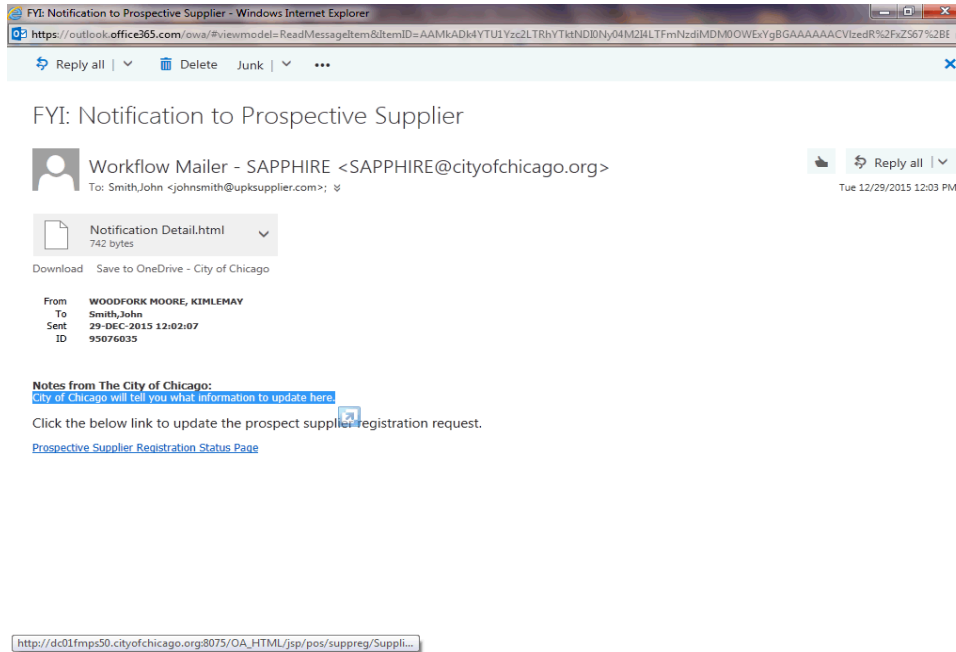
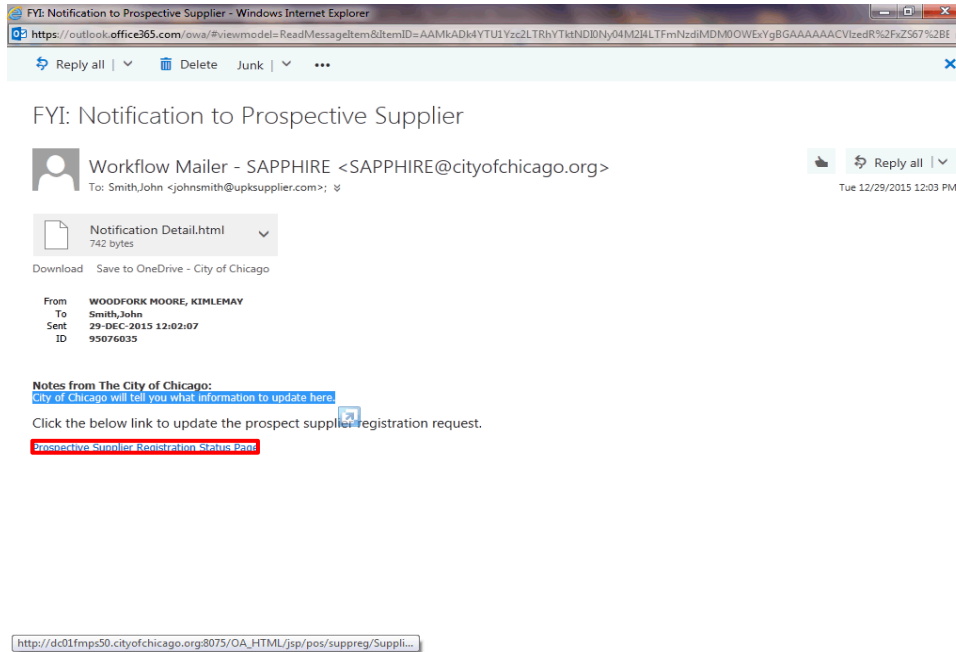


Reply for Additional Information (Email)



In this Course you will learn how to reply to a registration invitation in which the City of Chicago for needs additional information regarding your registration to provide your company access to their iSupplier Portal.



Step 1

You will receive an email notification from the City of Chicago. The Subject will read along the lines of the following:

"FYI: Notification to Prospective Supplier"

Please read the "Notes from The City of Chicago:" section of the email. Here is where the City will provide you with the details to what they need done by your company to approve your registration.

Click the **Prospective Supplier Registration Status Page** link to go back to your registration.

Step 2

The *Prospective Supplier Registration: Current Status* window will pop up. In order to finish your registration, click the **Respond** button.

The screenshot shows a web browser window titled "Prospective Supplier Registr..." with the URL "http://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag...". The page header is "CITY OF CHICAGO iSupplier Portal" with "Close Preferences" links. The main content area is titled "Prospective Supplier Registration: Current Status" and includes a "Respond" button highlighted in red. Below this is a message: "Thank you for registering with us. Here's the current status of your registration request." The "Registration Details and Status" section shows "Company Name: UPK SUPPLIER 2" and "Status: Supplier to Provide Details". The "Contact Information" section lists: Email: bdunham@upksupplier.com, First Name: B, Last Name: Dunham, Phone Area Code: 312, Phone Number: 123-3243, and Phone Extension. The "Status History" table is as follows:

Date	Status	Note
29-DEC-2015	Supplier to Provide Details	City of Chicago will tell you what information to update here.
29-DEC-2015	Submitted	
29-DEC-2015	Invitation Sent	

At the bottom of the content area, there is another "Respond" button and "Close Preferences" links. The footer contains "Copyright (c) 2000, Oracle. All rights reserved." and a partial URL "http://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?page=/oracle/a..."

Step 3

Based on the information the City needs you to provide, please make the updates where necessary.

Click the **Next** button.

The screenshot shows a web browser window with the URL http://dc01fmps50.cityofchicago.org:8075/OA_HTML/OA.jsp?pag. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation bar includes "Close" and "Preferences". The main content area is titled "Prospective Supplier Registration" and indicates it is "Step 1 of 3". A "Next" button is visible at the top right of the form section. The form is divided into three sections: "Company Details", "Contact Information", and "Attachments". The "Company Details" section includes fields for "Company Name" (UPK SUPPLIER 2), "Tax Country", "FEIN" (format: XX-XXXXXXXX), and "DUNS Number". The "Contact Information" section includes fields for "Email" (johnsmith@upksupplier.com), "First Name" (John), "Last Name" (Smith), "Phone Area Code" (312), "Phone Number" (102-2010), and "Phone Extension". A "Next" button is highlighted with a red box at the bottom right of the form. The footer contains "Close", "Preferences", and "Copyright (c) 2006, Oracle. All rights reserved."

Step 4

Again, based on the City's request make the appropriate changes as necessary.

Click the **Next** button.

City of Chicago iSupplier Portal

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: UPK SUPPLIER 2
Tax Country: [blank]
FEIN: XX-XXXXXXXX
DUNS Number: [blank]
Alternate Supplier Name: [input field]
Note to Buyer: [input field]
Note to Supplier: City of Chicago will tell you what information to update here.

Address Book

At least one entry is required.

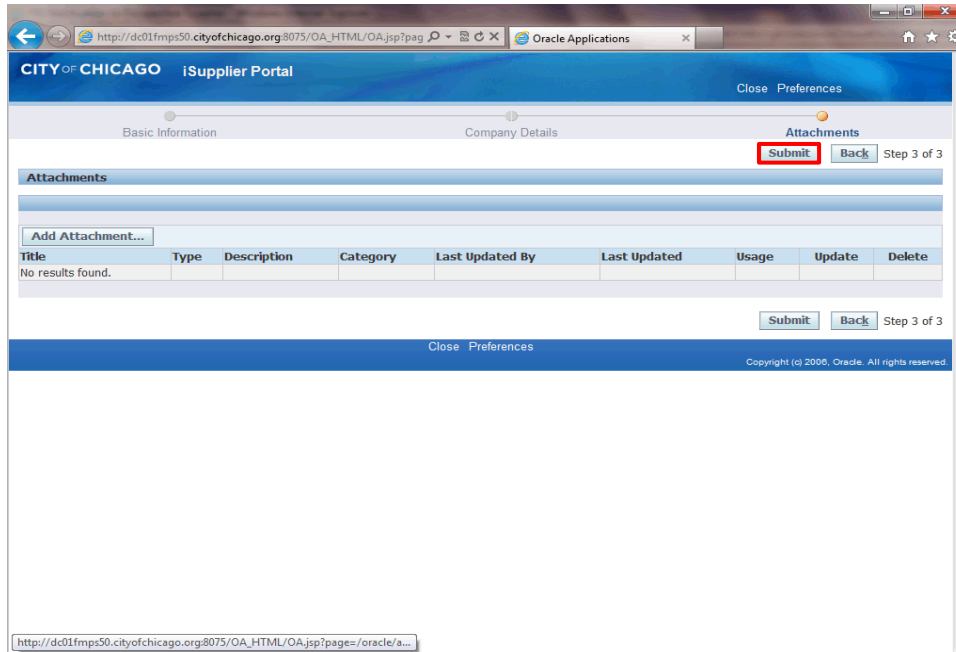
Address Name	Address Details	Purpose	Update	Delete
A	234 North Ave., Chicago IL 60602 United States	RFQ Only, Payment, Purchasing	[pencil icon]	[trash icon]
Headquarters	123 Main St., Chicago IL 60602 United States	RFQ Only, Payment, Purchasing	[pencil icon]	[trash icon]

Contact Directory

At least one entry is required.

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
John	Smith	312-102-2010	johnsmith@upksupplier.com	✓	[pencil icon]	[trash icon]
Bill	Dunham	312-123-3243	bdunham@upksupplier.com	✓	[pencil icon]	[trash icon]

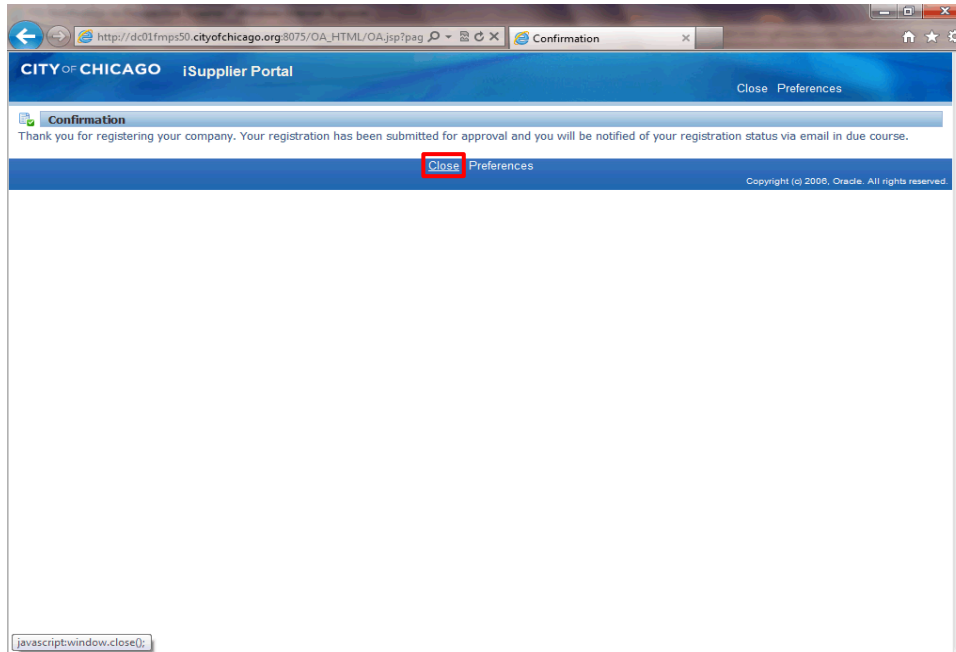
Navigation: Save For Later, Back, Step 2 of 3, Next



Step 5

Again, based on the City's request make the appropriate changes as necessary.

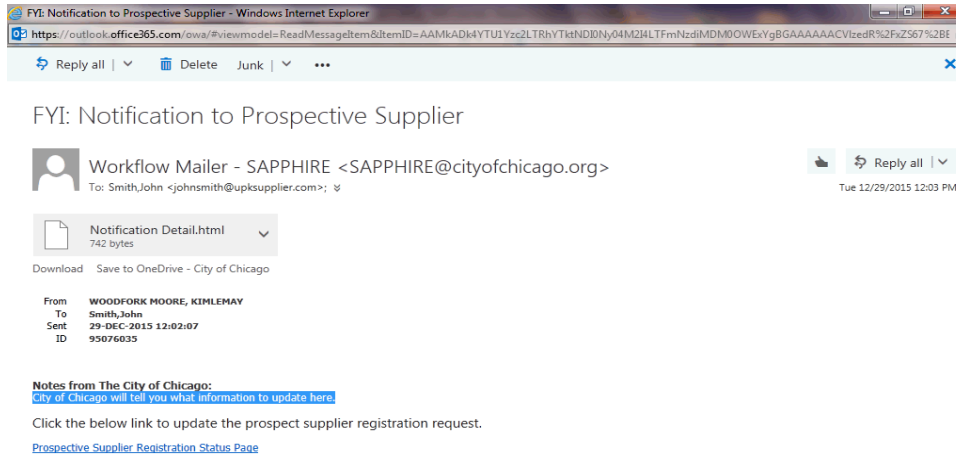
Once you have made all the updates requested by the City of Chicago, click the **Submit** button to re-submit your registration request to the City of Chicago.



Step 6

You will receive confirmation that your registration has been submitted. Upon approval of your registration, you will receive another email with details on your username and password.

Click the **Close** link to close the registration page.



Step 7

You have just finished submitting a registration update based on the City of Chicago's request to grant you access to their iSupplier Portal.

Once your submission is approved, you will receive an email with instructions to log in. You can also use the provided training material to help gain access to the iSupplier Portal.

End of Procedure.