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Introduction

CPS Supplier Portal now allows you the functionality to maintain your organization's address details online. All Business Administrator users for your organization can create, modify, and remove multiple addresses.

Addresses can include sales offices in different locations, central pay locations, and/or distribution centers. You can also identify if an address should be used for purchasing (i.e., purchase orders), payment, or both. In order to do business with CPS, you must have at least one address identified for purchasing (if you accept purchase orders) and one for payment purposes so that CPS can send you purchase orders, if applicable, and also payment.

After you enter your address book information, your submission will be sent to the CPS Department of Procurement for review. Please note that this is not an automatic process and may take a few days for your submission to be processed.

Prerequisites

• The user should have an account for the portal as well as Business Administrator access.

Navigation

CPS Supplier Portal (Supplier Access) \rightarrow Home Page \rightarrow Admin (Tab) \rightarrow Address Book (Sidebar)



Address Book

The **Address Book** page displays any current addresses you have defined. For each current address, you are able to either **Update** or **Remove** it. To remove any address, click the trashcan icon for that entry. To update an address, click the pencil icon for that entry. To add a new address, click the "Create" button.

Navigate to the Address Book page by following the path: CPS Supplier Portal (Supplier Access) \rightarrow Home Page \rightarrow Admin (Tab) \rightarrow Address Book (Sidebar)

You should see the screen below.

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General	Address Book					
Company Profile	Create					
 Organization 	Address Name -	Address Details	Country	Status	Update	Remove
Address Book Contact	PAYMENT ADDRESS	1 Dearborn St Chicago, IL 60602	United States	CURRENT	1	Û
Directory Product &	PURCHASING ADDRESS	42 W Madison St Chicago, IL 60602	United States	CURRENT	1	Û
Services						
-		Home Orders Shipments Accounts A	dmin Home Logout Preferences Help Diago	ostics		
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Add a New Address

As a user with 'Business Administrator' access, you can create a new address using the selfservice functionality. Follow the steps below to add a new address in the Address Book page:

Step	Action
1.	Click the Create button.
2.	You will be redirected to the "Create Address" page.
3.	Complete the required fields and any additional fields as appropriate (see screen below)

The following fields must be entered for new addresses:

- Address Name
- Address Line 1
- City/Town/Locality
- State
- Postal Code
- Phone Area Code
- Phone Number
- Email Address
- Purchasing Address and/or Payment Address checkbox
- Note (what is the reason for adding this new address?)

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Admin: Profile Management: Address Book > Create Address * Indicates required field Supplier Name	XYZ Inc.	Supplier Number	789055	Cancel Save
* Address Name Country * Address Line 1 Address Line 2 Address Line 3 Address Line 4 * City/Town(Locality Country * State Province * Province	PARCHASE United States 100 Medison St Satt 19 Oricage Image: Interpret of the state of t	* Phone Area Code * Phone Number Fax Area Code Fax Number * Email Address	312 333-777 jp@gmail.com Ø Purchasing Address □ Pøyment Address	
Note This our new address for PO's. Include any additional details about the address such a	s the type of address. This will be visible to other bayers within your or	particition as well as to the supplier. Also, include bold notes to layer about the chara-	ge when changing address information.	
About this Page Privacy Statement		Home Logout Preferences Diagnostics		Capyright (c) 2006, Oracle. All rights reserved



Step	Action
4.	Click the Save Button.
5.	You will be sent back to the Address Book page with a confirmation message at the top (see screen below). The new address will appear in the Address Book with the status of 'New - Pending'.
6.	You will receive an email notification when CPS approves or rejects the new address. In the Address Book page, the status will also change to 'Current' if the address is approved. If it is rejected, the new address will no longer appear in the Address Book.





Update an Existing Address

As a user with 'Business Administrator' access, you will be able to edit an existing address using the self-service functionality. Follow the steps below to change an existing address in the Address Book page:

Step	Action
1.	Click the Update icon.
2.	You'll be redirected to the "Update Address" page.
3.	Complete the changes to the address as required (see screen below)

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Profile Management						
General	Address Book					
Company Profile	Create					
 Organization 	Address Name A	Address Details	Country	Status	Update	Remove
Address Book Contact Directory	BUSINESS1	00 Adams St Suit# 300 Chicago, IL 60602	United States	New - Pending	\bigcirc	8
 Product & Services 	PAYMENT ADDRESS	1 Dearborn St Chicago, IL 60602	United States	Current	1	1
	PURCHASING ADDRESS	42 W Madison St Chicago, IL 60602	United States	Current	1	1
About this Page Priva	icy Statement	Home Orders Shipments Accou	unts Admin Home Logout Preferences Help D	Ragnostics	Cop	yright (c) 2005, Oracle. All rights reserved.

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Admin: Profile Management: Address Book >					
Update Address					
* Indicates required field					Cancel Save
Supplier Nam	ne XYZ Inc.	Supplier Number	789055		
* Address Nam	ne BUSINESS1	* Phone Area Code	111		
Countr	ary United States	Phone Number	111-0000		
* Address Line	a 1 00 Adams St	Fax Area Code			
Address Line	.d 2 Suit# 300	Fax Number			
Address Line	43	* Email Address	ip@gmail.com		
Address Line	24		Cite - having tableau		
* City/Town/Local/	uity Chicago		Purchasing Address		
Count	.aty		D Payment Polaress		
* Star	ste IL 🗹				
Provinc	.ce				
* Postal Cor	.de 60602				
CAUTION: Please know that if you are creating a new Payment	$\operatorname{\operatorname{At}}\nolimits$ Address, it could be used for payments only when $\operatorname{C}\nolimits$	JPS associates your Bank account details with it.			
Note					
* Note Interior and the officer					
This is our new PO address	^				
	×				
Include any additional details about the address such as the	a type of address. This will be visible to other buyers within your organ	inization as well as to the supplier. Also, include brief notes to buyer about the change when changing addr	Jess information.		
1					Cancel Save
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Step	Action
4.	Click the Save Button.
5.	You will be sent back to the Address Book page with a confirmation message at the top (see screen below). The updated address will appear in the Address Book with the status of 'Update - Pending'.
6.	You will receive an email notification when CPS approves or rejects the address update request. In the Address Book page, the status will also change to 'Current' after your request is approved or rejected.





Remove an Existing Address

As a user with 'Business Administrator' access, you will be able to remove an existing address using the self-service functionality. Follow the steps below to remove an existing address in the Address Book page:

Step	Action
1.	Click the Trashcan icon.
2.	You will receive the following warning message and will be asked to confirm that you would like to proceed with removing the address.
3.	Click the Yes button to proceed with removing the address.

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Sontices Too Yes Hone Orders Shipments Accounts Admin Hone Logad Petersness Diagnostics	General Company Profile Organization Address Book Contact Directory Product 8.	Varning A request to inactivate address BUSINESSI will be raised with OPS Procurement Department, Upon CPS approval, all of the Sites associated with the address will also be inactivated and the address will no longer be associated to any contacts or bank accounts. Weuld you like to proceed with this action?	
About this Page Privacy Statement Copyright (c) 2006, Oracle. All rights reverved.	Services	Home Ordens Stapments Accounts Admin Home Logout Proteinsics Diagnostics	No Yes

Step	Action
4.	You will be sent back to the Address Book page with a confirmation message at the top (see screen below). The removed address will disappear from the Address Book.
5.	You will receive an email notification when CPS approves or rejects the address removal request. If the request is approved, the address will be deactivated and remain hidden on the Address Book page. If it is rejected, the address will reappear in the Address Book.



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Bone Orders Shipments Accounts Admin				n ravigant • • Favoras •	TRATIC EXplant Francisco Francisco	
General Company Profile Organization	Confirmation A request has been raised with CPS Procurement De	epartment to inactivate the address BUSINESS1 from your Address Book.				
Address Book	Address Book					
 Contact 	Create					
Directory	Address Name *	Address Details	Country	Status	Update	Remove
 Product & Services 	PAYMENT ADDRESS	1 Dearborn St Chicago, IL 60602	United States	Current	1	8
	PURCHASING ADDRESS	42 W Madison St Chicago, IL 60602	United States	Current	1	8
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