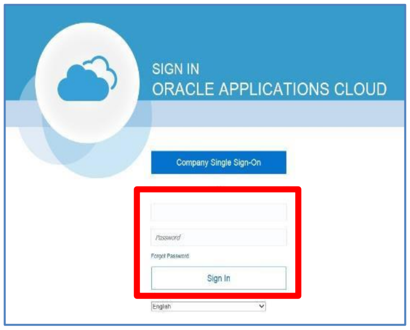
Updating Contact Information and Roles in Oracle iSupplier

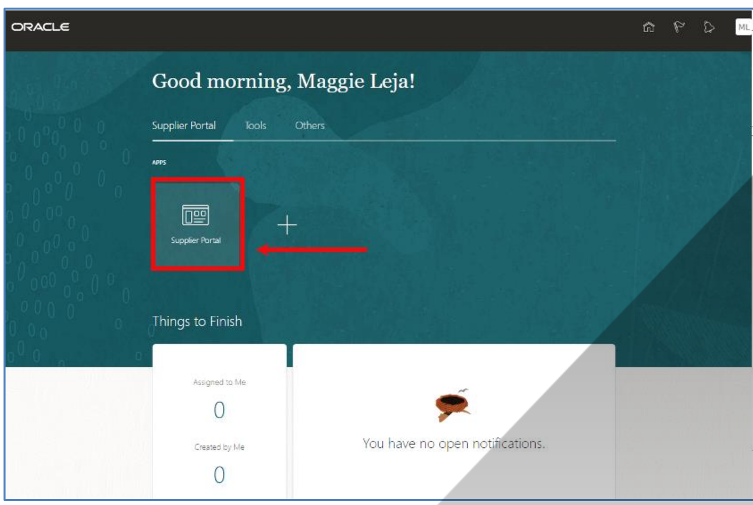
Sign in the [Oracle Cloud home page]

Use the **Company's Sign-In**

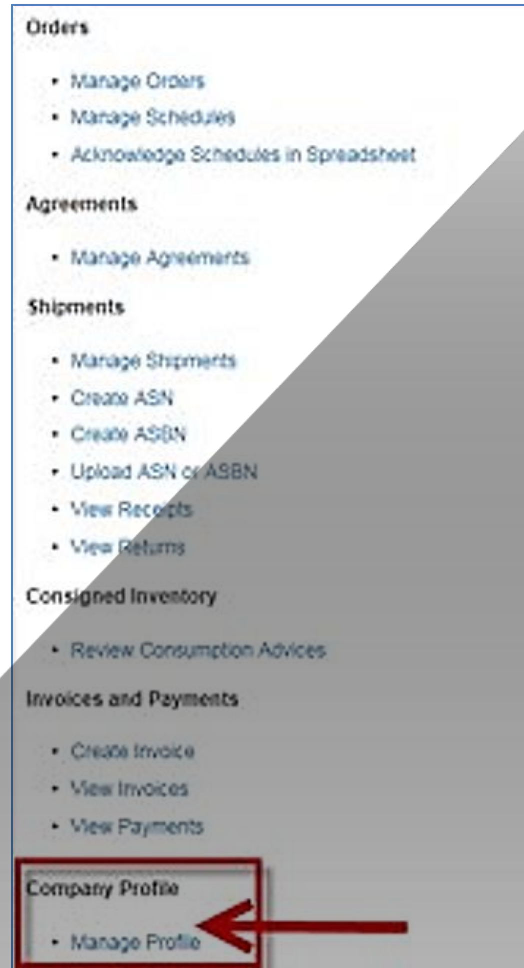


1. **Login** to your **Oracle account**.

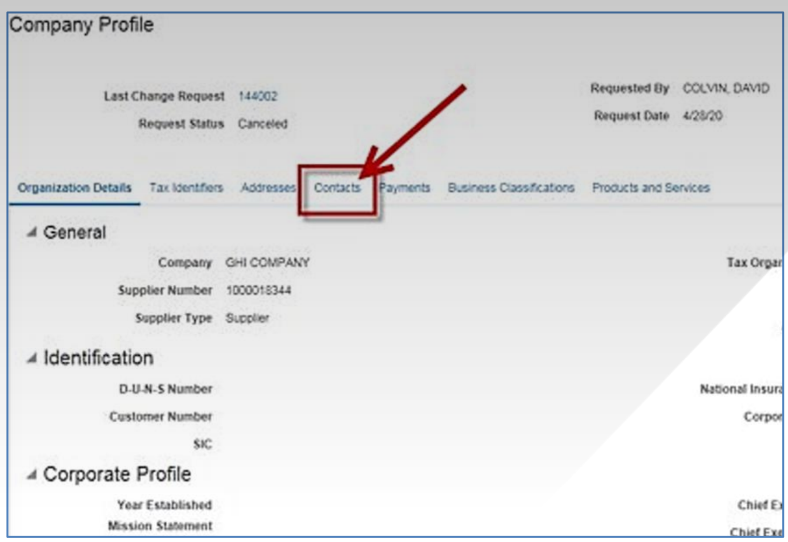
2. Once you get to the **home page**, click on the **Supplier Portal** app.



3. Look for the **"Company Profile"** located on the bottom left corner off the page.
   - Under **"Company Profile"**, click on the **Manage Profile** link.



4. To add/update roles assigned to individuals in your company, locate and click on the **Contacts** tab.



Revised Q1 2022

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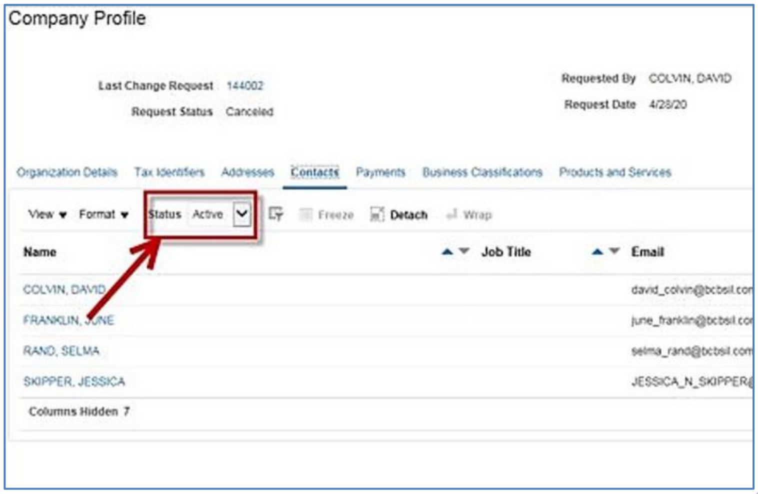
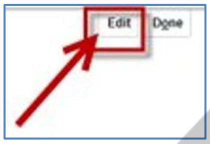
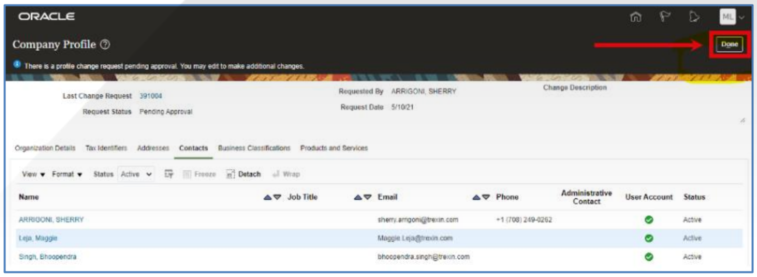
5. Once on the Contacts tab, go through the contact list. If there are any individuals that are no longer in your company or authorized to use your functions, click **next to** their name and change their status from **"Active"** to **"Inactive"**.



6. To **EDIT** any of these employees' roles, click on the "Edit" button on the top right of your screen.



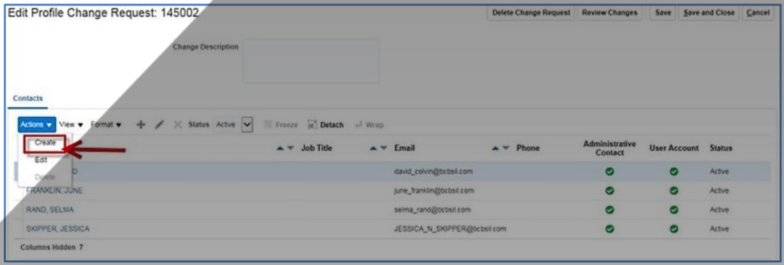
   a. Once edit is complete, you will be prompted a pop-up notification. Click on the **Done** button. This will end the edit process.



7. ***Note:*** *You must "Review Changes" to be able to submit. "Save and close" doesn't allow you to submit. (See steps on how to "Review Changes" under **Edits Confirmation** on the final section of the document below)*

HOW TO ASSIGN A ROLE

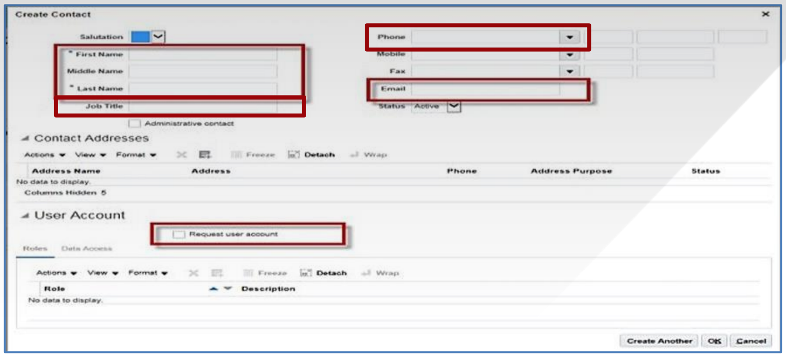
8. To **Assign** a role, click on the **Actions** button under the "Contacts" tab.
   a. Click on the **Create** button.



9. From the "Create Contact" page, enter in a First Name, Last Name, Job Title, Phone, and Email of the contact.

10. Once information is entered in, click on the **Request User Account** check box.

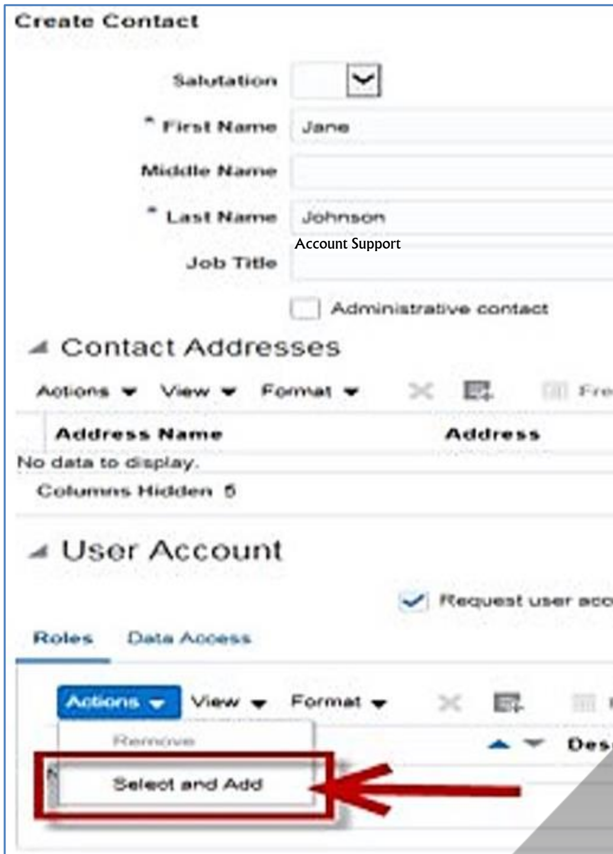
11. After completing the steps above, click on the **OK** button.



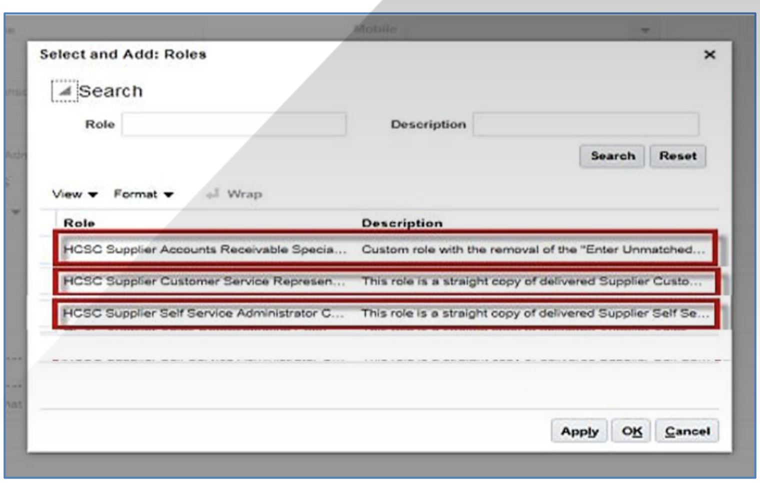
Revised Q1 2022

Updating Contact Information and Roles in Oracle iSupplier

12 Now that role has been created, click on **Select and Add** under the **"Actions"** button.



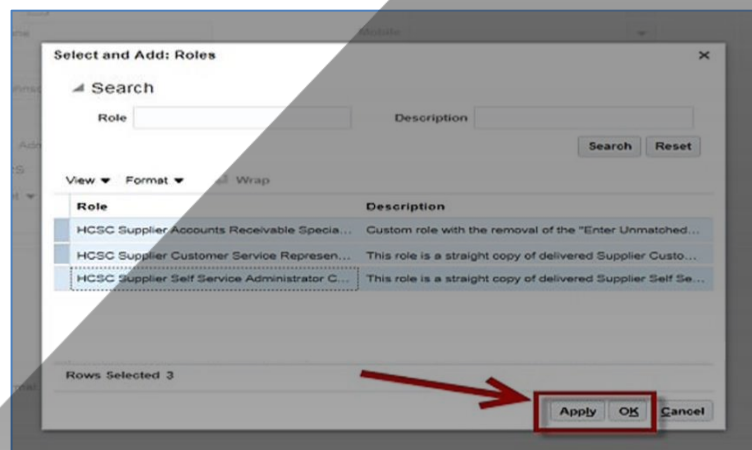
13 Select any or all of the highlighted roles that you would like to assign to the contact.



14 Once you select the individual's role(s), click **Apply** and then **OK**.

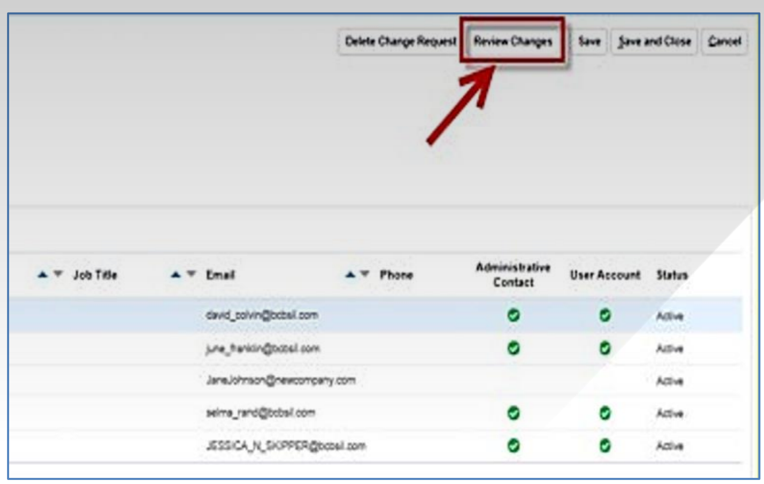
a. If selecting **multiple categories**, hold down your **Ctrl key** to **highlight**.

b. You will return to the original Contact screen to see the roles added and will click **OK** again.



EDITS CONFIRMATION

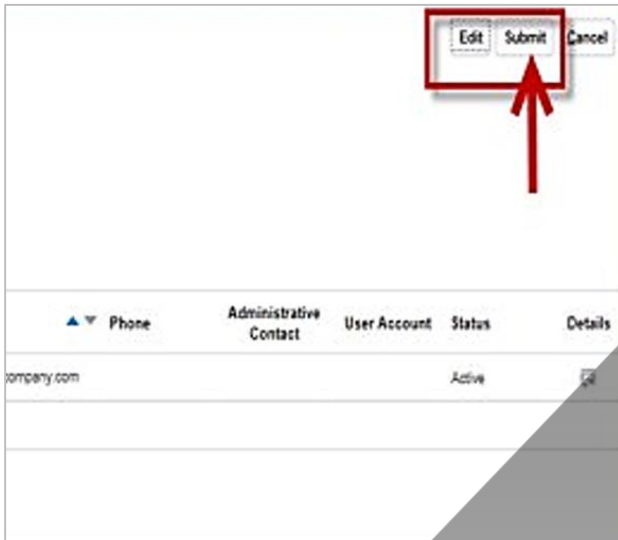
15 To ensure the **Edits were Applied**, click on **Review Changes** on the "Contacts" page.



Updating Contact Information and Roles in Oracle iSupplier

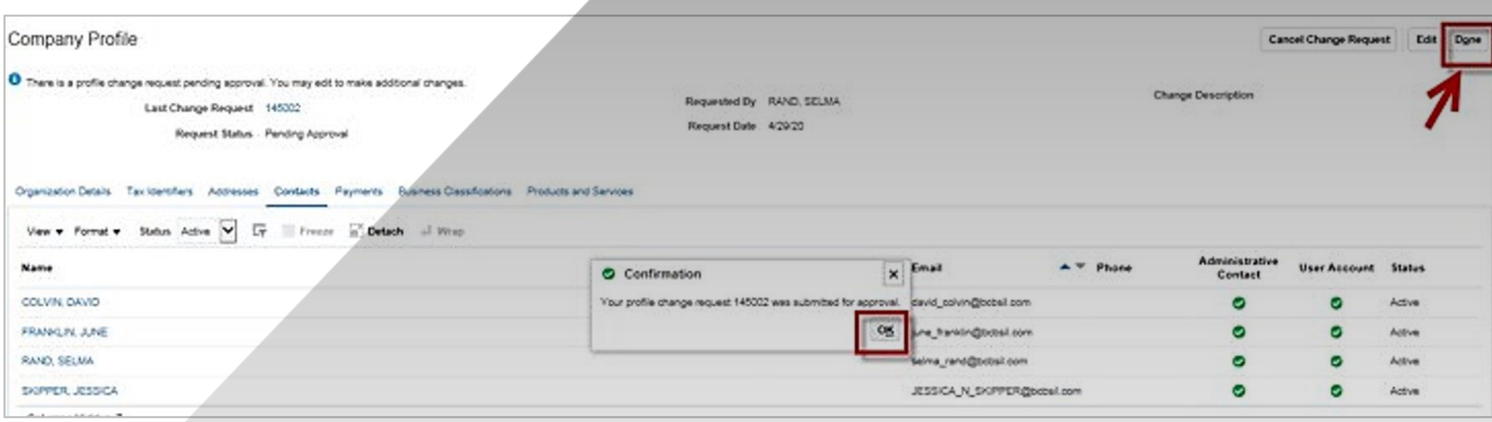
16 If changes are incorrect, click on the **Edit** button.

a. If you are satisfied with the changes, click on **Submit**.



17 A notification will appear to inform you that a request for the new individual has been added. Click **OK** and then **Done** at the top right of the screen.

a. <u>There should always be *at least* two individuals with the same role in case someone is on PTO/sick leave, has an emergency, etc.</u>



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