

iSupplier Supplier Profile Management

THE **POWER** TO MOVE THE WORLD



About the Course



Welcome to iSupplier Supplier Profile Management course.

This course is designed to introduce participants to the AAM supplier profile management process. It reviews how to log in to and navigate the iSupplier portal and the system steps for maintaining AAM supplier profile data.

This is a self-paced course and should take approximately **20 minutes** to complete.



Supplier Profile Management

Upon completing this course, you will be able to:

- Log in to iSupplier Portal
- Describe the iSupplier layout and navigation options
- Access supplier profile data
- Add and update supplier profile details, including address, phone, contact, business classification data, and additional sites
- Describe the AAM approval process for supplier change requests submitted through the iSupplier portal



New Supplier

Once you have been approved as a supplier for AAM, you will need to log into the iSupplier Portal using the credentials you have been provided.

Note: The first time you log in, you will be required to change your temporary password.



Oracle Business System

Delivering Power through Information

Welcome

Enter your Single Sign-On credentials below

Username:

Password:

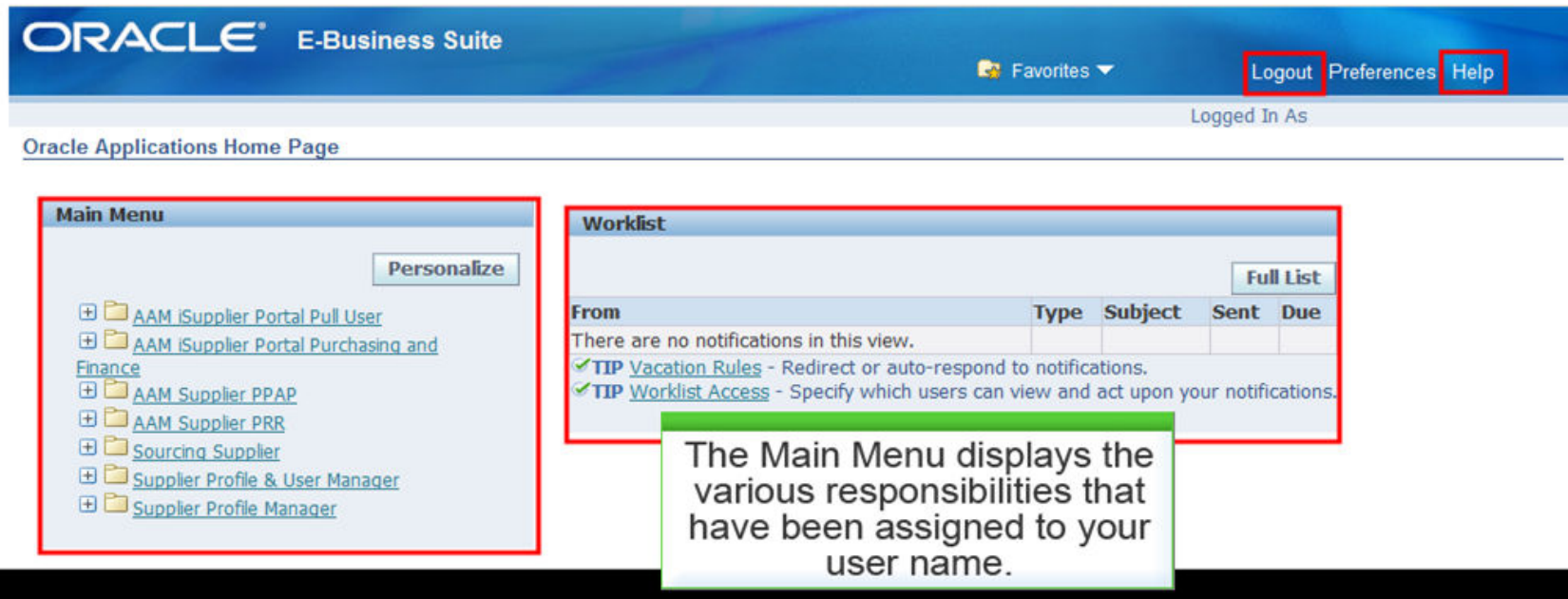
I have read and agree to the [Terms of Use](#).

Oracle Home Page

The Oracle Home Page is displayed every time you log into AAM's iSupplier Portal. From the home page you can navigate to different transactions.

Roll your mouse over the different areas highlighted in red to learn more about each section.

Note: In this course you will be focusing on the **Supplier Profile Manager** transaction.



ORACLE® E-Business Suite

Favorites Logout Preferences Help

Logged In As

[Oracle Applications Home Page](#)

Main Menu

Personalize

- + AAM iSupplier Portal Pull User
- + AAM iSupplier Portal Purchasing and Finance
- + AAM Supplier PPAP
- + AAM Supplier PRR
- + Sourcing Supplier
- + Supplier Profile & User Manager
- + Supplier Profile Manager

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

The Main Menu displays the various responsibilities that have been assigned to your user name.


Oracle Home Page

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 Favorites ▼

[Logout](#)
[Preferences](#)
[Help](#)

Logged In As

[Oracle Applications Home Page](#)

Main Menu

Personalize

- ⊕ [AAM iSupplier Portal Pull User](#)
- ⊕ [AAM iSupplier Portal Purchasing and Finance](#)
- ⊕ [AAM Supplier PPAP](#)
- ⊕ [AAM Supplier PRR](#)
- ⊕ [Sourcing Supplier](#)
- ⊕ [Supplier Profile & User Manager](#)
- ⊕ [Supplier Profile Manager](#)

Worklist

Full List

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There are no notifications in this view.				
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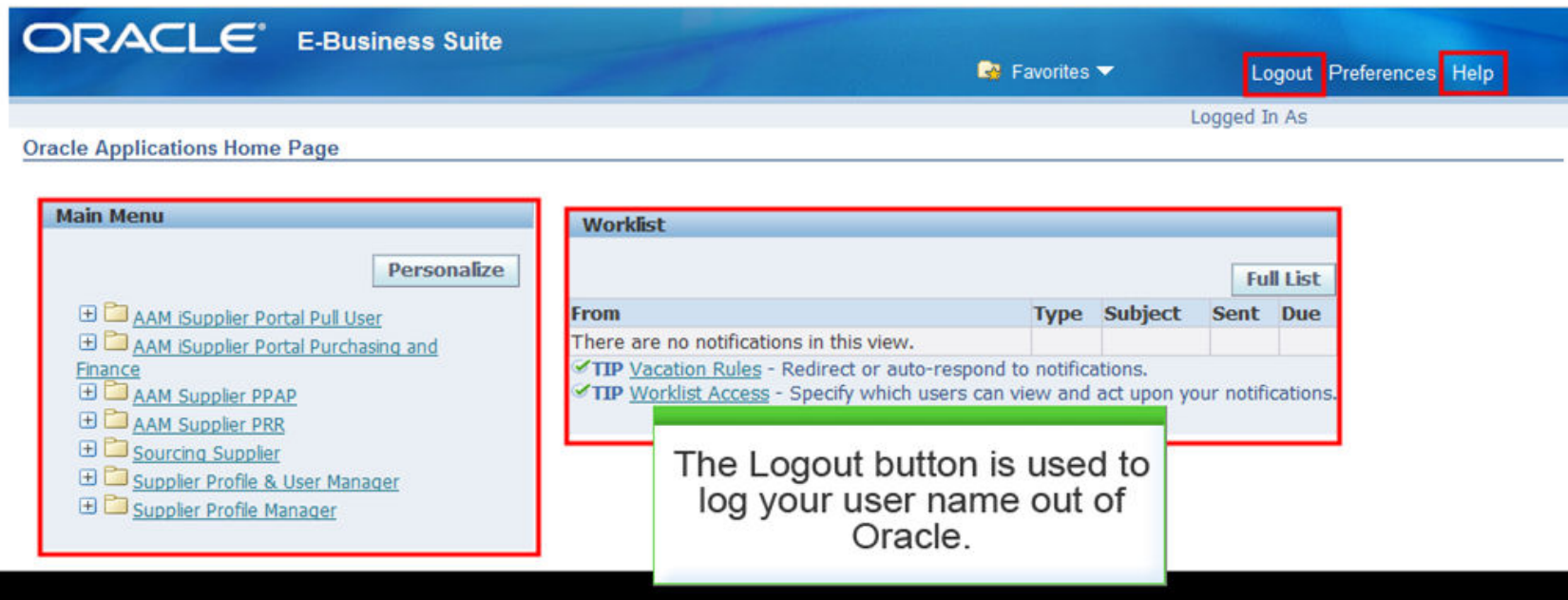
The Worklist displays items that have been sent to you through Oracle's Workflow.

Oracle Home Page

The Oracle Home Page is displayed every time you log into AAM's iSupplier Portal. From the home page you can navigate to different transactions.

Roll your mouse over the different areas highlighted in red to learn more about each section.

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ORACLE® E-Business Suite

Favorites ▾ Logout Preferences Help

Logged In As

[Oracle Applications Home Page](#)

Main Menu Personalize

- ⊕ AAM iSupplier Portal Pull User
- ⊕ AAM iSupplier Portal Purchasing and Finance
- ⊕ AAM Supplier PPAP
- ⊕ AAM Supplier PRR
- ⊕ Sourcing Supplier
- ⊕ Supplier Profile & User Manager
- ⊕ Supplier Profile Manager

Worklist Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

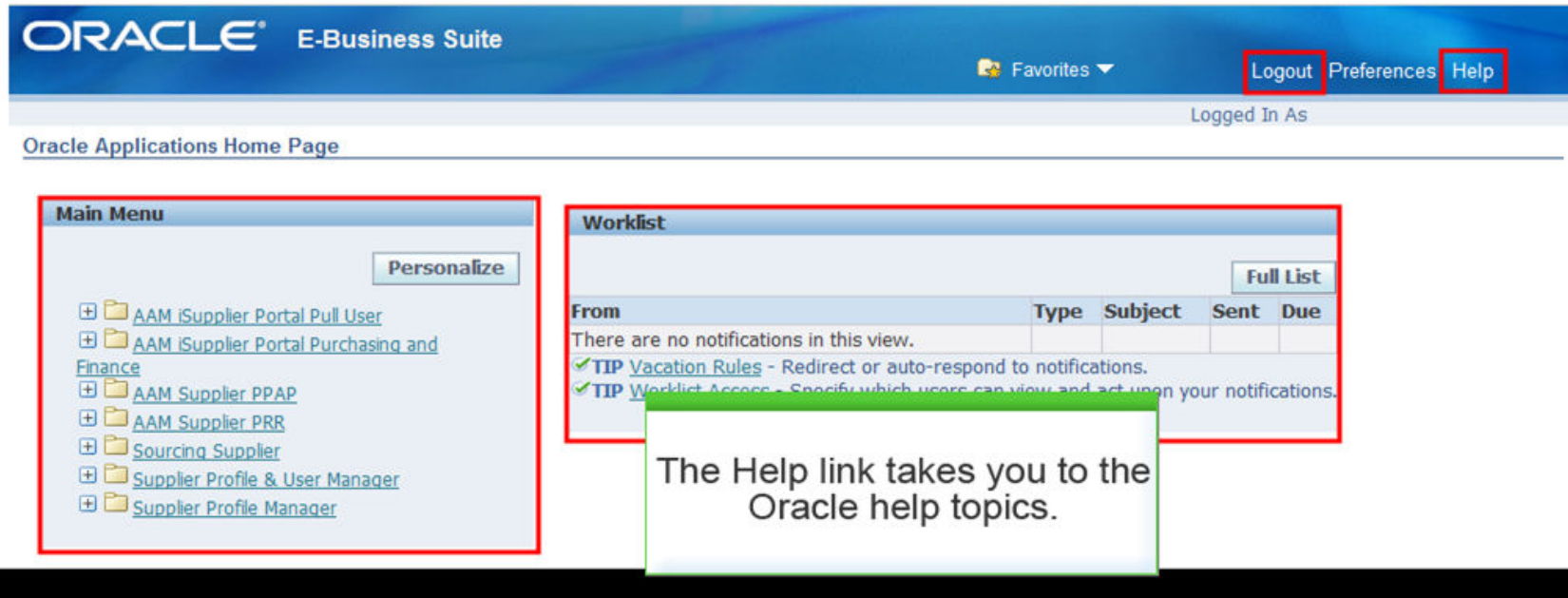
The Logout button is used to log your user name out of Oracle.

Oracle Home Page

The Oracle Home Page is displayed every time you log into AAM's iSupplier Portal. From the home page you can navigate to different transactions.

Roll your mouse over the different areas highlighted in red to learn more about each section.

Note: In this course you will be focusing on the **Supplier Profile Manager** transaction.



The screenshot shows the Oracle E-Business Suite Home Page. The top navigation bar includes the Oracle logo, "E-Business Suite", a "Favorites" dropdown, and links for "Logout", "Preferences", and "Help". The "Help" link is highlighted with a red box. Below the navigation bar, the page title "Oracle Applications Home Page" is displayed. The main content area is divided into two sections: "Main Menu" and "Worklist". The "Main Menu" section, also highlighted with a red box, contains a "Personalize" button and a list of transactions: "AAM iSupplier Portal Pull User", "AAM iSupplier Portal Purchasing and Finance", "AAM Supplier PPAP", "AAM Supplier PRR", "Sourcing Supplier", "Supplier Profile & User Manager", and "Supplier Profile Manager". The "Worklist" section, highlighted with a red box, contains a "Full List" button and a table with columns "From", "Type", "Subject", "Sent", and "Due". The table is currently empty, displaying the message "There are no notifications in this view." Below the table, there are two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications." A green callout box with the text "The Help link takes you to the Oracle help topics." points to the "Help" link in the top navigation bar.

Oracle E-Business Suite

Logout Preferences **Help**

Logged In As

Oracle Applications Home Page

Main Menu

Personalize

- + AAM iSupplier Portal Pull User
- + AAM iSupplier Portal Purchasing and Finance
- + AAM Supplier PPAP
- + AAM Supplier PRR
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- + Supplier Profile Manager

Worklist

Full List

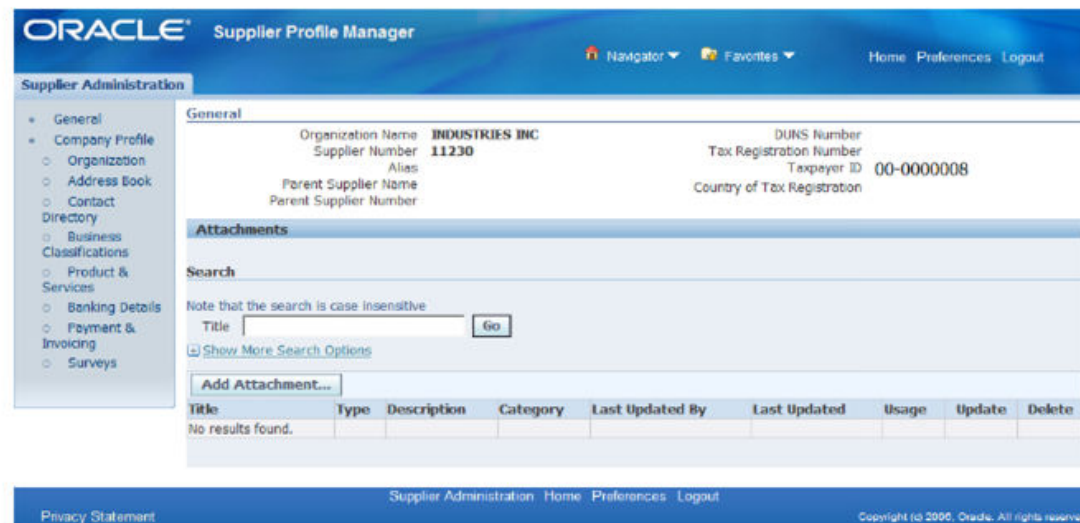
From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

The Help link takes you to the Oracle help topics.

Supplier Profile Manager

From the Supplier Profile Manager, there are many actions you can take to make changes to your supplier record. All changes submitted must be reviewed and approved by AAM before they will go into affect.

This course will cover several of the common updates that you will make. These changes include: adding and updating addresses, creating and updating contacts, creating user accounts, and business classifications.



ORACLE® Supplier Profile Manager

Navigator Favorites Home Preferences Logout

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **INDUSTRIES INC** DUNS Number
 Supplier Number **11230** Tax Registration Number
 Alias Taxpayer ID **00-0000008**
 Parent Supplier Name Country of Tax Registration
 Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Privacy Statement Supplier Administration Home Preferences Logout

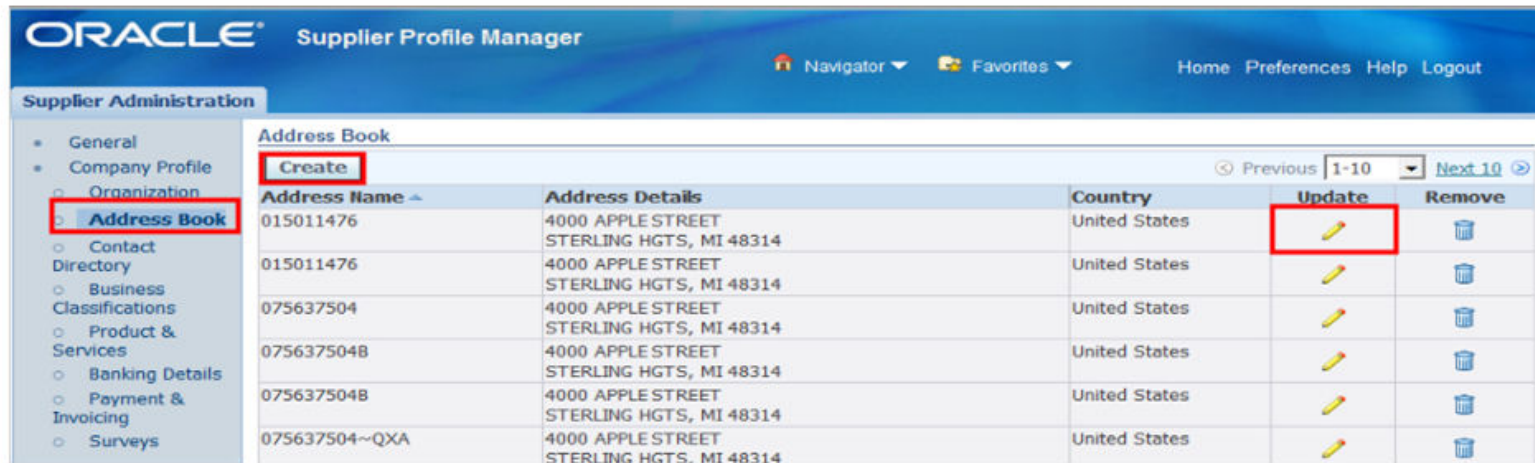
Copyright (c) 2000, Oracle. All rights reserved.

Add/Update Address and Phone Number Data

Navigate to the Supplier Profile & User Manager responsibility and select the **Address Book** link.

To add a new contact click the **Create** button and fill in the required fields.

To update information click the **Update** button, then make the desired change and click the **Save** button.



ORACLE® Supplier Profile Manager

Navigator Favorites Home Preferences Help Logout

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book**
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Address Book

Create Previous 1-10 Next 10

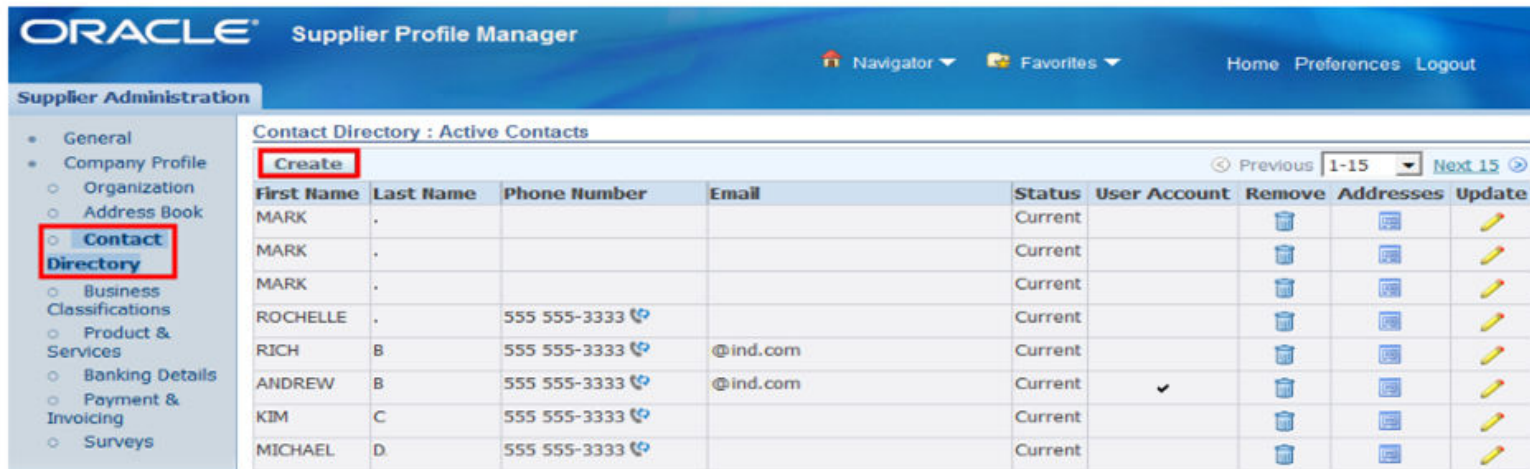
Address Name	Address Details	Country	Update	Remove
015011476	4000 APPLE STREET STERLING HGTS, MI 48314	United States		
015011476	4000 APPLE STREET STERLING HGTS, MI 48314	United States		
075637504	4000 APPLE STREET STERLING HGTS, MI 48314	United States		
0756375048	4000 APPLE STREET STERLING HGTS, MI 48314	United States		
0756375048	4000 APPLE STREET STERLING HGTS, MI 48314	United States		
075637504~QXA	4000 APPLE STREET STERLING HGTS, MI 48314	United States		

Add New Contact

When a new person in your company needs to gain access to the AAM iSupplier Portal, you can add a new contact for your company.

Select the **Contact Directory** link.

To add a new contact, click the **Create** button to advance to the Create Contact page and enter in the required fields. Click the **Save** button to save the contact.



The screenshot shows the Oracle Supplier Profile Manager interface. The top navigation bar includes the Oracle logo, "Supplier Profile Manager", and links for Navigator, Favorites, Home, Preferences, and Logout. The left sidebar shows the "Supplier Administration" menu with options like General, Company Profile, Organization, Address Book, **Contact Directory** (highlighted), Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is titled "Contact Directory : Active Contacts" and features a "Create" button (highlighted with a red box). Below the button is a table of active contacts with columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The table contains 8 rows of contact data.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
MARK	.			Current				
MARK	.			Current				
MARK	.			Current				
ROCHELLE	.	555 555-3333		Current				
RICH	B	555 555-3333	@ind.com	Current				
ANDREW	B	555 555-3333	@ind.com	Current	✓			
KIM	C	555 555-3333		Current				
MICHAEL	D.	555 555-3333		Current				

Create User Account

Once the new contact is created, you will need to create a User Account for the contact.

Navigate to the Supplier Profile & User Manager responsibility and select the **Contact Directory** link.

You will select the contact you created and click the **Update** button.

Supplier Administration

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory**
 - Business Classifications
 - Product & Services

Contact Directory : Active Contacts

[Create](#)

Previous
1-15 of 30
Next 15

First Name	Last Name	Supplier Name ▲	Phone Number	Email	Status	User Account	Addresses	Update
WILLIAM	D	INDUSTRIES INC	555 555-3333	@ind.com	Current			
Bill	Thomas	INDUSTRIES INC	01 248 555-7654	bthomas@ind.com	Current			
SHERRI	R	INDUSTRIES INC	555 555-3333		Current			
WILLIAM	S	INDUSTRIES	555 555-3333		Current			

Create User Account (cont.)

On the bottom of Update Contact screen, you will have the ability to create a user account.

Click the check box to create a user account, and you will be able to populate the remaining fields. Select all responsibilities that the contact will need to access.

Note: The Username should always be the contact's email address.

Once you have created the User Account, click the **Apply** button to save the contact. Once the user account is created, the user will receive an email with their initial log in information.

User Account

Create User Account for this Contact

☒

* Username

User Notifications

☐ Certification Reminders

Responsibilities

[Select All](#) | [Select None](#)

Select Responsibility	Application
<input checked="" type="checkbox"/> Sourcing Supplier	Sourcing
<input type="checkbox"/> AAM Supplier PPAP	Quality
<input type="checkbox"/> Supplier Profile & User Manager	iSupplier Portal
<input type="checkbox"/> AAM iSupplier Portal Purchasing and Consign	iSupplier Portal

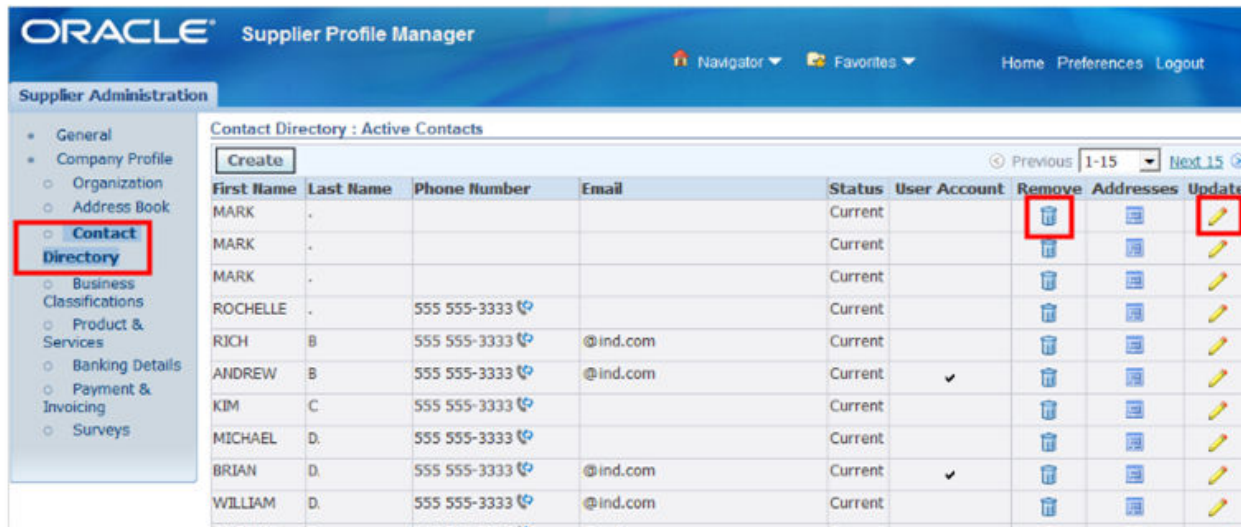
Update or Remove an Existing Contact

Once you have created your contacts, you can update or remove them.

Select the **Contact Directory** link.

To update a contact click the **Update** button to advance to the Update Contact page and make your changes.

To Delete a contact click the **Delete** button.

































ORACLE® Supplier Profile Manager

Supplier Administration

- General
- Company Profile
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Contact Directory : Active Contacts

Create Previous 1-15 Next 15

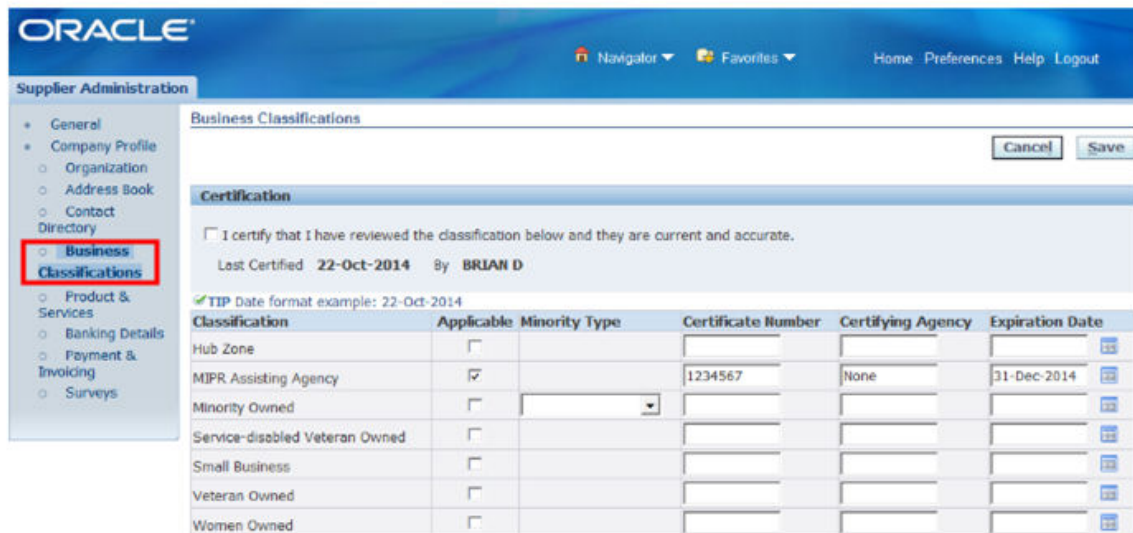
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
MARK	.			Current				
MARK	.			Current				
MARK	.			Current				
ROCHELLE	.	555 555-3333		Current				
RICH	B	555 555-3333	@ind.com	Current				
ANDREW	B	555 555-3333	@ind.com	Current	✓			
KIM	C	555 555-3333		Current				
MICHAEL	D.	555 555-3333		Current				
BRIAN	D.	555 555-3333	@ind.com	Current	✓			
WILLIAM	D.	555 555-3333	@ind.com	Current				

Add or Update a Business Classification

To add or update business classifications, select the **Business Classifications** link.

The system will display all existing business classifications that have been entered. You can update existing classifications or add additional classifications. When you have finished making your changes, click the **Save** button.

Note: You must always certify that the classification is accurate.



The screenshot shows the Oracle Supplier Administration interface. The left sidebar contains a menu with the following items: General, Company Profile, Organization, Address Book, Contact Directory, **Business Classifications** (highlighted with a red box), Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is titled "Business Classifications" and includes a "Cancel" button and a "Save" button. Below this is a "Certification" section with a checkbox for "I certify that I have reviewed the classification below and they are current and accurate." and text indicating "Last Certified 22-Oct-2014 By BRIAN D". A table lists various business classifications with columns for Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The table includes rows for Hub Zone, MIPR Assisting Agency, Minority Owned, Service-disabled Veteran Owned, Small Business, Veteran Owned, and Women Owned. The MIPR Assisting Agency row is pre-filled with the certificate number 1234567 and an expiration date of 31-Dec-2014.

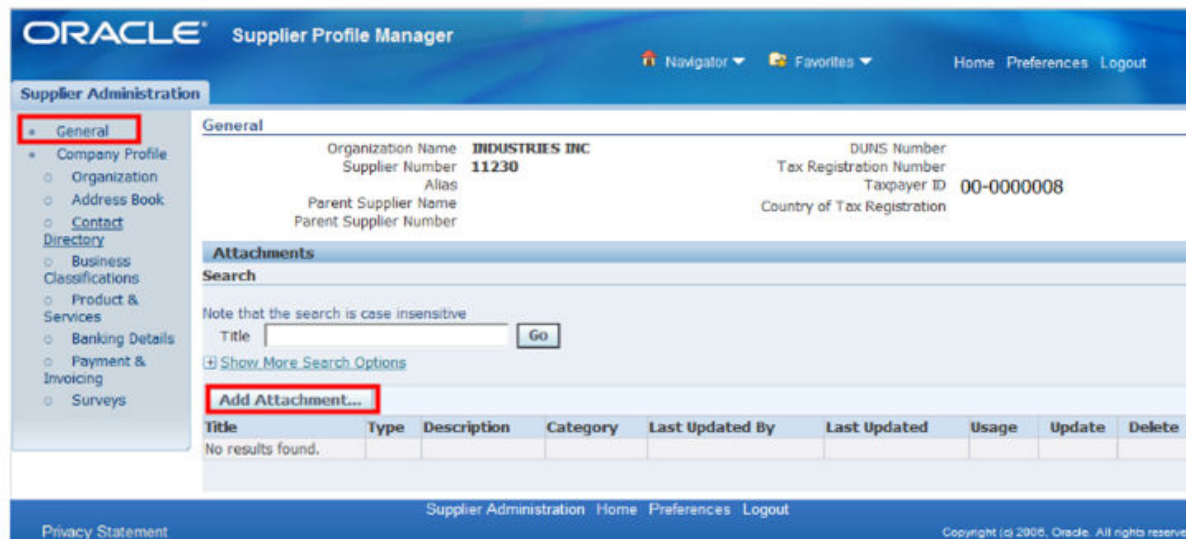
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Hub Zone	<input type="checkbox"/>				
MIPR Assisting Agency	<input checked="" type="checkbox"/>		1234567	None	31-Dec-2014
Minority Owned	<input type="checkbox"/>				
Service-disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Veteran Owned	<input type="checkbox"/>				
Women Owned	<input type="checkbox"/>				

Add or Update a Business Classification (cont.)

Once you have added or updated any business classifications, you must attach documentation supporting the classification.

Select the **General** link.

To add your documentation, click the **Add Attachments** button.



ORACLE® Supplier Profile Manager

Navigator Favorites Home Preferences Logout

Supplier Administration

- General**
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General

Organization Name **INDUSTRIES INC** DUNS Number
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 Alias Taxpayer ID **00-0000008**
 Parent Supplier Name Country of Tax Registration
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Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

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Approval Process

Once you have entered any changes or made any additions to your Supplier Profile, a notification will go to the AAM Administrator. The AAM Administrator will review the changes submitted and either approve or reject the changes.



Oracle Business System

Delivering Power through Information

Welcome

Enter your Single Sign-On credentials below

Username:

Password:

I have read and agree to the [Terms of Use](#).

Course Summary



You should now be able to:

- Log in to iSupplier Portal
- Describe the iSupplier layout and navigation options
- Access supplier profile data
- Add and update supplier profile details, including address, phone, contact, business classification data, and additional sites
- Describe the AAM approval process for supplier change requests submitted through the iSupplier portal

You have successfully completed the
iSupplier - Supplier Profile Management Course

THE **POWER** TO MAKE WHEELS TURN

