

Supplier Portal

Profile Completion

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Profile Completion Post Registration Approval

Oracle Fusion Applications-Welcome E-Mail

Inbox x km testing x



esdi-test.fa.sender@workflow.mail.us2.cloud.oracle.com
to testing001122+testone

Wed, Sep 28, 6:04 PM (15 hours ago) ☆ ↶ ⋮

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-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afz=3b34fd8268c54cfba8f2b8ce081706a

For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

What is this?

Received, thank you.

Thank you!

↶ Reply

↶ Reply all

↷ Forward

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

The screenshot shows the Oracle Applications Cloud Sign In page. The header is dark with the text "Sign In Oracle Applications Cloud". Below the header, there is a "Reset Password" form. The form has two input fields: "Password" and "Confirm Password", and a green "Submit" button. A red box highlights the form, and a red callout bubble points to the "Password" field with the text "Enter a new password and click submit button".

Sign In
Oracle Applications Cloud

Reset Password

Password

Confirm Password

Submit

Enter a new password and click submit button

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

Profile Completion Post Registration Approval

FYI: Supplier Contact User Account for Setup Enterprise was Created
Inbox x
km testing x

MH Administration Team
<esdi-test.fa.sender@workflow.mail.us2.cloud.oracle.com>
to testing001122+testone

Wed, Sep 28, 6:04 PM (16 hours ago)
☆
↶
⋮

Supplier Contact User Account for Setup Enterprise was Created

Details

Assignee

Details Jens

Assigned Date

28-Sep-2022 10:04 PM

Expiration Date

28-Oct-2022 10:04 PM

Task Number

335499

Supplier

Testing Company 17

Supplier Number

10675

Recommended Actions

You were granted access to the supplier application for Setup Enterprise. Click the link below to access the application.

Access the application.

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

User Account Details

Assigned Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and

This a system generated email.

Profile Completion Post Registration Approval

Sign In Oracle Applications Cloud

[Forgot Password](#)

English

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

Me **Supplier Portal** Projects Cash Management Procurement Tools Other >

APPS



Click Supplier Portal

Click Supplier Portal

Things to Finish



Profile Completion Post Registration Approval



Supplier Portal

Search

Orders

Order Number

- Tasks
- Orders
- Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
- Manage Agreements
- Shipments
- Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables
- Manage Contracts

Requiring Attention

17

- Agreements to Author
- Invoices Overdue
- Negotiation Messages
- Orders to Acknowledge
- Schedules Overdue or Due Today

Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	1
Orders opened	21
Receipts	10

Transaction Reports

Last 30 Days

PO Purchase Amount	194374	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Scroll Down

Profile Completion Post Registration Approval

- [manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)

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



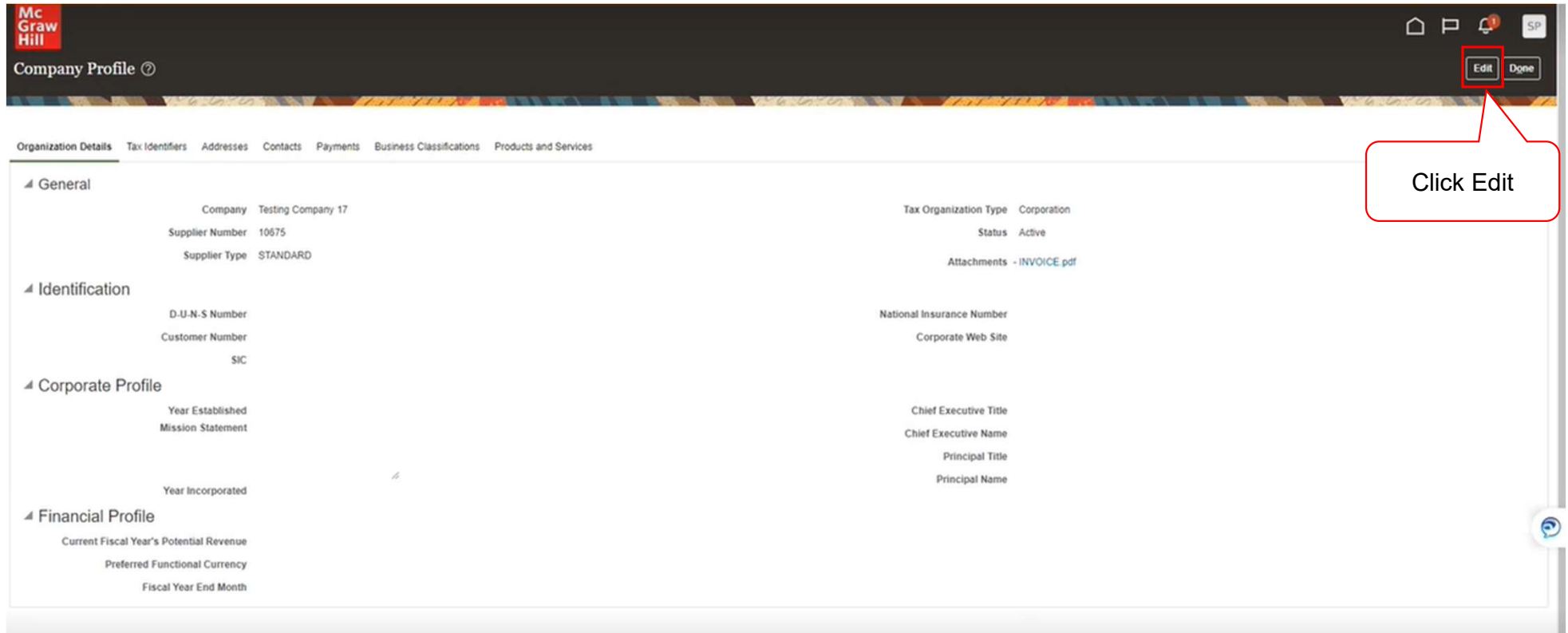
Transaction Reports

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



The screenshot shows the McGraw Hill Company Profile interface. At the top, there's a dark header with the McGraw Hill logo and navigation icons. Below the header, the title 'Company Profile' is followed by a help icon. A horizontal menu lists various sections: Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services. The 'Organization Details' section is expanded, showing several sub-sections: General, Identification, Corporate Profile, and Financial Profile. Each sub-section contains a list of fields. The 'General' section includes Company (Testing Company 17), Supplier Number (10675), Supplier Type (STANDARD), Tax Organization Type (Corporation), Status (Active), and Attachments (INVOICE.pdf). The 'Identification' section includes D-U-N-S Number, Customer Number, and SIC. The 'Corporate Profile' section includes Year Established, Mission Statement, Year Incorporated, Chief Executive Title, Chief Executive Name, Principal Title, and Principal Name. The 'Financial Profile' section includes Current Fiscal Year's Potential Revenue, Preferred Functional Currency, and Fiscal Year End Month. In the top right corner of the profile area, there are 'Edit' and 'Done' buttons. The 'Edit' button is highlighted with a red box, and a red callout bubble points to it with the text 'Click Edit'.

Company Profile ⓘ

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company Testing Company 17

Supplier Number 10675

Supplier Type STANDARD

Tax Organization Type Corporation

Status Active

Attachments - INVOICE.pdf

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

Edit Done

Click Edit

Profile Completion Post Registration Approval

The screenshot shows the McGraw Hill 'Company Profile' interface. The left sidebar contains navigation tabs: Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services. The main content area is divided into sections: General, Identification, Corporate Profile, and Financial Profile. A warning dialog box is displayed in the center, asking for confirmation to create a change request. A red box highlights the 'Yes' button in the dialog. A callout bubble points to the 'Yes' button with the text: 'Click Yes. This will initiate a profile change request which will go to MH supplier team for review and approval.'

Company Profile ⓘ

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company: Testing Company 17
Supplier Number: 10675
Supplier Type: STANDARD

Tax Organization Type: Corporation
Status: Active
Attachments: INVOICE.pdf

Identification

D-U-N-S Number
Customer Number
SIC

Corporate Profile

Year Established
Mission Statement

Financial Profile

Year Incorporated
Current Fiscal Year's Potential Revenue
Preferred Functional Currency
Fiscal Year End Month

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

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

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description

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

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name

Testing Company 17

Supplier Number

10675

Supplier Type

STANDARD

Tax Organization Type

Corporation

Status

Active

Attachments

-

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Financial Profile

Fiscal Year End Month

Fields marked with asterisk (*) are mandatory. However, suppliers are encouraged to complete as much of their profile as possible.

Profile Completion Post Registration Approval

Mc
Graw
Hill

Edit Profile Ch

1. Under Organization details

Change Description

2. Attach all **REQUIRED DOCUMENTATION** by clicking on the "+" icon

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name Testing Company 17

Supplier Number 10675

Supplier Type STANDARD

Identification

D-U-N-S Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

Year Incorporated

Financial Profile

Fiscal Year End Month

Tax Organization Type Corporation

Status Active

Attachments + -

National Insurance Number

Corporate Web Site

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Profile Completion Post Registration Approval

Mc Graw Hill

Go to Tax Identifiers section

t: 17001

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name Testing Company 17
Supplier Number 10675
Supplier Type STANDARD

Tax Organization Type Corporation
Status Active
Attachments -

Identification

D-U-N-S Number
Customer Number
SIC

National Insurance Number
Corporate Web Site

Corporate Profile

Year Established
Mission Statement
Year Incorporated

Chief Executive Title
Chief Executive Name
Principal Title
Principal Name

Financial Profile

Fiscal Year End Month

Profile Completion Post Registration Approval

Hill

Edit Profile Change Request: 17001

Delete Change Request
Review Changes
Save
Save and Close
Cancel

* Change Description

To complete requested changes

Organization Details
Tax Identifiers
Addresses
Contacts
Payments
Business Classifications
Products and Services

Income Tax

1 Taxpayer Country

2 Taxpayer ID

3 ☐ Federal reportable

Federal Income Tax Type

☐ State reportable

Tax Reporting Name
Name Control
Verification Date
☐ Use withholding tax
Withholding Tax Group
Tax Registration Type

Transaction Tax

4 Tax Country

Tax Registration Number

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.

Slide 15

MKO

Please remove #4 (Federal Income Tax Type). We will not be expecting suppliers to provide this information; it will be populated internally

Mahlstedt, Kiel, 2022-10-06T22:29:52.659

Profile Completion Post Registration Approval

Go to Addresses section

[Delete Change Request](#)
[Review Changes](#)
[Save](#)
[Save and Close](#)
[Cancel](#)

* Change Description To complete requested changes

[Organization Details](#)
[Tax Identifiers](#)
[Addresses](#)
[Contacts](#)
[Payments](#)
[Business Classifications](#)
[Products and Services](#)

Income Tax

Taxpayer Country United States

Taxpayer ID 888991111

☒ Federal reportable

* Federal Income Tax Type DAU/AR

☐ State reportable

Transaction Tax

Tax Country United States

Tax Registration Number

Tax Reporting Name

Name Control

Verification Date dd-mm-yyyy

☐ Use withholding tax

Withholding Tax Group

Tax Registration Type

Click "+" icon to
add a new Address

Profile Completion Post Registration Approval

Create Address

Search Address

① * Address Name Corp Office

② * Country United States

③ Address Line 1 3702 Nesting Way

Address Line 2

Address Line 3

City Chester

County Chesterfield

State VA

④ Postal Code 23831

⑤ Postal Plus 4 code 7066

⑥ Language American English

⑦ * Address ☒ Ordering
Purpose ☒ Remit to
☒ RFQ or Bidding

⑧ Phone 1 655 4442233

Fax 1

⑨ Email testing001122@gmail.com

Inactive Date dd-mmm-yyyy

Status Active

Click OK

Create Another OK Cancel

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

Profile Completion Post Registration Approval

Go to Contacts section

Change Description: To complete requested changes

Organization Details Tax Identifiers **Addresses** **Contacts** Payments Business Classifications Products and Services

Actions View Format + - Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Address Test	123 Rue de Francois,75004 PANTIN,FRANCE		Ordering		Active
Corp Office	3702 Nesting Way,CHESTER, ChesterfieldVA 23831	+1 (655) 444-2233	Ordering; Remit to, RFQ or Bidding		Active

Columns Hidden 3

Profile Completion Post Registration Approval

Click "+" icon to add a new Contact

1

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format **+** Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Pickens, Slim		testing001122+testone@gmail.com	+1 (609) 469-1111		✓	Active

Columns Hidden 7

Profile Completion Post Registration Approval

Create Contact

Salutation

① * First Name

Middle Name

② * Last Name

Job Title

⑤ ☐ Administrative contact

③ Phone

Mobile

Fax

④ Email

Status

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden: 5				

User Account

☐ Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel

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

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
No data to display.				
Columns Hidden 5				

▲ User Account

☐ Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
No data to display.	

Create Another OK Cancel

Check box to Request
User Account

Profile Completion Post Registration Approval

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
No data to display.				
Columns Hidden 5				

User Account

☒ Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...
Supplier Product Administrator	Individual in supplier organization responsible for accessing retailer external portal, and uploading and maintaining supplie...

Create Another OK Cancel

Click + to choose
roles for the user

Select the appropriate
Role(s) from the list

Click
OK

Profile Completion Post Registration Approval

Go to Payments section

Change Description To complete requested changes

Organization Details Tax Identifiers Addresses **Contacts** **Payments** Business Classifications Products and Services

Actions View Format + - Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Joe, Bobby		testing001122@gmail.com	+1 (333) 222-1111	✓		Active
Pickens, Slim		testing001122-testone@gmail.com	+1 (609) 469-1111		✓	Active

Columns Hidden 7

Profile Completion Post Registration Approval

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

Click on the Bank
Accounts tab

* Change Description To complete requested changes

Organization Details Tax Filers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + >> Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	CHK	01-Jan-1951	dd-mm-yy
	DOMWIRE	01-Jan-1951	dd-mm-yy
	Electronic	02-Oct-2008	dd-mm-yy
	IBAN	01-Jan-1951	dd-mm-yy
	JPM EFT Payment Method	01-Feb-2022	dd-mm-yy
	Wire	02-Oct-2008	dd-mm-yy

Profile Completion Post Registration Approval

McGraw Hill

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details Tax Identifications Business Classifications Products and Services

Payments

Payment Methods Bank Accounts

Actions View Format + >> Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
No data to display.				
Columns Hidden: 8				

Click "+" icon to add a banking details

Profile Completion Post Registration Approval

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

1 * Country

2 Account Number

Bank Name

3 Bank Branch

☐ Allow international payments

From Date 29-Sep-2022

Inactive On dd-mmm-yyyy

4 IBAN

Currency

Additional Information

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

Create Another OK Cancel

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

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

United States

* Account Number

Bank Name

Bank Branch

Additional Information

Account Name

Alternate Account Name

1 LIBERTY PLAZA-026004093	026004093
1 WARD PARKWAY-101001306	101001306
10 MILE/HARPER-072000915	072000915
100 E BURLINGTON AVE-073901877	073901877
100 FEDERAL-011000138	011000138
YON ST STE 170-011000206	011000206
YON ST STE 170-122000030	122000030
DUSTON ST-114000093	114000093
000 NW 17TH AVENUE-267077627	267077627
101 E HIGH ST-042101271	042101271

Search...

From Date

01-Sep-2023

Inactive On

dd-mmm-yyyy

IBAN

Currency

Check Digits

Account Type

Description

Create Another

OK

Cancel

Click the dropdown
next to Bank Branch,
then click Search

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

Profile Completion Post Registration Approval

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

United States

* Account Number

111222334444

Bank Name

BANK OF AMERICA, N.A.

Bank Branch

☐ Allow international payments

From Date

29-Sep-2022

Inactive On

dd-mmm-yyyy

IBAN

Currency

USD

Additional Information

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

CASH_CREDIT

CLABE

CURRENT/DDA

Checking

NRO

OTHER

Savings

Unknown

Description

Create Another

OK

Cancel

Select appropriate Account Type from the list

Profile Completion Post Registration Approval

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

United States

* Account Number

XXXXXXXX4444

Bank Name

BANK OF AMERICA, N.A.

Bank Branch

ALBANY-021300019

☐ Allow international payments

Additional Information

Account Name

Alternate Account Name

Account Suffix

From Date

29-Sep-2022

Inactive On

dd-mmm-yyyy

IBAN

Currency

USD

Check Digits

Account Type

Unknown

Description

Create Another

OK

Cancel

Currency

USD

Click OK

Profile Completion Post Registration Approval

Hill

Edit Profile Change Request: 17001

Delete Change Request Review Changes Save Save and Close Cancel

Go to Business Classifications section

complete requested changes

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + - Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXXXXX4444		USD	BANK OF AMERICA, N.A.

Columns Hidden 8

Profile Completion Post Registration Approval

Click "+" icon to add a new business classification

Delete Change Request Review Changes Save Save and Close Cancel

* Change Description To complete requested changes

Organization Details
Tax Identifiers
Contacts
Payments
Business Classifications
Products and Services

☐ None of the classifications are applicable

Actions ▼ View ▼ Format ▼
+
Freeze
Detach
Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
No results found.											

Profile Completion Post Registration Approval

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

☐ None of the classifications are applicable

Actions ▼ View ▼ Format ▼ + X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
<div>1</div> <div> Disabled Owned Business Enterprise (DOBE) Disadvantaged Business Enterprises (DBE) LGBTQ+ Business Enterprise (LGBTBE) Minority Owned Business Enterprise (MBE) Service-Disabled Veteran Business Enterprise (DVBE) Small Business Enterprise (SBE) Social Enterprises Veteran Owned Veteran Owned Business Enterprise (VBE) Woman-Owned Business Enterprise (WOBE) Woman-Owned Small Business Enterprise (WOSBE) </div>		<div>2</div>		<div>3</div>	<div>4</div>	<div>5</div>	<div>6</div>	

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

Edit Profile Change Request: 17001

Delete Change Request
Review Changes
Save
Save and Close
Cancel

* Change Description
To complete changes

Organization Details
Tax Identifiers
Addresses
Contacts
Payments
Business Classifications
Products and Services

☒ None of the classifications are applicable

Actions
View
Format
+
-
Freeze
Detach
Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
No results found.											

Go to Products and Services section

Profile Completion Post Registration Approval

Edit Profile Change Request: 17001
Delete Change Request
Review Changes
Save
Save and Close
Cancel

* Change Description
To complete requested changes

Organization Details
Tax Identifiers
Addresses
Contacts
Payments
Business Classifications
Products and Services

Actions
View
Format
+
Freeze
Detach
Wrap

Category Name	Description
No data to display.	

Click "+" icon to add products and services details

Profile Completion Post Registration Approval

Business Classifications Products and Services

Select and Add: Products and Services Categories

Search

Category Name Description

Search Reset

View Format Freeze Detach Wrap

Select	Category Name	Description
<input type="checkbox"/>	MH Supplier Product and Service Category	MH Supplier Product and Service Category Hierarchy

Color Hidden 1

Apply OK Cancel

Click to expand Category Name section

Profile Completion Post Registration Approval

Select and Add: Products and Services Categories

Search Description

View

Select	Category Name	Description
<input type="checkbox"/>	MH Supplier Product and Service Category	MH Supplier Product and Service Category Hierarchy
<input type="checkbox"/>	▶ Accessories and Desk Phone	Accessories and Desk Phone
<input type="checkbox"/>	▶ Application Platform Development	Application Platform Development
<input type="checkbox"/>	▶ Application Platform Development / Architecture	Application Platform Development / Architecture
<input type="checkbox"/>	▶ Application Platform Development / Business Analysis	Application Platform Development / Business Analysis
<input type="checkbox"/>	▶ Application Platform Development / Digital Instructional Design	Application Platform Development / Digital Instructional Design
<input type="checkbox"/>	▶ Application Platform Development / Digital Project Management	Application Platform Development / Digital Project Management
<input type="checkbox"/>	▶ Application Platform Development / Digital Prototyping	Application Platform Development / Digital Prototyping
<input type="checkbox"/>	▶ Application Platform Development / Engineering	Application Platform Development / Engineering
<input type="checkbox"/>	▶ Application Platform Development / Functional QA Testing	Application Platform Development / Functional QA Testing

Columns Hidden 1

Check box next to each appropriate category. User can select multiple products and services.

Profile Completion Post Registration Approval

Select and Add: Products and Services Categories

Search

Category Name Description

View

Select	Category Name	Description
<input type="checkbox"/>	▶ MH Supplier Product and Service Category	MH Supplier Product and Service Category Hierarchy
<input checked="" type="checkbox"/>	▶ Accessories and Desk Phone	Accessories and Desk Phone
<input type="checkbox"/>	▶ Application Platform Development	Application Platform Development
<input type="checkbox"/>	▶ Application Platform Development / Architecture	Application Platform Development / Architecture
<input type="checkbox"/>	▶ Application Platform Development / Business Analysis	Application Platform Development / Business Analysis
<input type="checkbox"/>	▶ Application Platform Development / Digital Instructional Design	Application Platform Development / Digital Instructional Design
<input type="checkbox"/>	▶ Application Platform Development / Digital Project Management	Application Platform Development / Digital Project Management
<input type="checkbox"/>	▶ Application Platform Development / Digital Prototyping	Application Platform Development / Digital Prototyping
<input type="checkbox"/>	▶ Application Platform Development / Engineering	Application Platform Development / Engineering
<input type="checkbox"/>	▶ Application Platform Development / Functional QA, Testing	Application Platform Development / Functional QA, Testing

Columns Hidden 1

Click Apply and then
click OK

Click Save

Profile Completion Post Registration Approval

Edit Profile Change Request: 17001
 Delete Change Request
Review Changes
Save
Save and Close
Cancel
 Last Saved 29-Sep-2022 2:20 PM

* Change Description To complete requested changes

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Actions View Format Freeze Detach Wrap

Category Name	Description
MH Supplier Product and Service Category > Accessories and Desk Phone	Accessories and Desk Phone

Profile Completion Post Registration Approval

Review Changes

Edit

Submit

Cancel

Change Description

Addresses

View

Format

Freeze

Wrap

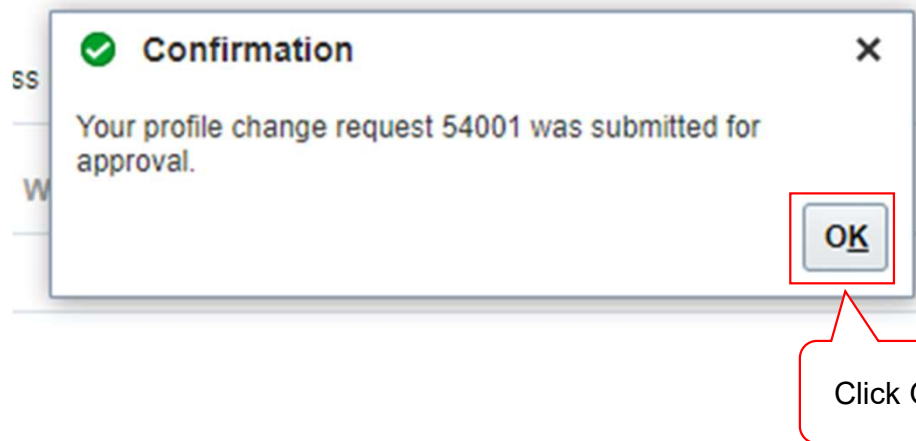
Address Name	Address Purpose	Fax	Status	Details
<div> A summary of all updates made by the supplier will be shown here </div>				

Columns Hidden 3

Click Submit to send profile changes for approval

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

Profile Completion Post Registration Approval



The profile updates are submitted to the MH Supplier Team for review and approval.

Profile Completion Post Registration 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



Supplier Portal

Search

Orders

Order Number

- Tasks
- Orders
- Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
- Manage Agreements
- Shipments
- Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables
- Manage Contracts

Requiring Attention

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- Agreements to Author
- Invoices Overdue
- Negotiation Messages
- Orders to Acknowledge
- Schedules Overdue or Due Today

Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	1
Orders opened	21
Receipts	10

Transaction Reports

Last 30 Days

PO Purchase Amount	194374	USD
Invoice Amount	119098	USD
Invoice Price Variance Amount	1100	USD

Scroll Down

Profile Completion Post Registration Approval

- [manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)

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



Company Profile ?

Last Change Request54001

Requested ByXYZ Supplier

Change DescriptionAc

Request StatusProcessed

ate10/25/21

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

and Services

General

CompanyXYZ Supplier

Supplier Number10045

Supplier TypeCONSULTANTS

Tax Organization TypeCorporation

StatusActive

AttachmentsNone

Identification

Request status will change to Processed once it has been approved

End of Profile Completion Post Registration Approval