



DeKalb County
G E O R G I A

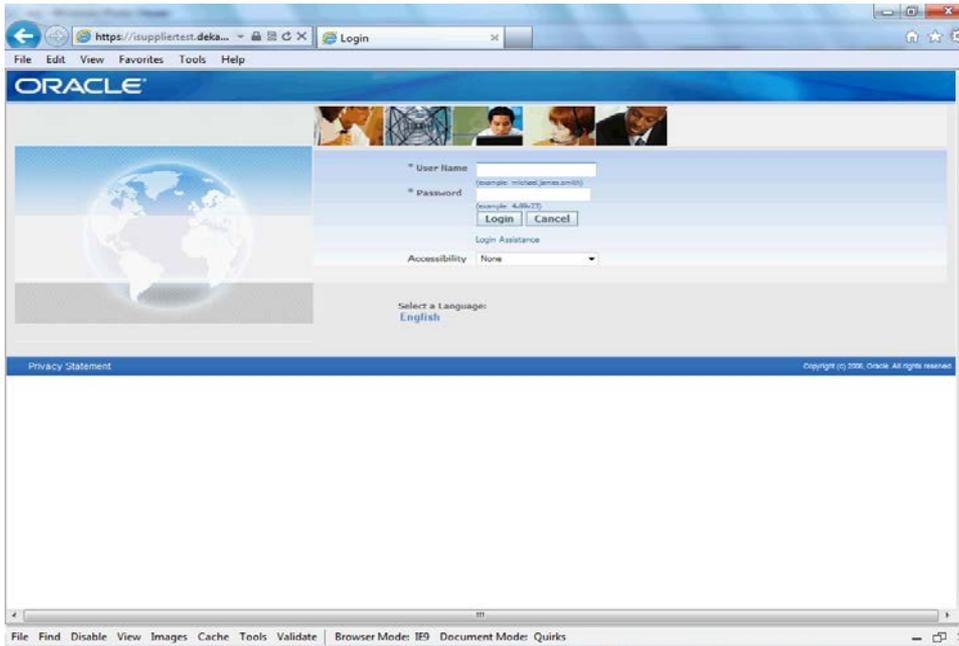
JOURNEY TO PROCUREMENT EXCELLENCE

Updating a Contact

Updating a Contact



DeKalb County
GEORGIA

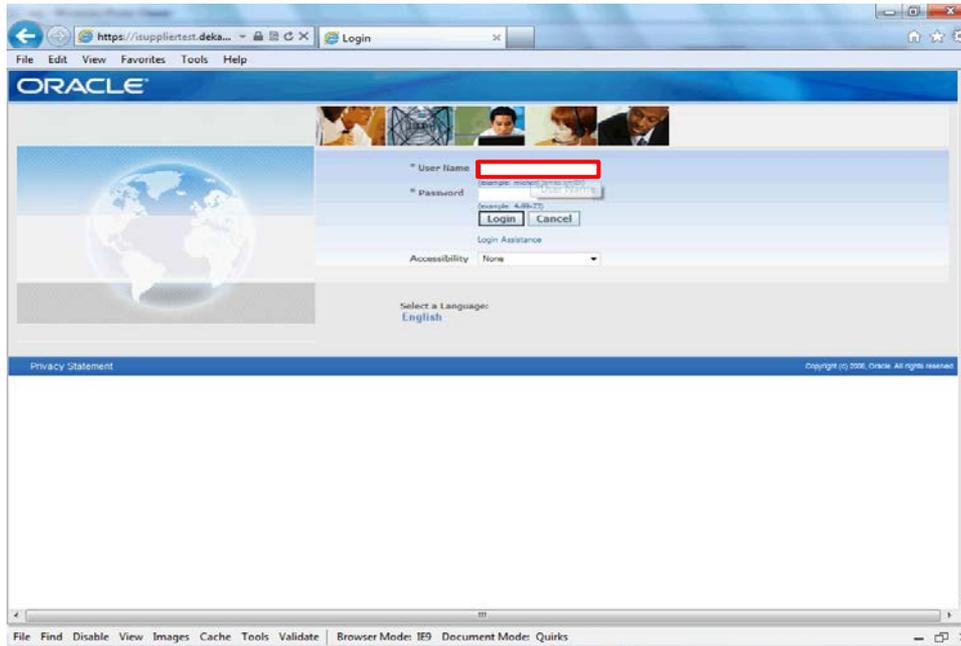


In this course you will learn how to update a contact in iSupplier.

Updating a Contact



DeKalb County
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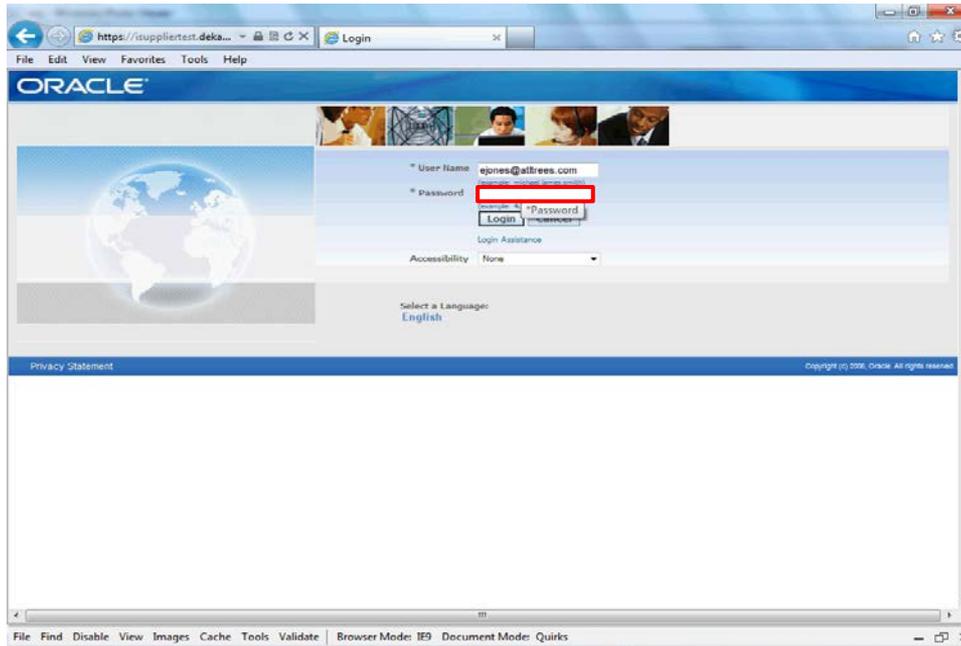
Step 1

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

Updating a Contact



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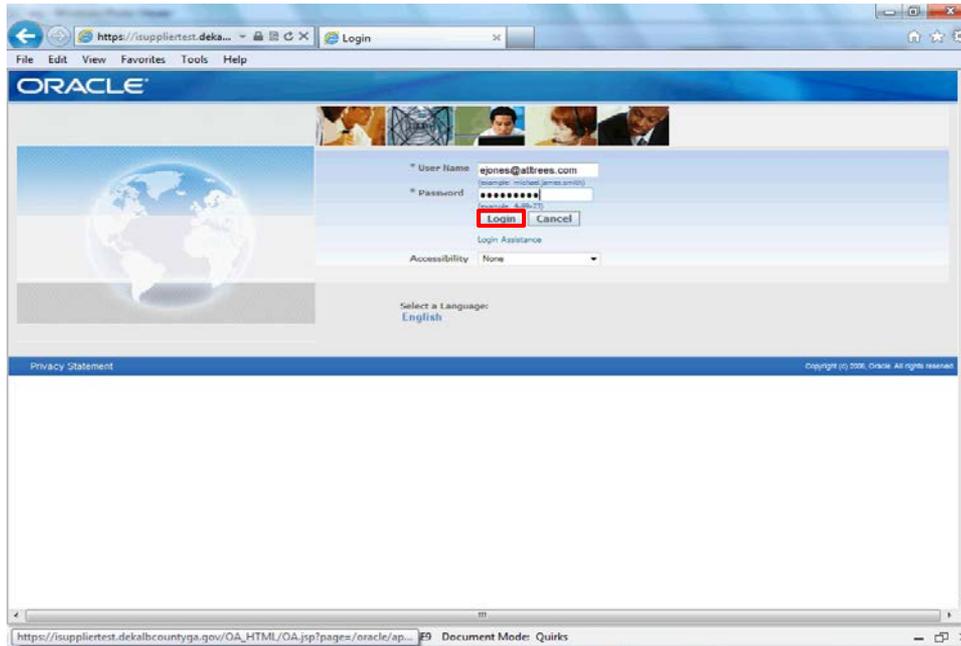
Step 2

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

Updating a Contact



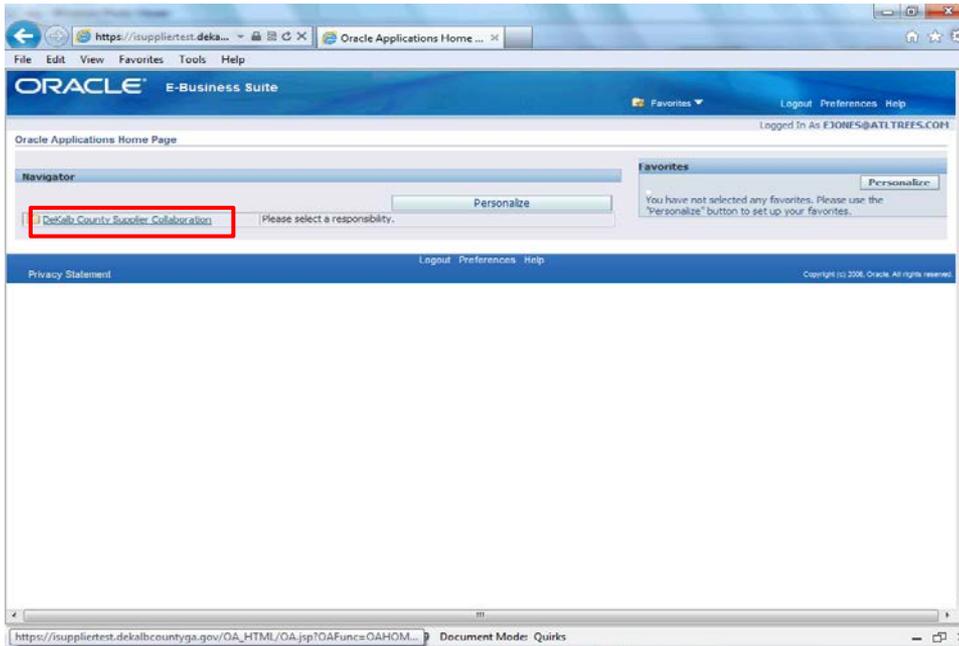
DeKalb County
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Step 3

Click the **Login** button.

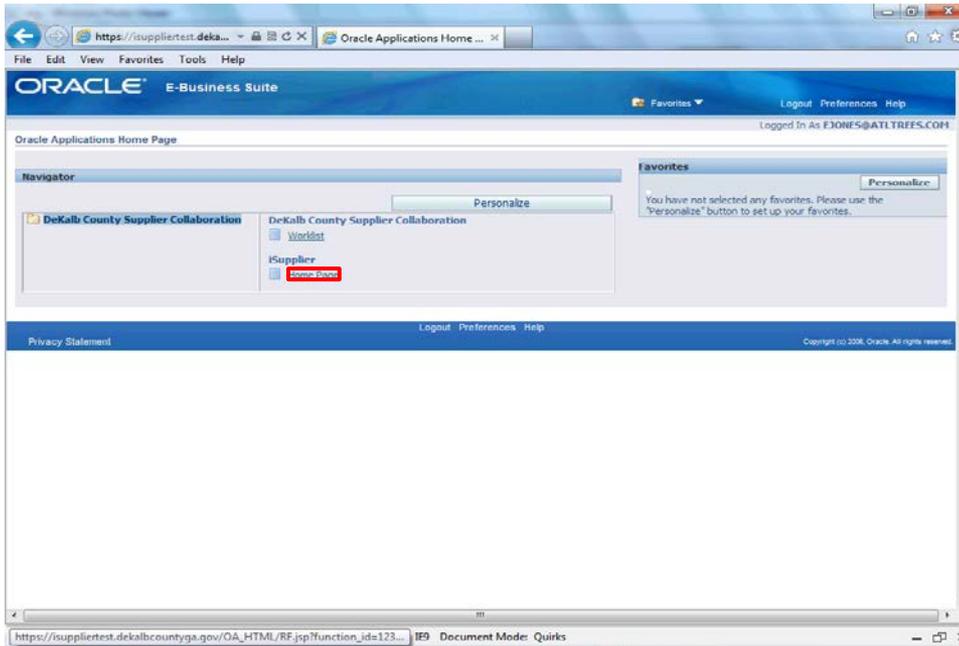
Updating a Contact



Step 4

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

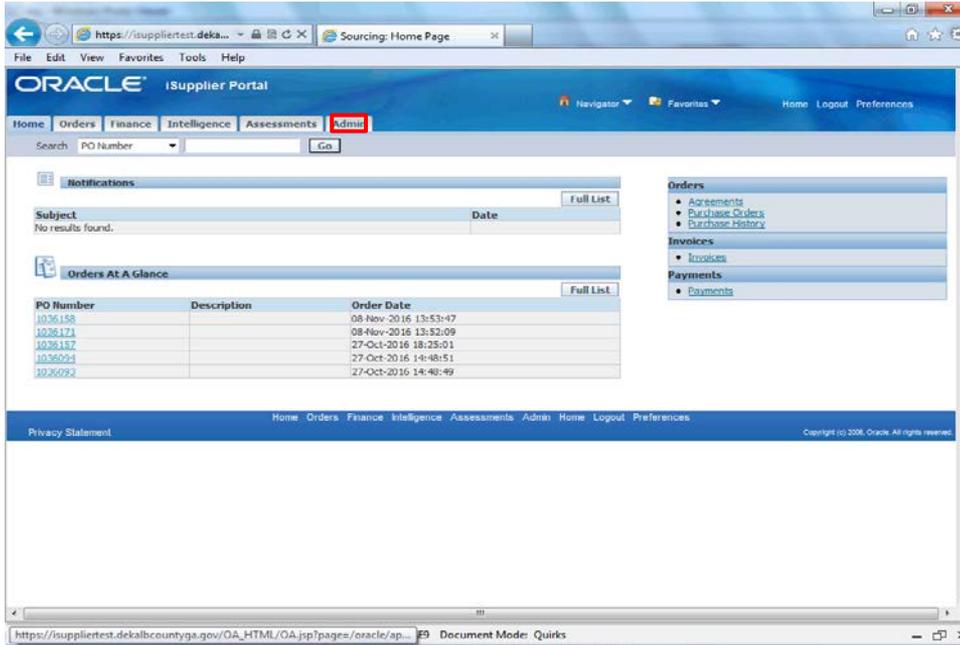
Updating a Contact



Step 5

Click the **Home Page** link.

Updating a Contact



Oracle iSupplier Portal

Home Orders Finance Intelligence Assessments **Admin** Home Logout Preferences

Search PO Number Go

Notifications [Full List](#)

Subject	Date
No results found.	

Orders AT A Glance [Full List](#)

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

Home Orders Finance Intelligence Assessments Admin Home Logout Preferences

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https://suppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?pages/oracle/ap... Document Mode: Quirks

Step 6

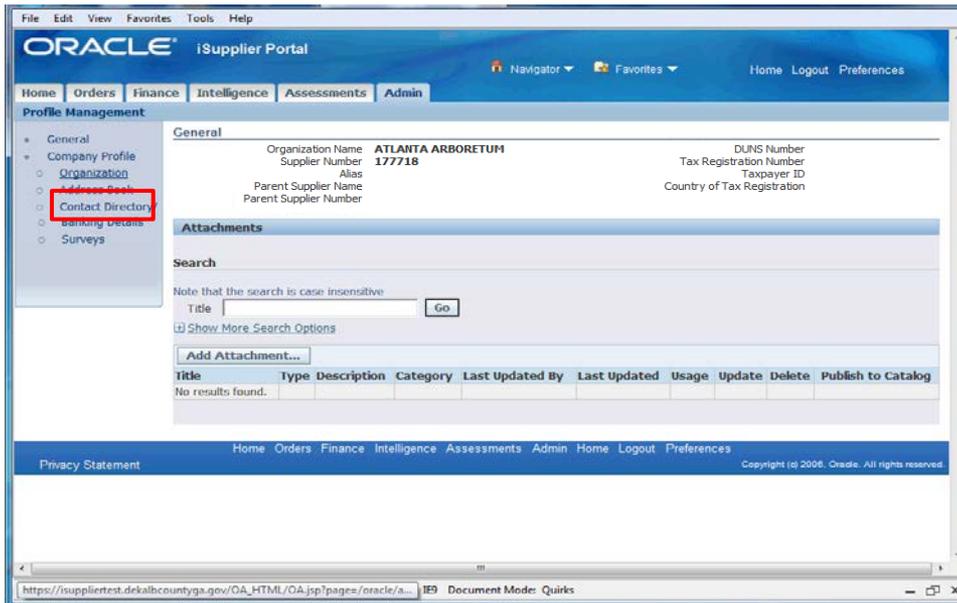
Click the **Admin** tab.

Updating a Contact

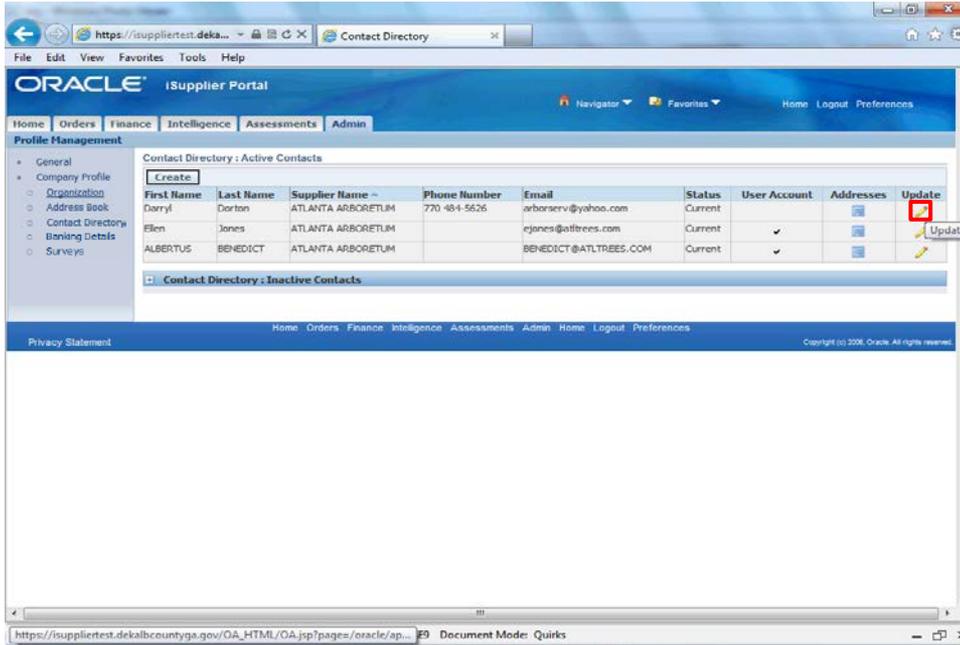


Step 7

Click the **Contact Directory** hyperlink.



Updating a Contact



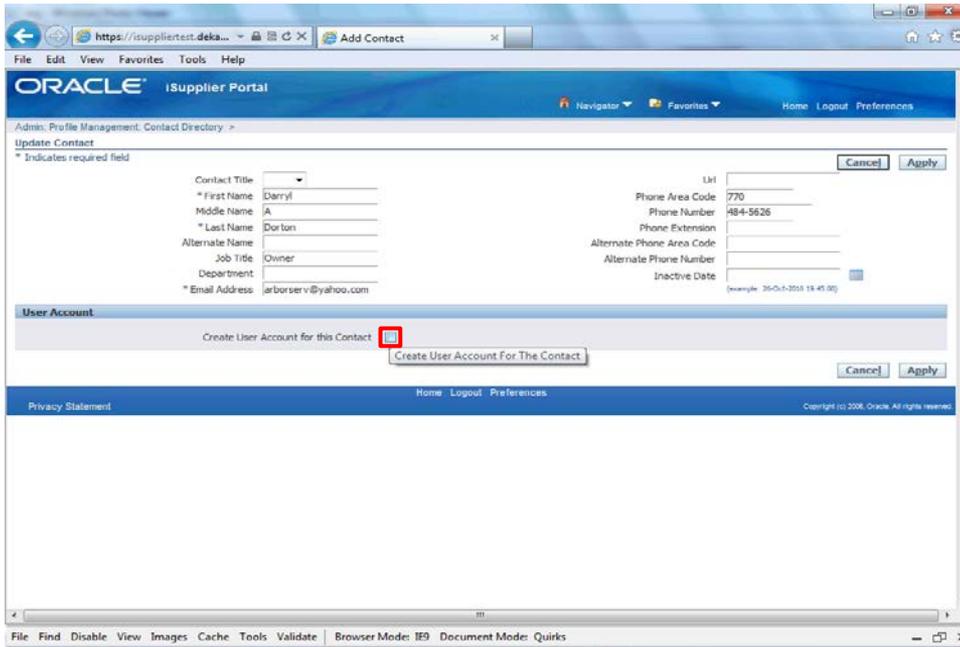
The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays <https://suppliertest.deka...>. The page title is "Contact Directory". The Oracle logo and "iSupplier Portal" are visible at the top. A navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Profile Management" section is active, showing a sidebar with "General", "Company Profile", "Organizations", "Address Book", "Contact Directory", "Billing Details", and "Surveys". The main content area is titled "Contact Directory : Active Contacts" and contains a table with columns: "First Name", "Last Name", "Supplier Name", "Phone Number", "Email", "Status", "User Account", "Addresses", and "Update". A "Create" button is located above the table. The table lists three contacts: Darryl Dorton, Ellen Jones, and ALBERTUS BENEDICT. The "Update" icon for the first contact is highlighted with a red box. Below the active contacts is a section for "Contact Directory : Inactive Contacts". The footer includes a "Privacy Statement" link and copyright information: "Copyright (c) 2006, Oracle. All rights reserved."

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Darryl	Dorton	ATLANTA ARBORETUM	770 484-5626	arborserv@yahoo.com	Current			
Ellen	Jones	ATLANTA ARBORETUM		ejones@attrees.com	Current	✓		
ALBERTUS	BENEDICT	ATLANTA ARBORETUM		BENEDICT@ATLTREES.COM	Current	✓		

Step 8

Locate the contact you wish to update and click the **Update** icon.

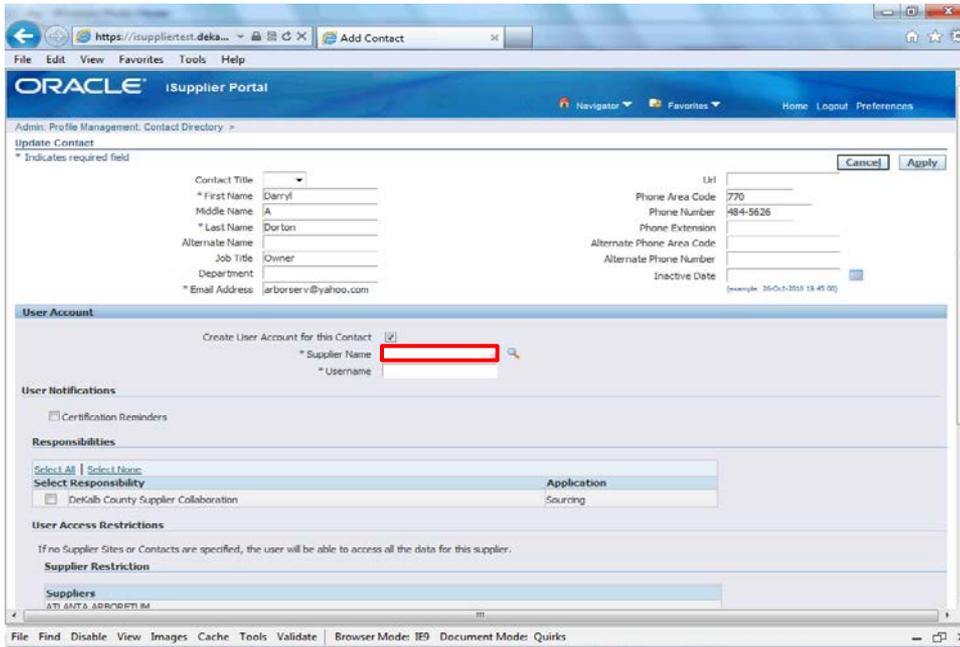
Updating a Contact



Step 9

In this example, we will create an iSupplier user account for the contact. Click the **Create User Account for this Contact** checkbox.

Updating a Contact



Oracle iSupplier Portal

Admin: Profile Management, Contact Directory >

Update Contact

* Indicates required field

Contact Title

* First Name: Darryl

Middle Name: A

* Last Name: Dorton

Alternate Name

Job Title: Owner

Department

* Email Address: arborseriv@yahoo.com

Last Name: Dorton

Phone Area Code: 770

Phone Number: 884-5626

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Inactive Date (example: 30-Oct-2016 15:45:00)

Cancel Apply

User Account

Create User Account for this Contact [2]

* Supplier Name: [Red Box]

* Username

User Notifications

Certification Reminders

Responsibilities

Select All | Select None

Select Responsibility	Application
<input checked="" type="checkbox"/> DeKalb County Supplier Collaboration	Sourcing

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

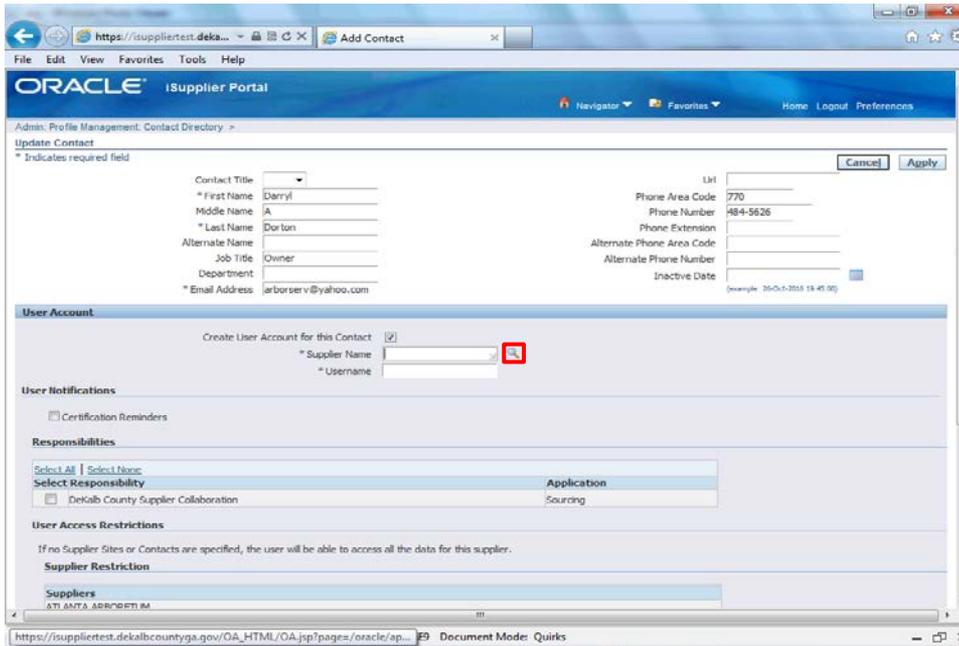
Suppliers

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Step 10

Click in the **Supplier Name** field.

Updating a Contact



Oracle iSupplier Portal

Admin: Profile Management, Contact Directory >

Update Contact

* Indicates required field

Contact Title [dropdown] LI1 [input] [Cancel] [Apply]

* First Name Darryl Phone Area Code 770
Middle Name A Phone Number 884-5626
* Last Name Dorton Phone Extension
Alternate Name Alternate Phone Area Code
Job Title Owner Alternate Phone Number
Department Inactive Date [input] (example: 30-Oct-2015 15:45:00)

* Email Address arborseriv@yahoo.com

User Account

Create User Account for this Contact

* Supplier Name [input] [Search icon]

* Username [input]

User Notifications

Certification Reminders

Responsibilities

Select All | Select None

Select Responsibility	Application
<input type="checkbox"/> DeKalb County Supplier Collaboration	Sourcing

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

Suppliers

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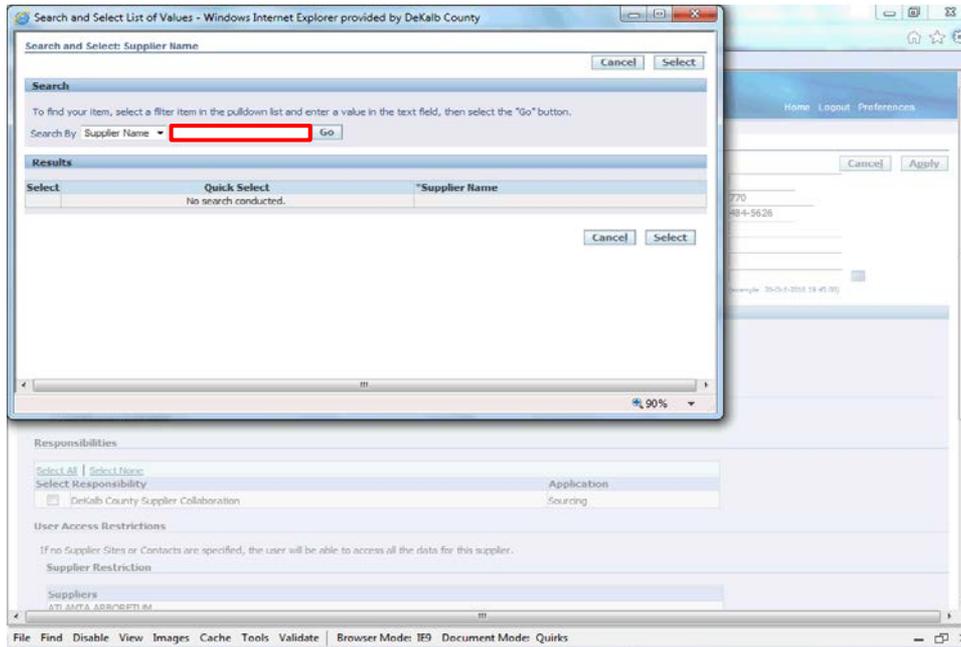
Step 11

Click the **Search** button.

Updating a Contact



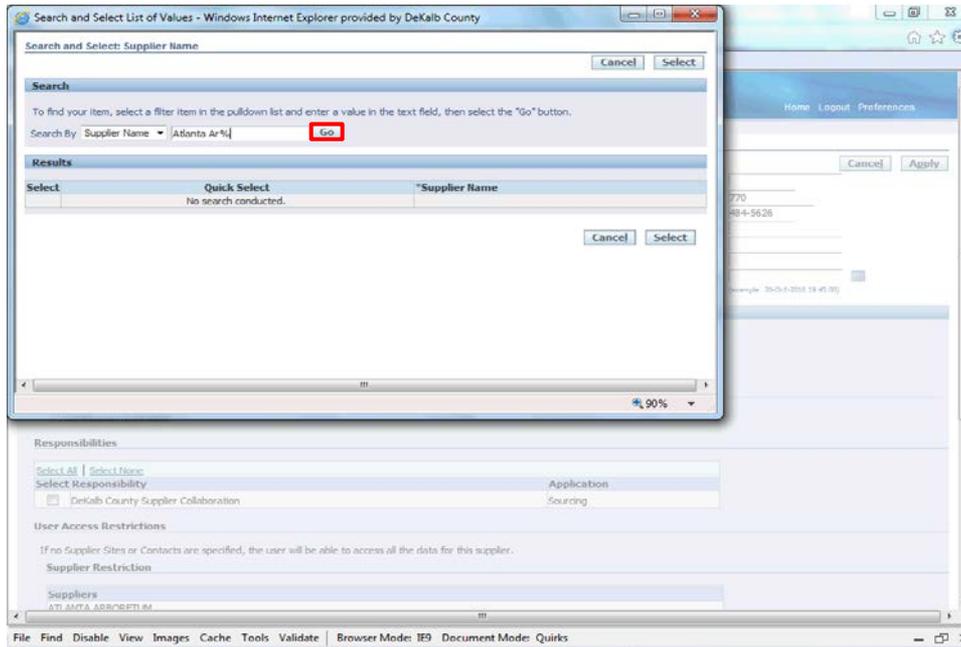
DeKalb County
GEORGIA



Step 12

Click in the **Search By** field.

Updating a Contact



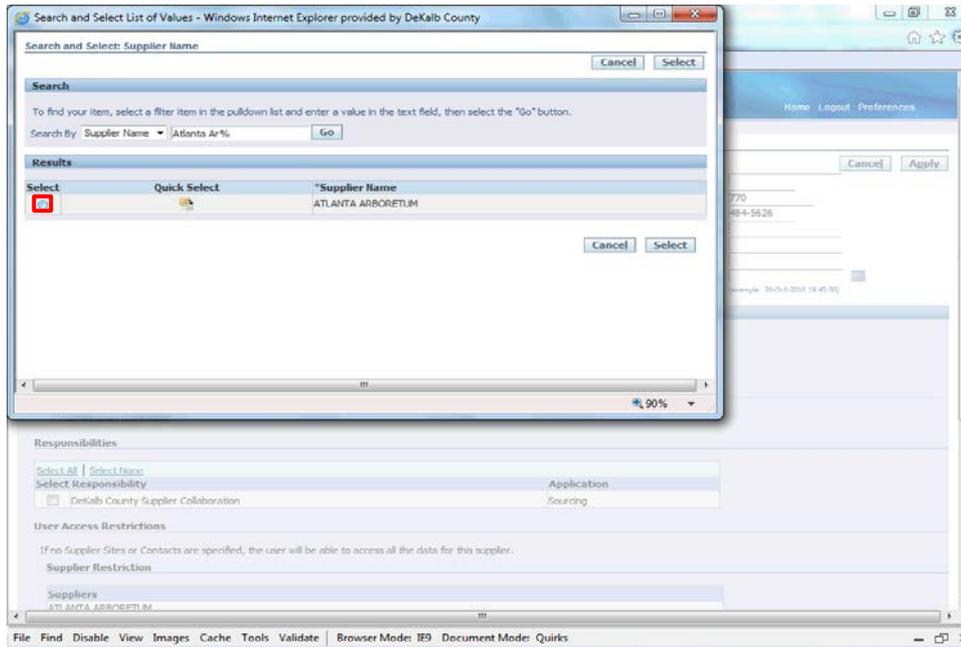
Step 13

Enter part or all of your supplier name in the **Search By** field and click on **Go**.

Here we will enter **Atlanta Ar%**.

Note: % is the wildcard search in Oracle.

Updating a Contact



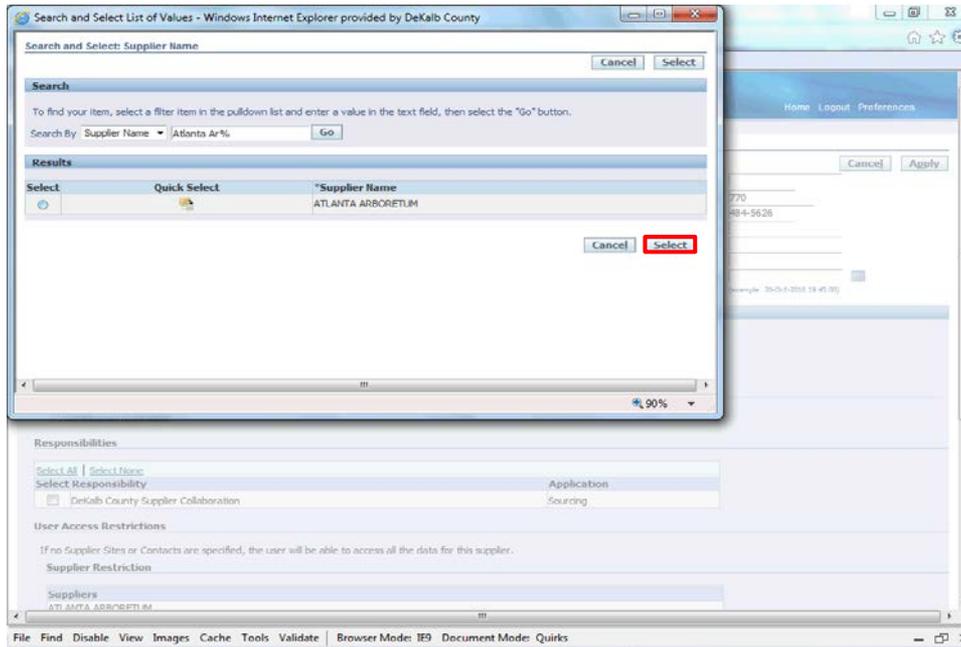
Step 14

Click on the **Select** radio button next to the appropriate company name.

Updating a Contact



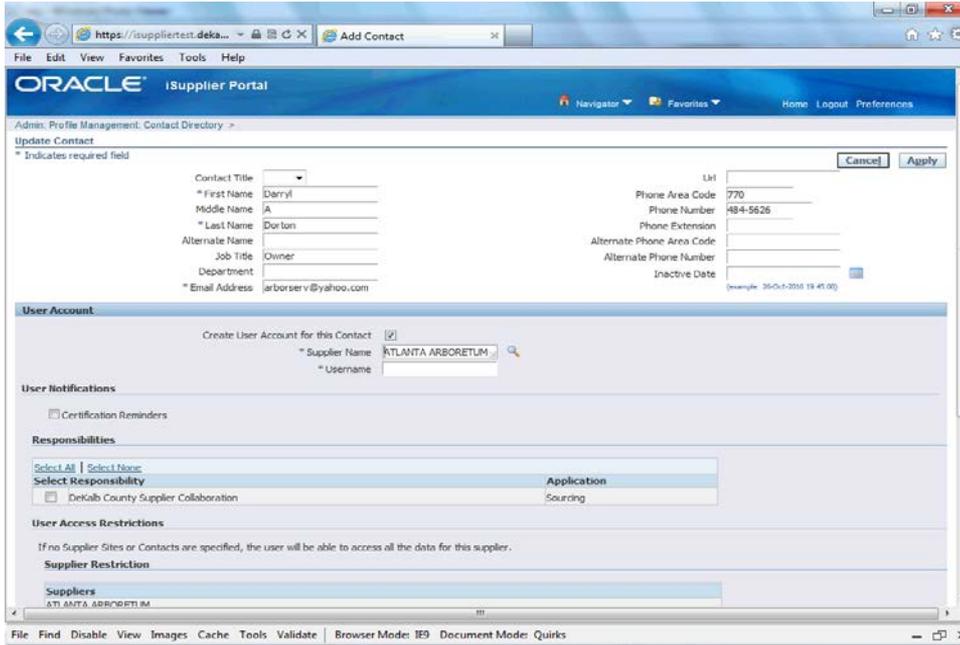
DeKalb County
GEORGIA



Step 15

Click the **Select** button.

Updating a Contact



Oracle iSupplier Portal

Update Contact

* Indicates required field

Contact Title

* First Name: Darryl

Middle Name: A

* Last Name: Dorton

Alternate Name

Job Title: Owner

Department

* Email Address: arborseriv@yahoo.com

LI1

Phone Area Code: 770

Phone Number: 884-5626

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Inactive Date

Cancel Apply

User Account

Create User Account for this Contact:

* Supplier Name: ATLANTA ARBORETUM

* Username

User Notifications

Certification Reminders

Responsibilities

Select Responsibility	Application
<input type="checkbox"/> DeKalb County Supplier Collaboration	Sourcing

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

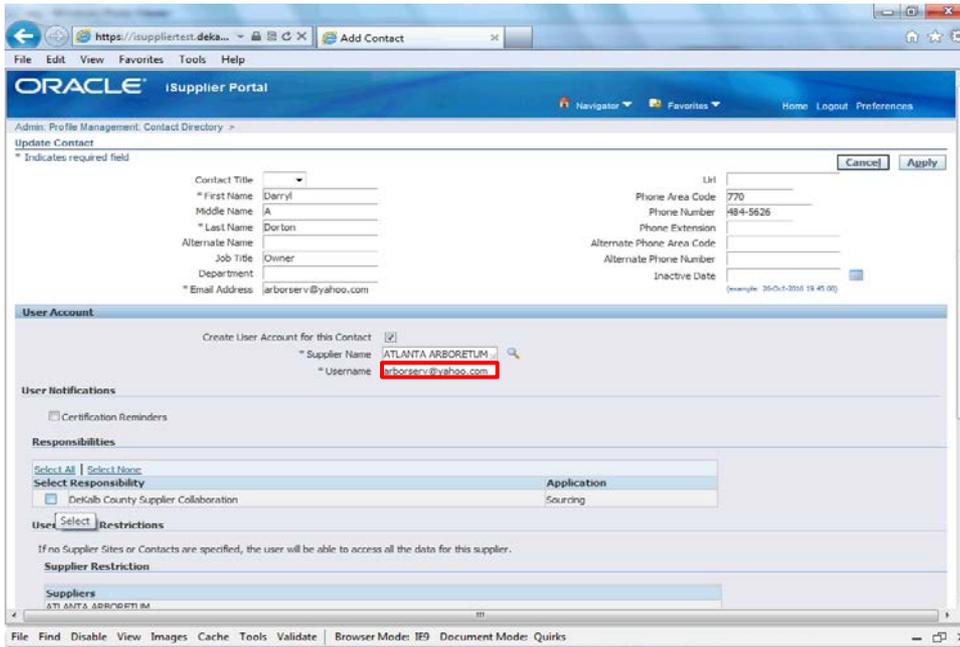
Suppliers

ATLANTA ARBORETUM

Step 16

Click in the **Username** field.

Updating a Contact



Oracle iSupplier Portal

Update Contact

* Indicates required field

Contact Title

* First Name: Darryl

Middle Name: A

* Last Name: Dorton

Alternate Name

Job Title: Owner

Department

* Email Address: arborsevr@yahoo.com

Phone Area Code: 770

Phone Number: 884-5626

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Inactive Date

User Account

Create User Account for this Contact

* Supplier Name: ATLANTA ARBORETUM

* Username: arborsevr@yahoo.com

User Notifications

Responsibilities

Select Responsibility	Application
<input checked="" type="checkbox"/> DeKalb County Supplier Collaboration	Sourcing

Supplier Restriction

Suppliers

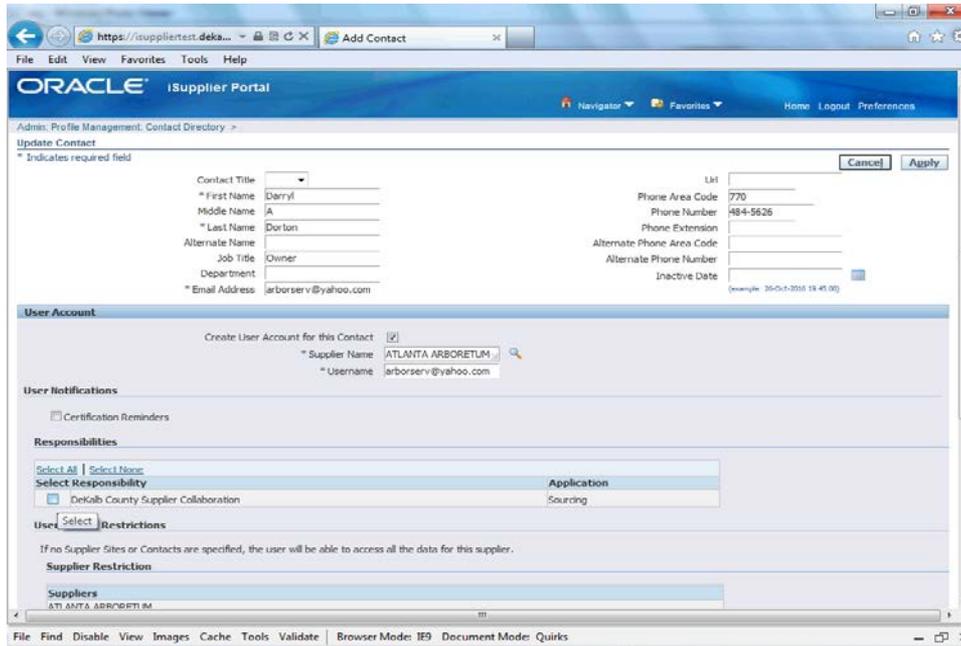
ATLANTA ARBORETUM

Step 17

Enter the desired **Username**.

Note: the username must be an email address.

Updating a Contact



Oracle iSupplier Portal

Update Contact

* Indicates required field

Contact Title

* First Name: Darryl

Middle Name: A

* Last Name: Dorton

Alternate Name

Job Title: Owner

Department

* Email Address: arborserv@yahoo.com

LHI

Phone Area Code: 770

Phone Number: 884-5626

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Inactive Date

Cancel Apply

User Account

Create User Account for this Contact:

* Supplier Name: ATLANTA ARBORETUM

* Username: arborserv@yahoo.com

User Notifications

Certification Reminders

Responsibilities

Select Responsibility	Application
<input checked="" type="checkbox"/> DeKalb County Supplier Collaboration	Sourcing

Use Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

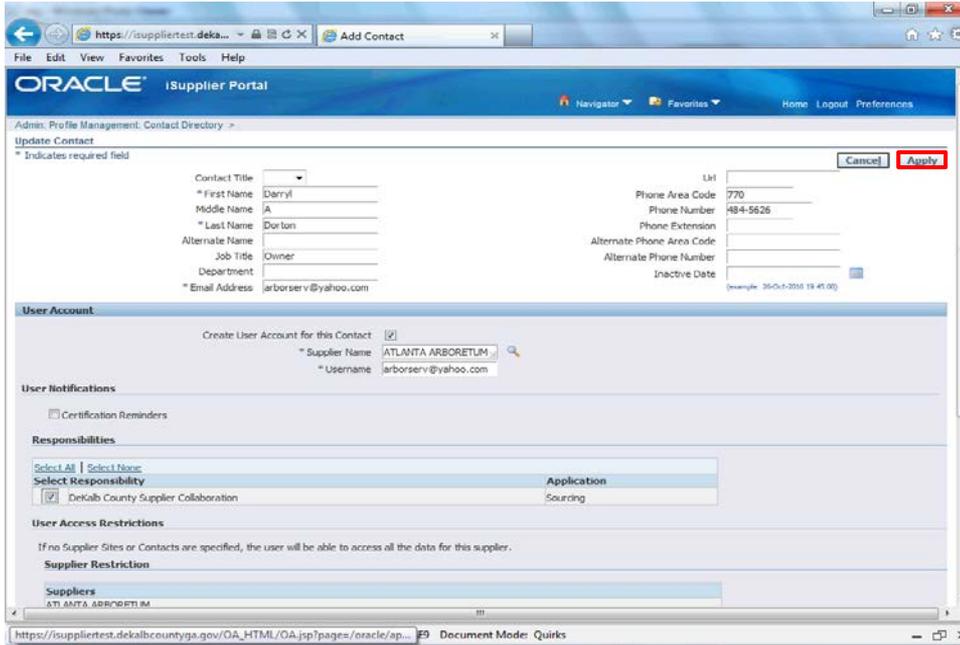
Suppliers

ATLANTA ARBORETUM

Step 18

Click the checkbox next to **DeKalb County Supplier Collaboration Responsibility.**

Updating a Contact



Oracle iSupplier Portal

Update Contact

* Indicates required field

Contact Title

* First Name: Darryl

Middle Name: A

* Last Name: Dorton

Alternate Name

Job Title: Owner

Department

* Email Address: arborsevr@yahoo.com

LHI

Phone Area Code: 770

Phone Number: 484-5626

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Inactive Date

Cancel Apply

User Account

Create User Account for this Contact

* Supplier Name: ATLANTA ARBORETUM

* Username: arborsevr@yahoo.com

User Notifications

Certification Reminders

Responsibilities

Select Responsibility	Application
<input checked="" type="checkbox"/> DeKalb County Supplier Collaboration	Sourcing

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

Suppliers

ATLANTA ARBORETUM

Step 19

Click the **Apply** button.

Updating a Contact



The screenshot shows the Oracle iSupplier Portal interface. The main content area is titled "Contact Directory : Active Contacts" and features a "Create" button and a table of active contacts. The table has the following columns: First Name, Last Name, Supplier Name, Phone Number, Email, Status, User Account, Addresses, and Update. There are three rows of data in the table.

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Darryl	Dorton	ATLANTA ARBORETUM	770 484-5626	arborserv@yahoo.com	Current	✓		
Ellen	Jones	ATLANTA ARBORETUM		ejones@atltrees.com	Current	✓		
ALBERTUS	BENEDICT	ATLANTA ARBORETUM		BENEDICT@ATLTREES.COM	Current	✓		

Below the active contacts table is a section for "Contact Directory : Inactive Contacts". The page footer includes a "Privacy Statement" link and copyright information: "Copyright (c) 2006, Oracle. All rights reserved."

You have just finished updating a contact for your company on the DeKalb County iSupplier Portal.

If you have created a new user account, the contact will receive an email to complete their contact registration process. Please advise your new user to access the training materials for **Accessing iSupplier after Account Creation.**