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.

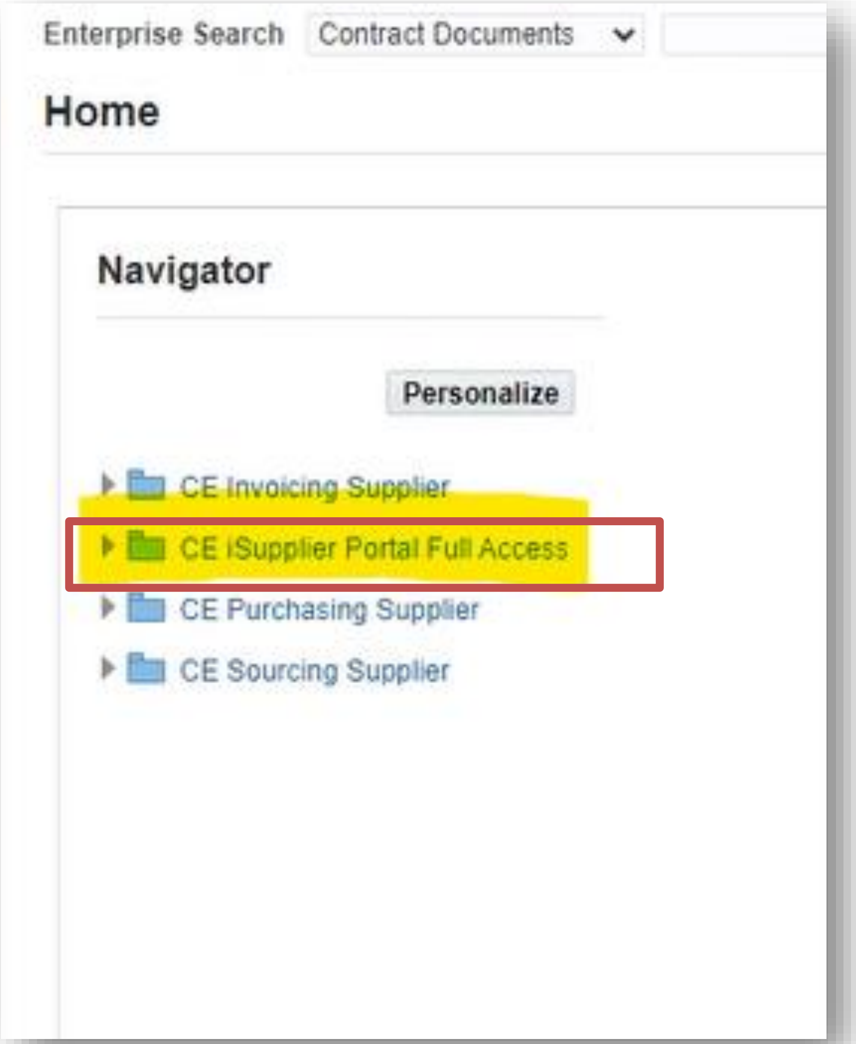
Important Reminders

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

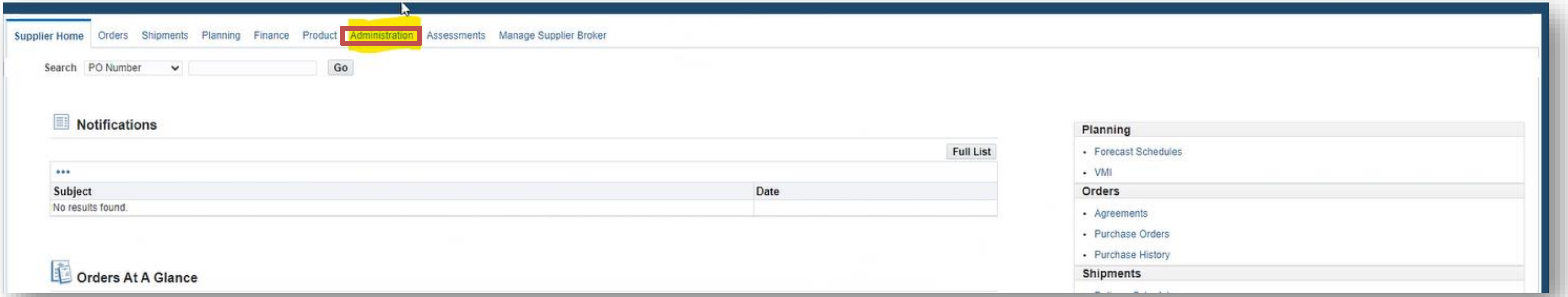
(For instructions on how to fill out a W-9 form, review the W-9 form training guide)

Step 1: Log into Oracle

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

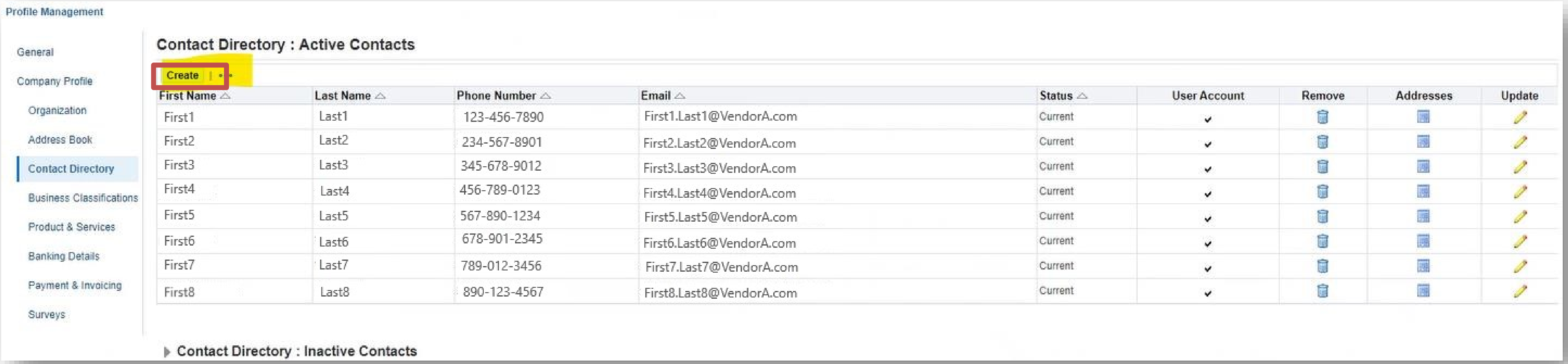


Step 3: Select “Administration” option in ribbon



Step 4: Select “Contact Directory” under profile management

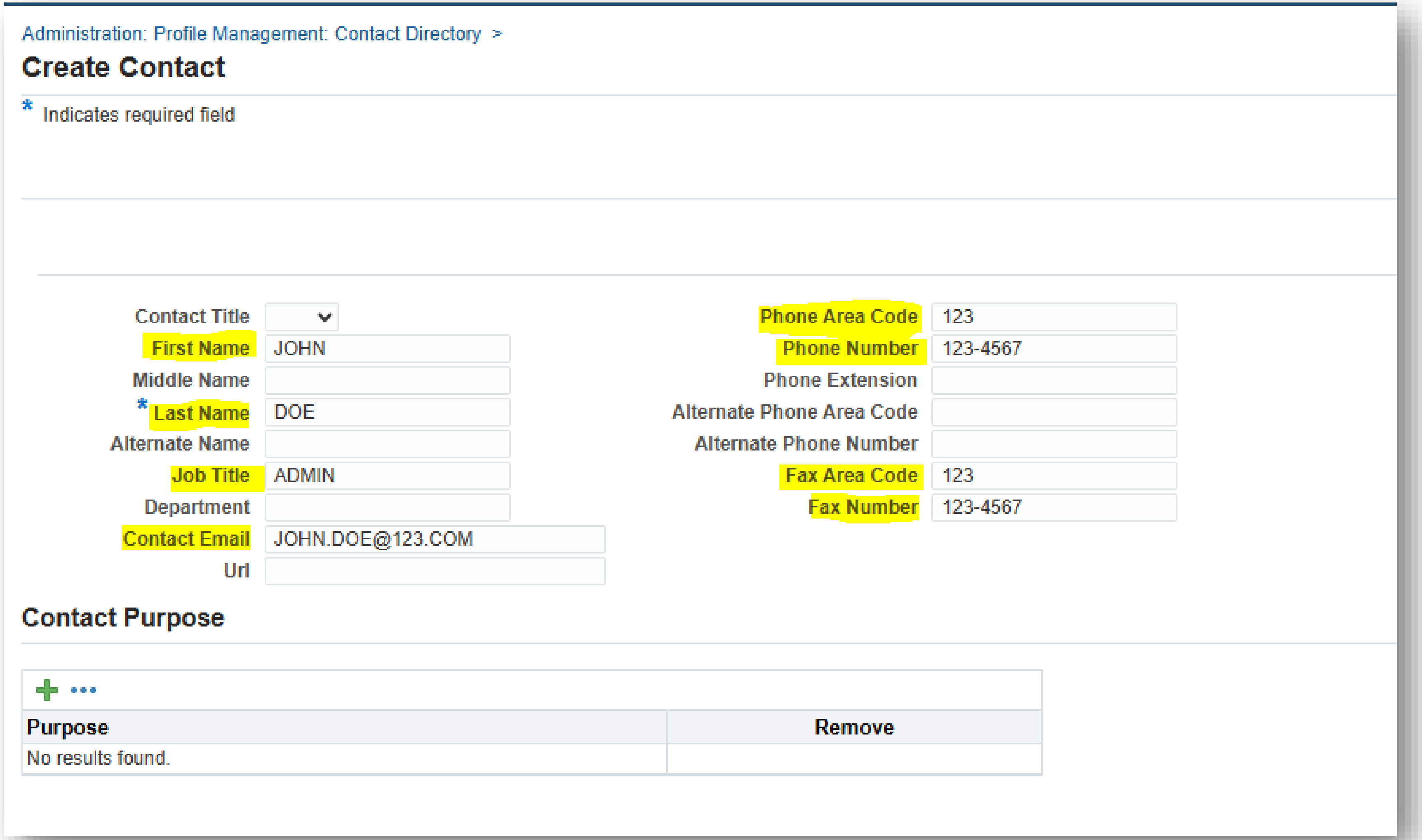
Step 5: Select “Create”



First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
First1	Last1	123-456-7890	First1.Last1@VendorA.com	Current	✔			
First2	Last2	234-567-8901	First2.Last2@VendorA.com	Current	✔			
First3	Last3	345-678-9012	First3.Last3@VendorA.com	Current	✔			
First4	Last4	456-789-0123	First4.Last4@VendorA.com	Current	✔			
First5	Last5	567-890-1234	First5.Last5@VendorA.com	Current	✔			
First6	Last6	678-901-2345	First6.Last6@VendorA.com	Current	✔			
First7	Last7	789-012-3456	First7.Last7@VendorA.com	Current	✔			
First8	Last8	890-123-4567	First8.Last8@VendorA.com	Current	✔			

Step 6: Enter Important/Required Information

All highlighted cells must be filled out


Administration: Profile Management: Contact Directory >

Create Contact

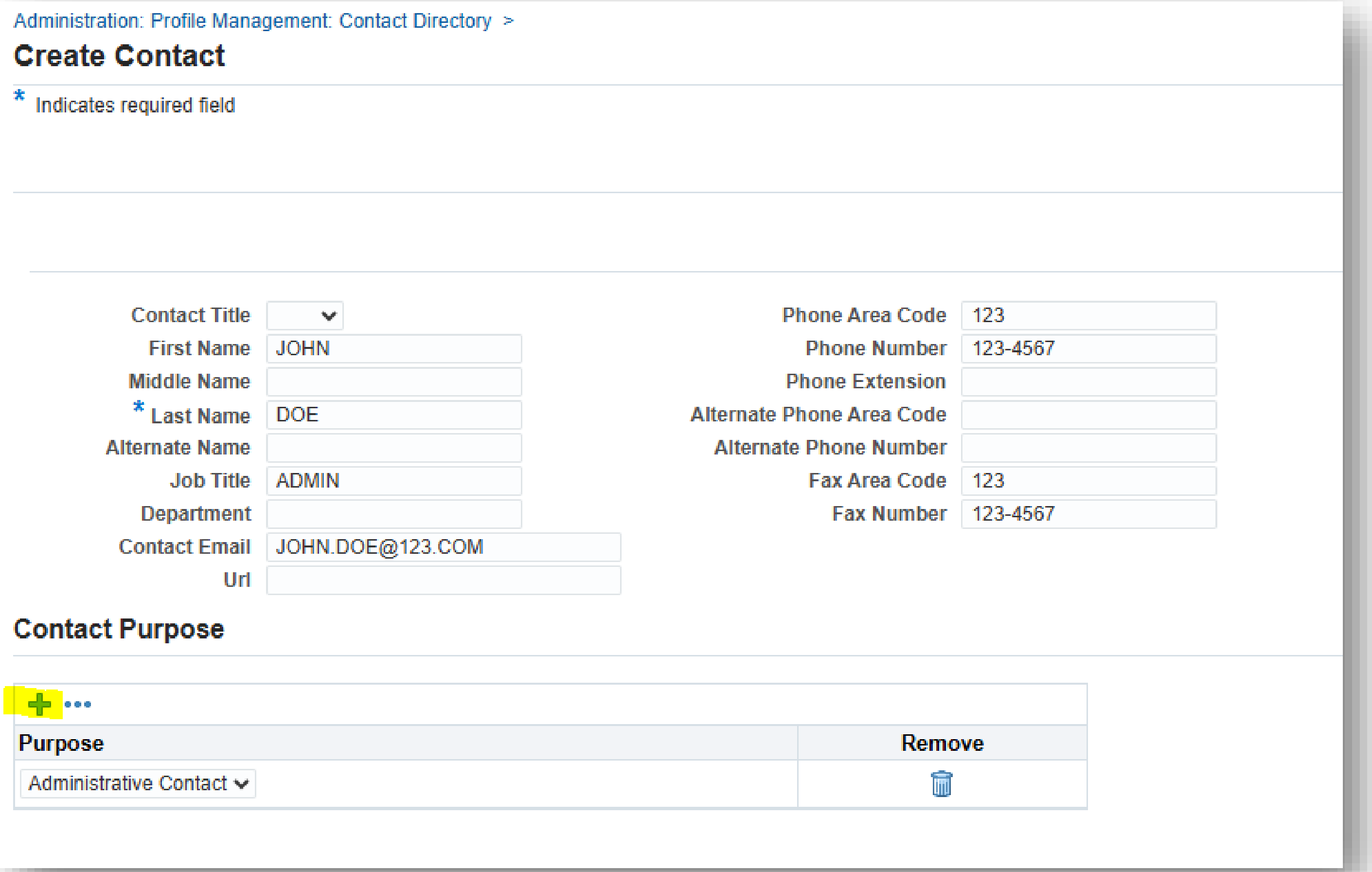
* Indicates required field

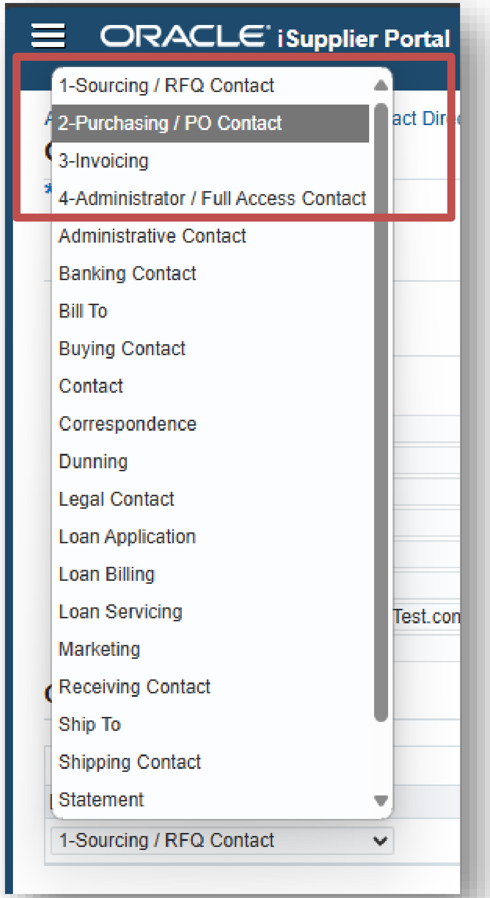
Contact Title		Phone Area Code	123
First Name	JOHN	Phone Number	123-4567
Middle Name		Phone Extension	
* Last Name	DOE	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title	ADMIN	Fax Area Code	123
Department		Fax Number	123-4567
Contact Email	JOHN.DOE@123.COM		
Url			

Contact Purpose

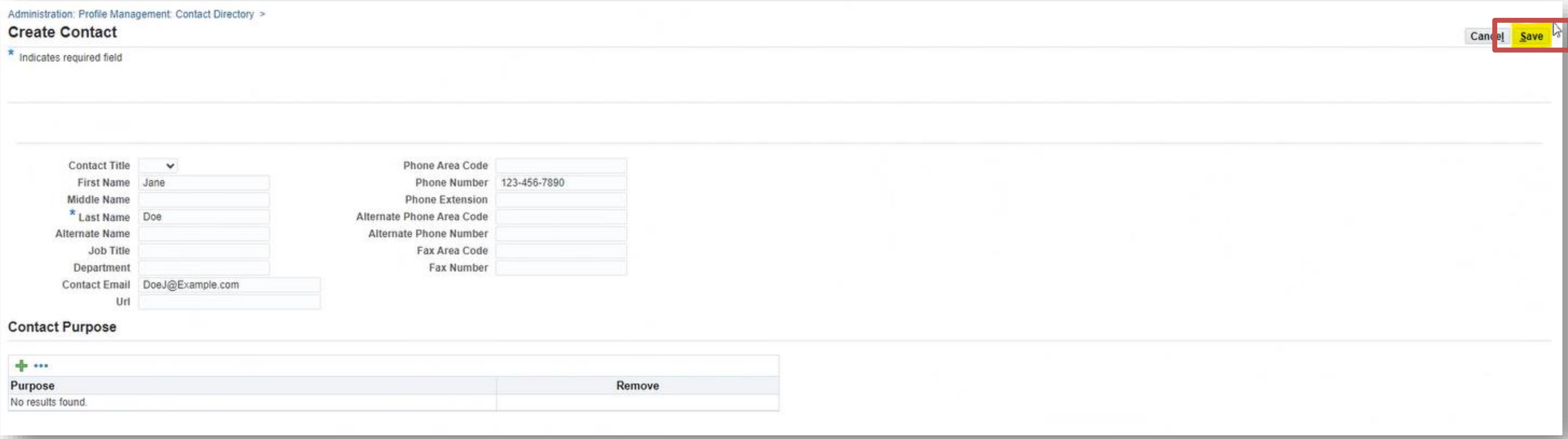
Purpose	Remove
No results found.	

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

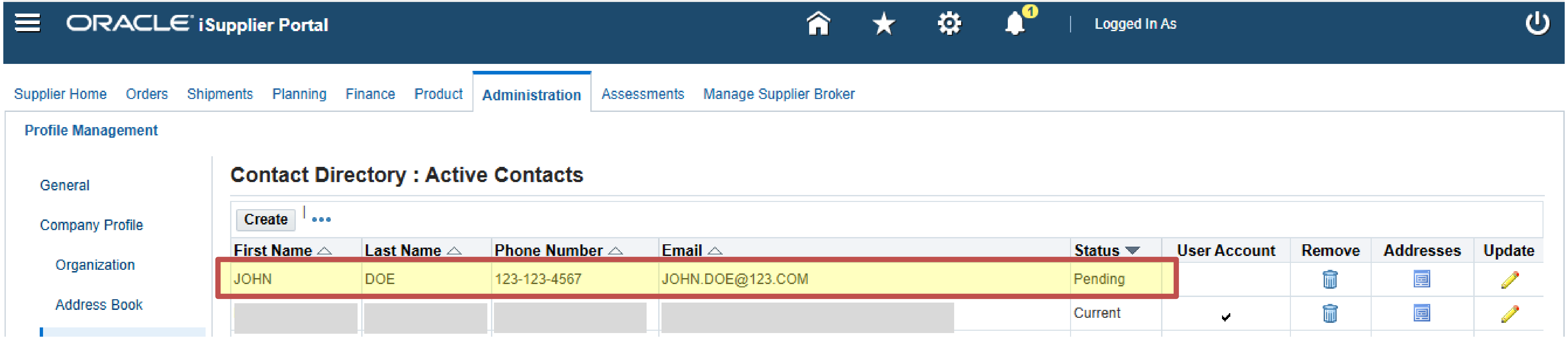




Step 8: Select Save



Step 9: 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
First1	Last1	123-456-7890	First1.Last1@VendorA.com	Current	✓			
First2	Last2	234-567-8901	First2.Last2@VendorA.com	Current	✓			
First3	Last3	345-678-9012	First3.Last3@VendorA.com	Current	✓			
Jane	Doe	123-456-7890	DoeJ@Example.com	Current	✓			
First4	Last4	456-789-0123	First4.Last4@VendorA.com	Current	✓			
First5	Last5	567-890-1234	First5.Last5@VendorA.com	Current	✓			
First6	Last6	678-901-2345	First6.Last6@VendorA.com	Current	✓			
First7	Last7	789-012-3456	First7.Last7@VendorA.com	Current	✓			
First8	Last8	890-123-4567	First8.Last8@VendorA.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
First1	Last1	123-456-7890	First1.Last1@VendorA.com	Current	✔			
First2	Last2	234-567-8901	First2.Last2@VendorA.com	Current	✔			
First3	Last3	345-678-9012	First3.Last3@VendorA.com	Current	✔			