Supplier Portal – Amending Supplier Details Quick reference guide



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Supplier Portal – Amending Supplier Details

Step 1

From the Supplier Home page, click "Manage Profile"

Channel Programs	1.01K
Manage Programs	
Shipments	UT I I I I I I I I I I I I I I I I I I I
Manage Shipments	
Create ASN	
Create ASBN	
 Upload ASN or ASBN 	Schedules Overdue or Due Today III Invoices Overdue
 View Receipts 	
 View Returns 	n
Consigned Inventory	0 Supplier News
- Review Consumption Advices	Dear Users,
Invoices and Payments	Oracle Fusion will be going under Quarterly Upgrade on 13th May, so the system will be down and not accessible to users on that weekend (13-15th May). Please take a note of it.
Create Invoice	
 Create Invoice Without PO 	
 View Invoices 	
 View Payments 	
Negotiations	
 View Active Negotiations 	
 Manage Responses 	
Qualifications	
 Manage Questionnaires 	
 View Qualifications 	
Company Profile	
Harris Bartin	
 Manage Profile 	

Step 2

You will land on the Company Profile page. From here click the "Edit" button. Changes in profile will create change request. Click on Yes to continue. Change Request will be created. Enter the Change Description. Once done click Save and Close.

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Step 3

From here you can make any necessary changes to the highlighted area. Once the necessary changes have been made you can "Review changes", "Delete Change Request", "Save" or "Save and Close". In order to submit the change request you <u>must</u> go through "Review Changes" to confirm the changes made. Once you have "Saved and Closed" a change request will be submitted through to South-Ayrshire.

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General												
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Additional Inf	ormation											
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Contr	act Reference	1					Verification Numb	er				
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Making a Difference Ever / Day



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