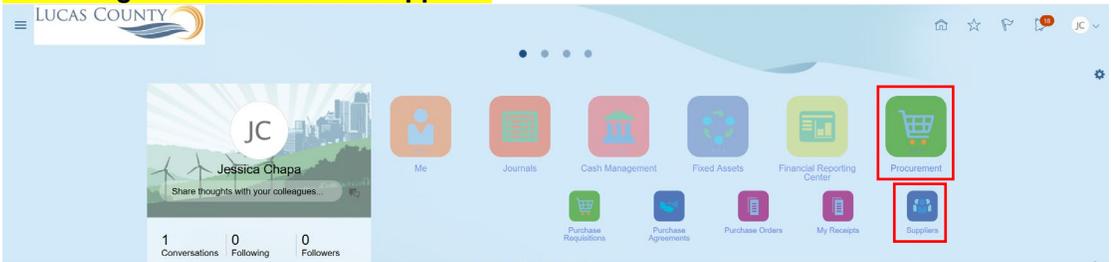
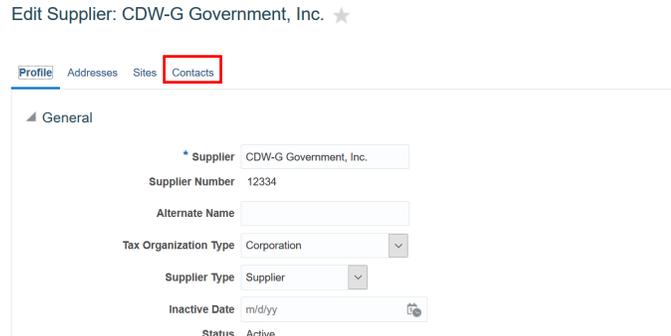
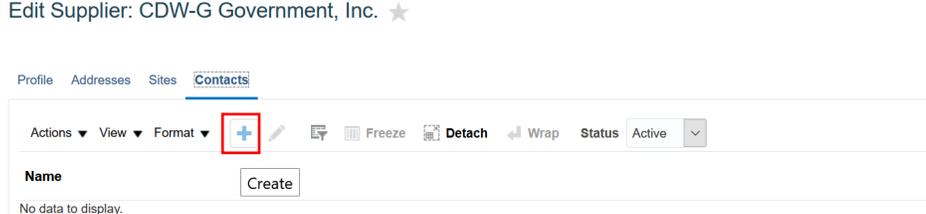
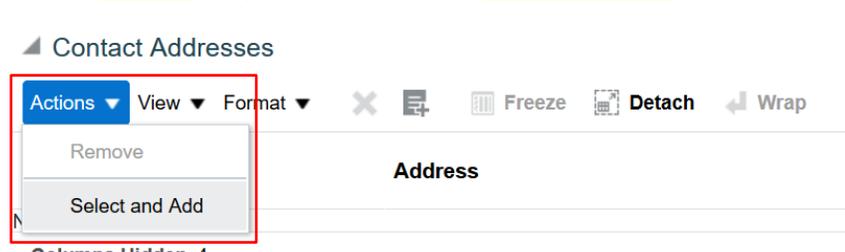


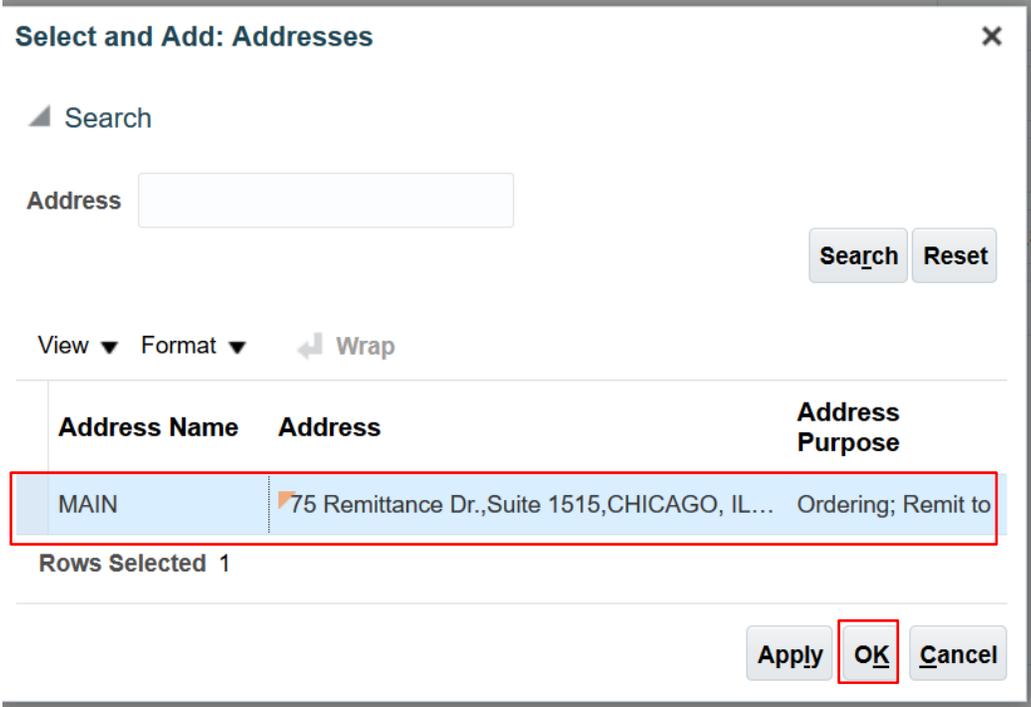
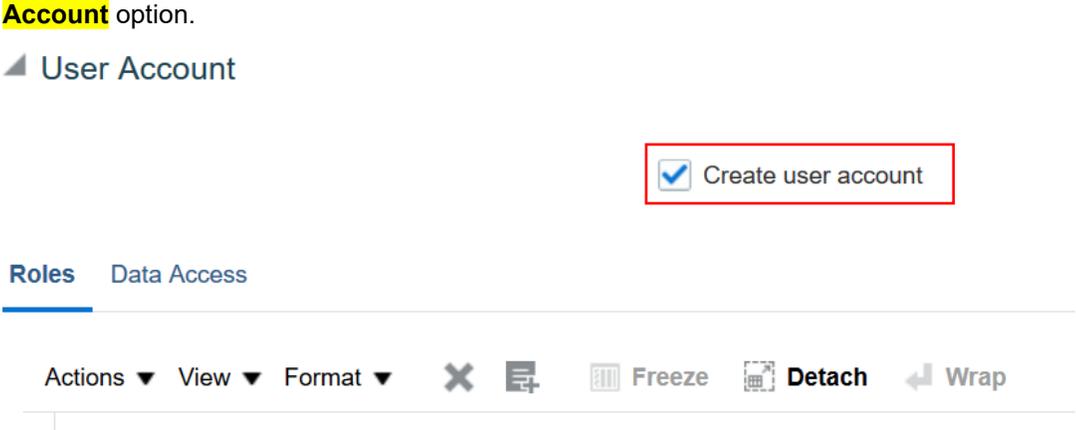
## Add a New Contact to a Supplier with Supplier Portal User Account

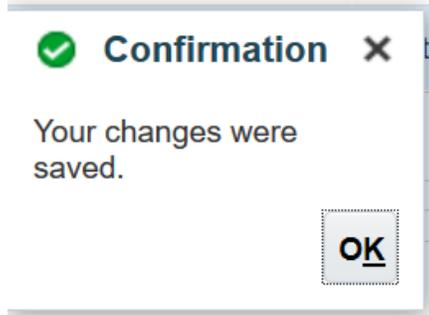
**Audience:** Suppliers

**Purpose:** New contacts may be added to a Supplier record through the Supplier Portal. This job aid will assist you with doing so.

Step	Action
1	<p>Log into Oracle.  <b>Home Page &gt; Procurement &gt; Suppliers</b></p> 
2	<p>Click <b>Tasks &gt; Manage Suppliers</b> link.</p> <ul style="list-style-type: none"> <li>• <b>Manage Suppliers</b></li> <li>• Register Supplier</li> <li>• Manage Supplier Registration Requests</li> <li>• Import Suppliers</li> <li>• Merge Suppliers</li> </ul> 
3	Enter the Supplier Name into the <b>Keywords</b> field.
4	Click the <b>Search</b> button.
5	Click the <b>Supplier</b> hyperlink or click the row to highlight and click the <b>Pencil</b> icon to edit.

<p>6</p>	<p>Click the <b>Contacts</b> tab.</p> 
<p>7</p>	<p>Click the <b>Create</b> button to add a new Contact.</p> 
<p>8</p>	<p>Fill in required fields. Enter the Contact first name into the <b>First Name</b> field.</p>
<p>9</p>	<p>Enter the Contact last name into the <b>Last Name</b> field.</p>
<p>10</p>	<p>In order for a Contact to have access, they must have a valid email address. Enter the Email address into the <b>Email</b> field.</p>
<p>11</p>	<p>Click the <b>Administrative Contact</b> option.</p> 
<p>12</p>	<p>Click the <b>Save</b> button.</p>
<p>13</p>	<p>Enter the area code into the <b>Phone Area Code</b> field.</p>
<p>14</p>	<p>Enter the phone number into the <b>Phone</b> field.</p>
<p>15</p>	<p>Click the <b>Actions</b> drop down and choose <b>Select and Add</b>.</p> 

<p>16</p>	<p>Click the <b>Address Name</b> row.</p>  <p><b>Select and Add: Addresses</b></p> <p>▲ Search</p> <p>Address <input type="text"/></p> <p>Search Reset</p> <p>View ▼ Format ▼ Wrap</p> <table border="1"> <thead> <tr> <th>Address Name</th> <th>Address</th> <th>Address Purpose</th> </tr> </thead> <tbody> <tr> <td>MAIN</td> <td>75 Remittance Dr., Suite 1515, CHICAGO, IL...</td> <td>Ordering; Remit to</td> </tr> </tbody> </table> <p>Rows Selected 1</p> <p>Apply <b>OK</b> Cancel</p>	Address Name	Address	Address Purpose	MAIN	75 Remittance Dr., Suite 1515, CHICAGO, IL...	Ordering; Remit to
Address Name	Address	Address Purpose					
MAIN	75 Remittance Dr., Suite 1515, CHICAGO, IL...	Ordering; Remit to					
<p>17</p>	<p>Click the <b>OK</b> button.</p>						
<p>18</p>	<p>A User Account allows the Contact to access the Supplier Portal. Click the <b>Create User Account</b> option.</p>  <p>▲ User Account</p> <p><input checked="" type="checkbox"/> Create user account</p> <p>Roles Data Access</p> <p>Actions ▼ View ▼ Format ▼ X [icon] Freeze [icon] Detach Wrap</p>						
<p>19</p>	<p>Click the <b>Save</b> button.</p>						
<p>20</p>	<p>To save for completion later, you can click the <b>Save and Close</b> button. Alternatively you can click the <b>Submit</b> button. Confirmation of save will display. Click <b>OK</b>.</p>						

	
21	To view the new contact added, on the Search page click the <b>Supplier</b> link of the supplier that was just created.
22	Click the <b>Contacts Tab</b> .
23	<p>Click the <b>Name</b> hyperlink of the new contact.</p> <p>Supplier: CDW-G Government, Inc. </p> <p>Profile Addresses Sites <b>Contacts</b></p> <p>View ▼ Format ▼   Freeze  Detach  Wrap Status Active ▼</p> <p><b>Name</b></p> <p> Smith, Donald</p> <p>Columns Hidden 8</p>
24	View the updates and click the <b>Done</b> button.
25	Click the <b>Done</b> button.
26	