

SUP.4.2 Manage Profile – Organization Details

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

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

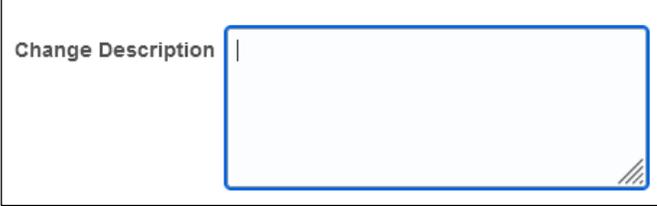
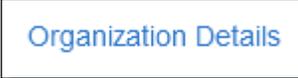
Navigation Hint: Home > Supplier Portal > Tasks > Company Profile > Manage Profile

Test Script Dependency:

Expected Result: Supplier will be able to manage Organization Details.

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	Go to Organization Details tab.	 <p>A button labeled "Organization Details" with a blue border.</p>
7	Update the fields as needed under General Section .	 <p>A button labeled "General" with a blue border and a left-pointing triangle icon.</p>
8	Update the fields as needed under Identification section .	 <p>A button labeled "Identification" with a blue border and a left-pointing triangle icon.</p>
9	Update the fields as needed under Corporate Profile Section .	 <p>A button labeled "Corporate Profile" with a blue border and a left-pointing triangle icon.</p>

Step No.	Step Description	Navigation Path
10	Update the fields as needed under Financial Profile Section.	
11	Click the Save button.	
12	Click the Review Changes button.	
13	Click the Submit button.	
14	Click OK button.	
15	Click Done button.	
16	End of Procedure.	