

Create Supplier Contacts

Audience: Supplier

Purpose: The Supplier profile holds mostly external information that is provided by the supplier, such as tax identifiers, addresses, and contact information and miscellaneous information.

For each supplier, there are four groups of attributes:

Address attributes include:

- Contacts - supplier personnel associated with that address
- Bank accounts - any bank accounts associated with that address
- Tax registrations - any tax information for that address
- Sites - any business function associated with that site
- Descriptive flexfields - any descriptive flexfields used with addresses

Site attributes include:

- Transaction controls - any controls on the business functions conducted at that site
- Bank accounts - any bank accounts associated with the site
- Site assignments - which business units use the site
- Descriptive flexfields - any descriptive flexfields used with sites

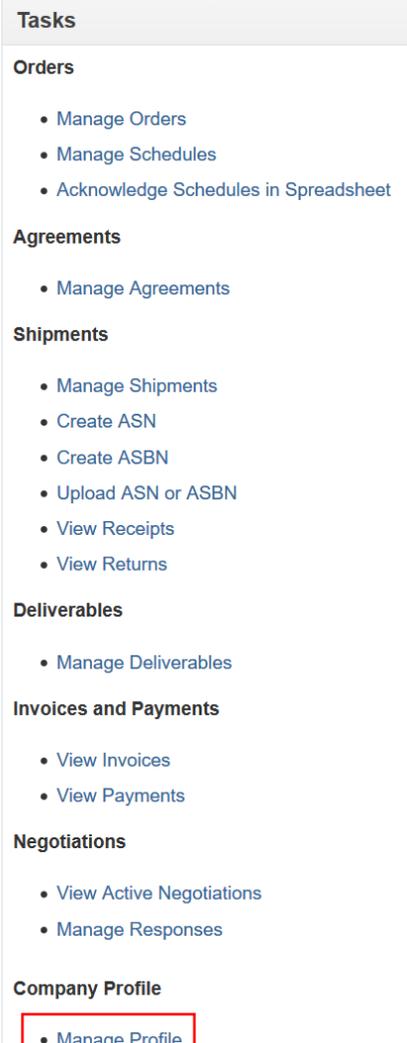
Contact attributes include:

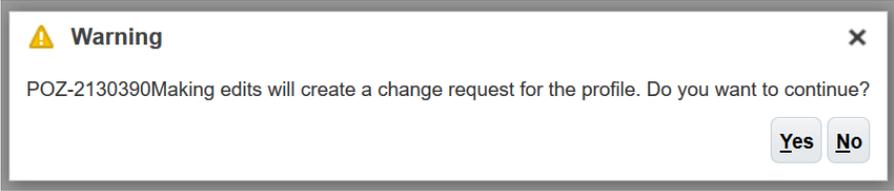
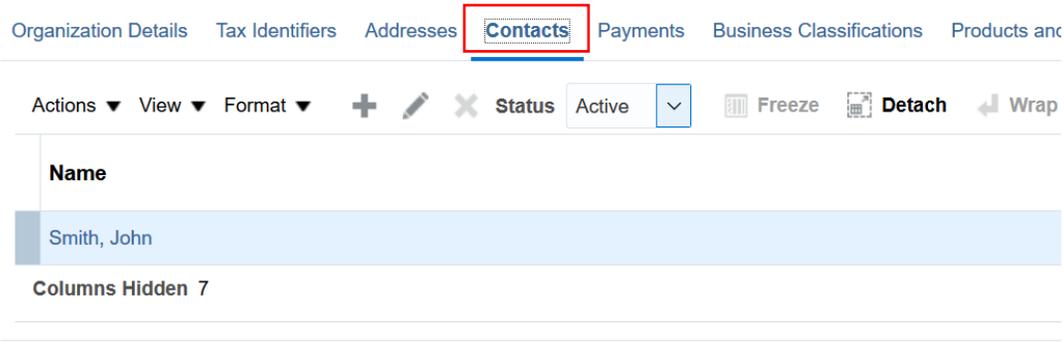
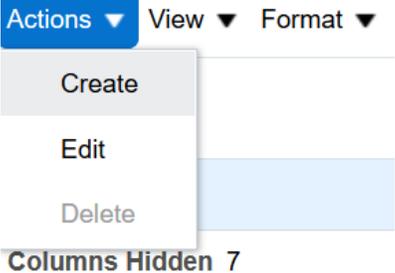
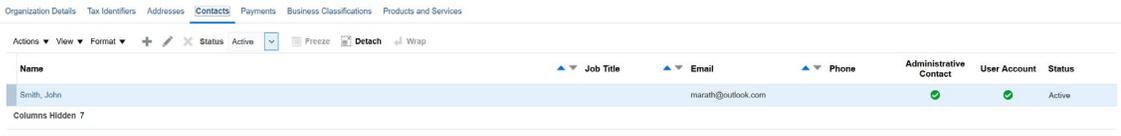
- Contact address - the address associated with the contact
- User account - the contact's user account with the application
- Descriptive flexfields - any descriptive flexfields used with contacts

Miscellaneous attributes can include:

- Bank accounts
- Tax registrations
- Products and Services provided by this supplier
- Business classifications applied to this supplier
- Any descriptive flexfields used with suppliers

This job aid will assist you with creating supplier contacts.

Step	Action
1	<p>On the Home page click on the Supplier Portal icon.</p> 
2	<p>Click on Tasks.</p>
3	<p>Click on the Manage Profile link.</p> 

4	Click the Edit button at the top right of the page.
5	<p>A warning message is displayed. Click Yes to acknowledge and proceed.</p> 
6	<p>Click the Contacts link.</p> 
7	<p>Click Actions > Create.</p> 
8	<p>Enter the Supplier contact Name, Job Title, Phone, Email, and select the Administrative contact checkbox.</p> 

Create Contact ✕

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

☑ Contact Addresses

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
MAIN	1020 Jackson St., TOLEDO, OH 43604-5515		Ordering; Remit to	Active

Columns Hidden 5

☑ User Account

Request user account

Roles Data Access

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Role	Description
LC Supplier Accounts Receivable Specialist	Manages Bank Information for Supplier as well as tracking invoice and payment status.
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, req...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...

Create Another OK Cancel

9 In the **Contact Addresses** section, select an Address from the **Actions > Select and Add** menu item.

10 Click the **Request user account** checkbox.

11 Click **OK**.

12 Click the **Save and Close** button.

Delete Change Request

Review Changes

Save

Save and Close

Cancel