

Log in under [CSX iSupplier Portal Access](#)

Go to Admin tab

On the left, click on Address Book

ORACLE iSupplier Portal

Home Orders Shipments Planning Product Admin Finance

Profile Management

- General
- Company Profile
- Organization
- Address Book**
- Contact Directory
- Business Address Book
- Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

Create | Refresh | Settings

Address Name ▲	Address Details	Country ▲	Update	Remove
NEWTEST	123 CSX DRIVE JACKSONVILLE, FL 32202	United States		
Myoffice	My office Jacksonville, FL 32258	United States		

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You will see your current addresses there. You can update them by clicking on the Update pencil or remove them by clicking the trashcan. Be aware that if you remove an address you MUST create a new one or there will be no payment address in your file.

To add a new address click Create

The screenshot shows the Oracle iSupplier Portal interface for creating a new address. The browser address bar shows the URL: https://suppliers.csx.com/OA\_HTML/OA.jsp?page=/oracle/apps/pos/supplier/webui/Supp... APPS.CSX.COM. The user is logged in as JEN-MICKEY.

**Create Address**  
 \* Indicates required field

Supplier Name: **MICKEY MOUSE AND GOOFY PRODUCTIONS INC**      Supplier Number: **1140388**

Address Name:

Country: **Afghanistan** (dropdown menu)

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City/Town/Locality:

County:

State/Region:

Province:

Postal Code:

Phone Area Code:

Phone Number:

Fax Area Code:

Fax Number:

Email Address:

Purchasing Address  
 Payment Address  
 RFQ Only Address

**Note**

Note:

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.

Buttons: **Cancel** **Save**

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Enter United States in the Country. If this is a Foreign address, we will be contacting you on Foreign compliance matters before this address is accepted.

Fill in all required information plus phone number for our records. Click on Payment Address so we know it is the Remit to address. For the Address Name, the format is P State Abbreviation, First 3 digits of the city and then first 6 of the Address. Example below: P FLJAC123MYPL

Browser address bar: [https://suppliers.csx.com/OA\\_HTML/OA.jsp?page=oracle/apps/pos/supplier/webui/Supp](https://suppliers.csx.com/OA_HTML/OA.jsp?page=oracle/apps/pos/supplier/webui/Supp) APPS.CSX.COM Create Address

ORACLE iSupplier Portal | Logged In As JEN-MICKEY

Admin: Profile Management: Address Book >

### Create Address

\* Indicates required field

Supplier Name	<b>MICKEY MOUSE AND GOOFY PRODUCTIONS INC</b>	Supplier Number	<b>1140388</b>
* Address Name	P FLJAC123MYPL	Phone Area Code	904
Country	United States	Phone Number	555-4597
* Address Line 1	123 My place	Fax Area Code	
Address Line 2		Fax Number	
Address Line 3		Email Address	
Address Line 4			
* City/Town/Locality	JACKSONVILLE	<input type="checkbox"/> Purchasing Address	
Country		<input checked="" type="checkbox"/> Payment Address	
* State/Region	FL	<input type="checkbox"/> RFQ Only Address	
Province			
* Postal Code	32202		

**Note**

Note

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.

Buttons: Cancel Save

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Hit Save.

It will then be sent to us for review. If there are questions, you will be contacted or a note sent back through your account.

