

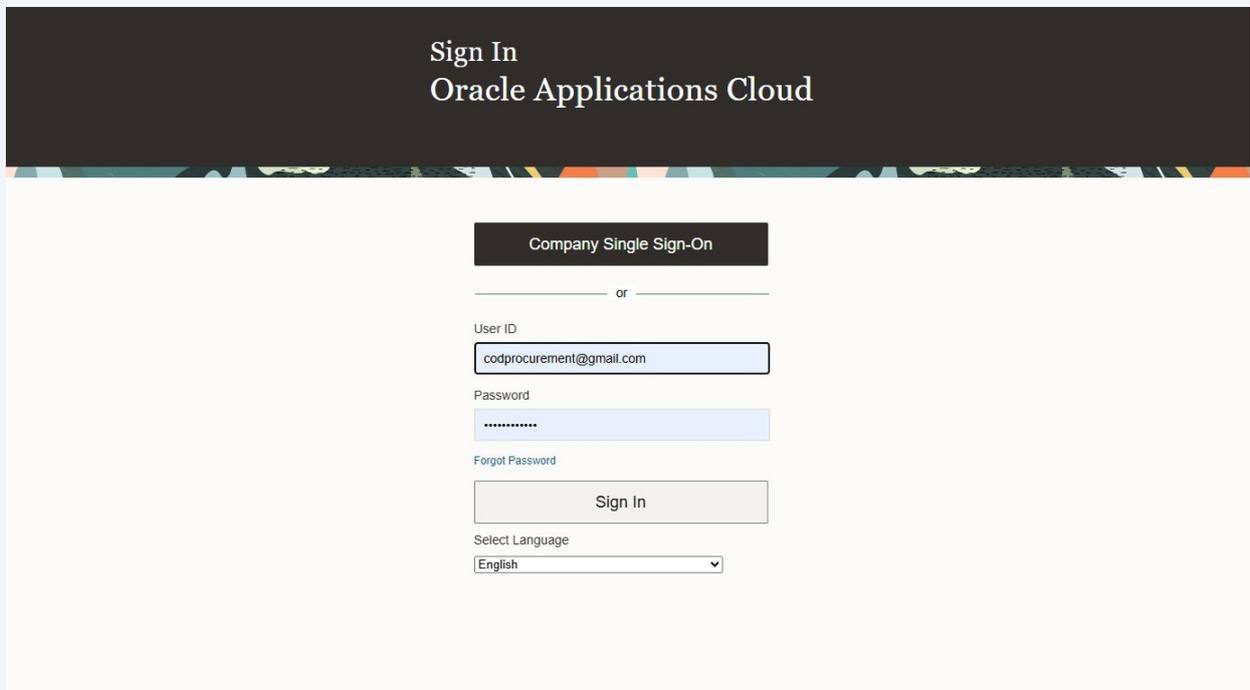
# How to Add or Inactivate Contacts in Your Company Profile



This document provides instructions on how to add new contacts or inactivate existing contacts.

1

Navigate to Oracle Fusion (<https://ebkk.login.us8.oraclecloud.com>) and enter your user name and password.



Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
codprocurement@gmail.com

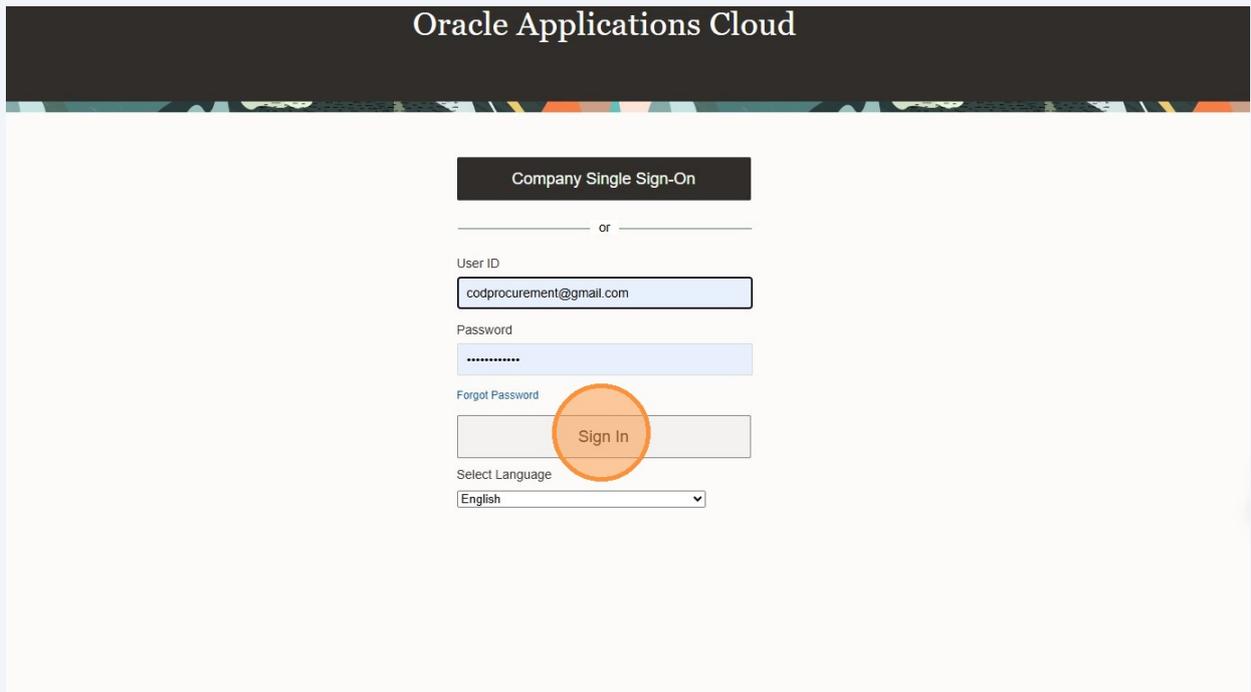
Password  
\*\*\*\*\*

Forgot Password

Sign In

Select Language  
English

2 Click "Sign In"



Oracle Applications Cloud

Company Single Sign-On

or

User ID  
codprocurement@gmail.com

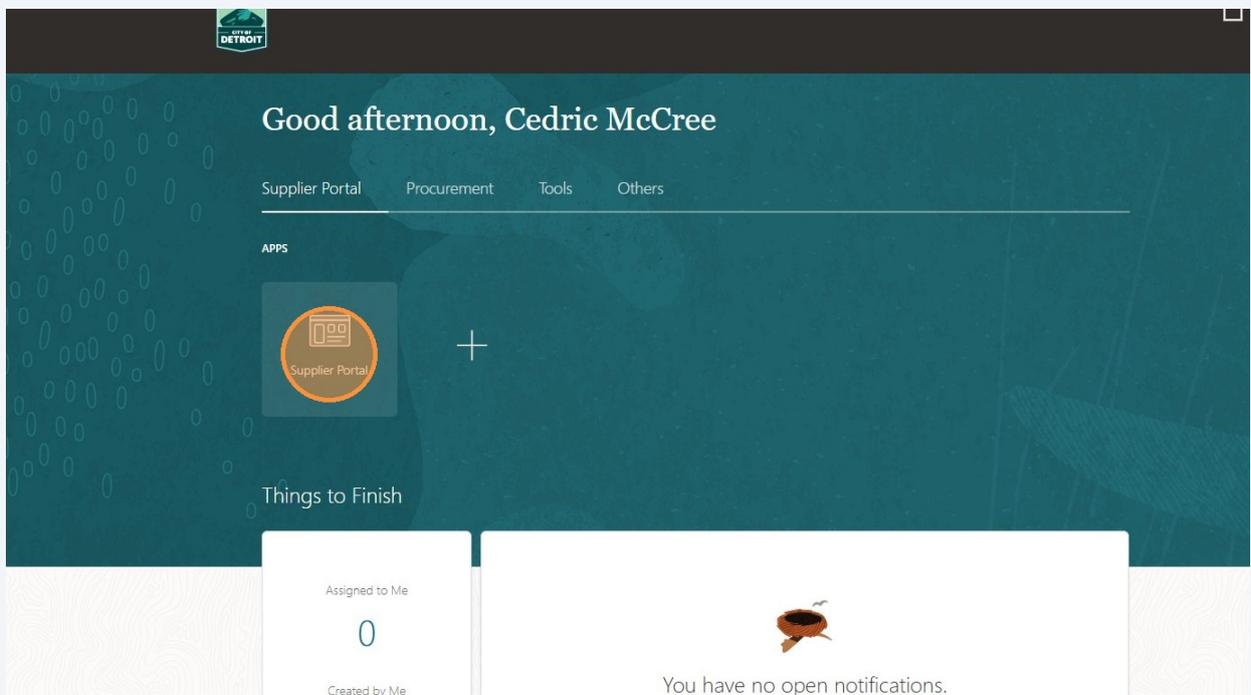
Password  
\*\*\*\*\*

Forgot Password

Sign In

Select Language  
English

3 Click the "Supplier Portal" option.



CITY OF DETROIT

Good afternoon, Cedric McCree

Supplier Portal Procurement Tools Others

APPS

Supplier Portal

Things to Finish

Assigned to Me  
0  
Created by Me

You have no open notifications.

4 Click on the "Company Profile" option.

The screenshot shows a dashboard with several menu items: Negotiations, Orders, Agreements, Receipts and Returns, Invoices, Payments, and Company Profile. The 'Company Profile' option is highlighted with an orange border. The dashboard also features a 'Supplier News' section on the right.

Supplier News

**ATTENTION SUPPLIERS!**

**The Fiscal Year End Work Has Been**

All invoicing capabilities have been restored your invoices.

For payment questions , please contact Acco APInvoice@detroitmi.gov. For invoice assist. Procurement at eProcurement@detroitmi.gov

Please follow the link below on how to set [https://scribehov.com/shared/How\\_to\\_Ch](https://scribehov.com/shared/How_to_Ch)

Invoices On Hold  
There are different types of "On Hold" co

5 Click the "Contacts" option.

The screenshot shows the 'TEST SUPPLIER' profile page. The 'Contacts' tab is highlighted with an orange circle. The page displays various fields under 'General', 'Income Tax', and 'Transaction Tax' sections.

General			
Supplier Number	2058371	Supplier Type	Supplier
Status	Active	Tax Organization Type	Corporation
D-U-N-S Number		Customer Number	
SIC		National Insurance Number	

Income Tax			
Taxpayer Country	United States	Taxpayer ID	68624723540
Federal Reportable	No	Use withholding tax	No
State reportable	No	Withholding Tax Group	
Federal Income Tax Type		Name Control	
Tax Reporting Name		Verification Date	

Transaction Tax		
Tax Jurisdiction Country		Tax Jurisdiction Number

6

Click the "Change Profile" option in the upper right hand corner.

The screenshot shows the 'TEST SUPPLIER' Company profile page. At the top right, there are two buttons: 'View Last Change Request' and 'Change Profile'. The 'Change Profile' button is circled in orange. Below the header, there is a section titled 'How to update my Company Profile?' with a 'Show More' button. The main content area has a navigation bar with tabs: 'Organization Details', 'Addresses', 'Contacts', 'Payment Methods', 'Bank Accounts', 'Business Classifications', and 'Products and Services'. The 'Contacts' tab is selected, showing a list of 12 items. The list includes four contacts: Adam Kind, Cedric McCree SME, Cedroc McCree, and Jane Foster Exemplar. Each contact row shows fields for Name, Phone, Email, and Addresses, along with an 'Active' status indicator.

Name	Phone	Email	Addresses	Status
Adam Kind		akind@detroitmi.gov		Active
Cedric McCree SME		codprocurement@gmail.com	DETROIT	Active
Cedroc McCree		test@mccree.org	DETROIT, SOMEWHERE	Active
Jane Foster Exemplar				Active



If you want to add a new contact, follow the steps for Adding a New Contact. Otherwise, follow the steps for Deactivating a Contact.

## Adding a New Contact

## 7 Click "Add Contact"

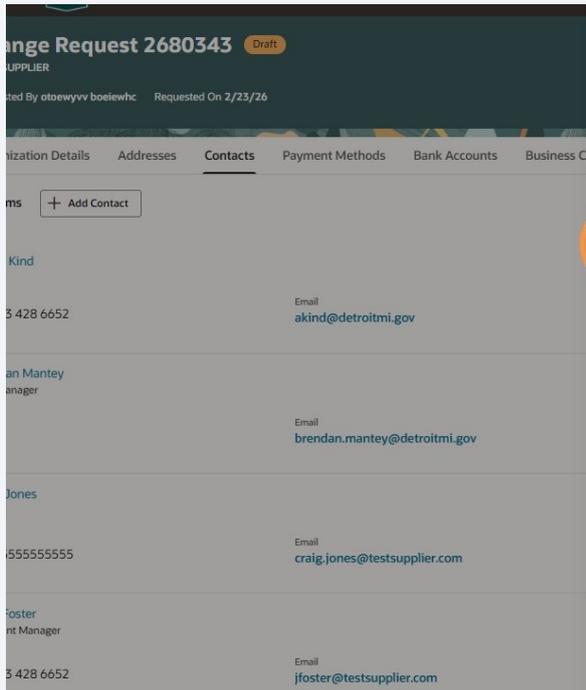
The screenshot shows the 'Change Request 2591325' page for a 'TEST SUPPLIER'. The page is in 'Draft' status. The 'Contacts' tab is selected, showing a list of 12 items. An orange circle highlights the '+ Add Contact' button. The list includes contacts like Adam Kind, Cedric McCree, Cedroc McCree, and Jane Foster, each with fields for Phone, Email, and Addresses.

## 8 Click and enter the First Name, Last Name, and Job Title.

The screenshot shows the 'New contact' form. The 'First Name' field contains 'Steve' and the 'Last Name' field contains 'Smith'. The 'Job Title' field is circled in orange. Other fields include 'Middle Name', 'Email', 'Country' (US), 'Phone', 'Ext', 'Mobile', and 'Fax'. There is a checkbox for 'Administrative Contact' and a note 'Enter 150 or fewer characters.' near the 'Last Name' field.

9

Select Administrative Contact, if applicable. Administrative contacts are individuals who have the authority to request and approve changes. They will also receive general communication from the City of Detroit.



#### New contact

First Name  
Steve

Last Name  
Smith

Middle Name

Job Title  
Sales

Administrative Contact ⓘ

Email

Country  
US

Phone

Ext

Country  
US

Mobile

Country  
US

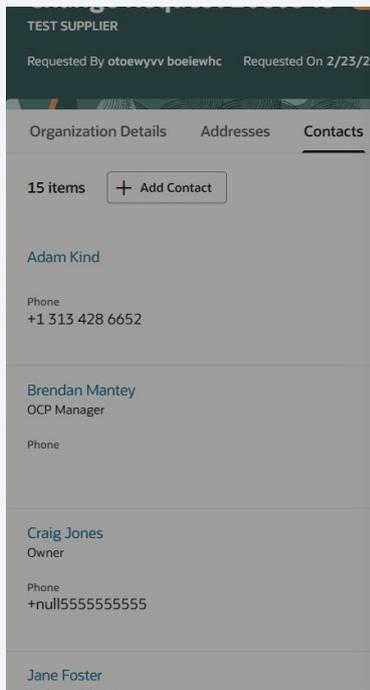
Fax

**Contact addresses**

Addresses

10

Click and enter the email address, and mobile and/or office phone number(s). Enter the phone number with numeric digits only, do not use the parentheses or dashes.



Middle Name

Job Title  
Sales

Administrative Contact ⓘ

Email  
steves@gmail.com

Country  
US

Phone  
+1 313 428 6652

Ext

Country  
US

Mobile

Country  
US

Fax

**Contact addresses**

Addresses

Cancel Create

**11** Select the drop down arrow in the "Contact Addresses" field.

The screenshot shows a contact form for a 'TEST SUPPLIER'. On the left, there is a sidebar with 'Organization Details', 'Addresses', and 'Contacts' tabs. The 'Contacts' tab is active, showing a list of 15 items with an 'Add Contact' button. Below the list are contact cards for Adam Kind, Brendan Mantey, Craig Jones, and Jane Foster. The main form area contains a 'Email' field with 'steves@gmail.com', three phone number fields (Country, Phone, Ext), and a 'Contact addresses' field. The 'Contact addresses' field has a dropdown arrow highlighted with an orange circle. Below it is a 'User account' section with a checkbox for 'Request user account'. At the bottom right are 'Cancel' and 'Create' buttons.

**12** Select **all** the listed addresses.

This screenshot shows the same contact form as in step 11, but with the 'Contact addresses' dropdown menu open. The menu lists three addresses: 'DETROIT' (checked), 'FLINT' (unchecked), and 'NOWHERE' (unchecked). An orange circle highlights the 'DETROIT' address, which is the one selected in the dropdown. The 'Contact addresses' field above the menu shows 'Addresses' and 'DETROIT' with a count of '1' and a dropdown arrow.

13 Check the "Request user account" box.

The screenshot shows the 'New contact' form in a software application. On the left, a sidebar displays a list of contacts for 'Change Request 2680343'. The main form area includes fields for 'First Name' (Steve), 'Last Name' (Smith), 'Middle Name', and 'Job Title' (Sales). There is a section for 'Administrative Contact' with an email field (steves@gmail.com). A dropdown menu for 'Addresses' is open, showing options: DETROIT (1234 NO WHERE ST, DETROIT, MI 48207), FLINT (246 EXAMPLE LANE, FLINT, MI 48501), NOWHERE (1234 FAKE STREET, CENTRAL PARK, WA 98520), and SOMEWHERE (32 OVER THE RAINBOW, DETROIT, MI 48221). Below this, the 'User account' section has a checkbox labeled 'Request user account' which is highlighted with an orange circle. At the bottom right, there are 'Cancel' and 'Create' buttons.

14 The "Roles", "Grant Access By", and "Suppliers" fields will appear on the screen and auto populate. Do not change these values.

This screenshot shows the 'New contact' form with additional fields populated. The 'Roles' dropdown is set to 'CoD Supplier'. The 'Grant Data Access By' section has 'Suppliers' selected. The 'Suppliers' dropdown is set to 'TEST SUPPLIER'. An orange box highlights these three fields. The 'Request user account' checkbox is also checked. The 'Addresses' dropdown remains open, showing the same four options as in the previous screenshot. The 'Cancel' and 'Create' buttons are at the bottom right.

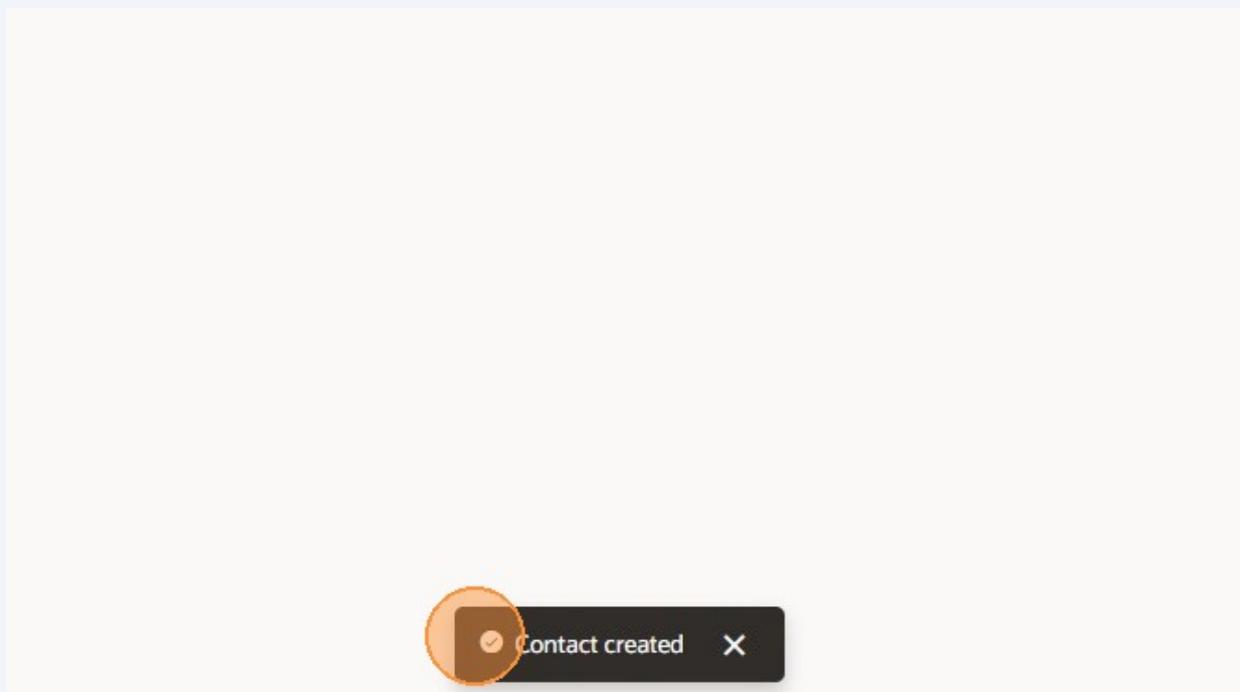
15 Click "Create" on the lower right hand side of the screen.

The screenshot shows a contact creation form. On the left is a sidebar with five email addresses: akind@detroitmi.gov, brendan.mantey@detroitmi.gov, craig.jones@testsupplier.com, jfoster@testsupplier.com, and linda.davey@detroitmi.gov. The main form area contains the following fields and options:

- Country:** A dropdown menu with "US" selected.
- Fax:** An empty text input field.
- Contact addresses:** A dropdown menu with "Addresses" and the text "DETROIT, FLINT, NOWHERE, SOMEWHERE" and a count of "4".
- User account:** A checked checkbox labeled "Request user account".
- Roles:** A dropdown menu with "Roles" and "CoD Supplier" selected, and a count of "1".
- Grant Data Access By:** Two radio buttons: "Suppliers" (selected) and "Supplier Sites".
- Suppliers:** A dropdown menu with "Suppliers" and "TEST SUPPLIER" selected, and a count of "1".

At the bottom right of the form are two buttons: "Cancel" and "Create". The "Create" button is highlighted with an orange circle.

16 You will receive the message "Contact Created" on the bottom of your screen.

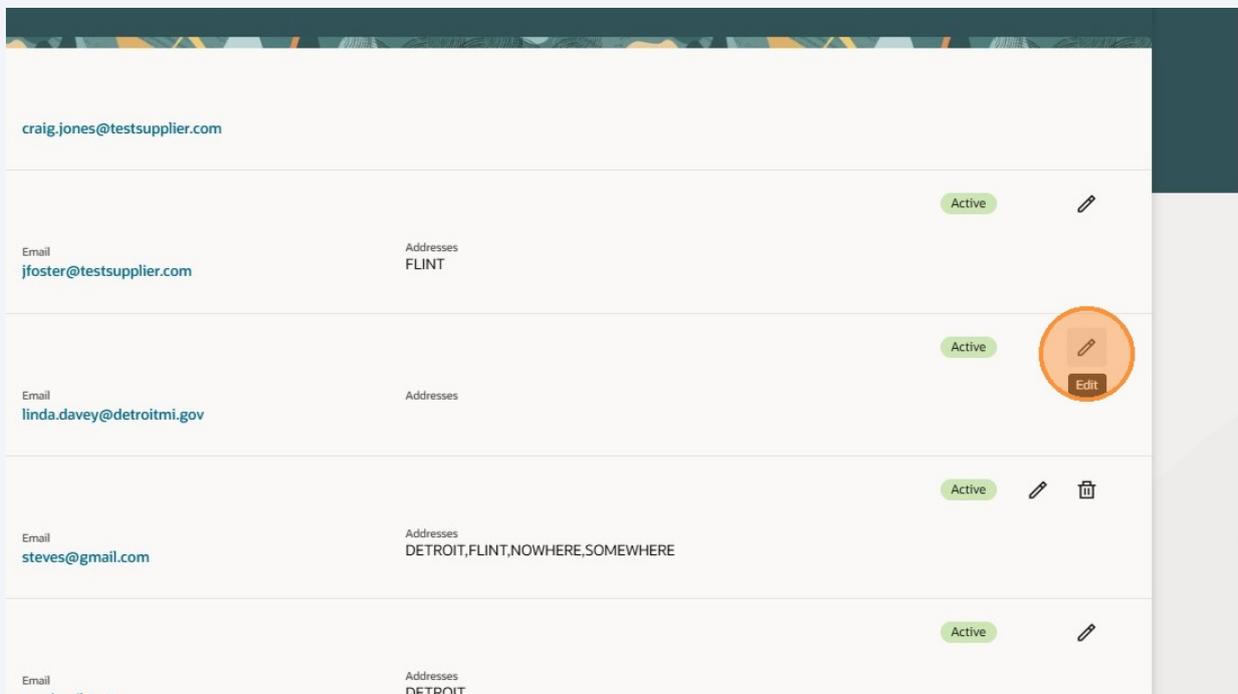


17 If you have additional contacts to add, repeat the steps for Adding a Contact.

## Inactivating Contacts

 If you need to deactivate contacts, follow the steps below. Otherwise go to the "Reviewing and Submitting Changes" section.

18 Click the pencil icon to the right of the contact name you want to deactivate.



19 Click the drop down arrow in the Status field.

**Linda Davey**

First Name: Linda | Last Name: Davey

Middle Name: | Job Title: ERP Program Analyst

Status: Active

Administrative Contact

Email: linda.davey@detroitmi.gov

Country: US | Phone: | Ext: | Mobile: +1 313 428 6652 | Fax: |

Left sidebar (grey):  
Email: craig.jones@testsupplier.com  
Email: jfoster@testsupplier.com  
Email: linda.davey@detroitmi.gov  
Email: steves@gmail.com

20 Select "Inactive" from the list.

**Linda Davey**

First Name: Linda | Last Name: Davey

Middle Name: | Job Title: ERP Program Analyst

Status: Active

Administrative Contact

Email: linda.davey@detroitmi.gov

Country: US | Phone: | Ext: | Mobile: +1 313 428 6652 | Fax: |

Left sidebar (grey):  
Email: craig.jones@testsupplier.com  
Email: jfoster@testsupplier.com  
Email: linda.davey@detroitmi.gov  
Email: steves@gmail.com

21

Click "Update" in the lower right hand side of the screen.

The screenshot shows a contact form with the following fields and sections:

- Email:** linda.davey@detroitmi.gov
- Country:** US (dropdown)
- Phone:** (text input)
- Ext:** (text input)
- Country:** US (dropdown)
- Mobile:** +1 313 428 6652
- Country:** US (dropdown)
- Fax:** (text input)
- Contact addresses:** Addresses (dropdown)
- User account:**  Request user account
- Buttons:** Cancel, Update (highlighted with an orange circle)

22

You will receive the message "Contact Updated" on the bottom of the screen.

The screenshot shows a table of contacts with the following columns: Name, Title, Phone, Email, and Addresses. A notification "Contact Updated" is visible at the bottom of the screen.

Name	Title	Phone	Email	Addresses	Status	Actions
Brendan Mantey	OCP Manager		brendan.mantey@detroitmi.gov	DETROIT	Active	✎
Craig Jones	Owner	+null5555555555	craig.jones@testsupplier.com		Active	✎
Steve Smith	Sales	+1 313 428 6652	steves@gmail.com	DETROIT,FLINT,NOWHERE,SOMEWHERE	Active	✎ 🗑️
hrrisoxmb uewciic	Updater	+1 313 555 2555	sendmail-test-discard+300000129564398@oracle.com	DETROIT	Active	✎
otoewyvv boeiewhc	SME		sendmail-test-discard+300000048710516@oracle.com	DETROIT	Active	✎
qwppnlijc unoucefqqd			sendmail-test-discard+3000000129470245@oracle.com		Active	✎

Notification: Contact Updated ✕

# Reviewing and Submitting Profile Changes

23 Click "Review Changes" in the upper right hand corner of the screen.

The screenshot shows a web application interface for a 'Change Request 2680343' in 'Draft' status. The header includes the City of Detroit logo, the request title, and buttons for 'Cancel', 'Review Changes' (circled in orange), 'Save', and 'Submit'. Below the header is a navigation menu with 'Contacts' selected. The main content area displays a list of 16 items, with details for five contacts:

Name	Phone	Email	Addresses	Status	Actions
Adam Kind	+1 313 428 6652	akind@detroitmi.gov	DETROIT	Active	Edit
Brendan Mantey OCP Manager		brendan.mantey@detroitmi.gov	DETROIT	Active	Edit
Craig Jones Owner	+null555555555	craig.jones@testsupplier.com		Active	Edit
Steve Smith Sales	+1 313 428 6652	steves@gmail.com	DETROIT,FLINT,NOWHERE,SOMEWHERE	Active	Edit, Delete
hrrlsoxmb uewctifc Updater				Active	Edit

24 Review all changes. Scroll down to see all the changes.

**Review Changes** Draft Submit

TEST SUPPLIER

Change Request: 2680343 Requested By: otoewyvv boselewhc Requested On: 2/23/26 Change Description

**Contacts**

Contact Name	Attribute	Changed From	Changed To
Jane Foster	Inactive Date		2/23/26
	User Account Status		I
Linda Davey	Inactive Date		2/23/26
	User Account Status		I
Steve Smith			

25 Click "Submit" in the upper right hand corner of the screen.

**Review Changes** Draft Submit

TEST SUPPLIER

Change Request: 2680343 Requested By: otoewyvv boselewhc Requested On: 2/23/26 Change Description

Attribute	Changed From	Changed To
Inactive Date		2/23/26
User Account Status		I
Inactive Date		2/23/26
User Account Status		I

26

The "Change Request Description" field will appear. Enter the description of your change.

The screenshot shows the 'Review Changes' page for a 'TEST SUPPLIER'. The page header includes the City of Detroit logo and the title 'Review Changes' with a 'Draft' status. Below the header, there is a breadcrumb trail: 'Change Request: 2680343', 'Requested By: otoewyvv boselewhc', 'Requested On: 2/23/26', and 'Change Description'. The main content area is divided into two sections. On the left, there is a 'Contacts' table with the following data:

Contact Name	Attribute	Changed From	Changed To
Jane Foster	Inactive Date User Account Status		2/23/26 I
Linda Davey	Inactive Date User Account Status		2/23/26 I
Steve Smith			

On the right side of the page, there is a 'Change Request Description' form. The text input field is highlighted with an orange circle. The field contains the text 'Change Request Description' and has a character count of '0/1000'. At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.

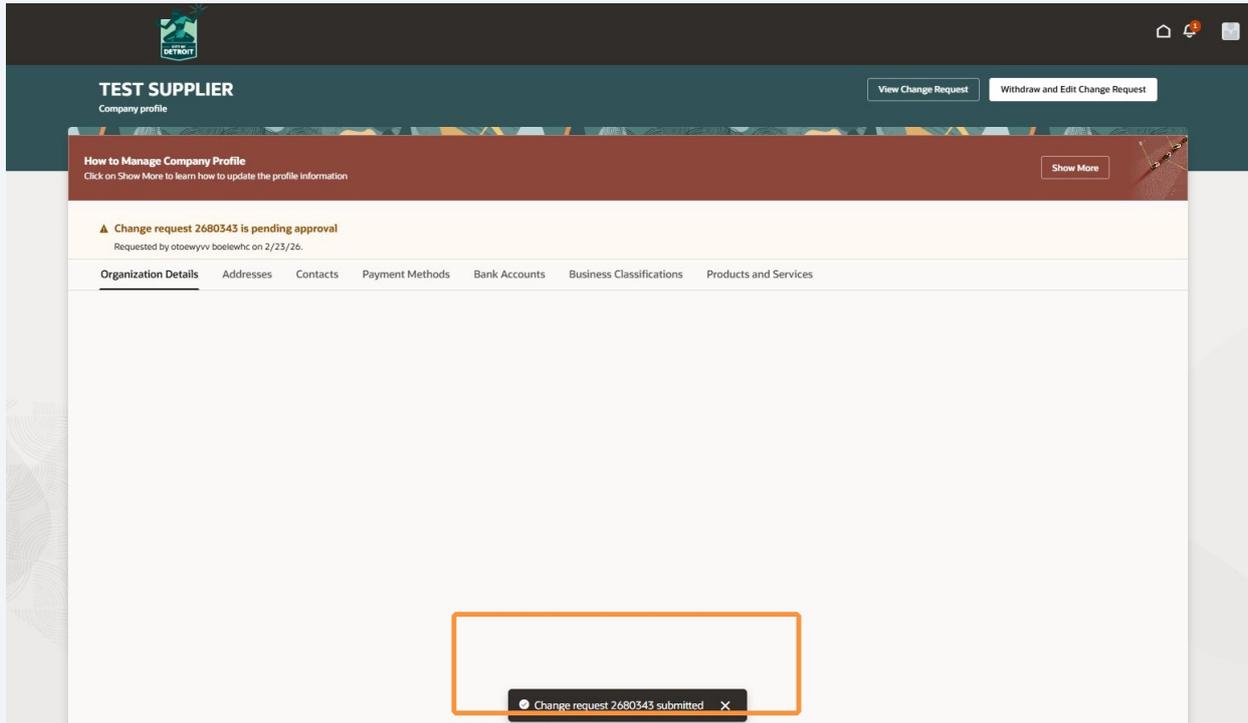
27

Click "Submit" in the lower right corner.

The screenshot shows the same 'Review Changes' page as in step 26. The 'Change Request Description' field now contains the text: 'Change Request Description', 'Adding Steve Smith', and 'Inactivating Jane Foster and Linda Davey'. The character count is '63/1000'. The 'Submit' button at the bottom right is highlighted with an orange circle.

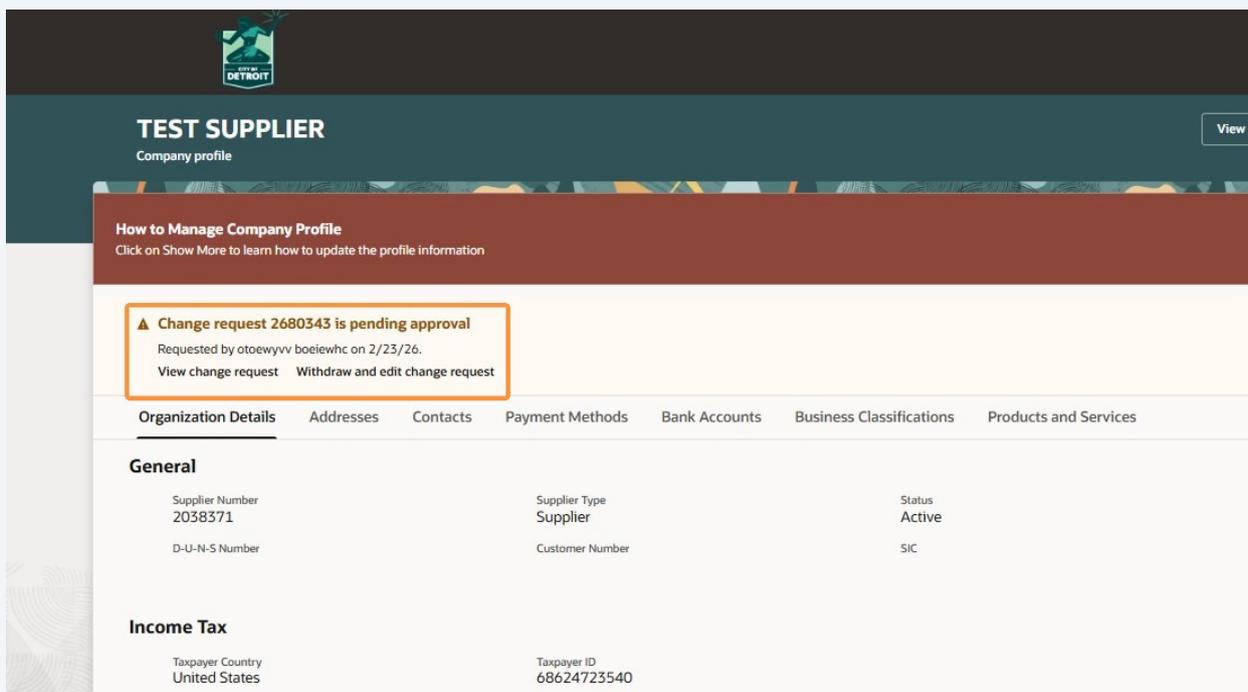
28

You will receive the message "Change request (*change request number*) submitted" in the lower portion of the screen.



29

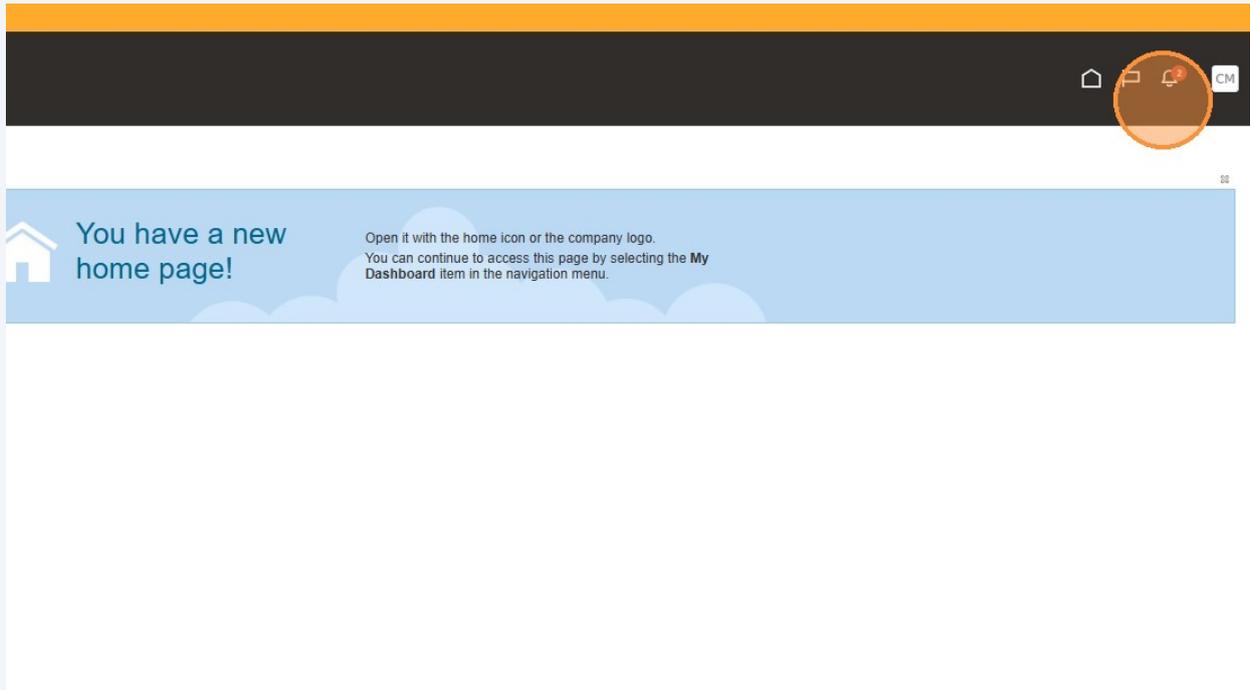
You will receive an additional message at the top of the screen that your change request is pending approval. Adding and inactivating contacts are auto approved by the Oracle System. You will receive a notification when the changes have been implemented.



## Review Notification

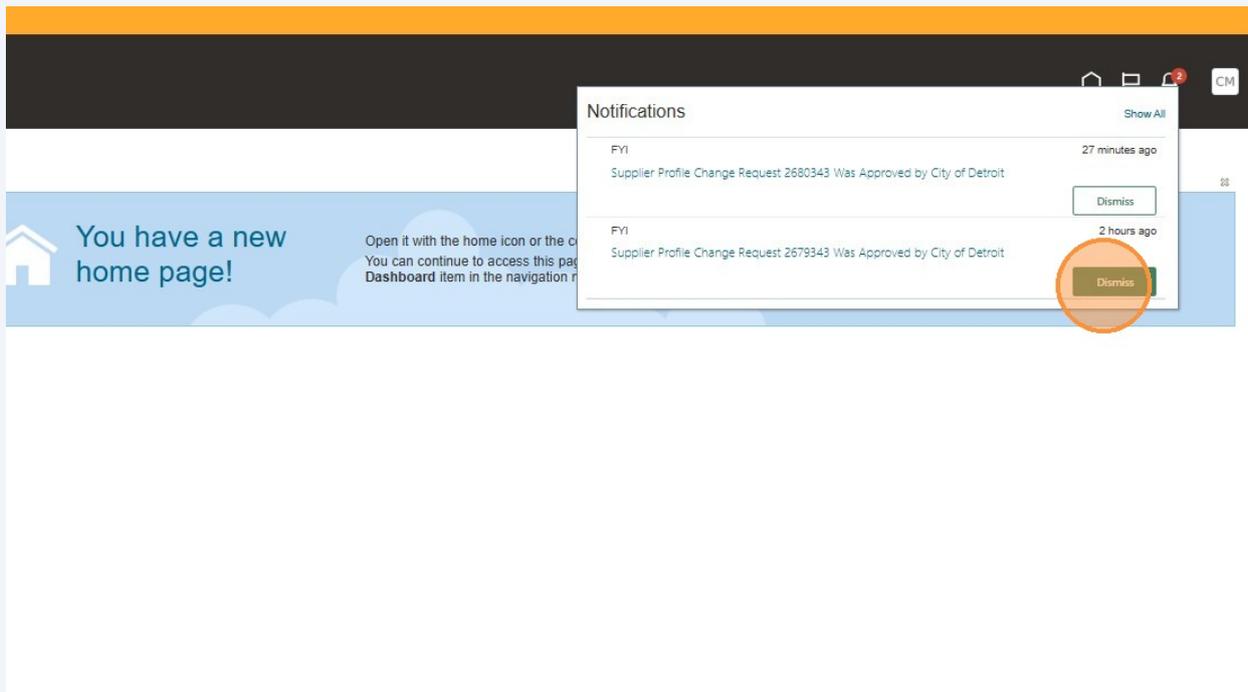
30

To locate notifications, look for the bell in the upper right hand corner of your screen. There will be a red number on the bell which indicates the number of notifications.



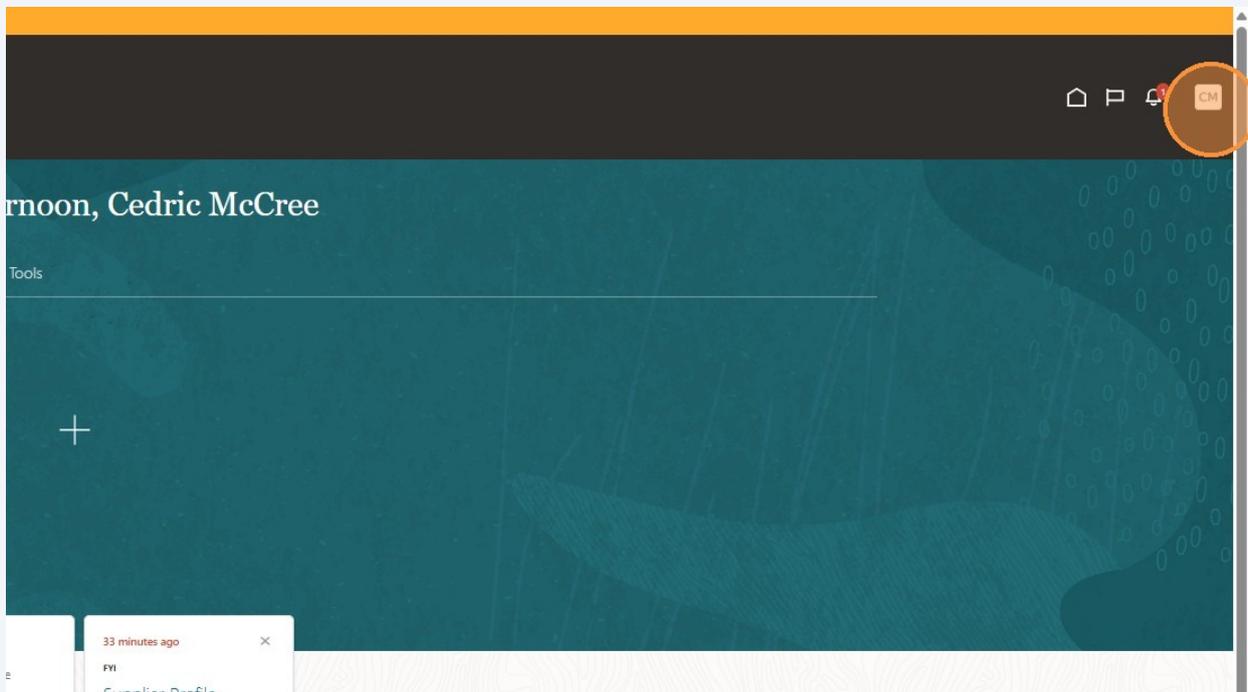
31

Click on the bell and your notifications will appear. Read the notification and select "Dismiss" to indicate you have read it.

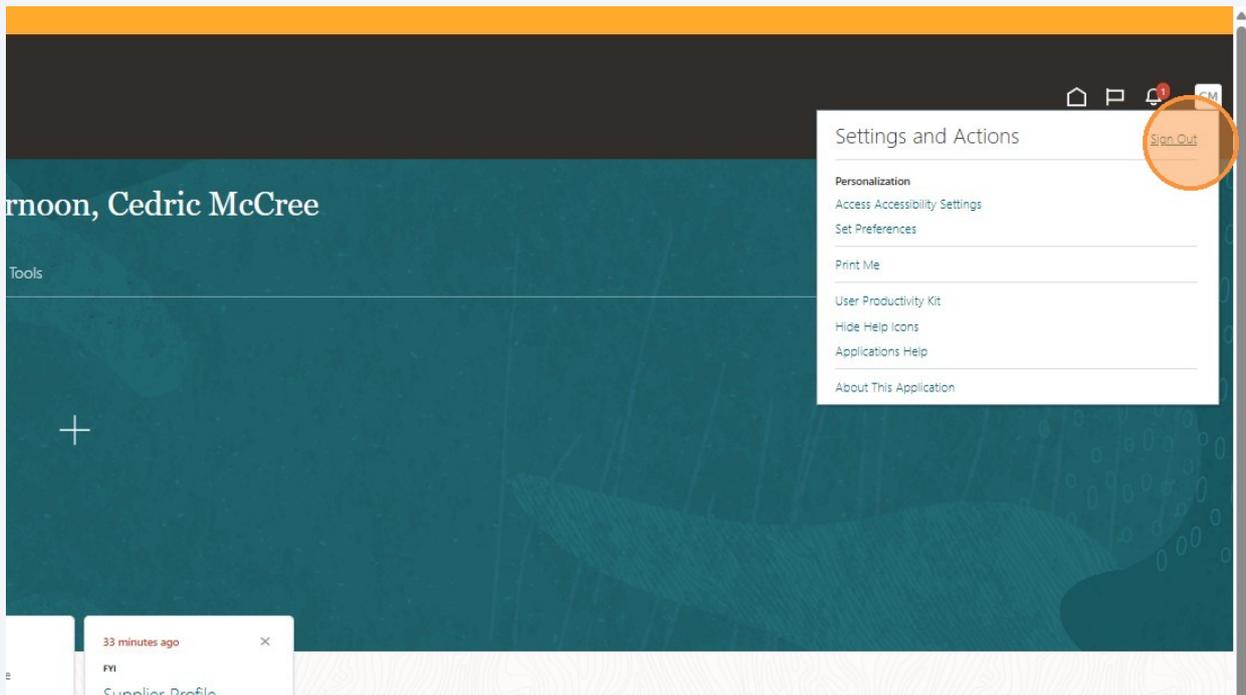


32

Log out if you are finished working in the supplier portal by selecting your initials in the upper right hand corner.



33 Click "Sign Out".



34 Select "Confirm".

