



DeKalb County
G E O R G I A

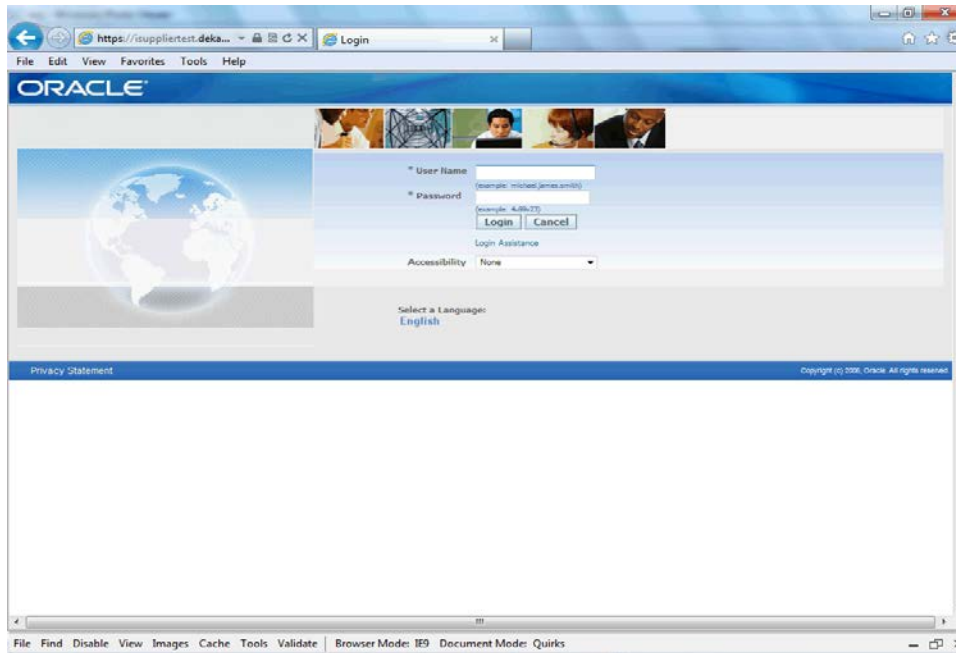
JOURNEY TO PROCUREMENT EXCELLENCE

Updating an Address

Updating an Address



DeKalb County
GEORGIA

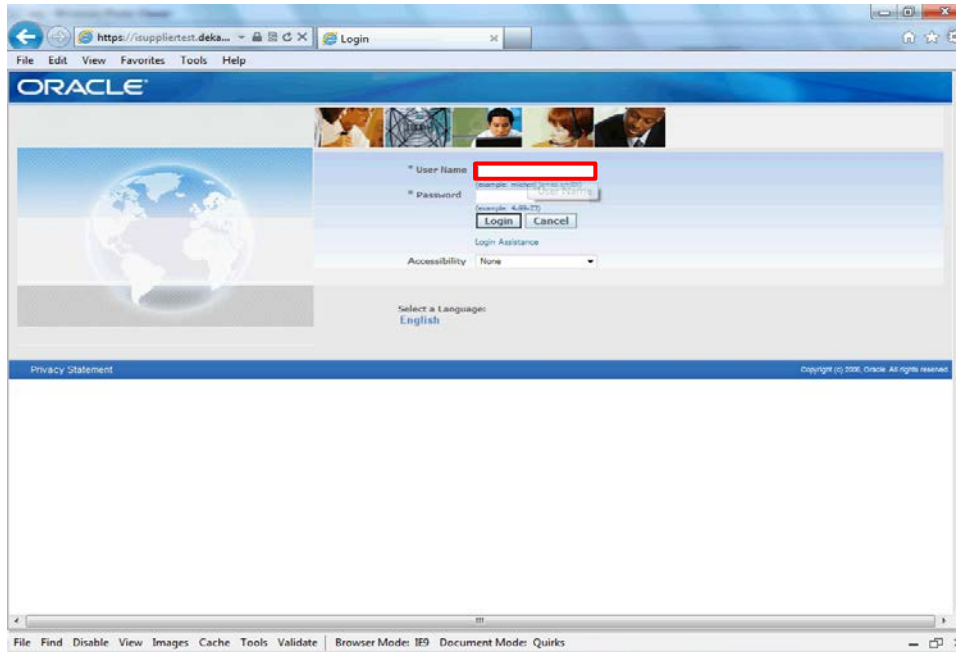


In this course you will learn how to Update an Address in iSupplier.

Updating an Address



DeKalb County
GEORGIA



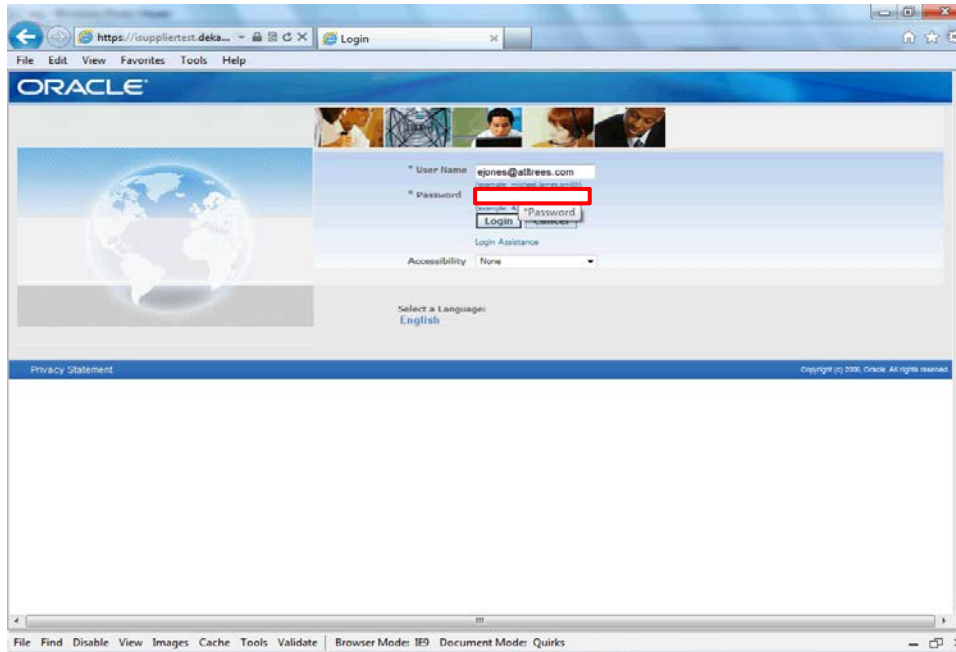
Step 1

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

Updating an Address



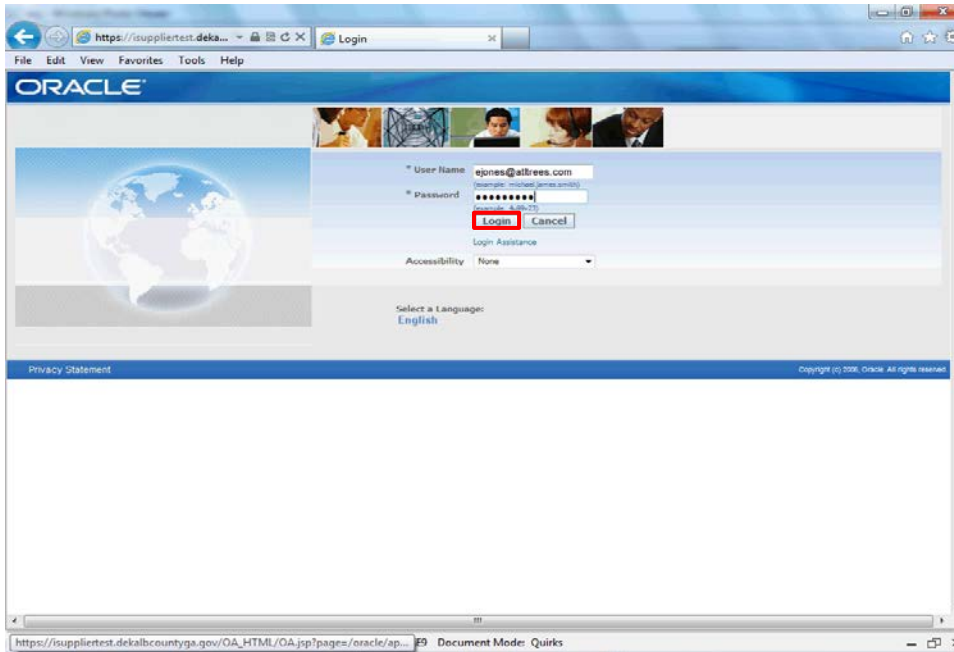
DeKalb County
GEORGIA



Step 2

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

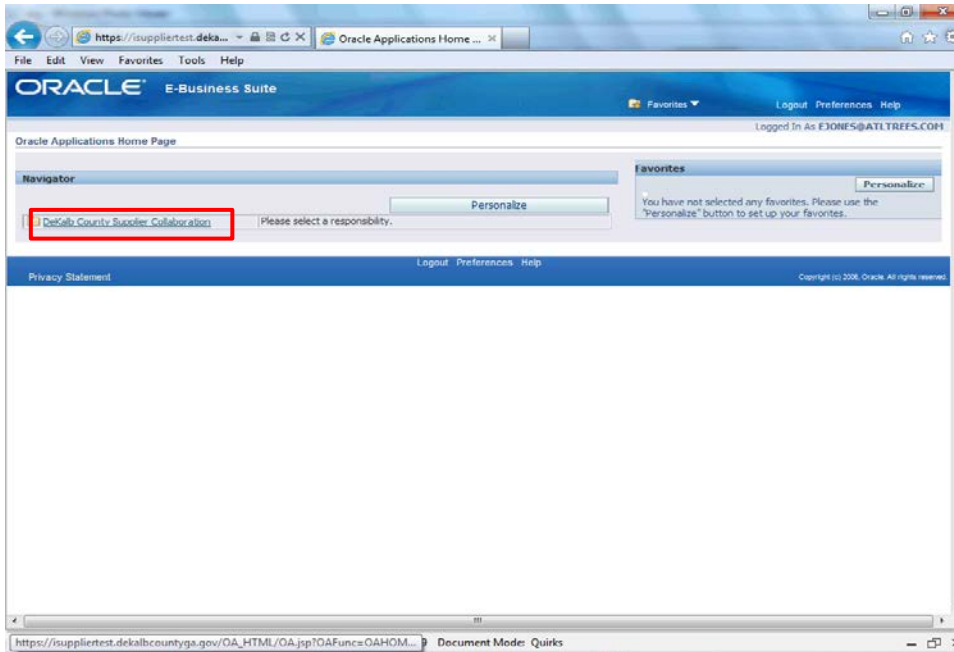
Updating an Address



Step 3

Click the **Login** button.

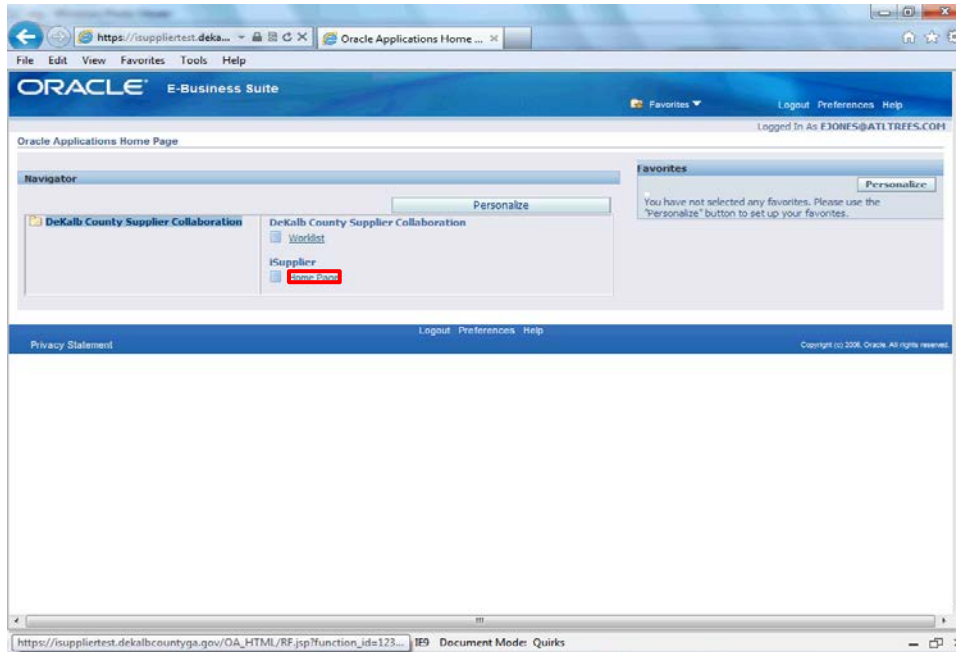
Updating an Address



Step 4

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

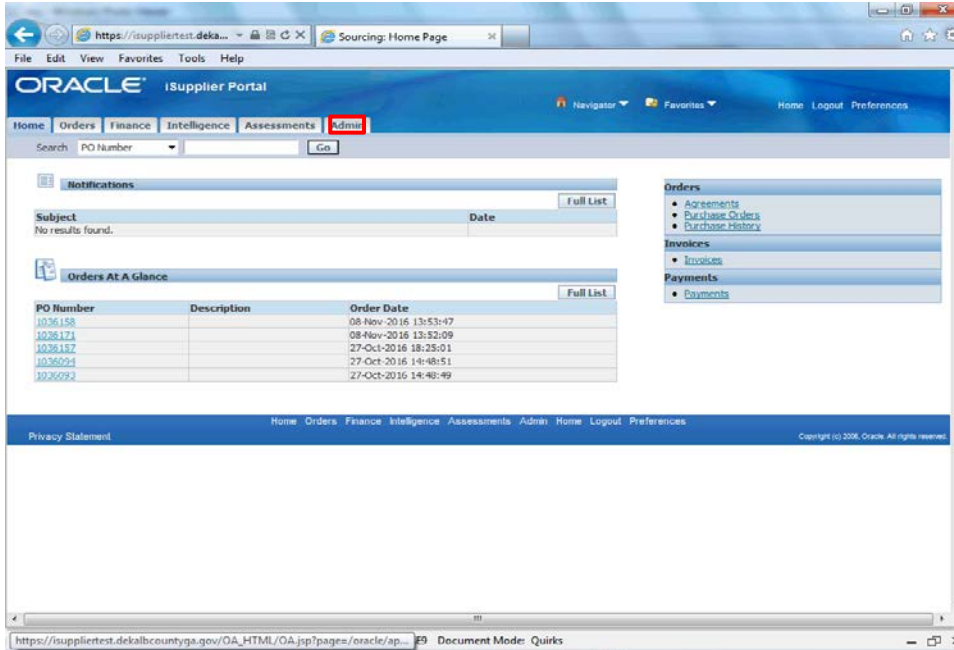
Updating an Address



Step 5

Click the **Home Page** link.

Updating an Address



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

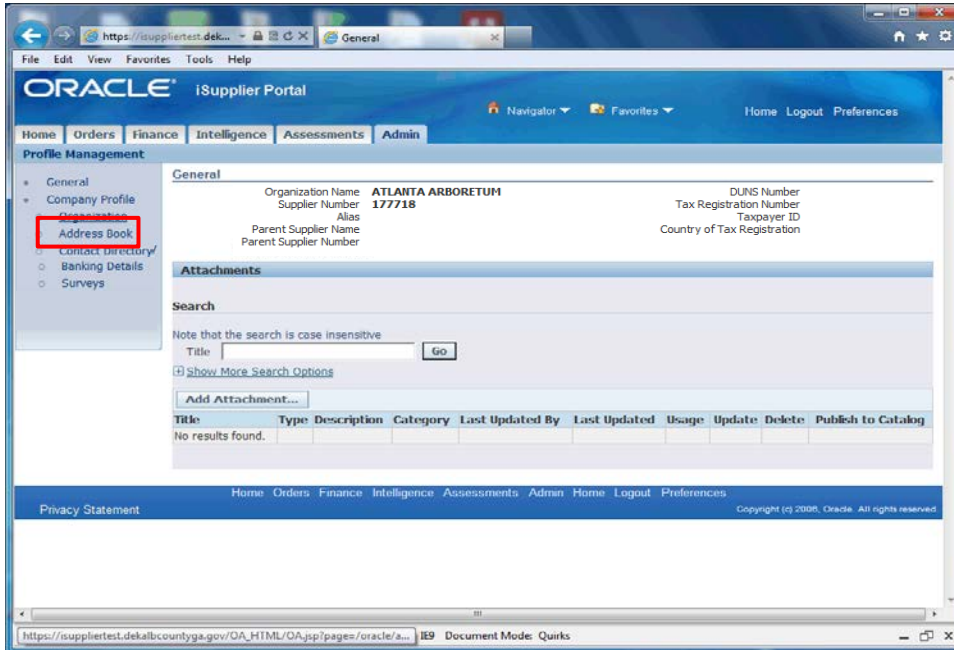
Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

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

Step 6

Click the **Admin** tab.

Updating an Address

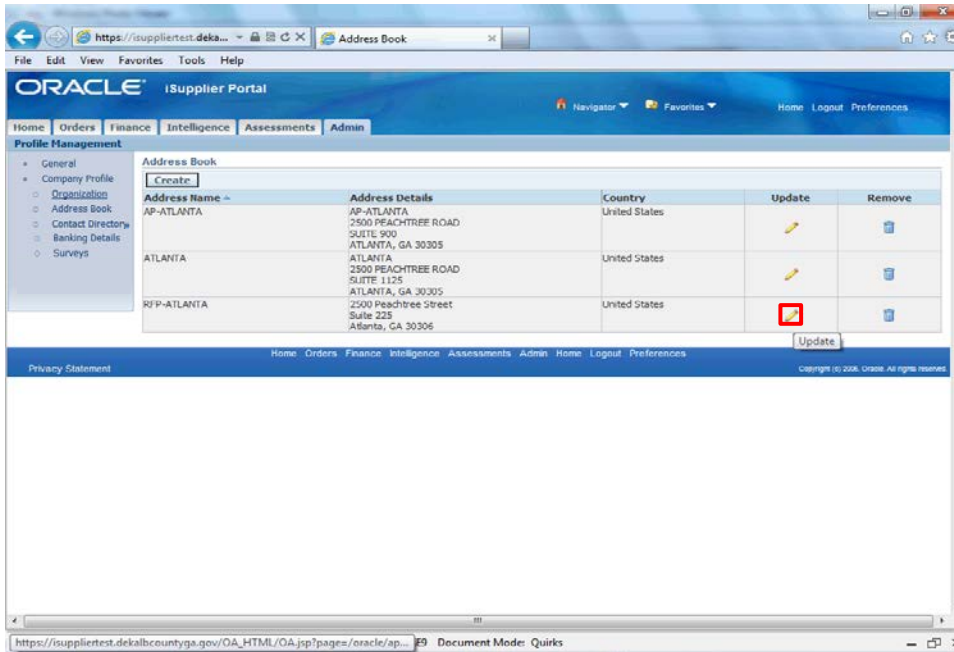


The screenshot shows the Oracle iSupplier Portal interface. The left-hand navigation menu is expanded, and the 'Address Book' link is highlighted with a red rectangle. The main content area displays the 'General' information for the organization 'ATLANTA ARBORETUM' with a Supplier Number of '177718'. Below this, there are sections for 'Attachments', 'Search', and a table for 'Add Attachment...'. The search section includes a text input field for 'Title' and a 'Go' button. The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The footer of the page includes a 'Privacy Statement' link and a copyright notice for Oracle.

Step 7

Click the **Address Book** hyperlink.

Updating an Address



Address Name	Address Details	Country	Update	Remove
AP-ATLANTA	AP-ATLANTA 2500 PEACHTREE ROAD SUITE 900 ATLANTA, GA 30305	United States		
ATLANTA	ATLANTA 2500 PEACHTREE ROAD SUITE 1125 ATLANTA, GA 30305	United States		
RFP-ATLANTA	2500 Peachtree Street Suite 225 Atlanta, GA 30306	United States		

Step 8

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

Updating an Address



Oracle iSupplier Portal
Admin: Profile Management, Address Book >
Update Address
* Indicates required field

Supplier Name: ATLANTA ARBORETUM
Supplier Number: 177718

* Address Name: AP-ATLANTA
Country: United States
* Address Line 1: AP-ATLANTA
Address Line 2: 2500 PEACHTREE ROAD
Address Line 3: SUITE 900
Address Line 4:
* City/Town/Locality: ATLANTA
County:
State/Region: GA
Province:
* Postal Code: 30305

Phone Area Code:
Phone Number:
Email Address:
 Purchasing Address
 Payment Address
 RFQ Only Address

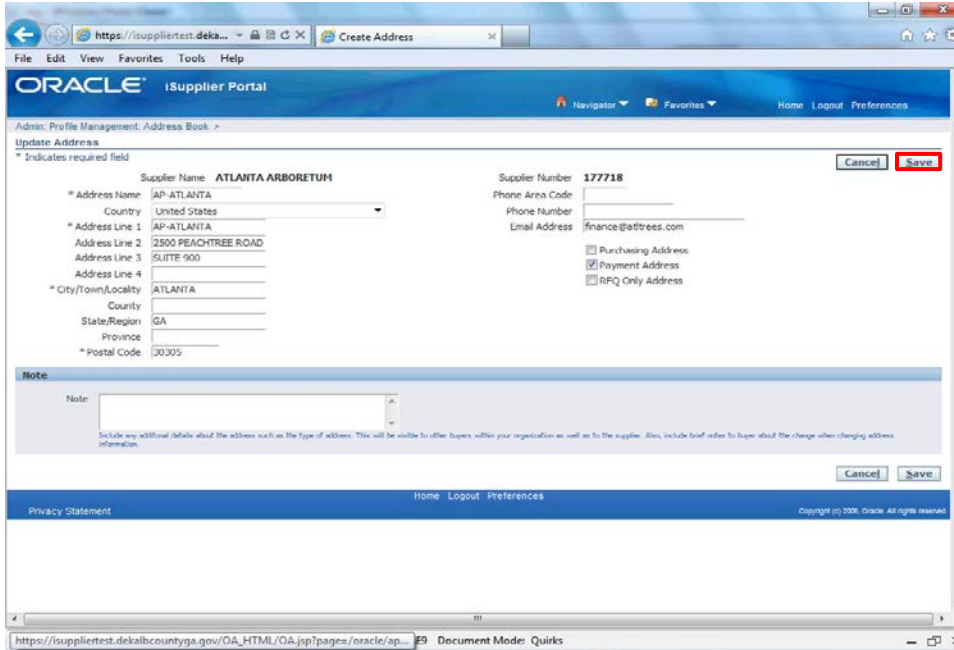
Note:
Note:
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Privacy Statement Home Logout Preferences Copyright (c) 2006 Oracle All rights reserved.

Step 9

In this example we will add an email for this address. Click in the **Email Address** field and enter the email address.

Updating an Address



Oracle iSupplier Portal

Admin: Profile Management: Address Book >

Update Address

* Indicates required field

Supplier Name	ATLANTA ARBORETUM	Supplier Number	177718
* Address Name	AP-ATLANTA	Phone Area Code	
Country	United States	Phone Number	
* Address Line 1	AP-ATLANTA	Email Address	finance@atstrees.com
Address Line 2	2500 PEACHTREE ROAD	<input type="checkbox"/> Purchasing Address	
Address Line 3	SUITE 900	<input checked="" type="checkbox"/> Payment Address	
Address Line 4		<input type="checkbox"/> RFQ Only Address	
* City/Town/Locality	ATLANTA		
Country			
State/Region	GA		
Province			
* Postal Code	30305		

Note

Note:

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Cancel Save

Home Logout Preferences

Privacy Statement

Copyright (c) 2006, Oracle. All rights reserved.

https://suppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=oracle/ap...9 Document Mode: Quirks

Step 10

Click the **Save** button.

Updating an Address



DeKalb County
GEORGIA

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://suppliertest.deka...". The page title is "Contact Directory". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Profile Management" section is active, showing a "Contact Directory : Active Contacts" table. The table has columns for First Name, Last Name, Supplier Name, Phone Number, Email, Status, User Account, Addresses, and Update. The data rows are:

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	✓		

Below the table is a section for "Contact Directory : Inactive Contacts". The footer of the page includes "Privacy Statement", "Home Orders Finance Intelligence Assessments Admin Home Logout Preferences", and "Copyright (c) 2006, Oracle All rights reserved."

You have just finished Updating an Address for your company on the DeKalb County iSupplier Portal.

The changes made to the address will be submitted to DeKalb County for approval.

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