



Upload WMBE Vendor Actions

Training Guide
2024

Overview of Steps – *Upload & Review WMBE information*

Purpose: Vendor to update WMBE information

Vendor Steps – Add WMBE Information

- 1 Vendor Log into Oracle and select “CE iSupplier Portal Full Access” under Navigator.
- 2 Select “Administration” option in ribbon.
- 3 Select “Business Classification”
- 4 Fill in WMBE information
- 5 Select “Save” and Confirmation will appear
- 6 To add documentation, return to “General” tab and Select “Add Attachment”
- 7 Select “Choose file” to add WMBE attachment(s)
- 8 Select “Apply” and attachment confirmation will appear

ConEdison [TPO] Steps - Review and Approve WMBE Information

- 9 Log into Oracle and select “CE SMG Team Member” under Navigator.
- 10 Select “Entry” under CE SMG Team Member.
- 11 Select “Business Classification Request”
- 12 Select the request and, if approved, select “Approve.” A confirmation window will appear
- 13 Return to “Entry” page and Enter Supplier’s name under “Simple Search” & Click “Go”.
- 12 Select “Company Profile” and scroll to the bottom to see the attachments.
- 13 Enter attachment title related to WMBE on the search bar to filter for WMBE materials
- 14 Select delete icon if attachment is to be removed.*
- 15 Select "Yes" to delete attachment. Email Vendor to let them know an attachment has been deleted and your reasoning

Step 1: Vendor Log into Oracle and select “CE iSupplier Portal Full Access” under Navigator.

Home

Navigator

[Personalize](#)

- ▶ [CE Invoicing Supplier](#)
- ▶ [CE iSupplier Portal Full Access](#)
- ▶ [CE Purchasing Supplier](#)
- ▶ [CE Sourcing Supplier](#)

Worklist

[Full List](#)

...

From	Type	Subject	Sent	Due
There are no notifications in this view.				

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Step 2: Select “Administration” option in ribbon.

Supplier Home | Orders | Shipments | Planning | Finance | Products | **Administration** | Assessments | Manage Supplier Broker

Search PO Number

Notifications

Full List

Subject	Date
No results found.	

Orders At A Glance

Full List

PO Number	Description	Order Date
6066466		01-Jun-2024 05:13:28
6066444		30-May-2024 13:44:29
6066443		30-May-2024 13:43:09
6066442		30-May-2024 13:41:40
6066441		30-May-2024 13:40:28

Shipments At A Glance

Full List

Shipment Number	Packing Slip	Shipment Date
No results found.		

Planning

- Forecast Schedules
- VMI

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Step 3: Select “Business Classification”

Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications**
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

Business Classifications

Cancel Save

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 25-Jun-2024

Classification ^	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Disadvantaged	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Hub Zone	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

Step 4: Fill in WMBE information

Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Banking Details

Payment & Invoicing

Surveys

Business Classifications

Cancel Save

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 25-Jun-2024

Classification ^	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Disadvantaged	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Hub Zone	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input checked="" type="checkbox"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

Step 5: Select "Save" and Confirmation will appear

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', 'Administration', 'Assessments', and 'Manage Supplier Broker'. The 'Administration' tab is selected. The main content area is titled 'Profile Management' and includes a sidebar with 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Business Classifications' section is active, displaying a confirmation message: 'Confirmation: Your classifications have been saved.' Below this is a 'Business Classifications' section with a 'Certification' checkbox and a table. The table has columns for 'Classification', 'Applicable', 'Minority Type', 'Certificate Number', 'Certifying Agency', and 'Expiration Date'. The 'Large Business' and 'Minority Owned' rows are checked. At the bottom right, there are 'Cancel' and 'Save' buttons.

Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Profile Management

Confirmation
Your classifications have been saved.

Business Classifications

Cancel Save

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified By

TIP Date format example: 25-Jun-2024

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>				
Minority Owned	<input checked="" type="checkbox"/>	Other			
Disadvantaged	<input type="checkbox"/>				
Hub Zone	<input type="checkbox"/>				
Service-disabled Veteran Owned	<input type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Veteran Owned	<input type="checkbox"/>				
Women Owned	<input type="checkbox"/>				

Cancel Save

Step 6: For required documents – return to “General” tab and Select “Add Attachment”

Supplier Home Orders Shipments Planning Finance Product Administration Assessments Manage Supplier Broker

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

General

Organization Name [Redacted] DUNS Number [Redacted]
Supplier Number 7017 Tax Registration Number [Redacted]
Alias [Redacted] Taxpayer ID [Redacted]
Parent Supplier Name [Redacted] Country of Tax Registration [Redacted]
Parent Supplier Number [Redacted]

Attachments

Search

Note that the search is case insensitive

Title

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
COMPASS UPDATE	File		From Supplier	ROBINSONSA	26-Jun-2015	One-Time			
LEGAL HOLD 114.000	File		From Supplier	RODRIGUEZGARCIAW_TASK120283	23-Oct-2015	One-Time			
REMOVE FROM LEGAL HOLD	File		From Supplier	RODRIGUEZGARCIAW_TASK120283	26-Oct-2015	One-Time			
ACH REQUEST	File	SENT BACK TO DENICE GRE...	From Supplier	RODRIGUEZGARCIAW_TASK120283	25-Apr-2018	One-Time			
W9 OCTOBER 2018 VER	File	ADD CONTACT VINCENT LE...	From Supplier	GREENBERGD	14-May-2019	One-Time			
TEMPLATE	File		From Supplier	GREENBERGD	14-May-2019	One-Time			
TEMPLATE	File	EMAIL ADDRESS CHANGE F...	From Supplier	GREENBERGD	22-May-2019	One-Time			
SDP	Short Text	VENDOR ANNUAL SELF-CER...	From Supplier	ALEXANDERMIC	14-Jan-2020	One-Time			
LEGAL HOLD	File	\$170,252	From Supplier	RODRIGUEZWE	28-May-2020	One-Time			
LEGAL HOLD RE-INSTATED	File		From Supplier	RODRIGUEZWE	11-Jun-2020	One-Time			

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Step 7: Select “Choose file” to add WMBE attachment(s)

Define Attachment


- Type File
 URL
 Short Text

Choose File No file chosen

- Long Text

Step 8: Select “Apply” and attachment confirmation will appear



 Confirmation

UAT Test Attachment attachment has been added successfully.