

Page 1 (4)

01/11/2023

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.

ORACLE	Oracle Services Privacy Policy
	Good afternoon, supplier2 Test!
	Supplier Portal Tools Industry Solutions Others
	AP5
	Supplier Portal
0000 00	

2. Select '**Manage Profile**' at the bottom of the '**Tasks**' menu on the left side of the screen.

			ΟÞΦ	NM
Supplier Portal				
Search Orders  V Order Number	्र २			
Tasks				6
Orders  Manage Schedules Acknowledge Schedules in Spreadsheet  Agreements Manage Agreements Channel Programs Contracts and Deliverables Manage Contracts Manage Contracts Manage Contracts Nanage Deliverables Negotations	Requiring Attention	Recent Activity Last 30 Days No data available Transaction Reports Last 30 Days No data available		
View Active Regulations     Manage Responses Qualifications	Supplier News			
Manage Questionnaires     View Qualifications     Company Profile     Manage Profile	view the information			



```
Page 2 (4)
```

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].

ORACLE					I 🗘 🛛
Company Profile ③					Edit D <u>o</u> ne
			ange Description	AT 25 70 3455	713LE VIEL CO
Last Change Request 13002 Request Status Processed	Requested By Request Date 27-Jul-2022	u	ange Description		4
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications View ▼ Format ▼ Status Active ▼ Er □ Freeze □ Detact ↓ Wrap	Products and Services				
Name ▲▼ Job Title	▲マ Email	▲マ Phone	Administrative Contact	User Account	Status
			٢	•	Active
Colums Hidden 7	3				

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

ORACLE		û þ 🗘 м
Company Profile ②		Edit Done
Last Change Reguest 13002 Reguest Status Processed	Requested By Change Description Request Date 27-Jul-2022	a an
Company     Supplier Number     Supplier Number     Judientification     D-U-N-S Number     Customer Number     Supplier Supplier	Marring         ×           POZ-2130390/Making edits will create a change request for the profile. Do you want to continue?         ¥           Warning         ×           Marring         ×           POZ-2130390/Making edits will create a change request for the profile. Do you want to continue?         ¥           Mational Insurance Number         Corporate Web Site	k
<ul> <li>Corporate Profile         <ul> <li>Year Established</li> <li>Mission Statement</li> </ul> </li> <li>Year Incorporated</li> <li>Financial Profile         <ul> <li>Current Fiscal Year's Potential Revenues</li> </ul> </li> </ul>	Chief Executive Title Chief Executive Name Principal Title A Principal Name	

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].

ORACLE			û P 🦆 м
Edit Profile Change Request: 14002		Delete Change Request Review Cha	nges Save Save and Close Cancel
Change Description			
Crganization Details Tax identifiers Addresses Contacts Business Classifications Product	ucts and Services		
Name	Title ▲▼ Email	▲▼ Phone Administr Conta	ative User Account Status
		0	Active
Columns Hidden 7			



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

t Contact:					
Salutation V			Phone	•	
* First Name			Mobile	•	
Middle Name			Fax	•	
* Last Name			Email		
Job Title			Status	Active 🗸	
Admi	nistrative contact				
Contact Addresses					
ctions ▼ View ▼ Format ▼	🗙 🛃 🔟 Fre	eze 🛒 Detach 🚽 V	Vrap		
Address Name	Address		Phone	Address Purpose	Status
LONDON				Ordering; Remit to	Active
olumns Hidden 5					
Account Status User Name Data Access Actions View V Format V	Active V	Freeze 🗑 Detach 🚽	Wrap	G	
Role	<b>▲</b> ♥ Des	cription			
XSK Supplier Bidder Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request					
XSK Supplier Sales Representa	K Supplier Sales Representative Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes				
XSK Supplier Self Service Admin	nistrator Mar	ages the profile information	for the supplier company. Primar	y tasks include updating suppli	er profile information and requ
					O <u>K</u> <u>C</u> an

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

ORACLE					þ 👈 🛯
Edit Profile Change Request: 14002			Delete Change Request Review	Changes Save <u>S</u> ave	and Close
					a an
Change D	escription				
Organization Details Tax Identifiers Addresses Contact	ts Business Classifications Products and Se	rvices			
Actions 🔻 View 🔻 Format 👻 🕂 🗡 🗙 Status	Active 🗸 🧾 Freeze 📄 Detach 🤞	Wrap			
Name	▲ マ Job Title	▲♥ Email	▲▼ Phone Admin Co	istrative User Accoun	t Status
				• •	Active
Columns Hidden 7					



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

ORACLE							<b>9</b> мм
Review Changes						Edit Submit	<u>C</u> ancel
				6.6.0			
Change Description	n						
		11					
▲ Contacts							
View 🔻 Format 👻 🦉 Freeze 🔐 Detach 📣 Wrap							
Name	▲マ Job Title	▲♥ Email	▲▼ Phone	Administrative Contact	User Account	Status	Details
•				0	0	Active	-
Columns Hidden 7							

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.

ORACLE				☐ ₽  . M
Company Profile ⑦	ending approval. You ma	av edit to make ad	Millional changes	Cancel Change Request   Edit Done
	6.65465			Change Description
Last Change Reques	t 14003		Requested By Paqueet Data 27, Jul 2022	
Request Status	s Pending Approval		Request Date 27-50-2022	11
Organization Details Tax Identifiers	s Addresses Conta	icts Payments	Business Classifications Products and Services	
▲ General				
Company			Confirmation × e	Corporation
Supplier Number			Your profile change request 14003 was submitted for	Active
Supplier Type	Supplier		approval.	lone
Identification			₿ ok	
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	
Year Incorporated		//	Principal Name	
Financial Profile				
Current Fiscal Year's Potential Revenue				