



# Oracle Fusion: Manage Profile

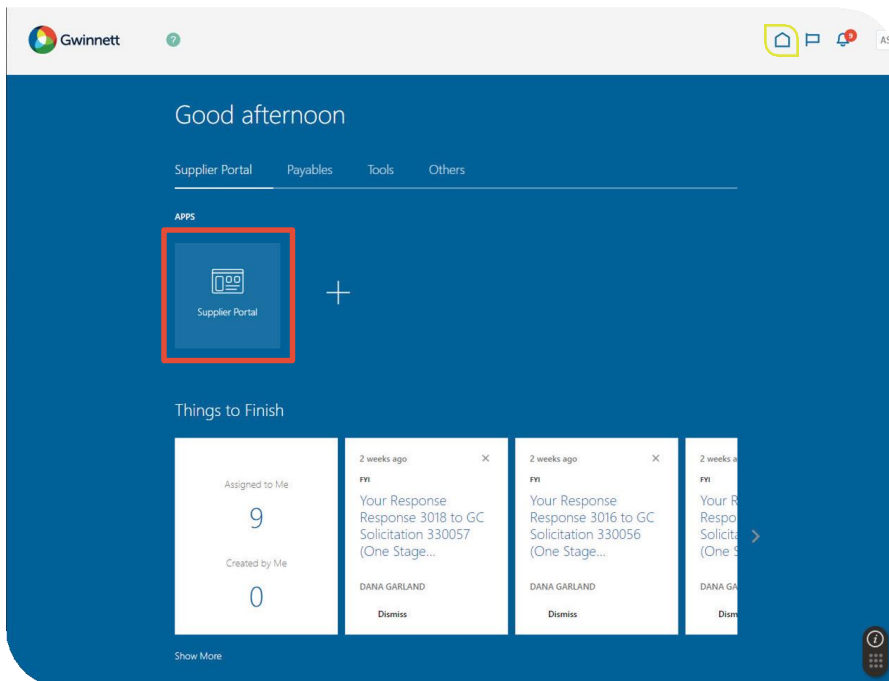
## Supplier Standard Operating Guide

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

# Step 1

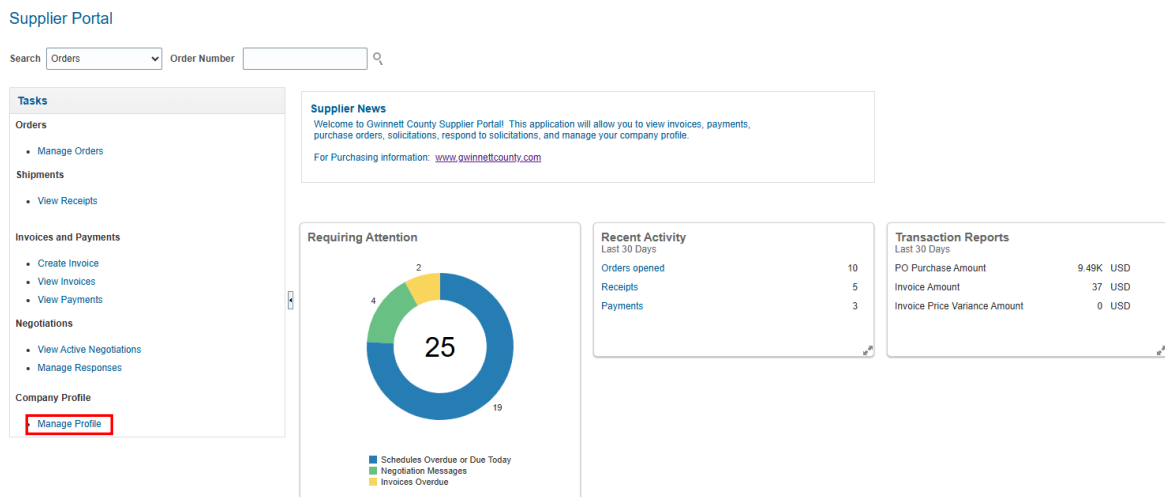
From the Oracle homepage, click **Supplier Portal**.

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 ⓘ

Requested By MITCHELL, RYAN  
Request Date 03/21/2025

Change Description Bank account change

Last Change Request 7905  
Request Status Canceled

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

Company ADVANCED COVERT TECHNOLOGY  
Supplier Number 138595  
Supplier Type Supplier

Tax Organization Type Corporation  
Status Active  
Attachments None

Identification

D-U-N-S Number  
Customer Number  
SIC

National Insurance Number  
Corporate Web Site

Corporate Profile

Year Established  
Mission Statement

Chief Executive Title  
Chief Executive Name  
Principal Title  
Principal Name

Financial Profile

Year Incorporated

# 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

Actions View Format + - Status Active

Address Name

Address

EVANS

PO Box 1518, EVANS, GA 30809

Columns Hidden 3

Edit Address: EVANS

\* Address Name EVANS

\* Country United States

Address Line 1 PO Box 1518

Address Line 2

Address Line 3

\* City EVANS

\* State GA

\* Postal Code 30809

Language

\* Address ☒ Ordering

Purpose ☒ Remit to

☒ RFQ or Bidding

Phone 1 706 4968275

Fax

Email

Inactive Date mm/dd/yyyy

Status Active

OK

Cancel

Address Purpose

Fax

Status

75 Ordering; Remit to; RFQ or Bidding Active

# 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

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

**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
<input type="checkbox"/>	206CHECK	01/01/1951	mm/dd/yyyy
<input type="checkbox"/>	250ACH	01/01/1951	mm/dd/yyyy
<input type="checkbox"/>	250CHECK	01/01/1951	mm/dd/yyyy
<input type="checkbox"/>	250MANUALCHECK	01/01/1951	mm/dd/yyyy
<input type="checkbox"/>	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

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

**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 | Wrap

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

Columns Hidden: 8

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

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" value=""/>						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

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 8060	ACCESS CONTROL SYSTEMS AND SECURITY SYSTEMS 8060
Supplier Products and Services > Abrasives, Coated Cloth Fiber Sandpaper, etc. 80514	Abrasives, Coated Cloth Fiber Sandpaper, etc. 80514
Supplier Products and Services > Abrasives, Sandblasting (Other than Metal) 00028	Abrasives, Sandblasting (Other than Metal) 00028
Supplier Products and Services > Abrasives, Sandblasting, Metal 00021	Abrasives, Sandblasting, Metal 00021
Supplier Products and Services > Abrasives, Solid Wheel, Stones, etc. 00042	Abrasives, Solid Wheel, Stones, etc. 00042
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 > ELECTRICAL PILING AND SLOTTED PILES AND PILES ETC. 30084	ELECTRICAL PILING AND SLOTTED PILES AND PILES ETC. 30084

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

Search Reset

View Format

Select	Category Name	Description
<input type="checkbox"/>	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

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

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 X Print Process Details Wrap

Category Name	Description
Supplier Products and Services > ACCESS CONTROL SYSTEMS AND SECURITY SYSTEMS 6802	ACCESS CONTROL SYSTEMS AND SECURITY SYSTEMS 6802
Supplier Products and Services > Abrasives, Coated, Cloth, Fibre, Sandpaper, etc. 90914	Abrasives, Coated, Cloth, Fibre, Sandpaper, etc. 90914
Supplier Products and Services > Abrasives, Sandblasting (Other than Metal) 90928	Abrasives, Sandblasting (Other than Metal) 90928
Supplier Products and Services > Abrasives, Sandblasting, Metal 90921	Abrasives, Sandblasting, Metal 90921
Supplier Products and Services > Abrasives, Solid (Wheels, Stones, etc.) 90940	Abrasives, Solid (Wheels, Stones, etc.) 90940
Supplier Products and Services > CONSTRUCTION CANAL OR AQUADUCT 91915	CONSTRUCTION CANAL OR AQUADUCT 91915
Supplier Products and Services > CONSTRUCTION CONSULTING 91921	CONSTRUCTION CONSULTING 91921
Supplier Products and Services > TECHNICAL PENS AND SETS POINTS AND RETILLS ETC. 38964	TECHNICAL PENS AND SETS POINTS AND RETILLS ETC. 38964

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

Gwinnett

Review Changes

[Edit](#) [Submit](#) [Cancel](#)

Change Description Address needs to be updated.

Addresses

View Format X Print Process Details Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
FWANS	PO Box 1518, FWANS, GA 30608	+1 (770) 495-8275	Orders; Rent to		Active	<a href="#">Details</a>

[Create Address](#)

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

Company Profile

[Cancel Change Request](#) [Edit](#) [Done](#)

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 6/27/2025

Change Description Address needs to be updated.

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

General

Company ADVANCED COVERT TECHNOLOGY

Supplier Number 138595

Supplier Type Supplier

Tax Organization Type Corporation

Status Active

Attachments None

Identification

D.U.N.S. Number

Customer Number

SIC

Corporate Profile

Year Established

Mission Statement

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

**Confirmation**

Your profile change request 8005 was submitted for approval.

[OK](#)