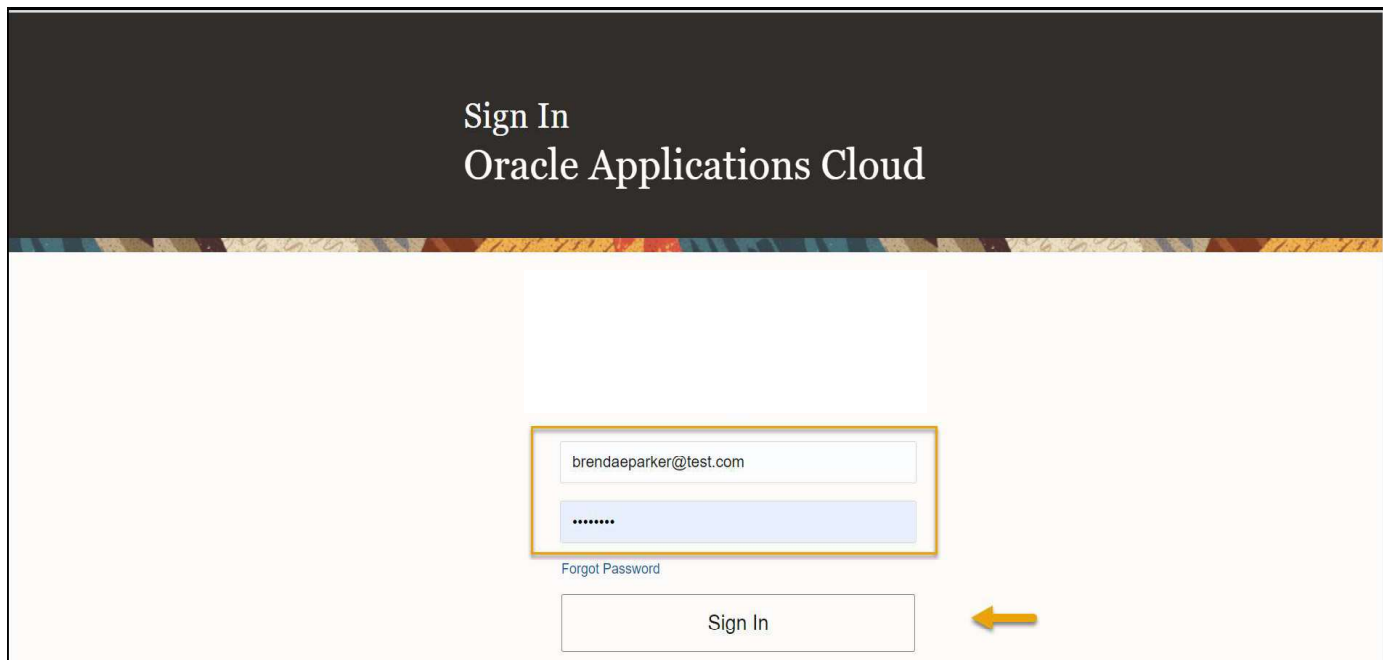



Job Aid: Update Your Supplier Profile

Use this process to update one or more components of your Supplier Profile. Keeping this information current will enable Voya to seamlessly transact business with you. Once submitted, your request will be reviewed by Voya Procurement. Approved requests will automatically update your supplier record.

It is important to include contact information for **all** individuals who interact with Voya, and to deactivate contacts if they leave the company or change roles.



- Open your browser
- Access [Oracle Procurement Cloud](#) with your **User ID** and **Password**
 - If you do not recall your password, click [Forgot Password](#) to trigger a password reset
- Click 

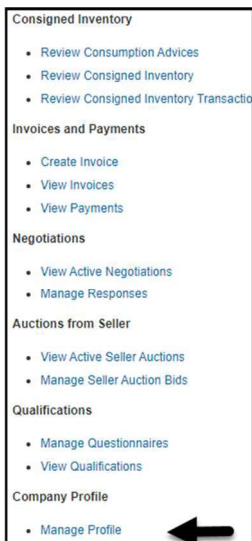
Good afternoon, ACCOUNTANT ACCOUNTANT!

Supplier Portal Tools Others

APPS



- Click **Supplier Portal**



- From the left-hand navigation menu, click **Manage Profile**

Company Profile ⓘ

Last Change Request: 879006 Requested By: ACCOUNTANT, ACCOUNTANT Change Description: contact
 Request Status: Processed Request Date: 5/13/22

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company: XYZ Corp Tax Organization Type: Corporation
 Supplier Number: 2956 Status: Active
 Supplier Type: OUTSIDE PARTY Attachments: WF Bank Verification 2021.pdf (2 more...)

Identification


D-U-N-S Number National Insurance Number
 Customer Number Corporate Web Site
 SIC

Corporate Profile

Year Established Chief Executive Title
 Mission Statement Chief Executive Name
 Principal Title
 Principal Name
 Year Incorporated


Financial Profile

Current Fiscal Year's Potential Revenue
 Preferred Functional Currency
 Fiscal Year End Month: October

- In the upper right-hand corner, click 

Warning [X]

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

- Confirm and click 
- Note all the fields open for editing

Change Description Edit addresses, Add contacts

- Provide a **Change Description**

- Note that at any point in this process, you can use the action buttons in the upper right-hand corner

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

- Update any fields on the **Organization Details** tab
- Use the **Tabs** menu to go directly to any information you need to review or update (*our example will edit an address, and add a contact.*)

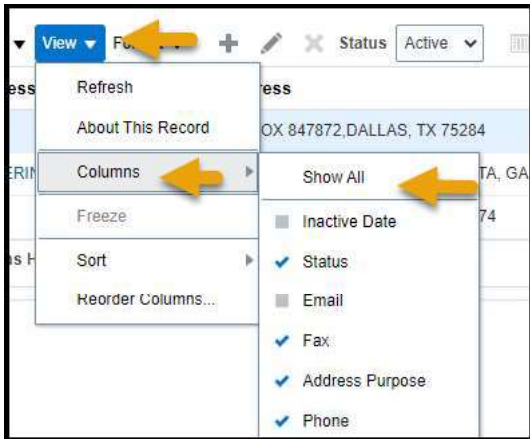
Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + ✕ Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
MAIN	PO BOX 847872,DALLAS, TX 75284		Ordering, Remit to		Active
ORDERING	2015 SOUTH PARK PLACE,ATLANTA, GA 30339		Ordering		Active
W9	PO BOX 742689,ATLANTA, GA 30374		Remit to		Active

Columns Hidden 3

- Click the tab you want to edit. For our example we will choose **Addresses**



- To show the data in all columns, click **View > Columns > Show All**


Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + ✕ Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
MAIN	PO BOX 847872,DALLAS, TX 75284		Ordering, Remit to		Active
ORDERING	2015 SOUTH PARK PLACE,ATLANTA, GA 30339		Ordering		Active
W9	PO BOX 742689,ATLANTA, GA 30374		Remit to		Active

Columns Hidden 3

- View address in either *Active* or *Inactive Status*
- Use the + to add an address or highlight an address and click ✎ to edit (*we will edit in our example*)

- Update any fields necessary. (In our example, an Email address was added for Ordering and Remit to)
 - Note addresses should be inactivated when no longer being used. Enter an **Inactive Date** today or later to automatically inactivate.
- Click 




- Click the tab for any other section you want to review or update (We will choose *Contacts* in this example.)

Edit Profile Change Request: 880006 Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Edit addresses, Add contacts

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format  Status Active Freeze Detach Wrap

Name	Job Title	test@test.com	Phone	Administrative Contact	User Account	Status
ACCOUNTANT, ACCOUNTANT	SVP	brendarepianhs@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

- Click  to add a contact

Edit Contact: Stewart Smith

Salutation: Mr.

* First Name: Stewart

Middle Name:

* Last Name: Smith

Job Title: Sales Representative

Administrative contact

Phone: 1 555 555 5555

Mobile:

Fax:

Email: test@test.com

Status: Active

Contact Addresses

Actions View Format Freeze Detach Wrap

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

User Account


Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include...

OK Cancel

- Use the form to provide contact information. At a minimum, complete the highlighted fields.
 - Check **Administrative contact** and **Request user account** for contacts who will login to the portal for to submit invoices, manage PO's, manage the supplier pro etc.
- Click 

Edit Profile Change Request: 880006

Delete Change Request Review Changes Save Save and Close Cancel

Change Description: Edit addresses, Add contacts

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
ACCOUNTANT, ACCOUNTANT	SVP	brendaneparks@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
Smith, Stewart	Sales Representative	test@test.com	+1 (555)555 x55...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active

- Click 
- Confirm your changes
- Click 