



Add Address Information Vendor Actions

Training Guide
2025

Overview of Steps – *Add Address Information*

Purpose: Vendor will go directly to Oracle to upload their address information so that TPO can review/approve/reject Vendor’s request.

Steps – Add Address Information

1	Supplier Log into Oracle and select “CE iSupplier Portal Full Access.”
2	Select “Administration.”
3	Select “Address Book,” then “Create.”
4	Enter required information.
5	Select “Save.”
6	Review the Confirmation message and status.

Steps – Attach W9 & Address Change Letter

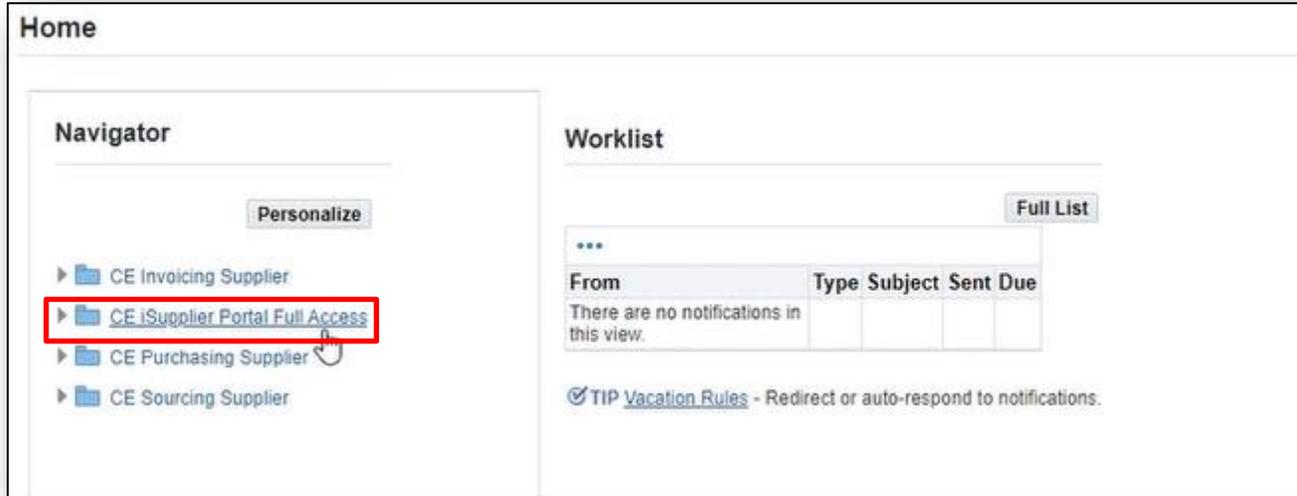
1	Navigate to “Organization” under “Administration” tab.
2	Select “Add Attachment.”
3	Enter correct “Title” of attachment (see naming convention guide for more information).
4	Select “Choose File” and attach the W9 Form.
5	Select “Apply.”
6	Review the Confirmation message to confirm the attachment of W9 Form.

Important Reminders

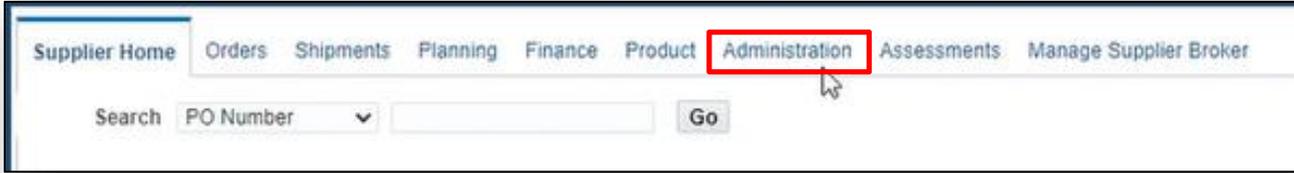
- USE ALL CAPITAL LETTERS FOR UPDATES
- When making any update, attach the most recent version of your W-9 form

(For instructions on how to fill out a W-9 form, review the W-9 form training guide)

Step 1: Supplier log into Oracle and select “CE iSupplier Portal Full Access.”



Step 2: Select “Administration.”



Step 3: Select “Address Book,” then “Create.”

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes the Oracle logo, a hamburger menu, and icons for home, star, settings, and notifications. The user is logged in as 'Logged In As'. The main navigation menu includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Administration', 'Assessments', and 'Manage Supplier Broker'. The 'Administration' tab is selected, and the 'Address Book' sub-tab is active. On the left, the 'Profile Management' sidebar lists 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', and 'Banking Details'. The 'Address Book' option is highlighted. The main content area shows the 'Address Book' section with a 'Create' button and a table of existing addresses.

Address Name ▲	Address Details	Country ▲	Update	Remove
CWX PO BOX 664	PO BOX 664 PLAINVIEW, NY 11803-0664	United States		
PO BOX 664	PO BOX 664 11 COMMERCIAL ST PLAINVIEW, NY 11803-0664	United States		

Step 4: Enter required information (noted in red boxes).

ORACLE iSupplier Portal

Administration: Profile Management: Address Book >

Create Address

Cancel Save

* Indicates required field

Supplier Name: [text input]

Supplier Number: [text input]

* Address Name: 123 ABC ST

Country: United States

* Address Line 1: 123 ABC ST

Address Line 2: [text input]

Address Line 3: [text input]

Address Line 4: [text input]

* City/Town/Locality: NEW YORK

County: [text input]

* State/Region: NEW YORK

Province: [text input]

* Postal Code: 12345

Phone Area Code: [text input]

Phone Number: [text input]

Fax Area Code: [text input]

Fax Number: [text input]

Email Address: [text input]

Purchasing Address

Payment Address

RFQ Only Address

Address Purpose

+ ...

Purpose	Remove
No results found.	

Note

Step 5: Select "Save."

ORACLE i Supplier Portal

Administration: Profile Management: Address Book >

Create Address

* Indicates required field

Supplier Name: [text field] Supplier Number: [text field]

* Address Name: [text field: 123 ABC ST]
Country: [dropdown: United States]

* Address Line 1: [text field: 123 ABC ST]
Address Line 2: [text field]
Address Line 3: [text field]
Address Line 4: [text field]

* City/Town/Locality: [text field: NEW YORK]
County: [text field]
State/Region: [text field: NEW YORK]
Province: [text field]

* Postal Code: [text field: 12345]

Supplier Number: [text field: 00000]
Phone Area Code: [text field]
Phone Number: [text field]
Fax Area Code: [text field]
Fax Number: [text field]
Email Address: [text field]

Purchasing Address
 Payment Address
 RFQ Only Address

Cancel Save

Address Purpose

Purpose	Remove
No results found.	

Note

Step 6: Review the confirmation message and status.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes the Oracle logo, the text 'iSupplier Portal', and user information: 'Logged In As LBIRKELAND@HALLENCONSTRUCTION.COM'. The main navigation menu includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Administration', 'Assessments', and 'Manage Supplier Broker'. The 'Administration' tab is selected, and the 'Address Book' sub-tab is active in the left sidebar. A red arrow points from the 'Address Book' sub-tab to a yellow confirmation message box that reads: 'Confirmation: 123 ABC ST has been added to your Address Book.' Below this is the 'Address Book' section, which contains a table with three columns: 'Address Name', 'Address Details', and 'Country'. The first row of the table is highlighted in yellow and enclosed in a red border. The table also includes 'Update' and 'Remove' columns with corresponding icons.

Address Name ▲	Address Details	Country ▲	Update	Remove
123 ABC ST	123 ABC ST NEW YORK, NEW YORK 12345	United States		
CWX PO BOX 664	PO BOX 664 PLAINVIEW, NY 11803-0664	United States		
PO BOX 664	PO BOX 664 11 COMMERCIAL ST PLAINVIEW, NY 11803-0664	United States		