

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.

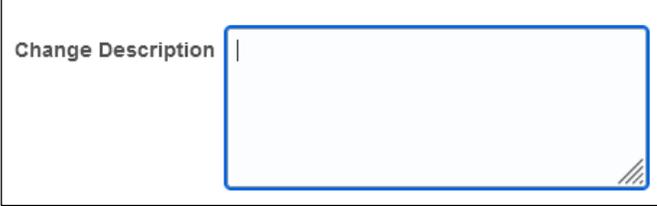
Navigation Hint: Home > Supplier Portal > Tasks > Company Profile > Manage Profile

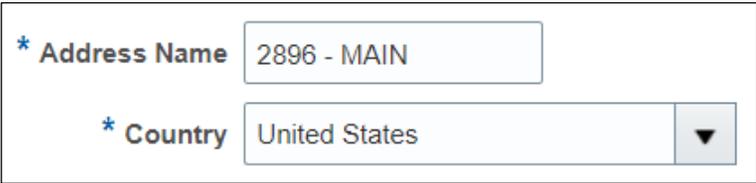
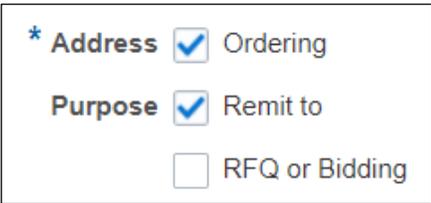
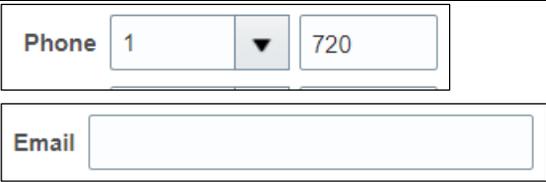
Test Script Dependency:

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 
3	Click Edit button on top right.	

Step No.	Step Description	Navigation Path
4	Click on Yes to Proceed.	
5	Enter a Change Description .	
6	Click on Addresses Tab .	
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	
8	Click the + button (or Actions > Create) to add a new address. Click the pencil icon to edit an existing address.	 

Step No.	Step Description	Navigation Path
9	In the popup screen, update the Address fields as needed.	
10	Update the Address Purpose as needed.	
11	Update the Phone (starting with the country code) and Email details as needed.	
12	Click the OK button.	
13	Click the Save button.	
14	Click the Review Changes button.	
15	Click the Submit button.	

Step No.	Step Description	Navigation Path
16	Click OK button.	
17	Click Done button.	
18	End of Procedure.	