Create a User Account

Quick Reference Guide
2023/2024

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Supplier Profile Change initiated by Redpath

Access Supplier Portal

?

Purpose: To provide access to manage a supplier account

Redpath Supplier

Redpath Supplier

SSC/Procurement

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

Forgot Password

Sign In

English

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1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   SIGN IN TO YOUR ORACLE SUPPLIER PORTAL

2 Follow the instructions in the pages to follow

Create a User Account

REDPATH

Edit Profile

1. Click Supplier Portal to access your company profile

2. From the tasks on the left-hand side, scroll down to Manage Profile

3. Click on the Edit button on the top right of the page, profile opens in editable format

4. Add a description to the changes

5. Access Contacts tab highlight the contact and click the pencil to edit

6. Click submit

7. Confirmation message will appear followed by an email advising if approved or rejected

Edit Profile Change Request: 15001

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description

Organization Details | Tax Identifiers | Addresses | **Contacts** | Payments | Business Classifications | Products and Services

Actions ▾ | View ▾ | Format ▾ | ＋ ✏ ✕ | Status [Active ▾] | Freeze | Detach | Wrap

Name			Job Title			Email			Phone	Administrative Contact	User Account	Status
Last, First						shambrookkelly2@gmail.com				✓	✓	Active
Shambrook, Kelly						shambrookkelly@gmail.com						Active
Smith, Joe												Active

Columns Hidden 7

◢ User Account

☑ Request user account

Roles | Data Access

Roles | Data Access

Actions ▾ | View ▾ | Format ▾ | ✕ ▤ | Freeze | Detach | Wrap

	Description
Remove	▲▾
Select and Add	

⚠ If you create a user account for a contact, it cannot be removed, only deactivated and it cannot be used again

Select and Add: Roles ✕

◢ Search

Role [   ]   Description [   ]

Search | Reset

View ▾ | Format ▾ | Wrap

Role	Description
RPG Supplier Sales Representative	Manages agreements and deliverables for the supplier compan...
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Pri...
Supplier Bidder	Sales representative from a potential supplier responsible for r...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipme...
Supplier Inventory Manager	Individual in a supplier organization responsible for managing i...
Supplier Sales Representative	Manages agreements and deliverables for the supplier compan...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Prim...

Apply | OK | Cancel

Create a User Account

Review and Submit the Change Request

1. Click Review Changes in the upper right corner
2. All changes made will appear in a list for review
3. Optionally at any point, to delete the change request, select the Delete Change Request button
4. If corrections are required, click Edit and come back to review when done
5. Click submit
6. Confirmation message will appear followed by an email advising if approved or rejected

Edit Profile Change Request: XXXX

Delete Change Request | Review Changes | Save | Save and Close | Cancel

Change Description | To change physical address following move

Review Changes

Edit | Submit | Cancel

Change Description   To change physical address following move

◢ Addresses

View ▾ Format ▾   ▦ Freeze   ⬮ Wrap

Address Name	▲▽ Address	Phone	Address Purpose	Fax	Status	Details
● Main	4560 Hwy 11 N,North Bay,North Bay ON P1B 8G3,Canada	+1 (705) 491-0130	Ordering; Remit to; RFQ or Bidding		Active	▥

Columns Hidden 3

✓ **Confirmation**   ✕

Your profile change request xxxxx was submitted for approval.

OK

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