



Add Address Information **Vendor Actions**

Training Guide
2025

Overview of Steps – *Add Address Information*

Purpose: Vendor will go directly to Oracle to upload their address information so that TPO can review/approve/reject Vendor’s request.

Steps – Add Address Information

1	Supplier Log into Oracle and select “CE iSupplier Portal Full Access.”
2	Select “Administration.”
3	Select “Address Book,” then “Create.”
4	Enter required information.
5	Select “Save.”
6	Review the Confirmation message and status.

Steps – Attach W9 & Address Change Letter

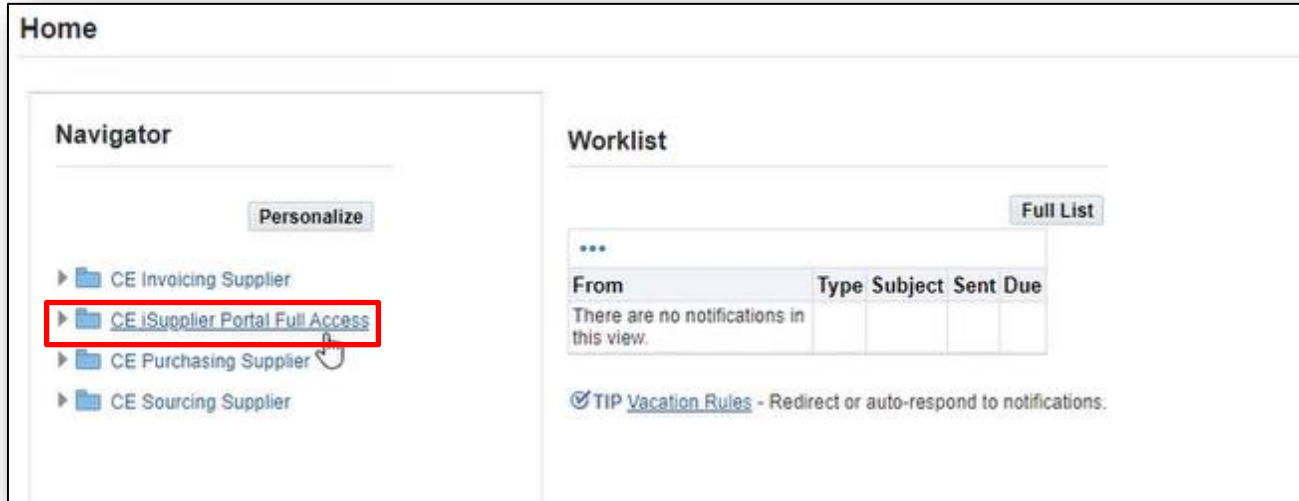
1	Navigate to “Organization” under “Administration” tab.
2	Select “Add Attachment.”
3	Enter correct “Title” of attachment (see naming convention guide for more information).
4	Select “Choose File” and attach the W9 Form.
5	Select “Apply.”
6	Review the Confirmation message to confirm the attachment of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

Important Reminders

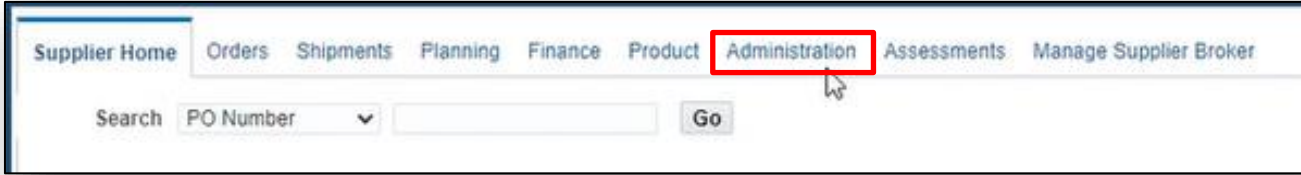
- USE ALL CAPITAL LETTERS FOR UPDATES
- When making any update, attach the most recent version of your W-9 form

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

Step 1: Supplier log into Oracle and select “CE iSupplier Portal Full Access.”



Step 2: Select “Administration.”



Step 3: Select “Address Book,” then “Create.”

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes the Oracle logo, 'iSupplier Portal', and user information 'Logged In As'. Below this is a secondary navigation bar with tabs for 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Administration', 'Assessments', and 'Manage Supplier Broker'. The 'Administration' tab is active. On the left, a 'Profile Management' sidebar lists various sections: 'General', 'Company Profile', 'Organization', 'Address Book' (highlighted with a red box), 'Contact Directory', 'Business Classifications', 'Product & Services', and 'Banking Details'. The main content area is titled 'Address Book' and features a 'Create' button (highlighted with a red box) and a table of existing addresses.

Address Name ▲	Address Details	Country ▲	Update	Remove
ABC PO BOX 123	PO BOX 123 MADEUPVILLE, NY 12345-6789	United States		
PO BOX 123	PO BOX 123 12 FAKE STREET MADEUPVILLE, NY 12345-6789	United States		

Step 4: Enter required information (noted in red boxes).

ORACLE | Supplier Portal

Administration: Profile Management: Address Book >

Create Address

Cancel Save

* Indicates required field

Supplier Name Vendor A

Supplier Number 1234

* Address Name 123 ABC ST

Country United States

* Address Line 1 123 ABC ST

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality NEW YORK

County

State/Region NEW YORK

Province

* Postal Code 12345

Phone Area Code

Phone Number

Fax Area Code

Fax Number

Email Address

Purchasing Address

Payment Address

RFQ Only Address

Address Purpose

+ ...

Purpose	Remove
No results found.	

Note

Step 5: Select "Save."

Administration: Profile Management: Address Book >

Create Address

* Indicates required field

Supplier Name Vendor A Supplier Number 1234

* Address Name 123 ABC ST
Country United States

* Address Line 1 123 ABC ST
Address Line 2
Address Line 3
Address Line 4

* City/Town/Locality NEW YORK
County
State/Region NEW YORK
Province
* Postal Code 12345

Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address

Purchasing Address
 Payment Address
 RFQ Only Address

Cancel Save

Address Purpose

Purpose	Remove
No results found.	

Note

Step 6: Review the confirmation message and status.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes the Oracle logo, the text 'iSupplier Portal', and icons for home, star, settings, and notifications. The user is logged in as 'Logged In As'. The main navigation menu includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Administration', 'Assessments', and 'Manage Supplier Broker'. The 'Administration' menu is expanded, showing 'Profile Management' with sub-items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', and 'Payment & Invoicing'. A red arrow points to the 'Address Book' sub-item.

A yellow confirmation banner at the top of the main content area reads: 'Confirmation: 123 ABC ST has been added to your Address Book.' Below this is the 'Address Book' section, which includes a 'Create' button and a table of addresses. The first row of the table is highlighted in yellow and enclosed in a red border.

Address Name ▲	Address Details	Country ▲	Update	Remove
123 ABC ST	123 ABC ST NEW YORK, NEW YORK 12345	United States		
ABC PO BOX 123	PO BOX 123 MADEUPVILLE, NY 12345-6789	United States		
PO BOX 123	PO BOX 123 12 FAKE STREET MADEUPVILLE, NY 12345-6789	United States		