



# UPDATING ADDRESS ORACLE SUPPLIER PORTAL



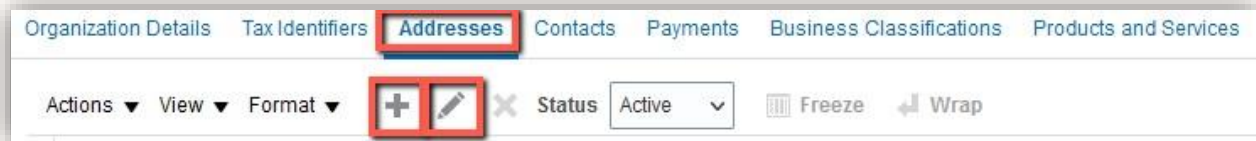
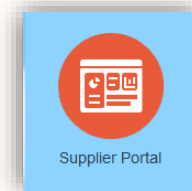
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## Update Your Supplier Address

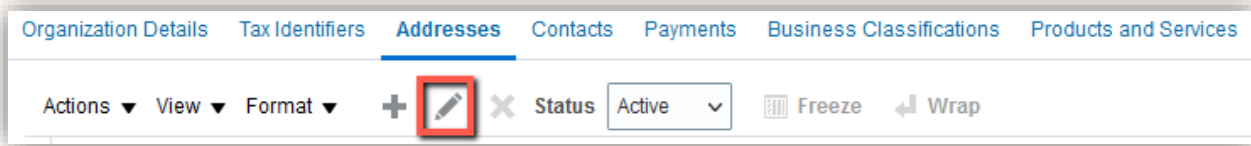
**\*Disclaimer- Please read all the instructions in the process document before proceeding. The steps are very exact and all need to be followed.**

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 [Addresses] tab



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

## Updating Your Existing Address



1. Click the [Edit] Symbol

2. Replace Address Line 1,2,3 and/or 4 with new address information
  - a. **For US Suppliers**, (see above picture for reference) the Requirements are in **RED**. Green will automatically be filled. Filling in the Postal Code field will automatically complete the State and City (if the Postal Code only ties to one City or State).
    - i. In the case the Postal Code ties to 2 or more Cities, another screen will show options you can choose from

**Edit Address: POSAN JOSE01** ✕

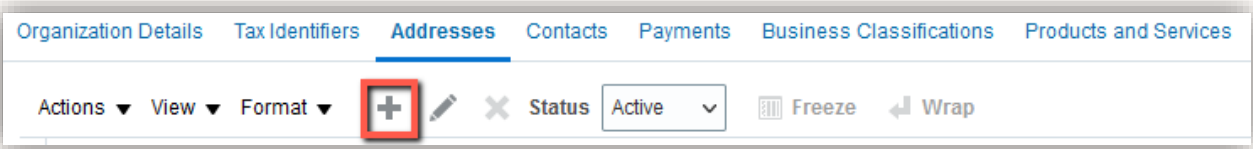
AGAIN, DO NOT UPDATE/  
CHANGE  
"ADDRESS NAME"

<p>* Address Name <input type="text" value="PO"/></p> <p>* Country <input style="border-bottom: 1px solid black;" type="text" value="China"/></p> <p>Postal Code <input type="text"/></p> <p>Province <input type="text"/></p> <p>Prefecture <input type="text"/></p> <p>County or District <input type="text"/></p> <p>Street Address <input type="text"/></p> <p>Additional Address Line <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>Address Line 4 <input type="text"/></p> <p>Language <input type="text"/></p>	<p>* Address Purpose <input checked="" type="checkbox"/> Ordering <input checked="" type="checkbox"/> Remit to <input type="checkbox"/> RFQ or Bidding</p> <p>Phone <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Fax 86 <input type="text"/> <input type="text"/></p> <p>Email <input type="text"/></p> <p>Inactive Date <input type="text" value="m/d/yy"/> </p> <p>Status Active</p>
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b. For NON US suppliers (see above picture for reference) the Requirements are in RED.

# Adding a New Address

- 1. Click the [+] Symbol



- 2. Replace Address Line 1,2,3 and/or 4 with new address information
  - a. **For US Suppliers**, (see below picture for reference) the Requirements are in **RED**. Green will automatically be filled. Filling in the Postal Code field will automatically complete the State and City (if the Postal Code only ties to one City or State).
    - i. In the case the Postal Code ties to 2 or more Cities, another screen will show options you can choose from

A screenshot of a 'Create Address' form. The form contains several fields: '\* Address Name' (text input), '\* Country' (dropdown menu set to 'United States'), 'Address Line 1' through 'Address Line 4' (text inputs), '\* City' (dropdown menu), '\* State' (dropdown menu), '\* Postal Code' (dropdown menu), 'Zip+4' (text input), 'County' (dropdown menu), and 'Language' (dropdown menu). On the right side, there are checkboxes for '\* Address Purpose' with options 'Ordering', 'Remit to', and 'RFQ or Bidding'. Below these are 'Phone' and 'Fax' fields (each with a dropdown menu and two text inputs), an 'Email' field, an 'Inactive Date' field (with a date picker icon), and a 'Status' dropdown menu set to 'Active'. At the bottom right, there are three buttons: 'Create Another', 'OK', and 'Cancel'. Red arrows point to the 'Address Name' field, the 'Country' dropdown, 'Address Line 1', the 'Postal Code' dropdown, the 'Ordering' checkbox, the 'Remit to' checkbox, and the 'Postal Code' dropdown.

b. For **NON US suppliers** (see below picture for reference) the Requirements are in **RED**.

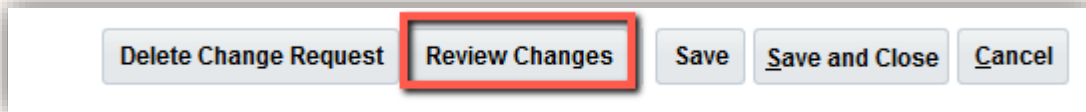
**Create Address** ✕

<p>* Address Name <input type="text"/></p> <p>* Country <input type="text" value="China"/></p> <p>Postal Code <input type="text"/></p> <p>Province <input type="text"/></p> <p>Prefecture <input type="text"/></p> <p>County or District <input type="text"/></p> <p>Street Address <input type="text"/></p> <p>Additional Address Line <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>Address Line 4 <input type="text"/></p> <p>Language <input type="text"/></p>	<p>* Address Purpose <input type="checkbox"/> Ordering</p> <p><input type="checkbox"/> Remit to</p> <p><input type="checkbox"/> RFQ or Bidding</p> <p>Phone <input type="text" value="86"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Fax <input type="text" value="86"/> <input type="text"/> <input type="text"/></p> <p>Email <input type="text"/></p> <p>Inactive Date <input type="text" value="m/d/yy"/> </p> <p>Status Active</p>
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## 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](mailto:Rena.Betancourt@sandisk.com)

### EMEA Timezone

- Sharona Shragay [Sharona.Shragay@sandisk.com](mailto:Sharona.Shragay@sandisk.com)

### APAC Timezone

- Nur Ilyana Binti Ibrahim [nur.ilyana.binti.ibrahim@sandisk.com](mailto:nur.ilyana.binti.ibrahim@sandisk.com)
- Winnie Teoh [winnie.teoh@sandisk.com](mailto:winnie.teoh@sandisk.com)