



## CPS Supplier Portal Manage Address Book

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## **CPS Supplier Portal Manage Address Book**

### **Introduction**

CPS Supplier Portal now allows you the functionality to maintain your organization's address details online. All Business Administrator users for your organization can create, modify, and remove multiple addresses.

Addresses can include sales offices in different locations, central pay locations, and/or distribution centers. You can also identify if an address should be used for purchasing (i.e., purchase orders), payment, or both. In order to do business with CPS, you must have at least one address identified for purchasing (if you accept purchase orders) and one for payment purposes so that CPS can send you purchase orders, if applicable, and also payment.

After you enter your address book information, your submission will be sent to the CPS Department of Procurement for review. Please note that this is not an automatic process and may take a few days for your submission to be processed.

### **Prerequisites**

- The user should have an account for the portal as well as Business Administrator access.

### **Navigation**

CPS Supplier Portal (Supplier Access) → Home Page → Admin (Tab) → Address Book (Sidebar)



# CPS Supplier Portal Manage Address Book

## Address Book

The **Address Book** page displays any current addresses you have defined. For each current address, you are able to either **Update** or **Remove** it. To remove any address, click the trashcan icon for that entry. To update an address, click the pencil icon for that entry. To add a new address, click the “Create” button.

Navigate to the Address Book page by following the path:  
CPS Supplier Portal (Supplier Access) → Home Page → Admin (Tab) → Address Book (Sidebar)

You should see the screen below.






# CPS Supplier Portal Manage Address Book

## Add a New Address

As a user with 'Business Administrator' access, you can create a new address using the self-service functionality. Follow the steps below to add a new address in the Address Book page:

Step	Action
1.	Click the <b>Create</b> button. 
2.	You will be redirected to the "Create Address" page.
3.	Complete the required fields and any additional fields as appropriate (see screen below)

The following fields must be entered for new addresses:

- Address Name
- Address Line 1
- City/Town/Locality
- State
- Postal Code
- Phone Area Code
- Phone Number
- Email Address
- Purchasing Address and/or Payment Address checkbox
- Note (what is the reason for adding this new address?)

ORACLE<sup>®</sup> iSupplier Portal

Admin: Profile Management: Address Book >

Create Address

\* Indicates required field

Supplier Name: XYZ Inc.

\* Address Name: PURCHASE

Country: United States

\* Address Line 1: 100 Madison St

Address Line 2: Suit 19

Address Line 3:

Address Line 4:

\* City/Town/Locality: Chicago

Country:

\* State: IL

Province:

\* Postal Code: 60602

Supplier Number: 789055

\* Phone Area Code: 312

\* Phone Number: 333-777

Fax Area Code:

Fax Number:

\* Email Address: jpo@gmail.com

Purchasing Address

Payment Address

\*NOTE Please know that if you are creating a new Payment Address, it could be used for payments only when CPS associates your Bank account details with it.

Note:

\* Note: This our new address for PO's.

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.



## CPS Supplier Portal Manage Address Book

Step	Action
4.	Click the <b>Save</b> Button.
5.	You will be sent back to the Address Book page with a confirmation message at the top (see screen below). The new address will appear in the Address Book with the status of 'New - Pending'.
6.	You will receive an email notification when CPS approves or rejects the new address. In the Address Book page, the status will also change to 'Current' if the address is approved. If it is rejected, the new address will no longer appear in the Address Book.

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Profile Management

- General
- Company Profile
- Organization
- Address Book**
- Contact
- Directory
- Product & Services

Confirmation  
A request has been raised with CPS Procurement Department to add the new Address 100 MADISON ST to your Address Book.

Address Book

[ Create ]

Address Name	Address Details	Country	Status	Update	Remove
100 MADISON ST	Suit 19 Chicago, IL 60602	United States	New - Pending		
PAYMENT ADDRESS	1 Dearborn St Chicago, IL 60602	United States	Current		
PURCHASING ADDRESS	42 W Madison St Chicago, IL 60602	United States	Current		

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# CPS Supplier Portal Manage Address Book

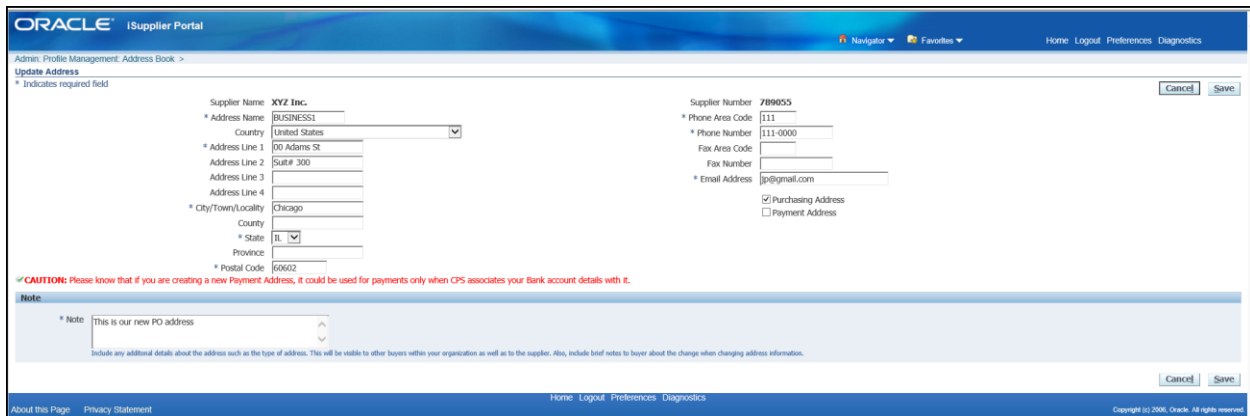
## Update an Existing Address

As a user with 'Business Administrator' access, you will be able to edit an existing address using the self-service functionality. Follow the steps below to change an existing address in the Address Book page:

Step	Action
1.	Click the <b>Update</b> icon. 
2.	You'll be redirected to the "Update Address" page.
3.	Complete the changes to the address as required (see screen below)



Address Name	Address Details	Country	Status	Update	Remove
BUSINESS1	00 Adams St Suite 300 Chicago, IL 60602	United States	New - Pending		
PAYMENT ADDRESS	1 Dearborn St Chicago, IL 60602	United States	Current		
PURCHASING ADDRESS	42 W Madison St Chicago, IL 60602	United States	Current		



Supplier Name: XYZ Inc.

\* Address Name: BUSINESS1

Country: United States

\* Address Line 1: 00 Adams St

Address Line 2: Suite 300

Address Line 3:

Address Line 4:

\* City/Town/Locality: Chicago

Country:

\* State: IL

Province:

\* Postal Code: 60602

Supplier Number: 789055

\* Phone Area Code: 111

\* Phone Number: 111-0000

Fax Area Code:

Fax Number:

\* Email Address: jpb@gmail.com

Purchasing Address

Payment Address

**CAUTION:** Please know that if you are creating a new Payment Address, it could be used for payments only when CPS associates your Bank account details with it.

**Note**

\* Note: This is our new PO address



## CPS Supplier Portal Manage Address Book

Step	Action
4.	Click the <b>Save</b> Button.
5.	You will be sent back to the Address Book page with a confirmation message at the top (see screen below). The updated address will appear in the Address Book with the status of 'Update - Pending'.
6.	You will receive an email notification when CPS approves or rejects the address update request. In the Address Book page, the status will also change to 'Current' after your request is approved or rejected.

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Profile Management

Confirmation  
A request has been raised with CPS Procurement Department to update the Address BUSINESS-1 in your Address Book.

Address Name	Address Details	Country	Status	Update	Remove
100 MADISON ST	Suit 19 Chicago, IL 60602	United States	New - Pending		
BUSINESS-1	00 Adams St Suit#300 Chicago, IL 60602	United States	Update - Pending		
PAYMENT ADDRESS	1 Dearborn St Chicago, IL 60602	United States	Current		
PURCHASING ADDRESS	42 W Madison St Chicago, IL 60602	United States	Current		


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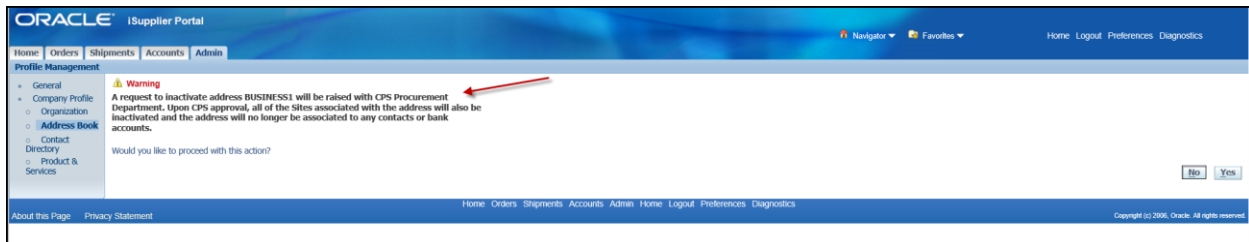
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### Remove an Existing Address

As a user with 'Business Administrator' access, you will be able to remove an existing address using the self-service functionality. Follow the steps below to remove an existing address in the Address Book page:

Step	Action
1.	Click the <b>Trashcan</b> icon. 
2.	You will receive the following warning message and will be asked to confirm that you would like to proceed with removing the address.
3.	Click the <b>Yes</b> button to proceed with removing the address.



Step	Action
4.	You will be sent back to the Address Book page with a confirmation message at the top (see screen below). The removed address will disappear from the Address Book.
5.	You will receive an email notification when CPS approves or rejects the address removal request. If the request is approved, the address will be deactivated and remain hidden on the Address Book page. If it is rejected, the address will reappear in the Address Book.





# CPS Supplier Portal Manage Address Book

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Profile Management

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**Confirmation**  
A request has been raised with CPS Procurement Department to inactivate the address BUSINESS1 from your Address Book.

Address Book

[ Create ]

Address Name	Address Details	Country	Status	Update	Remove
PAYMENT ADDRESS	1 Dearborn St Chicago, IL 60602	United States	Current		
PURCHASING ADDRESS	42 W Madison St Chicago, IL 60602	United States	Current		

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