

Bank of England

Oracle Procurement

S2C08 Supplier Portal

Updating Address Details



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Introduction

Learner Guidance

This step-by-step guide has been designed to help provide you with the confidence and system skills required to fulfil your role.

Objectives

After completing this exercise workbook, you will be able to:

- Update Address details

Note

Please remember that every effort has been taken to make the service and training documents as accurate and up to date as possible, but software, hardware and their related information do change, therefore the documents are living documents, and will be subject to updates over time to match system changes.

Remember to always check for any current releases of software, such as patches or new versions.

The images within these training documents may differ slightly from the actual Oracle screens used as it is possible to save custom searches and amend page layouts (adding, removing, reordering columns of data).

Please also note that where screen shots show the word “Negotiation”, users will see the word “Tender” in their Oracle screens.

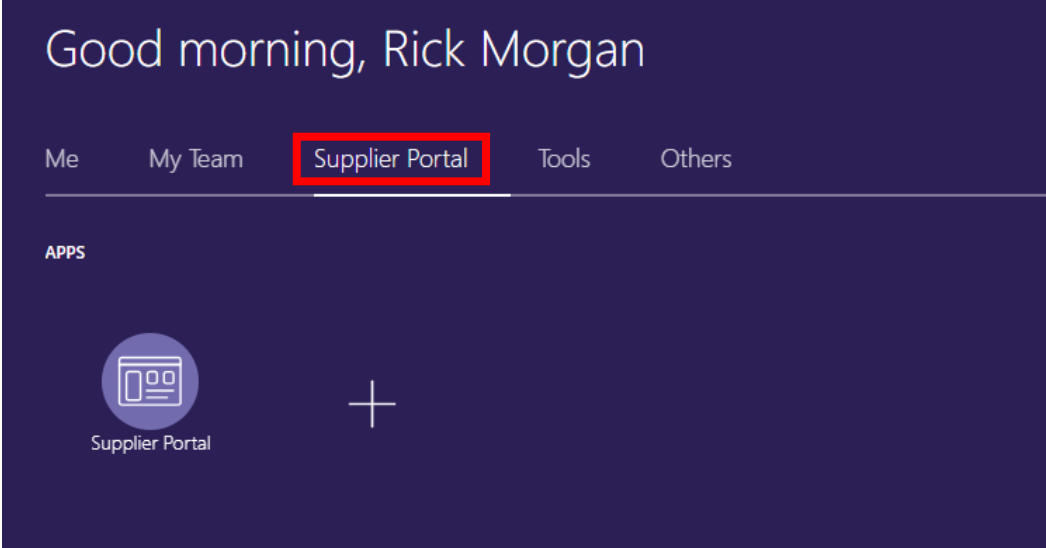
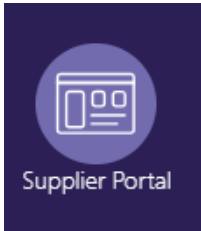
Updating Address Details

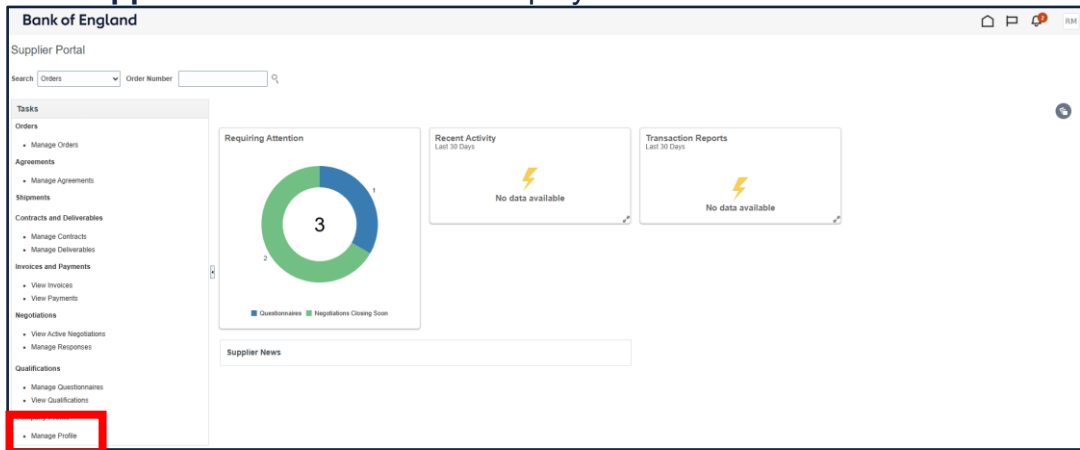
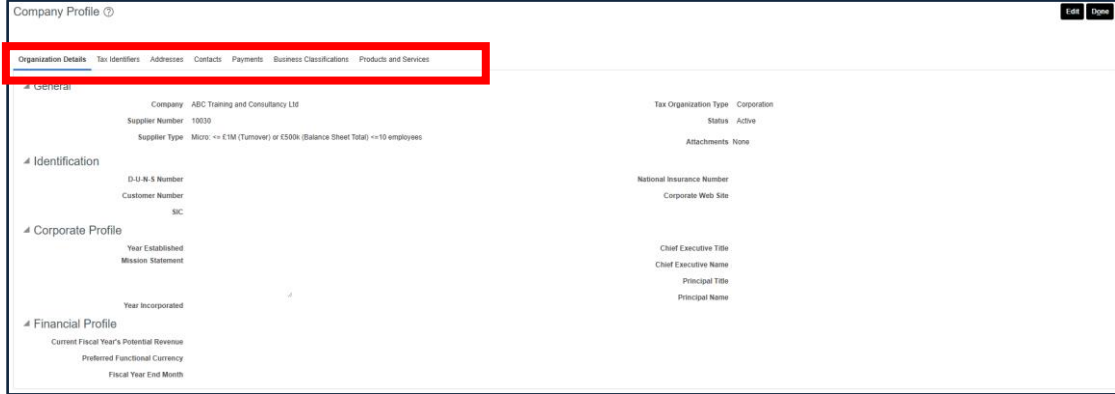
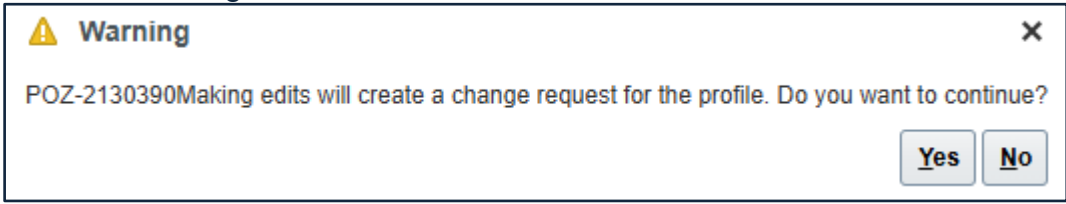
Introduction

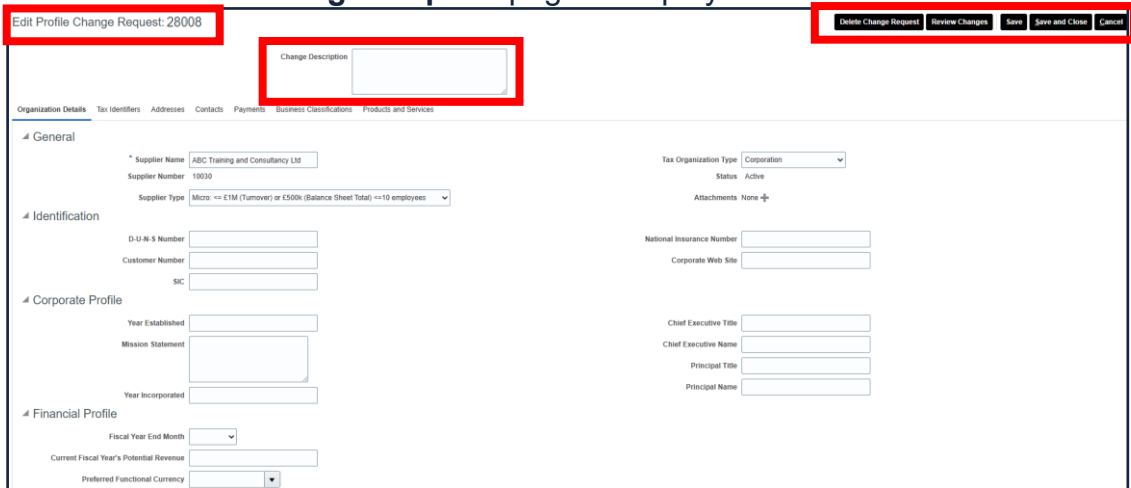
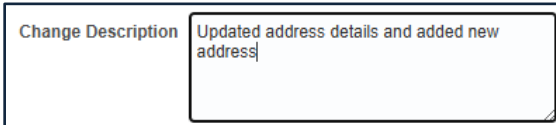
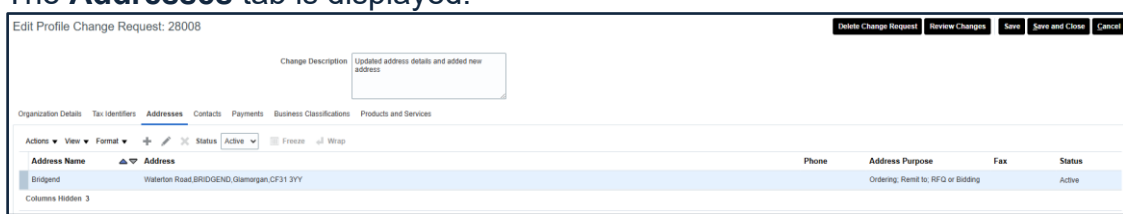
You can update your existing address details on the Supplier portal as and when needed. You can also add new addresses if required.

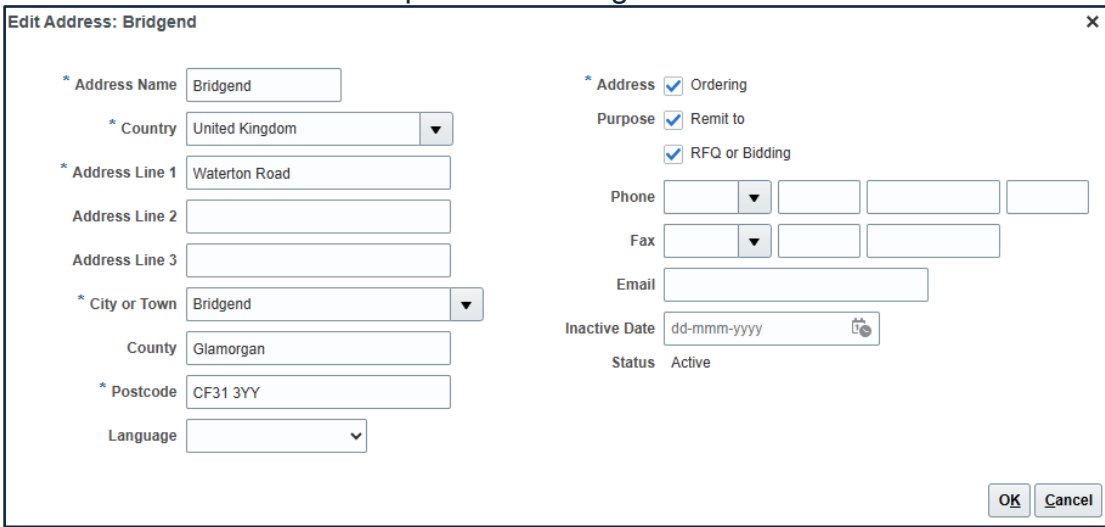
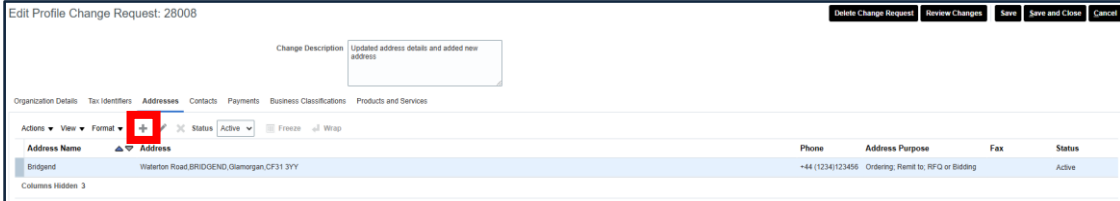
This will result in a change request being created which requires approval from an employee at the Bank.

Steps

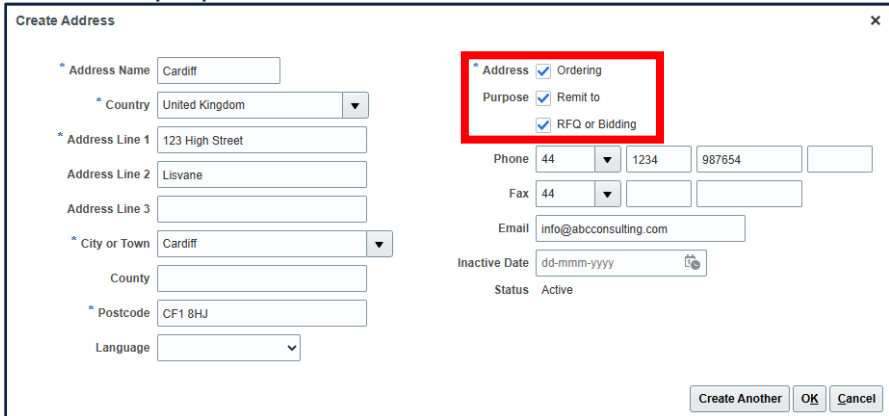
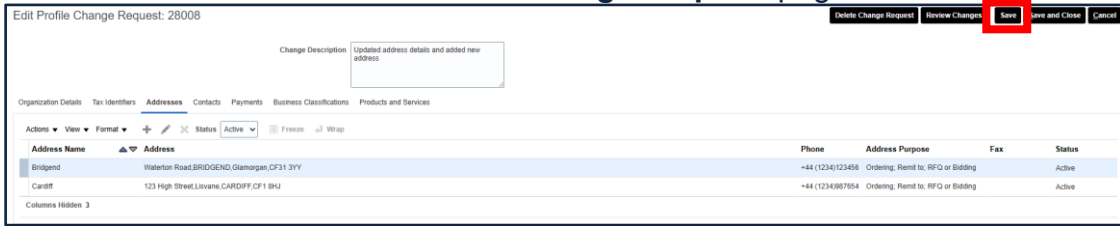
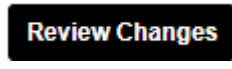
Step	Action	
1.	From the Home page, select the Supplier Portal tab.	
2.	Select the Supplier Portal tile to access the Supplier Portal work area.	

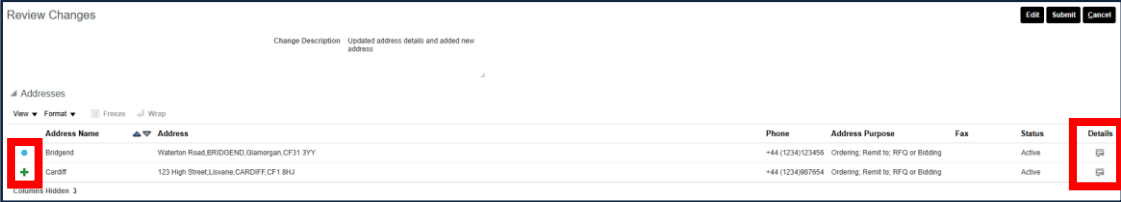
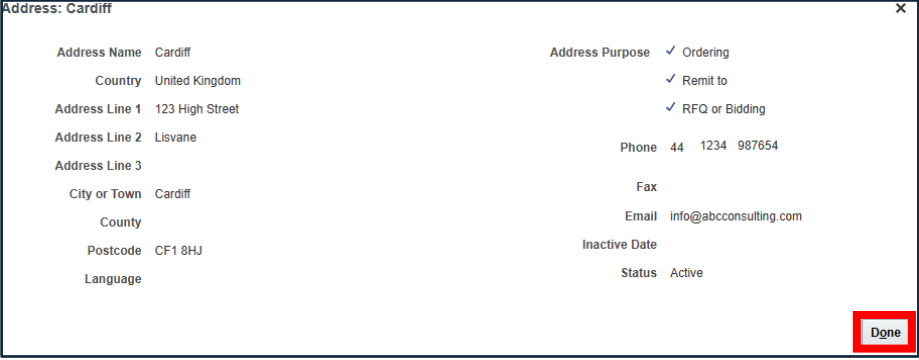
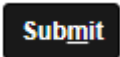
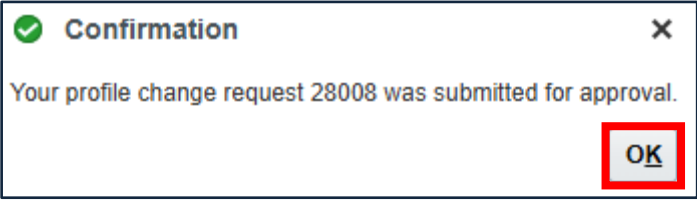
Step	Action
3.	The Supplier Portal work area is displayed. 
4.	Under Tasks, select Manage Profile at the bottom left of the page. 
5.	The Company Profile page is displayed. 
	Note: This page contains seven tabs. The tab displayed will be the one you viewed when you last accessed this page.
6.	Select Edit. 
7.	A Warning is displayed informing you that editing the account will create a change request. This change request requires approval by a Bank employee before the changes can take effect. 

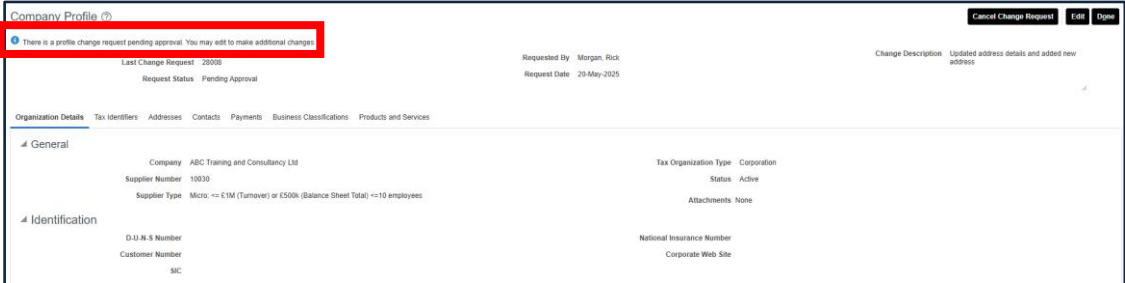
Step	Action	
8.	Select Yes .	
9.	The Edit Profile Change Request page is displayed.	
	Note: The fields are now available for entry / update and additional option buttons are seen at the top right of the page. A change request number is generated and can be seen at the top left of the page. A Change Description field is also now visible.	
10.	Enter a description of the change in the Change Description field.	
11.	Select the Addresses tab.	
12.	The Addresses tab is displayed.	
Updating Existing Address Details Existing address details can be edited in the following way.		

Step	Action	
13.	Select the address name hyperlink.	
14.	The Edit Address window opens containing the address details.	
	Note: If an address needs to be made inactive, a date should be entered in the Inactive Date field.	
15.	Update the address details with the required information.	
16.	Once details have been changed/added, select OK .	
17.	You are returned to the Edit Profile Change Request page.	
Adding a New Address If a new address is required, it can be entered in the following way.		
18.	Select the Create icon.	

Step	Action
19.	The Create Address window opens. Create Address * Address Name * Country United Kingdom * Address Line 1 Address Line 2 Address Line 3 * City or Town County * Postcode Language * Address ☐ Ordering Purpose ☐ Remit to ☐ RFQ or Bidding Phone 44 Fax 44 Email Inactive Date dd-mmm-yyyy Status Active Create Another OK Cancel

Step	Action	
21.	Select the purposes for this address.	
22.	Select OK .	
23.	You are returned to the Edit Profile Change Request page.	
24.	Select Save .	
	Note: The changes have now been saved. The next step is to review the changes and submit the change request for approval.	
25.	Select Review Changes at the top right of the page.	

Step	Action	
26.	The Review Changes page is displayed listing the changes made to the account.	 Note the icons to the left of the addresses. The  indicates that the record has been added and the  indicates the record has been changed. Hover the mouse over these icons to see this.
27.	To view further details for a change, select the Details icon on the right-hand side of the page.	
28.	A window opens containing further detail.	
29.	Select Done to return to the Review Changes page.	
30.	Select Submit , located at the top right of the page.	
31.	A Confirmation is displayed that the profile change request has been submitted for approval to the appropriate person.	
32.	Select OK .	

Step	Action
33.	The Company Profile page is displayed.  Note the message at the top left of the window informing you that a profile change request is pending approval.
34.	Select Done. 
35.	The Supplier Portal work area is displayed. 
36.	Select the Home icon to return to the Home page. 

Change History

Date	Version	Notes
20/05/25	v1 – File created	Initial document created.
20/05/25	v2 - Internal QA Updates / Submitted for first review	Internal QA updates made. Submitted for review.
06/06/25	v3 – 1 st Edit / Submitted for second review	Agreed updates made following Bank review.
	v4 – 2 nd Edit if required	
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by