



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

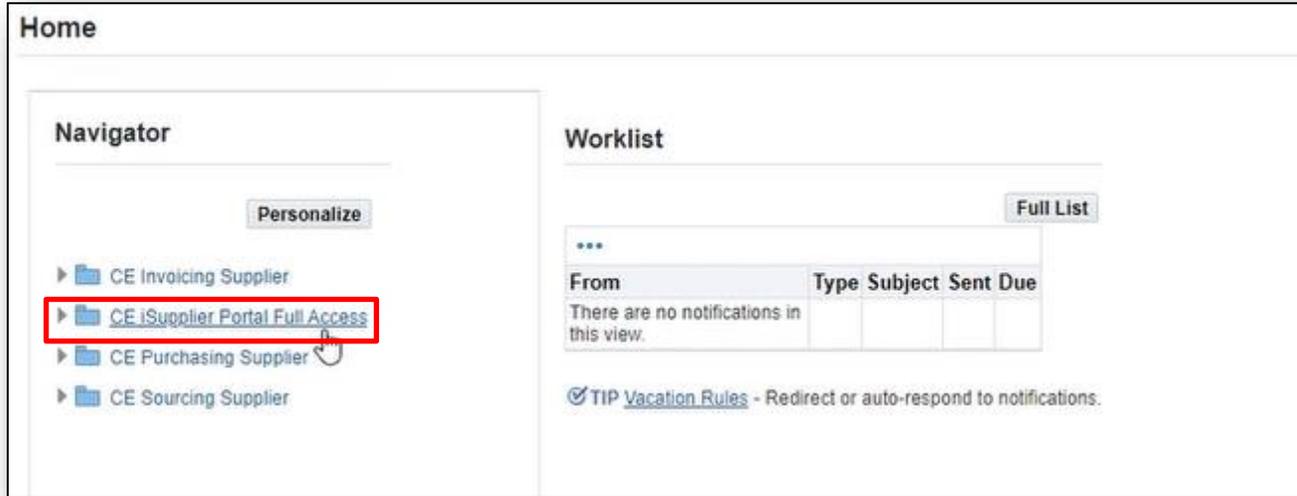
1	Supplier Log into Oracle and select “CE iSupplier Portal Full Access.”
2	Select “Administration.”
3	Select “General” and view supplier number.

Important Reminders

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

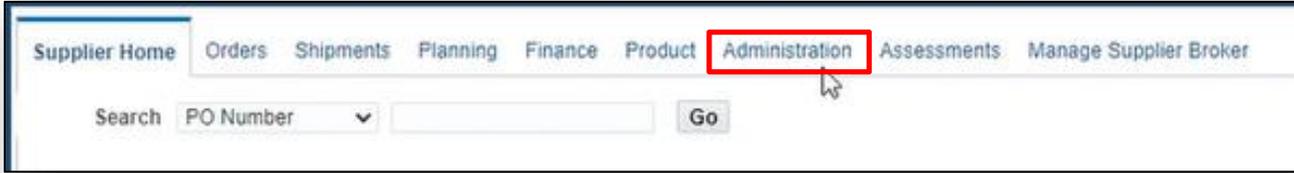
(For instructions on how to fill out a W-9 form, review the W-9 form training guide)

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



The screenshot shows the Oracle Home interface. On the left, the 'Navigator' section contains a 'Personalize' button and a list of folders: 'CE Invoicing Supplier', 'CE iSupplier Portal Full Access' (highlighted with a red box), 'CE Purchasing Supplier', and 'CE Sourcing Supplier'. On the right, the 'Worklist' section features a 'Full List' button, a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due', and a message stating 'There are no notifications in this view.' Below the table, there is a checked checkbox for 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

Step 2: Select “Administration.”



Step 3: Select "General" & View Supplier Number.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes the Oracle logo and the text "iSupplier Portal". Below this, a secondary navigation bar contains tabs for "Supplier Home", "Orders", "Shipments", "Planning", "Finance", "Product", "Administration", "Assessments", and "Manage Supplier Broker". The "Administration" tab is currently selected. On the left side, a "Profile Management" sidebar lists various options, with "General" highlighted in a yellow box. The main content area is titled "General" and displays the following information:

Organization Name	Vendor A	DUNS Number
Supplier Number	1234	Tax Registration Number
Alias		Taxpayer ID
Parent Supplier Name		Country of Tax Registration
Parent Supplier Number		

Below the "General" section, there are sections for "Attachments" and "Search". The "Search" section includes a note: "Note that the search is case insensitive". It features a search input field labeled "Title" with a "Go" button next to it. A link "Show More Search Options" is also present.