Oracle i-Supplier Profile Management

USER GUIDE

Contents

1 Introduction 3

1.2 List of Abbreviations 4

2 Supplier Profile Management 5

2.1 Create or Update Address Book 5

2.2 Create or Update Contact Directory 9

2.2.1 Approve Contact Request 18

2.3 Create or Update Business classification 23

2.4 Create or Update Product and Services 26

2.5 Update Lenience which Expired 31

3 View Supplier Performance Score ..... Error! Bookmark not defined.

3.1 View Supplier Performance Score ..... **Error! Bookmark not defined.**

1 Introduction

This document is prepared based on the business scenarios covered for supplier to use I-Supplier Portal to update their information electronically.

1.2 List of Abbreviations

Acronym	Description
(B)	Button
LOV	List of Values
(T)	Tab

2 Supplier Profile Management

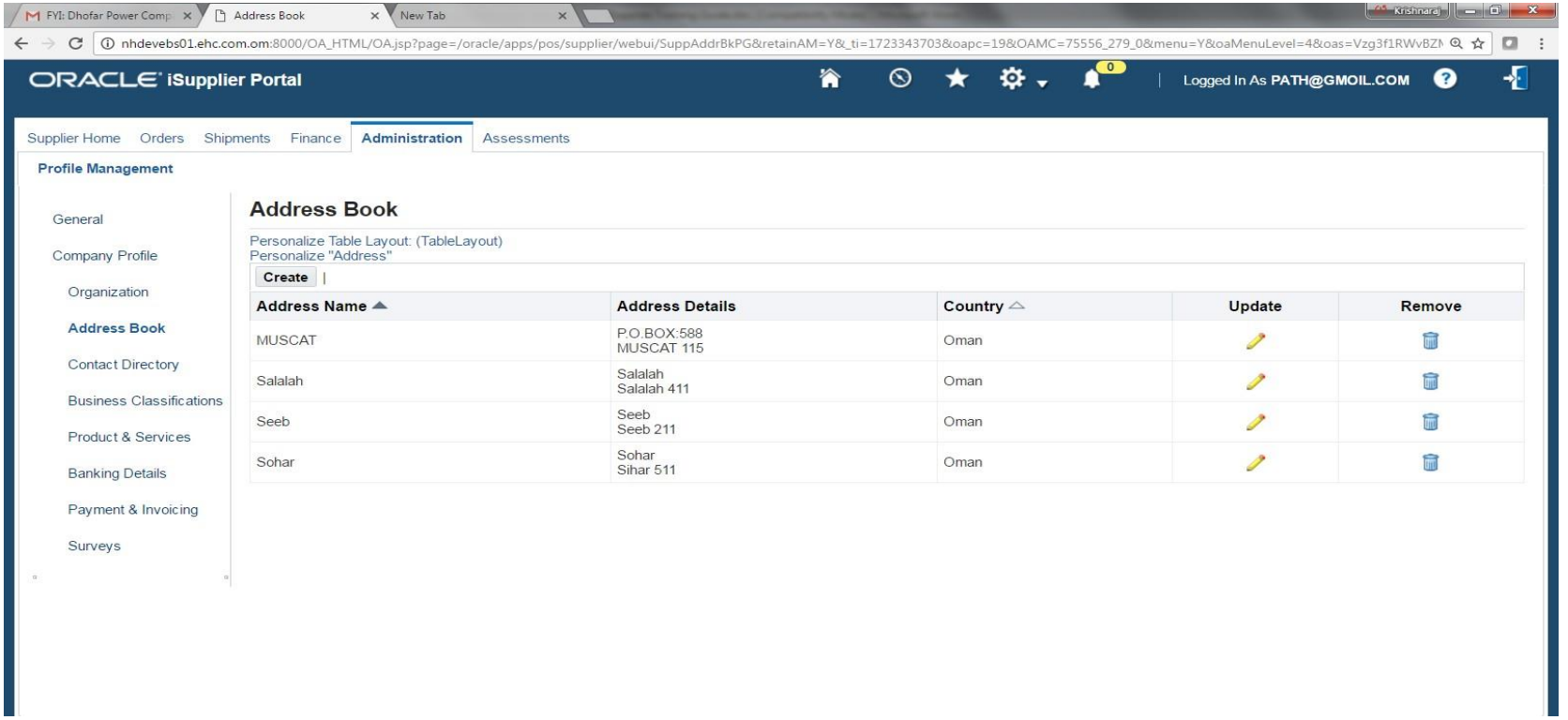
This process involves to update to date Supplier profile as per the requirement of Nama Group and it's subsidiaries.

2.1 Create or Update Address Book

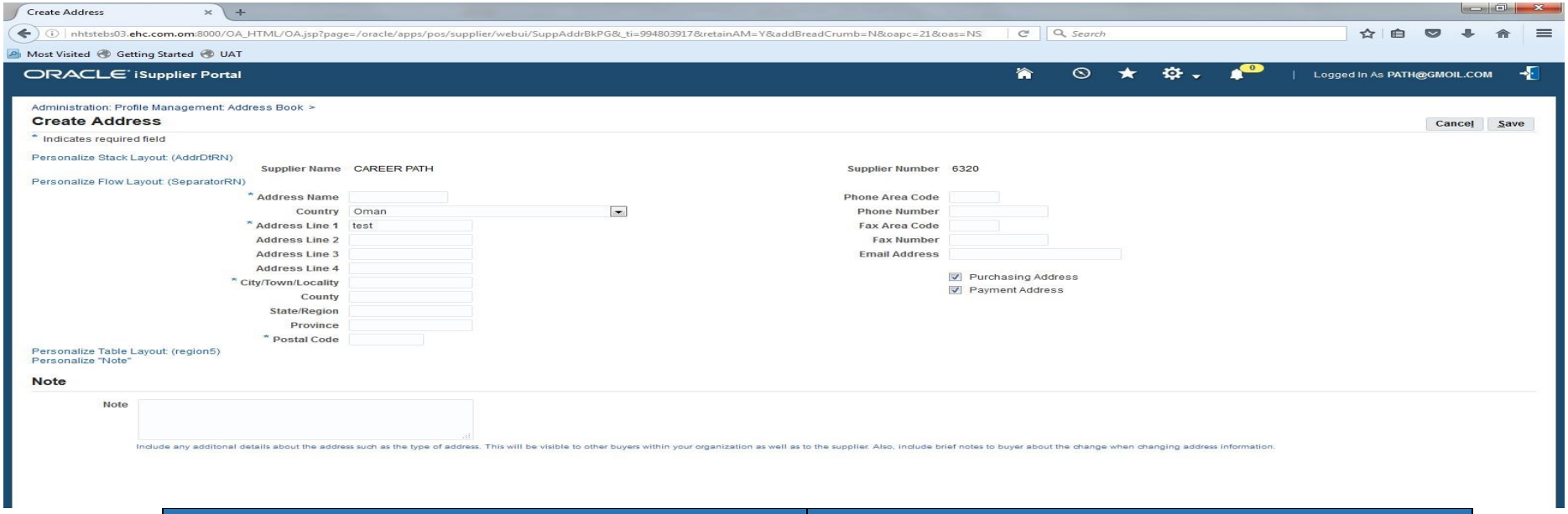
Note: Login as Supplier user in iSupplier Portal

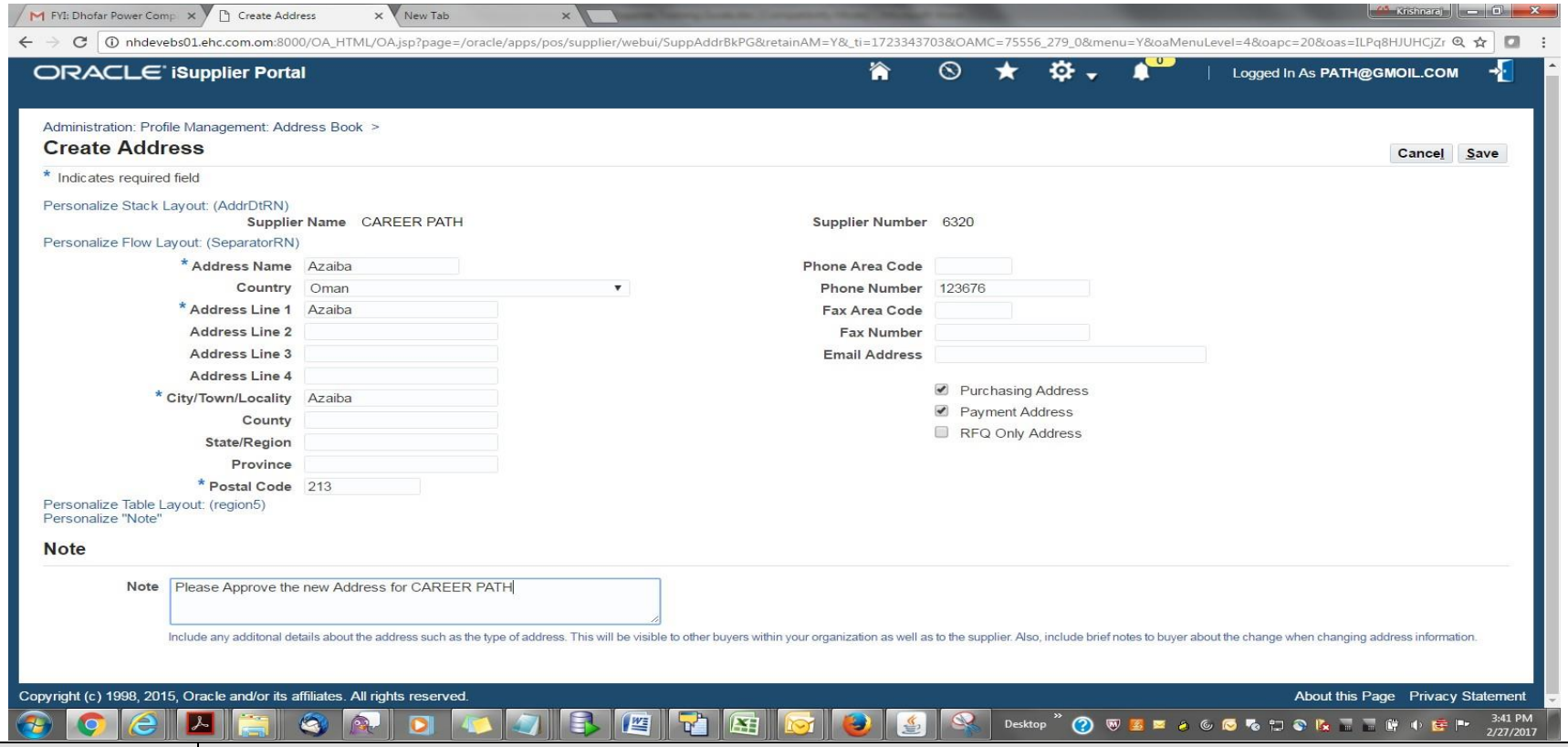
Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Address Book

Step	Action
1.	Click the Create (B)

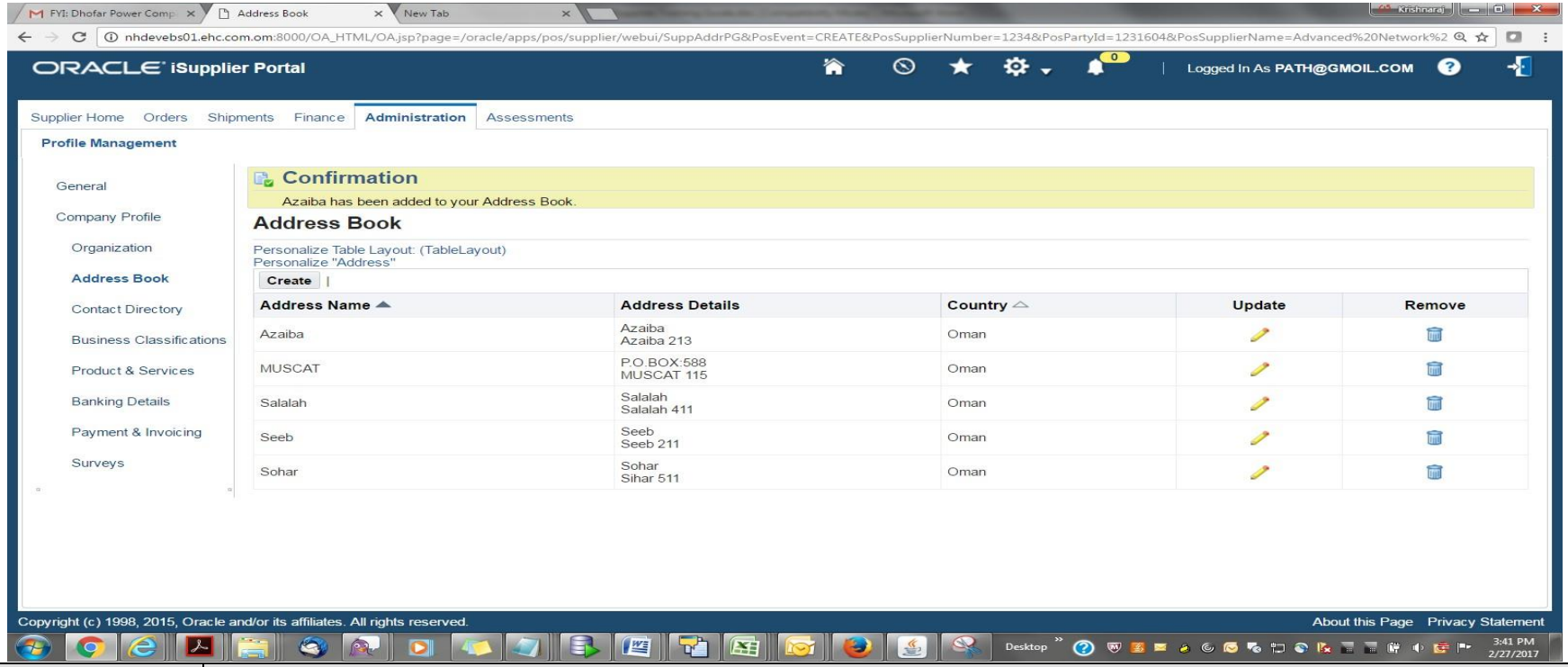


Step	Action
2.	Enter Address name, Address details and Address purpose.





Step	Action
3.	Click the Save (B) to submit new address request.

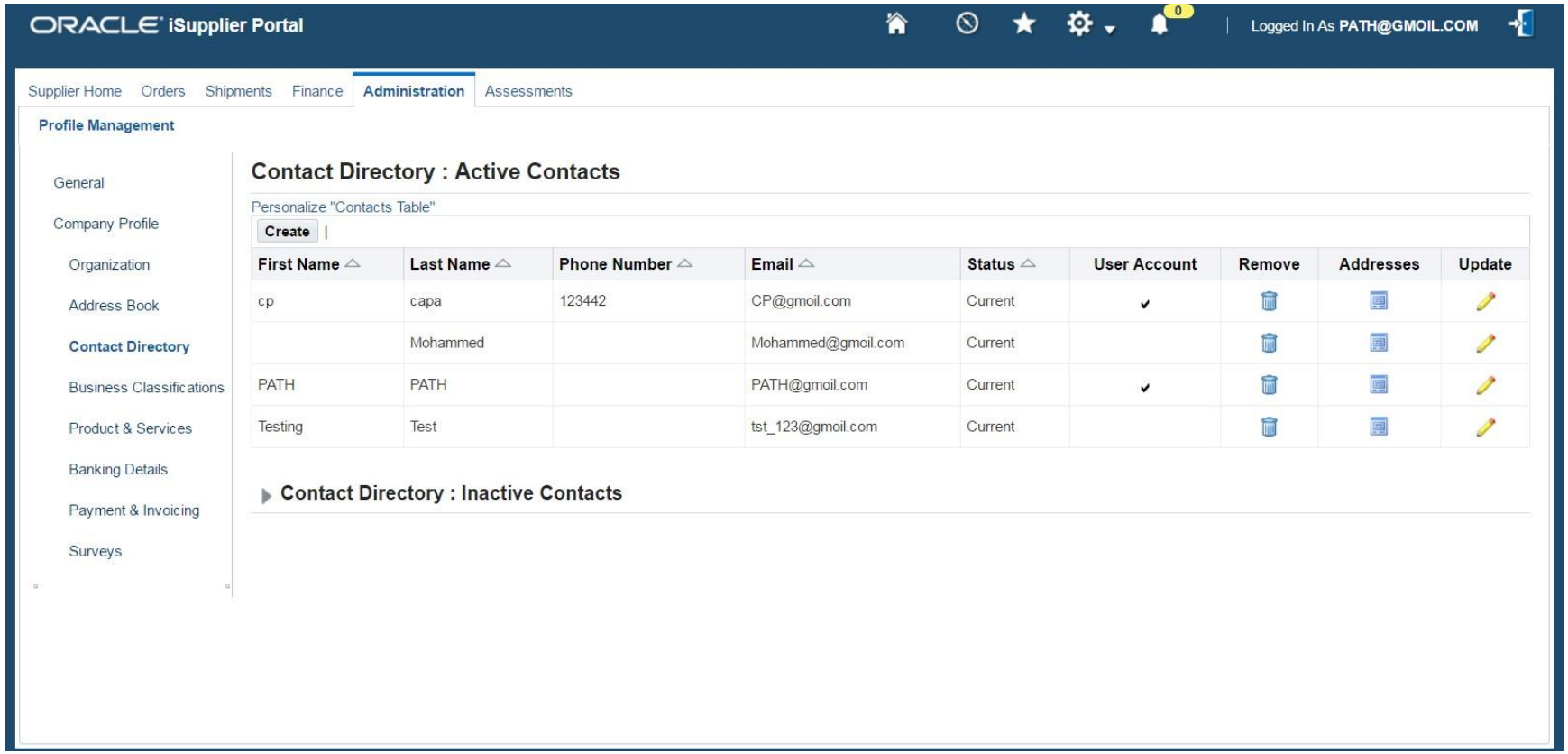


Step	Action
4.	Address has been added to Address book.

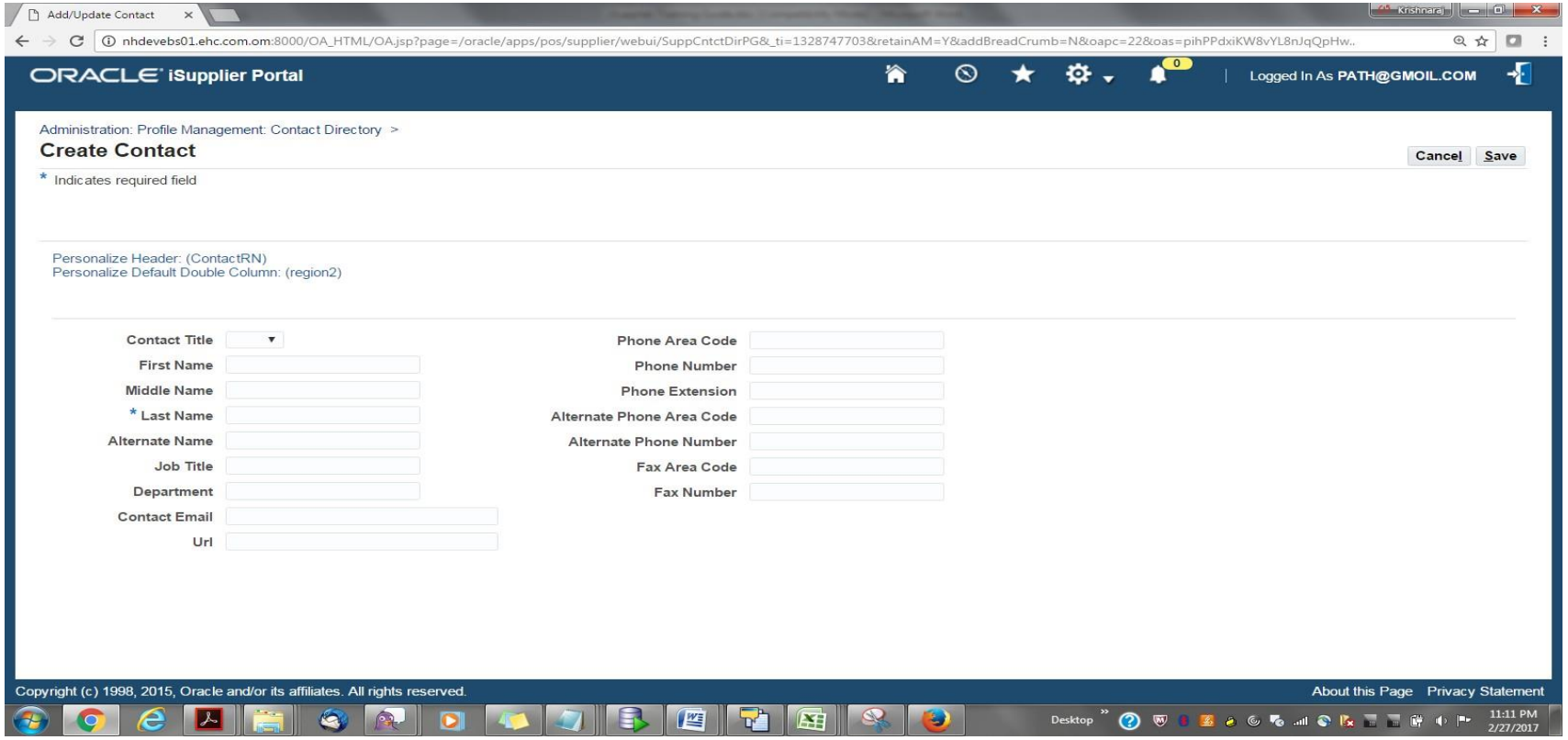
2.2 Create or Update Contact Directory

Note: Login as Supplier user in iSupplier Portal

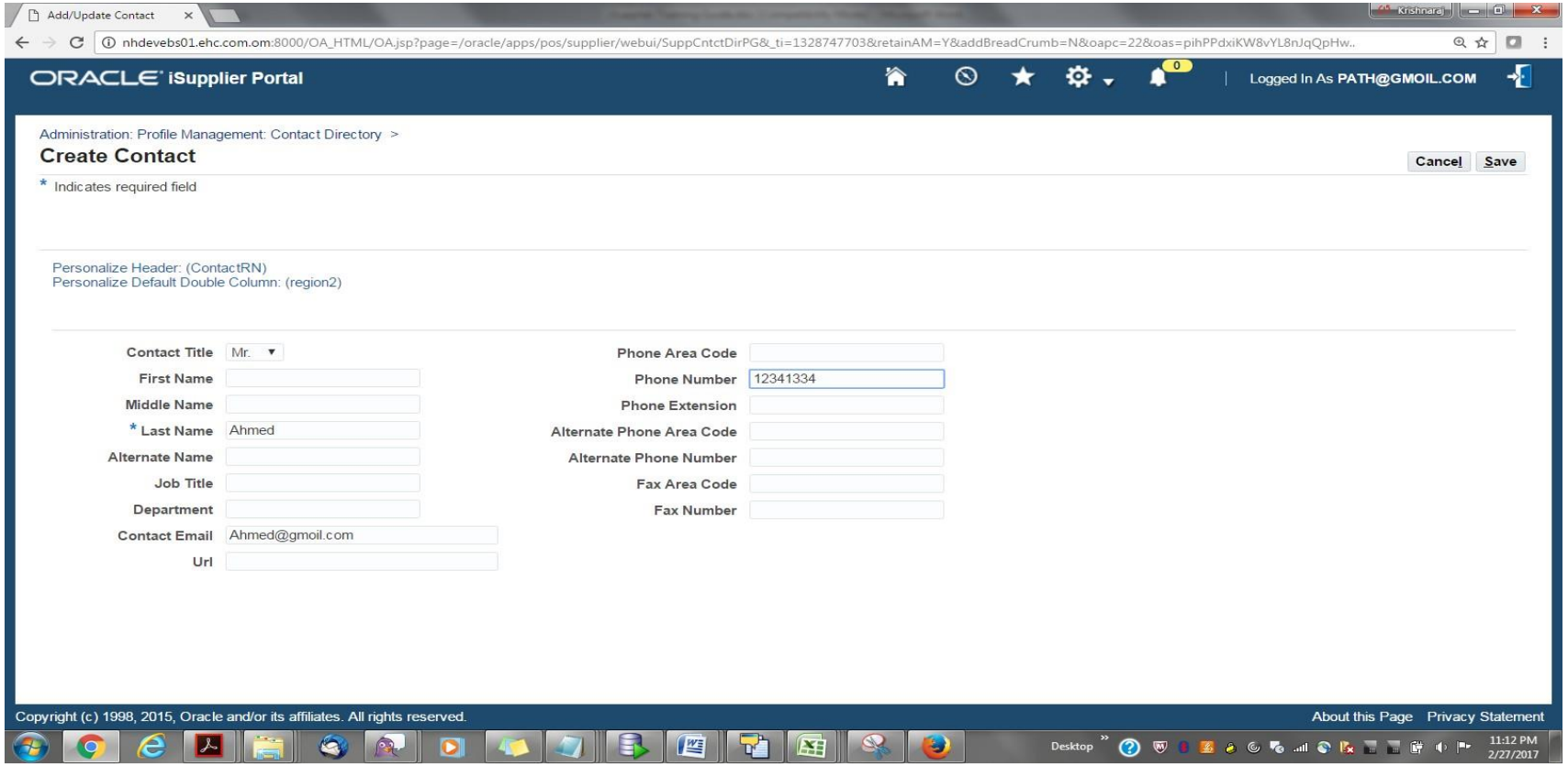
Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Contact Directory



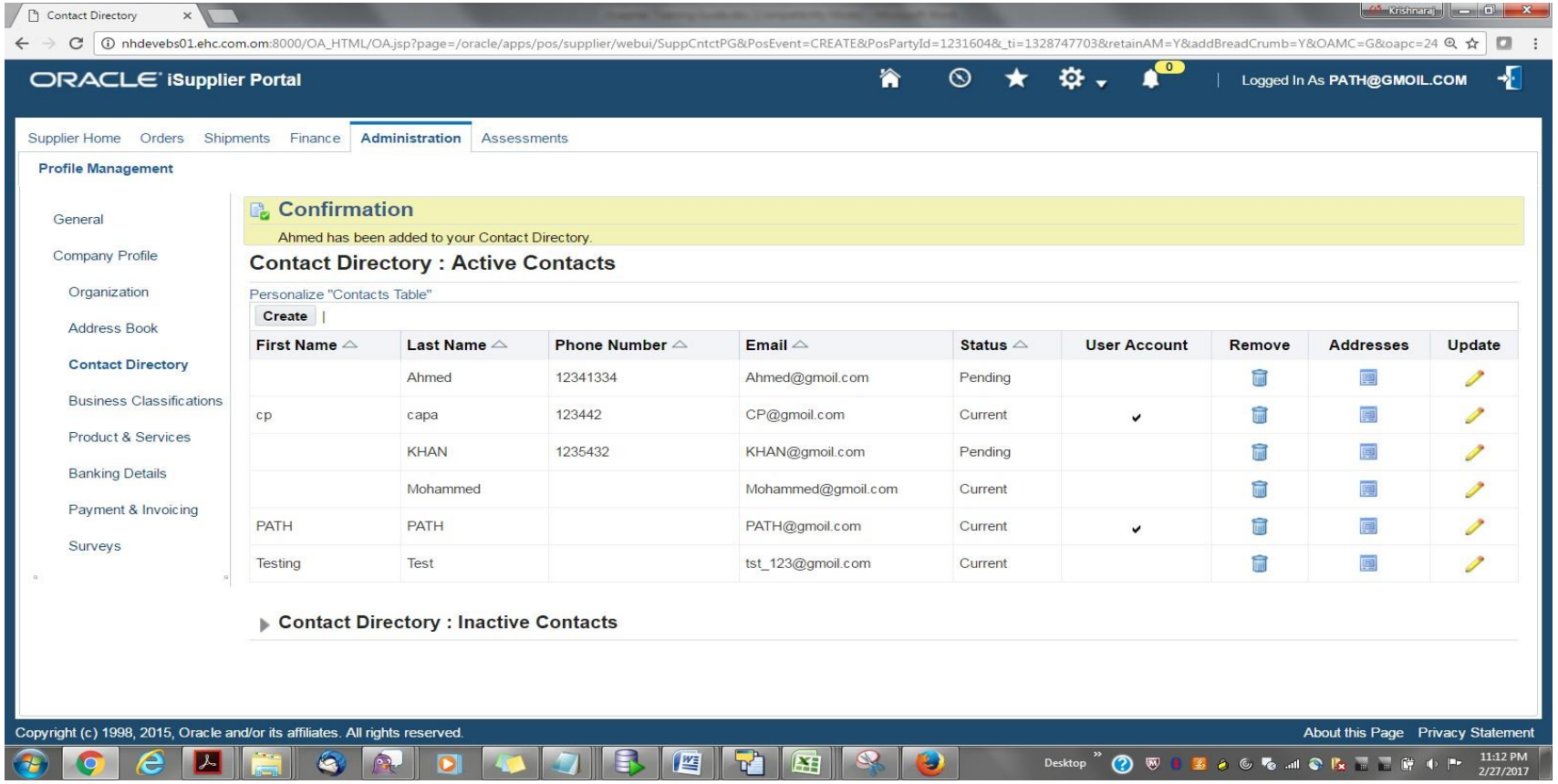
Step	Action
1.	Click the Create (B).



Step	Action
2.	Enter the Contact Person Details.

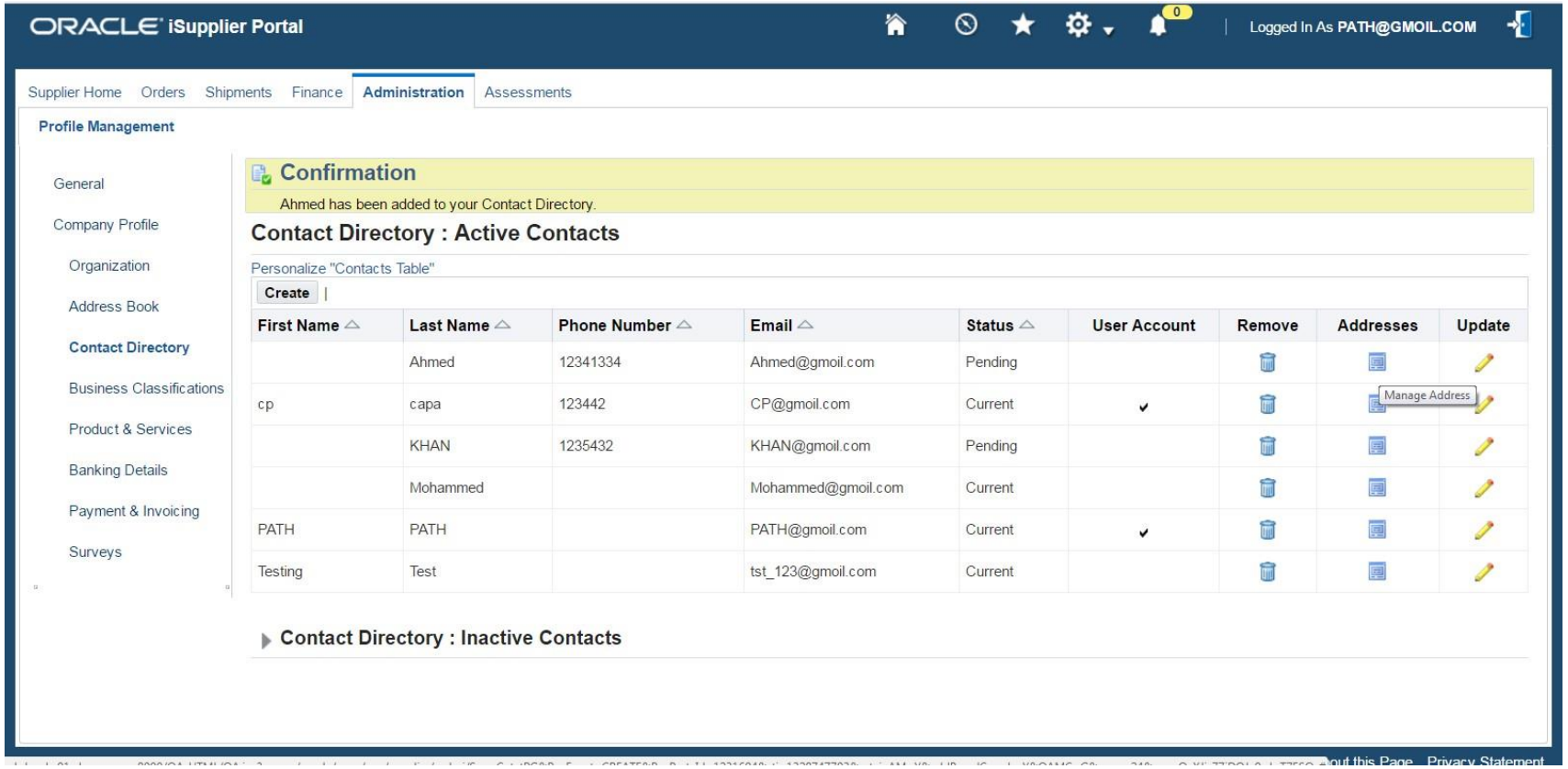


Step	Action
3.	Click the Save (B)

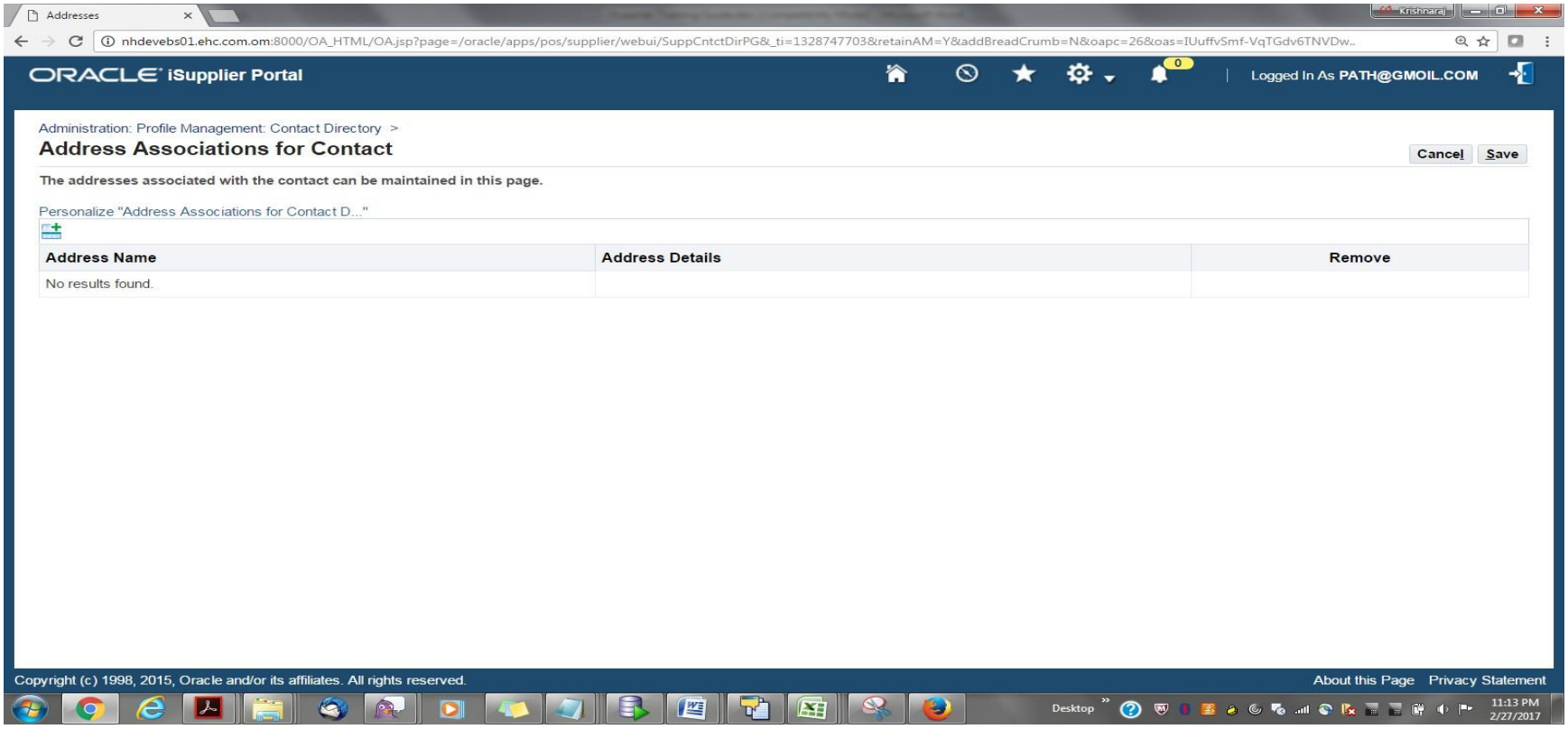


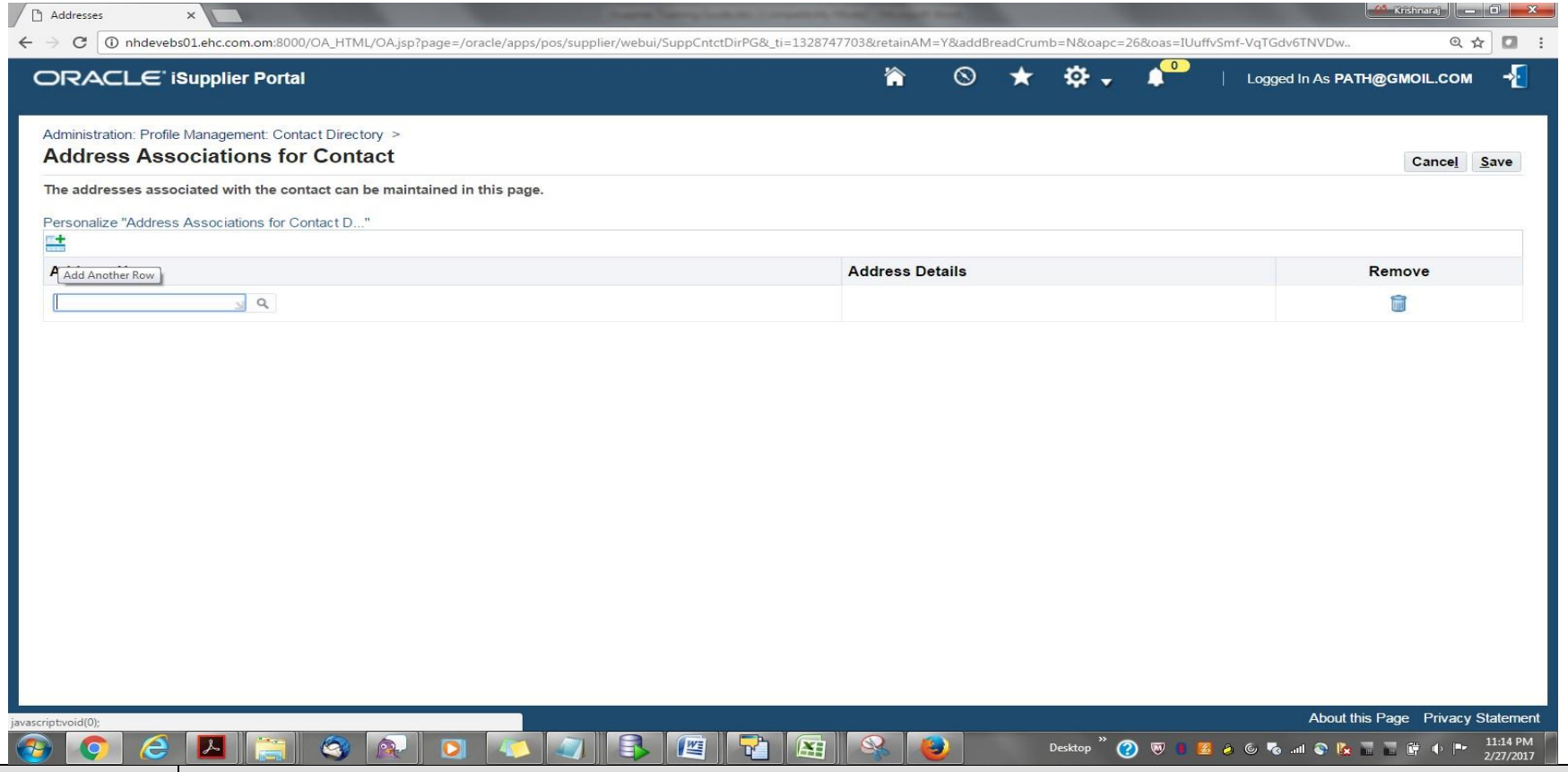
Step	Action
4.	Contact has been added to Contact directory.

Associate Address to Contact person

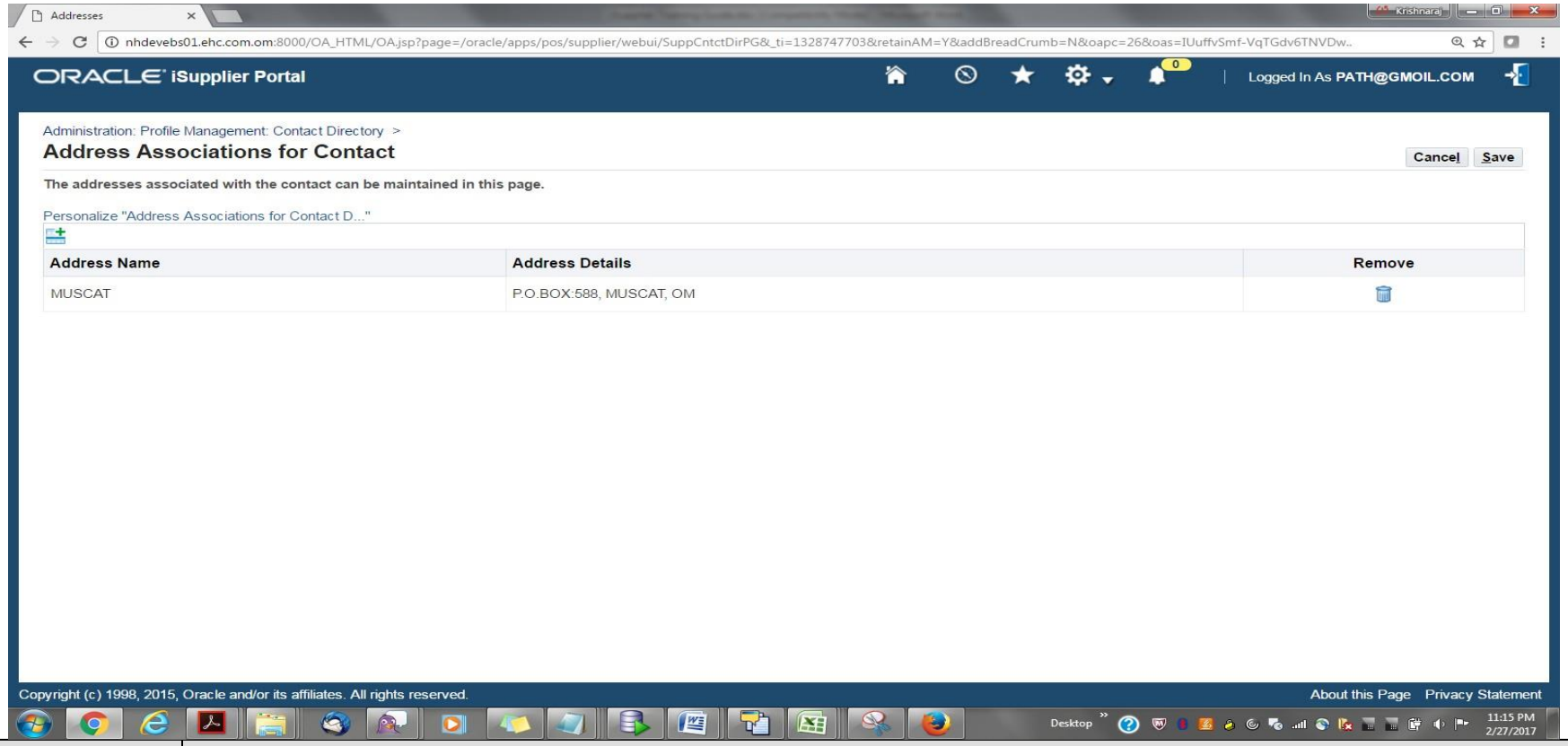


Step	Action
5.	Click the Manage Address icon.

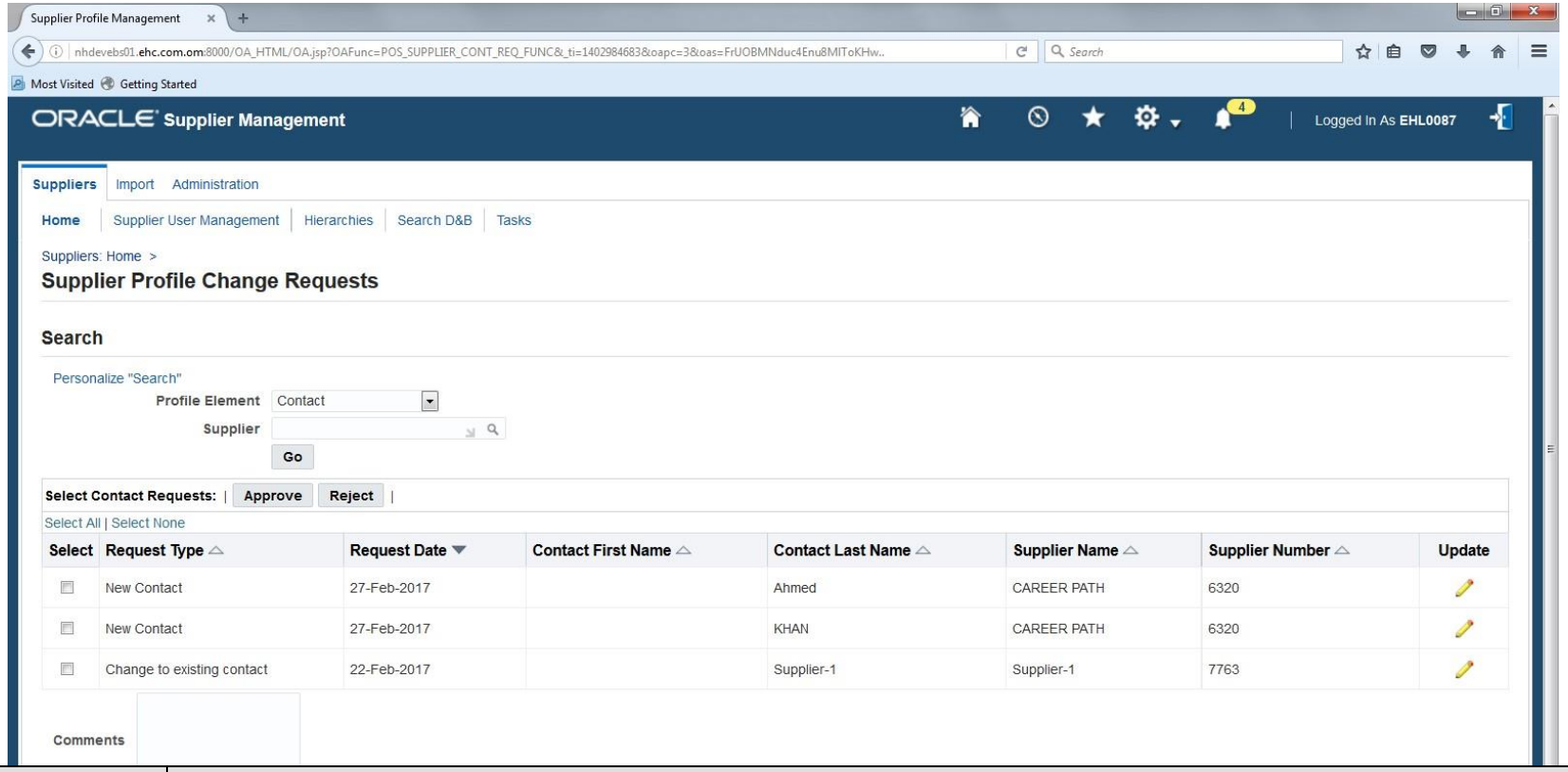




Step	Action
6.	Click Add row Button to associate Address to contact.



Step	Action
7.	Select the Address to associate.



Step	Action
8.	Save the Details

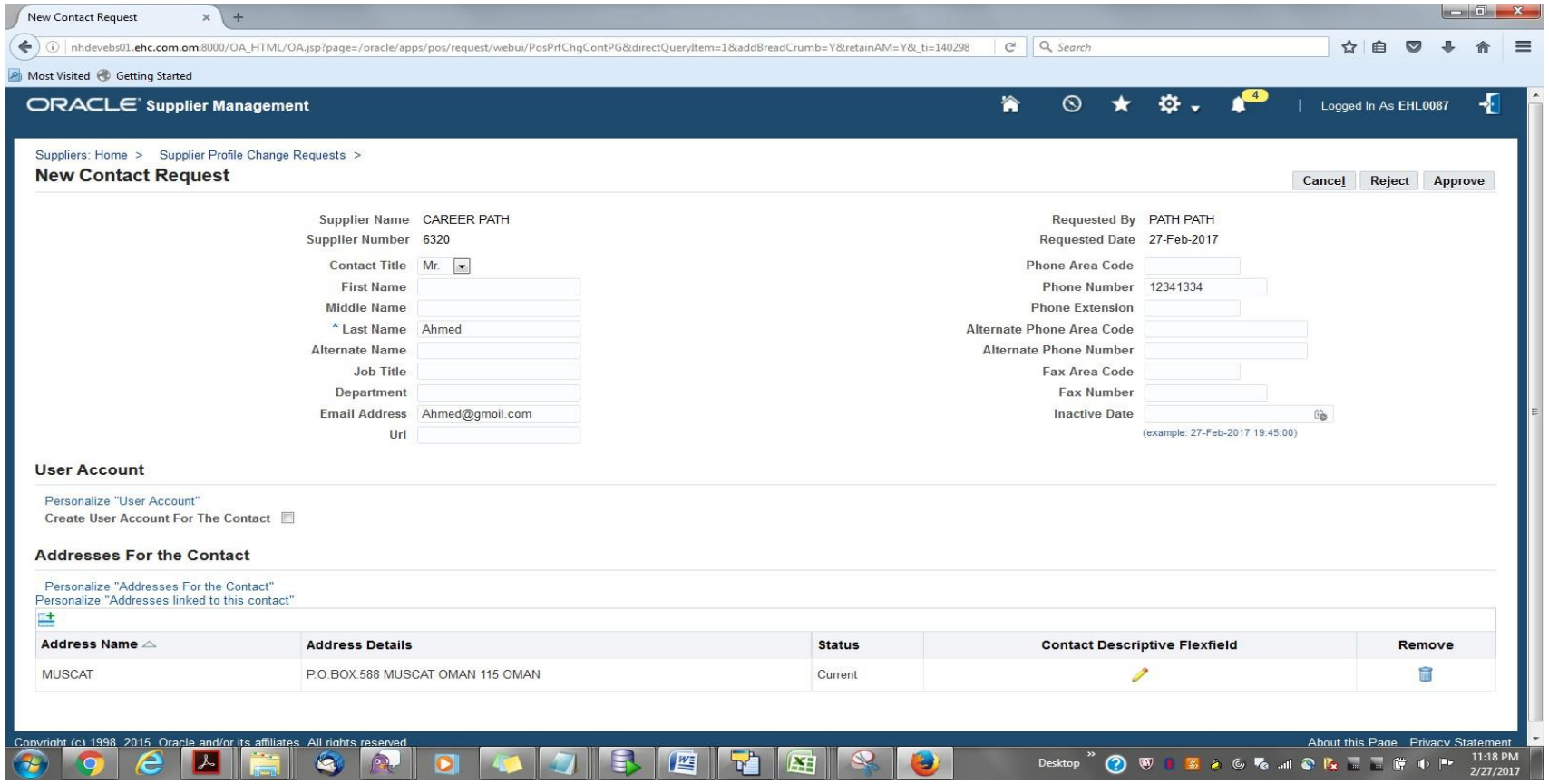
2.2.1 Approve Contact Request

Note: Login as Supplier Administrator

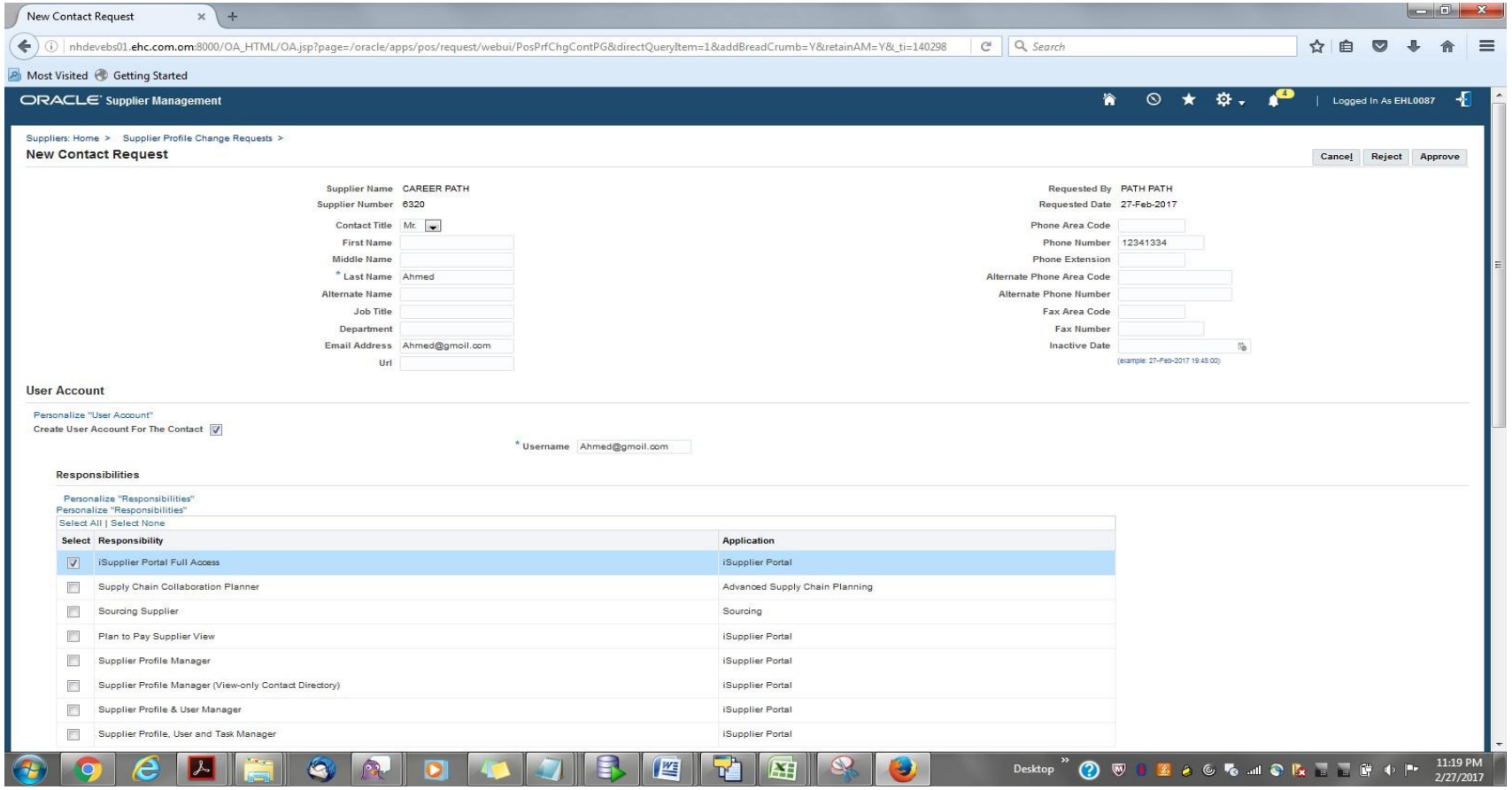
Responsibility: Supplier Administrator Responsibility

Navigation: Supplier Administrator Responsibility > > Supplier Home > Supplier profile Update request > Supplier Contact Request

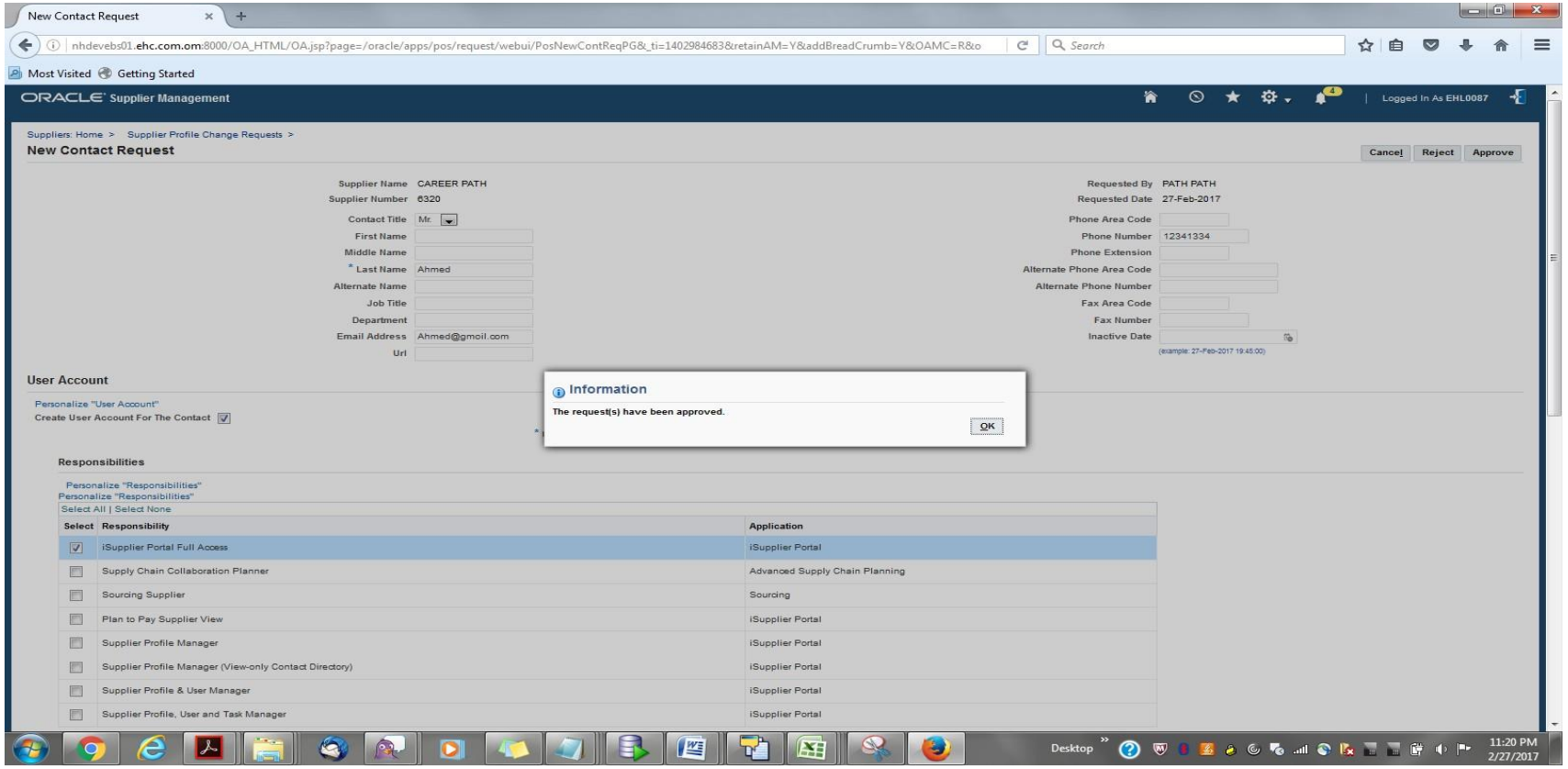
Step	Action
9.	Click the Update icon.



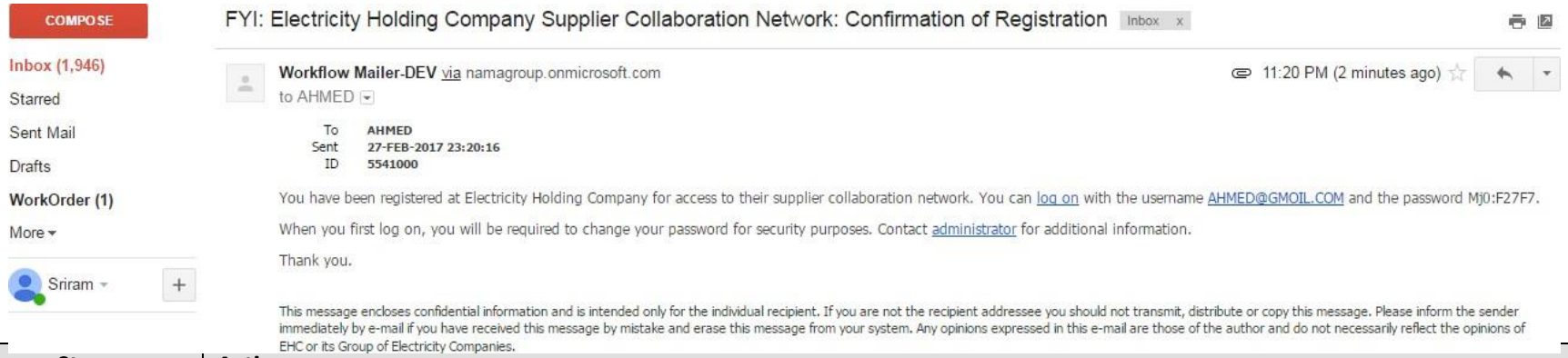
Step	Action
10.	Select ‘Create User Account for the Contact’ check box to create supplier user.



Step	Action
11.	Click the Approve (B)



Step	Action
12.	The Request has been approved.



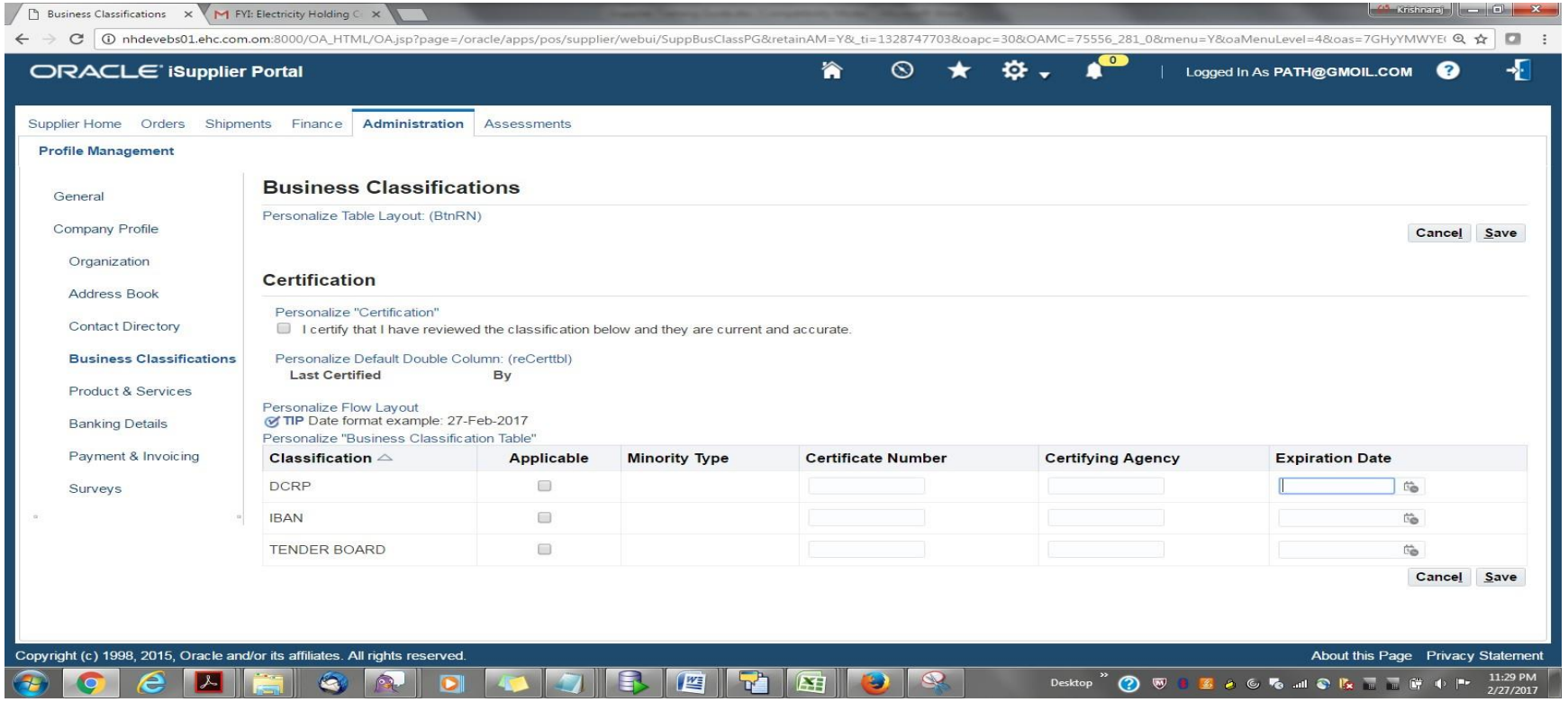
Step	Action
13.	Oracle Application URL is communicated to supplier user with Username and Password details through email.

2.3 Create or Update Business classification

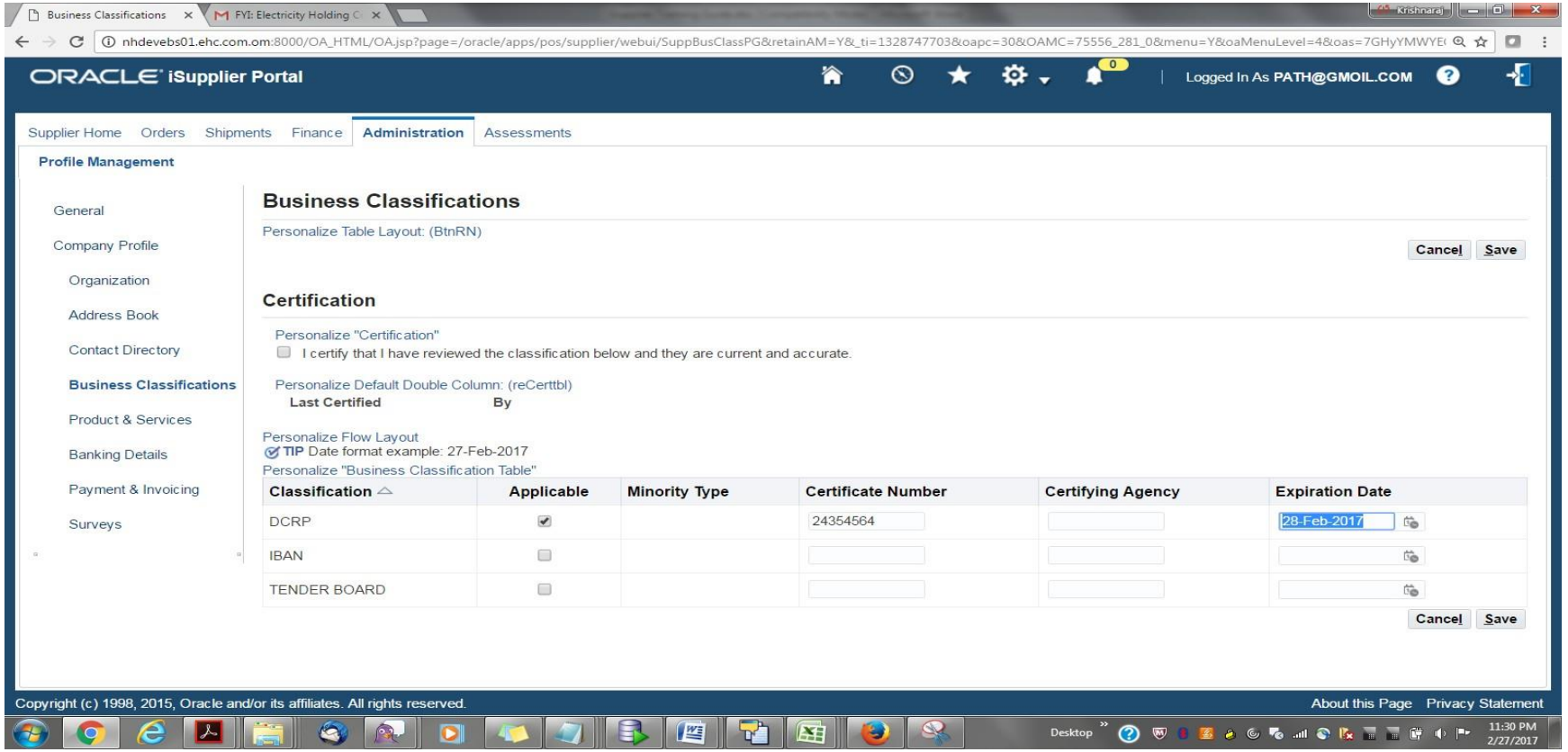
Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Business Classification

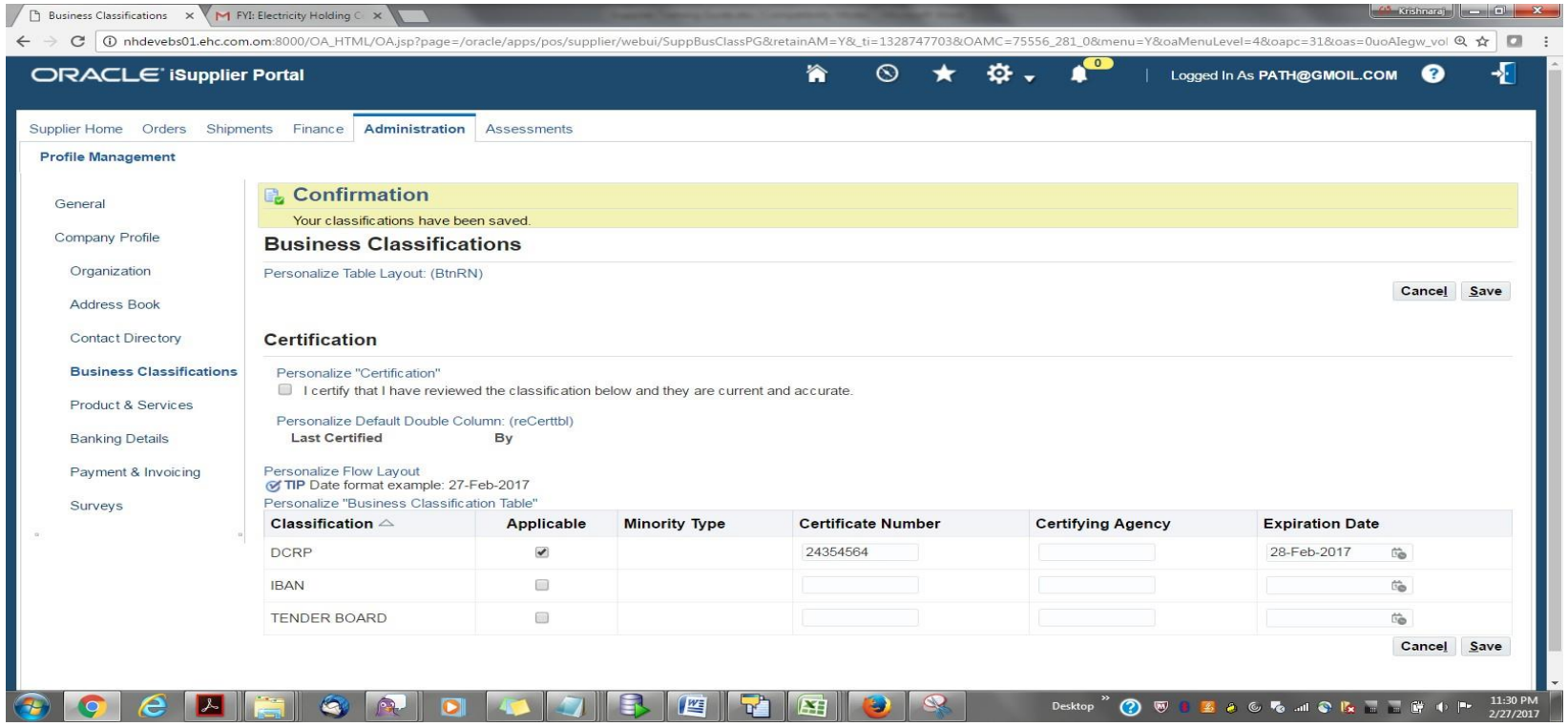
Step	Action
1.	Select Required Business classification and enter certificate number and Expiration date if applicable



Step	Action
2.	Click the save (B).



Step	Action
3.	Classification has been saved.

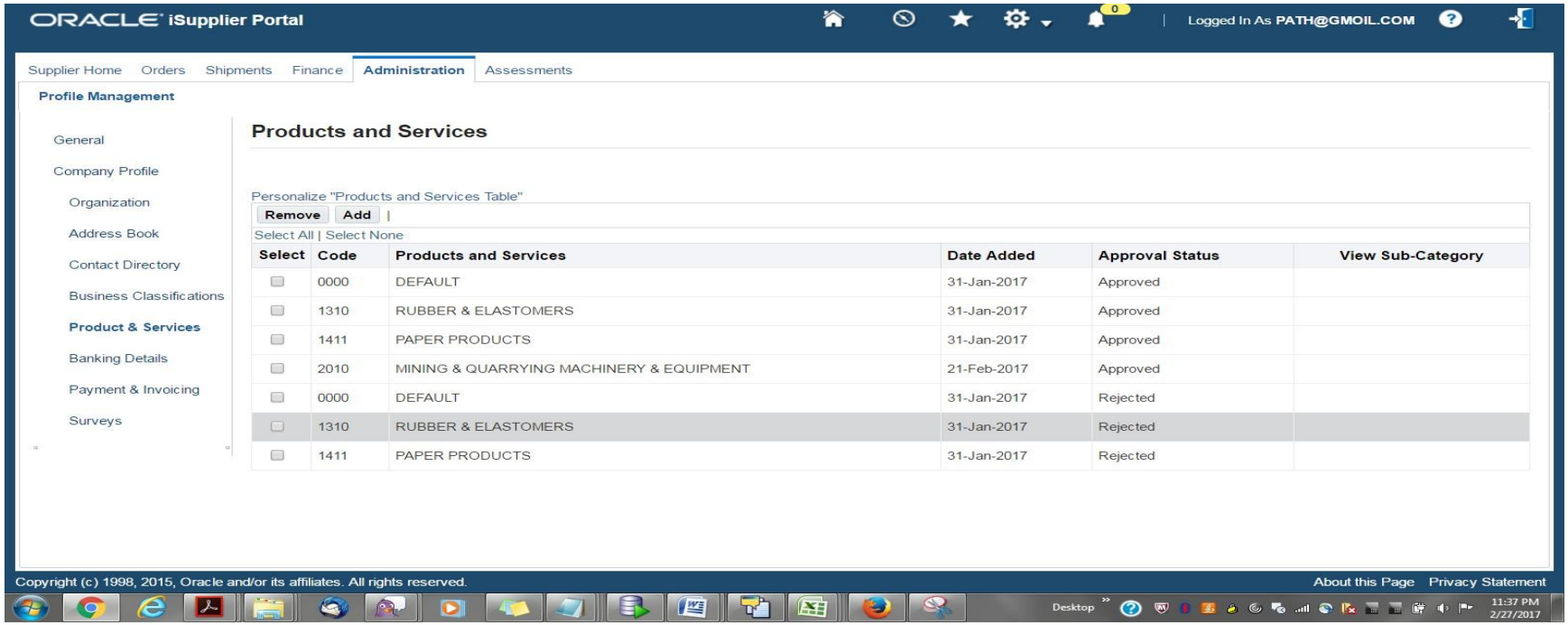


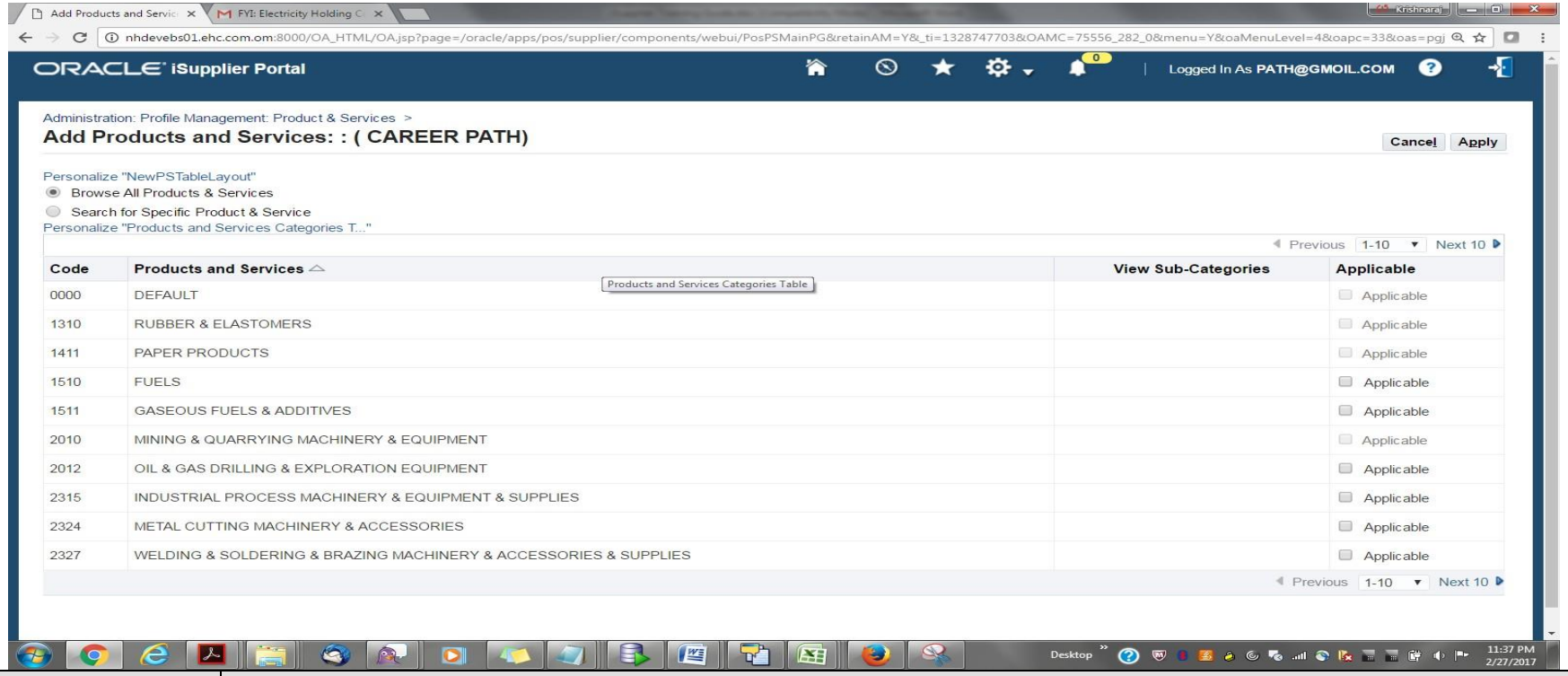
2.4 Create or Update Product and Services

Note: Login as Supplier user in iSupplier Portal

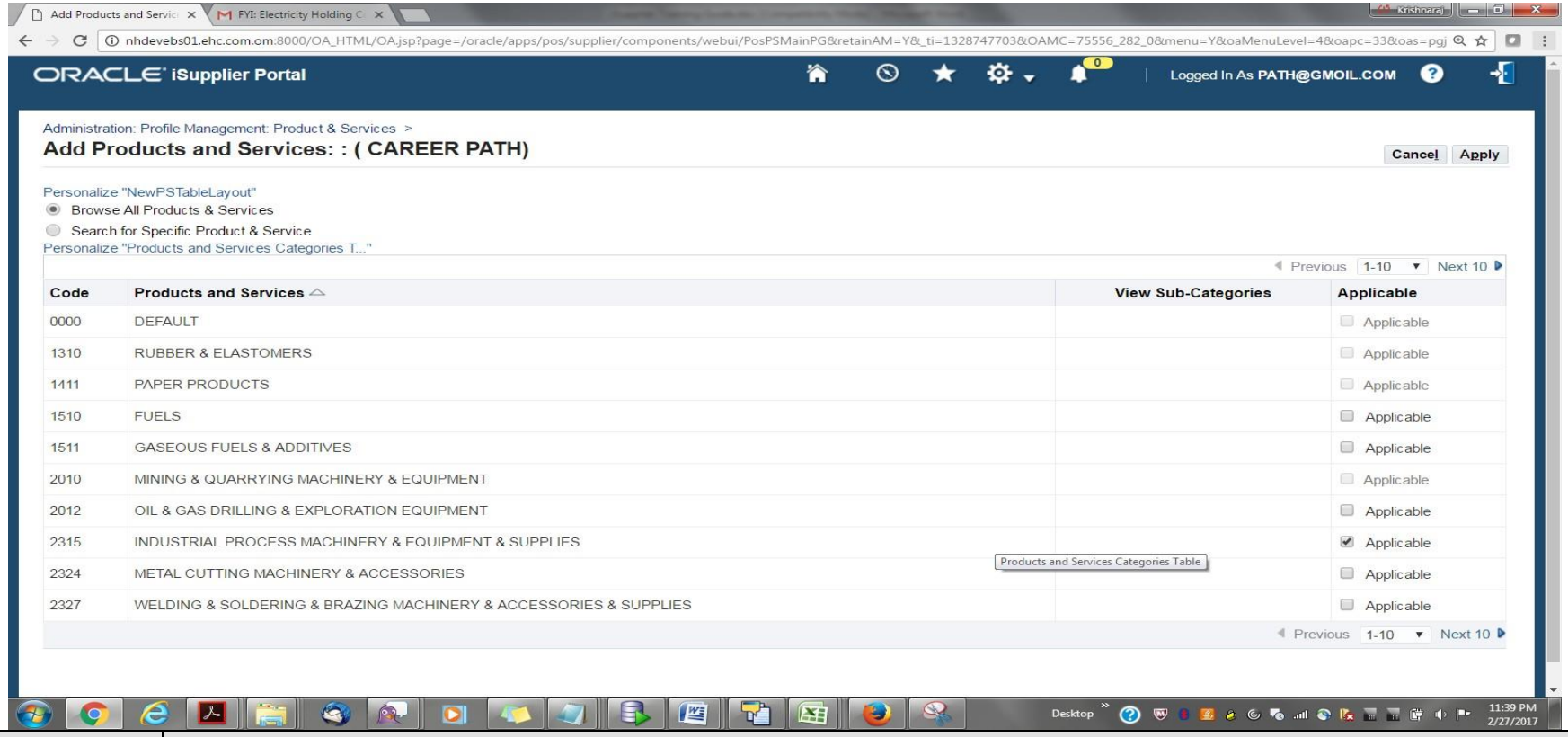
Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Profile Management > Product & Services

Step	Action
1.	Click the Add (B).

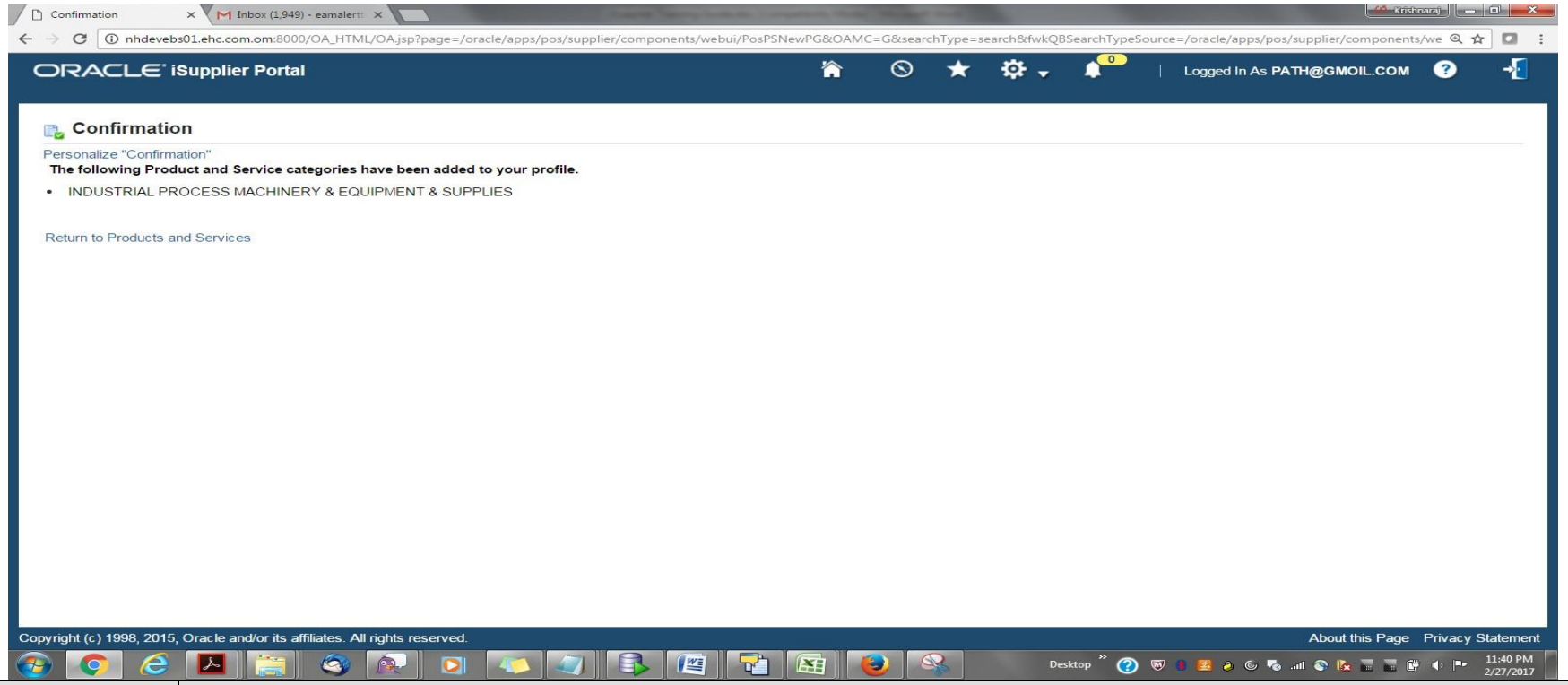




Step	Action
2.	Select the applicable Product and Services.



Step	Action
3.	Click the Apply (B).



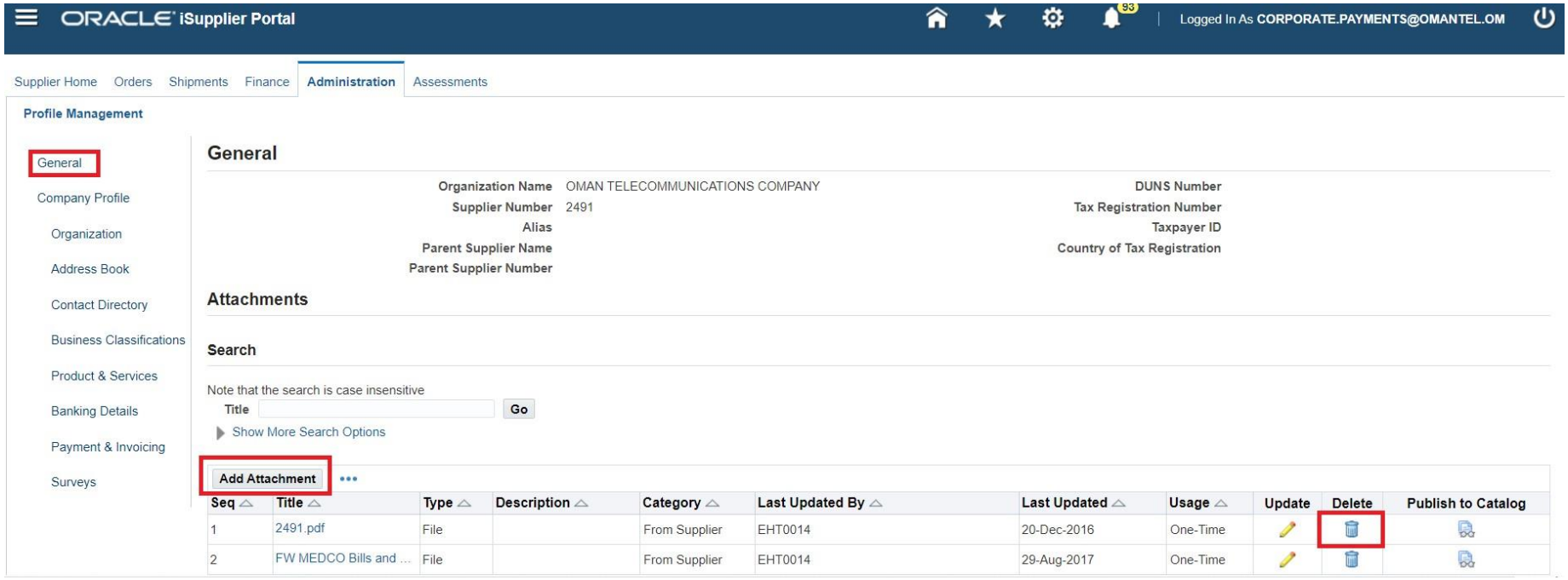
Step	Action
4.	Confirmation Message: Product and Service categories have been added to your profile.

2.5 Update Lenience which Expired

Note: Login as Supplier user in iSupplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > General >

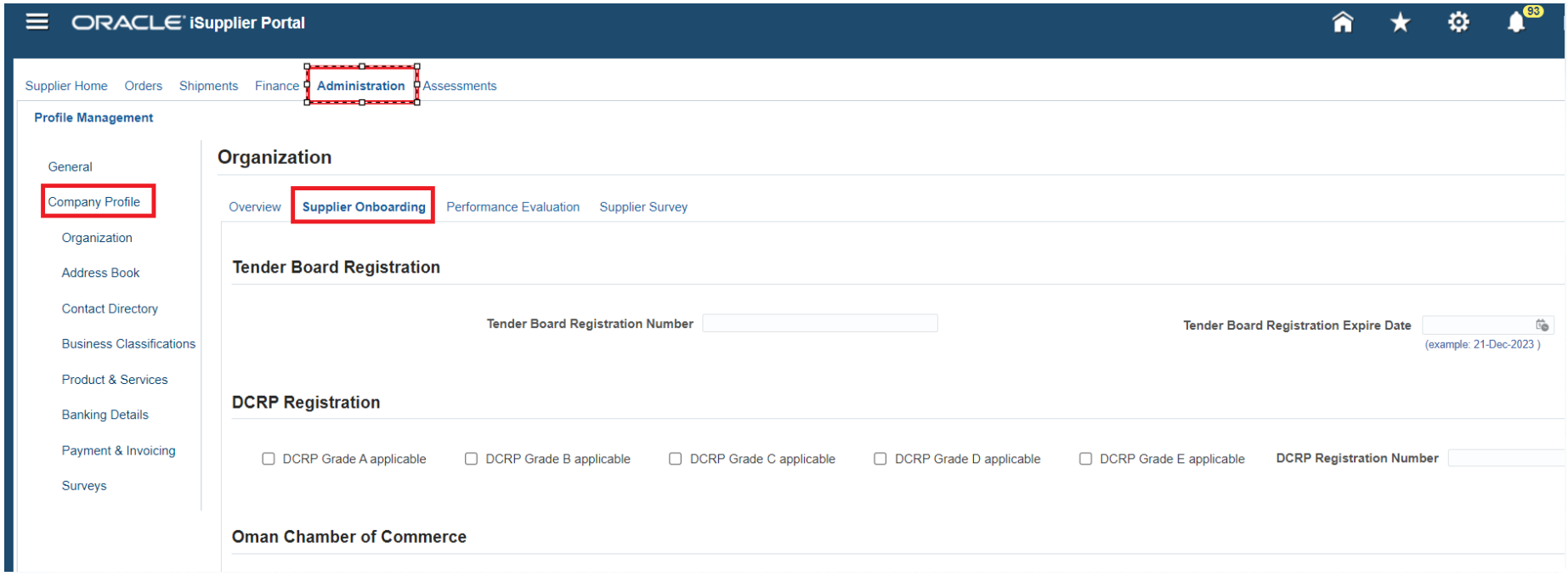
Supplier will have to delete the expired licensee attachment and upload the renewed one.



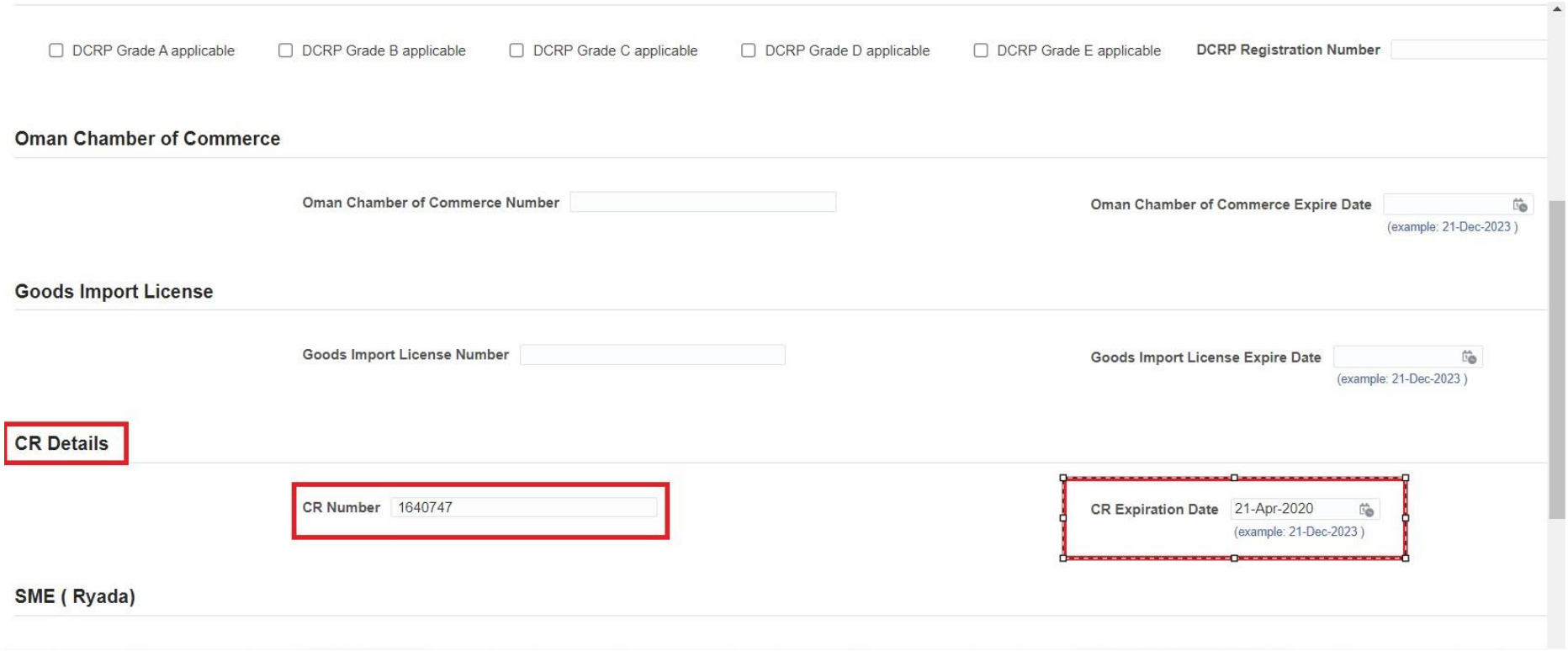
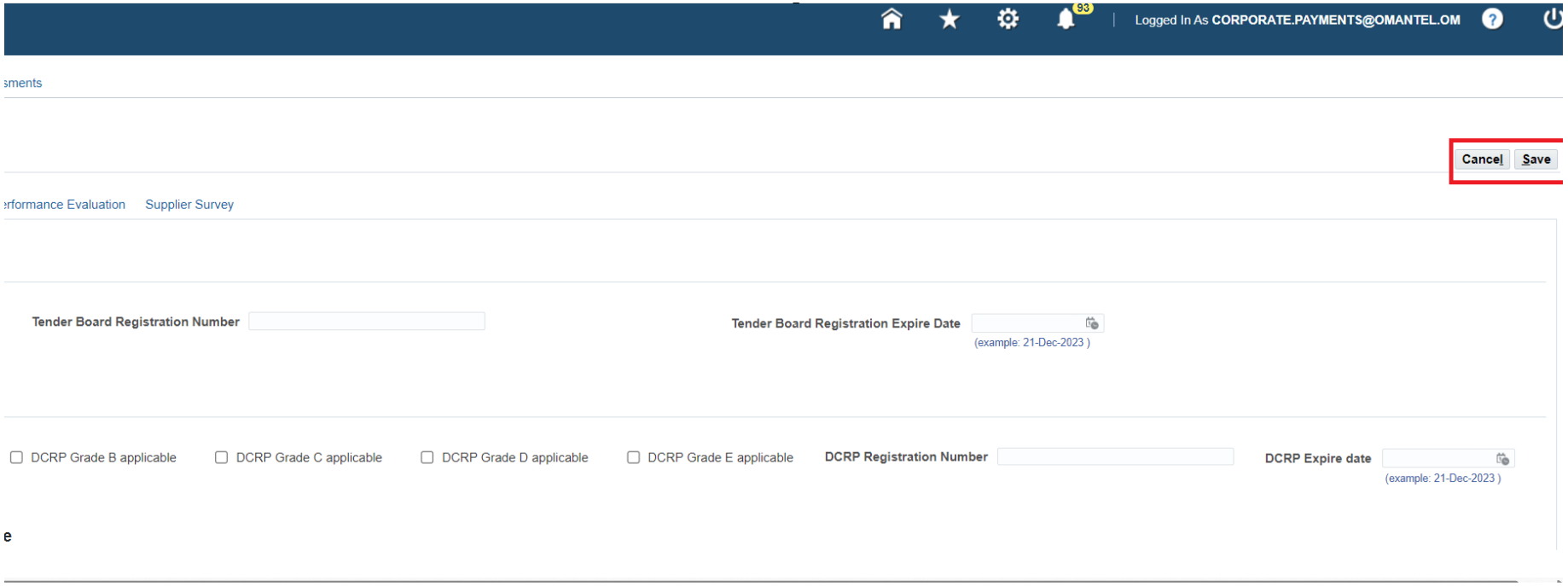
Once supplier will upload the renewed license(decrements) then need to update the license detail in application

Support in above case CR certificate was expired and supplier have deleted the old document and upload the new one. Now supplier need to follow the below navigation update the CR number and new expiry date in I-Supplier Portal

Navigation: iSupplier Portal Fill Access (R) > Administration (T) > Company Profile> Supplier Onboarding>



Scroll down to the license(decrements) which detail need to update



Once updated, Save your work.