

Updating supplier details in Company Profile

 Why should I use this guide?	This guide provides information on the following : • How to review and update banking information stored on supplier profile. The Supplier Company profile comprises a range of information about the company. Updating and maintaining this information is the responsibility of the supplier.
 Who might use this guide?	• Suppliers who wish to update, add or remove banking details

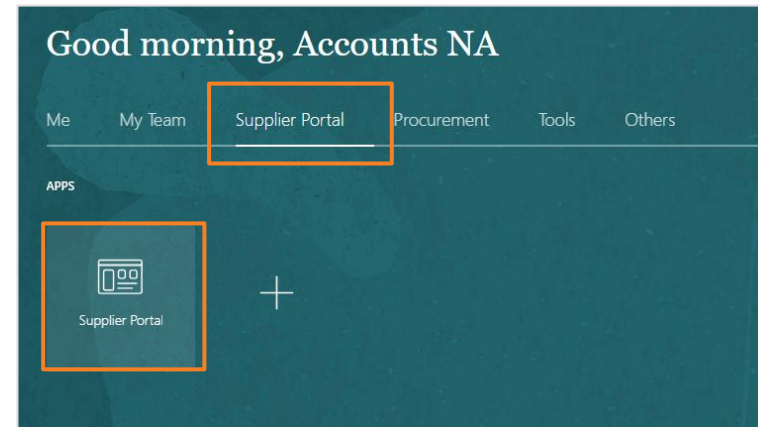
Key Terms	Definition
Prospective Suppliers	▪ Prospective Suppliers can participate in sourcing negotiations and respond to requests for supplier qualifications only. ▪ Prospective Suppliers cannot undertake any commercial transactions.
Spend Authorized Suppliers	▪ Supplier can participate in sourcing negotiations and respond to requests for supplier qualifications. ▪ Supplier can undertake commercial transactions.
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.	

System Steps

Step	Action
1	Login to Oracle Cloud https://enno.fa.ap1.oraclecloud.com/
2	Enter your User ID and Password .
3	Click Sign In .
3	Navigate to the Supplier Portal tab.
4	Click on Supplier Portal .

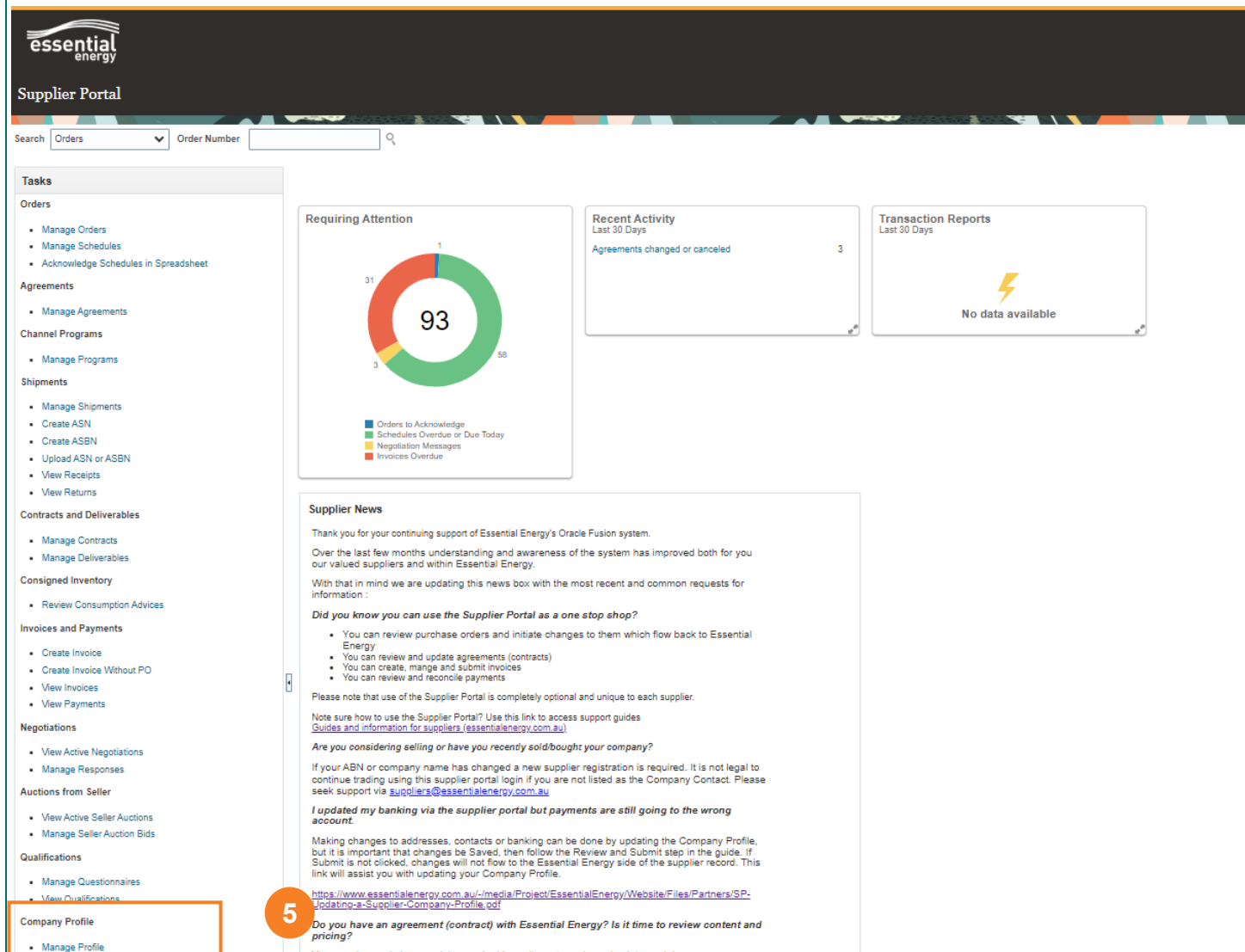
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5

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



Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advises
- 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 Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile

Requiring Attention

93

- Orders to Acknowledge: 1
- Schedules Overdue or Due Today: 31
- Negotiation Messages: 3
- Invoices Overdue: 58

Recent Activity
Last 30 Days
Agreements changed or canceled: 3

Transaction Reports
Last 30 Days
No data available

Supplier News

Thank you for your continuing support of Essential Energy's Oracle Fusion system.

Over the last few months understanding and awareness of the system has improved both for our valued suppliers and within Essential Energy.

With that in mind we are updating this news box with the most recent and common requests for information :

Did you know you can use the Supplier Portal as a one stop shop?

- You can review purchase orders and initiate changes to them which flow back to Essential Energy
- You can review and update agreements (contracts)
- You can create, manage and submit invoices
- You can review and reconcile payments

Please note that use of the Supplier Portal is completely optional and unique to each supplier.

Note sure how to use the Supplier Portal? Use this link to access support guides [Guides and information for suppliers \(essentialenergy.com.au\)](https://www.essentialenergy.com.au/-/media/Project/EssentialEnergy/Website/Files/Partners/SP-Updating-a-Supplier-Company-Profile.pdf)

Are you considering selling or have you recently sold/bought your company?

If your ABN or company name has changed a new supplier registration is required. It is not legal to continue trading using this supplier portal login if you are not listed as the Company Contact. Please seek support via suppliers@essentialenergy.com.au

I updated my banking via the supplier portal but payments are still going to the wrong account.

Making changes to addresses, contacts or banking can be done by updating the Company Profile, but it is important that changes be Saved, then follow the Review and Submit step in the guide. If Submit is not clicked, changes will not flow to the Essential Energy side of the supplier record. This link will assist you with updating your Company Profile.

<https://www.essentialenergy.com.au/-/media/Project/EssentialEnergy/Website/Files/Partners/SP-Updating-a-Supplier-Company-Profile.pdf>

Do you have an agreement (contract) with Essential Energy? Is it time to review content and pricing?

You can view and change pricing, and add new items to replace obsolete models on your

6

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**

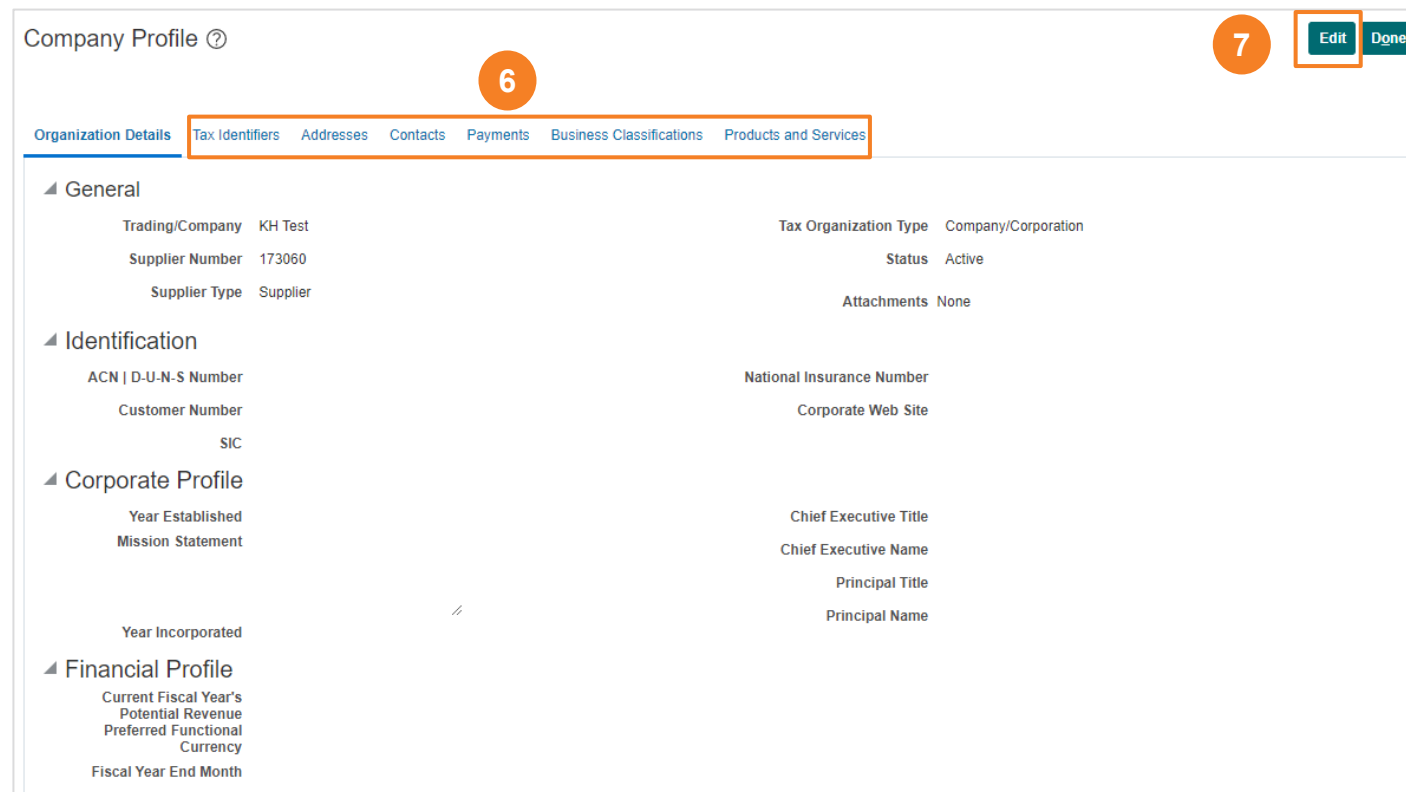
Payments is where you can view **Payment Methods** and **Bank Accounts**.

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**.



Company Profile ⓘ

6

7 Edit Done

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

▲ General

Trading/Company	KH Test	Tax Organization Type	Company/Corporation
Supplier Number	173060	Status	Active
Supplier Type	Supplier	Attachments	None

▲ Identification

ACN D-U-N-S Number	National Insurance Number
Customer Number	Corporate Web Site
SIC	

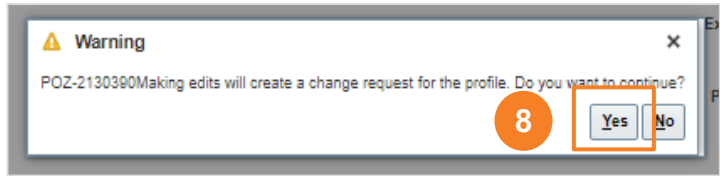
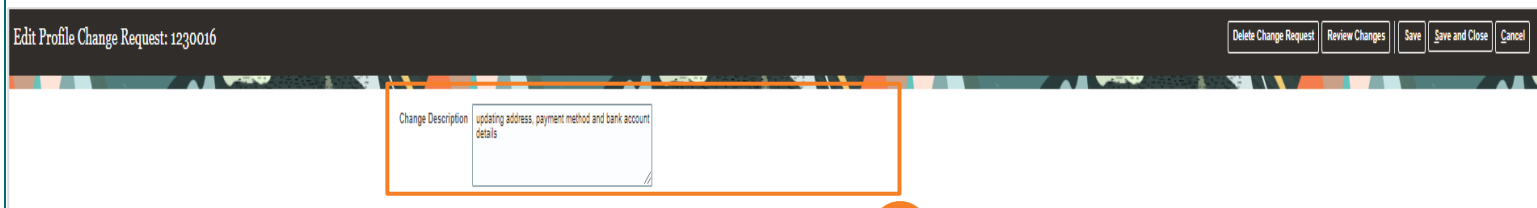
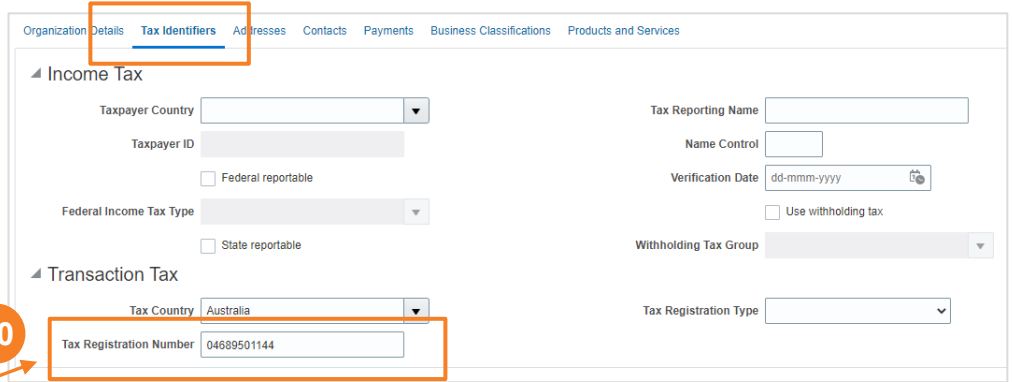
▲ Corporate Profile

Year Established	Chief Executive Title
Mission Statement	Chief Executive Name
	Principal Title
	Principal Name

Year Incorporated

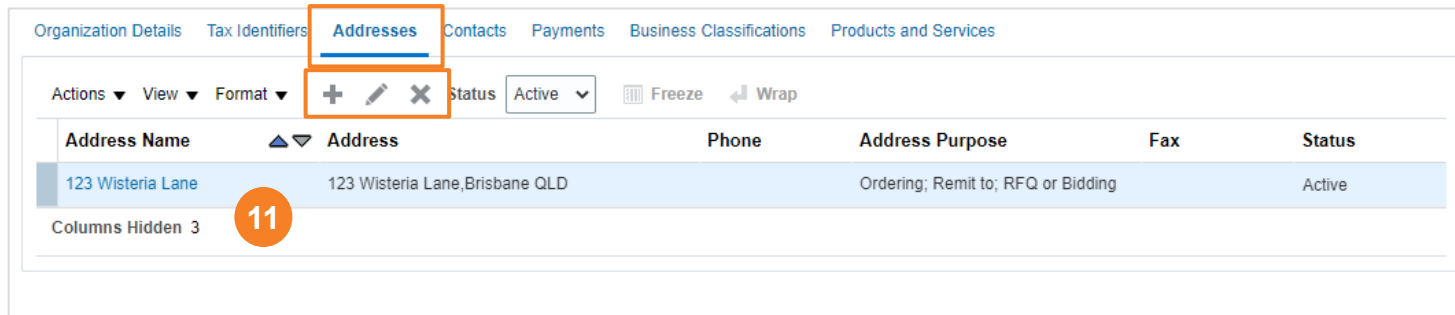
▲ Financial Profile

Current Fiscal Year's
Potential Revenue
Preferred Functional
Currency
Fiscal Year End Month

8	One you have clicked Edit this box will appear. Click on Yes. Note : You MUST be in Edit mode to make any changes to you Company Profile	
9	Enter a Description of the changes you are going to make.	
10	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	 This is where the ABN is recorded
11	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 in the address details use the **Pencil** icon to edit the existing details
- 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**.



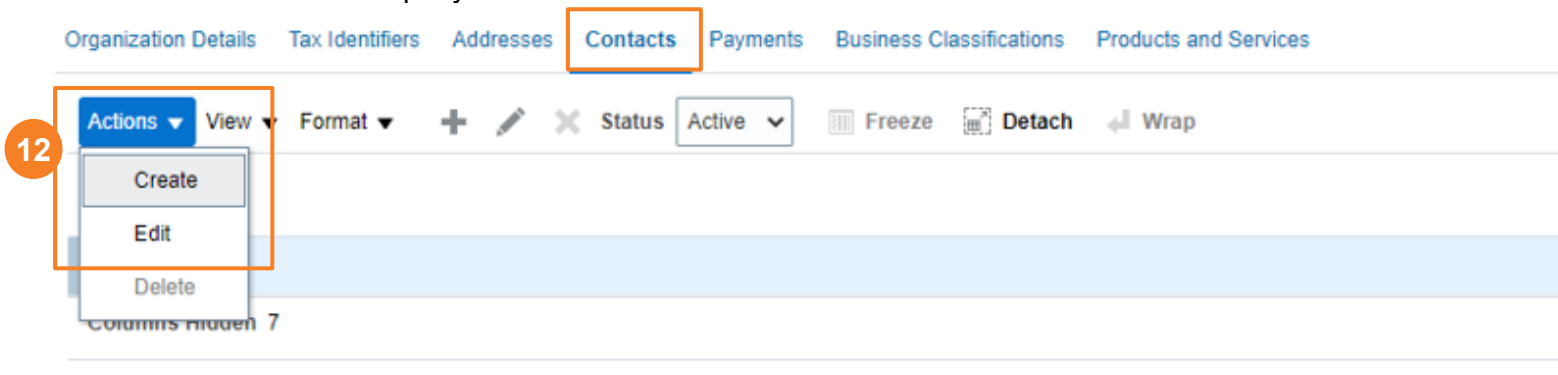
Address Name	Address	Phone	Address Purpose	Fax	Status
123 Wisteria Lane	123 Wisteria Lane, Brisbane QLD		Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

12

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



Actions	View	Format	+	Pencil	X	Status	Active	Freeze	Detach	Wrap
Create										

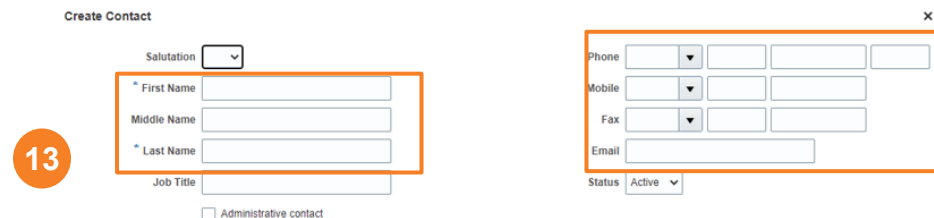
Columns Hidden 7

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

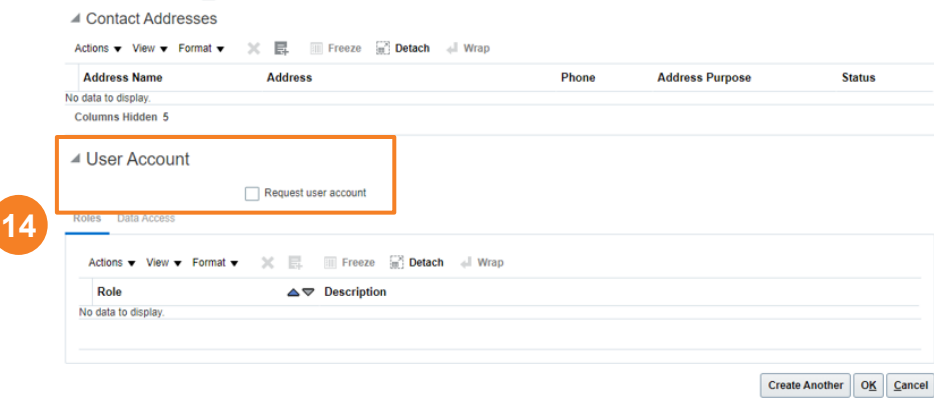
To **Create** a new Contact a new page will open; complete **Name**, **Phone** and **Email** fields. Other fields are Optional but it is recommended that you complete as many fields as possible.

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

13



14

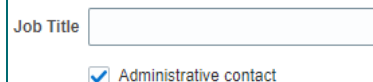
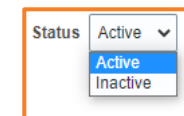


Click **OK**. If that is all you need to update proceed to **step 26**.

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**. If a change is required to a contact email – make the email details inactive and use the **+** Symbol to add the new details

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**.

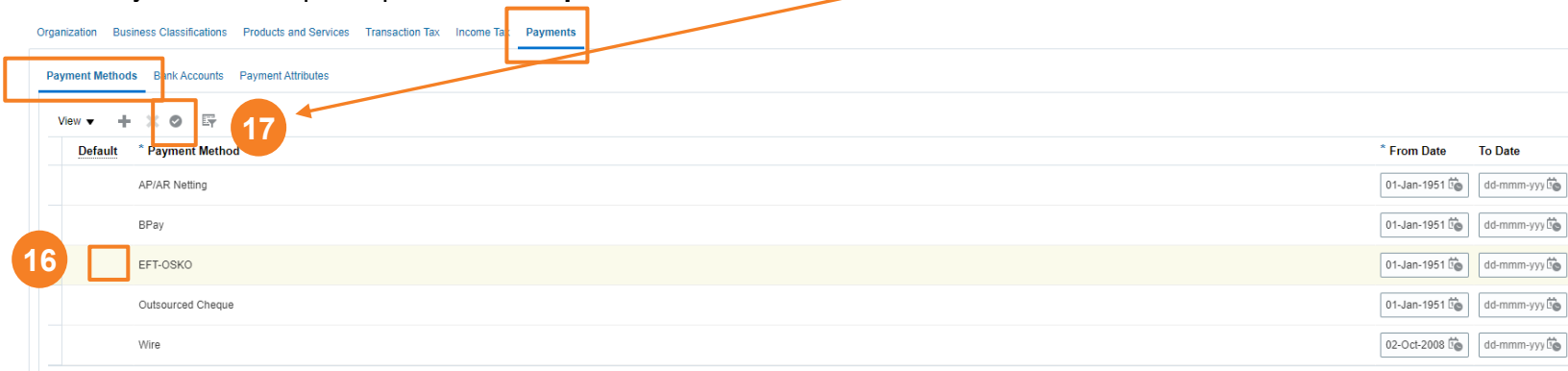
16

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.

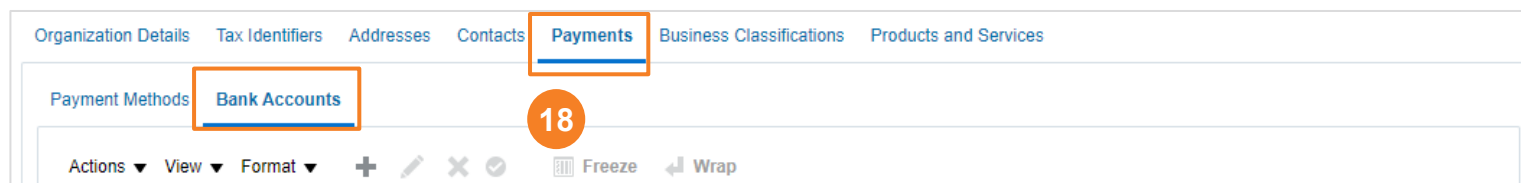
If that is all you need to update proceed to **step 26**.

17



18

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



- 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

* Account Number

From Date 27-Jul-2021

Inactive On

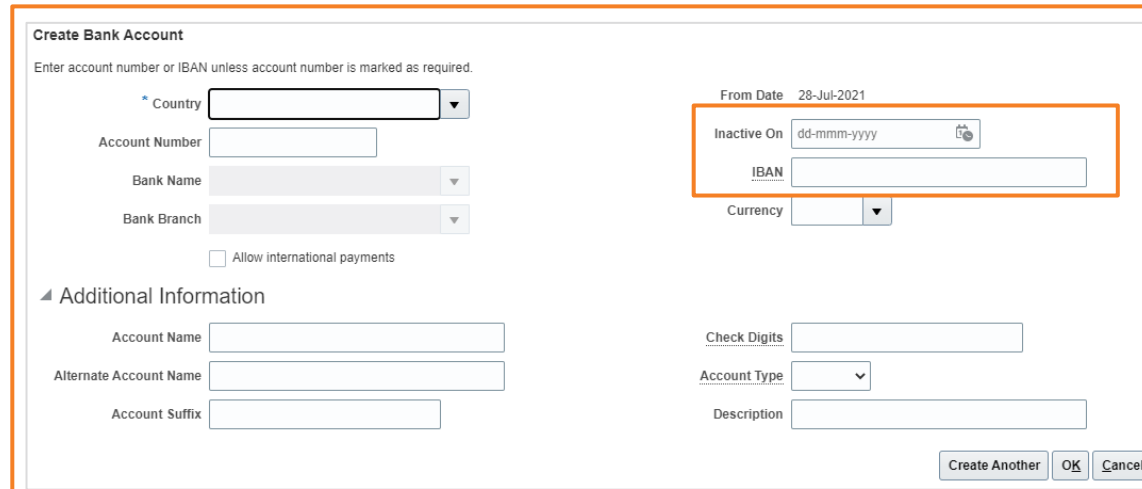
19

19

- 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

20



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**.

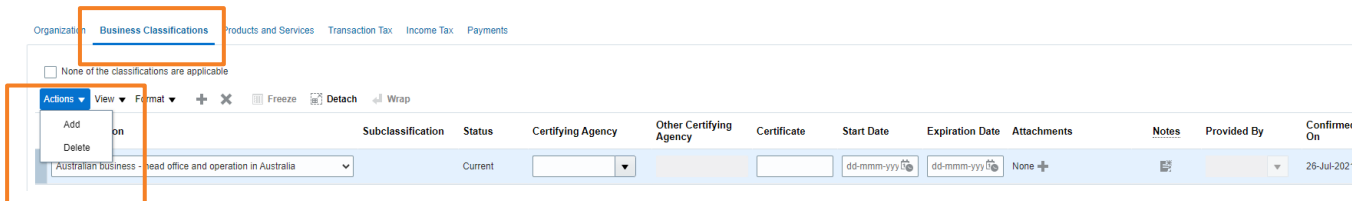
To update your **Business Classifications** navigate to the **Business Classifications** tab.

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.

21

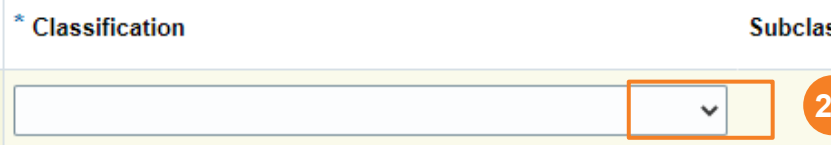
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22

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

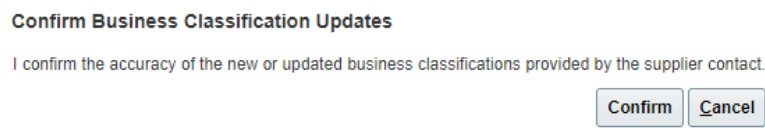
Use the drop down option to select additional criteria; you can choose as many or as few options as you wish



22

23

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



23

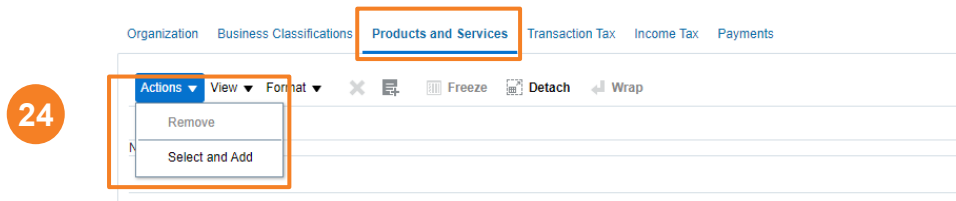
Delete allows you to remove existing criteria

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

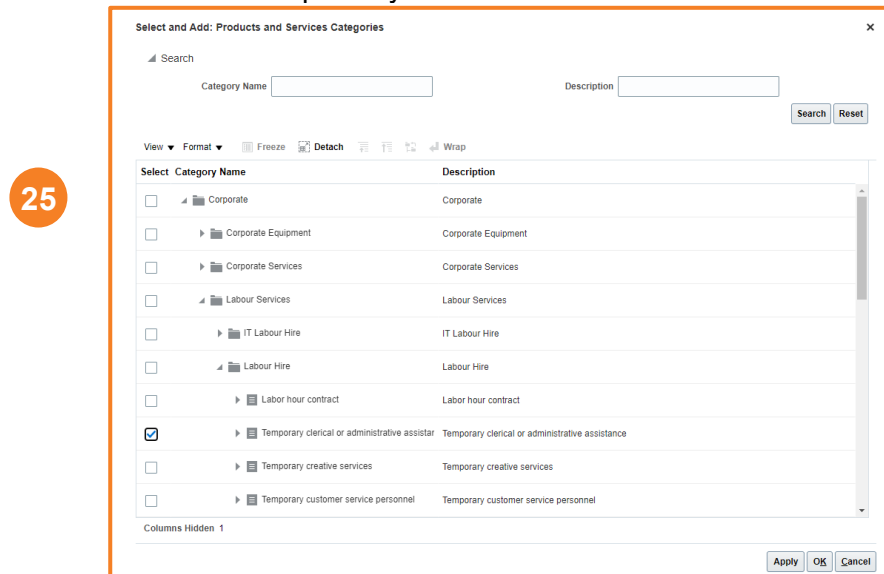
To update your **Products and Services** information navigate to the **Products and Services** tab.

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.

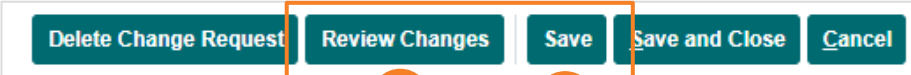
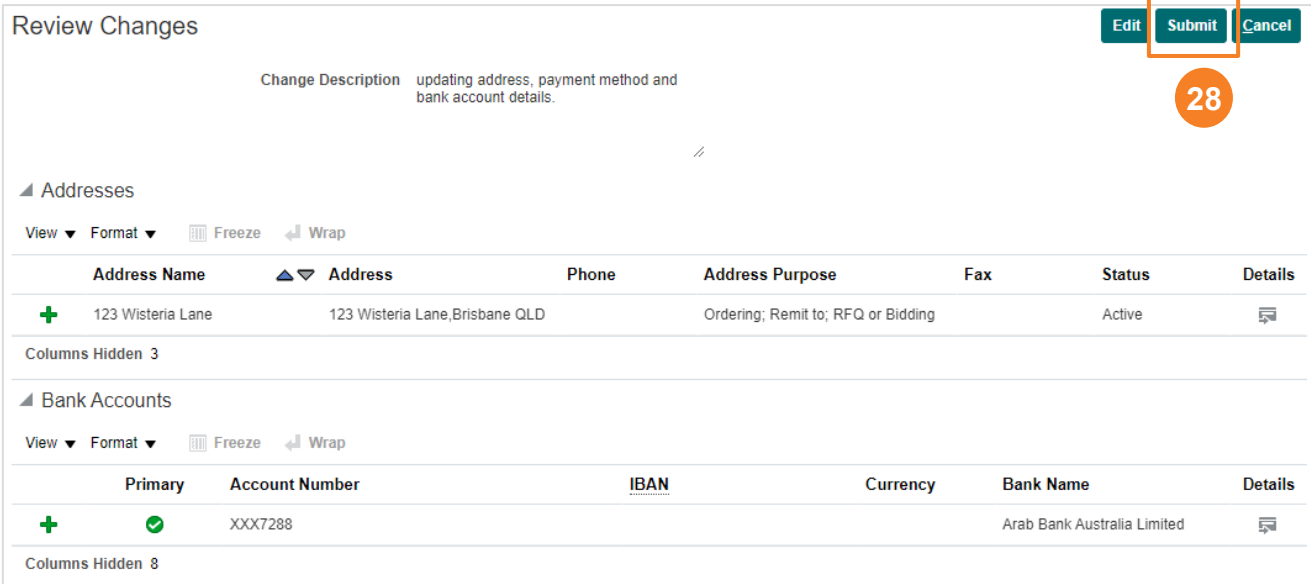
Navigate to **Actions** and choose **Select and Add**.



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	Review Changes page opens Review the changes and click on Submit. Note you MUST click on Review in order to be able to Submit changes.		
29	Click on Ok. Your profile change request will be automatically received by Essential Energy for acceptance If you require further support, please contact suppliers@essentialenergy.com.au	