

1. Click the **Sign In** button.

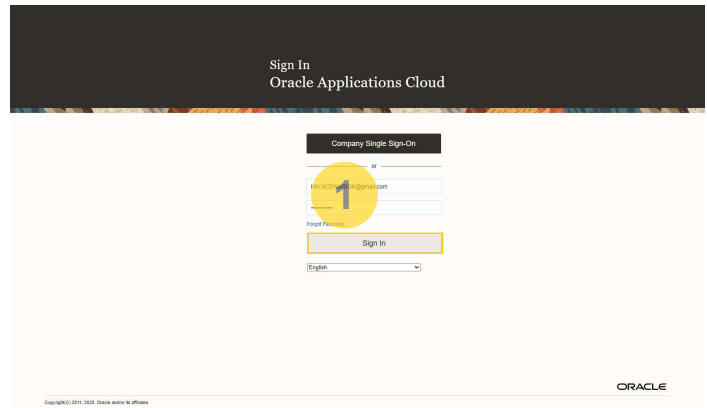


Important Information!

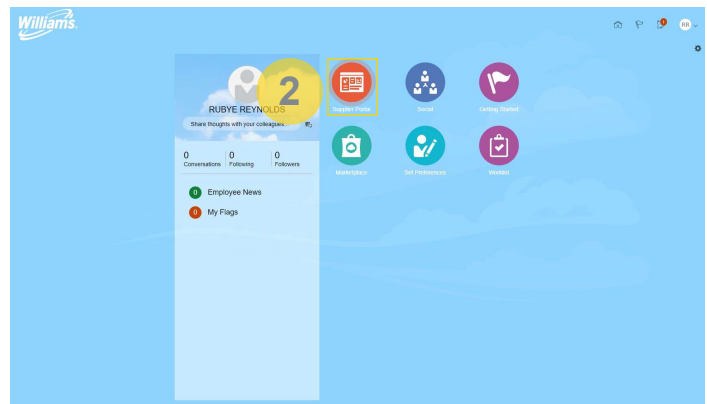
Navigation: Oracle Sign In page

NOTES:

- Example data provided for this simulation is for demonstration purposes only. Please enter your appropriate data as needed in the Production environment.
- For all Simulation Modes, all example data must be typed exactly as noted in the blue step bubble.

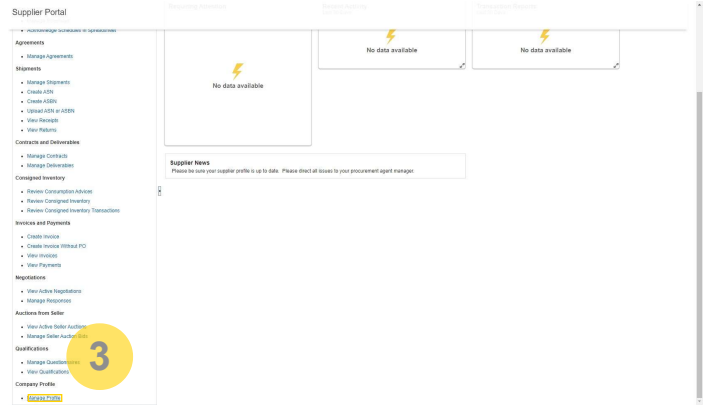


2. Click the **Supplier Portal** button.



3. Click the **Manage Profile** hyperlink.

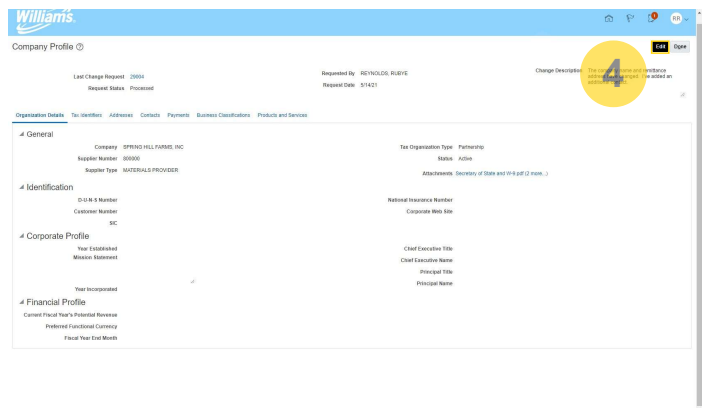
[Manage Profile](#)



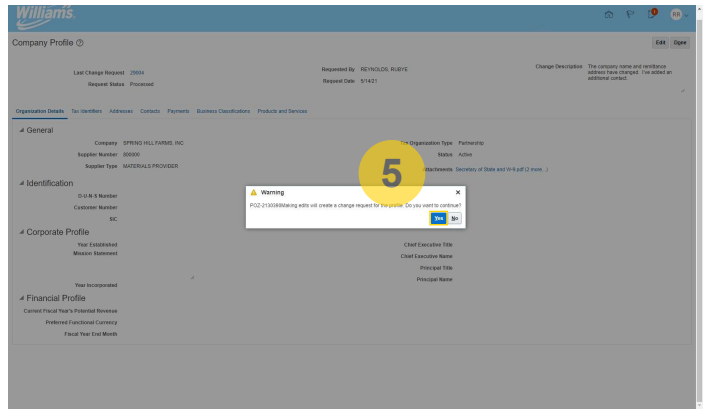
4. Click the **Edit** button.

Important Information!

Be sure to turn on Caps Lock. All input to this form must be in ALL CAPS.

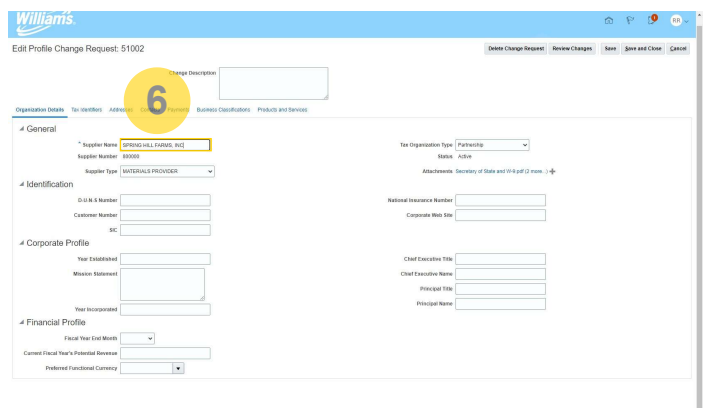


5. Click the **Yes** button.



6. Click in the **Supplier Name** field.

SPRING HILL FARMS, INC



7. Change the **Supplier Name** field to **SPRING HILL FARMS, LLC.**

SPRING HILL FARMS, LLC

Important Information!

Update if your company name is different from what is shown. This is the name Williams will remit payment to.

8. Click the **Add Attachment** icon. +

9. Click the **Choose File** button.

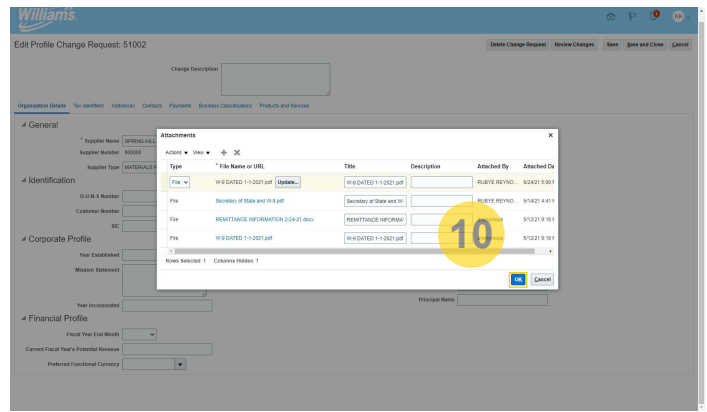
Important Information!

- Use the Choose File button to browse Windows File Explorer and select the appropriate file for this entry.
- Attach a current W-9 and remittance information.

10. Click the **OK** button. 

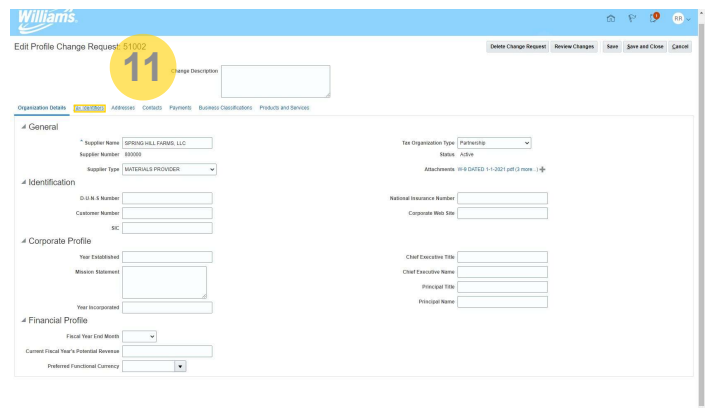
Important Information!

After selecting the appropriate file, the name will be displayed in the File Name or URL field.

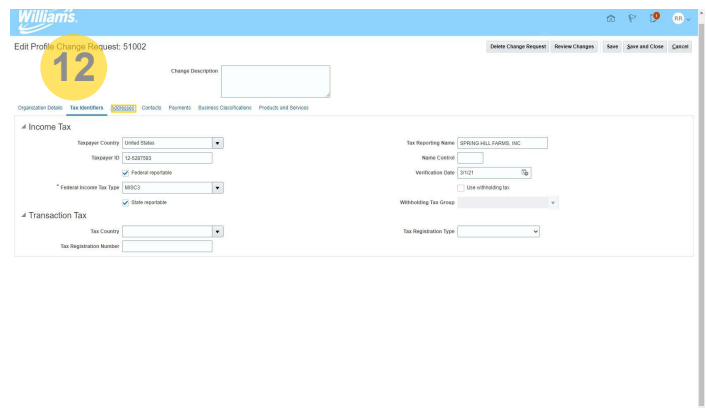


11. Update any incorrect information. Click the **Tax Identifiers** hyperlink.

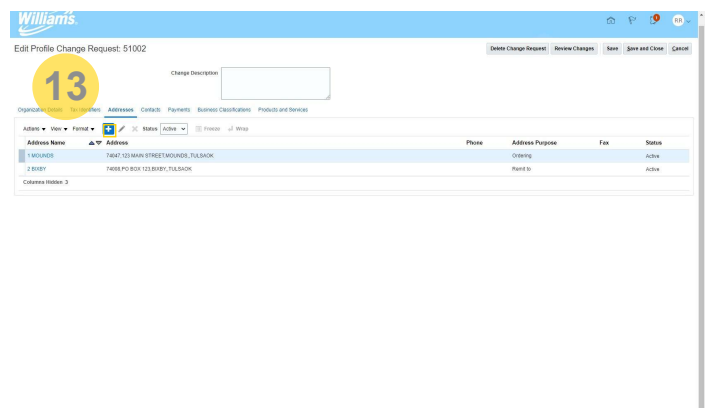
[Tax Identifiers](#)



12. Click the **Addresses** hyperlink. [Addresses](#)



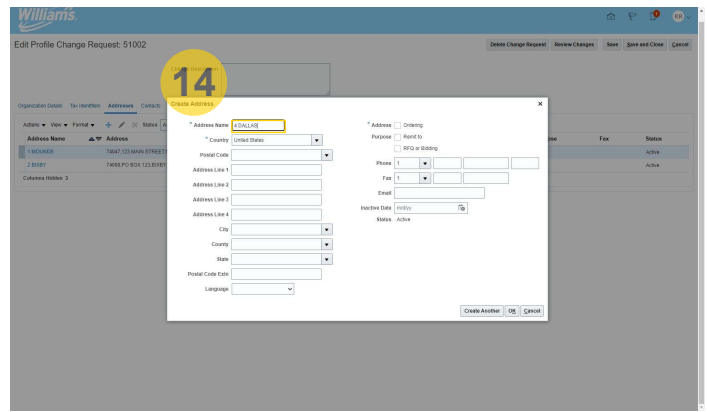
13. Click the **Add** icon to add a new address.



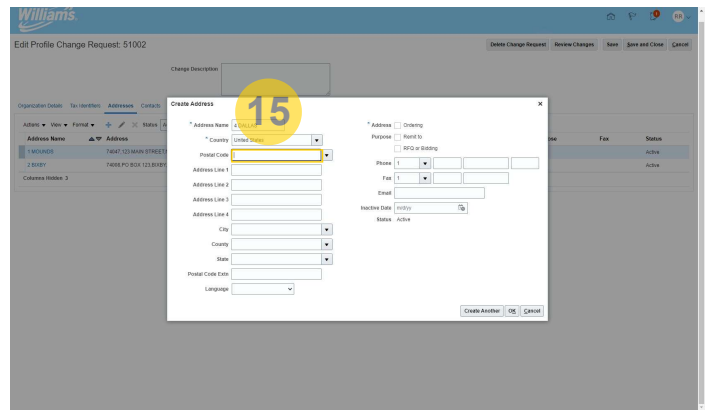
14. Type **4 DALLAS** in the **Address Name** field.

Important Information!

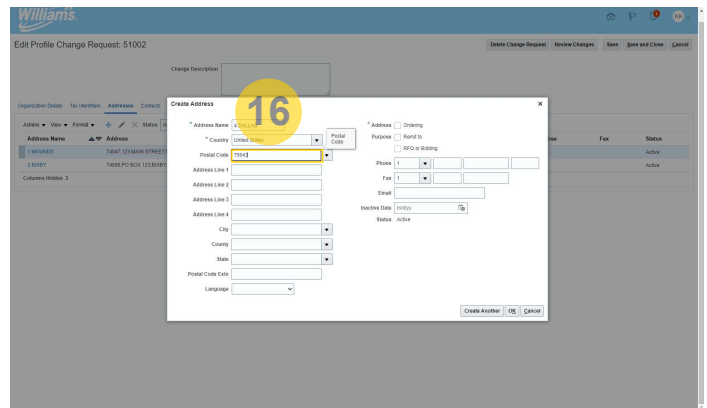
Use the next sequential number followed by the city (i.e. 4 {space} City).



15. Click in the **Postal Code** field.



16. Enter the 5-digit zip code, then TAB.
Type **75043** in the **Postal Code** field.

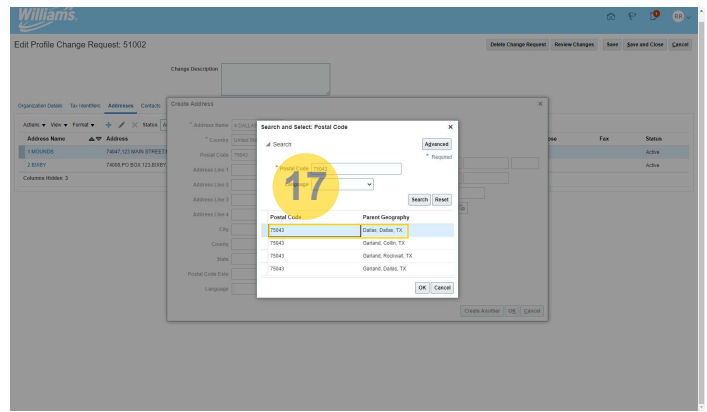


17. Click the **75043** item for **Dallas, Dallas, TX**.

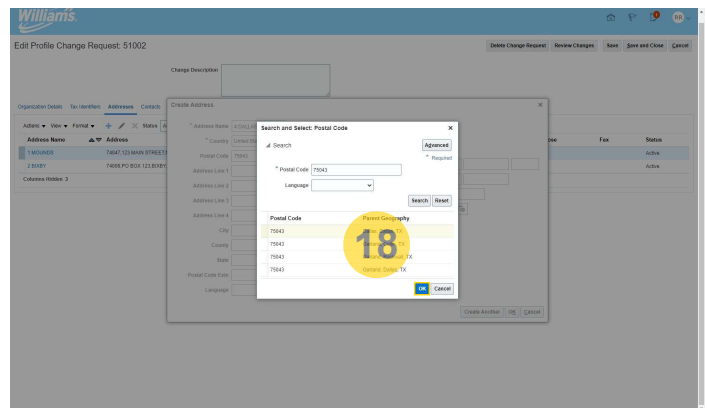
75043 Dallas, Dallas, TX

Important Information!

A dialog box appears if a zip code spans multiple cities or counties. Select the appropriate option.

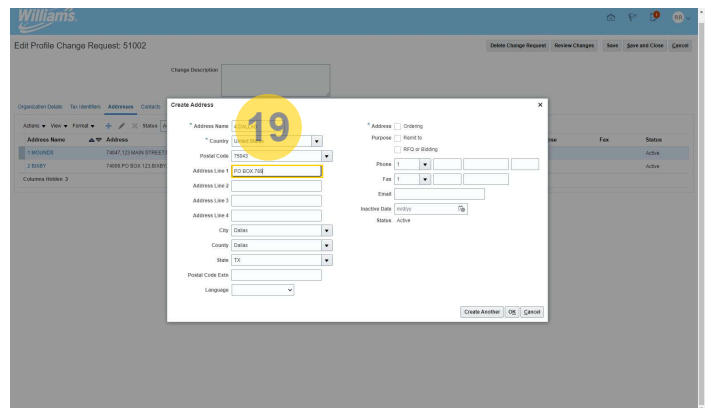


18. Click the **OK** button.

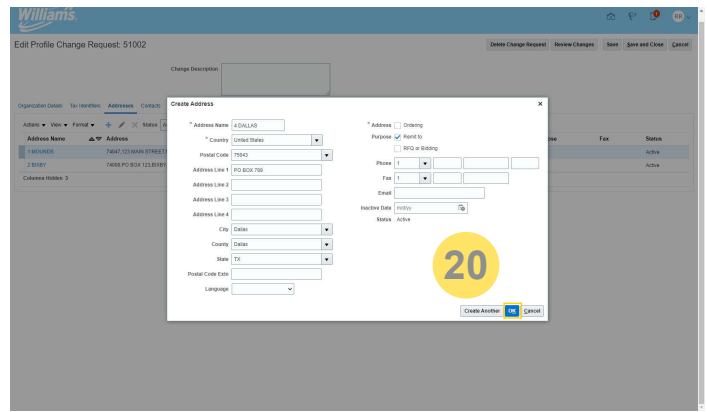


19. Type **PO BOX 789** in the **Address Line 1** field then indicate whether this is an **Ordering** or **Remit to** address.

PO BOX 789



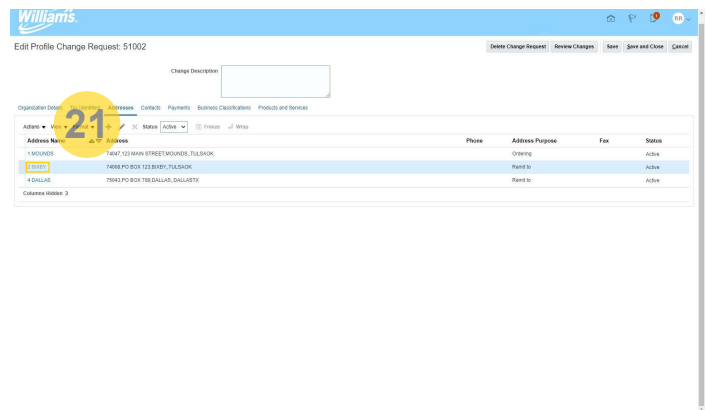
20. Click the **OK** button. 



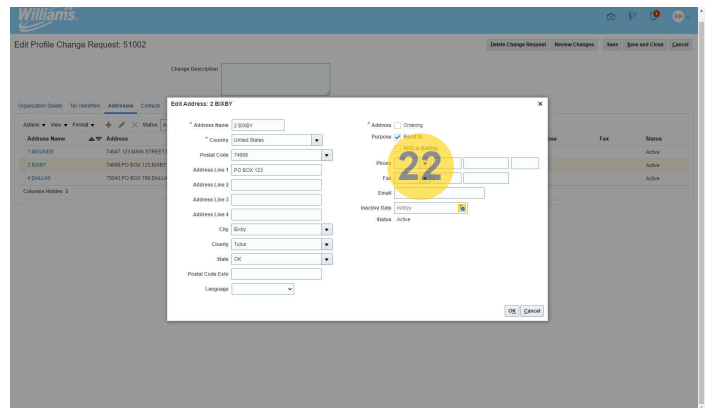
21. Click the **2 BIXBY** hyperlink. 

Important Information!

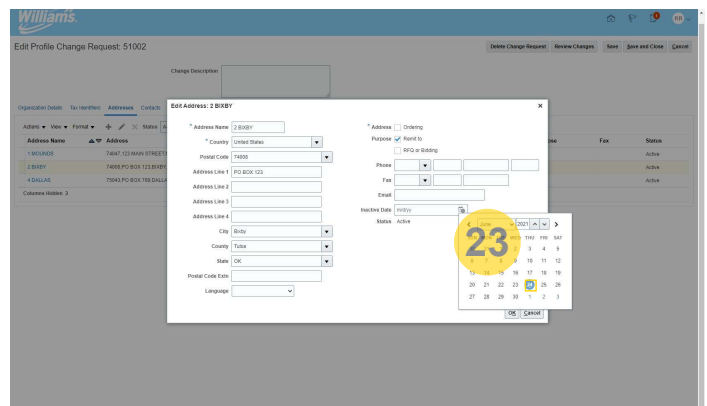
To inactivate an address, select and open the address to be inactivated.



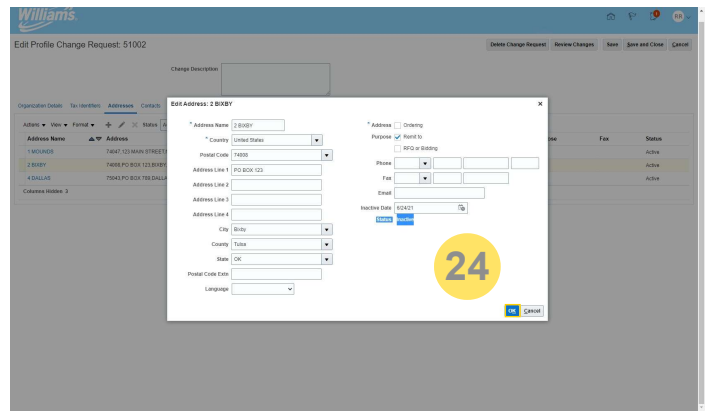
22. Click the **Inactive Date Calendar** icon. 



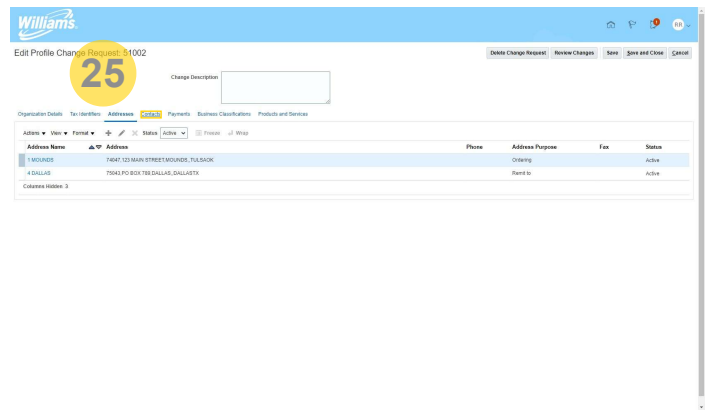
23. Click the **24** item. 




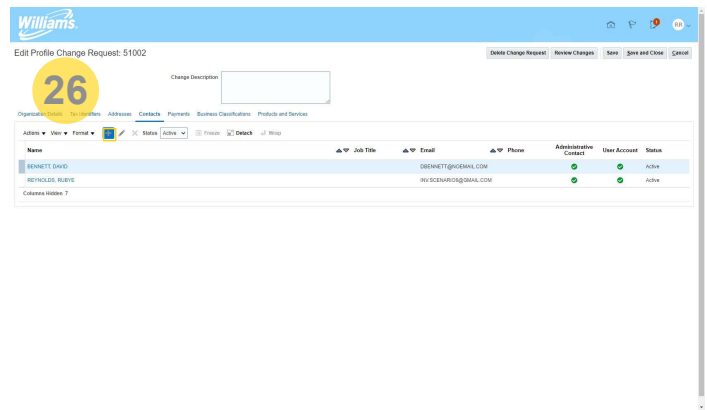
24. Click the **OK** button. 



25. Click the **Contacts** hyperlink to review the contracts for the company. [Contacts](#)

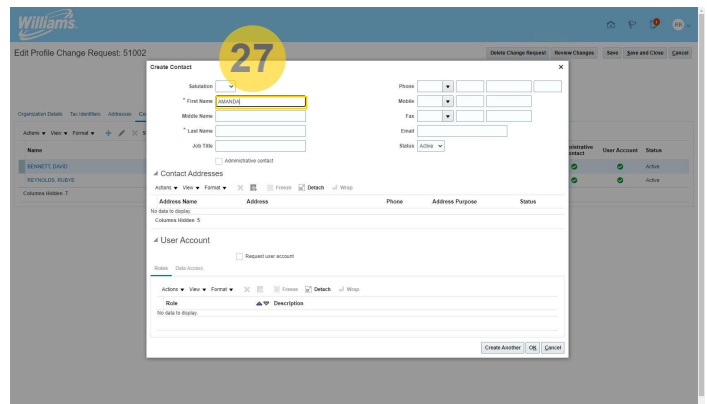


26. Click the **Add** icon to add a contact. 



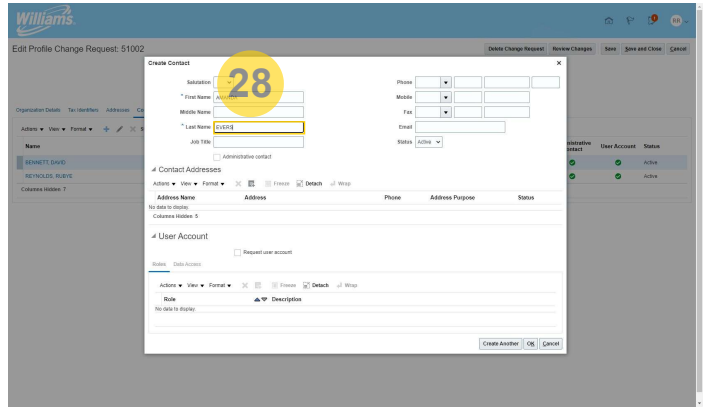
27. Type **AMANDA** in the **First Name** field.

AMANDA



28. Type **EVERS** in the **Last Name** field.

EVERS

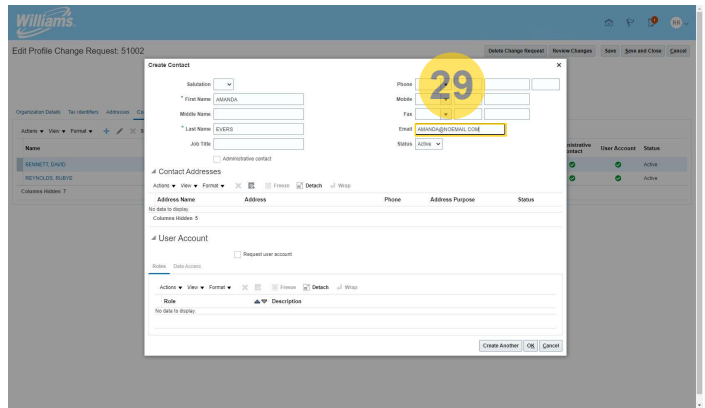


29. Type **AMANDA@NOEMAIL.COM** in the **Email** field.

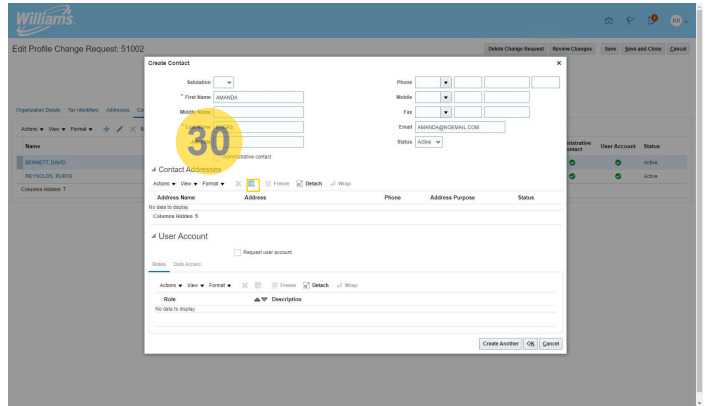
AMANDA@NOEMAIL.COM

Important Information!

The system will not accept duplicate email addresses.

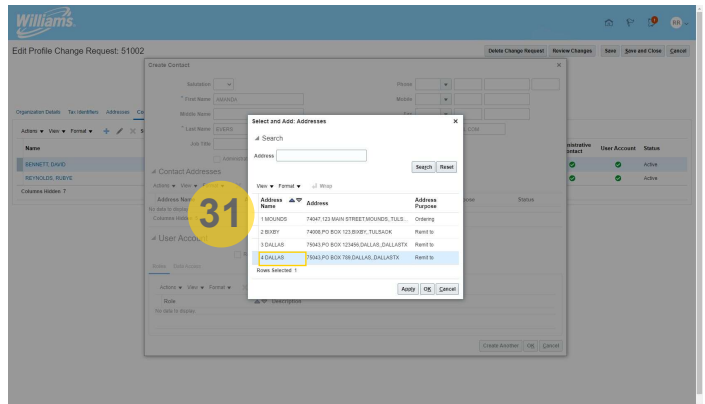


30. Click the **Select and Add** icon.

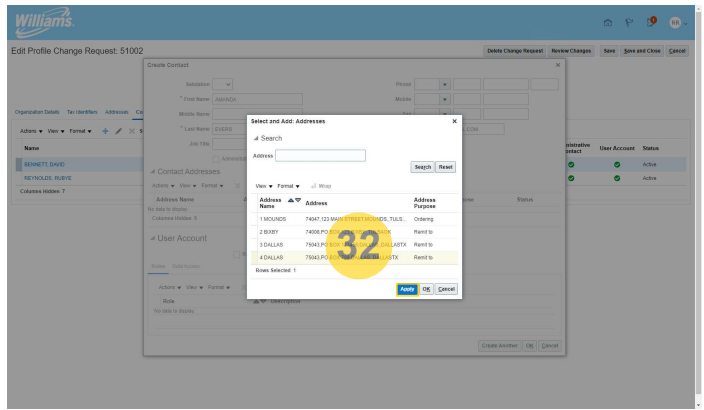


31. Select the address for this contact.
Click the **4 DALLAS** item.

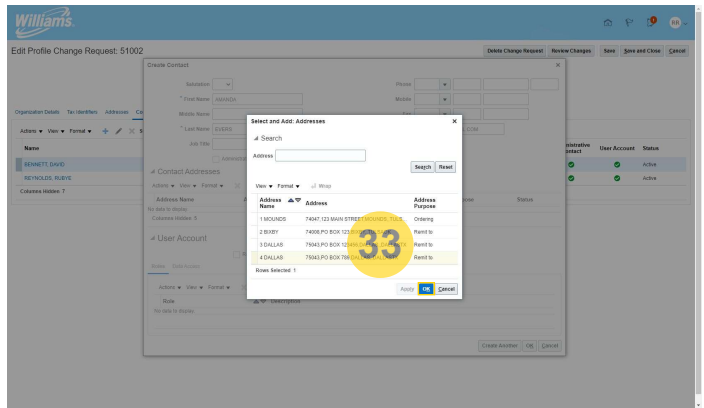
4 DALLAS



32. Click the **Apply** button. 

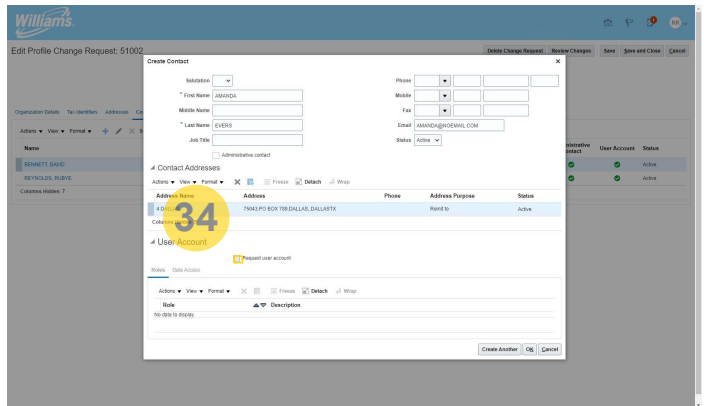


33. Click the **OK** button. 



34. Click the **Request user account** checkbox.

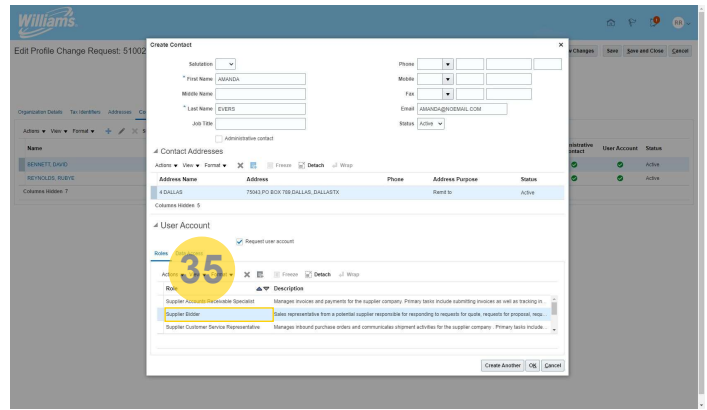
Important Information!
Selecting the Request user account checkbox gives the contact the ability to access the portal.



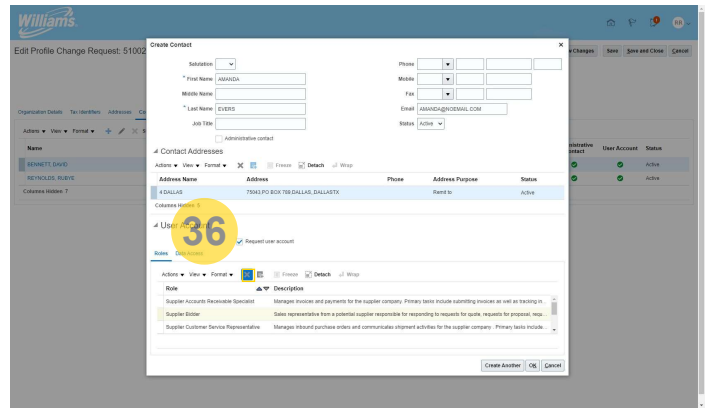
35. Highlight and delete any permissions the contact does not need.

Click the **Supplier Bidder** item.

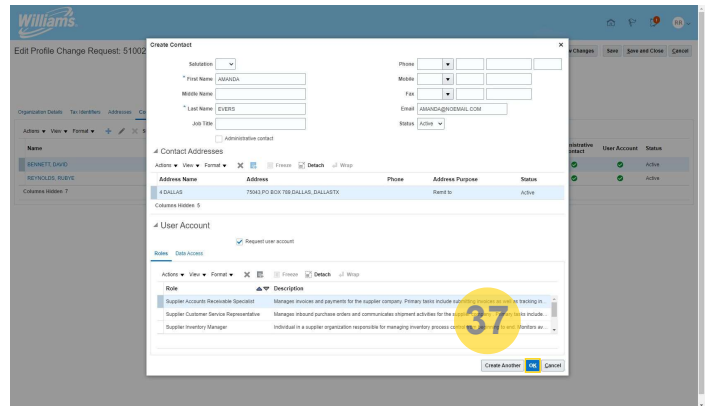
Supplier Bidder



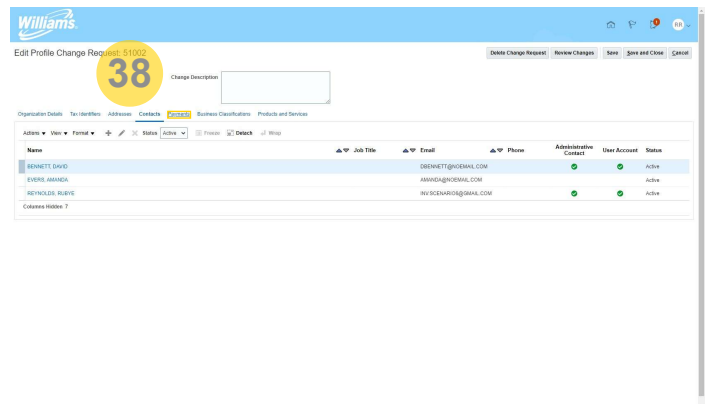
36. Click the **Delete** icon.



37. Click the **OK** button.



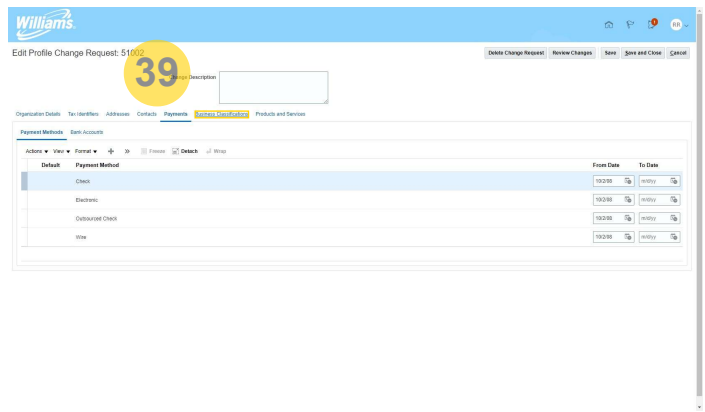
38. Click the **Payments** hyperlink.



39. Click the **Business Classifications** hyperlink. [Business Classifications](#)

Important Information!

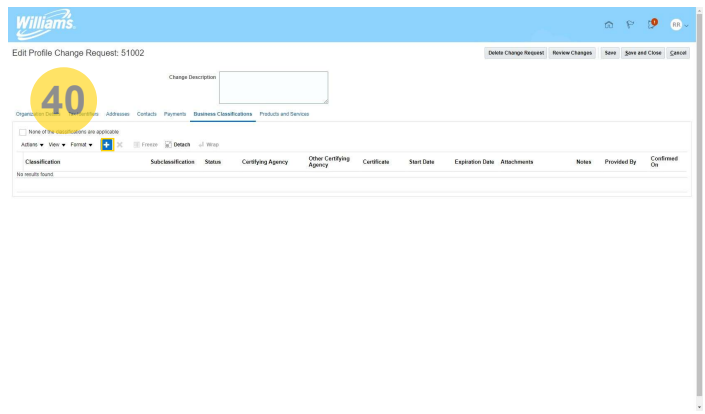
Do not enter information on the Payments tab. Attach remittance information on the Organizational Details tab.



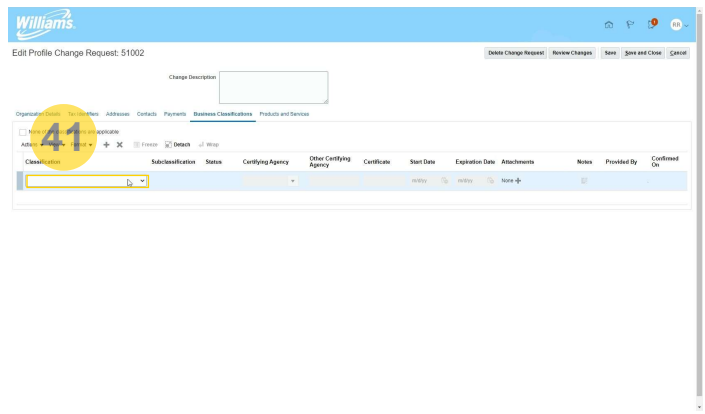
40. Click the **Add** icon. **+**

Important Information!

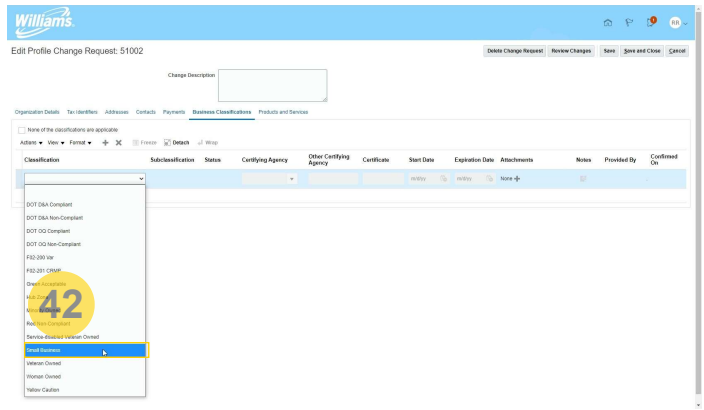
Populate the Business Classifications section if the company is a small business, minority owned, etc.



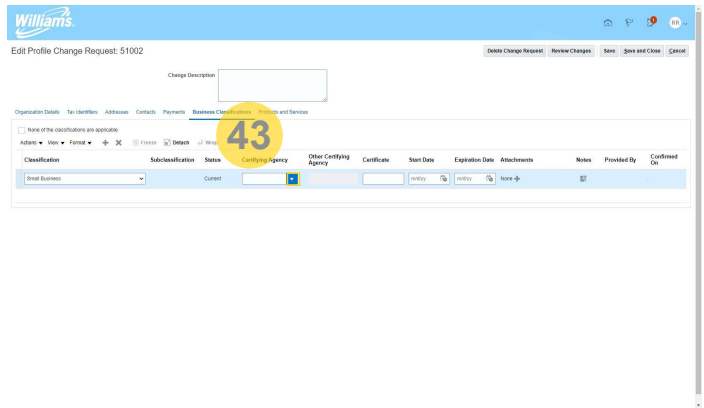
41. Click the **Classification** dropdown.



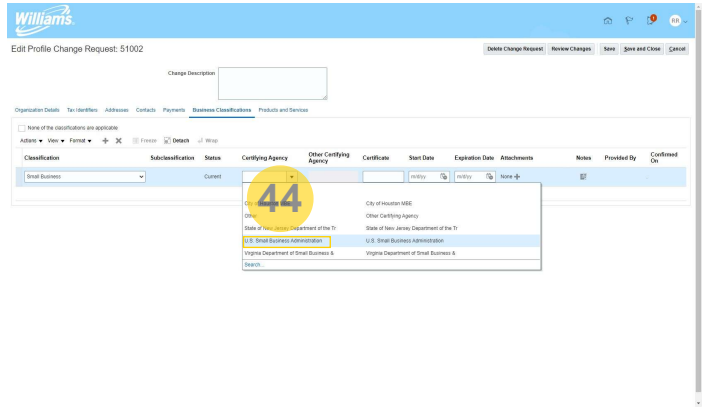
42. Select the **Small Business** item.



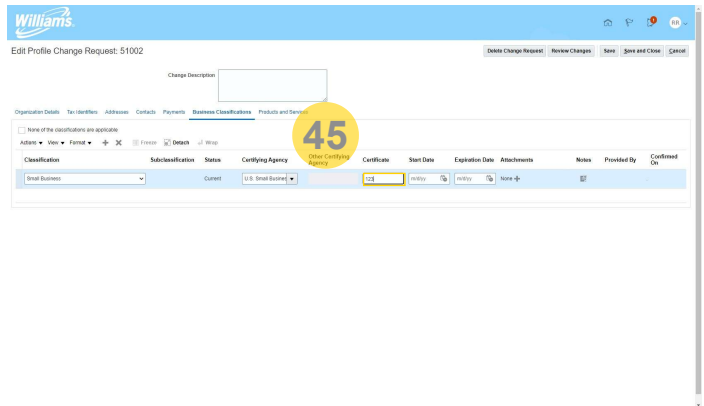
43. Click the **Certifying Agency** dropdown.



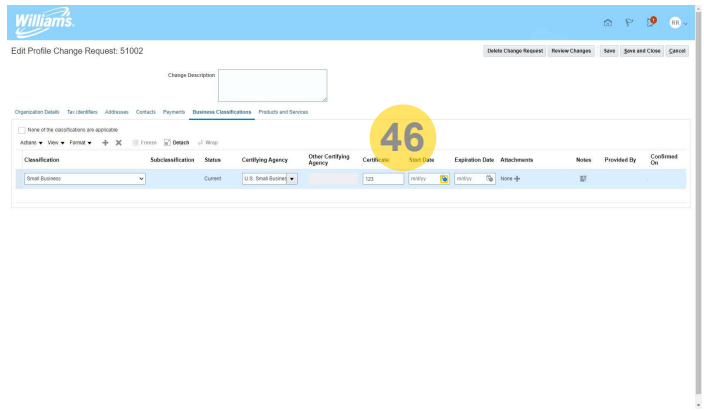
44. Click the **U.S. Small Business Administration** item.



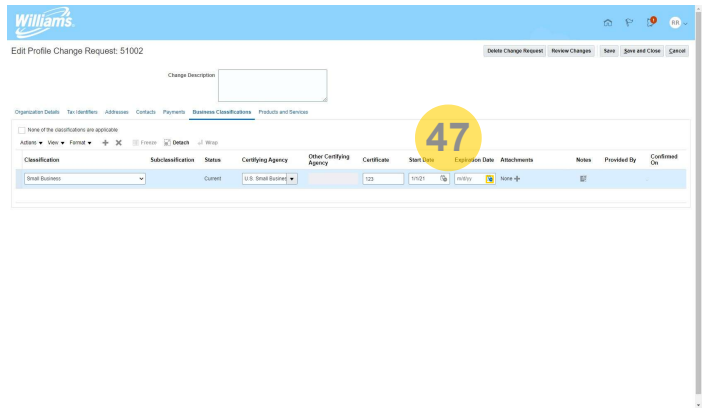
45. Type **123** in the **Certificate** field.



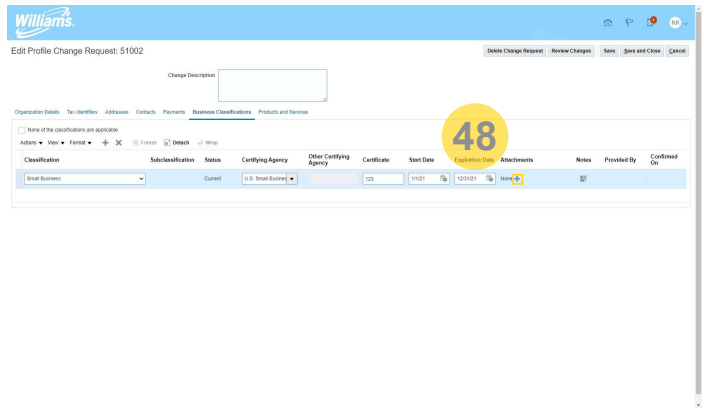
46. Click the **Start Date Calendar** icon. 📅



47. Click the **Expiration Date Calendar** icon. 📅



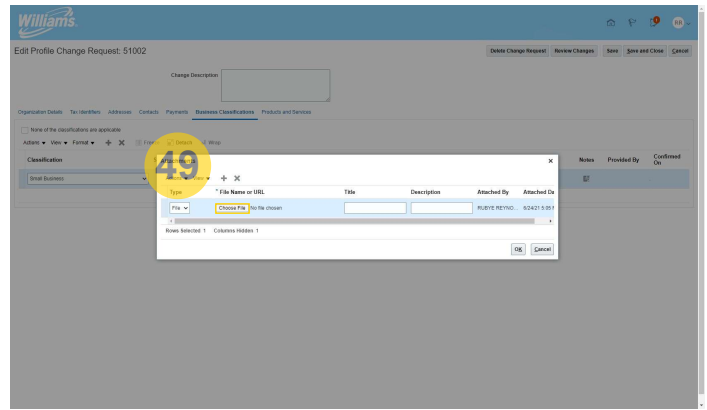
48. Click the **Add Attachments** icon. ➕



49. Click the **Choose File** button. 

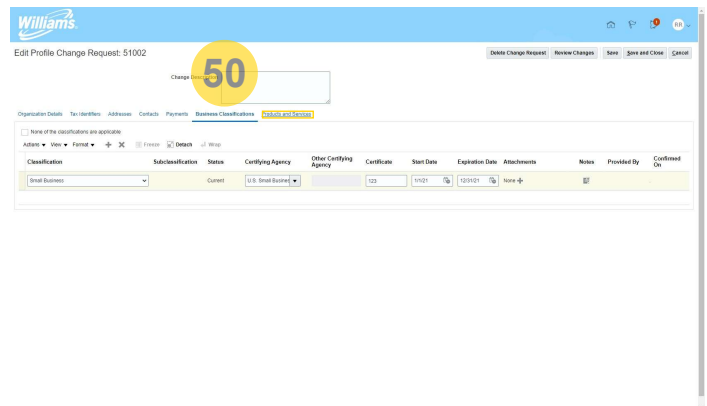
Important Information!

Use the Choose File button to browse Windows File Explorer and select the appropriate file for this entry.

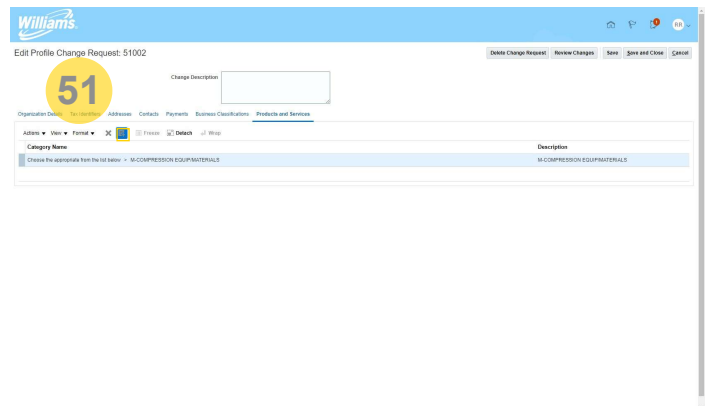


50. Click the **Products and Services**

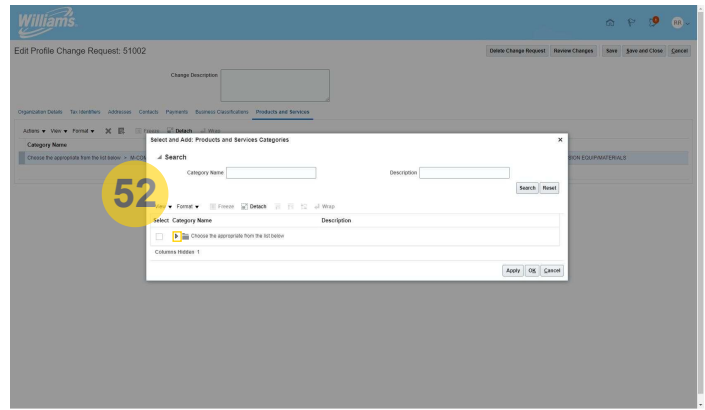
[Products and Services](#) hyperlink.



51. Click the **Select and Add** icon. 



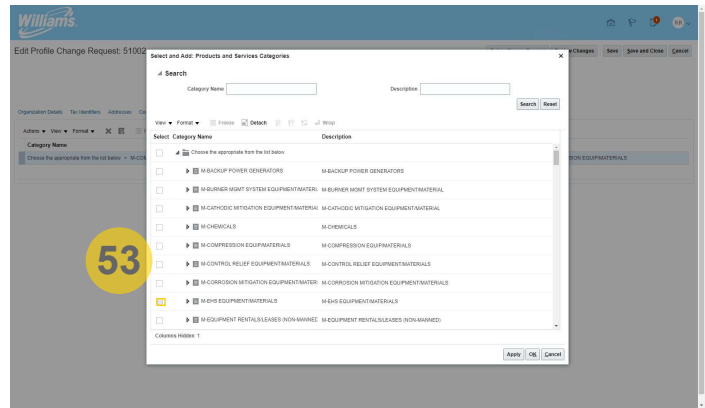
52. Click the **Expand Category Name** icon for Choose the appropriate from the list below. ▶



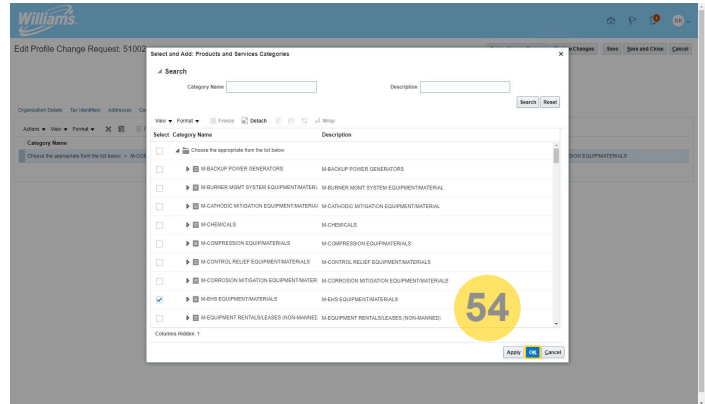
53. Click the **Select** checkbox for M-EHS EQUIPMENT/MATERIALS.

Important Information!

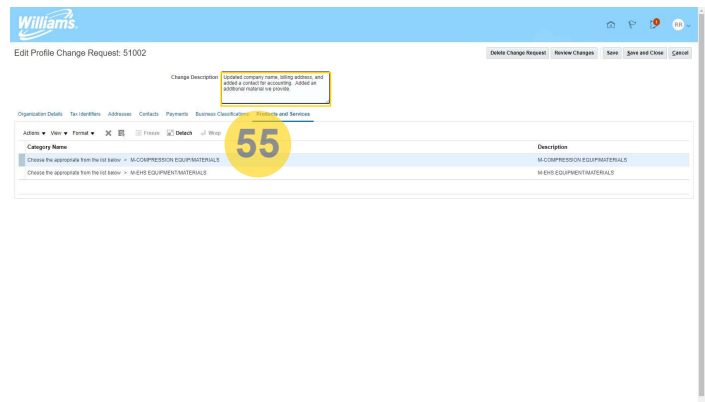
Select up to 3 products or services the company performs.



54. Click the **OK** button.

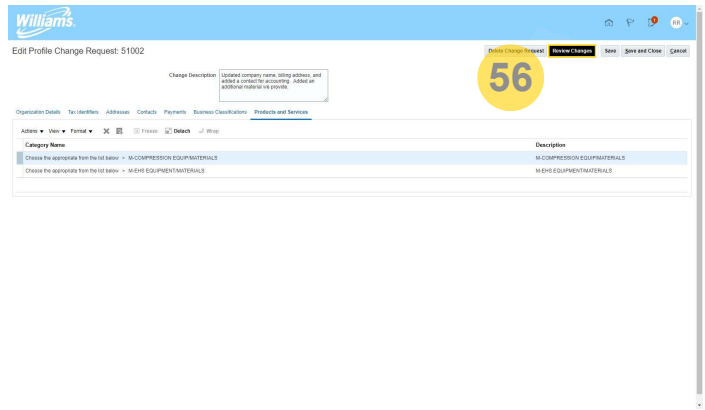


55. Click in the **Change Description** text box and enter a short summary of the changes entered.



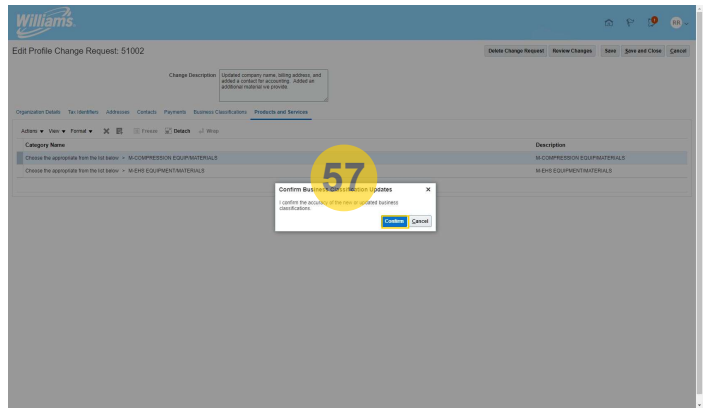
56. Click the **Review Changes** button.

Review Changes



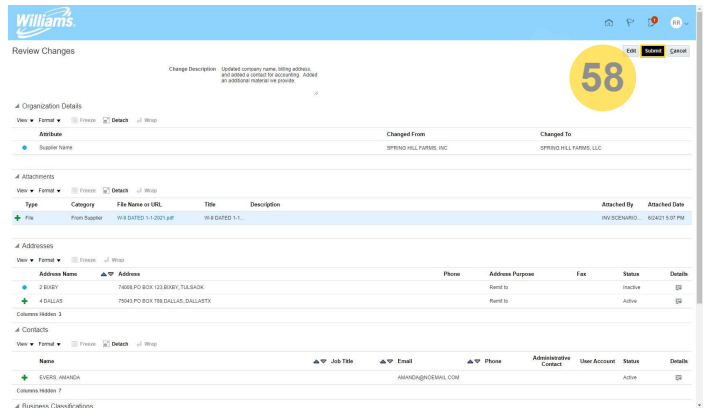
57. Click the **Confirm** button.

Confirm



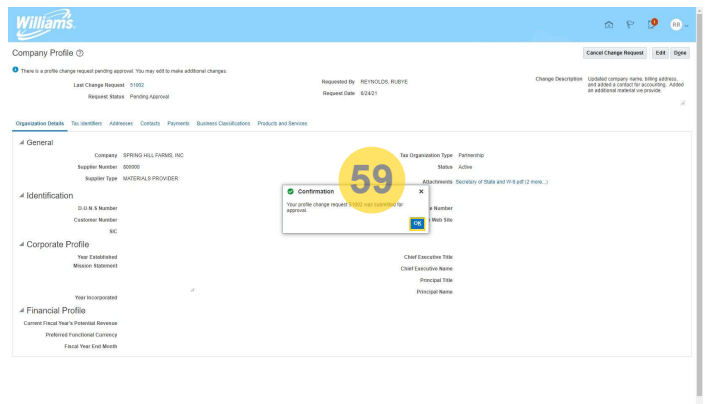
58. Click the **Submit** button.

Submit

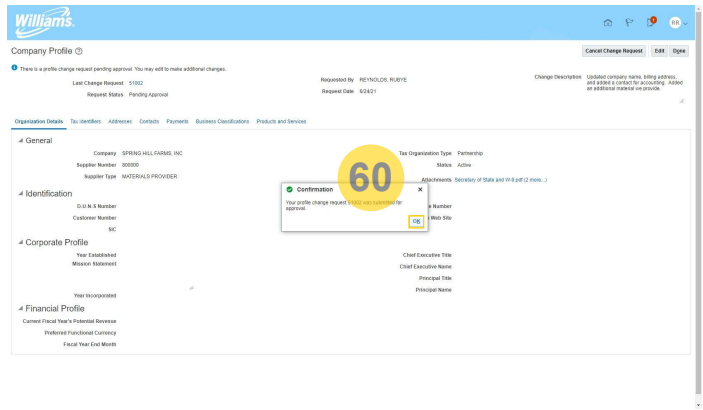


59. Click the **OK** button.

OK

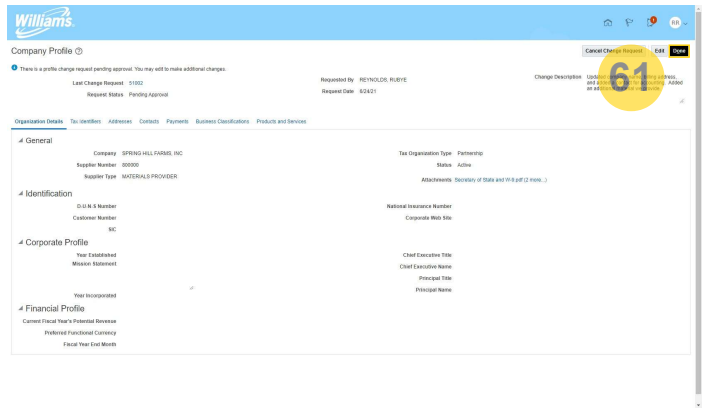


60. Click the **OK** button. 



The screenshot shows the Williams Company Profile page. A confirmation dialog box is overlaid on the page, asking for approval to proceed with the change. The dialog box has a yellow '60' in the top left corner and contains the text: 'Confirmation', 'You are about to change the company profile information for [Company Name].', and 'OK' and 'Cancel' buttons. The background page shows the 'Company Profile' details for 'SPRING HILL FARMS, INC' with tabs for General, Identification, Corporate Profile, and Financial Profile.

61. Click the **Done** button. 



The screenshot shows the Williams Company Profile page. A confirmation dialog box is overlaid on the page, asking for approval to proceed with the change. The dialog box has a yellow '61' in the top right corner and contains the text: 'Confirmation', 'You are about to change the company profile information for [Company Name].', and 'OK' and 'Cancel' buttons. The background page shows the 'Company Profile' details for 'SPRING HILL FARMS, INC' with tabs for General, Identification, Corporate Profile, and Financial Profile.

OC - Suppliers - Supplier Portal - Supplier - Initial Information Review
by Existing Supplier
Last changed on: 06/29/2021 07:34 PM

Version: 1.0