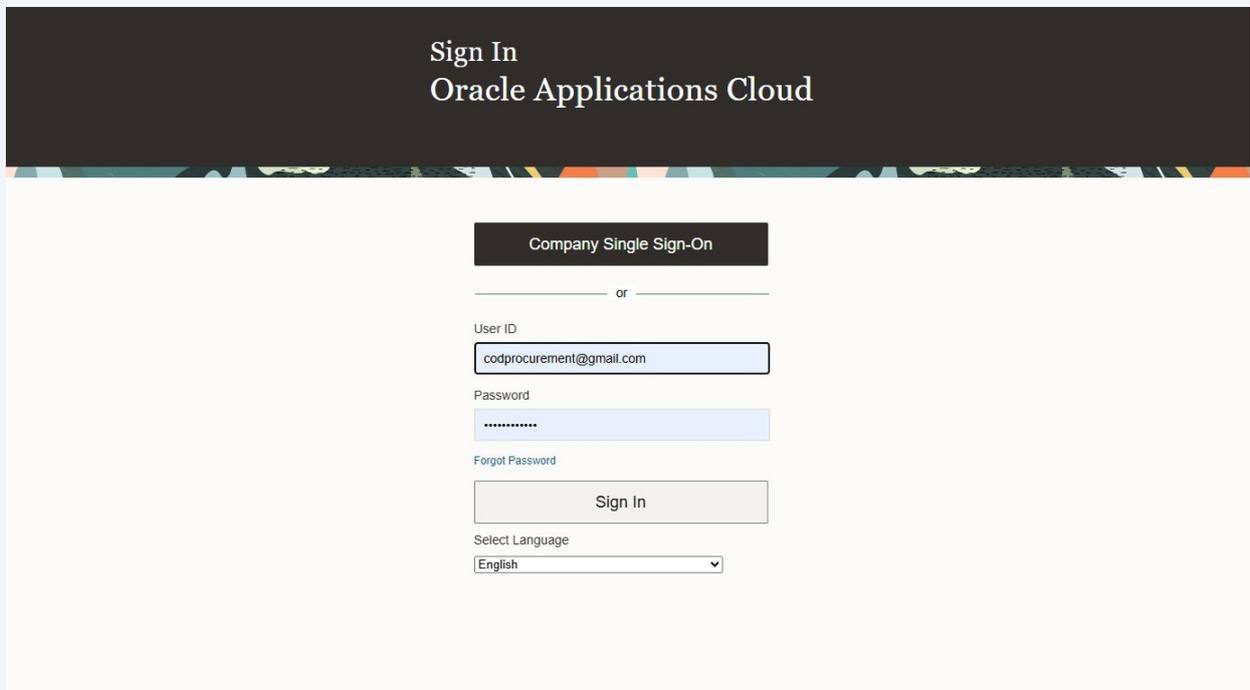# How to Add or Inactivate Contacts in Your Company Profile

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.

2 Click "Sign In"

Oracle Applications Cloud

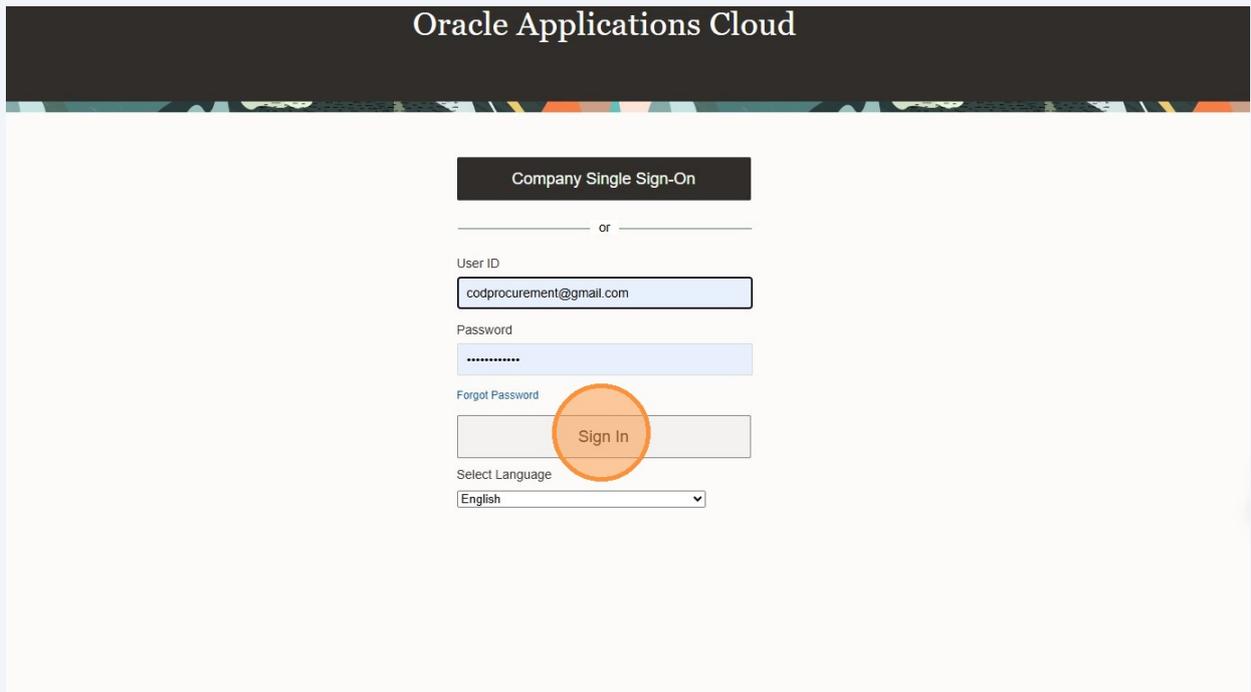Company Single Sign-On

or

User ID

codprocurement@gmail.com

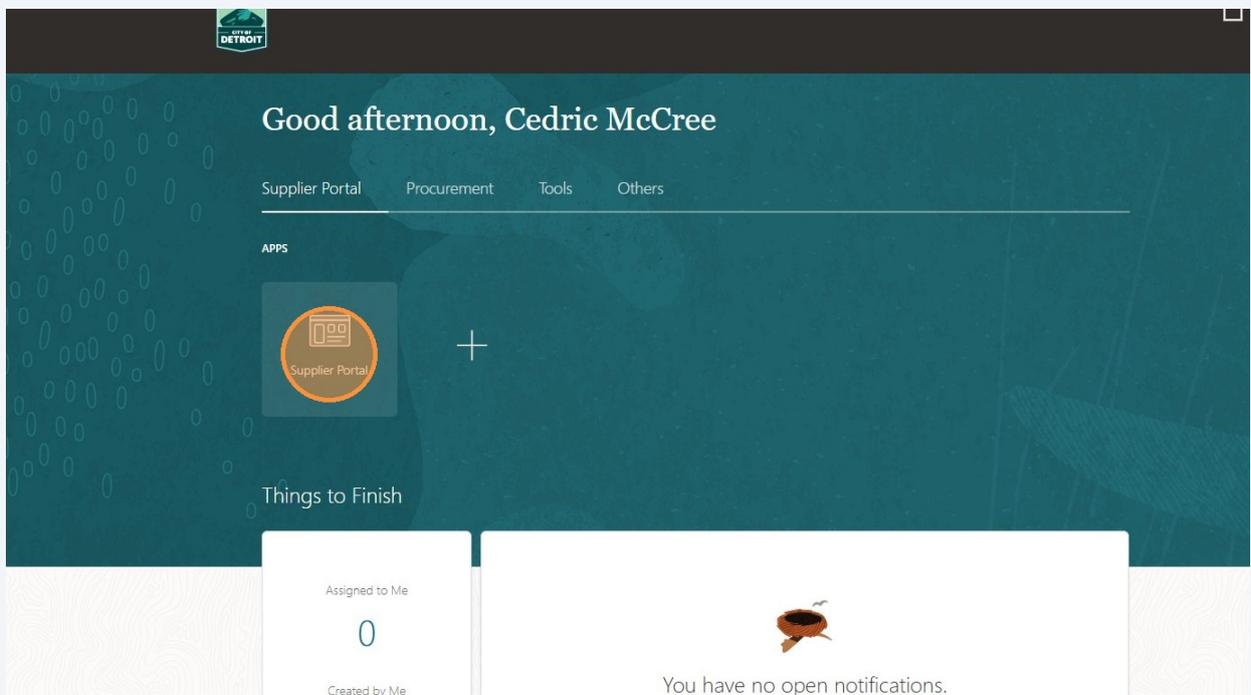Password

••••••••••••

Forgot Password

Sign In

Select Language

English

3 Click the "Supplier Portal" option.

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.

Negotiations	Orders	Agreements
Receipts and Returns	Invoices	Payments
Company Profile		

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 assista
Procurement at eProcurement@detroitmi.go

Please follow the link below on how to set

https://scribehow.com/shared/How_to_Cha

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

5 Click the "Contacts" option.

TEST SUPPLIER
Company profile

View Last Change Request   Change Pro

How to Manage Company Profile
Click on Show More to learn how to update the profile information

Show More

Organization Details   Addresses   Contacts   Payment Methods   Bank Accounts   Business Classifications   Products and Services

General

Supplier Number	Supplier Type	Status	Tax Organization Type
2038371	Supplier	Active	Corporation
D-U-N-S Number	Customer Number	SIC	National Insurance Number

Income Tax

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

Transaction Tax

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

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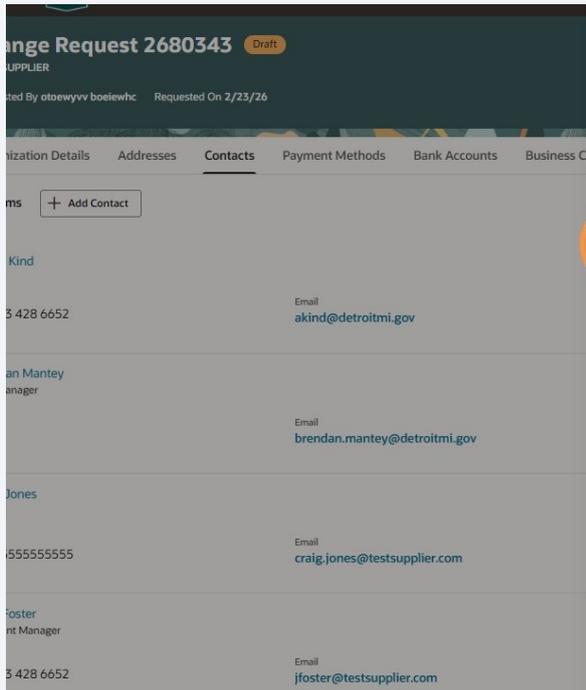
Adding a New Contact

7   Click "Add Contact"

Change Request 2591325   Draft
TEST SUPPLIER
Requested By **Cedric McCree**   Requested On **1/21/26**

Save | Submit

Organization Details | Addresses | Contacts | Payment Methods | Bank Accounts | Business Classifications | Products and Services

12 items   + Add Contact

Adam Kind   Active

Phone   Email   Addresses
                             akind@detroitmi.gov

Cedric McCree   Active
SME
Phone   Email   Addresses
                             codprocurement@gmail.com   DETROIT

Cedroc McCree   Active

Phone   Email   Addresses
                             test@mccree.org   DETROIT,SOMEWHERE

Jane Foster   Active

---

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

Change Request 2680343   Dr
TEST SUPPLIER
Requested By otoewyvv boeiewhc   Requested On 2/23/26

Organization Details | Addresses | **Contacts**

15 items   + Add Contact

Adam Kind

Phone
+1 313 428 6652

Brendan Mantey
OCP Manager

Phone

Craig Jones
Owner

Phone
+null5555555555

New contact

First Name   Last Name
Steve   Smith
                      Enter 150 or fewer characters.

Middle Name   Job Title

☐ Administrative Contact ⓘ

Email

Country   Phone   Ext
US

Country   Mobile
US

Country   Fax
US

Contact addresses

5

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.
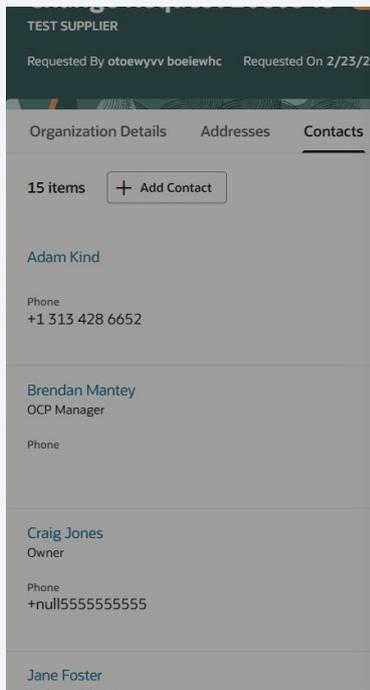

10 Click and enter the email address, and mobile and/or office phone number(s). Enter the phone number with numeric digits only, do not use the parentheses or dashes.

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

Contact addresses

Addresses ▾

User account

☐ Request user account ⓘ

Cancel   Create

---

12 Select **all** the listed addresses.

Contact addresses

Addresses
DETROIT   1 ▾

☑ **DETROIT**
   1234 NO WHERE ST.,DETROIT, MI 48207
   Ordering, Remit to

☐ **FLINT**
   246 EXAMPLE LANE,FLINT, MI 48501
   Ordering, Remit to, RFQ or Bidding

☐ **NOWHERE**
   1234 FAKE STREET,CENTRAL PARK, WA 98520
   Ordering, Remit to, RFQ or Bidding

   SOMEWHERE

13 Check the "Request user account" box.

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

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

16 You will receive the message "Contact Created" on the bottom of your screen.
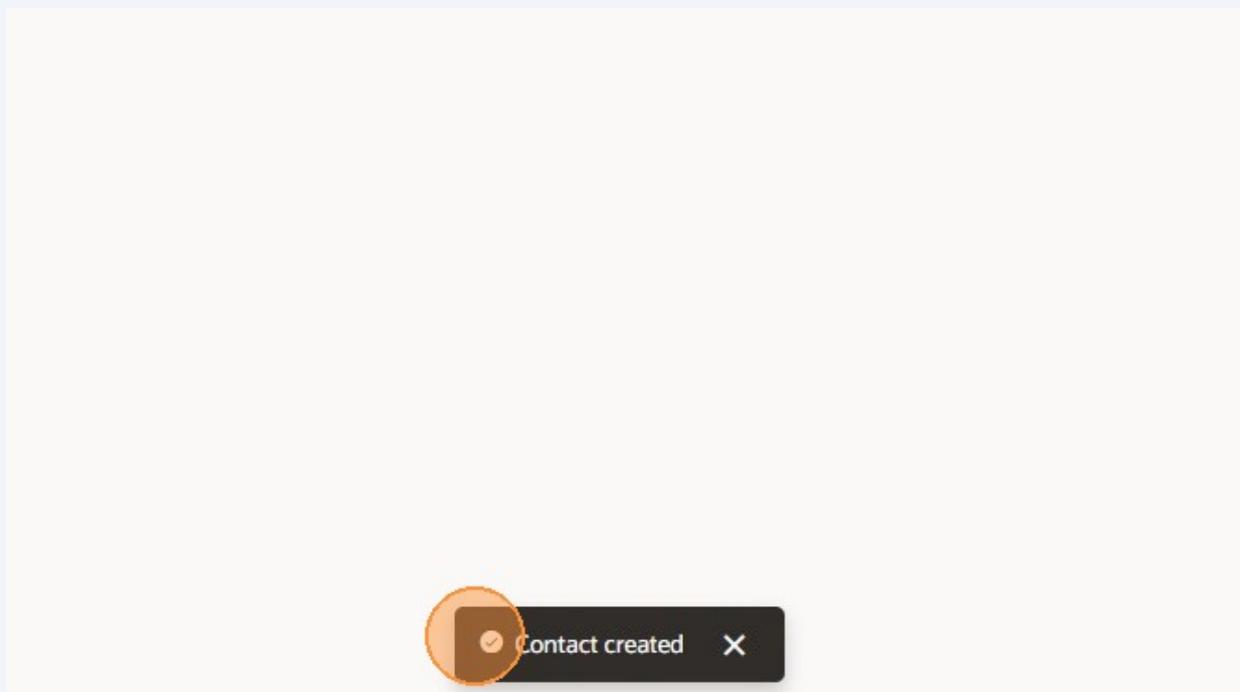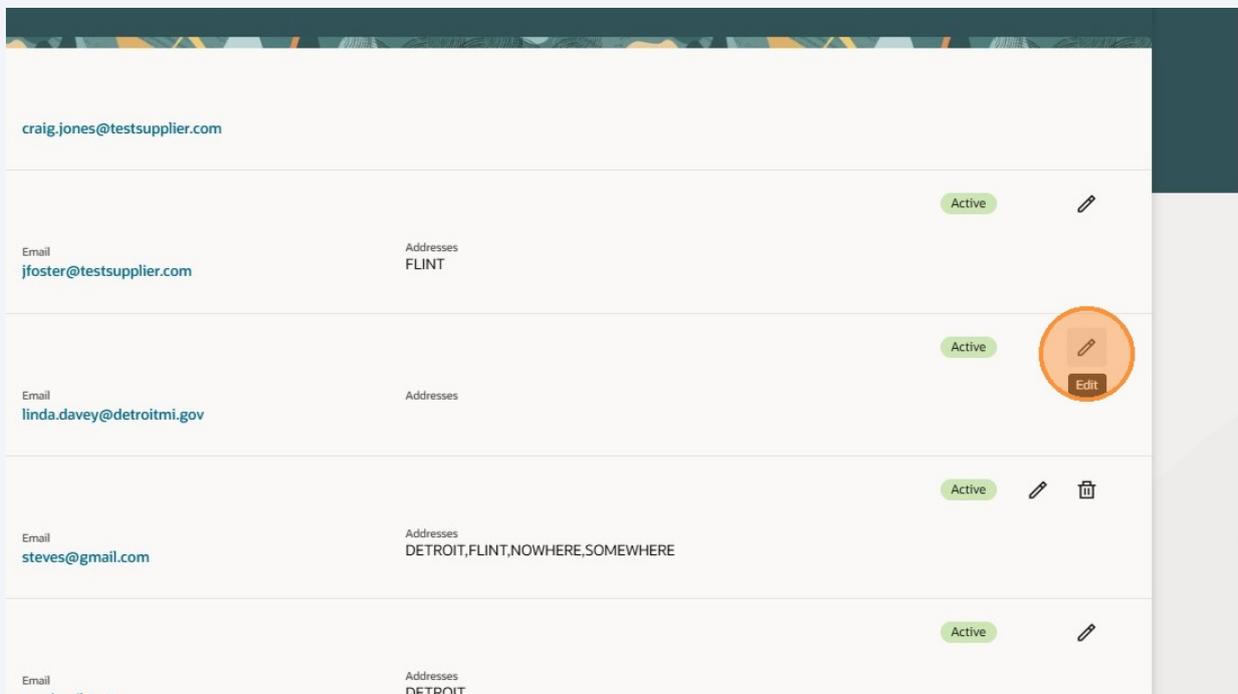
17 If you have additional contacts to add, repeat the steps for Adding a Contact.

Inactivating Contacts

ⓘ If you need to inactivate 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 inactivate.

19   Click the drop down arrow in the Status field.

Linda Davey

| First Name | Last Name |
| Linda | Davey |

| Middle Name | Job Title |
| | ERP Program Analyst |

Status
Active

☐ Administrative Contact ⑦

Email
linda.davey@detroitmi.gov

| Country | Phone | Ext |
| US | | |

| Country | Mobile |
| US | +1 313 428 6652 |

| Country | Fax |
| US | |

craig.jones@testsupplier.com

Email
jfoster@testsupplier.com

Email
linda.davey@detroitmi.gov

Email
steves@gmail.com

---

20   Select "Inactive" from the list.

| First Name | Last Name |
| Linda | Davey |

| Middle Name | Job Title |
| | ERP Program Analyst |

Status
Active

Active

Inactive

Email
linda.davey@detroitmi.gov

| Country | Phone | Ext |
| US | | |

| Country | Mobile |
| US | +1 313 428 6652 |

| Country | Fax |
| US | |

craig.jones@testsupplier.com

Email
jfoster@testsupplier.com

Email
linda.davey@detroitmi.gov

Email
steves@gmail.com

Email

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

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

Reviewing and Submitting Profile Changes

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

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

Review Changes Draft
TEST SUPPLIER

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

Submit

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.

Requested On **2/23/26**   Change Description

Submit

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.

Change Request Description

Change Request Description

0/1000

Review Changes Draft
TEST SUPPLIER

Change Request 2680543   Requested By otoewyvv boeiewhc   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			

Cancel   Submit

---

27 Click "Submit" in the lower right corner.

Change Request Description

Change Request Description
Adding Steve Smith
Inactivating Jane Foster and Linda Davey

61/1000

Review Changes Draft
TEST SUPPLIER

Change Request 2680543   Requested By otoewyvv boeiewhc   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			

Cancel   Submit

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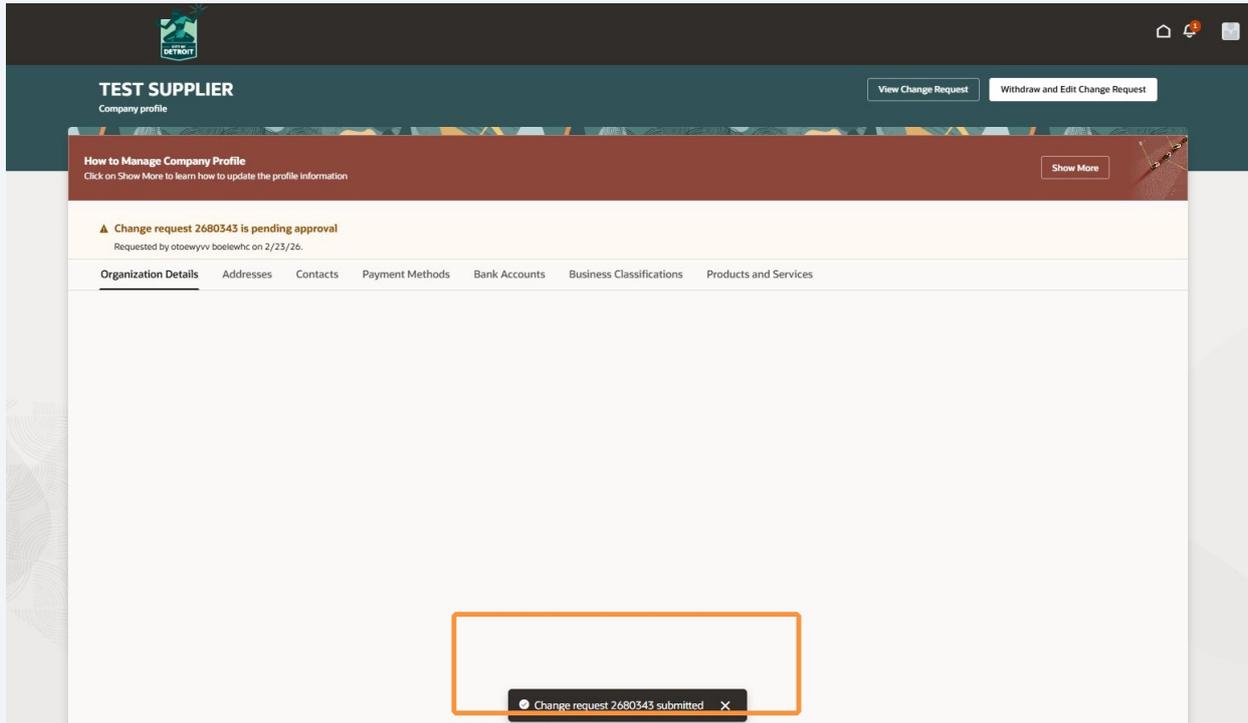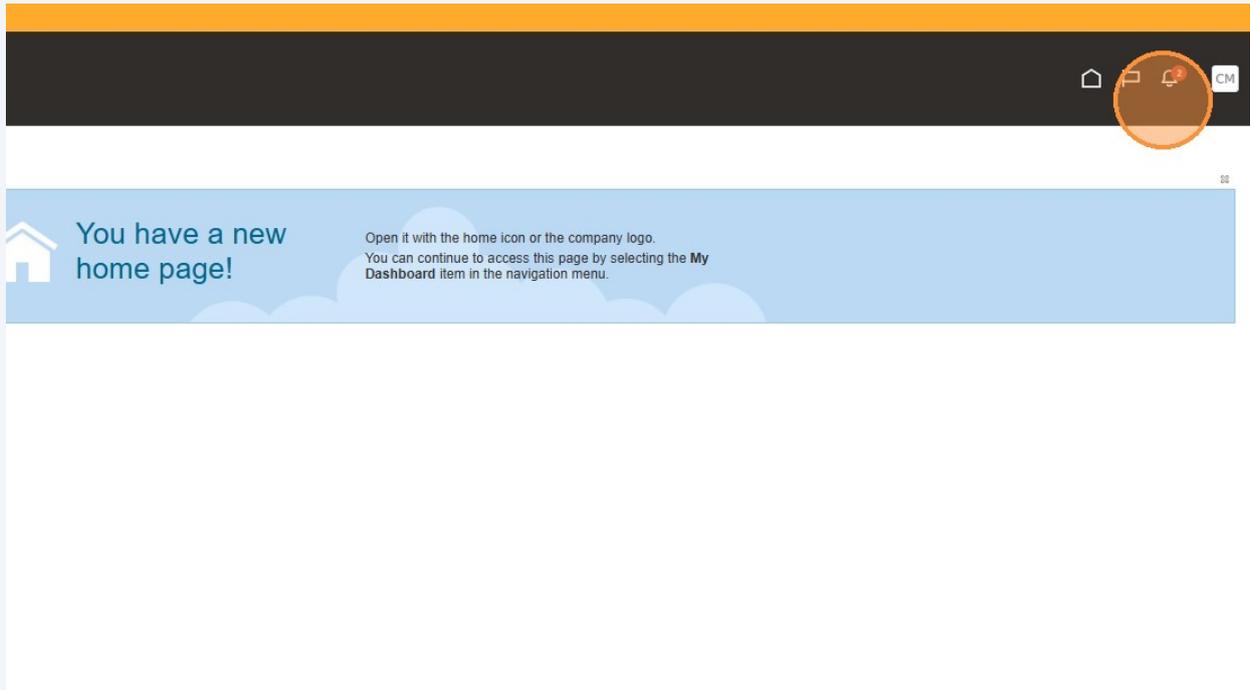

29 You will receive an additional message at the top of the screen that your change request is pending approval. Adding and inactivating contacts are auto approved by the Oracle System. You will receive a notification when the changes have been implemented.
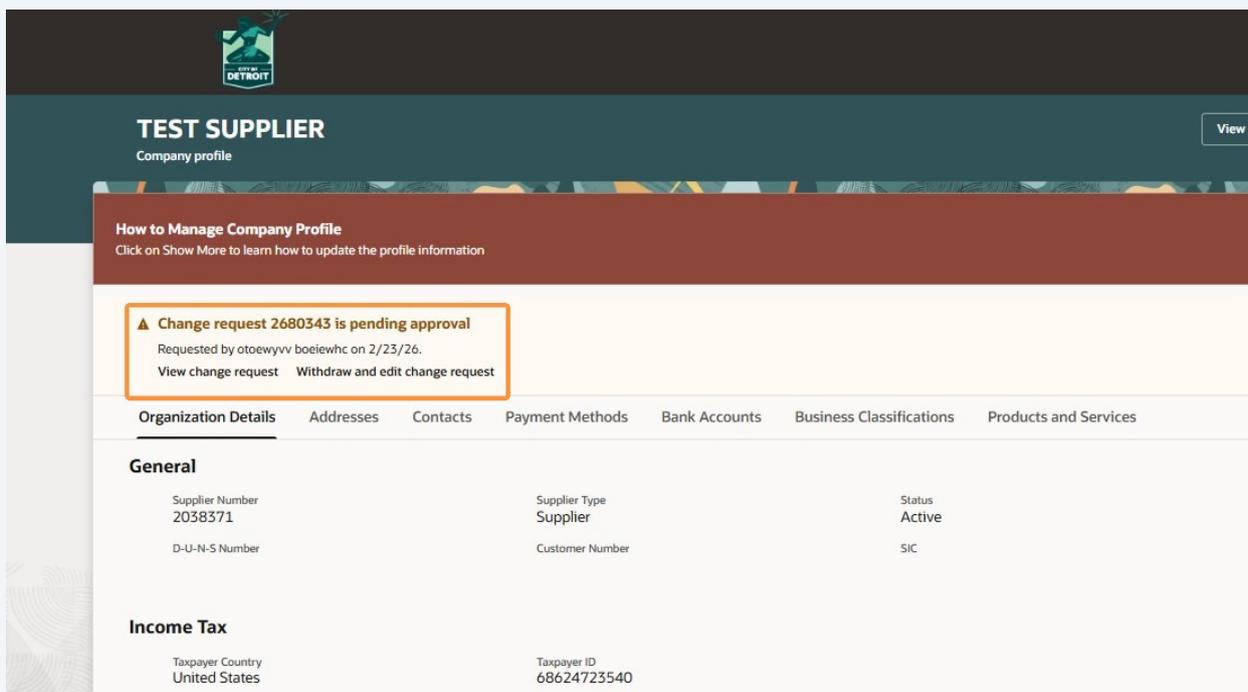
Review Notification

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.


You have a new home page!

Open it with the home icon or the company logo.
You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.

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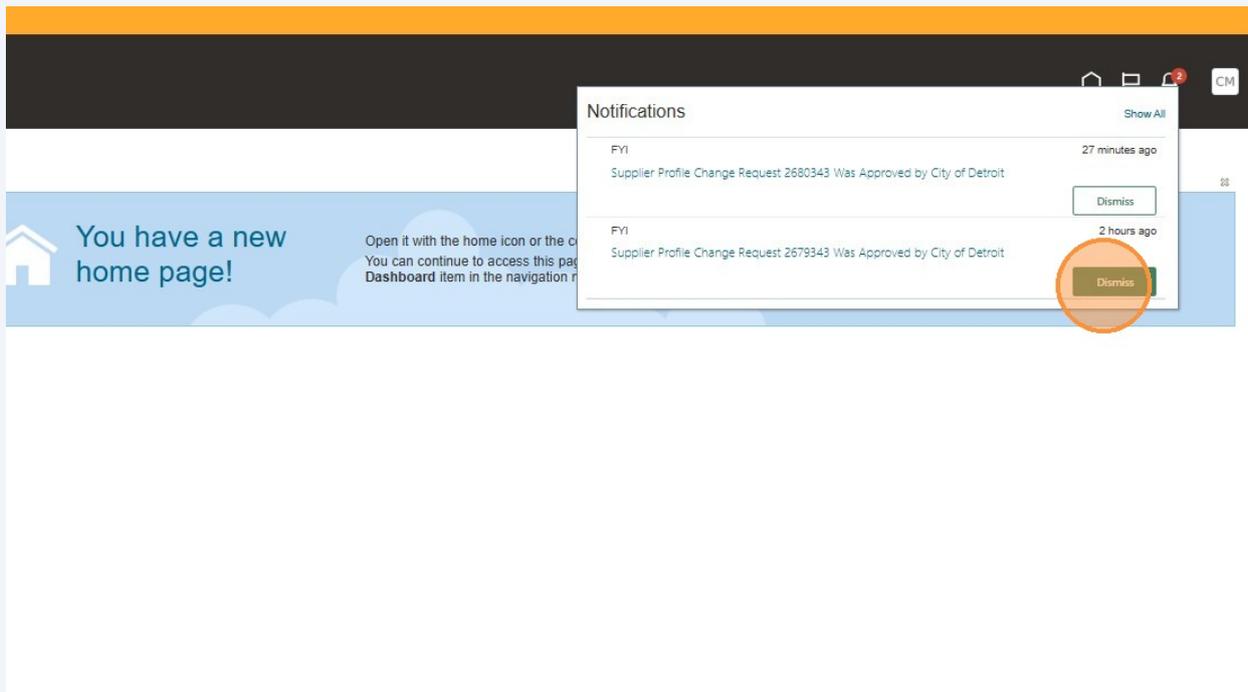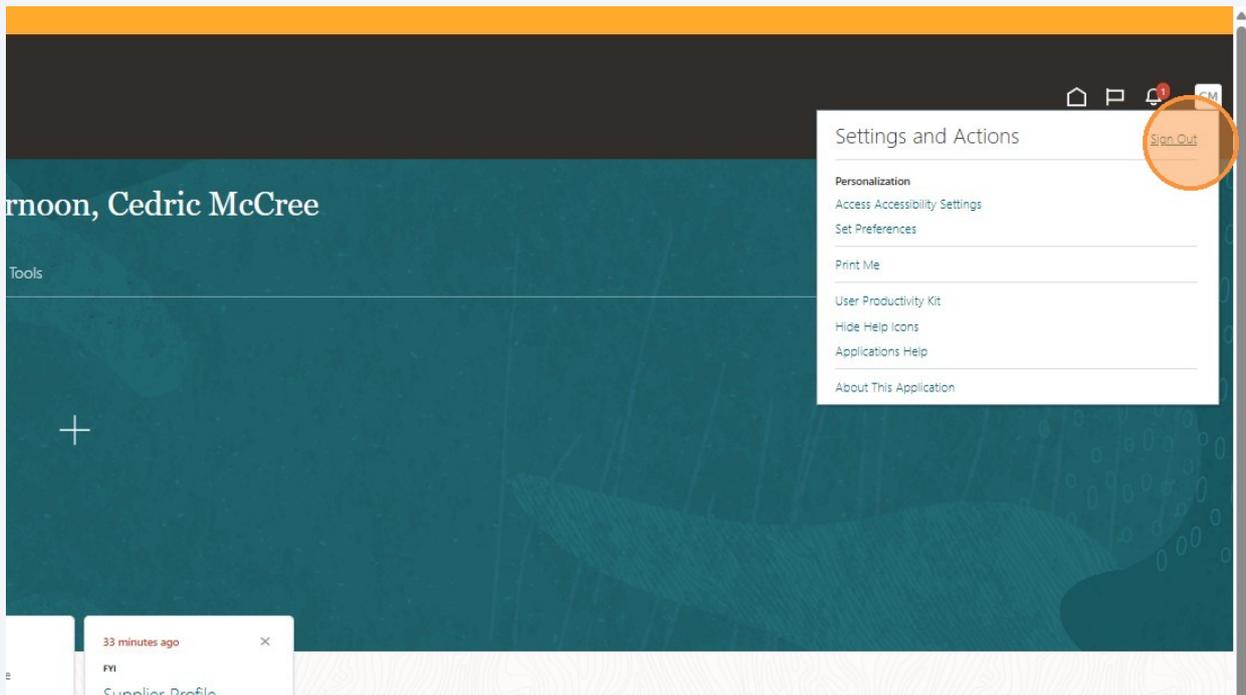

32 Log out if you are finished working in the supplier portal by selecting your initials in the upper right hand corner.
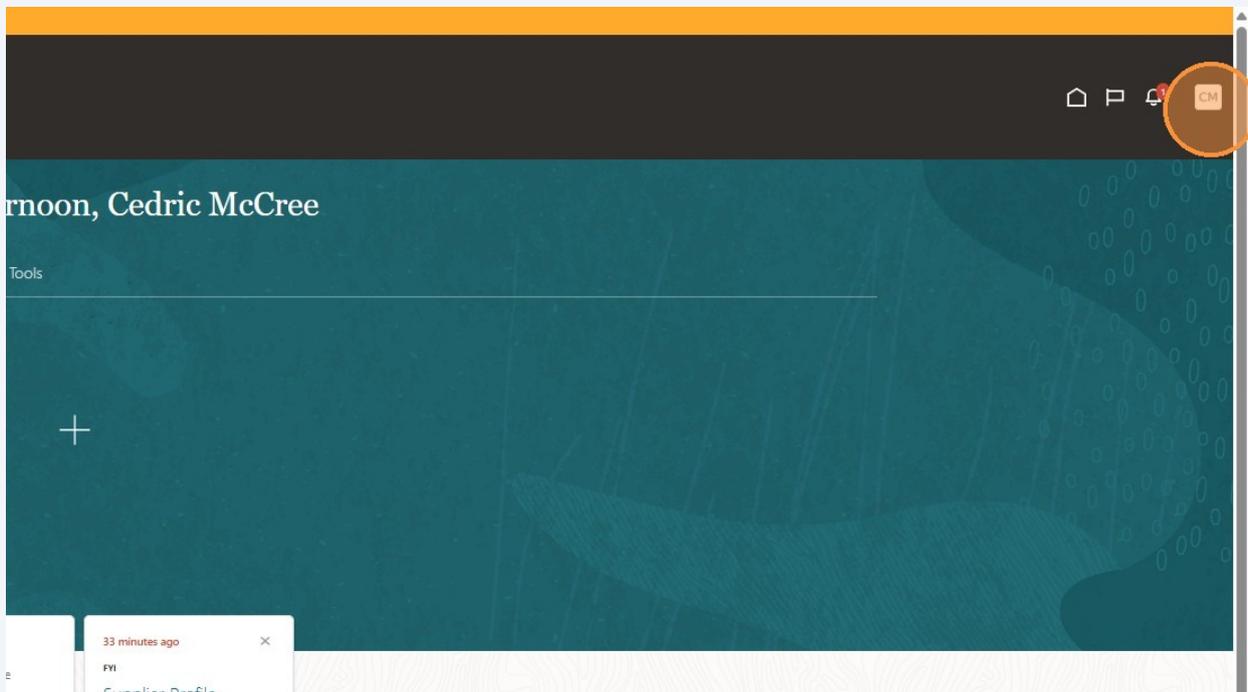
33 Click "Sign Out".

34 Select "Confirm".