Reply to Registration Invitation (Email)
In this Course you will learn how to reply to a registration invitation from the City of Chicago for access to their iSupplier Portal.

This registration process will only happen if the City has information from your company prior to sending this invitation.
Reply to Registration Invitation (Email)

Step 1

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

"FYI: Invitation to register"

In order to access the registration, click the Oracle Applications system link in the email.
Step 2

The Prospective Supplier Registration: Current Status window will pop up. In order to finish your registration, click the Respond button.
Step 3

The Prospective Supplier Registration window now appears.

You will see some of the information has defaulted based on inputs from the City of Chicago. Anywhere you see information which is incorrect, please make the appropriate changes.

Click in the FEIN field. You will need to enter your company's Federal Tax ID EIN Number in this field.
Step 4

Enter the desired information into the **FEIN** field. In this example, enter "**XX-XXXXXXXX**".
Step 5

Click in the **First Name** field. You can make any changes to the contact information as necessary.

Remember at least one contact is required for this registration.
Step 6

Click the **Next** button.

**Note:** It is important only to click the Next button once. Please wait patiently for the next page to load.
Step 7

Registration: Additional Details window now appears.

At least one address must be provided for your company.

Click the **Update** button (Pencil Icon) for the Address Book. This will allow you to make any necessary corrections to the address.
Step 8

The Update Address window now appears.

Determine what this address can be used for.

If this is a purchasing address, click the Purchasing Address option.
(Checkbox)
Step 9

If this is a payment address as well or only, click the **Payment Address** option. (Checkbox)
Step 10

Once you have updated all of your address information, click the Return to Prospective Supplier Registration: Additional Details link.
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Step 11

You can now also create an additional address if needed. If no additional address is needed, you can skip the next steps.

Click the **Create** button under the Address Book section of the page.
Step 12

The *Create Address* window now appears.

Click in the **Address Name** field.
Step 13

Give your address a name.

Enter the desired information into the **Address Name** field. In this example, enter "Headquarters".
Step 14

Click in the **Address Line 1** field.
Step 15

Enter the desired information into the **Address Line 1** field. In this example, enter "123 Main St.".
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Step 16

Click in the **City** field.
Step 17

Enter the desired information into the **City** field. In this example, enter "Chicago".
Step 18

Click in the **State** field.
Step 19

Enter the desired information into the **State** field. In this example, enter "IL".
Step 20

Click in the **Postal Code** field.
Step 21

Enter the desired information into the **Postal Code** field. In this example, enter "60602".
Step 22

Determine what this address can be used for.

If this is a purchasing address, click the **Purchasing Address** option.

(Checkbox)
Step 23

If this is a payment address as well or only, click the Payment Address option. (Checkbox)
Step 24

Click in the **Phone Area Code** field.

This is a phone number for this address. This is NOT a phone number for a specific contact.
Step 25

Enter the desired information into the **Phone Area Code** field. In this example, enter "312".
Step 26

Click in the **Phone Number** field.
Step 27

Enter the desired information into the **Phone Number** field. In this example, enter "098-0976".
Step 28

You can also enter any of the other fields as appropriate for your company's address.

Once finished with this address, click the **Apply** button.
Step 29

You can also update the Contact if needed.

Click the **Update** button (Pencil Icon) for the contact that needs to be updated.
Step 30

Make any necessary changes to the contact information and then click the **Apply** button.
Step 31

You can also add additional contacts to your company's profile.

Click the **Create** button under the "Contact Directory" section of the page.

**Note:** At least one contact is required for your registration.
Step 32

The Create Contact window now appears.

Click in the First Name field.
Step 33

Enter the desired information into the **First Name** field. In this example, enter "Bill".
Step 34

Click in the **Last Name** field.
Step 35

Enter the desired information into the **Last Name** field. In this example, enter "**Dunham**".
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Step 36

Click in the **Contact Email** field.
Step 37

Enter the desired information into the **Contact Email** field. In this example, enter "bdunham@upksupplier.com".
Step 38

Click in the **Phone Area Code** field.
Step 39

Enter the desired information into the **Phone Area Code** field. In this example, enter "312".
Step 40

Click in the **Phone Number** field.
Step 41

Enter the desired information into the **Phone Number** field. In this example, enter "**123-3243**".

You can also add any additional information for this contact by filling out any of the other fields.
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Step 42

If you would like this user to be setup with an iSupplier account for the City of Chicago, click the **Create User Account For The Contact** option.

If no iSupplier account is necessary, skip the next step.
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Step 43

Click the **Apply** button.
Step 44

Once all information is entered, click the **Next** button.
Step 45

Click the **Submit** button to submit your registration for approval to the City of Chicago.
Step 46

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.
You have just finished submitting a registration to gain access to the City of Chicago's 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.