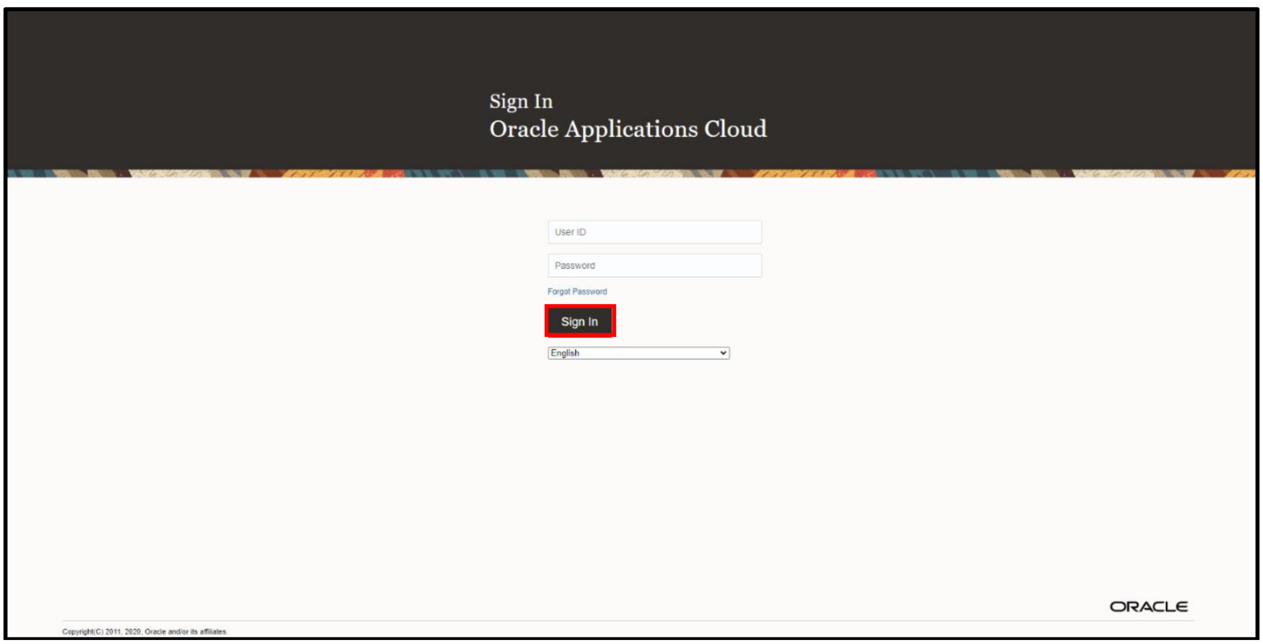
When a Supplier Registration is approved, a supplier record is created, and the supplier will receive an email from the PLCB with a link to the new Oracle Supplier Portal. The Supplier Portal enables you, the supplier, to see activity between you and the PLCB. It also allows you to enter changes to your Supplier Profile, which will be reviewed and accepted or rejected by the Vendor Data Management Unit within the PLCB.

As a supplier, you are responsible for managing your profile information including contact and address data. You are also responsible for maintaining current banking information to ensure you can be paid by the PLCB.

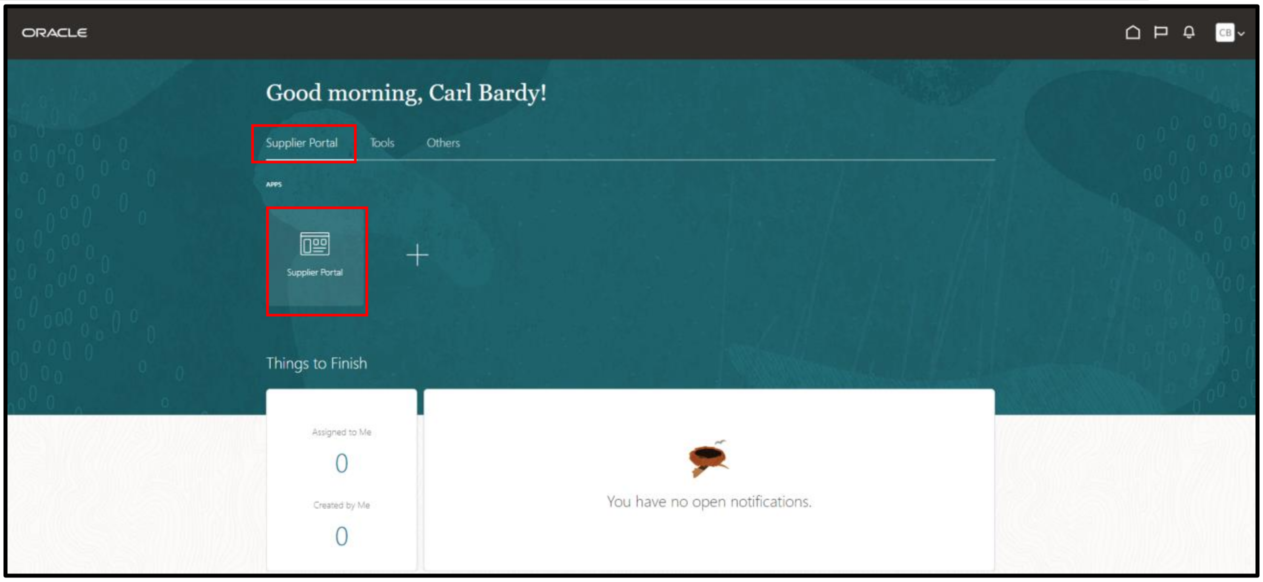
Note: Once you have entered changes to your Profile in the Oracle Supplier Portal, **you must select Submit to send your change request to PLCB for review and approval**. If you do not submit your changes, they will stay in the Supplier Portal waiting to be completed and your supplier record will not be updated in Oracle.

In this lesson, we will demonstrate how to update Supplier Profile data using the Supplier Portal.

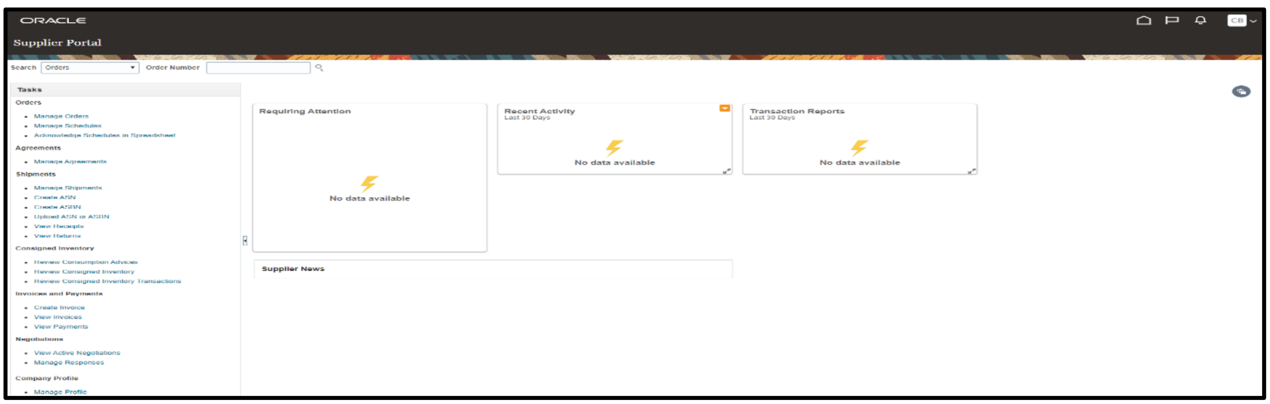
1. Log in to the PLCB Supplier Portal:
    a. Enter User ID
    b. Enter Password
    c. Select **Sign In**



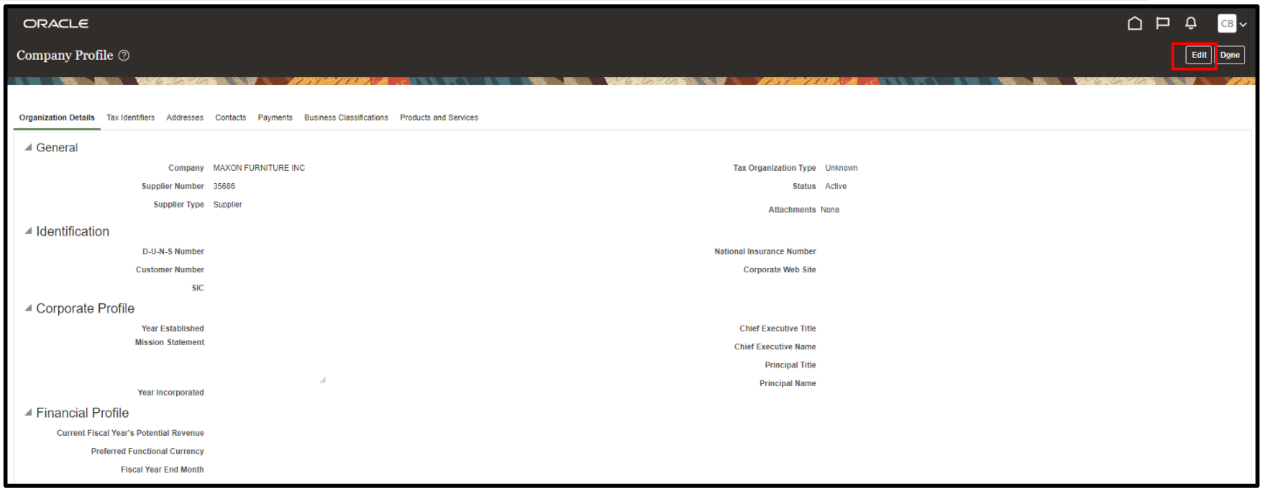
2. Go to the *Supplier Portal* tab and select the **Supplier Portal** tile.



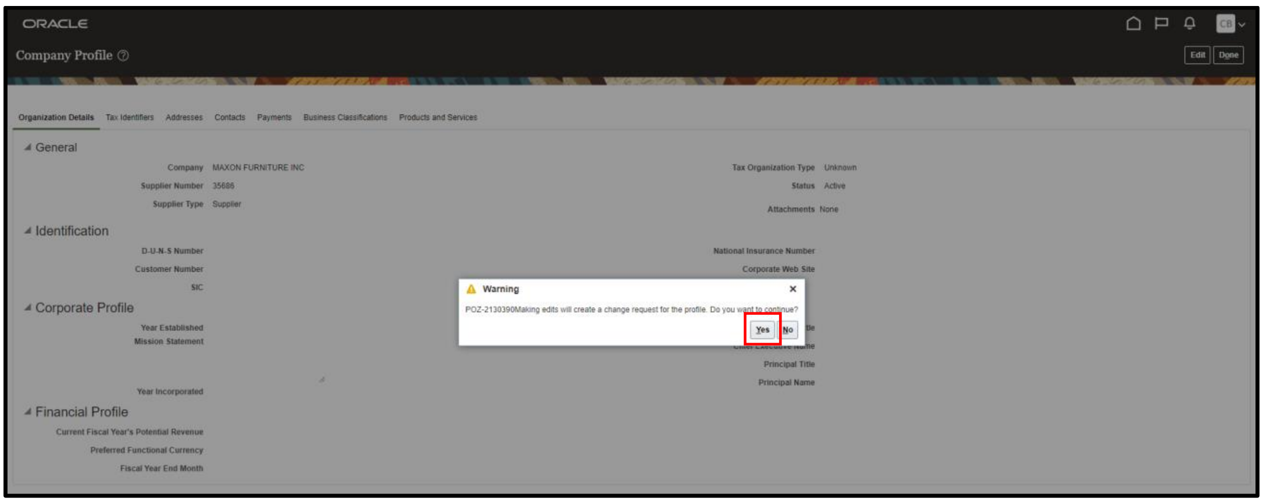
3. You will see a dashboard of recent activity and your transaction history with the PLCB. To update your Supplier Profile, use *Menu* on the left-hand side to find *Manage Profile.*
   a. Select **Manage Profile**



4. This will bring you to your *Company Profile* page.
   a. Select **Edit** on the upper right of the page

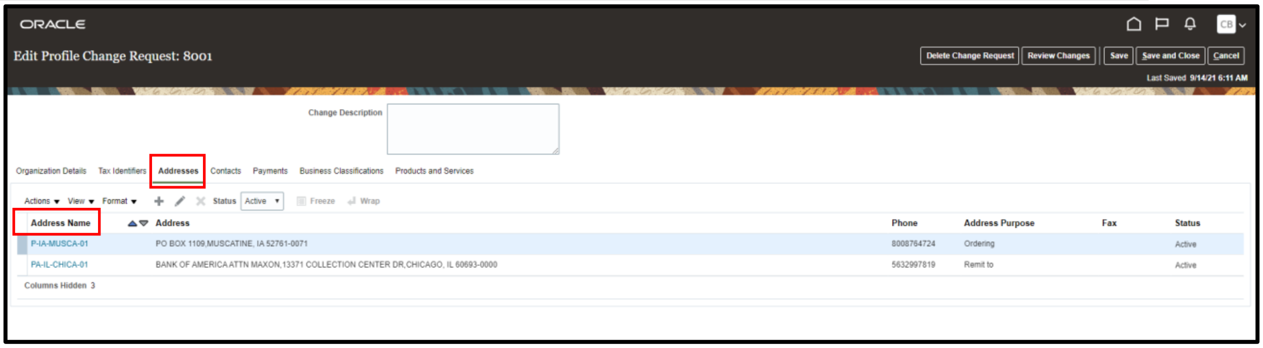


5. You will see a warning message that editing the profile will create a change request.
    a. Select **Yes**

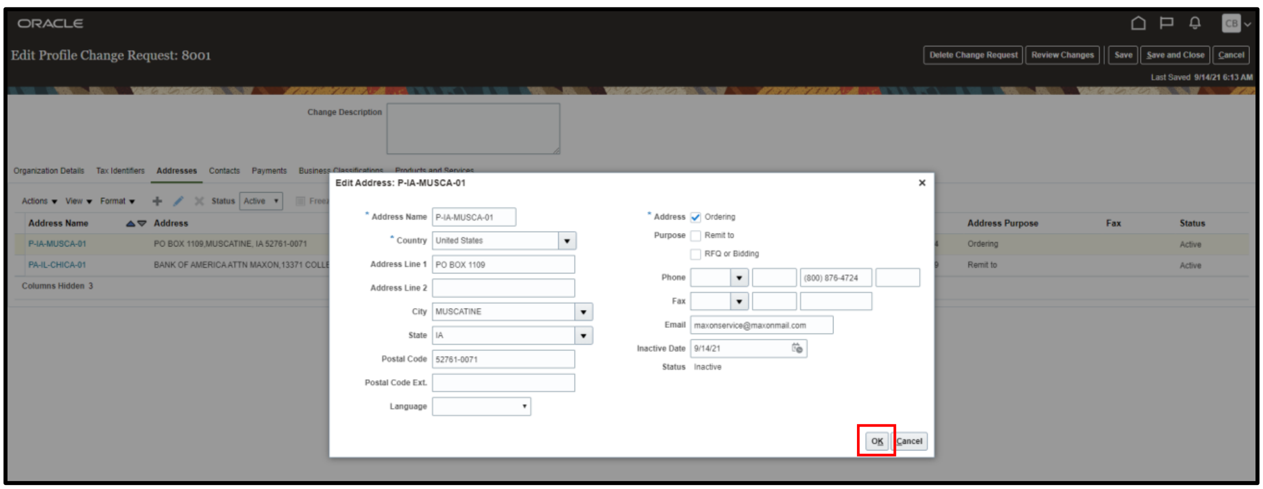


6. Updating Address Information
    a. Go to the *Addresses* tab

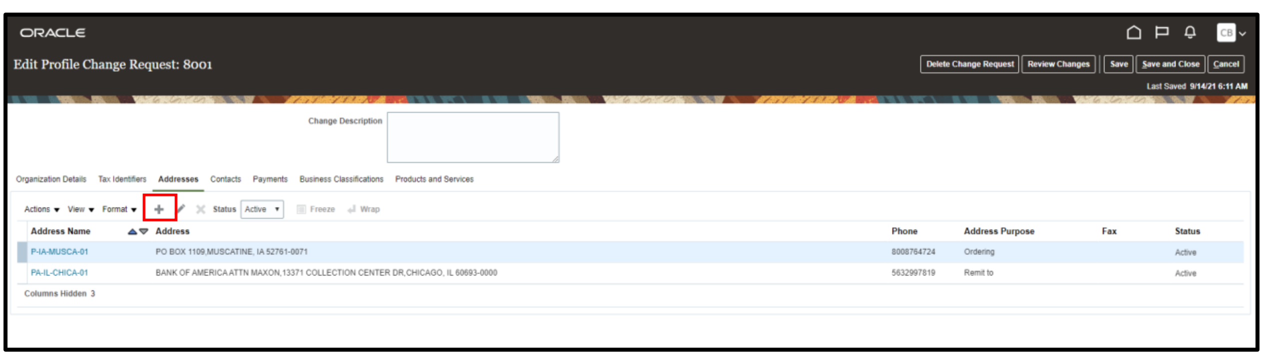
7. A list of the addresses you have set up should display. To edit an existing address:
    a. Select the **Address Name** of the address you want to change



8. The details of the selected address will be displayed, allowing you to update the information. Make your edits and either select **OK** to accept the change and go back to the list of addresses, or select **Cancel** to return to the list of addresses without making a change.



9. To add an Address:
    a. Select **+**



10. A window will appear allowing you to enter a new address.
    a. Enter a name to identify the address in the *Address Name* field
    b. Select the country in which the address is located from the *Country* field
    c. Enter the street address in the *Address Line 1* field
    d. Enter additional address information in the *Address Line 2* field
    e. Enter the city name in the *City* field (you may use the list or start entering the name)
    f. Select the address state abbreviation from the *State* field
    g. Enter the postal code associated with the address in the *Postal Code* field

11. Address Purpose (minimum of one box must be checked)

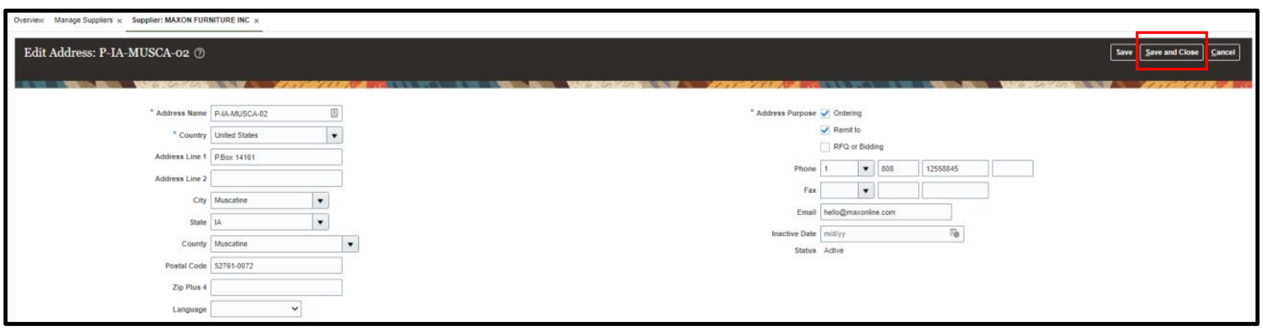
    Note: A single address may be tied to multiple Address Purposes, or separate addresses may be created with differing Address Purposes.

    a. Select **Ordering**, if appropriate (the ordering address is used for Purchase Orders)

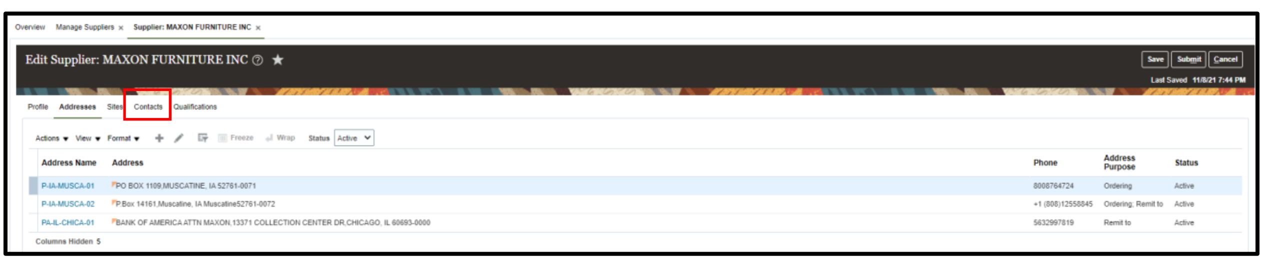
    b. Select **Remit to**, if appropriate (the Remit to address is used for payments)

    c. Select **RFQ or Bidding**, if appropriate (the RFQ or Bidding address is used for solicitations, typically your sales or administrative location)

    d. Select **Save and Close** to add the Address

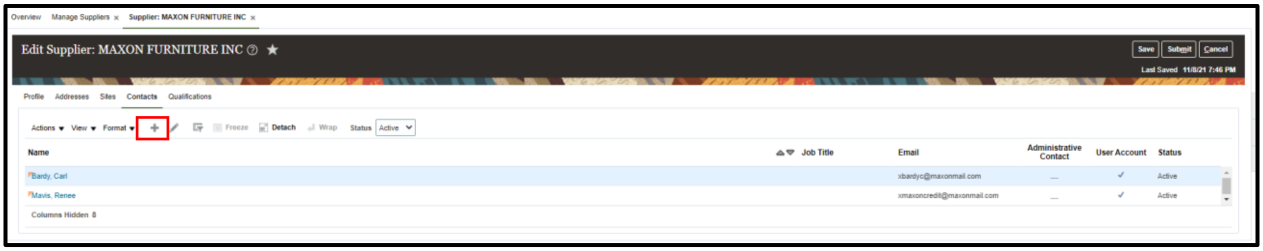


12. Select **Contacts** to add a Contact to the new address.



13. The screen will display the existing contacts that have been created. You may edit an existing contact by selecting the name from the list, or add a new contact. To add a new contact:

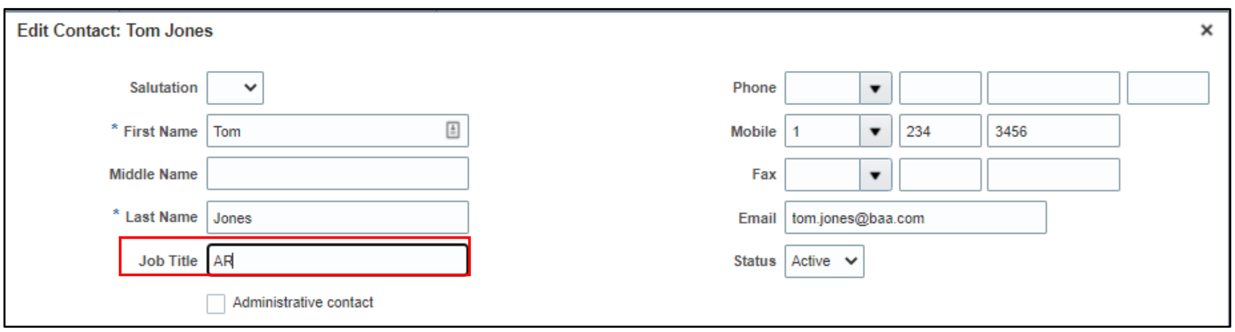
    a. Select **+**



14. A *Create Contact* pane will appear.

    a. Enter the contact's first name in the *First Name* field
    b. Enter the contact's last name in the *Last Name* field
    c. Enter a Job Title (optional) in the *Job Title* field

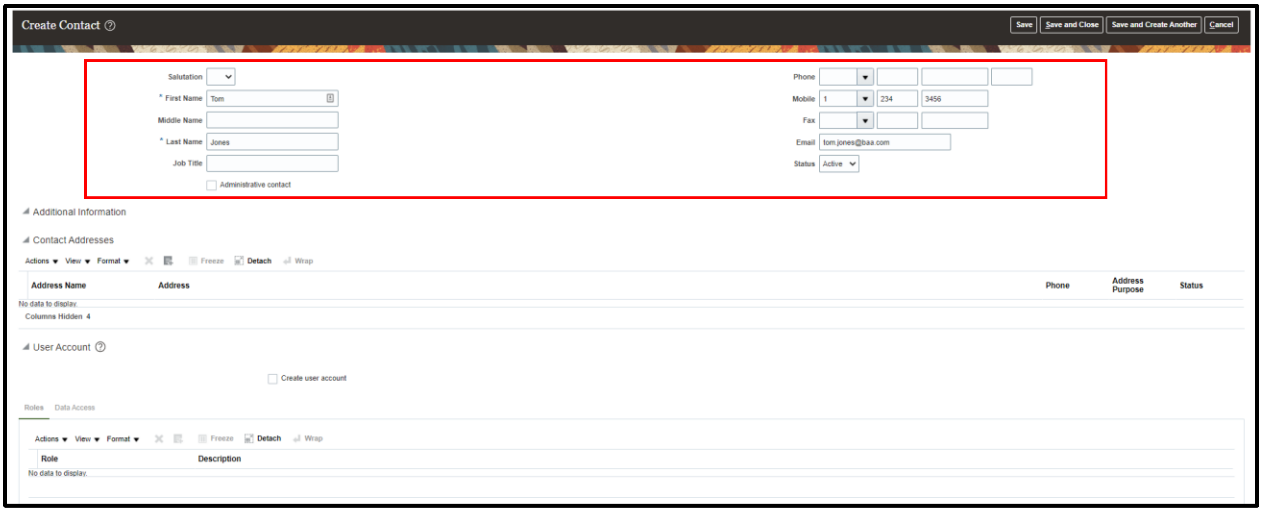
    Note: One person in your organization should be assigned a Job Title of "**AR**" (accounts receivable). This person will receive a remittance report from the PLCB.



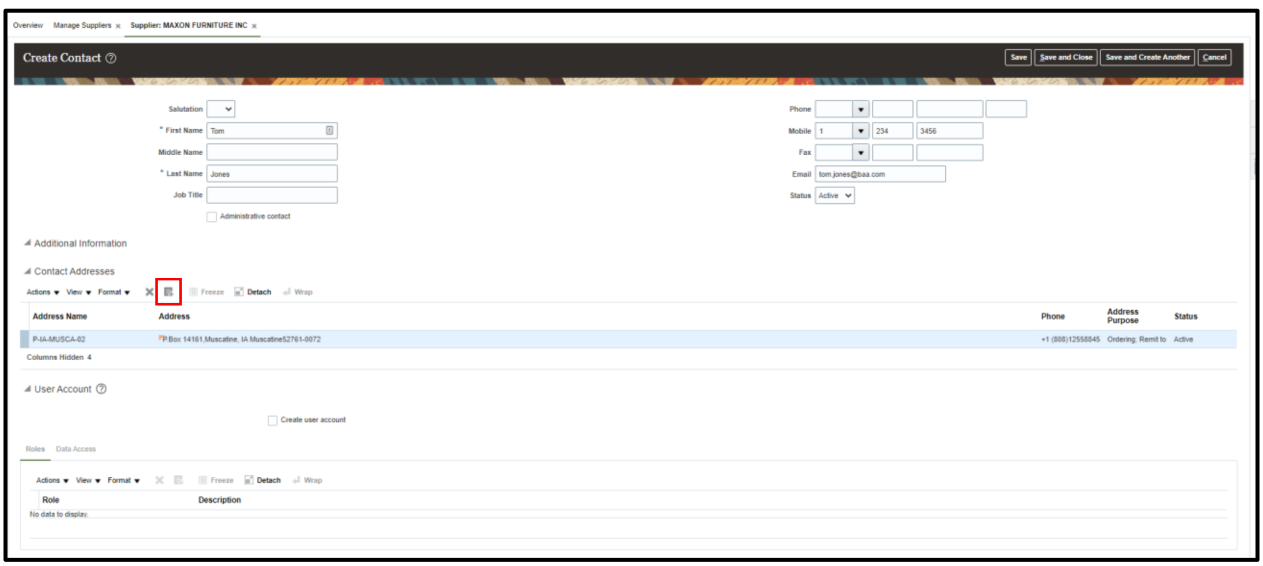
    d. Select **Administrative Contact** if the contact is an administrative contact

    Note: Every supplier account should have one administrative contact set up to receive PLCB communications for the organization.

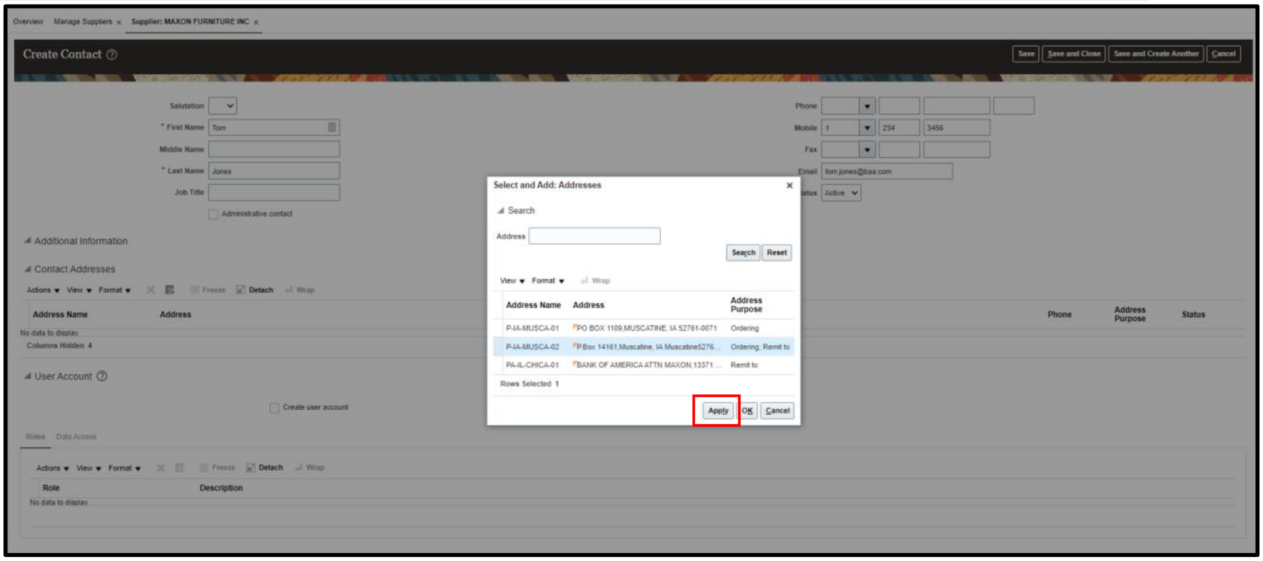
    e. Enter a phone number (optional) in the *Phone* or *Mobile* fields
    f. Enter an email address in the *Email* field



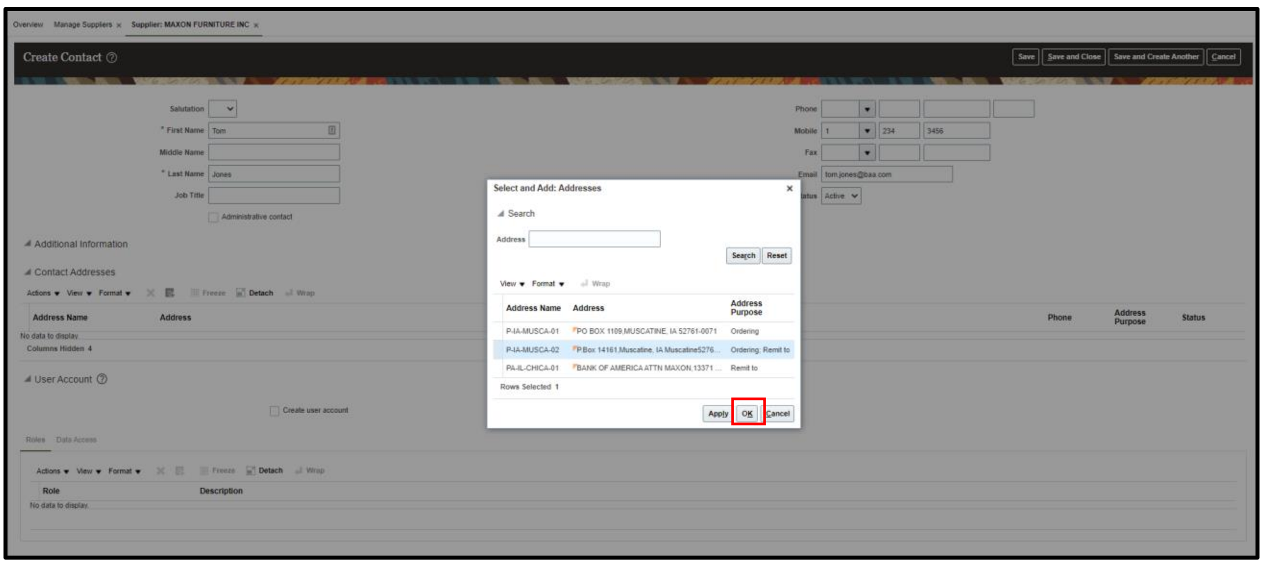
15. Scroll to the *Contact Address* section of the screen to associate the new contact to a Contact Address.
    a. Select the **Select and Add** icon to create the association between Contact and Contact Address.

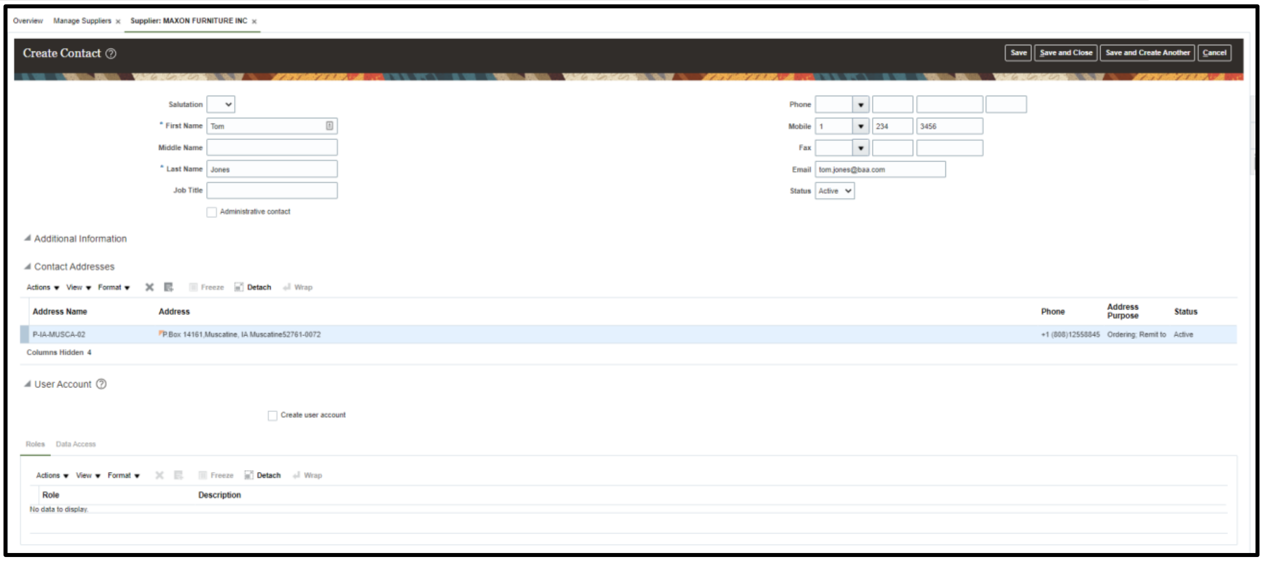


16. A *Select and Add Addresses* pane will appear showing the existing addresses that have been established for the supplier.
    a. Select one or more lines from the list of addresses
    b. Select **Apply** to create the relationship(s)

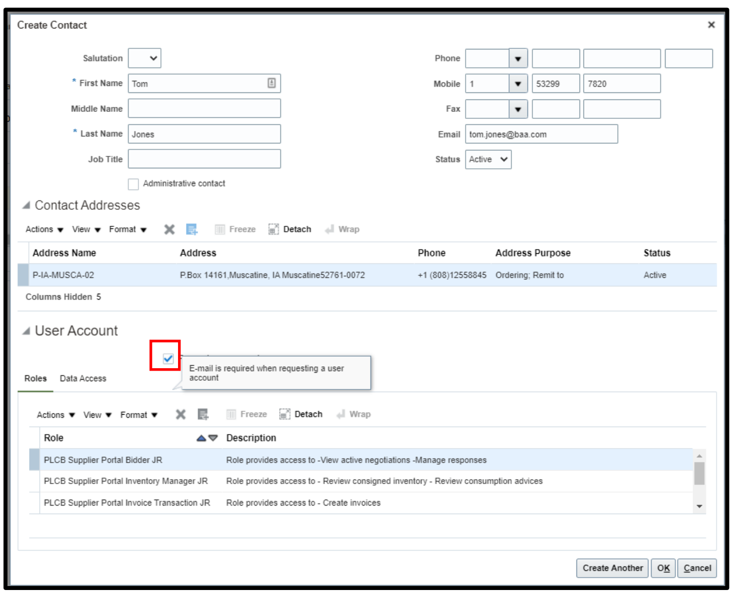


c. Select **OK** to close the window and return to the *Create Contact* pane

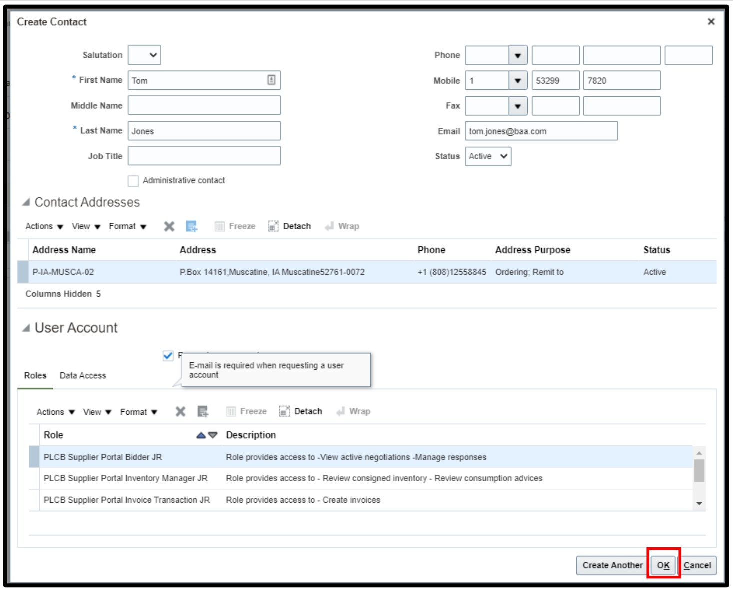




17. Scroll to the *User Account* section of the pane. In this section, you can see the system access roles that are available to you as a supplier. Request a user login for the new contact.
    a. Select **Create User Account**



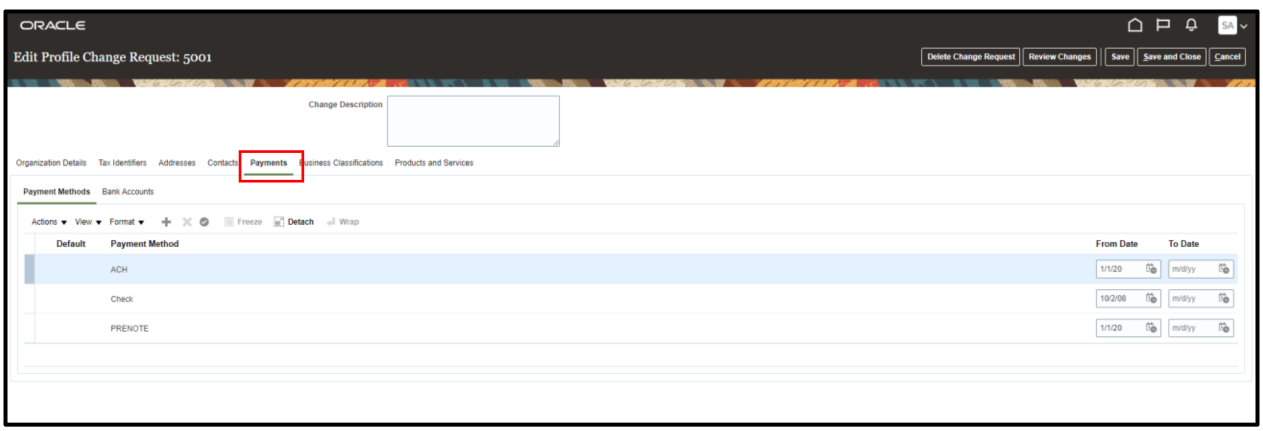
18. If additional contacts need to be added, select **Create Another**, otherwise, select **OK** to return to the *Edit Profile Change Request* pane.



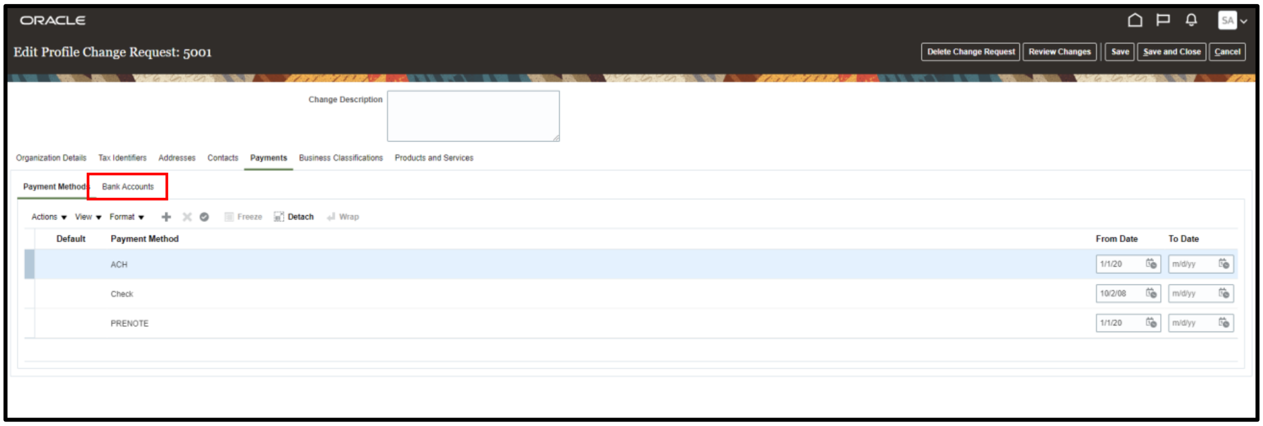
19. Add banking information.

    Note: As a supplier, you are responsible for adding and maintaining your banking information so you are correctly paid by the PCLB.

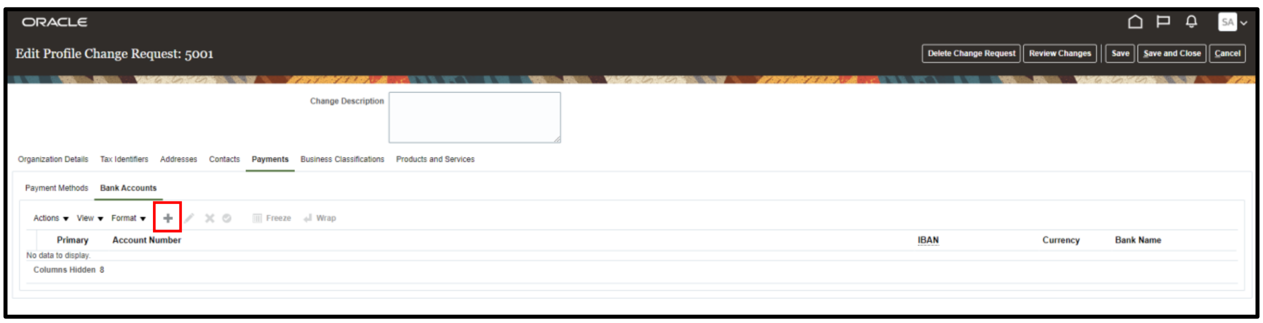
    a. Select **Payments**



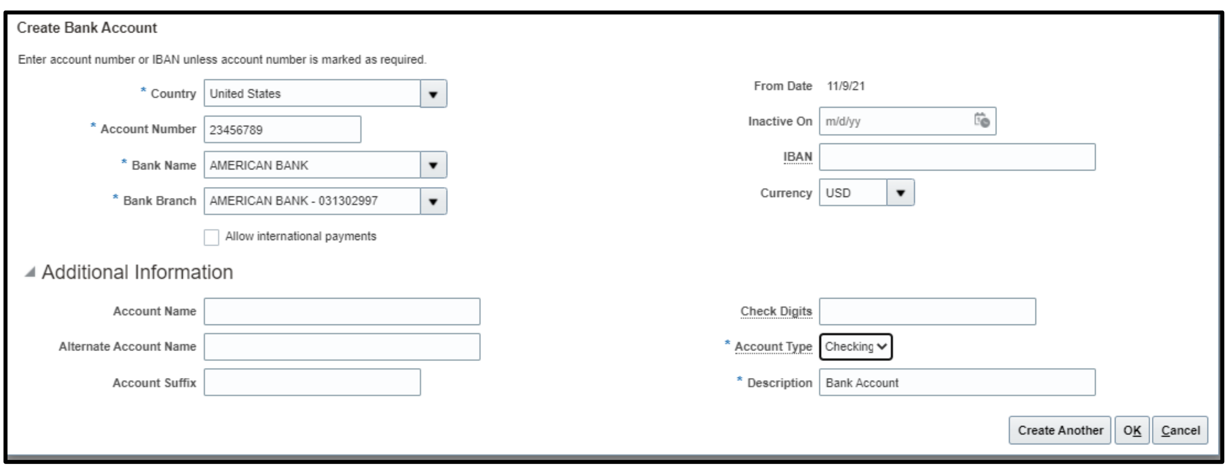
    b. Select **Bank Accounts**



c. Select **+** to add a bank account



d. The *Create Bank Account* pane will display



e. Select the country where the bank account is located from the *Country* field

f. Enter the bank account number in the *Account Number* field

g. Select **Bank Name** from the list

h. Select **Bank Branch** from the list

i. Select **Allow international payments**, if appropriate

j. *From Date* will default to today's date

k. Enter IBAN if international payments are allowed

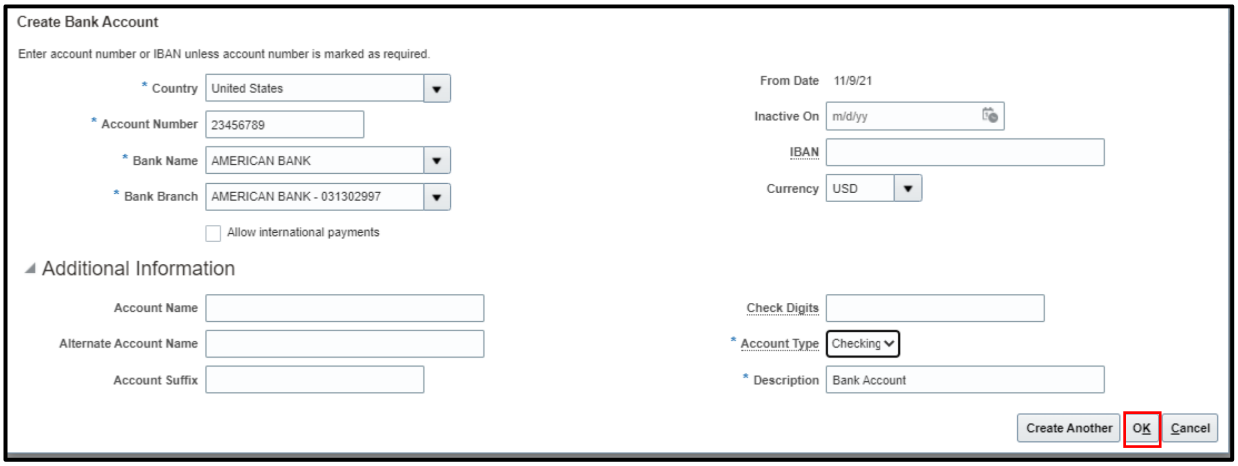
l. Select **USD** from the **Currency** list

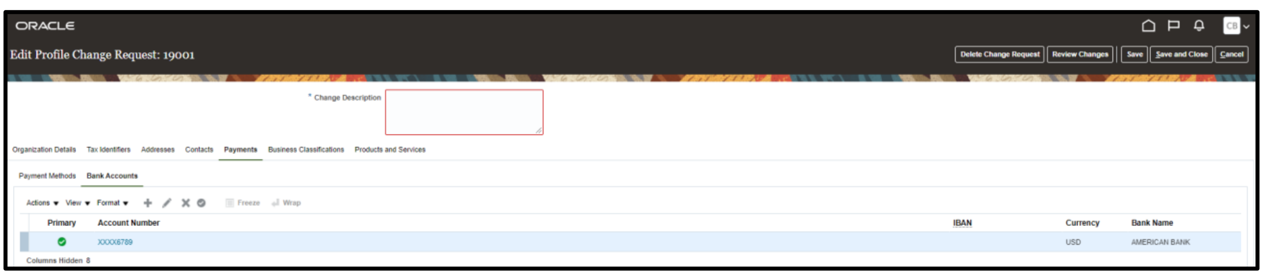
m. Select **Account Type** from the list

n. Enter Description

o. Select **OK** to add the bank to your profile and return to the **Edit Profile Change Request**

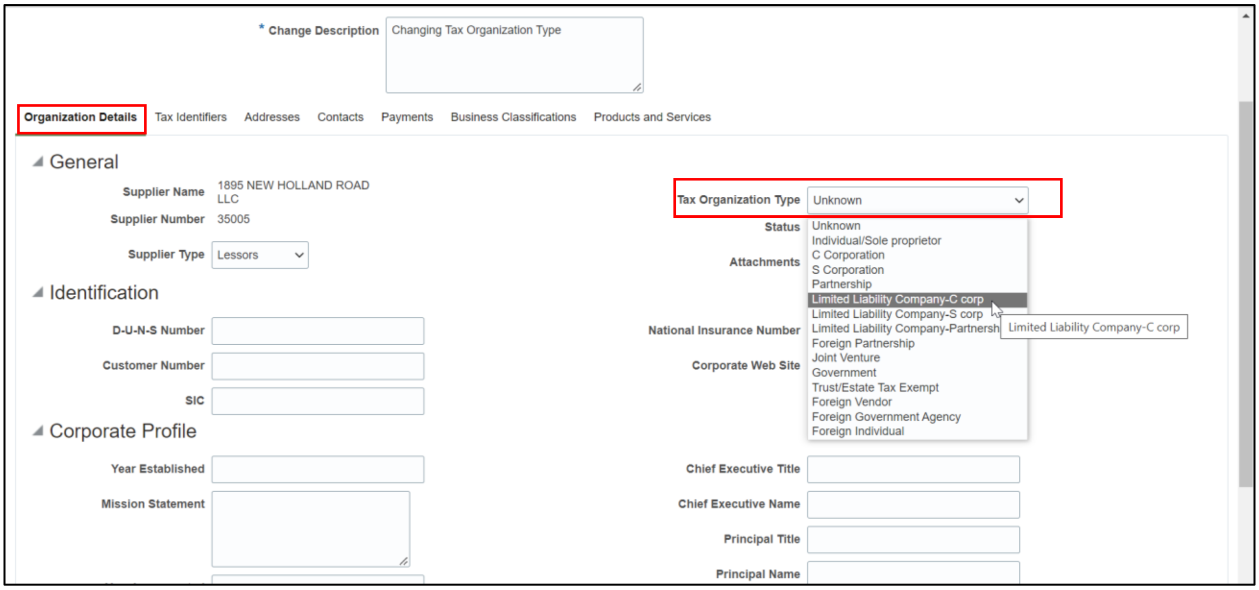
Note: Your supplier record will not be updated in Oracle until you have reviewed your Change Request and selected **Submit** to send it to the PLCB for review and approval.



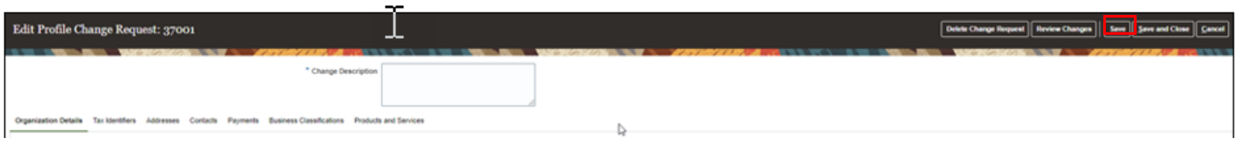


20. Edit Tax Organization Type on Organization Details

    a. Go to **Organization Details** tab, and change the **Tax Organization Type** field from Unknown to the correct designation for your business (S Corporation, etc.) by selecting a value from the drop-down list

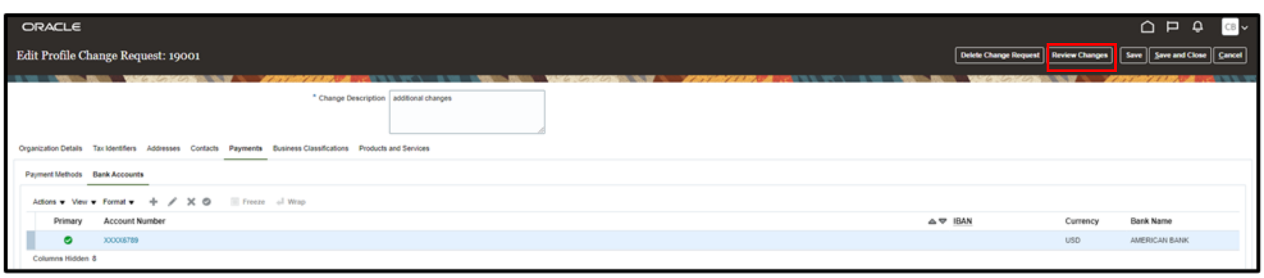


b. Click on **Save** button

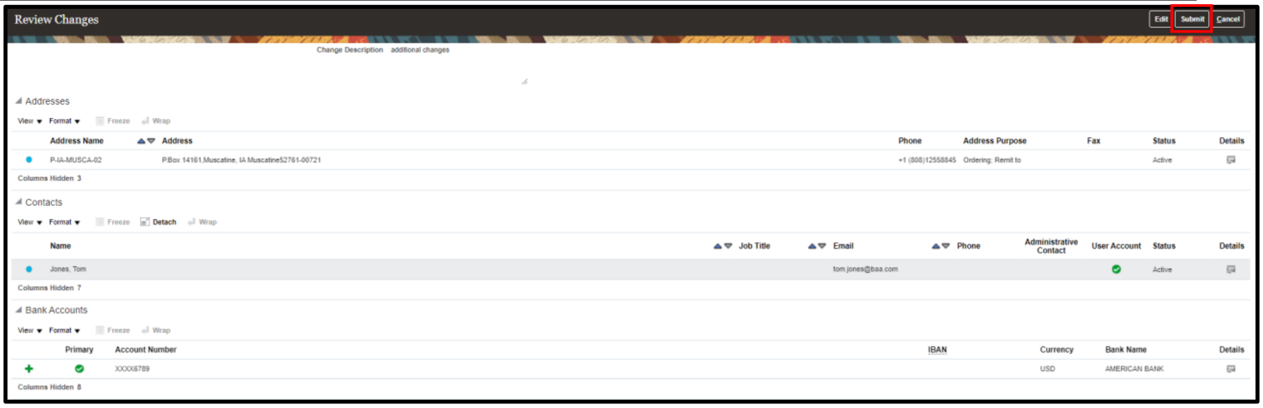


21. Select **Review Changes** to see the changes that have been made to the account.

    Note: Your supplier record will not be updated in Oracle until you have reviewed your Change Request and selected **Submit** to send it to the PLCB for review and approval.



22. Review the changes that have been made and select **Submit** to send the Change Request to the PLCB for review.



23. A summary screen will appear with a message that the Change Request has been submitted for approval.
    a. Select **OK**