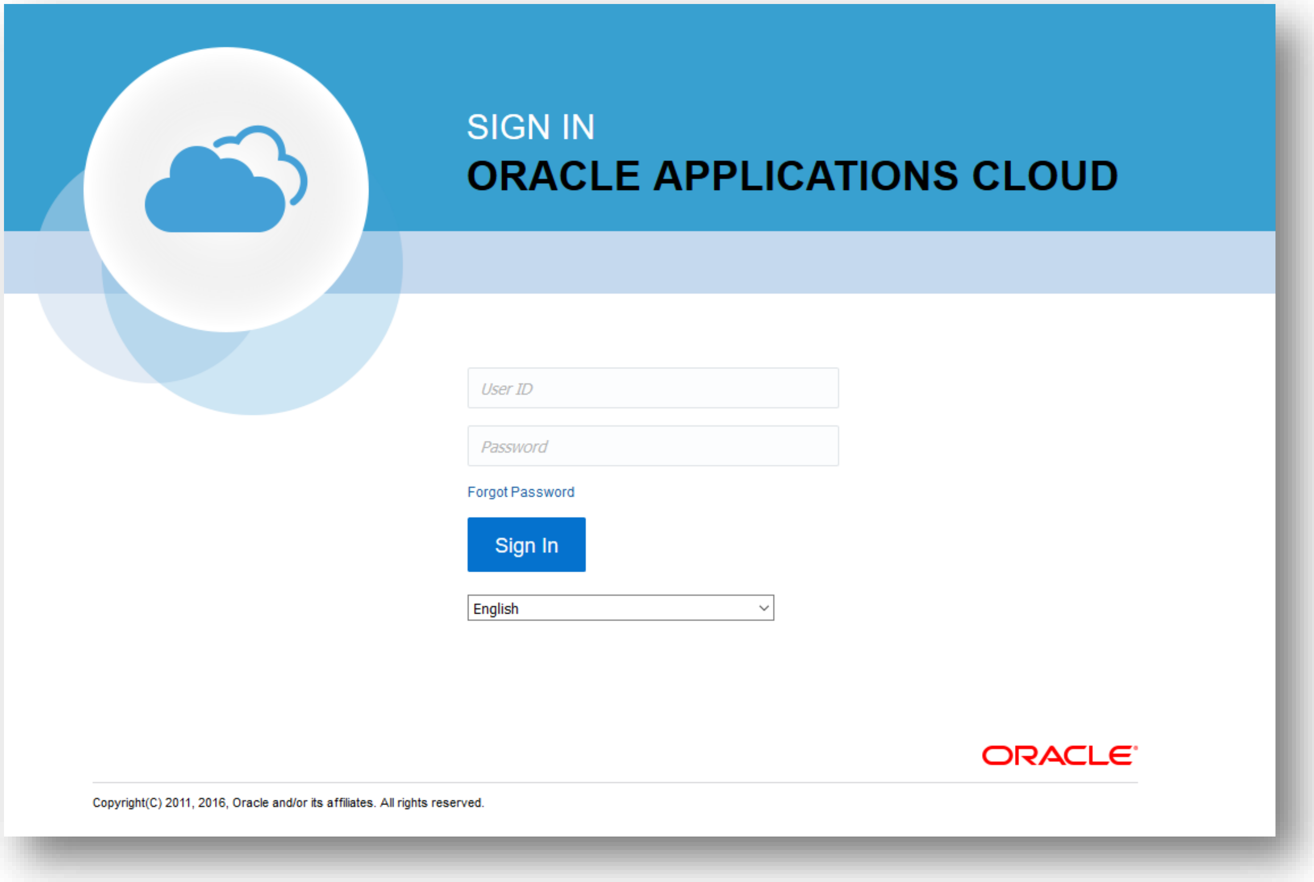
HOW TO ADD ADDITIONAL USERS TO YOUR EXISTING SUPPLIER PORTAL ACCOUNT

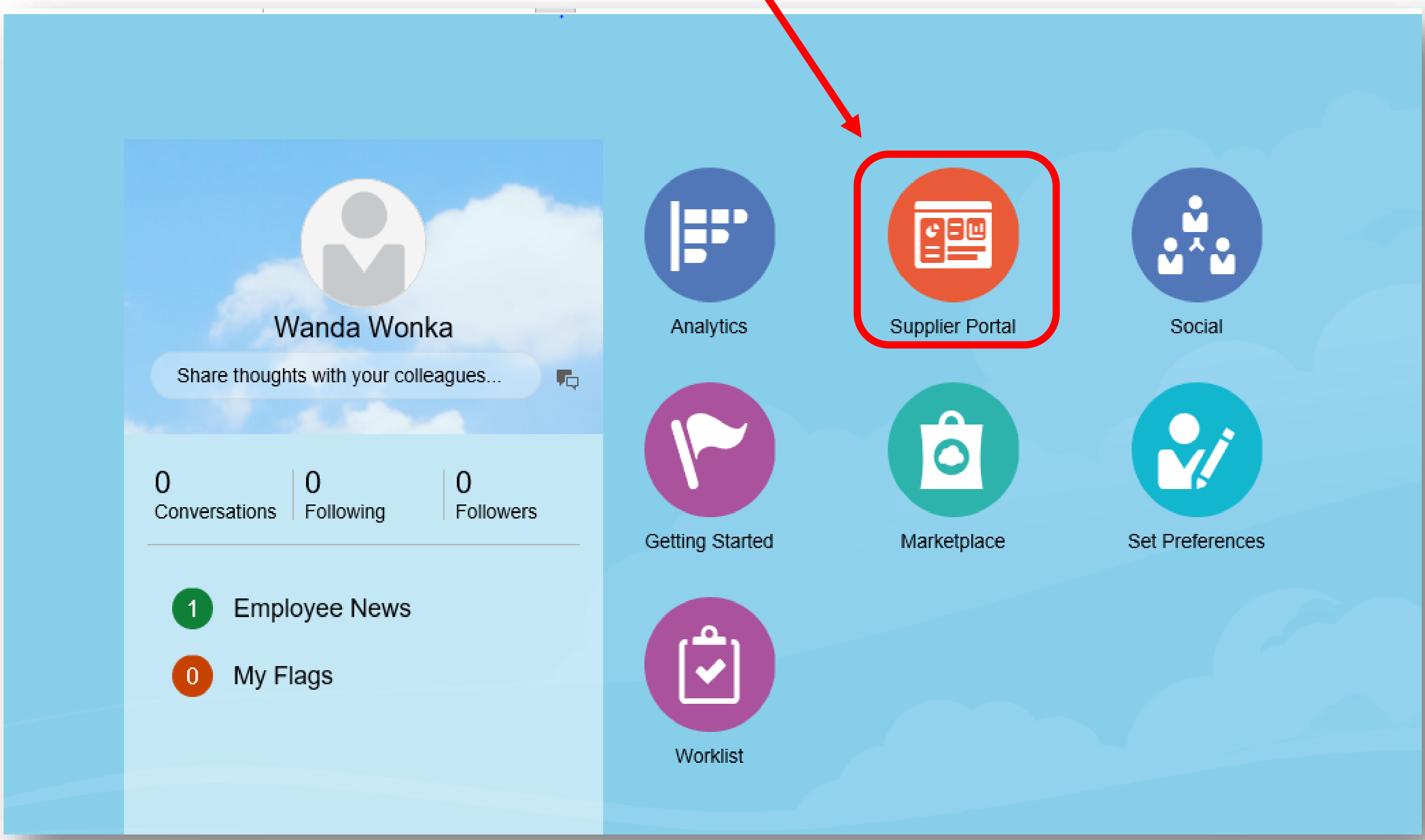
STEP-BY-STEP REFERENCE GUIDE

(Applicable AFTER July 1, 2019)

Log into the Oracle Supplier Portal using your contact email address and password.

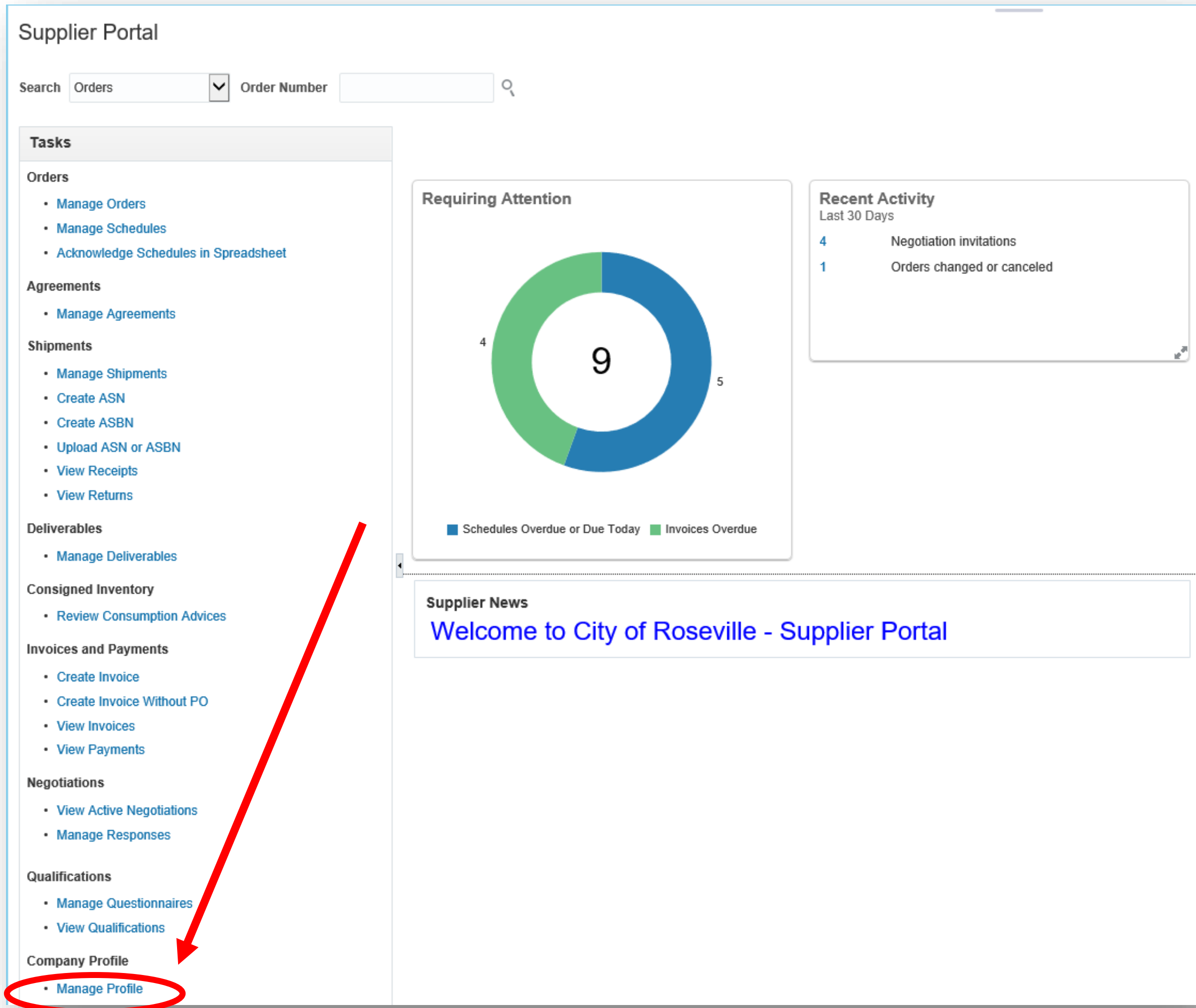


Click the Supplier Portal icon from the home page.



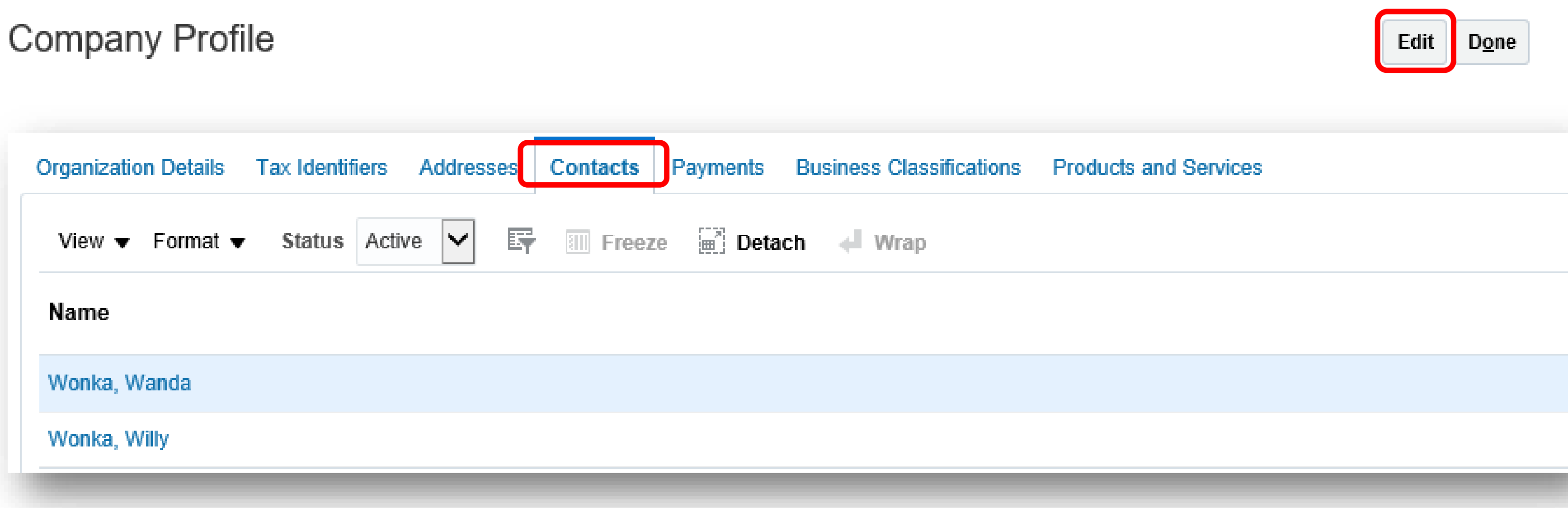
You will be directed to the main supplier portal page.

Click the "**Manage Profile**" link on the left-hand side of the page.

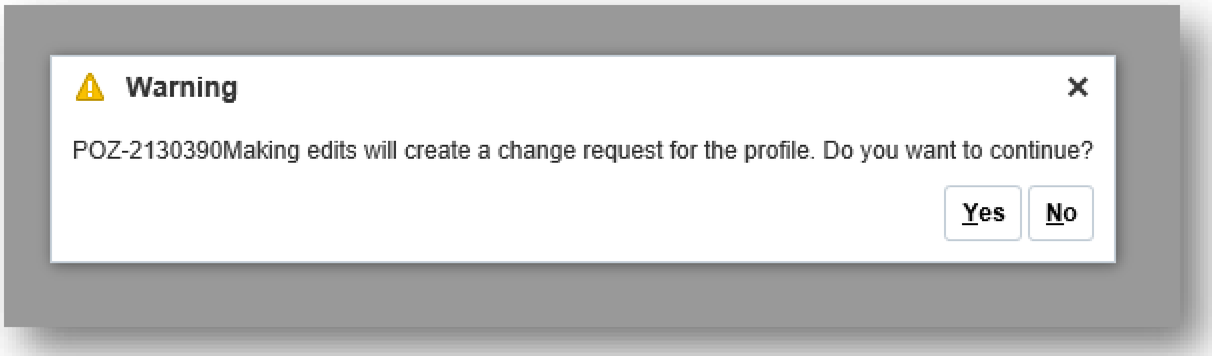


At the Company Profile page, click “**Contacts**.”

Then highlight the line that lists your name and click “**Edit**” at the top of the screen.

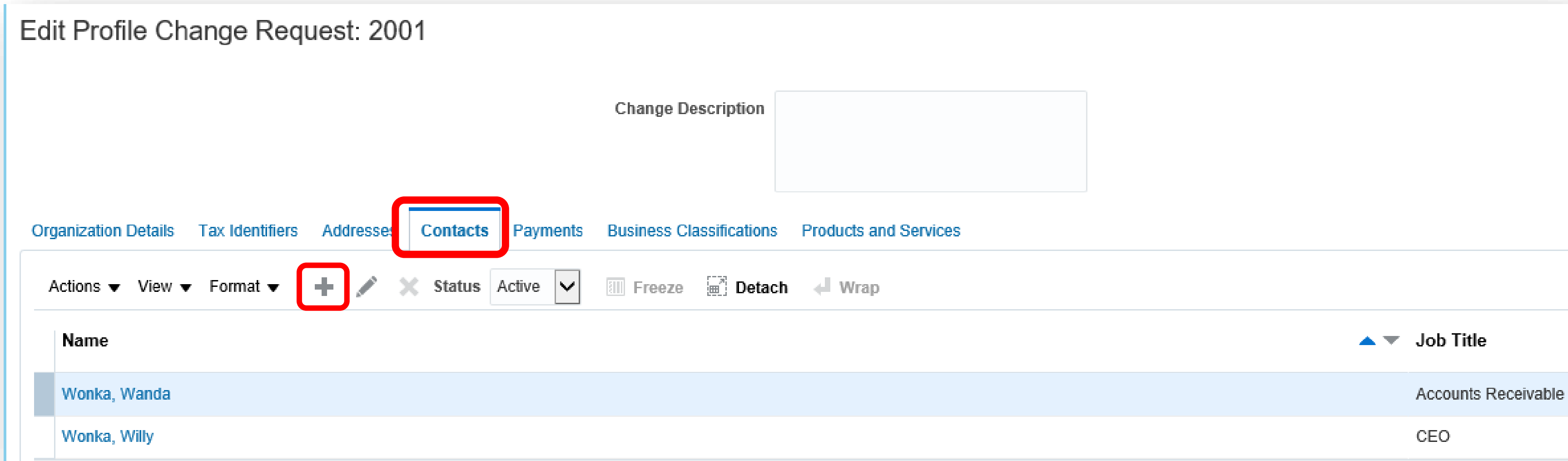


You will receive a window notifying you that this edit will create a change request for the profile. Click “**Yes**” to continue.



You are now at the "Edit Profile Change Request" screen.

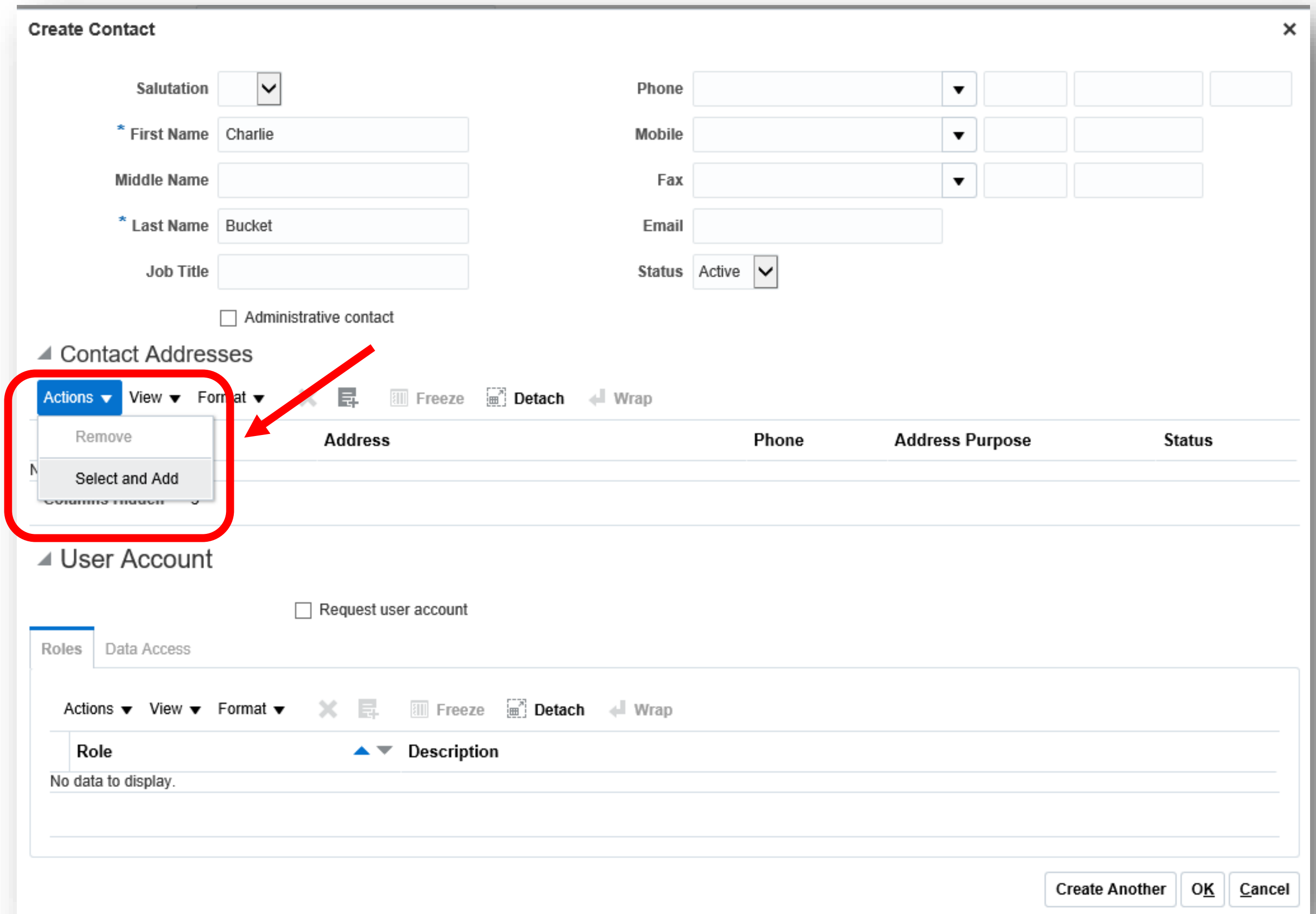
Click "**Contacts**," then click the plus (+) sign.



In the next window, enter the profile information of the new contact in the top portion of the screen.

Please Note: An email address must be entered in order to setup a new user account.

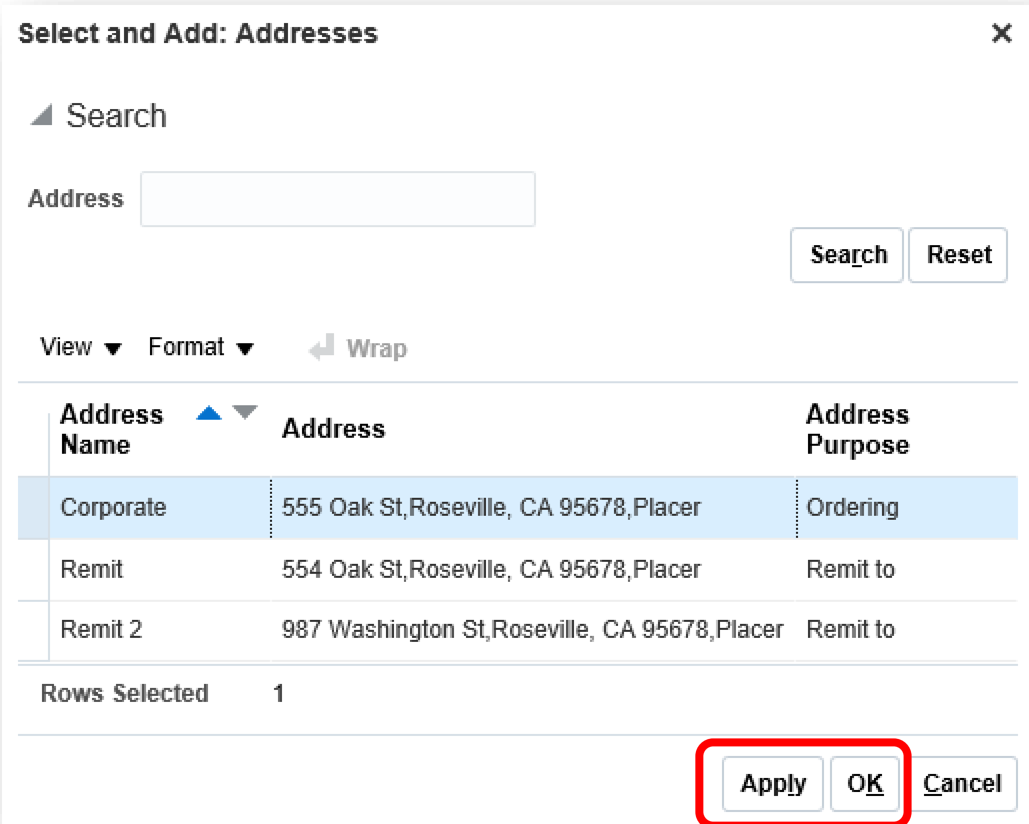
Under "Contact Addresses," click "**Actions**" and click "**Select and Add**."



When you click “Select and Add” a new window will appear as shown below.

Choose an address from the list, click “**Apply**,” and then click “**OK**.” This will close the window and return you to the “Create Contact” screen.

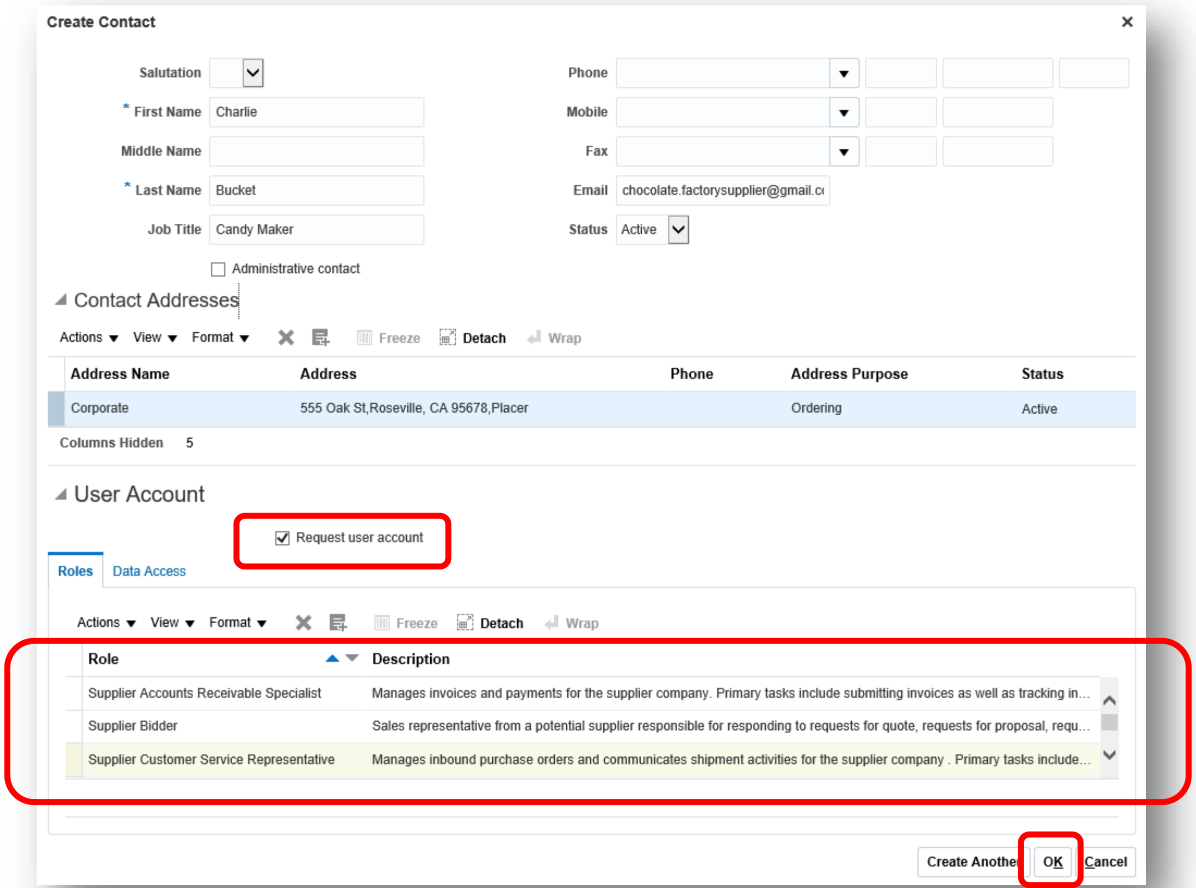
Please Note: If you need to add an address to the contact that is not already listed, you will need to click “Cancel” to return to the “Edit Profile Change Request” screen to add an address in the “Addresses” tab.



At the “Create Contact” screen, under the “User Account” section, click the box to “**Request User Account**.”

Select a role for the new contact.

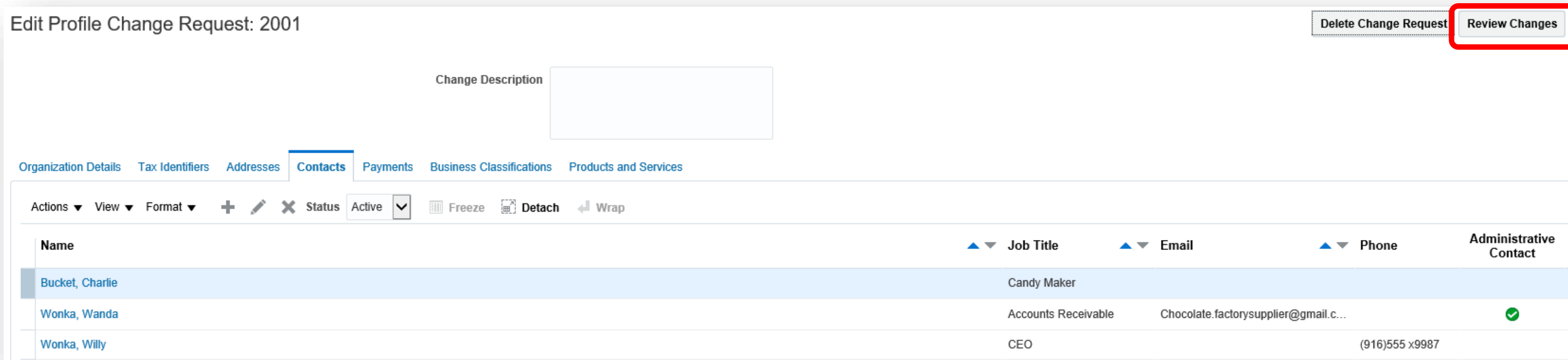
Click “**OK**” or, if you need to add an additional contact, click “Create Another.”



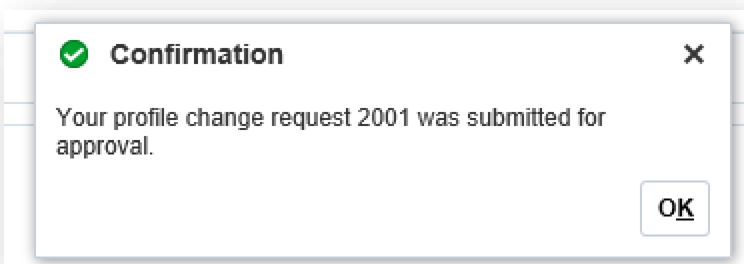
You will now be returned to the “Edit Profile Change Request” screen.

Highlight the name of the contact you just added and click “**Review Changes**.”

At the next screen, click “**Submit**” once you’ve reviewed the added contact information.



A pop-up window will confirm the profile change request was submitted.



You will now see the below message at the top of your screen.

Click “**Done**” to exit.