McGraw Hill Supplier Portal
Profile Completion Instructions

Detailed Process Steps – (The following steps will walk you through the process of completing a supplier portal 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 change request for the profile will be created.

Note: Both new and existing suppliers are required to submit a profile change request upon initial invitation to supplier portal. If no information needs to be changed, state this in Change Description box. 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 (name may vary by country)*. If applicable, check the *Federal reportable* box and choose an *Income Tax Type (US only)*. 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 local clearing code in *Branch Number* field (ABA routing number, sort code, transit number, etc.), 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. **Business Classifications*:** Click *"+"* to add new diversity certification or check the box next to *None of the classifications are applicable*.

- Choose appropriate *Classification*, certificate number, certificate start/end dates, and attach a copy of the certificates.

16. Products and Services*: Click *"+"* to add new. Click right arrow under *Category Name* to expand. Check box next to each appropriate category. User can select multiple products and services. Click Apply, then Click OK.

Note: Searching requires the exact naming convention of the Category or Description. The full list of values can be found here. CTRL+F to search by keyword; Copy value, then paste into search box.

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

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

19. Click ***Submit***.

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

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 the change has been reviewed and approved by the McGraw Hill tea***m.***

***Not required but recommended.**

For a more thorough guide, with screenshots, follow this link - https://www.mheducation.com/unitas/corporate/suppliers/profile-completion-full.pdf

Updated April 23, 2024