

SUP.4.4 Manage Profile - Contacts

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

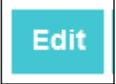
Objective: By completing this topic, you will learn how to Manage Profile – Contacts.

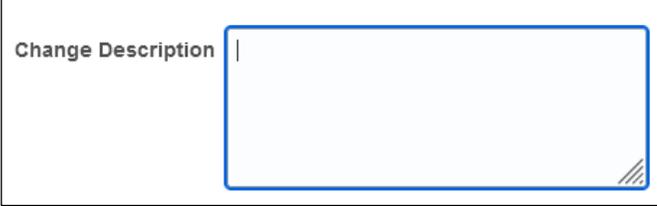
Navigation Hint: Home > Supplier Portal > Tasks > Company Profile > Manage Profile

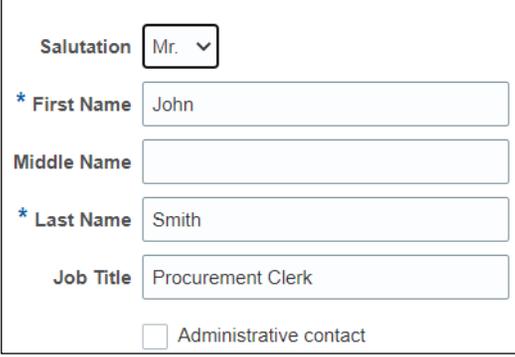
Test Script Dependency:

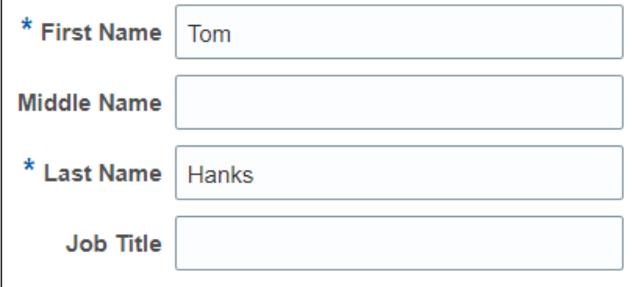
Expected Result: Supplier will be able to manage Contacts.

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 Contacts Tab .	 <p>A button labeled "Contacts" in blue text.</p>
7	Add or update any fields on the Contacts page as needed. Note: Contact changes do not require approval from the Supplier Administrators.	
8	Click the + button (or Actions > Create) to add a new Contact. Click the pencil icon to edit an existing contact.	 

Step No.	Step Description	Navigation Path
9	<p>Review the contact details and make necessary edits.</p> <p>Note: Update fields include: Name Fields, Phone Numbers, E-mail, Job title, Administrative Contact check box. Do not modify any User Account details.</p>	 <p>Salutation <input type="text" value="Mr."/> <input type="button" value="v"/> * First Name <input type="text" value="John"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Smith"/> Job Title <input type="text" value="Procurement Clerk"/> <input type="checkbox"/> Administrative contact</p>
10	<p>Update the Status from Active or Inactive as needed</p> <p>Note: Inactive status will not allow this contact to place on new orders or access supplier portal.</p>	 <p>Status <input type="text" value="Active"/> <input type="button" value="v"/></p>
11	<p>Review the Contact Addresses and add or remove any addresses for this contact.</p> <p>Note: Typically, all contacts should have access to all Addresses, unless needed to restrict them.</p>	 <p><input type="button" value="◀ Contact Addresses"/></p>
12	<p>Click OK button.</p>	 <p><input type="button" value="OK"/></p>
13	<p>To add a new contact, Click on Add icon.</p>	 <p><input type="button" value="+"/></p>

Step No.	Step Description	Navigation Path
14	Enter Name , Phone and Email details	 <p>* First Name Tom Middle Name * Last Name Hanks Job Title</p>
15	Select Administrative Contact checkbox. Note: This gives access to manage other user contacts for that supplier. Checking the Administrative contact box gives access to manage other user contacts for that supplier.	 <p><input type="checkbox"/> Administrative contact</p>
16	Under Contract Addresses, click the Select and Add Icon (or go to Actions > Select and Add)	
17	Click OK button.	
18	Under User Account , select Request user account checkbox to create an account for this new contact.	 <p><input type="checkbox"/> Request user account</p>

Step No.	Step Description	Navigation Path
19	Click the Select and Add icon (or go to Actions > Select and Add) to add additional roles if necessary. Select the role and click OK to add.	
20	Click the OK button.	
21	Click the Save button.	
22	Click the Review Changes button.	
23	Click the Submit button.	
24	Click OK button.	
25	Click Done button.	
26	End of Procedure.	