



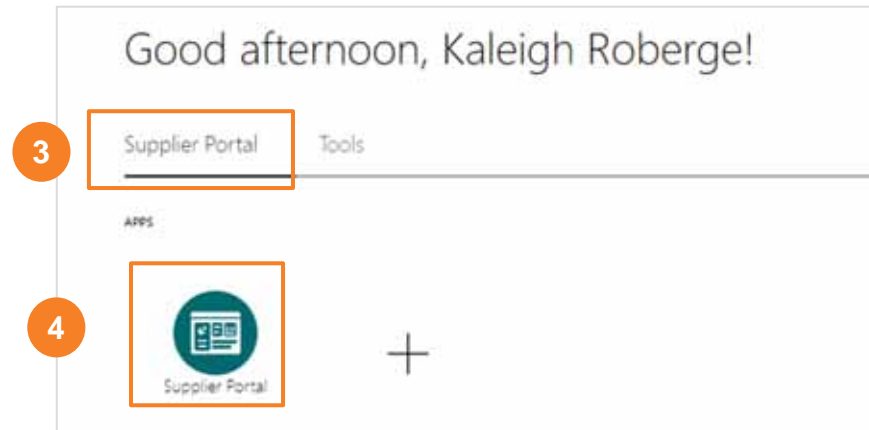
Updating a Supplier Company Profile

 Why should I use this guide?	<p>This guide provides information on the following :</p> <ul style="list-style-type: none"> • what is a Prospective Supplier vs Spend Authorised Supplier • how to review and update a supplier profile. <p>The Supplier Company profile comprises a range of information about the company. Updating and maintaining this information is the responsibility of the supplier.</p>
 Who might use this guide?	<ul style="list-style-type: none"> • Suppliers who wish to make changes to any aspect of their Company Profile

Key Terms	Definition
Prospective Suppliers	<ul style="list-style-type: none"> ▪ Prospective Suppliers can participate in sourcing negotiations and respond to requests for supplier qualifications only. ▪ Prospective Suppliers cannot undertake any commercial transactions.
Spend Authorized Suppliers	<ul style="list-style-type: none"> ▪ Supplier can participate in sourcing negotiations and respond to requests for supplier qualifications. ▪ Supplier can undertake commercial transactions.
<p>IMPORTANT NOTE : for all changes to Supplier Company Profiles you MUST ensure you complete steps 26-28 to Submit the changes/updates. If these last steps are not completed the changes will not workflow to Essential Energy for your company record.</p>	

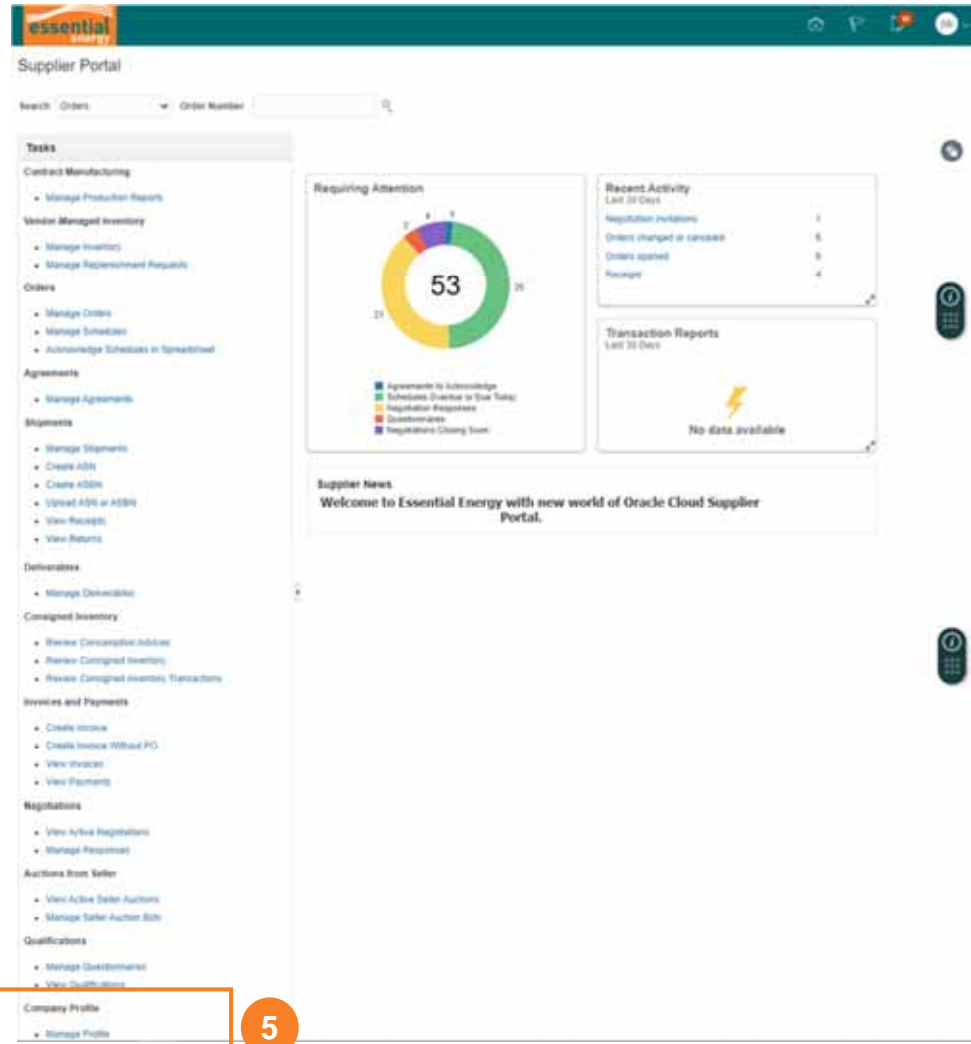
System Steps

Step	Action
1	Login to Oracle Cloud https://enno.login.ap1.oraclecloud.com at this URL or follow the link below
2	Enter your User ID and Password .
3	Click Sign In .
3	Navigate to the Supplier Portal tab.
4	Click on Supplier Portal .



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Scroll all the way down your **Tasks (left column)** and click on **Manage Profile** under the heading **Company Profile**



Tasks

- Contract Manufacturing
 - Manage Production Reports
- Vendor Managed Inventory
 - Manage Inventory
 - Manage Replenishment Requests
- Orders
 - Manage Orders
 - Manage Suborders
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASN
 - View ASN or ASN
 - View Receipts
 - View Returns
- Deliverables
 - Manage Deliverables
- Consigned Inventory
 - Review Consumption Details
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Auctions from Seller
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications
 - Manage Qualifications
 - View Qualifications
- Company Profile**
 - Manage Profile**

Requiring Attention

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Legend:

- Agreements to Acknowledge
- Schedules Overdue or Due Today
- Negotiation Responses
- Suborders
- Negotiations Closing Soon

Recent Activity
Last 20 Days

Activity	Count
Negotiation Invitations	2
Orders changed or canceled	6
Orders opened	9
Receipts	4

Transaction Reports
Last 20 Days

No data available

Supplier News
Welcome to Essential Energy with new world of Oracle Cloud Supplier Portal.

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On the tabs below you can review your Company information :

Tax Identifiers is where you can view your **ABN**.

Addresses is where you can view current **Addresses**

Contacts is where you can remove aged contacts and add new **Contacts**

Payments is where you can view **Payment Methods** and **Bank Accounts**.

Business Classifications is where you can update how your define your company.

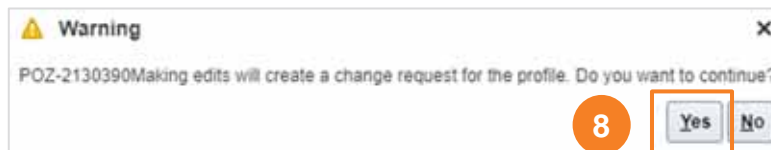
Products and Services is where you can update the **Products and Services** you wish to provide to Essential Energy

7

If you need to edit or update any of the above information click on **Edit** and go to **step 8**.

8

Once you have clicked **Edit** this box will appear. Click on **Yes**.



Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

8

Note : You **MUST** be in Edit mode to make any changes to your **Company Profile**

9

Enter a **Description** of the changes you are going to make.



Edit Profile Change Request: 26002

Change Description: updating address, payment method and bank account details.

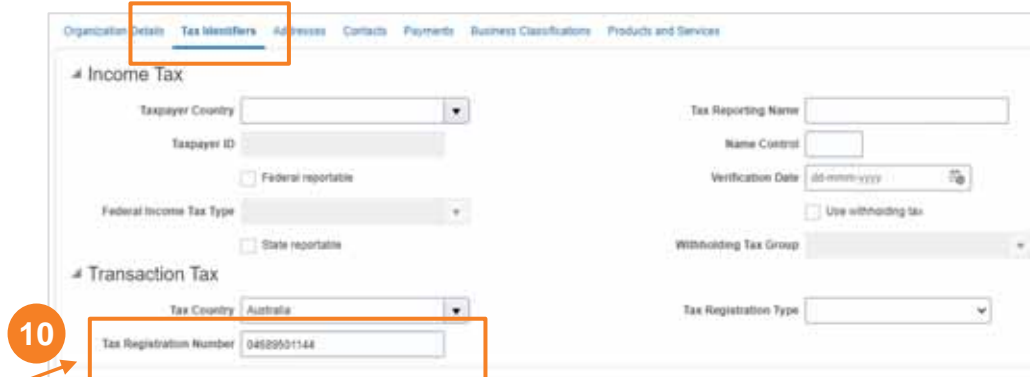
9

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

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To view your **ABN** navigate to the **Tax Identifiers** tab to see the **Tax Registration Number (ABN)**.

If you need to change your ABN please contact suppliers@essentialenergy.com.au BEFORE making changes



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

Income Tax

Taxpayer Country:

Taxpayer ID:

☐ Federal reportable

Federal Income Tax Type:

☐ State reportable

Transaction Tax

Tax Country: Australia

10 Tax Registration Number: 04509501144

Tax Reporting Name:

Name Control:

Verification Date:

☐ Use withholding tax

Withholding Tax Group:

Tax Registration Type:

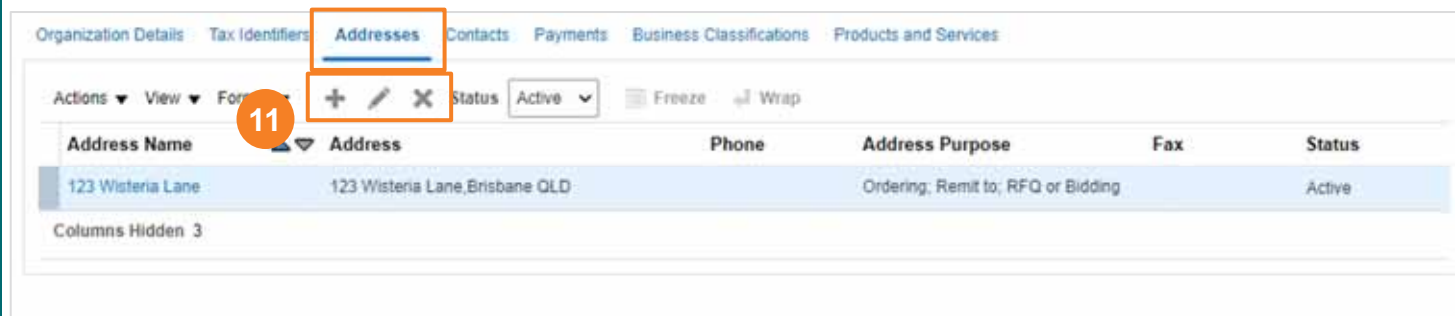
This is where the ABN is recorded

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To update your **Address** navigate to the **Addresses** tab. If you have multiple addresses, highlight the line you wish to **Edit**, then

- To edit an address click on the **Pencil** icon.
- If the change is for an email address use the **Pencil** icon to edit the existing address line
- To add an address, click on the **+ Symbol**.
- To delete an address, highlight the row and click on the **X** symbol.

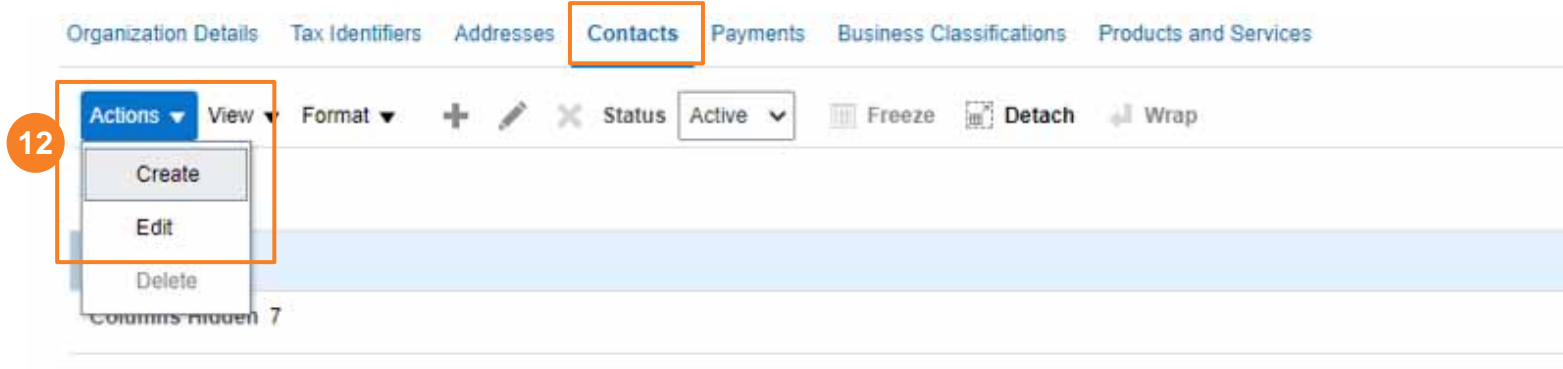
Complete required changes and click **OK**. If that is all you needed to update proceed to **step 26**.



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To update **Contacts** for your Company navigate to the **Contacts** tab.

It is recommended that each Company Profile should have at least 2 active Contacts

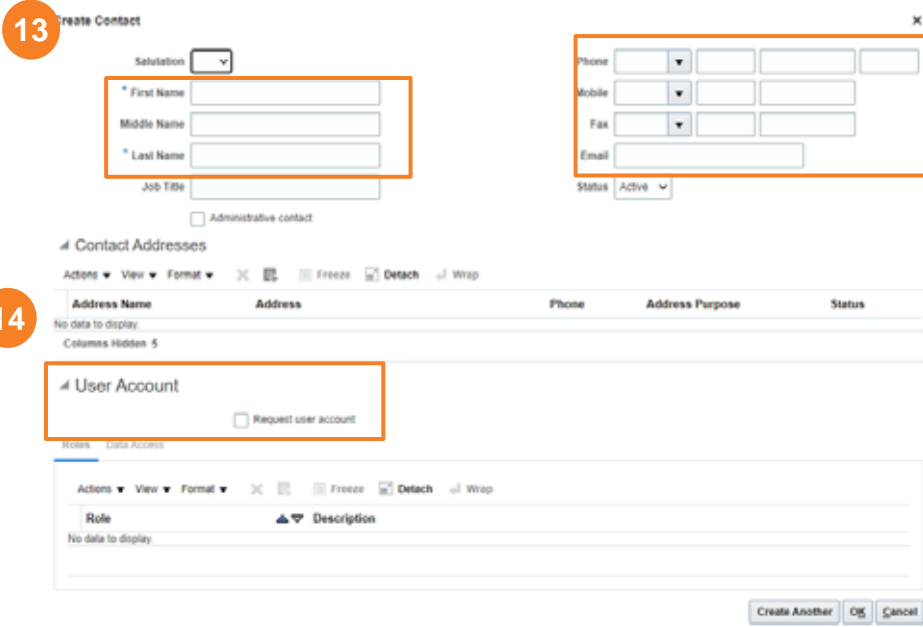


Click **Actions** and choose the required option **Create/Edit**

To **Create** a new Contact a new page will open; complete **Name**, **Phone** and **Email** fields. Other fields are Optional but it is recommended that you complete as many fields as possible.

For the new Contact to be able to access the Supplier Portal you **MUST** select Request User Account

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Click **OK**. If that is all you need to update proceed to **step 26**.

15

To **Edit** an existing **Contact**, click on the Contact Name and edit required fields, such as position, phone etc. Be aware that you cannot change the User Account email.

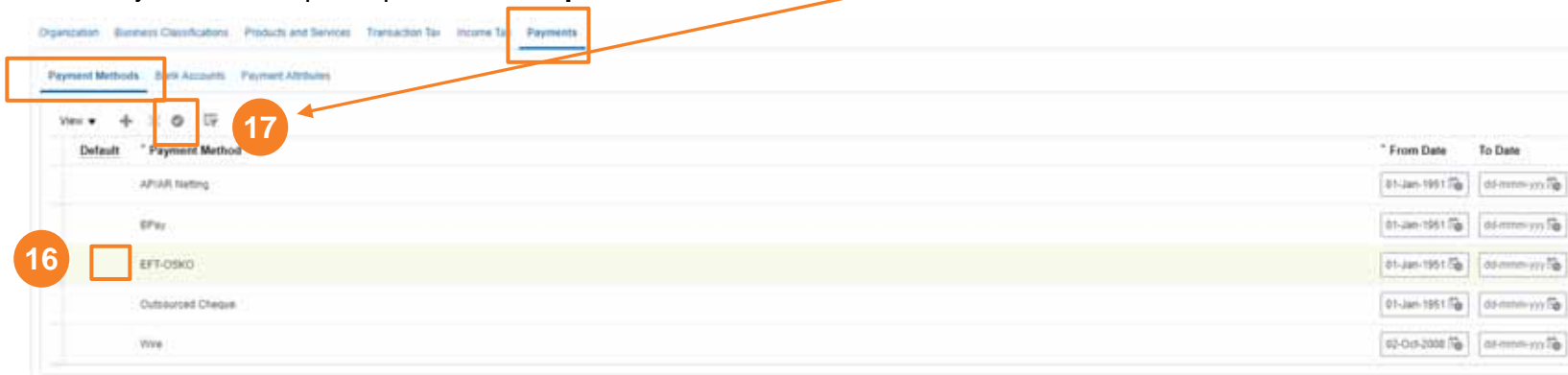
Note if the Contact has left the company you can select the option to make the Contact inactive

Click **OK**. If that is all you need to update proceed to **step 26**.

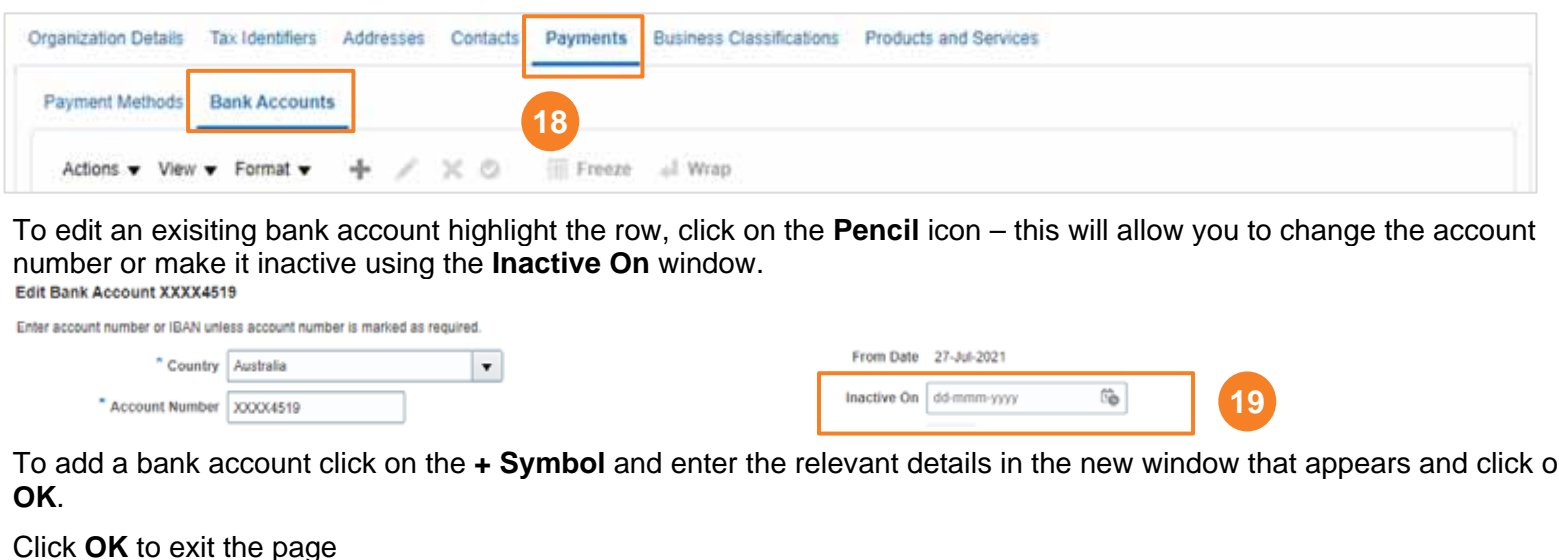
- 16 To update your payment details navigate to the **Payments** tab.
- Click on your preferred **Payment Method**, amend the dates (if required) and then select the **Tick** icon. Note : Generally in Australia for EFT payments the preferred method of payment is EFT-OSKO.
- If that is all you need to update proceed to **step 26**.

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- 18 To update your **Bank Account** information navigate to the **Bank Accounts** tab (on the **Payments** tab).

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- To edit an existing bank account highlight the row, click on the **Pencil** icon – this will allow you to change the account number or make it inactive using the **Inactive On** window.

Edit Bank Account XXXX4519

Enter account number or IBAN unless account number is marked as required.

* Country Australia

* Account Number XXXX4519

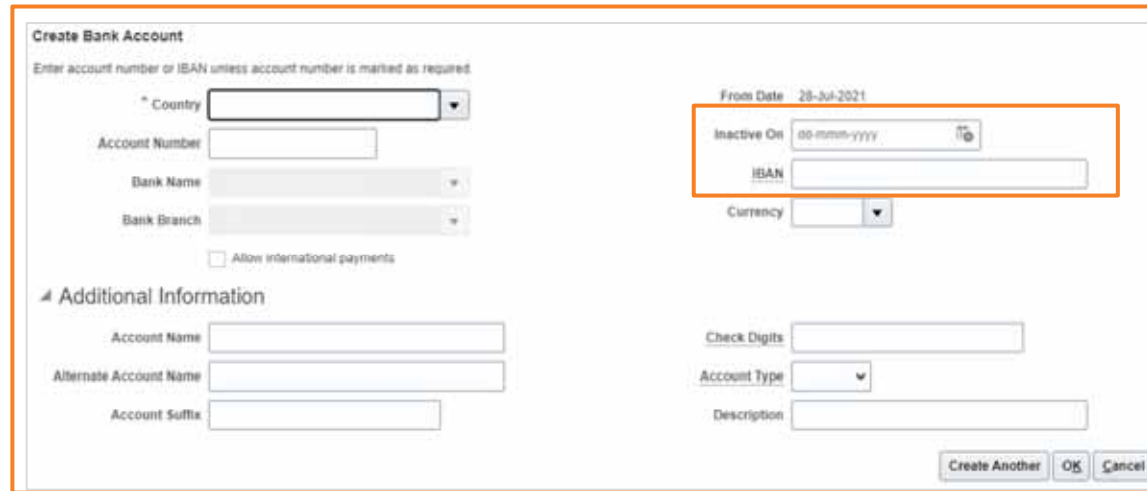
From Date 27-Jul-2021

Inactive On dd-mm-yyyy

- To add a bank account click on the **+ Symbol** and enter the relevant details in the new window that appears and click on **OK**.

Click **OK** to exit the page

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Notes :

- The **From Date** will default to the date the update is being made
- the **Inactive On** date on this page should be left blank when adding a new bank account
- IBAN is used for suppliers with non Australian banking details

Click **OK**. If that is all you need to update proceed to **step 26**.

To update your **Business Classifications** navigate to the **Business Classifications** tab.

What is a **Business Classification**?

Business Classifications assist Essential Energy in providing opportunities when specific requirements need to be met e.g. locally based small business. Please take the time to accurately identify your business classification.



Select **Actions** to **Add/Delete** – choosing **Add** inserts a new row

Use the drop down option to select additional criteria; you can choose as many or as few options as you wish

* Classification Subclas

▼

Small Business 1-19 FTE
 Medium Business 20-199 FTE
 Regional NSW supplier outside Sydney
 Australian business - head office and operation in Australia
 Wholly international business - 100% operation outside Australia
 Multi national Head office offshore
 Aboriginal and Torres Strait Islander owned / registered organisation
 Significant Aboriginal and Torres Strait Islander employer ≥50% FTE
 Disability Business ≥= 50% disability personnel
 Products fully manufactured in Australia
 Australian Made substantially transformed in Australia
 Green business with minimal enviro/waste impact
 Government Dept/Agency/SOC
 Business with disaster preparedness / financial sustainability plan
 Accredited/Contracted Service Provider
 Security of Payment Act
 Business with programs to uplift community/environment/culture

A pop-up message will appear asking for confirmation – you must **Confirm** in order to proceed to next steps.

Confirm Business Classification Updates

I confirm the accuracy of the new or updated business classifications provided by the supplier contact.

Confirm Cancel

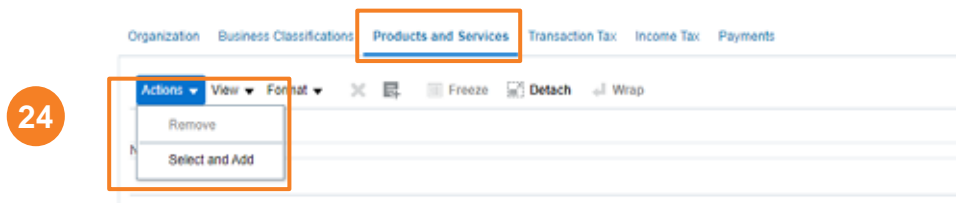
Delete allows you to remove existing criteria

Click **OK**. If that is all you need to update proceed to **step 26**

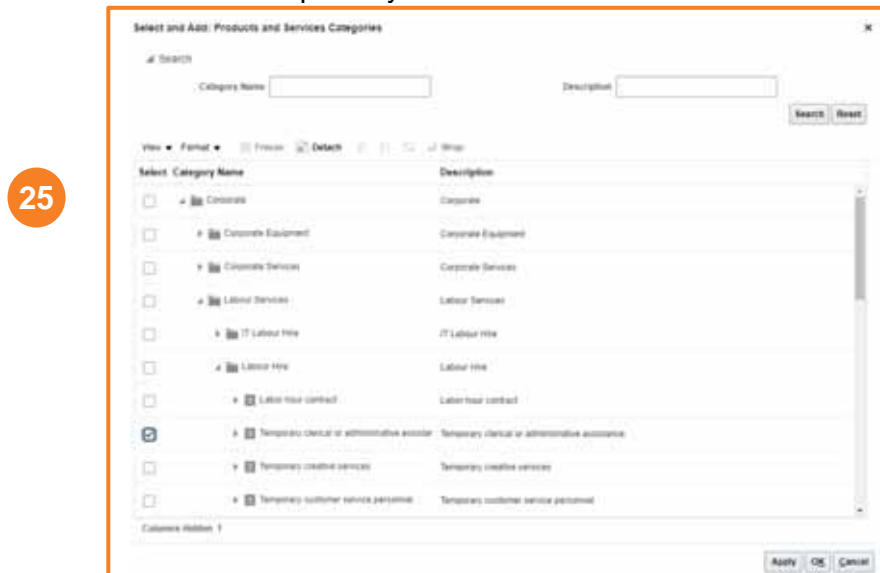
To update your **Products and Services** information navigate to the **Products and Services** tab.

What are **Products and Services**? This is where you are able to identify specific goods or services that you are able to provide to Essential Energy, especially useful in identifying your company for market engagement opportunities.

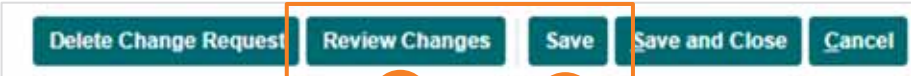
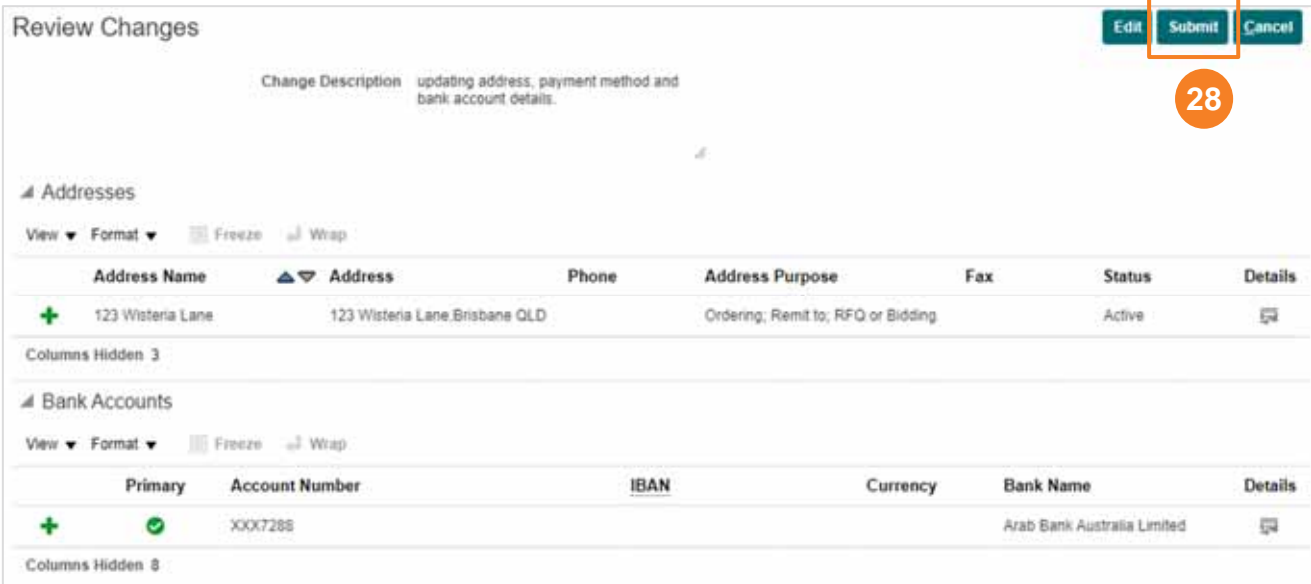
Navigate to **Actions** and choose **Select and Add**.



You can be as broad or as specific as you wish. The arrows open out each section to provide more detailed options. Tick the required options. Note the screen shot is an example only



Click **OK**. If that is all you need to update proceed to **step 26**

26	At the top right of the screen click on Save , then click		on
27	Review Changes .		
28	<p>Review Changes page opens</p> <p>Review the changes and click on Submit.</p> <p>Note you MUST click on Review in order to be able to Submit changes.</p>		
29	<p>Click on Ok.</p> <p>Your profile change request will be automatically received by Essential Energy for acceptance</p> <p>If you require further support, please contact suppliers@essentialenergy.com.au</p>	