Oracle Supplier Management
Registering in Oracle iSupplier

REVISION: E
EFFECTIVE DATE: 11/18/22

Purpose
The purpose of this job aid is to explain how to register as an Electric Boat suppler in Oracle iSupplier the Supply Chain Management tool.

Audience
This job aid applies to:
- Electric Boat Suppliers

Topics
The job aid will provide step by step instructions to perform the following topics.

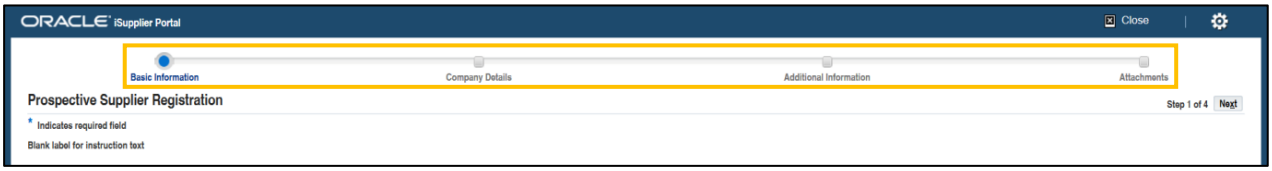
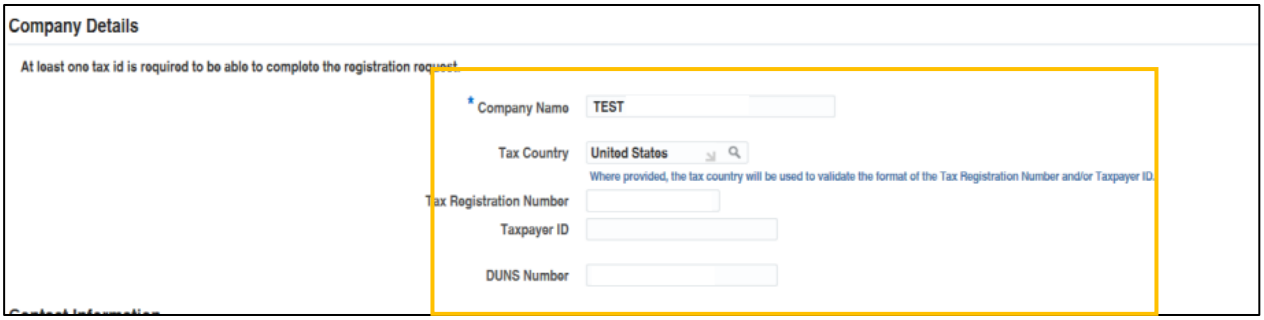
- Topic 1: How to Register as a Supplier in Oracle iSupplier
- Topic 2: Create or Modify Supplier Contact/User
- Topic 3: How to Remove Supplier Contact
- Topic 4: Creating a Supplier User Account (as a User)
- Topic 5: Complete Supplier Company Information

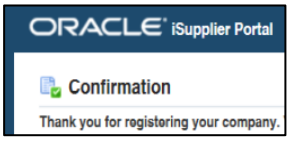
Document Revisions

Note: All data and values that appear in this Job Aid have been produced for the purpose of training. No actual system data appears in this document.

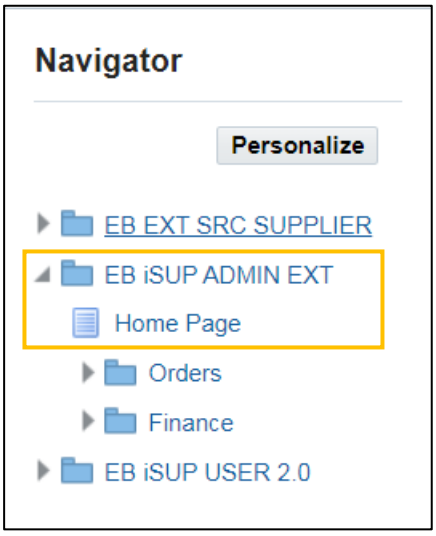
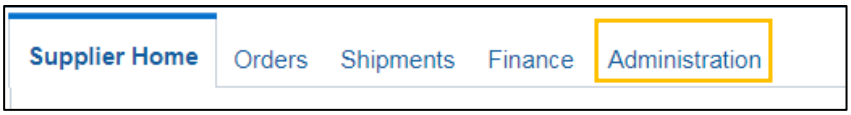
Topic 1: How to register as a Supplier in Oracle iSupplier

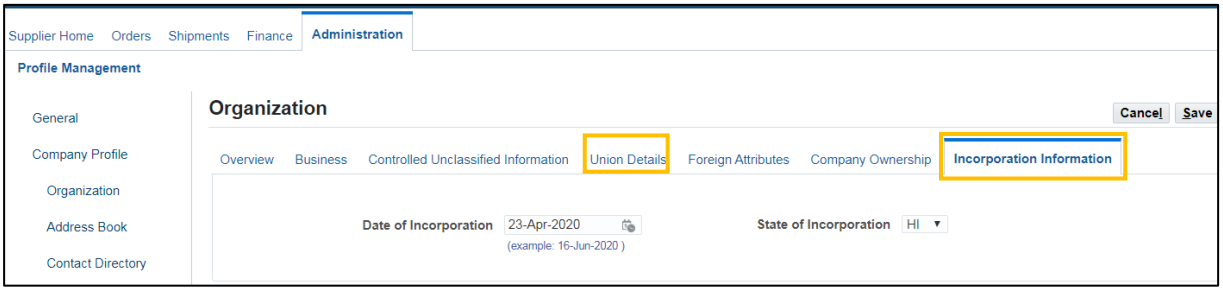
This process will explain how to register as a supplier with EB. There are several steps to complete this process beginning with an email sent from EB to the Supplier. This is completed by the Supplier Administrator.

Steps	Action
1.	To register as a supplier, you will receive an **"Invitation to Register"** email from GDEB. The email will include a link to register in Oracle. Open this email and click the **Oracle Applications Systems** link.
2.	Once you click into the Oracle Application System, you are on the **Supplier Registration** page click the **Respond** button.
3.	You will be directed to the **Prospective Supplier Registration** page to enter your company information. You can track your registration progress from this page. 
4.	Complete the **Basic Information** by filling in the **Company Details** section for your organization. Make sure to complete all fields with an ***** in front of them. 
5.	Click the **Next** button.

Steps	Action
6.	You will now be at the **Company Details** step. From this page you can add or update your contact directory, your business classifications, and your products or services. • **Address Book:** Allows you to create a company address, and add a purpose for a specific organization site • **Contact Directory:** Allows you to add names of users and individuals associated with your organization you wish to be included in your Oracle account • **Business Classifications:** Allows you to add and update organization classifications and certificates • **Products and Services:** Allows you to add details on your services, and products.
7.	When completed with **Company Details,** click the **Next** button to move on to the **Additional Information** section.
8.	In the **Additional Information** step you can add information and attachments to your profile. This page generally includes documents for union information, parent company information, and incorporation information.
9.	Click the **Next** button to continue.
10.	Finally, the **Attachments** step is generally used to add W8 and W9 information to your organization's profile.
11.	When complete click the **Submit** button.
12.	A confirmation will appear verifying your registration is complete. Your **Supplier Account** will now be sent to **Electric Boat**, where it will be verified and approved. Once approved, you will receive an email inviting you to **Oracle iSupplier.** 

Update Organization Information in iSupplier: Once your registration has been approved by Electric Boat, you will receive an email inviting you to Oracle iSupplier. This process will show you how to navigate to and update your organization's information in iSupplier.

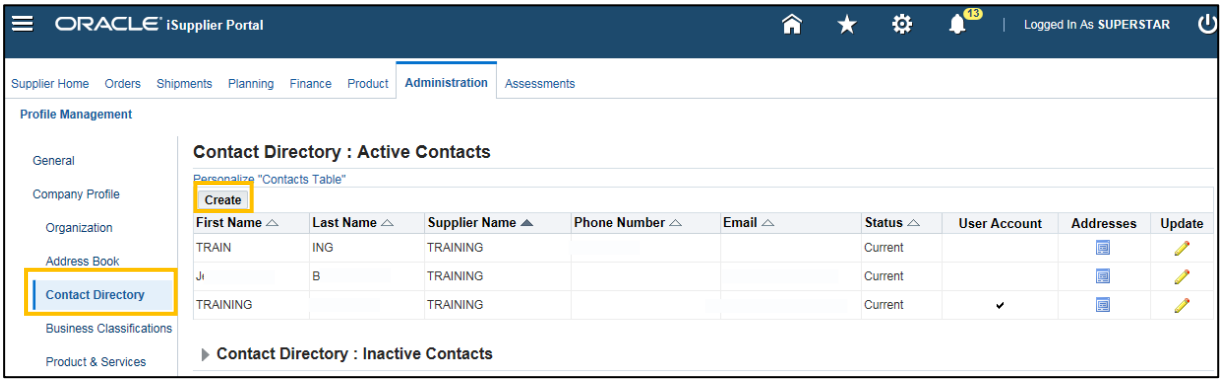
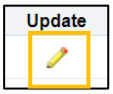
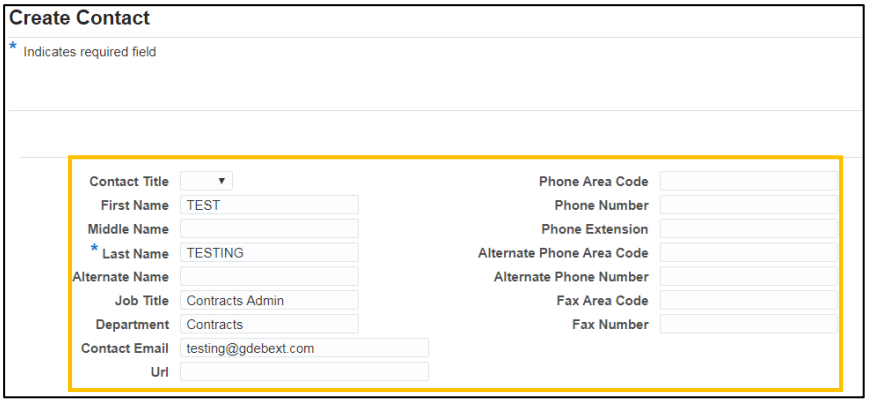
1.	From the **Oracle** home page click on the **home page** for **EB iSUP ADMIN EXT**. 
2.	From the **iSupplier Admin Portal** click on the **Administration** tab. 
3.	Click on **Company Profile** in the **Profile Management** menu on the left side of the screen.

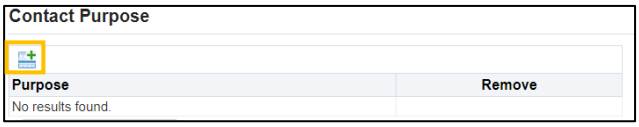
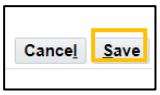
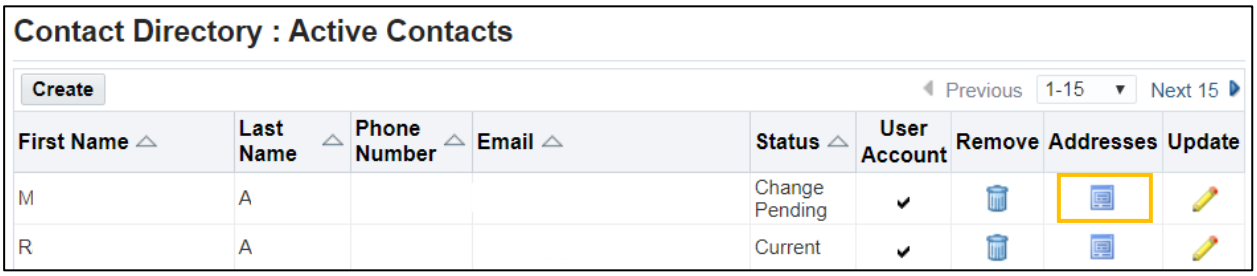
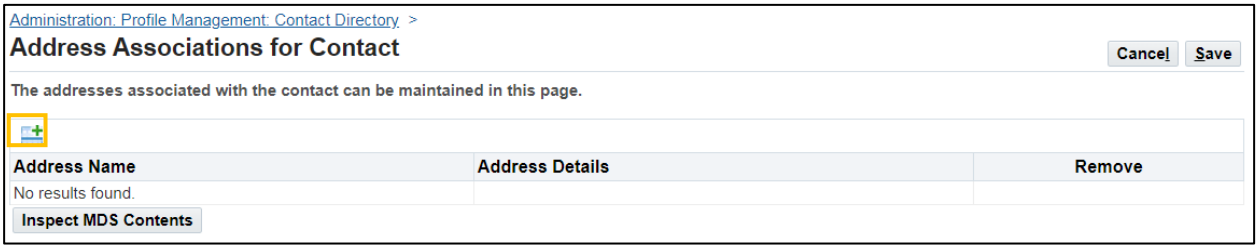
4.	Under the **Company Profile** list you can modify your organization's master data. The categories you can change include: General Company Profile Organization Address Book Contact Directory Business Classifications Product & Services • **Organization:** Includes general information about your company, including parent company information, number of employees, and financial information • **Address Book:** Contains a list of your organization's addresses and their physical location • **Contact Directory:** Contains a list of individuals assigned as contacts for your organizations and their user accounts (if available) • **Business Classifications:** Lists various classifications your business falls under (i.e. Small Business classification) • **Products and Services:** Can be populated with various products and services offered by your organization and made available to Electric Boat **Note:** Any information added or modified in this section will be submitted in the form of a Change Request which must be approved prior to being published in your organization's master data.
5.	Under **Organization** you should be able to modify & save any of the information in the tabs displayed horizontally. • **Union Details –** Allows you to add information regarding your company's unions • **Incorporation Details –** Allows you to add the date and state your organization was incorporated in 
6.	If you update any information, click the **Save** button to save it in your profile.
7.	A confirmation will appear indicating changes have been saved.

Topic 2: Create or Modify Supplier Contact/User

This process will explain how to create and manage user accounts in Oracle iSupplier. A Supplier Administrator can create users on the account. In order to respond to assessments, RFQs, or purchase orders, you must be listed as a contact and create a user account to access iSupplier.

IMPORTANT: A contact must be created before a user account can be added.

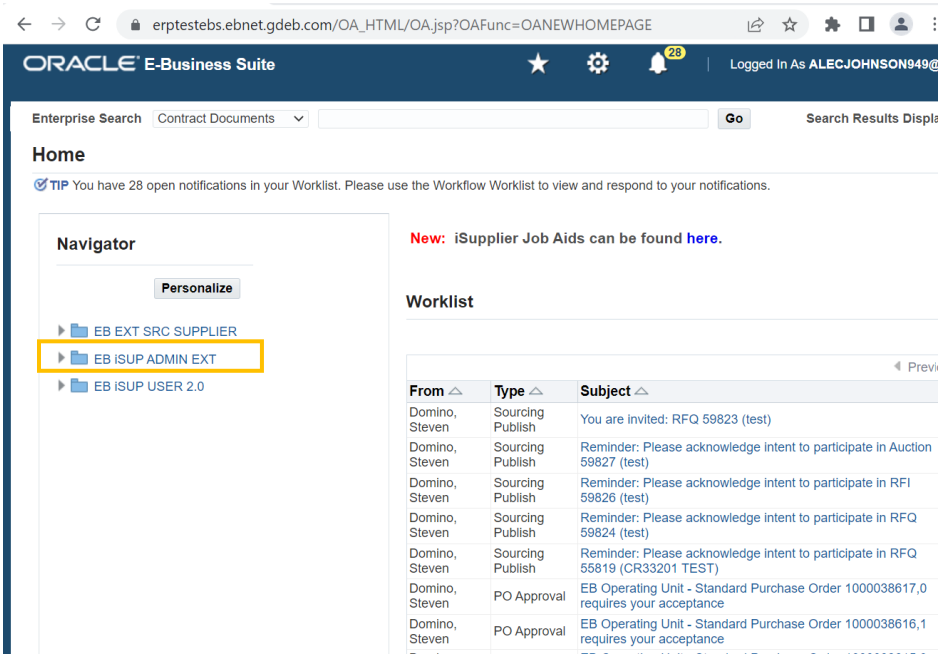
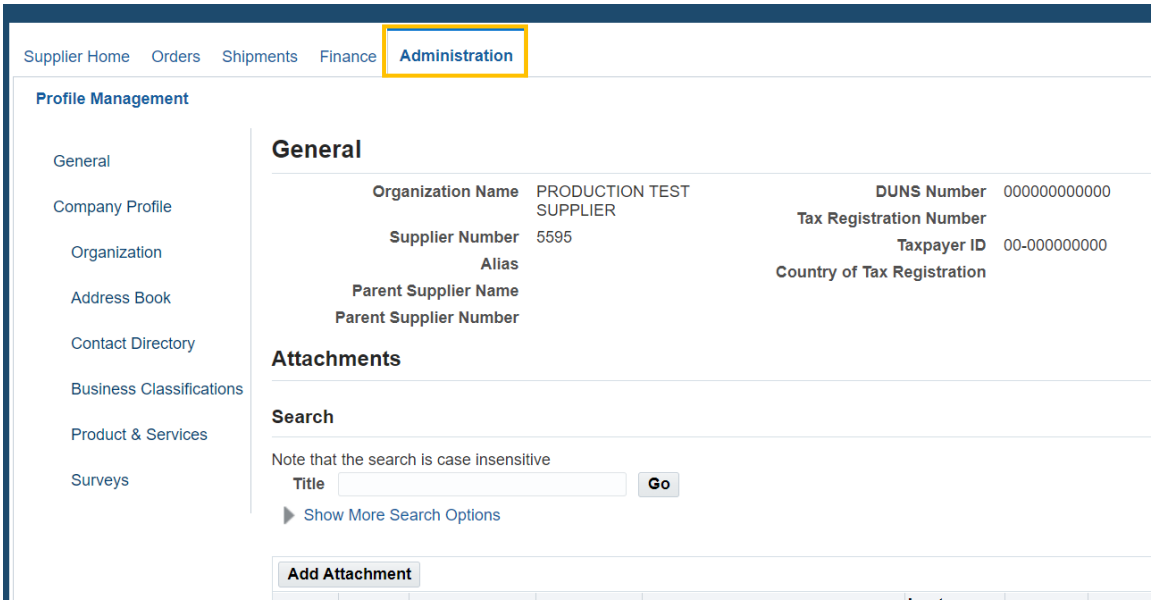
Steps	Action
1.	From the **Administrations** tab in **iSupplier** click the **Contact Directory.** You will see a list of active and inactive contacts for the supplier. If you wish to create a new contact click the **Create** button.  If you desire to update an existing contact, click the **Update** (pencil) icon and follow the same steps below to find and update the desired information. 
2.	Fill in the required fields to create a contact for your organization. A * symbol indicates this field is required. 

Steps	Action
3.	At the bottom of the page is the **Contact Purpose.** If you would like to better describe the role of this contact you may add one or more purposes here. 
4.	Click the **Save** button. 
5.	If you intend to have a **Supplier User Account** created, you will need to add the **Supplier Addresses** you wish the user to be assigned to. Under the contact, click the **Addresses** icon. 
6.	Click the icon and select the **Supplier Address** you wish to add. You can select one or several. 
7.	Click the **Save** button.

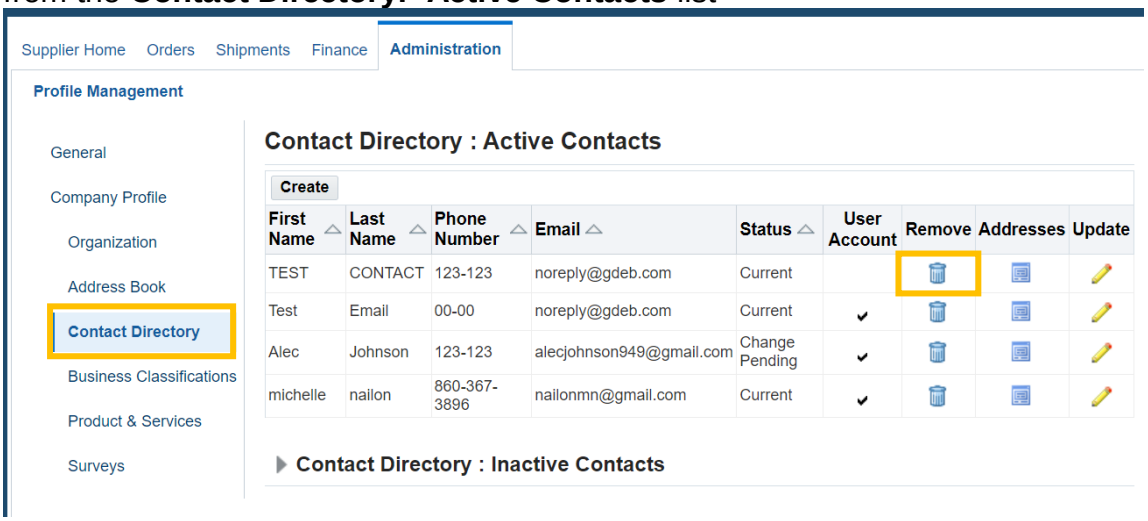
Steps	Action
8.	If you wish for this individual to have a **Supplier User** account, send an email to your **Buyer** with the contact name and address they work at. **Note:** A contact needs to be made prior to a user account.
9.	An email will be sent to the user prompting them to access iSupplier and set up their account. Once an account is made, you will see a **Checkmark** under the **User Account** column in the **Contact Directory**.

Topic 3: How to Remove a Supplier Contact

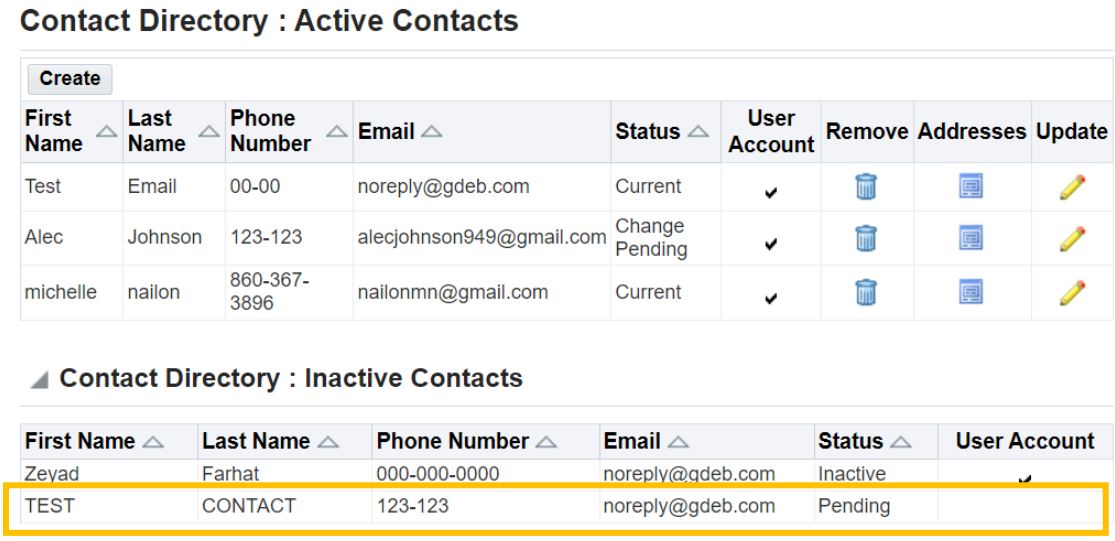
This process will explain how to remove a Supplier contact from the account

Steps	Action
1.	Log In to iSupplier Select **EB iSUP ADMIN EXT** responsibility 
2.	Select **Administration** tab 

Steps	Action
3.	Select **Contact Directory** and then click **Remove** (Trash can icon) to remove the contact from the **Contact Directory: Active Contacts** list

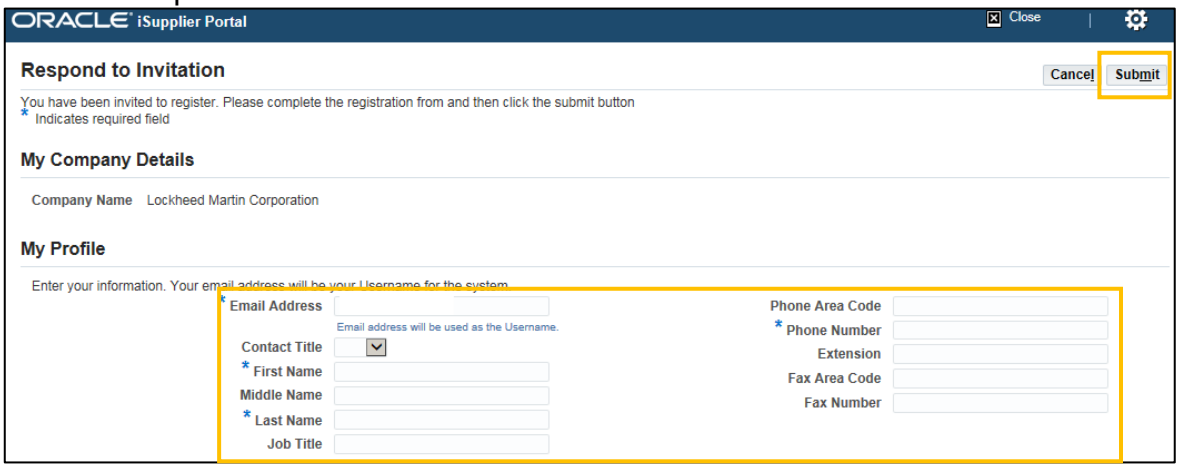
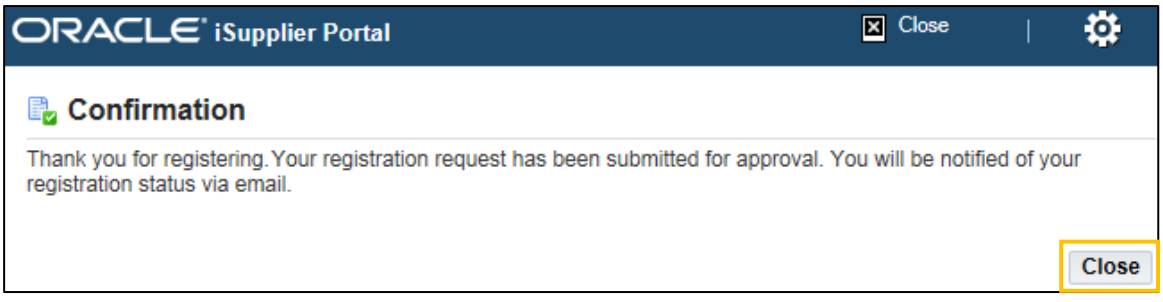


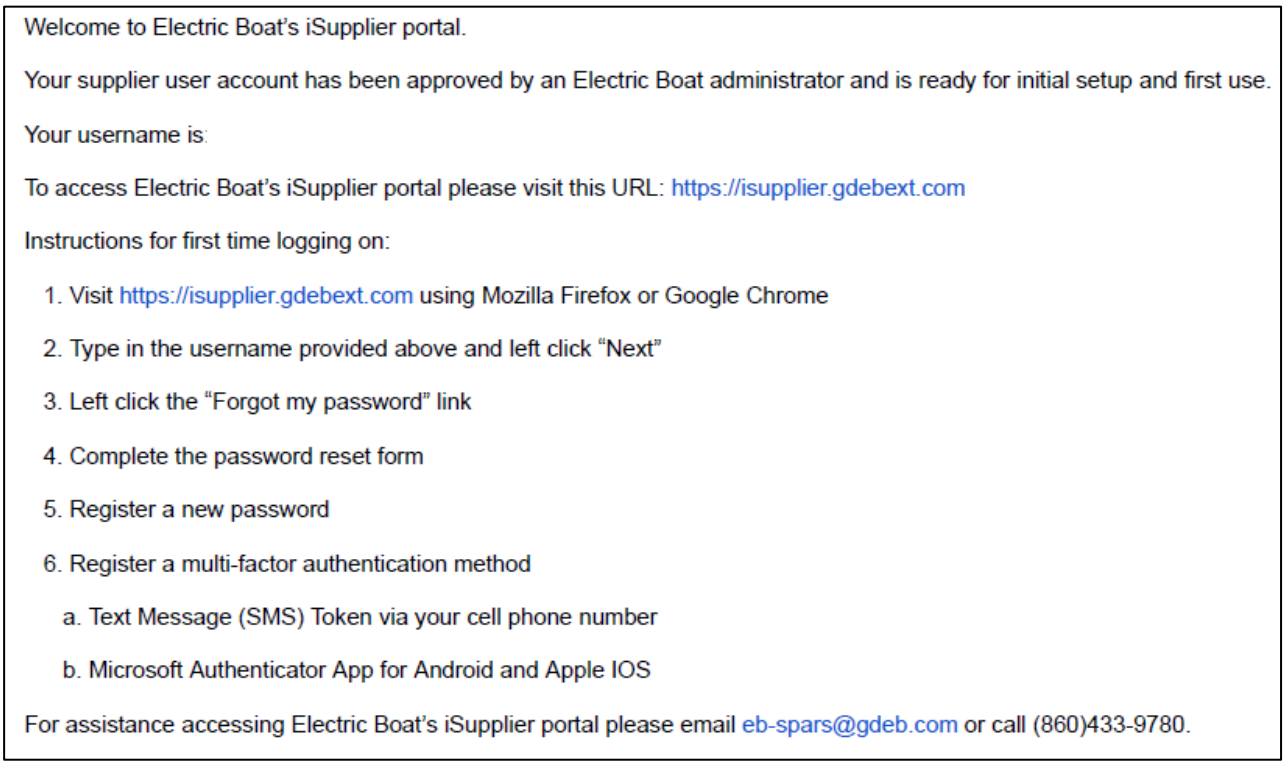
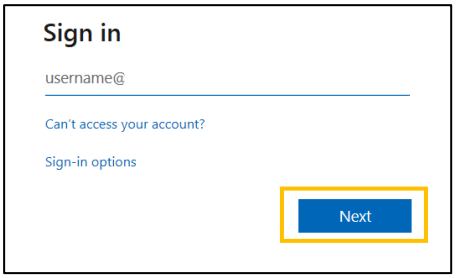
Steps	Action
4.	Contact will now show under the **Inactive Contacts** page

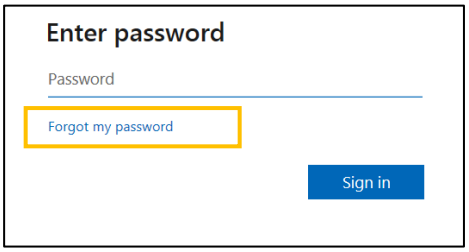
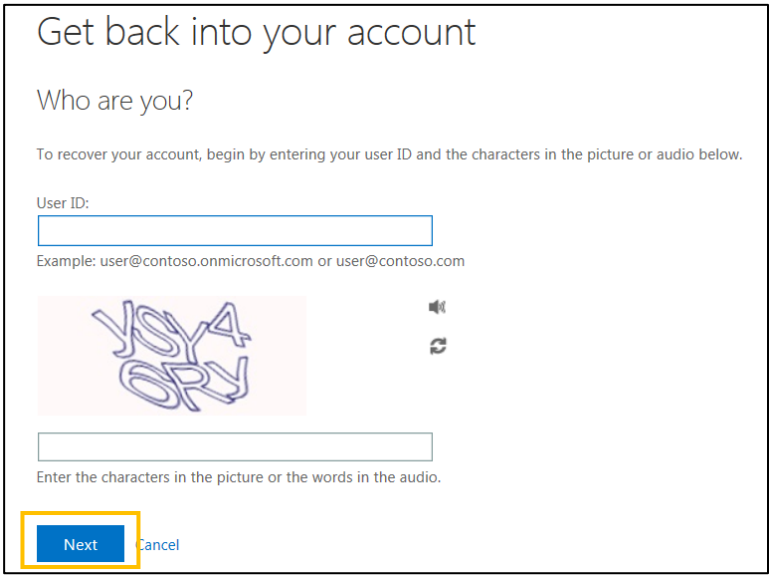
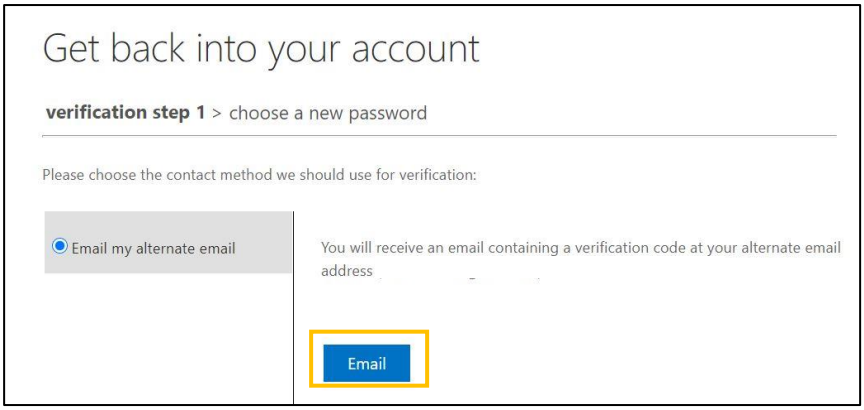


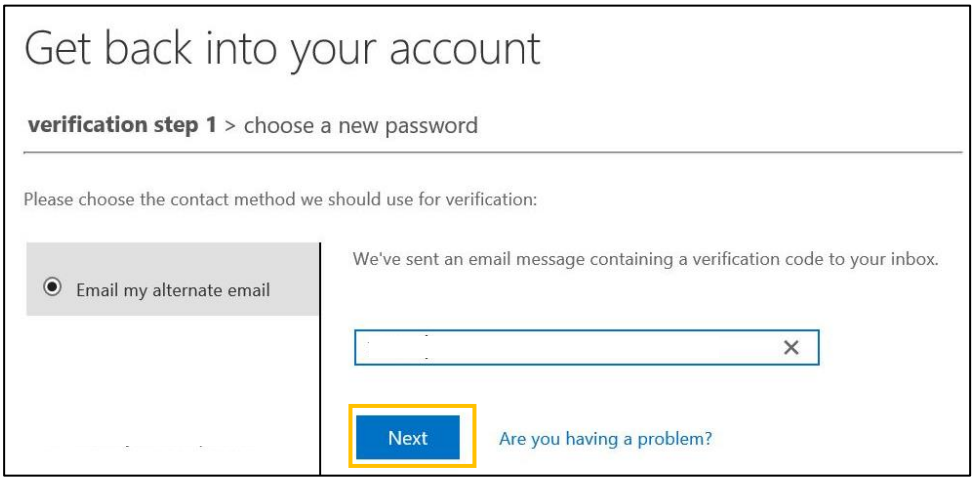
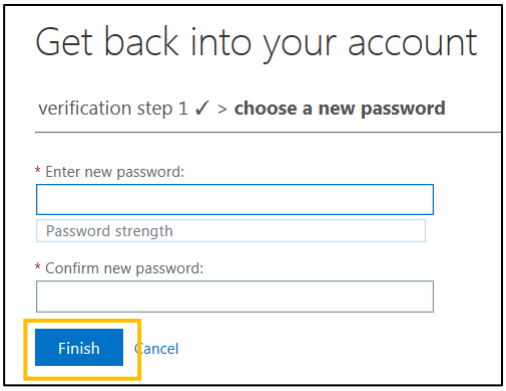
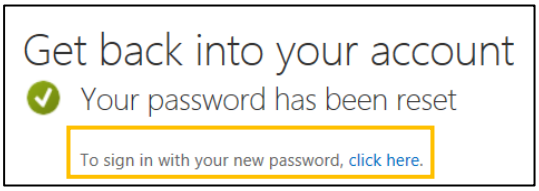
Topic 4: Creating a Supplier User Account (as a User)

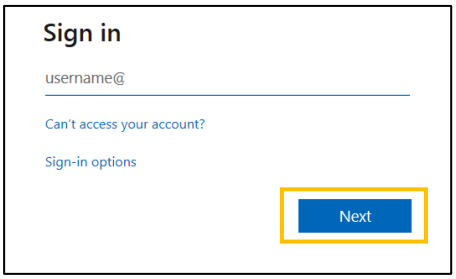
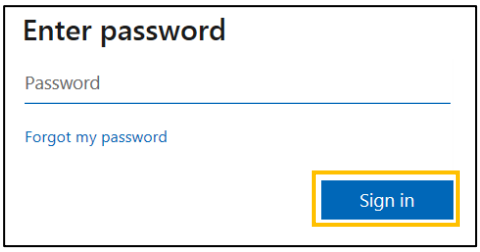
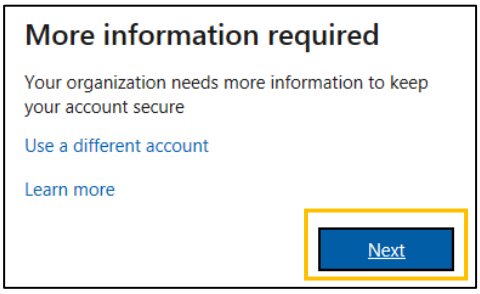
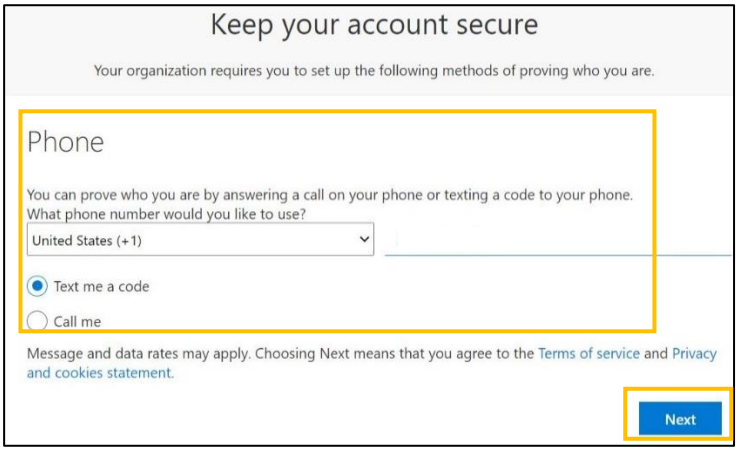
Once a Supplier Administrator has added User on their account, they will be required to register in Oracle iSupplier.

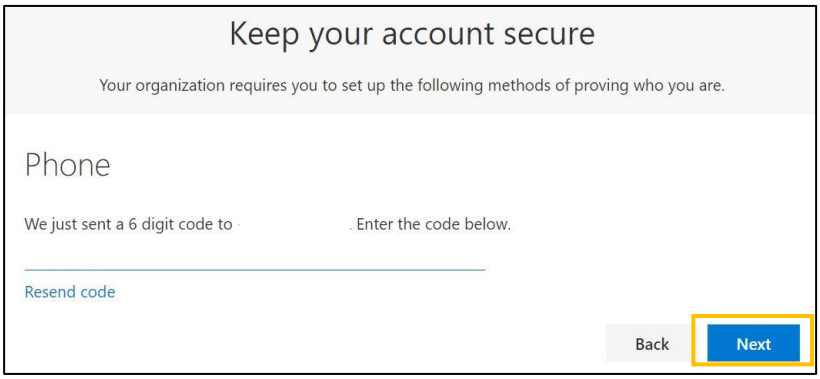
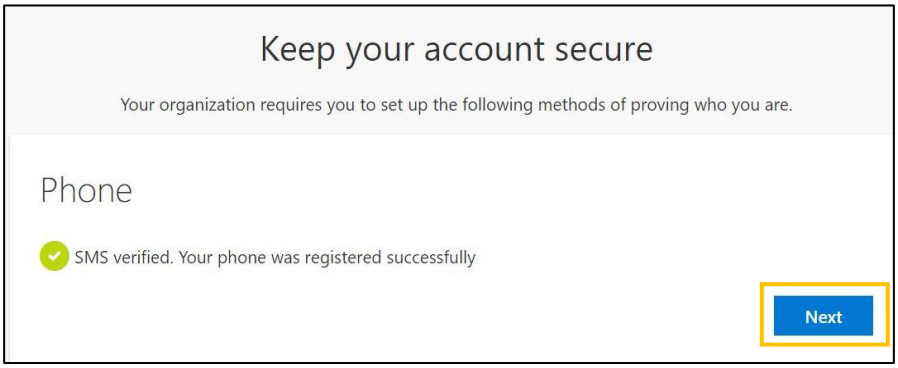
Steps	Action
1.	An email with details on how to access the **GDEB User Registration** website will be sent to register the user account. Visit the **Link** from the email using one of the suggested browsers: Mozilla Firefox or Google Chrome.
2.	You will have access to the **Oracle iSupplier** website where you will be prompted to enter your initial information. Enter the required information and click the **Submit** button. 
3.	You will receive a confirmation informing you that your registration request has been sent to **Electric Boat** for approval. Once complete, approval will come in the form of an additional email. Click the **Close** button. 

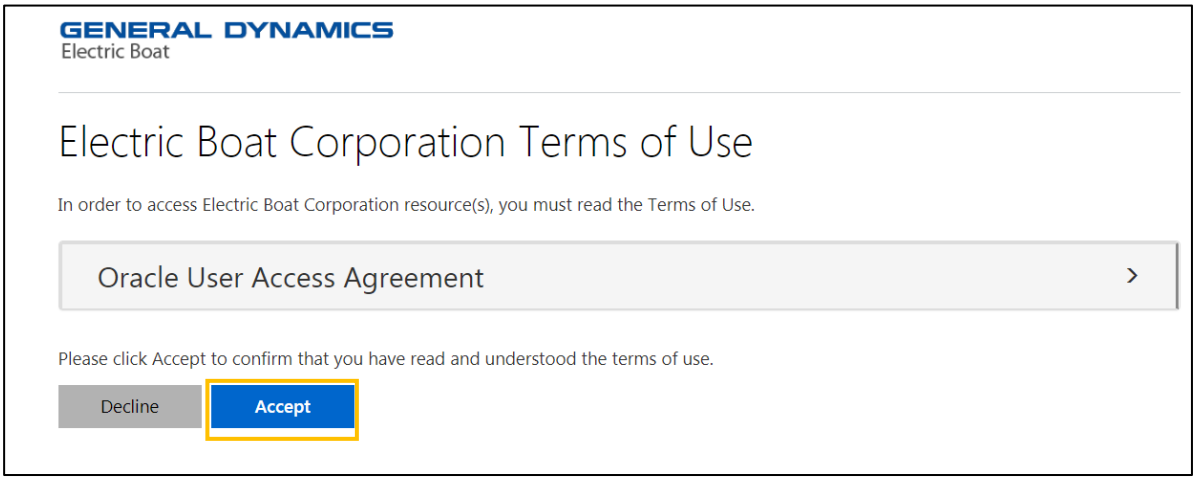
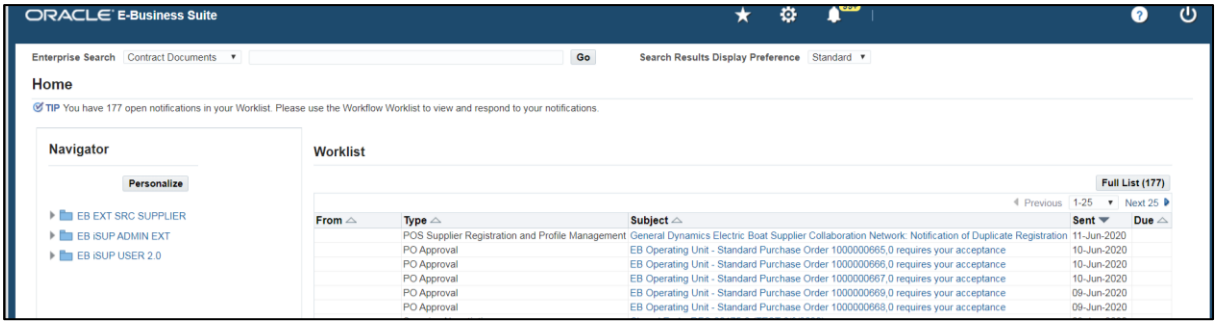
Steps	Action
4.	Once your account information has been approved by **Electric Boat**, you will receive another email inviting you to complete your registration at the **GDEB User Registration** website. Click on the email.
5.	The email will provide you with a **Username** and a **Link** to the **GDEB User Registration** website. Follow the instructions listed in the email to open the **GDEB User Registration** website. 
6.	You will be taken to the **GDEB User Registration** website. Enter the **username** provided from the email. Click the **Next** button. 

Steps	Action
7.	The Enter Password screen is displayed. Click the **Forgot my Password** link. 
8.	Enter your **User ID** (Username) and the characters displayed. Click the **Next** button. 
9.	A verification will be sent to your email. Click **Enter**. 

Steps	Action
10.	Enter the verification code that was sent to your email. Click **Next**. 
11.	Enter and confirm a **new password**. Click the **Finish** button. 
12.	A confirmation of the password reset is displayed. Click the **Link** to sign in with your new password. 

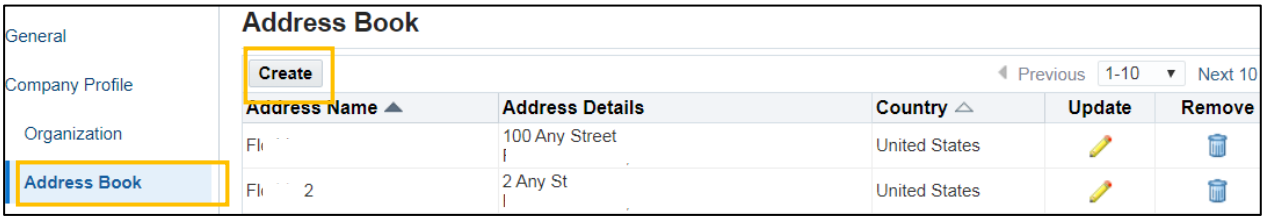
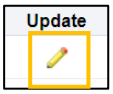
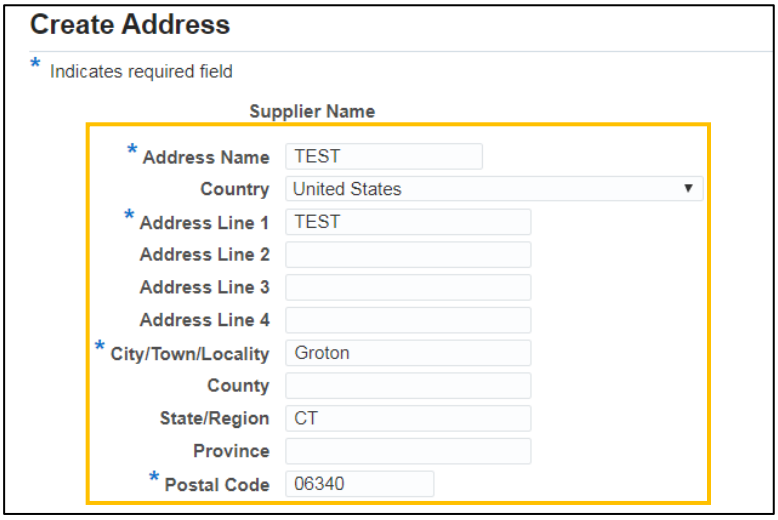
Steps	Action
13.	This Sign in screen is once again displayed. Enter your username and click the **Next** button. 
14.	Enter your new password and click the **Sign in** button. 
15.	You will be requested to provide more information to complete your user account. Click the **Next** button. 
16.	You will be prompted to perform a user authentication using your phone or authentication app (the example shows phone). Enter required information. Click the **Next** button. 

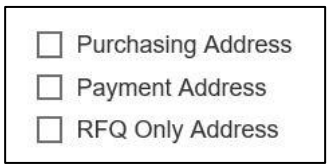
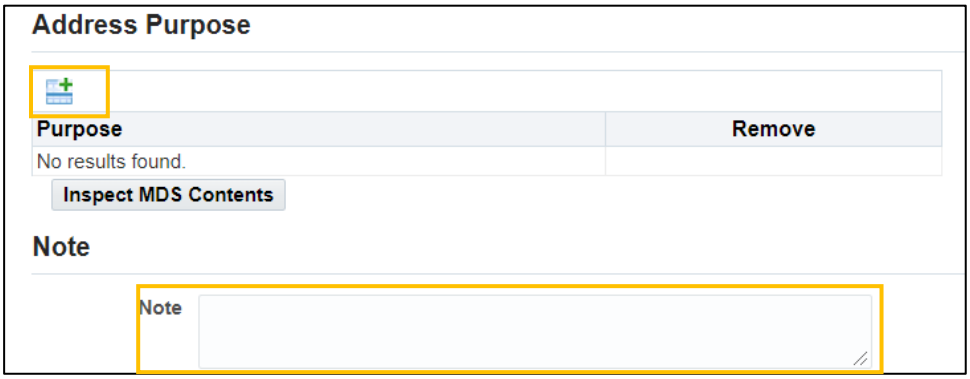
Steps	Action
17.	A text message with a **security** code will now be sent to your phone. Enter that number into the field. Click the **Next** button. 
18.	If you enter the information correctly, you will see a page confirming your phone registration. Click the **Next** button. 
19.	Click **Done** to complete the verification process.

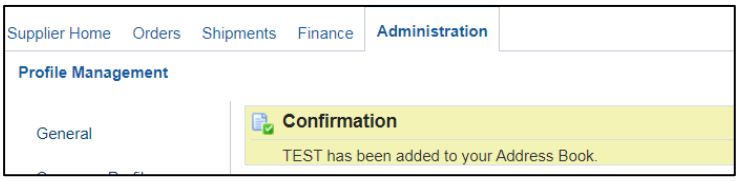
Steps	Action
20.	You will be taken to the **Electric Boat Corporation Terms of Use**. You can view the terms of use by clicking the **Oracle User Access Agreement**. When you are done reading, click the **Accept** button. 
21.	You will be taken to the Oracle iSupplier website where you will be able to participate as a supplier. 

Topic 5: Complete Supplier Company Information

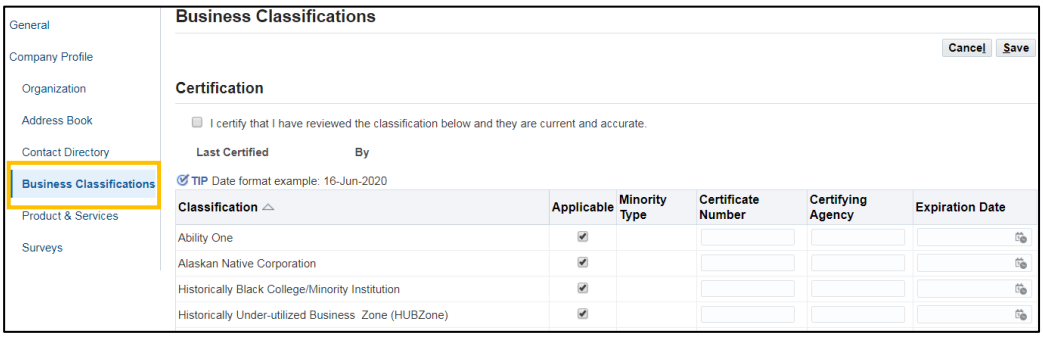
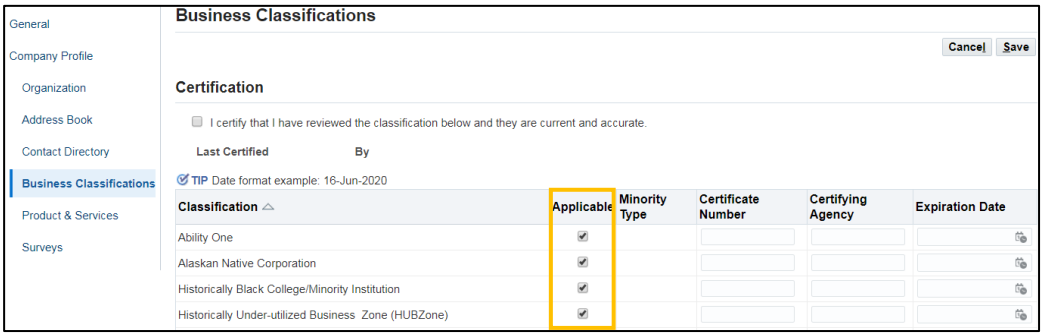
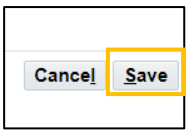
This process will explain how to complete Supplier company information and addresses in iSupplier. You can create addresses for your organization to assign users to, and manage activities from.

Steps	Action
1.	From the **Supplier Master** click the **Address Book.** This will show you a list of all of your organization's addresses. To create a new address, click the **Create** button.  If you desire to update an existing address, click the **Update** (pencil) icon and follow the same steps below to find and update the desired information. 
2.	On the **Create Address** page fill in the address details. A field with a * symbol indicates this field is required. 

Steps	Action
3.	Supplier sites are critical for assigning contacts and Account Users. Select one of the following functions for your Supplier Address (Site): • Purchasing Address – Sourcing and purchasing transactions (i.e. responding to RFQs, acknowledging POs) • Payment Address – Finance transactions (i.e. submitting invoices) • RFQ Only Address – Sourcing transactions (i.e. responding to RFQs) **Note:** You cannot update your Supplier Address (Site) to be both a Purchasing Address and an RFQ Only Address as RFQ Only excludes PO transactions, which Purchasing includes. 
4.	At the bottom of the page you can add a **Purpose** and **Notes** to the address. • **Purpose –** If you would like to better describe the activities performed at this address you can do so by selecting one or many address purposes. • **Note –** Notes include details about the address that will be visible to buyers and individuals in your organization. It is useful to use this field to add notes about when and why changes to the address were made. Click **Return to Manage Site**. 
5.	Once the address information has been added or updated, click the **Save** button at the top of the page.

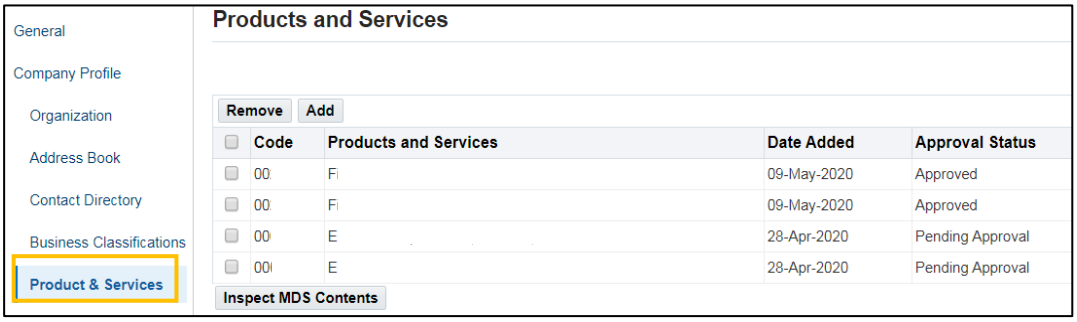
Steps	Action
6.	After a new address has been created or updated, you will receive a confirmation at the top of the page. 

Update Business Classifications: Business classifications allow you to denote unique categories that apply to your organization.

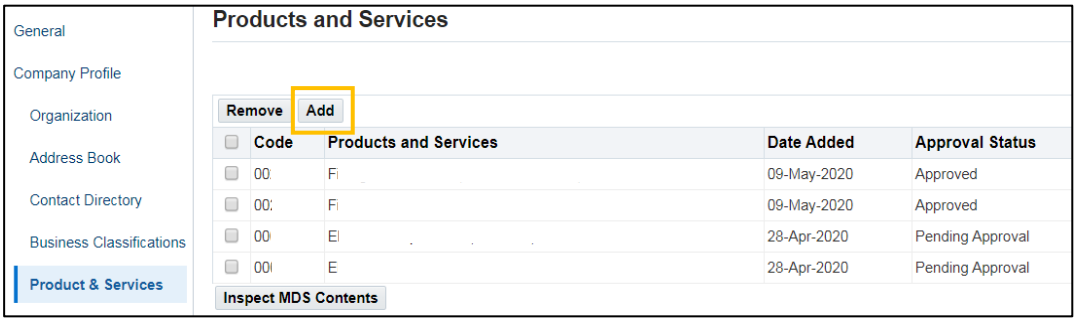
1.	From the **Company Profile** menu select **Business Classifications.** 
2.	Check the boxes for the **Classifications** applicable to your organization. 
3.	Click the **Save** button. 

Update Products and Services: Products and services provide a way for you to list the offerings your organization can provide to Electric Boat.

1. From the **Company Profile** menu select **Products & Services.**

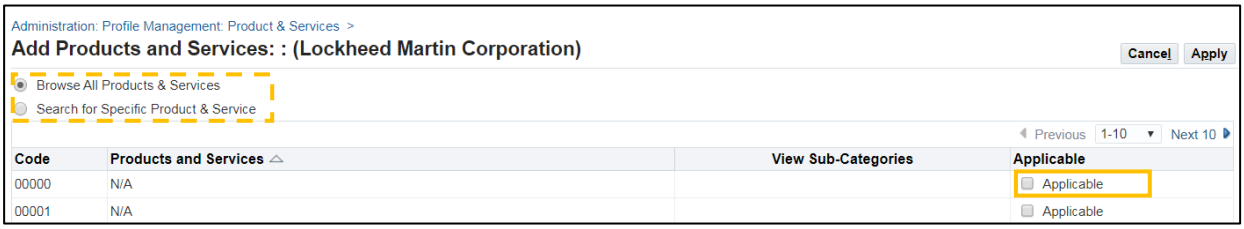


2. To add a new product or service click the **Add** button.

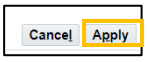


3. You can search for a specific product or service, or you can select from a list.

   Select the items you wish to add by checking the **Applicable** box.



4. Click the **Apply** button to save any changes.



Document Revisions

Revisions	Revision Date	Revision Change
B	9/24/2020	Updated verification steps for Topic 3: Creating Your Supplier User Account (as a Supplier User)
C	11/19/20	Updated Supplier Address information in Topic 4: Complete Supplier Company Information (Step 3)
D	12/9/20	Updated Topic 1: How to register as a Supplier in Oracle iSupplier - Update Organization Information in iSupplier steps 4-6
E	11/18/22	Added Topic 3: How to Remove Supplier Contact with steps and instructions. Changed Creating a Supplier User Account (as a User) to Topic 4 and Complete Supplier Company Information to Topic 5.