



UPDATING CONTACTS ORACLE SUPPLIER PORTAL



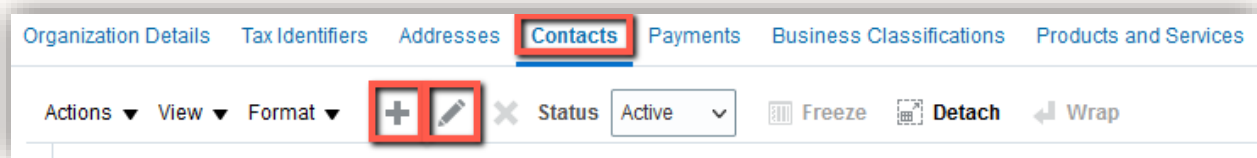
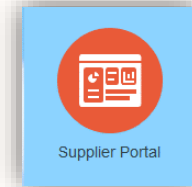
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Update Your Supplier Contacts

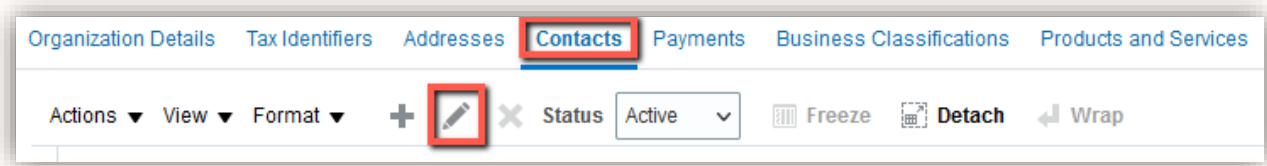
***Disclaimer- Please read all the instructions in the process document before proceeding. The steps are very exact and all need to be followed.**

1. Log into Oracle with your Login
 - a. If you do not have a login, go to [Access](#)
2. Click on the [Supplier Portal] Icon
3. On the Bottom left, click on [Manage Profile]
4. Under the company profile, click the [Edit] button on the top right
5. Find and click the [Contacts] tab



6. From here there are 2 options
 - a. You are trying to [Update your existing Contacts](#)
 - b. You are trying to [Add a new Contact](#)

Updating Your Existing Contacts



1. Click the [Edit] Symbol

Edit Contact: Albert Wang

Salutation

* First Name **A**

Middle Name

* Last Name **A**

Job Title

Administrative contact

Phone

Mobile

Fax

Email **B**

Status **D**

Contact Addresses

| Address Name | Address | Phone | Address Purpose | Status |
|---------------------|---------|-------|-----------------|--------|
| No data to display. | | | | |
| Columns Hidden 5 | | | | |

User Account

Account Status **C**

User Name

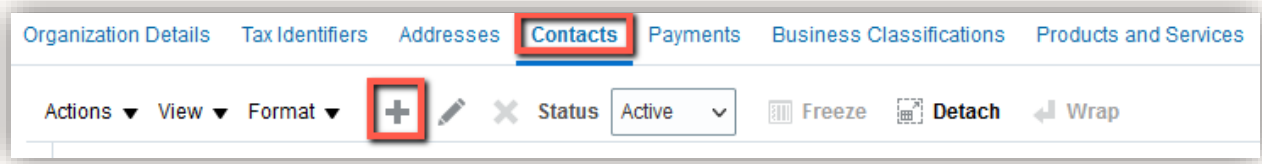
Roles | Data Access

| Role | Description |
|------------------------------------|--|
| WDC Supplier Portal Full Access JR | Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and r... |

OK Cancel

2. The Red arrows show what should be edited to make changes in the system
 - a. **First and Last names** are mandatory and cannot be blank.
 - b. **Email** is mandatory and cannot be blank and must be in format **xxx@xx.xxx**
 - c. If the contact is still part of the supplier account/company but should not have access to the supplier portal, change the **Account Status** from "Active" to "Inactive"
 - d. If you are **inactivating a contact**, simply change the **Status** from "Active" to "Inactive"
 - i. This will also inactivate the User Account for the supplier portal

Adding a New Contact



1. Click the [+] Symbol

Create Contact [Close]

Salutation [Dropdown]

* First Name [Text Field] ← Red Arrow

Middle Name [Text Field]

* Last Name [Text Field] ← Red Arrow

Job Title [Text Field] ← Green Arrow

Administrative contact

Phone [Dropdown] [Text Field] [Text Field] [Text Field] ← Green Arrow

Mobile [Dropdown] [Text Field] [Text Field]

Fax [Dropdown] [Text Field] [Text Field]

Email [Text Field] ← Red Arrow

Status [Active] [Dropdown]

Contact Addresses

Actions [Dropdown] View [Dropdown] Format [Dropdown] [Close] [Print] [Freeze] [Detach] [Wrap]

| Address Name | Address | Phone | Address Purpose | Status |
|---------------------|---------|-------|-----------------|--------|
| No data to display. | | | | |

Columns Hidden 5

User Account

Request user account ← Green Arrow

Roles Data Access

Actions [Dropdown] View [Dropdown] Format [Dropdown] [Close] [Print] [Freeze] [Detach] [Wrap]

| Role | Description |
|---------------------|-------------|
| No data to display. | |

[Create Another] [OK] [Cancel]

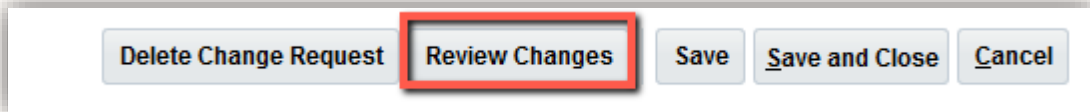
- 2. The Red arrows are mandatory fields that must be filled
- 3. Green Arrows are not mandatory but is best practice to include
 - a. **First and Last names** are mandatory and cannot be blank.
 - b. **Email** is mandatory and cannot be blank and must be in format **xxx@xx.xxx**
 - c. Status should be active by default, do not change this
 - d. If the contact being added **needs access to the supplier portal**, check the Request User Account check box
 - i. Once the contact is created, the contact should check the email provided, junk, and spam folder for the email that includes their UserID and Password Reset link.



Submitting your Change Request

You will now need to submit this change. Please be advised that submitting is the only way the changes will take effect. Using the [Save] or [Save and Close] option will only store the change request, **and no changes will be implemented.**

1. On the top right, click the [Review Changes] button



2. If all changes are correct, click the submit button on the top right
3. Once the changes have been submitted, the WD SMO team will approve the changes and the address will be updated.





Access

If you do not have a User ID or a password, you may inquire for a password reset link to be emailed to you by our automated system. The name of the system starts with 'edmk...'. If you do not receive the email, do check your spam or junk folder.

You may inquire access from the following:

AMER Timezone

- Rena Betancourt Rena.Betancourt@sandisk.com

EMEA Timezone

- Sharona Shragay Sharona.Shragay@sandisk.com

APAC Timezone

- Nur Ilyana Binti Ibrahim nur.ilyana.binti.ibrahim@sandisk.com
- Winnie Teoh Winnie.teoh@sandisk.com