Add or Inactivate Contacts

Oracle Quick Reference Guide

Quick Navigation:

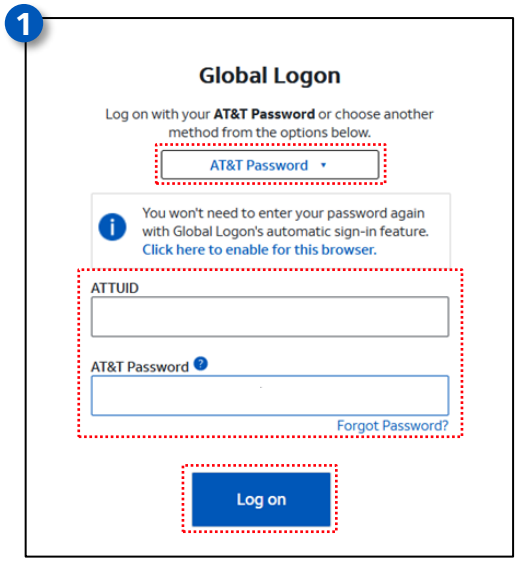
1. Add a New Contact
2. Inactivate an Existing Contact
3. Add or Update a PO Communications Contact

Adding a New Contact

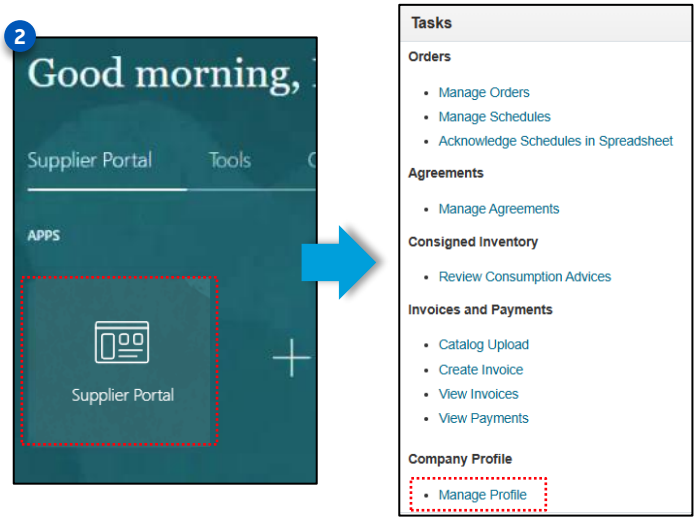
PLEASE READ BEFORE PROCEEDING

Contact Updates:

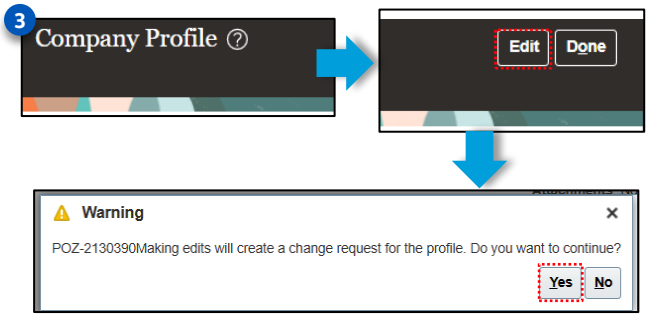
- Please submit contact changes (add/remove) as a separate request before updating addresses, banking information, etc.
- Contact updates submitted separately are auto-approved; if combined with other profile changes, approval will occur after those changes are processed.



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.

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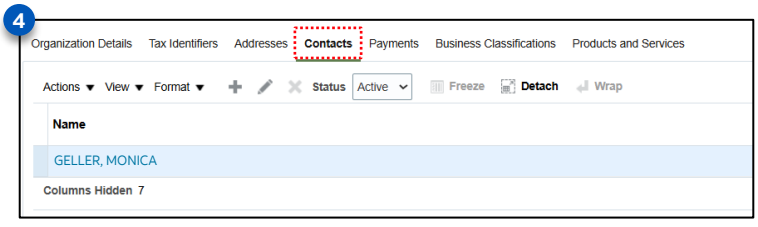
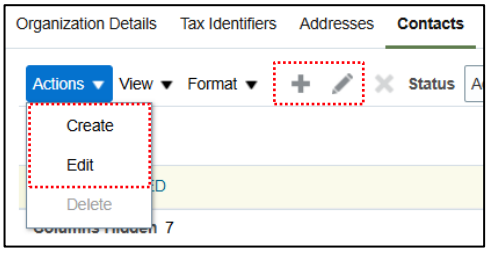
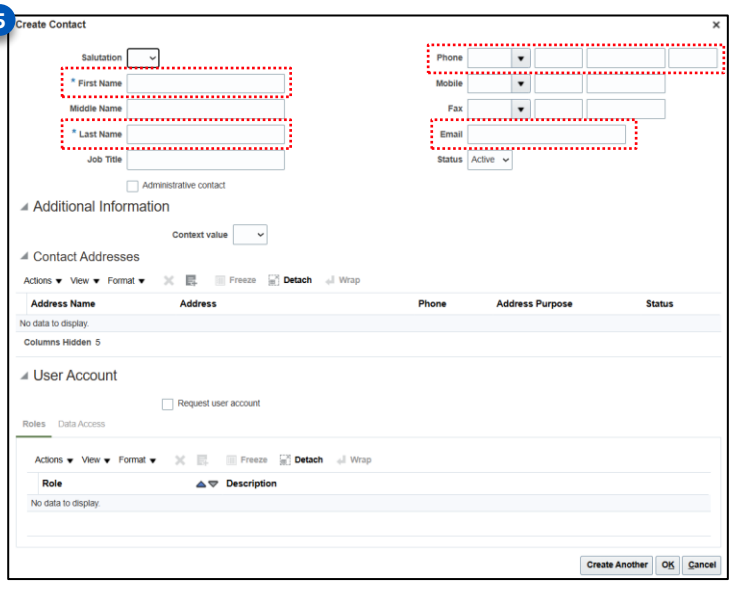
Adding a New Contact





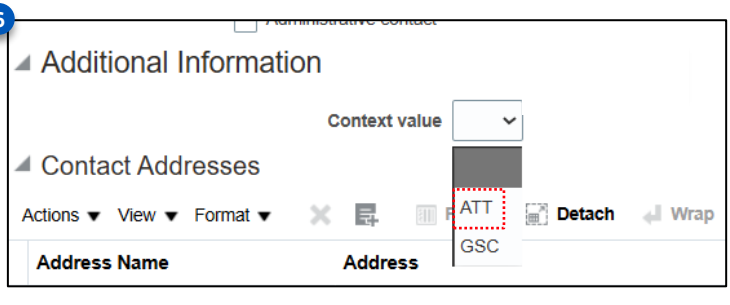
4 Select the 'Contacts' tab.

- 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**'.

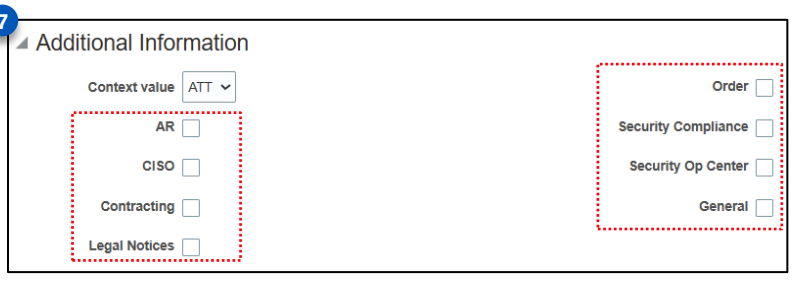


5 When adding a new contact, the 'Create Contact' pop-up will appear.

- 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.

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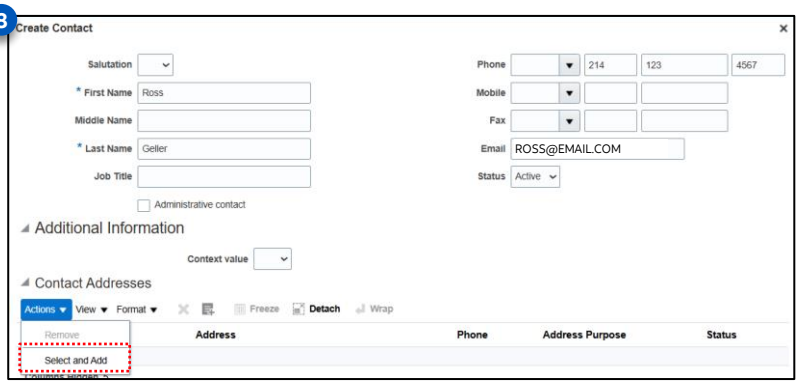
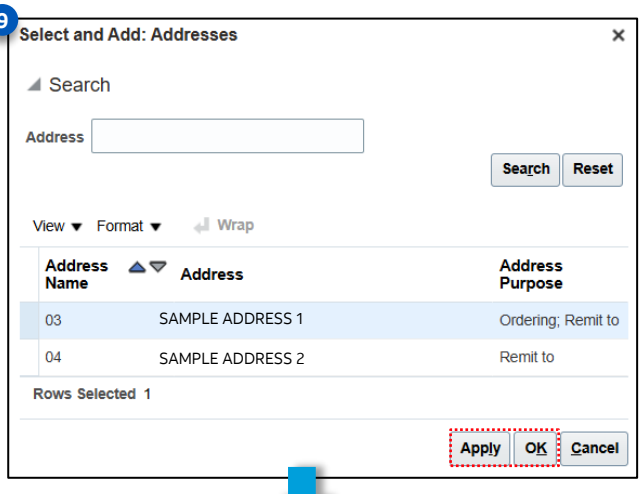
Adding a New Contact

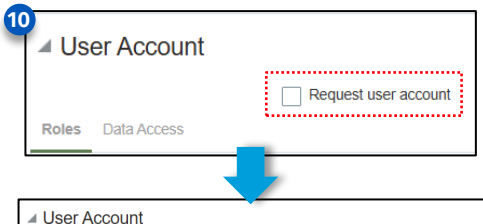


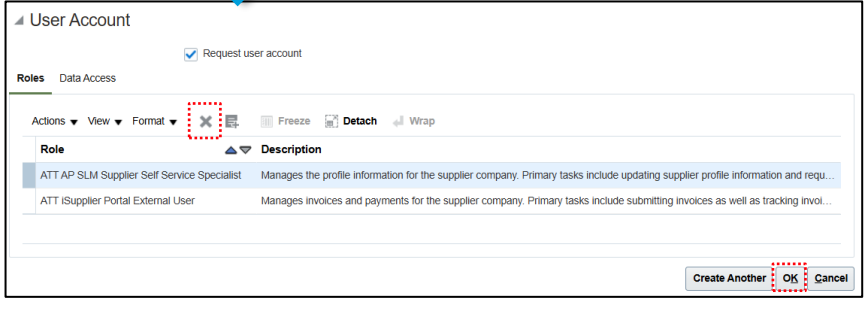
8 Under the 'Contact Addresses' section, click the '**Actions' dropdown** and click '**Select and Add**'.



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.





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

- 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.*

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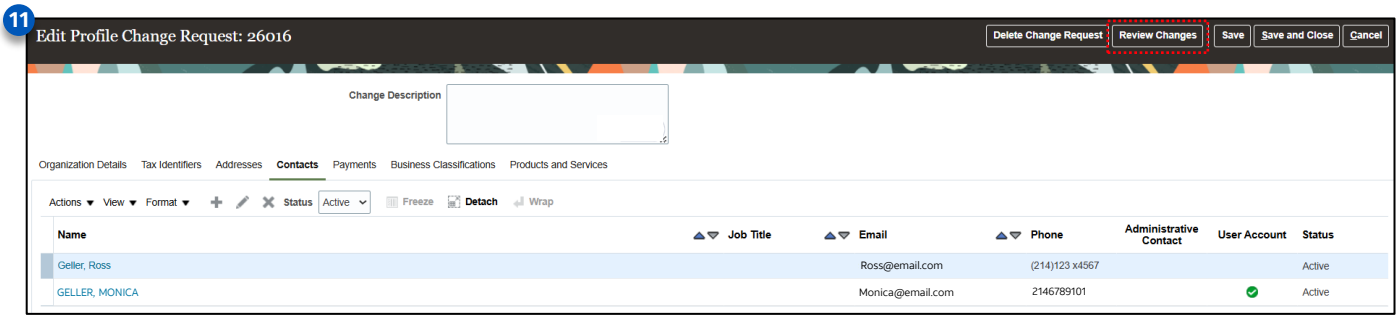
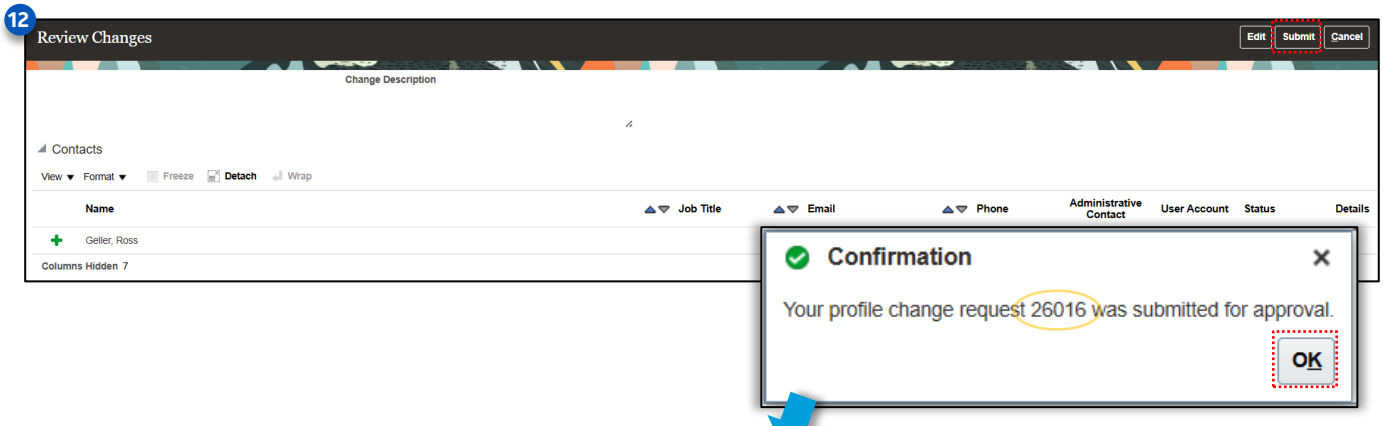
Adding a New Contact

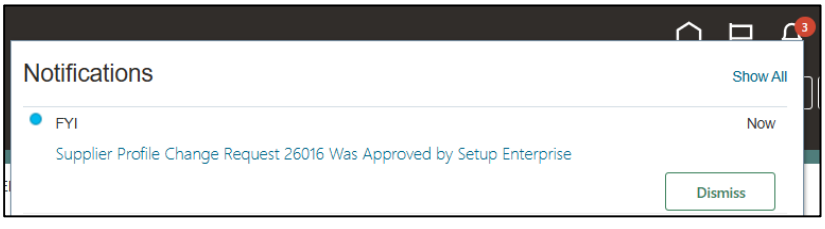
11 The newly created contact(s) will appear in the Contacts section. If no further edits are needed, click the '**Review Changes**' button in the upper right-hand corner.



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.





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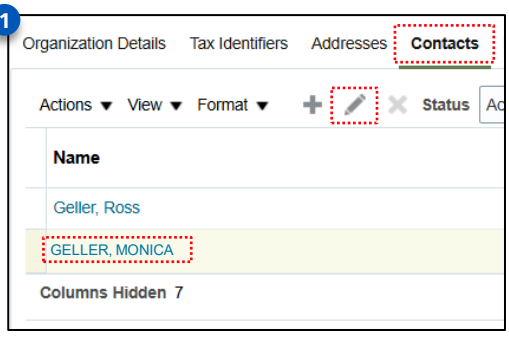
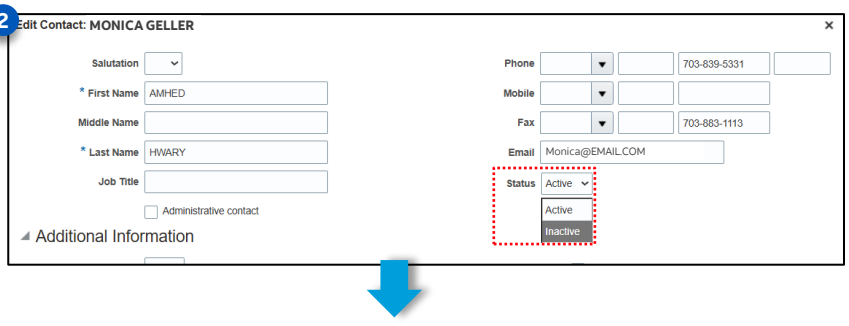
Inactivate a Contact



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

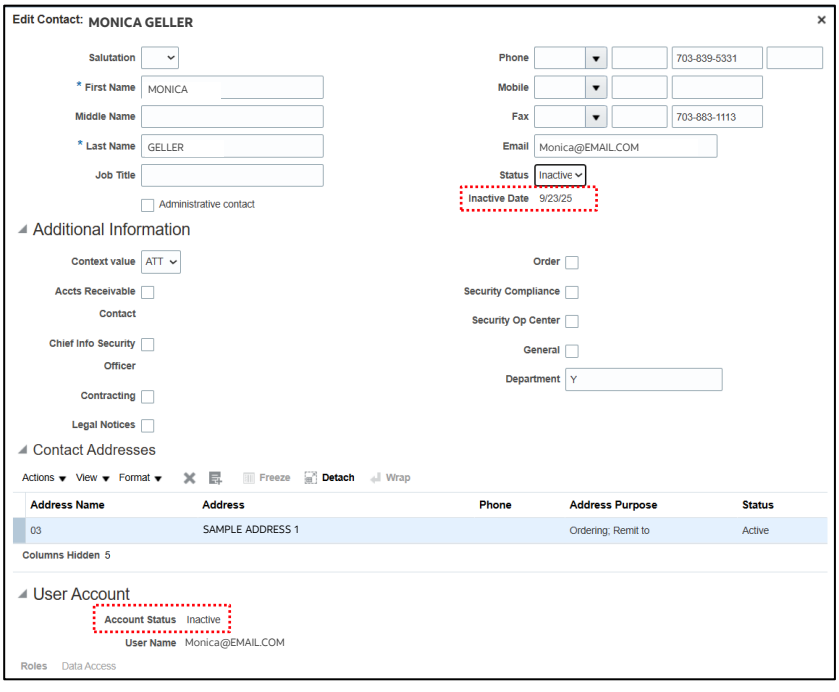
- From the 'Contacts tab', select the row you'd like to edit and click the **pencil icon**.
- Or click the **blue username hyperlink** to launch the 'Edit Contact' pop-up.

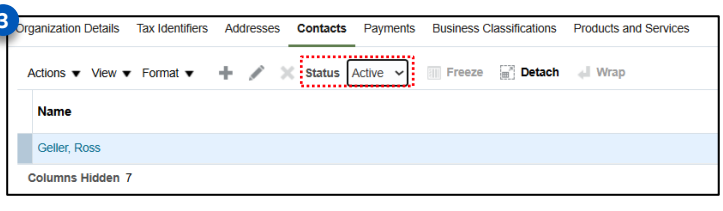


2

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.

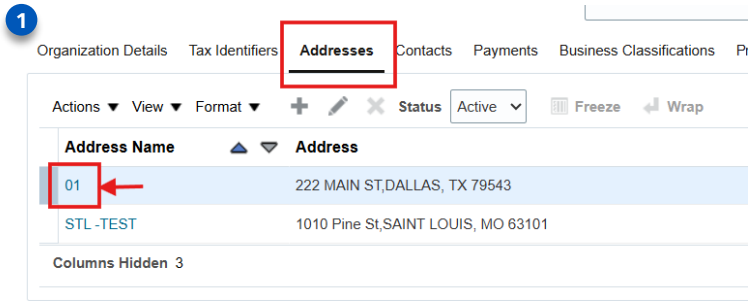




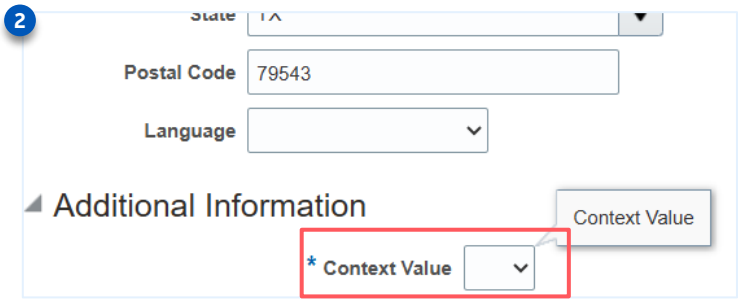
3 The inactivated contact should no longer appear as Active in the Contacts tab.

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

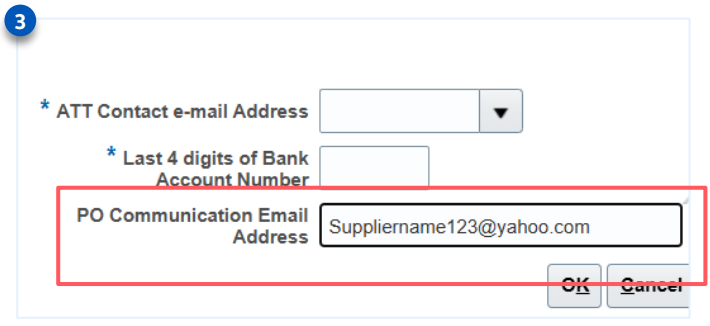
Add or Update a PO Communications Contact



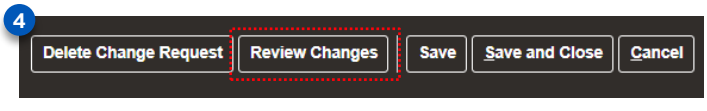
1. Once you initiate a change request select the "addresses" section
   - Then click on the address for which you like to add or update your purchasing contact



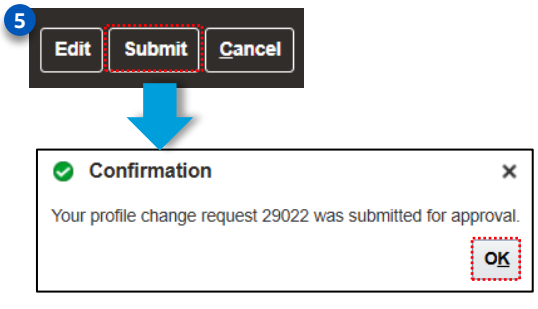
2. Locate the 'Context Value' field below the 'Address' fields.
   - Select "ATT" in the drop down



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



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.

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Additional Support

For additional support, resources, and assistance, please visit the AT&T Purchasing site.