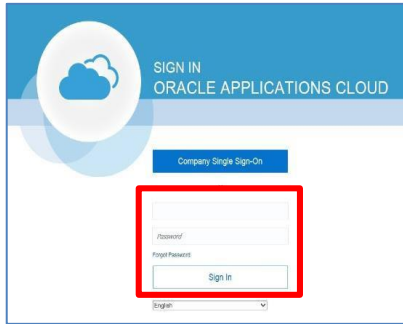


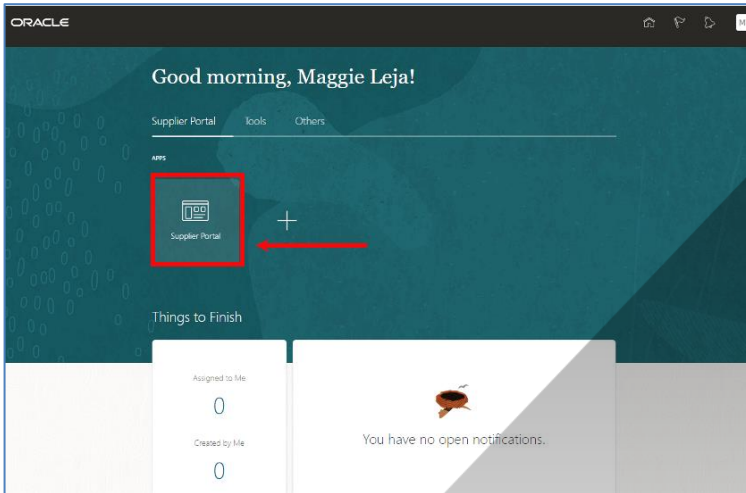
Updating Contact Information and Roles in Oracle iSupplier

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.

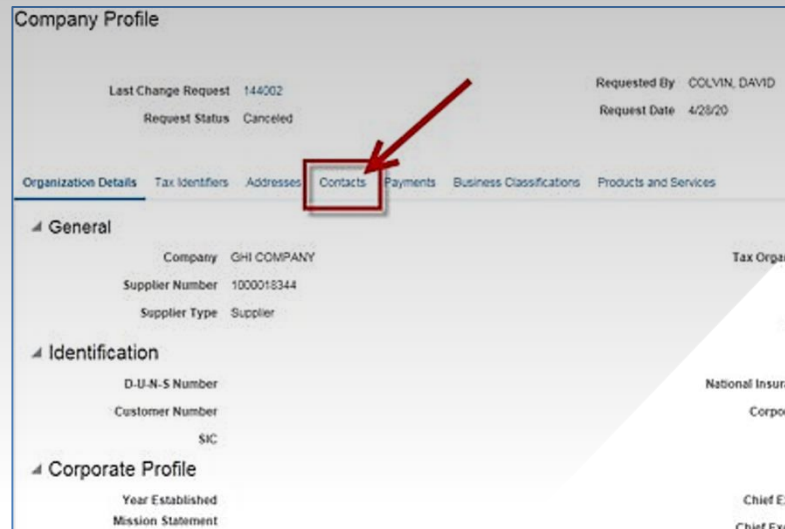


3 Look for the **“Company Profile”** located on the bottom left corner off the page.

- Under **“Company Profile”**, click on the **Manage Profile** link.

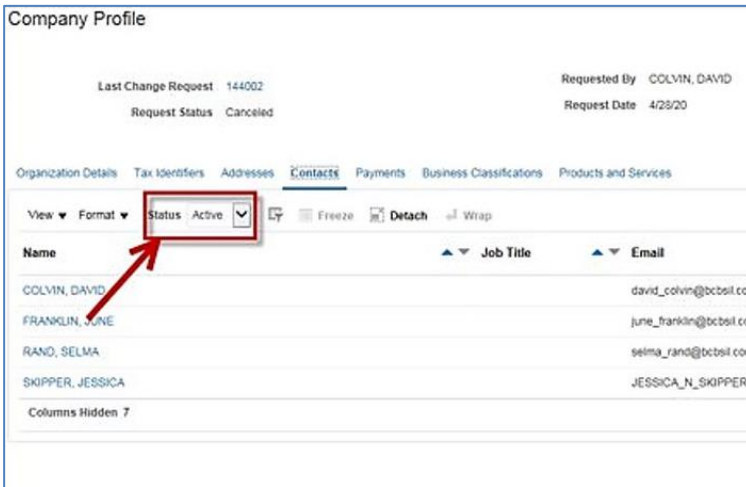


4 To add/update roles assigned to individuals in your company, locate and click on the **Contacts** tab.



Updating Contact Information and Roles in Oracle iSupplier

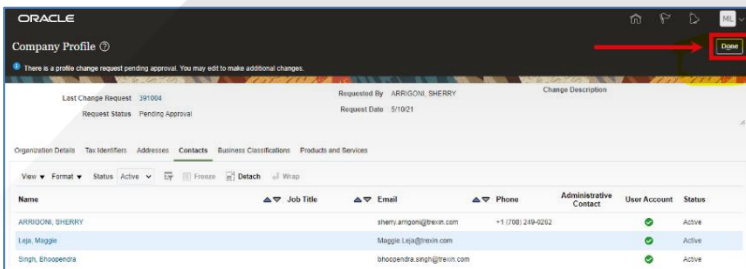
- 5 Once on the Contacts tab, go through the contact list. If there are any individuals that are no longer in your company or authorized to use your functions, click **next to** their name and change their status from **“Active”** to **“Inactive”**.



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



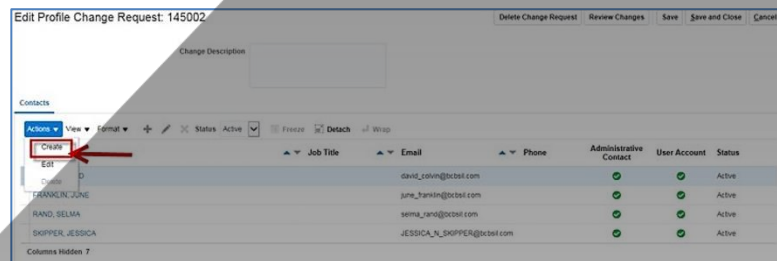
- a. Once edit is complete, you will be prompted a pop-up notification. Click on the **Done** button. This will end the edit process.



- 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

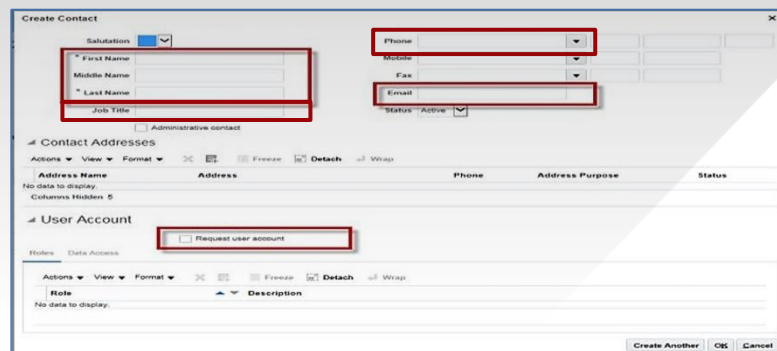
- 8 To **Assign** a role, click on the **Actions** button under the **“Contacts”** tab.
a. Click on the **Create** button.



- 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.



Updating Contact Information and Roles in Oracle iSupplier

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

The screenshot shows the 'Create Contact' form with fields for Salutation, First Name (Jane), Middle Name, Last Name (Johnson), and Job Title (Account Support). Below these are sections for Contact Addresses and User Account. The 'Roles' section is expanded, showing an 'Actions' menu with 'Select and Add' highlighted.

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

The dialog box shows a search area and a table of roles. Three roles are selected and highlighted with red boxes:

Role	Description
HCSC Supplier Accounts Receivable Specia...	Custom role with the removal of the "Enter Unmatched..."
HCSC Supplier Customer Service Represen...	This role is a straight copy of delivered Supplier Custo...
HCSC Supplier Self Service Administrator C...	This role is a straight copy of delivered Supplier Self Se...

- 14 Once you select the individual's role(s), click **Apply** and then **OK**.
- If selecting **multiple categories**, hold down your **Ctrl key** to **highlight**.
 - You will return to the original Contact screen to see the roles added and will click **OK** again.

The dialog box shows the same table of roles as in the previous screenshot. The 'Apply' button is highlighted with a red box and a red arrow.

EDITS CONFIRMATION

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

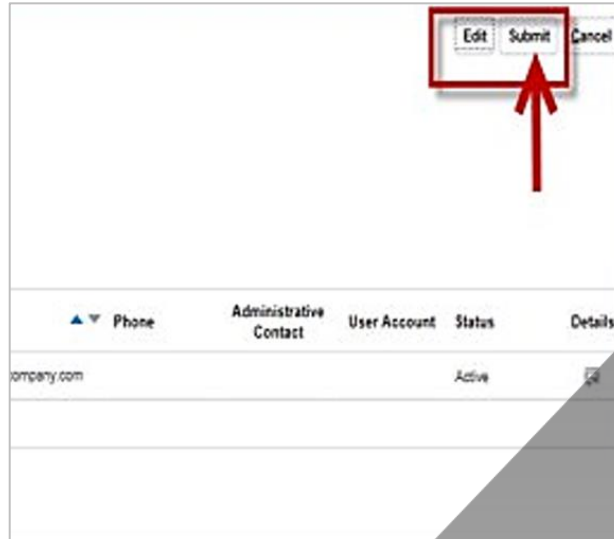
The screenshot shows the 'Contacts' page with a table of contacts. The 'Review Changes' button is highlighted with a red box and a red arrow.

Job Title	Email	Phone	Administrative Contact	User Account	Status
	david_colvin@bcbsil.com		✓	✓	Active
	jane_parkinson@bcbsil.com		✓	✓	Active
	Jane.Johnson@newcompany.com				Active
	selma_rand@bcbsil.com		✓	✓	Active
	JESSICA_H_SHUPPER@bcbsil.com		✓	✓	Active

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

