

1. Click the **Manage Profile** hyperlink.

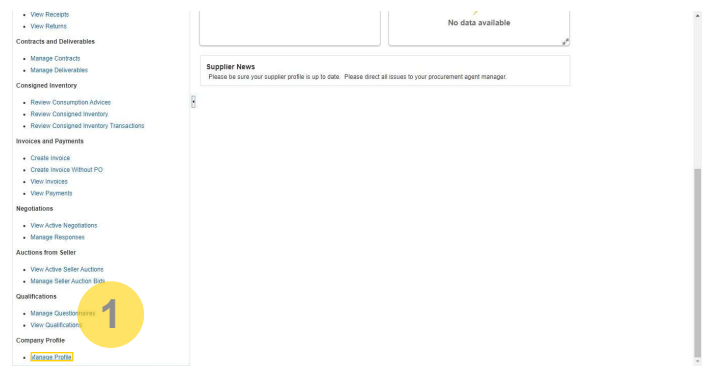
[Manage Profile](#)

**Important Information!**

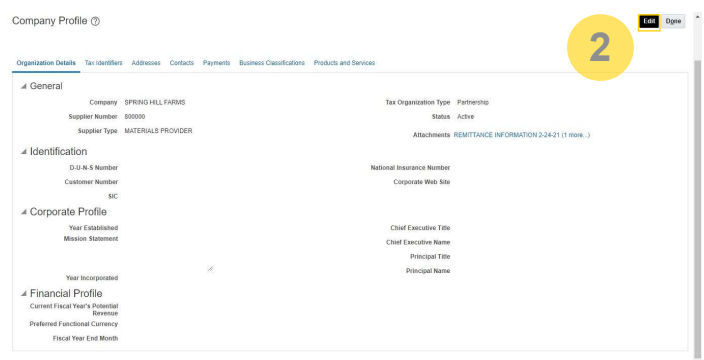
Navigation: Oracle Home > \*\*need nav from user\*\*

NOTES:

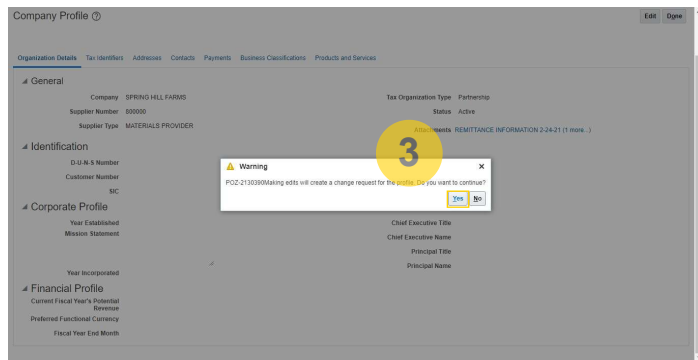
- Example data provided for this simulation is for demonstration purposes only. Please enter your appropriate data as needed in the Production environment.
- For all Simulation Modes, all example data must be typed exactly as noted in the blue step bubble.
- Turn on Caps Lock. All input to this form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



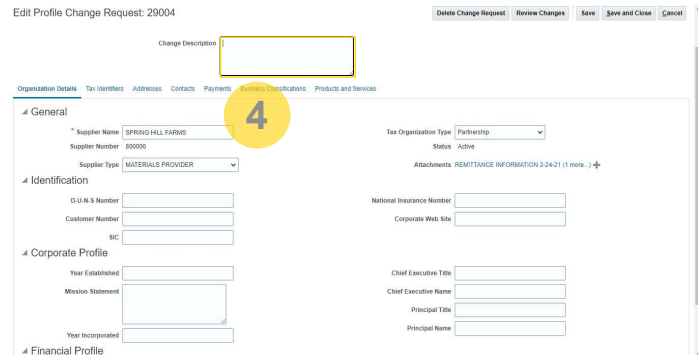
2. Click the **Edit** button.



3. Click the **Yes** button.

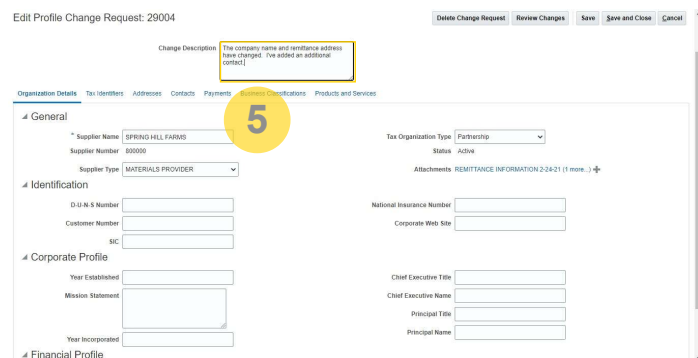


4. Click in the **Change Description** text box.



5. Enter a summary of the change. Type **The company name and remittance address have changed. I've added an additional contact.** in the **Change Description** text box.

The company name and remittance address have changed. I've added an additional contact.

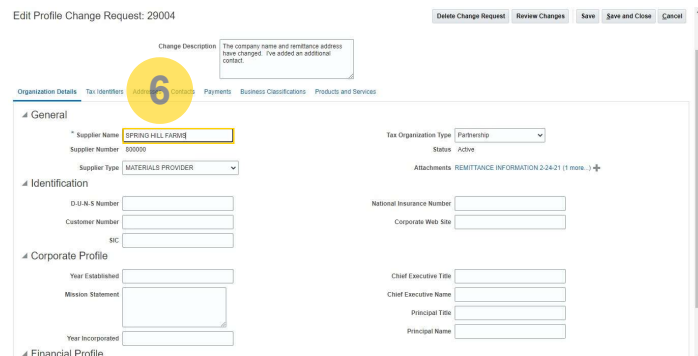


6. Click in the **Supplier Name** field.

SPRING HILL FARMS

### Important Information!

The following steps outline the process for submitting a company name change or Tax ID change.



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

SPRING HILL FARMS, INC]

### Important Information!

Enter the new company name. This is the name Williams will remit payment to.

Edit Profile Change Request: 29004

Change Description: The company name and remittance address have changed. I've added an additional contact.

Organization Details | Tax Identifiers | **7** | Payments | Business Classifications | Products and Services

**General**

Supplier Name: **SPRING HILL FARMS, INC**

Supplier Number: 800000

Supplier Type: MATERIALS PROVIDER

Tax Organization Type: Partnership

Status: Active

Attachments: REMITTANCE INFORMATION 2-24-21 (1 more) +

**Identification**

D.U.N.S Number: [ ]

Customer Number: [ ]

SIC: [ ]

National Insurance Number: [ ]

Corporate Web Site: [ ]

**Corporate Profile**

Year Established: [ ]

Mission Statement: [ ]

Chief Executive Title: [ ]

Chief Executive Name: [ ]

Principal Title: [ ]

Principal Name: [ ]

Year Incorporated: [ ]

**Financial Profile**

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

Edit Profile Change Request: 29004

Change Description: The company name and remittance address have changed. I've added an additional contact.

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

**General**

Supplier Name: SPRING HILL FARMS, INC

Supplier Number: 800000

Supplier Type: MATERIALS PROVIDER

Tax Organization Type: Partnership

Status: Active

Attachments: REMITTANCE INFORMATION 2-24-21 (1 more) + **8**

**Identification**

D.U.N.S Number: [ ]

Customer Number: [ ]

SIC: [ ]

National Insurance Number: [ ]

Corporate Web Site: [ ]

**Corporate Profile**

Year Established: [ ]

Mission Statement: [ ]

Chief Executive Title: [ ]

Chief Executive Name: [ ]

Principal Title: [ ]

Principal Name: [ ]

Year Incorporated: [ ]

**Financial Profile**

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

### Important Information!

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

Add the updated W-9.

Edit Profile Change Request: 29004

Change Description: The company name and remittance address have changed. I've added an additional contact.

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

**General**

Supplier Name: SPRING HILL FARMS, INC

Supplier Number: 800000

Supplier Type: MATERIALS PROVIDER

Tax Organization Type: Partnership

Status: Active

Attachments: REMITTANCE INFORMATION 2-24-21 (1 more) +

**Identification**

D.U.N.S Number: [ ]

Customer Number: [ ]

SIC: [ ]

National Insurance Number: [ ]

Corporate Web Site: [ ]

**Corporate Profile**

Year Established: [ ]

Mission Statement: [ ]

Chief Executive Title: [ ]

Chief Executive Name: [ ]

Principal Title: [ ]

Principal Name: [ ]

Year Incorporated: [ ]

**Financial Profile**

**Attachments**

Type	File Name or URL	Title	Description	Attached By	Attached On
File	Choose File	No file chosen			
File	REMITTANCE INFORMATION 2-24-21.docx	REMITTANCE INFORMATI		anonymous	5/12/21 9:18
File	W-9 DATED 1-1-2021.pdf	W-9 DATED 1-1-2021.pdf		anonymous	5/12/21 9:18

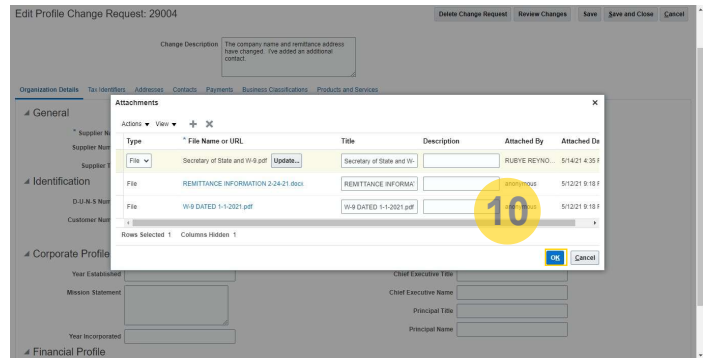
Rows Selected: 1 Columns Hidden: 1

OK Cancel

10. Click the **OK** button. 

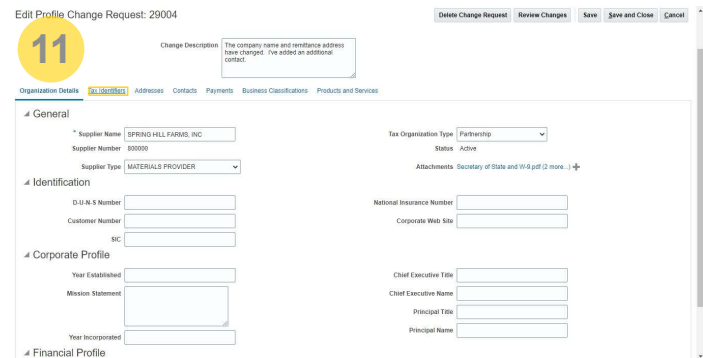
### Important Information!

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

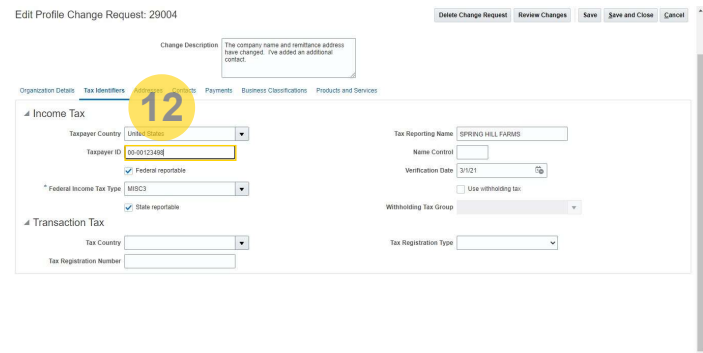


11. Click the **Tax Identifiers** hyperlink.

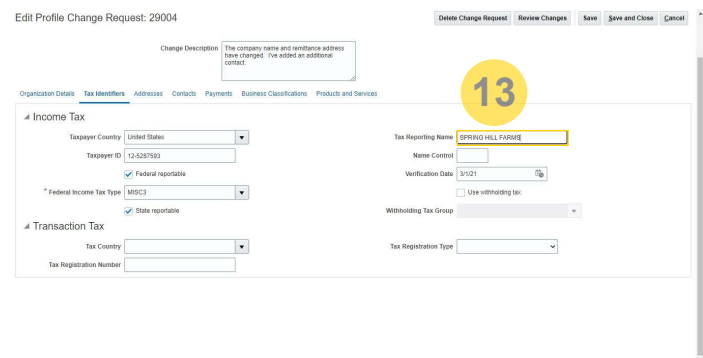
[Tax Identifiers](#)



12. Click in the **Taxpayer ID** field and update if applicable.



13. Click in the **Tax Reporting Name** field and update if company receives a 1099 at year-end.



14. Change the **Tax Reporting Name** field to **SPRING HILL FARMS, INC.**

SPRING HILL FARMS, INC

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

**Important Information!**

The following steps outline the process to add or inactivate an address.

16. Click the **Create** icon. **+**

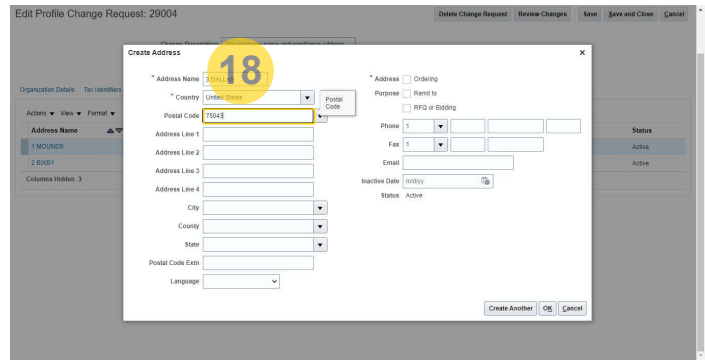
Address Name	Address	Phone	Address Purpose	Fax	Status
1 MOUNDS	74047 123 MAIN STREET/MOUNDS, TULSAOK		Ordering		Active
2 BUBY	74056 PO BOX 123 BUBY, TULSAOK		Rent to		Active

17. Type **3 DALLAS** in the **Address Name** field. **3 DALLAS**

**Important Information!**

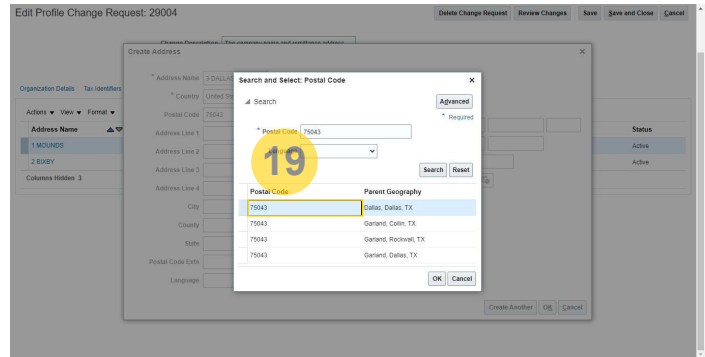
The address numbers are sequential. In this example, there are 2 existing addresses. The next one is 3 {space} city.

18. Click in the **Postal Code** field. After entering the 5 digit zip code, press the Tab key.

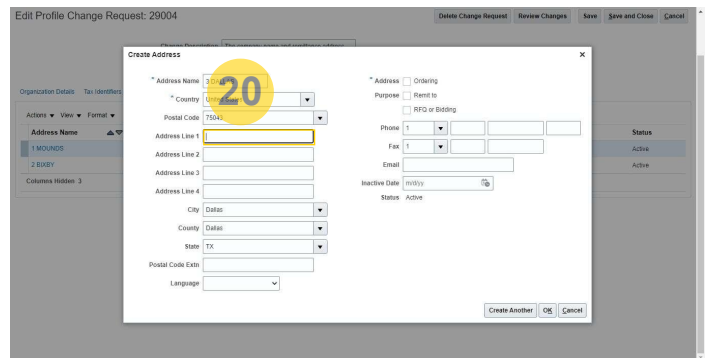


19. Click the **75043** item.

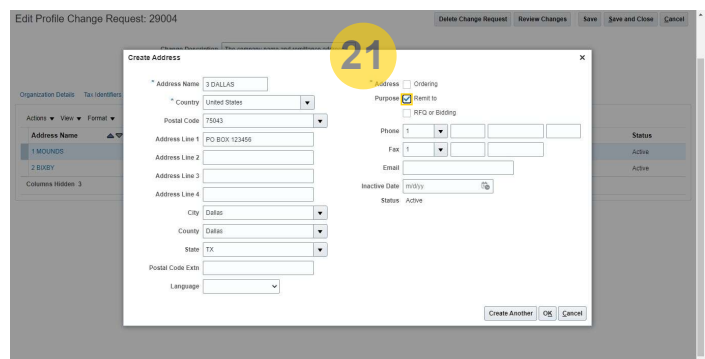
**Important Information!**  
A dialog box appears if a zip code spans multiple cities or counties. Select the appropriate option then click the OK button.



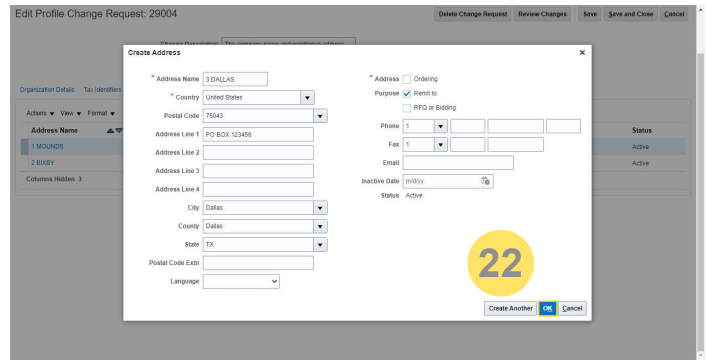
20. Click in the **Address Line 1** field and enter the street address.



21. Select Ordering or Remit to, as appropriate. Click the **Remit to** checkbox.

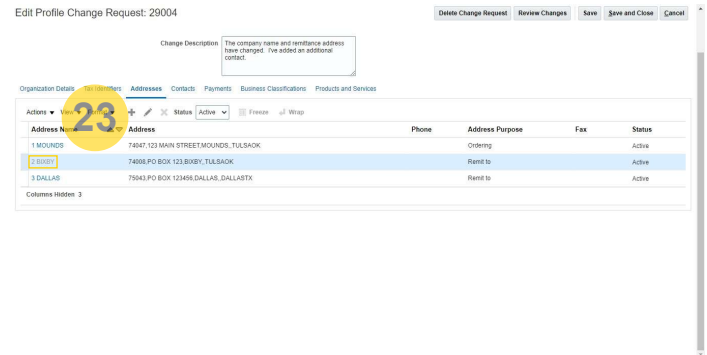


22. Click the **OK** button. 

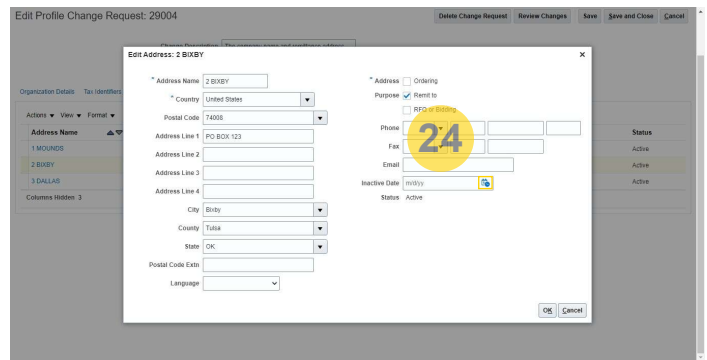



23. Click the **2 BIXBY** hyperlink. 

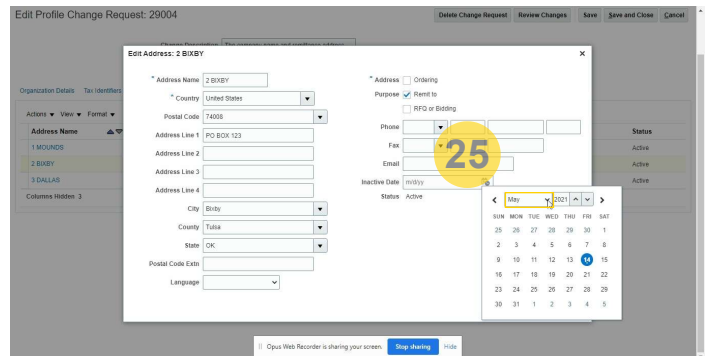
**Important Information!**  
To inactivate an address, select and open the address to be inactivated.



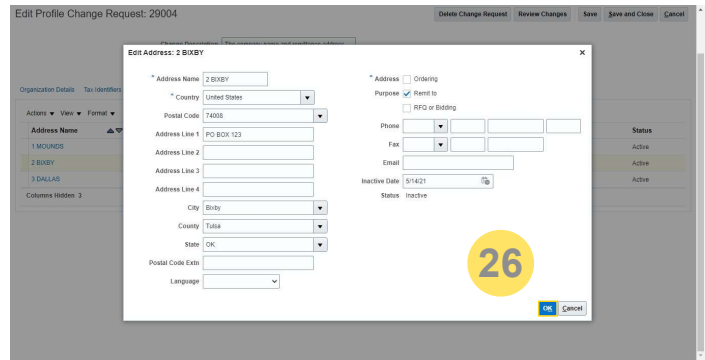
24. Click the **Inactive Date Select Date** icon. 



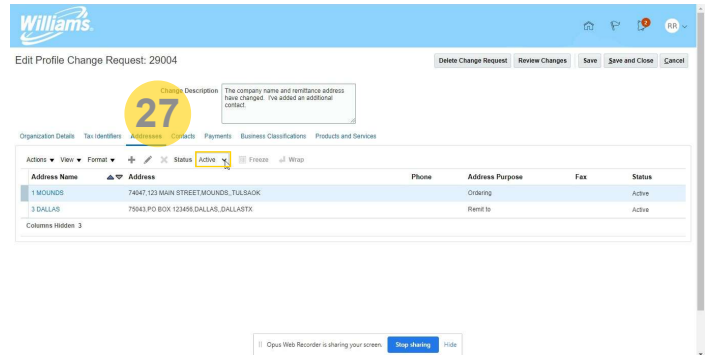
25. Click the **Month** dropdown to select the inactivation date. 



26. Click the **OK** button. 

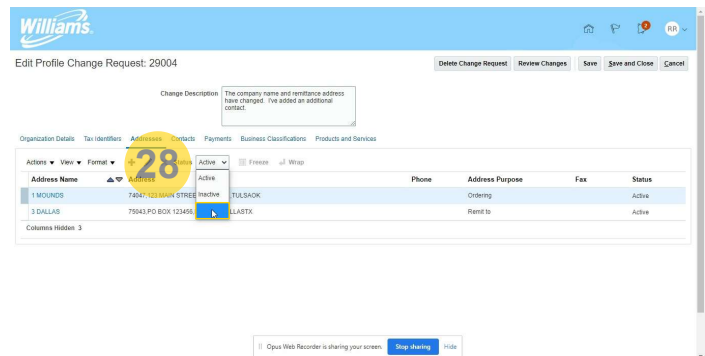


27. Click the **Active** dropdown to view all addresses, both **Active** and **Inactive**.



Address Name	Address	Phone	Address Purpose	Fax	Status
1 MOUNDS	74047 123 MAIN STREET/MOUNDS, TULSAOK		Ordering		Active
3 DALLAS	75043 PO BOX 123456 DALLAS, DALLAS TX		Rent to		Active

28. Click the **Undefined** item. 

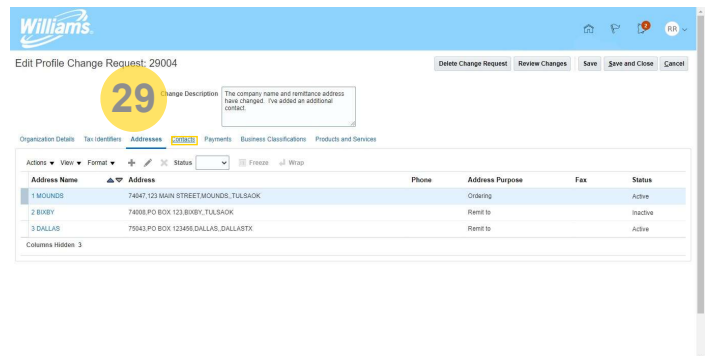


Address Name	Address	Phone	Address Purpose	Fax	Status
1 MOUNDS	74047 123 MAIN STREET		TULSAOK		Inactive
3 DALLAS	75043 PO BOX 123456		DALLAS TX		Active

29. Click the **Contacts** hyperlink. [Contacts](#)

### Important Information!

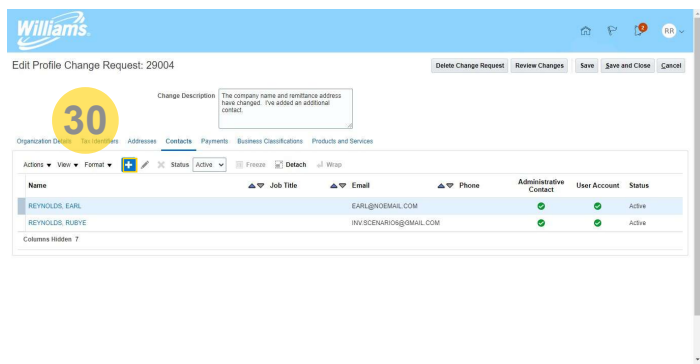
The following steps demonstrate how to add or inactivate a contact.



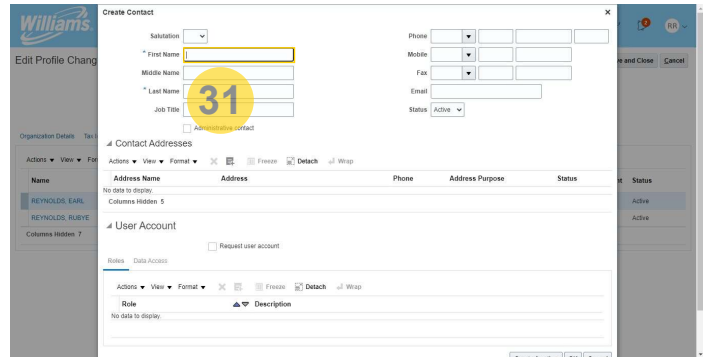
Address Name	Address	Phone	Address Purpose	Fax	Status
1 MOUNDS	74047 123 MAIN STREET/MOUNDS, TULSAOK		Ordering		Active
2 BIXBY	74008 PO BOX 123 BIXBY, TULSAOK		Rent to		Inactive
3 DALLAS	75043 PO BOX 123456 DALLAS, DALLAS TX		Rent to		Active



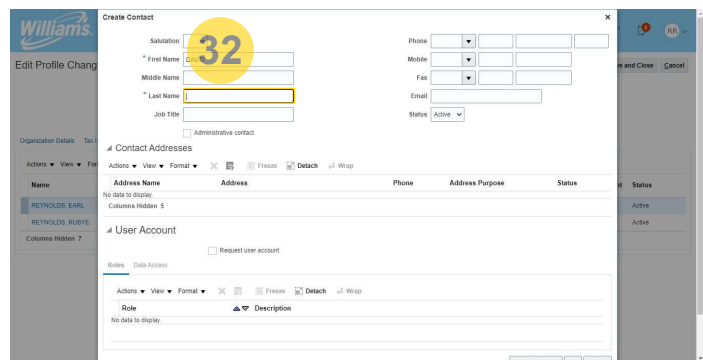
30. Click the **Create** icon. 



31. Click in the **First Name** field and enter the first name.

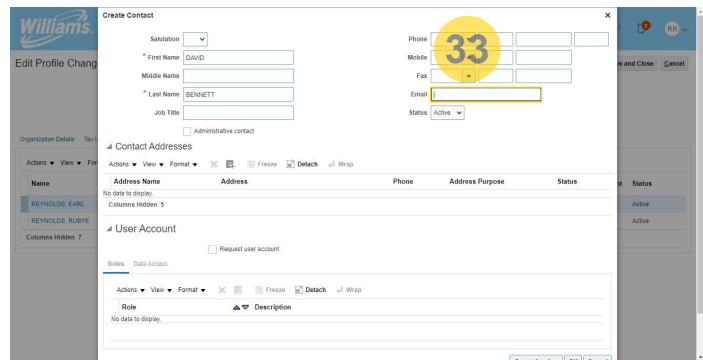


32. Click in the **Last Name** field and enter the last name.



33. Click in the **Email** field and enter the new contacts email.

**Important Information!**  
NOTE: The system will not accept duplicate email addresses.



34. Click the **Administrative contact** checkbox.

Williams 2 Create Contact

Substation

First Name DAVID

Middle Name

Last Name BENNETT

Job Title

Phone

Mobile

Fax

Email DBENNETT@HCEMAIL.COM

Status Active

Administrative contact

Contact Addresses

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

User Account

Request user account

Roles

Role	Description
No data to display.	

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

Williams 2 Create Contact

Substation

First Name DAVID

Middle Name

Last Name BENNETT

Job Title

Phone

Mobile

Fax

Email DBENNETT@HCEMAIL.COM

Status Active

Administrative contact

Contact Addresses

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

User Account

Request user account

Roles

Role	Description
No data to display.	

36. Click the vertical scroll bar to view and additional permissions. Remove any permissions this contact should not have.

Williams 2 Create Contact

Substation

First Name DAVID

Middle Name

Last Name BENNETT

Job Title

Phone

Mobile

Fax

Email DBENNETT@HCEMAIL.COM

Status Active

Administrative contact

Contact Addresses

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

User Account

Request user account

Roles

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...

37. Click the **OK** button.

Williams 2 Create Contact

Substation

First Name DAVID

Middle Name

Last Name BENNETT

Job Title

Phone

Mobile

Fax

Email DBENNETT@HCEMAIL.COM

Status Active

Administrative contact

Contact Addresses

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

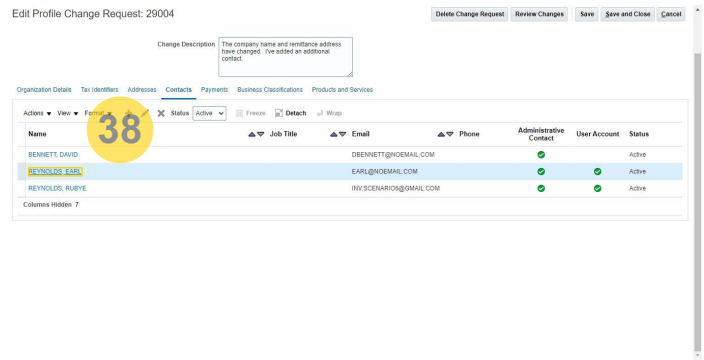
User Account

Request user account

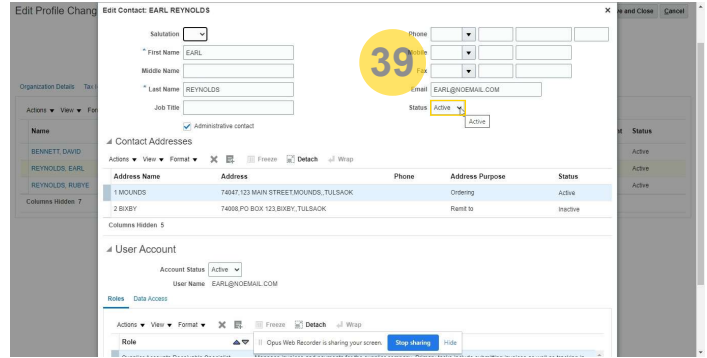
Roles

Role	Description
Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process controls from beginning to end. Monitors an...
Supplier Sales Representative	Manages agreements and deliveries for the supplier company. Primary tasks include establishing and maintaining a strong chain...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating and maintaining company information and f...

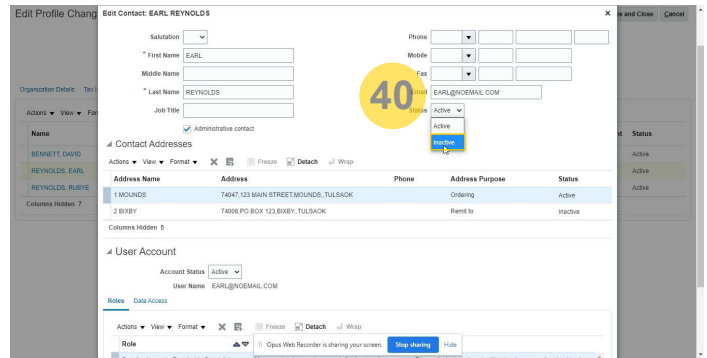
38. Click the **REYNOLDS, EARL** hyperlink to inactivate the contact. [REYNOLDS, EARL](#)



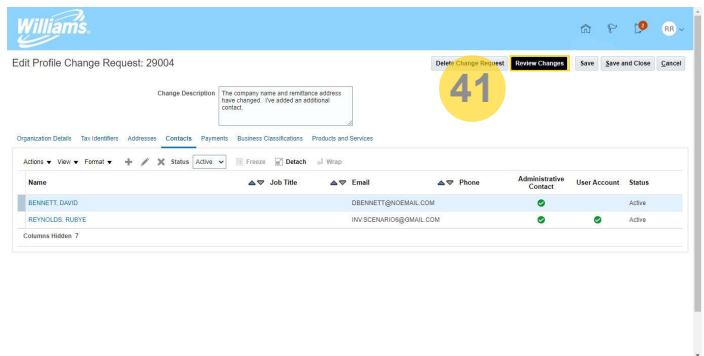
39. Click the **Status** dropdown.



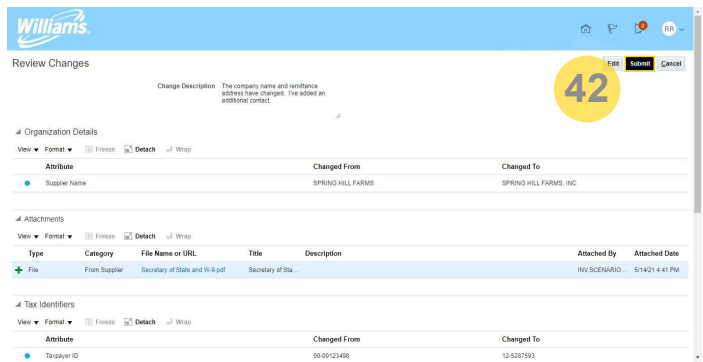
40. Select the **Inactive** item.



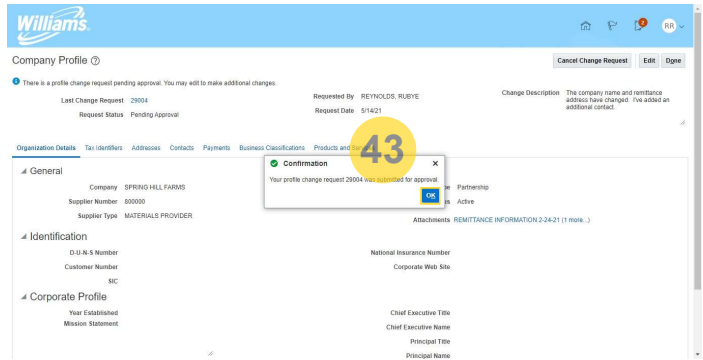
41. Click the **Review Changes** button.



42. Click the **Submit** button. 



43. Click the **OK** button. 



44. Click the **Done** button. 

