

How to Update your Contact in the Portal

Step 1: **Williams Portal Link:**

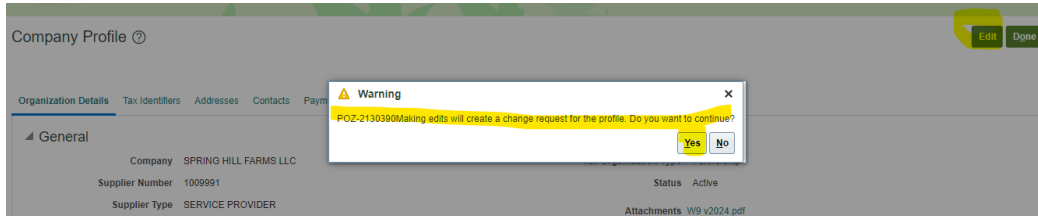
https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemId=itemNode_supplier_portal_supplier_portal

Step 2: Scroll to the bottom of the page to Company Profile. Click on **Manage Profile**.

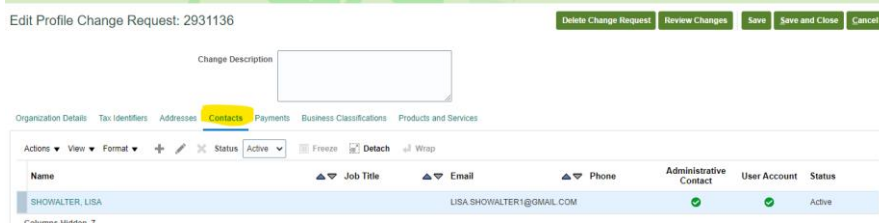
Company Profile

• Manage Profile

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

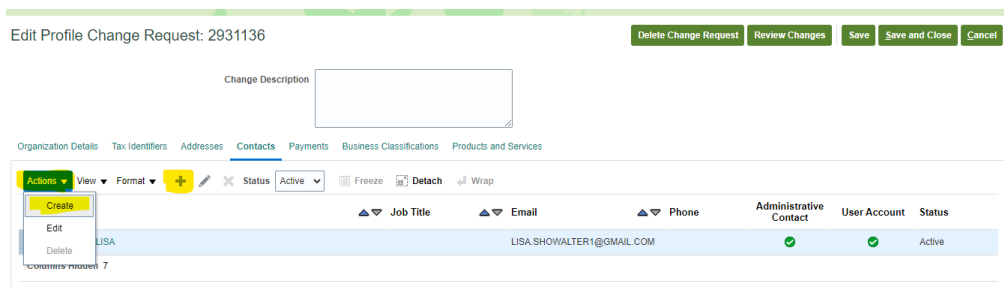


Step 4. Select the **Contacts** tab.



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**.

The screenshot shows the 'Create Contact' form. The following fields are highlighted in yellow: First Name (Susie), Last Name (Smith), Job Title (Accounts Receivable), and Email (susie.smith@gmail.com). The 'Request user account' checkbox is checked. The form also includes fields for Salutation, Middle Name, Phone, Mobile, Fax, and Status (Active).

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

Create Contact X

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

Remove

Select and Add

Address	Phone	Address Purpose	Status

Step 9: Select the correct address and Hit OK.

Select and Add: Addresses X

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 Added new contact - Susie Smith

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

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
SHOWALTER, LISA		LISA.SHOWALTER1@GMAIL.COM		✓	✓	Active
Smith, Susie	Accounts Receivable	susie.smith@gmail.com		✓		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

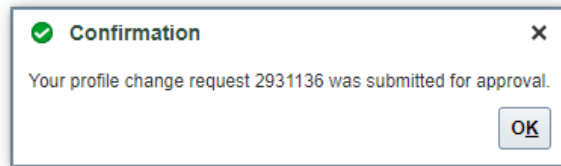
View Format Freeze Detach Wrap

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.

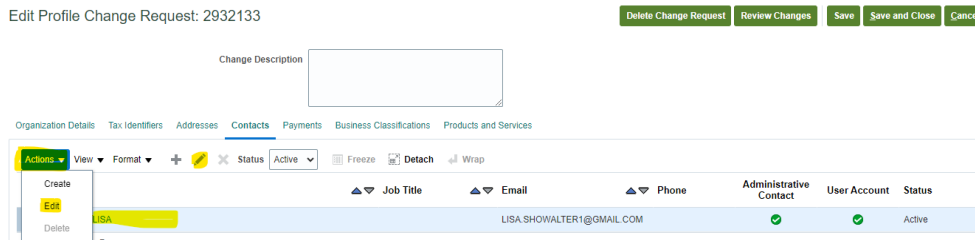
al changes.



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.

Edit Contact: LISA SHOWALTER

Salutation [v]
* First Name LISA
Middle Name
* Last Name JONES
Job Title
 Administrative contact

Phone [v]
Mobile [v]
Fax [v]
Email LISA.JONES@GMAIL.COM
Status Active [v]

Contact Addresses

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

Columns Hidden 5

User Account

OK Cancel

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.