

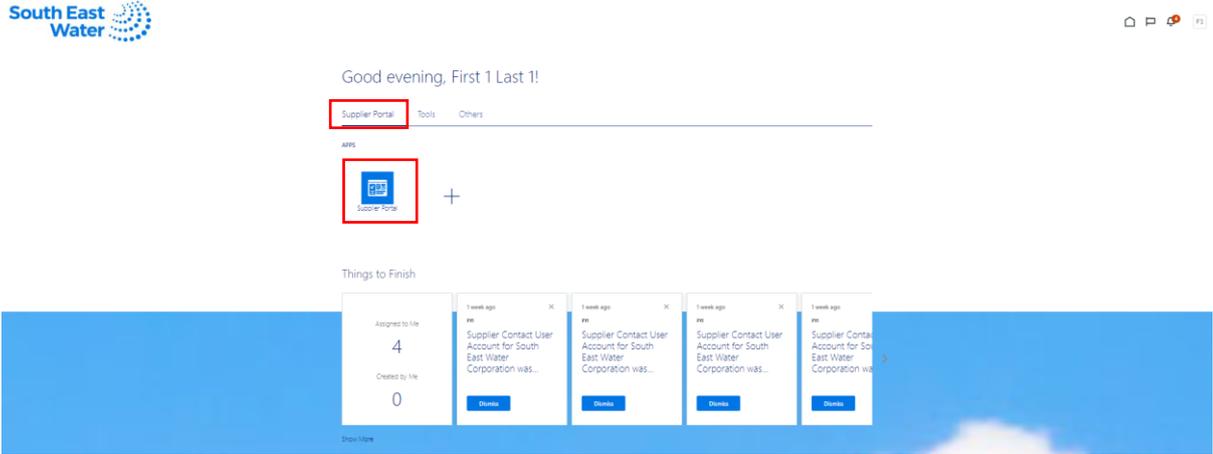
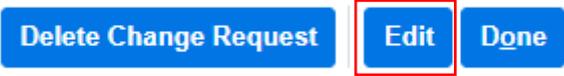
# Managing Supplier Contacts & Profile in Oracle ERP (Enterprise Resource Planning) Supplier Portal.

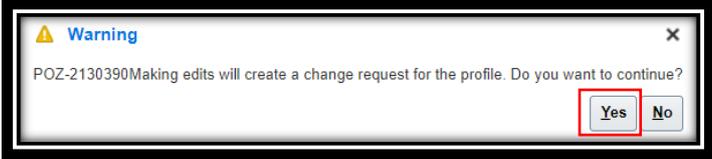
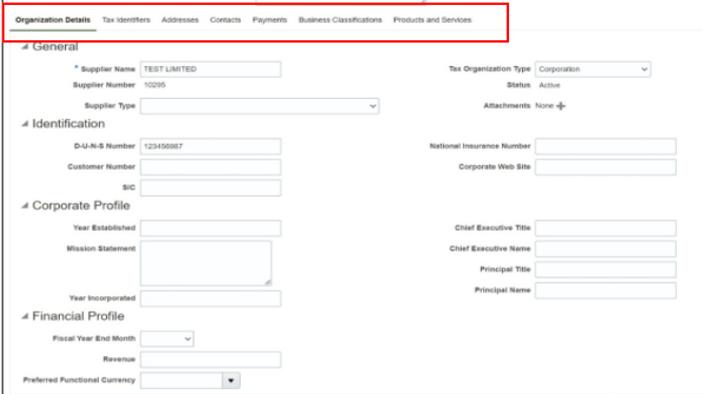
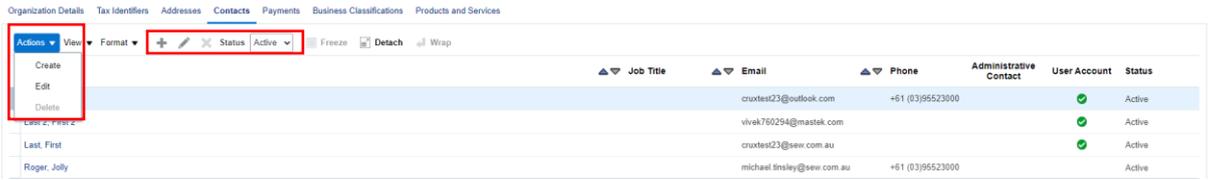
**Overview**

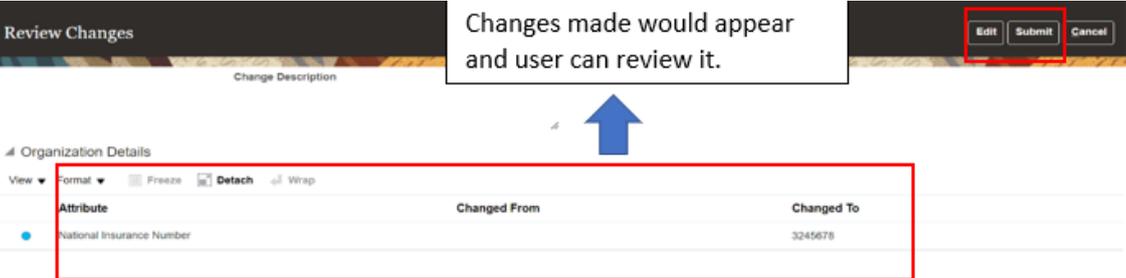
The purpose of this procedure is to demonstrate how to manage a supplier's profile in Oracle ERP Supplier Portal.

**Procedure**

To manage your supplier profile, complete the following steps.

Step	Action
1	<p>Log in to the Supplier Portal using your User ID and Password.            Note: Keep User IDs and passwords confidential to prevent unauthorised access to your respective supplier account.</p> <p><b>Navigation: Sign in page &gt; ERP home page &gt; Supplier Portal &gt; Supplier Portal.</b></p> 
2	<p><b>Navigation: From Tasks &gt; under Company Profile, click Manage Profile.</b></p> <p><b>Company Profile</b></p> <ul style="list-style-type: none"> <li>• Manage Profile</li> </ul>
3	<ul style="list-style-type: none"> <li>• Click the <b>Edit button</b> on the upper right-hand corner.</li> </ul> 

<p>4</p>	<ul style="list-style-type: none"> <li>Click <b>Yes</b> on the pop-up window if you wish to submit a profile change request.</li> </ul> 																														
<p>5</p>	<ul style="list-style-type: none"> <li>Make the necessary changes to your supplier profile details by clicking the different tabs: <b>Organisation Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, Products and Services.</b></li> <li>Only select the relevant section you need to add or update details to.</li> </ul> 																														
<p>6</p>	<p><u>To add a contact</u></p> <ul style="list-style-type: none"> <li>Click the <b>Contacts tab</b>.</li> <li>Click the <b>+ create symbol (to add)</b> or under the <b>Actions drop-down</b>, select create as necessary.</li> <li>Fill out the required contact details: <b>First Name, Last Name, Email Address.</b></li> <li>Tick the <b>'Administrative contact'</b> box (if applicable)</li> <li>Tick <b>'Request user account'</b> box if the contact needs access to the supplier portal.</li> <li>Under the <b>Roles tab</b>, click the <b>'select and add'</b> icon.</li> <li>Highlight the role from the list available.</li> <li>Click <b>Apply, then click OK.</b></li> <li>Click <b>OK.</b></li> <li>Alternatively, if you wish to edit a contact, click the pencil icon to make the amendments and/or use the Status drop-down to make a contact inactive.</li> </ul> <p>Edit Profile Change Request: 6003 <span style="float: right;">Delete Change Request Review Changes Save Save and Close Cancel</span></p> <p>Change Description <input type="text"/></p>  <table border="1" data-bbox="296 1756 1505 1877"> <thead> <tr> <th>Job Title</th> <th>Email</th> <th>Phone</th> <th>Administrative Contact</th> <th>User Account</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>cruxtes23@outlook.com</td> <td>+61 (0)395523000</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> <tr> <td></td> <td>vivak760294@mastak.com</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> <tr> <td></td> <td>cruxtes23@sew.com.au</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>Roger, Jolly</td> <td>michael.tinsley@sew.com.au</td> <td>+61 (0)395523000</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Active</td> </tr> </tbody> </table>	Job Title	Email	Phone	Administrative Contact	User Account	Status		cruxtes23@outlook.com	+61 (0)395523000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active		vivak760294@mastak.com		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active		cruxtes23@sew.com.au		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active	Roger, Jolly	michael.tinsley@sew.com.au	+61 (0)395523000	<input type="checkbox"/>	<input type="checkbox"/>	Active
Job Title	Email	Phone	Administrative Contact	User Account	Status																										
	cruxtes23@outlook.com	+61 (0)395523000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active																										
	vivak760294@mastak.com		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active																										
	cruxtes23@sew.com.au		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active																										
Roger, Jolly	michael.tinsley@sew.com.au	+61 (0)395523000	<input type="checkbox"/>	<input type="checkbox"/>	Active																										

7	 <p>Click <b>Save</b> &gt; <b>Review Changes</b>.</p>
8	<ul style="list-style-type: none"> <li>Submit the supplier profile changes for approval by clicking <b>SUBMIT</b>.</li> </ul>  <p>Changes made would appear and user can review it.</p>
9	<p>Upon clicking the <b>SUBMIT</b> button, the user will get a confirmation message along with a <b>Change Request number</b> on the screen.</p> 

**What happens next?**

Once you perform tasks to manage the supplier profile, the following will occur:

- 1) A supplier profile change request will be submitted for approval.