

# Using Oracle: Supplier Portal Address Change/Add

## *Quick Reference Guide*

[GLOBAL BUSINESS TRANSFORMATION](#)

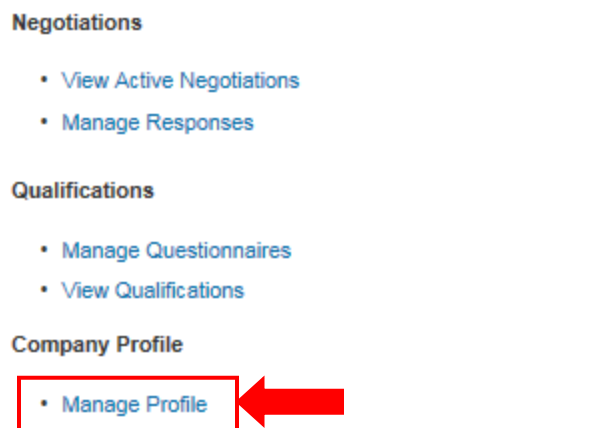
August 4, 2020

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

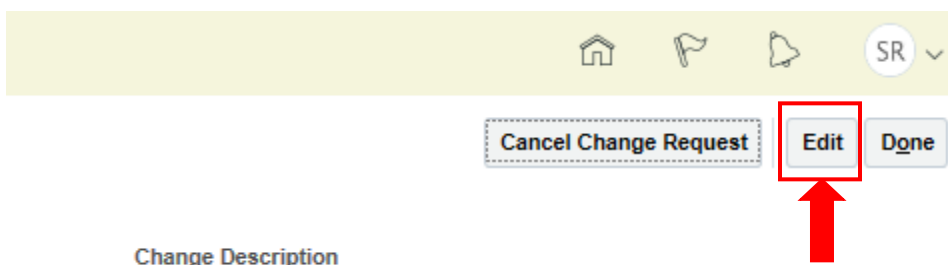
1. Log into Oracle and as a supplier and select **Supplier Portal**.



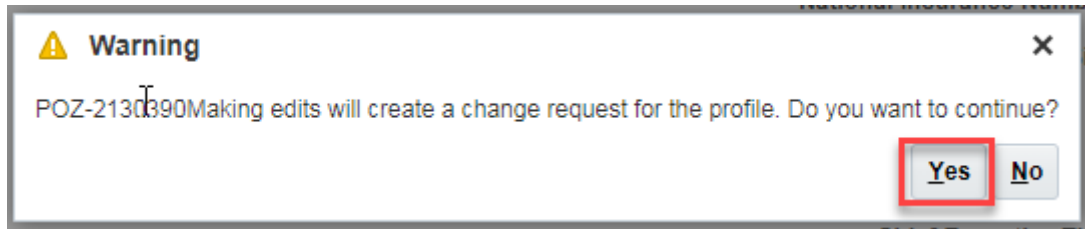
2. Select **Manage Profile** under Company Profile section.



3. Select **Edit** in the top right of the page.

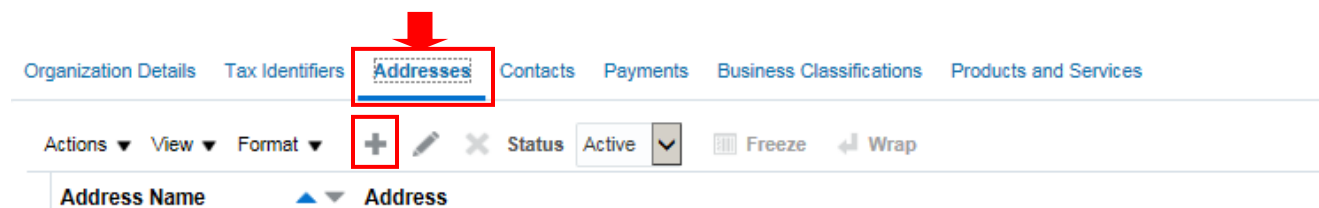


- A warning box will appear reading "Making edits will create a change request for the profile". Do you want to continue? **Select Yes.**

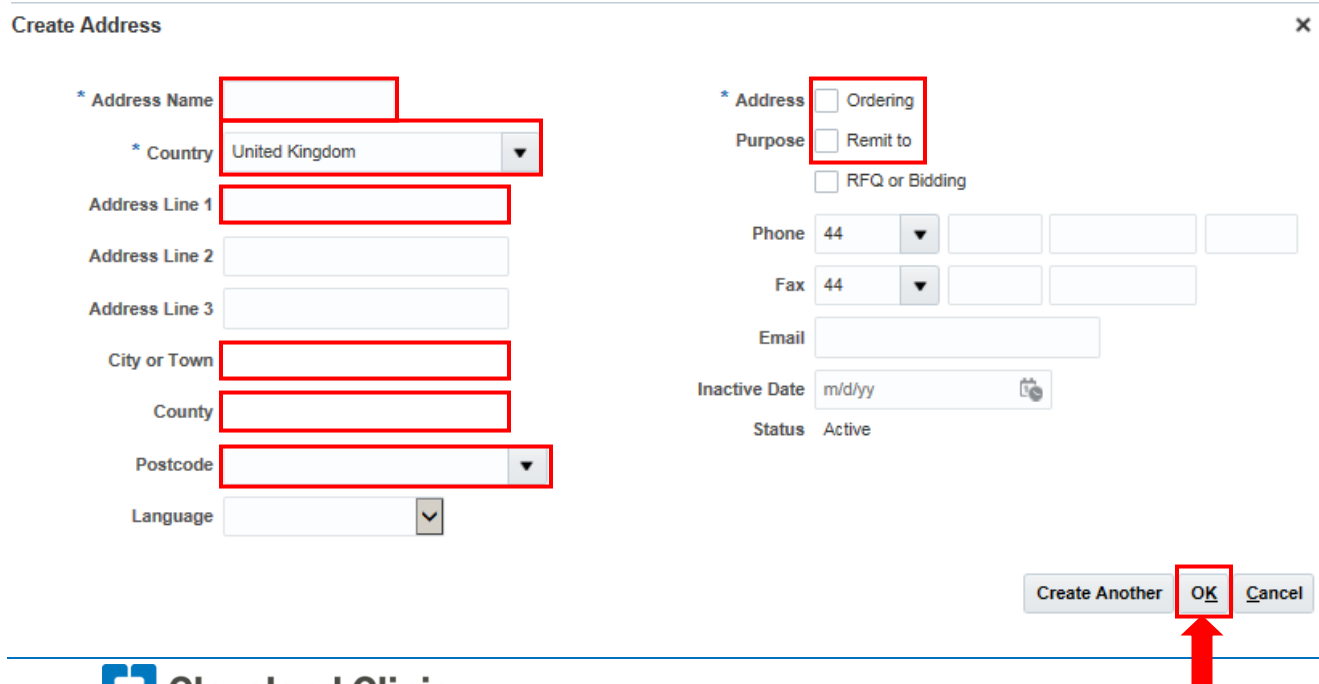


- Select the **Addresses** tab then select the '+' sign icon.

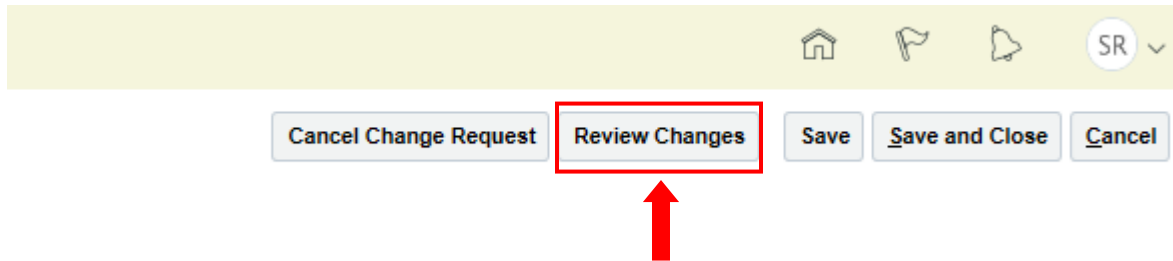
**Note: Addresses should never be edited. If an address change is required, add a new address and inactivate the existing address.**



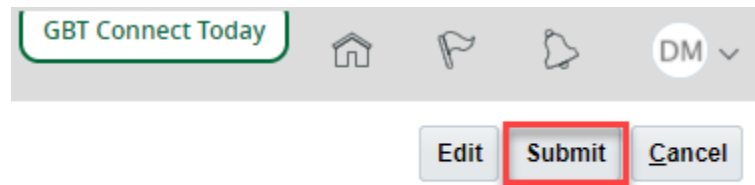
- Under **Create Address** Enter: Address Name (required field but may be updated to align with internal naming conventions), Country, Address Line 1, City, County, State, Postal Code. Select Ordering and / or Remit To Boxes for Address Purposes, then select "OK".

A screenshot of the "Create Address" form. The form has several fields: "Address Name", "Country" (set to "United Kingdom"), "Address Line 1", "Address Line 2", "Address Line 3", "City or Town", "County", "Postcode", "Language", "Address Purpose" (with checkboxes for "Ordering", "Remit to", and "RFQ or Bidding"), "Phone", "Fax", "Email", "Inactive Date" (set to "m/d/yy"), and "Status" (set to "Active"). The "Ordering" checkbox is highlighted with a red box. At the bottom right, there are three buttons: "Create Another", "OK", and "Cancel". The "OK" button is highlighted with a red box and a red arrow pointing to it.

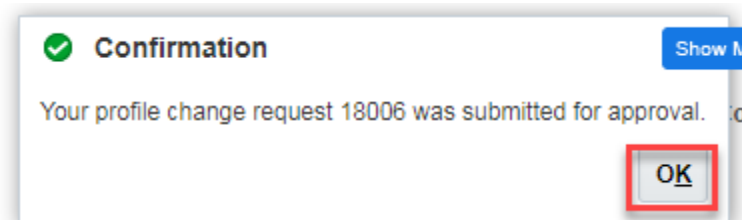
7. Select **Review Changes** in top right.



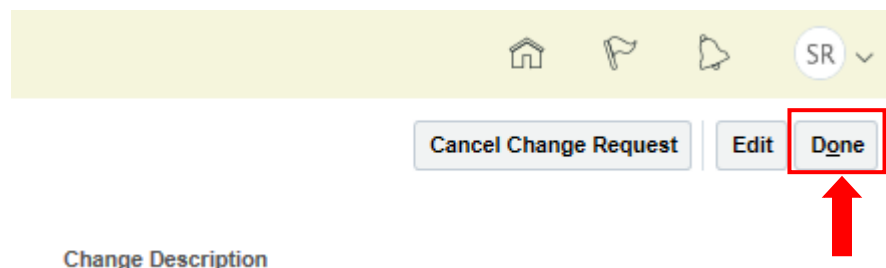
8. Select **Submit** in the top right.



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



10. Select **Done**.



Change Description

## 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.

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Wrap

Address Name	Address
DmcContr-01	Unit 17,The Capstan Centre,The Capstan Centre,Tilbury,Essex,RM18 7HH,United Kingdom

Columns Hidden 3

2. From the **Status** dropdown select “**Inactive**”.

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Wrap

Address Name	Address
DmcContr-01	Unit 17,The Capstan Centre,The Capstan Centre,Tilbury,Essex,RM18 7HH,United Kingdom

Columns Hidden 3

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

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Inactive Freeze Wrap

Address Name	Address
No data to display.	

Columns Hidden 3