

SUP.4.6 Manage Profile – Products & Services (NIGP/NAICS/UNSPSC/CUSTOM)

Role: Supplier Bidder, Supplier Sales Representative, Supplier Customer Service Representative

Objective: By completing this topic, you will learn how to Manage Profile – Products & Services (NIGP /NAICS/UNSPSC/CUSTOM).

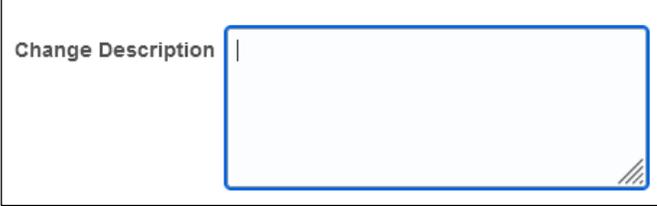
Navigation Hint: Home > Supplier Portal > Tasks > Company Profile > Manage Profile

Test Script Dependency:

Expected Result: Supplier will be able to manage Products & Services.

Test Script Execution Duration : 6 Minutes

Step No.	Step Description	Navigation Path
1	Log into Oracle and click on the Supplier Portal icon.	 Home Page -> Supplier Portal -> Supplier Portal 
2	Scroll down to the bottom of the page and on the click the Manage Profile under Company Profile section.	Tasks > Company Profile > Manage Profile 
3	Click Edit button on top right.	

Step No.	Step Description	Navigation Path
4	Click on Yes to Proceed.	 <p>A warning dialog box with a yellow triangle icon and the text: "Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?" with "Yes" and "No" buttons.</p>
5	Enter a Change Description .	 <p>A text input field with the label "Change Description" and a blue border.</p>
6	Click on the Product and Services tab.	 <p>A button labeled "Products and Services" in blue text.</p>
7	PRODUCTS AND SERVICES NIGP.	
8	<p>Add or remove any categories as needed.</p> <p>Note: Product and Service code changes may or may not require approval from the Supplier Administrators.</p>	 <p>An input field with the label "Category Name" in bold black text.</p>
9	Click the icon or Select and Add from dropdown.	 <p>Two icons: a grey 'X' and a grey icon representing a document with a plus sign.</p>

Step No.	Step Description	Navigation Path
10	Click the checkbox for the desired category.	
11	Click the Apply button.	
12	Click the OK button.	
13	Click the Save button.	
14	Click the Review Changes button.	
15	Click the Submit button.	
16	Click OK button.	
17	Click Done button.	
18	End of Procedure.	