

Skanska supplier portal: how to update & manage your supplier profile

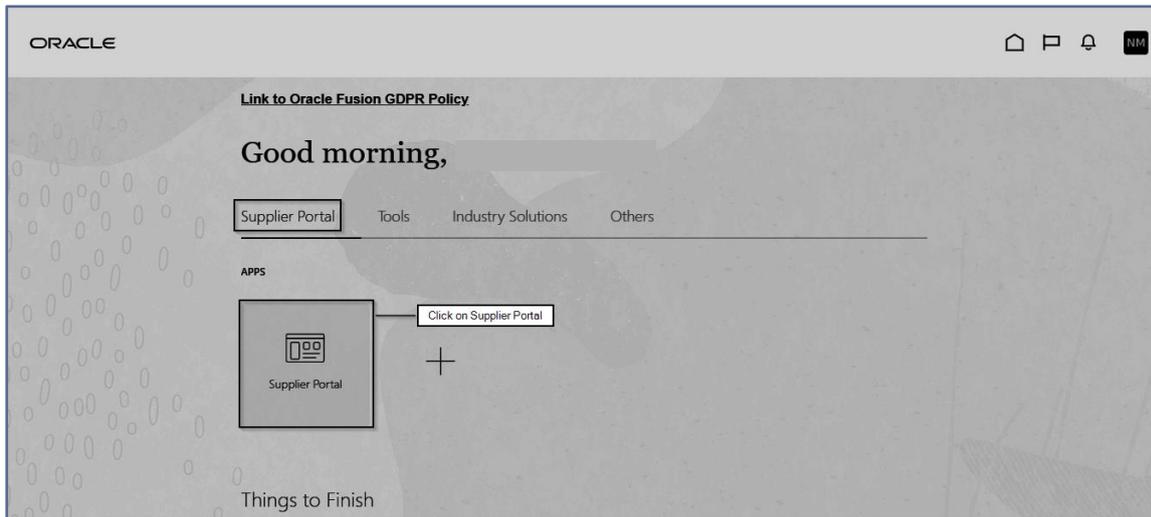
Version: 2

Skanska supplier portal – instructions on how to update your supplier profile

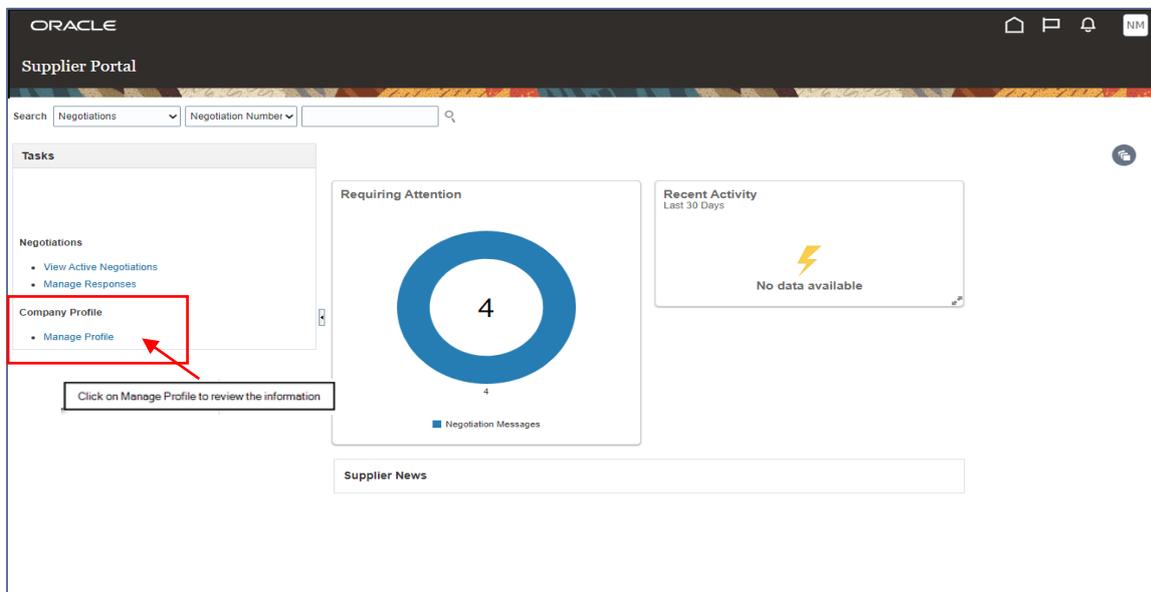
Please follow the steps below to update your supplier profile information in Skanska's supplier portal.

In this example we will update information in the "Contacts" area.

1. Once you've signed into Oracle, click on the 'supplier portal' icon.

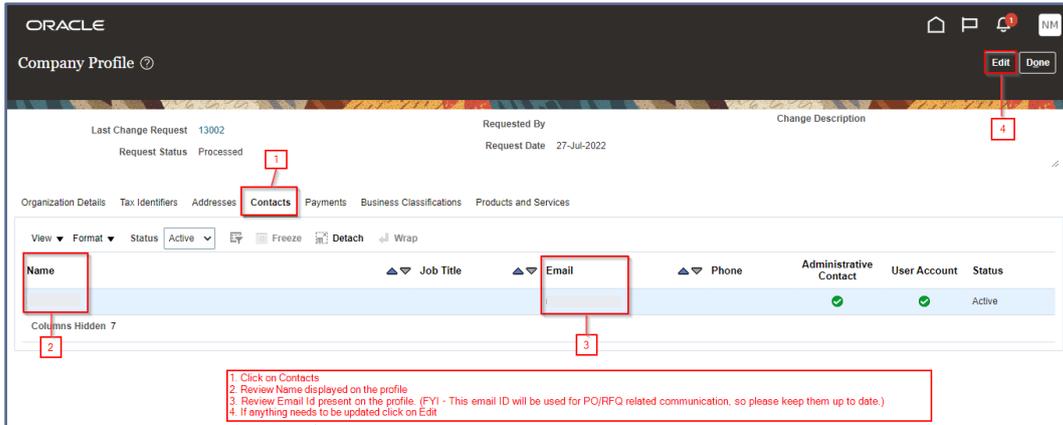


2. Select 'Manage profile' at the bottom of the 'Tasks' area on the lefthand side of the screen.

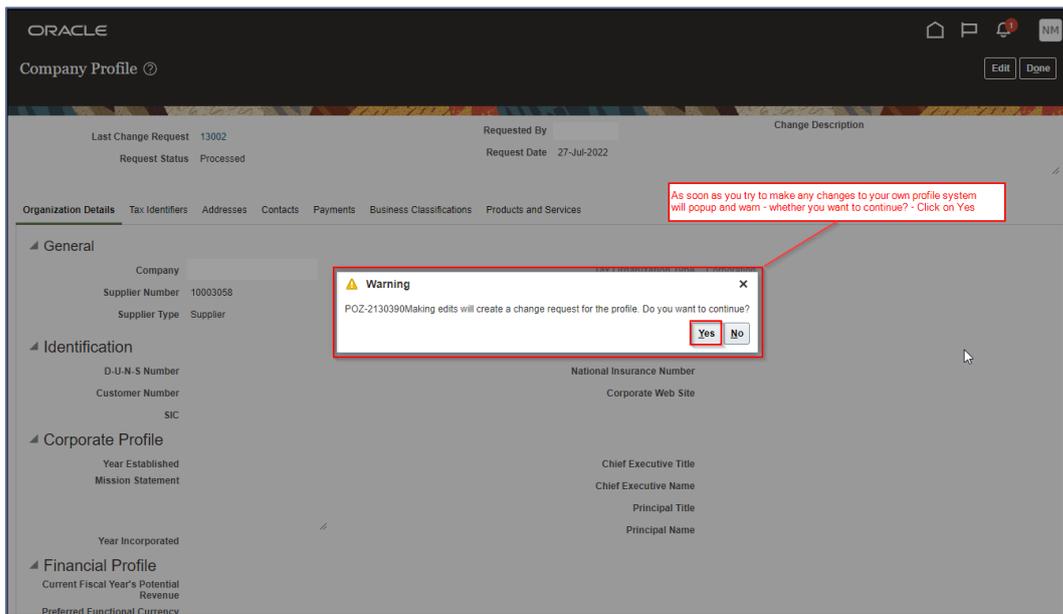


3. Select the **'Contacts'** tab, then review the 'Name' displayed on the left of your profile and check the corresponding 'Email'.

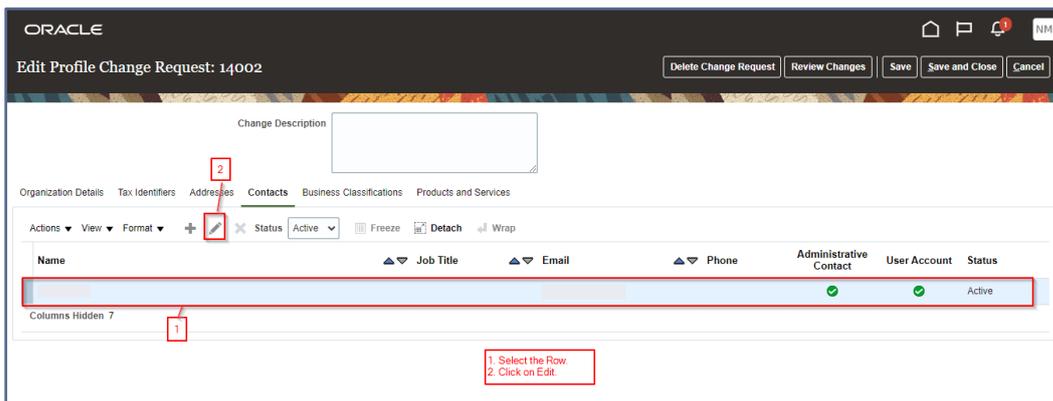
In this example we want to update some information in the "Contacts" tab, so select **'Edit'**.



4. The system will notify you that making edits will create a change request for the profile. Select **'Yes'** to continue.



5. On the 'Edit Profile Change Request' screen, once again select the **'Contacts'** tab. Select the line you wish to edit, then select the pencil icon.



- 6. Now you're in the contact profile screen, you can update the 'First Name', 'Last Name' and 'Email' fields, and then click "OK"

Edit Contact:

Salutation [v]
* First Name Example
Middle Name
* Last Name Other
Job Title
 Administrative contact

Phone [v] [] [] [] []
Mobile [v] [] [] [] []
Fax [v] [] [] [] []
Email Example.Other@email.co.uk
Status Active [v]

OK Cancel

- 7. You can now review the changes you have made.

ORACLE

Edit Profile Change Request: 14002

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Example, Other		Other @Example.co		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active

Columns Hidden 7

- 8. Once you are happy with your changes, select 'Submit'. This sends your changes to the appropriate person in Skanska to approve.

This step is critical in order for your changes to be reflected in your profile

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Review Changes

Edit Submit Cancel

Change Description

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	

Columns Hidden 7

- 9. A notification will appear to confirm that your profile change request was submitted for approval.

Please note: Changes made to the profile are subject to an approval from respective parties in Skanska. Once approved, your changes will be reflected on your profile.

