# Add a New Member as Supplier Admin

## OVERVIEW

This job aid provides step-by-step instructions for the Supplier Administrator to add a new user to the Oracle ARK Fusion Supplier Portal. Supplier Administrators can manage supplier users, contacts, and access within their organization.

Before beginning, ensure:

- You are logged in with Supplier Administrator access.
- The new user has a valid email address.
- Your company has permission to manage supplier users in the portal.

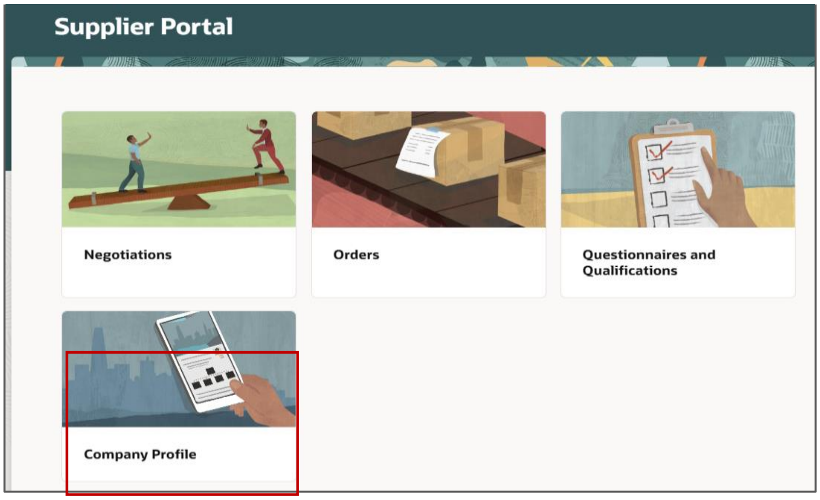
## TARGET AUDIENCE

Supplier Administrator

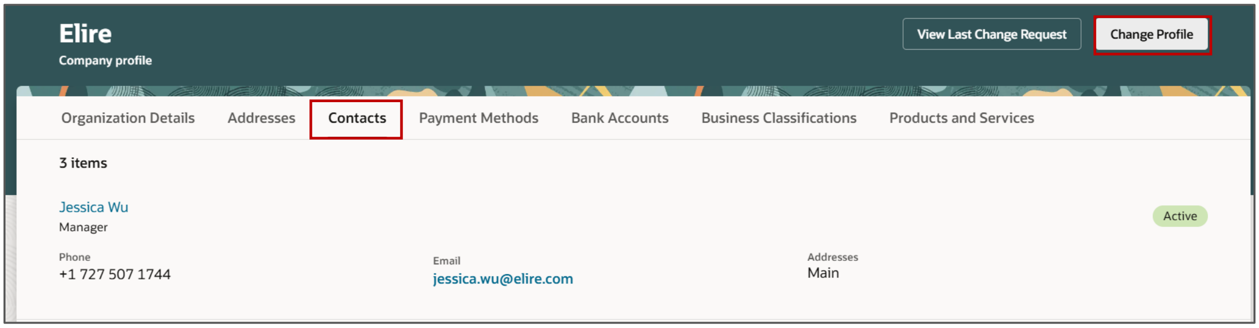
## ADD A NEW MEMBER AS SUPPLIER ADMIN

1. Login PROD with your credentials and password.
2. Click **the Supplier Portal.**

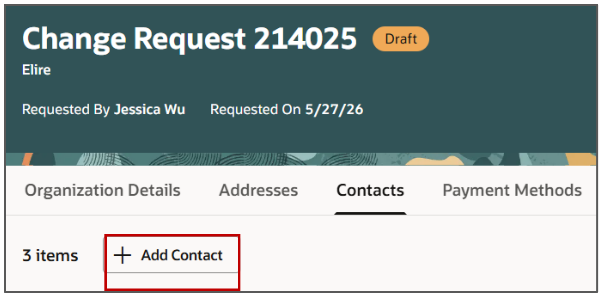

3. Click **Company Profile**.



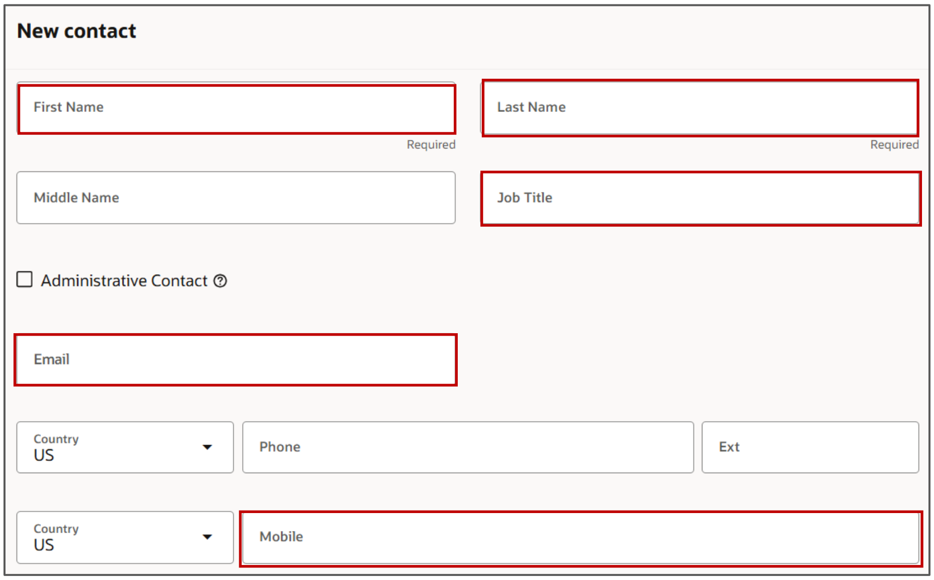

4. Click on **the Contacts** tab.
5. Click **the Change Profile** button.



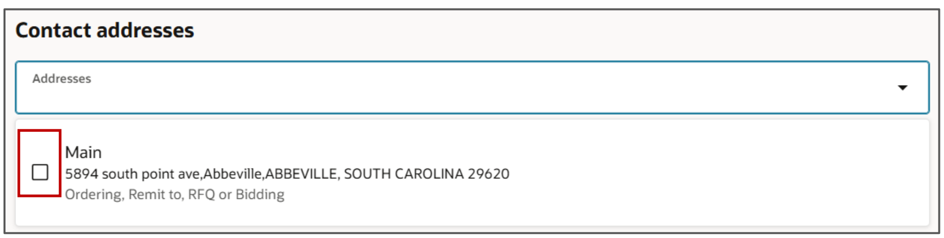
6. Click **the Add Contact** button.




7. Enter team members' **First Name, Last Name, Job Title, Email,** and **Mobile Number**.



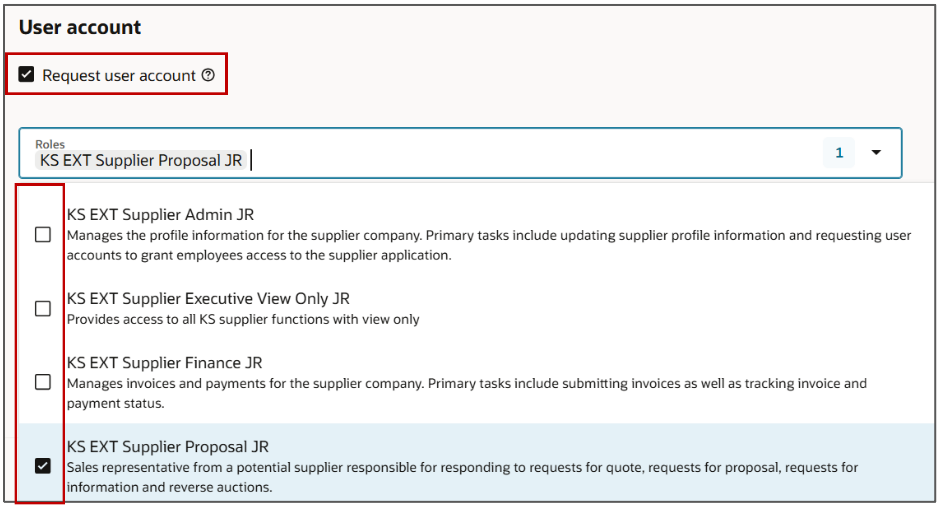

8. Check the checkbox to associate the desired address with the profile.



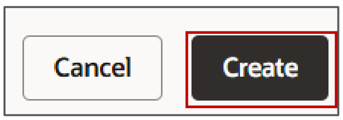

9. Check the checkbox to **Request User Account**.

10. Select the job role(s) you would like to assign to your team member.

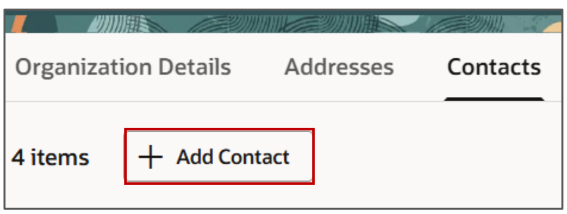
# Add a New Member as Supplier Admin



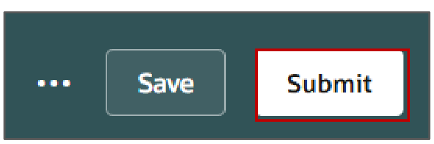

11. Click **Create**



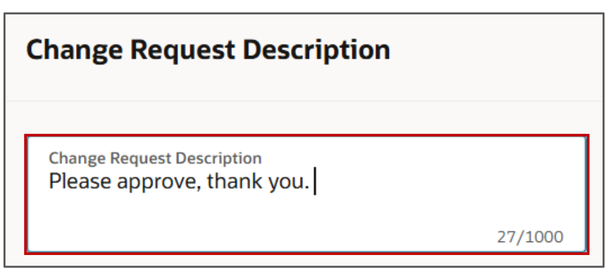

**Note:** Please create profiles for all team members you would like to invite and grant access to before submitting your change request. Otherwise, the system will require each request to be processed individually before you can submit another one.




12. Click **Submit**.

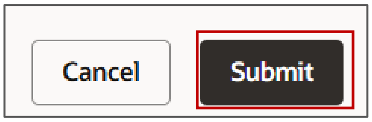



13. Enter a short message for this Change Request.

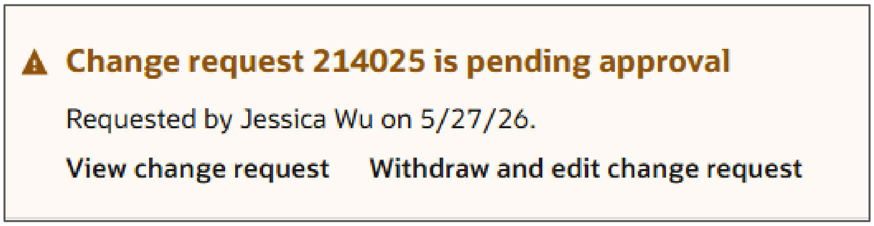


# Add a New Member as Supplier Admin

14. Click **Submit**.

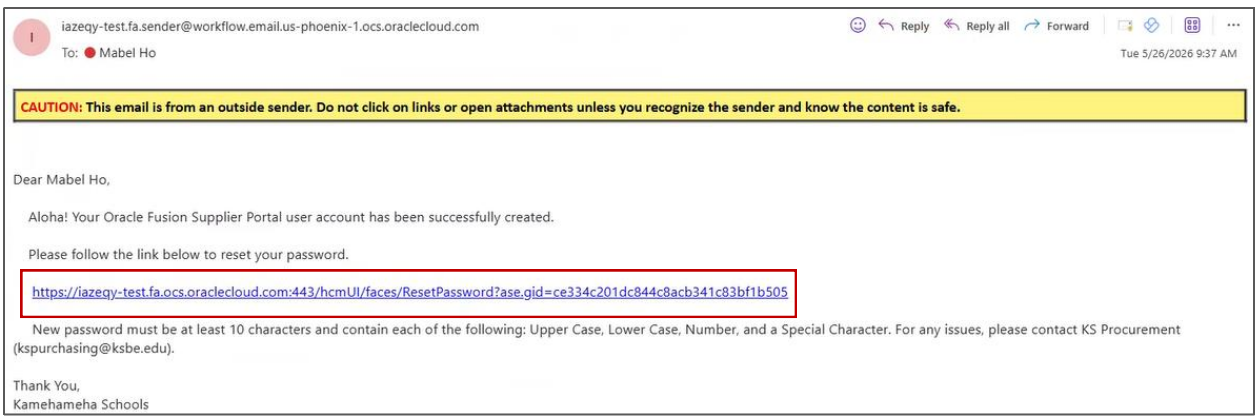



**Result 1:** A confirmation message display.



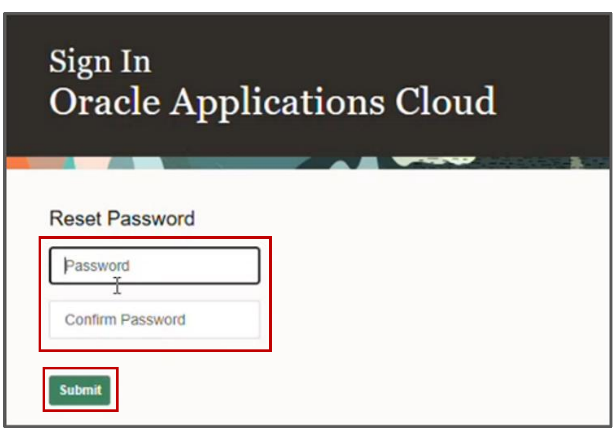

**Result 2:** Once the KS Procurement team approves your request, your team member(s) will receive a confirmation email from the system.

15. Team Member(s): Click on the link to reset your password.




16. Reset **Password**.

17. Click **Submit**.



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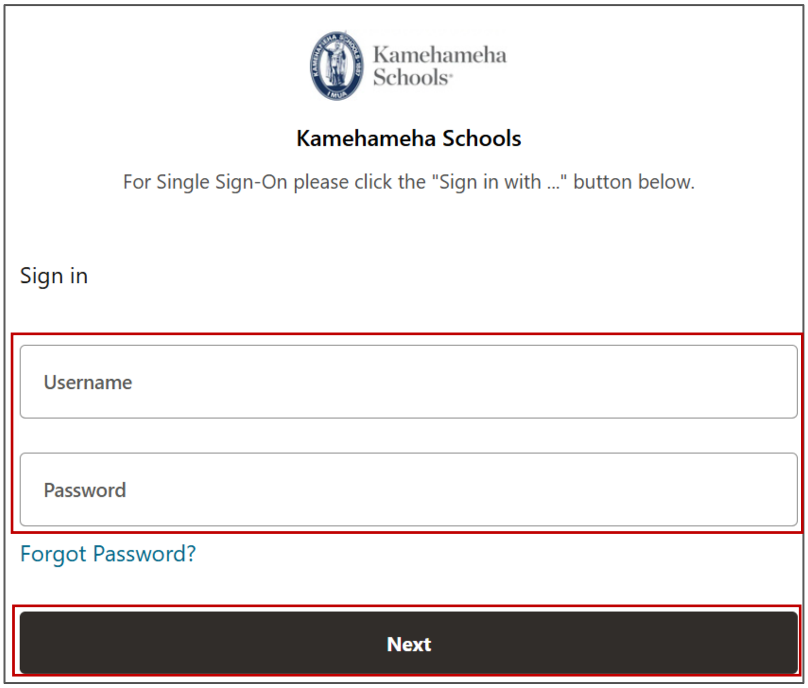
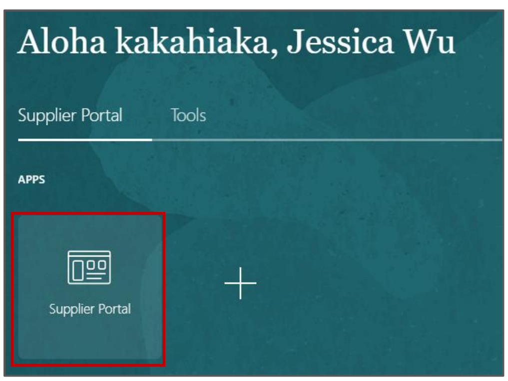
18. Each team member can now login to PROD with their email address and password setup.

19. Click **Next**.




20. Click **the Supplier Portal**.




**Note:** Your team now has access to the supplier portal with self-service capabilities to participate in RFIs, RFQs, and RFPs, as well as view purchase orders and invoice payment information, depending on the security roles assigned to each user. Please reference the ***Job Roles in Supplier Portal*** job aid for the various roles and actions available.