

JOURNEY TO PROCUREMENT EXCELLENCE

Updating a Contact

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





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





Step 5

Click the **Home Page** link.





Step 6

Click the Admin tab.





Step 7

Click the **Contact Directory** hyperlink.





Step 8

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





Step 9

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



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Step 10

Click in the **Supplier Name** field.





Step 11

Click the Search button.



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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.



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Step 15

Click the **Select** button.



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Step 16

Click in the Username field.



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Step 17

Enter the desired **Username**.

Note: the username must be an email address.



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Step 18

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





Step 19

Click the **Apply** button.





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**.