

How to Create a New Contact



The screenshot shows the Supplier Collaboration Home page. At the top, there is a navigation bar with the 'pace' logo and 'Supplier Collaboration' text. A red circle with the number '1' highlights the 'Company Profile' tab in the main navigation menu. Other tabs include Home, Purchase Orders, Shipments, My Bid/Proposal, Finance, and Company Profile. A search bar is located below the tabs, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: Notifications, Responses To Solicitations, Orders At A Glance, Solicitation, Orders, Shipments, Receipts, Invoices, and Payments. Each section contains a list of items or links. The 'Company Profile' tab is highlighted in the main navigation bar.

Notifications

Subject	Date
You are invited: Solicitation 2061 (Bus Parts)	29-Nov-2018 12:59:39
You are invited: RFI 2052 (Test RFI/RFP)	20-Nov-2018 11:15:04
You are invited: Solicitation 2051 (Test Multiple Location same item)	20-Nov-2018 09:42:41
You are invited: Solicitation 2050 (Blanket Bus Parts)	16-Nov-2018 09:23:52
You are invited: Solicitation 2048 (TEST Abstract)	15-Nov-2018 13:20:47

Responses To Solicitations

Response	Status	Solicitation Title	Time Left
244	Active	Bus Parts	4 days 4 hours
16	Active	HQ Shed Renovations	0 seconds
38	Active	Taxi Services	0 seconds
43	Active	Bus Parts	0 seconds
44	Active	test training	0 seconds

Orders At A Glance

PO Number	Description	Order Date
228129	test training	05-Feb-2019 09:30:18
228120	Test	05-Feb-2019 08:55:13

Solicitation

- [Invitations](#)
- [Responses](#)

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)

Receipts

- [Receipts](#)
- [On-Time Performance](#)

Invoices

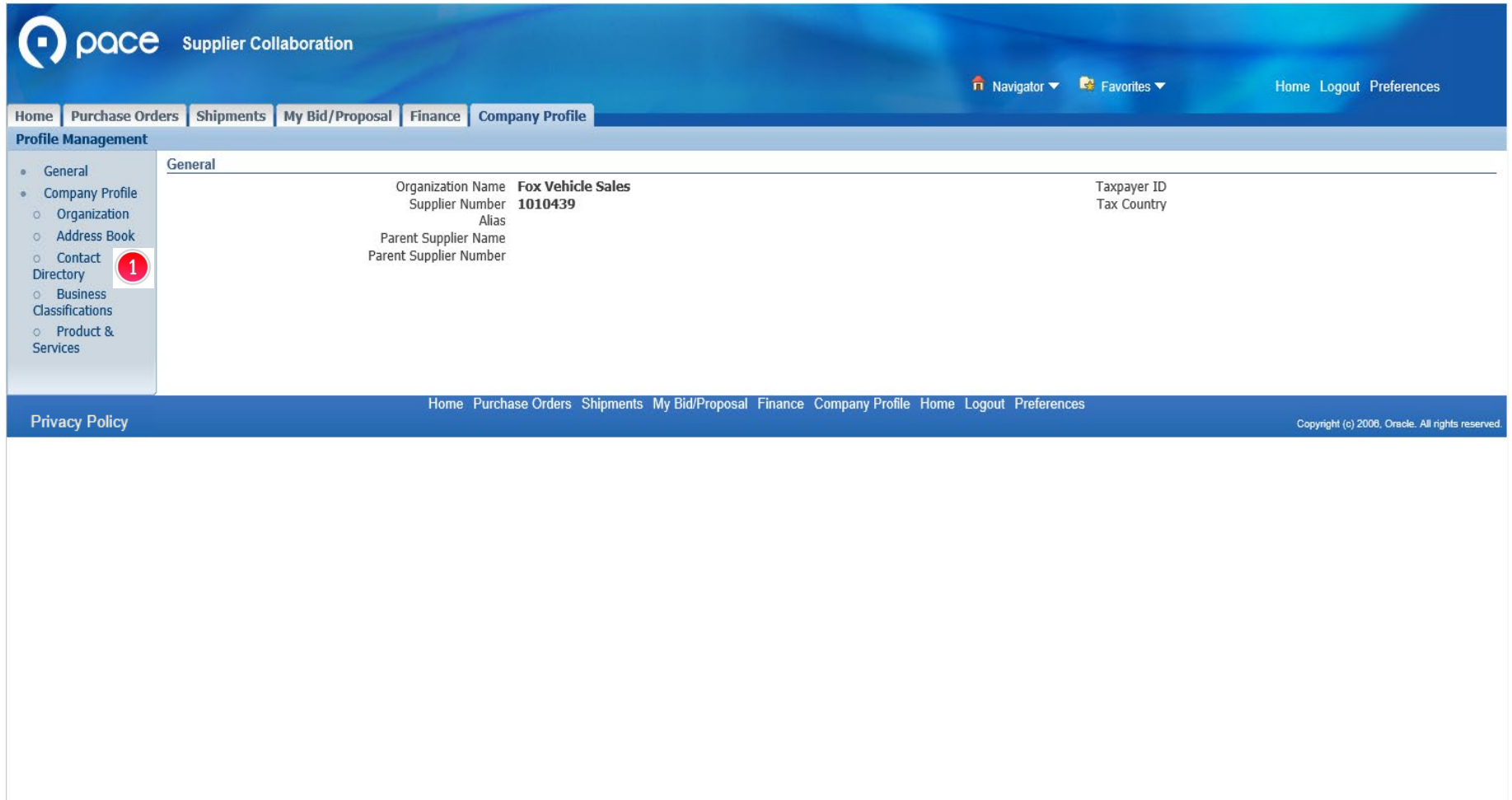
- [Invoices](#)

Payments

- [Payments](#)

STEP 1

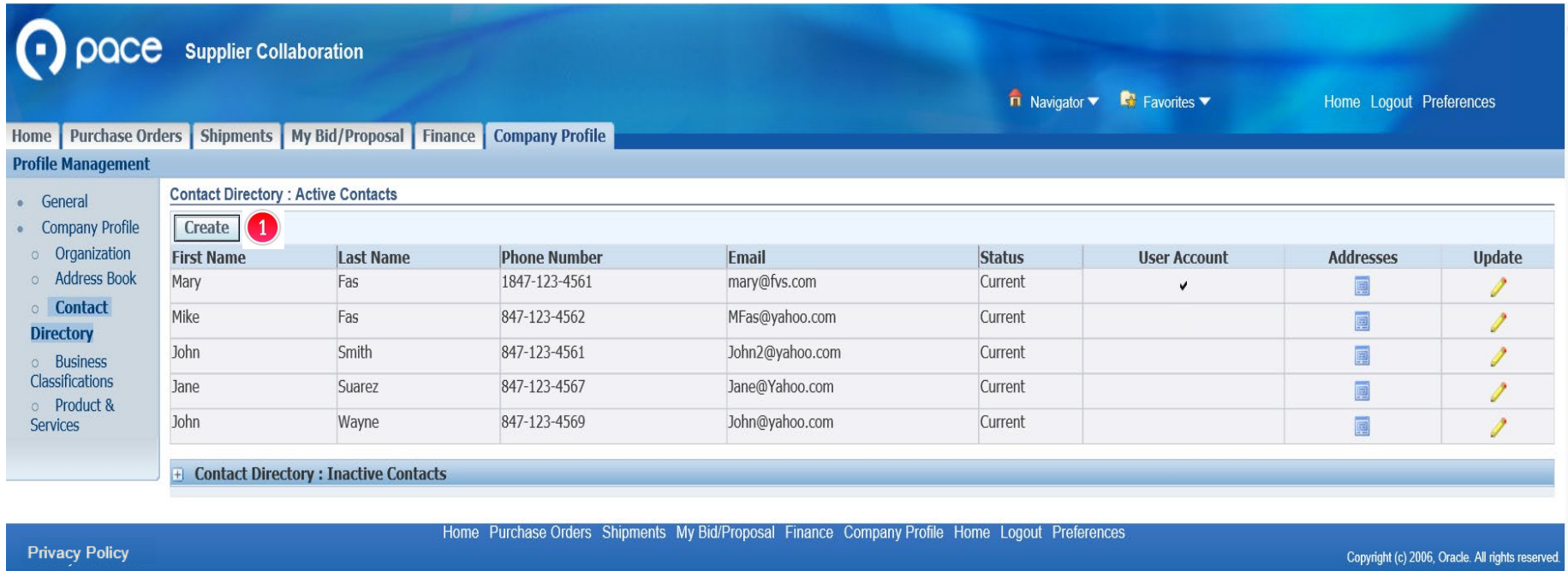
After you log in to the iSupplier Portal, the Supplier Collaboration Home page will appear. Click the Company Profile tab  .



The screenshot shows the Pace Supplier Collaboration interface. At the top, there is a blue header with the Pace logo and the text "Supplier Collaboration". Below this, there is a navigation bar with tabs for "Home", "Purchase Orders", "Shipments", "My Bid/Proposal", "Finance", and "Company Profile". The "Company Profile" tab is selected. On the right side of the header, there are links for "Home", "Logout", and "Preferences", along with "Navigator" and "Favorites" dropdown menus. Below the navigation bar, there is a "Profile Management" section with a left-hand menu containing "General", "Company Profile", "Organization", "Address Book", "Contact Directory" (highlighted with a red circle containing the number 1), "Business Classifications", and "Product & Services". The main content area shows the "General" tab with the following information: Organization Name: Fox Vehicle Sales, Supplier Number: 1010439, Taxpayer ID, Alias, Parent Supplier Name, Tax Country, and Parent Supplier Number. At the bottom of the page, there is a footer with "Privacy Policy" on the left and "Copyright (c) 2008, Oracle. All rights reserved." on the right.

STEP 2











The Profile Management page will appear. Click Contact Directory  .



The screenshot shows the Pace Supplier Collaboration interface. At the top, there is a navigation bar with the Pace logo and the text "Supplier Collaboration". Below this, there are several menu items: Home, Purchase Orders, Shipments, My Bid/Proposal, Finance, and Company Profile. On the right side of the navigation bar, there are links for Home, Logout, and Preferences, along with a Navigator dropdown and a Favorites dropdown.

The main content area is titled "Profile Management" and contains a sidebar on the left with a list of navigation options: General, Company Profile, Organization, Address Book, Contact Directory (highlighted), Business Classifications, and Product & Services. The main content area is divided into two sections: "Contact Directory : Active Contacts" and "Contact Directory : Inactive Contacts".

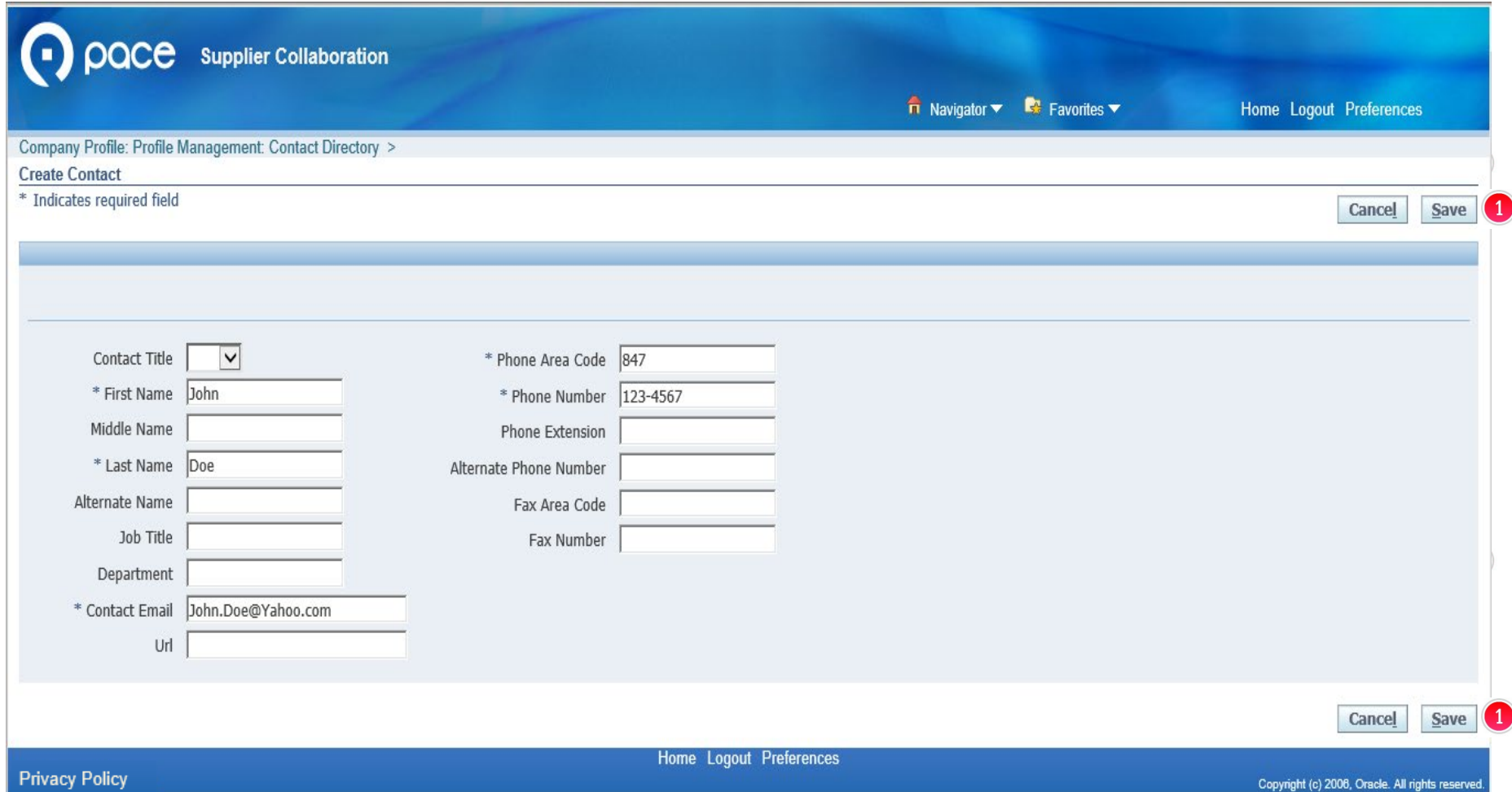
The "Contact Directory : Active Contacts" section features a "Create" button with a red circle containing the number "1" next to it. Below the button is a table with the following columns: First Name, Last Name, Phone Number, Email, Status, User Account, Addresses, and Update. The table contains five rows of contact information.

First Name	Last Name	Phone Number	Email	Status	User Account	Addresses	Update
Mary	Fas	1847-123-4561	mary@fvs.com	Current	✓		
Mike	Fas	847-123-4562	MFas@yahoo.com	Current			
John	Smith	847-123-4561	John2@yahoo.com	Current			
Jane	Suarez	847-123-4567	Jane@yahoo.com	Current			
John	Wayne	847-123-4569	John@yahoo.com	Current			

At the bottom of the page, there is a footer with the text "Privacy Policy" on the left, a navigation bar with links for Home, Purchase Orders, Shipments, My Bid/Proposal, Finance, Company Profile, Home, Logout, and Preferences in the center, and "Copyright (c) 2006, Oracle. All rights reserved." on the right.

STEP 3

The Contact Directory: Active Contacts page will appear. Click Create .



Company Profile: Profile Management: Contact Directory >
Create Contact

* Indicates required field

[Cancel](#) [Save](#) **1**

Contact Title	<input type="text"/>	* Phone Area Code	<input type="text" value="847"/>
* First Name	<input type="text" value="John"/>	* Phone Number	<input type="text" value="123-4567"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="Doe"/>	Alternate Phone Number	<input type="text"/>
Alternate Name	<input type="text"/>	Fax Area Code	<input type="text"/>
Job Title	<input type="text"/>	Fax Number	<input type="text"/>
Department	<input type="text"/>		
* Contact Email	<input type="text" value="John.Doe@Yahoo.com"/>		
Url	<input type="text"/>		

[Cancel](#) [Save](#) **1**

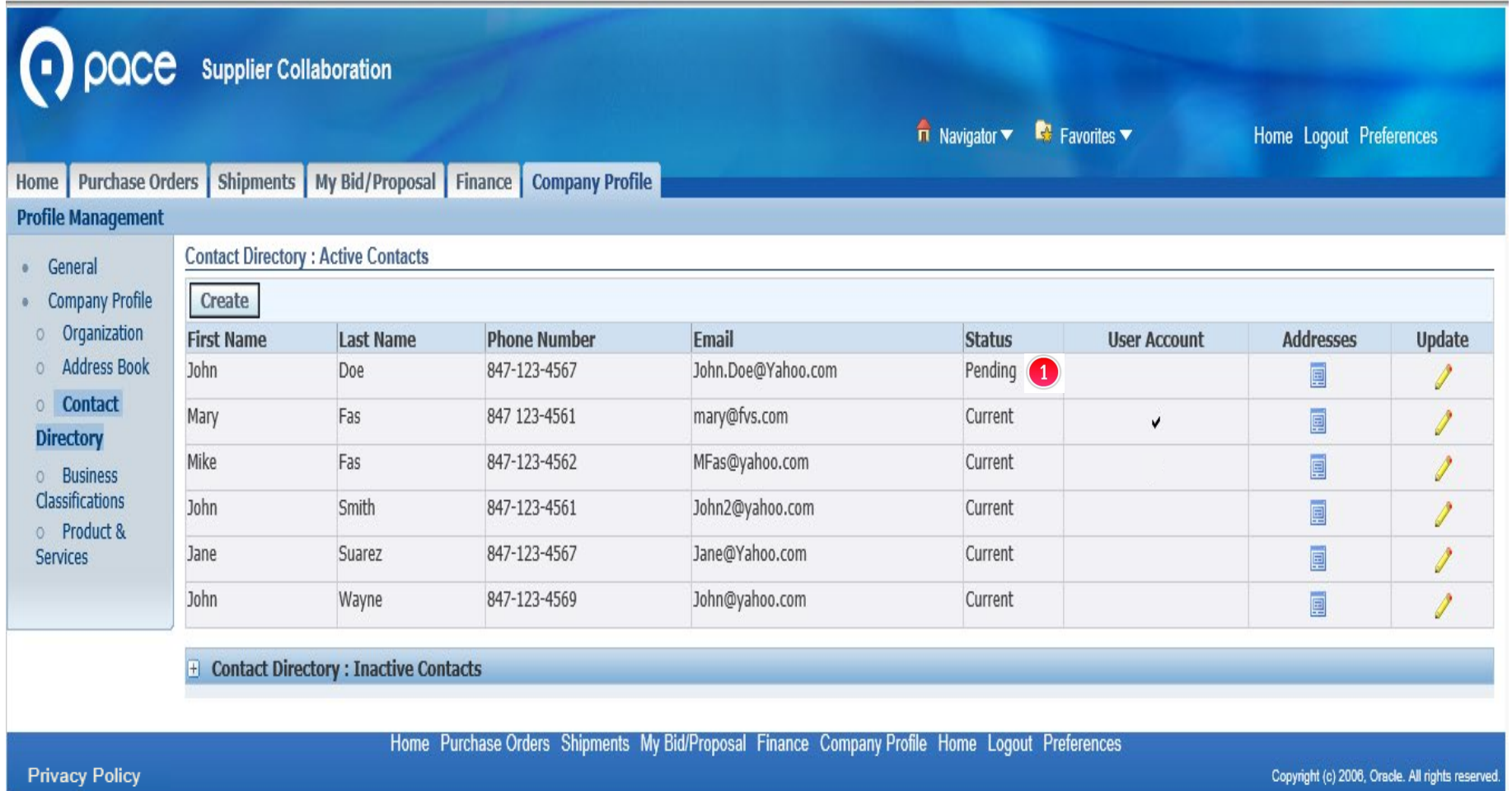
[Home](#) [Logout](#) [Preferences](#)

[Privacy Policy](#)













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STEP 4

The Create Contact page will appear. Complete the required fields. Click Save **1**.



The screenshot shows the Pace Supplier Collaboration interface. At the top, there is a navigation bar with the Pace logo and 'Supplier Collaboration' text. Below this is a secondary navigation bar with links for Home, Purchase Orders, Shipments, My Bid/Proposal, Finance, and Company Profile. A 'Profile Management' section is visible on the left, with 'Contact Directory' selected. The main content area displays a table of active contacts. The table has columns for First Name, Last Name, Phone Number, Email, Status, User Account, Addresses, and Update. The first row shows a contact named John Doe with a status of 'Pending' and a red circle with the number '1' next to it, indicating a new or pending contact. Other contacts listed include Mary Fas, Mike Fas, John Smith, Jane Suarez, and John Wayne, all with 'Current' status.

First Name	Last Name	Phone Number	Email	Status	User Account	Addresses	Update
John	Doe	847-123-4567	John.Doe@Yahoo.com	Pending 1			
Mary	Fas	847 123-4561	mary@fvs.com	Current	✓		
Mike	Fas	847-123-4562	MFas@yahoo.com	Current			
John	Smith	847-123-4561	John2@yahoo.com	Current			
Jane	Suarez	847-123-4567	Jane@Yahoo.com	Current			
John	Wayne	847-123-4569	John@yahoo.com	Current			

Below the active contacts table, there is a section for 'Contact Directory : Inactive Contacts' which is currently empty.

STEP 5

The Confirmation page will appear and reflect that your new contact is pending Pace's approval 1.



From: Procurement

Sent: Monday, April 22, 2019 11:39 AM

To: mary@fvs.com

Subject: Approval of new or updated contact information

Pace, the Suburban Bus Division of the Regional Transportation Authority, has approved the new or updated contact information that you submitted on the Pace iSupplier Portal. ①

STEP 6

You will receive this email ① after Pace has approved your new contact information.