



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

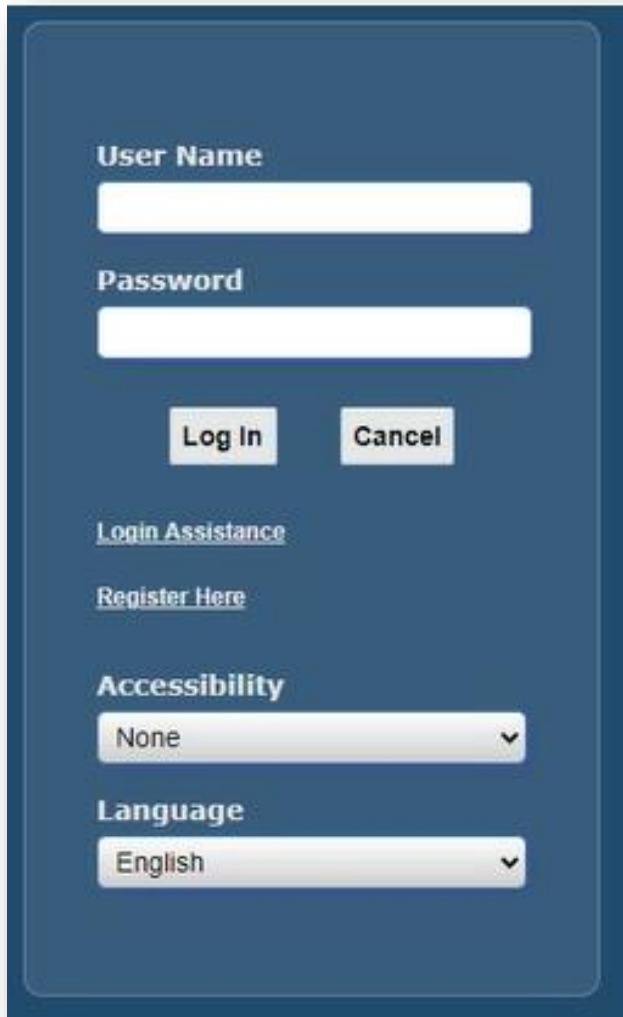
1	Navigate to “Organization” under “Administration” tab.
2	Select “Add Attachment.”
3	Enter correct “Title” of attachment (see naming convention guide for more information).
4	Select “Choose File” and attach the W9 Form.
5	Select “Apply.”
6	Review the Confirmation message to confirm the attachment of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

Important Reminders

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

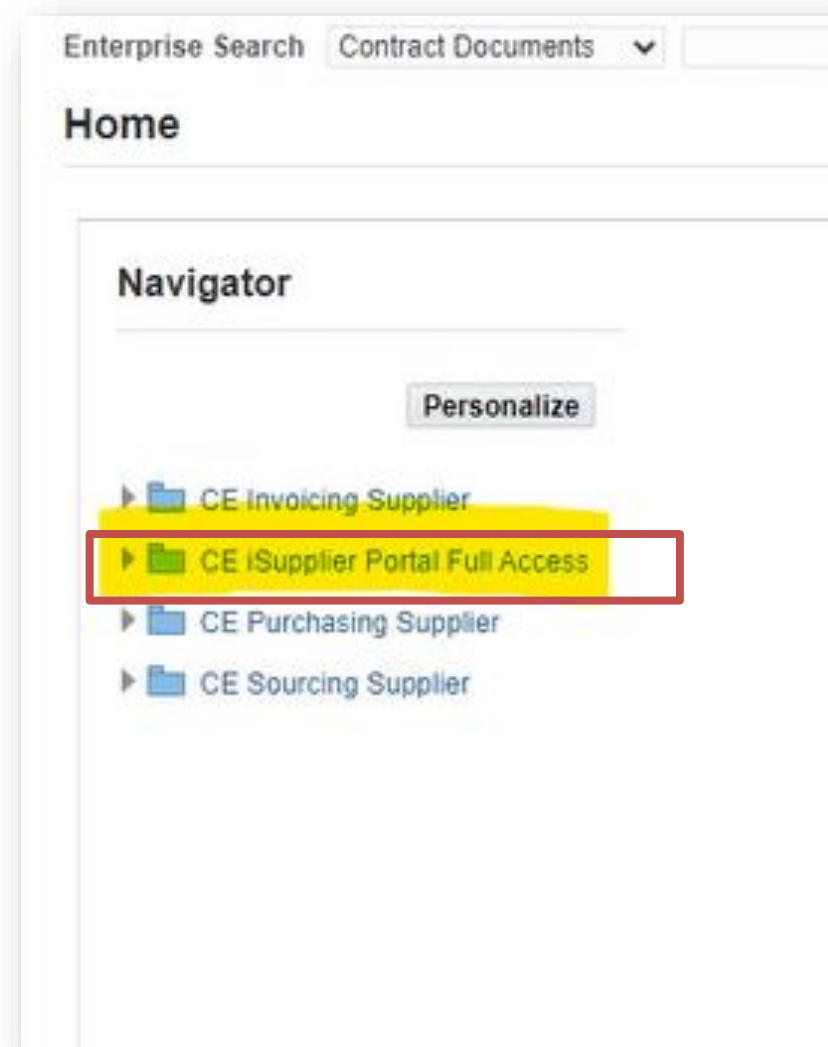
(For instructions on how to fill out a W-9 form, review the W-9 form training guide)

Step 1: Log into Oracle



The image shows a 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.

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 items: Supplier Home, Orders, Shipments, Planning, Finance, Product, Administration, Assessments, and Manage Supplier Broker. The 'Administration' item 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 displays a web application interface with a top navigation bar containing links for Supplier Home, Orders, Shipments, Planning, Finance, Product, Administration (highlighted), Assessments, and Manage Supplier Broker. Below this is a 'Profile Management' section with a sidebar on the left listing 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 titled 'General' and shows fields for Organization Name (Vendor A), Supplier Number (1234), Alias, Parent Supplier Name, Parent Supplier Number, DUNS Number (123456789), Tax Registration Number, Taxpayer ID (12-3456789), and Country of Tax Registration. Below the 'General' section is an 'Attachments' section with a search bar and a table. The search bar includes a text input field, a 'Go' button, and a 'Show More Search Options' link. The table has a header row with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table body is currently empty.

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
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	✓			

▶ 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
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

First Name <small>△</small>	Last Name <small>△</small>	Phone Number <small>△</small>	Email <small>△</small>	Status <small>△</small>	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	✓			