



Locate Supplier Number Vendor Actions

Training Guide
2025

Overview of Steps – *Locate Supplier Number*

Purpose: Supplier will go directly to Oracle to locate their supplier number, which is needed when updating information.

Steps – Attach W9 / Banking Forms

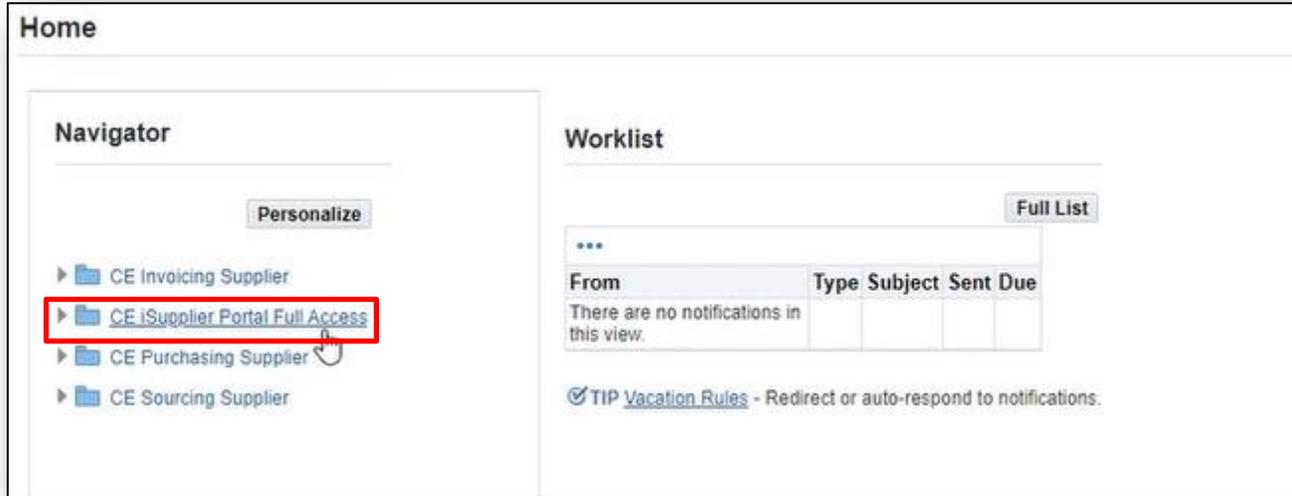
1	Supplier Log into Oracle and select “CE iSupplier Portal Full Access.”
2	Select “Administration.”
3	Select “General” and view supplier number.

Important Reminders

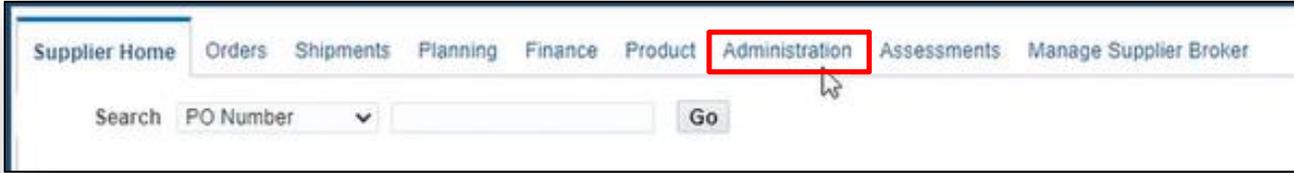
- Use all capital letters for updates.
- When making any update, attach the most recent version of your W-9 form.

(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 "General" & View Supplier Number.

The screenshot displays the Oracle iSupplier Portal interface. At the top, the navigation bar includes the Oracle logo, the text "iSupplier Portal", and icons for home, star, settings, and notifications. Below this, a secondary navigation bar contains tabs for "Supplier Home", "Orders", "Shipments", "Planning", "Finance", "Product", "Administration" (which is selected), "Assessments", and "Manage Supplier Broker".

The main content area is titled "Profile Management" and features a left-hand sidebar with a list of menu items: "General" (highlighted with a red box), "Company Profile", "Organization", "Address Book", "Contact Directory", "Business Classifications", "Product & Services", "Banking Details", and "Payment & Invoicing".

The "General" section is active, showing a table of supplier information. The "Supplier Number" field is highlighted with a red box. Other fields include "Organization Name", "Alias", "Parent Supplier Name", "Parent Supplier Number", "DUNS Number", "Tax Registration Number", "Taxpayer ID", and "Country of Tax Registration".

Below the table, there are sections for "Attachments" and "Search". The "Search" section includes a note: "Note that the search is case insensitive", a "Title" input field, a "Go" button, and a link to "Show More Search Options".