

The University of Alabama at Birmingham

## Updating Addresses in iSupplier

1.	Log into the iSupplier portal.	
2.	Click on the Navigator icon located at the top left of your homepage.	
3.	Select UAB iSupplier Portal Inquiry > Home Page.	Search     Control     E-Business Suite       UAB iSupplier Portal Inquiry     Image: Control     X       Home Page     Image: Control     X
4.	Click on the <i>Administration</i> tab.	Administration
5.	Click on <b>Address</b> <b>Book</b> and the then <b>Update</b> (pencil) icon for the address that you would like to change.	Address Book       Company Profile       Address Book       Contact Directory     Address Name ▲     Address Details     Country △     Status △     Update     Remove       Address Book     Address Name ▲     Address Details     Country △     Status △     Update     Remove       Address Name ▲     Address Details     Country △     Status △     Update     Remove       Address Name ▲     Address Details     Country △     Status △     Update     Remove       Address Name ▲     Address Details     Country △     Status △     Update     Remove       Address Name ▲     Address Details     Country △     Status △     Update     Remove       Address Name ▲     Address Details     Country △     Status △     Update     Remove       Address Name ▲     Address Details     Country △     III     IIII     IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
6.	Make your changes and then click on the <b>Save</b> button.	Adverse hadden in holds Managementer. Adverses Books - L Update Address * doctames required mate * doctames negrene fant * doctames negrene fant * doctames Name Adverses Name N
7.	A confirmation will appear with a status of <b>Change</b> <b>Pending</b> until UAB approves the request.	Confirmation         Details for your A-ATLANTA address have been modified.         Address Book         Create          Address Name A       Address Details       Country C         Address Name A       Address Details       Update       Remove         PO BOX 535183 ATLANTA       United States       Change Pending       Image: Comparison of the states



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2.	Click on the Navigator icon located at the top left of your homepage.			U		E UNIVERS ABAMA AT	ITY OF BIRMINGHAM	E-Business S	uite				
3.	Select UAB iSupplier				Search		۹ 🛋	E-Business Si	uite				
	Portal Inquiry >				UAB iSupplier I	Portal Inquiry			×				
	Home Page.						Home Page						
4.	Click on the <i>Administration</i> tab.						Administration						
5.	Click on Address												
	Book and then click												
	the <b>Remove</b>	Profile Mana	gement	Address Book									
	(trashcan) icon for	Company	General Company Profile		pany Profile Create		····						
	the address that you	Addres	s Book	Address A-ATLAN	TA	PO BOX 53 ATLANTA, C	letails 5182 3A 30353-5182	United States	Current	Update	Remove		
	discard	Contact	Directory	A-HOUST	FON	PO BOX 20 HOUSTON,	1508 TX 77216-1508	United States	Current	/			
6	A Warning message												
•	will appear. Click on												
	Yes.	Warning The address BIRMINGHAM has been inactivated. All of the sites associated with the address have also been inactivated and the address is no longer associated to any contacts or bank accounts. Would you like to proceed with this action?											
							ave s.						
	A confirmation will												
	appear with a status						Yes						
	or <b>Change Penaing</b>												
	the request												



## Updating Contacts in iSupplier

1.	Log into the iSupplier portal.	CRACLE View for Careford Careford View for View
2.	Click on the Navigator icon located at the top left of your homepage.	
3.	Select UAB iSupplier Portal Inquiry > Home Page.	Search     Control     E-Business Suite       UAB iSupplier Portal Inquiry     Image: Control     X       Image: Im
4.	Click on the <b>Administration</b> tab.	Administration
5.	Click on <b>Contact</b> <b>Directory</b> and then click on the <b>Update</b> (pencil) icon of the contact that you would like to change.	Profile Management         General         Company Profile         Address Bork         Contact Directory:         Contact Directory:         Contact Directory:         Contact Directory:         Business Classifications         Paymant & Involorg         ROBERT       PATCHETT         205-935327       Upsichet@gmail.com         ROBERT       PATCHETT         205-935-2105       rpatchet@gmail.com         Panding       Image
6.	When you are finished making your changes, click on the <b>Save</b> button.	Administration: Profile Management: Contact Directory > Update Contact * Indicates required field Contact Title Mr.  * Phone Area Code Alternate Phone Area Area Area Code Alternate Area Area Area Area Area Area Area Are



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2.	Click on the Navigator icon located at the top left of your homepage.	E-Business Suite
3.	Select UAB iSupplier Portal Inquiry > Home Page.	Search     Image: Constraint of the second sec
4.	Click on the <b>Admin</b> tab.	Administration
5.	Click on <b>Contact</b> <b>Directory</b> and then click on the <b>Remove</b> (trashcan) icon of the contact that you wish to discard.	Profile Management         General Company Profile Address Book         Company Profile Address Book         Contact Directory: Exames Classification Payment & Involving         Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving             Payment & Involving
6.	You will receive a confirmation message at the top of the screen.	Confirmation ROBERT PATCHETT has been removed from your Contact Directory.