

Managing Your Address Book

Table of Contents

iSupplier..... 1
Managing Address Book 1

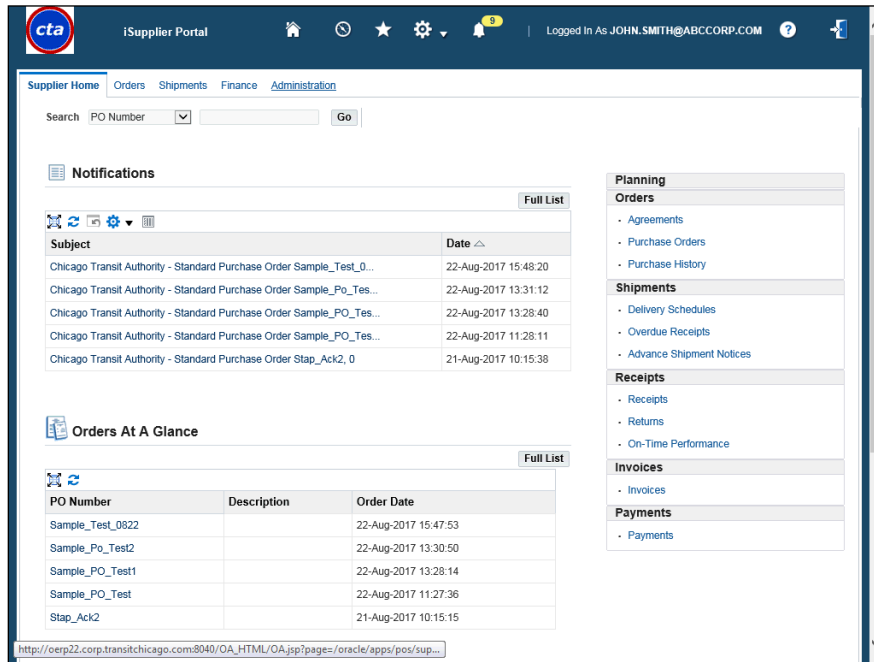
iSupplier

Managing Address Book

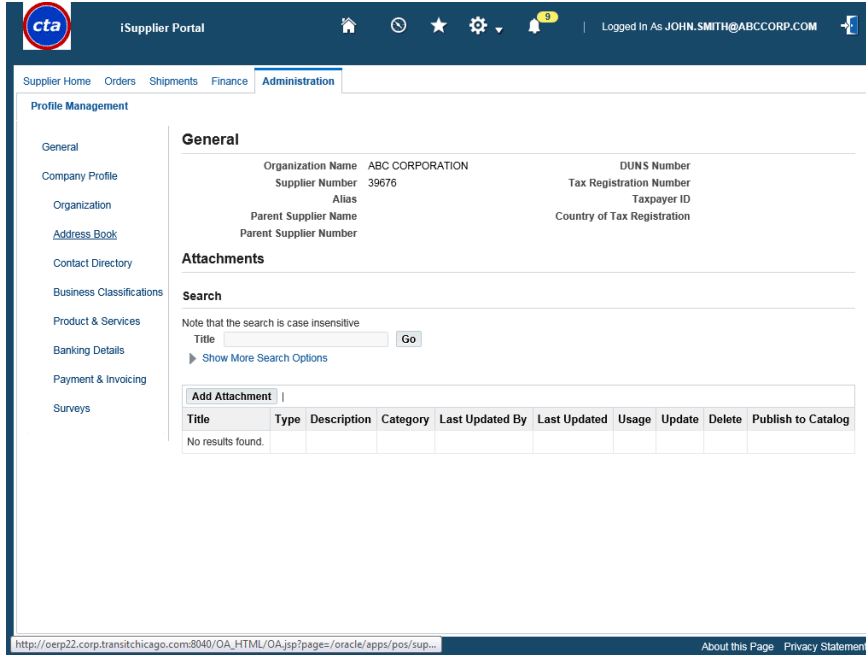
This Topic demonstrates the process of Managing Your Address Book. The following tasks will be explained.

1. Create a new address
2. Update an existing address

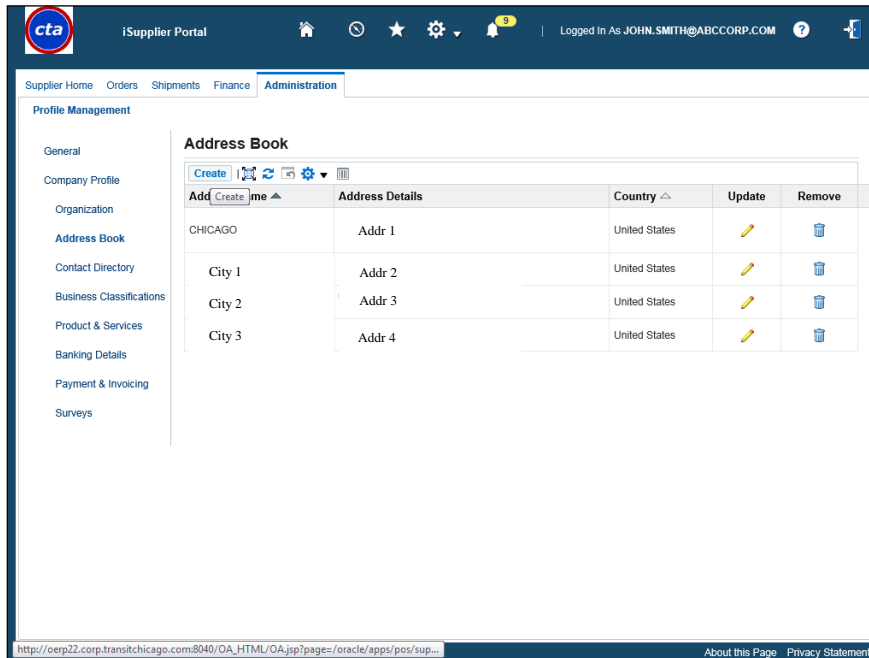
Procedure




Step	Action
1.	<p>1. Creating a New Address: From the Supplier Home Page Click the Administration tab.</p> <p>Administration</p>



Step	Action
2.	On the left side of the screen Click the Address Book link. Address Book



Step	Action
3.	Click the Create button. 

Administration: Profile Management: Address Book >
Create Address Cancel Save

* Indicates required field

Supplier Name ABC CORPORATION Supplier Number 39676

* Address Name West Loop Office Phone Area Code
Country United States Phone Number
* Address Line 1 567 W Lake Street Fax Area Code
Address Line 2 Fax Number
Address Line 3 Email Address westloop@abccorp.com x
Address Line 4


* City/Town/Locality Chicago Purchasing Address
Country Payment Address
State/Region IL RFQ Only Address
Province
* Postal Code 60661

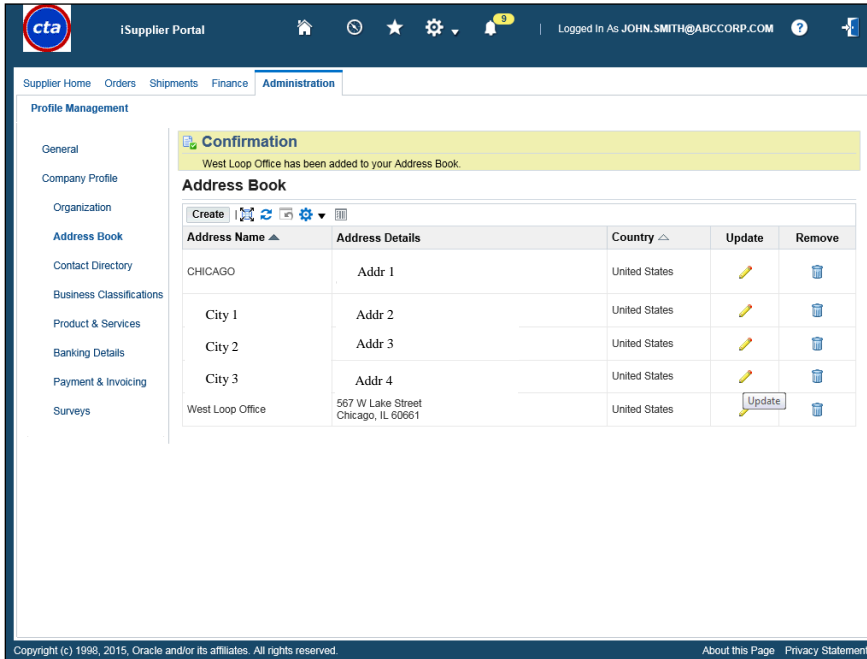
Note

Note

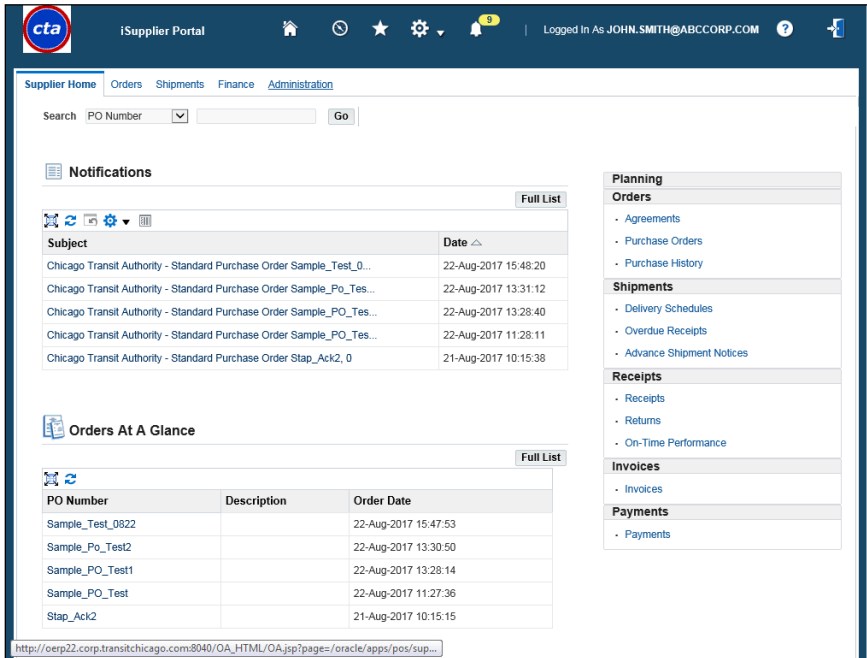
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

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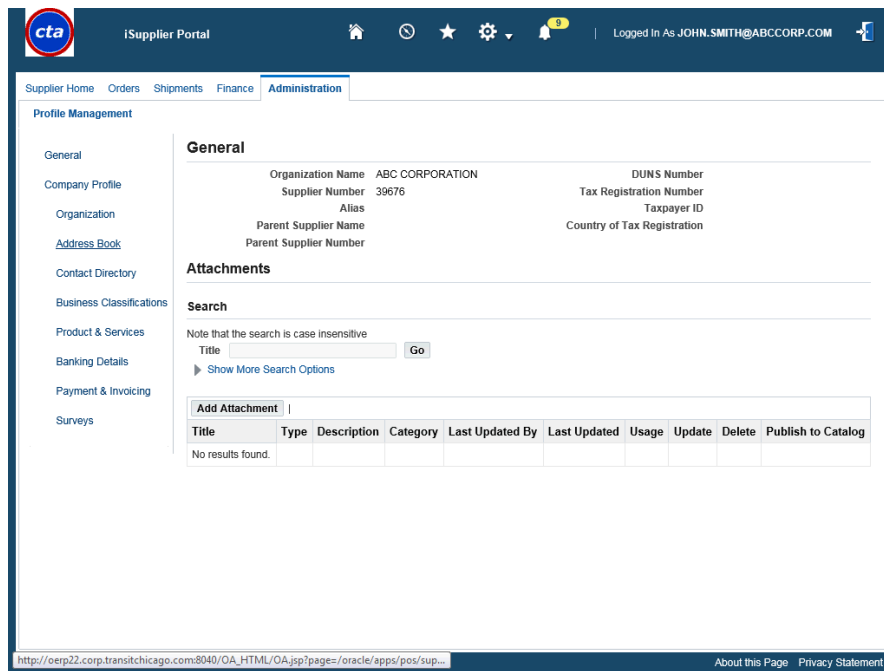
Step	Action
4.	Enter all desired address information. Click the Save button. 



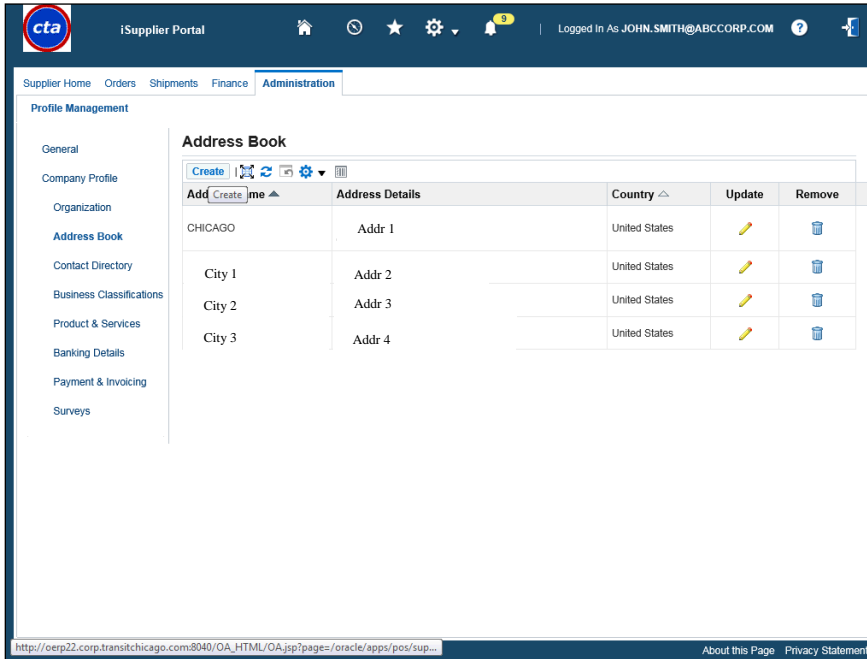
Step	Action
5.	The system will provide a confirmation that your new address request has been created and submitted to CTA for review and approval.




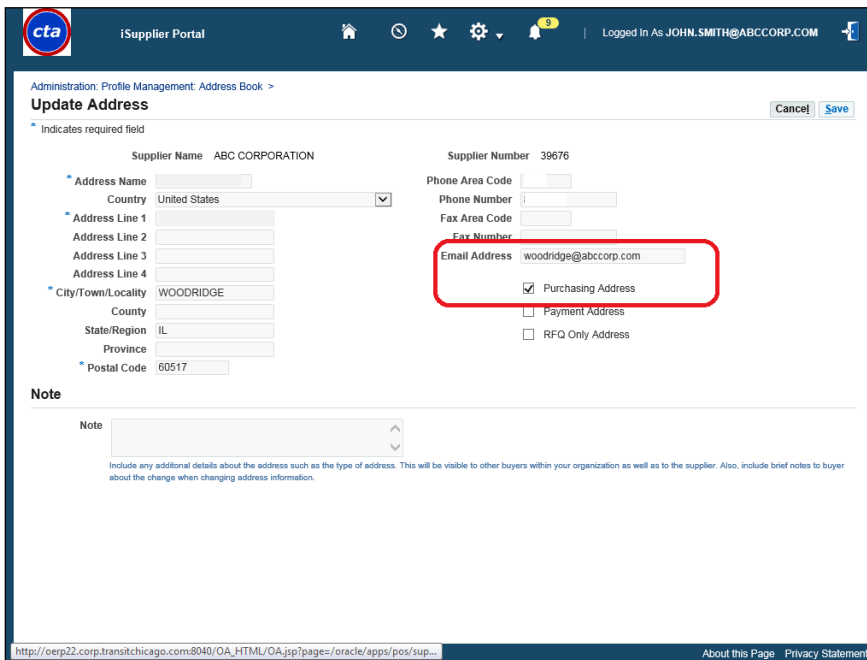
Step	Action
6.	To update an existing address from the Supplier Home Page Click the Administration tab. Administration




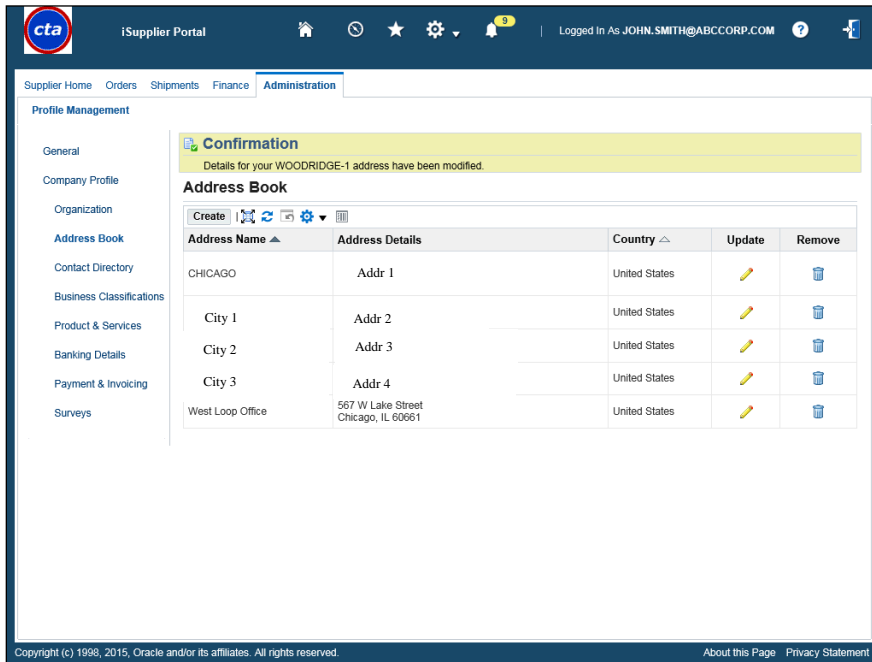
Step	Action
7.	On the left side of the screen Click the Address Book link. Address Book



Step	Action
8.	<p>2. Updating an existing address: In this example, we will add an email address. Click the Update button.</p> 



Step	Action
9.	<p>Input the email address and click the Purchasing Address checkbox to set the address as a Purchasing site</p> <p>Click the Save button.</p> 



Step	Action
10.	<p>The system will provide you with a confirmation that your update request has been saved and will be submitted to CTA for review and approval.</p> <p>End of Procedure.</p>