



ORACLE

Oracle E-Business Suite

Managing Your iSupplier Profile

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SUMMARY OF ORACLE iSUPPLIER

Oracle iSupplier is an easy-to-use, self-service tool which gives suppliers access to real-time information on RFQs; Purchase Orders; Deliveries and Receipts; and Invoices and Payments. In order to take advantage of iSupplier, you will need to make sure your company has an iSupplier account and a registered user for that account. To learn more about this process, go to <http://www.sandia.gov/bus-ops/scm/getting-started/registration/registration.html>

Once you have a secure and approved account, you can create a profile in the system that provides information about your company. Sandia National Laboratories will use this information to give visibility to your company for future solicitation opportunities. This is a secured web site and you will only be able to access information related to your supplier site.

SUMMARY OF YOUR iSUPPLIER PROFILE

Once you have an iSupplier account and a registered user for your company, you can create and maintain a profile describing your company. Your profile consists of Business Classifications, Supplier Details, Address Book, Contact Directory, and Products and Services.

The rest of this job aid will describe how to manage the information in your company's profile.

NOTE: Registration with Sandia National Laboratories and use of the iSupplier portal does not guarantee placement on solicitations or contract award.

ACCESSING YOUR ACCOUNT FOR THE FIRST TIME

Once you have requested a registered user account, your information will be reviewed an administrator. After it is approved, you will receive an email with a link to the iSupplier portal, your Username, and a one-time use password. Click on the link in the email, and enter your Username and Password. Once you login, you will be required to choose a new password. Enter password from the email, then enter a new password, (confirm it by re-entering it in the next field below) and click Apply

The screenshot shows the Oracle E-Business Suite 'Change Password' interface. At the top, there are logos for Sandia National Laboratories and ORACLE. Below the logos is the text 'E-Business Suite'. The main heading is 'Change Password'. A note states '*Indicates Required Field'. There are three password input fields: '*Current Password', '*New Password', and '*Re-enter New Password'. A checkbox is checked with the text 'TIP Password must be at least 8 characters long.' At the bottom right, there are 'Cancel' and 'Apply' buttons. A red arrow points to the 'Apply' button.

NAVIGATING TO YOUR PROFILE

Upon having logged-in, your browser will be directed to the iSupplier home page (illustrated below). Click on the tab labeled “Admin” to navigate to your profile.

The screenshot shows the Oracle Supplier Collaboration home page. At the top, there are logos for Sandia National Laboratories and ORACLE. The page title is 'Supplier Collaboration'. There is a navigation menu with tabs for Home, Orders, Shipments, Negotiations, Account, Product, and Admin. A search bar is located below the navigation menu. The main content area is divided into three sections: 'Notifications', 'Responses To Negotiations', and 'Orders At A Glance'. Each section has a 'Full List' link. A sidebar on the right contains a list of menu items: Planning, Negotiation, Orders, Shipments, Receipts, Invoices, and Payments. A red arrow points to the 'Admin' tab in the navigation menu.

COMPANY INFORMATION (a.k.a. Supplier Details)

Upon selecting the Admin tab, your browser will be automatically directed to the first page of your profile: the Supplier Details page. This page displays your name as it is recorded in the iSupplier database, your tax ID number, etc. You can also use this page to attach a file, URL, or text that Sandia would find useful when looking for a supply base for particular product or service types. Some examples include a company website, product line cards, or brochures.

To add a file/URL/text:

1. Select Add Attachments

Attachments

Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
Name
[▶ Show More Search Options](#)



File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

2. Enter Description and Select Attachment Type, Select Apply

Add Attachment 

Attachment Summary Information
* Indicates required field
* Description 
Category **To Supplier**

Define Attachment
Type File URL Text 

Name
(Optional: provide a name to Text attachment)

3. Your newly uploaded attachment will be shown. Edit options include **Update** and **Remove**. To remove an attachment, click the trashcan icon for that entry. To update an attachment click the pencil icon for that entry.

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Web Page (www.google.com...)	Web Page	Web Page	To Supplier	JOHNDOE@EXAMPLESUPPLIERINC.COM	20-Jul-2005	One-Time	 	 

ADDRESS BOOK

Your iSupplier Profile also gives you the functionality to maintain your address details online. You can create, modify, and remove multiple addresses. Addresses can include sales offices in different locations, central pay locations, and/or distribution centers. Sandia defines these addresses as vendor sites and requires at least one address for purchase order award and payment purposes. After you enter your address book information, an administrator will be notified and will promptly review the information to decide how to use the details. This is not an automatic process and may take up to a few days for the administrator to approve.

To manage address book details:

1. On the Supplier Details page, click “**Address Book**”. You can select from a list of current addresses if they exist for your company.



2. The **Address Book** page displays any current addresses you have defined. Edit options include **Edit** and **Remove**. To remove an address, click the trashcan icon for that entry. To update an address click the pencil icon for that entry.



To add a new address, Click **Add**

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Add 				
Address Name 	Address Details	Remove	Manage Bank Account Assignments	Edit
NM-ABQ-1	5000 Supplier Drive NE Albuquerque, New Mexico, 87123 United States			

3. On the **Add Address** page, complete the required fields and any additional fields as appropriate, select **Apply** when finished.

Add Address

* Indicates required field

* Address Name
Provide a suitable nickname for the address.

Country 

* Address

* City/Town/Locality

County

* State/Region

Province

* Postal Code

Note

Include any additional details about the address such as the type of the address

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

4. A **confirmation screen** will show you the address has been added to your Address Book, select **Return to Address Book** to view your address.

Confirmation

NM-ABQ-2 has been added to your Address Book.

[Return to Address Book](#) 

Address Book

Details of changes you make to your Address Book will be routed to a buyer for review. [Learn more...](#)

Add				
Address Name 	Address Details	Remove	Manage Bank Account Assignments	Edit
NM-ABQ-1	5000 Supplier Drive NE Albuquerque, New Mexico, 87123 United States			
NM-ABQ-2	10000 Supplier Lane NE Albuquerque, New Mexico, 87111 United States			

CONTACT DIRECTORY

From the Contact Directory page, you can create and modify the information about multiple contacts within your organization who could be dealing with Sandia. You should create contacts who you expect will be involved with selling the company's goods and services. After entering the contact details, you can associate the contact to the appropriate address. Contacts can be linked to as many addresses as relevant. Each contact must be unique based on the combination of their first name, last name, and phone number. Contacts that are obsolete or no longer needed can be removed.

After you enter or update contract information, an administrator will review the updates. This is not an automatic process and may take up to a few days for the administrator to approve the change.

From the top left of any Profile Management page, click "Contact Directory". The **Contact Directory** page displays your company's current list of contacts.



To Add a New Contact

1. Click **Add**.

Contact Directory

Details of changes you make to your Contact Directory will be routed to a buyer for review. [Learn more...](#)

Add					
Name	Email	Phone	Remove	Manage Address Details	Edit
No data exists.					

2. On the **Add Contacts** page, complete the required fields and any additional fields as appropriate, select **Apply** when finished.

Add Contact

* Indicates required field

[Cancel](#) [Apply](#)

Contact Title	<input type="text"/>	Phone Area Code	<input type="text" value="505"/>
First Name	<input type="text" value="John"/>	Phone Number	<input type="text" value="555 5555"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="Doe"/>	Fax Area Code	<input type="text"/>
Job Title	<input type="text"/>	Fax Number	<input type="text"/>
Email Address	<input type="text" value="mplesupplierinc.com"/>		

[Cancel](#) [Apply](#)

5. A **confirmation screen** will show you the contact has been added to your Contact Directory, select **Return to Contact Directory** to view your contacts.

Confirmation

John Doe has been added to your Contact Directory

[Return to Contact Directory](#)

Contact Directory

Details of changes you make to your Contact Directory will be routed to a buyer for review. [Learn more...](#)

Add					
Name	Email	Phone	Remove	Manage Address Details	Edit
John Doe	johndoe@examplesupplierinc.com	505-555 5555			

To Edit or Remove a Contact:

1. To remove a contact, click the trashcan icon for that entry. To update a contact, click the pencil icon for that entry.

Name	Email	Phone	Remove	Manage Address Details	Edit
John Doe	johndoe@examplesupplierinc.com	505-555 5555			

To Associate a Contact to an Address:

1. On the **Contacts Directory** page, click the Manage Address Details icon for the contact.

Contact Directory

Details of changes you make to your Contact Directory will be routed to a buyer for review. [Learn more...](#)

<input type="button" value="Add"/>					
Name ▲	Email	Phone	Remove	Manage Address Details	Edit
John Doe	johndoe@examplesupplierinc.com	505-555 5555			



2. By using the Address Type drop down menu you can view if there are addresses associated with a contact. You can toggle between these two views by selecting the appropriate option from the Address Type drop down menu.

To see linked addresses, select **“Addresses linked to the contact”** then select Go.

Search

Address Type	Addresses linked to the contact ▼	State/Region	<input type="text"/>
Address	<input type="text"/>	Province	<input type="text"/>
City/Town/Locality	<input type="text"/>	Postal Code	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
<input type="button" value="Go"/>			



“No data exists” means that no addresses are linked to this contact

Select Address Name	Address Details
No data exists.	

To see addresses available to be linked to the contact, select **“Addresses available to be linked to the contact”** then select Go.

Manage Address Details: John Doe

Link the contact to the appropriate addresses for your company.

Search

Address Type	Addresses available to be linked to the contact ▼	State/Region	<input type="text"/>
Address	<input type="text"/>	Province	<input type="text"/>
City/Town/Locality	<input type="text"/>	Postal Code	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
<input type="button" value="Go"/>			



Select Addresses will display the available addresses

Select Addresses: Add Link to Contact	
Select All Select None	
Select Address Name	Address Details
<input type="checkbox"/> NM-ABQ-1	5000 Supplier Drive NE Albuquerque, New Mexico, 87123 United States
<input type="checkbox"/> NM-ABQ-2	10000 Supplier Lane NE Albuquerque, New Mexico, 87111 United States

3. To associate an address with the contact, select the address and click **Add Link to Contact**

Select Addresses: Add Link to Contact	
Select All Select None	
Select Address Name	Address Details
<input checked="" type="checkbox"/> NM-ABQ-1	5000 Supplier Drive NE Albuquerque, New Mexico, 87123 United States
<input type="checkbox"/> NM-ABQ-2	10000 Supplier Lane NE Albuquerque, New Mexico, 87111 United States

4. A **confirmation screen** will show you the contact has been added to your address in the Address book, select **Return to Contact Directory** to view your contact directory.

 **Confirmation**

John Doe has been associated with the following addresses from your Address Book:

- NM-ABQ-1

Return to Contact Directory					
Add					
Name	Email	Phone	Remove	Manage Address Details	Edit
John Doe	johndoe@examplesupplierinc.com	505-555 5555			

To Remove a Contact from an Address:

1. On the **Contacts Directory** page, click the Manage Address Details icon for the contact.

Contact Directory

Details of changes you make to your Contact Directory will be routed to a buyer for review. [Learn more...](#)

Add					
Name ▲	Email	Phone	Remove	Manage Address Details	Edit
John Doe	johndoe@examplesupplierinc.com	505-555 5555			

2. Confirm Address Type is set at “Addresses linked to the contract” and then select the address and click **Remove Link to Contact**

Search

Address Type	Addresses linked to the contact ▼	State/Region	<input type="text"/>
Address	<input type="text"/>	Province	<input type="text"/>
City/Town/Locality	<input type="text"/>	Postal Code	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Go			

Select Addresses: Remove Link to Contact	
Select All Select None	
Select Address Name	Address Details
<input checked="" type="checkbox"/> NM-ABQ-1	5000 Supplier Drive NE Albuquerque, New Mexico 87123 United States

3. A **confirmation screen** will show you the contact is no longer linked to the following addresses from your Address Book, select **Return to Contact Directory** to view your Contact Directory. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Confirmation

John Doe is no longer linked to the following addresses from your Address Book:

- **NM-ABQ-1**

[Return to Contact Directory](#)

Add					
Name ▲	Email	Phone	Remove	Manage Address Details	Edit
John Doe	johndoe@examplesupplierinc.com	505-555 5555			

BUSINESS CLASSIFICATIONS

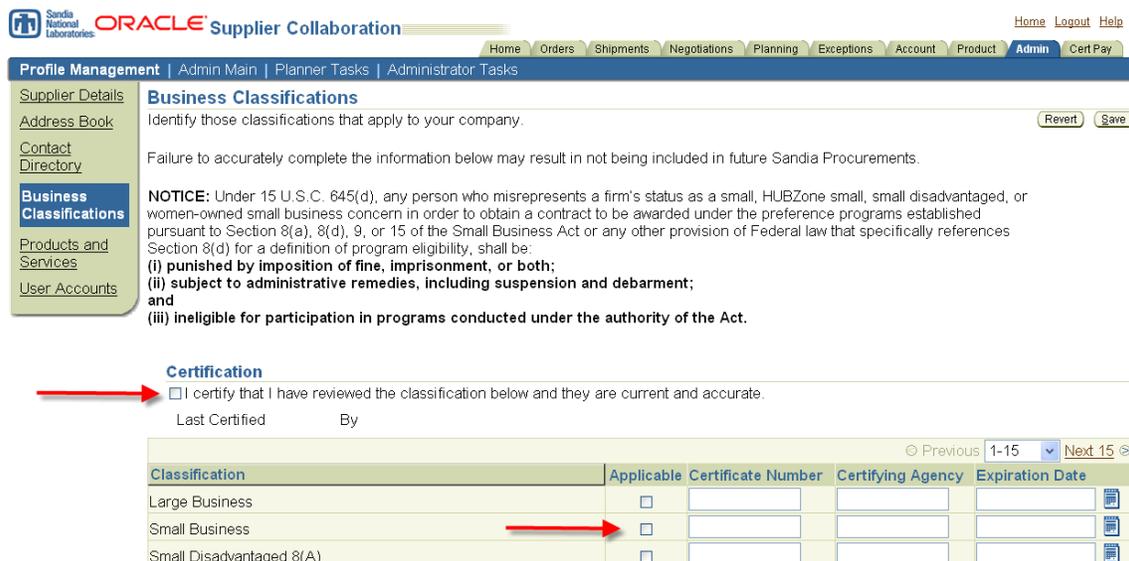
Sandia National Laboratories has a regulatory requirement to report accurate and current business status and socioeconomic data through Sandia’s annual contractor recertification process. That means that on an annual basis, you will need to navigate to the business classifications page on your profile and re-certify your business classifications.

To select Business Classifications

1. From the top left of any Profile Management page, click the “Business Classifications” link



2. On the **Business Classifications** page, click the Applicable box to enable that classification. Select Arrows or drop down menu to navigate through all business classifications. Select applicable classifications. When finished, check the box certifying that the information you entered is correct.



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3. Select Save when all applicable classifications have been selected.

Business Classifications

Identify those classifications that apply to your company.



4. A **confirmation screen** will show you the classifications have been saved, select **Return to Business Classifications** to view your Business Classifications. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Confirmation

Your classifications have been saved.

[Return to Business Classifications](#) 

Classification	Applicable	Certificate Number	Certifying Agency	Expiration Date
Lockheed-Martin Affiliate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Corporation	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Medical Corporation	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Limited Liability Company	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

PRODUCTS AND SERVICES

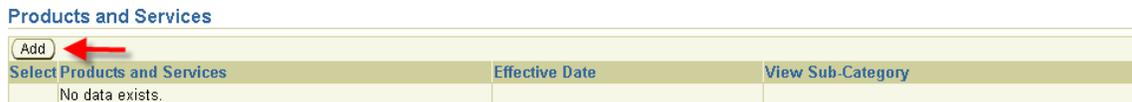
Sandia National Laboratories has a list of categories and subcategories that are used to categorize the products and services that are acquired. This information is also used for source selection and reporting purposes. You can increase your company’s visibility by adding the business classifications that your company offers. Once you claim your appropriate classifications an administrator is notified so he/she can review the details. This is not an automatic process and may take up to a few days for the administrator to approve the change.

To select products and services

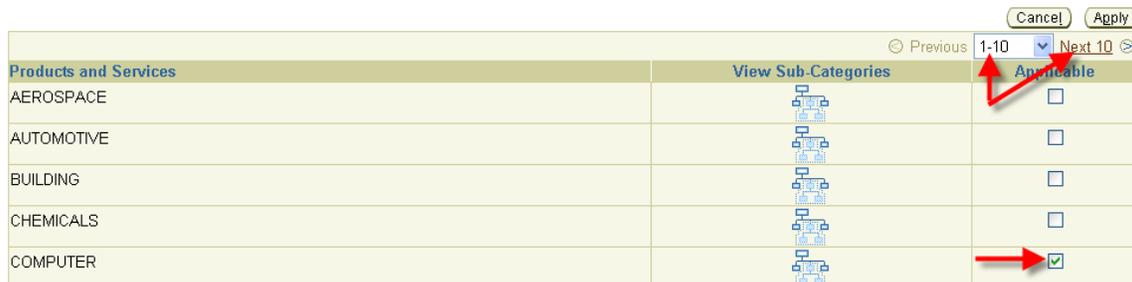
1. On the **Suppliers Details** page, click “Products and Services”



2. To add a new product/service definition, click “Add”

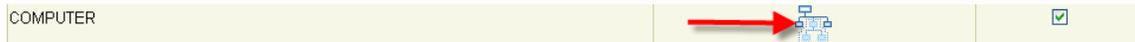


2. On the **Add Products and Services** page, browse for a required product or service. Select Arrows or drop down menu to navigate through all products and services. Select the product/service. The Applicable checkbox is grayed out for any product/service you have previously selected.

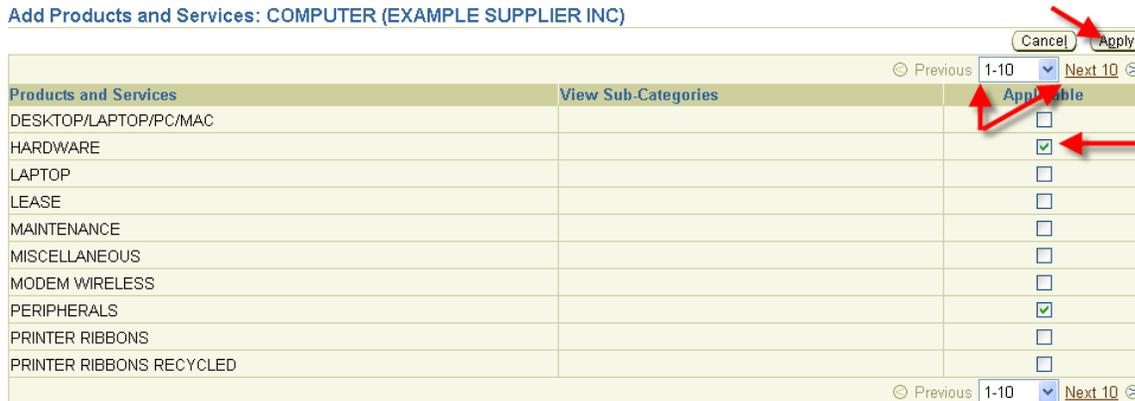


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3. Select “View Sub Categories” for the Product and Services that has been selected.



4. On the **Add Products and Services** Subcategory page, browse for a required subcategory. Select Arrows or drop down menu to navigate through the subcategories. Select the product/service and click Apply.



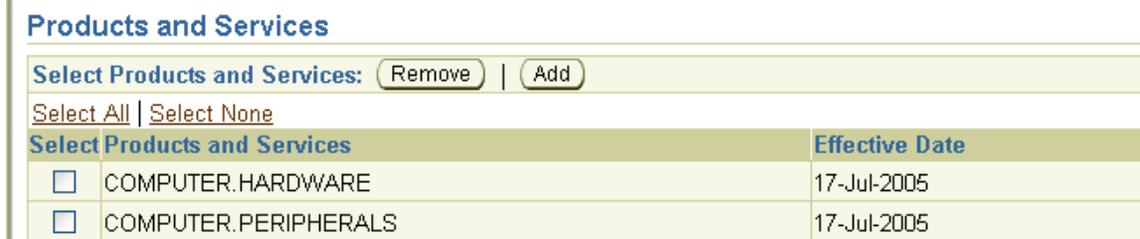
5. A **confirmation screen** will show you the Product and Service categories have been saved, select **Return to Products and Services** to view your Products and Services. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Confirmation

The following Product and Service categories have been added to your profile.

- COMPUTER.HARDWARE
- COMPUTER.PERIPHERALS

[Return to Products and Services](#) 



USER ACCOUNTS

The user account page allows you to see all registered users in your company.

To view users:

1. On the **Suppliers Detail** page, click “User Accounts”



2. Table will display registered users for company.

User Accounts
The following people have active accounts and can access the portal on behalf of your company.

User Name	Email	First Name	Middle Name	Last Name	Phone Number	Job Title
JOHNDOE@EXAMPLESUPPLIERINC.COM	johndoe@examplesupplierinc.com	John		Doe	505 555 5555	

To remove users:

Contact the Supply Chain Help Desk (contact information listed below) and request the user account be inactivated. You will need to provide the username.

To add users:

Contact the Supply Chain Help Desk (contact information listed below) and request an iSupplier account. The following information will be required:

- Company Name
- Company Tax Identification Number
- First Name
- Last Name
- E-mail Address
- Telephone Number

Supply Chain Help Desk Contact Information:

Telephone Number: (505) 284-4743
E-mail Address: phdesk@sandia.gov