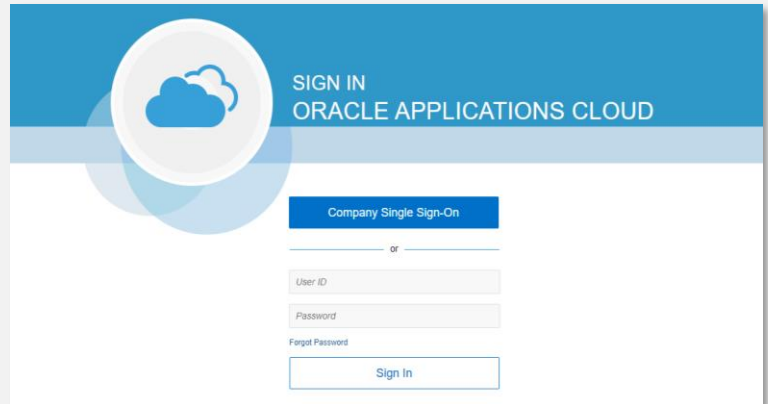


This training will walk through the steps for updating your supplier profile in the Oracle Procurement Cloud System, specifically focusing on how to update the supplier contacts. Contacts need to be setup for a variety of activities within Oracle Procurement Cloud, for example in order to receive PO's, submit invoices, or bid on an RFQ. ***It is the responsibility of each supplier to maintain the appropriate contacts to ensure only users authorized by each supplier can access the system.***

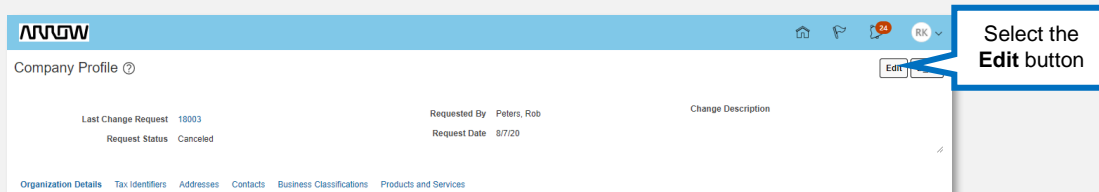
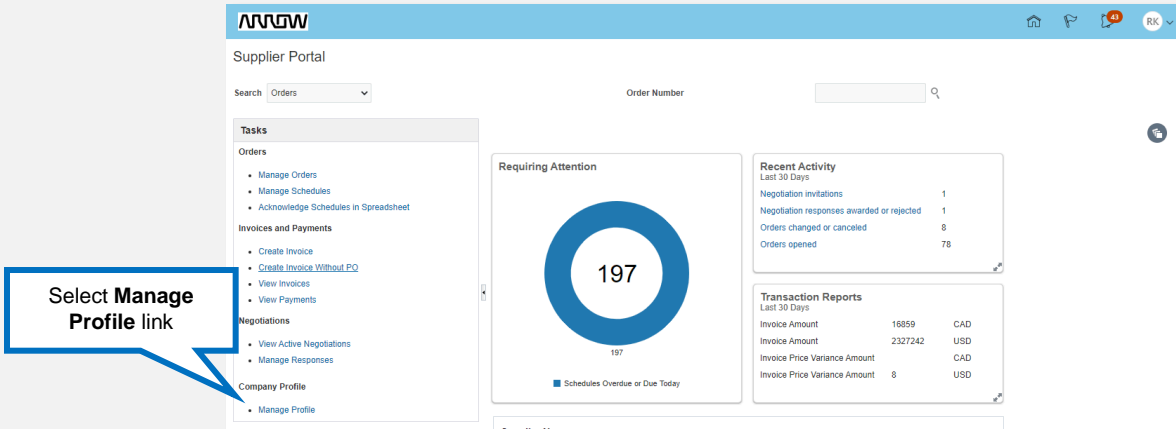
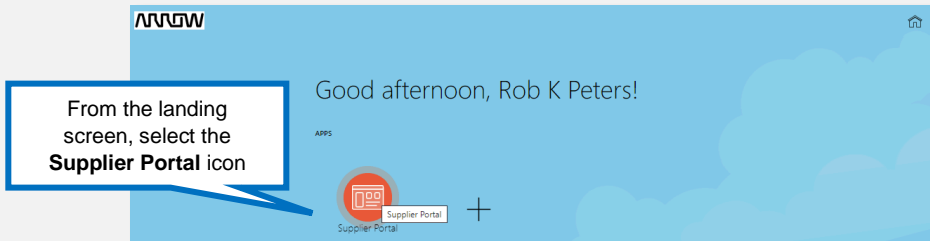
Managing Supplier Contacts

- Go to the [Supplier Portal URL](#)
- Sign in with your credentials
- If you do not know your password:
 - Select the "Forgot Password" link
 - Enter your email address as the user ID, select "Forgot password" radio button, and press the Submit button
 - You will receive an email from which you can re-set your password



Note: Oracle supported browsers are Microsoft Edge, Google Chrome, Mozilla Firefox, and Apple Safari.

If you have any further questions regarding managing supplier contacts, please email gsp@arrow.com.



After selecting **Edit** a warning pop-up window is displayed; select the **Yes** button to continue

Warning
POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?
Yes No

Enter the **Description** of the change

Select the **Contacts** link

Change Description

Contacts

Click the **Create** button to add a new contact

Create Contact

| Name | Job Title | Email | Phone | Administrative Contact | User Account |
|-------------|-----------|----------------------------|-------|------------------------|-------------------------------------|
| Matt, Damon | | damon.matt123433@gmail.com | | | <input checked="" type="checkbox"/> |

Enter the contact information, including Email

Select **Actions** to add an address for the contact

Check the **Request user account** box
This must be checked to setup an account

Click the **OK** button

Salutation
* First Name
Middle Name
* Last Name
Job Title
Administrative contact
Phone
Mobile
Fax
Email
Status
Contact Addresses
User Account
Request user account
Role

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Last Saved: 9/16/20 4:22 PM

Change Description: [Text Area]

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

General

- Supplier Name: Advantek Consulting LLC
- Supplier Number: 10010
- Supplier Type: Supplier
- Tax Organization Type: Partnership
- Status: Active
- Attachments: None

Identification

- D-U-N-S Number: 121212129
- National Insurance Number: [Text Field]
- Customer Number: [Text Field]
- Corporate Web Site: [Text Field]
- SIC: [Text Field]

Corporate Profile

Select the **Review Changes** button

Please note that in order to completely save and submit your updates, this review step must be taken

Buttons: Edit, Submit, Cancel

Change Description: [Text Area]

Organization Details

View | Format | Freeze | Detach | Wrap

| Attribute | Changed From | Changed To |
|---------------|--------------|-------------------------|
| Supplier Name | Advantek LLC | Advantek Consulting LLC |
| Supplier Type | | Supplier |

Review and verify the changes that were made

Click the **Submit** button to submit the change request

Buttons: Cancel Change Request, Edit, Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 32002 | Requested By: Peters, Rob | Change Description: [Text Area]

Request Status: Pending Approval | Request Date: 9/16/20

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

General

- Company: Advantek LLC
- Supplier Number: 10010
- Supplier Type: Supplier
- Tax Organization Type: Partnership
- Status: Active
- Attachments: None

Identification

- D-U-N-S Number: 121212129
- National Insurance Number: [Text Field]

A **Confirmation** message will be displayed once the supplier updates have been submitted

The changes may be routed to Arrow for further review and approval