



DeKalb County
G E O R G I A

JOURNEY TO PROCUREMENT EXCELLENCE

Maintaining Your Solicitation Contacts

Maintaining Your Solicitation Contact



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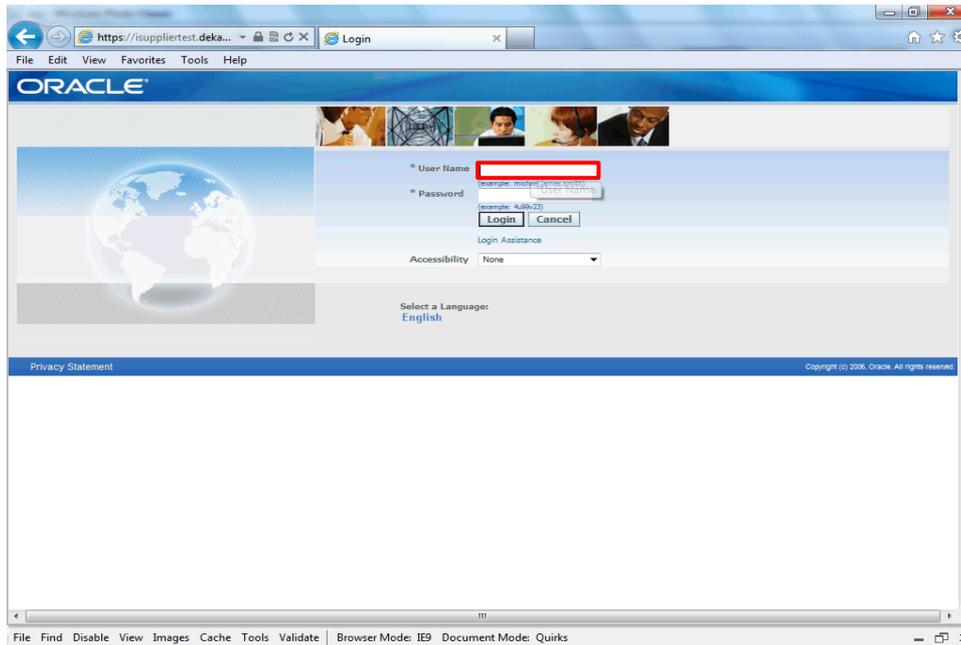
The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and a 'Login' tab. The page features the Oracle logo at the top left. Below the logo is a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area includes a globe on the left and a login form on the right. The form has two input fields: 'User Name' with a placeholder '(example: michael.james.smith)' and 'Password' with a placeholder '(example: 4,09923)'. Below the password field are 'Login' and 'Cancel' buttons. There is also a 'Login Assistance' link and an 'Accessibility' dropdown menu set to 'None'. At the bottom of the page, there is a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' The browser's status bar at the bottom shows 'File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks'.

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.

Maintaining Your Solicitation Contact



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Step 1

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

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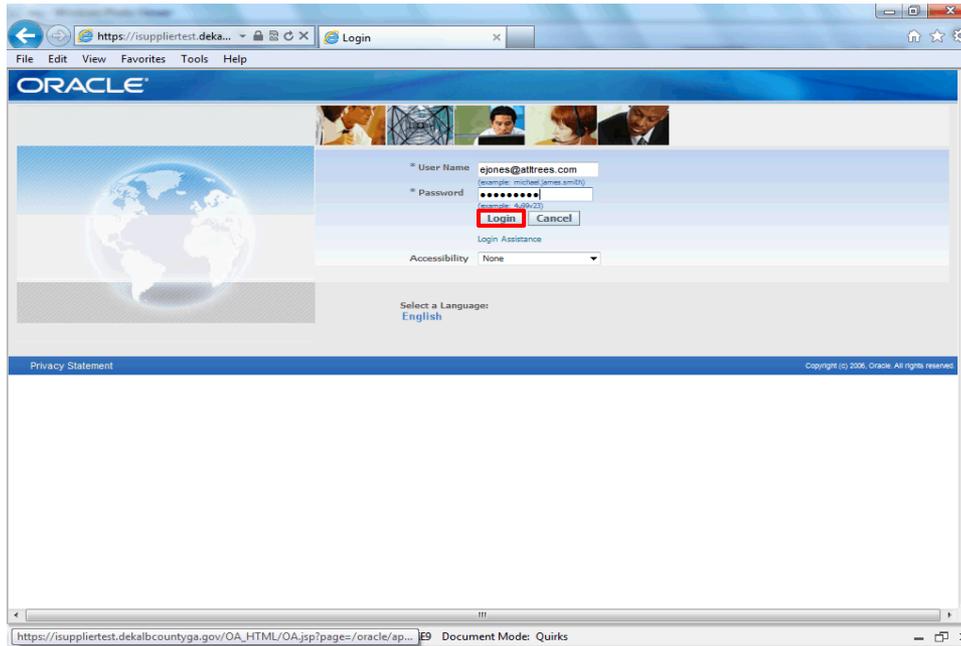
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The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and a 'Login' tab. The page header includes the 'ORACLE' logo and a navigation menu (File, Edit, View, Favorites, Tools, Help). The main content area features a globe on the left and a login form on the right. The form fields are: 'User Name' (eindex@altrees.com), 'Password' (masked with asterisks and highlighted with a red box), and 'Login Assistance' (None). Below the form is a 'Select a Language' dropdown set to 'English'. The footer contains a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' The browser status bar at the bottom shows 'Browser Mode: IE9 Document Mode: Quirks'.

Step 2

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

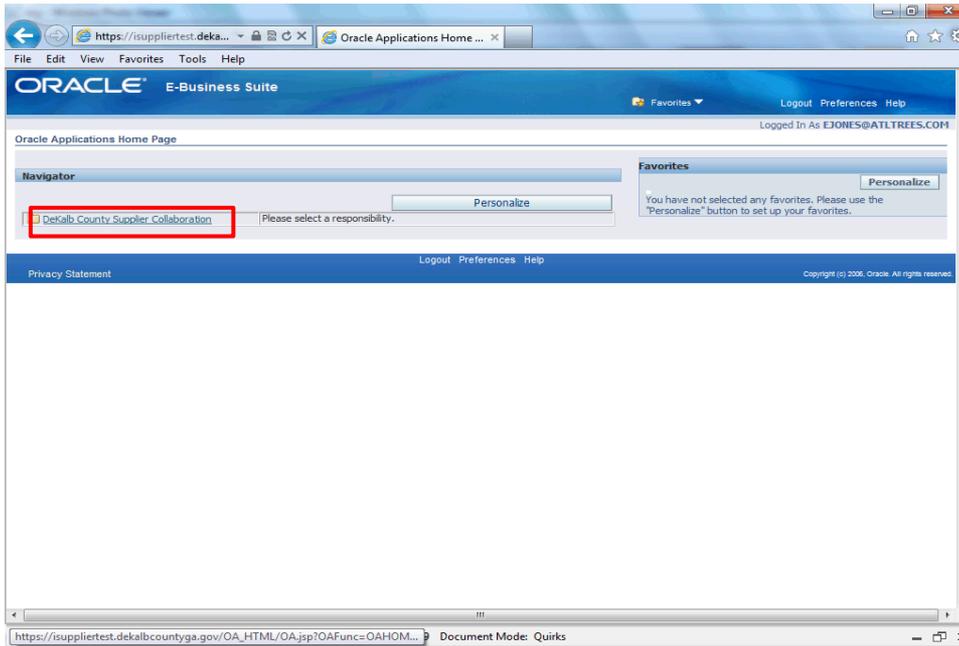
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Step 3

Click the **Login** button.

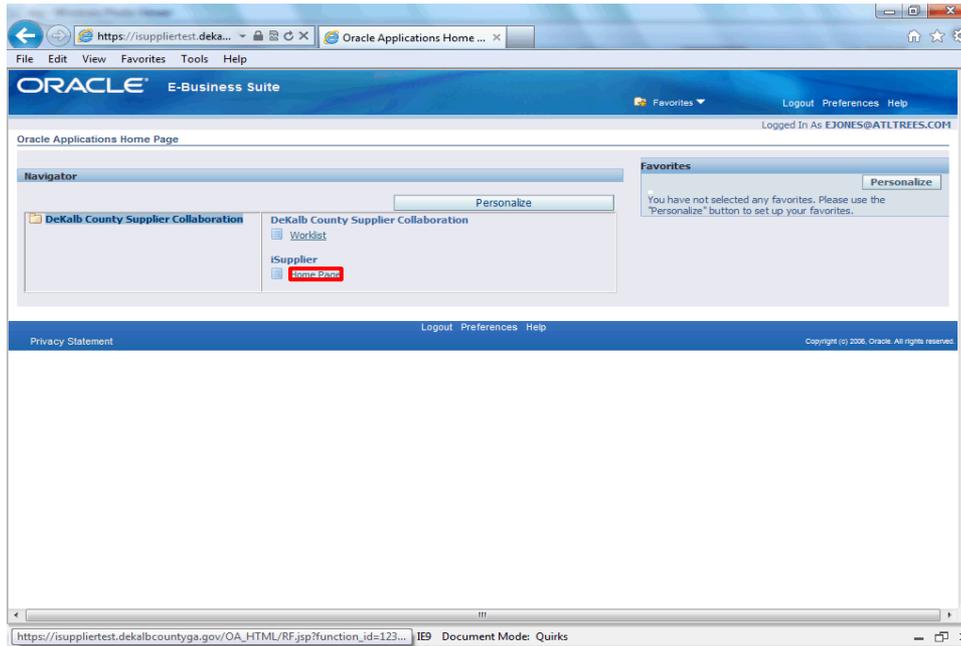
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Step 4

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

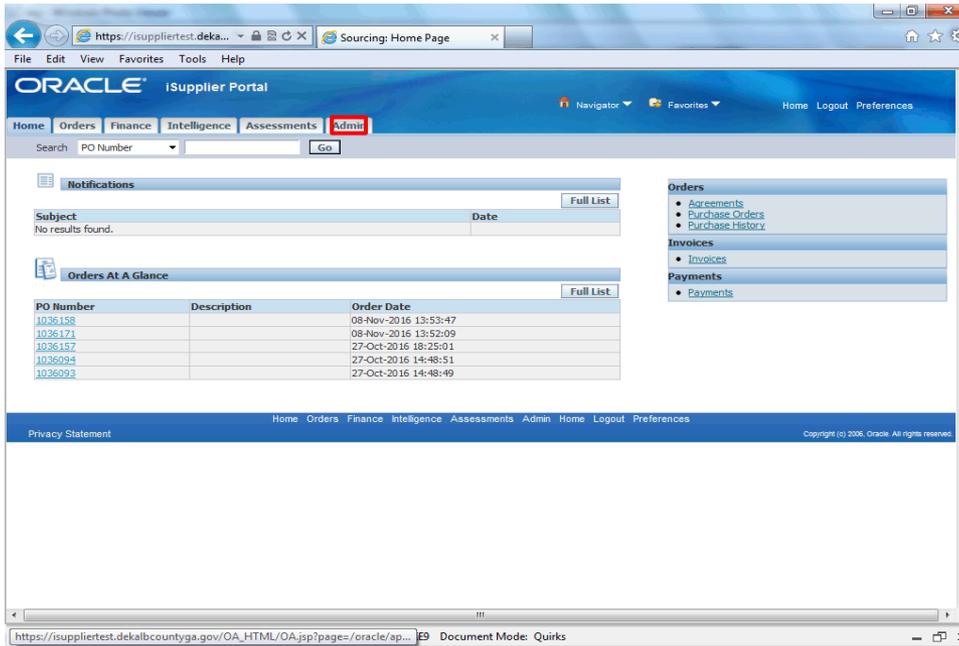
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Step 5

Click the **Home Page** link.

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The screenshot shows the Oracle iSupplier Portal interface. The 'Admin' tab is highlighted with a red box. The page includes a search bar for PO Number, a 'Full List' button, and a table of orders. The table has columns for PO Number, Description, and Order Date. The 'Admin' tab is highlighted in red.

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
1036094		27-Oct-2016 14:48:51
1036093		27-Oct-2016 14:48:49

Step 6

Click the **Admin** tab.

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The screenshot shows the Oracle iSupplier Portal interface. The left-hand navigation menu is expanded to show 'Profile Management' options. The 'Organization' link is highlighted with a red rectangle. The main content area displays the 'General' information for the organization 'ATLANTA ARBORETUM' with a Supplier Number of '177718'. Below this, there are sections for 'Attachments', 'Search', and a table for listing attachments.

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

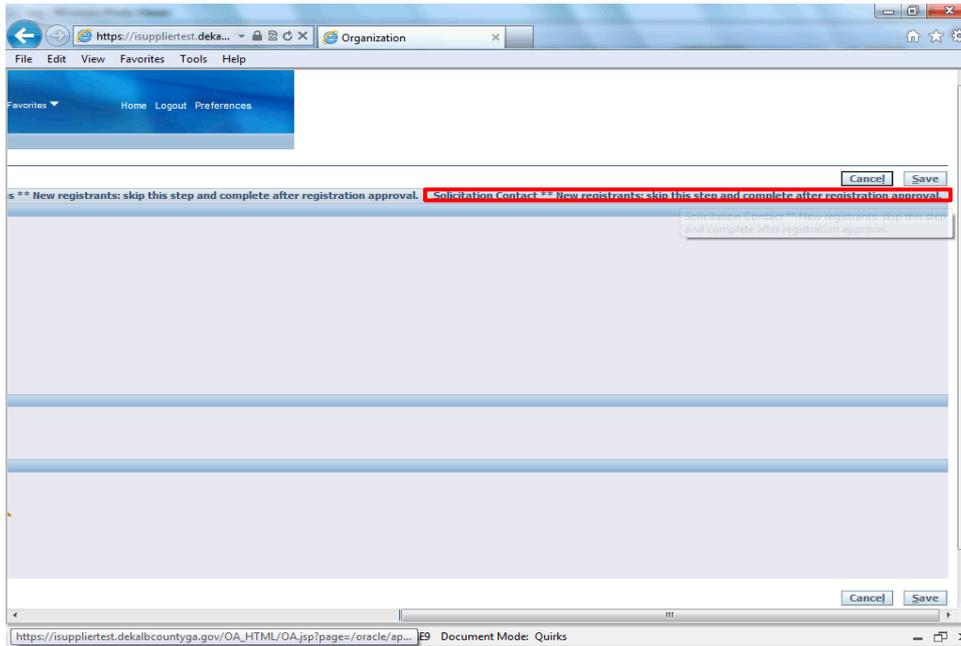
Step 7

Click the **Organization** hyperlink.

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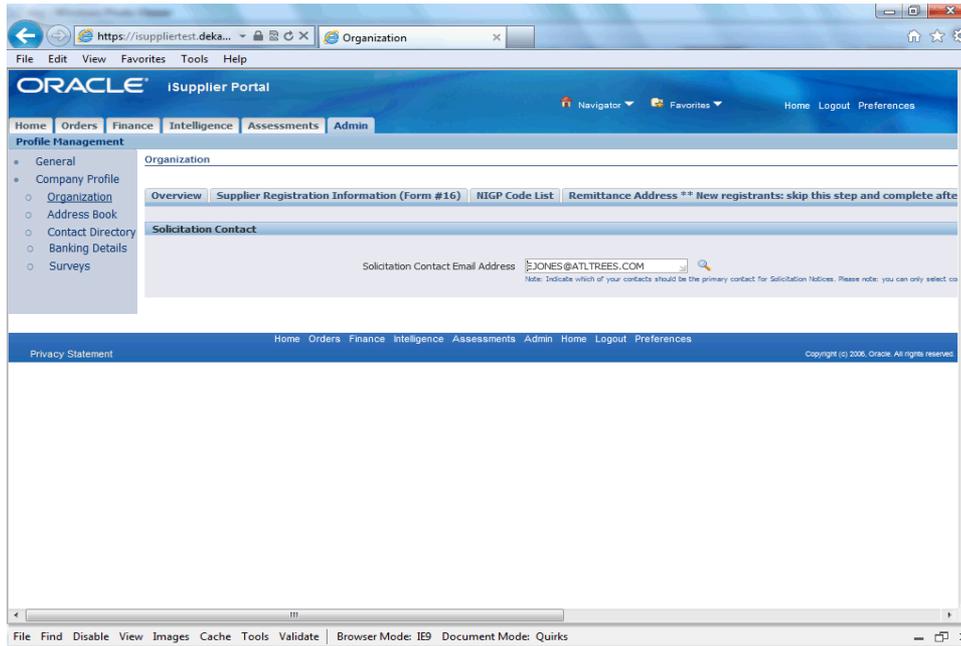
Step 8

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

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Step 9

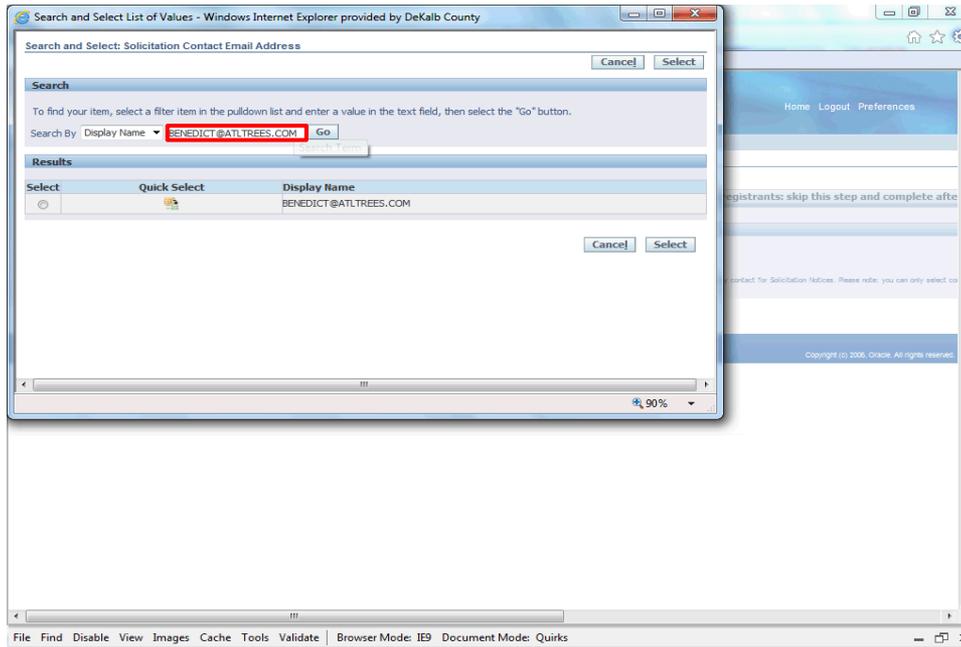
Only one solicitation contact can be created for a supplier. This does not mean that when the Sourcing functionality is available that only one person can access the solicitations; this is just the person who will receive the notification when a new solicitation is published.

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.

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Step 10

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

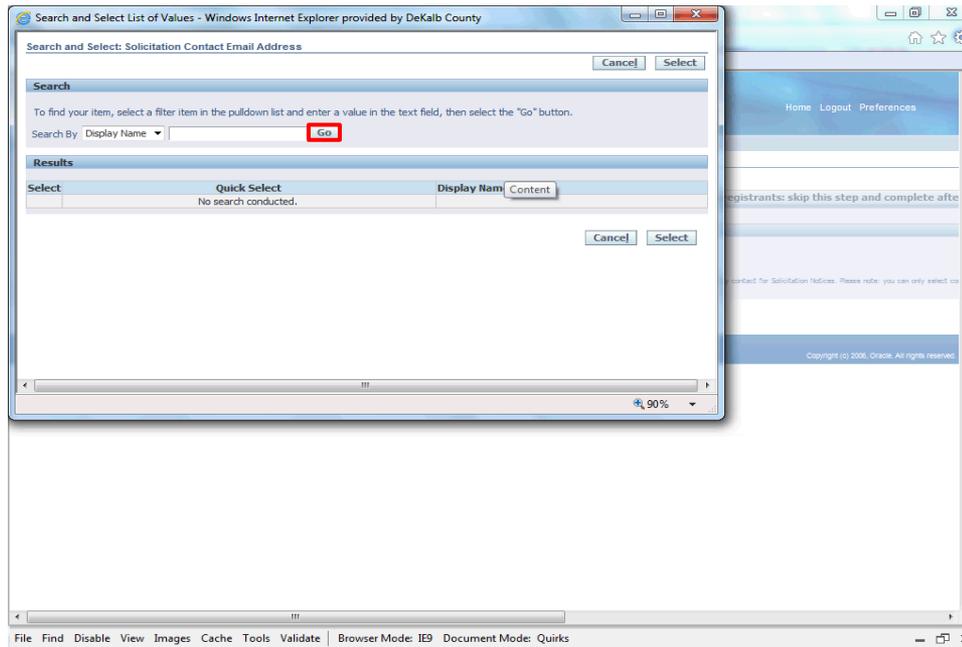
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Step 10

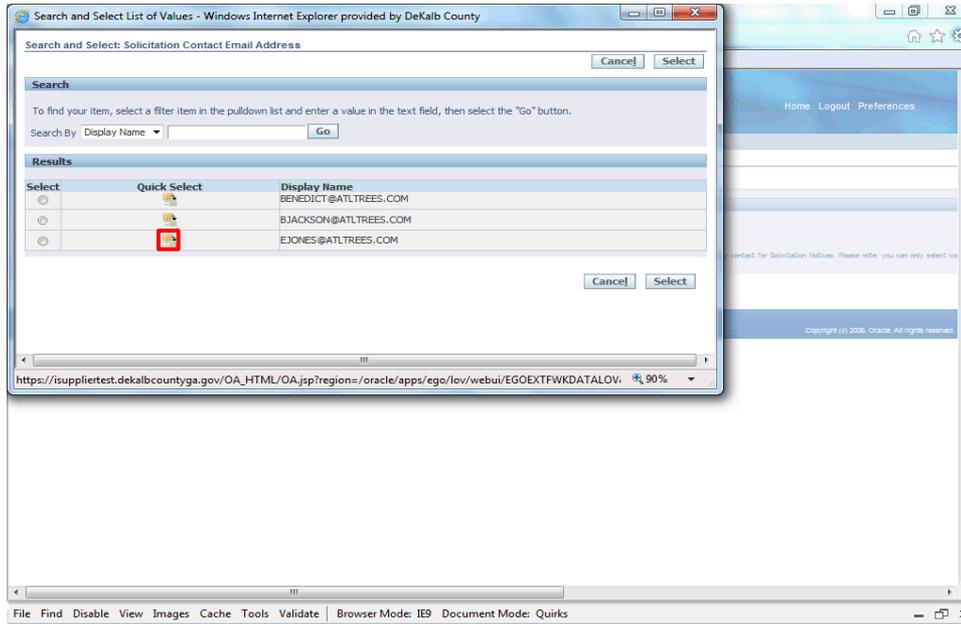
The system is configured so your search will only retrieve your approved contacts. Click on **Go** to search all of your approved contacts to select a new Solicitation Contact.



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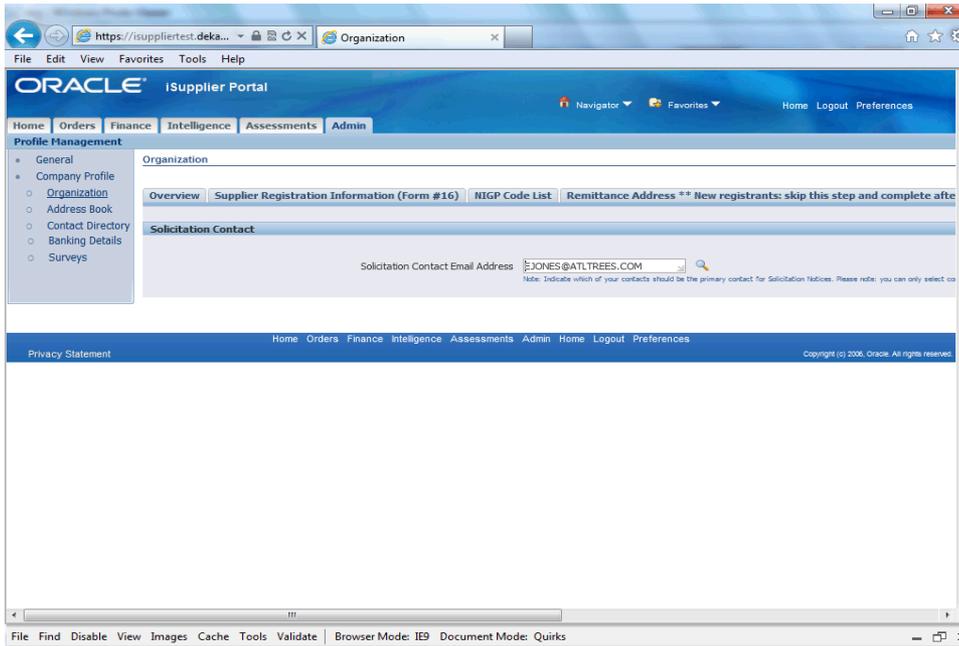
Step 11

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

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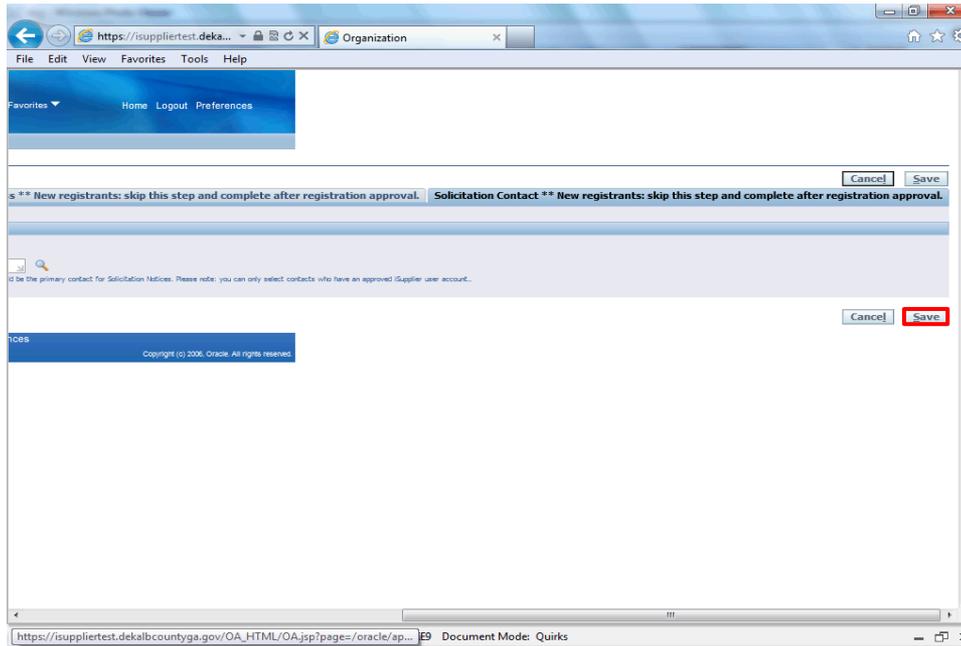
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Step 12

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

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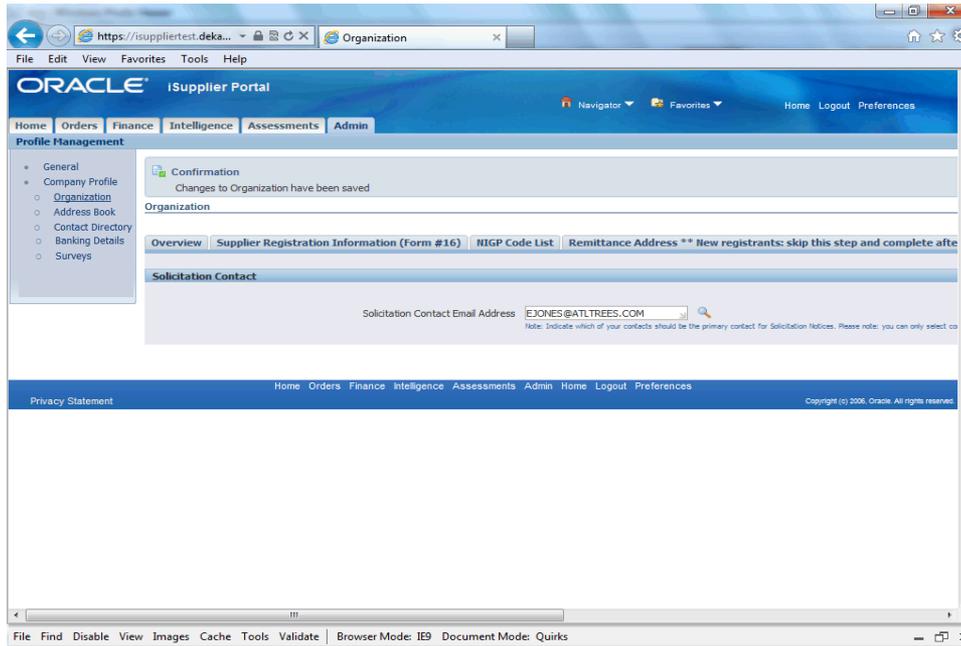
Step 13

Click on the **Save** button.

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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.