



# Oracle Fusion: Manage Profile

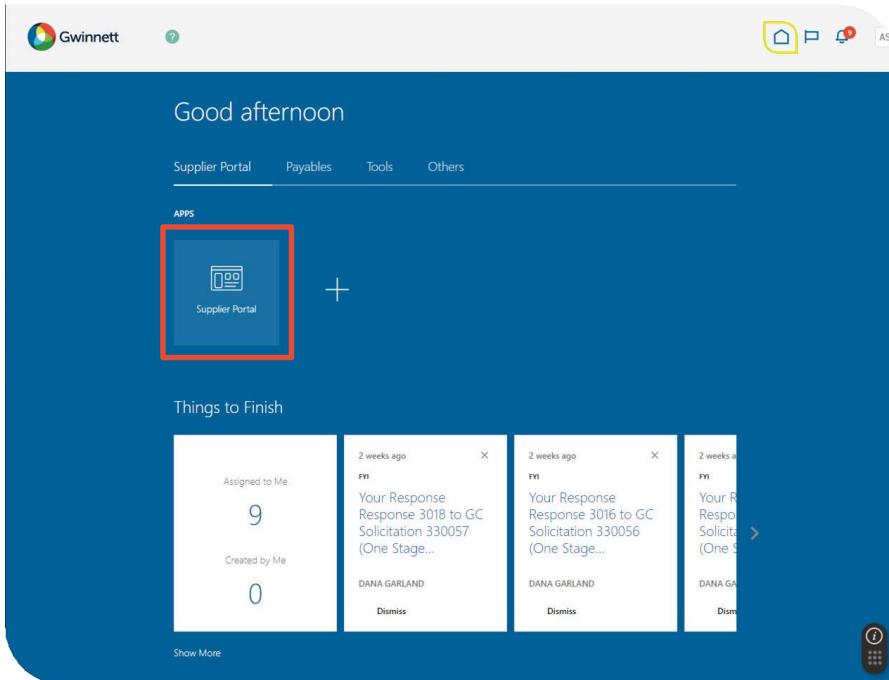
## Supplier Standard Operating Guide

Comprehensive step-by-step instructions designed to support accurate and efficient task completion within Oracle Fusion Cloud Application Software.

# Step 1

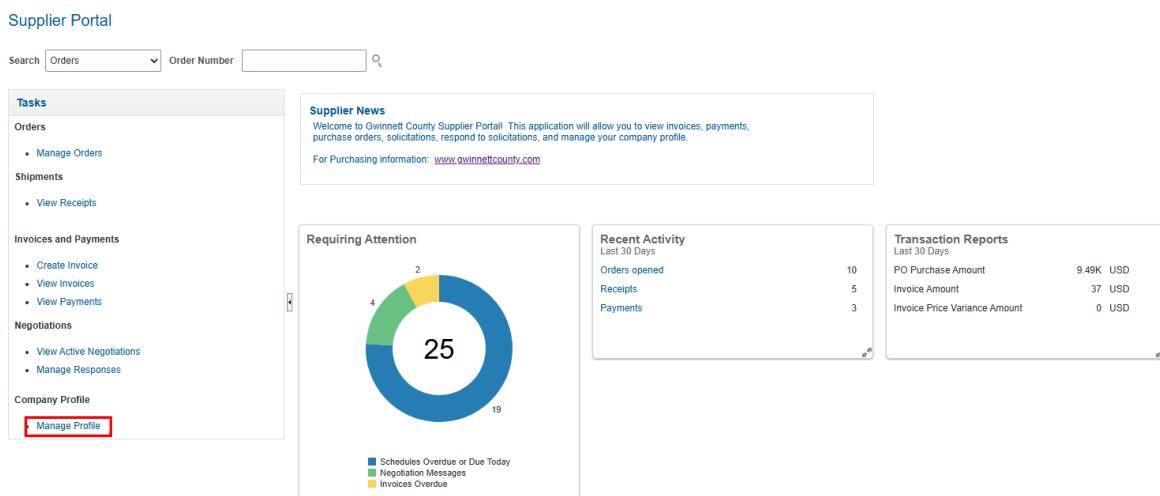
From the Oracle homepage, click Supplier Portal.

If the Oracle homepage isn't displayed, click the home icon on the top-right corner.



# Step 2

From the tasks list, click on "Manage Profile".



## Step 3

### In the Company Profile, view the profile information within the “Organization Details” tab.

If any changes to the company profile are needed, click edit in the upper right-hand corner to modify or update information.

Company Profile  

Last Change Request 7005  
Request Status Canceled

Requested By MITCHELL, RYAN  
Request Date 03/21/025

Change Description Bank account change

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

**General**

Company	ADVANCED COVERT TECHNOLOGY	Tax Organization Type	Corporation
Supplier Number	130595	Status	Active
Supplier Type	Supplier	Attachments	None

**Identification**

D-U-N-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	

**Corporate Profile**

Year Established	Chief Executive Title
Mission Statement	Chief Executive Name
Year Incorporated	Principal Title
	Principal Name

**Financial Profile**

## Step 4

### Review the company address in the “Addresses” tab.

If any changes are needed, click on the address to review the information and make any changes in the form. Click OK to save your changes and close the form.

 You don't have permission to update contacts. Contact your profile administrator to obtain the required permission.

Change Description Address needs to be updated.

**Organization Details Addresses** Contacts Payments Business Classifications

Address Name	EVANS	Address	PO Box 1518, EVANS, GA 30809
Columns Hidden 3			

**Edit Address: EVANS**

* Address Name	EVANS	* Address	Ordering			
* Country	United States	Purpose	Remit to			
Address Line 1	PO Box 1518	<input checked="" type="checkbox"/> RFQ or Bidding	Phone	1	706	4968275
Address Line 2		<input checked="" type="checkbox"/> Remit to	Fax			
Address Line 3		<input checked="" type="checkbox"/> RFQ or Bidding	Email			
* City	EVANS	75	Address Purpose	Fax	Status	
* State	GA	Ordering; Remit to; RFQ or Bidding			Active	
* Postal Code	30809					
Language		Inactive Date	mm/dd/yyyy			
		Status	Active			

**OK** **Cancel**

# Step 5

## Review the payment method in the “Payments” tab.

To change the default payment method, select/highlight the payment method that should be the default method and select the checkmark in the Default column.

Edit Profile Change Request: 8005

You don't have permission to update contacts. Contact your profile administrator to obtain the required permission.

Change Description: Address needs to be updated.

Organization Details 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
<input checked="" type="checkbox"/>	Electronic	10/02/2008	mm/dd/yyyy
	206CHECK	01/01/1951	mm/dd/yyyy
	250ACH	01/01/1951	mm/dd/yyyy
	250CHECK	01/01/1951	mm/dd/yyyy
	250MANUALCHECK	01/01/1951	mm/dd/yyyy
	251ACH	01/01/1951	mm/dd/yyyy

If adding or changing an electronic payment method, select the “Bank Accounts” tab. To add an account, select the plus sign.

Edit Profile Change Request: 8005

You don't have permission to update contacts. Contact your profile administrator to obtain the required permission.

Change Description: Address needs to be updated.

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

Payment Methods **Bank Accounts**

Actions View Format +

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	XX3456			CHASE BANK USA, N.A.

Review and edit the fields as needed. **For the “Bank Branch” field, please enter in your routing number.** Press OK once information has been entered.

Edit Bank Account XX3456

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

\* Country: United States  
\* Account Number: XX3456  
Bank Name: CHASE BANK USA, N.A.  
Bank Branch: 031100393-19713 NEWARK  
 Allow international payments

From Date: 02/25/2025  
Inactive On: mm/dd/yyyy  
IBAN:   
Currency:   
Attachments: None

Additional Information

Account Name:   
Alternate Account Name:   
Account Suffix:   
Check Digits:   
Account Type: Checking  
Description:

OK Cancel

# Step 6

## To review your business classification, select the “Business Classifications” tab.

If changes are needed, select the correct classification from the dropdown menu.

Selections will be noted in the classification box. Select which classification to view different categories.

You don't have permission to update contacts. Contact your profile administrator to obtain the required permission.

Change Description Address needs to be updated.

Organization Details 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
<input type="text"/>						mm/dd/yyyy	mm/dd/yyyy	None			

# Step 7

## To review category names, select the “Products and Services” tab.

To add a category, click on the Select and Add icon. A list of values will display and select from there.

To delete a category, highlight a category row and click the “X” icon.

Edit Profile Change Request: 8005

You don't have permission to update contacts. Contact your profile administrator to obtain the required permission.

Change Description Address needs to be updated.

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

Actions View Format Freeze Detach Wrap

Category Name	Description
Supplier Products and Services > ACCESS CONTROL SYSTEMS AND SECURITY SYSTEMS 80902	ACCESS CONTROL SYSTEMS AND SECURITY SYSTEMS 809...
Supplier Products and Services > Abrasives, Coated Cloth, Fiber, Sandpaper etc. 00514	Abrasives, Coated Cloth, Fiber, Sandpaper etc. 00514
Supplier Products and Services > Abrasives, Sandblasting (Other than Metal) 00528	Abrasives, Sandblasting (Other than Metal) 00528
Supplier Products and Services > Abrasives, Sandblasting, Metal 00521	Abrasives, Sandblasting, Metal 00521
Supplier Products and Services > Abrasives, Steel Wheels, Stones, etc. 00542	Abrasives, Steel Wheels, Stones, etc. 00542
Supplier Products and Services > CONSTRUCTION CANAL OR AQUADUCT 91315	CONSTRUCTION CANAL OR AQUADUCT 91315
Supplier Products and Services > CONSTRUCTION CONSULTING 91831	CONSTRUCTION CONSULTING 91831
Supplier Products and Services > TECHNICAL PLANNING AND SITE POINTS AND REFIILLS LTC. 30584	TECHNICAL PLANNING AND SITE POINTS AND REFIILLS LTC. 30...

After pressing the Select and Add icon, a new screen will appear. Select the appropriate category pertaining to the product or service. **Press “Apply” first followed by “OK”.**

Select and Add: Products and Services Categories

Search

Category Name  Description

View Format Freeze Detach Wrap

Select Category Name Description

Supplier Products and Services

Columns Hidden 1

Apply OK Cancel

# Step 8

Once all edits have been made in the previous steps, detail those changes in the Change Description box in the top center of the page.

Once the changes have been entered, click “Review Changes” in the top right corner.

Edit Profile Change Request: 8005

① You don't have permission to update contacts. Contact your profile administrator to obtain the required permission.

Change Description Address needs to be updated.

Delete Change Request Review Changes Save Save and Close Cancel

Organization Details Addresses Contacts Payments Business Classifications Products and Services

Actions ▾ View ▾ Format ▾

Category Name Description

Category Name	Description
Supplier Products and Services > ACCESS CONTROL SYSTEMS AND SECURITY SYSTEMS 68002	ACCESS CONTROL SYSTEMS AND SECURITY SYSTEMS 680...
Supplier Products and Services > Abrasives, Coated, Cloth, Sandpaper, etc. 00514	Abrasives, Coated, Cloth, Fiber, Sandpaper, etc. 00514
Supplier Products and Services > Abrasives, Sandblasting (Other than Metal) 00528	Abrasives, Sandblasting (Other than Metal) 00528
Supplier Products and Services > Abrasives, Sandblasting, Metal 00521	Abrasives, Sandblasting, Metal 00521
Supplier Products and Services > Abrasive, Sandblasting, Metal 00542	Abrasives, Sandblasting, Metal 00542
Supplier Products and Services > CONSTRUCTION CANAL OR AQUADUCT 91315	CONSTRUCTION CANAL OR AQUADUCT 91315
Supplier Products and Services > CONSTRUCTION CONSULTING 91831	CONSTRUCTION CONSULTING 91831
Supplier Products and Services > TECHNICAL PENS AND SETS POINTS AND REFILLS ETC. 38584	TECHNICAL PENS AND SETS POINTS AND REFILLS ETC. 38...

A new screen will appear. Verify that all changes are listed and click “Submit”.

Gwinnett

Review Changes

Change Description Address needs to be updated.

Edit  Cancel

All Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
EVANS	PO Box 1518, EVANS, GA 30060	+1 (770) 494-8275	Ordering, Billing to		Active	<input type="button" value="Edit"/>

A confirmation statement will appear to confirm your changes were submitted for approval.

Company Profile ②

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 8005 Request Status Pending Approval

Requested By MITCHELL, RYAN Request Date 03/27/2025

Change Description Address needs to be updated.

Cancel Change Request Edit Done

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

General

Company	ADVANCED COVERT TECHNOLOGY	Tax Organization Type	Corporation
Supplier Number	138595	Status	Active
Supplier Type	Supplier	Attachments	None

Identification

D-U-N-S Number	1234567890	Business Number	1234567890
Customer Number		Corporate Web Site	
SIC			

Corporate Profile

Year Established		Chief Executive Title	
Mission Statement		Chief Executive Name	
Year Incorporated		Principal Title	
		Principal Name	

Financial Profile

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