

ORACLE – UPDATE VENDOR INFORMATION

Updating Contact Information and Roles in Oracle iSupplier



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"**.

Joinpany Proi	ile							
Last	Change Request Request Status	144002 Canceled					Requested I Request Da	By COLMIN, DAVID ate 4/28/20
Organization Details	Tax Identifiers	Addresses	Contacts	Payments	Business (lassifications	Products and	1 Services
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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.

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ompany Profile ⑦								-> 🖪
There is a profile change request pending approval. You may en	it to make additional changes.							
Last Channa Remiest 301004	1	Requested	By ARRIGONI, SHERRY		Chu	ange Description	1 A.D.	711 10
Cost county inducts. Parton		Remark D	ata 5/10/31					
Request Status Pending Approval		The games of	alo 3/10/21					
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Request States Pending Approval gentration Desils Tax Identifiers Addresses Costacts Value + Ferrant + Status Adhre + Eity III Freeze Kame egy Motock, theEptiny egy Motoge	Business Classifications Products :	Ind Services	Email shery angon@bean.com Maggie Leja@trevin.com		Phone +1 (708) 249-0202	Administrative Contact	User Account	Status Active Active

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.

Salutation	Phone		
* First Name	Mobile		
Middle Name	Fax		
* Last Name	Email	1	
Job Title	Status Active		
Administrative contact			
4 Contact Addresses			
Actions + View + Format + 1/2 III Format III Detach	al Wran		
Address Name Address	Phone	Address Purpose	tatus
o data to display.			
Columns Hidden 5			
In User Account Request user account Request user account	3		
Actions • View • Format • 🔀 📰 Freeze 🙀 Deta	ich 🚚 Wrap		
Role Description			
No data to display.			

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

button.

Create Contact	
Salutation	~
* First Name	Jane
Middle Name	
* Last Name	Johnson
Job Title	Account Support
	Administrative contact
Contact Addres	ses
Actions - View - Fo	ennat 🕶 🖂 🖾 🖾 Erre
Address Name	Address
No data to display.	
Columns Hidden 5	
⊿ User Account	
	Request user acc
Roles Data Access	
Actions - View -	Format 🗸 🔀 🗐
Remove	A - Des
Select and Add	K

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.

elect and Add: Poles		
electand Add. Roles		
✓ Search		
Role	Description	
		Search Reset
View - Format - Wrap		
Role	Description	
HCSC Supplier Accounts Receivat	ole Specia Custom role with the re	moval of the "Enter Unmatched
HCSC Supplier Customer Service	Represen This role is a straight o	opy of delivered Supplier Custo
HCSC Supplier Self Service Admir	histrator C This role is a straight of	opy of delivered Supplier Self Se.
Rows Selected 3		
	-	Apply OK Cano

EDITS CONFIRMATION

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

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			1			
🔺 🔻 Job Title	 Email		Phone	Administrative Contact	User Account	Status
	david_colvin@bcbsil.com			0	0	Adve
	june_hankin@cosel.com			۰	0	Albre
	JaneJohnson@newcompany	, com				Active
	wime_rand@tobal.com			0	0	Active

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

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



- 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</u> is on PTO/sick leave, has an emergency, etc.

Company Profile					Can	cel Change Reque	at Edt
There is a profile change request pending approval. You may edit to make	additional changes.						
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Request Status - Pending Approval		Request Date 4/29/20					
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Dramitation Datais Taxitemifies Addresses <u>Contacts</u> Payme Vere ▼ Format ▼ Bletus Addres Tr II Freeze II. Name COLUNI DAVID FRANCURI JUNE RAND, SELMA	res Bulaness Classifications Produ Detach al Wrop	Confirmation Your profile change request 145022 was submitted for ap	x Email proval cavid_colum@colum Off une_transin@colum beins_rend@colum	l com I com	Administrative Contact	User Account O O O	Status Active Active Active