

QUICK REFERENCE

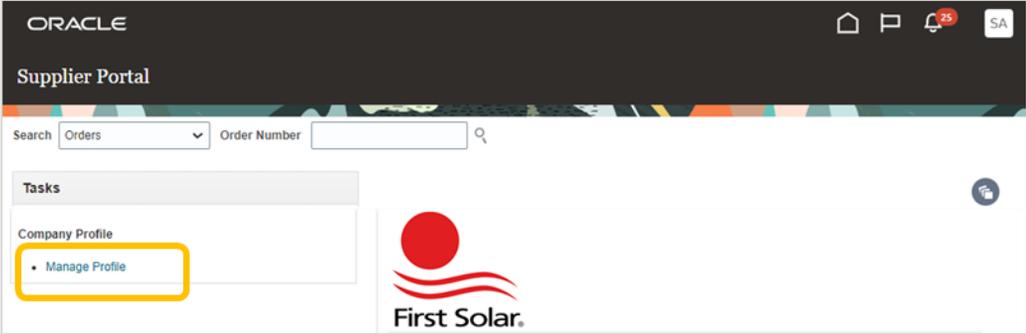
Add or Update Supplier Contacts

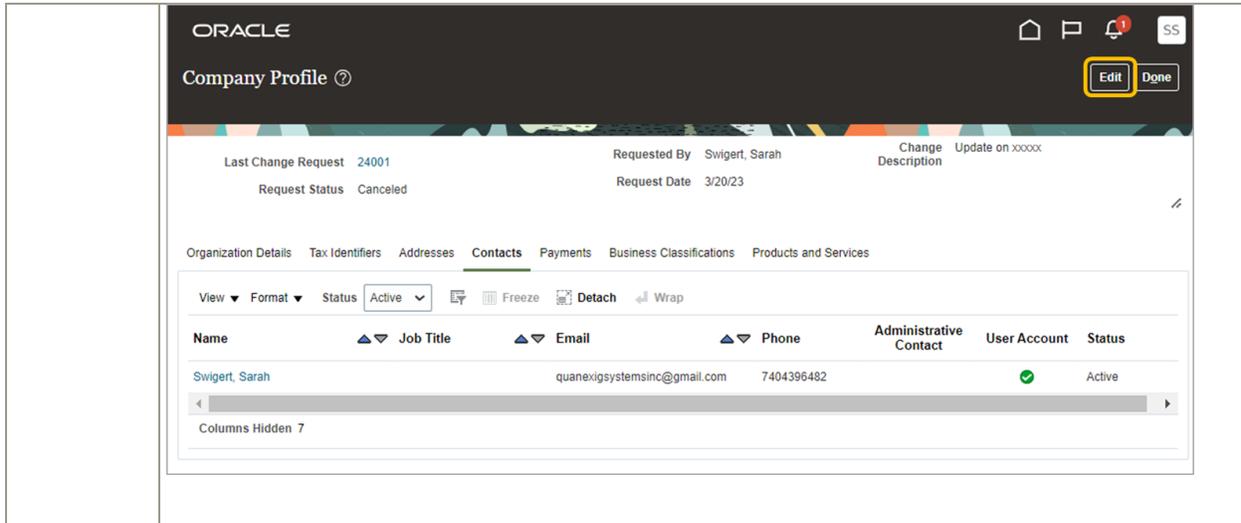


AUDIENCE	Supplier
PURPOSE	To provide instructions to add or edit supplier contacts in supplier portal
REVISION	1.0

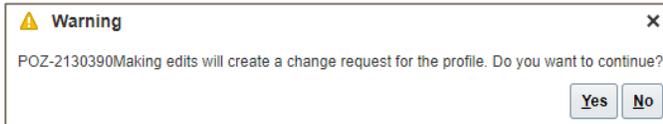
Pre-requisite:

- You should have a valid login account to First Solar supplier portal.

STEP	ACTION
1	<ul style="list-style-type: none">Login to supplier portal. Scroll down and select Manage Profile in Task pane.  A screenshot of the Oracle Supplier Portal interface. The page title is "Supplier Portal". There is a search bar with a dropdown menu set to "Orders" and an "Order Number" input field. Below the search bar is a "Tasks" section with a "Company Profile" sub-section. The "Manage Profile" link is highlighted with a yellow box. The First Solar logo is visible in the bottom right corner of the screenshot.
2	<ul style="list-style-type: none">Select Edit.

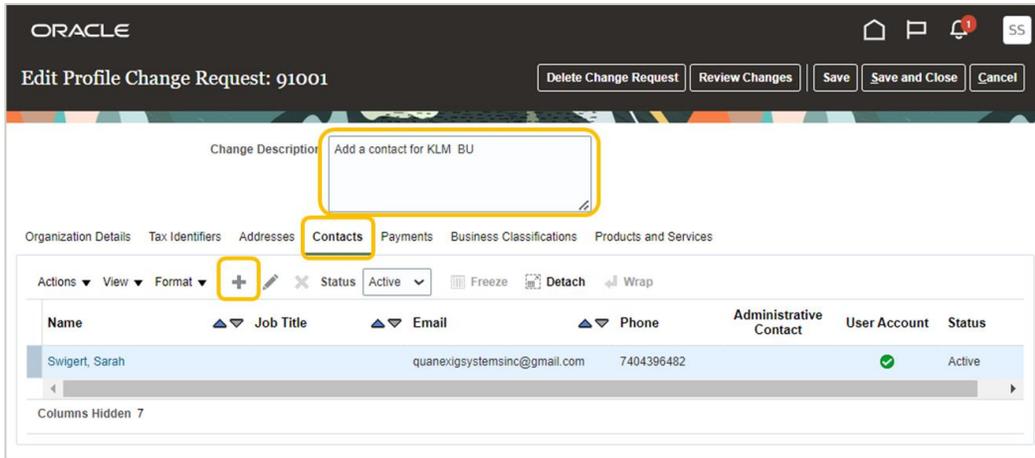


- 3
- Select **Yes** when the warning message displays.



- 4
- To add a contact
- Enter **Change Description**
 - Select **Contact Tab**
 - Select **Add (+ icon or Action → Create)**

To edit an existing contact, goto **step 9**.



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- On **Create Contact** window
- **Name, Job Title, Contact, Email** – Fill up accordingly
 - **Administrative Contact** - This has no added functionality in Oracle, it's only for information purpose.
 - **User Account** - Tick if this user needs to login to supplier Portal
 - **Roles** - Use Default (Do not change the value)

- Once completed, select OK

Create Contact

Salutation: Mr. First Name: Test Middle Name: Last Name: Test Job Title: AP

Phone: 1 444 0000 Mobile: Fax: Email: test@gmail.com Status: Active

Administrative contact

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking I...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks includ...
Supplier Inventory Manager	Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors a...

Create Another **OK** Cancel

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- Select Review Changes

ORACLE

Edit Profile Change Request: 91001

Delete Change Request **Review Changes** Save Save and Close Cancel

Change Description: Add a contact for KLM BU

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

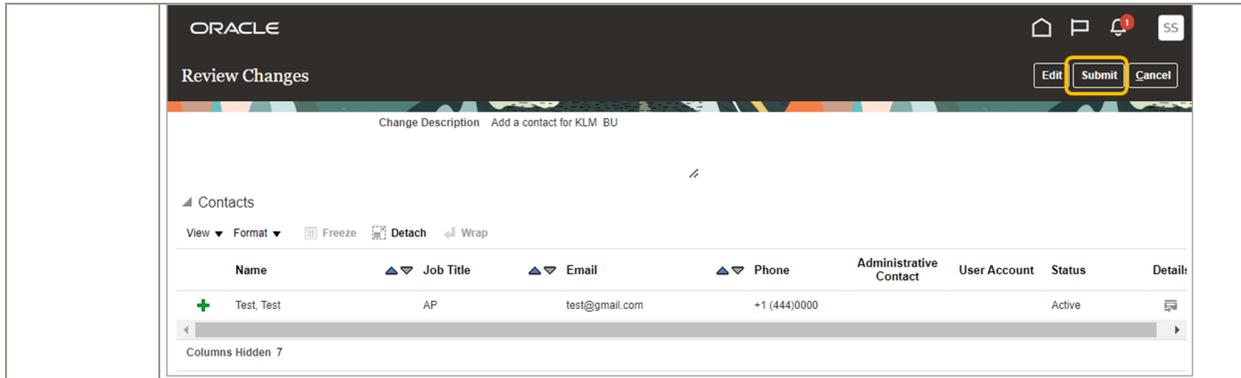
Actions View Format Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Swigert, Sarah		quanexigsystemsinc@gmail.com	7404396482		<input checked="" type="checkbox"/>	Active
Test, Test	AP	test@gmail.com	+1 (444)0000		<input type="checkbox"/>	Active

Columns Hidden 7

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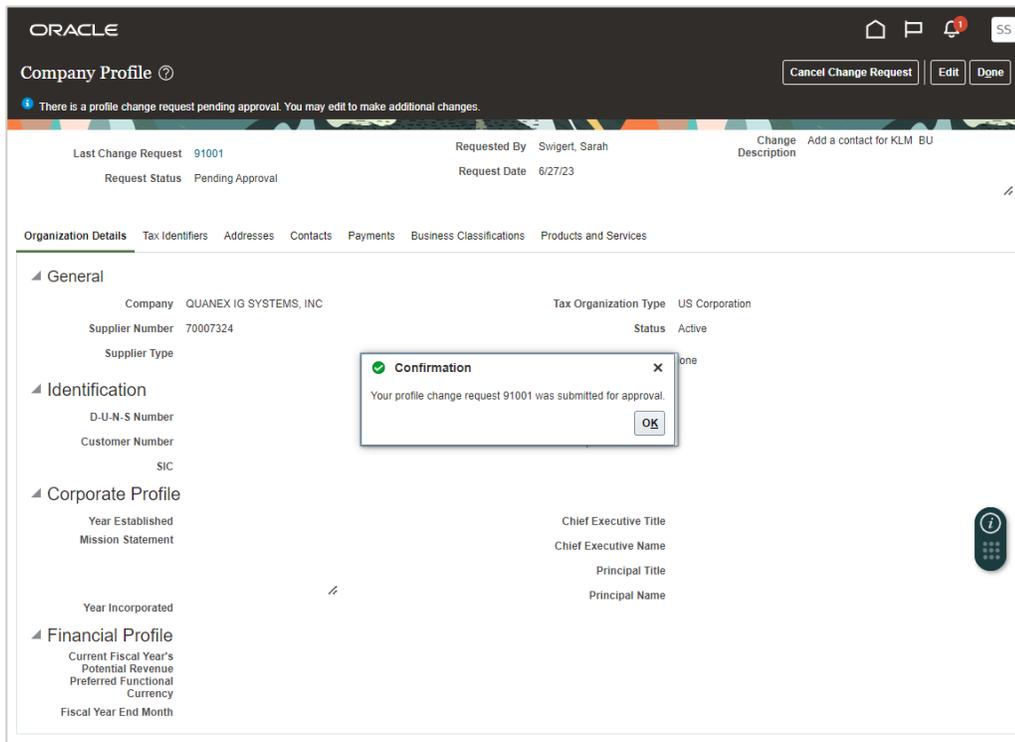
- Select Submit



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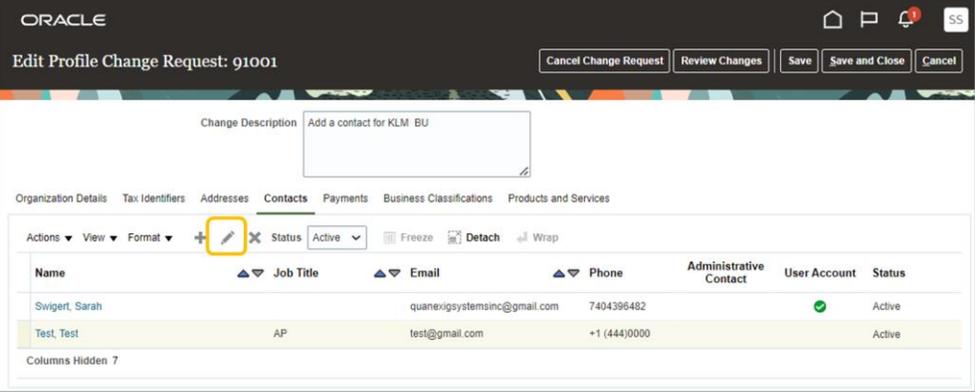
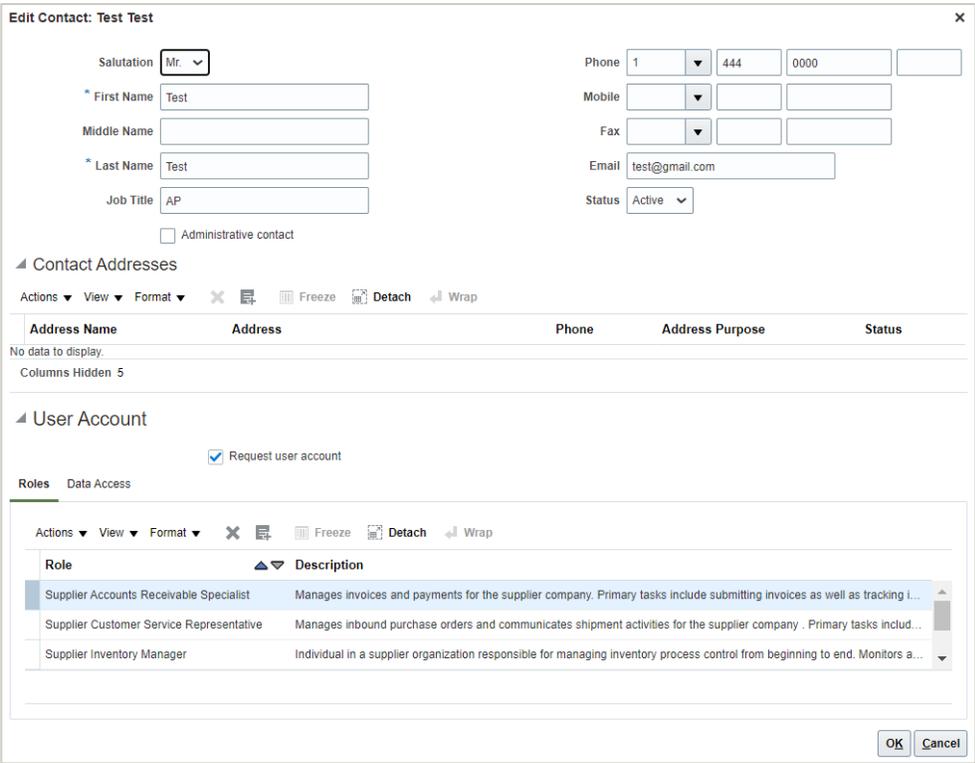
- Once submitted, a confirmation message displays showing the change request number. Select **OK**.
- Select **Done**.

Note: You request will be reviewed and approved by First Solar team before it takes effect in supplier portal.



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- To edit an existing contact, highlight the specific contact and select **Edit** (the pencil icon)

	
<p>10</p>	<ul style="list-style-type: none"> • Edit the details accordingly then select OK. 
<p>11</p>	<ul style="list-style-type: none"> • Follow Steps 6-8 to complete the change request.