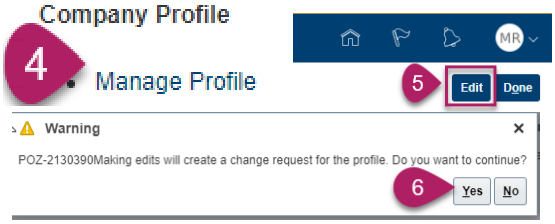
Updating Vendor Information in the Supplier Portal via Change Request

PURPOSE OF JOB AID
This job aid will guide Supplier end users through creating a Change Request in the Supplier Portal

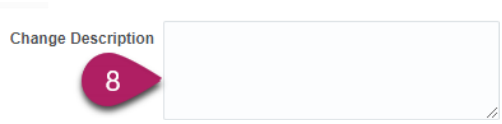
1. Login to **Oracle Cloud**
2. Navigate to the **Home Page**

3. Select **Supplier Portal**

4. Select **Manage Profile** on the left side of the page at the bottom.
5. Click the **Edit** button in the top right next to Done
    - ***Important Note***: When clicking **Edit** you will receive a **warning** that a Change Request will be initiated. The Change Request will be active even if an Edit is not done.
6. Click **Yes** on Warning



7. Make edits to Supplier information (see page 2 for How to add or remove contacts)
8. Note your changes in **Change Description** box.
    - ***Helpful Hint***: Information in Change Description box assists Procurement when reviewing Change Requests for approval.



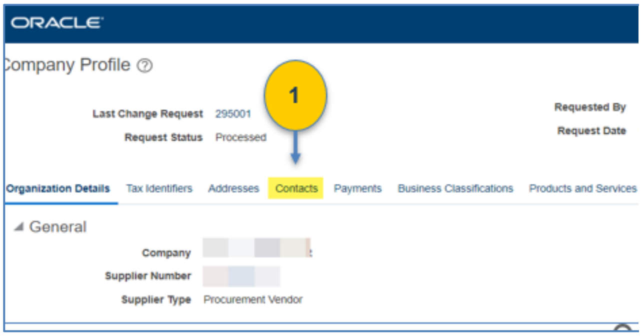
9. When Edits are complete click **Review Changes.**
    - **DO NOT CLICK SAVE AND CLOSE!**
    - If there aren't any edits done make sure to click Deleted Change Request.
    - Clicking Cancel will also keep the Change Request in draft mode.
    - If this is not done the Change Request will remain in limbo and future edits cannot be made until the Change Request is deleted.

10. Click Submit

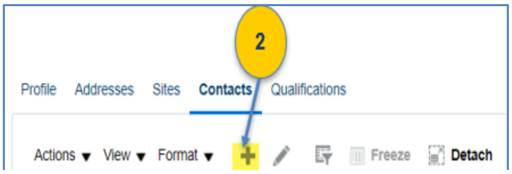
11. Return to Manage Profile
12. The Request Status should be Pending Approval
    - If Request Status says Draft, this means the Change Request is in Draft mode and not submitted for approval.

To Add or Remove Supplier Contacts

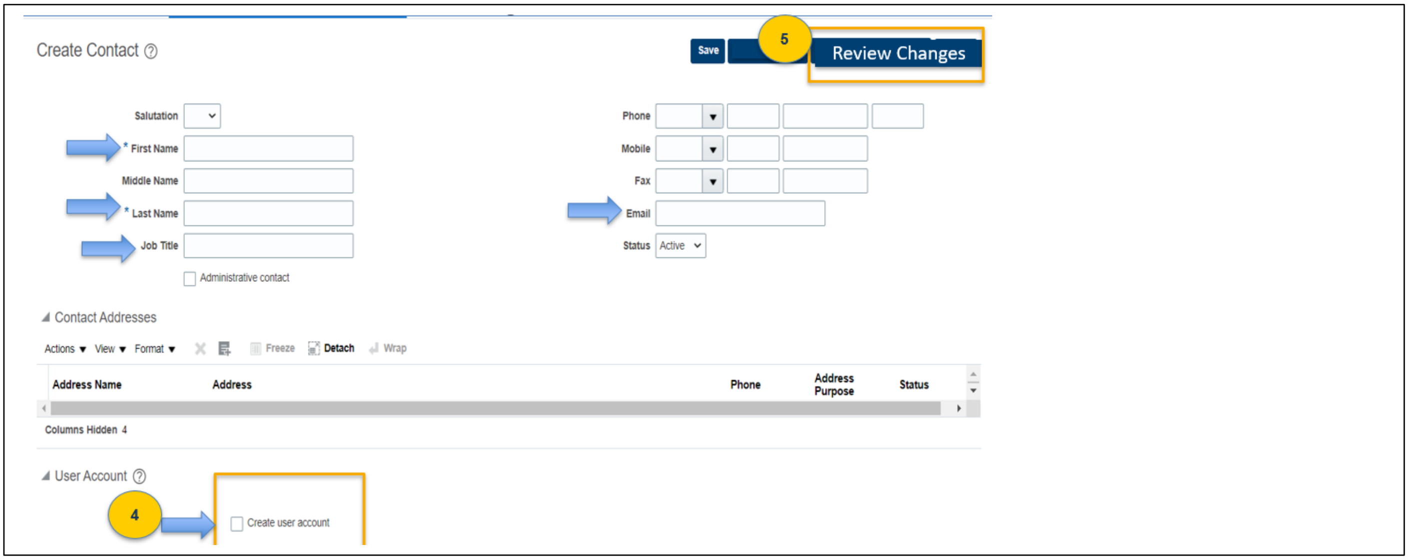
1. Click on the **Contacts** tab.



2. To add contact(s); Click the **Plus** icon



3. Enter the mandatory fields, Email address and Job Title. Check “Administrative Contact” for the main supplier contacts.
4. **Important:** Be sure to check the **“Create User Account” box**
5. Click **Review Changes**
6. Review your changes then click the **SUBMIT** button.



7. If you are removing contact(s); click the **contact person name**, once the contact profile opens change the profile status from **Active** to **Inactive**. If you’re done, follow the steps to complete your change request.