ENB Oracle Supplier Portal: Managing Supplier Preferences

Learning Guide

Contents

Accessing the Setting & Actions Menu	3
Setting Regional Preferences (Inc. Time Zone)	4
Setting General Preferences	7
Setting Service Preferences	7
Returning to the Supplier Portal Home Page	8

Managing Supplier Preferences

Purpose

This learning guide provides instruction on how to set general and regional user preferences within the Oracle Supplier Portal

Accessing the Setting & Actions Menu

There are two ways to access the **Settings & Actions Menu** which allows a user to manage preferences, noted in steps 1 and 2, below.

1. Log into Oracle and from the **Oracle Home page** navigate to the **Settings & Actions** menu accessed through the drop down arrow next to your initials in the top right hand corner of the page.

Advance to step number 4.

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2. The other way to access your **Actions & Settings** menu is through the supplier portal dashboard page.

Log into Oracle and from the **Oracle Home page** navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu.



3. The **Supplier Portal** home page will display. Select the drop down arrow next to your initials at the top of the page.

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4. The Setting and Actions menu will appear. Choose the Set Preferences option.

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Setting Regional Preferences (Inc. Time Zone)

5. The **Preferences** page will appear. Click on the **Regional** preference link under the **General Preferences** section.



6. The **Regional Preferences** page will appear. You can update your **Territory** information, **Date Format, Time Format, Number Format** and **Time Zone**.

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7. To make a change to a **Regional Preference**, select the drop down menu next to the preference you wish to change. Make your selection from the list of options.

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Please note: Ensure that your **Time Zone** preference is updated, <u>as it could</u> <u>impact bid responses</u>. Upon initial Supplier Portal set up, a default coordinated universal time zone is automatically assigned.

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8. Click **Save** in the top right hand corner of the screen to save your change and continue making changes to the **Regional Preferences**.

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9. Click **Save and Close** in the top right hand corner of the screen after you have finished making changes to all of the **Regional Preferences**. This will return you back to the **Preferences** page.

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Setting General Preferences

- 10. From the **Preferences** page you have the option to set many other preferences.
 - Choose Language preferences
 - Set **Accessibility Settings**. The **Accessibility Settings** allow you to choose a default mode, or enable a screen reader, and allow you to select a color contrast preference
 - Use the **Watchlist** preferences to show or hide specific items or categories in your Watchlist. These preferences contain all the predefined Watchlist categories and items available to you, and any saved searches you're using as Watchlist items

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Password preferences and resets will **not** be managed within the Supplier Portal, as single sign-on is enabled. Passwords can **only** be reset from the Okta sign in page: <u>https://enbridgesuppliers.okta.com/</u>

Setting Service Preferences

11. Under the **Service** work area, you can access **User Notification Preferences**, where you can set your preferred notifications.



Returning to the Supplier Portal Home Page

12. To return home to the **Oracle Home Page**, navigate to and click on the **Home** icon or the **Oracle** logo at the top of your screen.

