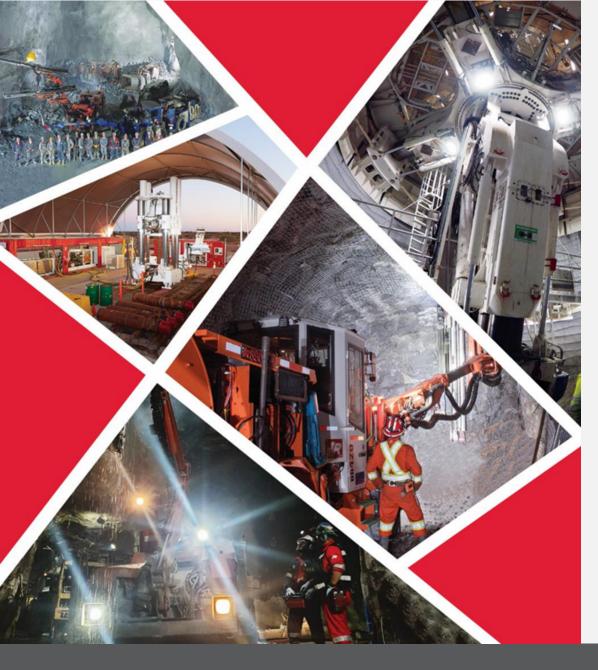


## **Create a User Account**

Quick Reference Guide 2023/2024





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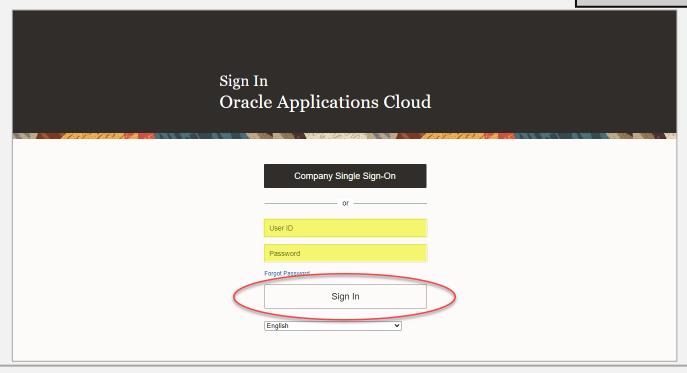


## **Access Supplier Portal**

Purpose: To provide access to manage a supplier account

Redpath Supplier

**SSC/Procurement** 



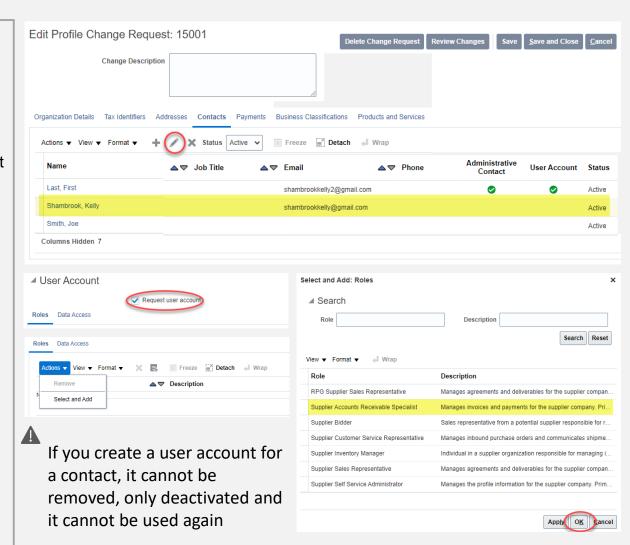
SIGN IN TO YOUR ORACLE SUPPLIER PORTAL

Follow the instructions in the pages to follow



## **Edit Profile**

- Click Supplier Portal to access your company profile
- 2. From the tasks on the left-hand side, scroll down to Manage Profile
- Click on the Edit button on the top right of the page, profile opens in editable format
- 4. Add a description to the changes
- Access Contacts tab highlight the contact and click the pencil to edit
- 6. Click submit
- Confirmation message will appear followed by an email advising if approved or rejected





## **Review and Submit the Change Request**

- Click Review Changes in the upper right corner
- 2. All changes made will appear in a list for review
- 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
- Confirmation message will appear followed by an email advising if approved or rejected

