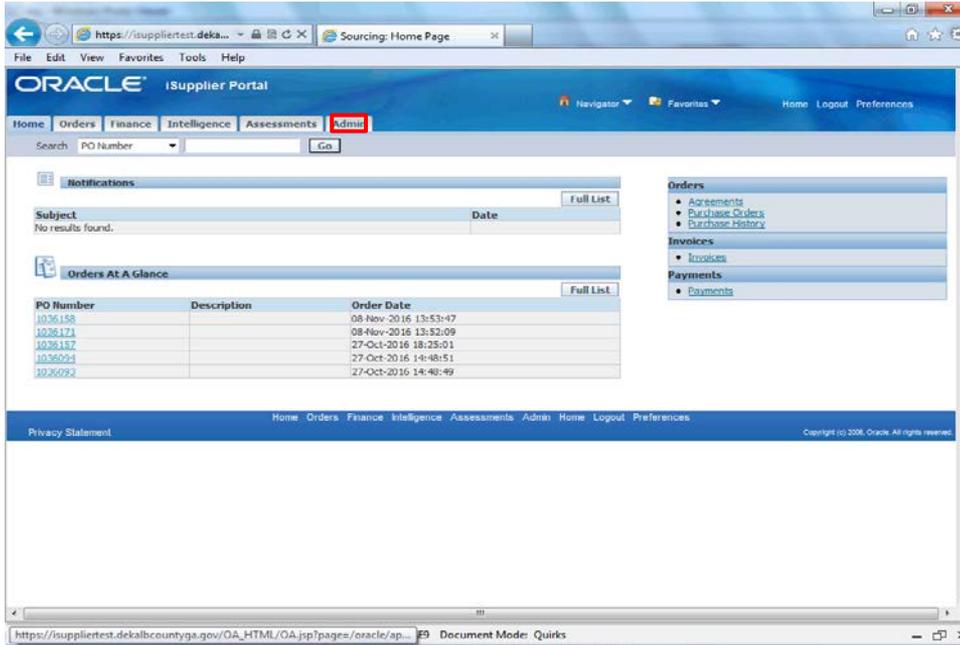
Maintaining Remittance Address Data



Step 5

Click the **Home Page** link.

Maintaining Remittance Address Data



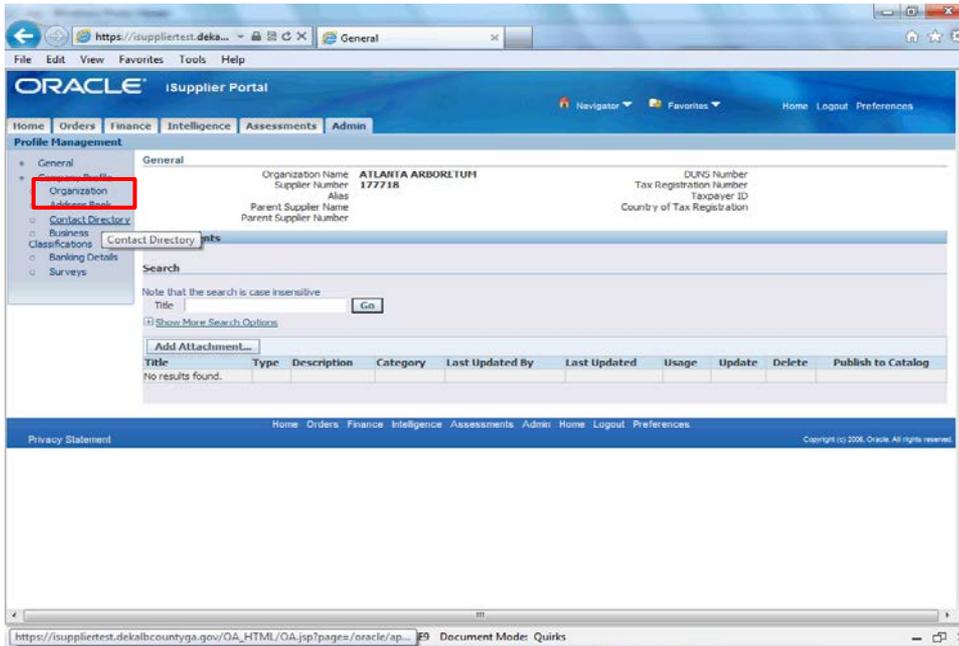
The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. The Admin tab is highlighted with a red box. Below the navigation bar, there is a search field for PO Number and a Go button. The main content area is divided into several sections: Notifications (with a Full List button), Orders (with a Full List button), and a table titled Orders AT A Glance. The table has columns for PO Number, Description, and Order Date. The right sidebar contains links for Agreements, Purchase Orders, Purchase History, Invoices, and Payments. The footer includes a Privacy Statement link and a copyright notice for Oracle.

PO Number	Description	Order Date
1036158		08-Nov-2016 13:53:47
1036171		08-Nov-2016 13:52:09
1036157		27-Oct-2016 18:25:01
1036024		27-Oct-2016 14:48:51
1036092		27-Oct-2016 14:40:49

Step 6

Click the **Admin** tab.

Maintaining Remittance Address Data



Oracle iSupplier Portal

Profile Management

- General
- Organization**
- Address Book
- Contact Directory
- Business Classifications
- Banking Details
- Surveys

General

Organization Name: ATLANTA ARBOREUM
Supplier Number: 177718
DUNS Number
Tax Registration Number
Alias
Taxpayer ID
Parent Supplier Name
Parent Supplier Number
Country of Tax Registration

Contact Directory

Search

Note that the search is case insensitive

Title:

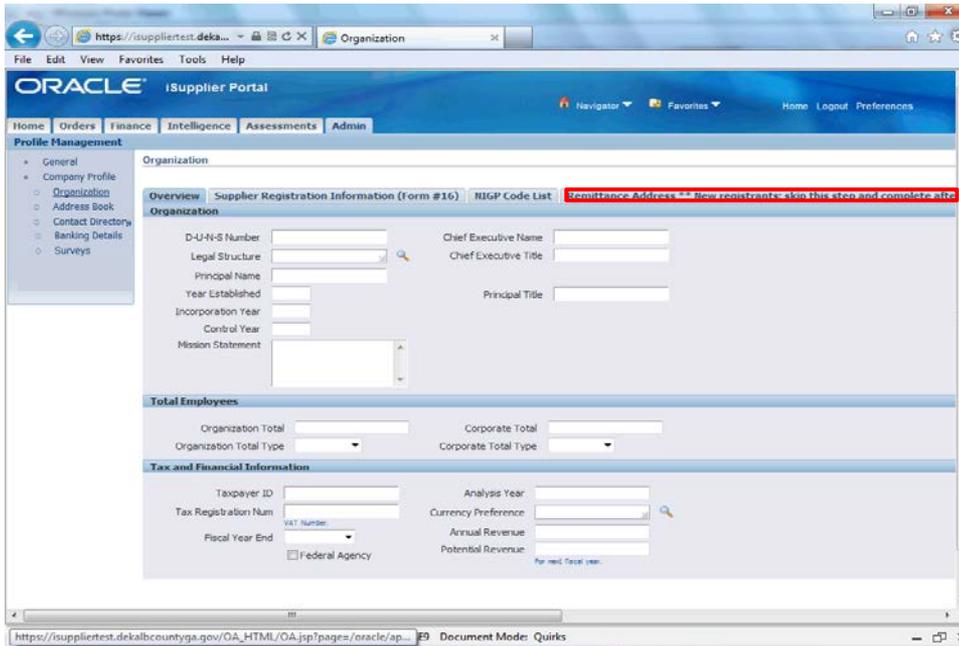
[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Step 7

Click the **Organization** hyperlink.

Maintaining Remittance Address Data

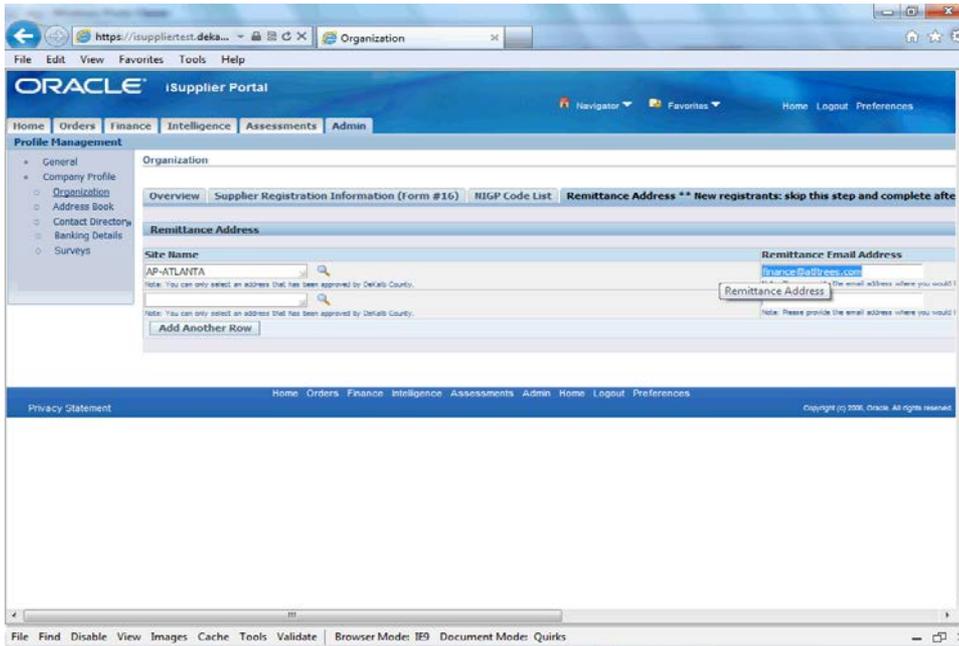


The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://suppliertest.deka...". The page title is "Organization". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Profile Management" section is active, with a sub-menu on the left containing "General", "Company Profile", "Organization", "Address Book", "Contact Directory", "Banking Details", and "Surveys". The main content area is titled "Organization" and contains several tabs: "Overview", "Supplier Registration Information (form #16)", "NIGP Code List", and "Remittance Address ** New registrants: skip this step and complete tab.". The "Remittance Address" tab is highlighted with a red border. Below the tabs, there are sections for "Organization" (with fields for D-U-N-S Number, Legal Structure, Principal Name, Year Established, Incorporation Year, Control Year, Mission Statement, Chief Executive Name, Chief Executive Title, and Principal Title), "Total Employees" (with fields for Organization Total, Organization Total Type, Corporate Total, and Corporate Total Type), and "Tax and Financial Information" (with fields for Taxpayer ID, Tax Registration Num, Fiscal Year End, Analysis Year, Currency Preference, Annual Revenue, and Potential Revenue). A checkbox for "Federal Agency" is also present.

Step 8

Click the **Remittance Address ** New registrants: skip this step and complete tab.**

Maintaining Remittance Address Data

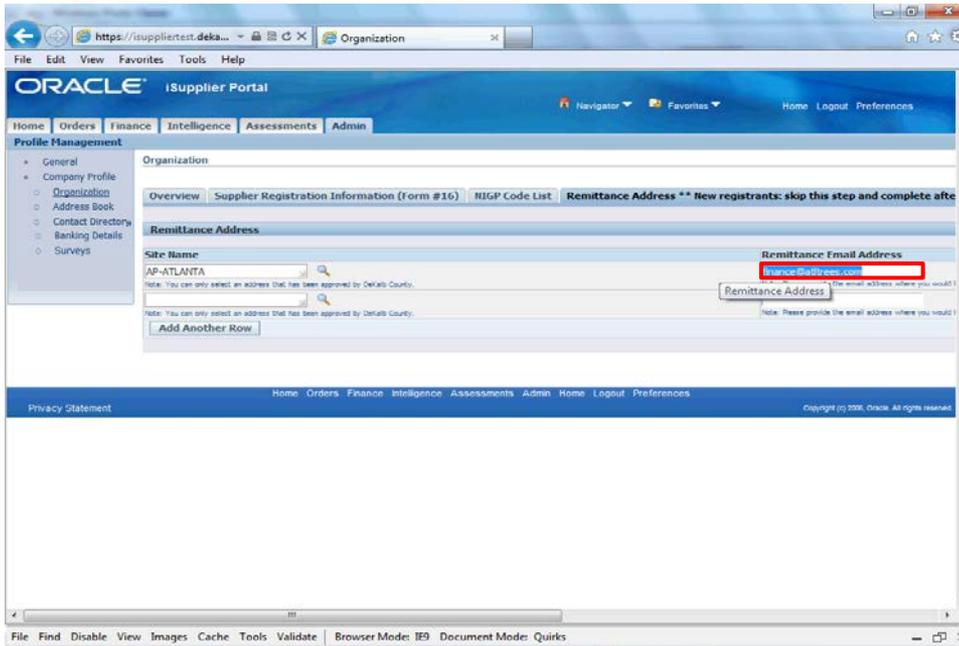


The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays 'https://suppliertest.deka...'. The page title is 'Organization'. The navigation menu includes 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. The 'Profile Management' section is active, with a sub-menu for 'Organization'. The 'Remittance Address' form is displayed, featuring a table with two columns: 'Site Name' and 'Remittance Email Address'. The first row contains 'AP-ATLANTA' and 'finance@allvees.com'. Below the table is an 'Add Another Row' button. The footer includes 'Privacy Statement' and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step 9

Only one remittance address is permitted per site. If you need to update your remittance email for an existing site name, you can overwrite the previous value.

Maintaining Remittance Address Data

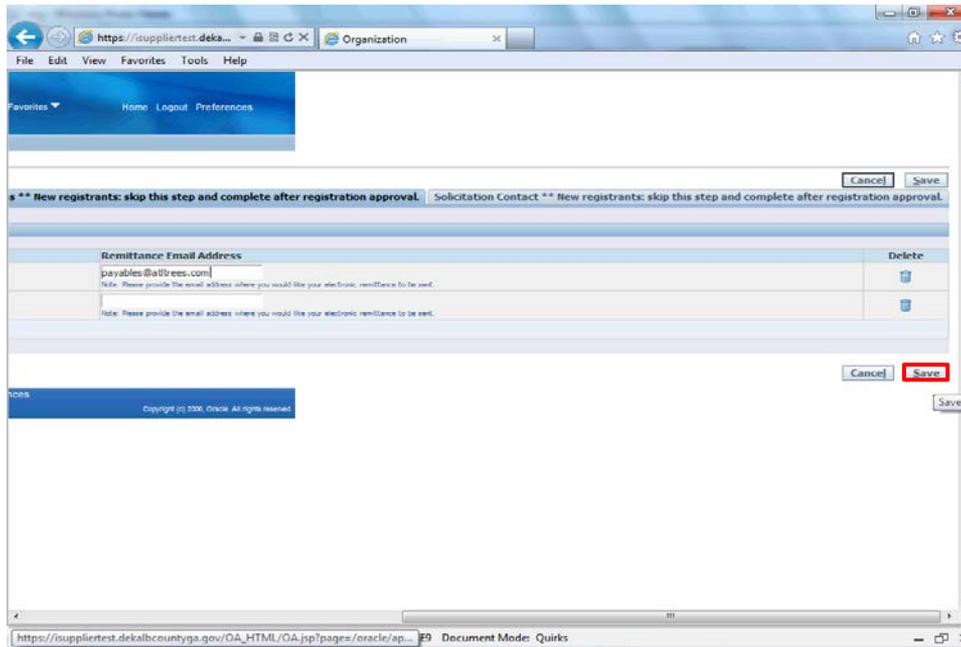


The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays 'https://suppliertest.deka...'. The page title is 'Organization'. The navigation menu includes 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. The 'Profile Management' section is active, with a sidebar menu containing 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Banking Details', and 'Surveys'. The main content area is titled 'Remittance Address' and contains a table with two columns: 'Site Name' and 'Remittance Email Address'. The 'Site Name' column has a dropdown menu with 'AP-ATLANTA' selected. The 'Remittance Email Address' column has a text input field containing 'finance@atlwaves.com', which is highlighted with a red box. Below the table, there is an 'Add Another Row' button. The footer of the page includes 'Privacy Statement' and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step 10

Enter the new email address in the Remittance Email Address.

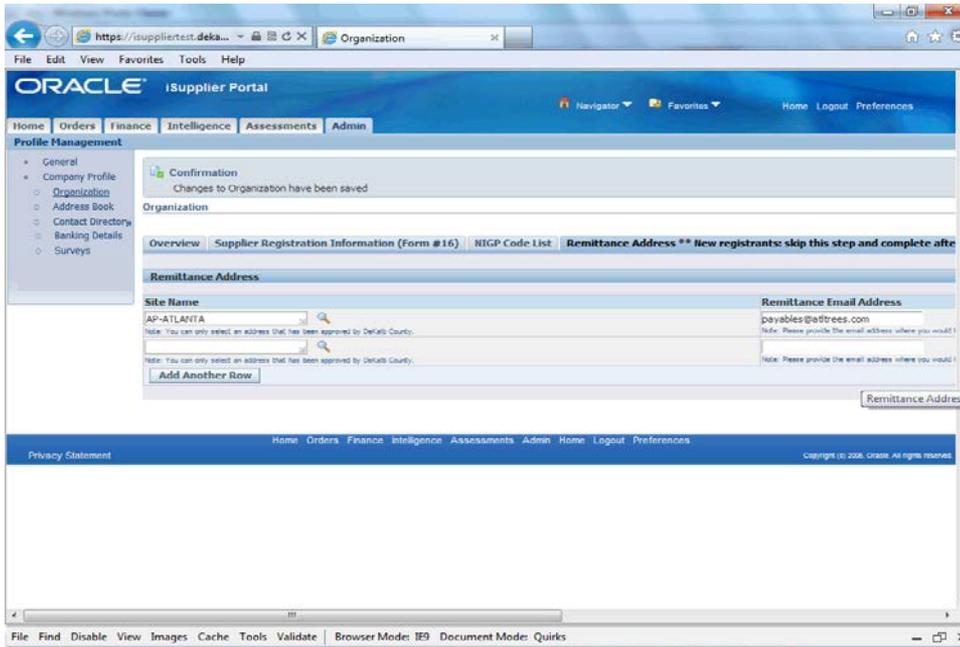
Maintaining Remittance Address Data



Step 11

Click on the **Save Button**.

Maintaining Remittance Address Data



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays <https://suppliertest.deka...> and the page title is "Organization". The Oracle logo and "iSupplier Portal" are visible at the top. The navigation menu includes Home, Orders, Finance, Intelligence, Assessments, and Admin. The left sidebar shows "Profile Management" with sub-items: General, Company Profile, Organization, Address Book, Contact Directory, Banking Details, and Surveys. The main content area shows a confirmation message: "Confirmation: Changes to Organization have been saved." Below this, the "Remittance Address" section is active, displaying a table with one row:

Site Name	Remittance Email Address
AP-ATLANTA <small>Note: You can only select an address that has been approved by DeKalb County.</small>	payables@atfrees.com <small>Note: Please provide the email address where you would like to receive remittance information.</small>

An "Add Another Row" button is located below the table. The footer of the page includes "Privacy Statement" and "Copyright (c) 2008, Oracle. All rights reserved."

You have just finished Maintaining Remittance Address Data for your company on the DeKalb County iSupplier Portal.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.