

Add or Update Supplier Contact Work Instruction



Add or Update Supplier Contact

Purpose:

This procedure is used to add or update Supplier Contact.

Prerequisites:

Registered as a Supplier.

Menu Path:

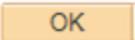
Oracle > Main Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change

On the **Entergy Portal** page log in with Supplier User ID and Password.

1. Click the  breadcrumb.

2. To add a new contact, Click .

Field	Description
Description	The contact's first and last name
First Name	The contact's first name
Last Name	The contact's last name
E-mail Address	The contact's e-mail
Contact Type	Select appropriate contact type
Phone Type	The contact's phone phone type
Telephone	The contact's phone number including area code

3. Click  when completed.

4. To edit a contact, click  on the contact and update the information as needed

5. Click  when completed.



The system will not allow existing contacts to be removed. If a contact is no longer valid, please note that on the comments field in the Submit section, and it will be handled by the Supplier Management Team.

6. Click the  breadcrumb.

7. Click the drop-down to select the Audit Reason Code for changes made. This should describe the change you are requesting.

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*Audit Reason
Code

8. Please add comments if you need to remove a contact or further explain your change request.
9. **Click** the checkbox to confirm the changes made **Confirm Changes**
10. Click to verify data entered or once completed.
11. You should receive an e-mail to the e-mail address provided on the submit panel when your changes have been approved, denied, or if further information is needed.

Results

Message received once Supplier Change Request has been submitted.

Supplier Change Request Submit Confirmation

Pending Approval

 You have successfully submitted your Supplier Change Request

Your Change Request ID 00000000000018

Any email regarding the request status will be sent to:

Supplier has successfully submitted requested changes to their profile.