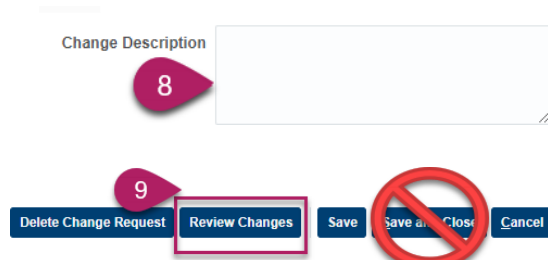
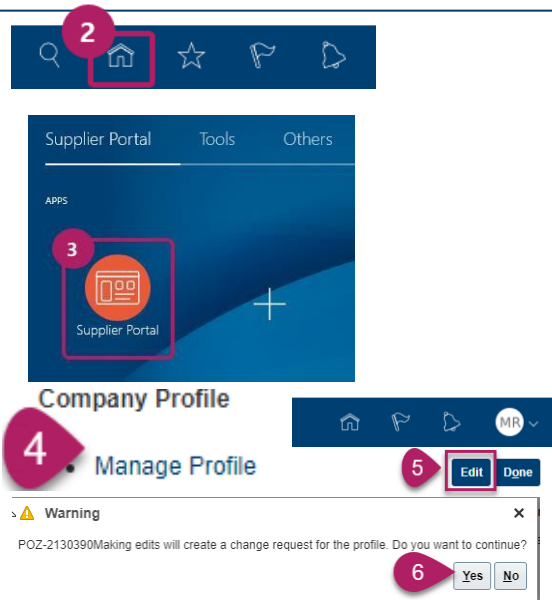


Updating Vendor Information in the Supplier Portal via Change Request

PURPOSE OF JOB AID

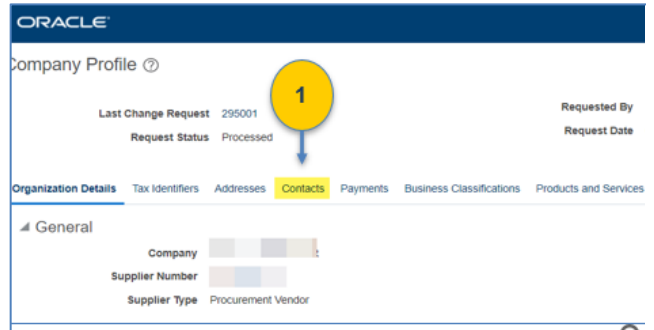
This job aid will guide Supplier end users through creating a Change Request in the Supplier Portal

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.

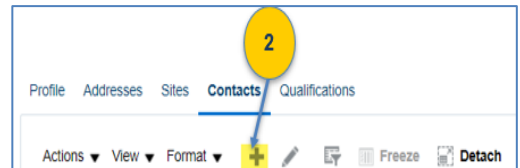


To Add or Remove Supplier Contacts

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



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

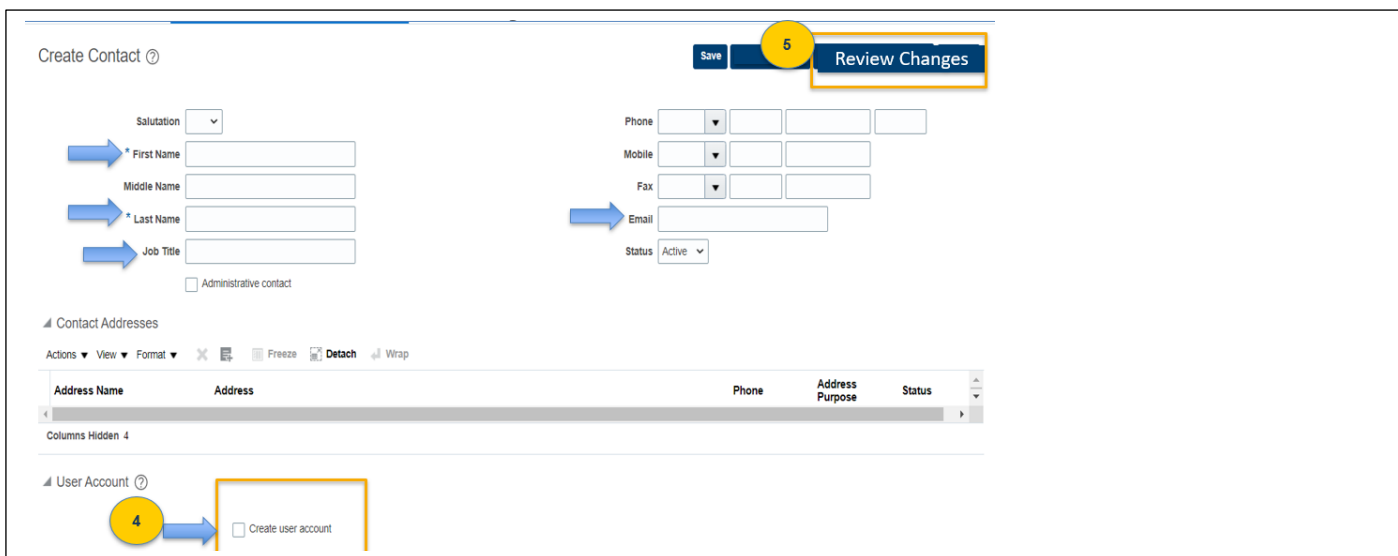


3. Enter the mandatory fields, Email address and Job Title. Check “Administrative Contact” for the main supplier contacts.

4. **Important:** Be sure to check the “**Create User Account**” box

5. Click **Review Changes**

6. Review your changes then click the **SUBMIT** button.

A screenshot of the Oracle 'Create Contact' form. The form includes fields for 'Salutation', 'First Name', 'Middle Name', 'Last Name', 'Job Title', 'Phone', 'Mobile', 'Fax', 'Email', and 'Status'. A checkbox for 'Administrative contact' is present. Below the form is a table for 'Contact Addresses' with columns for 'Address Name', 'Address', 'Phone', 'Address Purpose', and 'Status'. At the bottom, there is a 'User Account' section with a checkbox for 'Create user account'. A yellow circle with the number 4 highlights this checkbox, and a blue arrow points to it. Another yellow circle with the number 5 highlights the 'Review Changes' button, with a blue arrow pointing to it.

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.