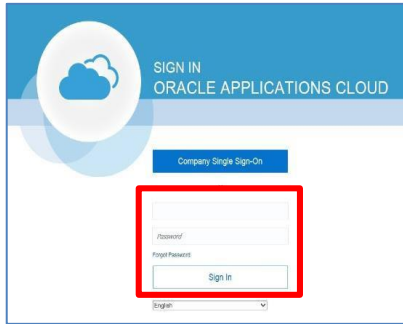


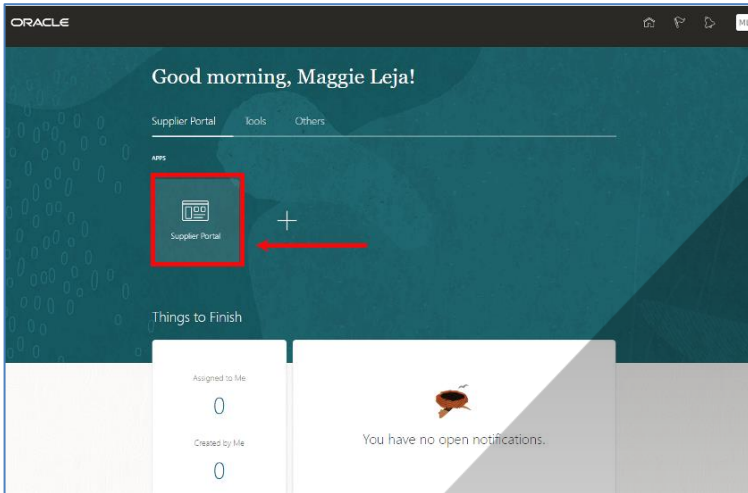
# Updating Contact Information and Roles in Oracle iSupplier

Sign in the [Oracle Cloud home page](#)  
Use the **Company's Sign-In**



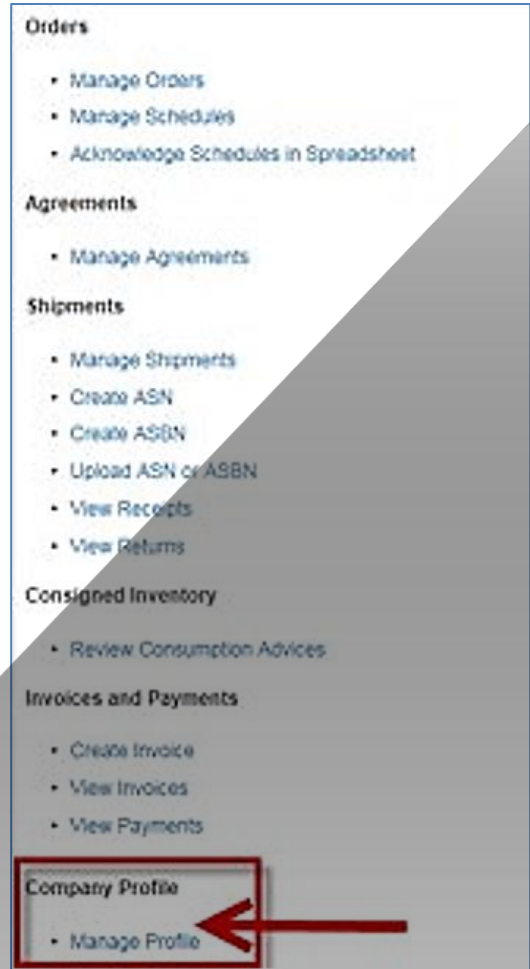
1 Login to your **Oracle account**.

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

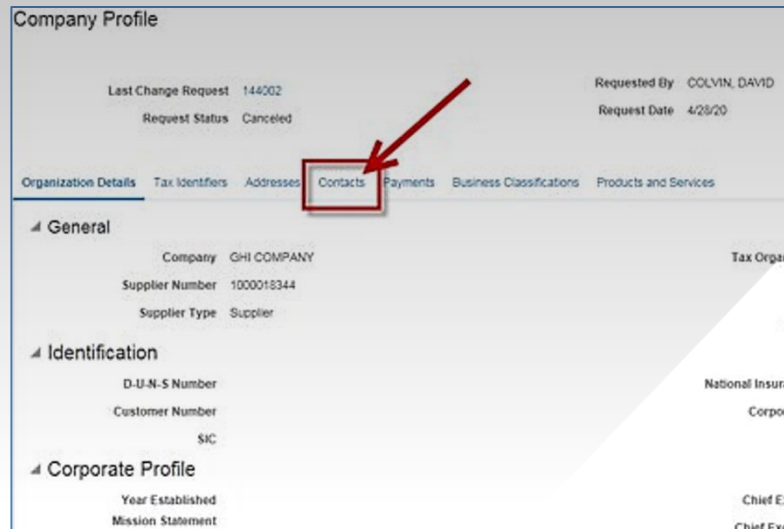


3 Look for the **“Company Profile”** located on the bottom left corner off the page.

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

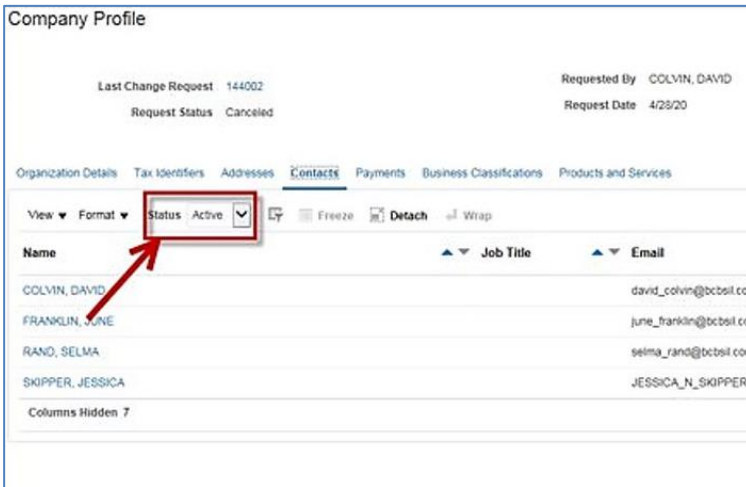


4 To add/update roles assigned to individuals in your company, locate and click on the **Contacts** tab.



## Updating Contact Information and Roles in Oracle iSupplier

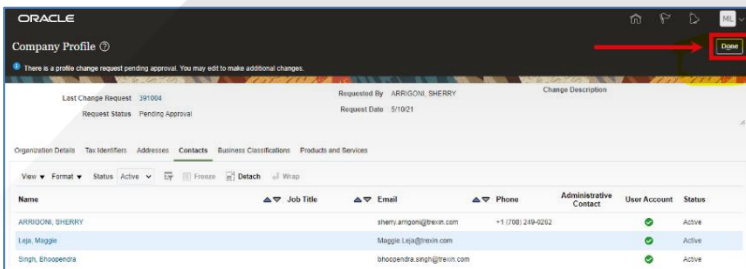
- 5 Once on the Contacts tab, go through the contact list. If there are any individuals that are no longer in your company or authorized to use your functions, click **next to** their name and change their status from **“Active”** to **“Inactive”**.



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



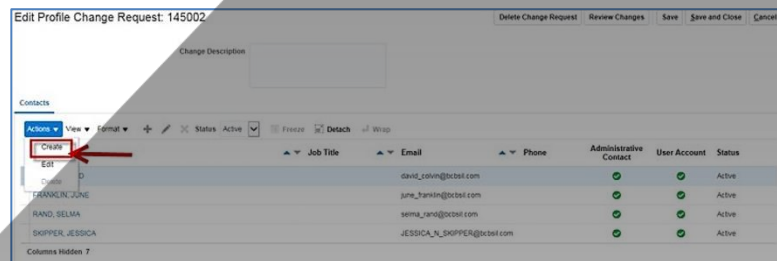
- a. Once edit is complete, you will be prompted a pop-up notification. Click on the **Done** button. This will end the edit process.



- 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

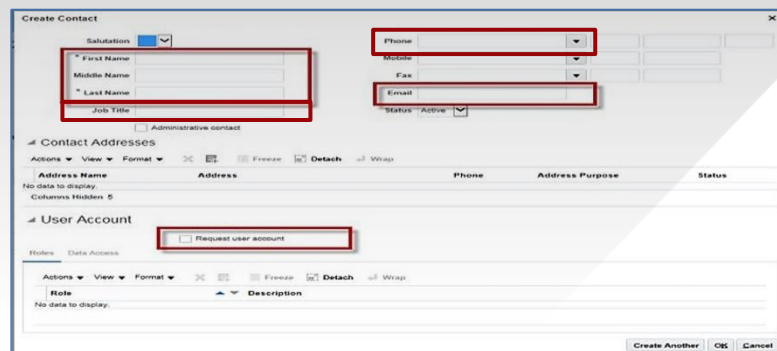
- 8 To **Assign** a role, click on the **Actions** button under the **“Contacts”** tab.  
a. Click on the **Create** button.



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

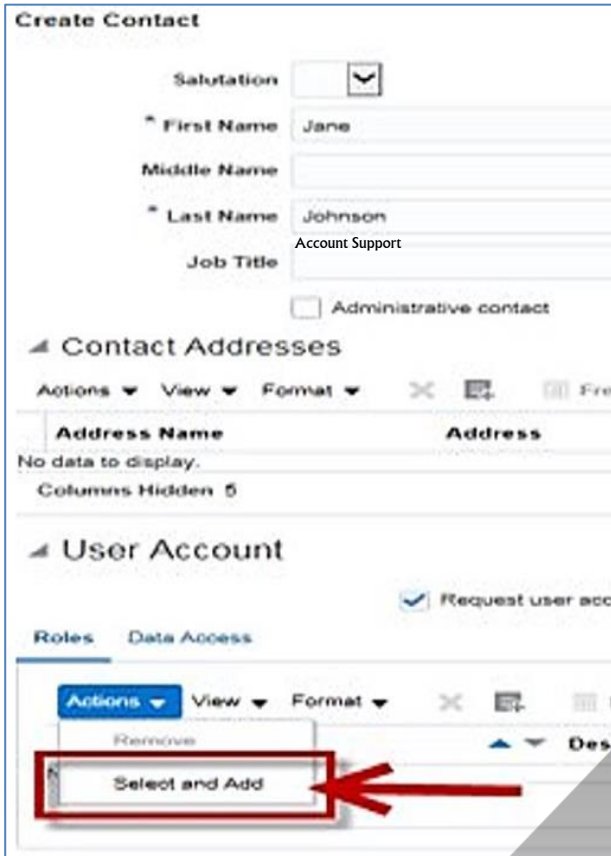
- 10 Once information is entered in, click on the **Request User Account** check box.

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

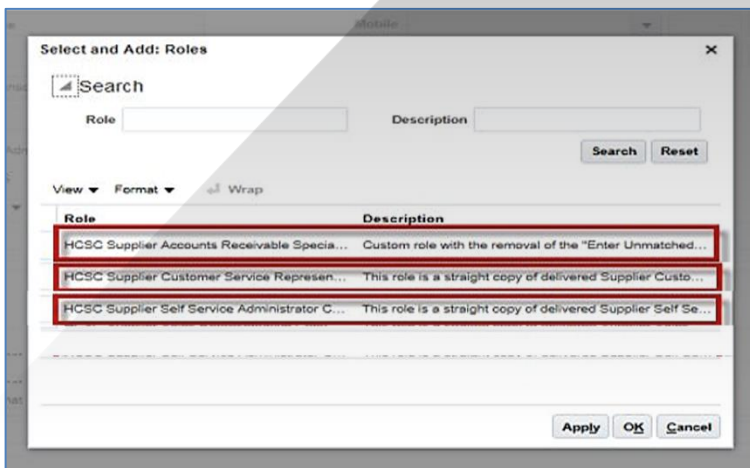


# Updating Contact Information and Roles in Oracle iSupplier

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

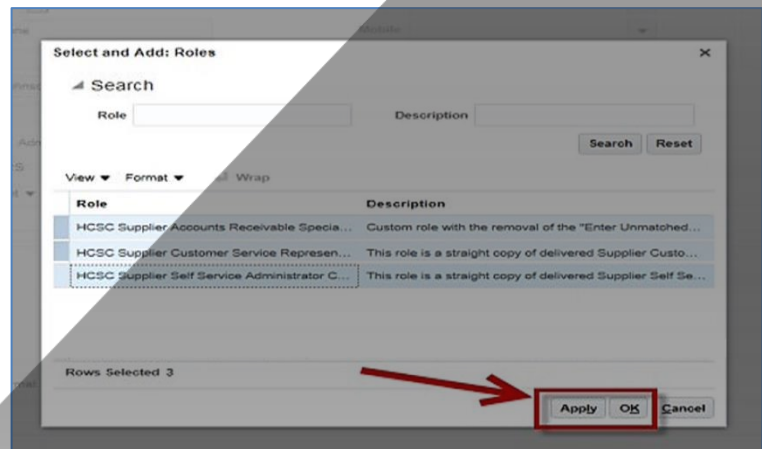


13 Select any or all of the highlighted roles that you would like to assign to the contact.



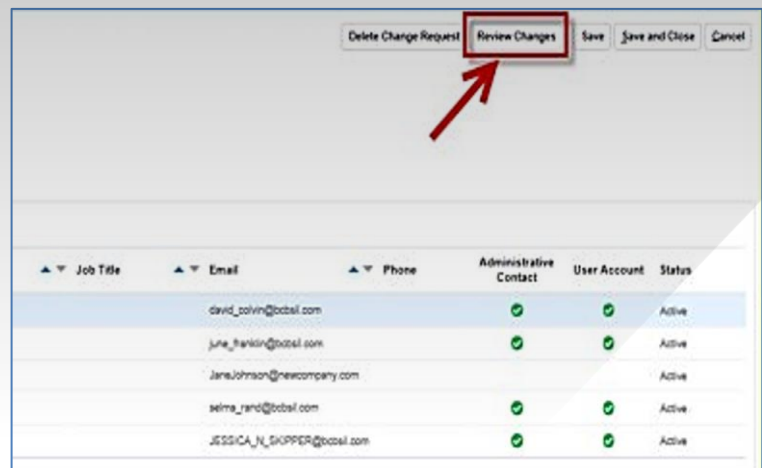
14 Once you select the individual's role(s), click **Apply** and then **OK**.

- 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

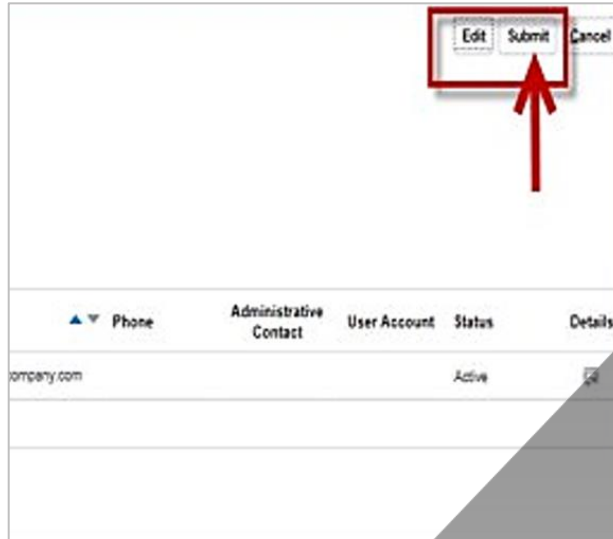
15 To ensure the **Edits were Applied**, click on **Review Changes** on the “Contacts” page.



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

