

Add or Inactivate Contacts

Oracle Quick Reference Guide

Quick Navigation:

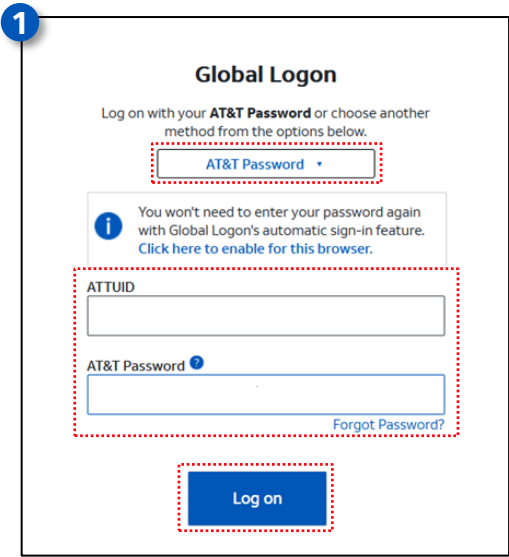
1. [Add a New Contact](#)
2. [Inactivate an Existing Contact](#)
3. [Add or Update a PO Communications Contact](#)

Adding a New Contact

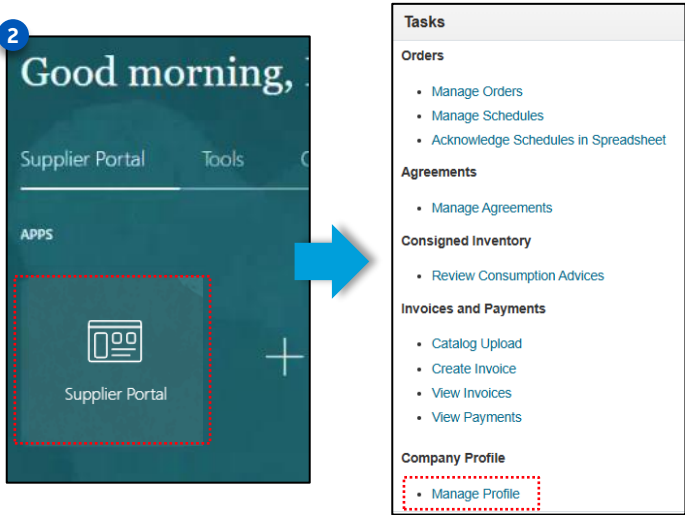
PLEASE READ BEFORE PROCEEDING

Contact Updates:

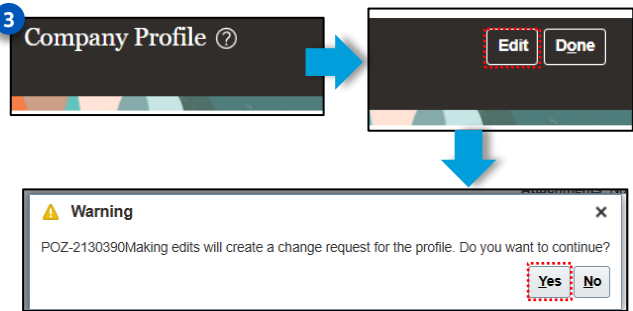
- Please submit contact changes (add/remove) as a separate request before updating addresses, banking information, etc.
- Contact updates submitted separately are auto-approved; if combined with other profile changes, approval will occur after those changes are processed.



- 1 Navigate to the AT&T Buying Central (ABC) Supplier (Oracle Cloud) Homepage via this [link](#)
 - Choose **AT&T Password** from the dropdown
 - Enter your **user ID** (email address) and **AT&T Password**
 - Click **Log on**

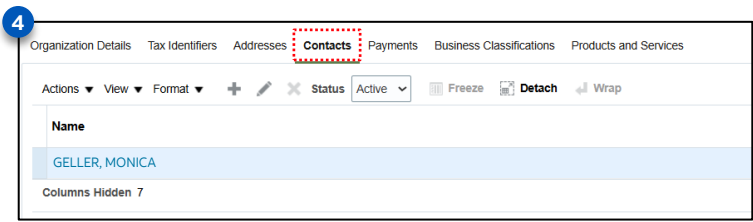


- 2 Once you are logged in, click the **'Supplier Portal'** tile.
 - From the task menu, select **'Manage Profile'** under the Company Profile section.

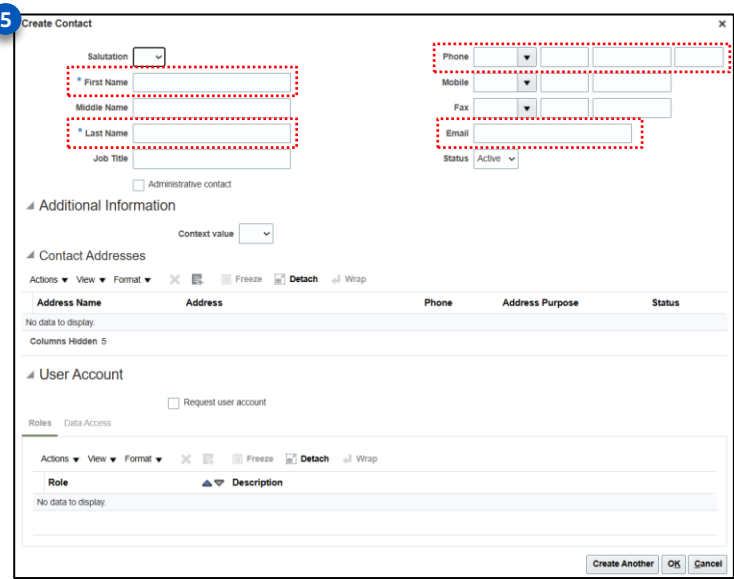
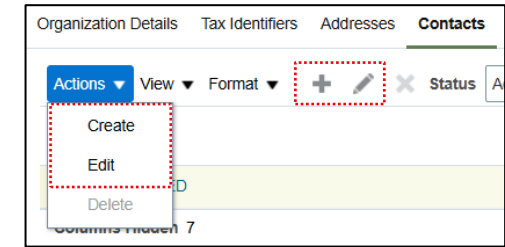


- 3 From the **Company Profile** page, click the **'Edit'** button in the upper right-hand corner.
 - A pop-up will appear stating that edits will create a change request. Click **'Yes'** to proceed.

Adding a New Contact



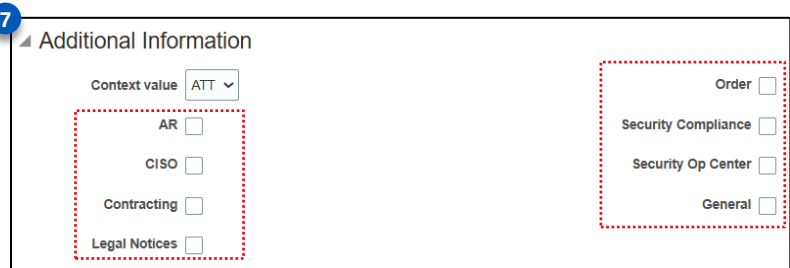
- 4 Select the 'Contacts' tab.
- To edit an existing contact, select the row you wish to update and either click the **pencil icon** or, from the **Actions dropdown**, select '**Edit**'
 - To add a new contact, click the **plus (+) icon** or from the Actions dropdown, select '**Create**'.



- 5 When adding a new contact, the 'Create Contact' pop-up will appear.
- Enter the **first name, last name, phone number, and email** of the new user.



- 6 Under the 'Additional Information' section, click the '**Context Value**' dropdown and select '**ATT**'.



- 7 Once 'ATT' is selected, **8 user role check boxes** will appear.
- Select the applicable role(s) for the new contact.

Adding a New Contact

8 Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Additional Information

Context value

Contact Addresses

Actions View Format Freeze Detach Wrap

Remove Select and Add

Address Phone Address Purpose Status

8 Under the 'Contact Addresses' section, click the 'Actions' dropdown and click 'Select and Add'.

9 Select and Add: Addresses

Search

Address

Search Reset

View Format Wrap

Address Name	Address	Address Purpose
03	SAMPLE ADDRESS 1	Ordering; Remit to
04	SAMPLE ADDRESS 2	Remit to

Rows Selected 1

Apply OK Cancel

9 The 'Select and Add' pop-up will appear.

- Select the applicable address, then click 'Apply' and 'OK'.
- If multiple addresses are required, select each address and click 'Apply' before selecting 'OK' to close the pop-up box.
- The addresses selected will be displayed in the 'Contact Addresses' section.

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
03	SAMPLE ADDRESS		Ordering; Remit to	Active
04	SAMPLE ADDRESS		Remit to	Active

10 User Account

Roles Data Access

☐ Request user account

10 Under the 'User Account' section, check the 'Request user account' box.

User Account

☒ Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
ATT AP SLM Supplier Self Service Specialist	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...
ATT iSupplier Portal External User	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invol...

Create Another OK Cancel

- The available roles will display under the 'Roles' tab.
- *Note that the system assigns the two available roles by default.
- Users can remove a role by highlighting the row for the role and clicking the (x) icon.
- Click 'OK' to close the pop-up or if another contact is needed, click 'Create Another'.

*Role Overview:

- **ATT AP SLM Supplier Self Service Specialist:** This role enables users to update profile information such as addresses, contacts, and payment information.
- **ATT iSupplier Portal External User:** This role enables users to view Purchase Orders (POs) and invoice/payment details. Additionally, users with POs in ABC Oracle can submit invoices against open POs.

Adding a New Contact

- 11 The newly created contact(s) will appear in the Contacts section. If no further edits are needed, click the **Review Changes** button in the upper right-hand corner.

11

Edit Profile Change Request: 26016

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

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

Actions View Format + X Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Geller, Ross		Ross@email.com	(214)123 x4567			Active
GELLER, MONICA		Monica@email.com	2146789101		✓	Active

- 12 The Review Changes page is displayed. Once you have confirmed the details you entered are correct, click **Submit** in the upper right-hand corner.
- A confirmation pop-up will appear. Take note of the change request number.
 - Click **OK** to close the pop-up.
 - **NOTE:** Requests to add, edit, or inactivate contacts are auto-approved. You will receive an approval notification shortly after clicking Submit.

12

Review Changes

Edit Submit Cancel

Change Description

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ Geller, Ross							

Columns Hidden 7

Confirmation

Your profile change request 26016 was submitted for approval.

OK

Notifications

Show All

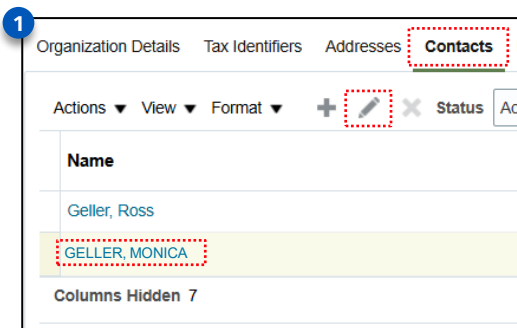
FYI

Now

Supplier Profile Change Request 26016 Was Approved by Setup Enterprise

Dismiss

Inactivate a Contact



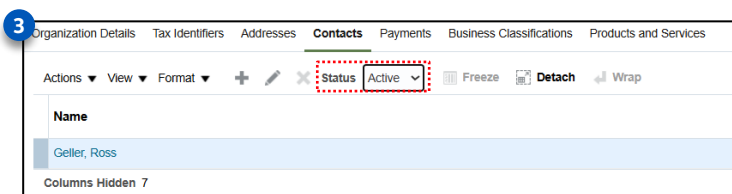
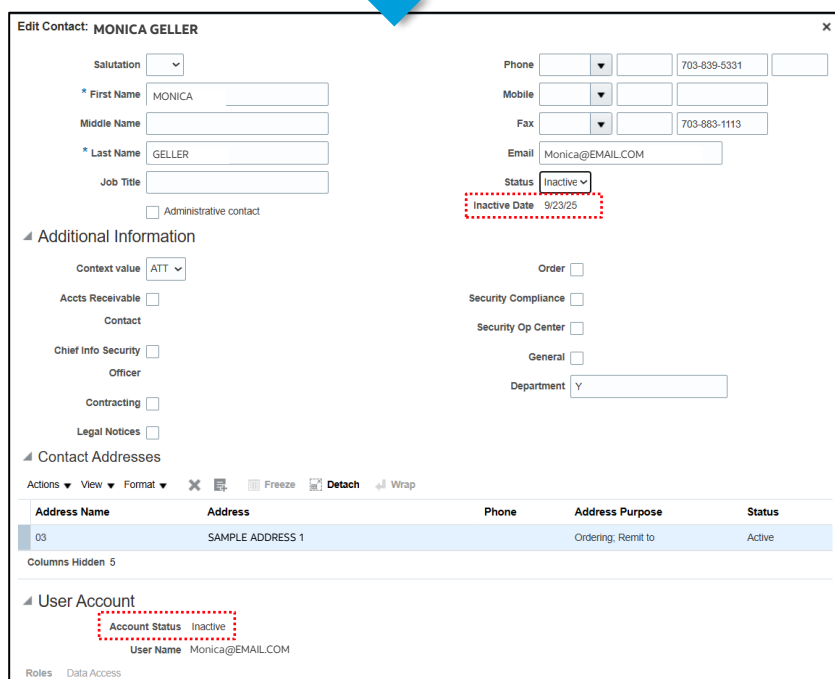
1 If a contact no longer requires access to your supplier profile, you can inactivate the contact.

- From the 'Contacts tab', select the row you'd like to edit and click the **pencil icon**.
- Or click the **blue username hyperlink** to launch the 'Edit Contact' pop-up.



2 Locate the 'Status' field below the 'Email' field.

- From the **Status dropdown**, select '**Inactive**'.
- After selecting 'Inactive', you will see the 'Inactive Date' field appear below the Status.
- In the User Account section, you will see that the Account Status is automatically updated to 'Inactive'.
- Click '**OK**' to retain the updates and close the pop-up box.



3 The inactivated contact should no longer appear as Active in the Contacts tab.

- To view Inactive contacts, click the 'Status' dropdown and select 'Inactive'.
- **Refer to [steps 11 & 12](#) in this guide to submit the changes.**

Additional Support

For additional support, resources, and assistance, please visit the [AT&T Purchasing](#) site.

Add or Update a PO Communications Contact

1

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Pr

Actions View Format + ✎ ✕ Status Active Freeze Wrap

Address Name	Address
01	222 MAIN ST,DALLAS, TX 79543
STL-TEST	1010 Pine St,SAINT LOUIS, MO 63101

Columns Hidden 3

1

Once you initiate a change request select the "addresses" section

- Then click on the address for which you like to add or update your purchasing contact

2

State TX

Postal Code 79543

Language

Additional Information

* Context Value

2

Locate the 'Context Value' field below the 'Address' fields.

- Select "ATT" in the drop down

3

* ATT Contact e-mail Address

* Last 4 digits of Bank Account Number

PO Communication Email Address Suppliername123@yahoo.com

OK Cancel

3

Locate the 'PO Communication Email Address' field

- Add or update the contact information to the desired email to receive PO communications
- Click '**OK**' to retain the updates and close the pop-up box.

4

Delete Change Request Review Changes Save Save and Close Cancel

4

If no further edits are needed, click the '**Review Changes**' button in the upper right-hand corner.

5

Edit Submit Cancel

Confirmation

Your profile change request 29022 was submitted for approval.

OK

5

The Review Changes page is displayed. Once you have confirmed the details you entered are correct, click '**Submit**' in the upper right-hand corner.

- A confirmation pop-up will appear. Take note of the change request number.
- Click '**OK**' to close the pop-up.



Additional Support

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