Profile Completion Post Registration Approval

The purpose of this micro module is to show the steps for suppliers to create their account credentials and complete their profile after receiving the system generated welcome email.
Profile Completion Post Registration Approval

Oracle Fusion Applications—Welcome E-Mail

Dear Slim Pickens,

Congratulations! Your Oracle Fusion Applications account has been successfully created.

Please follow the link below to reset your password:

https://fa-esdi-test-saasprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?case_id=3b34fd828c5efba8f7b8ce08178e

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

Click the reset password link

Although the text says “reset your password”, this link is used to create a password.
Profile Completion Post Registration Approval

Enter a new password and click submit button.

User will receive a second email containing the link to access the MH Supplier Portal.
Click link to be taken to the MH Supplier Portal login page

This a system generated email.
Profile Completion Post Registration Approval

Sign In
Oracle Applications Cloud

User ID will be the email address that received the Welcome Email, and Password will be that which the user created.

Tip: Bookmark Sign In site for quick access.
Profile Completion Post Registration Approval

Good afternoon, XYZ Supplier

Click Supplier Portal

Click Supplier Portal

Things to Finish
Profile Completion Post Registration Approval

- Manage Documents
- Create ASN
- Create AHSN
- Upload ASN or AHSN
- View Receipts
- View Returns

Contracts and Deliverables
- Manage Contracts
- Manage Deliverables

Consigned Inventory
- Review Consumption Advises

Invoices and Payments
- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations
- View Active Negotiations
- Manage Responses

Qualifications
- Manage Questionnaires
- View Qualifications

Company Profile
- Manage Profile

Click Manage Profile

Transaction Reports
Last 30 Days
- PO Purchase Amount 194374 USD
- Invoice Amount 119098 USD
- Invoice Price Variance Amount 1100 USD

Supplier News
Profile Completion Post Registration Approval

Click Edit
Click Yes. This will initiate a profile change request which will go to MH supplier team for review and approval.
Profile Completion Post Registration Approval

Enter a short description of the change(s) being made to the profile.

Fields marked with asterisk (*) are mandatory. However, suppliers are encouraged to complete as much of their profile as possible.
Go to Tax Identifiers section
Enter income and transaction tax details.

1. Taxpayer Country – Country to which you remit income tax.
2. Taxpayer ID – SSN for Individuals; EIN for business entities.
3. Federal Reportable – Check this box if your income is reportable to IRS.
4. Tax Country – Country to which you report sales and value added taxes.
Go to Addresses section
Click "+" icon to add a new Address
Enter the address details:
1. Address Name
2. Country
3. Address Lines – If attention (Attn:) information is required, enter that in Address Line 1 and the delivery address in Address Line 2
4. Postal Code
5. Postal Plus 4 Code
6. Language
7. Address Purpose
8. Phone #
9. Email Address

Click OK
Go to Contacts section
Click "+" icon to add a new Contact.
Profile Completion Post Registration Approval

Enter Contact’s details:
1. First Name
2. Last Name
3. Phone #
4. Email Address
5. Check box for Administrator Contact if contact is to have administrative privileges
Profile Completion Post Registration Approval

Check box to Request User Account
Profile Completion Post Registration Approval

Select the appropriate Role(s) from the list

Click + to choose roles for the user

Click OK
Go to Payments section
Profile Completion Post Registration Approval

Click on the Bank Accounts tab
Click "+" icon to add a banking details.
Enter the bank details:
1. Country in which bank is located
2. Account Number
3. Bank Name
4. Branch Name: searchable using branch location or routing #
5. Currency the account is setup to receive
Select appropriate Account Type from the list.
Profile Completion Post Registration Approval

Click OK
Go to Business Classifications section
Profile Completion Post Registration Approval

Click "+" icon to add a new business classification
Profile Completion Post Registration Approval

Check this box if none of the below business classifications are applicable

<table>
<thead>
<tr>
<th>Classification</th>
<th>Subclassification</th>
<th>Certifying Agency</th>
<th>Other Certifying Agency</th>
<th>Certificate</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>Attachments</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled Owned Business Enterprise (DOBE)</td>
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<td>Disadvantaged Business Enterprises (DBE)</td>
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<td>LGBTQ+ Business Enterprise (LGBTBE)</td>
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<td>Service-Disabled Veteran Business Enterprise (DVBE)</td>
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<td>Small Business Enterprise (SBE)</td>
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<td>Social Enterprises</td>
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<td>Veteran Owned</td>
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<td>Woman-Owned Business Enterprise (WOBIE)</td>
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<td>Woman-Owned Small Business Enterprise (WOSBE)</td>
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Enter the business classification details (if applicable):
1. Classification [diversity certification]
2. Certifying Agency
3. Certificate Number
4. Certificate validity start date
5. Certificate validity end date
6. Upload copy of certificate
Profile Completion Post Registration Approval

Go to Products and Services section
Click "+" icon to add products and services details
Profile Completion Post Registration Approval

Click to expand Category Name section
Profile Completion Post Registration Approval

Check box next to each appropriate category. User can select multiple products and services.
Click Apply and then click OK
Profile Completion Post Registration Approval

Click Save
Profile Completion Post Registration Approval

Click Review Changes
### Profile Completion Post Registration Approval

#### Review Changes

Click Submit to send profile changes for approval

A summary of all updates made by the supplier will be shown here

<table>
<thead>
<tr>
<th>Address Name</th>
<th>Address Purpose</th>
<th>Fax</th>
<th>Status</th>
<th>Details</th>
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<tbody>
<tr>
<td>Columns Hidden 3</td>
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</tbody>
</table>
The profile updates are submitted to the MH Supplier Team for review and approval.

Click OK
The supplier can view the status of submitted change requests in Manage Profile.
Profile Completion Post Registration Approval

- Manage Deliverables
- Create ASN
- UploadASN or ASBN
- View Receipts
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Profile Completion Post Registration Approval

Request status will change to Processed once it has been approved.
End of Profile Completion Post Registration Approval