McGraw Hill Supplier Portal
How To Complete Your Profile

Note: *User should receive two emails from no-reply@oraclesas.mheducation.com and one from no.reply_accounts.payable@mheducation.com. Email from no.reply_accounts.payable@mheducation.com contains links to various resources that can assist with the following – completing and managing profile, viewing invoices and payments, required documentation by country, and accessing the Supplier Support Request form.*

1. Click the *reset password* link in the email with subject: ***Oracle Fusion Applications-Welcome E-Mail***.

2. Enter a new password, then confirm that password.

3. Click the *Access the application* link in the email with subject: ***Supplier Contact User Account for McGraw Hill's Supplier Portal was Created***.

4. User ID is the email address that received the ***Welcome E-mail***, and Password will be that which was created in step 2.

5. Click Supplier Portal tile (if you're taken to a page that says, "You have a new homepage", click the polygon icon at the top right, then the Supplier Portal tile).

6. Under the *Company Profile* section, click the *Manage Profile* link.

7. Click *Edit* at the top right of the page.

8. Click *Yes* to acknowledge that a profile change request will be created.

Note: Fields marked with an asterisk (*) are mandatory; however, suppliers are encouraged to complete as much of their profile as possible.

9. In the *Change Description* box, enter a brief description of the changes being made.

10. **Organization Details:** Choose appropriate *Tax Organization Type* and attach required documentation.

11. **Tax Identifiers:** Select *Taxpayer Country* (income tax) and enter *Taxpayer ID*. If applicable, check the *Federal reportable* box and choose an *Income Tax Type*. Choose a *Tax Country* (transaction taxes like VAT and sales tax) and enter *Tax Registration Type* and Tax Registration Number.

12. **Addresses:** Review any existing addresses for accuracy. Click "+" to add new.

- Provide an *Address Name* and choose the appropriate *Country*.
- Enter *Address Line* details (If Attn: information is required, enter that in *Address Line 1* and the delivery address in *Address Line 2*).
- Choosing *Postal Code* will auto-populate *City/County/State/Province*.
- Check appropriate *Address Purpose*(*s*).

13. **Contacts:** Review existing contacts for accuracy. Click "+" to add new.

- Enter *First* and *Last Name*, *Phone*, and *Email* fields.
- Check *Administrative contact* box if granting ability to add/remove users.
- Check *Request user account* box to invite user to create supplier portal credentials.

14. **Payments:** Click *Bank Accounts* subtab. Review any existing bank accounts for accuracy. Click "+" to add new.

- Choose *Country* in which bank is located.
- Enter *Account Number* (If IBAN, enter **full IBAN in both Account Number and IBAN fields**).
- Click dropdown next to *Bank Branch*, then click *Search*. Click *Advanced*. Click *Add Fields* and select *BIC Code*. Change "*Starts With*" to "*Contains*". Enter ABA/Routing # in *Branch Number* field, or BIC/SWIFT in *BIC Code* field. Click *Search*; results will be displayed below. Highlight matching line and click *OK*. *Bank Name* will auto-populate.

[Note: Branch Name bears no impact on successful payment. If Bank or Bank Branch are unavailable, please fill out our Supplier Support Request form.]

15. Click *OK* to add the bank account to your profile.

16. Click ***Save*** at top right of page.

17. Click ***Review Changes*** at top right of page. A summary of all changes made will display on the page.

18. Click ***Submit***.

Note: If submission was successful, user will see a *Confirmation* box, with the request # appear on screen.

19. User can check status of the submitted change request by revisiting the *Manage Profile* section on the main Supplier Portal page. *Request Status* will change to *Processed* once reviewed and approved.