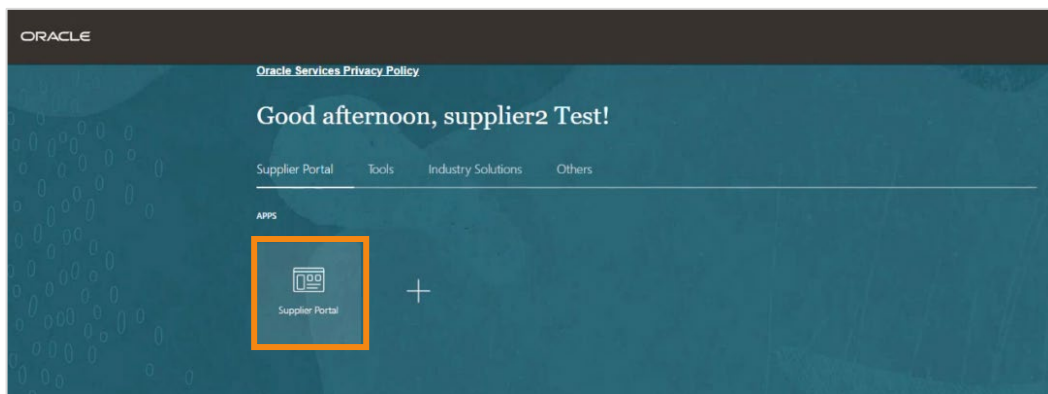


Skanska UK supplier portal QRG: how to update your supplier profile.docx  
Version: 2

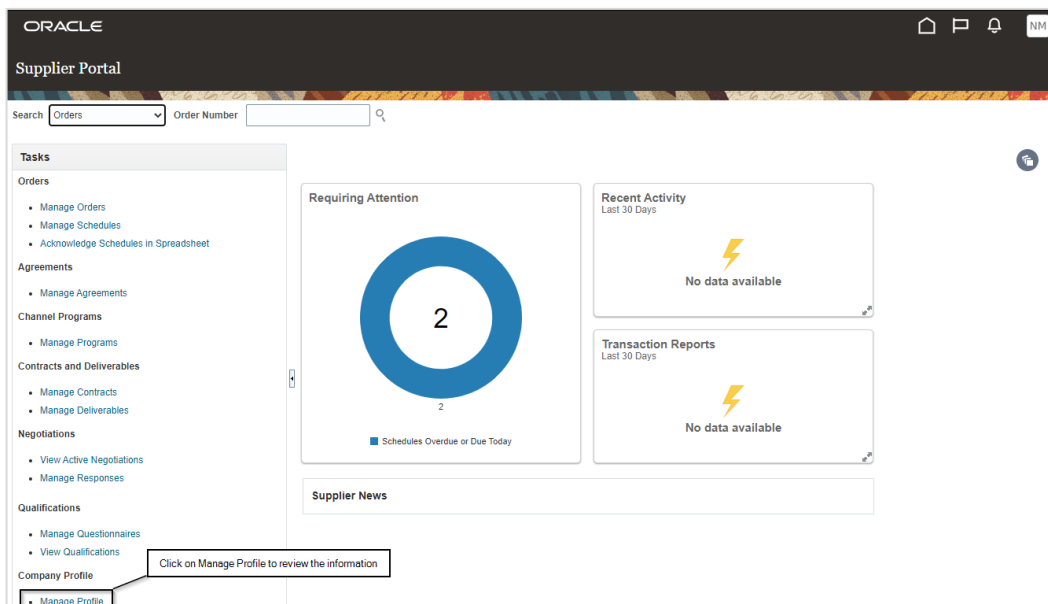
## Skanska UK supplier portal – quick reference guide: How to update your supplier profile

Please follow the steps below to update your supplier profile information in Skanska UK’s supplier portal.

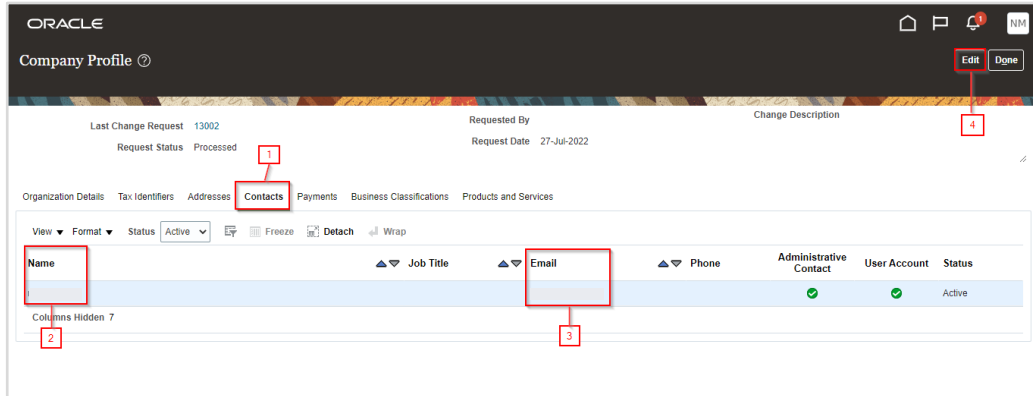
1. Once you’ve signed into Oracle, click on the ‘Supplier Portal’ icon.



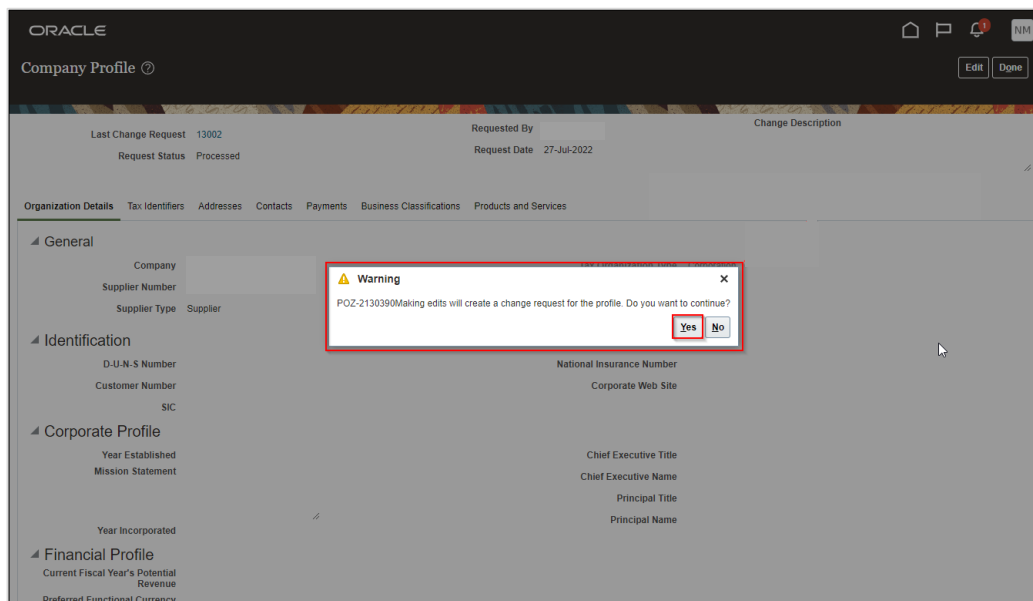
2. Select ‘Manage Profile’ at the bottom of the ‘Tasks’ menu on the left side of the screen.



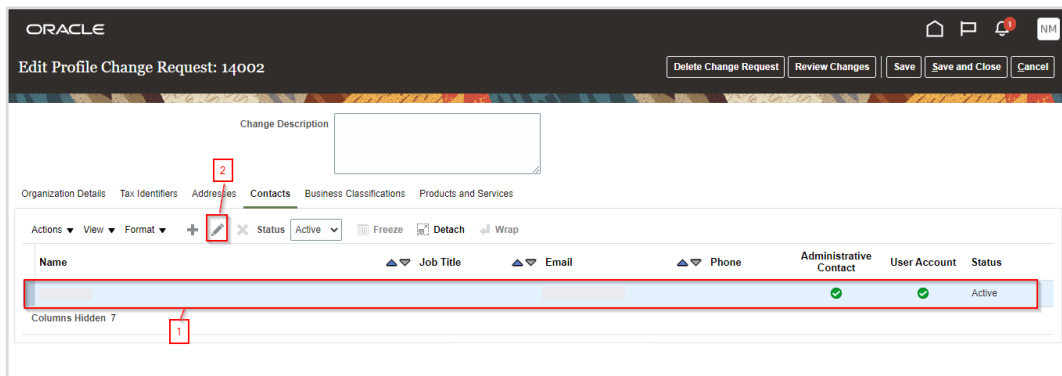
3. Select the **'Contacts'** tab [1], then review the **'Name'** [2] displayed on the left of your profile and check the corresponding **'Email'** [3]. If anything needs to be updated, select **'Edit'** [4].



4. The system will notify you that making edits will create a change request for the profile. Select **'Yes'** to continue.



5. On the **'Edit Profile Change Request'** screen, make sure you are in the **'Contacts'** tab. Select the line you wish to edit [1], then select the pencil icon [2].



- Now you're in the contact profile screen, you can update the 'First Name', 'Last Name' and 'Email' fields. Please do not amend your 'Status' or 'Account Status'. Once changes have been made, select 'OK'.

Edit Contact: ✕

Salutation

\* First Name

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions

Address Name	Address	Phone	Address Purpose	Status
LONDON			Ordering; Remit to	Active

Columns Hidden 5

User Account

Account Status

User Name

Roles Data Access

Actions

Role	Description
XSK Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
XSK Supplier Sales Representative	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes...
XSK Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

- You can now review the changes you have made by selecting the 'Review Changes' button from the top of the screen.

ORACLE Home, Notifications, User

Edit Profile Change Request: 14002

Change Description

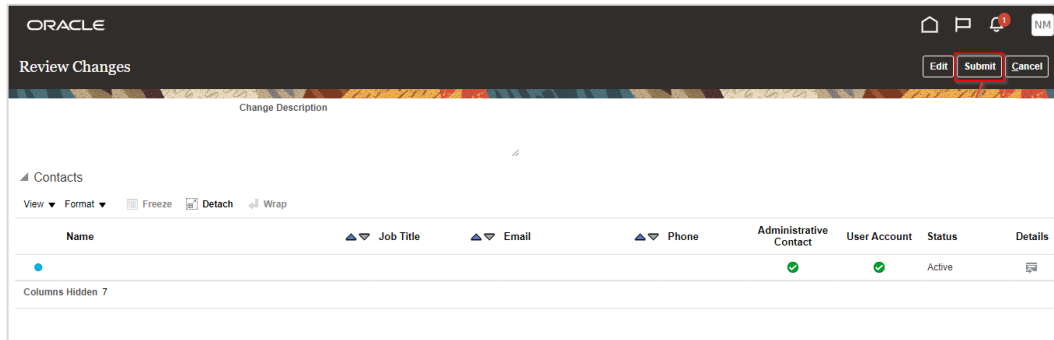
Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

Actions

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Columns Hidden 7

8. Once you're happy with your changes, select 'Submit'.



9. A notification will appear to confirm that your profile change request was submitted for approval.

**Note:** changes made to the profile are subject to approval from the respective parties in Skanska UK. Once approved, your changes will be reflected immediately in your profile.

