How to U	pdate your Contact in the Portal	
Step 1: Williams Portal Link: https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/ ortal_supplier_portal	FndOverview?fndGlobalItemNodeId=it	temNode_supplier_p
Step2: Scroll to the bottom of the page to Compa	any Profile. Click on Manage Profile.	Company Profile  Manage Profile
Step 3. Select <b>Edit</b> . You will receive a warning the	at a change order will be created. Click	Yes.
Company Profile ③ Organization Details Tax Identifiers Addresses Contacts Paym A Warning PO2-9130300Making edits v Company SPRING HILL FARMS LLC Supplier Number 1009991 Supplier Type SERVICE PROVIDER	will create a change request for the profile. Do you vent to computer vent to compu	Edit Done
Edit Profile Change Request: Step 4. Select the <b>Contacts</b> tab.	2931136 Delete Change Request	st Review Changes Seve Seve and Close Cancel
Step 5. To add a new contact, select the <b>'+'</b> icon, **To update a current contact, proceed to Step 1	a ♥ Job Title a ♥ Ensil a ♥ Phone USA SHOWALTER (@OMAL COM Or go to Actions > Create.	Administrative Contact           Administrative         User Account         Status           Administrative         Account         Status
Edit Profile Change Request: 2931136	Delete Change Request Review Changes	Save Seve and Close Cancel
Create	e 😥 Detach 🚽 Wrap	User Account Status C Active
Step 6: Complete the fields highlighted in yellow. If you want the user to have access to the portal, Check the box " <b>Request user account</b> ".		Phone
	Actions View View Format View Format X R Detach Wrap Address Name Address No data to display. Columns Hidden 5 User Account Roles Data Access	Phone Address Purpose Status
	Columns Hidden 5  User Account  Request user account	

Step 7: I	f the new user needs to have access to	add users, manage the	account, check the	Administrative cont	act box.
	Create Contact			×	
	Salutation	Phone	•		
	* First Name Susie	Mobile			
	Middle Name	Fax			
	* Last Name Smith	Email sus	ie.smith@gmail.com		
	Job Title Accounts Receivable	Status Acti			
	Administrative contact				
	4 Contact Addresses				
Step 8: T Addresse	o link the contact to a specific ordering	g or remit to address, se	elect the <b>Actions &gt; S</b>	elect and Add (unde	r Contact
	Contact Addresses				
	Actions 🗸 View 👻 Format 👻 🗮 🏢 Freeze	📰 Detach 🛛 📣 Wrap			
	Remove Address		Phone Address Pu	rpose Status	
	Select and Add			•	
Step 9: S	Select the correct address and Hit OK.	Select and Add: Addresses	;	×	
		Search			
		Address			
				Search Reset	
		View 🔻 Format 👻 斗 Wi	ap		
		Address ▲▼ Address	-	Address	
		Name Addres	5	Purpose	
		1 BIXBY 74008,1	23 S LEWIS AVE, BIXBY, , TULSAOI	K, Ordering	
		2 BROKEN AR 74012,P	O BOX 90, BROKEN ARROW, , TUL	.S Remit to	
		Rows Selected 1			
			[	App <u>ly</u> O <u>K</u> <u>C</u> ancel	
		I			
Step 10:	Once you are done adding all contacts	, Select <b>OK</b> at the botto	m of the page, or yo	ou can <b>Create Anoth</b> e	er.
			Create Another OK	ancel	
		-			
Step 11:	Add a clear Change Description, and s	elect Review Changes.			
					-
	Edit Profile Change Request: 2931136		Delete Change Request	Changes Save <u>S</u> ave and Close <u>C</u> and	4
	Change Description Added new con	act - Susie Smith			
	Organization Details Tax Identifiers Addresses Contacts Payments Business	Classifications Products and Services			
	Actions 🔻 View 🔻 Format 👻 🕂 🗡 🗶 Status Active 👻 🏢 Freeze	🗃 Detach 🚽 Wrap			
	Name a 🗸	Job Title ▲マ Email	▲ ♥ Phone Administra Contac		
	SHOWALTER, LISA	LISA.SHOWALTER1@G	MAIL.COM	Active	
	Smith, Susie	Accounts Receivable susie.smith@gmail.com	0	Active	
	Columns Hidden 7				

Step 12: Review the proposed changes a	and select <b>Sub</b>	mit.					
Review Changes						Edit	<u>C</u> ancel
Change Description Added	I new contact - Susie Smith						
		11					
▲ Contacts							
View 🔻 Format 🗶 🏢 Freeze 🚊 Detach 🚽 Wrap							
Name 🛆 🗢	Job Title ▲⊽	P Email	▲▼ Phone	Administrative Contact	User Account	Status	Details
Smith, Susie	Accounts Receivable	susie.smith@gmail.com		0		Active	ş

Columns Hidden 7

Step 13: You will receive a confirmation notice stating that your change request has been submitted for approval.

0	Confirmation	×
You	r profile change request 2931136 was submitted fo	or approva
		ок

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).	Edit Profile C	Change Requ	uest: 2932133				Delete Change Request	Review Changes	Save Save a	nd Close Cancel
			Change Description							
	Organization Details				Products and	Services				
	Create Edit			▲♥ Job Title	▲▽	Email	▲▼ Phone	Administrative Contact	User Account	Status
	Delete	LISA	3			LISA.SHO	WALTER1@GMAIL.COM	٢	٢	Active

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.

Salutation	~	Phone	• • • • • • • • • • • • • • • • • • •	
* Firet Name	LISA	Mobile	•	
Middle Name		Fax	•	
* Last Name	JONES	Email	LISA.JONES@GMAIL.COM	
Job Title		Statue	Active 😽	
	<ul> <li>Administrative contact</li> </ul>			
Contact Address				
	es	🙀 Detach 📣 Wrap		
Contact Address	es	j≝ Detach el Wrap Phone	Address Purpose	Status
Actions View Form	eS nat ▼ X E.		Address Purpose Ordering	Status Active
Contact Address Actions  View  Form Address Name	eS nat ▼ X E.	Phone		
Actions View Form Address Name	eS nat ▼ X E.	Phone		

it Profile Change Request: 2932133			Delete Change Request	t Review Changes	Save <u>S</u> ave a	and Close <u>C</u> a
Change Description Lipdated name to Lisa Jones and email to Lisa Jones ⊜gmail.com						
ganization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services						
panization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services						
	<b>▲</b> ♥ Job Title	<b>▲</b> ⊽ Email	▲⊽ Phone	Administrative Contact	User Account	Status

## Step 18: Review the changes and hit Submit.

eview Changes							Edit Submit	Cance
	Change Description Updated name to Lisa Jonés and email to Lisa Jones@gmail.com							
	11							
Contacts								
New ▼ Format ▼ Freeze 🔐 Detach 🚽 Wrap								
Name		▲マ Job Title	▲マ Email	▲♥ Phone	Administrative Contact	User Account	Status	Detai
JONES, LISA			LISA.JONES@GMAIL.COM		0	0	Active	

*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.*