

JOURNEY TO PROCUREMENT EXCELLENCE

Maintaining Your Solicitation Contacts

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In this course you will learn how to Maintain Your Solicitation Contact in iSupplier. Each supplier should designate one primary contact to receive notifications for solicitations. This information will be used once the Sourcing functionality of iSupplier is deployed.





Step 1

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





Step 2

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





Step 3

Click the Login button.



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Step 4

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



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Step 5

Click the **Home Page** link.



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Step 7

Click the **Organization** hyperlink.



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Step 8

Scroll to the right and click the Solicitation Contact** New registrants: skip this step and complete tab.



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Step 9

Only one solicitation contact can be created for a supplier. This does not mean that when the Sourcing functionality is available that only one person can access the solicitations; this is just the person who will receive the notification when a new solicitation is published.

Solicitation contacts can only be created for contacts with an approved iSupplier account ; if you need to update your contact, you simply delete the existing value, select a new value and save your record.





Step 10

Click in the **Search By** field and delete the value in the **Display Name** field.



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Step 10

The system is configured so your search will only retrieve your approved contacts. Click on **Go** to search all of your approved contacts to select a new Solicitation Contact.



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Step 11

Click on the **Quick Select** button next to the contact who will receive the solicitation notices.



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Step 12

With a value in the **Solicitation Contact Email Address**, scroll to the right of the screen.



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You have just finished Maintaining Your Solicitation Contact for your company on the DeKalb County iSupplier Portal.

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