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 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. 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).
   - 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.
   - 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](https://www.mheducation.com/unitas/corporate/suppliers/profile-completion-full.pdf).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*

20. 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 team.

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

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