



Add Contact Information **Vendor Actions**

Training Guide
2025

Overview of Steps - *Vendor to Add Contact*

Purpose: Vendor will go directly into Oracle and add/update their contact information themselves.

Steps – Add Contact Information

1	Vendor to Log into Oracle
2	Select “CE iSupplier Portal Full Access” in Navigator
3	Select “Administration” option in ribbon
4	Select “Contact Directory” under profile management
5	Select “Create”
6	Enter Important/Required Information
7	Select create user account, and select a responsibility
8	Select “Save”
9	Confirmation and Pending Status will display

Steps – Attach W9 & Address Change Letter

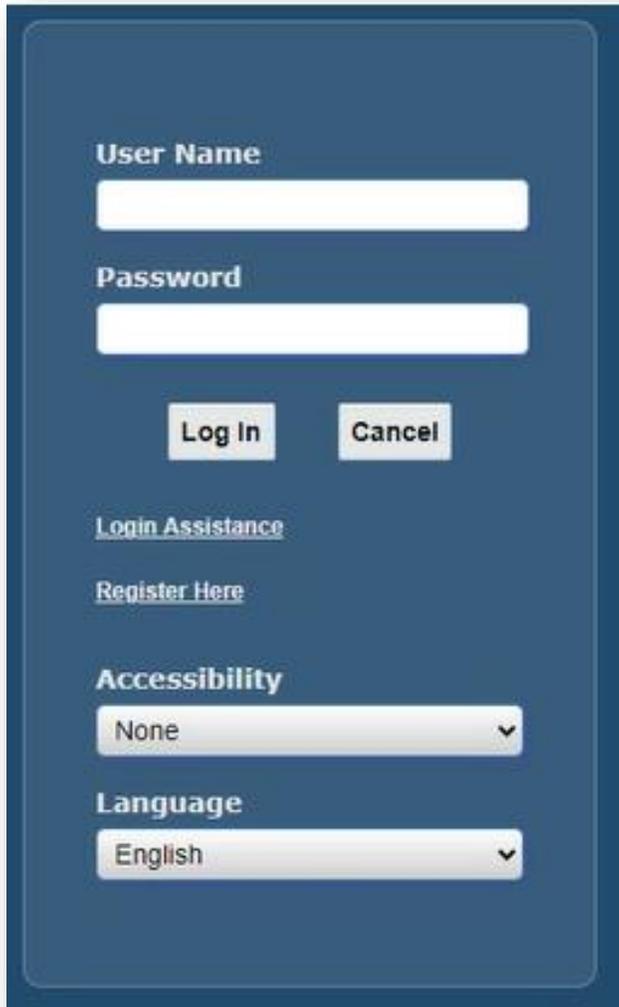
1	Navigate to “Organization” under “Administration” tab.
2	Select “Add Attachment.”
3	Enter correct “Title” of attachment (see naming convention guide for more information).
4	Select “Choose File” and attach the W9 Form.
5	Select “Apply.”
6	Review the Confirmation message to confirm the attachment of W9 Form.

Important Reminders

- USE ALL CAPITAL LETTERS FOR UPDATES
- When making any update, attach the most recent version of your W-9 form

(For instructions on how to fill out a W-9 form, review the W-9 form training guide)

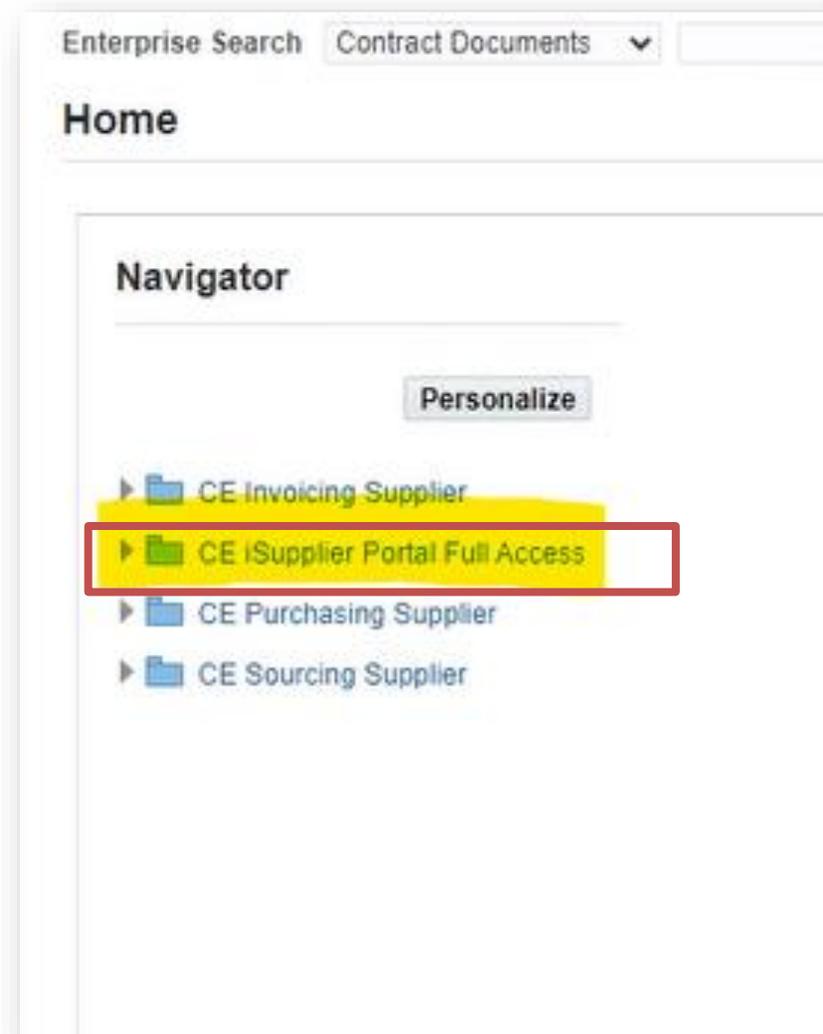
Step 1: Log into Oracle



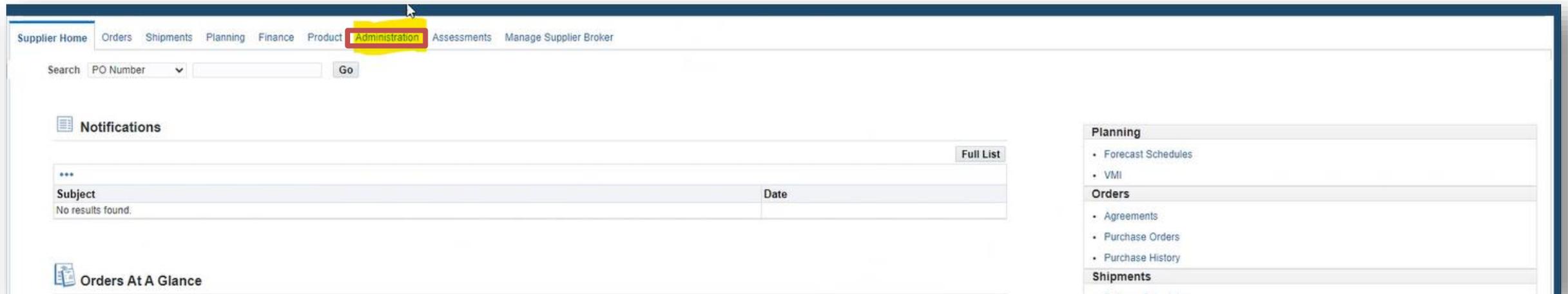
The image shows a login form with a dark blue background. It contains the following elements:

- User Name**: A text input field.
- Password**: A text input field.
- Log In**: A button.
- Cancel**: A button.
- [Login Assistance](#): A link.
- [Register Here](#): A link.
- Accessibility**: A dropdown menu with "None" selected.
- Language**: A dropdown menu with "English" selected.

Step 2: Select “CE iSupplier Portal Full Access” in Navigator



Step 3: Select “Administration” option in ribbon



The screenshot displays a software interface with a top navigation ribbon. The ribbon contains the following options: Supplier Home, Orders, Shipments, Planning, Finance, Product, Administration, Assessments, and Manage Supplier Broker. The 'Administration' option is highlighted with a yellow box and a mouse cursor is pointing at it. Below the ribbon is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' with a 'Full List' button, a table with columns 'Subject' and 'Date' (containing 'No results found.'), and 'Orders At A Glance'. On the right side, there is a sidebar with sections for 'Planning' (Forecast Schedules, VMI), 'Orders' (Agreements, Purchase Orders, Purchase History), and 'Shipments'.

Step 4: Select “Contact Directory” under profile management

The screenshot displays a web application interface for profile management. At the top, a navigation bar includes links for Supplier Home, Orders, Shipments, Planning, Finance, Product, Administration (selected), Assessments, and Manage Supplier Broker. Below this, a 'Profile Management' section is visible, with a sidebar on the left containing various options: General, Company Profile, Organization, Address Book, Contact Directory (highlighted with a red box), Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The main content area is divided into sections: 'General' with fields for Organization Name (ACCENTURE LLP), Supplier Number (7008), Alias, Parent Supplier Name, and Parent Supplier Number; DUNS Number (137820580), Tax Registration Number, Taxpayer ID (72-0542904), and Country of Tax Registration. Below this is an 'Attachments' section with a 'Search' field and a 'Go' button. At the bottom, there is an 'Add Attachment' button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows no data rows.

Step 5: Select “Create”

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory**
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

Contact Directory : Active Contacts

Create

First Name [△]	Last Name [△]	Phone Number [△]	Email [△]	Status [△]	User Account	Remove	Addresses	Update
MANJARI	ANAND	215-847-0440	MANJARI.ANAND@ACCENTURE.COM	Current	✓			
MANJU	ANANTH	551-254-8739	MANJU.ANANTH@ACCENTURE.COM	Current	✓			
ARCHANA	DHANAPPA		ARCHANA.DHANAPPA@ACCENTURE.COM	Current	✓			
ABHISHEK	GUPTA	347-481-9654	ABHISHEK.GUPTA@ACCENTURE.COM	Current	✓			
JORDAN	RAMBO	267-205-3742	JORDAN.RAMBO@ACCENTURE.COM	Current	✓			
GREGORY	TITUS	727-897-7434	GREGORY.W.TITUS@ACCENTURE.COM	Current	✓			
JACK	VAIL	617-488-1115	JACK.VAIL@ACCENTURE.COM	Current	✓			
JUAN BAUTISTA	VICTORIA	223-537-3509	JUAN.B.VICTORIA@ACCENTURE.COM	Current	✓			

▶ Contact Directory : Inactive Contacts

Step 6: Enter Important/Required Information

All highlighted cells must be filled out

Administration: Profile Management: Contact Directory >

Create Contact

* Indicates required field

Contact Title

First Name

Middle Name

* **Last Name**

Alternate Name

Job Title

Department

Contact Email

Url

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Contact Purpose

+ ...

Purpose	Remove
No results found.	

Step 7: Select “+” under Contact Purpose and select a responsibility (choose most applicable option from choices 1 – 4)

Administration: Profile Management: Contact Directory >

Create Contact

* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	<input type="text" value="123"/>
First Name	<input type="text" value="JOHN"/>	Phone Number	<input type="text" value="123-4567"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="DOE"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text" value="ADMIN"/>	Fax Area Code	<input type="text" value="123"/>
Department	<input type="text"/>	Fax Number	<input type="text" value="123-4567"/>
Contact Email	<input type="text" value="JOHN.DOE@123.COM"/>		
Url	<input type="text"/>		

Contact Purpose

+ ...

Purpose	Remove
Administrative Contact	

ORACLE iSupplier Portal

- 1-Sourcing / RFQ Contact
- 2-Purchasing / PO Contact
- 3-Invoicing
- * 4-Administrator / Full Access Contact

- Administrative Contact
- Banking Contact
- Bill To
- Buying Contact
- Contact
- Correspondence
- Dunning
- Legal Contact
- Loan Application
- Loan Billing
- Loan Servicing
- Marketing
- Receiving Contact
- Ship To
- Shipping Contact
- Statement

1-Sourcing / RFQ Contact

Step 8: Select Save

Administration: Profile Management: Contact Directory >

Create Contact

Cancel Save

* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	<input type="text"/>
First Name	Jane	Phone Number	123-456-7890
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	Doe	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>
Contact Email	DoeJ@Example.com		
Url	<input type="text"/>		

Contact Purpose

+ ...	
Purpose	Remove
No results found.	

Step 9: Confirmation and Pending Status will display

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Profile Management

- General
- Company Profile
- Organization
- Address Book

Contact Directory : Active Contacts

Create | ...

First Name ▲	Last Name ▲	Phone Number ▲	Email ▲	Status ▼	User Account	Remove	Addresses	Update
JOHN	DOE	123-123-4567	JOHN.DOE@123.COM	Pending				
				Current	✓			

Conclusion A: Once ConEdison approves the information – the status will show as “current” & a check mark will be under “user account”

Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
MANJARI	ANAND	215-847-0440	MANJARI.ANAND@ACCENTURE.COM	Current	✓			
MANJU	ANANTH	551-254-8739	MANJU.ANANTH@ACCENTURE.COM	Current	✓			
ARCHANA	DHANAPPA		ARCHANA.DHANAPPA@ACCENTURE.COM	Current	✓			
Jane	Doe	123-456-7890	DoeJ@Example.com	Current	✓			
ABHISHEK	GUPTA	347-481-9654	ABHISHEK.GUPTA@ACCENTURE.COM	Current	✓			
JORDAN	RAMBO	267-205-3742	JORDAN.RAMBO@ACCENTURE.COM	Current	✓			
GREGORY	TITUS	727-897-7434	GREGORY.W.TITUS@ACCENTURE.COM	Current	✓			
JACK	VAIL	617-488-1115	JACK.VAIL@ACCENTURE.COM	Current	✓			
JUAN BAUTISTA	VICTORIA	223-537-3509	JUAN.B.VICTORIA@ACCENTURE.COM	Current	✓			

If Con Edison has rejected the change, then....

Conclusion B: Once ConEdison rejects the information – the contact will not appear in the contact directory. Supplier will receive an email explaining the rejection from Con Edison.



Contact Directory : Active Contacts

First Name [△]	Last Name [△]	Phone Number [△]	Email [△]	Status [△]	User Account	Remove	Addresses	Update
MANJARI	ANAND	215-847-0440	MANJARI.ANAND@ACCENTURE.COM	Current	✓			
MANJU	ANANTH	551-254-8739	MANJU.ANANTH@ACCENTURE.COM	Current	✓			
ARCHANA	DHANAPPA		ARCHANA.DHANAPPA@ACCENTURE.COM	Current	✓			