

SUP.4.3 Manage Profile – Addresses

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

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

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

Test Script Dependency:

Expected Result: Supplier will be able to manage Addresses.

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 Company Profile Manage Profile
3	Click Edit button on top right.	Edit

EDM.540 Test Script - SUP - 24C

SCM: Supplier Portal – Oracle 24C



Step No.	Step Description	Navigation Path
4	Click on Yes to Proceed.	Warning X POZ-2130390Making edits will create a change request for the profile. Do you want to continue? Yes No
5	Enter a Change Description.	Change Description
6	Click on Addresses Tab.	Addresses
7	Add or update any fields on the Addresses page as needed. Note: For testing, change the one listed. Note: Address changes do not require approval from the Supplier Administrators	Address Name 2896 - MAIN
8	Click the + button (or Actions > Create) to add a new address. Click the pencil icon to edit an existing address.	

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Step No.	Step Description	Navigation Path
9	In the popup screen, update the Address fields as needed.	* Address Name 2896 - MAIN * Country United States
10	Update the Address Purpose as needed.	 ★ Address ✓ Ordering Purpose ✓ Remit to RFQ or Bidding
11	Update the Phone (starting with the country code) and Email details as needed.	Phone 1 ▼ 720 Email
12	Click the OK button.	ΟΚ
13	Click the Save button.	Save
14	Click the Review Changes button.	Review Changes
15	Click the Submit button.	Submit

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Step No.	Step Description	Navigation Path
16	Click OK button.	ΟΚ
17	Click Done button.	D <u>o</u> ne
18	End of Procedure.	

