Using Oracle: Supplier Portal Address Change/Add

Quick Reference Guide

[GLOBAL BUSINESS TRANSFORMATION](#)
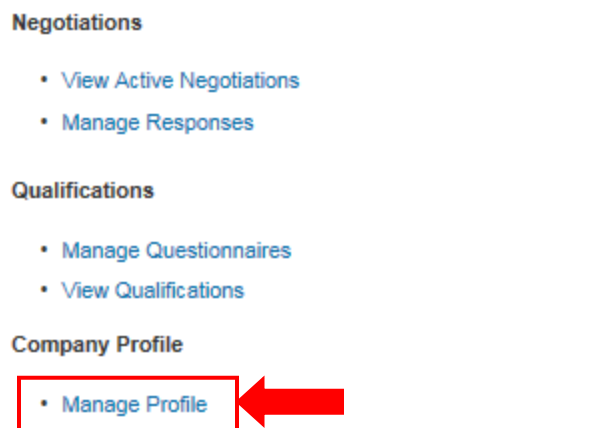
August 4, 2020

Cleveland Clinic

Purpose: *The purpose of this document is to provide Suppliers training on the process for changing an address within the supplier portal.*
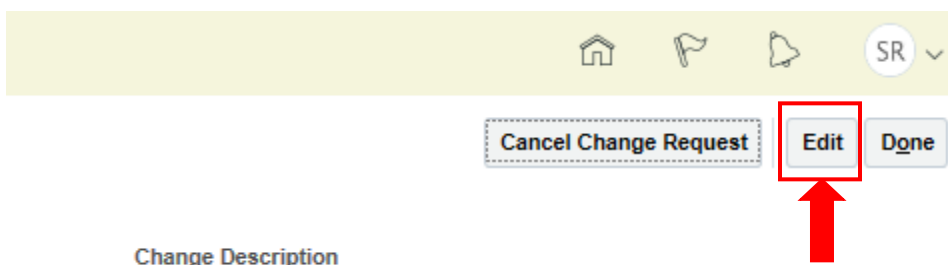
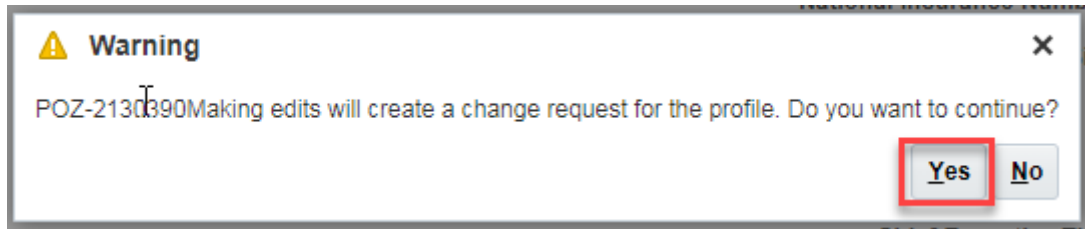1. Log into Oracle and as a supplier and select **Supplier Portal**.

2. Select **Manage Profile** under Company Profile section.

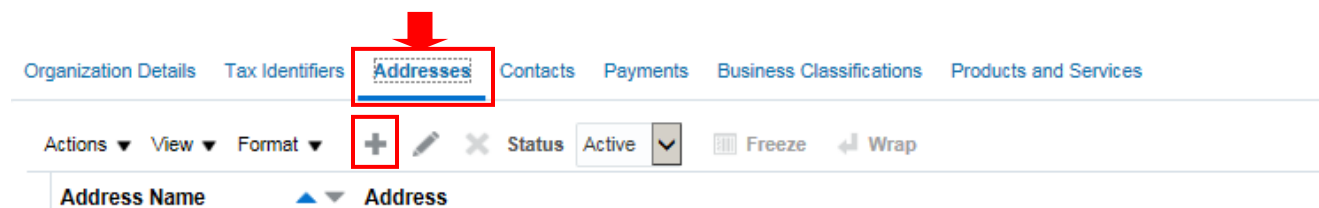3. Select **Edit** in the top right of the page.

4. A warning box will appear reading "Making edits will create a change request for the profile". Do you want to continue? **Select** Yes.
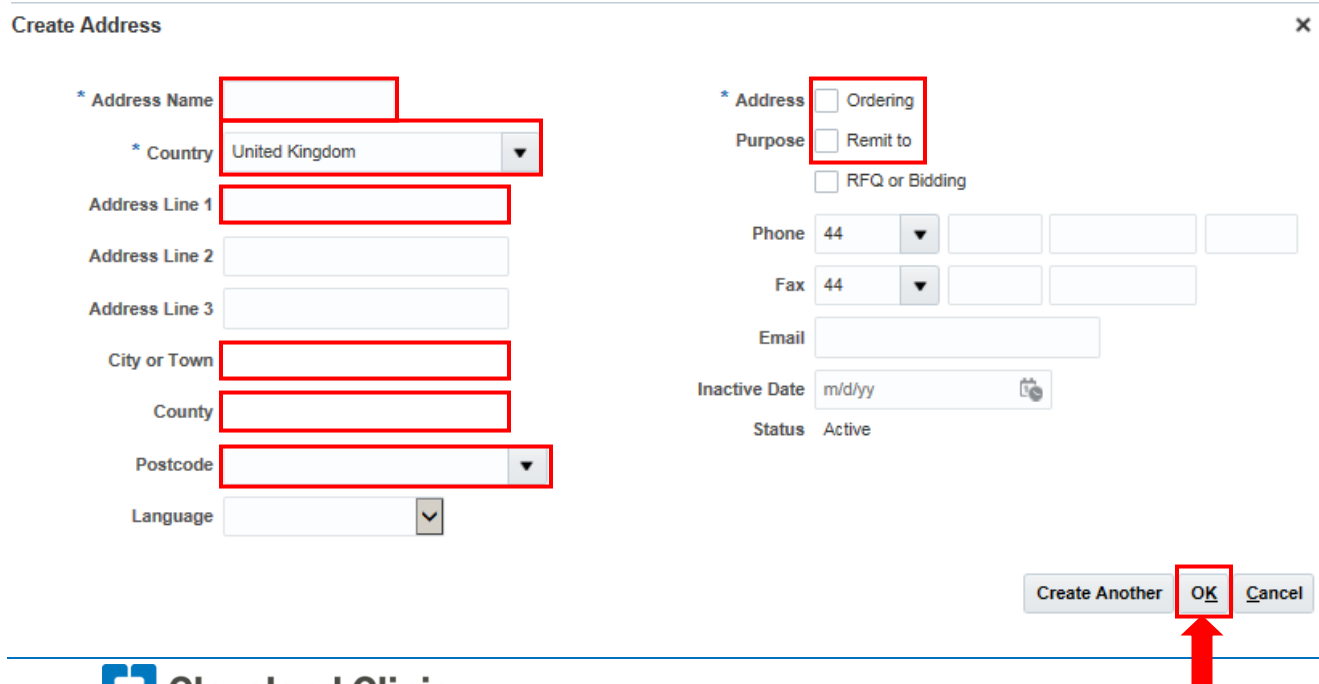

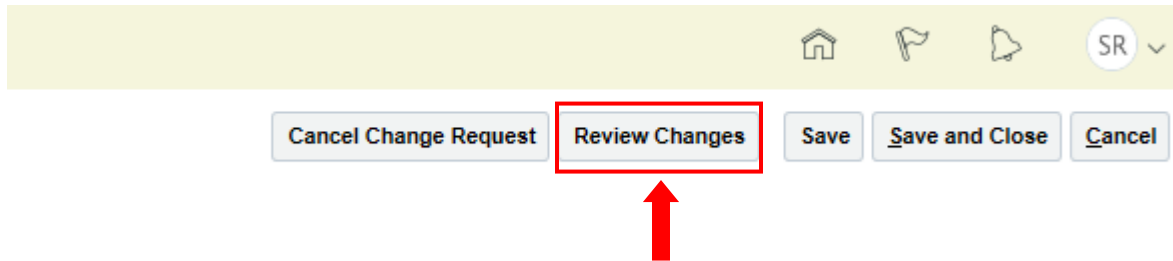5. **Select** the **Addresses** tab then **select** the '**+**' sign icon.

   Note: Addresses should never be edited. If an address change is required, add a new address and inactivate the existing address.
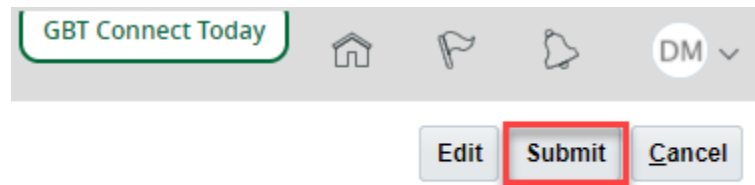

6. Under **Create Address** Enter: Address Name (required field but may be updated to align with internal naming conventions), Country, Address Line 1, City, County, State, Postal Code. Select Ordering and / or Remit To Boxes for Address Purposes, then select "**OK**".
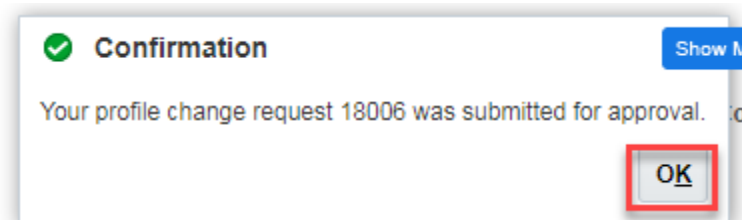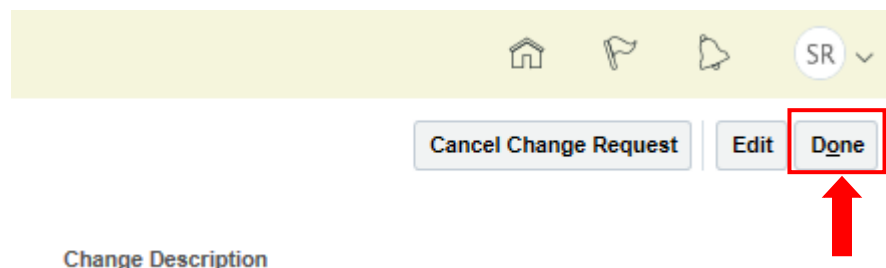
7. Select **Review Changes** in top right.

8. Select **Submit** in the top right.

9. A confirmation box will appear select **OK**.

10. Select **Done**.

Change Description

Inactivate Address

Note: If a Supplier has multiple addresses the supplier will have the ability to change the **Status** of addresses as "**Active**" or "**Inactive**" see below.

1. To change the status of an Active address to **Inactive,** select the address line.

2. From the **Status** dropdown select "**Inactive**".

3. Once the address is set to **Inactive** it will no longer be visible.