

# **ENB Oracle Supplier Portal: Understanding your Supplier Profile**

**Learning Guide**

**Sep 17, 2021**

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## Understanding your Supplier Profile

Purpose	This learning guide helps familiarize you with the Oracle Supplier Portal dashboard and provide the details to understand what information is included in your Oracle Supplier Portal company profile.
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### Profile Management Expectations

It is the responsibility of the supplier to manage their company profile and ensure that the information is current and accurate.

**Enbridge will not accept liability for any error in the information provided by the supplier. Enbridge is under no obligation to independently investigate the information provided by the supplier.**

The supplier is also responsible for disabling contacts when required and maintaining current contacts and their Supplier Portal role assignments.

### Supplier Portal Role Assignments

Role assignments will provide users with access to different task functionality within the Supplier Portal.

Prior to requesting Supplier Portal role assignments, please review the **Understanding Supplier Portal Role Assignments** video demonstration and reference document.

Also, ensure that you review the **Submit a Profile Change Request** video demonstration and learning guide to understand how to request access to the Supplier Portal for additional users within your organization.

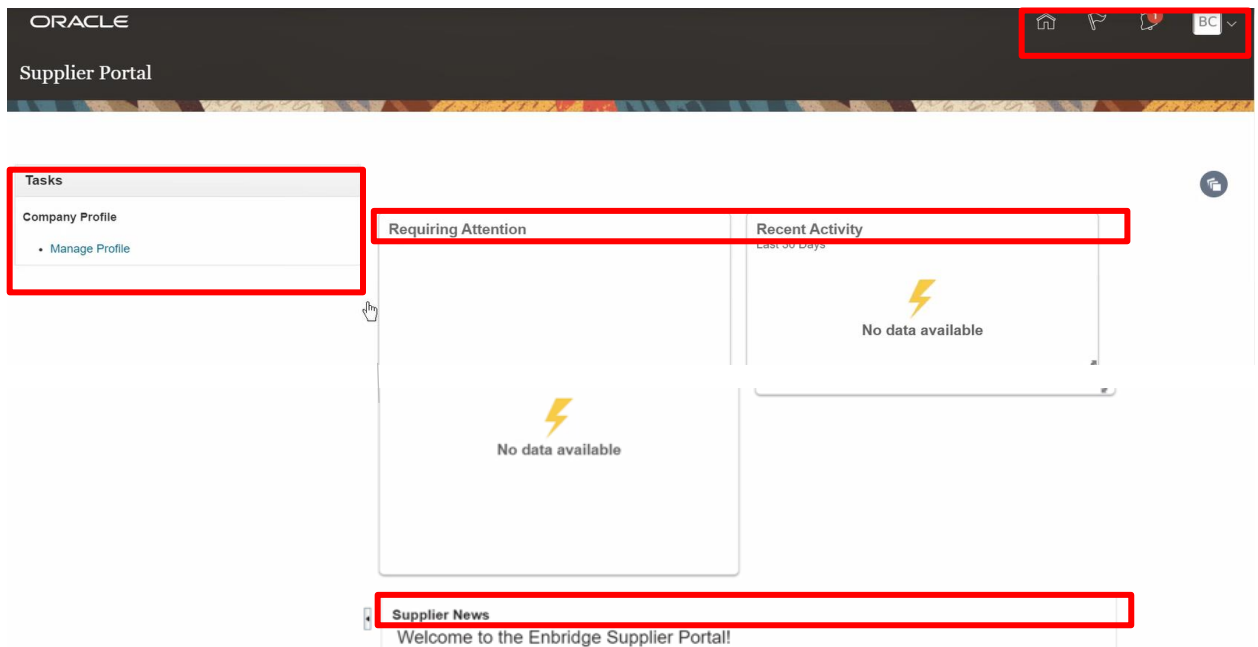
All Supplier Portal training and resource documents can be access through our [Supplier Portal landing page](#).

### Supplier Portal Dashboard

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



The **Supplier Portal** dashboard will display. Notice the **Home**, **Bell**, and **Settings & Actions** icons at the top of the page; these icons will follow you from page to page in Oracle.

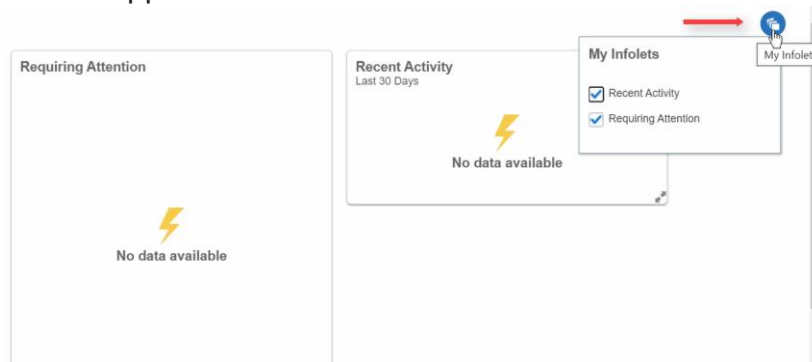


The **Tasks** menu is located on the left side of the dashboard. The tasks that are visible to you are based on your Supplier Portal role assignment.

The middle of the dashboard displays infolets. **Infolets** provide essential and easily consumable information at a glance, generated from different sources. As activity occurs, these fields will update with important information. In the example above, the **Requiring Attention**, **Recent Activity** infolets are displayed.

**Supplier News** is located at the bottom of the page. This is where Enbridge will communicate news and updates to suppliers. Check this section often for updates and changes to content.

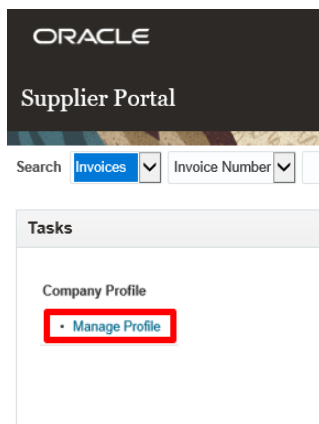
- Users have the option to modify the **Infolet** display. Click on the **My Infolets** button on the right side of the screen and check or uncheck boxes to customize which infolets appear on the dashboard.



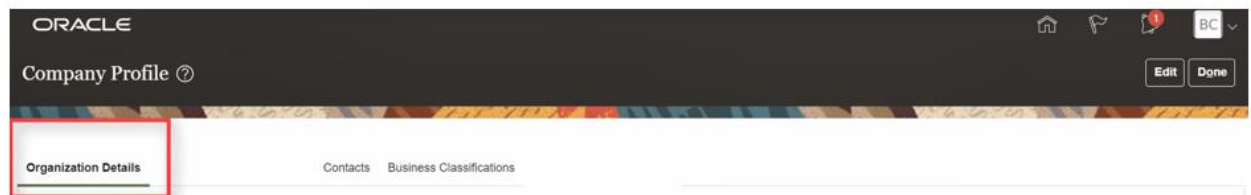
## Understanding your Supplier Profile

### Organizational Details

- From the Oracle **Supplier Portal** dashboard, navigate to the **Tasks** menu and click on the **Manage Profile** sub task.



The **Company Profile** page will display. There are several profile management work areas to view and/or edit. The first work area at the top of the page is **Organizational Details**.



The **Organizational Details** work area displays the following information:

- **General** company profile information, such as the company name, supplier number and supplier type
- **Identification** information, such as the 9-digit Data Universal Numbering System (D-U-N-S) Number, Customer Number, Standard Industry Code (SIC), National Insurance Number and corporate website
- **Corporate Profile** information such as the year established, and mission statement, etc.
- **Financial Profile** information such as the preferred functional currency and fiscal year-end month

## Contacts

- The **Contacts** work area lists all of the contacts that have been created for a supplier. This area shows the Supplier Portal role assignments for those contacts with granted Supplier Portal User Accounts.

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Cole, Barbara		barbaracoletest@enbridge.com		✓	✓	Active
Smitts, Linda		lindasmittstest@enbridge.com		✓	✓	Active

5. Contacts listed in this work area may or may not have access to the Oracle Supplier Portal.

To identify whether or not a contact has access to the Supplier Portal, navigate to the **User Account** column. If a green circle with a white checkmark appears, that user has access to the Supplier Portal.

6. If a green circle with a white checkmark appears next to a contact under the **Administrative Contact** column, this means that the contact maintains the company profile and requests user accounts (supplier portal access) for their fellow employees. This user will also receive related notifications.

**It is up to the supplier organization to determine which of their contacts have Supplier Portal user accounts.**

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
<a href="#">Cole, Barbara</a>		barbaracoletest@enbridge.com		✓	✓	Active
<a href="#">Smitts, Linda</a>		lindasmittstest@enbridge.com			✓	Active

7. Click the blue hyperlink under the **Name** column to display a secondary contact details window, where you can review specific information.

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
<a href="#">Cole, Barbara</a>		barbaracoletest@enbridge.com		✓	✓	Active
<a href="#">Smitts, Linda</a>		lindasmittstest@enbridge.com			✓	Active

8. In the secondary **Contact Details** window, the following information can be viewed:
  - a. **Name, Job Title, Phone, Fax and Email** information. As well, you can view a contact's **Status** and see whether or not a contact is the **Administrative Contact**
  - b. **Contact Address:** if a contact has been associated to a business address it will appear in this section

c. **User Account:** you are able to see the status of a contact's Supplier Portal User Account and their Supplier Portal role assignment(s).

**Contact: Barbara Cole**

Salutation: [Blank] Phone: [Blank]  
 First Name: Barbara Mobile: [Blank]  
 Middle Name: [Blank] Fax: [Blank]  
 Last Name: Cole Email: barbaracoletest@enbridge.com  
 Job Title: [Blank] Status: Active

Administrative contact

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**Contact Addresses**

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Address Name	Address	Phone	Address Purpose	Status
Edmonton	7891-156 Street NW, EDMONTON AB T5E 1K8, CANADA		Ordering, Remit to, RFQ or Bidding	Active

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**User Account**

If you require access to the Enbridge Supplier Portal, select the 'Create User Account' checkbox. Note that user accounts will be created for those contacts on the registration request. The Enbridge Supplier Portal serves as a tool to allow suppliers to have access to complete critical tasks and reports. These include actions such as submitting an invoice, receiving a PO, updating supplier account information, etc.

Account Status: Active  
 User Name: barbaracoletest@enbridge.com

**Roles** Data Access

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Role	Description
ENB Supplier Self Service Clerk - No Bank ...	ENB Supplier Self Service Clerk - No Bank Access

Done

View supplier portal role assignments here

9. Click **Done** to close out the contact details window.

## Business Classifications

10. The **Business Classifications** work area supports the tracking of supplier certifications.

This work area includes viewing business classification attributes such as:

- **Classification, Certifying Agency, Certificate**
- **Start Date and Expiration Date**
- **Attachments and notes**
- **Status:** current, future dated, or expired

Company Profile

Organization Details Contacts **Business Classification**

Please provide scanned copies of certification documents, if applicable.  
 — None of the classifications are applicable

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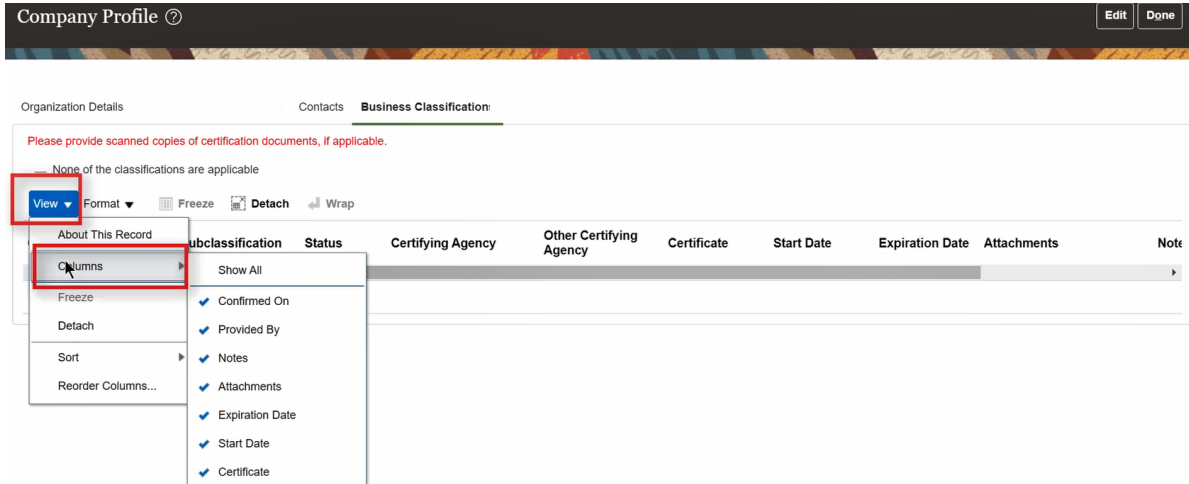
Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Note

Attach and track your certification information, such as: small business or woman owned



**Please note:** The supplier's administrative contact with an active user account will be sent notifications concerning any impending classification expirations

11. Users can customize their display in this work area. Navigate to the **View** drop down arrow and select **Columns** to choose from a list of attributes to display.



12. Click **Done** at the top of the screen to return to the **Supplier Portal Dashboard**.