



CPS Supplier Portal Update Primary Contact

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Introduction

Chicago Public Schools (CPS) Supplier Collaboration Network mandates one Primary user contact in each supplier account. Suppliers should designate one user to ensure all data given in the supplier profile is correct. Primary user contact will have the “Business Administrator” privileges for your account and primarily be responsible for maintaining accurate information in the supplier profile to ensure continued business with CPS.

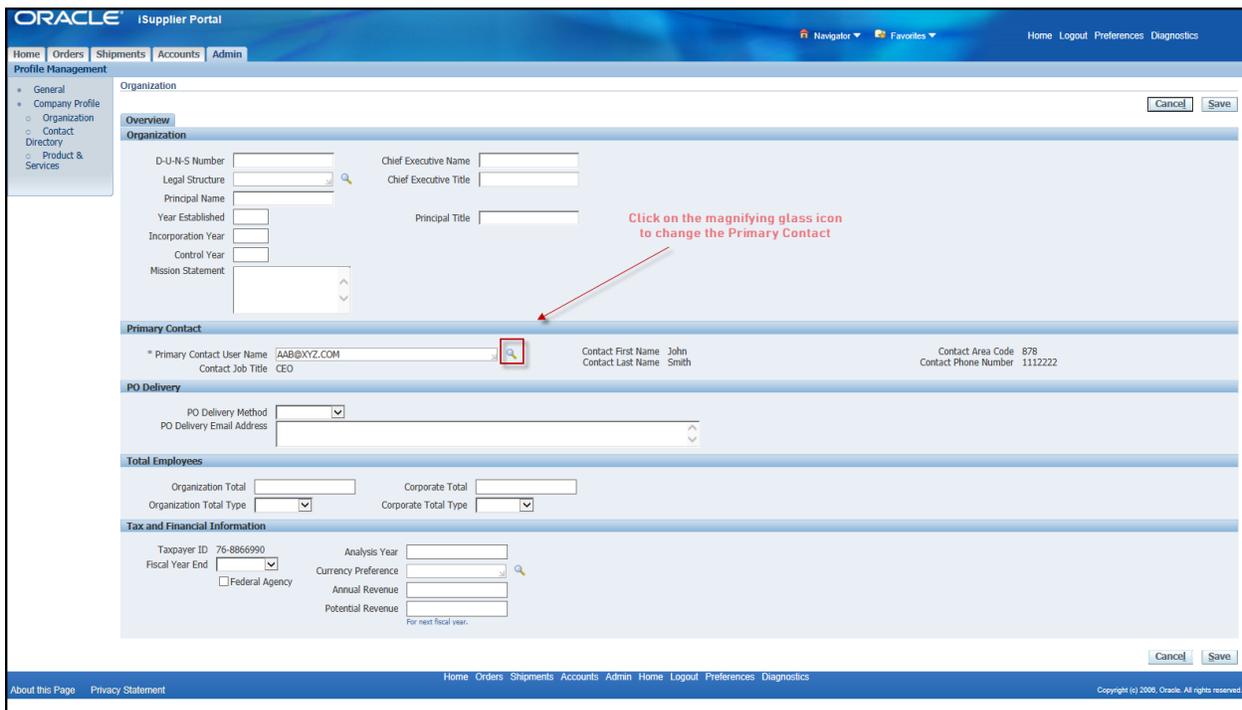
CPS allows any “Business Administrator” contact to have edit privilege for your Primary Contact Information. Any Organization level updates occurs in your Organization, CPS allows the one Primary user or any of the Admin users to update the profile information. It is very important for CPS to maintain the most recent and accurate information in the system to continue business with you.

Change Primary Contact User

A “Business Administrator” user can change a Primary contact by following the below steps:

NOTE: The users with Regular access are not permitted to change the Primary contact.

Step	Action
1.	Navigate to CPS Supplier Portal (Supplier Access) → Home Page → Admin (Tab)
2.	Click on “Organization” sidebar which opens up the below screen.
3.	Click on the Magnifying Glass  icon which will show list of all your active contacts in Search and Select: Primary Contact User Name pop up window.
4.	Clear the user name from the Search field and click on the Go  button (see the screen below).
5.	Select the desired contact for becoming the Primary and Save.



The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Accounts', and 'Admin'. The left sidebar shows 'Profile Management' with options for General, Company Profile, Organization, Contact Directory, and Product & Services. The main content area is titled 'Organization' and contains several sections:

- Organization Overview:** Fields for D-U-N-S Number, Legal Structure, Principal Name, Year Established, Incorporation Year, Control Year, Mission Statement, Chief Executive Name, Chief Executive Title, and Principal Title.
- Primary Contact:** A search field for the Primary Contact User Name (containing 'AAB@XYZ.COM') with a magnifying glass icon, and fields for Contact First Name (John), Contact Last Name (Smith), Contact Area Code (878), and Contact Phone Number (112222).
- PO Delivery:** Fields for PO Delivery Method and PO Delivery Email Address.
- Total Employees:** Fields for Organization Total, Corporate Total, Organization Total Type, and Corporate Total Type.
- Tax and Financial Information:** Fields for Taxpayer ID (76-8866990), Fiscal Year End, Analysis Year, Currency Preference, Annual Revenue, and Potential Revenue.

A red arrow points to the magnifying glass icon next to the Primary Contact User Name field, with the text: "Click on the magnifying glass icon to change the Primary Contact".



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Search and Select: Primary Contact User Name Cancel Select

1. Delete the user username here

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By **2. Click on 'Go' button**

Results

Select	Quick Select	User Name	Contact First Name	Contact Last Name	Job Title	Phone Area Code	Phone Number	Phone Extension
<input type="radio"/>		AAB@XYZ.COM	John	Smith	CEO	878	1112222	
<input type="radio"/>		PJ@XYZ.COM	Peter	James	Analyst	111	2223333	
<input type="radio"/>		JS@XYZ.COM	Smith	John	Manager	222	1112222	

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Cancel Select

ORACLE iSupplier Portal Navigator Favorites Home Logout Preferences Diagnostics

Home Orders Shipments Accounts Admin

Profile Management

- General
- Company Profile
 - Organization
 - Contact Directory
 - Product & Services

Organization Cancel Save

Overview

Organization

D-U-N-S Number Chief Executive Name
 Legal Structure Chief Executive Title
 Principal Name
 Year Established Principal Title
 Incorporation Year
 Control Year
 Mission Statement

Primary Contact

* Primary Contact User Name Contact First Name Peter Contact Area Code 111
 Contact Job Title Analyst Contact Last Name James Contact Phone Number 2223333

PO Delivery

PO Delivery Method
 PO Delivery Email Address

Total Employees

Organization Total Corporate Total
 Organization Total Type Corporate Total Type

Tax and Financial Information

Taxpayer ID 76-8866990 Analysis Year
 Fiscal Year End Currency Preference
 Federal Agency Annual Revenue
 Potential Revenue
For next fiscal year.

Cancel Save

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