

Bank of England

Oracle Procurement

S2C08 Supplier Portal

Updating Contact 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.

Prerequisites

- Navigation Video
- Procurement Overview Video

Objectives

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

- Update Contact 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.

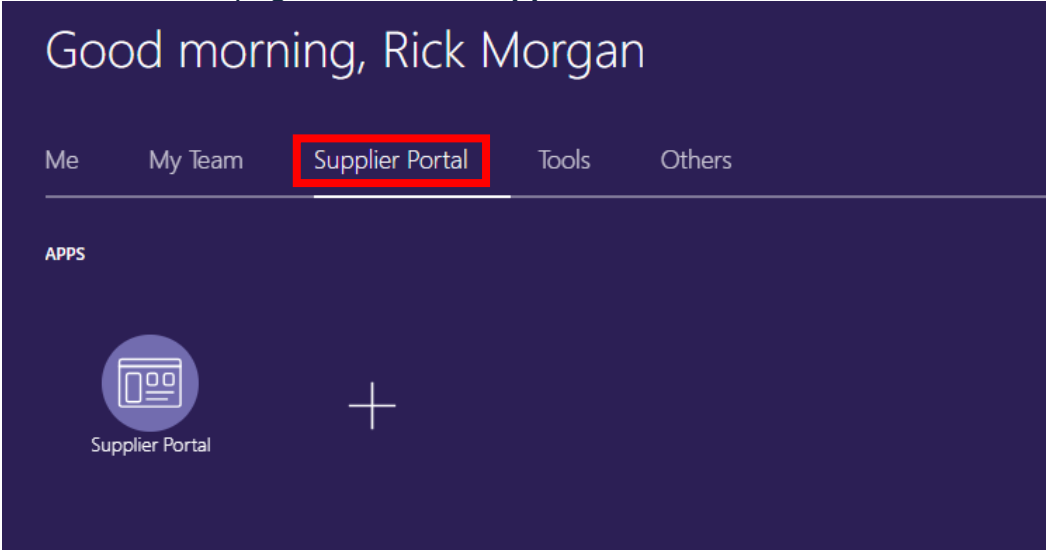
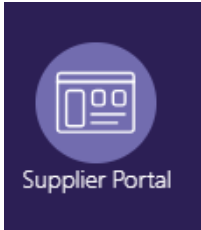
Updating Contact Details

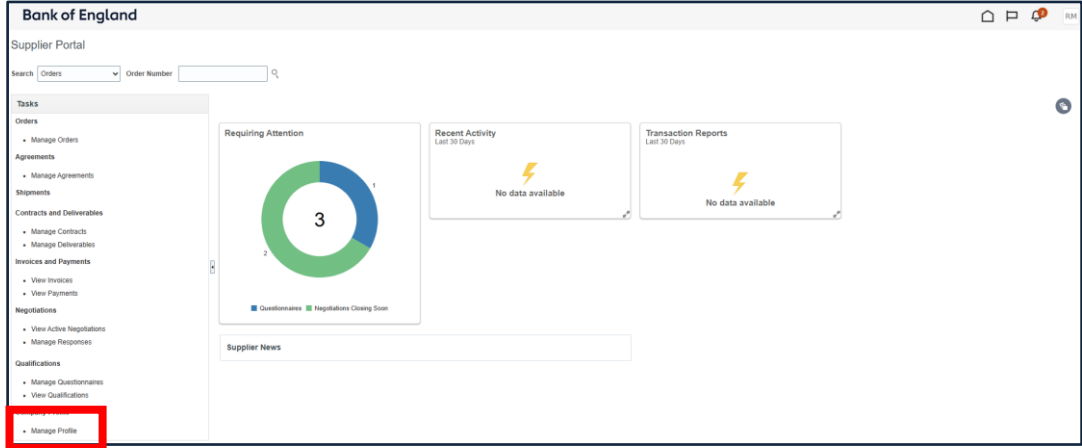
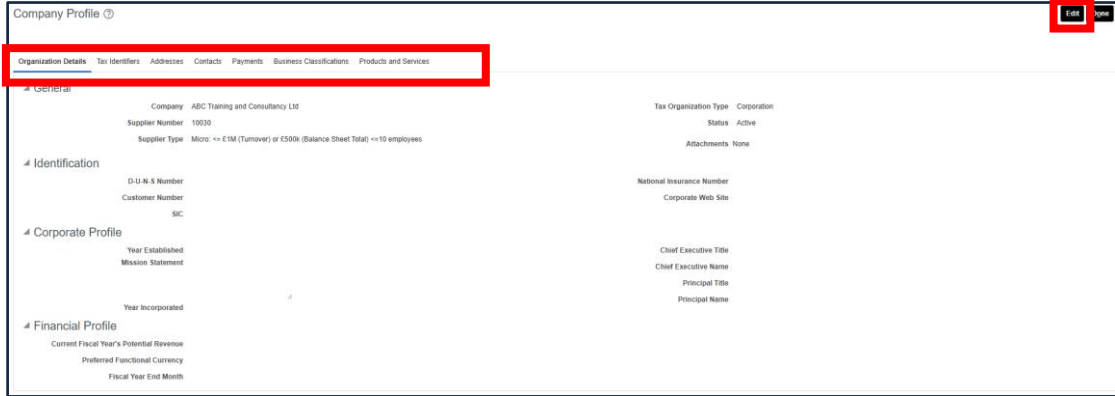
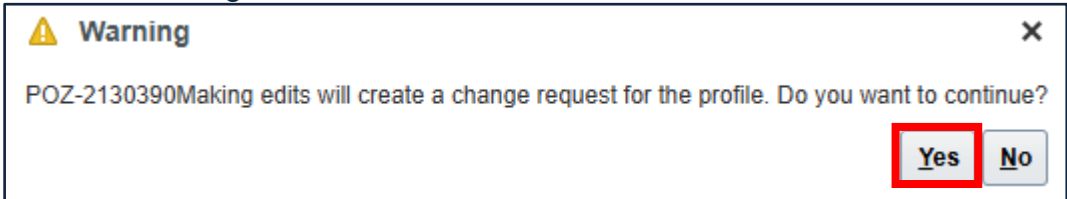
Introduction

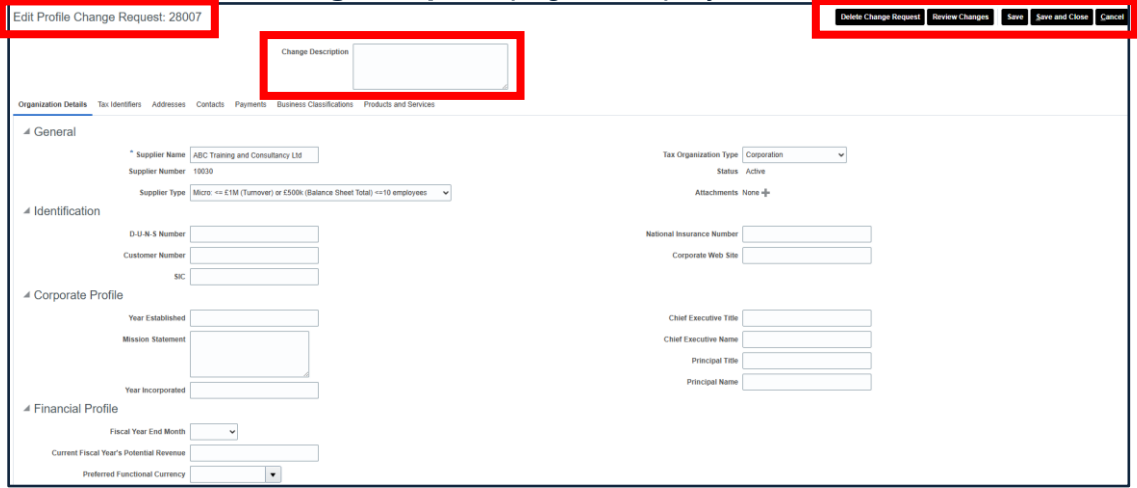
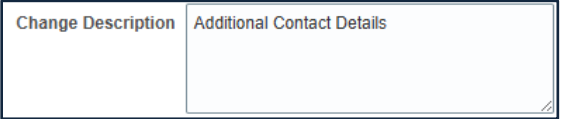
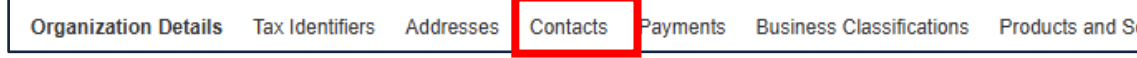
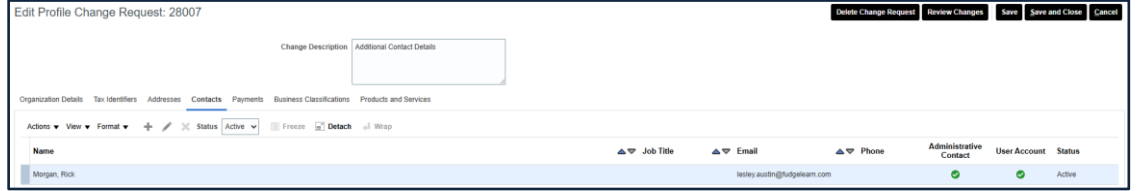
You can update your existing contact details on the Supplier portal as and when needed. You can also add new contacts and request user access to the Supplier portal.

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 Contacts tab.	
12.	The Contacts tab is displayed.	
Updating Existing Contact Details Existing contact details can be edited in the following way.		

Step	Action	
13.	Select the contact name hyperlink.	Name Morgan, Rick
14.	The Edit Contact window opens containing the contact details.	

Edit Contact: Rick Morgan

Salutation

* First Name

Rick

Middle Name

* Last Name

Morgan

Job Title

Phone

Mobile

Fax

Email

lesley.austin@fudgelearn.com

Status

Active

☒ Administrative contact

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
Bridgend	Waterton Road, BRIDGEND, Glamorgan, CF31 3YY		Ordering, Remit to, RFQ or Bidding	Active

Columns Hidden 5

User Account

Account Status

Active

User Name

Rick Morgan

Roles

Data Access

Actions

View

Format

Freeze

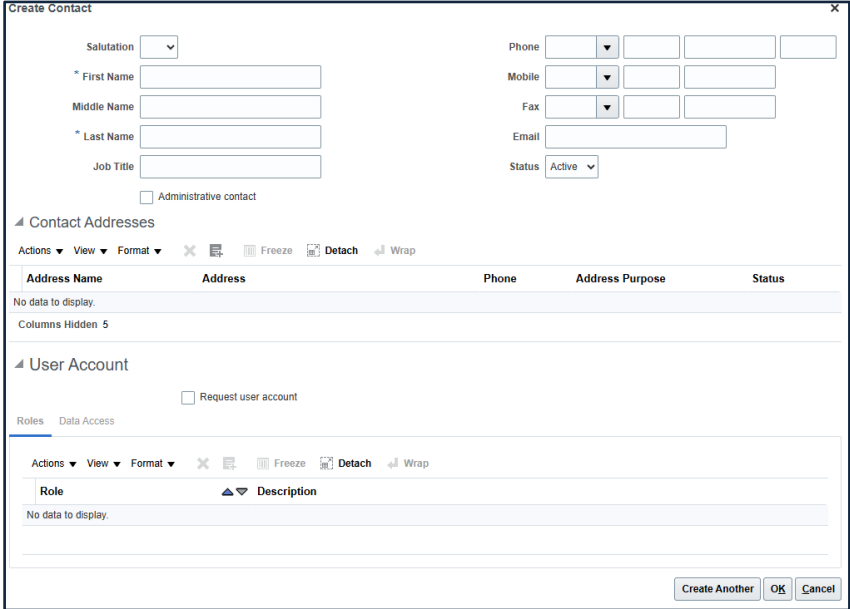
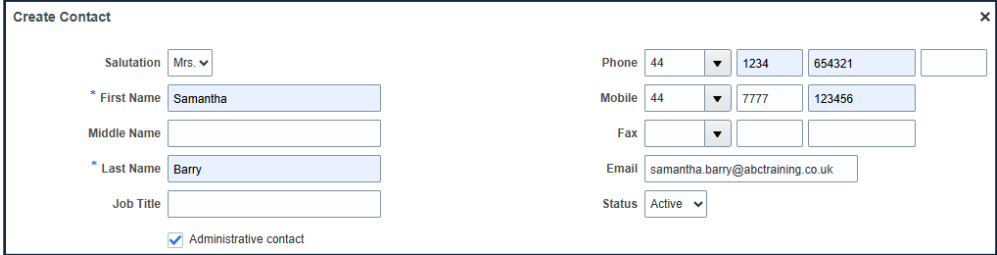
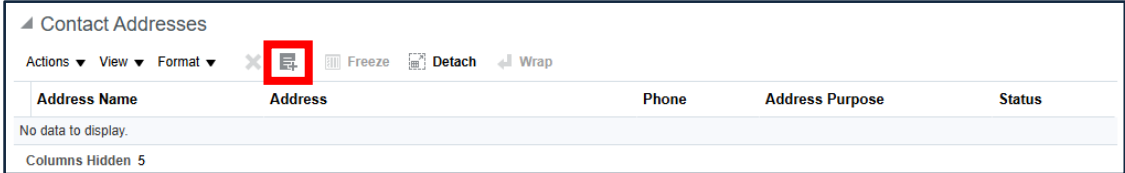
Detach

Wrap

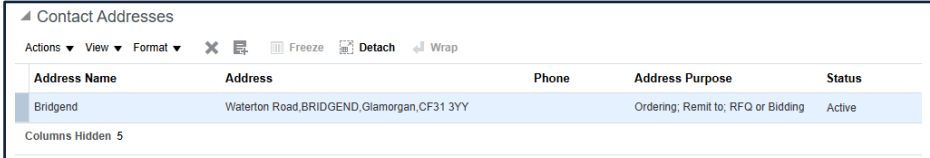
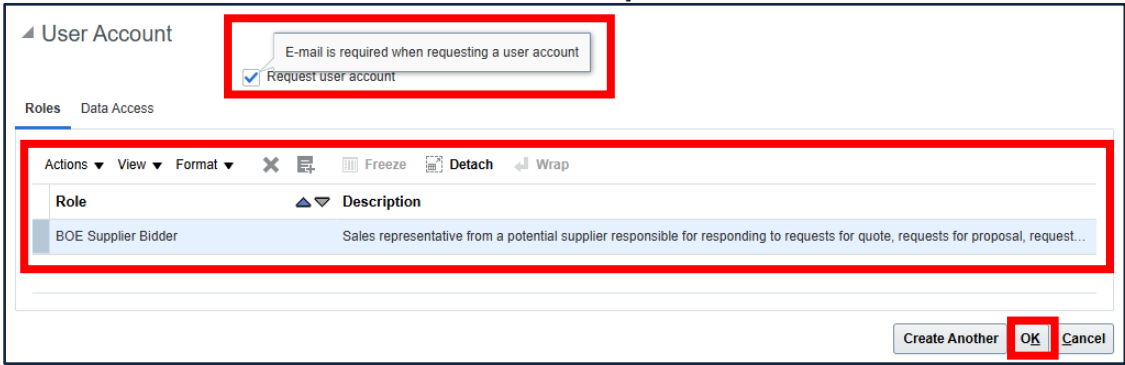
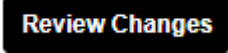
Role	Description
BOE Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...

OKCancel

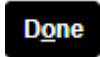
Step	Action															
15.	Update the contact details with the required information. In this example, telephone numbers have been added.	Salutation * First Name Rick Middle Name * Last Name Morgan Job Title Administrative contact ☒ Contact Addresses Actions View Format Freeze Detach Wrap <table><tr><th>Address Name</th><th>Address</th><th>Phone</th><th>Address Purpose</th><th>Status</th></tr><tr><td>Bridgend</td><td>Waterton Road,BRIDGEND,Glamorgan,CF31 3YY</td><td></td><td>Ordering, Remit to, RFQ or Bidding</td><td>Active</td></tr></table> Columns Hidden 5 User Account Account Status Active User Name Rick.Morgan Roles Data Access Actions View Format Freeze Detach Wrap <table><tr><th>Role</th><th>Description</th></tr><tr><td>BOE Supplier Bidder</td><td>Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...</td></tr></table> OKCancel	Address Name	Address	Phone	Address Purpose	Status	Bridgend	Waterton Road,BRIDGEND,Glamorgan,CF31 3YY		Ordering, Remit to, RFQ or Bidding	Active	Role	Description	BOE Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Address Name	Address	Phone	Address Purpose	Status												
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Role	Description															
BOE Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...															
16.	Select OK .	OK														
17.	You are returned to the Edit Profile Change Request page.	Bank of England Edit Profile Change Request: 28007 Delete Change Request Review Changes Save Save and Close Cancel Change Description Additional Contact Details Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services Actions View Format Status Active Freeze Detach Wrap <table><tr><th>Name</th><th>Job Title</th><th>Email</th><th>Phone</th><th>Administrative Contact</th><th>User Account</th><th>Status</th></tr><tr><td>Morgan, Rick</td><td></td><td>lesley.austin@fudgelearn.com</td><td>+44 (1234)123456</td><td>☒</td><td>☒</td><td>Active</td></tr></table> Columns Hidden 7	Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Morgan, Rick		lesley.austin@fudgelearn.com	+44 (1234)123456	☒	☒	Active
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status										
Morgan, Rick		lesley.austin@fudgelearn.com	+44 (1234)123456	☒	☒	Active										
Adding New Contact Details Additional contacts may also be added and a request made for system access.																
18.	Select the Create icon.	+														

Step	Action	
19.	The Create Contact window opens.	
	Note: An asterisk (*) against a field indicates that it is mandatory. Many fields contain a drop-down list of valid entries. You can either select from the list or start typing in a field to reduce the list.	
20.	Enter the contact name and contact details into the appropriate fields.	
21.	The supplier contact can optionally be associated with a specific supplier address(es) in the following way.	
22.	In the Contact Addresses area, select the Select and Add icon.	

Step	Action							
23.	The Select and Add: Addresses window is displayed listing all addresses for the supplier. It is also possible to search for a supplier address if many are listed. Select and Add: Addresses Search Address SearchReset ViewFormatWrap <table><thead><tr><th>Address Name</th><th>Address</th><th>Address Purpose</th></tr></thead><tbody><tr><td>Bridgend</td><td>Waterton Road,BRIDGEND,Glamorgan,CF3...</td><td>Ordering; Remit...</td></tr></tbody></table> ApplyOKCancel	Address Name	Address	Address Purpose	Bridgend	Waterton Road,BRIDGEND,Glamorgan,CF3...	Ordering; Remit...	
Address Name	Address	Address Purpose						
Bridgend	Waterton Road,BRIDGEND,Glamorgan,CF3...	Ordering; Remit...						
24.	Select the required address which is then highlighted blue. Select and Add: Addresses Search Address SearchReset ViewFormatWrap <table><thead><tr><th>Address Name</th><th>Address</th><th>Address Purpose</th></tr></thead><tbody><tr><td>Bridgend</td><td>Waterton Road,BRIDGEND,Glamorgan,CF3...</td><td>Ordering; Remit...</td></tr></tbody></table> Rows Selected 1 ApplyOKCancel	Address Name	Address	Address Purpose	Bridgend	Waterton Road,BRIDGEND,Glamorgan,CF3...	Ordering; Remit...	
Address Name	Address	Address Purpose						
Bridgend	Waterton Road,BRIDGEND,Glamorgan,CF3...	Ordering; Remit...						
25.	Select OK .	OK						

Step	Action	
26.	The Create Contact page is again displayed with the address shown.	
27.	In the User Account section, select the Request user account checkbox.	
	Note: As soon as this checkbox is selected, a message is displayed informing you that an e-mail is required when requesting a user account. Ensure an e-mail address has been entered above. The BOE Supplier Bidder role has also been automatically added below.	
28.	Select OK .	
29.	You are returned to the Edit Profile Change Request page. Select Save , located at the top right of the page.	
	Note: The changes have now been saved. The next step is to review the changes and submit the change request for approval.	
30.	Select Review Changes at the top right of the page.	

Step	Action																										
31.	The Review Changes page is displayed listing the changes made to the account.	Review Changes Change Description Additional Contact Details Contacts View Format Freeze Detach Wrap <table><tr><th>Name</th><th>Job Title</th><th>Email</th><th>Phone</th><th>Administrative Contact</th><th>User Account</th><th>Status</th><th>Details</th></tr><tr><td>Barry, Samantha</td><td></td><td>samantha.barry@abctraining.co.uk</td><td>+44 (0)246894321</td><td> </td><td> </td><td>Active</td><td> </td></tr><tr><td>Morgan, Rick</td><td></td><td>rick.morgan@fufpeham.com</td><td>+44 (0)246123456</td><td> </td><td> </td><td>Active</td><td> </td></tr></table> Note the icons to the left of the contacts. 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.	Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details	Barry, Samantha		samantha.barry@abctraining.co.uk	+44 (0)246894321			Active		Morgan, Rick		rick.morgan@fufpeham.com	+44 (0)246123456			Active		
Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details																				
Barry, Samantha		samantha.barry@abctraining.co.uk	+44 (0)246894321			Active																					
Morgan, Rick		rick.morgan@fufpeham.com	+44 (0)246123456			Active																					
32.	To view further details for a change, select the Details icon on the right-hand side of the page.																										
33.	A window opens containing further detail.	Contact: Samantha Barry Salutation Mrs. First Name Samantha Middle Name Last Name Barry Job Title Administrative contact Phone 44 1234 654321 Mobile 44 7777 123456 Fax Email samantha.barry@abctraining.co.uk Status Active Contact Addresses View Format Freeze Detach Wrap <table><tr><th>Address Name</th><th>Address</th><th>Phone</th><th>Address Purpose</th><th>Status</th></tr><tr><td>Bridgend</td><td>Waterton Road, BRIDGEND, Glamorgan, CF31 3YY</td><td></td><td>Ordering; Remit to; RFQ or Bidding</td><td>Active</td></tr></table> Columns Hidden 5 User Account Request user account Roles Data Access View Format Freeze Detach Wrap <table><tr><th>Role</th><th>Description</th></tr><tr><td>BOE Supplier Bidder</td><td>Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal,...</td></tr></table> Done	Address Name	Address	Phone	Address Purpose	Status	Bridgend	Waterton Road, BRIDGEND, Glamorgan, CF31 3YY		Ordering; Remit to; RFQ or Bidding	Active	Role	Description	BOE Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal,...											
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Role	Description																										
BOE Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal,...																										
34.	Select Done to return to the Review Changes page.	Done																									
35.	Select Submit at the top right of the page.	Submit																									

Step	Action	
36.	A Confirmation is displayed that the profile change request has been submitted for approval.	
37.	Select OK .	
38.	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.
39.	Select Done .	
40.	The Supplier Portal work area is displayed.	

Step	Action	
41.	Select the Home icon to return to the Home page.	

Change History

Date	Version	Notes
20/05/25	v1 – File created	Initial document created.
21/05/25	v2 - Internal QA Updates / Submitted for first review	File created after internal QA for SME Review
28/08/25	v3 – 1 st Edit / Submitted for second review	File Created with No SME Review
	v4 – 2 nd Edit if required	
	v5 – Final version	

Business Sign off

Date	Final version	Signed off by