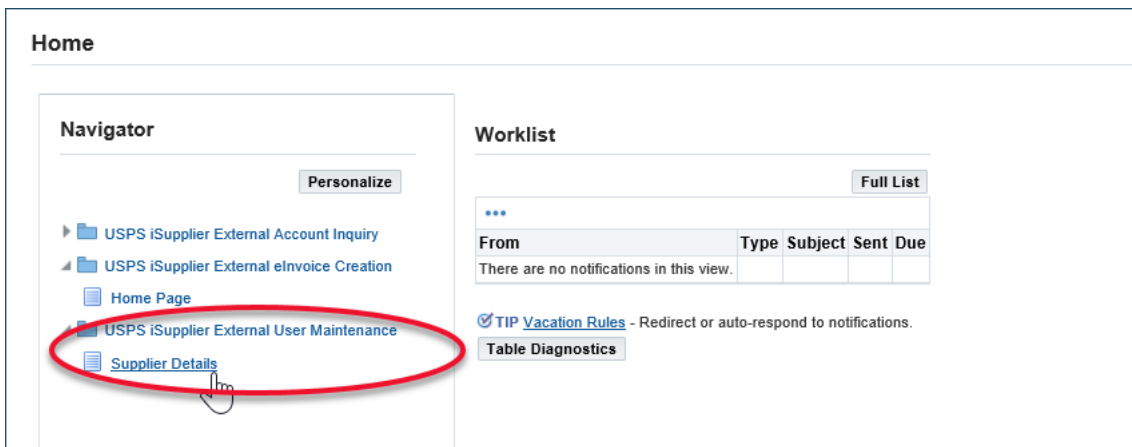


Deactivate Users

Existing Admin users can add or update users in iSupplier.

<https://einvoice.usps.com>

Step 1 Select USPS iSupplier External User Maintenance.



Home

Navigator Personalize

- USPS iSupplier External Account Inquiry
- USPS iSupplier External Invoice Creation
- Home Page
- USPS iSupplier External User Maintenance**
- Supplier Details

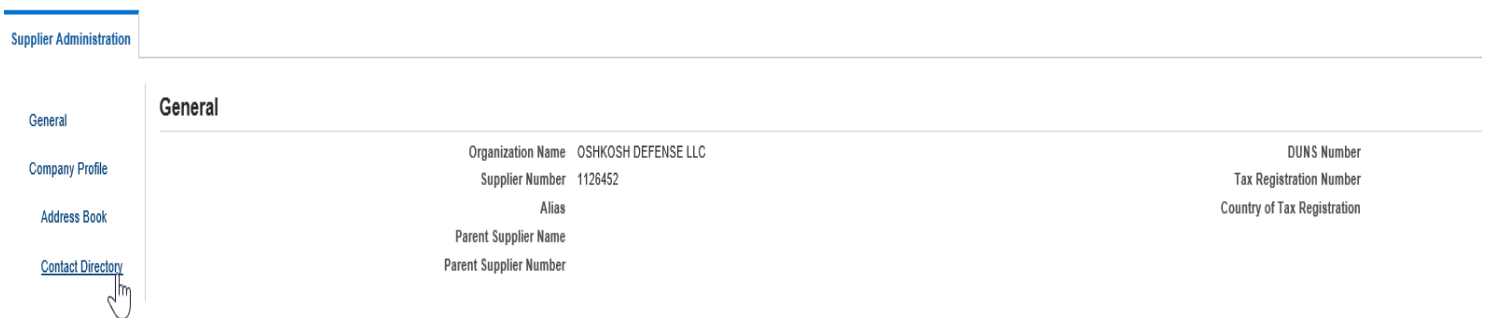
Worklist Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

TIP Vacation Rules - Redirect or auto-respond to notifications.

Table Diagnostics

Step 2 Select Contact Directory.



Supplier Administration

General

Company Profile

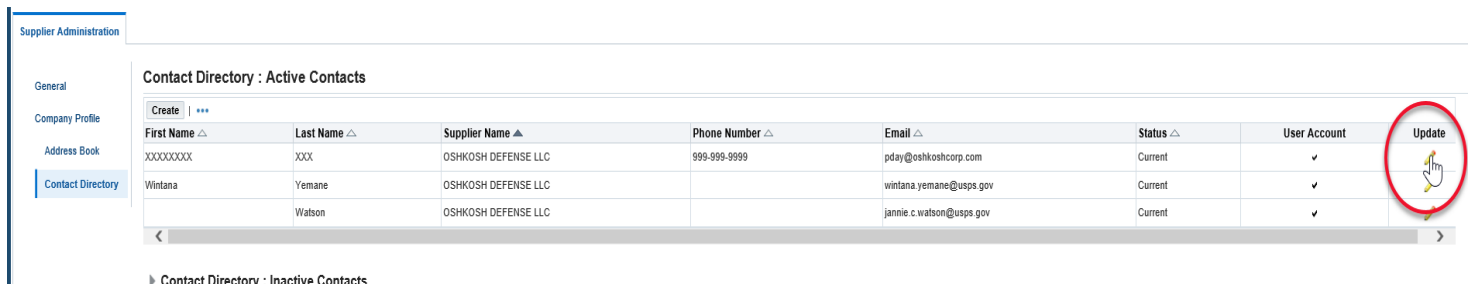
Address Book

Contact Directory

General

Organization Name	OSHKOSH DEFENSE LLC	DUNS Number	
Supplier Number	1126452	Tax Registration Number	
Alias		Country of Tax Registration	
Parent Supplier Name			
Parent Supplier Number			

Step 3 To deactivate user, select Update on up on the right hand side.



Supplier Administration

General

Company Profile

Address Book

Contact Directory

Contact Directory : Active Contacts

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Update
XXXXXXXX	XXX	OSHKOSH DEFENSE LLC	999-999-9999	pday@oshkoshcorp.com	Current	✓	
Wintana	Yemane	OSHKOSH DEFENSE LLC		wintana.yemane@usps.gov	Current	✓	
	Watson	OSHKOSH DEFENSE LLC		jannie.c.watson@usps.gov	Current	✓	

▶ Contact Directory : Inactive Contacts

- Step 4**
- Select Inactive Data from Pop-up.
 - Select Apply.
 - Select Confirm.

Supplier Administration: Contact Directory >

Update Contact

Cancel **Apply**

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Email Address

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date

Contact Purpose



< January 2022 >

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

