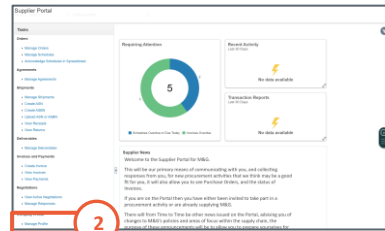# Supplier Portal – Company Profile/Registration

🏠 Manage Profile Information

This guide will take you through on how to complete a supplier profile on the Supplier Portal in respect of completing the relevant fields which require information. Below are examples of information required in order to set up the supplier profile successfully:

- **Organisation** details.
- **Tax Identifiers** (Example VAT number and VAT type).
- **Addresses** (Site address).
- **Contacts** (Those potentially with access and how we can contact you – ensure your signatory is included as a contact).
- **Payments - Bank Accounts** (Current bank account with the facility).
- Optional sections to complete are **Business Classifications** and **Products & Services**.
- **Notifications** – on Oracle (via bell) and via email **Supplier Portal** Home Page will show the pie chart with anything requiring attention, recent activity and transaction reports.

1. From the **Oracle Homepage**, select the **Supplier** icon.

The **Supplier Portal** page is displayed.

2. Click the **Manage Profile** hyperlink under the **Company Profile** sub-section.
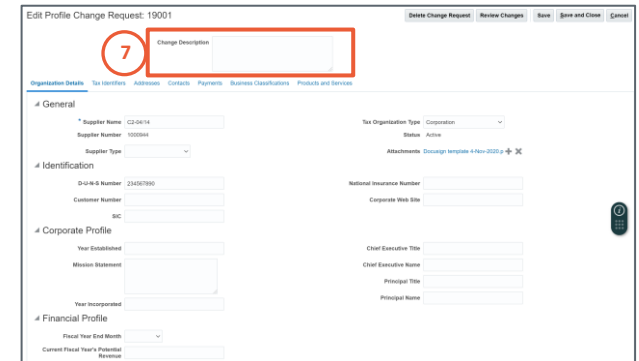The **Company Profile** page is displayed.

The Profile below identifies:
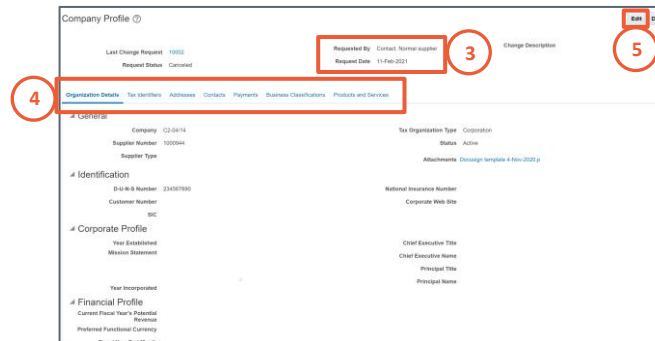
3. The last change request received from the log-in account.
4. Each area identified above has it's own tab.
Note: Selecting any of these will give a read only view of current details.
5. To change/update details you need to select **Edit.**
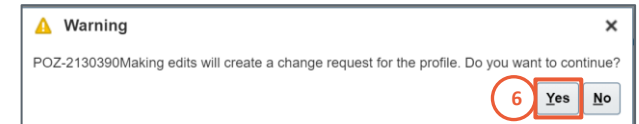
6. Click on **Yes**.
The **Edit Profile Change Request** page is displayed.

7. Where a change is required you will be required to complete the **Change Description** box prior to submission.

The following options are provided for requests:

8. **Delete Change Request** – This will cancel the request for change even after it has been submitted for approval. (as long as the request status is showing "Pending approval").
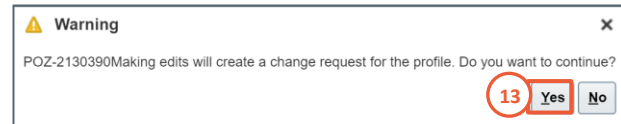
Supplier Portal – Company Profile/Registration

9. **Save** and **Save and Close** - Save change request but will not submit to M&G.

10. **Cancel** – Cancel the request prior to saving.

In this example, a Contact name is going to be added.
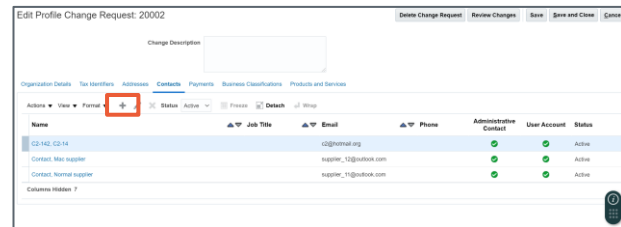
11. Click on the **Contacts** tab.

Existing Contact information is displayed.
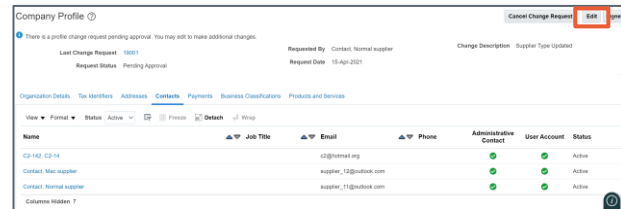
12. Click on the **Edit** button.

A **Warning** pop-up window is displayed.

13. Click on the **Yes** button to continue.

14. Click on the **+** icon.

The **Create Contact** page is displayed.

Note: All details with a * must be completed.

Administrative Contact – If a tick is entered ☑ then the contact will receive system communications.

User Account – If a tick is entered ☑ then access to the system has been provided. Each user will have a unique User Name and Password.

15. Click on the **OK** button.

The **Edit Profile Change Request** page is displayed.
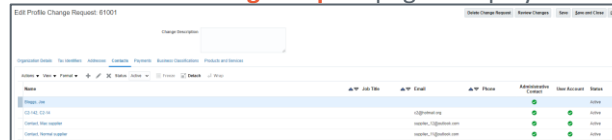
16. Click in the **Change Description** field and enter a description regarding the change.

17. To submit the request, select **Review Changes**.

Note: At this stage you can also edit and delete if required.

The **Review Changes** page is displayed.

18. Click on **Submit.**

Note: It is important to follow the above step. If the **Submit** button is not selected the change will not be sent for approval and the record will not be updated.

A **Confirmation** pop-up window is displayed confirming that you have submitted your request.

19. Click on the **OK** button.

20. Click on the **Done** button.

All current actions and responses can be found in your Worklist.

Note: Creating a User Account for a supplier contact cannot be reversed. Once a User Account is created it cannot be deleted, but it can be inactivated.

Note: Supplier contacts can have multiple user roles on the portal (user role definitions will be on the external intranet page.