17/07/2024



Skanska supplier portal: how to update & manage your supplier profile

Version: 2

Skanska supplier portal – instructions on how to update your supplier profile

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

In this example we	will update information in the	"Contacts" area.
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1. Once you've signed into Oracle, click on the 'supplier portal' icon.

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Link to Oracle Fusion GDPR Policy		
Good morning,		
Supplier Portal Tools Industry Solutions Others		
APPS		
Click on Supplier Portal		
Things to Finish	1. 1900	

2. Select 'Manage profile' at the bottom of the 'Tasks' area on the lefthand side of the screen.

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Supplier Portal					
			17.57 Jac	7.581.87	
Search Negotiations	O,				
Tasks					6
	Requiring Attention	Recent Activity Last 30 Days			
Negotiations • View Active Negotiations • Manage Responses		No data available			
Company Profile Manage Profile	4				
Click on Manage Profile to review the information	4				
	Negotiation Messages				
	Supplier News				
		_			



3. Select the '**Contacts**' tab, then review the 'Name' displayed on the left of your profile and check the corresponding 'Email'.

In this example we want to update some information in the "Contacts" tab, so select 'Edit'.

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Company Profile 🗇						Edit Done
Last Change Request 13002 Request Status Processed Organization Details Tax Identifiers Addresses Contacts Payments View V Format V Status Addre V P Frozz Prof. Pote	Business Classifications	Requested By Request Date 27-Jul-2022 Products and Services	ngalan. Balan	Change Description		4
Name	▲♥ Job Title	▲ ▼ Email	▲♥ Phone	Administrative Contact	User Account	Status
				0	•	Active
Columns Hidden 7		3				
Click on Contacts Zeview Name displayed Review Namil Id present Areview Linal Id present d. If anything needs to be u	on the profile t on the profile. (FYI - This e plated click on Édit	mail ID will be used for PO/RFQ re	elated communication, so please	e keep them up to date.)		

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

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Company Profile ⑦		Edit Done
Last Change Request 13002 Request Status Processed	Request Date 27-Jul-2022	ion
Organization Details Tax Identifiers Addresses Contacts	Payments Business Classifications Products and Services As soon as you try to make any change will popup and warn - whether you want	s to your own profile system to continue? - Click on Yes
Company Company Supplier Number 10000058 Supplier Type Supplier Identification D-J-R-S Number Customer Number Sic Corporate Profile	✓ Warning ★ P0Z-2130390/Making edits will create a change request for the profile. Do you want to continue? yes yes No Mational Insurance Number Corporate Web Site	k
Year Established Mission Statement Year Incorporated ✔ Financial Profile	Chief Executive Title Chief Executive Name Principal Title // Principal Name	
Current Fiscal Year's Potential Revenue Preferred Functional Currency		

5. On the 'Edit Profile Change Request' screen, once again select the '**Contacts'** tab. Select the line you wish to edit, then select the pencil icon.

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Edit Profile Change Request: 14002	Delete Change Request	Review Changes	Save Save a	nd Close
	× 18 6 . 60			
Change Description				
Organization Details Tax Identifiers Addresses Contacts Business Classifications Products and Services				
Actions 🕶 View 💌 Format 💌 🕂 🗾 💥 Status Active 💌 🏢 Freeze 🙀 Detach 🚽 Wrap				
Name 🛆 🗢 Job Title 🛆 🗢 Email	▲♥ Phone	Administrative Contact	User Account	Status
		0	0	Active
Columns Hidden 7				
1. Select the Row. 2. Click on Edit.				



6. Now you're in the contact profile screen, you can update the '**First Name**', '**Last Name**' and '**Email**' fields, and then click "**OK**"

Edit Contact:					×
Salutation	~	Phone	•		
* First Name	Example	Mobile	•		
Middle Name		Fax	•		
* Last Name	Other	Email E>	xample.Other@er	mail.co.uk	
Job Title		Status A	ctive 🗸		
	 Administrative contact 				
					OK Cancel

7. You can now review the changes you have made.

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Edit Profile Change Request: 14002			Delete Change Reque	st Review Changes	Save Save a	nd Close
Change Descri Organization Details Tax Identifiers Addresses Contacts Actions View + Format + Addresses Status Addresses	ption Business Classifications Products and St tive v Freeze P Detach	ervices		Click on Review Changes submit your change.	to	
Name	▲マ Job Title	▲ ▼ Email	▲▼ Phone	Administrative Contact	User Account	Status
Example, Other		Other @Exam	ple.co	٢	٢	Active
Columns Hidden 7						

8. Once you are happy with your changes, select '**Submit**'. This sends your changes to the appropriate person in Skanska to approve.

This step is critical in order for your changes to be reflected in your profile

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Review Changes						Edit Submit	<u>C</u> ancel
✓ Contacts	hange Description	li	100.00.0000 VA			Click on Submit	IJ
View View Format View Freeze in Detach	📣 Wrap	A 🚍 Email	A 📼 Dhone	Administrative	Heer Assount	Statua	Detaile
Name	∠ V Job Hue		▲ ♥ Phone	Contact	User Account	Status	Details
•				0	0	Active	Ę.
Columns Hidden 7							



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

Please note: Changes made to the profile are subject to an approval from respective parties in Skanska. Once approved, your changes will be reflected on your profile.

ORACLE		
Company Profile ⑦		Cancel Change Request
There is a profile change request pending approval. You may approve the profile of the profil	ay edit to make additional changes.	
Last Change Request 14003 Request Status Pending Approval	Requested By Request Date 27-Jui-2022	Change Description
Organization Details Tax Identifiers Addresses Conta	cts Payments Business Classifications Products and Services	Change Request submitted successfully.
 ✓ General Company I Supplier Number Supplier Type Supplier ✓ Identification D-U-N-S Number Customer Number Customer Number Sic ✓ Corporate Profile Year Established Mission Statement Year Incorporated ✓ Financial Profile Current Fiscal Year's Potential Current Fiscal Year's Potential 	✓ Confirmation Your profile change request 14003 was submitted for Paproval. National insurance Number Corporate Web Site Chief Executive Title Chief Executive Name Principal Title Principal Name	Corporation Active Ione