CONTACT DIRECTORY

The Contact Directory lists the employees at your company who function as contacts between you and Cisco. Here you can **create new contacts, update existing contacts** and **end date** contacts that no longer represent your company.

CREATE A NEW CONTACT

UPDATE AN EXISTING CONTACT

END DATE AN EXISTING CONTACT

END DATE AN EXISTING CONTACT

1

On the Contact Directory Home Page, click the Trash Can icon next to the contact you'd like to end date.

2

A Confirmation Window will be displayed at the top of the Contact Directory Home Page.

NOTE: A notification is sent to Cisco to review the information and update our vendor master data base.

3

The contact is moved to the Inactive Contacts section.

CREATE A NEW CONTACT

1

On the Contact Directory Home Page, click the Create button.

2

On the Create Contact page, enter the desired information for the new contact.

3

Click the Save button when complete.

4

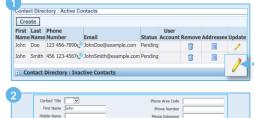A Confirmation Window will be displayed at the top of the Contact Directory Home Page.

NOTE: A notification is sent to Cisco to review the information and update our vendor master data base.

5

The new contact is now visible on the Contact Directory Home page with a Pending status.

The status will be updated to Current following approval from Cisco.

UPDATE AN EXISTING CONTACT

1

On the Contact Directory Home Page, click the Pencil icon next to the contact you'd like to update.

2

On the Update Contact page, make changes or additions to the contact information.

3

Click the Save button when complete.

4

A Confirmation Window will be displayed at the top of the Contact Directory Home Page.

NOTE: A notification is sent to Cisco to review the information and update our vendor master data base.

5

The contact is now visible on the Contact Directory Home page with a Change Pending status.
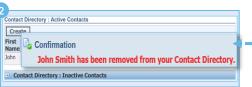
The status will be updated to Current following approval from Cisco.

WHERE TO GO FOR ADDITIONAL HELP

iSUPPLIER HELP DESK

Available to answer specific questions related to portal functionality.

isupplier-onboarding@cisco.com

iSUPPLIER HELP PAGE

Provides additional reference materials, general iSupplier support and targeted video guides for Supplier Management functionality.

Hyperlink here