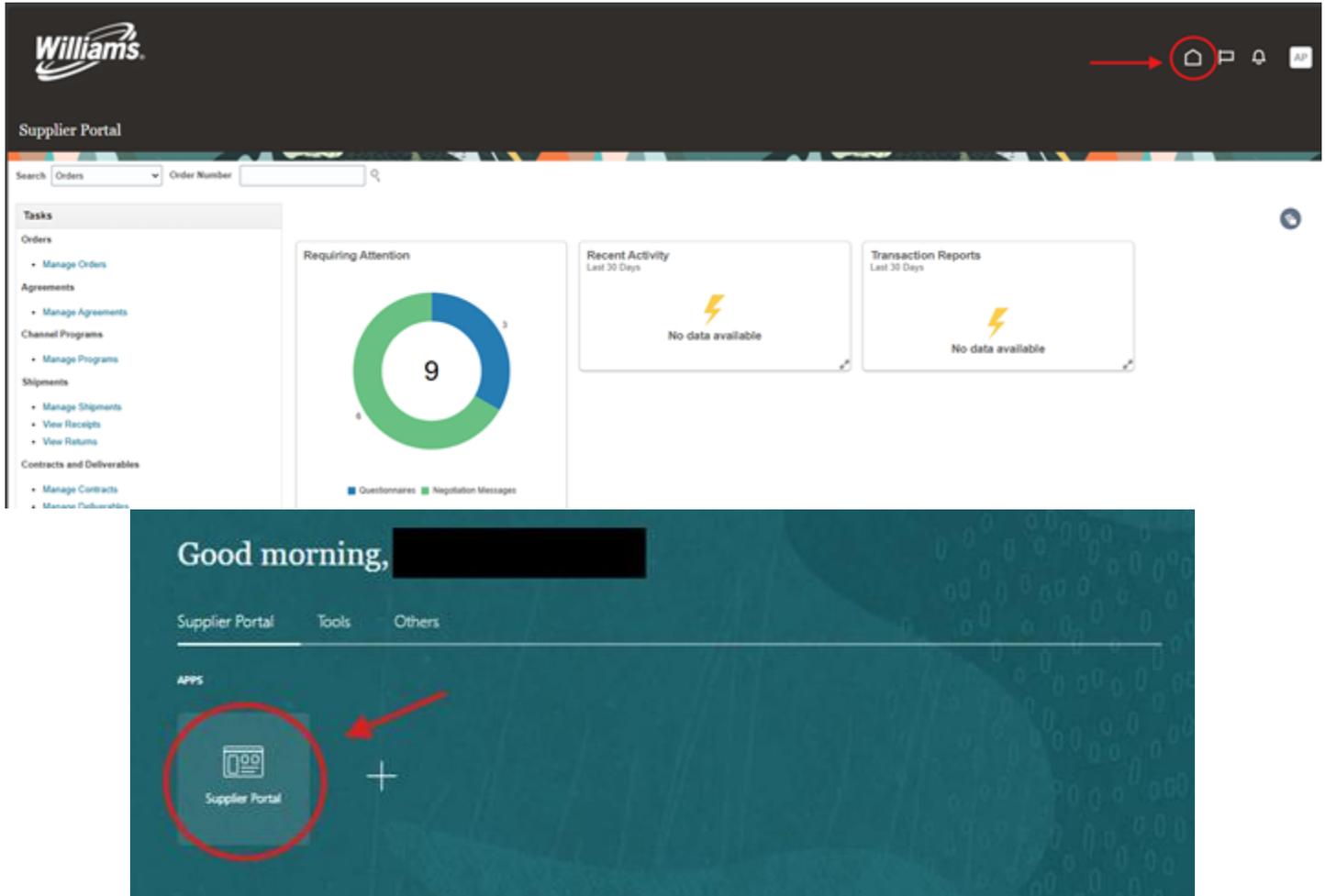


## How to Update your Contact in the Portal

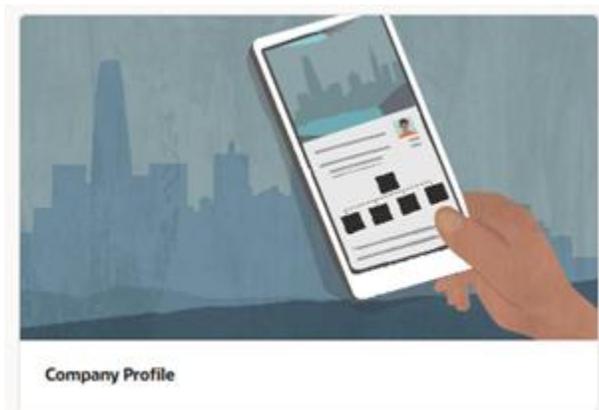
Step 1: Login to the Williams Supplier Portal

[Williams Supplier Portal](#)

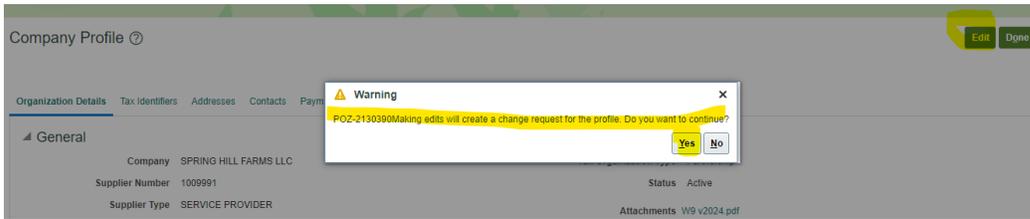
Step 2: You will be brought to the old Oracle home screen. Please click the home button on the top right and select Supplier Portal under Apps



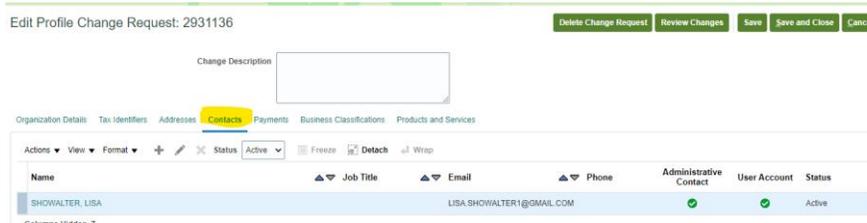
Step 3. Scroll down and select Company Profile



Step 3. Select **Edit**. You will receive a warning that a change order will be created. Click **Yes**.

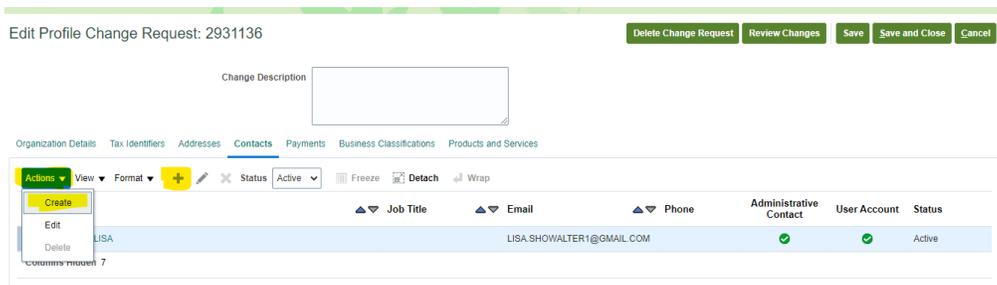


Step 4. Select the **Contacts** tab.



Step 5. To add a new contact, select the **+** icon, or go to **Actions > Create**.

**\*\*To update a current contact, proceed to Step 15\*\***



Step 6: Complete the fields highlighted in yellow. If you want the user to have access to the portal, Check the box **“Request user account”**

A screenshot of the 'Create Contact' form. Fields for First Name (Susie), Last Name (Smith), Job Title (Accounts Receivable), and Email (susie.smith@gmail.com) are highlighted in yellow. The 'Request user account' checkbox is checked. The form also includes sections for Contact Addresses and User Account.

Step 7: If the new user needs to have access to add users, manage the account, check the **Administrative contact** box.

**Create Contact** ✕

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Step 8: To link the contact to a specific ordering or remit to address, select the **Actions > Select and Add (under Contact Addresses)**

**Contact Addresses**

Actions  View  Format   Freeze  Detach  Wrap

Address	Phone	Address Purpose	Status

Remove

Select and Add

Step 9: Select the correct address and Hit OK.

**Select and Add: Addresses** ✕

Search

Address

Search  Reset

View  Format  Wrap

Address Name	Address	Address Purpose
1 BIXBY	74008, 123 S LEWIS AVE, BIXBY,, TULSAOK,...	Ordering
2 BROKEN AR...	74012, PO BOX 90, BROKEN ARROW,, TULS...	Remit to

Rows Selected 1

Apply  **OK**  Cancel

Step 10: Once you are done adding all contacts, Select **OK** at the bottom of the page, or you can **Create Another**.

Create Another  **OK**  Cancel

Step 11: Add a clear **Change Description**, and select **Review Changes**.

Edit Profile Change Request: 2931136

Delete Change Request  **Review Changes**  Save  Save and Close  Cancel

Change Description

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

Actions  View  Format   Status  Freeze  Detach  Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
SHOWALTER, LISA		LISA.SHOWALTER1@GMAIL.COM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
Smith, Susie	Accounts Receivable	susie.smith@gmail.com		<input checked="" type="checkbox"/>		Active

Columns Hidden 7

Step 12: Review the proposed changes and select **Submit**.

### Review Changes

Edit **Submit** Cancel

Change Description Added new contact - Susie Smith

#### Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Smith, Susie	Accounts Receivable	susie.smith@gmail.com		<input checked="" type="checkbox"/>		Active	

Columns Hidden 7

Step 13: You will receive a confirmation notice stating that your change request has been submitted for approval.

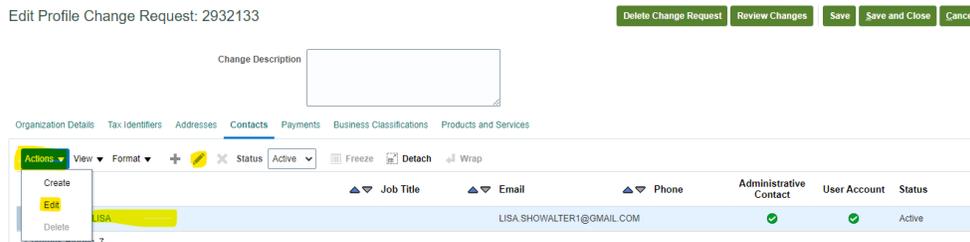
all changes.



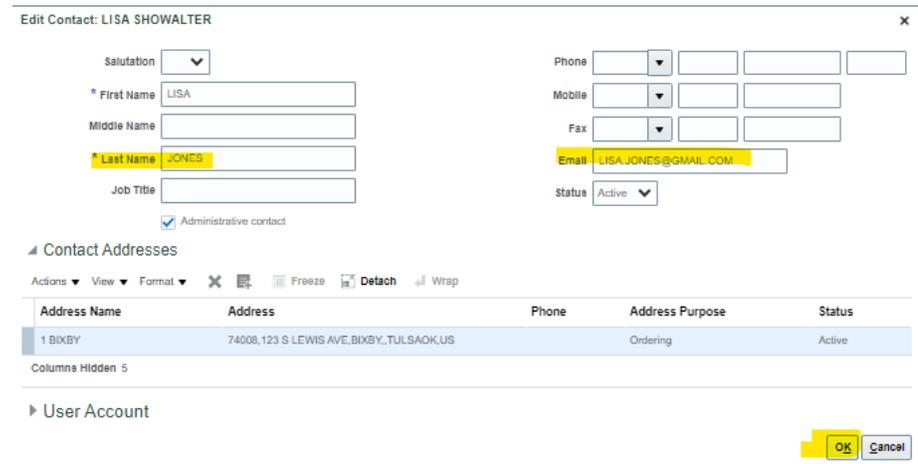
Business Classifications Products and Services

Step 14: Once Williams has reviewed the request, you will receive notification that it has been approved, or you may receive a call if there are any questions.

Step 15: To update a current contact, highlight the contact you need to edit, and select **Actions > Edit** (or select the pencil).



Step 16: The record will open. Update as needed and select OK at the bottom of the page. For this example, the name and email were updated.



The "Edit Contact: LISA SHOWALTER" form is shown. Fields include: Salutation (dropdown), Phone (text), \* First Name (LISA), Middle Name (text), \* Last Name (JONES), Job Title (text), Administrative contact (checked checkbox), Mobile (text), Fax (text), Email (LISA.JONES@GMAIL.COM), and Status (Active dropdown). Below is the "Contact Addresses" section with a table:

Address Name	Address	Phone	Address Purpose	Status
1 BIXBY	74008,123 S LEWIS AVE,BIXBY,,TULSAOK,US		Ordering	Active

At the bottom right, there are "OK" and "Cancel" buttons.

Step 17: Add a clear change description and select **Review Changes**.

Edit Profile Change Request: 2932133

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Updated name to Lisa Jones and email to Lisa.Jones@gmail.com

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

Actions View Format + X Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
JONES, LISA		LISA.JONES@GMAIL.COM		✓	✓	Active

Columns Hidden 7

Step 18: Review the changes and hit **Submit**.

Review Changes

Edit Submit Cancel

Change Description: Updated name to Lisa Jones and email to Lisa.Jones@gmail.com

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
JONES, LISA		LISA.JONES@GMAIL.COM		✓	✓	Active	

Columns Hidden 7

**Note: If you do not Review Changes and Submit, the change order will be incomplete, and Williams will not be notified of the request. Do not just SAVE the change.**