



Supplier Profile Change Request initiated from Supplier Portal and Approvals

Quick Reference Guide
2023/2024



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Supplier Profile Change Request initiated from Supplier Portal and Approvals



Purpose: To provide access to manage a supplier account



Redpath Supplier



SSC/Procurement

The screenshot shows the Oracle Applications Cloud sign-in interface. At the top, it says "Sign In Oracle Applications Cloud". Below that is a "Company Single Sign-On" section. There are two input fields for "User ID" and "Password", both highlighted in yellow. A "Forgot Password" link is visible. The "Sign In" button is circled in red. At the bottom, there is a language dropdown menu set to "English".

1. ~~CLICK HERE TO ACCESS ORACLE SIGN~~

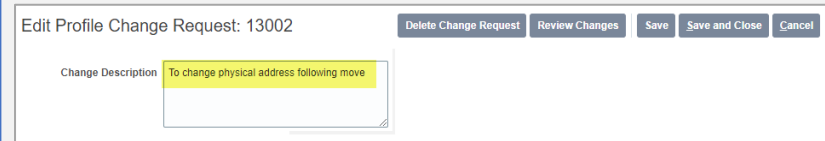
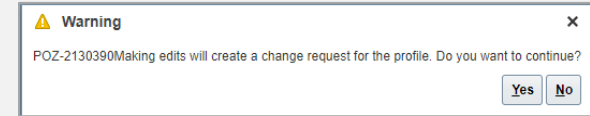
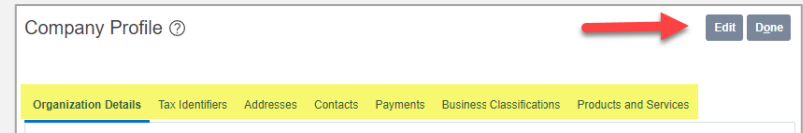
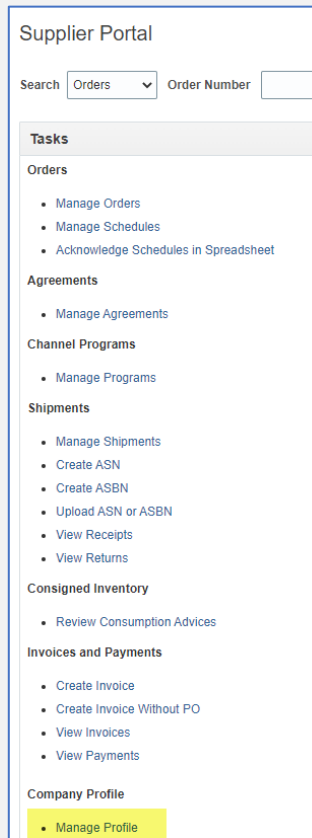
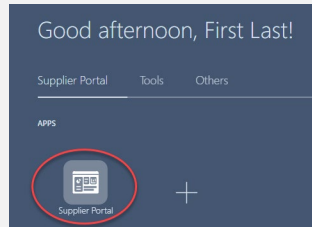
ACCESS THE ORACLE SUPPLIER PORTAL

2. Follow the instructions in the pages to follow



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. Edit the required fields by selecting the appropriate tab
 - i. Organization Details
 - ii. Tax Identifiers
 - iii. Addresses
 - iv. Contacts
 - v. Payments
 - vi. Business Classifications
 - vii. Products and Services
6. Click submit
7. Confirmation message will appear followed by an email advising if approved or rejected



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

Adding Attachments

1. Click the + symbol where attachments are required
2. Select Attachment type
 - i. File
 - ii. Text
 - iii. URL
3. Select Category
 - i. From Supplier
 - ii. Miscellaneous
 - iii. To Buyer
 - iv. To Receiver
 - v. To Supplier
4. Choose the appropriate file (save files in pdf format prior to attaching) and add a description, if required
5. Click OK
6. Click Submit to complete the edit

Business Relationship Spend Authorized

Parent Supplier

Parent Supplier Number

Creation Date 5/19/23

Creation Source Registration

Attachments None **+**

Type

File **▼**

File

Text

URL

Category

From Supplier **▼**

From Supplier

Miscellaneous

To Buyer

To Receiver

To Supplier

* File Name or URL

Choose File No file chosen

Attachments

Actions **▼** View **▼** **+** **×**

Type	Category	* File Name or URL	Title	Description	Attached By
File ▼	From Supplier ▼	4.0.8-4.0 Suppliers Supplier Profile Change Request initi	4.0.8-4.0 Suppliers Suppli	Step by step instructions	Shambrook, K

Rows Selected 1

OK **Cancel**

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 'xxxxxx' was submitted for approval.

OK