VSS Training Guide

Vendor Actions

Sample
2024

INTERNAL

Copyright © 2023 Accenture. All rights reserved.

[Vendor] Add Contact Information

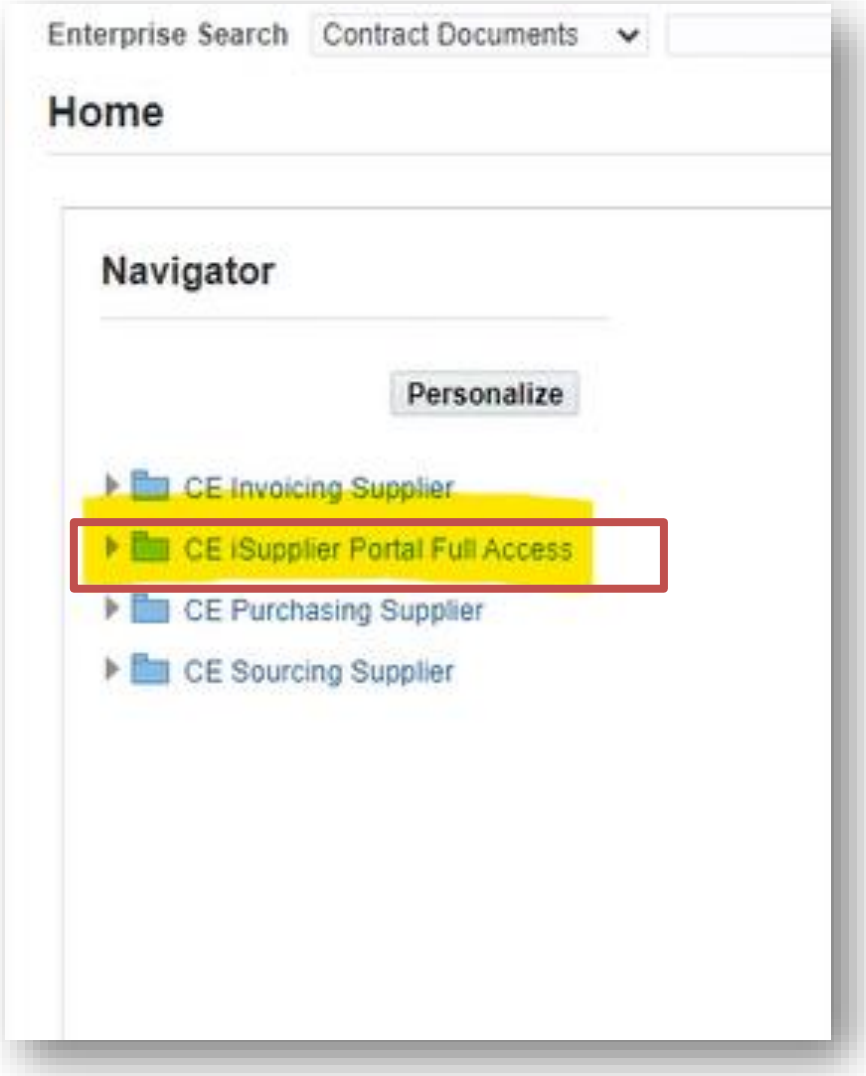
Overview of Steps -*Vendor to Add Contact*

Purpose: A vendor will go directly into Oracle and add/update their contact information themselves.
Afterwards, ConEdison will validate and approve the changes (Grayed steps)

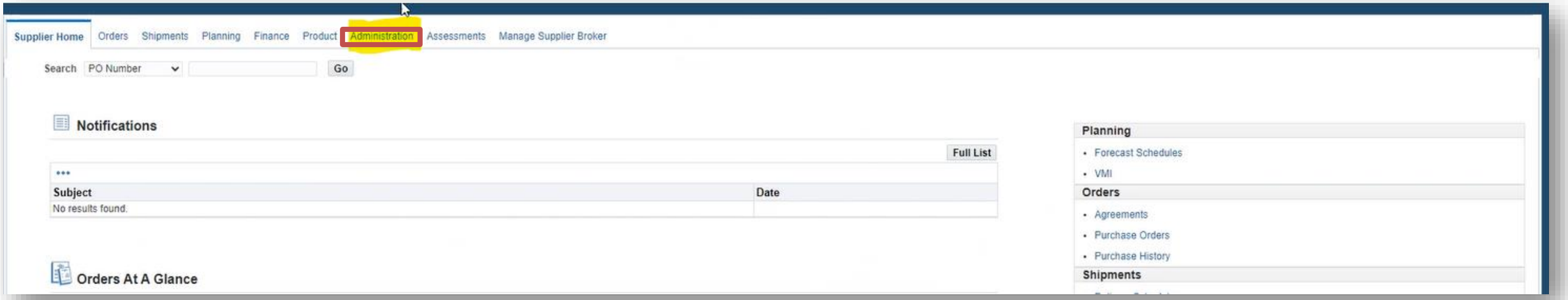
Steps – Add Contact Information [Vendor]	
1	Vendor to Log into Oracle
2	Select “CE iSupplier Portal Full Access” in Navigator
3	Select “Administration” option in ribbon
4	Select “Contact Directory” under profile management
5	Select “Create”
6	Enter Important/Required Information
7	Select “Save”
8	Confirmation and Pending Status will display
Steps - Review and Approve Contact Information [Con Edison]	
1	TPO member to login and navigate to pending contact request
2	Review all information by selecting the contact and pencil
3	Select “Create User Account for this Contact” (username should populate) & Select “CE iSupplier Portal Full Access”
4	Select “Approve” at top of page. Approval Pop-up will appear and status should now appear as “current”

Step 1: Log into Oracle

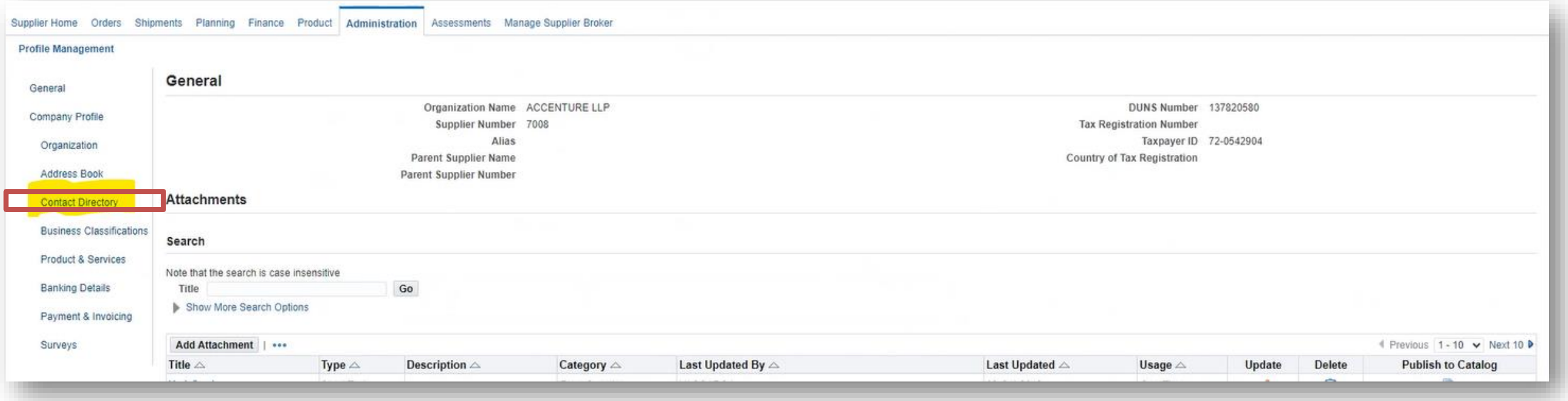
Step 2: Select “CE iSupplier Portal Full Access” in Navigator



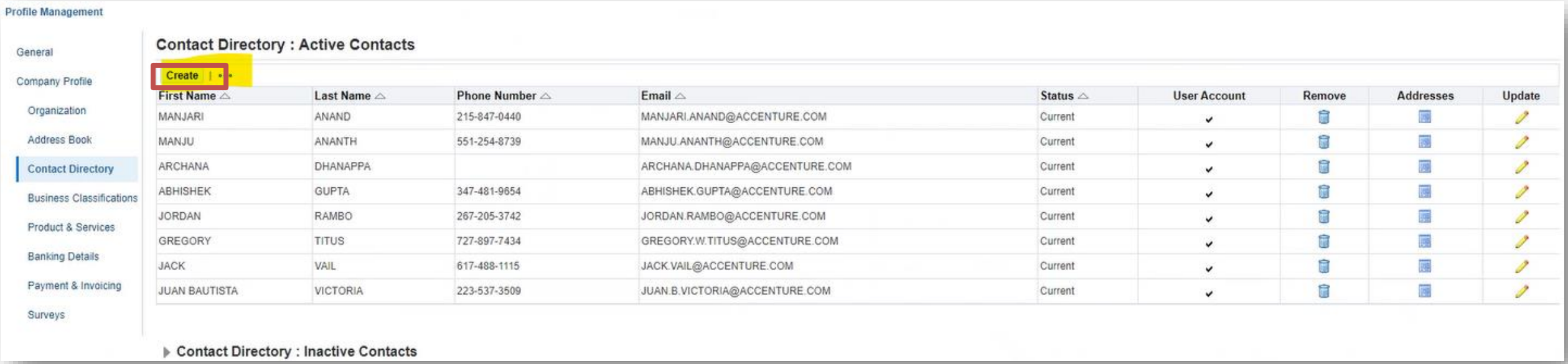
Step 3: Select “Administration” option in ribbon



Step 4: Select “Contact Directory” under profile management

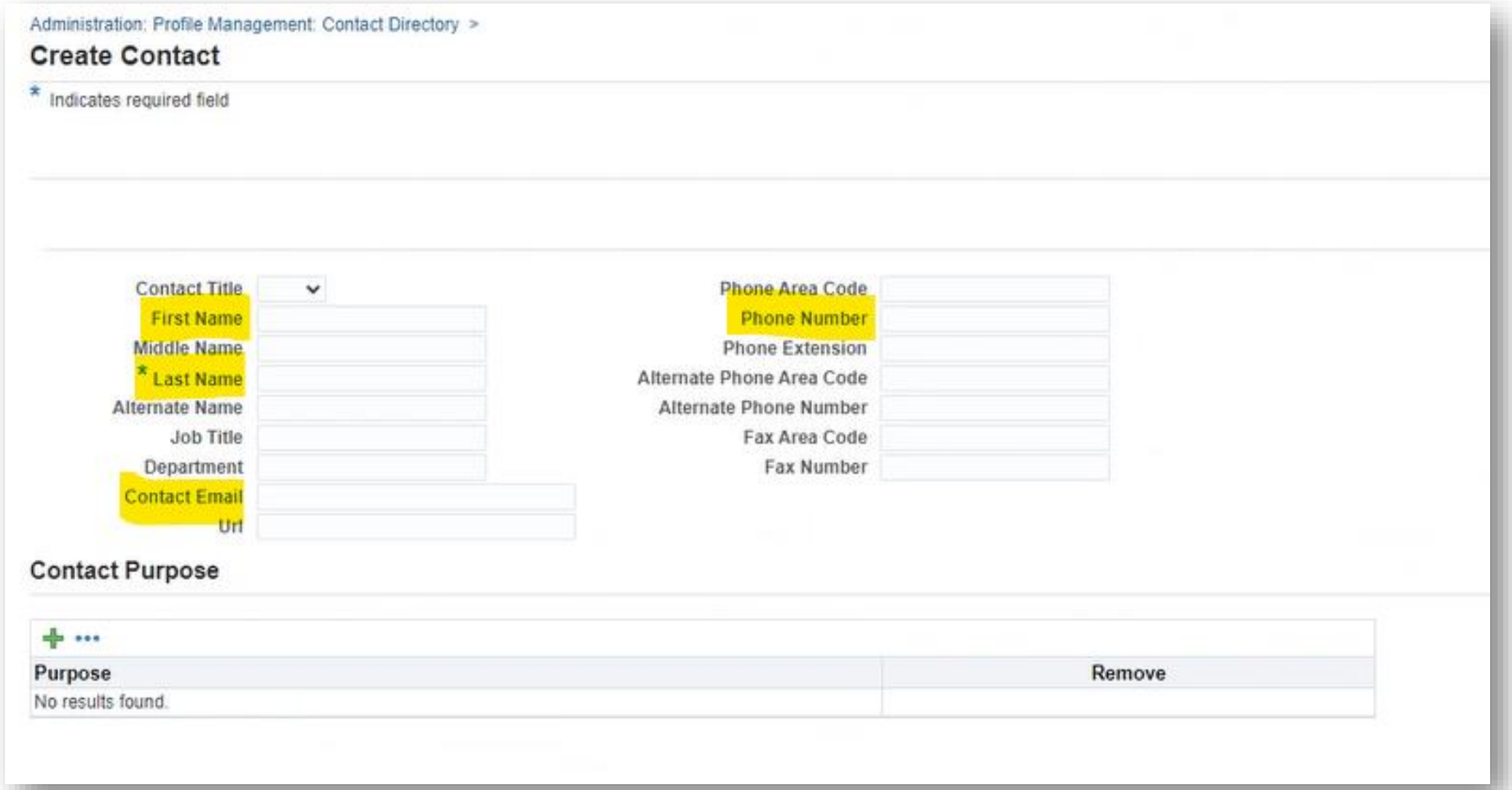


Step 5: Select “Create”

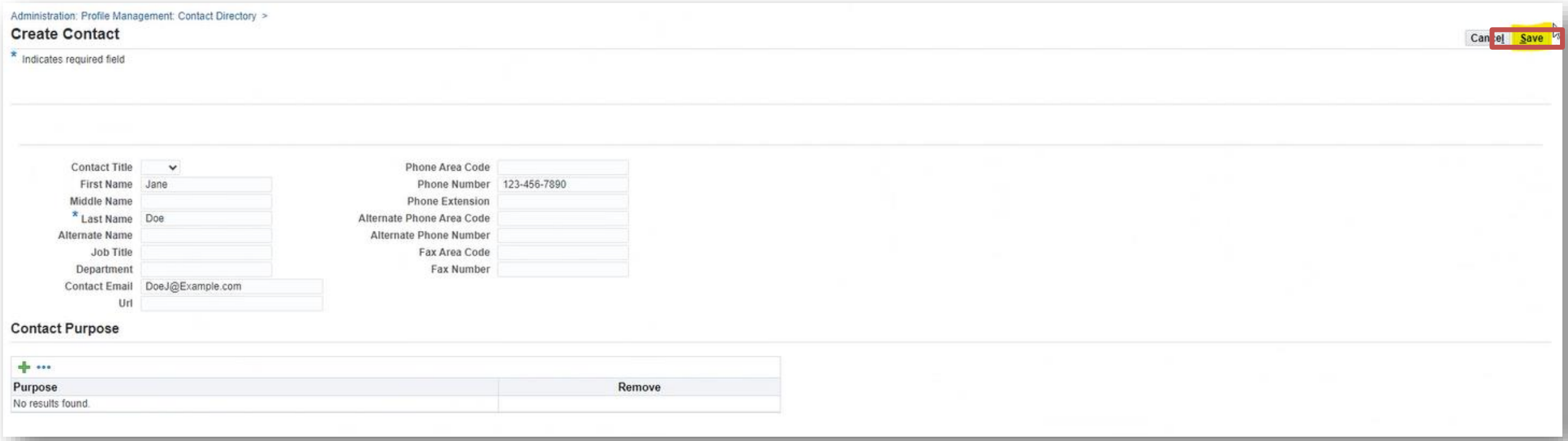


Step 6: Enter Important/Required Information

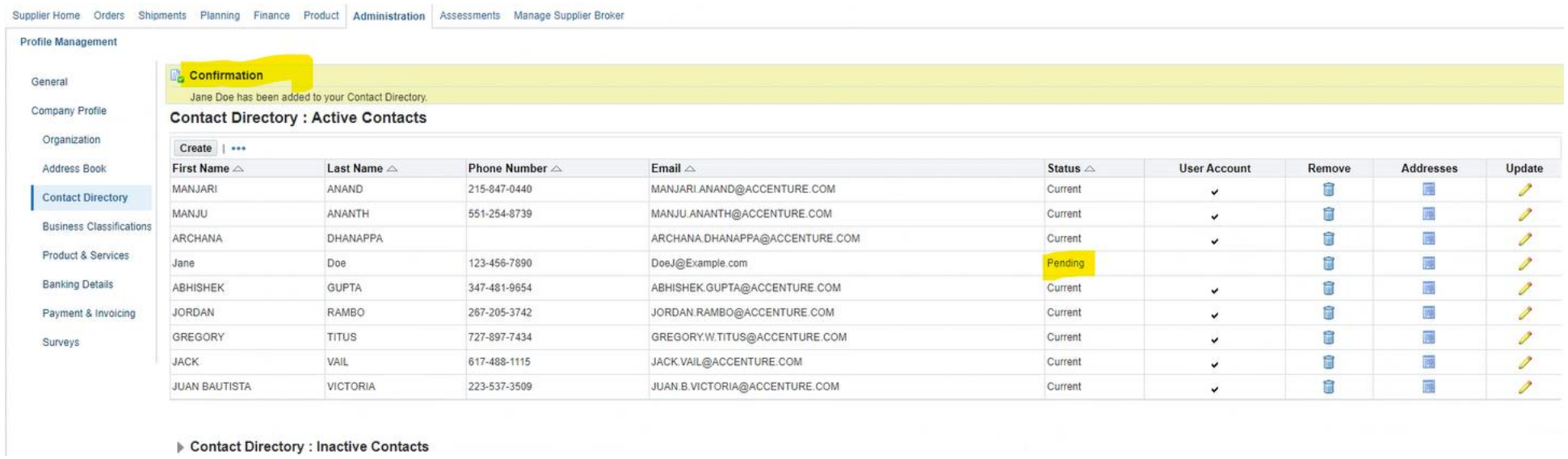
Highlighted cells must be filled out



Step 7: Select Save



Step 8: Confirmation and Pending Status will display



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

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	✓			
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

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	✔			