

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 and page 3 for Address updates)
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.

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Company Profile

Manage Profile

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

Change Description

Delete Change Request Review Changes Save Save and Close Cancel

Review Changes

Edit Submit Cancel

Change Description TEST FOR JOB AID

Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 61003

Request Status Pending Approval

Change Description rg

Cancel Change Request Edit Done

Company Profile

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request 61004

Request Status Draft

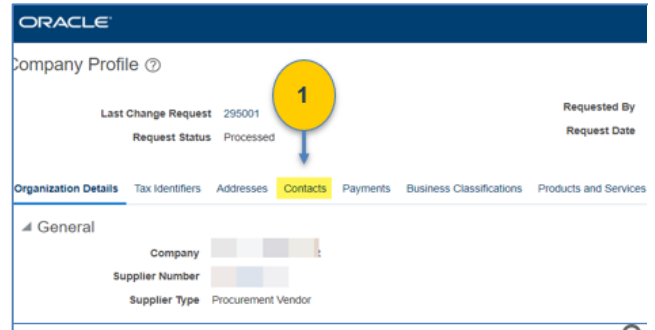
Change Description dfgdf

Delete Change Request Edit Done

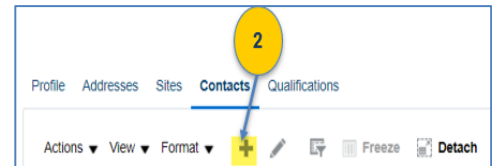
To Add or Remove Supplier Contacts

Please Note: The user account email address can only be used for one supplier profile within the supplier portal.

1. Follow steps 1 – 6 (above), then Click on the **Contacts** tab.



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



3. Enter the mandatory fields, Name, 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.

This screenshot shows the 'Create Contact' form in the Oracle Supplier Portal. The form includes fields for 'Salutation', 'First Name', 'Middle Name', 'Last Name', 'Job Title', 'Phone', 'Mobile', 'Fax', 'Email', and 'Status'. A yellow circle with the number '4' highlights the 'Create user account' checkbox. A yellow circle with the number '5' highlights the 'Review Changes' button. The 'Administrative contact' checkbox is also visible. Below the form, there's a table for 'Contact Addresses' with columns for 'Address Name', 'Address', 'Phone', 'Address Purpose', and 'Status'. The 'User Account' section is also visible at the bottom.

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.

To Change the Company Address

1. Follow steps 1 – 6 (on page 1), then click on the **Addresses** tab.
2. Select the address name to edit by clicking to the left of the Address line

Oracle® Edit Profile Change Request: 20001

Change Description

Organization Details Tax Identification **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + - Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
RFP	123 Address Lane, 00610 Chicago, IL, Cook		RFP or Bidding		Active
Columns Hidden: 3					

3. Enter all required address information
4. Click OK

Edit Address: RFP

* Address Name RFP

* Country United States

* Address Line 1 123 Address Lane

Address Line 2

Address Line 3

* Postal Code 60610

* City Chicago

* State IL

County Cook

Language

* Address ☐ Ordering

Purpose ☐ Remit to

☒ RFQ or Bidding

Phone

Fax

Email rtp@supplier.com

Inactive Date mm/dd/yyyy

Status Active

OK Cancel

5. Select **Review Changes**
6. Review changes to ensure accuracy of updates
7. Select **Submit**
8. Select **OK**
9. Select **Done**