

Vendor Updates for Company Profile

Table of Contents

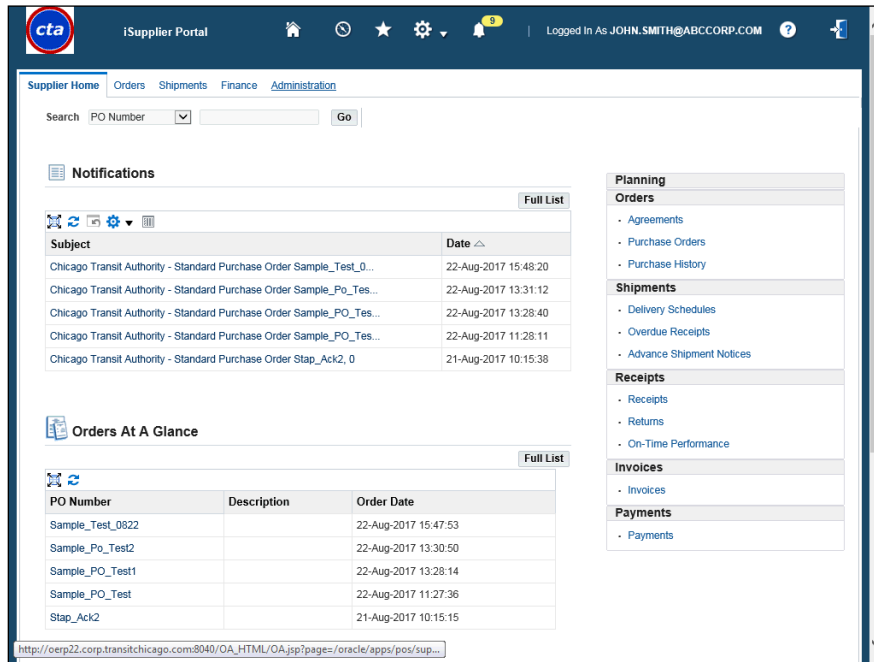
iSupplier..... 1
Vendor Updates for Company Profile..... 1

iSupplier

Vendor Updates for Company Profile

This Topic demonstrates the process of Vendor Updates for Company Profile.

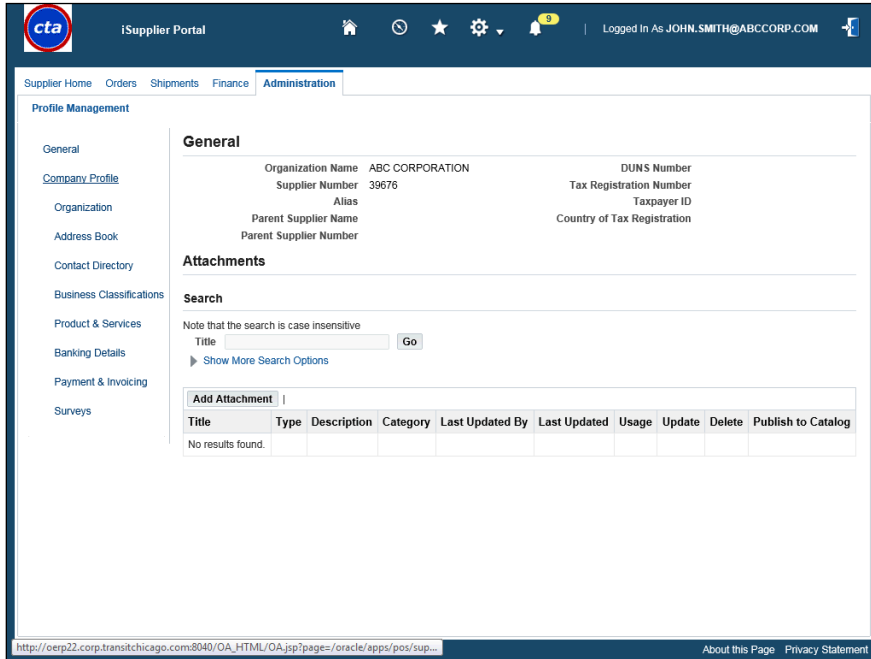
Procedure



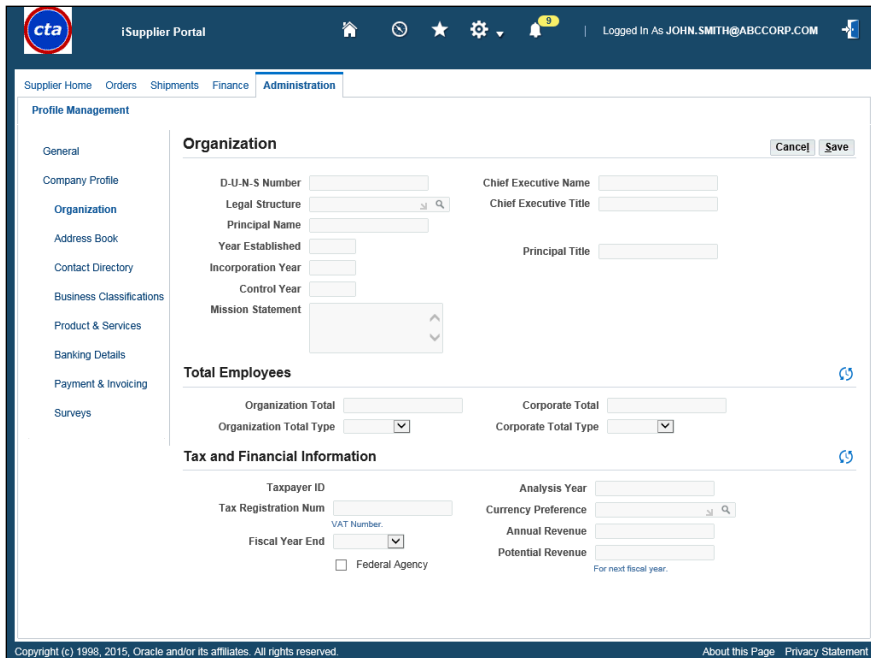
Step	Action
1.	See screenshot above. Click on the Administration tab. Click the scrollbar. Administration

Training Guide

Vendor Updates for Company Profile



Step	Action
2.	See screenshot above. Click the Company Profile link. Company Profile



Step	Action
3.	See screenshot above. In this example, we will add a DUNS number. In the Organization section Click in the D-U-N-S Number field. D-U-N-S Number <input type="text"/>

The screenshot shows the 'iSupplier Portal' interface. The user is logged in as JOHN.SMITH@ABCCORP.COM. The 'Administration' tab is selected, and the 'Organization' section is active. The 'D-U-N-S Number' field is highlighted with a red box. Other fields include Chief Executive Name, Legal Structure, Principal Name, Year Established, Incorporation Year, Control Year, and Mission Statement. Below the Organization section are 'Total Employees' and 'Tax and Financial Information' sections.

Step	Action
4.	See screenshot above Enter your company DUNS Number. In this example, we are using "xxxxxxx". You would enter your actual DUNS number. Enter the desired information into the D-U-N-S Number field. Enter " xxxxxxx ". D-U-N-S Number <input type="text"/>

Training Guide

Vendor Updates for Company Profile

The screenshot shows the 'iSupplier Portal' interface. The user is logged in as JOHN.SMITH@ABCCORP.COM. The 'Administration' tab is active, and the 'Organization' section is selected. The form includes fields for D-U-N-S Number, Legal Structure, Principal Name, Year Established, Incorporation Year, Control Year, Mission Statement, Chief Executive Name, Chief Executive Title, and Principal Title. Below this is the 'Total Employees' section with Organization and Corporate Total fields. The 'Tax and Financial Information' section includes Taxpayer ID, Tax Registration Num, Fiscal Year End, Analysis Year, Currency Preference, Annual Revenue, and Potential Revenue.

Step	Action
5.	<p>See screenshot above. In this exercise, we will add a Year Established. Click in the Year Established field and enter the year the company was founded/established.</p> <p>Enter the desired information into the Year Established field. Enter "1995".</p> <p>Year Established <input style="border: 1px solid red; width: 50px; height: 15px;" type="text"/></p>

This screenshot is identical to the one above, but the 'Year Established' field in the 'Organization' section is now populated with the value '1995'. The rest of the form and interface elements remain the same.

Step	Action
6.	See screenshot above. In this example we will add an annual revenue. Click in the Annual Revenue field. Annual Revenue <input type="text"/>

The screenshot shows the Oracle iSupplier Portal Administration page. The 'Organization' section includes fields for D-U-N-S Number, Legal Structure, Principal Name, Year Established (1995), Incorporation Year, Control Year, and Mission Statement. The 'Total Employees' section has fields for Organization Total and Corporate Total, each with a dropdown for 'Organization Total Type' and 'Corporate Total Type'. The 'Tax and Financial Information' section includes fields for Taxpayer ID, Tax Registration Num, Fiscal Year End, Analysis Year, Currency Preference, Annual Revenue, and Potential Revenue. The 'Annual Revenue' field is highlighted with a red box.

Step	Action
7.	See screenshot above Enter the desired information into the Annual Revenue field. Enter " 2000000 ". Annual Revenue <input type="text"/>

Training Guide

Vendor Updates for Company Profile

The screenshot shows the 'iSupplier Portal' interface. The user is logged in as JOHN.SMITH@ABCCORP.COM. The 'Administration' tab is active, and the 'Profile Management' section is open. The 'Organization' section contains the following fields:

- D-U-N-S Number: xxxxxxxxxx
- Legal Structure: [dropdown]
- Principal Name: [text]
- Year Established: 1995
- Incorporation Year: [text]
- Control Year: [text]
- Mission Statement: [text area]
- Chief Executive Name: [text]
- Chief Executive Title: [text]
- Principal Title: [text]

The 'Total Employees' section includes:

- Organization Total: [text]
- Organization Total Type: [dropdown]
- Corporate Total: [text]
- Corporate Total Type: [dropdown]

The 'Tax and Financial Information' section includes:

- Taxpayer ID: xxxxxxxxxx
- Tax Registration Num: [text]
- Fiscal Year End: [dropdown]
- Federal Agency:
- Analysis Year: [text]
- Currency Preference: [dropdown]
- Annual Revenue: 20000000
- Potential Revenue: [text]

Buttons for 'Cancel' and 'Save' are visible in the top right of the form sections.

Step	Action
8.	See screenshot above. Once all desired updates have been added: Click the Save button.

This screenshot shows the same 'iSupplier Portal' interface as the previous one, but with a yellow confirmation banner at the top of the form area. The banner reads: 'Confirmation: Changes to Organization have been saved'. The 'Organization' and 'Tax and Financial Information' sections are visible below the banner, with the 'Save' button highlighted in the top right corner of the form.

Step	Action
9.	You will receive a Confirmation that your changes have been made and submitted to CTA for review and approval. End of Procedure.