

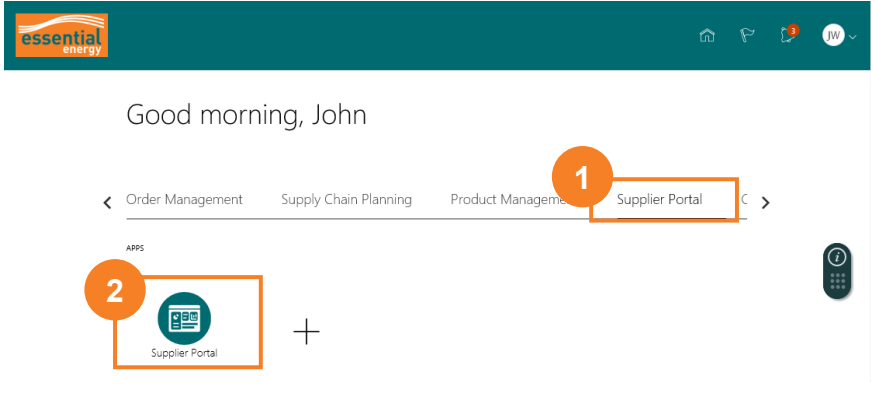

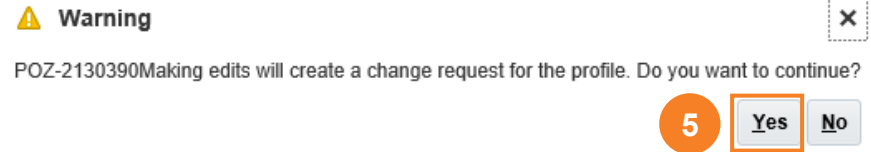


Essential Energy Oracle Cloud Supplier Profiles- Quick Reference Guide on how to update your profile

 Why should I use this guide?	Use this guide if you want step-by-step guidance on how to update your profile!
 Who might use this guide?	<ul style="list-style-type: none"> Suppliers wanting to update their profiles or change the Administrator role to another contact.

Step Description	Screenshot
<ol style="list-style-type: none"> Navigate to the Supplier Portal tab. Click the Supplier Portal icon. 	
<ol style="list-style-type: none"> Scroll down to the bottom left-hand side of the page and click Manage Profile. 	<p>Qualifications</p> <ul style="list-style-type: none"> Manage Questionnaires View Qualifications <p>Company Profile</p> <ul style="list-style-type: none"> Manage Profile 3
<ol style="list-style-type: none"> Click Edit. 	
<ol style="list-style-type: none"> Select Yes. 	

Step Description	Screenshot
<p>6. Enter a description of the change.</p> <p>7. Navigate to the relevant tab and update your details.</p>	
<p>8. Select Review Changes.</p> <p>9. Review your changes and click Submit.</p> <p><i>Note1 – when you click submit you cannot undo the submission.</i></p> <p><i>Note2 – If you don't click on submit no updates will migrate to the supplier record Essential Energy views.</i></p>	
<p>10. Click Ok.</p> <p><i>Note- The confirmation message confirms that you have submitted the document.</i></p>	

At this point, your change request will be automatically received by Essential Energy for consideration.

If you require further support, please contact suppliers@essentialenergy.com.au.