

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

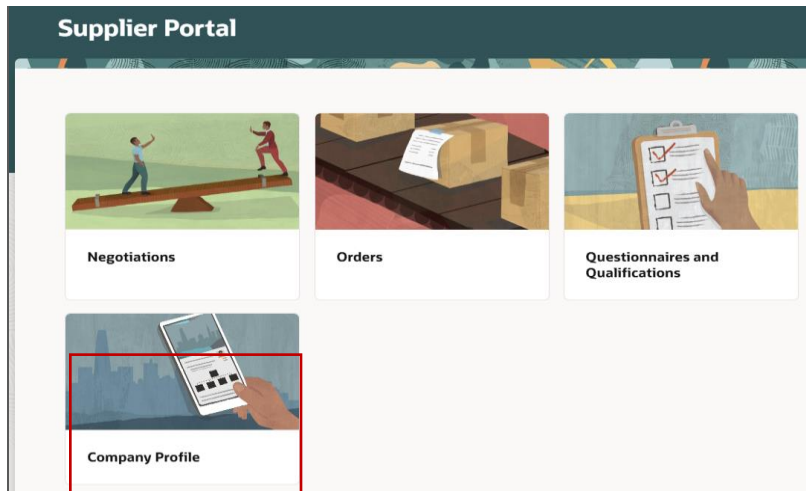
Add a New Member as Supplier Admin

ADD A NEW MEMBER AS SUPPLIER ADMIN

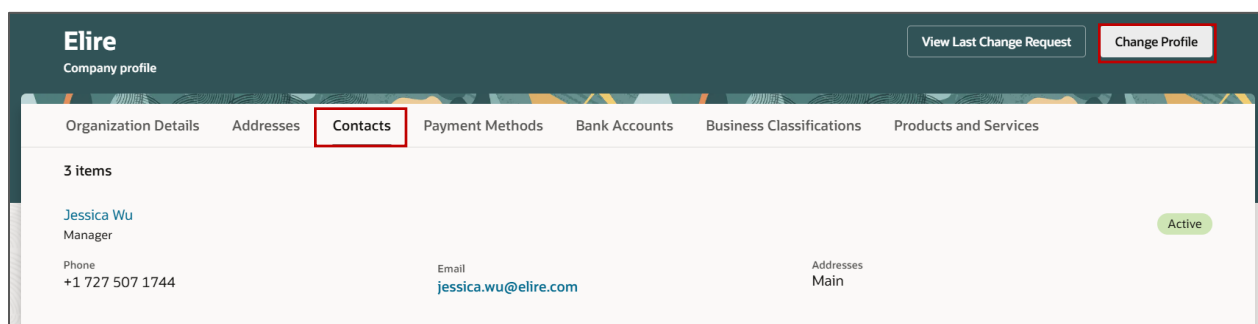
1. Login [PROD](#) with your credentials and password.
2. Click **the Supplier Portal**.



3. Click **Company Profile**.

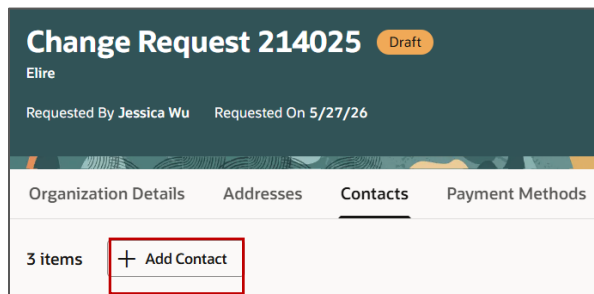


4. Click on **the Contacts** tab.
5. Click **the Change Profile** button.



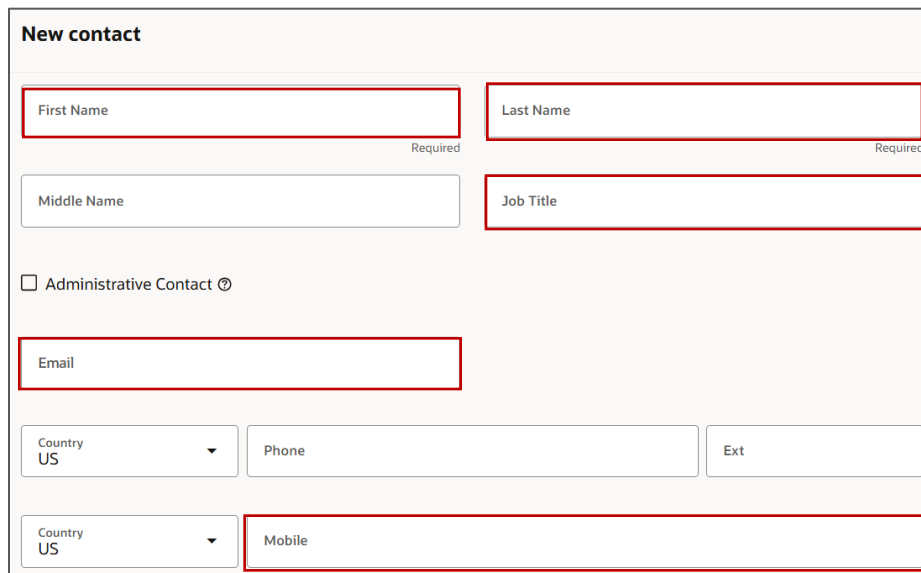
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6. Click the **Add Contact** button.



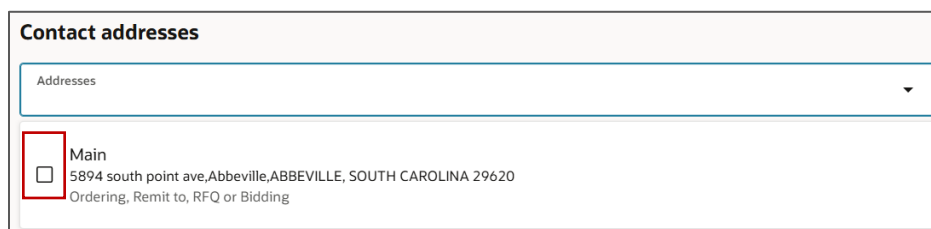
The screenshot shows a web interface for 'Change Request 214025' with a 'Draft' status. Below the header, there are tabs for 'Organization Details', 'Addresses', 'Contacts', and 'Payment Methods'. The 'Contacts' tab is selected, showing '3 items' and a '+ Add Contact' button, which is highlighted with a red box.

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



The screenshot shows a 'New contact' form. Fields for 'First Name' and 'Last Name' are marked as 'Required' and are highlighted with red boxes. Other fields include 'Middle Name', 'Job Title', 'Email' (highlighted with a red box), 'Country' (dropdown menu), 'Phone', 'Ext', and 'Mobile' (highlighted with a red box). There is also a checkbox for 'Administrative Contact'.

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



The screenshot shows a 'Contact addresses' section. It includes a dropdown menu for 'Addresses' and a list of addresses. The first address, 'Main', is highlighted with a red box and has a checkbox next to it. The address details are: '5894 south point ave, Abbeville, ABBEVILLE, SOUTH CAROLINA 29620' and 'Ordering, Remit to, RFQ or Bidding'.

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

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

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User account

☒ Request user account ⓘ

Roles
KS EXT Supplier Proposal JR | 1 ▾

- ☐ KS EXT Supplier Admin JR
Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- ☐ KS EXT Supplier Executive View Only JR
Provides access to all KS supplier functions with view only
- ☐ KS EXT Supplier Finance JR
Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- ☒ KS EXT Supplier Proposal JR
Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.

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.

Organization Details Addresses **Contacts**

4 items

12. Click **Submit**.

...

13. Enter a short message for this Change Request.

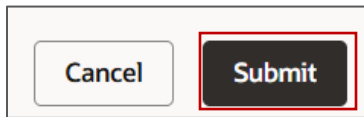
Change Request Description

Change Request Description
Please approve, thank you. |

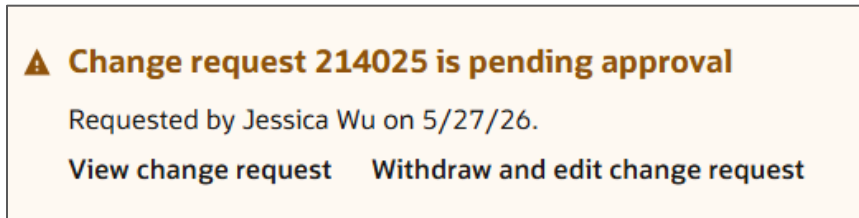
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14. Click **Submit**.

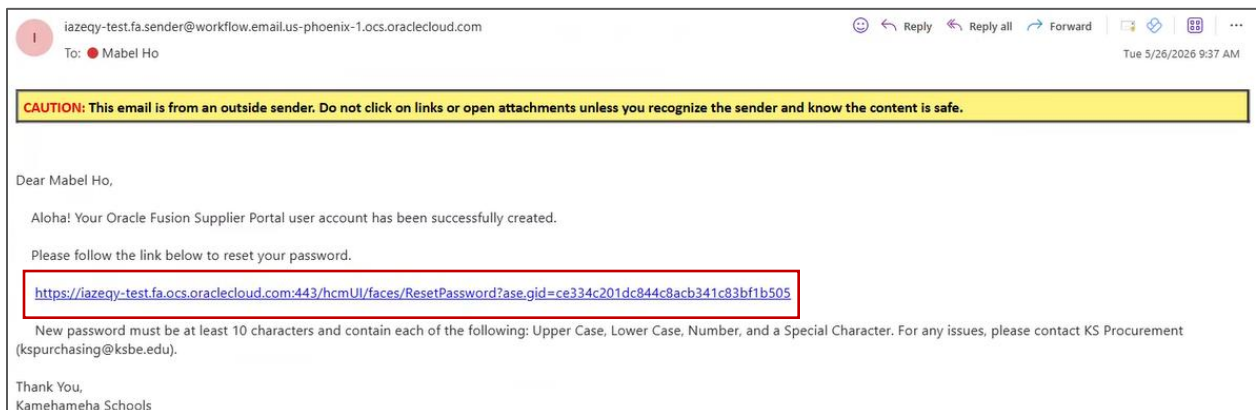
A screenshot of two buttons: a light gray 'Cancel' button and a dark gray 'Submit' button. The 'Submit' button is highlighted with a red rectangular border.

Result 1: A confirmation message display.

A screenshot of a confirmation message box. It has a yellow background and a black border. At the top, it says '▲ Change request 214025 is pending approval' in bold. Below that, it says 'Requested by Jessica Wu on 5/27/26.' At the bottom, there are two links: 'View change request' and 'Withdraw and edit change request'.

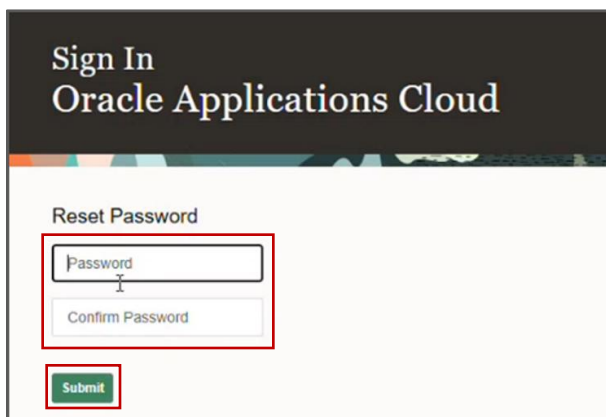
Result 2: Once the KS Procurement team approves your request, your team member(s) will receive a confirmation email from the system.

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

A screenshot of an email from 'lazeqy-test.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com' to 'Mabel Ho'. The email body says: 'Dear Mabel Ho, Aloha! Your Oracle Fusion Supplier Portal user account has been successfully created. Please follow the link below to reset your password.' Below this is a red-bordered box containing the URL: 'https://lazeqy-test.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=ce334c201dc844c8acb341c83bf1b505'. The email also includes a 'CAUTION' banner and a footer with 'Thank You, Kamehameha Schools'.

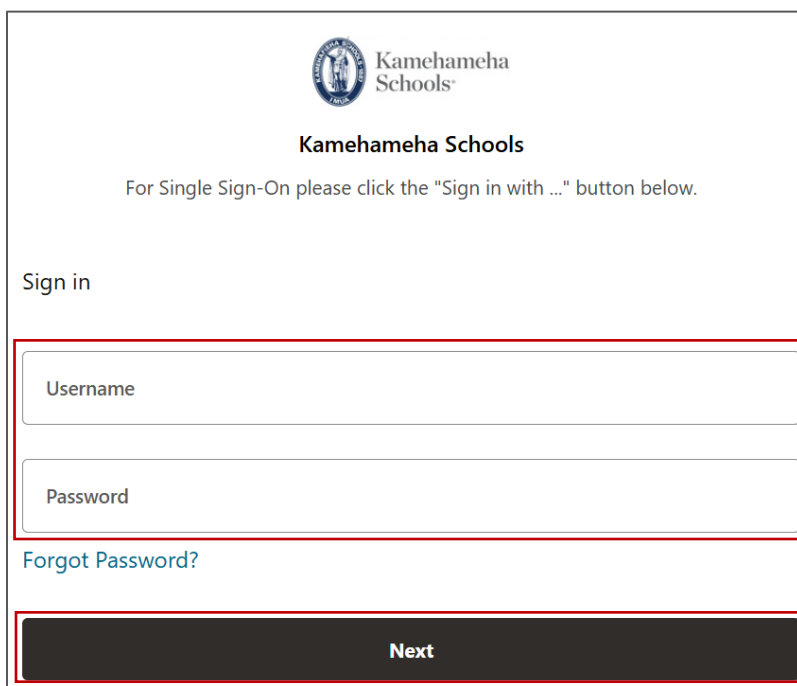
16. Reset **Password**.

17. Click **Submit**.

A screenshot of the 'Sign In Oracle Applications Cloud' page. The 'Reset Password' section is highlighted with a red border. It contains two input fields: 'Password' and 'Confirm Password'. Below these fields is a green 'Submit' button, also highlighted with a red border.

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18. Each team member can now login to [PROD](#) with their email address and password setup.
19. Click **Next**.



The image shows the Kamehameha Schools login interface. At the top is the Kamehameha Schools logo and name. Below it, a message states: "For Single Sign-On please click the 'Sign in with ...' button below." Underneath is a "Sign in" section containing two input fields: "Username" and "Password". A link for "Forgot Password?" is located below the password field. At the bottom of the sign-in section is a large black button labeled "Next". A red rectangular box highlights the "Username", "Password", and "Next" button area.

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.