



ENB Oracle Supplier Portal: Check the status of a Change Request

Learning Guide

Sep 17, 2021

Contents

Check the status of a Change Request

Check the status of a Change Request 3

Check the status of a Change Request

Purpose	This learning guide provide the details of how to view a previously submitted company profile change request.
---------	---

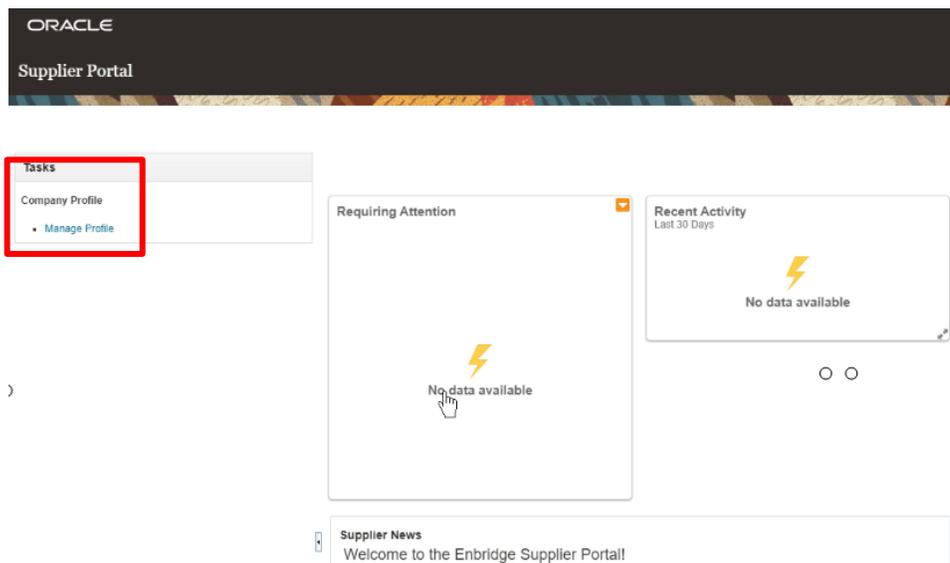
Check the status of a Change Request

1. From the Oracle **Home Page** navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu.



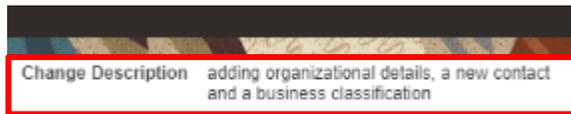
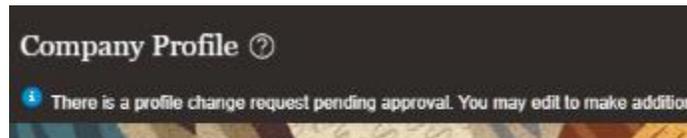
The **Supplier Portal** dashboard will display.

2. The **Tasks** menu is located on the left side of the dashboard. The tasks that are visible to you are based on your Supplier Portal role assignment. Navigate to the **Company Profile** task and choose the **Manage Profile** subtask.

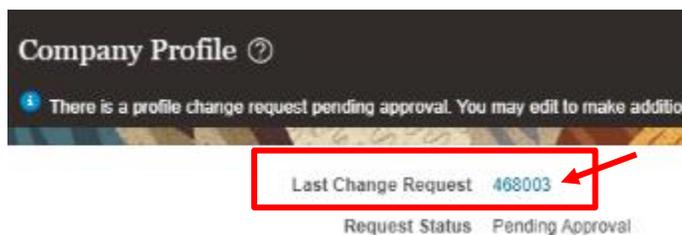


- 3.

4. The **Company Profile** page will display. In the header at the top of the screen you will find the following fields related to a previously submitted change request:
- Last Change Request – provides the last change request number as a blue hyperlink
 - Request Status – shows the current status of the request
 - Requested By – the user that submitted the request
 - Request Date – the date of the change request submission
 - Change Description – a description of the change request



5. To review additional details of the change request, navigate to the **Last Change Request** field and select the change request number, which is a blue hyperlink.



The **Profile Change Request** page will display where you can review the details of the change request.

Profile Change Request 468003

Request: 468003
 Request Source: Supplier
 Request Date: 9/2/21
 Requested By: Cole, Barbara
 Change Description: adding organizational details, a new contact and a business classification

Supplier: Enbridge Testing Ltd.
 Supplier Number: 400747

Organization Details

Attribute	Changed From	Changed To
Preferred Functional Currency		CAD

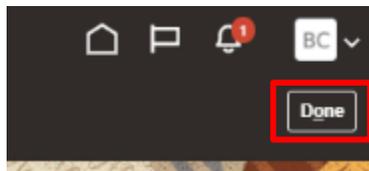
Contacts

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Williamson, Bill		billwilliamson@test.com	+1 (780)555 vs1...			Active	

Business Classifications

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On	Details
Woman Owned		Current	Women's Business Enterprise		12345	8/1/21	8/1/22	Business Classification Demc		Barbara Cole	9/2/21	

6. Navigate to the top right corner of the screen and click **Done** to close the **Profile Change Request** page.



7. You will be returned to the **Company Profile** page. Click **Done** at the top of this page to return to the Supplier Portal dashboard.

ORACLE Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 468003
 Request Status: Pending Approval

Requested By: Cole, Barbara
 Request Date: 9/2/21

Change Description: adding organizational details, a new contact and a business classification

Cancel Change Request Edit **Done**

ORACLE Supplier Portal

Tasks

- Company Profile
 - Manage Profile

Requiring Attention

Recent Activity
 Last 30 Days

No data available

No data available