

# Table of Contents

**Supplier Management & SQM..... 1**

**For Current Suppliers \_ 8.5.19 ..... 1**

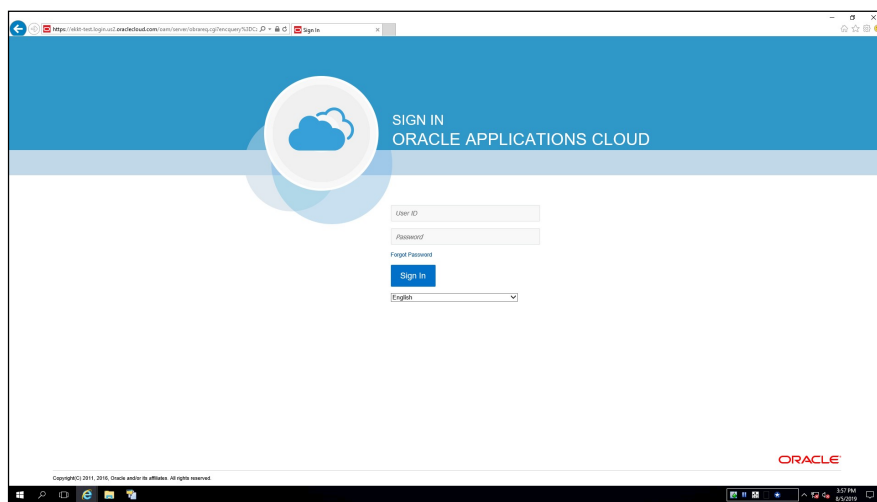
        Login to Supplier Portal in Oracle Cloud & Add Administrative Contact..... 1

## Supplier Management & SQM

### For Current Suppliers \_ 8.5.19

#### Login to Supplier Portal in Oracle Cloud & Add Administrative Contact Procedure



This video will walk you through the process of Signing into Oracle Cloud, accessing the Supplier Portal, and adding a new administrative contact.

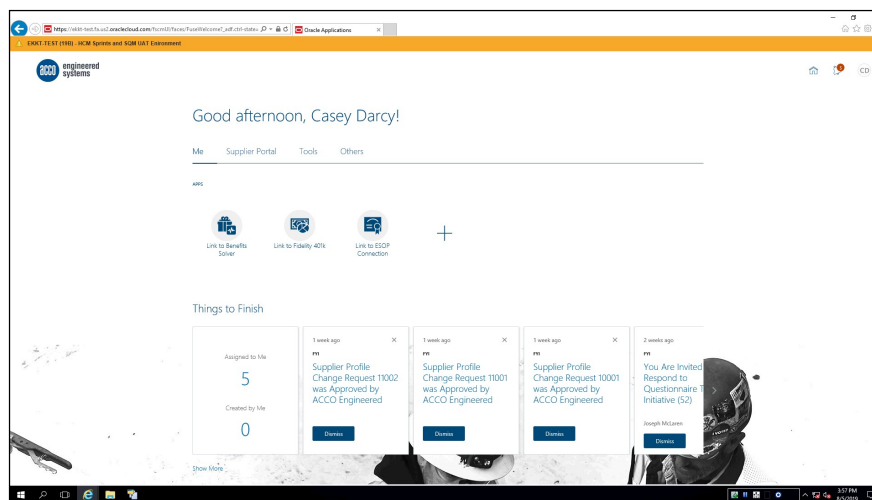


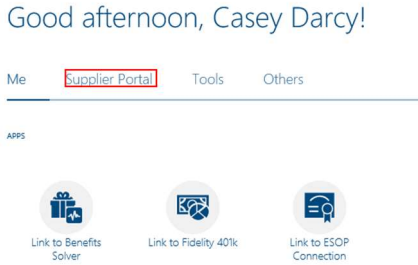
Step	Action
1.	<p>After you have reset your password (see previous training video), navigate to the ACCO Oracle Cloud URL.</p> <p>Click in the <b>User ID</b> field.</p> <div> <div>User ID</div> <div>Password</div> <div>Forgot Password</div> <div>Sign In</div> <div>English</div> </div>
2.	<p>Enter your personal User ID.</p> <p>(In this example, the generic "<b>cdarcy</b>" User ID was used)</p>



# Training Guide





## Supplier Management & SQM



Step	Action
3.	Click in the <b>Password</b> field. 
4.	Enter your personal password.
5.	Click the <b>Sign In</b> button. 

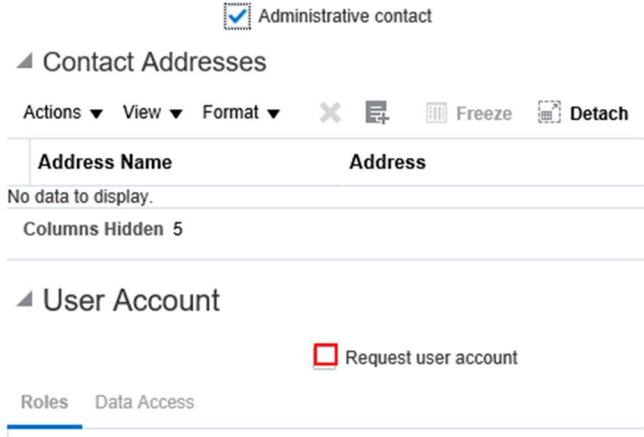







Step	Action
6.	On the Home Page window,  Click the <b>Supplier Portal</b> tab.  

Step	Action
7.	<p>Click the <b>Supplier Portal</b> object.</p> 
8.	<p>On the Supplier Portal screen, there are many options to edit, update, or manage your supplier profile.</p> <p>Use "Manage Profile" to edit your profile (including adding an Administrative Contact).</p> <p>Click the <b>Manage Profile</b> link.</p> <p>Supplier Portal</p> <p>Search <span>Orders</span> <span>▼</span> Order Number <input type="text"/></p> <div> <p><b>Tasks</b></p> <p>Qualifications</p> <ul style="list-style-type: none"> <li>• <a href="#">Manage Questionnaires</a></li> <li>• <a href="#">View Qualifications</a></li> </ul> <p>Company Profile</p> <ul style="list-style-type: none"> <li>• <a href="#">Manage Profile</a></li> </ul> </div>
9.	<p>In order to make changes or additions, you must first click "Edit".</p> <p>Click the <b>Edit</b> button.</p>  <div> <span>Cancel Change Request</span> <span>Edit</span> <span>Done</span> </div>
10.	<p>To edit current contacts or <b>add a new administrative contact</b>,</p> <p>Click the <b>Contacts</b> link.</p> <p>Edit Profile Change Request: 13003</p> <p>Change Description <input type="text"/></p> <p> <a href="#">Organization Details</a> <a href="#">Tax Identifiers</a> <a href="#">Addresses</a> <a href="#">Contacts</a> <a href="#">Business Classifications</a> <a href="#">Products and Services</a> </p>

Step	Action								
11.	<p>To add a new contact and make them the "administrative contact,"</p> <p>Click the <b>Create</b> button.</p> <p>Organization Details   Tax Identifiers   Addresses   <b>Contacts</b>   Business Classifications</p> <p>Actions ▾   View ▾   Format ▾   <b>+</b>   ✎   ✕   Status   Active ▾   📄 Freeze</p> <p><b>Name</b></p> <p>Darcy, Casey</p> <p>Steele, Andrew</p>								
12.	<p>On the "<b>Create Contact</b>" screen, enter the new contact information. The fields with "*" are required.</p> <p>The most important fields are <b>First Name</b>, <b>Last Name</b>, and <b>Email</b>.</p> <p>Click in the <b>First Name</b> field.</p> <p>Create Contact</p> <div><div>Salutation </div><div>* First Name <input type="text"/></div><div>Middle Name <input type="text"/></div><div>* Last Name <input type="text"/></div><div>Job Title <input type="text"/></div><div><input type="checkbox"/> Administrative contact</div></div> <div><div>Phone </div><div>Mobile </div><div>Fax </div><div>Email <input type="text"/></div><div>Status   Active ▾</div></div> <p>📁 Contact Addresses</p> <p>Actions ▾   View ▾   Format ▾   ✕   📄   📄 Freeze   📄 Detach   🔄 Wrap</p> <table><thead><tr><th>Address Name</th><th>Address</th><th>Phone</th><th>Address Pu</th></tr></thead><tbody><tr><td colspan="4">No data to display.</td></tr></tbody></table> <p>Columns Hidden: 5</p>	Address Name	Address	Phone	Address Pu	No data to display.			
Address Name	Address	Phone	Address Pu						
No data to display.									
13.	<p>Enter the First Name of your new administrative contact.</p> <p>(For this example, the generic name "John Doe" was used)</p> <p><b>First Name</b> <input type="text"/></p>								
14.	<p>Click in the <b>Last Name</b> field.</p> <p><b>Last Name</b> <input type="text"/></p>								
15.	<p>Enter the last name of your new contact.</p> <p><b>Last Name</b> <input type="text"/></p>								
16.	<p>Click in the <b>Email</b> field.</p> <p><b>Email</b> <input type="text"/></p>								

Step	Action
17.	<p>Enter the email address of your new contact.</p> <p>(In this example, the generic email "johndoe@yahoo.com" was used)</p> <p>Email <input type="text"/></p>
18.	<p>The Phone number is not a required field, but strongly recommended.</p> <p>First add the Country Code from the drop-down list and Enter "1" for United States.</p> <p>Click the <b>Phone Country Code</b> list.</p> <p></p>
19.	<p>Click in the <b>Enter phone area code</b> field.</p> <p><input type="text"/></p>
20.	Enter the desired information into the <b>Enter phone area code</b> field. Enter "919".
21.	Press <b>[Tab]</b> .
22.	<p>Enter the phone number of the contact. Make sure you include the "-" in the number.</p> <p>(In this example, the generic phone number 606-1234 was used)</p>
23.	<p>To ensure this new Contact is designated as the <b>Administrative Contact</b> (meaning they will receive all the emails and make changes),</p> <p>MAKE SURE YOU CHECK THE "Administrative Contact" box.</p> <p>Click the <b>Administrative contact</b> option.</p> <hr/> <p><b>Edit Contact: John Doe</b></p> <p>Salutation <input type="text"/> </p> <p>* First Name <input type="text" value="John"/></p> <p>Middle Name <input type="text"/></p> <p>* Last Name <input type="text" value="Doe"/></p> <p>Job Title <input type="text"/></p> <p><input type="checkbox"/> Administrative contact</p> <p>▲ Contact Addresses</p>

Step	Action
24.	<p>To ensure this new contact also has a corresponding User Account,</p> <p>Click the <b>Request user account</b> option.</p>  <p>The screenshot shows the 'Administrative contact' checkbox checked. Below it is the 'Contact Addresses' section with a table that is empty. At the bottom, the 'User Account' section has the 'Request user account' checkbox highlighted with a red box.</p>
25.	<p>Click the <b>OK</b> button.</p>  <p>The screenshot shows a blue 'OK' button with a red border.</p>
26.	<p>Notice "John Doe" has now been added as a new contact.</p> <p>Click the <b>Review Changes</b> button.</p>  <p>The screenshot shows a row of buttons: 'Delete Change Request', 'Review Changes' (highlighted with a red box), 'Save', 'Save and Close', and 'Cancel'.</p>
27.	<p>Click the <b>Submit</b> button.</p>  <p>The screenshot shows a blue 'Submit' button with a red border.</p>
28.	<p>Click the <b>OK</b> button.</p>  <p>The screenshot shows a 'Confirmation' dialog box with a green checkmark. The text inside says 'Your profile change request 13003 was submitted for approval.' The 'OK' button is highlighted with a red box.</p>
29.	<p>Click the <b>Done</b> button.</p>  <p>The screenshot shows a blue 'Done' button with a red border.</p>
30.	<p>You have now completed Signing into ACCO Oracle Cloud and adding an administrative contact under Supplier Portal.</p> <p><b>End of Procedure.</b></p>

