



**HOW TO ADD ADDITIONAL USERS TO YOUR  
EXISTING SUPPLIER PORTAL ACCOUNT**

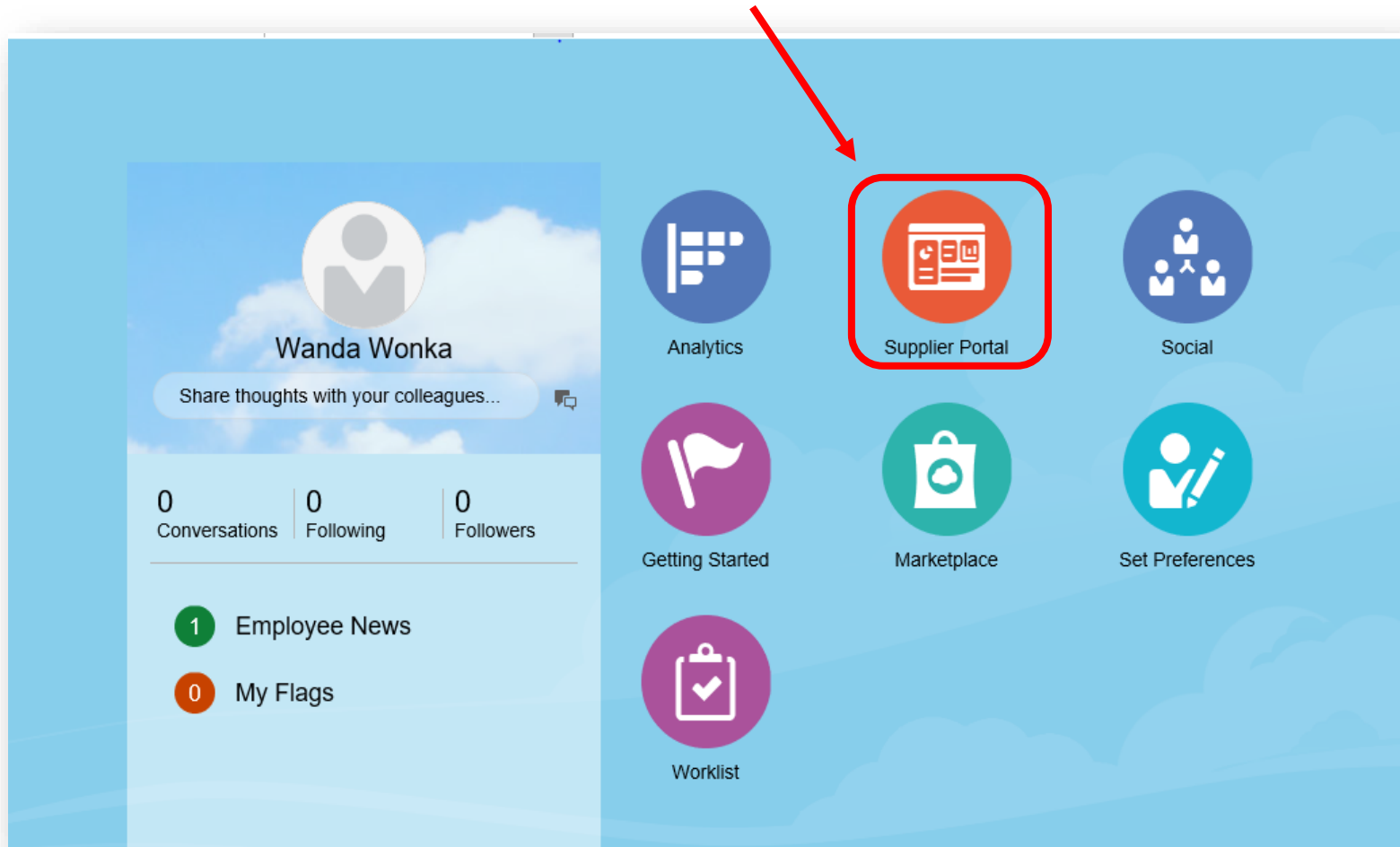
**STEP-BY-STEP REFERENCE GUIDE**

**(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.

Supplier Portal

Search  Order Number

**Tasks**

- Orders**
  - [Manage Orders](#)
  - [Manage Schedules](#)
  - [Acknowledge Schedules in Spreadsheet](#)
- Agreements**
  - [Manage Agreements](#)
- Shipments**
  - [Manage Shipments](#)
  - [Create ASN](#)
  - [Create ASBN](#)
  - [Upload ASN or ASBN](#)
  - [View Receipts](#)
  - [View Returns](#)
- Deliverables**
  - [Manage Deliverables](#)
- Consigned Inventory**
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- Invoices and Payments**
  - [Create Invoice](#)
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  - [View Invoices](#)
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- Negotiations**
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  - [Manage Responses](#)
- Qualifications**
  - [Manage Questionnaires](#)
  - [View Qualifications](#)
- Company Profile**
  - [Manage Profile](#)

**Requiring Attention**

9

4 5

■ Schedules Overdue or Due Today ■ Invoices Overdue

**Recent Activity**  
Last 30 Days

- 4 Negotiation invitations
- 1 Orders changed or canceled

**Supplier News**  
[Welcome to City of Roseville - Supplier Portal](#)

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

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

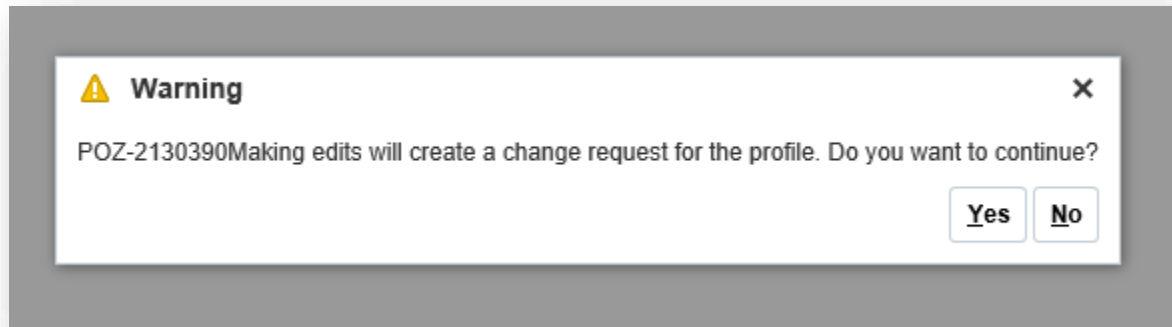
## Company Profile

**Edit** Done

The screenshot shows the 'Company Profile' interface with the 'Contacts' tab selected. The 'Contacts' tab is highlighted with a red box. Below the tab, there is a toolbar with options: View, Format, Status (Active), Freeze, Detach, and Wrap. A list of contacts is displayed below the toolbar, with the first contact, 'Wonka, Wanda', highlighted in blue. The second contact, 'Wonka, Willy', is visible below it.

Name
Wonka, Wanda
Wonka, Willy

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.

Edit Profile Change Request: 2001

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
Wonka, Wanda	Accounts Receivable
Wonka, Willy	CEO

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.**”

The screenshot shows a 'Create Contact' window with the following fields and sections:

- Salutation:** Dropdown menu.
- \* First Name:** Text field containing 'Charlie'.
- Middle Name:** Text field.
- \* Last Name:** Text field containing 'Bucket'.
- Job Title:** Text field.
- Administrative contact:** Checkbox.
- Phone:** Text field with a dropdown arrow.
- Mobile:** Text field with a dropdown arrow.
- Fax:** Text field with a dropdown arrow.
- Email:** Text field.
- Status:** Dropdown menu set to 'Active'.

The **Contact Addresses** section contains a table with columns: Address, Phone, Address Purpose, and Status. Above the table is a toolbar with an **Actions** dropdown menu, View, Format, Freeze, Detach, and Wrap. The **Actions** dropdown is open, showing 'Remove' and 'Select and Add' options. A red arrow points to the 'Select and Add' option.

The **User Account** section has a 'Request user account' checkbox and tabs for 'Roles' and 'Data Access'. Below this is another table with columns 'Role' and 'Description', showing 'No data to display'.

Buttons at the bottom right: 'Create Another', 'OK', and 'Cancel'.



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.

**Select and Add: Addresses** [Close]

Search

Address

View ▼ Format ▼  Wrap

Address Name	Address	Address Purpose
Corporate	555 Oak St,Roseville, CA 95678,Placer	Ordering
Remit	554 Oak St,Roseville, CA 95678,Placer	Remit to
Remit 2	987 Washington St,Roseville, CA 95678,Placer	Remit to

Rows Selected 1

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.”

The screenshot shows the 'Create Contact' form with the following fields and sections:

- Salutation: [Dropdown]
- \* First Name: Charlie
- Middle Name: [Empty]
- \* Last Name: Bucket
- Job Title: Candy Maker
- Administrative contact
- Phone: [Empty]
- Mobile: [Empty]
- Fax: [Empty]
- Email: chocolate.factorysupplier@gmail.ci
- Status: Active [Dropdown]

**Contact Addresses**

Address Name	Address	Phone	Address Purpose	Status
Corporate	555 Oak St,Roseville, CA 95678,Placer		Ordering	Active

Columns Hidden: 5

**User Account**

Request user account

Roles | Data Access

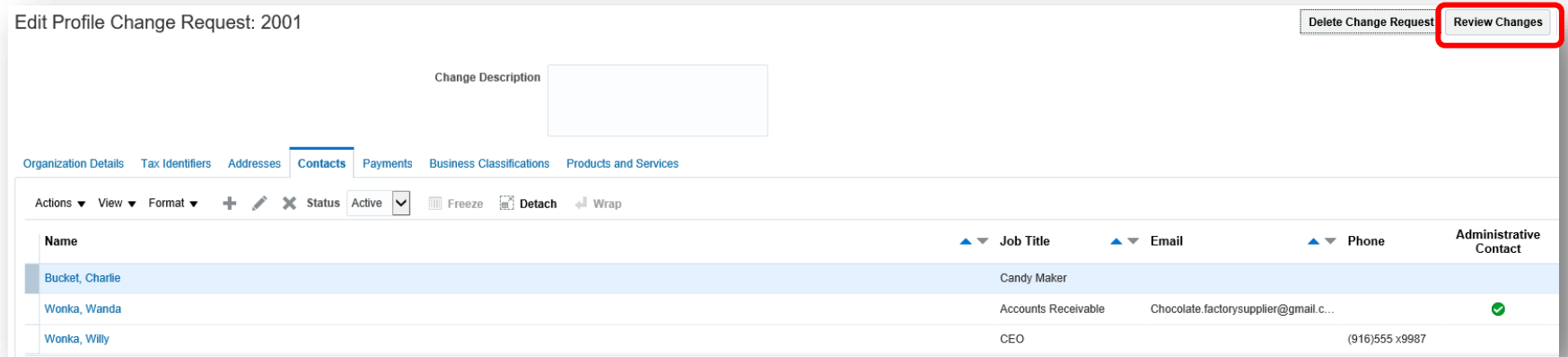
Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include...

Buttons: Create Another, **OK**, Cancel

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.



Edit Profile Change Request: 2001

Delete Change Request Review Changes

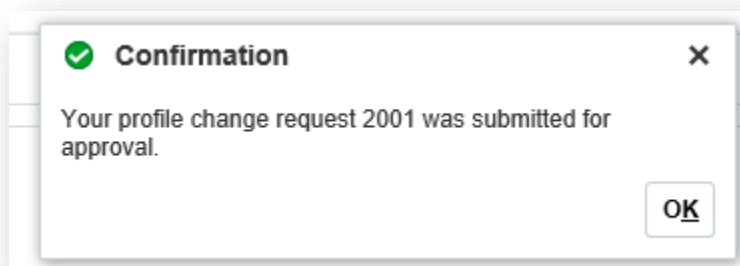
Change Description

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
Bucket, Charlie	Candy Maker			
Wonka, Wanda	Accounts Receivable	Chocolate.factorysupplier@gmail.c...		✓
Wonka, Willy	CEO		(916)555 x9987	

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




Confirmation

Your profile change request 2001 was submitted for approval.

OK

You will now see the below message at the top of your screen.  
Click **Done** to exit.





### Company Profile

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

Last Change Request 2001

Request Status Pending Approval

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

View ▼   Format ▼   Status Active ▼       Freeze    Detach    Wrap

**Name**

Wonka, Wanda
Wonka, Willy