



ENB Oracle Supplier Portal: Managing Supplier Preferences

Learning Guide

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Managing Supplier Preferences

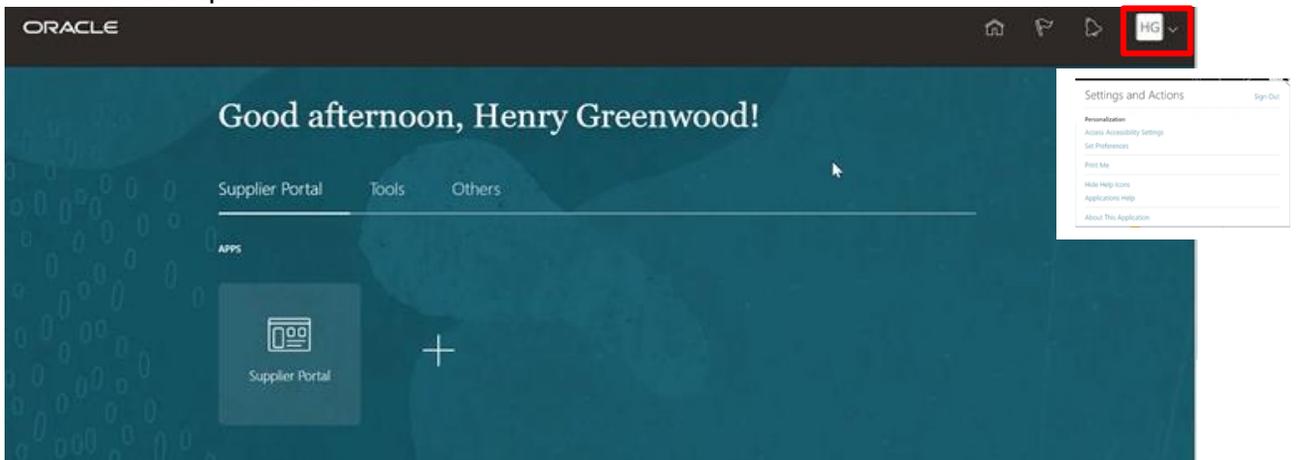
Purpose	This learning guide provides instruction on how to set general and regional user preferences within the Oracle Supplier Portal
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Accessing the Setting & Actions Menu

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

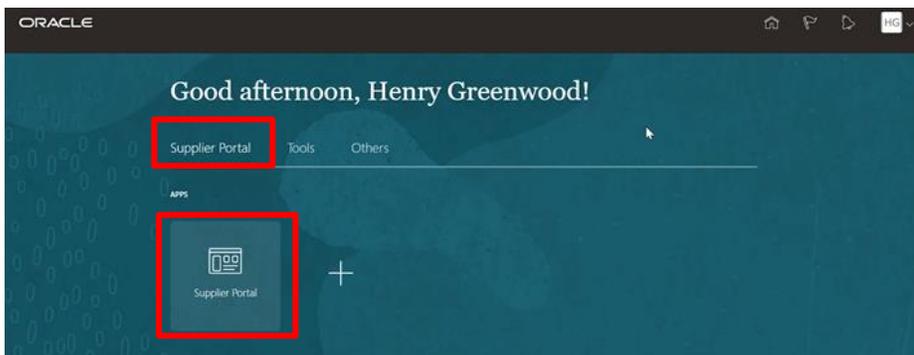
1. Log into Oracle and from the **Oracle Home page** navigate to the **Settings & Actions** menu accessed through the drop down arrow next to your initials in the top right hand corner of the page.

Advance to step number 4.

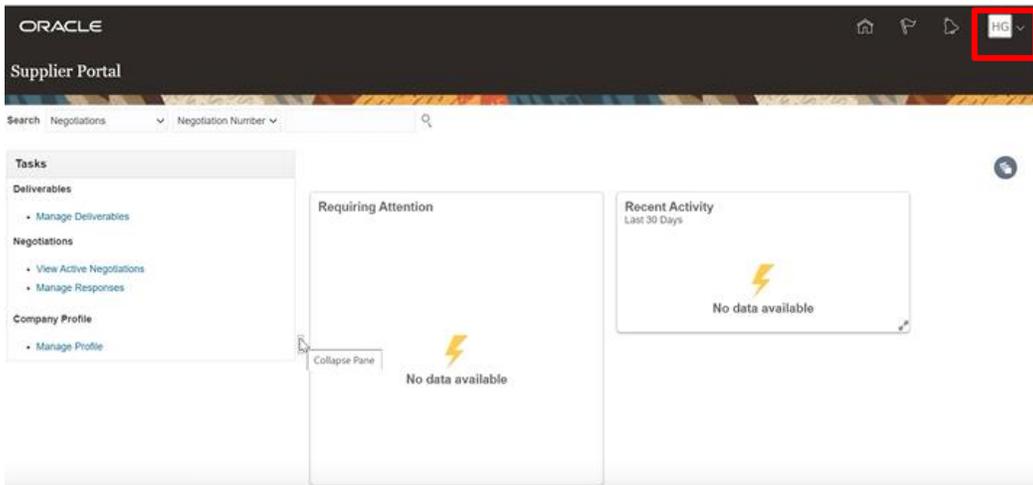


2. The other way to access your **Actions & Settings** menu is through the supplier portal dashboard page.

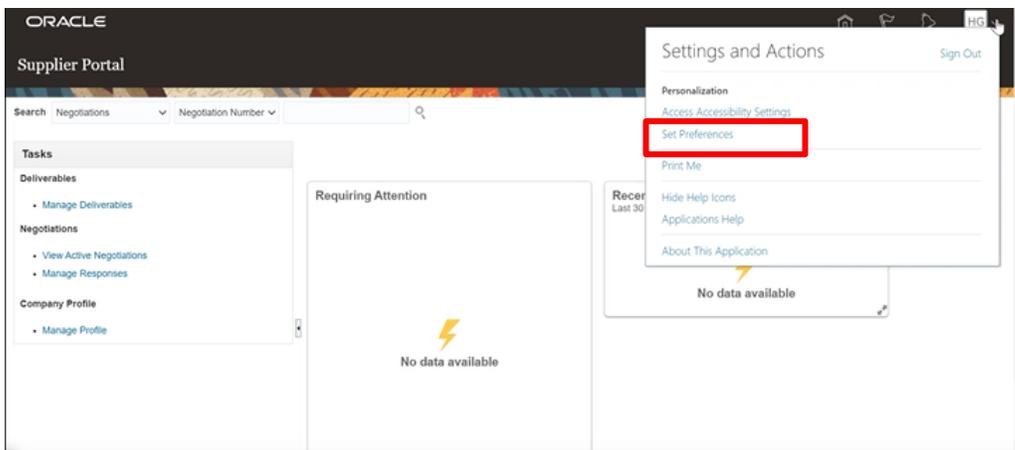
Log into Oracle and from the **Oracle Home page** navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu.



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



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



Setting Regional Preferences (Inc. Time Zone)

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



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

ORACLE

General Preferences: Regional

Save Save and Close Cancel

Territory: United States

Date Format: Midyy (3/16/21)

Time Format: h:mm a (7:37 PM)

Number Format: -1,234,567

Currency: US Dollar

Time Zone: (UTC-07:00) Denver - Mountain Time (MT)

- 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.

ORACLE

General Preferences: Regional

Save Save and Close Cancel

Territory: United States

Date Format: Midyy (3/16/21)

Time Format: h:mm a (7:37 PM)

Number Format: -1,234,567

Currency: US Dollar

Time Zone: (UTC-07:00) Denver - Mountain Time (MT)

ORACLE

General Preferences: Regional

Territory: United States

Date Format: Midyy (3/16/21)

Time Format: h:mm a (7:37 PM)

Number Format: -1,234,567

Currency: US Dollar

Time Zone: (UTC-07:00) Denver - Mountain Time (MT)

Expanded Date Format options:

- M-d/yyyy (3/16/2021)
- M-d/yyyy (3/16/2021)
- Midyy (3/16/21)
- Midyyyy (3/16/2021)
- MMdoyy (03/16/21)
- MMddyyyy (03/16/2021)
- MMddyyyy (03/16/2021)
- MMdoyy (03/16/21)
- MMdoyyyy (03/16/2021)
- g-Myy (16/3/21)
- g-Myyyy (16/3/2021)
- g-MMM-yyyy (16-Mar-2021)
- gMyy (16/3/21)
- gMyy (16.3.21)
- gMyyyy (16.3.2021)
- gMMyy (16.03.21)
- gMMyyyy (16.03.2021)
- gMMMyyyy (16.Mar.2021)
- gMyy (16/3/21)
- gMyyyy (16/3/2021)

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

General Preferences: Regional

Territory

Date Format

Time Format

Number Format

Currency

Time Zone

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

ORACLE Home, Search, Help, HG

General Preferences: Regional **Save** Save and Close Cancel

Territory

Date Format

Time Format

Number Format

Currency

Time Zone

- 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.

ORACLE Home, Search, Help, HG

General Preferences: Regional Save **Save and Close** Cancel

Territory

Date Format

Time Format

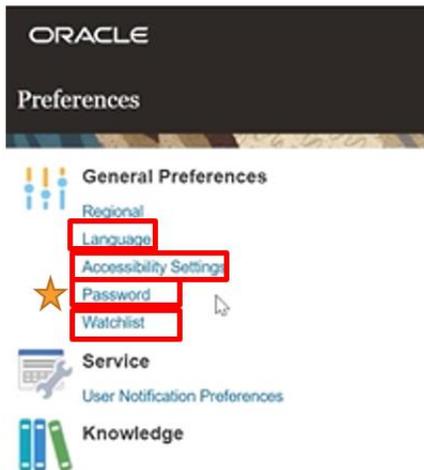
Number Format

Currency

Time Zone

Setting General Preferences

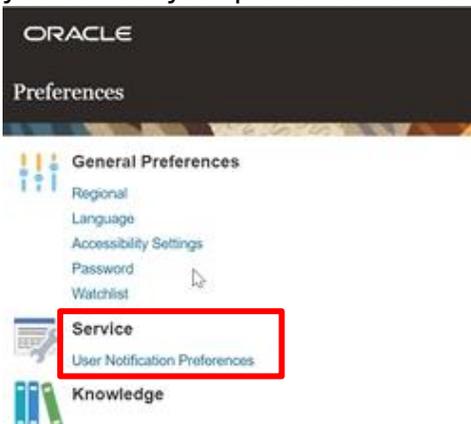
10. From the **Preferences** page you have the option to set many other preferences.
 - Choose **Language** preferences
 - Set **Accessibility Settings**. The **Accessibility Settings** allow you to choose a default mode, or enable a screen reader, and allow you to select a color contrast preference
 - 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



- ★ **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: <https://enbridgesuppliers.okta.com/>

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.

