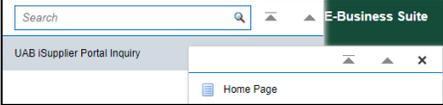
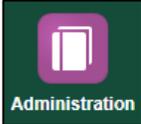
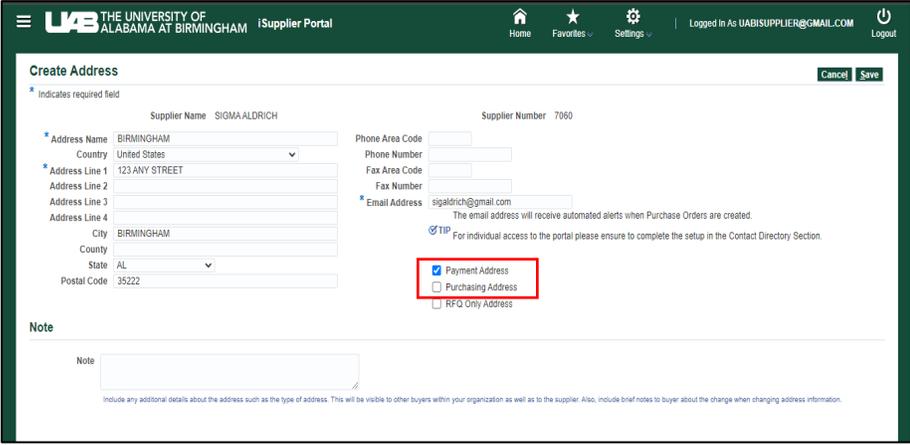
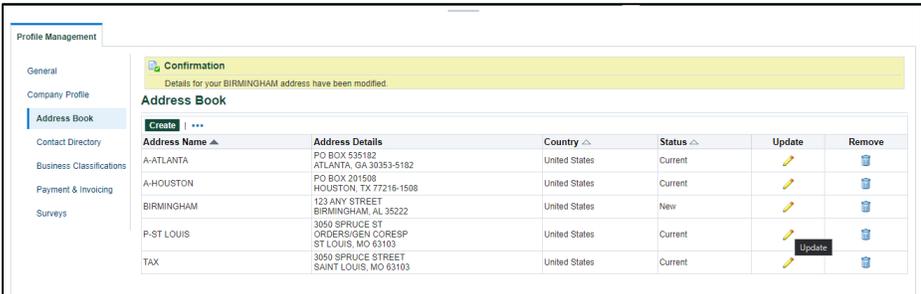
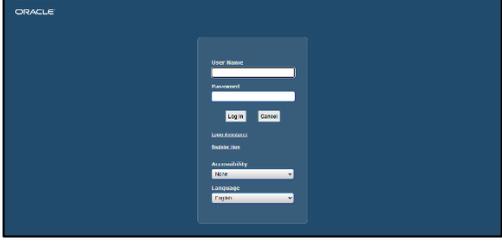
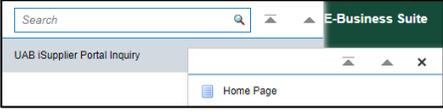
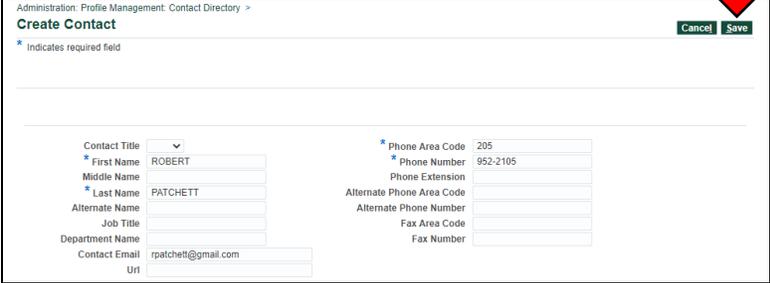


Creating Addresses in iSupplier

<p>1. Log into the iSupplier portal.</p>	
<p>2. Click on the Navigator icon located at the top left of your homepage.</p>	
<p>3. Select UAB iSupplier Portal Inquiry > Home Page.</p>	
<p>4. Click on the Administration tab.</p>	
<p>5. Click on the Address Book link and then click on the Create button.</p>	
<p>6. Enter information in the required fields. In the Address Name field, enter the name of the city. If the name of the city already exists for another address, enter the name of</p>	

<p>the city followed by a number (ex: Birmingham-01).</p> <p>If the address is related to a tax site, enter TAX.</p> <p>7. Select the type of address (i.e. Payment Address, Purchasing Address).</p> <p>8. Click on the Save button.</p>																																					
<p>9. The new address is added to the Address book.</p> <p>Note: The request to add an address must be approved by UAB. If UAB rejects the request, the address will be removed from the list.</p>	 <p>The screenshot shows the 'Address Book' section of a 'Profile Management' interface. A yellow confirmation banner at the top states: 'Confirmation: Details for your BIRMINGHAM address have been modified.' Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Address Name</th> <th>Address Details</th> <th>Country</th> <th>Status</th> <th>Update</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>A-ATLANTA</td> <td>PO BOX 535182 ATLANTA, GA 30353-5182</td> <td>United States</td> <td>Current</td> <td>[Pencil icon]</td> <td>[Trash icon]</td> </tr> <tr> <td>A-HOUSTON</td> <td>PO BOX 201508 HOUSTON, TX 77216-1508</td> <td>United States</td> <td>Current</td> <td>[Pencil icon]</td> <td>[Trash icon]</td> </tr> <tr> <td>BIRMINGHAM</td> <td>123 ANY STREET BIRMINGHAM, AL 35222</td> <td>United States</td> <td>New</td> <td>[Pencil icon]</td> <td>[Trash icon]</td> </tr> <tr> <td>P-ST LOUIS</td> <td>3850 SPRUCE ST ORDERS/GEN CORESP ST LOUIS, MO 63103</td> <td>United States</td> <td>Current</td> <td>[Pencil icon]</td> <td>[Trash icon]</td> </tr> <tr> <td>TAX</td> <td>3050 SPRUCE STREET SAINT LOUIS, MO 63103</td> <td>United States</td> <td>Current</td> <td>[Pencil icon] [Update button]</td> <td>[Trash icon]</td> </tr> </tbody> </table>	Address Name	Address Details	Country	Status	Update	Remove	A-ATLANTA	PO BOX 535182 ATLANTA, GA 30353-5182	United States	Current	[Pencil icon]	[Trash icon]	A-HOUSTON	PO BOX 201508 HOUSTON, TX 77216-1508	United States	Current	[Pencil icon]	[Trash icon]	BIRMINGHAM	123 ANY STREET BIRMINGHAM, AL 35222	United States	New	[Pencil icon]	[Trash icon]	P-ST LOUIS	3850 SPRUCE ST ORDERS/GEN CORESP ST LOUIS, MO 63103	United States	Current	[Pencil icon]	[Trash icon]	TAX	3050 SPRUCE STREET SAINT LOUIS, MO 63103	United States	Current	[Pencil icon] [Update button]	[Trash icon]
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Creating Contacts in iSupplier

<p>1. Log into the iSupplier portal.</p>	
<p>2. Click on the Navigator icon located at the top left of your homepage.</p>	
<p>3. Select UAB iSupplier Portal Inquiry > Home Page.</p>	
<p>4. Click on the Administration tab.</p>	
<p>5. Click on the Contact Directory link and then click on the Create button.</p>	
<p>6. Enter information in the required fields. You can also enter an email address in the Contact Email field if you would like a user account created for iSupplier portal access for the new contact.</p> <p>7. Click on the Save button.</p>	
<p>8. The new contact will be added to the list with a status of Pending and the User Account field will be blank.</p>	

When the request is approved by UAB, the status will change to **Current** and a tick mark will appear in the **User Account** field.

Note: The contact will not appear if UAB rejects the request for a contact.

The screenshot shows a 'Profile Management' sidebar on the left with options like General, Company Profile, Address Book, Contact Directory (selected), Business Classifications, Payment & Invoicing, and Surveys. The main content area displays a 'Confirmation' message: 'ROBERT PATCHETT has been added to your Contact Directory.' Below this is a table titled 'Contact Directory : Active Contacts'.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
David	Apanay	404-3797012	david.apanay@mlliporesigma.com	Current	✓	🗑️	📄	✏️
UAB	ISUPPLIER	205-9345337	UABISupplier@gmail.com	Current	✓	🗑️	📄	✏️
ROBERT	PATCHETT	205-952-2105	rpatchett@gmail.com	Pending		🗑️	📄	✏️

9. When the contact request is approved, the new contact will receive the email shown.

*** TEST EMAIL FROM OAPATCH *** UAB iSupplier Portal: Registration Confirmed : POSREGV2_364840_cntusr_2042880314

Inbox x

oapatch_test@uab.edu
to me, oapatch_test

Please note that this email message is sent from the OAPATCH instance and not from the OAPROD instance.
If you have any questions or security concerns please forward to AskIT@uab.edu.

Your request to register for The University of Alabama at Birmingham iSupplier portal has been confirmed.
You can now access the portal using the following credentials:

- Website: [UAB iSupplier Portal](#)
- Username: ISUPPLERST24@GMAIL.COM
- Temporary password: Da7i36

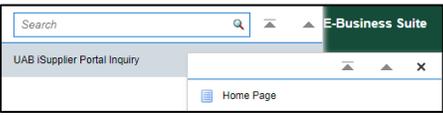
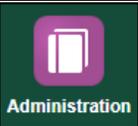
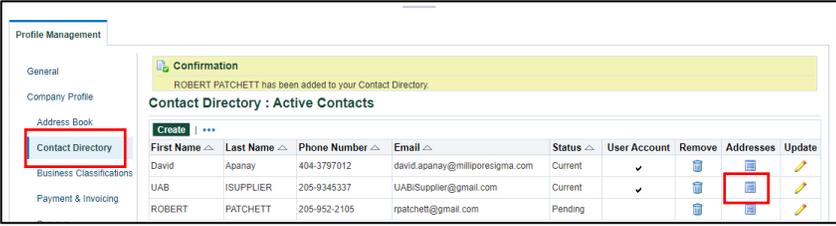
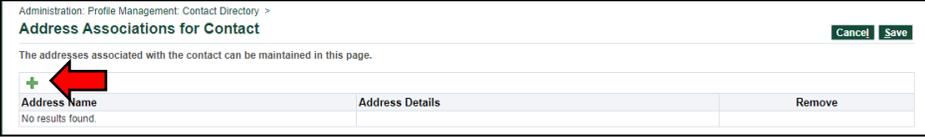
When you first log in, you will be required to change your password for security purposes.

If you need assistance or have questions please contact:

UAB iSupplier Team
UABISupplier@uab.edu
205-975-2920

For additional information regarding doing business with UAB you may visit: <https://www.uab.edu/financialaffairs/doing-business>

Linking Addresses to Contacts in iSupplier

<p>1. Log into the iSupplier portal.</p>	
<p>2. Click on the Navigator icon located at the top left of your homepage.</p>	
<p>3. Select UAB iSupplier Portal Inquiry > Home Page.</p>	
<p>4. Click on the Administration tab.</p>	
<p>5. Click on Contact Directory and the Addresses icon of the contact for which you would like to link an address.</p>	
<p>6. Click on the green plus sign.</p>	
<p>7. Click on the Search (magnifying glass) icon.</p>	
<p>8. Under Search, click on the Go button.</p>	

<p>9. Select the address you would like to link to the contact.</p> <p>10. Click on Select.</p>	<div data-bbox="500 279 1409 558"> <p>Results</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Quick Select</th> <th>Address Name ▲</th> <th>Address Details</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td></td> <td>A-ATLANTA</td> <td>PO BOX 535182, ATLANTA, GA, US</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td></td> <td>A-HOUSTON</td> <td>PO BOX 201508, HOUSTON, TX, US</td> </tr> <tr> <td><input type="radio"/></td> <td></td> <td>BIRMINGHAM</td> <td>123 ANY STREET, BIRMINGHAM, AL, US</td> </tr> <tr> <td><input type="radio"/></td> <td></td> <td>P-ST LOUIS</td> <td>3050 SPRUCE ST, ORDERS/GEN CORESP, ST LOUIS, MO, US</td> </tr> <tr> <td><input type="radio"/></td> <td></td> <td>TAX</td> <td>3050 SPRUCE STREET, SAINT LOUIS, MO, US</td> </tr> </tbody> </table> <p style="text-align: right;">Cancel Select</p> </div>	Select	Quick Select	Address Name ▲	Address Details	<input type="radio"/>		A-ATLANTA	PO BOX 535182, ATLANTA, GA, US	<input checked="" type="radio"/>		A-HOUSTON	PO BOX 201508, HOUSTON, TX, US	<input type="radio"/>		BIRMINGHAM	123 ANY STREET, BIRMINGHAM, AL, US	<input type="radio"/>		P-ST LOUIS	3050 SPRUCE ST, ORDERS/GEN CORESP, ST LOUIS, MO, US	<input type="radio"/>		TAX	3050 SPRUCE STREET, SAINT LOUIS, MO, US
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<p>11. Click on Save. After the request is submitted, the address will be linked and will appear for the contact after UAB approves it.</p>	<div data-bbox="488 688 1409 869"> <p>Administration: Profile Management: Contact Directory ></p> <p>Address Associations for Contact Cancel Save</p> <p>The addresses associated with the contact can be maintained in this page.</p> <table border="1"> <thead> <tr> <th>+</th> <th>Address Name</th> <th>Address Details</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td></td> <td>A-HOUSTON</td> <td>PO BOX 201508, HOUSTON, TX, US</td> <td></td> </tr> </tbody> </table> </div>	+	Address Name	Address Details	Remove		A-HOUSTON	PO BOX 201508, HOUSTON, TX, US																	
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