

How to Update an Existing Contact

pace Supplier Collaboration

1

Home Navigator Favorites Home Logout Preferences Help

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

Search PO Number Go

Notifications Full List

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 Loaction 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 Full List

Response	Status	Solicitation Title	Time Left
244	Active	Bus Parts	3 days 6 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 Full List

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](#)

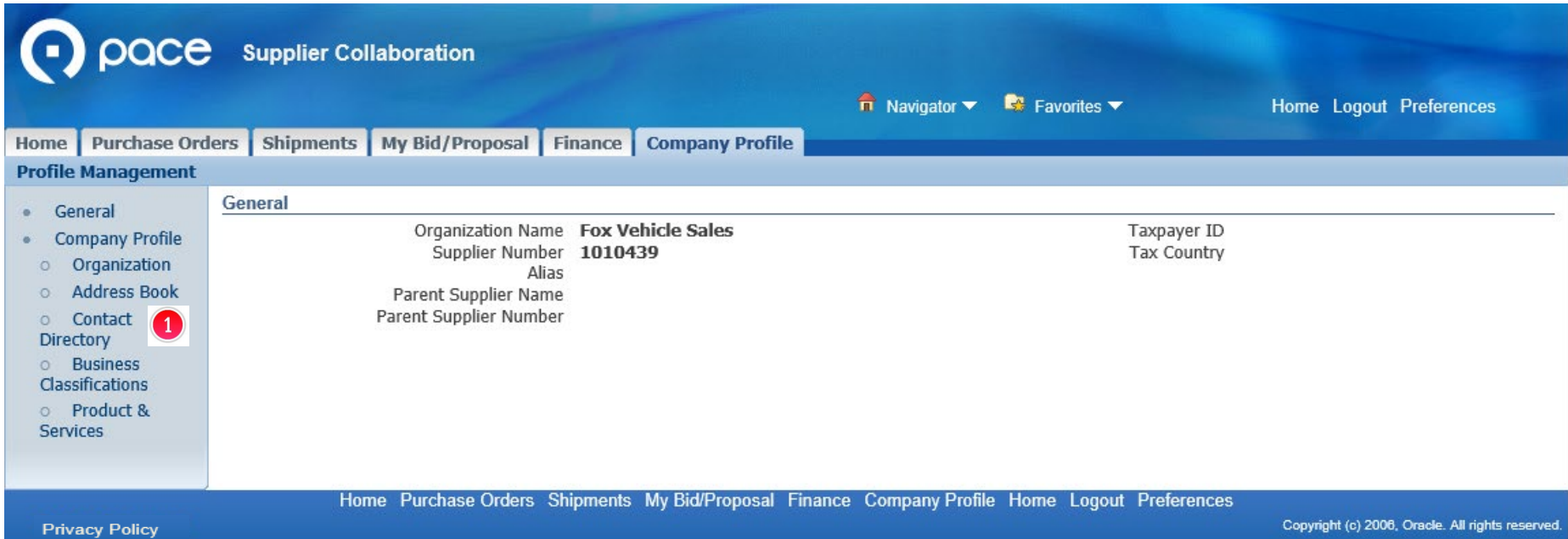
Invoices

- [Invoices](#)

Payments

- [Payments](#)

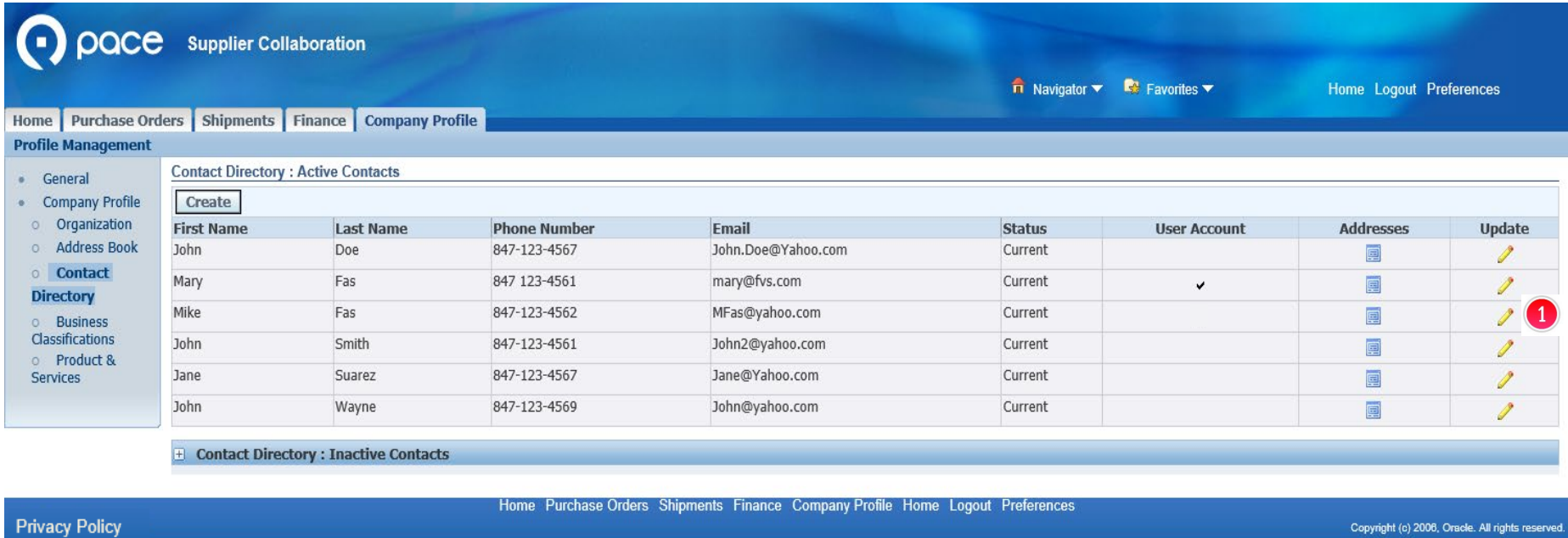
STEP 1
 After you log in to the iSupplier Portal, the Supplier Collaboration Home page will appear. Click the Company Profile tab **1** .



The screenshot shows the Oracle 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 tabs for 'Home', 'Purchase Orders', 'Shipments', 'My Bid/Proposal', 'Finance', and 'Company Profile'. The 'Company Profile' tab is active. On the right side of the navigation bar, there are links for 'Home', 'Logout', and 'Preferences', along with 'Navigator' and 'Favorites' dropdown menus. The main content area is titled 'Profile Management' and contains a left-hand sidebar with a tree view of options: '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 displays the 'General' information for the organization 'Fox Vehicle Sales'. The details shown are: Organization Name: Fox Vehicle Sales; Supplier Number: 1010439; Taxpayer ID; Tax Country; Parent Supplier Name; and Parent Supplier Number. At the bottom of the page, there is a footer with a 'Privacy Policy' link on the left and 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

STEP 2

The Profile Management page will appear. Click Contact Directory  .



Supplier Collaboration

Home Purchase Orders Shipments Finance Company Profile













Home Logout Preferences

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Product & Services

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Addresses	Update
John	Doe	847-123-4567	John.Doe@Yahoo.com	Current			
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			


Contact Directory : Inactive Contacts

Home Purchase Orders Shipments Finance Company Profile Home Logout Preferences

Privacy Policy

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STEP 3

The Contact Directory: Active Contacts page will appear. Click the Update icon  that corresponds to the contact that you want to update.

Company Profile: Profile Management: Contact Directory >

Update 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="Michael"/>	* Phone Number	<input type="text" value="123-4562"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="Fas"/>	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="MFas@yahoo.com"/>		
Url	<input type="text"/>		

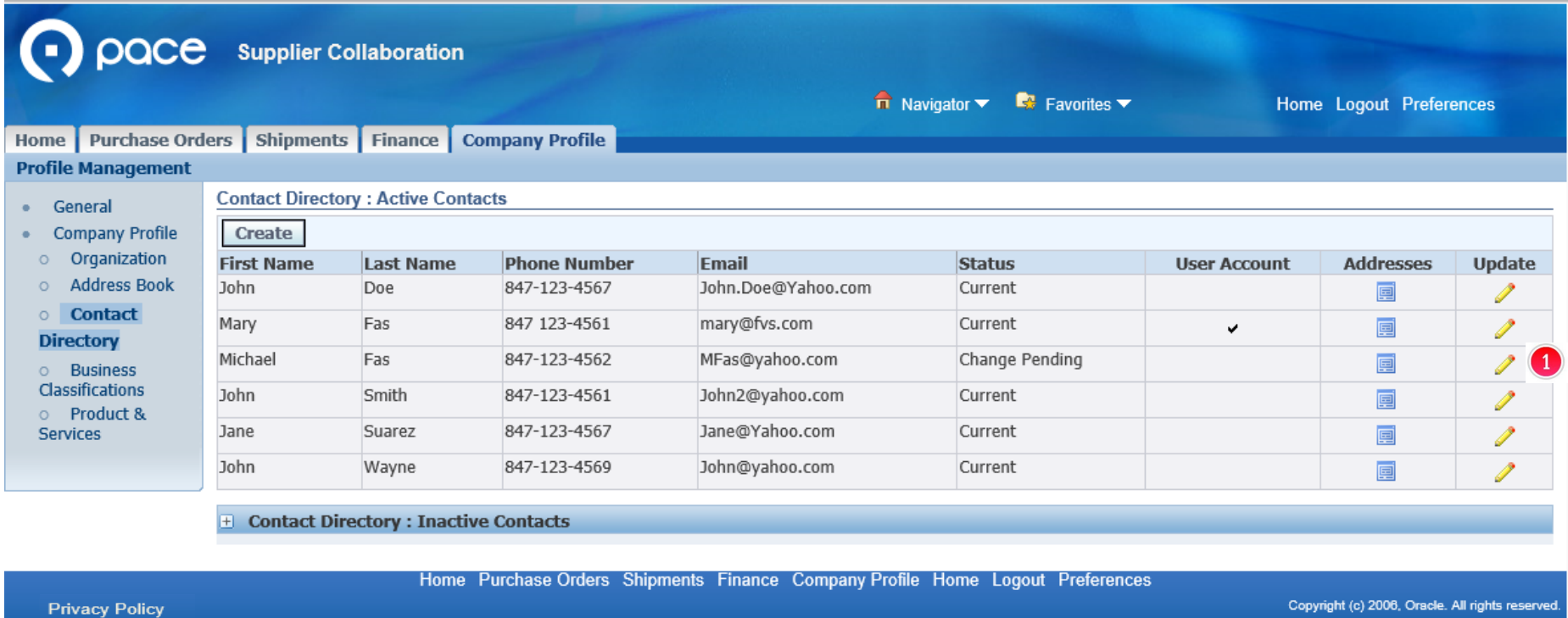
Cancel

Save 1

Home Logout Preferences

STEP 4

The Update Contact page will appear. Update the contact information and click Save 1.



The screenshot shows the Pace Supplier Collaboration interface. The top navigation bar includes 'Home', 'Purchase Orders', 'Shipments', 'Finance', and 'Company Profile'. The 'Company Profile' section is active, showing 'Profile Management' options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', and 'Product & Services'. The 'Contact Directory : Active Contacts' table lists several contacts, with the 'Update' column for Michael Fas containing a red circle with the number '1', indicating a pending update confirmation.

First Name	Last Name	Phone Number	Email	Status	User Account	Addresses	Update
John	Doe	847-123-4567	John.Doe@Yahoo.com	Current			
Mary	Fas	847 123-4561	mary@fvs.com	Current	✓		
Michael	Fas	847-123-4562	MFas@yahoo.com	Change Pending			1
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 table is a section for 'Contact Directory : Inactive Contacts'.

STEP 5

The Confirmation page will appear and reflect that your update 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. 

STEP 6

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