Using Oracle: Supplier Portal Address Change/Add

Quick Reference Guide

GLOBAL BUSINESS TRANSFORMATION

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**Purpose:** The purpose of this document is to provide Suppliers training on the process for changing an address within the supplier portal.

1. Log into Oracle and as a supplier and select Supplier Portal.

2. Select **Manage Profile** under Company Profile section.

3. Select **Edit** in the top right of the page.
4. A warning box will appear reading “Making edits will create a change request for the profile”. Do you want to continue? Select Yes.

5. Select the Addresses tab then select the ‘+’ sign icon.

   Note: Addresses should never be edited. If an address change is required, add a new address and inactivate the existing address.

6. Under Create Address Enter: Address Name (required field but may be updated to align with internal naming conventions), Country, Address Line 1, City, County, State, Postal Code. Select Ordering and / or Remit To Boxes for Address Purposes, then select “OK”.

   ![Create Address Screen](image-url)
7. Select **Review Changes** in top right.

8. Select **Submit** in the top right.

9. A confirmation box will appear select **OK**.

10. Select **Done**.
Inactivate Address

Note: If a Supplier has multiple addresses the supplier will have the ability to change the Status of addresses as “Active” or “Inactive” see below.

1. To change the status of an Active address to Inactive, select the address line.

![Image of address change process]

2. From the Status dropdown select “Inactive”.

![Image of address change process]

3. Once the address is set to Inactive it will no longer be visible.