Email to Suppliers for Supplier portal set up in Oracle Cloud:

Subject: ERP Transition - Williams SUPPLIER PORTAL SETUP: Action To Be Required

You should receive an email shortly from Oracle Cloud about your new account within the Supplier Portal. Williams will be utilizing this portal for bidding future projects. Below is our form letter discussing background and some initial instructions on getting in and setting up your portal. If you do not receive the email sometime today please let me know and if you have any questions give me a call.

 For this initial setup please only add Contacts (names and job title in ALL CAPs pleases) that will be managing and submitting bids (aka Negotiation Events) and submit those updates to the account. Other additional information does not need to be populated at this time. Information that is added has to be approved by a Williams representative in the system so keeping additions to a minimum will reduce approval time. If you have a generic bids email address, please add this as well or consider creating one as this will be the most efficient means to ensure that everyone in your organization receives notification of bid events.

 On July 6th, Williams and its affiliates completed its Enterprise resource planning (ERP) transition to Oracle Cloud, which will provide numerous benefits to Williams and our valued Suppliers/Contractors. An important new feature available to our Suppliers/Contractors is Supplier Portal, which enables more seamless communication with Williams.

 As a valued Supplier/Contractor to Williams, you will receive a system generated email today. This email will contain a link inviting you to complete the supplier portal set up. ***Please note this email will expire in less than 24 hrs, so immediate action is necessary.***

Williams has created an external site for portal support and training materials. Please refer to the materials under the **Supplier Portal** section here: Vendor Terms & Conditions | Williams Companies**.**

You will find a step by step guide to help you complete the portal set up process entitled, **"Opus Training - Supplier Portal – Profile Information Review by Existing Supplier."**

Below is an example of the auto-generated email you will receive from the Oracle Cloud Supplier Portal system. Please be aware that it may go to a junk or spam folder from which you will need to retrieve it.

From: ejyq.fa.sender.1@workflow.mail.us2.cloud.oracle.com <ejyq.fa.sender.1@workflow.mail.us2.cloud.oracle.com>
Sent: Tuesday, July 13, 2021 10:25 AM
To: John Doe
Subject: [EXTERNAL]Oracle Fusion Applications-Welcome E-Mail

Dear John Doe,

 Congratulations! Your Oracle Fusion Applications account has been successfully created.

 Please follow the link below to reset your password.

 https://ejyq.fa.us2.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=461a9ffa336c46f38b77b89a67a71897

 For any issues, contact your system administrator.

Thank You,
Oracle Fusion Applications

NOTICE OF CONFIDENTIAL COMMUNICATION This communication and any subsequent electronic communication relating to this matter, including any attachments, constitute an "electronic communication" within the meaning of the Electronic Communications Privacy Act, 18 U.S.C.A. §2510 or any similar law of any other jurisdiction. In addition, this and any subsequent electronic communication, and any attachments, may be subject to the attorney-client privilege or be considered attorney work product.

Upon completing log in, please complete the following steps:

1. Review all 7 areas (train stops) of Profile.
2. Add a Contact for Portal Administrator. This Admin role will manage supplier profile information of your company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
   a. Add Contact to be named the Portal Administrator; please input name and title in ALL CAPS. See screen shot to Add Contact/User Account (Check box "Request User Account"

Create Contact ×

Salutation	⌄	Phone	▼
* First Name		Mobile	▼
Middle Name		Fax	▼
* Last Name		Email	
Job Title		Status	Active ⌄

☐ Administrative contact

◢ Contact Addresses

Actions ▾ View ▾ Format ▾ ✕ ▤ ▦ Freeze ⊟ Detach ⤵ Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

◢ User Account

☐ Request user account

---

b. Check the box "Administrative Contact". See screen shot to Check Box "Administrative Contact" to make a contact Administrator for Portal.

Job Title		Status	Active ⌄

☑ Administrative contact

◢ Additional Information

c. <mark>All 6 available roles are added by default to each new user; remove the unnecessary roles by highlighting the role you want to remove, then click on the X button or use the Actions drop down to remove role(s) prior to saving and closing. See screen shot below.</mark>
   i. <mark>Note: The description field helps explain the functionality and access for each type of role.</mark>

Roles Data Access

Actions ▾ View ▾ Format ▾ ✕ ▤ ▦ Freeze ⊟ Detach ⤵ Wrap

Role	▲▽	Description
Supplier Accounts Receivable Specialist		Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder		Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative		Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

3. Have Portal Administrator edit any additional train stops in the profile as necessary.
4. <mark>When complete, please select Review Changes and then hit the Submit button.</mark>

If you have any questions, please reach out to your Williams contact or Williams category manager for support.