



# VSS Training Guide

## Vendor Actions

Sample  
2024

INTERNAL

# **[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)

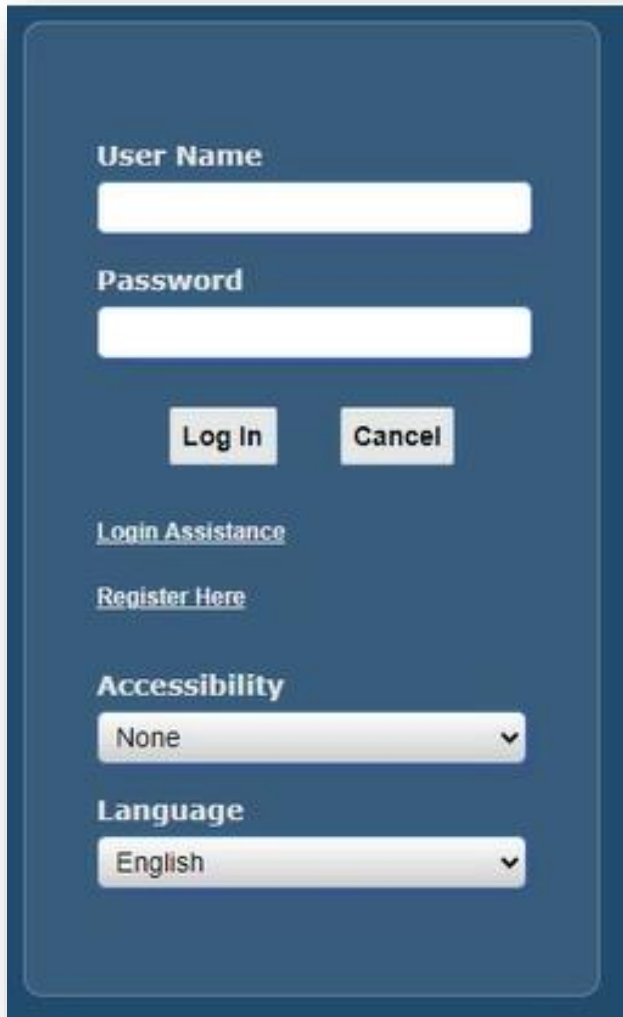
## Steps – Add Contact Information [Vendor]

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



The image shows a dark blue login form with white text and input fields. At the top, it says "User Name" followed by a white text input field. Below that is "Password" followed by a white password input field. There are two buttons: "Log In" and "Cancel". Below the buttons are links for "Login Assistance" and "Register Here". At the bottom, there are two dropdown menus: "Accessibility" with "None" selected and "Language" with "English" selected.

User Name

Password

Log In Cancel

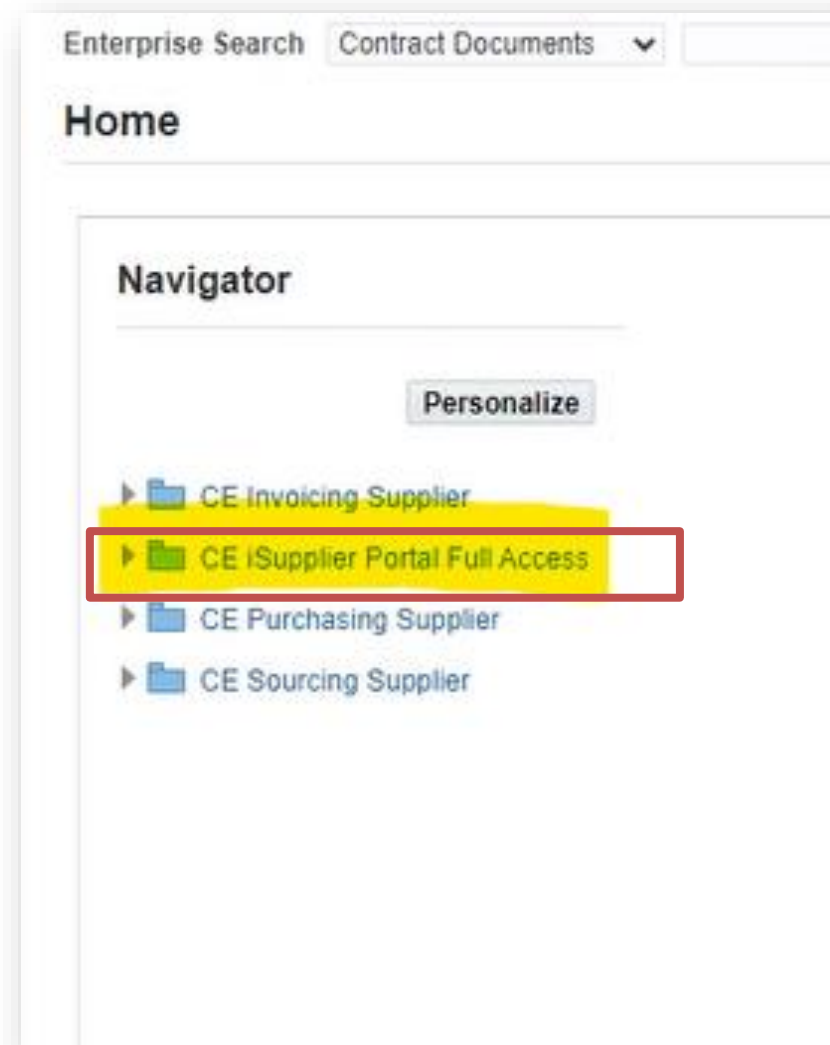
[Login Assistance](#)

[Register Here](#)

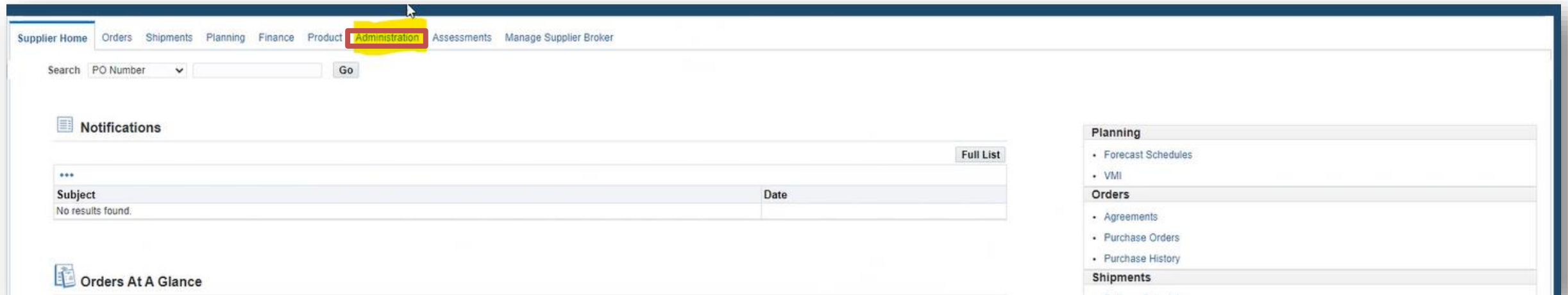
Accessibility  
None

Language  
English

## 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 positioned over 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 shows a web application interface with a top navigation bar containing: Supplier Home, Orders, Shipments, Planning, Finance, Product, Administration (selected), Assessments, and Manage Supplier Broker. Below this is a 'Profile Management' section with a left sidebar and a main content area.

**Profile Management**

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

**General**

Organization Name	ACCENTURE LLP	DUNS Number	137820580
Supplier Number	7008	Tax Registration Number	
Alias		Taxpayer ID	72-0542904
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

**Attachments**

**Search**

Note that the search is case insensitive

Title

▶ Show More Search Options

**Add Attachment** | ...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
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Navigation: Previous 1 - 10 Next 10



# 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 <sup>△</sup>	Last Name <sup>△</sup>	Phone Number <sup>△</sup>	Email <sup>△</sup>	Status <sup>△</sup>	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

*Highlighted cells must be filled out*

Administration: Profile Management: Contact Directory >

## Create Contact

\* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	<input type="text"/>
First Name	<input type="text"/>	Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text"/>	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	<input type="text"/>		
Url	<input type="text"/>		

### Contact Purpose

<a href="#">+</a> <a href="#">...</a>	
<b>Purpose</b>	<b>Remove</b>
No results found.	

# Step 7: 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

<a href="#">+ ...</a>	
<b>Purpose</b>	Remove
No results found.	

# Step 8: Confirmation and Pending Status will display

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

Profile Management

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

**Confirmation**  
Jane Doe has been added to your Contact Directory.

**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	Doe.J@Example.com	Pending				
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

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	347-481-9854	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 <sup>△</sup>	Last Name <sup>△</sup>	Phone Number <sup>△</sup>	Email <sup>△</sup>	Status <sup>△</sup>	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	✓			