Supplier Portal
Profile Completion
Table of Contents

- Logging into Oracle SaaS
- Accessing Supplier Portal
- Updating Profile
- General Information and Attachments
- Updating Tax Information
- Updating Address Information
- Updating Contact Information
- Updating Payment Information
- Updating Supplier Diversity Information
- Updating Products and Services Information
- Reviewing and Submitting Changes
- Checking Status of a Submitted Profile Change Request
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-saas/facod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?asf.psd=3b34d826c549d88fb7b8ce081706a

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.
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User will receive a second email containing the link to access the MH Supplier Portal.

Enter a new password and click submit button.
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FYI: Supplier Contact User Account for Setup Enterprise was Created

Click link to be taken to the MH Supplier Portal login page

This a system generated email.
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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.
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Good afternoon, XYZ Supplier

Click Supplier Portal

Click Supplier Portal
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Click Manage Profile
Profile Completion Post Registration Approval
Profile Completion Post Registration Approval

Click Yes. This will initiate a profile change request which will go to MH supplier team for review and 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.
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1. Under Organization details

2. Attach all **REQUIRED DOCUMENTATION** by clicking on the “+” icon
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Go to Tax Identifiers section
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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.
Please remove #4 (Federal Income Tax Type). We will not be expecting suppliers to provide this information; it will be populated internally.

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Go to Addresses section
Profile Completion Post Registration Approval

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

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
Profile Completion Post Registration Approval

Go to Contacts section
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Click "+" icon to add a new Contact
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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
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Click + to choose roles for the user

Select the appropriate Role(s) from the list

Click OK
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Go to Payments section
Click on the Bank Accounts tab
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Click "+" icon to add a banking details.
Profile Completion Post Registration Approval

Enter Bank Account details in the following order:

1. Country in which bank is located
2. Account Number
3. Bank Branch (see slide 28)
4. Currency the account is setup to receive

**If using an IBAN, enter entire IBAN in Account Number and IBAN fields**
Profile Completion Post Registration Approval

It is recommended to complete Bank Branch name first. This will auto-populate the Bank Name.

Click the dropdown next to Bank Branch, then click Search.
Select appropriate Account Type from the list
Profile Completion Post Registration Approval

Go to Business Classifications section

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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.

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

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<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>
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Profile Completion Post Registration Approval

Go to Products and Services section
Profile Completion Post Registration Approval

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.
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Click Apply and then click OK
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Click Save
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Click Review Changes
A summary of all updates made by the supplier will be shown here

Click Submit to send profile changes for approval
The profile updates are submitted to the MH Supplier Team for review and approval.
Suppliers can view the status of submitted Profile Change Requests in the Manage Profile section of the Supplier Portal.
Profile Completion Post Registration Approval

Click Manage Profile
Profile Completion Post Registration Approval

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